

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

Date	Time	Venue
Wednesday, 15 June 2022	13:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

MARK CONAGHAN  
Head of Corporate Governance

### Membership

Councillor Jennifer Adam: Councillor Jacqueline Cameron: Councillor Carolann Davidson: Councillor Audrey Doig: Councillor Chris Gilmour: Councillor John Gray: Councillor John Hood: Councillor James MacLaren: Councillor Janis McDonald: Councillor John McNaughtan: Councillor Will Mylet: Councillor Iain Nicolson: Councillor Ben Smith:

Councillor Michelle Campbell (Convener): Councillor Stephen Burns (Depute Convener):

### Hybrid Meeting

Please note that this meeting is scheduled to be held in the Council Chambers. However, it is a hybrid meeting and arrangements have been made for members to join the meeting remotely should they wish.

### Webcasting of Meeting

This meeting will be filmed for live or subsequent broadcast via the Council's internet site – at the start of the meeting the Convener will confirm if all or part of the meeting is being filmed. To find the webcast please navigate to

<https://renfrewshire.public-i.tv/core/portal/home>

### Members of the Press and Public

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

## **Apologies**

Apologies from members.

## **Declarations of Interest**

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

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|----------|---|------------------|
| <b>1</b> | <b>Operational Performance Report</b>   | <b>5 - 12</b>    |
|          | Report by Director of Environment & Infrastructure.   |                  |
| <b>2</b> | <b>Service Delivery Plan 2021/22 and Outturn Report and Service Improvement Plan 2022-25</b>                          | <b>13 - 88</b>   |
|          | Report by Director of Environment & Infrastructure.   |                  |
| <b>3</b> | <b>Environment and Infrastructure Health, Safety and Wellbeing Plan 2022/23</b>                                       | <b>89 - 100</b>  |
|          | Report by Director of Environment & Infrastructure.   |                  |
| <b>4</b> | <b>School Parking Exclusion Zones – Safer Schools Evaluation</b>  | <b>101 - 112</b> |
|          | Joint report by Director of Communities and Housing Services and Director of Environment and Infrastructure Services. |                  |
| <b>5</b> | <b>Community Asset Transfer Policy and Procedures</b>   | <b>113 - 154</b> |
|          | Report by Chief Executive.  |                  |
| <b>6</b> | <b>Community Asset Transfer Return (1st April 2021 – 31st March 2022)</b>   | <b>155 - 158</b> |
|          | Report by Chief Executive.  |                  |
| <b>7</b> | <b>Lease of Craigielea House, Blackstoun Road, Paisley, PA3 1NB</b>   | <b>159 - 164</b> |
|          | Report by Chief Executive.  |                  |

- |           |  |                  |
|-----------|--|------------------|
| <b>8</b>  | <b>India Tyres Playing Fields, Community Asset Transfer request by Inchinnan Development Trust</b> | <b>165 - 168</b> |
|           | Report by Chief Executive.   |                  |
| <b>9</b>  | <b>Shop at 30 Glenburn Road, Paisley</b>   | <b>169 - 172</b> |
|           | Report by Chief Executive.   |                  |
| <b>10</b> | <b>Disposal of land from Paisley Common Good, Bridge Street, Paisley</b>                           | <b>173 - 180</b> |
|           | Report by Chief Executive.   |                  |





**To:** Infrastructure, Land and Environment Policy Board

**On:** 15 June 2022

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**Report by:** Director of Environment & Infrastructure

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**Heading:** Operational Performance Report

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## **1. Summary**

- 1.1 This report provides an overview of key service activities since the last Policy Board report on 23 March 2022 and an operational performance update on the services and key projects delivered during this period.
- 1.2 Operational Services have continued on a 'business as usual' basis while working within Covid-19 restrictions. All required safety measures are in place and are now well established.
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## **2. Recommendations**

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

- 2.1 Approves the operational performance update detailed within this report.
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## **3. Background**

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

- 3.2 Operational Services continued to deliver services as normal while working within the Covid-19 restrictions. These included social distancing, enhanced cleaning and PPE measures. Employees across the service have shown great commitment and resilience while delivering essential services, across Renfrewshire. While most of the restrictions have now been removed covid is still impacting on absence levels across our workforce, this coupled with additional annual leave that was carried forward from last year is having resource implications for operational services.

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## **Updates for Infrastructure Land and Environment Policy Board**

### **4. Fleet, Roads and Transportation**

#### **4.1 Fleet Services**

- 4.1.1 Fleet Services have implemented a new electronic key management system for the sustainable pool fleet. The system has been thoroughly tested and will be rolled out service by service over the coming weeks. The system utilises an automated key safe system aligned to a new and improved online booking system that automates the issuing and returning of keys, helping to manage daily operations. It also works in conjunction with our existing vehicle tracking system allowing the utilisation and efficiency of the vehicles to be monitored. The new key management system offers an intelligent control, administration, and documentation process for keys and can be managed remotely creating the highest degree of efficiency in everyday operations. – remove green

#### **4.2 Roads Capital Programme**

- 4.2.1 The Roads Capital Investment programme for 2022/23 has commenced with around 20 of the programmed carriage-way resurfacing schemes completed to date, the footway resurfacing, large area patching, surface dressing and micro-surfacing programmes are due to commence in the summer.

#### **4.3 Community Investment Fund**

Members were updated at the last meeting of the ILE Policy Board in relation to the launch of the #YouDecide campaign on 4 October 2021.

- 4.3.1 The engagement with the communities has been a positive experience with communities and individuals contributing 2,843 ideas. This initial list of ideas has been reduced to a long list of 174 ideas. These 174 suggestions are now undergoing assessments for deliverability and design which will then inform the shortlist that goes to the public vote in Summer 2022.

#### 4.4 **Active Travel Update**

4.4.1 The Paisley to Renfrew riverside cycle and pedestrian route started the build phase in late January 2022. To date on the section from Abercorn Street towards Wright Street the vegetation has been cleared, the ducting for lighting columns and kerbing have been installed. The project will provide an important active travel link from Paisley Gilmour Street Station all the way to the River Clyde. The route passes close to two primary schools, the new Paisley Grammar Campus, two public parks and a number of important retail and employment sites. Stakeholder engagement on some smaller 'design and build' elements has begun. In addition, work has now commenced in providing cycling links to the Glasgow Airport Investment Area and this will form an important element in the Council's cycling strategy network going forward.

#### 4.4.2 Causeyside Street Cycle Lane

The Council is working to transform Paisley town centre using its significant cultural and heritage story to promote it as a great place to live and visit. There is significant investment in historic venues in the town centre including Paisley Museum and Town Hall and we are exploring ways to improve access and connectivity to these locations for visitors and residents. We are developing plans to investigate reform options for Causeyside Street to enhance walking, cycling and public transport connections for residents, businesses and visitors.

The initial stages of this project will look to improve infrastructure and connections between Gilmour Street and Canal Street train stations, providing cycling infrastructure, formalising car parking arrangements to remove illegal parking activities and to improve the streetscape and connections to amenity areas such as Dunn Square.

We will be launching a consultation on initial plans for the project, the consultation will involve visiting every business within the area, engaging with local ward councillors, key stakeholders such as Paisley First and Public Transport Operators and providing a site presence during the consultation. We anticipate that the consultation will be launched in late June and will run for a period of 4 weeks.

#### 4.4.3 **Smarter Choices, Smart Places**

Environment & Infrastructure Services are working with schools and communities to implement three new Active Travel projects as part of the Smarter Choices, Smarter Places funding programme:

- **Beat the Street**

This project aims to increase people's activity levels and improve health. It's a behavioural change initiative that is focused around a game. During the game, residents record their distance walked/cycled by tapping their Beat the Street card on Beat Boxes on lamp posts at various locations. They can view their total distance accumulated online, creating competition whilst rediscovering their local

area. It is suitable for all ages. Locations for the game will take place in Paisley following the success of last year's programme in Bridge of Weir, Houston, Linwood, Johnstone. Lochwinnoch and Elderslie.

