Notice of Meeting and Agenda
Council

Date	Time	Venue
Thursday, 03 May 2018	09:30	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

KENNETH GRAHAM
Head of Corporate Governance

Membership

Councillor Jennifer Marion Adam-McGregor: Councillor Tom Begg: Councillor Derek Bibby: Councillor Bill Binks: Councillor Bill Brown: Councillor Stephen Burns: Councillor Jacqueline Cameron: Councillor Michelle Campbell: Councillor Carolann Davidson: Councillor Eddie Devine: Councillor Andy Doig: Councillor Audrey Doig: Councillor Natalie Don: Councillor Alison Jean Dowling: Councillor Edward Grady: Councillor Neill Graham: Councillor Jim Harte: Councillor John Hood: Councillor Lisa-Marie Hughes: Councillor Karen Kennedy: Councillor Scott Kerr: Councillor Paul Mack: Councillor Alistair Mackay: Councillor James MacLaren: Councillor Kenny MacLaren: Councillor Mags MacLaren: Councillor Eileen McCartin: Councillor Colin McCulloch: Councillor Marie McGurk: Councillor John McIntyre: Councillor John McNaughtan: Councillor Kevin Montgomery: Councillor Will Mylet: Councillor Emma Rodden: Councillor Jim Sharkey: Councillor John Shaw: Councillor James Sheridan: Councillor Andy Steel: Councillor Jane Strang:

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

Further Information

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

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

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26/04/2018

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Items of business

Apologies

Apologies from members.

Declarations of Interest

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

1 Minutes of Meetings of Council, Boards and Panels

Minutes attached separately:

Council, 2 March 2018, pages 117-142
Paisley South Local Area Committee, 6 March 2018, pages 143-146
Communities, Housing and Planning Policy Board, 13 March 2018, pages 147-156
Regulatory Functions Board, 14 March 2018, pages 157-162
Houston, Crosslee, Linwood, Riverside and Erskine Local Area Committee, 14 March 2018, pages 163-166
Education and Children's Services Policy Board, 15 March 2018, pages 167-172
Johnstone and the Villages Local Area Committee, 15 March 2018, pages 173-176
Audit, Risk and Scrutiny Board, 19 March 2018, pages 177-186
Infrastructure, Land and Environment Policy Board, 21 March 2018, pages 187-198
Personnel Appeals and Applied Conditions of Service Appeals Panel, 22 March 2018, pages 199-200
Local Review Body, 27 March 2018, pages 201-202
Finance, Resources and Customer Services Policy Board, 28 March 2018, pages 203-226
Regulatory Functions Board, 29 March 2018, pages 227-232
Regulatory Functions Board, 16 April 2018, pages 233-234
Leadership Board, 25 April 2018 (to follow)
Appointment Board, 1 May 2018 (to follow)

2 Review of Community-level Governance Arrangements   7 - 34

Report by Chief Executive

3 Support to Community Organisations   35 - 42

Report by Chief Executive

4 Community Empowerment (Scotland) Act 2015: Allotment Provisions   43 - 50

Report by Director of Finance and Resources

5 Third Religious Representative on Education & Children's Services Policy Board   51 - 54

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Report by Director of Finance and Resources

6   **Timetable of Meetings** 55 - 58

Report by Director of Finance and Resources

7   **Notice of Motion 1 by Councillors Hood and Sharkey**

"Council agrees to review the maintenance of grassed areas with a view to reinstate naturalised areas into a regular grass cutting schedule."

8   **Notice of Motion 2 by Councillors Bibby and Andy Doig**

"Lochwinnoch - Dementia Friendly Village

Council recognises that the increasing prevalence of Dementia in our communities is one of the major challenges of our time, and that the need to support those affected and their carers has never been greater. Council therefore welcomes the establishment of Lochwinnoch as a Dementia Friendly Village, the official launch of which took place on the 27th April, and commends those who have worked to deliver this valuable and important initiative.

Council will work with Renfrewshire's Health and Social Care Partnership to ensure that the Lochwinnoch project receives the necessary support in its future work, and with other communities who may wish to develop similar initiatives."

9   **Notice of Motion 3 by Councillors Devine and Kennedy**

"St Mirren Football Club - Winners of the 2017/18 Ladbroke Championship

This Council congratulates St Mirren Football Club on winning the 2017/18 Ladbroke Championship.

We would ask the Provost to arrange a civic reception to help mark St Mirren's achievements in bringing the championship back to Paisley."

10   **Notice of Motion 4 by Councillors Andy Doig and McCartin**

"Boundary Commission Reviews

Council calls on both the Westminster and Holyrood Governments to amend the legislation governing the periodic statutory reviews undertaken by the Boundary Commission for Scotland and the Local Government Boundary Commission for Scotland at local authority, Scottish, and UK levels with specific regards to re-assessing the criteria for the frequency of those reviews, and to increasing the time period for public consultation.

Council believes that excessive boundary reviews at local authority, Scottish, and UK level are needlessly costly at a time of austerity and places needless pressures on council and Scottish Government budgets, and are a major factor in promoting voter apathy and undermining the democratic fabric of public life."

11   Notice of Motion 5 by Councillors Andy Doig and Binks

"Roland Muirhead Memorial

Council supports moves to commemorate the life of Lochwinnoch-born social reformer and champion of decolonization, Roland Eugene Muirhead.

Council further will work with interested groups to look at ways of recognizing the work of this Renfrewshire-born pioneer."

12   Notice of Motion 6 by Councillors Bibby and Davidson

"Mobile Library

Council believes that Mobile Library Services provide a vital and necessary resource for communities across Renfrewshire, that do not have access to local building based library facilities.

Council is therefore dismayed by the recent decision made by Renfrewshire Leisure to withdraw the Mobile Library Service, and agrees that the service must be reinstated."

13   Notice of Motion 7 by Councillors Bibby and McCartin

"Decision making powers on Adult Social Care Provision

The decisions that the Council makes on behalf of the people of Renfrewshire are subject to democratic accountability, and as such should be sovereign.

Council notes that the transfer of decision making powers on adult social care provision to the Integrated Joint Board for Health and Social Care, has served to undermine that sovereignty, and has, due to the composition of the board and its voting membership, created a democratic deficit.

Council therefore agrees that the elected member representation on IJBs for Health and Social Care should be increased, to give a clear elected member majority on the boards, and accordingly mandates its Chief Executive to write to the Scottish Government recommending that legislation be brought forward to implement this change."

14   Notice of Motion 8 by Councillors Sheridan and Dowling

"This Council calls upon the Scottish Government to implement immediately, in full and without undue delay new social security powers devolved to Scotland from the UK Government, with explicit focus on reducing extreme financial and emotional hardship amongst those claiming Universal Credit and disability benefits."

15   Notice of Motion 9 by Councillors Dowling and Montgomery

"Women under represented across Councils in Scotland

The Council notes that women are under-represented across councils in Scotland and make up only 29% of councillors.

Council further notes that whilst voluntary mechanisms such as all women shortlists, networks and mentoring have made some progress, women are still not represented equally. Council notes that despite these measures 29% is the highest proportion of women in council in Scotland's history.

The Council congratulates the Women 50:50 campaign which has been working across all political parties and has gained support from the SNP, Scottish Labour, Scottish Liberal Democrats and Scottish Green Party leaders and co-conveners. The Council supports Women 50:50's aim for fair representation of women in Scotland through legislated candidate quotas and backs the campaign's call for fair representation of women across Scotland's public life.

The Council recognises that women are not a homogenous group, and that in any of our outreach work to encourage and champion women we should ensure that we engage a diverse group of women from different races, cultures, religions, disabilities, socio-economic statuses and sexualities."

16 Notice of Motion 10 by Councillors Campbell and Burns

"Syria Crisis

Council agrees the use of chemical weapons in any circumstances is abhorrent. Council recognises the situation in Syria is desperate with over 13 million civilians in need of aid. As a council we support our local refugees and recognise the need to offer support in relation to these recent escalations. Council agrees work and diplomacy is required to achieve a peaceful resolution which should be fundamental in any proposed action which should be clear and coherent to address the ongoing humanitarian crisis. Therefore, Council instructs the Chief Executive to write to Prime Minister Theresa May to outline the Council's concerns at the lack of diplomatic solution by the UK Government."

![Renfrewshire Council logo]

To: Council

On: 3rd May 2018

Report by: Chief Executive

Heading: Review of Community Level Governance Arrangements

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1.   **Summary**

1.1   The aim of the review of Community Level Governance arrangements is to assess the Local Area Committees as a model of community level governance, and make recommendations for future models.

1.2   In December 2017 Council approved a consultation to take place early in 2018, which took place between 22 January and 15 April 2018. The consultation was based on a set of nine proposals for a new model, which were developed following an engagement exercise around the existing model of Local Area Committees in late 2017.

1.3   Responses to the nine proposals were sought through electronic and paper-based surveys, meetings of Local Area Committees, public meetings and drop-in sessions, facilitated sessions and attendance at meetings of community organisations.

1.4   This paper outlines a summary of key findings of the consultation, with a more detailed report attached at Appendix A.

1.5   The full set of finalised proposals and supporting processes will be presented to Renfrewshire Council on 28 June 2018 for approval.

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2.   Recommendations

2.1   It is recommended that members:

- Note the results of the consultation on the review of community level governance arrangements outlined at Section 4 of the report
- Agree that further development of proposals can be carried out, to be brought back to Council in June 2018.

3.   Background

3.1   In 2016, Council agreed changes to the governance arrangements for the Community Planning Partnership, and as part of this work it was agreed that a review of the Local Area Committees (LACs) would be carried out.

3.2   The aim of the review is to assess the Local Area Committees as a model of community level governance, and make recommendations for a future model. The review included the form and function of Local Area Committees, along with the Local Area Committee grant funding.

3.3   In December 2017, Council noted the findings of the Local Area Committee review, and approved a consultation exercise could commence based on 9 proposals developed from the findings of the review.

3.4   The consultation took place over a 12 week period between 22 January and 15 April 2018. A range of opportunities was put in place inviting comment on the nine proposals:

- Paper consultation document
- Online survey
- Public events in Johnstone and Paisley
- Drop in events in Lochwinnoch, Bishopton, Erskine, Renfrew and Linwood.
- Facilitated sessions with STAR Project, Renfrewshire Effort To Empower Minorities, ROAR Connections For Life, Erskine Music and Media, CREATE Paisley, Street Stuff and Active Communities.
- Presentations at all five Local Area Committees
- Invited attendance at meetings of Renfrewshire Youth Voice, Hawkhead and Lochfield Community Council, Elderslie Community Council and Ralston Community Council.

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3.5   173 survey responses were received, with 274 attendees at various events. This does not include stakeholders who were updated at formal Local Area Committee meetings.

