

Minute of Meeting Council

Date	Time	Venue
Thursday, 19 May 2022	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

In Attendance

A Russell, Chief Executive; M Crearie, Director of Communities & Housing Services; G McNeil, Director of Environment & Infrastructure; A MacArthur, Director of Finance & Resources; C Lavery, Chief Officer (Renfrewshire Health & Social Care Partnership); V Hollows, Chief Executive (OneRen); Laura McIntyre, Head of Policy & Commissioning, L Mahon, Head of Marketing & Communications, Alasdair Morrison, Head of Economy & Development Services and L Adamson, Communications & Public Affairs Manager (all Chief Executive's); J Calder, Head of Service (Early Years & Broad General Education) and J Trainer, Head of Child Care & Criminal Justice (both Children's Services); F Carlin, Head of Housing Services and O Reid, Head of Communities & Public Protection (both Communities & Housing Services); and M Boyd, Head of HR & OD Workforce Planning, M Conaghan, Head of Corporate Governance, J Lynch, Head of Property Services, G Dickie, Partnering & Commissioning Manager, D Low, Democratic Services Manager, R Devine, E Currie, E Gray and P Shiach all Senior Committee Services Officers, D Cunningham, Assistant Committee Service Officer and D Pole, B Dalziel and J Whitehead, all End User Technicians (all Finance & Resources).

The Chief Executive, as Returning Officer, presided prior to the election of the Provost.

Webcasting of Council Meeting

The Returning Officer intimated that this meeting of the Council would be webcast live on the Council's website, congratulated all members on their election, welcomed back those members who had been re-elected and welcomed the 15 new members to the Council.

Transparency Statements

Councillor Campbell indicated that she had a connection to item 12 of the agenda – Nomination and Appointment of Elected Members and Officers to Joint Committees, Boards and Other Bodies - as she was an employee of NHS Greater Glasgow & Clyde but not in the Council's area. However, she indicated that she had applied the objective test and did not consider she had an interest to and intimated that it was her intention to remain in the meeting and to take part in any discussion or voting thereon.

Councillor Montgomery indicated that he had a connection to item 12 of the agenda - Nomination and Appointment of Elected Members and Officers to Joint Committees, Boards and Other Bodies - as he was a former employee of Renfrewshire Citizens Advice Bureau. However, he indicated that he had applied the objective test and did not consider he had an interest to and intimated that it was his intention to remain in the meeting and to take part in any discussion or voting thereon.

Councillor McDonald indicated that she had a connection to item 12 of the agenda – Nomination and Appointment of Elected Members and Officers to Joint Committees, Boards and Other Bodies - by reason of her membership of Linstone Housing. However, she indicated that she had applied the objective test and did not consider she had an interest to and intimated that it was her intention to remain in the meeting and to take part in any discussion or voting thereon.

Councillor McMillan indicated that he had a connection to item 12 of the agenda – Nomination and Appointment of Elected Members and Officers to Joint Committees, Boards and Other Bodies - by reason of his membership of the Johnstone & Linwood Local Partnership as a community representative. However, he indicated that he had applied the objective test and did not consider he had an interest to and intimated that it was his intention to remain in the meeting and to take part in any discussion or voting thereon.

Councillor Mullin indicated that he had a connection to item 12 of the agenda – Nomination and Appointment of Elected Members and Officers to Joint Committees, Boards and Other Bodies - by reason of his employment with the NHS. However, he indicated that he had applied the objective test and did not consider he had an interest to and intimated that it was his intention to remain in the meeting and to take part in any discussion or voting thereon.

Declaration of Interest

Councillor Ann-Dowling declared an interest in item 12 of the agenda - Nomination and Appointment of Elected Members and Officers to Joint Committees, Boards and

Other Bodies - as she was a Director of Renfrewshire Citizens Advice Bureau and intimated that it was her intention to leave the meeting and take no part in the discussion or voting thereon.

1 Election of Provost

The Returning Officer invited nominations for the office of Provost of Renfrewshire Council.

Councillor Nicolson, seconded by Councillor J Cameron, moved that Councillor L Cameron, be elected as Provost of Renfrewshire.

Councillor McMillan, seconded by Councillor G Graham, moved as an amendment that Councillor Gilmour be elected as Provost of Renfrewshire.

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

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

20 members having voted for the amendment and 23 members having voted for the motion, the motion was accordingly declared carried.

DECIDED: That Councillor L Cameron be elected as Provost of Renfrewshire.

Adjournment

The Chief Executive intimated that there would be a short adjournment to enable the Provost to take the Chair and for the webcasting system to be updated.

Provost Cameron thereafter took the Chair, welcomed all members, outlined the role of the Provost and thanked the members for electing her to the Office of Provost of Renfrewshire. She advised that it was her intention to prepare and submit a report to future Council meetings detailing the activities undertaken by the Provost in the period between Council meetings.

2 Election of Depute Provost

The Provost invited nominations for the office of Depute Provost of Renfrewshire Council.

Councillor Nicolson, seconded by Councillor J Cameron, moved that Councillor McEwan, be elected as Depute Provost of Renfrewshire.

Councillor Ann-Dowling, seconded by Councillor McMillan, moved as an amendment that Councillor Davidson, be elected as Depute Provost of Renfrewshire.

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

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

20 members having voted for the amendment and 23 members having voted for the motion, the motion was accordingly declared carried.

DECIDED: That Councillor McEwan be elected as Depute Provost of Renfrewshire.

3 **Term of Office of Provost and Depute Provost**

There was submitted a report by the Director of Finance & Resources relative to the term of office of Provost and Depute Provost of the Council.

In terms of the Local Government etc. (Scotland) Act 1994, the Council was required to appoint a Convener and could appoint a Depute Convener. The Council had previously agreed that the Convener and Depute Convener be known as Provost and Depute Provost.

The Council was permitted to make provision within their standing orders to set the duration of the term of office of the Convener and Depute Convener and also to set out a procedure for their early removal from office. The relevant paragraphs in the Council's Standing Orders provided that:-

the Convener of the Council shall hold office as Convener until the next ordinary election or until ceasing to be a councillor whichever is the earlier (Standing Order 11d); and

notwithstanding the foregoing provisions the Council may specify a shorter period for the term of office of Convener at the time of his being elected to that office (Standing Order 11e).

The Council was required to determine the period of office which the Convener would serve and, as there were no provisions within the Council's Standing Orders which regulated the term of office of the Depute Convener, this was also a matter for the Council to determine.

DECIDED: That the Council agree that the terms of office of the Provost and the Depute Provost should be to the next ordinary election of the Council.

4 **Election of Leader and Depute Leader of the Council**

The Provost invited nominations for appointment to the posts of Leader and Depute Leader of the Council.

Councillor Paterson, seconded by Councillor Steel, moved that Councillor Nicolson be elected as Leader of Renfrewshire Council and that Councillor J Cameron be elected as Deputy Leader of Renfrewshire Council.

Councillor Gilmour, seconded by Councillor G Graham, moved as a first amendment that Councillor McMillan be elected as Leader of Renfrewshire Council.

Councillor Hood, seconded by Councillor Davidson moved as a second amendment that Councillor Ann-Dowling be elected as Deputy Leader of Renfrewshire Council.

The Clerk advised that separate votes would be taken between the motion and each amendment.

On the roll being called between the motion and first amendment, the following members voted for the first amendment: Councillors Ann-Dowling, Clark, Davidson, Devine, Gilmour, Grady, G Graham, Hood, McCulloch, McDonald, McGuire, McMillan, Montgomery, Mullin and Smith.

The following members voted for the motion: Councillors Adam, Airlie-Nicolson, Burns, J Cameron, Provost L Cameron, 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 N Graham, Gray, Leishman, J MacLaren and McGonigle.

15 members having voted for the first amendment, 23 members having voted for the motion and 5 members having abstained, the motion was accordingly declared carried.

On the roll being called between the motion and second amendment, the following members voted for the second amendment: Councillors Ann-Dowling, Clark, Davidson, Devine, Gilmour, Grady, G Graham, Hood, McCulloch, McDonald, McGuire, McMillan, Montgomery, Mullin and Smith.

The following members voted for the motion: Councillors Adam, Airlie-Nicolson, Burns, J Cameron, Provost L Cameron, 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 N Graham, Gray, Leishman, J MacLaren and McGonigle.

15 members having voted for the second amendment, 23 members having voted for the motion and 5 members having abstained, the motion was accordingly declared carried.

DECIDED: That Councillor Nicolson be elected Leader of Renfrewshire Council and that Councillor Cameron be elected as Deputy Leader of Renfrewshire Council.

Adjournment

The Chief Executive intimated that there would be a short adjournment to enable the office bearers to take their places and the webcasting system to be updated. The

meeting adjourned at 10.10 a.m. and reconvened at 10.35 a.m.

5 **Report on Election Results**

There was submitted a report by the Returning Officer advising that on Thursday 5 May 2022 the following persons had been elected as Councillors to Renfrewshire Council to hold office from 5 May 2022 until the next ordinary election of the Council and providing a note of the final costs in respect of the cancelled Ward 6 by-election.

Ward 1	John Gray, Lisa-Marie Hughes, Jamie McGuire and John Shaw.
Ward 2	Edward Grady, Cathy McEwan and Jim Paterson.
Ward 3	Jennifer Marion Adam McGregor, Graeme Clark and Neill Graham.
Ward 4	Kenny MacLaren, Mags MacLaren, Janis McDonald and Ben Smith.
Ward 5	Carolann Davidson, John McNaughtan and Will Mylet.
Ward 6	Eddie Devine, Bruce MacFarlane and Marie McGurk.
Ward 7	Stephen Burns, Lorraine Cameron, Anne Hannigan and Kevin Montgomery.
Ward 8	Jacqueline Cameron, John Hood, Iain McMillan and Andy Steel.
Ward 9	Andy Doig, Chris Gilmour, Gillian Graham and Emma Rodden.
Ward 10	Alison Ann-Dowling Audrey Doig, Robert Innes and David McGonigle.
Ward 11	Fiona Airlie- Nicolson, James MacLaren and Colin Alan McCulloch.
Ward 12	Michelle Campbell, Alec Leishman, Sam Mullin and Iain Nicolson.

DECIDED:

(a) That the election of councillors to the next ordinary election be noted; and

(b) That the final costs of the cancelled Ward 6 by-election, as detailed in paragraph 3.2 of the report, be noted.

6 **Minutes of Council and Boards**

There were submitted the Minutes of the following meetings of the Council and Placing Requests & Exclusions Appeals Panel on the dates specified:

Council, 28 April 2022

Placing Requests & Exclusions Appeals Panel 29 April 2022

DECIDED: That the Minutes be approved.

7 **Decision Making Structure and Membership**

There was submitted a report by the Director of Finance & Resources relative to the Council's decision-making structure and intimating that the Council was entitled to arrange for the discharge of any of its functions, subject to a few statutory exceptions, by a committee or sub-committee of the authority. The appendix to the report detailed the existing structure which had been in place since 2017, with the later addition of the Climate Change Sub-committee. The report highlighted that a timetable of

meetings based on the current structure had been agreed at the meeting of the Council held on 16 December 2021

The report intimated that when considering a decision-making structure the Council required to have regard to special rules concerning the establishment and membership of certain Boards and panels, details of which were included in the appendix to the report.

It was noted that when appointing members, the Council should also apply the principle of party representation in a fair and consistent manner. Whilst, in Scotland, the rules set out in the Local Government and Housing Act 1989 requiring party political balance on committees and sub-committees had not been brought into effect, it was important that councils applied the principle of party representation in a manner which could stand the test of scrutiny.

Councillor Nicolson, seconded by Councillor Cameron, moved that the Council approve the following revised decision making structure:-

(a) The existing four policy boards of the Council and Climate Change sub-committee are disbanded and replaced by the following six policy boards:

Communities and Housing Policy Board
 Economy and Regeneration Policy Board
 Education and Children's Services Policy Board
 Finance, Resources and Customer Services Policy Board
 Infrastructure, Land and Environment Policy Board
 Planning and Climate Change Policy Board;

(b) The remit of the Leadership Board shall be revised with the previous remit of economy, employment, regeneration and strategic place-shaping, renewal and town centres management now moving to the remit of the new Economy and Regeneration Policy Board;

(c) The remit of the new Communities and Housing Policy Board will include housing, police, civil contingencies, fire & rescue, community learning, community safety & development, public protection, community justice, community councils, consumer protection and building standards;

(d) Police and Fire & Rescue Scrutiny shall form the remit of a sub-committee of the new Communities and Housing Policy Board, comprising five members drawn from the membership of the Policy Board to include three members of the administration including the Convener or Depute Convener of the Policy Board;

(e) The remit of the new Planning and Climate Change Policy Board shall be formed of the remit of the former Climate Change sub-committee of the Leadership Board, along with the planning function which was previously part of the Communities, Housing and Planning Policy Board. The Local Review Body will be formed from the membership of this Board;

(f) The remit of Education and Children's Services Policy Board, the Finance, Resources and Customer Services Policy Board, and Infrastructure, Land and Environment Policy Board will remain unchanged from the previous iterations of those boards;

- (g) The remaining boards and sub-committees will remain as previously constituted.
- (h) That the Council approves the remits of the new and revised Boards and subcommittees that are attached as in appendix to this motion;
- (i) That the Council agrees that a new subcommittee of the Leadership Board shall be formed covering matters including social renewal, tackling poverty and the cost-of-living crisis, that the Convener of the sub-committee will be Councillor Jacqueline Cameron, and instructs the Head of Corporate Governance to bring a report to the Council Meeting of 30 June in respect of the proposed remit and membership of the sub-committee;
- (j) That the Head of Corporate Governance conduct a full review of the terms or reference and remit of all boards and bring a report to the Council Meeting of 29 September 2022;
- (k) Instructs the Head of Corporate Governance to fix dates for the meetings of the boards set out in para (a) above in consultation with the relevant board conveners and to report to the Council Meeting of 30 June 2022 with a timetable for further meetings of these boards;
- (l) That consideration of appointment of members to the Adoption and Fostering Panels is continued to the Council Meeting of 30 June 2022, and instructs the Head of Child Care and Criminal Justice to bring a report to that meeting in respect of these appointments;
- (m) That the Council approves that the composition and membership of the policy boards, appeals panels and associated forums and panels shall be as follows:-
- (i) Education and Children's Services Policy Board - 20 members, to comprise 9 members from the Administration, 8 members from the opposition groups and parties and 3 church representatives. Comprising Councillors Rodden, Paterson, Audrey Doig, Hughes, Innes, Mylet, Airlie-Nicolson, Adam and Lorraine Cameron from the Administration and 8 members to be determined by the opposition groups or parties.
- That Councillor Rodden be appointed Convener and Councillor Paterson be appointed Depute Convener of the Education and Children's Services Policy Board.
- (ii) Economy and Regeneration Policy Board- 15 members, to comprise 8 members from the Administration and 7 members from the opposition groups and parties. Comprising Councillors Steel, Campbell, Nicolson, Shaw, Burns, McNaughtan, McGurk and Paterson from the Administration and 7 members to be determined by the opposition groups and parties.
- That Councillor Steel be appointed Convener and Councillor Campbell be appointed Depute Convener of the Economy and Regeneration Policy Board.
- (iii) Communities and Housing Policy Board - 15 members, to comprise 8 members from the Administration and 7 members from the opposition groups and parties. Comprising Councillors McGurk, McNaughtan, Innes, Jacqueline Cameron, Mags MacLaren, Hughes, Rodden and McEwan from the Administration and 7 members to be determined by the opposition groups and parties.

That Councillor McGurk be appointed Convener and Councillor Innes be appointed

Depute Convener of the Communities and Housing Policy Board.

a) Police and Fire & Rescue Scrutiny Sub-committee – 5 members of the Communities and Housing Policy Board to comprise 3 members from the Administration including the Convener or Depute Convener of the Policy Board and 2 members from the opposition groups or parties.

(iv) Infrastructure, Land and Environment Policy Board – 15 members, to comprise 8 members of the Administration and 7 members of the opposition groups and parties. Comprising Councillors Campbell, Burns, Adam, McNaughtan, Jacqueline Cameron, Audrey Doig, Mylet and Nicolson from the Administration and 7 members to be determined by the opposition groups and parties.

That Councillor Campbell be appointed Convener and Councillor Burns be appointed Depute Convener of the Infrastructure, Land and Environment Policy Board.

a) Community Asset Transfer Review Sub-committee – to comprise any 5 members of the Infrastructure, Land and Environment Policy Board provided 3 are from the Administration and 2 from the opposition groups or parties. The Subcommittee will be chaired by either the Convener or Depute Convener of the Board.

(v) Finance, Resources and Customer Services Policy Board -15 members, to comprise 8 members from the Administration and 7 members from the opposition groups and parties.

Comprising Councillors Shaw, Airlie-Nicolson, Lorraine Cameron, Audrey Doig, Campbell, Nicolson, MacFarlane and Jacqueline Cameron from the Administration and 7 members to be determined by the opposition groups and parties.

That Councillor Shaw be appointed as Convener of the Finance, Resources and Customer Services Policy Board and Councillor Airlie-Nicolson be appointed Depute Convener of the Finance, Resources and Customer Services Policy Board.

(vi) Planning and Climate Change Policy Board -15 members, to comprise 8 members from the Administration and 7 members from the opposition groups and parties.

Comprising Councillors Paterson, MacFarlane, McGurk, McNaughtan, Shaw, Kenny MacLaren, Nicolson and Adam from the Administration and 7 members to be determined by the opposition groups and parties.

That Councillor Paterson be appointed as Convener of the Planning and Climate Change Policy Board and Councillor MacFarlane be appointed Depute Convener of the Planning and Climate Change Policy Board.

a) Local Review Body – to comprise 5 members of the Planning and Climate Change Policy Board to deal with each Review.

That Councillor Paterson be appointed Chairperson of the Local Review Body and the Depute Chairperson will be nominated by the opposition from the opposition members on the Policy Board.

(vii) Leadership Board - 15 members, to comprise 8 members of the Administration and 7 members from the opposition groups or parties.

Comprising Councillors Nicolson, Jacqueline Cameron, McGurk, Rodden, Shaw, Campbell, Paterson and Steel from the Administration and 7 members to be

determined by the opposition groups and parties.

That Councillor Nicolson be appointed Convener and Councillor Jacqueline Cameron be appointed Deputy Convener of the Leadership Board.

(vii) Audit, Risk and Scrutiny Board – 9 members, to comprise 3 members from the Administration and 6 members from the opposition groups or parties.

Comprising Councillors Burns, Paterson and Innes from the Administration and 6 councillors to be determined by the opposition groups and parties.

That an opposition councillor be appointed Convener and an opposition councillor be appointed Deputy Convener of the Audit, Risk and Scrutiny Board.

(viii) Regulatory Functions Board -10 members, to comprise 6 members of the Administration and 4 members from the opposition groups or parties.

Comprising Councillors McNaughtan, McEwan, Audrey Doig, Hughes, Rodden and Steel from the Administration and 4 members to be determined by the opposition groups or parties.

That Councillor McNaughtan be appointed Convener and Councillor McEwan be appointed Deputy Convener of the Regulatory Functions Board.

(ix) Appeals – from the pool of all 43 members, members to be drawn for the Appeals Panel as undernoted:-

Bursaries and Endowments Appeals Panel – 4 members to comprise 3 members from the Administration and 1 member from the opposition group or parties.

Non-Domestic Rates Appeal Panel – 5 members to comprise 3 members from the Administration and 2 members from the opposition groups or parties

Placing Requests and Exclusions Appeals – 2 members to comprise 1 member of the Administration and 1 member of the opposition groups or parties.

Personnel Appeals and Applied Conditions of Service – 8 members to comprise 5 members of the Administration and 3 members from the opposition groups or parties.

That Councillor Burns be appointed Convener and Councillor Campbell be appointed Deputy Convener of the Appeals Board and the Personnel Appeals & Applied Conditions of Service Appeals Panel.

(x) Appointment Board for Director Posts – 9 members, to comprise 5 members of the Administration, and 4 members of the opposition groups or parties.

That Councillor Nicolson be appointed Convener and Councillor Jacqueline Cameron be appointed Deputy Convener of the Appointment Board for Director Posts.

(xi) Appointment Board for Head of Service Posts – 7 members, to comprise 4 members from the Administration and 3 members from the opposition group or parties.

That Councillor Nicolson be appointed Convener and Councillor Jacqueline Cameron be appointed Deputy Convener of the Appointment Board for Head of Service Posts.

(xii) Appointment Board for Chief Executive Post - 9 members, to comprise the Leader and Deputy Leader of the Council, 3 further members of the Administration and 4 members from the opposition groups or parties.

That Councillor Nicolson be appointed Convener and Councillor Jacqueline Cameron be appointed Deputy Convener of the Appointment Board for Chief Executive Post.

(xiii) Emergencies Board - 5 members, to comprise 3 members from the Administration and 2 members from the opposition groups or parties.
To comprise Councillors Nicolson, Jacqueline Cameron and Paterson from the Administration and 2 members to be determined by the opposition groups or parties.

That Councillor Nicolson be appointed Convener and Councillor Jacqueline Cameron be appointed Deputy Convener of the Emergencies Board.

(xiv) Investment Review Board – 5 members, to comprise 3 members from the Administration and 2 members from the opposition groups or parties.
To comprise Councillors Shaw, Nicolson and Jacqueline Cameron from the Administration and 2 members to be determined by the opposition groups or parties.

That Councillor Shaw be appointed Convener and Councillor Nicolson be appointed Deputy Convener of the Investment Review Board.

(xv) Joint Consultative Board (non teaching) – 5 members, to comprise 3 members from the Administration and 2 members from the opposition groups or parties.
To comprise Councillors TBC from the Administration and 3 members to be determined by the opposition group or parties.

That Councillor TBC be appointed as Convener and Councillor TBC be appointed Deputy Convener of the Joint Consultative Board (non-teaching).

(xvi) Renfrewshire Joint Negotiating Committee for Teaching Staff – 2 members both from the Administration.
To comprise Councillor TBC and Councillor TBC
That Councillor TBC be appointed Convener and Councillor TBC be appointed Deputy Convener of the Renfrewshire Joint Negotiating Committee for Teaching Staff.

(xvii) Cross Party Sounding Board – 6 members, to comprise the Leader and Deputy Leader of the Council plus one member each from the other political groups and parties on the Council.
To comprise Councillors Nicolson and Jacqueline Cameron and 4 other members to be determined by the opposition groups or parties.

That Councillor Nicolson be appointed Convener and Councillor Jacqueline Cameron be appointed Deputy Convener of the Cross Party Sounding Board.

(xviii) Petitions Board – 9 members, to comprise 5 members from the Administration and 4 members from the opposition groups or parties.
To comprise Councillors Burns, Campbell from the Administration and 4 members to be determined by the opposition parties.

That Councillor Burns be appointed Convener and Councillor Campbell be appointed

as Depute Convener of the Petitions Board.

(n) That the Head of Corporate Governance be authorised to make any incidental changes to the Council's governance structure and procedures to reflect the changes proposed in this motion;

(o) That it be agreed that all names for appointments to Boards etc. not intimated at the meeting be submitted to the Head of Corporate Governance by 5.00pm on Tuesday 24 May 2022.

Appendix 1

Revised Board Remits

Leadership Board

The following shall comprise the areas of responsibility of the Leadership Board:

A. Remit

Adult Social Care and Health Integration
 Best Value and Performance Management
 Corporate Planning and Community Empowerment
 Corporate Communications and Marketing
 Digital Inclusion
 Future Paisley
 Glasgow City Region City Deal Project
 Leisure and Culture Trust
 Corporate Performance Management
 Public Service Reform
 Strategic Leadership and Oversight
 Tackling Inequality, Poverty and Social Renewal
 Tourism and Events
 Strategic Leadership and Oversight

B. General Delegations in relation to matters relevant to this Board's remit:

1. To provide strategic leadership for the Council and ensure consistency across the Council's policy objectives.
2. To provide strategic oversight of the Council's corporate strategy and key policy priorities, including the Council plan.
3. To provide strategic oversight of the Council's approach to Tackling Inequality, Poverty and Social Renewal
4. To provide strategic leadership and oversight of community planning and policy development within the Council, and to liaise with partner organisations in relation to issues within the overarching themes of the Community Plan, Council Plan, and Local Outcome Improvement Plan, including oversight, promotion and development of effective partnership and multi-agency arrangements.
5. To provide oversight, leadership and development of the public service reform agenda in Renfrewshire.
6. To provide oversight and continuous improvement of the Council's corporate performance management and quality assurance framework and the Council's arrangements and systems for achieving best value.
7. To provide oversight of the Council's strategic approach to the use of arm's length external organisations and arrangements.
8. To provide oversight of and to determine matters concerning Renfrewshire Health and Social Care Partnership.
9. To provide oversight of the policy, development and performance of One Ren

10. To act as the Council's lead in corporate advocacy and campaigning.
11. To provide strategic oversight of the Council's approach to community empowerment and engagement including the development of community cohesiveness and capacity.
12. To provide oversight and monitoring of the effectiveness of the Council's corporate communications and marketing.
13. To approve the Council's response to consultation papers except where these fall within the responsibility of a Policy Board.
14. To determine matters concerned with the structure and organisation of local government generally, including arrangements concerning relations with the Scottish and UK Governments, CoSLA and other relevant bodies, except where these fall within the responsibility of a Policy Board.
15. To provide strategic leadership for the Council in liaising and consultation with the Scottish and UK Governments and other relevant bodies.
16. To grant authority to members to attend seminars, conferences and other visits.
17. To call-in decisions by the other Boards in circumstances where the Leadership Board considers that a matter requires to be reconsidered either in terms of the correctness of the decision in relation to the specific theme(s) concerned, or because of the importance or impact of the decision on the Council. (The Leadership Board will however have no power to call in decisions made by Boards in the exercise of a judicial, quasi-judicial or similar function, which includes the determination of licensing and planning applications and personnel or other appeals).