- **School Active Travel Promotion**

Up to 20 Primary Schools can engage with a year-long initiative (WOW – Walk to School) that rewards pupils with monthly badges for travelling actively for a set period of days. This is particularly useful to use with schools that report persistent congestion issues. All 50 Primary Schools will receive materials to support a focused Walk to School Week. Living Streets Scotland, charity for everyday walking, will offer support and run additional promotions throughout the year.

- **Scootability**

Younger pupils will have lessons on how to use their scooters safely. The training will run alongside Cycling Scotland's Bikeability training which is offered to older pupils. Training will be co-ordinated by the Bikeability Officer based in Renfrewshire Leisure.

- 4.4.8 The traffic reduction studies in village settings within Renfrewshire has largely completed its consultation phase with key stakeholders. Kilbarchan Road in Bridge of Weir has been added to the villages of Howwood, Kilbarchan and Houston in the study. Surveys to assess traffic volumes, speeds and travel patterns are now complete. The service is now considering a range of potential traffic interventions that should improve road safety in the areas and these will be brought forward for consultation with the Community.

As a result of Council and SPT funding there has been significant investment in Pedestrian Crossing installations at Glenburn Road and Penilee Road during May and June to address concerns of road safety, speeding and crossing locations at or around schools, nurseries and key junctions in towns and villages.

## 5. Parks Investment

- 5.1 Tenders have been issued for the following parks and contracts for work are anticipated to be awarded by 30 June 2022.

The six contracts are for works to update parks in the following areas:

- Campbell Street, Renfrew
- Crag Park, Paisley
- Elm & Sycamore, Johnstone
- Ardgryffe Park, Houston
- Churchill Drive, Bishopton
- Dunvegan Avenue, Elderslie

- 5.2 The work to clear Barshaw Pond of silt and any associated invasive weed has been completed. Subsequent restoration works are now underway and once the grass has re-established around the work area, cutting and the usual maintenance will resume.

## **6. Climate Change**

### **6.1 Electric Vehicle Charge Points**

Installation of additional electric charging equipment at the Document Solutions Centre, Hawkhead Cemetery and the HSCP facilities at Dundonald Road Gallowhill and Montrose Road Foxbar have been completed for Fleet electric vehicles.

6.2 Works have started on the EV Charging Hub at Stow Brae Car Park as part of the regeneration works planned for Causeyside Street and providing local community with twelve electric vehicle charging bays.

### **6.3 Biodiversity**

StreetScene have completed preparation and seeding / planting activities for the Wildflower & Trees areas:

#### **Wildflower Corridors / Areas**

- Paisley - Linwood Road
- Paisley, St James's - Greenock Road
- Erskine - A726
- Paisley - Glenburn Road
- Johnstone - Spateston

These areas are starting to germinate with wildflowers emerging over the next few weeks, providing colour and increased pollinator species areas.

We have engaged with Spateston ELC who are enthused with this project and are looking forward to the benefits of taking learning outdoors.

#### **Trees & Woodland Plantations (2)**

- Inchinnan - Freeland Drive
- Paisley - Newark Drive /Mossneuk Drive /Nethercraigs Drive

All areas prepared and trees planted with the welcomed assistance of Inchinnan Primary School at Freeland Drive. Additional guards have been put in place to protect the young trees.

## **7 Team Up to Clean Up**

7.1 Team Up to Clean Up is now entering its 5<sup>th</sup> year. The Campaign continues to grow with around 10-40 clean ups per day. 3,700 local people have joined the Facebook group and regularly engage, arrange or get involved in local activity.

7.2 The Big Spring Clean has been well received by schools and communities. A series of presentations took place with primary and secondary school pupils focusing on the impact of litter in their communities. Pupils further took part in arranged litter picks by schools and this was celebrated in local press and social media. Over the course of

the Big Spring Clean 544 events took place involving 1,500 volunteers who removed 2,489 bags of litter from Renfrewshire communities.

## **8. Waste and Recycling Services**

- 8.1 Renfrewshire Council has awarded the contract for a new Operational Management System as the contract for the current system expires in August 22.
- 8.2 The service continues to review the recycling infrastructure within the Councils' school estate with a view to reducing residual waste and maximising the quantity and quality of recycling. The review has been progressing well and it is hoped that it will rolled out to schools once they return in August.
- 8.3 A second application has been submitted to the Scottish Government's Recycling Improvement Fund for investment in our Household Waste Recycling Centres to improve recycling performance by adding additional equipment to improve on-site separation.
- 8.4 All staff, including waste collection crews, have been trained in GDPR and what it means for their role in maintaining Council compliance with the legislation.
- 8.5 On the public holiday weekend, waste services on the Thursday and partially on the Friday were disrupted. A contingency and recovery programme was implemented on the Thursday along with a communications campaign to the public, elected members and communities. The services have since returned to normal operations.

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## **Implications of the Report**

1. **Financial** – The absence and annual leave issues described in section 3.2 of this report may impact on operational services budgets. In addition, some of the works described within the report may be affected by the cost increases being experienced across the UK.
2. **HR & Organisational Development** – None
3. **Community & Council Planning**

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

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

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

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

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**List of Background Papers: none**

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**To:           Infrastructure, Land and Environment Policy Board**

**On:           15 June 2022**

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**Report by:   Director of Environment & Infrastructure**

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**Heading:    Environment & Infrastructure Service Improvement Plan 2022/23-24/25  
and Service Delivery Plan 2021-22 Outturn Report**

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## **1.     Summary**

- 1.1    The Service Improvement Plan links to the Council Plan and Community Plan, alongside the Risk Management Plan and Workforce Plan to form a set of documents which provide the strategic direction for the service. This plan is also intended to complement the council-wide Economic Recovery Plan and Social Renewal Plan. The Service Improvement Plan is included as Appendix 1 to this report.
- 1.2    The global COVID-19 pandemic has had a significant impact on how services are delivered and the needs of the community. Consequently, services produced Service Delivery Plans for 2021/22 outlining the actions they would take to assist in recovery. A detailed outturn report is included as Appendix 2.
- 1.3    A mid-year progress update on the Service Improvement Plan will be submitted to the Infrastructure, Land and Environment Policy Board.
- 1.4    This plan is presented to the Environment & Infrastructure Policy Board for approval of the areas within this Board's remit only. The plan and covering report will also be submitted to the Finance, Resources & Customer Service Policy Board for approval of the areas within that Board's remit.
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## **2. Recommendations**

It is recommended that the Environment & Infrastructure Policy Board:

- 2.1 Approves the 2022/23 – 24/25 Service Improvement Plan for Environment & Infrastructure attached as Appendix 1 and as specific to the areas of activity delegated to this Policy Board;
  - 2.2 Notes the progress made in delivering the Service Delivery Plan 2021/22.
  - 2.3 Agrees that progress in respect of areas of activity delegated to this Policy Board be reported to the Infrastructure, Land and Environment Policy Board on 2 November 2022.
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## **3. Background**

- 3.1 Environment & Infrastructure has remained aspirational throughout the pandemic and early recovery period covered by the previous Service Delivery Plan. The Service Improvement Plan looks forward to continuous improvement and recovery through setting out our service priorities, the key tasks to be implemented and by when, and how we will measure progress. The first progress update on relevant actions and progress on the Service Improvement Plan 2022/23 to 2024/25 will be submitted to the Infrastructure, Land and Environment Policy Board in November 2022.
- 3.2 This Service Improvement Plan for Environment & Infrastructure covers the year 2022/23. The priority actions set out in section 6 of the attached Service Improvement Plan (Appendix 1) details the specific actions the service will progress in order to support the Council's immediate priorities and future direction and help deliver improved outcomes for Renfrewshire's communities.

## **4. Key Achievements 2021/22**

- 4.1 The service's main focus over the last year has been to adapt and mitigate the continued challenges of COVID-19. This has been balanced with establishing service recovery and being able to continue to support our communities and businesses. Despite this challenging operating environment, the service has been able to deliver its services on a 'business as usual' basis and deliver a wide range of achievements across the service. Further detail on each achievement can be found in the Plan attached at Appendix 1. An out-turn report covering Environment & Infrastructure's performance during 2021/22 is also reported in Appendix 2.