4.   **Summary of findings**

4.1   **Aims**: Proposals within the consultation paper detailed a renewed set of aims, and a specific proposal for a primary aim of the new arrangements to be identifying, setting and sharing local priorities. The consultation also sought views on 'rebranding' Local Area Committees, moving the focus from a committee function to a partnership function. Key themes emerging from the consultation included:

- 78% of survey respondents strongly agreed or agreed that aims of community level governance arrangements should be refreshed
- Supportive that new arrangements should promote better connections and networks
- Support for local priority setting
- More meaningful discussion between communities and public services and active encouragement of community participation identified as important to achieve better partnership working
- Identified potential for a more meaningful agenda across the year
- Broad support for moving to partnership model from committee model (61% of survey respondents strongly agreed or agreed), but recognition there is a need for a sound structure for meetings
- Quality facilitation at meetings and conditions for genuine community participation identified as key to culture change
- New model should not duplicate or diminish the role of community councils

4.2   **Membership:** Proposals within the consultation paper included widening voting rights within the new partnership arrangements, and a greater role for relevant partner organisations. The consultation sought views on proposals to move from formal committees of the Council to part of the Community Planning Partnership structures. Key themes emerging from the consultation included:

- Strong support for extending voting rights (77% of survey respondents strongly agreed or agreed)
- Areas without Community Councils should be effectively represented

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- Clarity needed around roles and responsibilities from the outset
- There was broad consensus that partnerships should not be party political in nature when voting
- Strong support for an increased role for other public services playing a greater role (86% of survey respondents strongly agreed or agreed)
- Scope for more meaningful discussion about issues and developments, rather than presentation of statistical reports
- Key is quality of reports and presentations, rather than number of partners round the table
- Strong support for engagement with the wider community beyond those attending meetings (87% of survey respondents strongly agreed or agreed)
- Community Councils and Community Development Trusts were named as organisations that would play a key role in facilitating this
- Other communication channels should be used to support communication, including social media, with recognition that some people do not use digital channels
- Young people felt youth activities funded could be promoted through schools

4.3 **Boundaries:** Proposals within the consultation paper detailed a proposal to move from using Ward boundaries to Community Council boundaries, and sought views on a proposed model which moves to 7 areas instead of 5. Key themes emerging from the consultation included:

- 56% of survey respondents strongly agreed or agreed that boundaries should be based on Community Council boundaries rather than Ward boundaries, and 56% agreed with the proposed groupings.
- Recognising different issues in villages and towns was supported and endorsed, particularly the grouping of villages
- Support for the realignment of the Gallowhill area with Paisley, as opposed to Renfrew in the current arrangements
- Support for Linwood being aligned with Johnstone
- Some concerns about the practicality of resourcing seven areas
- A number of concerns raised by Elderslie residents, who had preference to be part of the village grouping due to common interests

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- There were also some concerns raised from Paisley East residents about the grouping of Community Council areas in the east of the town and its relationship to the town centre

4.4   **Meetings:** Proposals within the consultation paper focused on how meetings can become more accessible and participative, and the consultation sought views on how this could be best achieved. Key themes emerging from the consultation included:

- 86% of survey respondents strongly agreed or agreed meetings should become more accessible and participative
- Broad support for changes in meeting style, with less formal meetings in surroundings more comfortable, and an emphasis on accessibility issues supporting a change of culture
- Greater opportunity for discussion and a reduction in paperwork would be a positive change
- Agenda still needs to be shaped and managed to ensure meaningful business is conducted
- Welcoming environment for new members raised as an important factor for positive partnership culture

4.5   **Grants:** Proposals within the consultation paper focused on refocusing locally distributed grants on local projects (and aligned to local priorities), and providing an alternative process administered by officers for Renfrewshire wide proposals (which is aligned to Community Planning priorities). The consultation also sought views on a proposal to carry out a participatory budgeting exercise with money allocated to the Youth Challenge fund. Key themes emerging from the consultation included:

- Support for grants to be focussed on local projects rather than Renfrewshire wide projects (84% of survey respondents strongly agreed or agreed funding should be focussed locally, with 67% strongly agreeing or agreeing with 'multi-LAC' applications being administered centrally)
- Recognition that removing a percentage of resource from the local budget would result in less to allocate, and keenness to see the detail of this proposal
- Transparency and accountability should be guiding principles for grant allocations
- Eligibility criteria should be revised, with difference on what people felt this should focus on

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- Organisations should be supported to become more sustainable
- Support for participatory budgeting processes (81% of survey respondents strongly agreed or agreed new arrangements should give choice for participatory budgeting), with assurance on actual mechanisms selected and whether these are fair and transparent
- Considerable interest among young people about being involved in a participatory budgeting process (77% of survey respondents strongly agreed or agreed young people should decide on the allocation of the Youth Challenge Fund through a participatory budgeting exercise), recognising the method chosen would be key to encouraging participation

5.   **Next Steps**

5.1   The proposals outlined within the consultation paper will now be developed in more detail, taking into consideration the feedback received during the consultation period.

5.2   These detailed proposals and processes will be submitted to Council in June for consideration, including a timeline for the implementation of the new model.

5.3   The development of the future grants processes will also be aligned to the new approach outlined in the 'Support to Community Organisations' paper submitted to Council on 3rd May 2018, and to the development of the Community Empowerment Fund which will be brought to Council for consideration at Council in June 2018. It should be noted that this represents a significant opportunity to simplify and align the support provided to community organisations.

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Implications of the Report

1.   **Financial** - It is possible that the administration of new arrangements could have financial implications for the Council. These will be developed and presented as part of any changed proposals presented to future Council meeting.

2.   **HR & Organisational Development** - There are no HR implications arising from this report. There may be organisational development implications for a future model, as it is possible that there will be training requirements for officers as part of the transition to any new model.

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3. **Community/Council Planning –**

   Community Plan - Our Renfrewshire is well – This priority of the Community Plan explicitly refers to the review of community level governance, and in particular that communities are best place to support themselves and articulate their own needs.

   Council Plan - Building strong, safe and resilient communities – A key priority within the Council plan is to 'Strengthen existing community networks and empowering local people to become more involved in their area and the services delivered there.'

4. **Legal** - Any future change to Local Area Committee arrangements would be likely to have governance implications for the Council. These will be developed and presented as part of any changed proposals presented to future Council meeting.

5. **Property/Assets** - Not applicable .

6. **Information Technology** - Not applicable

7. **Equality & Human Rights** - The proposals discussed within the paper should improve participation and representation of communities and enable groups to have more voice and influence in the shaping and scrutiny of public services.

8. **Health & Safety** - Any health and safety implications would be considered in the delivery of the consultation, and moving forward in any new arrangements developed.

9. **Procurement** – Not applicable

10. **Risk** – Not applicable

11. **Privacy Impact** – Not applicable

12. **Cosla Policy Position** – The review of Community Level Governance has potential links to the review of Local Governance being taken forward by Scottish Government and COSLA jointly. It is anticipated that this will launch throughout 2018.

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List of Background Papers

(a)   Background Paper 1

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Author: Annabelle Armstrong-Walter, Strategic Partnerships and Inequalities
         Manager, 01416185968

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Review of Community Level Governance

CONSULTATION REPORT

Contents

About this report

The report provides an overview of consultation responses as part of Renfrewshire Council's review of community level governance arrangements. It gives a summary of how the consultation was carried out and key themes that emerged from the consultation. It includes information and a breakdown of how people responded to the survey, and examples of comments that were shared in survey responses and at events people participated in.

1

About the consultation

The consultation took place between 22 January and 15 April 2018. This consultation built on information emerging from the initial consultation period that took place in autumn 2017. The subject of the consultation was a set of nine proposals, grouped under the five thematic headings of Function, Membership, Boundaries, Meetings and Grants.

The survey was available to be completed either on-line via survey monkey or in paper format. A total of 173 surveys were completed and returned. Most of the surveys were completed by individuals, with eleven submitted on behalf of community organisations and nine by sporting and cultural organisations.

In addition to the survey format, a series of events were held in communities throughout Renfrewshire to generate discussion on the proposed changes to Community Level Governance Arrangements, gauge the level of support and capture any other comments. A total of 274 people attended these events, excluding attendance at Local Area Committees.

- Public events in Johnstone and Paisley
- Drop in events in Lochwinnoch, Bishopton, Erskine, Renfrew and Linwood.
- Facilitated sessions with community led organisations
- Presentations at all five Local Area Committees
- Invited attendance at meetings of Renfrewshire Youth Voice, Hawkhead and Lochfield Community Council, Elderslie Community Council and Ralston Community Council.

Two public events were held in Johnstone Town Hall and Paisley Town Hall. At these events, speakers set out the proposals, before group discussions took place in a workshop format. Feedback on each of the proposals was captured on flipchart paper.

Smaller-scale open drop-in sessions were held in a number of locations in communities across Renfrewshire to enable people to take part in discussion about the proposals and have their views recorded. These were held in Renfrew, Linwood, Bishopton, Lochwinnoch and Erskine.

A number of community groups led their own drop-in sessions, supported by Renfrewshire Council staff. These sessions focused on speaking to groups with members who would be less likely to attend events for the general public. Discussions at these sessions were framed around the proposals, but tailored to reflect the interests of the particular group. These were facilitated by ROAR, Renfrewshire Effort to Empower Minorities, Erskine Music and Media, Active Communities, STAR Project, Street Stuff and CREATE Paisley.

Presentations on the nine proposals of the Review of Community Level Governance were made at all five Local Area Committee meetings in February/March 2018 and also at the meetings of Renfrewshire Forum For Empowering Communities and Renfrewshire Community Councils Forum. Each of these sessions provided opportunities for individuals and organisations to make comments on the proposals and ask questions about the process.

At all events, an open invitation was extended to attend any other meetings as requested by organisations to discuss the proposals. As a result of this offer, presentations were also given at meetings of Hawkhead and Lochfield Community Council, Elderslie Community Council and Ralston Community Council.

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Function

Proposal 1: Refresh the aims

Respondents were asked if they agree with the proposed aims of new arrangements and for any additional comments.

The proposed key aims include:

- Make connections and networks between community groups and the wider community.
- Identify, set and share local community priorities.
- Listen to, consult and represent local communities.
- Distribute grants to support local activities

78% of survey respondents strongly agreed or agreed that aims of community level governance arrangements should be refreshed

"For some public sector organisations and frontline services, LAC's can provide important opportunities for partners to work together effectively beyond receiving grant awards." (Survey respondent)

"Local government should work closer with communities to help them improve their areas" (Survey respondent)

Discussion at events supported the proposal that the new arrangements should promote better connections and networks between the wider communities.

"It's not just about the grants!! Real opportunity for joint working, collaborative/coproduction." (Event attendee)

More meaningful discussion between communities and public services and active encouragement of community participation at the meetings were identified as being important to achieve better partnership working across communities.