C. Specific Delegations

Best Value and Performance Management

18. To approve and oversee the procedures for examining the economy, efficiency and effectiveness of all Council services.
19. To oversee the Council's management systems for all aspects of service delivery including best value and quality systems.
20. To request that the Audit, Risk and Scrutiny Board conduct reviews into particular issues and/or policies, after a period of not less than 6 months has elapsed from the date of implementation of the policy.
21. To determine proposals for establishing agreements, memoranda, and links of any substantive nature with bodies, institutions, regions, groupings of regions or countries overseas, and to approve any visits to and from the Council's area.
22. To determine invitations by overseas aid agencies for inputs to new projects.
23. To provide oversight of the Glasgow City Region City Deal and the individual projects for which the Council is responsible.
24. To provide oversight and to determine matters concerning Future Paisley

Tourism and Events

25. To approve and oversee the development of policies and arrangements designed to promote tourism and conference activities within Renfrewshire including liaison with other agencies for this purpose.
26. To oversee the Council's arrangements for organising or participating in events.

Paisley Museum Reimagined Limited

27. To provide oversight and determination of matters concerning the Company.

Economy and Regeneration Policy Board

A. Remit:

Economy

Employment

Regeneration and Strategic Place-shaping

Renewal

Town Centres Management

B. General Delegations in relation to matters relevant to this Board's remit:

1. To monitor the capital and revenue expenditure programmes and approve remedial action.
2. To determine property requirements.
3. To determine charges for services.
4. To determine requests for financial assistance.
5. To approve and oversee the annual service and/or business plan for the services whose functions are covered by the remit and delegations of the Board.
6. To oversee the organisation, performance and management of the services whose functions are covered by the remit and delegations of the Board.
7. To grant authority to members to attend seminars, conferences and other visits.
8. To approve where required the Council's response to consultation papers which are within the Board's terms of reference.
9. To approve and oversee the Council's physical programmes for area regeneration, strategic place-shaping and renewal.
10. To oversee the setting of the Council's priorities for employment generation and economic development in Renfrewshire.
11. To provide strategic direction for the activity of the Council and partner organisations engaged in promoting employment and economic growth in Renfrewshire.
12. Overseeing the development and delivery of an Employment and Economic Strategy for Renfrewshire.
13. To exercise the functions of the Council in relation to economic development.
14. To approve and oversee policies and operational arrangements in relation to the industrial and economic development of Renfrewshire.
15. To approve the provision of financial assistance under Council Business Development and Training Programmes and other grant aid schemes.
16. To oversee the Council's participation with Scottish Enterprise, Scottish Government, SDS, Renfrewshire Chamber of Commerce and other organisations concerned with economic and business development.
17. To oversee liaison with agencies and organisations which can assist in the development or implementation of Council policies in relation to industrial and economic development or assist in minimising levels of unemployment.
18. To monitor economic and social activity levels in the Council's area.
19. To oversee the activities of the Council in securing funding for Council objectives from all relevant external funding bodies and to initiate such action as may be required to maximise such funding.
20. To determine proposals for establishing agreements, memoranda, and links of any substantive nature with bodies, institutions, regions, groupings of regions or countries overseas, and to approve any visits to and from the Council's area.
21. To identify specific project opportunities for the benefit of the Council and to develop marketing initiatives to promote the profile of Renfrewshire.
22. To promote Renfrewshire's case to the Scottish Government, Scottish Enterprise and other agencies operating at a national level and European level that could assist in promoting growth in Renfrewshire's economy.

Planning and Climate Change Policy Board

A. Remit

Climate Change

Development Management

Development Planning

Planning

Strategic Development Plan

B. General Delegations in relation to matters relevant to this Board's remit:

1. To approve where required the Council's response to consultation papers which are within the Board's terms of reference.

To monitor the capital and revenue expenditure programmes and approve remedial action.

To determine property requirements.

To determine charges for services.

To determine requests for financial assistance.

To approve and oversee the annual service and/or business plan for the services whose functions are covered by the remit and delegations of the Board.

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

To grant authority to members to attend seminars, conferences and other visits.

To approve where required the Council's response to consultation papers which are within the Board's terms of reference.

C. Specific Delegations

Climate Change

To consider matters relating to Climate Change and the Council's response to the Climate Emergency including its progress towards achieving the target of net zero carbon emissions by 2030, the development of an adaptation plan for the Council in order to achieve this target.

Planning

1. To develop, determine and monitor the Council's policies in relation to planning and development.

2. To exercise the functions of the Council as Planning Authority.

3. To determine planning applications where the appointed officer has declined to exercise his delegated powers or where the Board decides itself to determine applications which would otherwise fall to be determined by a person appointed to do so under the scheme of delegated functions.

4. To determine applications for major developments as set out in Schedule 1 to the Town and Country Planning (Hierarchy of Developments) (Scotland) Regulations 2009.

5. To determine applications for listed building consent for demolition of listed buildings and conservation area consent for demolition of a building in a conservation area.

6. To determine applications involving residential development of 10 or more units on greenfield or undeveloped land; or on a site greater than 0.5 hectare which is greenfield or undeveloped land.

7. To determine applications involving residential development of five or more units on sites within the greenbelt; or on a site greater than 0.3 hectare which is within the greenbelt.

8. To determine applications which, if approved, are considered to be significantly contrary to the Local Development Plan and also those applications which, if approved, would be significantly contrary to the overall objectives, and would undermine the aims and strategic priorities, of the Local Development Plan.

9. To determine any application which the Convener, within 21 days of the application appearing on the weekly list, receives a letter signed by three members, setting out reasons why the matter should go before the Board, in consultation with the Head of Planning and Housing, has agreed should go before the Board.

10. To determine applications under the Town and Country Planning (Scotland) Act 1997 made by the Planning Authority; where the application falls into the category of

‘major development’.

11. To determine applications under the Town and Country Planning (Scotland) Act 1997 which relate to land in the ownership of the Planning Authority or to land in which the planning authority have a financial interest where the application falls into the category of ‘major development’.

12. To exercise the functions of the Council as Building Control Authority.

13. To oversee the development and implementation of the Local Transport Strategy.

14. To oversee matters regarding strategic planning, including the operation of the Glasgow and the Clyde Valley Strategic Development Planning Authority Joint Committee.

Local Review Body

The following shall comprise the areas of responsibility of the Local Review Body:

1. In relation to local planning applications as specified in the Planning etc. (Scotland) Act 2006 to review and determine:

- i. Appeals against decisions by officers to refuse planning permission.
- ii. Appeals against the nature of the conditions set by officers in respect of a planning permission.
- iii. Failure by officers to make a decision in respect of a planning application within the statutory timescale.

Communities and Housing Policy Board

A. Remit

Housing

Civil Contingencies

Community Learning & Community Safety & Development

Community Justice

Community Councils

Consumer Protection

Building Standards

Police

Fire & Rescue

Public Protection

B. General Delegations in relation to matters relevant to this Board's remit:

1. To monitor the capital and revenue expenditure programmes and approve remedial action.
2. To determine property requirements.
3. To determine charges for services and, where appropriate, letting policies.
4. To determine requests for financial assistance.
5. To approve and oversee the annual service and/or business plan for the services whose functions are covered by the remit and delegations of the Board.
6. To oversee the organisation and management of the services whose functions are covered by the remit and delegations of the Board.
7. To grant authority to members to attend seminars, conferences and other visits.
8. To write off deficiencies or bring into charge surplus stocks and stores.
9. To approve where required the Council's response to consultation papers which are within the Board's terms of reference.
10. To monitor the performance expenditure reports and trading statements of the Building Services Trading Operation and to approve remedial action
11. To develop, determine and monitor the Council's policies in relation to housing, and community safety.

C. Specific Delegations

Housing

12. To exercise the functions of the Council as Housing Authority.

13. To determine housing needs within the Council area.

14. To oversee the letting, maintenance, management and improvement of the

Council's housing stock, including associated properties.

15. To approve new initiatives in housing tenure and investment.
16. To approve policies and procedures for the allocation of Council housing.
17. To oversee liaison with other agencies in relation to meeting the needs and priorities of the Council and the provision of resources for housing.
18. To determine the rent structure.
19. To approve the housing plan and annual policy statements.
20. To approve and oversee strategies for the management of and investment in the Council's housing stock.
21. To approve and oversee schemes of financial assistance, whether by way of grant or loan or otherwise to assist in the improvement of the quality of housing.
22. To approve and oversee policies in relation to participation by Council tenants in the activities of the Council as housing authority.
23. To approve and oversee policies, procedures and investment to meet special housing needs.
24. To approve and oversee policies and procedures in relation to housing conditions, substandard housing and houses in multiple occupation or other shared accommodation.
25. To oversee the sale or transfer of Council housing stock.
26. To oversee matters relating to social housing providers.

Emergency planning and Civil Contingencies

27. To exercise the functions of the Council in relation to planning for emergencies, including the preparation and review of the Council's emergency plan.
28. To oversee and monitor the Council's civil contingency arrangements.

Community Safety and Public Protection

29. To approve and oversee policy and procedures for consumer protection. To oversee the Council's policies and functions in relation to community safety.
30. To consider and oversee the Council's policies and functions in relation to CCTV.
31. Oversight and monitoring of the Council's Public Protection partnership working, including in relation to serious and organised crime and counter-terrorism.

Community Justice

32. To consider matters relating to Community Justice and to exercise the functions of the Council in relation to Criminal Justice social work services.

Community Learning & Development

33. To approve and oversee the provision of services in relation to community learning and development.
34. To develop and review the adoption of a community development approach to service delivery.

Community Councils

35. To approve and oversee arrangements for Community Councils.
36. To consider and where appropriate approve applications for funding from the Community Empowerment Fund.

Police and Fire & Rescue Scrutiny Sub-Committee

Police

1. To consider matters relating to the police service including the Council's involvement with the Scottish Police Authority and the Scottish Police Service, and arrangements for local policing including the Council's contribution to the development and implementation of the Local Policing Plan.

Fire & Rescue

2. To consider matters relating to the fire & rescue service including the Council's involvement with the Scottish Fire & Rescue Service and arrangements for local fire and rescue services including the Council's contribution to the development and

implementation of the Local Fire & Rescue Plan.

Education and Children's Services Policy Board

The following shall comprise the areas of responsibility of the Education and Children's Services Policy Board:

A. Remit

Education

Early Years

Children's and Families Social Work

B. General Delegations in relation to matters relevant to this Board's remit:

1. To monitor the capital and revenue expenditure programmes and approve remedial action.
2. To determine property requirements.
3. To determine charges for services.
4. To determine requests for financial assistance.
5. To approve and oversee the annual service and/or business plan for the services whose functions are covered by the remit and delegations of the Board.
6. To oversee the organisation, performance and management of the services whose functions are covered by the remit and delegations of the Board.
7. To grant authority to members to attend seminars, conferences and other visits.
8. To write off deficiencies or bring into charge surplus stocks and stores.
9. To approve where required the Council's response to consultation papers which are within the Board's terms of reference.

C. Specific Delegations

Education

10. To develop, determine and monitor the Council's policies in relation to education.
11. To exercise the functions of the Council as Education Authority, and to oversee the establishment and management of the education service.
12. To approve and oversee the provision of services in relation to pre-five, primary, special and secondary education.
13. To approve and oversee the provision of an educational development service.
14. To approve and oversee arrangements to meet special educational needs.
15. To approve and oversee the provision of a Council educational psychology service.
16. To approve and oversee the provision of educational resource support for schools.
17. To liaise with other agencies in the provision of education support services, e.g. the careers service.
18. To approve and oversee the management and development of services which provide activities of a kind suitable for pre-school children.
19. To determine policy and priorities in all appropriate matters relating to children, young people and their parents.
20. To promote the interests of children, young people and their parents with all appropriate agencies on matters affecting these interests.

Children's and Families Social Care

21. To develop, determine and monitor the Council's policies in relation to family well-being.
22. To exercise the functions of the Council as Social Work Authority to the extent of its functions in relation to children and families and child protection.
23. To approve commissioning and contract strategies and grants to other agencies.
24. To exercise the functions of the Council relating to child care.
25. To develop and review services relating to children and young people.
26. To determine policy matters relating to adoption, fostering and children with special needs.

27. To develop and review plans, policies and services in respect of the needs of children and young people.
28. To determine the future residential provision in respect of children and young people.
29. To oversee matters relating to voluntary homes and residential schools maintained in respect of children and young people.
30. To exercise the functions of the Council in respect of the transfer of parental responsibilities and rights to the authority.
31. To consider matters relating to the Council's role as corporate parent.

Finance, Resources & Customer Services Policy Board

The following shall comprise the areas of responsibility of the Finance, Resources & Customer Services Policy Board:

A. Remit

Corporate Asset Management

Civic Functions

Customer and Business Services

Finance and Resources

Human Resources and Organisational Development

ICT

Corporate Risk Arrangements

Procurement

Renfrewshire Licensing Forum

Renfrewshire Valuation Joint Board

Scotland Excel

Council service transformation programmes Building Services

B. General Delegations in relation to matters relevant to this Board's remit:

1. To monitor the capital and revenue expenditure programmes and approve remedial action.
2. To determine property requirements.
3. To determine charges for services.
4. To determine requests for financial assistance.
5. To approve the allocation of common good funds
6. To approve and oversee the annual service and/or business plans for the services whose functions are covered by the remit and delegations of the Board.
7. To oversee the organisation and management of the services whose functions are covered by the remit and delegations of the Board.
8. To oversee the Council's establishment and training of employees and to make such adjustments as are necessary within the Council's personnel policies and subject to nationally agreed terms and conditions of employment.
9. To provide responses on behalf of the Council to consultations in relation to pay levels and conditions of service of Council employees.
10. To provide oversight and review of the Council's workforce planning, organisational development and human resource strategies and plans.
11. Within the approved corporate framework, to decide on service packaging, service specifications, selection of tenderers, awarding of contracts, monitoring of contract performance and to undertake any other task relevant to filling the client role within the responsibility of this Board.
12. To accept tenders for previously approved projects.
13. To grant authority to members to attend seminars, conferences and other visits.
14. To make and review byelaws or management rules.
15. To write off deficiencies or bring into charge surplus stocks and stores.
16. To approve where required the Council's response to consultation papers which

are within the Board's terms of reference including responses to consultations in relation to pay levels and conditions of service of Council employees.

C. Specific Delegations

Civic functions

17. To determine all matters in relation to civic hospitality and civic receptions.

18. To determine all matters in relation to the civic and ceremonial arrangements of the Council.

Finance and Resources

19. To oversee all arrangements concerning the Coat of Arms.

20. To approve and oversee town twinning links.

21. To oversee arrangements for the provision of resources for elected members, whether by way of accommodation, equipment or otherwise.

22. To approve all arrangements in relation to public and statutory holidays.

23. To exercise the functions of the Council in relation to staffing, accommodation and associated matters under the Licensing (Scotland) Act 2005.

24. To exercise the functions of the Council in relation to the registration of births, deaths and marriages.

25. To oversee arrangements for compliance with the requirements of data protection legislation and freedom of information legislation and information governance and management issues in general.

26. To determine matters associated with the Council's policies and practices in relation to the Council's employees, including their pay and conditions of service, and matters associated with sick pay schemes, pension, and accident insurance.

27. To approve and oversee policies in relation to health, safety and welfare of Council employees and service users for whom they are responsible.

28. To approve and oversee policies in relation to training and development of Council employees.

29. To oversee the promotion of good employment relations between the Council and its employees.

30. To oversee the operation of the Council's disciplinary and grievance procedures.

31. To oversee the Council's employment responsibilities as defined by the Equality Act 2010 (General Duty) requiring it to pay due regard to the need to eliminate unlawful discrimination, advance equality of opportunity and foster good relations.

32. To oversee the Council's employment responsibilities as defined by the Public Sector Equality Duty (PSED).

33. To oversee electoral arrangements, other than matters reserved to the Council.

34. To oversee the Council's financial and budgetary arrangements including:

(a) monitoring the capital and revenue budgets of the Council;

(b) the making of recommendations in relation to the borrowing of money;

(c) the supervision of arrangements for the recovery of money due to the Council;

(d) approving the arrangements for authorising all loan, leasing and investment documents;

(e) the writing off of accounts due to the Council;

(f) banking arrangements;

(g) overseeing the Council's treasury management arrangements, including the Council's treasury management and investment strategy and approval of any amendments to the said strategy between annual strategies being approved by Council;

(h) the control and allocation of trust funds within the responsibility of the Council;

(i) accounting arrangements relating to salary and wages and associated arrangements for payment of Council paid employees and elected members; and

(j) matters relating to financial provision for the undertaking of Council activities and projects including expenditure consents.

35. To determine the operation of a housing benefits/ Council tax reduction scheme in

terms of the relevant legislation.

36. To determine matters associated with the Council's policies and practices in relation to the management and delivery of customer services and business services across the Council.

37. To develop and review the provision of information and advice about money matters.

38. To approve and oversee matters relating to allowances for members.

39. To approve and oversee the Council's insurance arrangements.

40. To oversee all matters relating to central purchasing of goods and services.

41. To approve policy in relation to the management and investment of Common Good funds, and to receive reports from the Investment Review Board on the performance of Common Good investments.

42. To determine applications for grants and donations not within the area of responsibility of other Boards or the Local Area Partnerships.

43. To approve and oversee the delivery of the Council's corporate digital strategy.

Corporate Governance

44. To approve and oversee the Council's governance arrangements other than matters reserved for the Council

Renfrewshire Valuation Joint Board

45. To consider matters relating to the operation of the Renfrewshire Valuation Joint Board.

Scotland Excel

46. To consider matters relating to the operation of Scotland Excel.

Renfrewshire Local Licensing Forum

47. To oversee matters relating to the Renfrewshire Local Licensing Forum.

Human Resources and Organisational Development

48. To provide oversight and review of the council's workforce planning, organisational development and human resources strategies and plans.

Facilities Management (repairs and maintenance and compliance, janitorial, catering and cleaning)

49. To oversee the management of catering services, including schools catering, in relation to all functions of the Council.

50. To oversee the organisation and management of repairs and maintenance and compliance, cleaning, building cleaning, janitorial and related services in relation to all functions of the Council.

51. To oversee facilities management of Renfrewshire House.

Procurement

52. To authorise the award of contracts in accordance with the Council's Standing Orders Relating to Contracts.

53. To provide oversight of the Council's participation in collaborative procurement arrangements.

54. To note updates, and, where appropriate, to approve responses on the Council's behalf on matters such as legislation, case law and policy changes, procurement reform and corporate and social responsibility initiatives.

55. Any other matter delegated by the Finance and Resources Policy Board relating to procurement.

Corporate Asset Management

56. To oversee the Council's corporate arrangements, plans and strategies of the management of its assets.

Property Services

57. To oversee the management of the register of land and buildings owned or occupied by the Council, incorporating information on location, size, use, condition, occupation, leases, rentals and reviews.

Council Service Transformation Programme

58. To oversee the Council Service Transformation Programme.

PPP Contract

59. To consider matters relative to, and oversee the operation of, the Council's PPP contract, including contract monitoring and compliance and reporting.

Infrastructure, Land and Environment Policy Board

The following shall comprise the areas of responsibility of the Infrastructure, Land and Environment Policy Board:

A. Remit Environmental Issues Clyde Valley Waste Initiative

Water and Sewerage Strathclyde Partnership for Transport

Waste Management Flood Prevention

Land Roads and Transportation

Fleet and Infrastructure Sustainability

Parks and Cemeteries

B. General Delegations in relation to matters relevant to this Board's remit:

1. To monitor the capital and revenue expenditure programmes and approve remedial action.

2. To determine property requirements.

3. To determine charges for services.

4. To determine requests for financial assistance.

5. To approve and oversee the annual service and/or business plan for the services whose functions are covered by the remit and delegations of the Board.

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

7. To grant authority to members to attend seminars, conferences and other visits.

8. To write off deficiencies or bring into charge surplus stocks and stores.

9. To approve where required the Council's response to consultation papers which are within the Board's terms of reference.

10. To monitor the performance, expenditure reports and trading statements of the trading operations within the Board's remit and to approve remedial action.

C. Specific Delegations

11. To develop, determine and monitor the Council's policies in relation to the environment and on infrastructure matters.

Environmental issues

12. To approve and oversee policy and procedures for the protection and enhancement of the environment, and for environmental safety including nuclear issues.

13. To approve and oversee policy relating to health education and home safety.

14. To approve and oversee arrangements and facilities in relation to recycling.

15. To approve and oversee arrangements and facilities for Streetscene activities (street cleansing and grounds maintenance).

16. To oversee matters regarding strategic waste management including strategies, policies, plans and waste treatment and disposal arrangements.

17. To approve and oversee the Council's physical programmes for improvement of the environment.

18. To oversee the Council's participation in the Clyde Valley Waste Initiative.

Roads and Transport

19. To exercise the functions of the Council as Roads Authority.

20. To exercise the functions of the Council in relation to road traffic regulations.

21. To approve traffic management proposals in terms of the Roads Traffic Regulation Act 1984 and the Roads (Scotland) Act 1984 and all associated legislation and regulations.

22. To oversee the organisation and management of roads infrastructure and transportation, the infrastructure of bridges and other structures.

23. To oversee the organisation and management of fleet, vehicle maintenance and transport services in relation to the functions of the Council including internal transport arrangements.

24. To consider issues relating to road safety and accident prevention.

25. To oversee the organisation and management of school crossing patrol services.

26. To oversee the functions of the Council in relation to the naming of streets and numbering of premises.

27. To oversee matters relevant to the operation of the Strathclyde Passenger Transport Authority and the Strathclyde Concessionary Travel Scheme Joint Committee.

28. To consider matters relative to the operation of the Strathclyde Partnership for Transport.

Parks, play areas and cemeteries

29. To oversee the strategic provision, organisation, management and maintenance of parks, play areas, and public open spaces.

30. To oversee the strategic provision, organisation, management and maintenance of cemeteries.

Flood prevention, reservoirs and navigation

31. To exercise the functions of the Council in relation to flood prevention, land drainage, reservoirs and navigation.

Water and sewerage

32. To consider matters relating to water and sewerage and the relationship with the Water Authority.

Sustainability

33. To oversee matters in relation to sustainability and promote reductions in waste and pollution and contamination.

34. To oversee matters in relation to air quality management.

35. To oversee matters in relation to carbon reduction targets.

36. To oversee and promote biodiversity.

37. To oversee matters in relation to fuel poverty.

Land

38. To determine the allocation or disposal of property, other than Council houses or lock-ups, whether by way of sale or lease.

39. To determine terms for the acquisition or disposal of property and land whether by way of sale, purchase, lease or otherwise.

40. To oversee the Council's activities in relation to energy conservation in the Council's public buildings and non Housing Revenue Account (HRA) properties.

41. To consider any property issues arising from the Community Empowerment (Scotland) Act 2015.

42. To consider any matters arising from Part 9 of the Community Empowerment (Scotland) Act 2015 relating to allotments, including consideration of the Council's food growing strategy and allotment site regulations.

Community Asset Transfer Sub-Committee

1. To consider and determine reviews of decisions or failures to take decisions on Asset Transfer Requests made in terms of Part 5 of the Community Empowerment (Scotland) Act 2015.

Councillor Andy Doig, seconded by Councillor Hannigan, moved as a first amendment:

That Council agrees that Cllr Anne Hannigan be appointed to the Leadership Board, the Planning and Climate Change Policy Board and the Education and Children's Services Policy Board; and Council further agrees that Cllr Andy Doig be appointed as

Convener of the Audit, Risk and Scrutiny Board, and be appointed to the Planning and Climate Change Policy Board and to the Economy and Regeneration Policy Board”.

Councillor N Graham, seconded by Councillor Leishman, moved as a second amendment:

Conservative Board Positions

Planning And Climate Change – 1 Member
 Education And Children’s Services — 2 Members
 Communities & Housing— 1 Member
 Police Fire & Rescue Sub Committee — 1 Member
 Local Review Body — 1 Member
 Infrastructure Land And Environment Policy Board — 2 Members
 Finance, Resource & Customer Services Policy Board — 2 Members
 Audit Risk And Scrutiny Board — 2 Members
 Leadership Board –2 - Members
 Regulatory Functions Board — 1 Member
 Petitions Board –2 – Members
 Economy And Regeneration Board – 1 Member
 Adoption And Fostering Panel — 1 Member
 Cross Party Sounding Board — 1 Member
 Emergencies Board — 1 Member
 Investment Review Board — 1 member
 Tacking Poverty – 1 Member
 Economy Regeneration – 1 Member

Councillor McMillan, seconded by Councillor Ann-Dowling, moved as a third amendment that the Labour Group accept the proposed motion and amendments and will fill all available positions on Boards, with the exception of the position of Chair of the Audit, Risk and Scrutiny Board.

Labour proposes Kevin Montgomery as Chair of Audit, Risk and Scrutiny Board.

Adjournment

The meeting adjourned at 10.30 a.m. and reconvened at 11.05 a.m.

In terms of Standing Order 27, Councillors Nicolson and Cameron, being the mover and seconder of the motion, agreed to accept the first amendment moved by Councillor Andy Doig and seconded by Councillor Hannigan and the second amendment moved by Councillor N Graham, seconded by Councillor Leishman.

The motion, as amended by the inclusion of the first and second amendments, then became the substantive motion which was taken against the amendment third proposed.

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

The following members voted for the motion: Councillors Adam, Airlie-Nicolson,

Burns, J Cameron, Provost L Cameron, Campbell, Andy Doig, Audrey Doig, Hannigan, Hughes, Innes, MacFarlane, K MacLaren, M MacLaren, McEwan, McGurk, McNaughtan, Mylet, Nicolson, Paterson, Rodden, Shaw and Steel.

20 members having voted for the amendment and 23 members having voted for the motion, the motion was accordingly declared carried.