4.2 A more detailed picture of achievements is included in the Service Improvement Plan appended to this report. The achievements relevant to the remit of this Board include:

4.2.1 **Strategic Outcome 1: Reshaping our place, our economy and our future.**

**Roads Investment Programme** – As part of the 5 year £40m roads investment programme, the 3<sup>rd</sup> year of roads capital investment programme commenced in April 2021. Planned carriageway resurfacing works included significant ambassador routes through Renfrewshire such as the St James Interchange, Barrhead Road and Glasgow Road. In total, 90 carriageways and 38 footways have been resurfaced.

**Paisley Partnership Cultural Regeneration** – Environment & Infrastructure continue to provide support and advice to the Cultural Infrastructure Team for the planned development of the Public Realm in Paisley Town Centre. The service is also leading on the transportation infrastructure improvements in Paisley Town Centre. These are improving accessibility and connectivity, while supporting economic growth and improving visitor numbers.

**Glasgow City Region/City Deal** - Environment & Infrastructure contributes to the joint work which supports the Glasgow City Region/City Deal and the £113bn Glasgow and Clyde Valley Infrastructure Fund. This is done through the regulation of roads and transportation standards.

**Walking and cycling routes** – Works took place across 11 sites to improve access, lowering kerbs, improving sightlines and installation of ramps. These works offer realistic alternative commuter routes and encourage the use of a network of walking and cycling routes to reduce single congestion and pollution.

**Investing in Parks and Cemeteries** – During 2021/22 Environment & Infrastructure has invested in Renfrewshire's Parks and Cemeteries. An investment of £2.284 million to support improvements in outdoor access and play areas was agreed for 2021/22 and 2022/23. £1.25 million from the Strategic Asset Management Fund was set aside specifically for park investment. The Scottish Government awarded Renfrewshire a capital grant of £158,000 for 2021/22. Environment & Infrastructure planned to complete 14 renewals of park infrastructure and 7 refurbishments between 2021/22 and 2022/23. A further capital grant of £155,000 for play areas was awarded by the Scottish Government for 2022/2023.

The total capital investment in cemeteries is £320,210.95 for 2022/23. Funding is committed this financial year for roads and drainage and other minor works in cemeteries including;

- Work commissioned for renewed signage for all cemeteries.
- Work commissioned for drainage connection onto Scotts Road.
- Next phase of major works for drainage and road surfaces being commissioned for Hawkhead Cemetery.

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

**Creating employment opportunities** – Environment & Infrastructure has delivered a range of services and projects that has created job opportunities for Renfrewshire’s young people and vulnerable people, actively preparing and supporting them for the world of work. They include:

- Kickstart programme for several employees within StreetScene and Waste.

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

**Supporting the Council’s pledge to be carbon neutral by 2030** – Environment & Infrastructure activities continue to make a critical contribution towards Renfrewshire being carbon neutral by 2030. It has an active role in this process and already delivers a number of programmes to help mitigate climate change.

**Environment & Place Investment** – Leading the Environment & Place agenda, fronted by the Team Up to Clean Up campaign with the following key activities and outputs:

- In 2021, 8,965 volunteers removed 18,065 bags of litter or detritus during 4,696 events.
- 771 clean up events have taken place in the Big Spring Clean 2022 and removed 2,345 bags of litter.
- Supporting community and volunteer participation with an emerging interest throughout 2021/22 of volunteers delivering grounds maintenance work, further improving local areas.

**Recycling and waste collection service** – A large number of households who had remained on sack collections have been migrated to wheeled bin collections. Only a small number of households remain on sack collections.

**Electric vehicle & charging infrastructure** – In 2021/22, in support of the expansion of the Electric Vehicle Fleet, £275,000 has been invested. Additional charging infrastructure has been installed at the Underwood Road and Robertson Park depots. Public EV charging points have been added at Castle Semple Visitor Centre Lochwinnoch, Johnstone Town Hall, Montrose Care Home in Foxbar and various Council owned car parks across Renfrewshire.

#### 4.2.4 **Council Plan Strategic Outcome 5: Working together to improve outcomes**

**Better use of technology** – The service has developed several apps and has expanded the use of digital technology in 2021/22. These developments have provided vital support to staff in delivering frontline operational requirements. Improved use of technology includes the application of in-cab real time data for waste

collection crews, linking special uplift collection information through the Council's customer account portal, 'My Account', geographical mapping apps to support the gully maintenance and grass cutting schedules.

An increased focus on data analytics and performance information has been positively received across each service area.

### **Capital Programme**

- Roads/Footways Upgrade Programme - £9.1million
- #YouDecide Community Investment Fund Campaign - £500,000
- Active Travel and Bus Infrastructure
- Completion of works on the White Cart footbridge and strengthening of Crosslee Bridge
- Investment in Parks and Play Areas
- Cemeteries estate improvements

**Support for COVID-19 vaccination and testing centres** – Environment & Infrastructure services supported the local efforts against COVID-19. Environment & Infrastructure have assisted in delivering contingency arrangements for vaccination and testing centres across Renfrewshire.

### **Service Awards**

**Waste Operations** won the Outstanding COVID-19 Response Award at the Chartered Institute of Waste Management Scottish Resources Awards in September 2021. The panel were impressed with the quick and effective response of the service and household waste recycling centres to ensure the continuation of service, tackling the challenges of frontline resourcing, operation safely and significant increase in waste arisings.

### **Community Investment Fund**

Launched on 4 October 2021, £500,000 capital funding was directed to the #YouDecide campaign. Roadshows ran across Renfrewshire until 14 November supported by a highly visible marketing and communications campaign. #YouDecide has been a positive experience with communities and individuals contributing 2,843 ideas. This initial list of ideas has been reduced to a long list of 174 ideas. These 174 suggestions are undergoing assessment for deliverability and design which will then inform the shortlist.

## **5. What do we want to achieve?**

- 5.1 A priority for all Council services is the recovery from the pandemic. For Environment & Infrastructure this means a particular focus on delivering a wide ranging and highly visible services to Renfrewshire's communities and businesses.
- 5.2 The service continues to contribute to the priorities set out in the forthcoming Council Plan, which will be presented to Council in September 2022. Environment & Infrastructure will also continue to contribute to the achievement of outcomes set in Our Renfrewshire, our 10-year Community Plan. Environment & Infrastructure leads

on the Environment & Place agenda and will continue to support the key corporate high-level priorities of the Alcohol and Drugs Commission and the Economic Recovery Plan and Social Renewal Plan.

5.3 The service's key overarching priorities will be:

- COVID-19 recovery;
- Modernisation of key business processes; and
- Digitilisation of processes and service delivery.

5.4 Implementing an effective process modernised programme, supported by advanced digital service delivery, will allow Environment & Infrastructure to realise productivity improvements and support the Council's in its COVID-19 recovery process.

5.5 The current strategic priorities identified for Environment & Infrastructure reflect the opportunities identified by the service and are summarised as:

- **Right for Renfrewshire** - Environment and Infrastructure will support this next phase of the programme following confirmation of the service redesigns.
- **Climate Emergency** - On 27 June 2019, the Council declared a climate emergency and has pledged to make Renfrewshire carbon neutral by 2030. The Council has established a programme of work to develop Renfrewshire's plan for net zero. Environment & Infrastructure will continue to play an active role in this workstream and already delivers a number of programmes to help mitigate climate change.
- **Transportation Interventions** – Taking forward the successful projects outlined within the Transport Scotland £500 million Bus Partnership fund to improve access to public transport across Renfrewshire to support connectivity to employment, leisure and retail.
- **Electrification and Sustainable Travel** - This will support sustainable travel planning to create modal change encourage greater use of electric vehicles and bikes.
- **People Strategy** - This five-year plan from 2021- 2026 will focus on supporting staff through covid-19 recovery, service transformation, changing culture norms, embedding our values within decision making and improving staff and service user experiences of the Council.
- **Use of digital technology** - The service will continue to work with the Chief Executive's data analytics team to develop innovative ways of working using existing data and new technology to improve the efficiency and performance of the service and support the roll out of the digitalisation of front-line services.
- **Staff engagement** – Embedding the new approach to staff engagement at all levels across the service, with a particular focus on listening, involving, and

supporting front line employees in the context of COVID-19 restrictions and guidelines.