"The structure outline puts organisations and local elected members as the key driver (and members) of the new structures when in fact it should be the community itself , residents and so on who have the greatest influence." (Survey respondent)
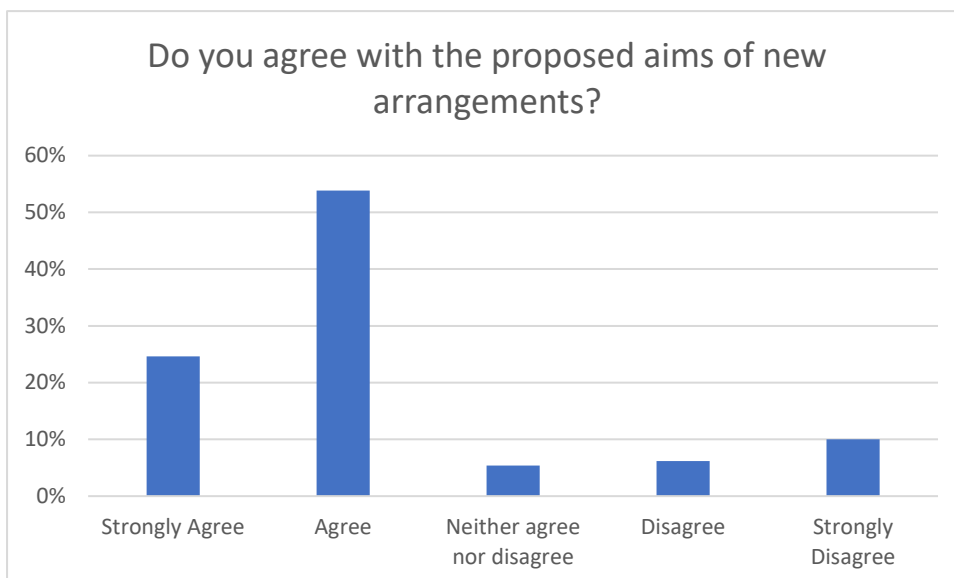
The potential for partnerships to have a meaningful agenda across the whole year, rather than focus primarily around grants, was recognised. The opportunity for local communities to be engaged in setting and sharing priorities was regarded as a positive development.

Summary of survey responses

Do you agree with the proposed aims of new arrangements?

	No of respondents	% of respondents
Strongly Agree	32	18%
Agree	70	40%
Neither agree nor disagree	7	4%
Disagree	8	5%
Strongly Disagree	13	8%

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No answer	43	25%
Total	**173**	**100%**

Do you agree with the proposed aims of new arrangements?

Response	Percentage
Strongly Agree	~25%
Agree	~54%
Neither agree nor disagree	~5%
Disagree	~6%
Strongly Disagree	~10%

Proposal 2: Move from "committees" to partnership

Respondents were asked if they agree with the proposed approach and for any additional comments.

The principle of moving from a Council committee model to a partnership model was broadly supported (61% of survey respondents strongly agreed or agreed), but with the caveat that there was still need for a sound structure for the meetings.

It was recognised that the key to achieving a change to an effective partnership culture would be the quality of facilitation at meetings and creating the conditions for genuine community participation. One of the ideas was for the chair to be a community participant, rather than an Elected Member, to signify the change to a community-led approach.

"I don't really see what significance it has if it's called a committee or a partnership. Again, it sounds good in theory, but in practice, I don't think it will make any difference to the current set up." (Survey respondent)

"Committee feels authoritarian, whereas Partnership sounds more inclusive" (Event attendee)

One issue that was raised regarding the proposed new functions was about how this relates to business conducted through community councils. It is important that the proposed partnerships are connected to Community Council business, but does not duplicate or diminish the role of community councils.

"Needs to be good distinction from Community Councils" (Event attendee)

4

There were some concerns raised regarding scrutiny and accountability of the new partnerships, relating to the proposed move from a formal committee of the Council to part of the Community Planning Partnership governance structure.

"Concern that this will reduce the scrutiny and democratic accountability of these new partnerships and that there is no formal or statutory code of conduct for community members" (Survey respondent)

Summary of survey responses

Do you agree with the proposed approach?

	No of respondents	% of respondents
Strongly Agree	25	14%
Agree	47	27%
Neither agree nor disagree	25	14%
Disagree	11	6%
Strongly Disagree	10	6%
No answer	55	32%
Total	173	100%

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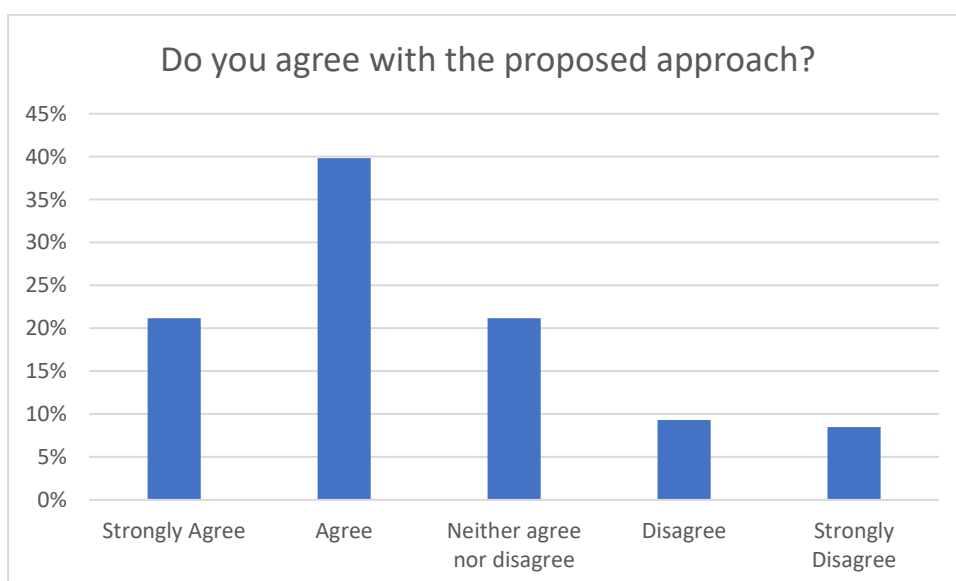
Membership

Proposal 3: Voting rights extended

Respondents were asked if they agree that voting rights should be extended and for any additional comments.

There was strong support for extending voting rights within the survey (77% of survey respondents strongly agreed or agreed), with the proposed extension of voting rights to community members to create a balance between community and Elected Member votes supported in principle by event attendees.

"Current arrangements re voting are disenfranchising and need to be changed to get better community involvement." (Survey respondent)

"Extending voting and giving wider voice and listening to non biased points of view can only be a positive step." (Survey respondent)

Some issues were raised with regard to ensuring that areas that do not currently have active Community Councils are effectively represented and ensuring that there is clarity from the outset regarding roles and responsibilities.

"The criteria for deciding on community members has to be carefully considered." (Event attendee)

"I would only see this being good if there were equal number of representatives from each village/ town regardless of the size of the population in those areas, otherwise smaller villages would never get heard" (Survey respondent)

There was broad consensus that local partnerships should not be party political in nature when voting is required. However, some concerns were raised about extending decision making powers beyond elected members to community representatives with no democratic mandate.
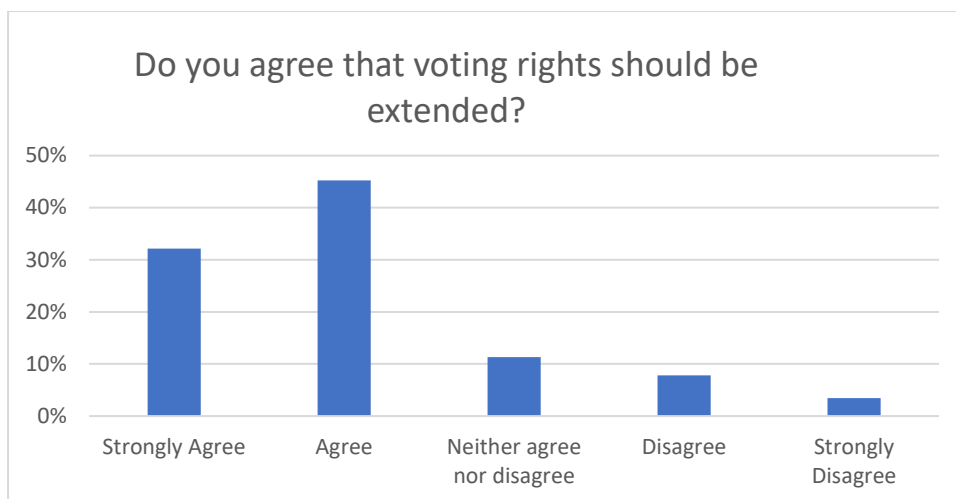
"It would be good to de politicise the meetings and have an equal balance of votes between elected members and community representatives" (Event attendee)

"How can someone without an elected mandate be given an equal vote to someone who has?" (Event attendee)

Summary of survey responses

Do you agree that voting rights should be extended?

	No of respondents	% of respondents
Strongly Agree	37	21%
Agree	52	30%
Neither agree nor disagree	13	8%
Disagree	9	5%
Strongly Disagree	4	2%
No answer	58	34%
Total	173	100%

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Do you agree that voting rights should be extended?

A bar chart showing responses. Approximate values: Strongly Agree 32%, Agree 45%, Neither agree nor disagree 11%, Disagree 8%, Strongly Disagree 4%.

Proposal 4: Other public services play a greater role

Respondents were asked if partners should play a greater role and for any additional comments.

There was strong support for an increased role for other public services playing a greater role (86% of survey respondents strongly agreed or agreed).

"I think it would be useful for their attendance at meetings as their organisations affect communities." (Survey respondent)

"Yes... it will be a challenge for one Individual to represent whole organisations and this should be considered when considering the role of these representatives" (Survey respondent)

A shared partnership approach was supported by people attending face to face events. People felt that there was scope for more meaningful discussion about issues and developments, rather than presentation of statistical reports.

"I would not want the meetings to be strangled by a series of bureacratic reports." (Survey respondent)

The key to public service input to local community governance was seen as being the quality of reports, presentations and relationship to the partnership, rather than the number of partners round the table.

"Yes and be answerable by reporting back with decisions" (Event attendee)

Renfrewshire Leisure Limited was identified as a partner that could have an enhanced role in the local governance in order to engage about both facilities and activities to encourage health and sport within Renfrewshire. Increased awareness of the role of Engage Renfrewshire in supporting community capacity building was also identified as an area for development.

There were a number of suggestions regarding further partner organisations which people felt should have a presence at the partnerships, for example, the ambulance service and fire service. It was recognised that many public sector organisations may not have the capacity to attend the partnerships.

"What about the private sector? And involvement should not mean attendance at meetings - e.g. Police Scotland don't have the resources for this" (Survey respondent)

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Summary of survey responses

Do you agree that partners should play a greater role?