DECIDED: That Council approve the following revised decision-making structure:-

(a) That the existing four policy boards of the Council and Climate Change sub-committee be disbanded and replaced by the following six policy boards:

Communities and Housing Policy Board
 Economy and Regeneration Policy Board
 Education and Children's Services Policy Board
 Finance, Resources and Customer Services Policy Board
 Infrastructure, Land and Environment Policy Board
 Planning and Climate Change Policy Board;

(b) That the remit of the Leadership Board be revised with the previous remit of economy, employment, regeneration and strategic place-shaping, renewal and town centres management moving to the remit of the Economy and Regeneration Policy Board;

(c) That the remit of the Communities and Housing Policy Board include housing, police, civil contingencies, fire & rescue, community learning, community safety & development, public protection, community justice, community councils, consumer protection and building standards;

(d) That Police and Fire & Rescue Scrutiny shall form the remit of a Sub-committee of the Communities and Housing Policy Board, comprising five members drawn from the membership of the Policy Board to include three members of the administration, including the Convener or Depute Convener of the Policy Board;

(e) That the remit of the Planning and Climate Change Policy Board shall be formed of the remit of the former Climate Change sub-committee of the Leadership Board, along with the planning function which was previously part of the Communities, Housing and Planning Policy Board. The Local Review Body will be formed from the membership of this Policy Board;

(f) That the remits of Education and Children's Services Policy Board, Finance, Resources and Customer Services Policy Board, and Infrastructure, Land and Environment Policy Board remain unchanged from the previous iterations of those Policy Boards;

(g) That the remaining boards and sub-committees remain as previously constituted;

(h) That the Council approves the remits of the new and revised Boards and Sub-committees appended to the motion;

(i) That the Council agrees that a Sub-committee of the Leadership Board be formed covering matters including social renewal, tackling poverty and the cost of living crisis, that the Convener of the Sub-committee be Councillor Cameron, and that the Head of Corporate Governance submit a report to the meeting of the Council to be held on 30

June 2022 in respect of the proposed remit and membership of the Sub-committee;

(j) That the Head of Corporate Governance conduct a full review of the terms or reference and remit of all boards and submit a report to the meeting of the Council to be held on 29 September 2022;

(k) That the Head of Corporate Governance fix dates for the meetings of the Policy Boards set out in para (a) above, in consultation with the relevant Policy Board conveners, and submit a report to the meeting of the Council to be held on 30 June 2022 with a timetable for further meetings of those Policy Boards;

(l) That consideration of appointment of members to the Adoption and Fostering Panels be continued to the meeting of the Council to be held on 30 June 2022, and that the Head of Child Care and Criminal Justice submit a report to that meeting in respect of these appointments;

(m) That the Council approves that the composition and membership of the policy boards, appeals panels and associated forums and panels shall be as follows:-

(i) Education and Children's Services Policy Board - 20 members, to comprise 9 members from the Administration, 8 members from the opposition groups and parties and 3 church representatives.

To comprise Councillors Rodden, Paterson, Audrey Doig, Hughes, Innes, Mylet, Airlie-Nicolson, Adam and Lorraine Cameron from the Administration and 8 members to be determined by the opposition groups or parties.

That Councillor Rodden be appointed Convener and Councillor Paterson be appointed Depute Convener of the Education and Children's Services Policy Board.

(ii) Economy and Regeneration Policy Board- 15 members, to comprise 8 members from the Administration and 7 members from the opposition groups and parties.

To comprise Councillors Steel, Campbell, Nicolson, Shaw, Burns, McNaughtan, McGurk and Paterson from the Administration and 7 members to be determined by the opposition groups and parties.

That Councillor Steel be appointed Convener and Councillor Campbell be appointed Depute Convener of the Economy and Regeneration Policy Board.

(iii) Communities and Housing Policy Board - 15 members, to comprise 8 members from the Administration and 7 members from the opposition groups and parties.

To comprise Councillors McGurk, McNaughtan, Innes, Jacqueline Cameron, Mags MacLaren, Hughes, Rodden and McEwan from the Administration and 7 members to be determined by the opposition groups and parties.

That Councillor McGurk be appointed Convener and Councillor Innes be appointed Depute Convener of the Communities and Housing Policy Board.

(a) Police and Fire & Rescue Scrutiny Sub-committee – 5 members of the Communities and Housing Policy Board to comprise 3 members from the Administration including the Convener or Depute Convener of the Policy Board and 2 members from the opposition groups or parties.

(iv) Infrastructure, Land and Environment Policy Board – 15 members, to comprise 8 members of the Administration and 7 members of the opposition groups and parties.

To comprise Councillors Campbell, Burns, Adam, McNaughtan, Jacqueline Cameron, Audrey Doig, Mylet and Nicolson from the Administration and 7 members to be determined by the opposition groups and parties.

That Councillor Campbell be appointed Convener and Councillor Burns be appointed Deputy Convener of the Infrastructure, Land and Environment Policy Board.

(a) Community Asset Transfer Review Sub-committee – to comprise any 5 members of the Infrastructure, Land and Environment Policy Board provided 3 are from the Administration and 2 from the opposition groups or parties. The Subcommittee will be chaired by either the Convener or Deputy Convener of the Board.

(v) Finance, Resources and Customer Services Policy Board -15 members, to comprise 8 members from the Administration and 7 members from the opposition groups and parties.

To comprise Councillors Shaw, Airlie-Nicolson, Lorraine Cameron, Audrey Doig, Campbell, Nicolson, MacFarlane and Jacqueline Cameron from the Administration and 7 members to be determined by the opposition groups and parties.

That Councillor Shaw be appointed as Convener of the Finance, Resources and Customer Services Policy Board and Councillor Airlie-Nicolson be appointed Deputy Convener of the Finance, Resources and Customer Services Policy Board.

(vi) Planning and Climate Change Policy Board -15 members, to comprise 8 members from the Administration and 7 members from the opposition groups and parties.

To comprise Councillors Paterson, MacFarlane, McGurk, McNaughtan, Shaw, Kenny MacLaren, Nicolson and Adam from the Administration and 7 members to be determined by the opposition groups and parties.

That Councillor Paterson be appointed as Convener of the Planning and Climate Change Policy Board and Councillor MacFarlane be appointed Deputy Convener of the Planning and Climate Change Policy Board.

(a) Local Review Body – to comprise 5 members of the Planning and Climate Change Policy Board to deal with each Review.

That Councillor Paterson be appointed Chairperson of the Local Review Body and the Deputy Chairperson will be nominated by the opposition from the opposition members on the Policy Board.

(vii) Leadership Board - 15 members, to comprise 8 members of the Administration and 7 members from the opposition groups or parties.

To comprise Councillors Nicolson, Jacqueline Cameron, McGurk, Rodden, Shaw, Campbell, Paterson and Steel from the Administration and 7 members to be determined by the opposition groups and parties.

That Councillor Nicolson be appointed Convener and Councillor Jacqueline Cameron be appointed Deputy Convener of the Leadership Board.

(vii) Audit, Risk and Scrutiny Board – 9 members, to comprise 3 members from the Administration and 6 members from the opposition groups or parties.

To comprise Councillors Burns, Paterson and Innes from the Administration and 6 councillors to be determined by the opposition groups and parties.

That an opposition councillor be appointed Convener and an opposition councillor be appointed Depute Convener of the Audit, Risk and Scrutiny Board.

(viii) Regulatory Functions Board -10 members, to comprise 6 members of the Administration and 4 members from the opposition groups or parties.

To comprise Councillors McNaughtan, McEwan, Audrey Doig, Hughes, Rodden and Steel from the Administration and 4 members to be determined by the opposition groups or parties.

That Councillor McNaughtan be appointed Convener and Councillor McEwan be appointed Depute Convener of the Regulatory Functions Board.

(ix) Appeals – from the pool of all 43 members, members to be drawn for the Appeals Panel as undernoted:-

Bursaries and Endowments Appeals Panel – 4 members to comprise 3 members from the Administration and 1 member from the opposition group or parties.

Non-Domestic Rates Appeal Panel – 5 members to comprise 3 members from the Administration and 2 members from the opposition groups or parties

Placing Requests and Exclusions Appeals – 2 members to comprise 1 member of the Administration and 1 member of the opposition groups or parties.

Personnel Appeals and Applied Conditions of Service – 8 members to comprise 5 members of the Administration and 3 members from the opposition groups or parties.

That Councillor Burns be appointed Convener and Councillor Campbell be appointed Depute Convener of the Appeals Board and the Personnel Appeals & Applied Conditions of Service Appeals Panel.

(x) Appointment Board for Director Posts – 9 members, to comprise 5 members of the Administration, and 4 members of the opposition groups or parties.

That Councillor Nicolson be appointed Convener and Councillor Jacqueline Cameron be appointed Depute Convener of the Appointment Board for Director Posts.

(xi) Appointment Board for Head of Service Posts – 7 members, to comprise 4 members from the Administration and 3 members from the opposition group or parties.

That Councillor Nicolson be appointed Convener and Councillor Jacqueline Cameron be appointed Depute Convener of the Appointment Board for Head of Service Posts.

(xii) Appointment Board for Chief Executive Post - 9 members, to comprise the Leader and Depute Leader of the Council, 3 further members of the Administration and 4

members from the opposition groups or parties.

That Councillor Nicolson be appointed Convener and Councillor Jacqueline Cameron be appointed Deputy Convener of the Appointment Board for Chief Executive Post.

(xiii) Emergencies Board - 5 members, to comprise 3 members from the Administration and 2 members from the opposition groups or parties.

To comprise Councillors Nicolson, Jacqueline Cameron and Paterson from the Administration and 2 members to be determined by the opposition groups or parties.

That Councillor Nicolson be appointed Convener and Councillor Jacqueline Cameron be appointed Deputy Convener of the Emergencies Board.

(xiv) Investment Review Board – 5 members, to comprise 3 members from the Administration and 2 members from the opposition groups or parties.

To comprise Councillors Shaw, Nicolson and Jacqueline Cameron from the Administration and 2 members to be determined by the opposition groups or parties.

That Councillor Shaw be appointed Convener and Councillor Nicolson be appointed Deputy Convener of the Investment Review Board.

(xv) Joint Consultative Board (non-teaching) – 5 members, to comprise 3 members from the Administration and 2 members from the opposition groups or parties.

To comprise 3 members to be determined by the Administration and 2 members to be determined by the opposition group or parties.

That a member from the Administration be appointed as Convener and a member from the Administration be appointed Deputy Convener of the Joint Consultative Board (non-teaching).

(xvi) Renfrewshire Joint Negotiating Committee for Teaching Staff – 2 members both from the Administration. To comprise 2 members to be determined by the Administration and to be appointed Convener and Deputy Convener of the Renfrewshire Joint Negotiating Committee for Teaching Staff.

(xvii) Cross Party Sounding Board – 6 members, to comprise the Leader and Deputy Leader of the Council plus one member each from the other political groups and parties on the Council.

To comprise Councillors Nicolson and Jacqueline Cameron and 4 other members to be determined by the opposition groups or parties.

That Councillor Nicolson be appointed Convener and Councillor Jacqueline Cameron be appointed Deputy Convener of the Cross Party Sounding Board.

(xviii) Petitions Board – 9 members, to comprise 5 members from the Administration and 4 members from the opposition groups or parties.

To comprise Councillors Burns, Campbell from the Administration and 4 members to be determined by the opposition parties.

That Councillor Burns be appointed Convener and Councillor Campbell be appointed as Depute Convener of the Petitions Board.

(n) That the Head of Corporate Governance be authorised to make any incidental changes to the Council's governance structure and procedures to reflect the changes proposed in this motion;

(o) That it be agreed that all names for appointments to Boards etc. not intimated at the meeting be submitted to the Head of Corporate Governance by 5.00pm on Tuesday 24 May 2022;

(p) That Council agrees that Councillor Hannigan be appointed to the Leadership Board, the Planning and Climate Change Policy Board and the Education and Children's Services Policy Board; and

(q) That Council further agrees that Cllr Andy Doig be appointed as Convener of the Audit, Risk and Scrutiny Board, and also be appointed to the Planning and Climate Change Policy Board and to the Economy and Regeneration Policy Board.

8 Religious Representatives on Committees Appointed by Education Authorities

There was submitted a report by the Director of Finance & Resources relative to the appointment of religious representatives on committees appointed by Education Authorities.

The report intimated that Section 124 of the Local Government (Scotland) Act 1973, as amended by Section 31 of the Local Government etc. (Scotland) Act 1994, provided that where an education authority appointed a committee whose purposes included advising the authority on any matter relating to the discharge of their functions as education authority or discharging any of those functions of the authority on their behalf, three of the members to be appointed (who should not be members of the education authority) should be church representatives.

In accordance with the Act, one of the three places required to be filled by a nomination from the Church of Scotland and one by the Roman Catholic Church. The Church of Scotland had nominated Mary Jane Bird, who had been its previous representative. Confirmation of the Roman Catholic Church representative was awaited, and it was proposed, and agreed, that the appointment of their nominee be delegated to the Education & Children's Services Policy Board.

In the selection of the third person, the Act specified that the authority should have regard (taking account of the representation of the Roman Catholic Church and the Church of Scotland) to the comparative strength within the area of all the churches and denominational bodies having duly constituted charges or other appointed places of worship therein.

In order to obtain nominations for the third representative, the Education & Children Policy Board on 20 January 2022, had agreed that an advertisement be placed in the press seeking nominations and that this advertisement be drawn to the attention of major denominations throughout Renfrewshire, including ethnic minority organisations. The advertisement was also displayed on the Council's website.

Correspondence had subsequently been received from Renfrewshire Interfaith Group nominating Ravinder Singh, who had served as the third representative since 2017. It was proposed that the nomination received from Renfrewshire Interfaith Group be approved. This was agreed.

It was noted that, in accordance with advice issued by the Standards Commission, the Church of Scotland, the Roman Catholic Church and the third representative would be asked to confirm that they would require their nominees to comply with the Councillors' Code of Conduct in so far as it was relevant to them in their role as church representatives and that the Council, at its statutory meeting held on 18 May, 2017, had agreed that allowances and expenses be paid to the representatives on the Education Policy Board representing religious bodies.

DECIDED:

- (a) That the Council appoint Mary Jane Bird, the Church of Scotland nominee to the Education & Children's Services Policy Board;
- (b) That the Council delegate the appointment of the Roman Catholic Church nominee to the Education & Children's Services Policy Board;
- (c) That the Council approve the nomination by Renfrewshire Interfaith Group of Ravinder Singh as the third representative; and
- (d) That the Council note that, in accordance with advice issued by the Standards Commission, that the Church of Scotland and the Roman Catholic Church be asked to confirm that they will require their nominees to comply with the Councillors' Code in so far as it was relevant to them in their role as church representatives. The person appointed as the third representative would be asked to confirm likewise.

9 **Placing Requests and Exclusions Appeals Panel**

There was submitted a report by the Director of Finance & Resources relative to the appointment of lay members to the pool of volunteers from which members of the Placing Requests and Exclusions Appeals Panel were drawn in terms of section 28D of the Education (Scotland) Act 1980.

DECIDED: That those persons detailed in the appendix to the report be appointed to the Placing Requests and Exclusions Appeals Panel until the next statutory meeting of the Council to be held following the local government elections in May 2027.

10 **Licensing Board: Election of Members**

There was submitted a report by the Director of Finance & Resources relative to the election of members of the Licensing Board. The report intimated that, in terms of the Licensing (Scotland) Act 2005, every Council was required to elect members of the Licensing Board for its area at the first meeting of the Council after the election of that Council. In terms of the Act the Licensing Board must consist of not fewer than 5 and not more than 10 members as may be determined by the Council. All members of the Licensing Board would require to undertake a course of training accredited by the Scottish Ministers within three months of their appointment, whether or not they had been Licensing Board members before.

Councillor Nicolson, seconded by Councillor Cameron, moved that Council agrees:

That a Licensing Board be elected consisting of 10 elected members, comprising five Administration members and five members from opposition groups/members. The five Administration members will be Councillors McEwan, A Steel, McFarlane, J Paterson and Campbell.

That other names not intimated at the meeting be submitted to the Head of Corporate Governance by 5.00 pm on Tuesday 24 May 2022.

Councillor N Graham, second by Councillor Leisham, moved as an amendment that two appointments be determined by the Conservative Group.

In terms of Standing Order 27, Councillors Nicolson and Cameron, being mover and seconder of the motion accepted the amendment.

Councillor McMillan proposed that the three remaining places on the Licensing Board be allocated to members of the Labour Group and advised that the names of these three members would be confirmed. This was agreed.

DECIDED:

(a) That a Licensing Board be elected consisting of 10 elected members, comprising five Administration members and five members from opposition groups/members with the five Administration members being Councillors McEwan, A Steel, McFarlane, J Paterson and Campbell;

(b) That two of the appointments be determined by the Conservative Group; and

(c) That other names not intimated at the meeting be submitted to the Head of Corporate Governance by 5.00 pm on Tuesday 24 May 2022.

11 CoSLA Appointment of Representatives to the Convention

There was submitted a report by the Director of Finance & Resources intimating that correspondence has been received from CoSLA inviting the Council to appoint five representatives to the CoSLA Convention.

The report intimated that the CoSLA Constitution demanded that the proposed appointments must reflect the balance of party-political representation within councils, the deadline for nominations was 20 May 2022, and the first meeting of the Convention was to be held on 17 June 2022 at which meeting the President and Vice-president for the new administrative term would be appointed, on the basis of nominations by Convention delegates. The report highlighted that the deadline for nominations for President and Vice-president was 27 May 2022.

Councillor Nicolson, seconded by Councillor J Cameron, moved that Councillors Nicolson, Shaw and J Cameron be nominated to represent Renfrewshire Council on the CoSLA Convention.

Councillor Ann-Dowling, seconded by Councillor McDonald, moved that Councillor McMillan be nominated to represent Renfrewshire Council on the CoSLA Convention.

Councillor N Graham, seconded by Councillor Leishman, moved that Councillor N Graham be nominated to represent Renfrewshire Council on the CoSLA Convention.

The above nominations were agreed by the Council.

DECIDED: That Councillors Nicolson, Shaw, J Cameron, McMillan and N Graham be appointed to represent Renfrewshire Council on the CoSLA Convention.

12 **Nomination and Appointment of Elected Members and Officers to Joint Committees, Boards and Other Bodies**

There was submitted a report by the Director of Finance & Resources relative to representation on various joint committees, boards and outside bodies and invitations to nominate or appoint representatives as appropriate.

Section three of the report provided additional information in relation to the Local Partnership arrangements. The appendix to the report detailed those bodies to which the Council was entitled to representation and the nature of that representation. It was noted that in some instances representation was restricted to elected members whereas in other instances representation might be by elected members and/or officers. Where an officer had been appointed previously they would remain in this position and no appointment was required unless detailed in the appendix. The report intimated that the Council's existing third party/public liability insurance would indemnify elected members and officers against any legal liability to third parties whilst they were undertaking the statutory functions of the Council as members of Joint Committees or Boards.

The report highlighted that Guidance notes were available within the members' library on the committee management information system (CMIS) in relation to the duties of a company director and a charity trustee. In addition, it was noted, that the Councillors' training and development programme 2022 included briefings on the roles and responsibilities of directors and on Arms-Length External Organisations (ALEOs) for those members who were appointed. The report further intimated that as a member's primary duty when acting for an outside body (albeit that he/she had been appointed or nominated to that body by the Council) was to act in the best interests of that body, the responsibility for ensuring that appropriate insurances were in place lay with the external body. The Council's insurance policy did not cover the actions of elected members and officers in such circumstances and it was therefore essential that the organisation had appropriate insurance in place to indemnify members and officers against any legal liability. The report proposed that appointments were not taken up until the Director of Finance & Resources had confirmed that appropriate insurance policies were in place.

Councillor Nicolson, seconded by Councillor Cameron, moved that the Council agrees to the following appointments of elected members and officers to Joint Boards and other Bodies:-

Association for Public Sector Excellence (APSE): Councillors Shaw and McNaughtan (substitute member)

APSE – Scottish Region: Councillors Shaw and McNaughtan (substitute member)

Clyde and Loch Lomond Local Plan District Joint Committee: Councillors Paterson

and MacFarlane (substitute member)

Clyde Valley Learning & Development Project Joint Committee: Councillors Rodden and Paterson (substitute member)

Community Planning Oversight Group: Councillors Adam, Steel, McGurk, Nicolson, Paterson and Shaw and 1 elected member from the opposition.

Cultural Recovery and Renewal Fund Panel: Councillor Hughes

Renfrewshire Fairtrade Steering Group: Councillors Nicolson and Paterson

Glasgow & The Clyde Valley Strategic Development Planning Authority: Councillor McNaughtan and 1 member from an opposition group

Glasgow Airport Flight Path Fund: Councillor Nicolson and one member from opposition groups

Glasgow City Region Education Committee: Councillors Rodden and Paterson (substitute member)

Houston Old School Trust: Councillor Audrey Doig, Head of Property Services and one opposition member

Linstone Housing Association: Councillor Steel

Local Partnership - Erskine, Inchinnan, Bishopton & Langbank: Councillor Campbell as chair

Local Partnership – Gleniffer: Councillor MacFarlane as chair

Local Partnership – Johnstone & Linwood: Councillor Audrey Doig as chair

Local Partnership – Paisley East: Councillor Adam as chair

Local Partnership – Paisley North, West & Central: Councillor McNaughtan as chair

Local Partnership – Renfrew: Councillor Shaw as chair

Local Partnership – The Villages: Councillor Innes as chair

Lowland Reserve Forces' and Cadets' Association: 1 member from main opposition group

Member Officer Group - Public Protection: Councillors Adam, J Cameron and Nicolson 2 members from the main opposition party and one other member from the other political parties

Miss Elizabeth Kibble's Trust: Provost

NHS Greater Glasgow & Clyde Board: Councillor Cameron

Nuclear Free Local Authorities: Councillors Audrey Doig and Paterson (substitute

member)

PACE Theatre Company: Councillor Hughes

Paisley Museum Reimagined Limited: Councillor Nicolson

Future Paisley Partnership Board –Councillors Hughes and Nicolson and 3 from opposition parties

Provost's Community Awards Judging Panel: Provost

Renfrewshire Access Panel: Councillor K MacLaren

Renfrewshire Area Support Team: Councillor Hughes

Renfrewshire Citizens Advice Bureau: Councillor Paterson and McEwan

Renfrewshire Economic Leadership Panel: Leader of the Council/Councillor Nicolson

Renfrewshire Educational Trust: Councillors Hughes and Steel

Renfrewshire Health and Social Care Partnership Integration Joint Board - Councillors Adam, Cameron and Airlie-Nicolson. Councillors Innes, Campbell and M MacLaren (substitute members); Councillors Hughes and J Paterson (substitute member) and one member of the opposition

OneRen (formerly) Renfrewshire Leisure Limited Board of Directors: Councillor Hughes and 2 members of the opposition groups/members,

Renfrewshire Local Outdoor Access Forum: Member of the opposition

Renfrewshire Valuation Joint Board: Councillors Audrey Doig, MacFarlane, K MacLaren, M MacLaren, and Steel and Councillors Adam, Campbell, Hughes, McNaughtan and Paterson (substitute members); and 3 members and 3 substitute members from the opposition

Scotland Excel – Executive Sub-committee: Councillors Shaw and Airlie-Nicolson (substitute member)

Scotland Excel – Joint Committee: Councillors Shaw and Airlie-Nicolson (substitute member)

Scottish Councils' Committee on Radioactive Waste Management: Councillor Campbell

Strathclyde Concessionary Travel Scheme Joint Committee: Councillors McEwan and Steel (substitute member)

Strathclyde Partnership for Transport: Councillors Paterson and Steel (substitute member)

West of Scotland Archaeology Services Joint Committee: Councillors N Don and M MacLaren (substitute member)

West of Scotland European Forum: Councillors Steel and Campbell (substitute member)

West of Scotland Road Safety Forum Steering Group: Councillors M MacLaren and Steel (substitute member)

Williamsburgh Housing Association: Councillor M MacLaren

Councillor N Graham, seconded by Councillor Leishman, moved as a first amendment that,
in addition, Council agrees to appoint the following members to the following committees, boards and other bodies.

Future Paisley Partnership Board – 1 Conservative member

OneRen – 1 Conservative member

Provosts Community Awards Judging Panel – 1 Conservative member

Renfrewshire Valuation Joint Board – 1 (Conservative Member) & 1 (Conservative substitute Member)

Lowland Reserve Force and Cadet Association – Councillor McGonigle

Houston Old School Trust - Councillor McGonigle

Glasgow Airport Flight Path Fund – Councillor James MacLaren

Councillor Andy Doig, seconded by Councillor Hannigan, moved as a second amendment that Councillor Hannigan be appointed to OneRen.

Councillor McMillan, seconded by Councillor Ann-Dowling, moved as a third amendment that Council agrees to appoint the following members to the following committees, boards and other bodies.

Community Planning Oversight Group – 2 Labour members

Future Paisley Partnership Board – 2 Labour members

Glasgow & The Clyde Valley Strategic Development Planning Authority – 1 Labour member

Glasgow Airport Flight Path Fund - Councillor Mullin

Houston Old School Trust - Councillor Ann-Dowling

Local Partnership - Erskine, Inchinnan, Bishopton & Langbank: Councillor Mullin as chair

Local Partnership – Gleniffer: Councillor Montgomery as chair

Local Partnership – Johnstone & Linwood: Councillor Hood as chair

Local Partnership – Paisley East: Councillor Davidson as chair

Local Partnership – Paisley North, West & Central : Councillor McDonald as chair

Local Partnership – Renfrew: Councillor G Graham as chair

Local Partnership – The Villages: Councillor Grady as chair

OneRen – 1 Labour member

Provosts Community Awards Judging Panel – 1 Labour member

Renfrewshire Citizens Advice Bureau – 1 Labour member

Renfrewshire Educational Trust- 1 Labour member

Renfrewshire Fairtrade Steering Group- 1 Labour member

Renfrewshire Health and Social Care Partnership Integration Joint Board – Councillor McMillan.

Renfrewshire Local Outdoor Access Forum- 1 Labour member

Renfrewshire Valuation Joint Board – 2 Labour members

Strathclyde Partnership for Transport - 1 Labour member

Adjournment

The meeting adjourned at 11.25 a.m. and reconvened at 11.50 a.m.

In terms of Standing Order 27 Councillors Nicolson and Cameron, being the mover and seconder of the motion, accepted the second amendment by Councillor Andy Doig, seconded by Councillor Hannigan.