- 5.6 Priority actions and performance indicators are core elements of the Service Improvement Plan. The priority actions in the Plan at Appendix 1, set out how each of the key priority outcomes will be addressed, the key tasks to be implemented, an implementation timetable, and the measures of success. A range of performance indicators are provided to monitor progress over the period of the plan.

## **6. Monitoring progress**

- 6.1 Implementation of the Service Improvement Plan will be monitored, and relevant activities and progress will be reported to the Infrastructure, Land & Environment Policy Board on a six-monthly basis.
- 6.2 Greater detail of the specific actions the service will progress can be found in Section 6 of our Service Improvement Plan, included as an appendix to this report.
- 6.3 Full details of progress against the actions and performance indicators in Environment and Infrastructure's Service Delivery Plan for 2021/22 are included as appendix 2 to this report. The appendix outlines whether the targets were met and actions were progressed in line with the anticipated timescales, alongside an explanation of performance. Over the coming months the service will be reviewing performance to consider the impact of pandemic recovery and other factors and will review targets accordingly. This work also feeds into the development of the new Council and Community Plan and their refreshed scorecards, ensuring that the focus of both the service's actions and performance indicators are closely aligned to the Council's overall priorities. Any changes to the indicators, additional indicators or renewed targets will be outlined in the mid-term report to this Board in the autumn.

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## **Implications of the Report**

1. **Financial** - The Service Improvement Plan highlights resourcing pressures arising from increasing demand for services and the current financial environment.
2. **HR & Organisational Development** – none
3. **Community/Council Planning** – the report details a range of activities which reflect local council and community planning themes.
4. **Legal** – none
5. **Property/Assets** – none

- 6. Information Technology** – Service developments relating to information technology are key enablers of service improvement and modernisation and support service-level and corporate objectives.
- 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** – Risks related to the delivery and management of services are regularly monitored and included in Renfrewshire Council's Corporate and Strategic Risk Registers.
- 11. Privacy Impact** - none
- 12. COSLA Policy Position** – none.
- 13. Climate Risk** – The priorities and actions outlined within the report will make a positive contribution to tackling climate change.

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**List of Background Papers:**None

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## Environment & Infrastructure

### Service Improvement Plan 2022-2025

#### 1. Introduction

- 1.1 This Service Improvement Plan for Environment & Infrastructure covers the period from 2022/23 to 2024/25. The plan outlines what the service intends to achieve over the next three years based on the resources expected to be available.
- 1.2 In 2021/22, in recognition of the considerable impact of the pandemic, services produced single-year delivery plans, which were focused on actions required to manage the response to and recovery from the coronavirus. As restrictions continue to ease and public services can have a greater focus again on business as usual, the Council is once again producing three-year improvement plans.
- 1.3 The major factors that this Service Improvement Plan will require to respond to are the ongoing recovery from the pandemic, the challenging financial environment and delivering the key priorities and outcomes of the Council Plan and Community Plan. The plan sets out the likely impact that these issues will have on the service and our actions to address them.
- 1.4 The Council Plan clearly articulates the Council's priorities for Renfrewshire, and along with the Community Plan, sets out an ambitious programme of work. A new Council Plan is developed every five years, aligned with the cycle of local government elections. Renfrewshire's new Council Plan is currently being developed and will be presented to elected members after the summer recess later this year. It will set out the high-level strategic outcome the Council intends to achieve and detail the steps needed to delivery on these. Future Service Improvement Plans will align to those high-level outcomes; for now, key actions are grouped under four themes:
- Place: What we do to support our economy, our infrastructure, our assets
  - People: What we do to support our communities and individual residents
  - Sustainability: What we do to address climate issues and promote sustainable services and communities
  - Living Our Values: What we do in terms of our organisational behaviours and approaches
- 1.5 The Community Plan is a ten-year plan and the current Renfrewshire Plan runs from 2017 to 2027. It is good practice to review these plans regularly to ensure they remain ambitious and fit for purpose. The Renfrewshire Community Plan is currently being reviewed and this will involve engagement with key stakeholders. A revised Community Plan will also be presented to elected members and the Community Planning Partnership after the summer recess.
- 1.6 Service Improvement Plans informs each service's Workforce Plan and Risk Register and are the overarching documents which sets the programme of development and

improvement activity within the service as well as providing context for budget decisions.

- 1.7 Environment & Infrastructure contribute towards the following partnership plans;
- Local Government Benchmarking Framework (LGBF)
  - Renfrewshire Community Planning Partnerships
  - Clyde Valley Waste Partnership
  - Transport Scotland Bus Partnership Fund
  - Renfrewshire Health & Social Care Partnership Strategic Plan
  - Strathclyde Partnership for Transport
- 1.8 A mid-year progress update on the Service Improvement Plan will be presented to board in autumn 2022, and an outturn report in May 2023. Early in 2023, Environment & Infrastructure will review this plan and produce a revised version to reflect both progress and any changing priorities.

## **2. What we do**

- 2.1 Environment & Infrastructure is responsible for the provision of every day essential services, directly to the public of Renfrewshire, to other services within the Council and to community planning partners. These services are delivered by approximately 1,500 employees, employed on a full-time or part-time basis, with a gross expenditure budget of approximately £70.3 million. Frontline services are delivered at around 270 Council premises, to over 91,000 households and businesses, and support more than 849 km of roads and transport infrastructure.

Environment & Infrastructure has two main service areas/groupings, Operations and Infrastructure and Facilities Management Services.

The overall core aims of the service are to deliver:

- **Operations and Infrastructure Services:**  
Waste, Streetscene, Roads, Infrastructure & Transportation, Fleet and Social Transport and Sustainability & Place.
- **Facilities Management & Property Services:**  
Hard & Soft Services: includes janitorial, cleaning, catering, school crossing patrollers, repairs, maintenance and compliance in schools and public buildings, Building Services operations.

## **3. Overview of Achievements 2021/22**

As part of the Council's approach to managing the pandemic response, Council services each produced a one-year Service Delivery Plan in 2021/22. These focused on the actions necessary to manage the response and the recovery from the pandemic. A full outturn report on that Service Delivery Plan has also been presented to this Board. The outturn details the achievements of Environment & Infrastructure during 2021/22 and sets out progress against actions and performance targets. These achievements include;

## **Strategic outcome 1: Reshaping our place, our economy and our future**

### **ROADS INVESTMENT PROGRAMME**

The roads capital investment programme for 2021/22 commenced in April 2021. Planned carriageway resurfacing works included significant ambassador routes through Renfrewshire such as the St James Interchange, Barrhead Road and Glasgow Road. In total, 90 carriageways and 38 footways have been resurfaced.

### **CAPITAL INVESTMENT PROGRAMME**

- Roads and Footways upgrade programme - £9.1 million
- Active Travel and Bus Infrastructure
- Completion of works on the White Cart footbridge and strengthening of Crosslee Bridge
- #YouDecide Community Investment Fund Campaign - £500,000
- Cemeteries Estate improvements
- Upgrading toilet facilities in schools

### **INVESTING IN PARKS AND CEMETERIES**

During 2021/22 Environment & Infrastructure has invested in Renfrewshire's parks and cemeteries. An investment of £2.284 million to support improvements in outdoor access and play areas was agreed for over 2021/22 and 2022/23. £1.25m from the Strategic Asset Management Fund was set aside specifically for park investment. The Scottish Government awarded Renfrewshire a capital grant of £158,000 for 2021/2022. Environment & Infrastructure planned to complete 14 renewals of park infrastructure and 7 refurbishments between 2021/22 and 2022/23. A further capital grant of £155,000 for play areas was awarded by the Scottish Government for 2022/2023.

The total capital investment in cemeteries is £320,210 for 2022/23. Funding is committed this financial year for roads and drainage and other minor works in cemeteries including;

- Work commissioned for renewed signage for all cemeteries.
- Work commissioned for drainage connection onto Scotts Road.
- Next phase of major works for drainage and road surfaces being commissioned for Hawkhead Cemetery.