	No of respondents	% of respondents
Strongly Agree	26	15%
Agree	69	40%
Neither agree nor disagree	13	8%
Disagree	2	1%
Strongly Disagree	1	1%
No answer	62	36%
Total	173	100%
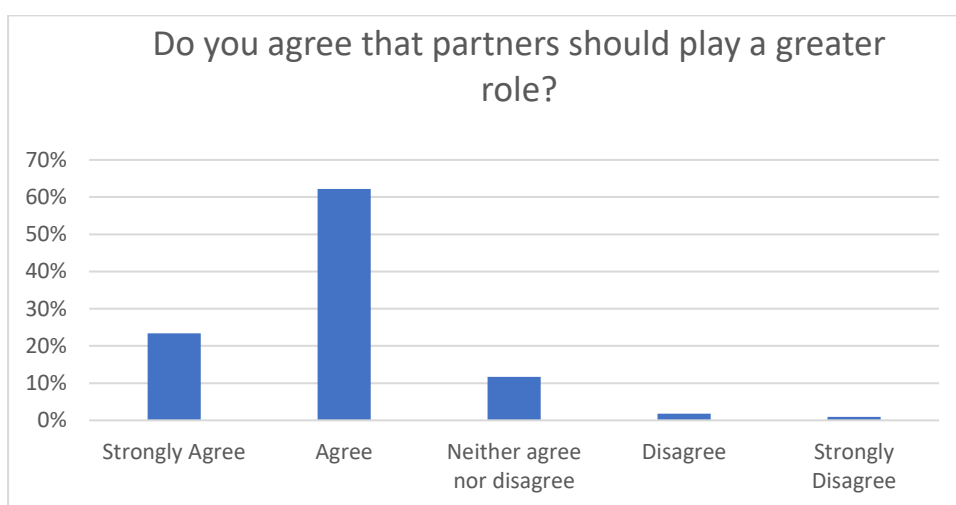
Proposal 5: Wider engagement with the community

Respondents were asked if partnerships should engage with the wider community, how this would be best achieved and for any other comments.

There was strong support for engagement with the wider community beyond those attending meetings (87% of survey respondents strongly agreed or agreed). The principle of engagement with the wider community beyond those attending meetings was also supported at the face to face meetings.

"I agree wider engagement is essential as many people don't even know Local Area Committees exist." (Survey respondent)

The role that Community Councils and other community groups can play in gathering information on community views and communicating information from partnerships was discussed and was broadly supported. In particular, Community Development Trusts were mentioned as organisations that could particularly play an enhanced role in being information conduits to and from the local community governance arrangements.

It was also felt that other communication channels such as social media and the Well In Renfrewshire portal could be used to support communication. However, there were some concerns

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about over-use of social media and digital channels and how this might exclude people who are not online.

"I think you will have to try a number of different methods so that you reach the maximum no of partners. Be open about agendas , minutes where possible, Use social media, websites" (Survey respondent)

"Widening access should not solely rely on social media and digital channels - this will exclude many groups of people and defeat the purpose of widening engagement" (Survey respondent)

There were a number of comments about hosting occasional 'event style' meetings, and how this might be an effective way of engaging with parts of the community unlikely to attend more formal community meetings.

"Event style meetings can bring meaningful conversations enabling people to learn different perspectives." (Survey respondent)
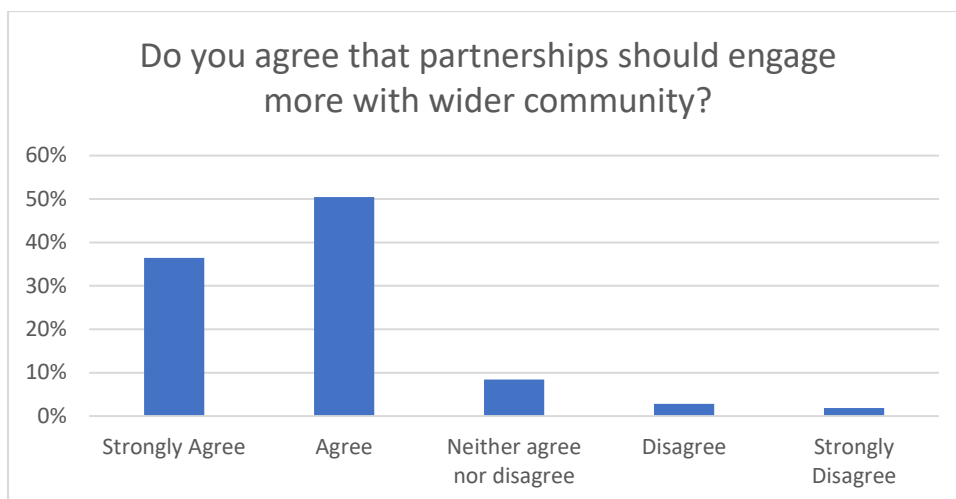
"Hold more social events, family friendly, generation friendly where you engage with people by hosting something engaging and have the community angle as a secondary reason to attend" (Survey respondent)

A particular idea identified by young people was about communicating the availability of activity for young people funded through the local community governance structures through schools. This would both widen the awareness of the important role of local community governance arrangements in funding local activity and also ensure that young people know about the activities available to them.

Summary of survey responses

Do you agree that partnerships should engage more with wider community?

	No of respondents	% of respondents
Strongly Agree	39	23%
Agree	54	31%
Neither agree nor disagree	9	5%
Disagree	3	2%
Strongly Disagree	2	1%
No answer	66	38%
Total	173	100%

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Do you agree that partnerships should engage more with wider community?

(Bar chart showing survey responses)
- Strongly Agree: approximately 36%
- Agree: approximately 50%
- Neither agree nor disagree: approximately 9%
- Disagree: approximately 3%
- Strongly Disagree: approximately 2%

Y-axis: 0% to 60% in 10% increments

Boundaries

Proposal 6: Move from 5 areas based on ward boundaries to 7 based on community council boundaries

Respondents were asked if they agree with the proposed move from ward boundaries to Community Council boundaries and the proposed groupings. Respondents were also asked about the advantages and disadvantages of the proposed groupings in relation to specific areas.

56% of survey respondents strongly agreed or agreed that boundaries should be based on Community Council boundaries rather than Ward boundaries, and 56% agreed with the proposed groupings.

"The changes will make the committees more community focused." (Survey respondent)

"More responsive to local needs, interests and population distribution" (Survey respondent)

This was the proposal with least consensus, but analysis of survey responses shows the vast majority of dissent about the proposed boundaries was specifically around the placement of Elderslie with Johnstone and Linwood. The principle of recognising the different interests and issues in village and town areas was supported.

"More consideration will be given to the needs of our rural villages which are somewhat different from the needs of Renfrewshire towns." (Survey respondent)

"I agree with move to CC boundaries, however localities need to be right fit" (Event attendee)

However, some concerns were expressed regarding the practicality of resourcing seven areas. It was also recognised that the proposed new arrangements would result in Elected Members potentially having to attend two different partnership areas. While the move towards more local groupings was broadly welcomed, there was concern that the impact on the size of the budget for each grouping could lead to less engagement.

"No advantage to increasing bureaucracy" (Survey respondent)

"Would that then change the councillors who attend?" (Event attendee)

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Regarding the proposed groupings, the following proposals were supported:

- Gallowhill aligned to a Paisley grouping, rather than Renfrew as is currently the arrangement.
- Villages in West Renfrewshire forming a grouping separate from Johnstone.
- Linwood being aligned with Johnstone.

Concern was expressed about the following proposals:

- Elderslie aligned with Johnstone and Linwood rather than the other villages. There was strong feedback from Elderslie that the area should be part of the village grouping, due to common interests.
- Paisley East aligned with other areas to the Eastern boundary of Paisley, rather than with the community council areas to its west.

"I think Elderslie will be at a disadvantage as it is much smaller than the other 2 areas and has different priorities. Would prefer it stays with other villages the same size with similar issues" (Survey respondent)

Summary of survey responses

Do you agree with the proposed move from ward boundaries to Community Council boundaries?

	No of respondents	% of respondents
Strongly Agree	25	14%
Agree	32	18%
Neither agree nor disagree	18	10%
Disagree	12	7%
Strongly Disagree	15	9%
No answer	71	41%
Total	173	100%
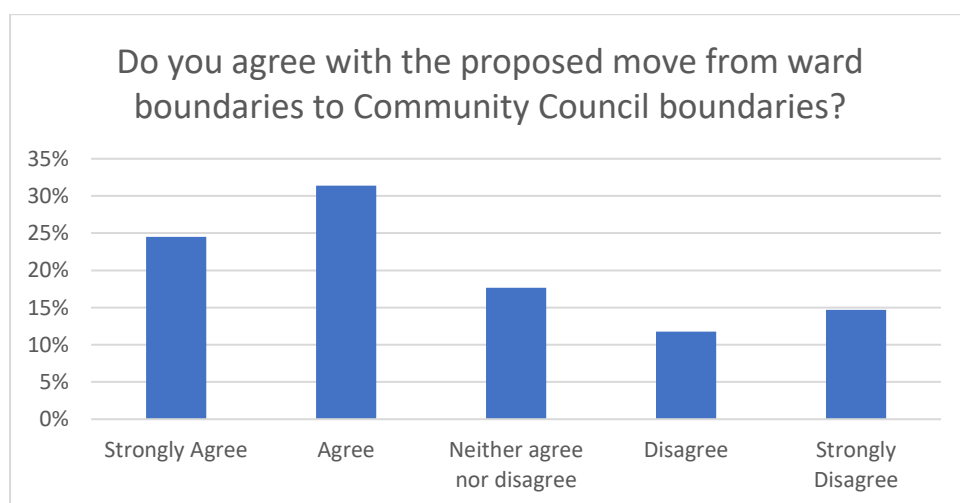
Do you agree with the proposed groupings?

	No of respondents	% of respondents
Strongly Agree	20	12%
Agree	35	20%
Neither agree nor disagree	11	6%
Disagree	13	8%
Strongly Disagree	19	11%
No answer	75	43%
Total	173	100%
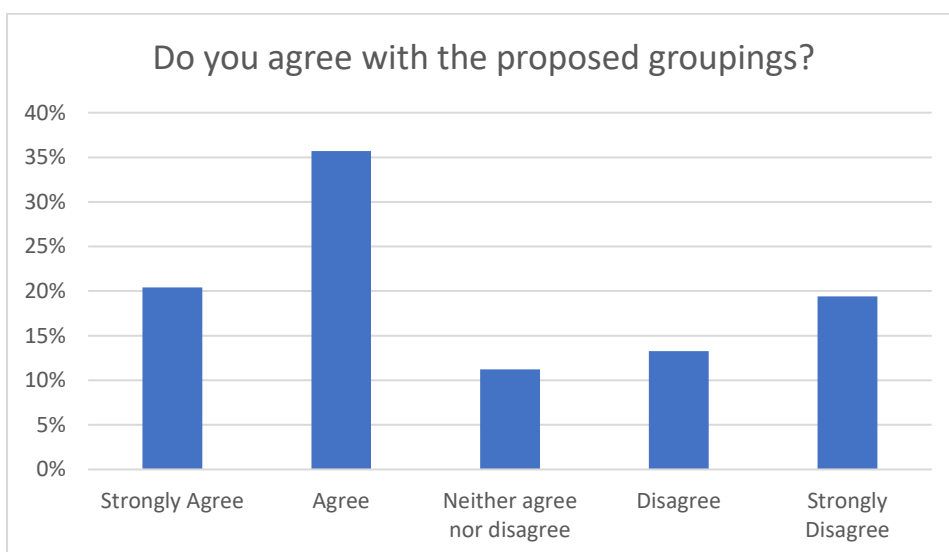
Meetings

Proposal 7: Meetings should become more accessible and participative

Respondents were asked if they agree with the proposals about meetings and what else could be done to support more accessible and participative meetings.