A vote was then taken between the motion, as amended, and the remaining two amendments by Councillor N Graham, seconded by Councillor Leishman and Councillor McMillan, seconded by Councillor Ann-Dowling respectively.

On the roll being called between the motion and first amendment, the following members voted for the first amendment: Councillors N Graham, Gray, Leishman, J MacLaren and McGonigle.

The following members voted for the motion: Councillors Adam; Airlie-Nicolson; Burns; J Cameron; Provost L Cameron; 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 Ann-Dowling; Clark; Davidson; Devine; Gilmour; Grady; G Graham; Hood; McCulloch; McDonald; McGuire; McMillan; Montgomery; Mullin; and Smith.

5 members having voted for the first amendment, 23 members having voted for the motion and 15 members having abstained, the motion was accordingly declared

carried.

On the roll being called between the motion and second amendment, the following members voted for the second amendment: Councillors Ann-Dowling; Clark; Davidson; Devine; Gilmour; Grady; G Graham; Hood; McCulloch; McDonald; McGuire; McMillan; Mullin; and Smith.

The following members voted for the motion: Councillors Adam; Airlie-Nicolson; Burns; J Cameron; Provost L Cameron; 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 N Graham, Gray, Leishman, J MacLaren, McGonigle and Montgomery.

14 members having voted for the second amendment, 23 members having voted for the motion and 6 members having abstained, the motion was accordingly declared carried.

DECIDED:

(a) That the Council agrees to the following appointments of elected members to Joint Boards and other Bodies:-

Association for Public Sector Excellence (APSE): Councillors Shaw and McNaughtan (substitute member)

APSE – Scottish Region: Councillors Shaw and McNaughtan (substitute member)

Clyde and Loch Lomond Local Plan District Joint Committee: Councillors Paterson and MacFarlane (substitute member)

Clyde Valley Learning & Development Project Joint Committee: Councillors Rodden and Paterson (substitute member)

Community Planning Oversight Group: Councillors Adam, Steel, McGurk, Nicolson, Paterson and Shaw and 1 elected member from the opposition.

Cultural Recovery and Renewal Fund Panel: Councillor Hughes

Renfrewshire Fairtrade Steering Group: Councillors Nicolson and Paterson

Glasgow & The Clyde Valley Strategic Development Planning Authority: Councillor McNaughtan and 1 member from an opposition group

Glasgow Airport Flight Path Fund: Councillor Nicolson and one member from opposition groups

Glasgow City Region Education Committee: Councillors Rodden and Paterson (substitute member)

Houston Old School Trust: Councillor Audrey Doig, Head of Property Services and one opposition member

Linstone Housing Association: Councillor Steel

Local Partnership - Erskine, Inchinnan, Bishopton & Langbank: Councillor Campbell as chair

Local Partnership – Gleniffer: Councillor MacFarlane as chair

Local Partnership – Johnstone & Linwood: Councillor Audrey Doig as chair

Local Partnership – Paisley East: Councillor Adam as chair

Local Partnership – Paisley North, West & Central: Councillor McNaughtan as chair

Local Partnership – Renfrew: Councillor Shaw as chair

Local Partnership – The Villages: Councillor Innes as chair

Lowland Reserve Forces' and Cadets' Association: 1 member from main opposition group

Member Officer Group - Public Protection: Councillors Adam, Cameron and Nicolson
2 members from the main opposition party and one other member from the other political parties

Miss Elizabeth Kibble's Trust: Provost

NHS Greater Glasgow & Clyde Board: Councillor Cameron

Nuclear Free Local Authorities: Councillors Audrey Doig and Paterson (substitute member)

PACE Theatre Company: Councillor Hughes

Paisley Museum Reimagined Limited: Councillor Nicolson

Future Paisley Partnership Board –Councillors Hughes and Nicolson and 3 from opposition parties

Provost's Community Awards Judging Panel: Provost

Renfrewshire Access Panel: Councillor K MacLaren

Renfrewshire Area Support Team: Councillor Hughes

Renfrewshire Citizens Advice Bureau: Councillor Paterson and McEwan

Renfrewshire Economic Leadership Panel: Leader of the Council/Councillor Nicolson

Renfrewshire Educational Trust: Councillors Hughes and Steel

Renfrewshire Health and Social Care Partnership Integration Joint Board - Councillors Adam, Cameron and Airlie-Nicolson. Councillors Innes, Campbell and M MacLaren (substitute members); Councillors Hughes and J Paterson (substitute member) and one member of the opposition

OneRen (formerly) Renfrewshire Leisure Limited Board of Directors: Councillors Hughes and Hannigan and 1 member of the other opposition groups/members,

Renfrewshire Local Outdoor Access Forum: Member of the opposition

Renfrewshire Valuation Joint Board: Councillors Audrey Doig, MacFarlane, K MacLaren, M MacLaren, and Steel and Councillors Adam, Campbell, Hughes, McNaughtan and Paterson (substitute members); and 3 members and 3 substitute members from the opposition

Scotland Excel – Executive Sub-committee: Councillors Shaw and Airlie-Nicolson (substitute member)

Scotland Excel – Joint Committee: Councillors Shaw and Airlie-Nicolson (substitute member)

Scottish Councils' Committee on Radioactive Waste Management: Councillor Campbell

Strathclyde Concessionary Travel Scheme Joint Committee: Councillors McEwan and Steel (substitute member)

Strathclyde Partnership for Transport: Councillors Paterson and Steel (substitute member)

West of Scotland Archaeology Services Joint Committee: Councillors N Don and M MacLaren (substitute member)

West of Scotland European Forum: Councillors Steel and Campbell (substitute member)

West of Scotland Road Safety Forum Steering Group: Councillors M MacLaren and Steel (substitute member)

Williamsburgh Housing Association: Councillor M MacLaren; and

(b) That the names of appointees for the remaining vacant positions be submitted to the Head of Corporate Governance by 5.00 pm on Tuesday 24 May 2022.

13 **Remuneration, Expenses and Pensions for Elected Members**

There was submitted a report by the Director of Finance & Resources relative to the payment of remuneration and expenses and pension arrangements for elected members, in terms of the current regime as contained in relevant legislation.

The report intimated that in relation to the position of Leader of the Council the remuneration was set by Regulation at £39,148. In other areas, the Regulations gave a degree of discretion to councils to decide how they would implement particular provisions although there were limits, for example, on the maximum amount which could be paid to the Civic Head and the Senior Councillors and also the number of Senior Councillors. In the case of Renfrewshire Council, the level of remuneration for

these positions could be up to £29,361 and the maximum number of Senior Councillors was 14. The maximum total amount which could be paid to Senior Councillors had been calculated at £342,524 for Renfrewshire.

The Allowances and Expenses Regulations made it clear that the Council may only reimburse claims for allowances and expenses where the expenditure had been incurred by an elected member in performing any approved duty. An appendix to the report listed the “approved duties” for the purposes of determining entitlement to allowance and expenses. These Regulations also required all councils to publish information on councillors’ salaries, allowances and expenses on their website by 1 June in each year in respect of the previous financial year.

Councillor Nicolson, seconded by Councillor Cameron, moved that Council agrees:

- (a) That the Leader of the Council will be paid the Leader’s remuneration of £39,148;
- (b) That the Civic Head of the Council will be the Provost, who will be paid the Civic Head’s remuneration of £29,361;
- (c) That the Civic Head of the Council will be entitled to reimbursement of expenditure incurred in performing civic duties up to a maximum of £1,000 per financial year;
- (d) That 14 councillors will be remunerated as Senior Councillors, with their remuneration being set as outlined in (e) below;
- (e) That elected members holding the following positions be remunerated as Senior Councillors, with remuneration as detailed:
 - Conveners of the following 6 Policy Boards: Education and Children’s Services; Infrastructure, Land and Environment; Finance, Resources and Customer Services; Communities and Housing; Economy and Regeneration; and Planning and Climate Change (£26,450)
 - Conveners of the following 4 Regulatory Boards: Audit, Risk and Scrutiny Board; Appeals Board; the Regulatory Functions Board and the Licensing Board (£21,820)
 - The Chair/Vice Chair of the Renfrewshire Integrated Joint Board (£26,450)
 - The Chair of OneRen (£26,450)
 - The Depute Leader of the Council (£21,820)
 - The Leader of the largest Opposition Group (£21,820)
- (f) That the Council publish on its website an annual notice indicating that the record of expenditure and allowances will be made available for inspection;
- (g) That the list of approved duties at Appendix 1 to the report be approved;
- (h) That the payment of remuneration to elected members on a four-weekly basis in arrears be approved; and
- (i) That it be agreed that allowances and expenses be paid to the representatives on the Education Policy Board representing religious bodies at the same rates paid to elected members.

This was agreed unanimously.

DECIDED:

- (a) That the Leader of the Council be paid the Leader's remuneration of £39,148;
- (b) That the Civic Head of the Council be the Provost, and be paid the Civic Head's remuneration of £29,361;
- (c) That the Civic Head of the Council be entitled to reimbursement of expenditure incurred in performing civic duties up to a maximum of £1,000 per financial year;
- (d) That 14 councillors be remunerated as Senior Councillors, with their remuneration being set as outlined in (e) below;
- (e) That elected members holding the following positions be remunerated as Senior Councillors, with remuneration as detailed:
 - Conveners of the following 6 Policy Boards: Education and Children's Services; Infrastructure, Land and Environment; Finance, Resources and Customer Services; Communities and Housing; Economy and Regeneration; and Planning and Climate Change (£26,450)
 - Conveners of the following 4 Regulatory Boards: Audit, Risk and Scrutiny Board; Appeals Board; the Regulatory Functions Board and the Licensing Board (£21,820)
 - The Chair/Vice Chair of the Renfrewshire Integrated Joint Board (£26,450)
 - The Chair of OneRen (£26,450)
 - The Depute Leader of the Council (£21,820)
 - The Leader of the largest Opposition Group (£21,820)
- (f) That the Council publish on its website an annual notice indicating that the record of expenditure and allowances will be made available for inspection;
- (g) That the list of approved duties at Appendix 1 to the report be approved;
- (h) That the payment of remuneration to elected members on a four-weekly basis in arrears be approved; and
- (i) That it be agreed that allowances and expenses be paid to the representatives on the Education Policy Board representing religious bodies at the same rates paid to elected members.

14 **Kirkin' of the Council**

There was submitted a report by the Director of Finance & Resources relative to the tradition of participating in a Kirkin' of the Council church service following the election of a new Council. The report detailed the customary guest list and advised that the service had previously been held in Paisley Abbey.

The report asked that the Council consider whether to participate in a Kirkin' of the Council church service, and, if so, to determine where the service was to be held on this occasion.

DECIDED:

- (a) That the Council participate in a Kirkin' of the Council Church Service; and
- (b) That the Director of Finance & Resources be authorised to make the necessary

arrangements in consultation with the Provost.

15 **Exercise of Delegated Authority**

It was noted that the Chief Executive had exercised his delegated authority once in the period between the election of the Council and this meeting to award a contract for the works at Netherton Square, Paisley, a major public realm and outdoor collaboration space, and part of the Glasgow Airport Investment Area, Advanced Manufacturing Innovation District Scotland (AMIDS) and Council's City Deal Projects.

DECIDED: That it be noted that the Chief Executive had exercised his delegated authority once in the period between the election of the Council and this meeting to award a contract for works at Netherton Square, Paisley, a major public realm and outdoor collaboration space and part of the Glasgow Airport Investment Area, Advanced Manufacturing Innovation District Scotland (AMIDS) and Council's City Deal Projects.

Minute of Meeting

Communities and Housing Policy Board

Date	Time	Venue
Tuesday, 07 June 2022	13:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

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

Chair

Councillor McGurk, Convener, presided.

In Attendance

M Crearie, Director of Communities & Housing Services; L McIntyre, Head of Policy & Commissioning, A Armstrong-Walter, Strategic Partnership & Inequalities Manager and J Castle, Senior Communications Officer (all Chief Executives); (Chief Executives); J Trainer, Head of Child Care & Criminal Justice (Children's Services); F Carlin, Head of Housing Services, O Reid, Head of Communities & Public Protection, C Dalrymple, Communities & Regulatory Manager, D Morrison, Senior Planning & Policy Manager and R Walkinshaw, Housing Regeneration & Development Manager (all Communities & Housing Services); G Dickie, Partnering & Commissioning Manager; D Pole, I Blair and J Whitehead, End User Technicians, R Devine and E Gray, both Senior Committee Services Officers and K O'Neil, Assistant Democratic Services Officer and J Barron, Assistant Committee Services Officer (all Finance & Resources).

Webcasting of Meeting

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

Apology

Councillor McGuire.

Transparency Statement

Councillor Mags MacLaren indicated that she had a connection to item 6 - Proposed Disposal of Commercial Property – 21 Maxwellton Street, Paisley - by reason of her membership of the same branch of a political organisation as the proposed purchaser. However, she indicated that she had applied the objective test and did not consider she 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 15 March 2022, which forms the Appendix to this Minute.

DECIDED: That the Minute be approved.

2 Community Empowerment Fund

There was submitted a report by the Chief Executive relative to applications considered for funding from the Community Empowerment Fund in the current round of funding. The total value of requested grant funding was £11,475. A cross-service panel of officers had been established to review and assess applications to the Community Empowerment Fund against agreed objectives and criteria. The report outlined the key objectives and aims of the Fund and indicated that two new applications had been received in the current round and been considered, together with one deferred application. A summary of the applications for funding was provided within an appendix to the report.

DECIDED: That the recommendations, detailed in Section 4 and Appendix 1 of the report, to award (a) £2,275 to Inchinnan Development Trust for business planning support relating to their application for a Community Asset Transfer of the India Tyres Playing Fields and (b) £9,200 to Spateston Development Trust to develop a business plan for a purpose-built community hub on the site of the former Spateston Early Learning and Childcare Centre, be approved.

3 Greenspaces, Parks & Play Areas and Villages Investment Fund

There was submitted a report by the Director of Communities & Housing Services relative to the Greenspaces, Parks & Play Areas and Villages Investment Fund.

The report provided an update on progress made in supporting community projects through the Greenspaces, Parks & Play Areas and Villages Investment Fund, detailed, in Appendix 1, projects approved by the Director of Communities & Housing in terms of delegated authority and outlined projects currently being developed by communities across Renfrewshire. The report indicated that the key objective in allocating funding was to work with, and support, community groups to identify and deliver improvement projects in their local communities, improve their local greenspaces, including parks and play areas, and strengthen the identity, heritage, uniqueness and character of village life.

DECIDED:

- (a) That the work currently being undertaken to support communities as they developed projects to be funded using the Greenspaces, Parks & Play Areas and Villages Investment Fund be noted;
- (b) That the projects, detailed within Appendix 1 of the report, approved by the Director of Communities & Housing Services in terms of delegated authority, be noted; and
- (c) That it be noted that the current projects being developed by communities, and detailed with the report, would fully commit the available Greenspaces, Parks and Play areas element of the fund.

4 **Communities & Housing Services: Service Improvement Plan 2022/25 and Service Delivery Plan 2021/22 Outturn Report**

There was submitted a report by the Director of Communities & Housing Services relative to the Service Improvement Plan 2022/25 for Communities & Housing Services, a copy of which was appended to the report, together with an overview of performance against the actions and measures detailed within the Communities & Housing Service Improvement Plan 2021/22. A detailed outturn report was attached as Appendix 2 of the report.

The Service Improvement Plan set out a comprehensive statement of the service aims and objectives for the next three-year period, based on the resources likely to be available, and took account of the themes, actions, outcomes and targets contained within the Council Plan, Single Outcome Agreement and Community Plan. The report highlighted that at the core of the Service Improvement Plan process was an action plan which detailed the priorities, key tasks to be implemented, implementation timetable and outcomes against which progress would be measured. It was noted that progress to deliver the Service Improvement Plan 2022/25 for Communities & Housing Services would be monitored and reported to this Policy Board on a six-monthly basis. The report also provided a summary of the performance of Communities & Housing Services during 2021/22, with a detailed explanation on all relevant actions and performance indicators. The service had identified key actions it aimed to achieve over a three-year period, in order to deliver improved outcomes for local people and communities and contribute to the delivery of the Council Plan. Given the unprecedented nature of events during the Covid-19 pandemic, these three-year plans had been replaced by Service Delivery Plans which had focused on a single year, 2021/22, and outlined what each service planned to do to mitigate the effects of the pandemic and associated restrictions, as well as actions to support recovery and renewal.

The Director of Communities & Housing Services gave a presentation which provided a service overview, advised of the key functions within each service area within her remit, made reference to the strategic priorities within each element of the Service and outlined some key facts relating to each element of the Service. It was noted that arrangements would be made to circulate a copy of the presentation slides to members of the Policy Board.

DECIDED:

- (a) That the Service Improvement Plan for Communities & Housing Services, a copy of which was appended to the report, be approved;
- (b) That the progress made in delivering the Service Delivery Plan 2021/22 be noted;
- (c) That it be agreed that mid-year progress with the Service Improvement Plan be reported to this Policy Board in autumn 2022; and
- (d) That arrangements be made to circulate a copy of the presentation slides to members of the Policy Board.

5 **Disposal of Land adjacent to 15 Glendee Gardens, Renfrew**

There was submitted a report by the Chief Executive relative to the proposed declaration of an area of land located adjacent to 15 Glendee Gardens Renfrew, identified on a plan appended to the report, as surplus to the Council's requirements.

The area of land involved, which was held on the Housing Revenue Account, extended to 127 square metres or thereby and was an area of open space, maintained by Environment & Infrastructure. The applicant had expressed an interest in purchasing the land to create off-street parking. The area of land concerned was such that the purchase price/value of the land would be at a level upon which delegated powers granted to the Head of Economy & Development for the disposal of surplus property would be utilised. The Head of Housing Services had confirmed that the area of land involved had no operational requirement and was not opposed to the land being declared surplus. It was highlighted that the proposed purchaser would require to obtain the required planning consents for the change of use from open space and be liable to meet the Council's reasonable professional and legal expenses incurred in processing the transaction.

DECIDED:

- (a) That the area of land located adjacent to 15 Glendee Gardens, Renfrew, identified on the plan attached to the report, be declared as surplus to requirements, with a view to disposing to the adjoining owner;
- (b) That the sale thereof to the adjoining owner of 15 Glendee Gardens, Renfrew, be authorised on such terms and conditions as may be negotiated by the Head of Economy & Development utilising delegated powers;
- (c) That the Head of Corporate Governance be authorised to conclude the sale incorporating such terms and conditions as may be deemed necessary to protect the Council's interest; and
- (d) That it be noted that the Chief Planning Officer would arrange for publication of an advert in the local press, in terms of the Town and Country Planning (Scotland) Act 1959, in respect of the proposed sale of an area of open space.

6 **Proposed Disposal of Commercial Property – 21 Maxwellton Street, Paisley**

There was submitted a report by the Chief Executive relative to the proposed declaration of the property at 21 Maxwellton Street, Paisley, identified on a plan appended to the report, as surplus to the Council's requirements.

The property, which was held on the Housing Revenue Account and identified on a plan appended to the report, was currently leased to Mr Wahab, for an annual rent of £7,800. The property traded as a café and was the only remaining unit owned by Renfrewshire Council within the parade of three shops located in a residential/commercial area to the west of Paisley Town Centre. Mr Wahab owned the adjoining shop. Provisional agreement had been reached for a purchase price of £65,000, excluding VAT, for the property. The report highlighted that the purchaser would be granted rights of access over the strip of land, shown hatched on plan E3227, to facilitate access to carry out future repair and maintenance of the shop building. The Head of Housing Services had confirmed there were no objections to the proposed disposal and the Head of Corporate Governance had advised that there were no known restrictions that would prevent the property being sold, although the title deeds were not currently available and the position would be ascertained when they could be examined. The proposed purchaser would be liable to meet the Council's reasonable professional and legal expenses incurred in processing the transaction

DECIDED:

- (a) That the commercial property at 21 Maxwellton Street, Paisley be declared as surplus to requirements;
- (b) That the property be sold to the existing tenant, Mr Wahab, on the terms and conditions negotiated and provisionally agreed with the Head of Economy & Development under delegated powers; and
- (c) That the Head of Corporate Governance be authorised to conclude the sale incorporating into the bargain such terms and conditions as may be deemed necessary to protect the Council's interest.

7 **Renfrewshire PREVENT Referral Strategy**

There was submitted a report by the Director of Communities & Housing Services relative to the Renfrewshire PREVENT Referral strategy, a copy of which was appended to the report.

The report advised that the PREVENT strategy was part of the overall UK counter-terrorism strategy, (CONTEST). The Counter Terrorism & Security Act 2015 placed a duty on local authorities to support the PREVENT strategy and to take steps to reduce the threat to the UK from terrorism by having due regard to stopping people becoming terrorists or supporting terrorism. The UK PREVENT strategy had three specific strategic objectives, namely (a) to respond to the ideological challenge of terrorism and the threat faced from those who promoted it; (b) to prevent people from being drawn into terrorism and ensure that they were given appropriate advice and support;

and (c) to work with sectors and institutions where there were risks of radicalisation that needed to be addressed. Awareness, vigilance, and early intervention were all deemed to be key to the success of the PREVENT strategy and process. In Scotland, safeguarding was central to the ethos and this brought confidence to the process, providing reassurance that reporting concerns would lead to support for individuals to fully disengage from radicalisation. A PREVENT referral strategy had been developed for Renfrewshire which aimed to ensure that the focus of awareness raising was on encouraging people to recognise and report issues that indicated that someone might be vulnerable to being drawn into terrorism and on developing the processes that would respond effectively, putting relevant safeguarding in place including PREVENT management processes and PREVENT Multi-Agency Panels (PMAP) when required. The referral process was called “Notice-Check-Share”.

DECIDED:

- (a) That the Council’s PREVENT Referral Strategy, a copy of which was appended to the report, be approved;
- (b) That the information sharing principles, governance and processes that supported the referral strategy and the focus on safeguarding and support for individuals or groups that were identified as being at risk of being drawn into violent extremist or terrorist behaviour be noted; and
- (c) That it be noted that a programme of awareness raising and training for relevant officers and public and third sector partners on the Notice – Check – Share referral process was being rolled out to support the strategy across Renfrewshire.

Minute of Meeting

Police and Fire & Rescue Scrutiny Sub-Committee

Date	Time	Venue
Tuesday, 15 March 2022	15:00	Remotely by Microsoft Teams,

Present: Councillor Bill Binks, Councillor Marie McGurk, Councillor John McNaughtan

Chair

Councillor McGurk, Convener, presided.

In Attendance

O Reid, Head of Communities & Public Protection and C Dalrymple, Communities & Regulatory Manager (both Communities & Housing Services); L McIntyre, Head of Policy & Commissioning and J Jacobson, Senior Planning and Policy Development Officer (both Chief Executives); D Pole, End User Technician; R Devine, Senior Committee Services Officer and K O'Neill, Assistant Democratic Services Officer (all Finance & Resources).

Also in Attendance

R Scott, Chief Inspector, HM Fire Service Inspectorate; D Duncan, Chief Superintendent; R Fraser, Chief Inspector and R Macdonald, Divisional Intelligence Manager (all Police Scotland); D McCarrey, Area Commander and M Hill, Group Manager (both Scottish Fire & Rescue Service).

Declarations of Interest

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

Webcasting of Meeting

Prior to the commencement of the meeting the Convener intimated that this meeting of the Sub-committee would be webcast live on the Council's website.

1 **HM Fire Service Inspectorate in Scotland - Review of Inspections across Local Authority Areas**

Robert Scott, Chief Inspector, HM Fire Service Inspectorate, gave a presentation in relation to the statutory duty to provide independent, proportionate and professional inspections of the Scottish Fire and Rescue Service (SFRS) to give assurance to the public and Scottish Ministers that the service was working in an efficient and effective way, securing best value and promoting continuous improvement.

He advised that examination of service wide themes, usually selected by the Chief Inspector, were carried out with reports being laid before the Scottish Parliament. In addition to inspections at a national level, local area inspections were also completed. Service Delivery Areas (SDA) were established across the whole of Scotland with Local Senior Officers within each of the 3 SDA's. Inspectors would meet local senior staff and their teams and engage with other stakeholders from Local Authorities and partner agencies. Four key inspection themes: prevention, response, partnership and people were established to ensure performance measurements in key areas. The nature and quality of service provided would be scrutinised to ensure SFRS was working effectively and efficiently at a local level.

Performance Scorecard reports on the inspections would be published and benchmarking would be available across the SDA's and Scotland as a whole. The Inspectorate would contact local services and this scrutiny committee when inspection of this area was being conducted.

DECIDED: That the contents of the presentation be noted.

2 **Scottish Fire and Rescue Service - Long Term Vision**

M Hill, Group Manager, SFRS gave a presentation in relation to the Scottish Fire and Rescue Service (SFRS) Long Term Vision for working together for a safer Scotland.

The presentation provided information in relation to SFRS Vision; Mission, Purpose, Strategic Intents and Principles. Details on how the service would focus on meeting the changing needs of communities to reach best practice standards by sharing experiences, insights and learning with others about achievements was provided. Services would be delivered across communities by being a more innovative and agile organisation which responded to risks throughout Scotland.

Information on how the long-term vision would be achieved was detailed and included: working in partnership with communities and with others in the public, private and third party sectors, on prevention, protection and response, to improve the safety and wellbeing of people.

Scottish Fire and Rescue Service were committed to ensuring staff were safe in carrying out their duties by being supported through better training and in terms of their own health and wellbeing. Investment would be made in developing leaders and training staff to the highest standards using agile and smart ways of working to support staff to achieve a positive work-life balance.

The Group Manager also advised the sub-committee that SFRS were aiming to continue to enhance the use of technology to streamline services and had already noted benefits of attending meetings remotely and online interaction with communities and other partners. Research was ongoing into the use of electric appliances and the potential of installing solar panels on SFRS buildings.

Prevention would be at the heart of SFRS delivery model as it evolved to meet Scotland's changing needs with innovative use of technology, data and information being implemented to change how SFRS worked. Partnership working would be at the core of how SFRS worked and different views and experiences and backgrounds within the organisation would be valued.

DECIDED: That the contents of the presentation be noted.