## **Strategic Outcome 3: Tackling inequality, ensuring opportunities for all**

### **PROVISION OF MEALS DURING SCHOOL HOLIDAYS**

Working in partnership with colleagues in Community Development and Learning, healthy meals have been provided to vulnerable young people during school holidays.

### **CREATING EMPLOYMENT OPPORTUNITIES**

Several service areas employed staff through the Scottish Government's Kickstart Scheme. Working with colleagues in Invest in Renfrewshire, Kickstart has been developed to create 6-month placements for 16 to 24 year olds most at risk from long term unemployment. The placements support young people to develop skills and experience needed to find work after completing the 6 months.

## **ONLINE SCHOOL PAYMENTS – CASHLESS CATERING**

The roll out of the cashless catering technology to all primary, secondary, nursery and ASN schools has been completed in 2021/22. The system allows parents to pay for their child(ren)'s meals online and gives visibility of their child(ren)'s meal choices and anonymises free school meal entitlement. The new system has allowed quicker throughput for children using the school meals service.

## **Strategic Outcome 4: Creating a sustainable Renfrewshire for all to enjoy**

### **SUPPORTING THE COUNCILS PLEDGE TO BE CARBON NEUTRAL BY 2030**

Environment & Infrastructure activities continue to make a critical contribution towards Renfrewshire being carbon neutral by 2030. It has an active role in this process and already delivers a number of programmes to help mitigate climate change:

- Leading on the Environment & Place agenda;
- Playing a key role in the promoting and encouraging waste minimisation through reducing, reusing and recycling;
- Assisting communities to mitigate flooding;
- Embedding sustainable travel planning across the Council and improving our fleet utilisation;
- Increasing our use of alternative fuels to impact positively on levels of CO<sub>2</sub> being emitted by the public vehicle fleet; and
- Reducing emissions from our public space lighting as a result of the implementation of the LED replacement programme.

### **ENVIRONMENT & PLACE INVESTMENT**

Environment & Infrastructure will continue to play an active role in this workstream and already delivers a number of programmes to help mitigate climate change.

- In 2021, 8,965 volunteers removed 18,056 bags of litter, weeds or detritus during 4,696 events.
- 771 clean up events have taken place in the Big Spring Clean 2022 and removed 2,345 bags of litter.
- Continued additional and targeted mechanical street cleaning and gully cleaning with over 3,000 tonnes of waste collected.
- Supporting community and volunteer participation with an emerging interest throughout 2021/22 of volunteers delivering grounds maintenance work, further improving local areas.

### **ELECTRIC VEHICLE & CHARGING INFRASTRUCTURE**

In 2021/22, in support of the expansion of the Electric Vehicle Fleet, £275,000 has been invested. Additional charging infrastructure has been installed at the Underwood Road and Robertson Park depots. Public EV charging points have been added at Castle Semple Visitor Centre Lochwinnoch, Johnstone Town Hall, Montrose Care Home in Foxbar and various Council owned car parks across Renfrewshire.

Funding of £75,000 has been awarded from the Low Carbon Travel and Transport Fund and has been invested in a further public charging point at Stow Brae Car Park in Paisley.

## **Strategic Outcome 5: Working together to improve outcomes**

### **SUPPORT FOR COVID-19 VACCINATION AND TESTING CENTRES**

Environment & Infrastructure services supported the local efforts against COVID-19. Building Services supported the distribution of PPE to Care Homes throughout 2021/22. Vital soft facilities management services have been delivered across all 270 Council buildings assisting the reduction of the risk of infection among users of these buildings. Environment & Infrastructure have assisted in delivering contingency arrangements for vaccination and testing centres across Renfrewshire.

### **SERVICE AWARDS**

Waste Operations won the Outstanding COVID-19 Response Award at the Chartered Institute of Waste Management Scottish Resources Awards in September 2021. The panel were impressed with the quick and effective response of the service and household waste recycling centres to ensure the continuation of service, tackling the challenges of frontline resourcing, operation safely and significant increases in waste arisings.

Facilities Management (Soft Services) won the ASIST award for Outstanding Contribution to Facilities Management in recognition of the innovative approach to the Soft FM service remodelling within educational establishments in 2021/22.

In September 2021, the service was awarded the Commitment to BICS Training & Assessment in Education Award at the BICS annual awards event.

Against stiff competition from across the UK, Team Up 2 Clean Up were short listed for an MJ award in 2021/22. The campaign was also short listed for two Local Government Chronicle Awards for Community Involvement and Environmental Services. Although ultimately unsuccessful in final judging, these shortlist achievements showcase the quality of engagement that the TU2CU campaign has built and the commitment to delivering environmental outcomes to communities across Renfrewshire.

## **4. Our Strategic Context**

### **4.1 National policy context**

The Council has adapted the way services are delivered over the last two years and will continue to respond to national guidance as the pandemic recovery continues. The impact of the pandemic on Renfrewshire's communities, residents and businesses has been unprecedented and no Council service was untouched by the lockdown and associated restrictions at that time. The operating environment has changed frequently and often at short notice and the Council has had to be flexible and adaptable to manage this change and adjust services accordingly. The recovery phase is likely to continue for some time and Council activity will reflect this. This recovery is guided by the national Strategic Framework for Recovery. Digital services have become much more widely used but in-person services are now returning as public health restrictions continue to ease. As the recovery progresses, the Council will work with staff, residents and partners to identify new ways of working which best meet the needs of our people and our communities.

#### 4.1.1 **COVID-19**

Under the provisions of the Health Protection (Coronavirus, Restrictions) (Directions by Local Authorities) (Scotland) Regulations 2020, local authorities in Scotland have additional powers relating to the coronavirus. This allows them to take specific actions, under certain circumstances, to prevent, protect against and/or control the spread of coronavirus, and to provide a public health response to outbreaks.

#### 4.1.2 **Climate Emergency**

Renfrewshire Council declared a climate emergency in 2019 and continues to progress work which aims to have the council reach Net Zero by 2030. More detailed plans on this will be published over the course of 2022. As well as Council-led projects to help tackle climate issues, a Community Climate Fund allows local groups to bid for up to £3,000 for localised initiatives which meet their community's needs and align to the Council's drive towards Net Zero. Environment & Infrastructure will continue to play an active role in this workstream and already delivers a number of programmes to help mitigate climate change. It leads on the Environment and Place agenda, a £2.5million investment across five years which is making a difference to the cleanliness of streets in Renfrewshire and improving the local environment.

#### 4.1.3 **The Clyde Valley Waste Management Project**

The service has a key role in promoting and encouraging waste minimisation through reducing, reusing and recycling. The recent waste service change has delivered positive outcomes with Renfrewshire's households helping to reduce their residual waste and presenting more recyclable waste. The Clyde Valley Waste Management Project, Treatment & Disposal of Residual Waste commenced operation on 7th January 2020. This will assist the Council in meeting its landfill diversion targets, with over 90% of waste becoming refuse derived fuel which will be used to generate renewable energy.

#### 4.1.4 **Clyde and Loch Lomond Flood Risk Management Strategy**

It works closely with SEPA on matters relating to flooding and the development of the Clyde and Loch Lomond Flood Risk Management Strategy has set a framework for action for the Council to address flooding in areas at most risk. This assists communities to become more resilient to the impacts of global warming and climate change.

#### 4.1.5 **Sustainable Travel**

The service has also embedded sustainable travel planning across the Council. This has encouraged more efficient and effective methods of sustainable travel; increased the use of electric vehicles while improving our fleet utilisation.

#### 4.1.6 **CO<sub>2</sub> Emissions**

Increasing our use of alternative fuel will have a positive impact on levels of CO<sub>2</sub> being emitted by the public vehicle fleet. In recent years the service has made a significant impact on reducing CO<sub>2</sub> emissions from our public space lighting as a result of the implementation of the LED replacement programme.

#### 4.1.7 **UK Leaving the EU**

The impact of the UK leaving the EU in 2020 is not yet fully apparent, given the impact that the coronavirus has had on the economy and on day-to-day life. A main driver of how Renfrewshire is impacted will be in the operation of the UK Shared Prosperity Fund, which is in a 'pre-launch' phase. This fund is intended as a replacement for previous EU funding

and will be allocated to local authorities according to a funding formula. More detail is expected over the next few months.