86% of survey respondents strongly agreed or agreed meetings should become more accessible and participative

There was broad support for the proposed changes in meeting style. It was considered that a less formal meeting style in surroundings that are generally more comfortable, but with an emphasis on accessibility issues, would support a change in culture.

"More conscious effort to move away from LACs. Potential for real partnership but needs deliberate changes" (Event attendee)

In particular, it was felt that meetings with greater opportunity for discussion and a reduction in paperwork would be a positive change in the culture of local governance arrangements. It was recognised, however, that agendas still had to be shaped and managed to ensure that meaningful business is conducted.

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"Good start should be reviewed and based on feedback from attendees at each meeting. Need to consider balance of setting context and getting on with business" (Survey respondent)

Creating a welcoming environment for new members was raised as an important factor in developing a positive partnership culture.

"Needs to be more casual and inviting to encourage people to speak freely" (Event attendee)

There were a number of issues raised around awareness of meetings, and how clearly and openly they are promoted.

"These meetings are already open to the general public. It is the duty of local government to publicise the value of this body and invite them to meetings" (Survey respondent)

"Advertising the agenda of the meeting locally so residents know what will be discussed beforehand." (Survey respondent)

Summary of survey responses

Do you agree with the proposals about meetings?

	No of respondents	% of respondents
Strongly Agree	29	17%
Agree	54	31%
Neither agree nor disagree	12	7%
Disagree	1	1%
Strongly Disagree	1	1%
No answer	76	44%
Total	173	100%

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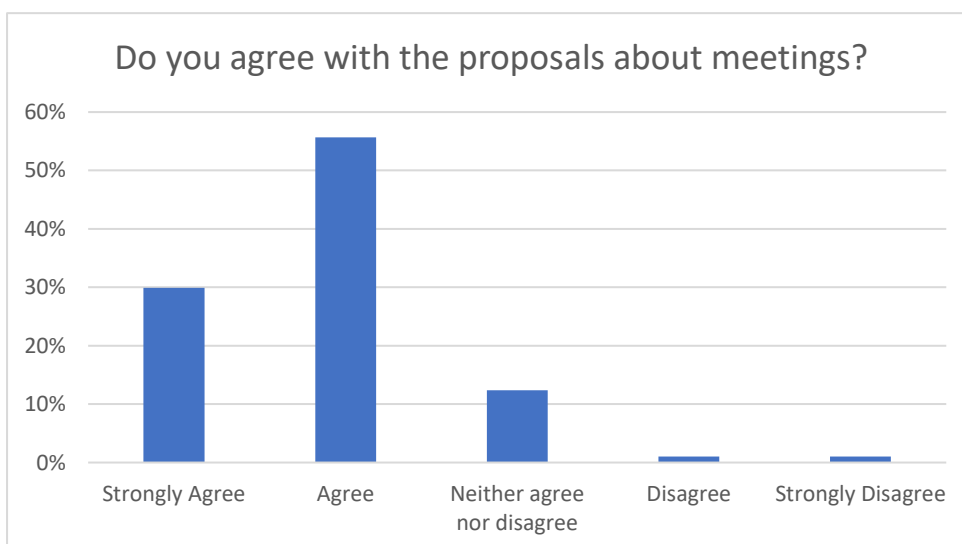
Grants

Proposal 8: Local Grants For Local Projects

Respondents were asked if they agree that funding should be focused on local projects, in line with the community priorities that have been identified and agreed. Respondents were also asked if "multi-LAC" applications should be administered through a central grant fund and for any other comments.

There was strong support for grants to be focussed on local projects rather than Renfrewshire wide projects (84% of survey respondents strongly agreed or agreed funding should be focussed locally, with 67% strongly agreeing or agreeing with 'multi-LAC' applications being administered centrally)

"The partnerships need to set priorities for funding and score applications according to those priorities" (Event attendee)

"Totally agree – keep it local, fair, relevant to communities" (Event attendee)

The proposal to focus discussion at local community governance arrangements on grants for local projects was supported at events. There was agreement that discussion about applications for Renfrewshire-wide projects should not be a focus at local structures. It was recognised, however, that there removing a percentage of resource from the local budget to fund Renfrewshire-wide applications would result in less resource being allocated through the local community governance arrangements.

"Funding should be fairly distributed, ensuring each area receives it's fair share. This does not happen at present." (Survey respondent)

There was general agreement of the need for transparency and consistency to be guiding principles in the allocation of resources. Views were expressed that there should be revised eligibility criteria for allocation of funds, although there were differences in what people thought the criteria should or shouldn't focus on.

"There should be stricter funding criteria, with good follow up and evaluation, including what difference the project made" (Event attendee)

"Council departments should be excluded from applying for grants" (Survey respondent)

"There should be a sensible maximum amount (possibly £5k?) for local grants." (Survey respondent)

There was also recognition that applicants for funding should be encouraged to seek out external sources of funding and become self-sustaining if possible to avoid recurring grant applications for the same project. Some views were expressed that grants should be available throughout the year, or at least twice per year.

"People applying for specific groups, i.e. sports grants should do it through other means such as Sports Scotland, community grants should be for the communities not for specifics." (Survey respondent)

It was recognised that the detail regarding the size of the various budget pots would have an impact on whether people would support the proposed changes regarding grants in actuality.

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As with meetings above, there were some concerns raised that funding processes and awards of funding should be more clearly promoted within communities.

"There are many good projects (several funded through the LAC), but they are not well advertised." (Event attendee)

Summary of survey responses

Do you agree that funding should be focused on local projects, in line with the community priorities that have been identified and agreed?
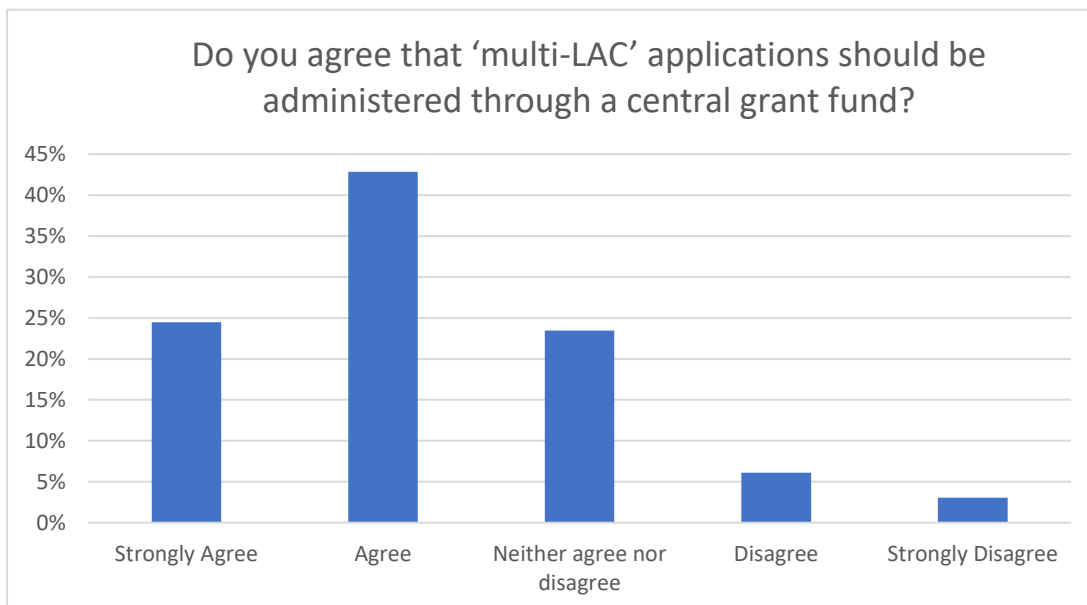
	No of respondents	% of respondents
Strongly Agree	34	20%
Agree	49	28%
Neither agree nor disagree	12	7%
Disagree	2	1%
Strongly Disagree	2	1%
No answer	74	43%
Total	173	100%
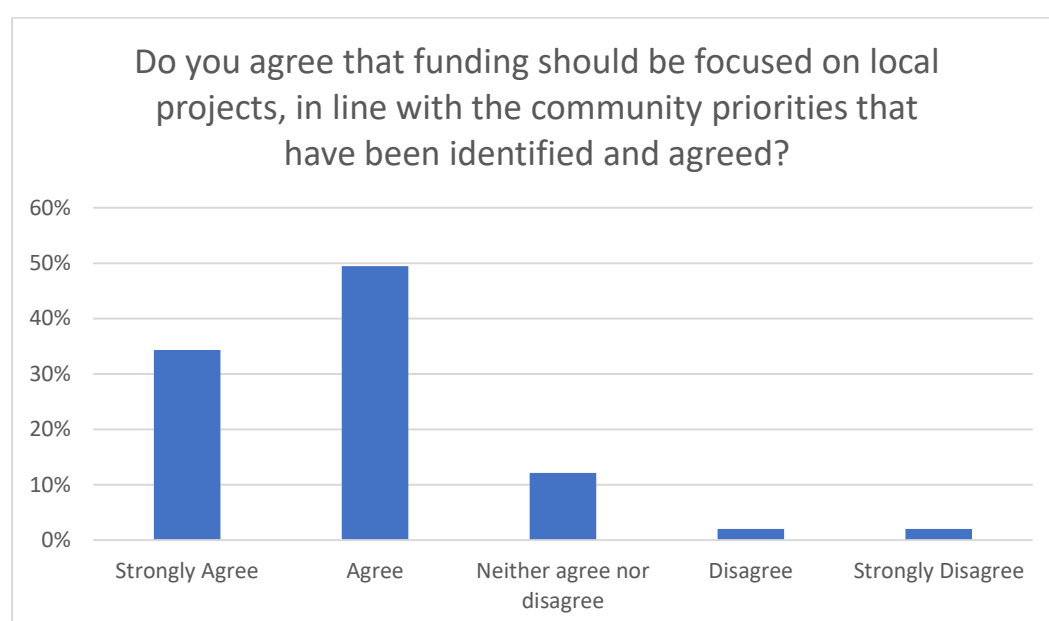
Do you agree that 'multi-LAC' applications should be administered through a central grant fund?