3 **Draft Annual Police Plan 2022/23**

There was submitted a report by the Director of Communities and Housing Services relative to the development of Police Scotland's Annual Police Plan 2022/23.

The plan detailed the five strategic outcomes in the 2022/23 draft Annual Plan which were based around the Joint Strategy for Policing which were:- threats to public safety and wellbeing resolved by a proactive and responsive police service; the needs of local communities addressed through effective service delivery; the public, communities and partners engaged, involved and have confidence in policing; people supported through a positive working environment, enabling them to serve the public and Police Scotland was sustainable, adaptable and prepared for future challenges.

The plan was fully aligned to the revised outcomes focused performance framework, with impact measures identified for each strategic outcome and associated objectives.

The draft Annual Plan identified each strategic outcome, the objectives, how Police Scotland plan to achieve objectives and how these would be measured. The content and focus of the draft plan reflected issues and challenges faced locally and were in line with and supported the objectives of the Community Safety Partnership.

DECIDED:

- (a) That the contents of the draft Annual Police Plan 2022/23 be noted; and
- (b) That the Head of Communities and Public Protection write to Mr Livingstone, Chief Constable to advise that the opportunity to comment on the draft Annual Police Plan was welcomed; that it had been considered by this Sub-committee and that the Council agreed with the priorities and objectives set out in the proposed draft Annual Plan 2022/23.

4 **Policing Performance 2021/22 - Local Authority Feedback**

There was submitted a report by the Director of Communities and Housing Services relative to Scottish Police Authority (SPA) Policing Performance 2021/22.

A single assessment of performance across the policing system which was

incorporated into their Annual Report and Accounts was produced on an annual basis by the SPA.

The assessment the SPA made of the delivery of policing in Scotland, and the focus of the Annual Report and Accounts was set against progress towards the five joint strategic outcomes laid out in the Strategic Police Plan, and the impact of the activities described in the Annual Police Plan and associated Local Police Plans. The five joint strategic outcomes were: threats to public safety and wellbeing resolved by a proactive and responsive police service; the needs of local communities addressed through effective service delivery; the public, communities and partners engaged, involved and have confidence in policing; our people supported through a positive working environment, enabling them to service the public; and Police Scotland was sustainable, adaptable and prepared for future challenges.

The SPA Acting Chief Executive (Strategy and Performance) had written to local authority Chief Executives including Renfrewshire Council on 2 February 2022 requesting input into the performance of Police Scotland during 2021/22. A draft response to this request from this Council was attached as Appendix 1 for the approval of members and would be submitted in line with the timescales provided.

DECIDED:

- (a) That the Scottish Police Authority (SPA) Policing Performance 2021/22 report be noted; and
- (b) That this Council's response to the consultation as detailed in Appendix 1 to the report be approved.

5 **Police Scotland Spotlight - Drug Deaths in Renfrewshire**

Ross Macdonald, Divisional Intelligence Manager, Police Scotland presented information in relation to the drug deaths in Renfrewshire.

Information was provided on the ongoing work in relation to drug related deaths and measures taken to reduce harm caused by supply and consumption of controlled drugs by collaborative working and information sharing. Collaborative working with Renfrewshire Council, Greater Glasgow Health Board and other partners on prevention, education and enforcement was key in reducing the number of cases in line with Renfrewshire Alcohol and Drug Partnership Strategic Plans.

The Scottish Government's Rights Respect and Recovery Scotland Strategy would be delivered to improve, prevent and reduce alcohol and drug use, the harm this caused and related deaths at a local level. Statistical information was provided on the number of drug related deaths in Scotland and at a local level, which had reduced compared to the same period in 2021, together with drug related offences.

The Divisional Intelligence Manager advised that medication which can reverse the effects of drug overdose had now been issued to all frontline officers in Scotland and national training on the use of this was ongoing. Officers would also visit all secondary schools to provide drug safety awareness programs.

DECIDED: That the contents of the presentations be noted.

6 Local Issues

R Fraser, Chief Inspector advised the sub-committee of emerging work within Police Scotland and the launch of Mental Health Practitioner Nurse Triage service where work alongside Police Scotland would assist in getting individuals the help and support they need more quickly.

The Chief Inspector advised work had been ongoing in preparation of the spring summer period and in particular the well being of children and young people. Attendance at secondary schools had been re-introduced with a focus on Financial Harm and Online Safety. Information was also provided on the launch of quad bikes for use by officers in the remote and harder to reach areas to help address anti-social behaviour issues. The Chief Inspector advised she would pursue a bid for the presence of police horses for the local area in response to a request from Councillor Burns.

M Hill, Group Manager, SFRS advised the sub-committee that the risk profile in terms of fire and rescue alters at this time of year when people spend more time outdoors and the Spring Action Plan puts some focus on the risk of wildfires and preventative measures, including working with partners, put in place to address these.

DECIDED: That the information provided be noted.

Minute of Meeting

Placing Requests and Exclusions Appeals Panel

Date	Time	Venue
Wednesday, 08 June 2022	09:00	Remotely by MS Teams,

Present: Councillor Alison Ann-Dowling, Councillor Stephen Burns, Mrs Elaine Knox

Chair

Councilor Burns, Convener, presided.

In Attendance

D Briggs, Senior Solicitor (Litigation) and P Shiach, Senior Committee Services Officer (both Finance & Resources).

Declarations of Interest

There were no declarations of interest 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 **Gryffe High School - Appeal against Refusal of a Placing Request - GHS 22/01**

Consideration was given to appeals against the refusal of placing requests at Gryffe High School.

All participants had been invited to attend virtually by means of MS Teams. E Clements, Senior Solicitor, (Finance and Resources), K Christie, Headteacher of Gryffe High School and A Gallagher, Operations Manager (Children's Services) representing the Education Authority, were invited to attend the meeting. The appellants in relation to appeals GHS/22/01, GHS/22/03, GHS/22/04, GHS/22/05, and GHS/22/06 were invited into the meeting.

The Senior Solicitor (Litigation) outlined the procedure to be followed in hearing the appeals.

E Clements then presented the case for the Education Authority and led evidence from K Christie, and A Gallagher in relation to the circumstances surrounding the refusal of the placing requests.

The appellants in relation to appeals GHS/22/03, GHS/22/04, GHS/22/05, and GHS/22/06, then left the hearing.

The appellant in relation to appeal GHS/22/01 then presented her 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.

2 **Gryffe High School - Appeal against Refusal of a Placing Request - GHS 22/02**

Consideration was given to appeal GHS/22/02 against the refusal of a placing request to Gryffe High School.

The applicant in relation to GHS/22/02 was not in attendance. The appeal was determined by way of written submissions.

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.

3 **Gryffe High School - Appeal against Refusal of a Placing Request - GHS 22/03**

Consideration was given to appeal GHS/22/03 against the refusal of a placing request to Gryffe High School.

The appellants in relation to appeal GHS/22/03 then presented 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. The was agreed by a majority decision.

4 **Gryffe High School - Appeal against Refusal of a Placing Request - GHS 22/04**

Consideration was given to appeal GHS/22/04 against the refusal of a placing request to Gryffe High School.

The appellant in relation to appeal GHS/22/04 then presented her 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.

5 **Gryffe High School - Appeal against Refusal of a Placing Request - GHS 22/05**

Consideration was given to appeal GHS/22/05 against the refusal of a placing request to Gryffe High School.

The appellants in relation to appeal GHS/22/05 then presented 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.

6 **Gryffe High School - Appeal against Refusal of a Placing Request - GHS 22/06**

Consideration was given to appeal GHS/22/06 against the refusal of a placing request to Gryffe High School.

The appellant in relation to appeal GHS/22/04 then presented her 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.

7 **Gryffe High School - Appeal against Refusal of a Placing Request - GHS 22/07**

Consideration was given to appeals against the refusal of a placing request at Gryffe High School at S3 stage.

All participants had been invited to attend virtually by means of MS Teams. E Clements, Senior Solicitor, (Finance and Resources), K Christie, Headteacher of Gryffe High School and A Gallagher, Operations Manager (Children's Services) representing the Education Authority, were invited to attend the meeting. The appellant in relation to appeal GHS/22/07 was invited into the meeting.

The Senior Solicitor (Litigation) outlined the procedure to be followed in hearing the appeals.

E Clements then presented the case for the Education Authority and led evidence from K Christie, and A Gallagher in relation to the circumstances surrounding the refusal of the placing requests.

The appellant in relation to appeal GHS/22/07 then presented his 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 by a majority decision.

Minute of Meeting

Regulatory Functions Board

Date	Time	Venue
Wednesday, 08 June 2022	10:00	Remotely by MS Teams ,

Present: Councillor Audrey Doig, Councillor Lisa-Marie Hughes, Councillor Cathy McEwan, Councillor John McNaughtan, Councillor Sam Mullin, Councillor Andy Steel

Chair

Councillor McNaughtan, Convener, presided.

In Attendance

D Campbell, Assistant Managing Solicitor (Licensing), C Panton, Senior Solicitor, E Gray, Senior Committee Services Officer, D Cunningham, Assistant Committee Services Officer, G Dickie, Partnering & Commissioning Manager , D Pole, End User Technician, A Easdon, Team Leader (Licensing), G McIntosh, Civic Licensing Standards Officer, and K Marriott, Administrative Assistant (all Finance & Resources).

Recording of Meeting

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

Apologies

Councillors N Graham, Hood and Rodden.

Declarations of Interest

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

1 **Registration of Private Landlords: Applications Refused under Delegated Authority**

Under reference to item 3 of the Minute of the meeting of this Board held on 18 August 2021, there was submitted a report by the Director of Finance & Resources providing an update in relation to applications for landlord registration refused by officers under delegated powers.

The report intimated that on 18 August 2021, the Board recommended that the Scheme of Delegated Functions be amended to include a delegation to officers to refuse applications for landlord registration where the requirements set out in regulations made under the Antisocial Behaviour etc. (Scotland) Act 2004 were not met and that regular reports be submitted to this Board detailing the applications refused.

The report advised that 34 applications for landlord registration had been refused by officers due to landlords' failure to confirm full compliance with their legal responsibilities. It was noted that three of these applications were by landlords seeking registration for the first time with the remainder applying to renew a previous landlord registration. Further, that since refusal, three landlords had addressed their previous outstanding compliance issues and had now reapplied for registration.

DECIDED: That the report be noted.

2 **Licensing of Short-term Lets: Proposals for Implementation**

There was submitted a report by the Director of Finance & Resources which provided the Board with an update on new legislation which required local authorities to regulate short-term lets in the form of a licensing scheme.

The Civic Government (Scotland) Act 1982 (Licensing of Short-Term Lets) Order 2022 ("the Licensing Order"), brought short-term lets within the scope of licensed activities covered by the statutory provisions of the Civic Government (Scotland) Act 1982 ("the 1982 Act"). The report detailed the mandatory and discretionary controls provided under the terms of the Licensing Order.

The report also set out the preparatory work required to implement the licensing scheme and the main issues the Council required to consider in relation to the Licensing Order. Details were provided of recommended consultation arrangements in relation to the short-term lets licensing framework which required to be introduced.

DECIDED:

(a) That the proposed consultation exercise, as detailed at section 4 of the report and in Appendices 2 and 3 to the report, be approved; and

(b) That, otherwise, the terms of the report be noted.

3 **Grant of Late Hours Catering Licence - Personal Appearance**

Under reference to item 2 of the Minute of the meeting of this Board held on 16 March 2022, consideration was resumed of the undernoted application for grant of a Late Hours Catering Licence. The applicant had been asked to appear personally for the second time:-

Applicant: Exotic Kitchen Limited
 Premises: 23 Causeyside Street, Paisley
 Activity: takeaway
 Operating hours: Monday to Sunday – 11.00 pm to 2.00 am

There was no appearance by or on behalf of Exotic Kitchen Limited. 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.

4 **Renewal of Late Hours Catering Licences**

There were submitted the undernoted applications for renewal of Late Hours Catering Licences:-

(a) Applicant: Select Service Partner UK Limited
 Premises: Burger King, Glasgow Airport
 Activity: catering, including, but not limited to, alcohol, hot and cold food and drinks
 Operating hours: Monday to Sunday – 11.00 pm to 5.00 am
 Licence No.: LHC 093

The Convener proposed that the application be granted for a period of two years and that the applicant continue to be an exception to the Board's policy on trading hours. This was agreed unanimously.

DECIDED: That the application be granted for a period of two years and that the applicant continue to be an exception to the Board's policy on trading hours.

(b) Applicant: Select Service Partner UK Limited
 Premises: James Martin Kitchen, Glasgow Airport
 Activity: catering, including, but not limited to, alcohol, hot and cold food and drinks
 Operating hours: Monday to Sunday – 11.00 pm to 5.00 am
 Licence No.: LHC 094

The Convener proposed that the application be granted for a period of two years and that the applicant continue to be an exception to the Board's policy on trading hours. This was agreed unanimously.

DECIDED: That the application be granted for a period of two years and that the applicant continue to be an exception to the Board's policy on trading hours.

(c) Applicant: Krispy Kreme
 Premises: Krispy Kreme, Glasgow Airport
 Activity: doughnuts and drinks
 Operating hours: Monday to Sunday – 4.00 am to 5.00 am
 Licence No.: LHC 118

The Convener proposed that the application be granted for a period of two years and that the applicant continue to be an exception to the Board's policy on trading hours. This was agreed unanimously.

DECIDED: That the application be granted for a period of two years and that the applicant continue to be an exception to the Board's policy on trading hours.

(d) Applicant: Select Service Partner UK Limited
 Premises: M&S Simply Food, Glasgow Airport
 Activity: supermarket chain
 Operating hours: Monday to Sunday – 11.00 pm to 5.00 am
 Licence No.: LHC 119

The Convener proposed that the application be granted for a period of two years and that the applicant continue to be an exception to the Board's policy on trading hours. This was agreed unanimously.

DECIDED: That the application be granted for a period of two years and that the applicant continue to be an exception to the Board's policy on trading hours.

(e) Applicant: Tesco Stores Limited
 Premises: Tesco Express, Rockfield Service Station
 Activity: supermarket
 Operating hours: Monday to Sunday – 11.00 pm to 5.00 am
 Licence No.: LHC 064

The Convener proposed that the application be granted for a period of two years and that the applicant continue to be an exception to the Board's policy on trading hours. This was agreed unanimously.

DECIDED: That the application be granted for a period of two years and that the applicant continue to be an exception to the Board's policy on trading hours.

(f) Applicant: Tesco Stores Limited
 Premises: Tesco, East Lane, Paisley
 Activity: supermarket
 Operating hours: January to November - Monday to Saturday – 11.00 pm to 12 midnight and December – Monday to Sunday – 11.00 pm to 5.00 am
 Licence No.: LHC 061

The Convener proposed that the application be granted for a period of two years and that the applicant continue to be an exception to the Board's policy on trading hours. This was agreed unanimously.

DECIDED: That the application be granted for a period of two years and that the applicant continue to be an exception to the Board's policy on trading hours.

(g) Applicant: Asda Stores Limited
 Premises: Asda, Phoenix Retail Park, Linwood
 Activity: supermarket
 Operating hours: Monday to Sunday – 11.00 pm to 5.00 am
 Licence No.: LHC 050

The Convener proposed that the application be granted for a period of two years and that the applicant continue to be an exception to the Board's policy on trading hours. This was agreed unanimously.

DECIDED: That the application be granted for a period of two years and that the applicant continue to be an exception to the Board's policy on trading hours.

5 **Grant of House in Multiple Occupation Licences - Personal Appearances**

Under reference to item 7 of the Minute of the meeting of this Board held on 11 November 2021, consideration was resumed of application (a) for grant of a House in Multiple Occupation Licence and there were submitted applications (b) and (c) for the grant of House in Multiple Occupation Licences. Applicant (a) had been asked to appear personally for the second time and applicants (b) and (c) had been asked to appear personally for the first time together with the Director of Communities & Housing Services, Renfrewshire Council:-

(a) Applicant: Lauren Fraser
 Property: Flat 2/2, 87 Causeyside Street, Paisley

The Assistant Managing Solicitor (Licensing) advised that this application had been granted under delegated authority for a period of three years.

DECIDED: That it be noted that the application had been granted under delegated authority for a period of three years.

(b) Applicant: MyPad Paisley Limited
 Property: 26 Gilmour Street, Paisley

The Assistant Managing Solicitor (Licensing) advised that this application had been granted under delegated authority for a period of three years.

DECIDED: That it be noted that the application had been granted under delegated authority for a period of three years.

(c) Applicant: University of the West of Scotland
 Property: 35 Storie Street, Paisley - 49 applications

Ms Sweeney, Mr Joyce and Mr Gilmour, representatives of the applicant, joined the meeting by video call together with Mr Hunter, who also joined by video call, representing the Director of Communities & Housing Services, Renfrewshire Council. After consideration of all matters before the Board, the Convener proposed that the applications be granted for a period of three years. This was agreed unanimously.

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

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.

6 Grant of Private Hire Car Drivers' Licences - Personal Appearances

Under reference to items 10(a) and 11 of the Minute of the meeting of this Board held on 16 March 2022, consideration was resumed of applications (a) and (b) for the grant of Private Hire Car Drivers' Licences and there was submitted application (c) for the grant of a Private Hire Car Driver's Licence. Applicants (a) and (b) had been asked to appear personally for the second time and applicant (c) had been asked to appear personally for the first time, together with Police Scotland who had submitted an objection and a further letter in relation to that objection to application (b) and an objection to application (c):-

(a) Shamsulrahman Rahimi

Mr Rahimi, the applicant, joined the meeting by video 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) Barry Wood

There was no appearance by or on behalf of Mr Wood. Inspector Graham joined the meeting by video call, on behalf of the Chief Constable who had submitted an objection and a further letter in relation to that objection to the application. The Convener proposed that consideration of the application be continued to allow Mr Wood to attend and that Mr Wood be invited to a future meeting of the Board. This was agreed unanimously.

DECIDED: That consideration of the application be continued to allow Mr Wood to attend and that Mr Wood be invited to a future meeting of the Board.

(c) Ryan McLeod

Mr McLeod, the applicant, joined the meeting by video call together with Inspector Graham, who also joined the meeting by video call, on behalf of the Chief Constable who had submitted an objection 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.

Adjournment

The meeting adjourned at 11.15 am and reconvened at 1.30 pm.

Sederunt

Councillors Audrey Doig and McEwan left the meeting at this point.

7 Renewal of Private Hire Car Driver's Licence - Personal Appearance

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

Kenneth Hair P0152

There was no appearance by or on behalf of Mr Hair, the applicant, who had previously indicated that he wished his application to be determined by way of written submissions. 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.

8 Grant of Taxi Driver's Licence - Personal Appearance

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

Gurwinder Singh

Mr Singh, the applicant, joined the meeting by video call. After consideration of all matters before the Board, the Convener proposed that the application be granted for a period of six months. This was agreed unanimously.

DECIDED: That the application be granted for a period of six months.

9 Grant of Private Hire Car Operator's Licence - Personal Appearance

Under reference to item 13(b) of the Minute of the meeting of this Board held on 16 March 2022, consideration was resumed of the undernoted application for grant of a Private Hire Car Operator's Licence. The applicant had been asked to appear personally for the second time:-

Pashtoon Barak

Mr Barak, the applicant, joined the meeting by video call. After consideration of all matters before the Board, the Convener proposed that the application be granted for a period of one year subject to the correct insurance documents being submitted to officers within seven days. This was agreed unanimously.

DECIDED: That the application be granted for a period of one year subject to the correct insurance documents being submitted to officers within seven days.

Minute of Meeting

Education and Children's Services Policy Board

Date	Time	Venue
Thursday, 09 June 2022	13:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

Present: Councillor Jennifer Adam, Councillor Fiona Airlie-Nicolson, Councillor Audrey Doig, Councillor Edward Grady, Councillor Gillian Graham, Councillor John Gray, Councillor Anne Hannigan, Councillor Lisa-Marie Hughes, Councillor Robert Innes, Councillor David McGonigle, Councillor Iain McMillan, Councillor Will Mylet, Councillor Jim Paterson, Councillor Emma Rodden, Mr Ravinder Singh, Councillor Ben Smith

Chair

Councillor Rodden, Convener, presided.

In Attendance

S Quinn, Director of Children's Services; J Calder, Head of Service (Curriculum & Quality), T McGillivray, Head of Education and J Trainer, Head of Childcare & Criminal Justice (all Children's Services); J Connolly, Senior Communications Officer (Chief Executive's); and R Conway, Finance Manager, G Dickie, Partnering & Commissioning Manager, E Gray, Senior Committee Services Officer, D Cunningham and J Barron, both Assistant Committee Services Officers and D Pole, End User Technician (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 website.

Apologies

Provost L Cameron, Councillor Davidson; and Mary Jane Bird.

Declarations of Interest

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

1 Children's Services Service Improvement Plan 2022-2025

There was submitted a report by the Director of Children's Services relative to the Children's Services Service Improvement Plan 2022-2025. The Service Improvement Plan was set out at Appendix 1 to the report.

The Service Improvement Plan was designed to sit beneath the Council Plan, Community Plan, Risk Management Plan, and the Workforce Plan to form a suite of documents which provided the strategic direction for the service. The Plan identified the priorities being addressed, the key tasks to be implemented, the implementation timetable and the measures of success. The report also provided a detailed outturn report for the period 2021-22 as set out at Appendix 2 to the report.

It was noted that a mid-year progress update on the Service Improvement Plan would be submitted to the Education and Children's Services Policy Board in the autumn of 2022.

DECIDED:

- (a) That the Service Improvement Plan 2022/25, as set out at Appendix 1 to the report, be approved;
- (b) That the progress made in delivering the Service Delivery Plan 2021/22 be noted;
- (c) That it be noted that mid-year progress with the Service Improvement Plan would be reported to this Policy Board in the autumn of 2022; and
- (d) That it be noted that a revised Service Improvement Plan would be presented to this Policy Board in autumn 2022.

2 Scottish Attainment Challenge Progress and Next Steps

There was submitted a report by the Director of Children's Services relative to the Scottish Attainment Challenge Fund. The report provided background to the Fund and set out the next steps in Renfrewshire.

The report detailed the main work-streams identified for the Fund and summarised the key messages from the Scottish Government mid-year report, the revised framework which was launched in March 2022, and the bi-annual report outlining the progress made towards long-term outcomes in Renfrewshire. The report identified a reduction in funding available over the next four years and the expected implications for the overall delivery of the programme.

DECIDED: That the content of the report be noted.

3 **Gaelic Medium Primary Education Provision in Renfrewshire**

There was submitted a report by the Director of Children's Services relative to Gaelic Medium Primary Education (GMPE) provision in Renfrewshire.

The report provided a summary of the GMPE methodology, current provision in Renfrewshire and the process which was to be followed should a request for the service be submitted. It was noted that, following the submission of several requests, the threshold for delivery had been triggered and GMPE in Renfrewshire would commence in August 2022. Provision would be delivered from West Primary School and the catchment area would cover the whole council area.

DECIDED: That the progress made to date in relation to Gaelic Medium Primary Education be noted.

4 **School Holiday Arrangements School Session 2023/2024**

There was submitted a report by the Director of Children's Services relative to proposed school holiday arrangements for the school session beginning August 2023.

The report intimated that in line with consultation arrangements three possible proposals were circulated to staff, parent and pupil councils, teaching and other trades unions for consideration. The school holiday proposal preferred by the majority of consultees was detailed in Appendix 1 to the report with Appendices 2 and 3 showing the holiday patterns less favoured. Appendix 4 provided a summary of consultation responses.

DECIDED: That the Director of Children's Services be authorised to set school holiday arrangements for academic year 2023/24 in line with Appendix 1 to the report.

5 **Children's Services Health and Safety Policy Update 2022**

There was submitted a report by the Director of Children's Services relative to the Children's Services Health and Safety Policy. The policy was set out in the appendix to the report.

The report provided a background to the Council's health and safety policy which required each service to review its health and safety policy every three years, or earlier if significant service changes occurred. The proposed Children's Services Health and Safety Policy had been revised in line with standard health and safety industry guidance on effective policies which were used to set a clear direction for the service to follow.

DECIDED: That the Health and Safety Policy for Children's Services, as set out in the appendix to the report, be approved.

6 **Children's Social Work Covid Recovery Plan**

There was submitted a report by the Director of Children's Services relative to the impact of the Covid-19 pandemic on the delivery of children's social work services and plans which had been put in place on how to return to pre-pandemic standards of practice.

The report set out the challenges faced throughout the pandemic as the delivery of services continued to operate within the government guidance. The proposed short and medium-term actions detailed in the Covid Recovery Plan were summarised including a return to office accommodation, an updated training and development programme, the piloting of the 'Early Help' initiative to divert families away from social work referrals where possible and improvements to the recruitment process. The process for reviewing progress made towards achieving these actions was also set out.

DECIDED: That the work undertaken by Children's Services Social Work to recover from the impact of the Covid-19 pandemic be noted.

7 **Looked After Children and Child Protection Annual Census 2021**

There was submitted a report by the Director of Children's Services relative to the Scottish Government's annual census in relation to looked after children and children on the child protection register.

The most recent report on the census data was published on 29 March 2022 and set out the position as at 31 July 2021. Information was provided on the overall position for and a breakdown of information by each of the 32 local authority areas. Data was provided on the number of looked after children, where these children were living when previous censuses were completed and the number of children on the child protection register. Data was also provided on the position in 2012, 2019 and 2020 along with data for neighbouring authorities to allow comparisons to be made.

DECIDED:

(a) That the publication of the annual census in relation to looked after children and child protection dated 29 March 2022 be noted;

(b) That the reduction in the number of looked after children in Renfrewshire over the period 2012 to 2022 be noted;

(c) That the information in relation to children on the Renfrewshire child protection register at 31 July 2021 be noted; and

(d) That it be noted that the information relating to Renfrewshire's looked after children and child protection would be presented to this Policy Board on a six-monthly basis.

8 **Duty of Candour – Annual Report**

There was submitted a report by the Director of Children's Services relative to the annual report on the Duty of Candour as required by the Health (Tobacco, Nicotine etc. and Care) (Scotland) Act 2016.