#### 4.1.8 **Early Years Strategy (1140 hours)**

The Scottish Government implemented an increase in early learning and childcare entitlement from 600 to 1140 hours per year in August 2021, referred to as the Early Years Strategy (1140 hours). This was delayed a year due to the Covid-19 pandemic. This expansion covers all 3 and 4-year olds and eligible 2-year olds and includes the provision of a free lunch to reduce the cost of childcare for parents. This provision has been implemented across Renfrewshire and Facilities Management work in conjunction with Children's Services to deliver hot, healthy nutritious lunches.

#### 4.1.9 **The Nutritional Requirements for Food and Drink in Schools (Scotland) Amendment Regulations 2021**

The Scottish Government undertook a review of Nutrition Requirements for Food and Drink in Schools (Scotland) Regulations 2008. In 2017, a technical working group was established to provide evidence-based recommendations to progress school food further towards the Scottish Dietary Goals. Consultation based on these recommendations followed in 2018 and new regulations were implemented in 2020. As these regulations apply to the whole of the school day and not just to the lunch service, Soft FM has developed an informative training package on the guidelines to raise awareness to all staff working in schools.

In December 2021, the Scottish Government issued a temporary amendment to the regulations to allow for adaptations to be made to menus to address fluctuations in product availability without compromising the ability to fully comply with the Regulations. This was in response to the significant, unavoidable school food supply-chain issues experienced across Scotland.

#### 4.1.10 **Deposit and Return Scheme for Scotland Amendment Regulations 2022**

The Deposit and Return Scheme for Scotland Amendment Regulations 2022 is the response to findings from a review of the implementation of the DRS published in December 2021 and feedback from a wide range of stakeholders, the Scottish Government laid amended regulations before the Scottish Parliament and the full implementation date will now be 16 August 2023. The establishment of a Deposit Return Scheme (DRS) will enable consumers to take single-use containers back and redeem a 20p deposit from any retailer selling drinks covered by the scheme, including plastic bottles made from PET (polyethylene terephthalate) plastic, aluminium and steel cans and glass bottles.

#### 4.1.11 **Circular Economy Bill**

On 1 April 2020, the Scottish Government announced the introduction of the proposed Circular Economy Bill at the then current Parliamentary session would be postponed enabling resources to be directed towards tackling the Covid-19 pandemic. A circular economy is one where resources are kept in use for as long as possible. Consultation on the Circular Economy Bill opened in May 2022.

This forms part of wider plans for a change in the approach to reducing, reusing and recycling materials to help drive Scotland's circular economy, as part of Scotland's response to the global climate emergency.

#### 4.1.12 **Memorial and Headstone Inspections**

Environment & Infrastructure has created a new Memorial and Headstone Inspections policy which will allow Renfrewshire to comply with Scottish Government guidance. This policy outlines the inspection process which will be implemented.

#### 4.1.13 **Transport (Scotland) Act 2019**

The Transport (Scotland) Act 2019 was passed on 15 November 2019. The Act contains various provisions which will have an impact on the transport landscape for local authorities in Scotland going forward. The Act sets out the vision for Transport in Scotland over the next number of years and identifies key priority areas for improvement. These include provisions for improvements to public transport, introducing a ban on pavement parking and the creation of low emission zones across Scotland.

#### 4.1.14 **National Transport Strategy 2 (NTS2)**

The Transport (Scotland) Act 2019 sets out a statutory requirement for Scottish Ministers to establish a national transport strategy for Scotland. The National Transport Strategy 2 (NTS2) was published on 5 February 2020 and sets out a vision for ‘... a sustainable, inclusive, safe and accessible transport system, helping deliver a healthier, fairer and more prosperous Scotland for communities, business and visitors.’

This National Strategy has led to the development of a Regional Transport Strategy for the former Strathclyde area which will be published in late 2022. Once this Regional Strategy has been published the Council can then produce a local Transport Strategy for Renfrewshire. A new Renfrewshire Transport Strategy will be based on the priorities outlined in the National and Regional strategies but will be developed based on the local context of transport priorities within Renfrewshire.

In addition to the National Transport Strategy, Transport Scotland have produced the second Strategic Transport Projects Review (STPR2) which sets out a 20-year plan for transport investment based on the National Transport Strategy’s Priorities and in line with the Sustainable Travel and Investment hierarchies.

The interventions of the NTS2 have been set out in a consultation on the Second Strategic Transport Projects Review (STPR2) Summary Report. The consultation closed on 15 April 2022. This is one of the mechanisms for delivering the vision, priorities and outcomes for the NTS2.

#### 4.1.15 **Regional Transport Strategy (RTS)**

Strathclyde Partnership for Transport (SPT) is preparing a new Regional Transport Strategy (RTS) for the west of Scotland to improve transport and travel in the SPT area over the next 15 – 20 years. The RTS will reflect the content of NTS2 and as such its process is being timed for publication just after NTS2.

## 4.2 **Local policy context**

### 4.2.1 **Economic Recovery Plan**

In December 2020, Council approved an [Economic Recovery Plan](#) for Renfrewshire. It sets the direction of travel for measures to support the local economy through coronavirus response, recovery and beyond. The plan acknowledges the significant impact of the pandemic on the local and national economy, and what that means for the people, business and communities of Renfrewshire.

### 4.2.2 **Social Renewal Plan**

The Council also has a [Social Renewal Plan](#) which sets out joint plans (with our partners) to address the inequalities which exist in Renfrewshire, and which were made worse by the pandemic. The plan was developed after consultation with communities, and the council continues to seek views on these issues through consultation exercises and our Public Services Panel. Rising prices, particularly for food and fuel, may lead to more households experiencing absolute or relative poverty, and lead to increased demand for the supports and services the public and third sectors can offer.

### 4.2.3 **Alcohol and Drugs Commission**

Renfrewshire's [Alcohol and Drugs Commission](#) made its recommendations in 2020, setting out clear measures that partners across Renfrewshire need to take to reduce drug and alcohol related harms and promote recovery.

### 4.2.4 **Transformation Programme**

The Council's transformation programme continued throughout the pandemic but the launch of subsequent phases was paused. New phases of transformation will start during 2022. Environment & Infrastructure will support this next phase of the programme.

### 4.2.5 **Our Values**

More than 4,000 voices including our staff, local residents, partners, young people and community groups helped identify the values most important to us all that describe our promise to our communities, staff and partners and what people can expect of us. These values have been formally adopted by Renfrewshire Council and will guide how we deliver services and make decisions every day. Our Values are;

- We are fair. We treat each other and everyone we deal with respectfully and work hard to build trust in Renfrewshire Council.
- We are helpful. We care about getting things right and are always approachable.
- We are great collaborators. We work as one team and with people who care about this place.
- We value learning to help us innovate, improve and deliver better services.

### 4.2.6 **Demographics**

Renfrewshire's population is predicted to grow by 2.1% by 2030, a higher rate of growth than the Scottish average. In common with the rest of Scotland, Renfrewshire has an ageing population due to the combined impact of a falling birth rate and increasing life expectancy. There has been positive net migration into Renfrewshire in recent years, both from within Scotland and from overseas. The job creation resulting from infrastructure projects and economic regeneration, coupled with new house building, may contribute to an increase in the working age population in the medium and long-term. Deprivation does remain a challenge in Renfrewshire, however, and this has

considerable implications for Council services in terms of meeting current and future needs but also in undertaking work with partners to lift people out of poverty.

#### 4.2.7 **Best Value Audit**

All local authorities in Scotland are subject to a Best Value Audit inspection at least once in every Council term (i.e. every five years). [Renfrewshire's last inspection](#) was in 2017 and resulted in 7 key recommendations being made. These help determine improvement actions within the Council and each year, Audit Scotland publish an [overview report](#) detailing progress against the audit as well as scrutiny of Council finances. Audit Scotland will produce an updated approach to these audits later this year, and this is likely to reflect the significant change in the operating environment of Councils.