	No of respondents	% of respondents
Strongly Agree	24	14%
Agree	42	24%
Neither agree nor disagree	23	13%
Disagree	6	3%
Strongly Disagree	3	2%

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No answer	75	43%
Total	173	100%

Do you agree that 'multi-LAC' applications should be administered through a central grant fund?

Proposal 9: Participatory Budgeting

Respondents were asked if they agree that new Local Governance Arrangements should be given a choice about using participatory budgeting, whether young people should decide allocation of the Youth Challenge Fund through participatory budgeting and for any other comments on participatory budgeting.

The proposal to allocate budgets through a Participatory Budgeting process was generally agreed in principle. However, it was noted that people would need to assured that the actual mechanism chosen was fair and transparent.

"This model has worked successfully in some local authorities" (Survey respondent)

"Participatory Budget is fairer as it has the support of local groups – it is more democratic" (Event attendee)

"It is good practice to let public to vote. Participatory budgeting also brings people together." (Event attendee)

"The PB event should be properly advertised and organised and discharged in a professional manner" (Survey respondent)

There was strong support for a youth-led participatory budgeting process (77% of survey respondents strongly agreed or agreed young people should decide on the allocation of the Youth Challenge Fund through a participatory budgeting exercise), recognising the method chosen would be key to encouraging participation.

"How will this work? Need to get a wide range of young people from different backgrounds" (Survey respondent)

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Young people in particular were considerably interested in this opportunity, but felt generally that young people should be more clearly involved in the allocation of funding for youth activities.

"For the youth related funding, there could be the requirement that for proof that young people are involved in the project and have been involved in the application" (Event attendee)

"I don't believe young peoples voice will actually be taken into account, other than on paper." (Survey respondent)

Summary of survey responses

Do you agree that new arrangements should give choice for participatory budgeting?

	No of respondents	% of respondents
Strongly Agree	30	17%
Agree	46	27%
Neither agree nor disagree	14	8%
Disagree	2	1%
Strongly Disagree	2	1%
No answer	79	46%
Total	173	100%
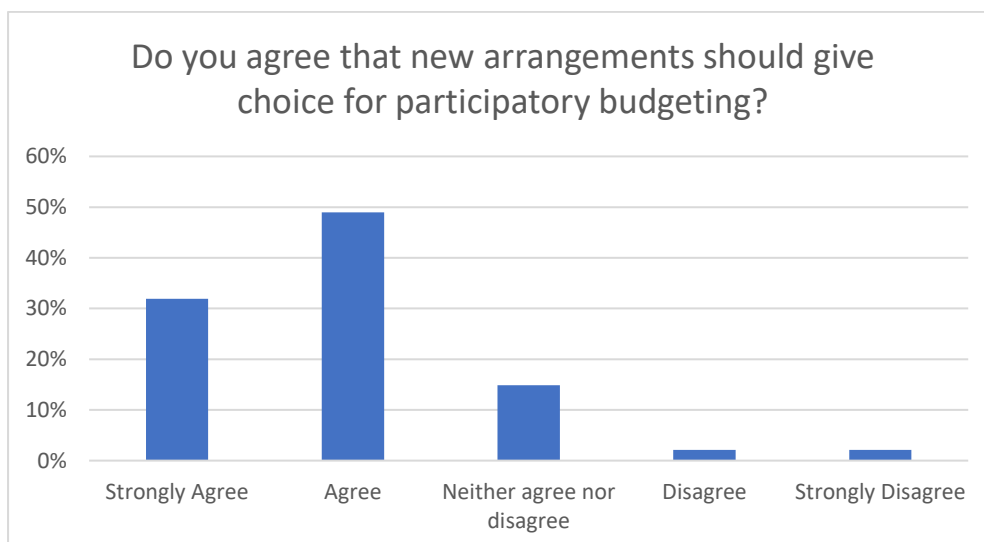
Do you agree that young people should decide on the allocation of the Youth Challenge Fund through a participatory budgeting exercise?

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	No of respondents	% of respondents
Strongly Agree	34	20%
Agree	38	22%
Neither agree nor disagree	14	8%
Disagree	6	3%
Strongly Disagree	1	1%
No answer	80	46%
Total	173	100%

Do you agree that young people should decide on the allocation of the Youth Challenge Fund through a participatory budgeting exercise?

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Renfrewshire Council
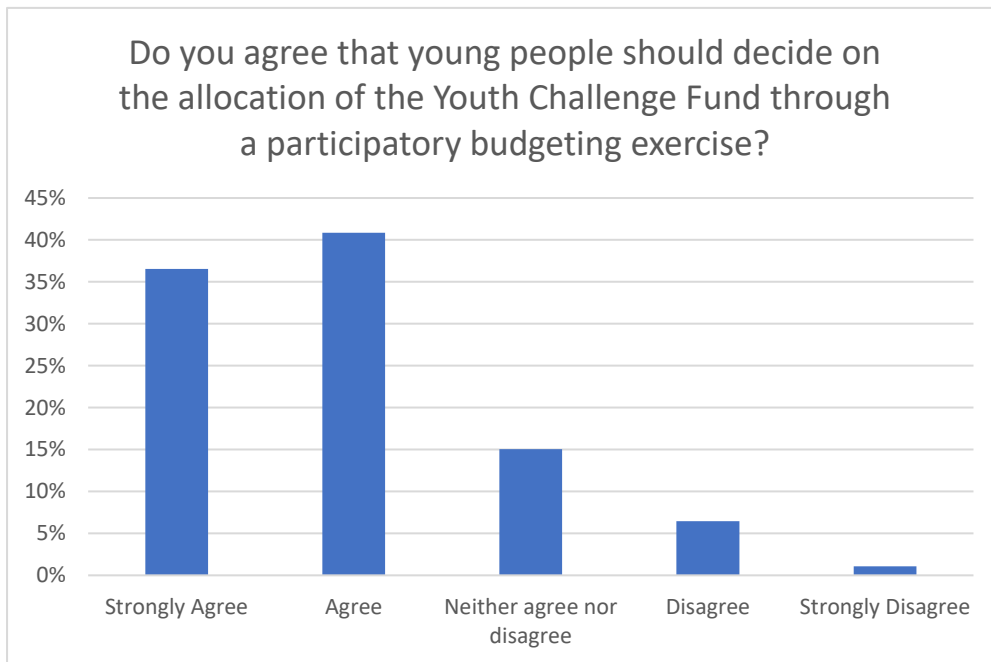
To: Council

On: 3rd May 2018

Report by: Chief Executive

Heading: Support to Community Organisations

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1.   **Summary**

1.1   This paper outlines a proposed approach to supporting community organisations, following the paper agreed by Council in December 2017.

1.2   The proposed approach aims to improve the consistency of the support the Council does provide and better align this to the Council's strategic objectives.

1.3   The paper also provides key findings from engagement carried out with a number of community organisations and Council services, providing insight into key opportunities and challenges in this area.

1.4   It is proposed that this approach is piloted throughout 2018, with officers working alongside community organisations to develop a more detailed framework of activity. This would include developing detailed principles for the Council's engagement and support, and creating a process which is more efficient for the Council, and transparent for community organisations. It should be noted that there are a number of emerging developments such as the review of community level governance and the introduction of the Community Empowerment funding which are closely linked to the proposed approach.

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2.   **Recommendations**

2.1   Members are asked to:

- Note findings from the engagement activity carried out at section 4 of the report
- Approve the proposed process to be piloted as outlined at section 5 of the report
- Note a further paper will be brought to Leadership Board in June with further detail on the Community Empowerment Fund approved by Council on 2nd March.

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3.   **Background**

3.1   There are a wide range of community groups and organisations across Renfrewshire at different levels and at different stages of achieving their objectives. These include Community Development Trusts and Community Anchor Organisations with a desire to effect change and contribute to the regeneration of a place, alongside organisations working with specific groups of people or on specific areas of interest or disadvantage. It is recognised that organisations often have different and distinct needs, and those needs are reflected in the range of supports that are requested of the Council.

3.2   There are a number of emerging statutory requirements from the Community Empowerment (Scotland) Act 2015, along with a number of new developments within the Council which require a consolidated approach. These include the review of community level governance arrangements and the introduction of key investments such as the Community Empowerment Fund.

3.3   A paper was approved at Council in December 2017 asking members to note that a review would be undertaken of Council support to community groups, including engagement with community groups on their views and experiences, and that the outcome of this review and associated recommendations will be submitted to a future Council meeting for consideration.

3.4   There are a number of ways which the Council supports different Community based organisations and groups, including but not limited to:

- Advice and guidance – Teams across the Council services offer ad hoc advice and guidance to a range of community organisations, and often on an informal and service specific basis.
- Support to access funding – There are a number of teams across the Council, and funded by the Council, which offer support to community organisations to access external funding sources. In addition, there are occasions where the

Council has acted as a 'custodian' for larger funding amounts so they can be drawn down by community organisations.

- Asset transfer – There is currently a Community Asset Transfer process set up to enable community organisations to take on community assets (land or buildings) to deliver community benefit. This was previously part of the Council's own Community Asset Transfer Policy, but is now done in accordance with the provisions of the Community Empowerment Act.
- Direct funding support – the Council directly funds a wide range of community organisations through grants and other funding arrangements. This is mostly delivered through well established grant funding mechanisms, but there are examples of grants being made available on an ad-hoc basis.
- Partnership led activity – there may be further examples where the Council enters into a partnership with community organisations in order to deliver projects or services for community benefit.

3.5   There are also a number of existing processes within the Council which the review must be cognisant of. These include the Community Asset Transfer process, Participation Request process, Community Level Governance arrangements which are currently being reviewed and a variety of community grants offered across the Council.

4.   **Feedback from engagement activity**

4.1   As part of the review of community level governance arrangements, a significant period of consultation was undertaken over a twelve-week period between January and April 2018. This consultation involved working with a number of community organisations across Renfrewshire, and aligned to this conversation there was significant feedback from community organisations about the working relationship they want with the Council, and how the Council can best support them as individual organisations and as a sector.

4.2   Key themes emerging from this engagement include:

- The size and complexity of local authorities can make engagement with the Council difficult to navigate for community organisations. It can be difficult to find the correct point of contact and difficult to navigate complex organisational structures. For example, individual Council services often have their own approaches and processes reflecting their service priorities.
- Council processes can be complex and there can be a lack of clarity on what information the Council requires and why, for example, with Community Asset Transfer. Organisations would value more support with identifying available sites, likely costs and the development of business plans.
- A number of organisations felt there are big opportunities for joint working, collaboration and co-production. Organisations are keen to have up-to-date information on Council and partnership priorities in order to enable them to identify these opportunities and support them.