The report set out details on the number of incidents or events where the duty of candour was triggered, how the policy was followed in these incidents and any learning from the incidents. Renfrewshire had no reportable duty of candour incidents during the period covered by the report.

DECIDED: That the annual duty of candour report be noted.

Minute of Meeting

Placing Requests and Exclusions Appeals Panel

Date	Time	Venue
Thursday, 09 June 2022	13:00	Remotely by MS TEams,

Present: Councillor Stephen Burns, Councillor Neill Graham, Mrs Elaine Knox

Chair

Councillor Burns, Convener, presided.

In attendance

D Briggs, Senior Solicitor (Litigation) and P Shiach, Senior Committee Services Officer (both Finance & Resources).

Declarations of Interest

There were no declarations of interest 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 **Ralston Primary School - Appeal against Refusal of a Placing Request - RP 22/01**

Consideration was given to appeals against the refusal of placing requests at Ralston Primary School.

All participants had been invited to attend virtually by means of MS Teams. E Clements, Senior Solicitor, (Finance and Resources), J McGown, Headteacher of Ralston Primary School and S Gorman, Resources Support Manager (Children's Services) representing the Education Authority, were invited to attend the meeting. The appellant in relation to appeal RPS/22/01, was invited into the meeting.

The Senior Solicitor (Litigation) outlined the procedure to be followed in hearing the appeals.

E Clements then presented the case for the Education Authority and led evidence from J McGown, and A Gallagher in relation to the circumstances surrounding the refusal of the placing requests.

The appellant in relation to appeal RPS/22 /01 then presented her 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.

2 **Ralston Primary School - Appeal against Refusal of a Placing Request - RP 22/02**

Consideration was given to appeal RPS/22/02 against the refusal of a placing request to Ralston Primary School.

The applicant in relation to RPS/22/02 was not in attendance. The appeal was determined by way of written submissions.

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.

Minute of Meeting

Audit, Risk and Scrutiny Board

Date	Time	Venue
Monday, 13 June 2022	10:00	Council Chamber & on Teams Platform,

Present: Councillor Andy Doig, Councillor Chris Gilmour, Councillor John Gray, Councillor John Hood, Councillor Robert Innes, Councillor James MacLaren, Councillor Kevin Montgomery

In Attendance

A MacArthur, Director of Finance & Resources; L McIntyre, Head of Policy & Commissioning and L Fingland, Service Planning & Policy Development Manager (both Chief Executive's); C Dalrymple Communities & Regulatory Manager (Communities, Housing & Planning); D Gillies, Head of Facilities Management (Hard & Soft Services) and G Hutton, Head of Operations & Infrastructure, (both Environment & Infrastructure); and C McCourt, Head of Finance, M Conaghan, Head of Corporate Governance, K Campbell, Assistant Chief Auditor, K Locke, Risk Manager. B Lambert, Corporate Procurement Manager, D Pole, I Blair and J Whitehead (all End User Technicians), E Gray, and C MacDonald, both Senior Committee Services Officers and D Cunningham, Assistant Committee Services Officer (all Finance & Resources).

Also in Attendance

M Ferris, Senior Audit Manager, Audit Scotland.

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 viewing via the Council's internet site.

Declarations of Interest

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

1 **Development Plan for Audit, Risk & Scrutiny Board Members**

There was submitted a report by the Chief Auditor relative to a development plan for Audit, Risk & Scrutiny Board members.

The report intimated that in line with national guidance produced by the Chartered Institute of Public Finance and Accountancy (CIPFA) on the implementation of Audit Committee Principles in Scottish Local Authorities, training on audit and risk related matters was provided to members of the Audit, Risk & Scrutiny Board. A copy of the proposed programme of development briefings was appended to the report.

DECIDED: That the programme of training briefings be approved.

2 **Summary of Internal Audit Reports for period 01 January to 20 May 2022**

There was submitted a report by the Chief Auditor relative to the requirement in terms of the Public Sector Internal Audit Standards (PSIAS) that Internal Audit communicated the results of each engagement to the Board.

The appendix to the report detailed the category of assurance, service, engagement and assurance rating and gave recommended risk ratings for each engagement as either critical, important, good practice or service improvement. A summary of findings was also provided in relation to final reports issued for those engagements completed during the period 1 January to 20 May 2022.

The report intimated that in addition to the reports listed in the appendix, Internal Audit had an ongoing commitment to arrange corporate and service initiatives, progress information security matters in partnership with ICT and Legal Services, provide regular advice to officers, provide Internal Audit services to the associated bodies for which Renfrewshire Council was the lead authority and to Renfrewshire Leisure and Renfrewshire Health & Social Care Integration Joint Board, co-ordination of the Council's Corporate Risk Management activity and management of the counter fraud, risk management and insurance team.

DECIDED: That the summary of Audit findings report for the period 1 January to 20 May 2022 be noted.

3 **Summary of Outstanding Internal Audit Recommendations**

Under reference to Item 3 of the Minute of the meeting of the Audit, Risk & Scrutiny Board held on 19 March 2018, there was submitted a report by the Chief Auditor relative to a summary of outstanding Internal Audit recommendations.

The report provided an updated position of the critical recommendations that had been followed up during 2021/22 and had not yet been implemented fully. The appendix to the report detailed the recommendations that had not yet been implemented or were in the process of being implemented and the latest responses

received from service management.

DECIDED: That the position in relation to the outstanding recommendations be noted.

4 **Internal Audit Annual Report 2021/22**

There was submitted a report by the Chief Auditor relative to the Annual Report on the activities of the Council's Internal Audit section.

The report intimated that the Public Sector Internal Audit Standards (PSIAS) required that the Chief Auditor prepared a report at least annually to senior management and the Board on internal audit activity, purpose, authority and responsibility as well as performance relative to its plan. The Annual Report also provided an annual audit opinion on the overall adequacy and effectiveness of the Council's internal control environment and included details of any significant risk exposures, control issues and other matters that could be used to inform the governance statement. The Annual Report for 2021/22 was appended to the report and outlined the role of internal audit; its performance; the strategic and operational issues which influenced the nature of the work carried out; the key audit findings; and contained the annual audit assurance statement.

DECIDED: That the report be noted.

5 **Internal Audit Annual Plan 2022/23**

There was submitted a report by the Chief Auditor relative to the 2022/23 risk-based Annual Internal Audit Plan which had been developed in line with the requirements of the Public Sector Internal Audit Standards.

The report outlined the methods that had been employed to facilitate production of the risk-based audit plan and that a number of influencing factors had been considered in the assessment of the current business environment and the priority areas of audit.

DECIDED:

(a) That the content of the risk-based audit plan for 2022/23 be approved; and

(b) That it be noted that the progress of the 2022/23 annual audit plan and summaries of the findings from each audit assignment would be reported to the Board on a quarterly basis.

6 **Unaudited Annual Governance Statement**

There was submitted a report by the Director of Finance & Resources relative to the Annual Governance Statement for 2021/22 which was attached as an appendix to the report.

The Governance Statement for 2021/22 had been prepared in accordance with the relevant regulation and guidance and took account of the Internal Audit Annual Report and Director's evaluation of the operation of the governance arrangements within each service area.

DECIDED: That it be noted that the Annual Governance Statement would be included in the Unaudited Accounts for 2021/22.

7 **Risk Report - April 2022**

There was submitted a report by the Director of Finance & Resources relative to an update on the strategic, corporate and key service risks for April 2022.

The report advised on the latest position in managing the agreed risks for the first quarter of the year. The appendices provided details of longer-term strategic and corporate risks as at 30 April 2022, details of longer-term significant service risks as at 30 April 2022, and a list of 'business as usual' risks.

DECIDED: That the progress being made in managing the risks identified be approved.

8 **Risk Management Annual Report 2021/2022**

There was submitted a report by the Director of Finance & Resources relative to corporate risk management activity which took place during 2021/22 in relation to the Council's risk management arrangements and strategic risk management objectives. A copy of the Risk Management Annual Report for 2021/22 was appended to the report.

The report intimated that in exceptionally challenging times and with diminishing resources, the Council continued to apply an appropriate level of risk management to prevent or mitigate the effects of loss or harm. In doing so, it was recognised that good risk management contributed to the delivery of better financial outcomes, business objectives, better project success rates, achievement of targets and fewer unexpected problems.

An environment that was risk 'aware' rather than risk 'averse' was purposefully promoted and every effort was being made to place risk management information at the heart of the key decisions that were being made which meant that an effective approach to managing risk could be taken in a way that both addressed the significant challenges and enabled innovation.

Discussion took place on flooding and gully cleaning and it was agreed that a report be submitted to a future meeting of the board in relation to flood-risk and how it is dealt with.

DECIDED:

(a) That the Annual Report and significant contribution that it made with regard to the Council's corporate governance arrangements be noted; and

(b) That it be agreed that a report be submitted to a future meeting of the board in relation to flood-risk and how it is dealt with.

9 **Accounts Commission - Local Government in Scotland - Overview 2022**

There was submitted a report by the Chief Executive relative to Audit Scotland's report on behalf of the Accounts Commission, a copy of which was attached as an appendix to the report.

The report outlined the impact of the pandemic on local authorities and covered a period of frequent change, from March 2021 to February 2022. The report focused on how the pandemic had impacted the way in which councils organised themselves and managed resources, and on how they adapted to address local needs. A number of case studies were included to show how different councils had dealt with the many challenges arising. Renfrewshire Council's Community Impact Assessment was highlighted as a case study.

The key messages from the report acknowledged that the year had been very challenging for local authorities, managing a range of complex external factors including the pandemic, the climate crisis and the UK's departure from the EU whilst also dealing with longer-term issues such as demographic shifts. The report highlighted lessons learned from the pandemic and noted positive aspects which could be built on to further improve services and outcomes.

DECIDED:

(a) That the contents of the report be noted; and

(b) That the contents of the Audit Scotland Overview report contained as an appendix to 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 Item 6 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.

10 **Summary of Internal Audit Investigation Reports for Period 1 January to 20 May 2022**

There was submitted a report by the Chief Auditor relative to the requirement in terms of the Public Sector Internal Audit Standards (PSIAS) that Internal Audit reported on the findings and conclusions of audit engagements to the Board. The appendix to the report provided a summary of the findings of one internal audit investigation.

DECIDED: That the summary finalised during the period from 1 January to 20 May 2022 be noted.

Minute of Meeting

Economy and Regeneration Policy Board

Date	Time	Venue
Tuesday, 14 June 2022	10:00	In Council Chamber and on Teams Platform,

Present: Councillor Alison Ann-Dowling, Councillor Stephen Burns, Councillor Michelle Campbell, Councillor Graeme Clark, Councillor Andy Doig, Councillor Neill Graham, Councillor Colin McCulloch, Councillor Marie McGurk, Councillor Iain McMillan, Councillor John McNaughtan, Councillor Iain Nicolson, Councillor Jim Paterson, Councillor John Shaw, Councillor Andy Steel

Chair

Councillor Steel, Convener. presided.

In Attendance

B Walker, Programme Director – City Deal and Infrastructure, A Morrison, Head of Economy & Development, G Hunter, Chief Economic & Regeneration Officer and D Christie, Senior Communications Officer (all Chief Executive's); and C MacDonald Senior Committee Services Officer, K O'Neil Assistant Democratic Services Officer, D Cunningham, Assistant Committee Services Officer and D Pole and J Whitehead, both End User Technicians (all Finance & Resources).

Webcasting of Meeting

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

Apology

Councillor J McGuire.

Transparency Statements

Councillor Campbell indicated that she had a connection to item 2 of the agenda – Levelling Up Fund Bid 2022 - as she was worked for Gavin Newlands MP. However, she indicated that she had applied the objective test and did not consider she had an interest and intimated that it was her intention to remain in the meeting and to take part in any discussion or voting thereon.

Councillor Campbell indicated that she had a connection to item 3 of the agenda – Employability Funding – No-one Left Behind - as she was an employee of NHS Greater Glasgow & Clyde but not in the Council's area. However, she indicated that she had applied the objective test and did not consider she had an interest and intimated that it was her intention to remain in the meeting and to take part in any discussion or voting thereon.

Councillor Paterson indicated that he had a connection to item 2 of the agenda – Levelling Up Fund Bid 2022 - as he was worked part-time for Gavin Newlands MP. However, he indicated that he had applied the objective test and did not consider he had an interest and intimated that it was his intention to remain in the meeting and to take part in any discussion or voting thereon.

Councillor Shaw indicated that he had a connection to item 2 of the agenda – Levelling Up Fund Bid 2022 - as he was worked for Gavin Newlands MP. However, he indicated that he had applied the objective test and did not consider he had an interest and intimated that it was his intention to remain in the meeting and to take part in any discussion or voting thereon.

Councillor Ann-Dowling indicated that she had a connection to item 5 of the agenda – Regeneration Funds Bid Update 2022 - as she was a foster carer connected with Kibble and she had a child who attended PACE. However, she indicated that she had applied the objective test and did not consider she had an interest and intimated that it was her intention to remain in the meeting and to take part in any discussion or voting thereon.

1 UK Shared Prosperity Fund

There was submitted a report by the Chief Executive relative to the recent publication of the Shared Prosperity Fund (SPF) prospectus and budget allocation to Renfrewshire Council from the UK Government.

To draw down SPF funding, all areas were required to develop an Investment Plan for the funding and the UK Government had indicated a preference for a regional approach where possible. An in-principle agreement had been reached at the Glasgow City Region (GCR) Cabinet to progress at the regional level.

The report outlined the broad principles of the funding, the proposed approach for Renfrewshire's investment plan and the joint work with the other GCR local authorities to develop a Regional Investment Plan for the Glasgow City Region.

Councillor Steel, seconded by Councillor Campbell moved (a) that the direction from

UKG to pursue a regional approach in the design and delivery of the SPF be noted and that it be further noted that this was also the preferred position of the Scottish Government; (b) that it be noted that the SPF Regional Investment Plan would be developed as a Glasgow City Region plan in conjunction with all eight Member Authorities with all necessary approvals at both regional and local level being in place prior to a draft Investment Plan submission in summer 2022; (c) that it be noted that the timelines set by the UK Government would very likely require the development and submission of a detailed investment proposal over the course of the summer recess period; (d) that authority be delegated to the Head of Economy and Development, in conjunction with the Convenor, to finalise a detailed set of SPF proposals at a Renfrewshire level which reflected the broad principles set out in the main body of the report and which would feed directly into the GCR submission; and (e) that it be noted that a follow up report would be provided to the September board cycle outlining the detailed proposals submitted to the UK government programme.

Councillor Clark, seconded by Councillor McMillan, moved as an amendment that “it is recommended that the Board delegate authority to the Head of Economy and Development in conjunction with the Convenor to shape a detailed set of SPF proposals at a Renfrewshire level which reflect the broad principles set out in the main body of this report and that these are brought to the board for agreement before feeding directly into the GCR submission”

On the roll being called, the following members voted for the amendment: Councillors Ann-Dowling, Clark, N Graham, McCulloch and McMillan.

The following members voted for the motion: Councillors Burns, Campbell, Andy Doig, McGurk, McNaughtan, Nicolson, Paterson, Shaw and Steel.

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

DECIDED:

(a) That the direction from the UK Government to pursue a regional approach in the design and delivery of the SPF be noted, and that it be further noted that this was also the preferred position of the Scottish Government;

(b) That it be noted that the SPF Regional Investment Plan would be developed as a Glasgow City Region plan in conjunction with all eight member authorities with all necessary approvals at both regional and local level being in place prior to a draft Investment Plan submission in summer 2022;

(c) That it be noted that the timelines set by the UK Government would very likely require the development and submission of a detailed investment proposal over the course of the summer recess period;

(d) That authority be delegated to the Head of Economy and Development, in conjunction with the Convenor, to finalise a detailed set of SPF proposals at a Renfrewshire level which would reflect the broad principles set out in the main body of the report and which would feed directly into the GCR submission; and

(e) That it be noted that a follow up report would be provided to the September board cycle outlining the detailed proposals submitted to the UK government programme.

2 **Levelling Up Fund Bid 2022 - Renfrew Community Hub**

There was submitted a joint report by the Chief Executive and the Director of Finance & Resources relative to authorising the Chief Executive to submit an application on behalf of the Council to the UK Government's Levelling Up Fund (LUF) to support the delivery of a new Community Hub within Renfrew, focussed on the Renfrew Victory Baths and former Police Chambers. The total project costs were estimated at £19.92 million, with details of the proposal set out in the report.

A successful application to LUF would provide £17.92 million of funding for the project, representing approximately 90% of the total estimated project costs. The Council required to confirm a commitment to provide the remaining 10% of project costs, £2 million, as part of the bid.

DECIDED:

(a) That the Chief Executive be authorised, in consultation with the Convenor, to make any minor changes required following the Board meeting and submit a bid to the UK Government's Levelling Up Fund under the theme of Regeneration and Town Centre investment, as outlined in the report, for £17.92 million of funding;

(b) That it be noted that the draft final bid application and business case were available to elected members for their review in advance of the Board meeting as required;

(c) That that the requirement in submitting the bid for the Council to commit to the provision of a local authority contribution as detailed in paragraphs 5.7 and 5.8 of the report be noted and approved; and

(d) That the written support of Gavin Newlands MP, the constituency MP for the area covered by the bid, in line with the bidding guidance; and the support of a wide range of partners and the local Renfrew community as detailed in paragraph 4.6, be noted.

3 **Employability Funding : No-One Left Behind**

There was submitted a report by the Chief Executive relative to the most recent funding allocation from the Scottish Government for Employability Support in Renfrewshire for 2022/23.

The report indicated that local authorities had a strategic interest in employability because of its relationship to the wellbeing of communities and economic development in their areas. Councils had a key role in leading local employability partnerships and managing European funded local employability pipelines. Local authority delivery of employability positively impacted on the Fairer Scotland Duty, Equality Duty and Child Poverty Duty as well as the alignment with fair work and inclusive economic growth.

The report advised that the Scottish Government and COSLA signed a 'No One Left Behind' Employability Partnership Agreement in December 2018 which set out a starting ambition captured in the Scottish Government report 'No One Left Behind', published in March 2018, on alignment and integration of employability services in

Scotland; a list of guiding principles to support collaborative working; and a governance and leadership infrastructure.

The employability focus was on those furthest from the labour market, the key client group for local authority employability support. This coincided with a shift towards addressing in-work poverty and, provoked by renewed action on child poverty, a focus on low income families.

For local government, the Employability Partnership Agreement provided an opportunity to engage more effectively with Scottish Government to positively shape employability provision and to co-fund employability services.

The report indicated that Renfrewshire Council was accountable for the funding received with much of the decision-making being made through the Local Employability Partnership. The Renfrewshire Local Employability partnership reported operationally through the Community Planning Partnership.

In terms of Scottish Government Funding for 2022/23, the report intimated that Renfrewshire Council received a grant offer letter on 23 March 2022 of up to £1,944,263.83, payable over the financial year 2022/23 in connection with supporting the delivery of the No-One Left Behind All Age Employability Service, which included funding for 25+ Long Term Unemployed (LTU) Labour Market Opportunities; Parental Employability Support Fund; and Young Person's Guarantee. The report advised that the grant offer had been accepted by the Chief Executive.

Paragraph 4.4 of the report outlined how the funding from Scottish Government would be used and the Renfrewshire Employability Services Plan 2022-2025 was appended to the report.

DECIDED:

- (a) That the acceptance by the Chief Executive to the Scottish Government for grant support awarded for the 2022/23 period of £1,944,263.83 under the banner of No-One Left Behind be noted;
- (b) That the outline of funding and the proposed use highlighted in section 4 be noted;
- (c) That the new focus and role for the Local Employability Partnership as highlighted in section 3.5 of the report be noted; and
- (d) That the appended summary document "Employability Services Plan 2022-25" providing an overview of the Local Employability Partnership approach for employability services for the next three years be noted.

4 Clyde Green/Freeport Bid - Update

There was submitted a report by the Chief Executive relative to the proposed bid by Glasgow City Region (GCR) member authorities in partnership with the private sector for a green/freeport designation.

The bid was intended to be submitted to the UK Government in response to a prospectus published in March 2022 seeking bids from Scottish locations. The deadline for bid submissions to the UK Government was 20 June 2022.

The report indicated that in June 2021 the Council's Leadership Board received a report on the potential for a GCR bid for Green/Freeport status. Based on the freeport model, the Scottish and UK Governments were using the term "green/freeport" to define the status proposed for Scottish sites. As tax and customs was a reserved matter the process was led by the UK Government.

The report advised that the bid would be submitted by Glasgow city-region, after endorsement from the GCR Cabinet, ahead of the deadline set by the UK Government of 20 June 2022. The UK Government had stated that it intended to designate two parts of Scotland as having green/freeport status. The GCR Chief Executive's Group agreed in principle to the preparation of a bid by the eight member authorities in April 2021.

The report set out the relevant content as it affected Renfrewshire; the proposed geography for a "tax site"; the potential economic implications; the purpose of seeking the status; and the next steps.

The approximate boundary of the tax site proposed for Renfrewshire was set out in the appendix to the report.

DECIDED:

- (a) That the submission of the GCR bid as it affected Renfrewshire be approved; and
- (b) That the proposed designation of the green/freeport tax site as defined within the report be approved.

5 **Regeneration Funds Bids Update 2022**

There was submitted a report by the Chief Executive relative to the Regeneration Funding Bids update for 2022.

The report advised that national government funding of regeneration projects and programmes had expanded over the last year as both the Scottish and UK Governments had announced new funding programmes. At the meeting of the Leadership Board held on 16 June 2021 a set of priorities was agreed for projects that officers would pursue through applications to appropriate funding programmes and by utilising capital budget available from the Council budget. The report updated the Board on progress over 2021 in delivering on these priorities and presented the programmes being developed in 2022.

DECIDED:

- (a) That the decision of the Director of Finance and Resources to accept the grant offer from the Scottish Government Place Based Investment Programme of £1.038 million for 2022/23 be homologated;
- (b) That the progress and continuing actions to deliver projects from the range of regeneration funds identified in the report be noted; and
- (c) That the submission of the Kibble/St Mirren Foundation wellbeing project to this year's round of applications for the Scottish Government's Regeneration Capital Grant

Fund be noted.

Minute of Meeting

Planning and Climate Change Policy Board

Date	Time	Venue
Tuesday, 14 June 2022	13:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

Present: Councillor Jennifer Adam, Councillor Andy Doig, Councillor Chris Gilmour, Councillor Neill Graham, Councillor Anne Hannigan, Councillor John Hood, Councillor Bruce MacFarlane, Councillor Kenny MacLaren, Councillor Marie McGurk, Councillor John McNaughtan, Councillor Iain Nicolson, Councillor Jim Paterson, Councillor John Shaw

Chair

Councillor Paterson, Convener, presided.

In Attendance

L McIntyre, Head of Policy & Commissioning, A Morrison, Head of Economy & Development, D Love, Chief Planning Officer, G McCracken, Development Standards Manager, S Marklow, Strategy & Place Manager, A McKenzie, Access Officer, P Moss, Strategy, Policy & Insight Manager, R Smith, Climate Emergency Lead Officer and G Crawford, Senior Communications Officer (all Chief Executive's); K Anderson, Sustainability, Place & Assets Manager (Environment & Infrastructure) and G Dickie, Partnering & Commissioning Manager, D Pole, End User Technician, R Graham, Senior Solicitor (Litigation and Regulatory Services), R Devine and E Gray both Senior Committee Services Officers, K O'Neill, Assistant Democratic Services Officer and D Cunningham, Assistant Committee Services 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 website.

The Convener took the opportunity to clarify that item 10 of the agenda – Site Development Briefs related to only one development brief, for the site at West of Barochan Road, Houston, and that the development brief for the site at Inchinnan Road, Renfrew would be considered at a future meeting of the Policy Board.

Apologies

Councillors Davidson and McGuire.

Declarations of Interest

Councillor Kenny MacLaren declared an interest in item 2 of the agenda - Community Climate Fund: Update - for the reason that he was a volunteer Director of Shopmobility Paisley & District who had applied for Community Climate funding. Councillor MacLaren indicated that as he had declared an interest he would withdraw from the meeting during any discussion and voting on the item.

Councilor Shaw declared an interest in item 2 of the agenda -Community Climate Fund: Update - for the reason that he was a member of Kirklandneuk PS Parent Council, who had applied for Community Climate funding. Councillor Shaw indicated that as he had declared an interest in he would withdraw from the meeting during any discussion or voting on the item.

Councillor Adam declared an interest in item 2 of the agenda Community Climate Fund: Update - for the reason that she was a parent of a child at Williamsburgh PS who had applied for Community Climate funding. Councillor Adam indicated that as she had declared an interest she would withdraw from the meeting during any discussion or voting on the item.

Councillor Gilmour declared an interest in item 12(a) of the agenda - Planning Applications - for the reason that he was a former member of Johnstone Community Council who had submitted representations to the application. Councillor Gilmour indicated that as he had declared an interest he would withdraw from the meeting during any discussion or voting on the item.

1 Climate Emergency Work Programme - Progress Update

There was submitted a report by the Head of Policy & Commissioning relative to work undertaken to date by Renfrewshire Council in response to the climate emergency and highlighted the development of Renfrewshire's Plan for Net Zero.

The report advised that the Council had declared a climate emergency during 2019 committing to net zero emissions by 2030 for the whole area of Renfrewshire. In this connection, work had been undertaken to develop a programme to drive the collective strategic response locally to the climate emergency. Progress updates were provided in respect of the elements of the programme including allocations from the Climate Change Action Fund, establishment of the Renfrewshire Climate Panel and Renfrewshire's Net Zero Network and engagement with other community groups on areas of overlap such as climate justice, food and fuel insecurity.

The Policy Board was informed that £75,000 of Climate Change Action Funding had been awarded for the RenZEB Innovation Project, as part of the Council's Housing Regeneration and Renewal programme, with the objective of evolving a theoretically net zero carbon standard newbuild housing specification for future

Council developments. The report stated that the work had been completed and the results would be submitted to a future meeting of this Policy Board, that the cost of this element of the project had been approximately £50,000 and it was proposed to divert the remaining £25,000 to support a feasibility study exploring the implementation of a district heating system in one of the eight housing regeneration areas. The system would primarily provide affordable heating for tenants and other residents but could potentially also provide a heat source for other Council, public and business facilities within that area while helping to meet the Council's wider climate change priorities.