#### 4.2.8 **Risk Management**

The Council's [risk management arrangements](#) are well established with all strategic, corporate and service risks being reported to the Audit, Risk and Scrutiny Board. Strategic risks are more outward in nature, whereas corporate ones are more inward and often affect more than one service department. Corporate and strategic risks, where senior officers in the Finance & Resources service are owners or joint owners of the risks are shown below. The Finance & Resources service also plays a significant role in the management of many 'business as usual' risks that exist within the Council.

<b>Risks</b>	<b>Evaluations</b>
<b>Our strategic risks</b>	
Reducing inequalities in Renfrewshire	Very High
Economic	Very High
Unemployment	Very High
Climate sustainability and adaptability	High
<b>Our corporate risks</b>	
Financial sustainability	Very High
Cyber attack	High
Financial stability	High
Regulatory services/statutory activities	High
<b>Our top service-specific risks</b>	
Commercial vehicles and Operator's Licence	High
Headstones and Memorial safety	High

#### 4.2.9 **Equality and Diversity**

Every area of work within the Council has a role to play in promoting equality and diversity. While this is the right thing to do and has clear advantages for the Council, there are also legal requirements. The Equality Act 2010 protects people from unfair treatment and asks public bodies (including Renfrewshire Council) to show how they make a positive difference to equality groups.

#### 4.2.10 **Technology and Data**

The service's key overarching priorities for 2022/23 to embrace technology and data will be:

- Use of new technology to improve service outcomes
- Redesign of key business processes; and
- Digital modernisation of service delivery
- Better use of data for business intelligence and insight.

This will build on the success of the gully maintenance app, the roll out of cashless catering within schools and will be further enhanced through the wider use of mobile technology across the service.

#### 4.2.11 **Regeneration**

The service will support the economic regeneration and revitalisation of town centres with the service having a specific focus on the public realm and transport access.

#### 4.2.12 **Asset Management**

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

- Property
- Open space
- Road infrastructure
- Fleet
- Housing Revenue Account assets
- Information and communication technology

Hard FM services maintain the majority of property and housing revenue account assets with Operations & Infrastructure responsible for the maintenance and development of open space, roads infrastructure and fleet assets to support communities, economic development and enable the Council to deliver services. In the current financial climate short and long-term planning for investment and maintenance in these assets is a key priority for the service.

Capital investment in our cultural and key physical infrastructure continues to move forward. Environment & Infrastructure plays a lead role in the delivery of the investment in our venues, public realm and transportation infrastructure to support better local economic development and support job creation and growth of local and new businesses. Physical renewal will also attract more visitors, new residents, students and potential further investment. Investment in our physical infrastructure will ensure that the town meets the need and purposes of those that live and work here

#### 4.2.13 **Transport Improvements**

There continues to be a strategic focus on improving transport within Renfrewshire to facilitate the wider principles of placemaking and regeneration. The Council, along with Strathclyde Partnership for Transport (SPT), work to support the continued use and increased use of public transport following the COVID-19 restrictions.

#### 4.2.14 Bus Partnership

The £2 million Bus Partnership Fund award will deliver junction improvements with bus priority measures across Paisley Town Centre. This project, prioritising pedestrians, cyclists and public transport users will be completed by March 2023.

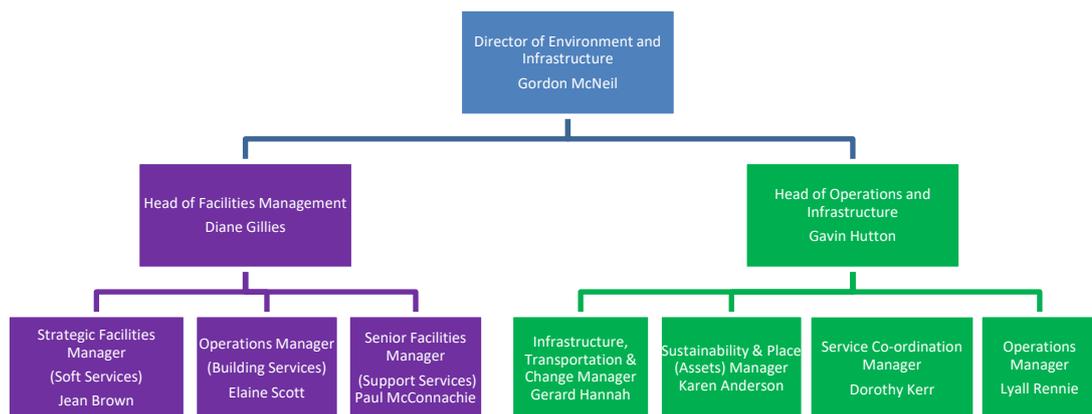
#### 4.2.15 Levelling Up Fund

The £38 million award from the Levelling Up Fund for the area will include a new road bridge over the White Cart River, complimenting the recently refurbished footbridge. New road infrastructure and enhanced links between Paisley Town Centre, Glasgow Airport and the Advanced Manufacturing Innovation District Scotland (AMIDS) will also form areas of investment.

### 5 Our Workforce

5.1 Environment & Infrastructure provides every day essential services, directly to the public of Renfrewshire, to other services within the Council and to community planning partners. These services are delivered by approximately 1,500 employees, employed on a full-time or part-time basis.

5.2 The Senior Leadership Team are responsible for the strategic and operational elements of service delivery across Environment & Infrastructure.



#### Director of Environment & Infrastructure

Gordon McNeil is the Director of Environment & Infrastructure Services and a member of the Corporate Management Team. Gordon has overall responsibility for:

- Facilities Management
- Operations & Infrastructure

[Gordon.mcneil@renfrewshire.gov.uk](mailto:Gordon.mcneil@renfrewshire.gov.uk)

#### Head of Facilities Management

Diane Gillies is Head of Facilities Management.

Facilities Management has three services to deliver key areas of activity, these are listed below (along with the manager for each service area).

- Soft Facilities Management (Jean Brown)
- Hard Facilities Management (Elaine Scott)
- Support Services (Paul McConnachie)

[Diane.gillies@renfrewshire.gov.uk](mailto:Diane.gillies@renfrewshire.gov.uk)

### **Soft Facilities Management**

Jean Brown is the Strategic Facilities Manager for Soft Facilities Management and is responsible for the following areas of service:

- Soft Facilities Services: janitorial, cleaning, catering, caretaking, housekeeping and school crossing patrollers.

[Jean.brown@renfrewshire.gov.uk](mailto:Jean.brown@renfrewshire.gov.uk)

### **Hard Facilities Management**

Elaine Scott is the Senior Facilities Manager (Building Services) and is responsible for the following areas of service:

- Building Services Operations
- Repairs and maintenance for Housing and Public Buildings
- Streetlighting maintenance services

[Elaine.scott@renfrewshire.gov.uk](mailto:Elaine.scott@renfrewshire.gov.uk)

### **Support Services**

Paul McConnachie is the Senior Facilities Manager (Support Services) and is responsible for the following areas of service:

- Compliance in schools and public buildings.
- Life Cycle Maintenance in schools and public buildings
- Public Building Energy

[Paul.McConnachie@renfrewshire.gov.uk](mailto:Paul.McConnachie@renfrewshire.gov.uk)

**Note:** Facilities Management services Service Improvement Plan and operational performance is reported to the Finance, Resources and Customer Services Board.

### **Head of Operations & Infrastructure**

Gavin Hutton is Head of Operations & Infrastructure.

Operations & Infrastructure has four services to deliver key areas of activity, these are listed below (along with the manager of each service area).