- Many groups talked about support needed to find and apply for funding. This included higher level support for organisations to become self sustaining, so they do not need to depend on annual grants. Many respondents had ideas about what support would be most helpful, for example, finding other funding sources; support to complete funding forms; having a central office to support grant applications; and help specifically for those for groups who don't currently receive funding.
- A group respondent reflected that the Council could factor evidence of outcomes and social return on investment better into funding decisions. It was felt that a more transparent process would be helpful for seeing who receives funding and why. It was also felt that there should be clearer guidelines about the eligibility for funding, for example what a constitution should look like. Some also felt that the Council should be aware when external funding is being attracted into the area. People also raised the Empowering Communities Fund and the Villages Fund and how they could be supported to access these.
- Some organisations want to be supported to engage meaningfully with Council processes, with ongoing consultation and involvement between the Council and community organisations

4.3   In addition to community engagement, work has been undertaken across services in the Council understand the opportunities and challenges that exist from a service perspective. Key themes emerging from this engagement include:

- Recognising the key role communities play in supporting the delivery of strategic outcomes and priorities

- Recognition that the Council have significant resources which can help communities deliver projects and apply for funding, but could provide better guidance on what the Council can collaborate on and the type of resources that can be shared

- The importance of supporting organisations with different levels of capacity, and developing that capacity at all levels - from supporting smaller organisations to start and grow, to partnerships with well-established organisations.

- Supporting organisations to become more sustainable, while recognizing the challenges to sustainability created by current funding availability

- Recognition there is a need to revisit policies and procedures which make to make them more straightforward for community organisations and council officers to use

5.   **Proposed approach**

5.1 It is proposed that a central point of contact for community organisations is introduced within the Council. The purpose of this role would be to understand the organisation's request and then signpost and direct organisations to relevant officers and services that can assist them, and to track and monitor support offered to community organisations. The aim would be to provide a process which is more efficient for the Council, and transparent for community organisations.

5.2 The officer would have an initial discussion to understand the community organisations aims and ambitions, and signpost and direct to relevant officers and services. This might include officer advice and guidance, support to access funding or advice on asset transfer requests. In cases where there is clear alignment to the Council's strategic priorities, this might also include direct or in-kind support, or a more formal partnership arrangement such as a Strategic Partnership Agreement.

5.3 It is recognised that one of the key issues for community organisations is 'navigating' the Council, and this role would be able to identify key officers across the organisation that are able to support the community organisations as well as navigating Council governance requirements where relevant. This would allow the Council to have clarity on service level delivered to community organisations and provide an escalation point for community organisations where this is not met.

5.4 This would also allow officers to identify and assess where community organisations are closely aligned to strategic priorities within the Council and Community Plans, and to explore opportunities for collaboration and partnership working in a more structured way.

5.5 This would also allow the Council to better understand the level and extent of support for community organisations across services, and provide a more efficient and corporate response. It would also enable the Council to monitor the range and levels of support being provided corporately (for example, officer time and in-kind support).

5.6 The role of formal partnership agreements could also be explored where the work of an organisation has clear strategic alignment to Council or Community Planning priorities, and requires specific political oversight or agreement. This could be trialled as part of existing partnership working arrangements such as those currently in place.

5.7 In addition to working with current practice, it is recognised that this process needs to dovetail with future work, for example, any centralisation of grant funding or the development of the Empowering Communities model.

5.8   The single point of contact would be within the Partnerships Team within the Chief Executive's Service. This would be a new post, and supported across the wider Partnerships Team to make sure there would be suitable capacity to support the proposed approach.

6.   **Next steps**

6.1   Council approved a £1.5mil Community Empowerment Fund on 2nd March 2018, to run over the next 5 years. This fund will be developed over Spring 2018, with a more detailed paper in June about how the fund will operate. This fund would be developed as part of the proposed pilot at section 5, and closely aligned to the process and framework being proposed above.

6.2   The consultation on the review of Community Level Governance is now complete, with proposals for a future model presented to the May Council meeting for consideration. If approved, the new partnership model provides a key fora for locally focused community organisations to work with each other and the wider Community Planning Partnership.

6.3   As part of the review of Community Level Governance, significant changes have been proposed to the distribution of grants undertaken by the current Local Area Committee structure. This involves realigning local grants to priorities set by communities, moving Renfrewshire wide grant applications to a centrally distributed grant process and introducing participatory budgeting. These proposals have been developed with significant involvement from community groups.

6.4   In order to develop this process, further work will need to be done across Council services to understand the current offer for communities from a range of services, and any existing policy or practice in place to manage these requests. As well as working with Council services, engagement will need to be carried out with community organisations themselves to understand how the process would need to work in practice.

6.5   The proposal has associated resource requirements which would need to be considered in line with existing resources and available funding to support community organisations.

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Implications of the Report

1.   **Financial** – The proposal has associated resource requirements which would need to be considered in line with existing resources and available funding to support community organisations.

2.   **HR & Organisational Development** – Not applicable

3. **Community/Council Planning –**

- This approach supports the fulfilment of the Council's requirements under the Community Empowerment Act, and therefore underpins the delivery of a number of priorities within the Community Plan, particularly the 'Principles' agreed in the 2017 -2027 plan.

- The approach supports the 'Building strong, safe and resilient communities' priority within the Council Plan, which makes explicit reference to the community empowerment agenda within Renfrewshire.

4. **Legal** – It is anticipated that the proposed approach will support the delivery of the Council's requirements under the Community Empowerment Act

5. **Property/Assets** – None

6. **Information Technology** - None

7. **Equality & Human Rights** - It is anticipated that the proposed approach would have a positive impact on equality and human rights by providing a more transparent and accessible approach for community organisations to seek Council support.

8. **Health & Safety** – None

9. **Procurement** – None

10. **Risk** - None

11. **Privacy Impact** - None

12. **Cosla Policy Position** – None

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List of Background Papers

(a)   Background Paper 1 N/A

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Author: Annabelle Armstrong-Walter (Strategic Partnerships and Inequalities Manager) 0141 6185968

To: The Council

On: 3 May 2018

Report by: Director of Finance and Resources

Heading: Community Empowerment (Scotland) Act 2015: Allotment Provisions

1.   **Summary**

1.1   The provisions of Part 9 of the Community Empowerment (Scotland) Act 2015, relating to allotments, came into force on 1 April 2018. This report provides a summary of the main provisions of this part of the Act, and the implications for the Council. Scottish Government Guidance on the provisions is still awaited.

2.   **Recommendations**

2.1   That the Council note that the provisions of Part 9 of the Community Empowerment (Scotland) Act 2015, relating to allotments and allotment sites, came into force on 1 April 2018.

2.2   That a new paragraph 45 is added to the Terms of Reference of the Infrastructure, Land and Environment Policy Board to read: 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.

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2.3   That the following paragraphs are added to Section F of the Scheme of Delegated Functions -Powers Delegated to Officers, delegations to the Head of Property.

"123.   To establish, publish and maintain the list under section111 of the Community Empowerment (Scotland) Act 2015 of persons who make a request to lease or sublease an allotment.

124.   To prepare and publish the annual allotments report in terms of section 121 of the Community Empowerment (Scotland) Act 2015.

125.   In consultation with the Head of Planning and Housing, to make arrangements to promote allotments in Renfrewshire and where appropriate arrange for the provision of training to tenants, or potential tenants, of allotments about the use of allotments.

126.   In consultation with the Head of Corporate Governance to determine request for the granting of leases or sub-leases for allotments and to determine the terms and conditions applicable to those leases or sub-leases.

127.   To determine applications for compensation for disturbance or for deterioration of an allotment or for loss of crops in terms of sections 133,134 and 135, respectively, of the Community Empowerment (Scotland) Act 2015, up to a maximum of £50,000 in respect of each application.

128.   In consultation with the Head of Corporate Governance to arrange for the removal of any building or other structure on an allotment within the circumstances prescribed by Section 122 of the Community Empowerment (Scotland) Act 2015 and for the disposal of the material that formed the building or other structure and where appropriate to seek to recover the cost of removal and disposal from the liable tenant.

129.   To deal with requests for use of premises in terms of Section 125 of the Community Empowerment (Scotland) Act 2015."

Renumber all of the existing paragraphs accordingly.

2.4   That the Council note the duties imposed on the Council as a result of the allotments provisions in the 2015 Act, as set out in paragraphs 3.5 to 3.9, below, and the powers the Council has as set out in paragraphs 3.10 and 3.11.

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2.5   That the Council note the provisions re terminating leases of allotments, in terms of paragraphs 3.12 and 3.13, and the various types of compensation which may become payable, as set out in paragraph 3.14.

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3.   **Background**

3.1   Interest in growing food locally has increased in recent years, as has an understanding of the health and social benefits of gardening. The Scottish Government's National Food and Drink Policy – Recipe for Success committed to strategically support allotments and community growing spaces. The Grow Your Own Working Group was established, and it recommended amendments to the existing allotments legislation, including a review of the duties on Local Authorities.

        The existing legislation is complex and dated, with the main Act being the Allotments (Scotland) Act 1892, as amended in 1919, 1922 and 1950. New legislation was envisaged to replace this with simpler provisions, particularly to address concerns about the level of demand for allotments and the length of time for which people may be on a waiting list to receive one.

3.2   At present, the Council maintains a waiting list, and there are currently 24 people who have submitted a direct request to Renfrewshire Council and are awaiting allocation of an allotment.   The waiting list is managed by Development and Housing Services. The Council owns or leases six areas which the new legislation would define as allotment sites, all of which are managed by allotment associations. The Act requires the Council to establish and maintain a list of all persons who request an allotment. In total, the Council is presently responsible for 167 individual allotments or allotment plots, and is aware of an aggregate total of 97 people awaiting allocation of an allotment or allotment plot.

3.3   Part 9 of the Community Empowerment (Scotland) Act 2015, dealing with allotments, came into force on 1 April 2018. The Act imposes several obligations on local authorities, which will necessitate the introduction of new procedures to ensure compliance with the legislation.

3.4   In terms of the Act, an allotment is land owned or leased by the local authority, and used, at least mainly, for growing vegetables, fruit, herbs or flowers, but without a view to making a profit. An allotment site is land consisting wholly or partly of allotments, and includes other land

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which is owned or leased by the local authority, which may be used in connection with the use of the allotments.

3.5   Any resident of the local authority area may request the lease of an allotment from the Council, even if the Council does not own or lease any allotments. Any such request must be acknowledged by the Council within 14 days. The Council must maintain a list of people who request an allotment, and must take reasonable steps to ensure that (1) the number of people on this list is not more than one half of the total number of allotments owned and leased by the Council, and (2) that nobody remains on the list for more than five years.

The Council must provide reasonable access to allotments and allotment sites, and must have regard to the desirability of allotments being reasonably close to people's homes.