The report stated that a key deliverable of the climate emergency work was the development of a Plan for Net Zero, a high-level plan focusing on mitigation activities and interventions to help reduce carbon emissions. In this connection a significant piece of work had been commissioned on Renfrewshire's baseline emissions and trajectory to facilitate an understanding of the organisational and area-wide footprints and the identification of interventions required to meet the 2030 target. The themes that the Plan was to be drafted around were outlined within the report, together with details of the key future priority areas and actions.

DECIDED:

- (a) That the progress achieved in relation to the current work programme be noted;
- (b) That it be agreed that the remainder of funding allocated to take forward the Ren ZEB project be utilised to explore District Heating Options for Housing Regeneration Areas, as outlined in paragraphs 4.3 and 4.4 of the report; and
- (c) That the priority areas for continuing to progress the Council's response to the climate emergency, as set out at section 6 of the report, be noted.

Declarations of Interest

Councillors Adam, K MacLaren and Shaw having previously declared an interest in the following item, left the meeting and took no part in the discussion or voting thereon.

2 Community Climate Fund - Update

There was submitted a report by the Head of Policy & Commissioning relative to the Community Climate Fund.

The report advised that the former Climate Change Sub-committee had recommended for approval the creation of a pilot Community Climate Fund and the allocation, for this purpose, of £50,000 from the Climate Change Action Fund. The Community Climate Fund provided awards of up to £3K to community organisations to develop localised, green community projects and initiatives which were tailored to the needs of individual communities with the aim of encouraging participation and raising awareness of the climate emergency within local communities, with initiatives designed and delivered by local residents, with support from the Council. 26 organisations had applied for funding totalling £71,332.42 across all Local Partnership Areas. Following evaluation, which involved scoring each application using a matrix against key outcomes in order to rank projects to allocate the funding

to those that best met the intended outcomes, 18 projects had been deemed eligible across all Local Partnership Areas and climate themes, with a total combined funding ask of £49,132.42. Full details in respect of the projects recommended for funding were detailed within Appendix 1 of the report.

DECIDED: That the allocation of £49,132.42 from the Community Climate Fund to support the initiatives, as detailed in Appendix 1 of the report, be approved.

Sederunt

Councillors Adam, K MacLaren and Shaw re-joined the meeting.

3 Permitted Development Rights

There was submitted a report by the Chief Executive relative to the consultation exercise being undertaken by the Scottish Government, as part of the wider planning reform programme, in respect of Permitted Development Rights.

The report advised that the Scottish Government had published a consultation document on proposed changes to permitted development rights and the use class order and invited comments. The deadline for submissions was 3 August 2022. The report highlighted that Permitted development rights and the use class order had the effect of allowing certain works or changes of use to take place without the need to seek planning permission from the planning authority. The proposals specifically related to electric vehicle charging infrastructure; changes of use in centres and other locations; and port development.

As the next meeting of this Policy Board was scheduled to be held after the deadline for consultation response it was proposed that a response to the consultation would be prepared by officers on behalf of the Council and submitted, following liaison with the Convener and Depute Convener of this Policy Board.

DECIDED:

(a) That it be noted that the Scottish Government had published a review of permitted development rights and were seeking comments on proposed changes from interested parties;

(b) That it be noted that officers were currently reviewing the consultation paper and would prepare a response in accordance with the timescale set by the Scottish Government; and

(c) That it be noted that the response would be submitted following liaison with the Convener and Depute Convener of this Policy Board.

4 Renfrewshire Vacant and Derelict Land Strategy 2022

There was submitted a report by the Chief Executive relative to the Renfrewshire Vacant and Derelict Land Strategy (2022). A link to the Strategy, which was available to view on the Council's website, was provided.

The Renfrewshire Vacant and Derelict Land Strategy (2022) identified a number of actions to promote redevelopment, re-use and/or repurposing of previously used land and encouraged positive outcomes to support the enhancement of places, deliver sustainable economic growth and promote greener living and stimulate nature recovery by increasing biodiversity across Renfrewshire.

The Strategy identified five key themes, (a) Infrastructure-first approach to investment to support sustainable inclusive economic growth and unlock development potential of stalled sites; (b) Prioritise development on brownfield and previously used land; (c) Local Living - supporting development in and around our town and village centres; (d) Consider the potential of innovative delivery mechanisms; and (e) Support nature positive places that will be more resilient to the impacts of the climate crisis and support the recovery and restoration of the natural environment, together with a series of related actions.

The report noted that Renfrewshire's vacant and derelict land would be monitored through the preparation and submission to the Scottish Government of the annual Scottish Vacant and Derelict Land Survey (SVDLS) and that the Renfrewshire Vacant and Derelict Land Strategy would be reported bi-annually to this Policy Board.

DECIDED: That the Renfrewshire Vacant and Derelict Land Strategy (2022) be approved.

5 **Supplementary Guidance (2022) and Post Adoption Strategic Environmental Assessment**

There was submitted a report by the Chief Executive relative to the responses from the recent consultation on the draft New Development Supplementary Guidance (2022) and the Renfrewshire Local Development Plan Post Adoption Statement.

The report reminded members that the draft New Development Supplementary Guidance had been approved at the meeting of the Communities, Housing and Planning Policy Board held on 15 March 2022. The draft New Development Supplementary Guidance supported the implementation of the Renfrewshire Local Development Plan 2021 by providing additional detailed information in relation to designing, delivering and implementing development, with an emphasis on place making, sustainability and inclusive processes. The draft Guidance had been subject to a four-week consultation period during which time 16 responses had been submitted by local residents, community councils, the Scottish Government, key agencies and developers. A summary of the representations, with feedback/commentary on suggestions and proposed additional changes to the supplementary guidance was appended to the report.

In addition, it was noted that the Renfrewshire Local Development Plan 2021 had been subject to the process of strategic environmental assessment. At each stage of the local development plan process there had been detailed consideration and assessment of the likely environmental factors and effects associated with preferred and alternative options, strategies, policies and proposals. Consideration had also been given to how negative impacts could be avoided or minimised and identified opportunities for positive effects to be enhanced. The Strategic Environmental

Assessment had shaped and positively contributed towards the finalised version of the Renfrewshire Local Development Plan 2021. The report highlighted that publication of the post-adoption statement was the final stage in the process and illustrated how the environmental report influenced and informed the local development plan.

A summary of actions to be implemented, in relation to both the Supplementary Guidance and the post adoption statement, should the report be approved by the Policy Board, was provided.

DECIDED:

(a) That the Renfrewshire New Development Supplementary Guidance (2022) be approved and the Head of Economy & Development be authorised to notify the Scottish Ministers of the Council's intention to adopt the supplementary guidance; and

(b) That the publication of the Strategic Environmental Assessment Post Adoption Statement be approved.

6 **A Guide to Development in Conservation Areas 2022**

There was submitted a report by the Chief Executive relative to the Guide to Development in Conservation Areas. A hyperlink to the proposed Guide was provided.

The report advised that the Guide supported the Local Development Plan 2021 and the New Development Supplementary Guidance providing advice on new development proposals or work to a property within a conservation area.

The report advised that there were eight conservation areas within the Renfrewshire Council area which required to be safeguarded and enhanced due to their architectural or historic interest. The 2022 Guide aimed to ensure that new developments and/or alterations/works preserved and enhanced the character and appearance of conservation areas, as such the principal messaging within the Guide was for preservation and re-use. Where there were alterations, additions or changes then these required to be sympathetic to the character and appearance of the conservation area. It was highlighted that the proposed Guide supported the Local Development Plan 2021 and detailed the different types of consent that might be required when undertaking development within a conservation area. The Guide outlined general advice for new development proposals and/or works as well as setting out overarching conservation area principles. Particular focus was placed within the Guide on new build; demolition; extensions; doors and porches; windows; dormers & rooflights; roofs & chimneys; garages; satellite dishes; boundaries, gardens, drives; trees; and shopfronts.

The report indicated that, subject to approval, the Guide to Development in Conservation Areas 2022 would be available on the Council's website and be considered a material consideration in the assessment of new development proposals and works in a conservation area. In addition, it was noted, following discussion, that planning officers would be made available, on request, to engage with Community Councils in respect of the Guide.

DECIDED: That the publication of the Guide to Development in Conservation Areas 2022 be approved.

7 **Updated Planning Enforcement Charter 2022**

There was submitted a report by the Chief Executive relative to the Renfrewshire Planning Enforcement Charter 2022. A hyperlink to the proposed Charter was provided.

The report advised that in terms of the Town and Country Planning (Scotland) Act 1997 (as amended) the planning enforcement charter required to be reviewed every two years. The updated Charter outlined the role of the Council, applicable policies and procedures and the standards of service to be expected. The Charter highlighted that the purpose of planning enforcement was to find a solution and/or deal with the issue rather than seek to punish, with enforcement being a discretionary power and each case being considered in terms of the nature of the planning breach and the wider public interest.

The Planning Enforcement Charter 2022 proposed that the following issues be prioritised: (i) Significant detrimental impact on public safety; (ii) Irreversible damage to listed buildings; (iii) Significant detrimental impact on amenity; and (iv) Impact on trees protected by Tree Preservation Orders/in Conservation Areas. The proposed Charter detailed the processes and procedures deployed when breaches of planning control would be dealt with. In addition, the Charter provided information and advice as to how suspected breaches of planning control could be brought to the attention of the Planning Authority.

DECIDED: That the Renfrewshire Planning Enforcement Charter 2022 be approved.

8 **Developer Contributions**

Under reference to item 14 of the Minute of the meeting of the Communities, Housing & Planning Policy Board held on 17 August 2021, there was submitted an update report by the Chief Executive relative to developer contributions received in relation to various Section 50, Section 69 and Section 75 agreements relating to (i) planning application 90/0661/PP, known as the Station Rise; (ii) Planning application 02/0660/PP at Kings Inch Road/Ferry Road/Meadowside Street/Neil Street, Renfrew; (iii) a number of planning applications for developments at Kings Inch Road and Ferry Village, Renfrew where a financial contribution towards the bus rapid transit system known as Fastlink had been agreed; (iv) planning application 16/0878/PP at Abbotsinch Retail Park; and (v) Ferry Village, Renfrew development.

The report detailed the current status, sums of monies involved and purpose of the funds. It was noted that a report, detailing developer contributions received that year, funds held and purpose of the funds, would be submitted annually to the Planning & Climate Change Policy Board

DECIDED:

- (a) That it be noted that a separate report was to be considered at this meeting, detailed at item 9 of this Minute, in respect of the development known as Station Rise, Lochwinnoch;
- (b) That it be noted that £100,000 was held in respect of improved road transportation links at Braehead;
- (c) That it be noted that £40,000 was held in respect of a pedestrian crossing at Abbotsinch Retail Park;
- (d) That it be noted that £50,000 was held in respect of artwork at Ferry Village;
- (e) That it be noted that further investigation was required in respect of monies held in respect of contributions to Fastlink and the art fund at Ferry Village; and
- (f) That it be noted that an annual report would be submitted to this Policy Board outlining funds held and their purpose in respect of all current Section 50, 69 and 75 legal agreements associated with planning permissions in Renfrewshire.

9 **Lochwinnoch – Station Rise Developer Contribution**

Under reference to item 14 of the Minute of the meeting of the Communities & Housing Policy Board held on 17 August 2021, there was submitted a report by the Chief Executive relative to £44,000 of unallocated financial contribution received from the developers in respect of a housing development in Lochwinnoch dating from the 1990s.

The report provided background information in connection with planning application 90/0661/PP which related to the erection of a residential development (in outline) at land at Church Street/Lochlip Road, Lochwinnoch and was granted planning consent subject to conditions and a Section 50 legal agreement. The Section 50 agreement resulted in the local authority receiving a payment of £44,000 in respect of providing a suitable industrial site within Lochwinnoch. The £44,000 payment was not utilised and industrial land was delivered elsewhere in Lochwinnoch by another party in respect of a separate obligation. The local community had requested that the monies be reallocated to other projects that benefited the local community. Following an extensive period of consultation, whereby the Community Council invited applications from local groups for project funding, deliberated upon them in a public meeting, and then met to arrive at conclusions the Community Council had submitted recommendations for funding, details of which were provided in an appendix to the report. The report confirmed that all of the groups/organisations to be funded were constituted and had bank accounts. Ogilvie Homes (as the original contributor of the funding) had also been consulted on the proposed projects to be funded and had confirmed approval for the Council to proceed on the basis proposed.

DECIDED:

- (a) That Lochwinnoch Community Council's involvement in co-ordinating the local community's input to this exercise and their suggested distribution of the available funding be noted;
- (b) That the proposed use of the funding be noted; and
- (c) That it be agreed that the funds outlined be transferred to the groups and organisations detailed within Appendix 1 of the report.

10 **Site Development Briefs - West of Barochan Road, Houston & Inchinnan Road, Renfrew**

There was submitted a report by the Chief Executive relative to a site development brief prepared in respect of the site at West of Barochan Road in Houston, an allocated residential site within the Renfrewshire Local Development Plan (2021). A copy of the proposed site development brief was attached as Appendix 1 of the report.

The report advised that the 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. The report indicated that in the event the site development brief was approved by the Policy Board arrangements would be made to publish it on the Council's website and used to guide development proposals for the sites.

DECIDED: That the site development brief relating to the site at West of Barochan Road, Houston be approved.

11 **Tree Preservation Order Requests**

There was submitted a report by the Chief Executive relative to requests to apply a Tree Preservation Order (TPO) to sites in Erskine and Inchinnan.

The requests submitted were to be 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. A summary of the Renfrewshire Planning & Development Tree Policy 2022, approved at the meeting of the Communities, Housing & Planning Policy Board held on 15 March 2022, was provided.

The report advised that two requests for TPOs had been received in respect of wooded areas at (i) Sandielands Wood, Inchinnan; and (ii) Erskine Hotel Wood, located between the A726 and the Mutha Hotel. Assessments had been undertaken in respect of both sites, details of which were provided within the report, and a recommendation provided in respect of the amenity value of the trees at each site.

A request was made by Councillor McGurk that a TPO assessment be undertaken in respect of the the trees on the University of the West of Scotland site at Thornly Park and the findings be detailed in a report to be submitted and considered at the next meeting of this Policy Board. This was agreed.

Following discussion in connection with TPO requests submitted prior to the meeting of the Communities, Housing & Planning Policy Board held on 15 March 2022, when the Renfrewshire Planning & Development Tree Policy 2022, had been approved it was agreed that these requests would be re-considered by officers and a report, detailing recommendations, prepared and submitted to the next meeting of this Policy Board.

DECIDED:

(a) That the need for a Tree Preservation Order in respect of the tree group known as Sandieland Wood be approved and that it be agreed that officers prepare the Order, serve it on relevant parties, make the TPO available to the public and seek representations;

(b) That the need for a Tree Preservation Order in respect of the tree group known as Erskine Hotel Wood be approved and that it be agreed that officers prepare the Order, serve it on relevant parties and make the TPO available to the public and seek representations;

(c) That a TPO assessment be undertaken in respect of the the trees on the University of the West of Scotland site at Thornly Park and the findings be detailed in a report to be submitted and considered at the next meeting of this Policy Board; and

(d) That TPO requests submitted prior to the meeting of the Communities, Housing & Planning Policy Board held on 15 March 2022, when the Renfrewshire Planning & Development Tree Policy 2022, had been approved be re-considered by officers and a report, detailing recommendations, prepared and submitted to the next meeting of this Policy Board.

12 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.

Declaration of Interest

Councillor Gilmour declared an interest in the following item, left the meeting and took no part in the discussion or voting thereon.

12(a) 21/1030/PP: Erection of 49 dwellings with associated roads, car parking and landscaping Site between Fordbank Stables and Corseford Avenue, Johnstone

Councillor Hood, seconded by Councillor Andy Doig, moved that the application be refused as it was contrary to Policy ENV 2, the proposed design of the layout was

not compatible with the ecology of the site, the proposal was considered overdevelopment, and would result in unacceptable impact on the local road network. This was agreed.

DECIDED: That that the application be refused as it was considered contrary to Policy ENV 2, the proposed design of the layout was not compatible with the ecology of the site, the proposal was considered overdevelopment, and would result in unacceptable impact on the local road network.

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Councillor Gilmour re-joined the meeting.

- 12(b) **21/0516/PP: Erection of residential development comprising 17 dwellinghouses and 8 flats with associated infrastructure, parking and landscaping; and erection of relocated greenkeeping facility with associated storage at land East of Newton Cottage at Elderslie Golf Club, Newton Avenue, Elderslie, Johnstone**

Councillor Hood, seconded by Councillor Nicolson, moved that the application be refused as it was contrary to Policy ENV2, would result in loss of tree cover and biodiversity of the site, as access to the site was unsuitable and the proposal would result in an unacceptable impact on the local road network. This was agreed.

DECIDED: That the application be refused as it was considered contrary to Policy ENV2, would result in loss of tree cover, would impact on the biodiversity of the site, as access to the site was unacceptable and the proposal would result in an unacceptable impact on the local road network.

- 12(c) **22/0057/PP: Erection of drive-through dessert parlour (Class 1) with associated access and parking at Unit E,1 Glenburn Road, Paisley, PA2 8TA**

Councillor McGurk, seconded by Councillor Paterson, moved that the application be refused for the reasons detailed within the report. This was agreed.

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

Minute of Meeting

Infrastructure, Land and Environment Policy Board

Date	Time	Venue
Wednesday, 15 June 2022	13:00	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 Audrey Doig, Councillor Chris Gilmour, Councillor John Hood, Councillor James MacLaren, Councillor Janis McDonald, Councillor John McNaughtan, Councillor Will Mylet, Councillor Iain Nicolson, Councillor Ben Smith

Chair

Councillor Campbell, Convener, presided.

In Attendance

G McNeil, Director of Environment & Infrastructure; A Morrison, Head of Economy and Development Services, G Crawford, Senior Communications Officer, A Johnston, Principal Estates Surveyor and C Horn, Senior Planning & Policy Development Officer (all Chief Executive's); O Reid, Head of Communities & Public Protection, F Carlin, Head of Housing Services and C Dalrymple, Communities & Regulatory Manager (all Communities & Housing Services); G Hutton, Head of Operations & Infrastructure, K Anderson, Amenity Services Manager - Waste and S Heron, Facilities Manager (Soft Services), K Gray, Streetscene Manager, D Kerr, Service Co-ordination Manager and G Heaney, Assistant Infrastructure & Assets Manager (all Environment & Infrastructure); and G Dickie, Partnering & Commissioning Manager, D Pole, End User Technician, R Devine and E Gray, both Senior Committee Services Officers and D Cunningham, Assistant Committee Services 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 website.

Transparency Statement

Councillor Nicolson indicated that he had a connection to item 8 of the agenda – India Tyres Playing Fields, Community Asset Transfer request by Inchinnan Development Trust - as he was a member of the Inchinnan Development Trust. 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 to take part in any discussion or voting thereon.

1 Operational Performance Report

There was submitted a joint report by the Directors of Environment & Infrastructure and Communities & Housing Services relative to operational performance.

The report provided updates since the previous Policy Board meeting in respect of key areas delivered by services within Environment & Infrastructure, which were within the remit of this Policy Board, including fleets, roads and transportation, active travel, parks investment, StreetScene, climate change, Team Up to Clean Up and waste recycling services.

DECIDED: That the operational performance update detailed within the report be approved.

2 Environment & Infrastructure Service Improvement Plan 2022/23-24/25 and Service Delivery Plan 2021-22 Outturn Report

There was submitted a report by the Director of Environment & Infrastructure relative to the proposed Service Improvement Plan 2022/23 - 24/25 and the Service Delivery Plan 2021-22 Outturn Report. The Service Improvement Plan was set out at Appendix 1 to the report and the outturn report at Appendix 2.

The report set out the achievements by the service in 2021/22 and summarised the progress made against each of the strategic outcomes. Service priorities and key tasks the Service Improvement Plan 2022/23 - 24/25 were detailed along with the schedule for measuring and reporting progress.

DECIDED:

(a) That the 2022/23 – 24/25 Service Improvement Plan for Environment & Infrastructure, as set out at Appendix 1 to the report, specific to the areas of activity delegated to this Policy Board, be approved;

(b) That the progress made in delivering the Service Delivery Plan 2021/22 be noted; and

(c) That a report on the progress in respect of areas of activity delegated to this Policy Board be submitted to the Policy Board meeting on 2 November 2022.

3 **Environment and Infrastructure Health, Safety and Wellbeing Plan 2022/23**

There was submitted a report by the Director of Environment & Infrastructure relative to the Environment & Infrastructure Health and Safety Policy. The policy was set out at Appendix 1 to the report.

The report provided a background to the Council's health and safety policy which required each service to review its health and safety policy every three years, or earlier if significant service changes occurred and detailed the developments to the policy which had been introduced across the service during the Covid-19 pandemic. The updated policy was set out and identified a range of actions that would be undertaken to support and improve Health & Safety compliance and performance.

DECIDED: That the Health and Safety Policy for Environment & Infrastructure, as set out at Appendix 1 to the report, be approved.

4 **School Parking Exclusion Zones – Safer Schools Evaluation**

There was submitted a joint report by the Directors of Communities & Housing and Environment & Infrastructure relative to the results of an evaluation of the School Parking Exclusion Zones/Safer School pilot. The evaluation survey questions were set out at Appendix 1 to the report and an example of an Active Travel Leaflet used at one of the pilot schools at Appendix 2.

The report set out that the scheme had been due to begin in 2020, that it was delayed by the Covid-19 pandemic and that it then started in April 2021, running to the end of March 2022. The pilot scheme saw exclusion zones set up around four schools in Renfrewshire which prohibited cars from entering at set times including the start and end of the school day. Details of the evaluation exercise were provided along with the results of a questionnaire on the pilot which was circulated to residents, parents and staff. A number of proposals on the next steps were provided at Section 5 of the report.

DECIDED:

(a) That the School Parking Exclusion Zones pilot, undertaken between April 2021 and March 2022, and the evaluation of the pilot, undertaken in February and March 2022, be noted; and

(b) That the use of a range of interventions, as set out in section 5 of the report, to improve the safety of children and tackle parking patterns and traffic movements around schools be approved.

5 **Community Asset Transfer Policy and Procedures**

There was submitted a report by the Chief Executive relative to the Council's policy and procedures in relation to Community Asset Transfers (CAT). The proposed policy was set out at Appendix 1 to the report and the proposed process guide at Appendix

2.

The report provided a background to CATs including details on the relative legislation, the policy which was currently in place in Renfrewshire, issues which were encountered during the Covid-19 pandemic in terms of progressing CATs and changes which were set out in the refreshed policy to help address these issues and streamline process and procedures.

DECIDED:

(a) That the content of the refreshed Renfrewshire Council Community Asset Transfer Policy and Community Asset Transfer Process Guide, as set out at Appendices 1 and 2 to the report, be noted; and

(b) That the Renfrewshire Council Community Asset Transfer Policy and Community Asset Transfer Process Guide, as set out at Appendices 1 and 2 to the report, be approved for implementation.

6 Community Asset Transfer Return (1st April 2021 – 31st March 2022)

There was submitted a report by the Chief Executive relative to the Community Asset Transfer (CAT) return for the period 1 April 2021 to 31 March 2022.

The report set out that in accordance with the Community Empowerment (Scotland) Act 2015 the Council was required to publish an annual return summarising the status of CAT applications in the reporting period. It was noted that 11 new enquiries/interests regarding asset transfers and three full requests being received. One request was validated in the period but no requests were concluded.

DECIDED: That the Community Asset Transfer Return for the period 1 April 2021 to 31 March 2022 be approved for publication on the Council's website.

7 Lease of Craigielea House, Blackstoun Road, Paisley, PA3 1NB

There was submitted a report by the Chief Executive relative to the provisional terms and conditions which had been agreed for a lease of Craigielea House, Blackstoun Road, Paisley.

The report set out a project which aimed to transform Craigielea House, Blackstoun Road, Paisley into 'The Sculpture House' studio facilities, a background to Craigielea House which was declared surplus to requirements in 2010 and the proposed terms and conditions of the lease.

DECIDED: That the Head of Corporate Governance be authorised to conclude a lease of Craigielea House, Blackstoun Road, Paisley, PA3 1NB as per the terms and conditions set out in the report.

8 India Tyres Playing Fields, Community Asset Transfer request by Inchinnan Development Trust

There was submitted a report by the Chief Executive relative to a Community Asset

Transfer request in relation to the India Tyres Playing Fields, Inchinnan.

The report provided a background to the relative Community Asset Transfer legislation along with details of the request which had been submitted by Inchinnan Development Trust, the site in question, and the evaluation process which had been undertaken.

DECIDED:

(a) That the granting of a 50-year lease through Community Asset Transfer to Inchinnan Development Trust (IDT) for the India Tyres Playing Fields, India Drive, Inchinnan as per the terms and conditions set out in the report be approved; and

(b) That the Head of Economy and Development and the Head of Corporate Governance be authorised to conclude the lease with Inchinnan Development Trust, on the Council's standard Full Repairing & Insuring lease and on such other terms as required to protect the Council's interest.

9 **Shop at 30 Glenburn Road, Paisley**

There was submitted a report by the Chief Executive relative to an application for a change of use of a shop at 30 Glenburn Road, Paisley.

The report set out the history of the shop at 30 Glenburn Road and the lease arrangements and provided details on an application for a change of use to allow the unit to operate as an Ice Cream Parlour & Confectioners.

DECIDED: That the Head of Corporate Governance be authorised to conclude a lease of the shop property at 30 Glenburn Road, Paisley on the basis of the change of use detailed in this report.

10 **Disposal of land from Paisley Common Good, Bridge Street, Paisley**

There was submitted a report by the Chief Executive relative to proposals to declare an area of land on Bridge Street, Paisley surplus to requirements.