3.6   The Council must make regulations about allotment sites in its area, and the Act lists matters which must be included, e.g. rent, services, costs, maintenance, keeping of livestock, permitted buildings, inspections, acceptable use, and sale of surplus produce etc. The first set of regulations must be made by 31 March 2020, and the intention to make the regulations, their general purpose and a place where they may be inspected, must be advertised in the press. The public will have an opportunity to make representations, and this fact must also be advertised.

3.7   The Council may not dispose of any part of an allotment site, or change its use, without the consent of the Scottish Ministers. The Ministers can impose conditions if they decide to grant consent, and they will only consent if the tenant of each allotment on the site is to be offered a lease of another allotment of similar size, either on the same site, or within a reasonable distance of it, unless providing another allotment is unnecessary or not reasonably practicable. There are broadly similar provisions for where the site is leased by the Council, rather than owned by it.

3.8   The Council must prepare a food-growing strategy by 31 March 2020. This must include identification of land which can be used as allotment sites, as well as other areas of land which can be used by a community for growing vegetables, fruit, herbs or flowers. Where appropriate, it should also include information as to how the authority intends to increase the provision of allotments, or other areas for community growing as above, particularly in communities experiencing socio-economic disadvantage. The strategy will require to be published electronically, e.g. on the Council's website.

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The food growing strategy must be reviewed every five years, and any revised version must be published as before.

3.9   The Council must prepare and publish an annual allotments report for its area. The matters which this should cover include the location and size of each allotment site, and the number of allotments on each, as well as the number of people on the waiting list, and the number who have been on the list for more than five years, etc. The report must also include the steps taken by the Council to comply with its duties in terms of the waiting list. The report must be published by electronic means.

The first reporting year must commence before 1 April 2019.

3.10   The Council may delegate certain functions of management of the allotment sites to a person representing the interests of all or a majority of the tenants on an allotment site, if that person so requests. The functions which can be delegated are listed in the legislation, and include maintaining the list etc.

3.11   The Council has power to incur expenditure for promoting allotments and providing training to tenants or potential tenants, and must have due regard to the desirability of carrying out these functions in connection with communities at a socio-economic disadvantage. There is also provision for allowing or refusing requests for use of Council owned premises free of charge to tenants of allotments, or persons to whom management functions have been delegated, as above.

3.12   The 2015 Act contains provisions re the ways in which a lease of an allotment or allotment site may be terminated. It should be noted that, notwithstanding the terms of the lease itself, it can only be terminated by the Council giving at least one year's prior written notice, where the Scottish Ministers have consented to disposal or change of use as indicated in paragraph 3.5 above, or on one month's notice if the tenant has failed in a significant way to comply with the regulations. The latter case can't apply within the first three months of the tenant's lease.

3.13   The Council may take back an allotment or allotment site (i.e. for building, mining, roads construction etc.), provided that the Scottish Ministers have consented and at least three months' notice has been given to the tenant etc.

3.14   The Act contains provisions re compensation, as follows:-

(1)   Compensation for disturbance where the lease of all or part of an allotment is terminated etc. Where the whole of the allotment

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is affected, the tenant must be paid at least an amount equal to one year's rent. If part only is affected, a proportion of a year's rent is payable. The Scottish Ministers are to provide regulations in this regard.

(2)   The tenant must pay compensation to the Council where his or her lease ends, and the allotment has deteriorated due to the tenant's fault or negligence. The amount of compensation is the cost of remedying the deterioration. The Scottish Ministers are to provide regulations in this regard.

(3)   Where the whole or part of an allotment is taken back by the Council, as mentioned in paragraph 3.11 above, and the tenant loses any crop as a result, the Council must compensate the tenant for that loss.

3.15   Guidance on the Act is awaited.

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Implications of the Report

1.   **Financial** – The Council may be required to acquire or lease land for use as allotments, in order to comply with the obligation to provide allotments. There may be costs involved in provision of reasonable access etc. as well as advertising costs for the regulations. Compensation may be payable to or by the Council, where appropriate. Other costs might include those arising from having to deal with contamination on sites, or other problematic ground conditions.

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

3.   **Community/Council Planning –**

- *Reshaping our place, our economy and our future* – Application of the allotments legislation will assist in empowering communities and ensuring a greener Renfrewshire.

- *Creating a sustainable Renfrewshire for all to enjoy* – the provision of allotments will aid sustainability in terms of food provision

4.   **Legal** – legal advice will be required in connection with preparation of the regulations, as well as on aspects of the legislation as issues arise. If it is necessary to acquire additional land for the provision of allotments, this will require legal input.

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5.	**Property/Assets** – in order to comply with the obligations mentioned in paragraph 3.3 above, the Council will require to consider setting aside land for use as allotments, and/or possibly to acquire land for this purpose.

6.	**Information Technology** – details of the regulations and the annual reports will require to be published electronically.

7.	**Equality & Human Rights** -

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

8.	**Health & Safety** – Care will have to be taken in areas where there may be contamination in the ground, raised beds being a possible solution in this respect.

9.	**Risk** – *N/A*

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List of Background Papers - none

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To:	**Council**
On:	**3 May 2018**

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

Heading: **Church Representatives on Committees Appointed by Education Authorities**

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1. Summary

1.1 Section 124 of the Local Government (Scotland) Act 1973 provides that where an education authority appoints a committee whose purposes include 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 shall not be members of the education authority) shall be church representatives. One of the three places requires to be filled in accordance with the Act by a nomination from the Church of Scotland and one by the Roman Catholic Church.

1.2 In the selection of the third person the Act specifies that the authority shall 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. At the statutory meeting of the Council it was noted that one nomination had been received in relation to the third representative, from PACT (Paisley Action of Churches Together), nominating Reverend Graeme Currie, secretary of PACT and the Pastor of Hopehall Evangelical Church (Paisley) and it was agreed that Reverend Currie be appointed.

1.3 Subsequently, Reverend Currie advised that PACT had closed and as a consequence he would no longer be their representative on the Education & Children's Services Policy Board and the Council at its meeting held on 28 September 2017 agreed that arrangements be made to secure a replacement nominee and, in the first instance, to approach Renfrewshire Evangelical Alliance of Churches. However, no response was received in relation to this invitation and the Council at its meeting held on 21 December 2017 agreed that an advertisement be placed in the local and national press and on the Council's website seeking nominations.

1.4   Adverts were placed in the Herald, Record, Paisley Daily Express and the Renfrew Gazette and on the Council website. In addition contact was made with Renfrewshire Interfaith Group asking if they wished to make a nomination.

1.5   Only one nomination has been received, from Ravinder Singh, Sikh Chaplain at the University of the West of Scotland, nominating himself. In support of his nomination Mr Singh has lodged letters from the Sikh Council of Scotland and from the Shri Guru Ravidass Community Scotland and from Reverend Peter Gill, Wallneuk North Church of Scotland, attached as appendices to this report. Mr Singh is a member of the Renfrewshire Interfaith Group.

1.6   As detailed in paragraph 1.2 above, in the selection of the third person the Act specifies that the authority shall 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. There are no Sikh places of worship in Renfrewshire. The 2011 census identified the religious beliefs within the then Renfrewshire population of 174,908 as follows:

Church of Scotland	Roman Catholic	Other Christian	Buddhist	Hindu	Jewish	Muslim	Sikh	Other religion	No religion	Religion not stated
56,366	39,769	6,816	257	273	63	1,313	573	360	57,132	11,986
32.2%	22.7%	3.9%	0.1%	0.2%	0.0%	0.8%	0.3%	0.2%	32.7%	6.9%

1.7   Mr Singh is a member of the Renfrewshire Interfaith Group and his nomination is supported by a local Church of Scotland minister. He is also the Sikh Chaplain at the University of the West of Scotland. it is considered appropriate therefore that he be appointed as the third church representative on the Education & Children's Services Policy Board

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2.   **Recommendation**

2.1   That the Council considers the appointment of Mr Singh as third church representative on the Children's Services Policy Board.

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Implications of this report

1.   **Financial Implications** – none

2.   **HR and Organisational Development Implications –** none

3.   **Community Plan/Council Plan Implications –** none

4.   **Legal Implications –** as detailed in the report.

5.   **Property/Assets Implications –** none

6.   **Information Technology Implications –** none

7. **Equality and Human Rights Implications**

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

8. **Health and Safety Implications –** none

9. **Procurement Implications** – none

10. **Risk Implications** – none

11. **Privacy Impact** – none

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List of Background Papers –

(a) none
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Author: Lilian Belshaw, Democratic Services Manager, 0141 618 7112

To: **Council**

On: **3 May, 2018**

Report by: Director of Finance & Resources

Heading: Timetable of Meetings

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1.   **Summary**

1.1   The timetable of Council and Board meetings was agreed at the meeting of the Council held on 28 September, 2017. This report proposes changes to the timings of the meetings of the Communities, Housing & Planning Policy Board, the Police and Fire & Rescue Scrutiny Sub-committee and the Petitions Board.

        Communities, Housing & Planning Policy Board and the Police and Fire & Rescue Sub-committee

1.2   The Council agreed that meetings of the Communities, Housing & Planning Policy Board and the Police and Fire & Rescue Service Scrutiny Sub-committee be held on the same day at 2pm and 1pm respectively.

1.3   A request has been received from the Convener of the Communities, Housing & Planning Policy Board, who is also the Convener of the Sub-committee, that consideration be given to altering the start times of both the Policy Board and Sub-committee meetings as on occasion it has been the case that meetings of the Sub-committee have not concluded by 2pm and all of the members of the Sub-committee and some of the support officers require to leave the meeting to attend the Policy Board meeting. In view of the effort and resources by Police Scotland and the Scottish Fire & Rescue Service to attend these meetings, and to enable members of the Sub-committee to properly undertake their scrutiny role, it is proposed that more time is allocated to consider Sub-committee business.

1.4   It is proposed that meetings of the Communities, Housing & Planning Policy Board start at 1pm with meetings of the Police and Fire & Rescue Scrutiny Sub-committee starting at 3pm.

Petitions Board

1.5   The Council agreed that meetings of the Petitions Board start at 10 am. A request has been received from the Convener of the Petitions Board that these meetings be rescheduled to 2pm.

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2.   Recommendations

2.1   That with effect from the meetings which are scheduled for 22 May 2018, future meetings of the Communities, Housing & Planning Policy Board start at 1pm with meetings of the Police and Fire & Rescue Service Scrutiny Sub-committee starting at 3pm; and

2.2   That with effect from the meeting which is scheduled for 4 June 2018, future meetings of the Petitions Board start at 2pm.

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Implications of the Report

1.   **Financial –** none

2.   **HR & Organisational Developmen*t* -** none

3.   **Community/Council Planning –**   none

4.   **Legal** - none.

5.   **Property/Assets -** none.

6.   **Information Technology –** none

7.   **Equality & Human Rights**

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

8.   **Health & Safety –** none

9.   **Procurement –** none

10.   **Risk –** none

11.   **Privacy Impact –** none

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

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List of Background Papers - none

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