The report provided detail on the site which was currently owned by the Paisley Common Good Fund and was situated next to a residential development. Correspondence had been received from the developers of the neighbouring residential site seeking to acquire the land and further details of the proposal were provided. The process for disposing of Common Good land was also set out.

Councillor Mylet, seconded by Councillor Campbell, moved that the application be continued to a future meeting of this Policy Board to allow members more time to consider the proposal. This was agreed unanimously.

DECIDED: That the application be continued to a future meeting of this Policy Board to allow members more time to consider the proposal.

Minute of Meeting

Finance, Resources and Customer Services Policy Board

Date	Time	Venue
Wednesday, 15 June 2022	14:00	Teams - virtual meeting,

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

Chair

Councillor Shaw, Convener, presided.

In Attendance

A MacArthur, Director of Finance & Resources; L McIntyre, Head of Policy & Commissioning, L Adamson, Communications & Public Affairs Manager, B Bradley, Senior Procurement Specialist (Housing), B Lambert, Corporate Procurement Manager, G Beattie, Strategic Commercial Category Manager, A Donaldson, Strategic Commercial Category Manager, L Fingland, Service Planning & Policy Development Manager, S Ford, Senior Procurement Specialist, L Gillan, Strategic Commercial Category Manager and R Park, Category Manager (all Chief Executive's); T Irvine, Homeless & Housing Support Services Manager and R Walkinshaw, Housing Regeneration and Development Manager (both Communities and Housing Services); D Gillies, Head of Facilities Management and G Hutton, Head of Operations & Infrastructure (both Environment & Infrastructure); C McCourt, Head of Finance & Business Services, M Conaghan, Head of Corporate Governance, P Murray, Head of Digital, Transformation and Customer Services, M Boyd, Head of People & OD, J Lynch, Head of Property Services, E Shields, Business Services Manager, G Dickie, Partnering & Commissioning Manager, G Innes, Customer Services Manager, S Fanning, Principal HR & OD Adviser, D Pole and J Whitehead, End User Technicians, E Gray, R Devine and P Shiach, Senior Committee Services Officers, D Cunningham, Assistant Committee Services Officer and K O'Neill, Assistant Democratic Services Officer (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 viewing via the Council's internet site.

Apologies

Councillors Grady, McGonigle and Mullin.

Declarations of Interest

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

1 Joint Consultative Board (Non-teaching)

There was submitted the Minute of the meeting of the Joint Consultative Board (Non-teaching) held on 30 March 2022, which forms the Appendix to this Minute.

DECIDED: That the Minute be noted.

2 Revenue Budget Update 2022/23

There was submitted a Revenue Budget Update report by the Director of Finance & Resources relative to the impact on the revenue budget as a result of decisions taken by the Council on 3 March 2022.

DECIDED: That the report be noted.

3 Business Services Performance Report

There was submitted a report by the Director of Finance & Resources relative to the performance of key Business Service functions including revenue collection and benefit administration for the period ending 28 April 2022.

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 report be noted.

4 Chief Executive's Service - Service Improvement Plan 2022-23 and Service Delivery Plan 2021-22 Outturn Report

There was submitted a report by the Chief Executive relative to the Chief Executive's Service Improvement Plan for the period April 2022 to 2025.

The plan set out the priorities being addressed; the key tasks to be implemented; the implementation timetable; and the measure of success. The Service Improvement Plan was attached as Appendix 1 to the report.

The report provided an overview of performance against the actions and measures set out in the Chief Executive's Service Delivery Plan 2021/22. A detailed outturn report was attached as Appendix 2 to the report. A mid-year progress update on the Improvement Plan would be submitted to this Board in November 2022.

DECIDED:

- (a) That the Service Improvement Plan be approved;
- (b) That the progress made in delivering the Service Delivery Plan 2021/22 be noted; and
- (c) That it be agreed that a mid-year progress report on the Service Improvement Plan be submitted to this Policy Board in November 2022.

5 **Customer Services Performance Report**

There was submitted a report by the Director of Finance & Resources relative to performance across key Customer Services functions including call centre, face-to-face and digital support for customers for April 2022.

The report provided an update on the overall contact centre call handling volumes and indicated that face-to-face services had returned in Renfrewshire House, with these being managed on an appointment basis.

DECIDED: That the report be noted.

6 **Finance & Resources Service Improvement Plan 2022-23 and Service Delivery Plan 2021-22 Outturn Report**

There was submitted a report by the Director of Finance & Resources relative to the Finance & Resources' Service Improvement Plan for the period April 2022 to 2025.

The plan set out the priorities being addressed; the key tasks to be implemented; the implementation timetable; and the measure of success. The Service Improvement Plan was attached as Appendix 1 to the report.

The report provided an overview of performance against the actions and measures set out in the Service Delivery Plan 2021/22. A detailed outturn report was attached as Appendix 2 to the report. A mid-year progress update on the Improvement Plan would be submitted to this Board in November 2022.

DECIDED:

- (a) That the Service Improvement Plan be approved;

(b) That the progress made in delivering the Service Delivery Plan 2021/22 be noted; and

(c) That it be agreed that a mid-year progress report on the Service Improvement Plan be submitted to this Policy Board in November 2022.

7 Environment & Infrastructure Service Improvement Plan 2022/23-24/25 and Service Delivery Plan 2021-22 Outturn Report

There was submitted a report by the Director of Environment & Infrastructure relative to the Environmental & Infrastructure Service Improvement Plan 2022/23-24/25 and Service Delivery Plan 2021-22 Outturn Report.

The Plan linked with the Council Plan, Community Plan, Risk Management Plan and Workforce Plan to form a set of documents which provided the strategic direction for the service. The Plan was intended to complement the Economic Recovery and Social Renewal Plans. The Service Improvement Plan was attached as Appendix 1 to the report. A detailed outturn report was attached as Appendix 2 to the report. A mid-year progress update on the Improvement Plan would be submitted to this Board in November 2022.

The Plan was presented to this Policy Board for approval of the areas within the Board's remit. The Plan would also be reported to the Infrastructure, Land & Environment Policy Board for approval of areas within that Board's remit.

DECIDED:

(a) That the 2022/23–2024/25 Service Improvement Plan for Environment & Infrastructure attached as Appendix 1 to the report and as specific to the activity of the Finance, Resources & Customer Services Policy Board be approved;

(b) That the progress being made in delivering the Service Delivery Plan 2021-22 be noted; and

(c) That it be agreed that progress in respect of areas of activity delegated to this Policy Board be reported to the Finance, Resources & Customer Services Policy Board in November 2022.

Declaration of Interest

At this point in the meeting, Councillor N Graham declared an interest in the following item of business for the reason that he was a member of the Lodge Paisley St Mirrins' No 129 and would withdraw from the meeting/leave the online meeting during any discussion and voting on the item.

8 Civic Hospitality

There was submitted a report by the Director of Finance & Resources relative to a request received by the Provost for civic hospitality from Lodge Paisley St Mirrins' No 129 to accompany their 250th Anniversary celebrations on 10 September 2022.

DECIDED: That the Director of Finance & Resources, in consultation with the Provost, be authorised to make the necessary arrangements for civic hospitality at the approximate cost indicated, as follows:

Lodge Paisley St Mirrin's No 129 250th Anniversary celebrations - £2,000.

9 **Charitable Registration of Common Good Funds**

There was submitted a report by the Director of Finance & Resources relative to the charitable registration of Common Good Funds.

The report advised that at the meeting of this Policy Board held on 5 September 2018, it was agreed that a formal application be submitted to the Office of the Scottish Charity Regulator (OSCR) requesting the de-registration of the Paisley Common Good Fund SCO19478, Renfrew Common Good Fund SCO19479 and Johnstone Common Good Fund SCO19480. The request was submitted to OSCR in 2018 and a response was only received by the Council from OSCR in March 2022. The response from OSCR indicated that Renfrewshire's Common Good Funds did not meet the charity test on two grounds as detailed in the report.

DECIDED:

(a) That following approval from the Board in 2018 and OSCR's recent confirmation of the position, that it be noted that withdrawal in accordance with the Section 30 route be selected to progress de-registration of Renfrewshire's Common Good Funds from the OSCR register; and

(b) That authority be delegated to the Director of Finance & Resources to write to OSCR on behalf of the Board in this regard.

10 **Oakshaw Trinity Church Tower – Urgent repairs to Common Good property**

There was submitted a report by the Chief Executive relative to urgent repairs which were required to Oakshaw Trinity Church Tower and a proposal to meet these costs from a combination of the Paisley Common Good Fund and the Place Based Investment Programme.

The report provided details of different ownership of the Church and the Tower, the damage and deterioration to the Tower, the work undertaken to date and funding arrangements.

DECIDED:

(a) That it be agreed that the Paisley Common Good Fund meet the £11,597 costs of recent emergency repairs to the Oakshaw Trinity Church Tower, met to date from the Council's Property Repairs Budget; and

(b) That a 50% or £50,000 contribution, whichever is lower, to be matched by the Place Based Investment Programme, from the Paisley Common Good Fund to implement full repair works to the Church Tower be approved.

11 **Chief Executive's Service – Annual Health and Safety Report 2021/2022 and Action Plan 2022/2023**

There was submitted a report by the Chief Executive relative to the Chief Executive's Service Annual Health and Safety Report 2021/22 and Action Plan 2022/23.

The Chief Executive's Service Annual Health and Safety Report set out the arrangements for the management of health, safety and wellbeing within the service, demonstrated the service's commitment to continuous improvement in health and safety performance in accordance with the Corporate Health, Safety and Wellbeing Strategy 2019-2022 and summarised the achievements from 1 April 2021 to 31 March 2022. The report provided information on the impact that the Covid-19 pandemic had on health and safety arrangements for the Chief Executive's Service. The Annual Health and Safety Report was attached as Appendix 1.

The Chief Executive's Service action plan for 2022/23 set out the planned actions the service would undertake during 2022/2023, outlining the service's commitment to continuous improvement in health and safety performance in accordance with the Corporate Health, Safety and Wellbeing Strategy 2019-2022. The action plan included a specific action recognising the recovery phase from the Covid-19 pandemic, ensuring the continuation of employee safety and awareness. The 2022/23 Plan was attached as Appendix 2 to the report.

DECIDED:

(a) That the content of the Annual Health and Safety Report attached as Appendix 1 to the report be noted; and

(b) That the Chief Executive's Service health and safety action plan for 2022/23 as detailed in Appendix 2 to the report be approved.

12 **Revised FARS Health and Safety Policy 2022**

There was submitted a report by the Director of Finance & Resources relative to the revised Finance and Resources (FAR) Health and Safety Policy 2022.

The revised policy had been developed to reflect service changes in recent years and the current health and safety risk profile for the service. The aims of the policy were detailed in the report.

DECIDED: That the revised FARS Health and Safety Policy 2022 be approved.

13 **FARS Health and Safety Report and Plan 2022/2024**

There was submitted a report by the Director of Finance & Resources relative to the FARS Health and Safety Report and Plan 2022/24.

The report set out the health and safety activity within the service in the year up to 31 March 2022 taking into account the ongoing pandemic and demonstrated the service's commitment to continuous improvement in health and safety performance.

The report summarised achievements to March 2022. The health and safety report for Finance & Resources and action plan for 2022/24, detailing the actions which the service aimed to take to consolidate and improve health and safety practice were appended to the report.

DECIDED:

(a) That the content of the report attached as Appendix 1 be noted; and

(b) That the action plan appended to the report be approved.

14 2021/22 Annual Report on the Health, Safety and Wellbeing Activities within Renfrewshire Council

There was submitted a report by the Director of Finance & Resources relative to the 2021/22 annual report on health and safety wellbeing activities within Renfrewshire Council.

The report outlined the Council's commitment to ensuring the health, safety and wellbeing of its employees during the COVID-19 pandemic and public health crisis and took into consideration the response to the Scottish Government's strategy document "Coronavirus (COVID-19): Scotland's route map through the crisis".

The health and well-being activities supported the aims of the council's People Strategy: "Our People Our Future 2021-2026" document.

DECIDED: That the report on the health, safety and wellbeing activities and health and safety performance of the Council be noted.

15 Report on the Voluntary Redundancy/Early Retirements Scheme

There was submitted a report by the Director of Finance & Resources relative to the Council's Voluntary Redundancy/Early Retirement scheme.

The report advised that an annual report outlining the number of employees leaving the Council through voluntary redundancy or voluntary early retirement schemes (VR/VER) and the associated financial implications for the Council was presented to the Finance, Resources and Customer Services Policy Board following the end of each financial year.

The report provided an update for the period from 1 April 2021 to 31 March 2022, confirming that 28 employees (24.65 FTE) had left the Council through voluntary redundancy or early retirement. The related financial costs and savings were detailed in Appendix 1 to the report. An assessment was carried out in each VR/VER exercise to confirm the length of time for savings to be achieved. For the 28 individuals released from service, the average was just under 20 months.

DECIDED: That the report be noted.

16 **Festive Lighting**

There was submitted a joint report by the Chief Executive and the Director of Environment & Infrastructure relative to the award of a contract for Festive Lighting (RC-CPU-21-335) to Field and Lawn Limited.

DECIDED:

(a) That the Head of Corporate Governance be authorised to award a contract for Festive Lighting (RC-CPU-21-335) to Field and Lawn Limited;

(b) That it be noted that for the service period of three years the Council would have the option to extend the service period for up to 12 months, subject to contract performance. The anticipated start date was 26 September 2022. The actual start date would be confirmed in the Council's letter of acceptance to Field and Lawn Limited; and

(c) That a maximum contract value of up to £650,000.00 excluding VAT plus an additional £80,000 excluding VAT to cover re-measurable works for the four (4) year service period be authorised.

17 **Maintenance and Refurbishment - Voids and Tenanted Properties**

There was submitted a joint report by the Chief Executive and the Director of Communities & Housing Services relative to the award of a works contract for Maintenance and Refurbishment - Voids and Tenanted Properties (contract RC-CPU-21-248) to City Gate Construction (Scotland) Limited.

DECIDED:

(a) That the Head of Corporate Governance be authorised to award a contract for the Maintenance and Refurbishment Works – Voids and Tenanted Properties (RC-CPU-21-248) to City Gate Construction (Scotland) Limited;

(b) That the maximum contract value of up to £20,000,000.00 excluding VAT be authorised; and

(c) That the contract be authorised with a proposed start date of 18 July 2022; that the contract period be two years with the Council having the option to extend the contract period for up to 12 months on two separate occasions. The proposed dates would be confirmed in the letter of acceptance.

18 **Provision of Housing Support Services for Single Homeless People & Childless Couples who may have Complex Needs**

There was submitted a joint report by the Chief Executive and the Director of Communities & Housing Services relative to the award of a contract to Blue Triangle (Glasgow) Housing Association Limited for the Provision of Housing Support Services for Single Homeless People & Childless Couples who may have Complex Needs.

DECIDED:

(a) That the Head of Corporate Governance be authorised to award the contract for the Provision of Housing Support Services for Single Homeless People & Childless Couples who may have Complex Needs to Blue Triangle (Glasgow) Housing Association Limited;

(b) That it be noted that the award of the contract would be for a period of two years, anticipated to commence on 1 October 2022 and end on 30 September 2024 with the Council having the option to extend for up to 12 months on two separate occasions. If the maximum extension option was taken up, the anticipated end date would be 30 September 2026. The exact dates would be confirmed in the Council's letter of acceptance; and

(c) That the award of the contract up to a maximum value of £799,984 excluding VAT for the entire contract period (£199,996 per annum) be approved.

19 **Supply and Delivery of 4 x 7.5Tonne Multilift XR5 Hook Lifts**

There was submitted a joint report by the Chief Executive and the Director of Environment & Infrastructure relative to the award of a contract for the supply and delivery of 4 x 7.5Tonne Multilift XR5 Hook Lifts (Contract RC-CPU-22-016) to Lothian Vehicle Bodybuilders Limited.

DECIDED:

(a) That the Head of Corporate Governance be authorised to award a contract for the Supply and Delivery of 4 x 7.5Tonne Multilift XR5 Hook lifts (Contract RC-CPU-22-016) to Lothian Vehicle Bodybuilders Limited made following a mini-competition under Lot 3 Bodies for Tippers of the Scotland Excel Framework Agreement for the Supply & Delivery of Heavy and Municipal Vehicles (schedule 03/21);

(b) That the total contract value of £271,004.00 excluding VAT be authorised; and

(c) That it be noted that Lothian Vehicle Bodybuilders Limited had committed to delivering the 4 x 7.5Tonne Multilift XR5 Hook Lifts to Fleet Services, Underwood Road, Paisley week commencing 20 March 2023.

20 **Framework Contract for Works to Roads Related Structures**

There was submitted a joint report by the Chief Executive and Director of Environment & Infrastructure relative to authorisation to enter into a framework contract with a number of suitably qualified and experienced contractors for Works to Roads Related Structures (Contract RC-CPU-21-427).

DECIDED:

(a) That the Head of Corporate Governance be authorised to enter into a framework contract for Works to Roads Related Structures (RC-CPU-21-427) ("Framework Contract") with each of the suppliers shown in paragraph 3.11 of the report;

(b) That it be noted that the cumulative spend made under this framework contract would be up to the maximum value of £2,000,000 excluding VAT;

(c) That it be noted that the framework contract was intended to commence on 11 July 2022 or alternatively, the date confirmed in the Council's letter of acceptance issued to each supplier and would be for a period of two years with the Council having the sole option to extend on two separate occasions for a period of up to twelve months on each occasion; and

(d) That it be noted that the call-off contracts made under this framework contract would be awarded by way of a package order using the selection procedure or the quotation procedure contained in the framework contract. Selection of the most appropriate procedure was at the discretion of the Council and would be subject to Council Standing Orders Relating to Contracts, the requirements of the individual package order (call-off contract) for the works and the need to secure best value.

21 **Notification of the award of the Contract for Surface Treatment under delegated authority granted to the Strategic Commercial and Procurement Manager**

There was submitted a joint report by the Chief Executive and the Director of Environment & Infrastructure relative to the award of a contract for Surface Treatment (RC-CPU-21-434) which had been approved for award under the delegated authority for the Framework Contract for Roads Related Maintenance Works (RC-CPU-120-172) granted to the Strategic Commercial and Procurement Manager by this Policy Board on 2 February 2022.

The contract was awarded following mini-competition under Lot 5 – Surface Treatment of Renfrewshire Council's Framework Contract for Roads Related Maintenance Works (RC-CPU-12-172).

DECIDED:

(a) That the detail in section 3 of the report which detailed the contract for Surface Treatment, reference RC-CPU-21-434, approved for award to Kiely Bros. Limited under delegated authority granted to the Strategic Commercial and Procurement Manager by the Finance, Resources and Customer Services Policy Board on 2 February 2022 for the Framework Contract for Roads Related Maintenance Works, reference RC-CPU-20-172 be noted;

(b) That it be noted that the start date was 23 May 2022 and the completion date was 26 August 2022. These dates were confirmed in the Employer's Acceptance; and

(c) That it be noted that the contract sum was £745,121.31 excluding VAT.

22 **Paisley Grammar School Community Campus (PGSCC) - Principal Contractor (PC)**

There was submitted a joint report by the Chief Executive and the Director of Finance & Resources relative to the award of a pre-construction services agreement for Paisley Grammar School Community Campus (PGSCC) - Principal Contractor (RC-

CPU-21-247) (the PCSA) to Galliford Try Construction Limited T/A Morrison Construction Scotland.

The report advised that it was intended to subsequently award a Design and Build Works Contract for Paisley Grammar School Community Campus Principal Contractor (RC-CPU-21-247) to Galliford Try Construction Limited T/A Morrison Construction Scotland on completion of the Pre-Construction Services (the D&B Contract).

DECIDED:

(a) That the Head of Corporate Governance be authorised to award a pre-construction services agreement (PCSA) for the Paisley Grammar School Community Campus (PGSCC) – Principal Contractor (RC- CPU-21-247) to Galliford Try Construction Limited, T/A Morrison Construction Scotland;

(b) That the value of the PCSA at £228,862.21 exclusive of VAT be authorised;

(c) That it be noted that the pre-construction services were scheduled for commencement on Monday 11 July 2022. The actual date would be confirmed in the Council's letter of acceptance to Galliford Try Construction Limited, T/A Morrison Construction Scotland; and

(d) That it be noted that, on completion of the pre-construction services, a further report would be brought to the Finance, Resources and Customer Services Policy Board seeking approval to enter into the Design and Build Contract with Galliford Try Construction Limited, T/A Morrison Construction Scotland.

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Councillor N Graham re-joined the meeting prior to the commencement of the following item of business.

23 Demolition of Tannahill Road and Tannahill Terrace

There was submitted a joint report by the Chief Executive and the Director of Finance & Resources relative to the award of a contract for the demolition of Tannahill Road and Tannahill Terrace (Contract RC-CPU-21-229) to Caskie Limited.

DECIDED:

(a) That the Head of Corporate Governance be authorised to award a contract titled Demolition of Tannahill Road and Tannahill Terrace (RC-CPU-21-229) to Caskie Limited;

(b) That the contract sum of £235,850.00 excluding VAT for this contract be authorised; and

(c) That it be noted that the works were for a period of 28 weeks, with the intention for commencement of the works on 18 July 2022 and a date for completion of 10 February 2023. The actual date for the commencement of the works would be confirmed in the Council's letter of acceptance to Caskie Limited.

24 **PAS2035 Retrofit Works (Housing Investment and Regeneration Programmes)**

There was submitted a joint report by the Chief Executive and the Director of Communities & Housing Services relative to the award of a works contract for PAS2035 Refit Works (Housing Investment and Regeneration Programmes) (RC-CPU-21-318) to MP Group UK Limited who were the lead contractor for a consortium consisting of MP Group UK Limited and Bolix SA.

DECIDED:

(a) That the Head of Corporate Governance be authorised to award a contract for PAS2035 Retrofit Works (Housing Investment and Regeneration Programmes) (RC-CPU-21-088) to MP Group UK Limited, who were the lead contractor for a consortium consisting of MP Group UK Limited and Bolix SA;

(b) That a maximum contract value of up to £60,000,000.00 excluding VAT for all task orders made under this contract be authorised;

(c) That a proposed start date of 18 July 2022 with the contract period being two years with the Council having the option to extend for up to 12 months on two separate occasions be authorised. The actual start date would be confirmed in the Council's letter of acceptance;

(d) That it be noted that the final value of the contract would be determined by the number of properties both Council owned and privately owned identified and subject of Task Orders;

(e) That it be noted that a Consortium Guarantee was required from the contractor within two weeks of the date of the letter of acceptance; and

(f) That it be noted the contract award was subject to MP Group UK Limited providing the required level of Professional Indemnity insurance cover.

Minute of Meeting

Joint Consultative Board (Non-Teaching)

Date	Time	Venue
Wednesday, 30 March 2022	15:00	Via Teams Platform,

Present: Councillor Tom Begg, Councillor John McNaughtan, Councillor Jim Paterson, Councillor Andy Steel

Representing Trade Unions

John Boylan, Stephen Hicks (UNISON); Kirsten Muat, Ann Canning (GMB).

In Attendance

D Kerr, Service Co-ordination Manager (Environment & Infrastructure); M Boyd, Head of HR & OD, R Laouadi, HR Manager; R Cree, OD & Workforce Planning Manager; S Fanning, Principal HR & OD Adviser; D Pole, End User Technician; P Shiach, Senior Committee Services Officer, K O'Neill, Assistant Democratic Services Officer and D Cunningham, Assistant Committee Services Officer (all Finance & Resources).

Recording of Meeting

Prior to the commencement of the meeting the Chair intimated that this meeting would be recorded for subsequent broadcast via the Council's internet site.

1 **Appointment of Chair Person**

It was proposed and agreed that John Boylan (UNISON) chair the meeting.

DECIDED: That John Boylan chair the meeting.

2 **Apologies**

L Kilicaslan, Senior Manager for CAH Services, Renfrewshire Health and Social Care Partnership; M Ferguson (UNISON); G McLean (GMB).

3 **Declarations of Interest**

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

4 **Developments in Health, Safety and Wellbeing**

There was submitted a report by the Director of Finance & Resources relative to health, safety and wellbeing issues since the previous meeting of the JCB (Non-Teaching) on 2 February 2022.

The report focused on the actions and activities that continued to support the Council's response and recovery plans. The Health and Safety team was an integral part of the council's emergency management team, providing clear guidance as documents had been released from the UK and Scottish Governments, NHS and Health Protection Scotland. The team linked with fellow colleagues in other local authorities to share knowledge and introduce any new learning to The Council's guidance and procedures.

The Health & Safety Team continued to work collaboratively with key stakeholders, ensure risks were assessed, review policies and guidance, support front line services in the delivery of emergency and prioritised work, support Vaccination Centres, support employees throughout the different phases of the pandemic, evaluate contractor's and supplier's health and safety documentation when applying for contracts, respond to Freedom of Information requests and insurance claims, support services to ensure stocks of PPE were maintained, produce health and wellbeing guidance to support eh workforce, and review all injury accidents occurring within the Council activity.

The revised Occupational Health contract arrangements were discussed.

DECIDED: That the report be noted.

5 Details of Grievances

There was submitted a report by the Director of Finance & Resources relative to the number of grievances received.

The report provided information on grievances at both the informal and formal stages. The report indicated that there were a total of four grievances as at March 2022, which was a reduction of two cases since the last meeting in February 2022.

DECIDED: That the report be noted.

6 Agency Workers

There was submitted a report by the Director of Finance & Resources relative to the number of agency staff employed within the Council as of March 2022 and detailed the capacity and services in which they were engaged.

The report advised that as of March 2022, there were 115 Agency Workers employed across all services and 109 Agency Workers employed across Renfrewshire Health and Social Care Partnership and this was a reduction of 13 workers since the last meeting in February 2022.

The Joint Consultative Board (Non-Teaching) advised that recruitment fayres were being held with the aim of filling various vacant posts with staff appointed under the Council's terms and conditions.

DECIDED: That the report be noted.

7 Date of Next Meeting

DECIDED: That it be noted that the date of the next meeting of the JCB (Non-Teaching) was scheduled to be held at 3pm on 15 June 2022.