- Infrastructure, Transportation and Change (Gerard Hannah)
- Sustainability, Place and Assets (Karen Anderson)
- Service Coordination (Dorothy Kerr)
- Operations (Lyll Rennie)

[Gavin.hutton@renfrewshire.gov.uk](mailto:Gavin.hutton@renfrewshire.gov.uk)

### **Infrastructure, Transportation and Change Manager**

Gerard Hannah is the Infrastructure, Transportation and Change Manager and is responsible for the following areas of service in Operations & infrastructure:

- Roads & Transportation

[Gerard.hannah@renfrewshire.gov.uk](mailto:Gerard.hannah@renfrewshire.gov.uk)

### **Sustainability, Place and Assets Manager**

Karen Anderson is the Sustainability and Place Manager and is responsible for the following areas of service in Operations & Infrastructure:

- Waste Strategy
- Parks and play areas
- Cemeteries and memorial safety

[Karen.Anderson@renfrewshire.gov.uk](mailto:Karen.Anderson@renfrewshire.gov.uk)

### **Service Coordination Manager**

Dorothy Kerr is the Service Coordination Manager and is responsible for the following areas of service in Operations & Infrastructure:

- Complaints & Enquiries,
- Departmental Lead for
  - Freedom of Information, GDPR
  - Health & Safety, Training, Absence

[Dorothy.kerr@renfrewshire.gov.uk](mailto:Dorothy.kerr@renfrewshire.gov.uk)

### **Operations Manager**

Lyall Rennie is the Operations Manager and is responsible for the following areas of service in Operations & Infrastructure:

- Waste Services
- StreetScene & Land Services
- Fleet & Social Transport

[Lyall.rennie@renfrewshire.gov.uk](mailto:Lyall.rennie@renfrewshire.gov.uk)

**Note:** Operations & Infrastructure services Service Improvement Plan and operational performance is reported to the Infrastructure, Land and Environment Board.

## **5.3 Our Partnerships and Providers**

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

- Scottish Government & CoSLA
- Health and Social Care Partnership
- SEPA
- Zero Waste Scotland
- Scottish Water
- Soil Association
- Housing Associations
- Partnership Forums, Community Councils and tenants forums
- SCOTS
- Police Scotland
- SPT
- DVSA

## **5.4 Our Finances**

All local authorities in Scotland have experienced a hugely challenging and complex set of circumstances over the last two years and it is recognised that the financial impact on Councils from COVID-19 will continue for some time. This includes the

impact on service costs, service demands and income streams, as well as the cost of unavoidable delays to some transformation programmes.

Councils are also impacted by the rising costs of goods and services caused by inflationary pressures and global supply chain issues. Renfrewshire Council actively manages these pressures through its short- and medium-term financial planning and is acknowledged by Audit Scotland to have sound financial arrangements in place.

However, the Council's financial outlook remains subject to significant uncertainty. The most recent analysis reported to Council on 3 March 2022 suggests that Renfrewshire Council will experience a funding deficit in the range of £18m-£50m in the three years following 2022/23, unless mitigating action is taken.

Budgets are approved each year for both Capital and Revenue purposes. Revenue budgets allow for expenditure and income on day-to-day operational activities, such as employee costs, or supplies. For 2022/23, the Revenue budget approved for General Services on 3 March 2022 was £486m, and for the Housing Revenue Account £55m.

Capital budgets allow for expenditure on the creation or enhancement of assets. The capital budget approved for General Services on 3 March 2022 was £437m for the period 2022/23 to 2026/27, and for the Housing Revenue Account £267m for the period 2022/23 to 2027/28.

Environment & Infrastructure have a revenue budget of approximately £50.95 million and £19.342 million capital budget for 2022/23.

## **6 Our Strategic Priorities**

As noted in the introduction to this plan, Service Improvement Plans align to the Council and Community Plans. Actions and performance indicators are each grouped according to the strategic outcomes set out in the Council Plan. As that Plan has yet to be approved, actions and indicators in this SIP are set out under four broad themes.

- Place: what we do to support our economy, our infrastructure, our assets;
- People: what we do to support our communities and individual residents;
- Sustainability: what we do to address climate issues and promote sustainable services and communities;
- Living our Values: what we do in terms of our organisational behaviours and approaches.

## 6.1 Strategic Priorities

6.1.1 Priority Actions – Place: What we do to support our economy, our infrastructure, our assets				
Action Code	What we will do?	What difference we will make?	Lead Officer(s)	Target Date
01	Deliver the 2022/23 roads and footways capital investment programme - £10.984 million	Improvements to the condition of roads and footways infrastructure	Infrastructure & Assets Manager	31-March-2023
02	Continue to invest in infrastructure to support growth – from road and rail links to bridges, cycle and pedestrian routes ( <b>Council Plan Action</b> )	Improvements to accessibility and connectivity of the town centre and transport networks prioritising modal transport changes	Transportation & Development Manager	31-March-2023
03	Continue to develop and upgrade the Council's traffic light infrastructure from analogue to digital	Ensure that the Council's traffic light infrastructure is digitally compliant and supportive of an urban traffic control system	Transportation & Development Manager	31-March-2023
04	Continuing to deliver repairs and emergency out of hours repair service to 12,500 Council housing properties within Renfrewshire	Housing properties within Renfrewshire will be maintained to ensure safety and compliance for residents	Senior Facilities Manager (Support Services)	31-March-2023
05	Continuing to deliver repairs and compliance services to public buildings in Renfrewshire including schools	Ensure compliance legislation that Building Services delivers is provided within the 270 public buildings in Renfrewshire	Senior Facilities Manager (Support Services)	31-March 2023
New 06	Develop a Local Transport Strategy supported by revised Active Travel and Public Transport Strategies	The service will have strategic documents outlining the legislative and regulatory responsibilities for delivery of the Active Travel and Public Transport agendas.	Infrastructure, Transportation & Change Manager	31-March 2023
07	Continue to develop first phase design proposals for connectivity and transportation to enable application for external funding for project delivery	Supporting delivery of Active Travel Strategy to improve outcomes for public transport options and deliver reduction in car journeys.	Infrastructure, Transportation & Change Manager	31-March 2023
08	Deliver an increase in cycling infrastructure across Renfrewshire	Improve active travel routes across Renfrewshire	Transportation & Development Manager	31-March-2023
New 09	Deliver Paisley Town Centre junction improvements as part of the Bus Partnership works	Public transport offering in Renfrewshire will be improved	Infrastructure, Transportation and Change Manager	31-March-2023
New 10	Update the Winter Maintenance Policy	Detail arrangements for dealing with ice and snow on our network and outline the decision-making process relating to matters such as	Infrastructure, Transportation & Change Manager	30-September-2022

		treatment priorities and when and how routes are treated.		
New 11	Update Road Safety Policy	Detailing the Council and relevant stakeholders role and responsibilities in relation to improving road safety in Renfrewshire.	Infrastructure, Transportation & Change Manager	31-December-2022
New 12	Develop and implement Unadopted Roads Policy	The service will have a strategic direction in relation to unadopted roads with clearly defined roles and responsibilities.	Infrastructure, Transportation & Change Manager	31-March-2023
New 13	Implement the requirements of the Transport (Scotland) Act 2019 including enforcement of restrictions on pavement parking	The people of Renfrewshire will have transport provisions enhancing social and economic wellbeing, improved environmental outcomes and a focus on health and wellbeing for all.	Infrastructure, Transportation & Change Manager	31-March-2024
New 14	Development of Low Emissions / Electrification Strategy	The strategy will outline steps that the service will take to contribute towards Renfrewshire's achievement of Net Zero carbon emissions by 2030.	Infrastructure, Transportation & Change Manager	31-March-2023
New 15	Implementation of a revised approach to Car Parking in our town centres	Understand the use of the town centre on-street and off-street parking.  Making our Town Centres more accessible for walking, wheeling and cycling.	Infrastructure, Transportation & Change Manager	31-March-2023
New 16	Develop a new Cemeteries Policy	Realignment of Cemetery rules, consideration of the available space and future plans for cemeteries in Renfrewshire	Sustainability, Place & Assets Manager	31-March-2023
New 17	Develop a new Open Space Strategy	Improving access to open spaces	Sustainability, Place & Assets Manager	31-March-2023
New 18	Work with colleagues in OneRen to improve access and opportunities to play tennis within Renfrewshire	Increase the opportunity for all to access tennis courts and encourage people in Renfrewshire to be active	Sustainability, Place & Assets Manager	31-March-2023

6.1.2 Performance Indicators: Place - What we do to support our economy, our infrastructure, our assets									
(PI Status:  Alert,  Warning,  OK,  Data Only)									
Performance Indicator	Frequency of monitoring	Date last updated	Current Value	Current Target	Status	2022/23 Annual Target	2023/24 Annual Target	2024/25 Annual Target	Comments
<b>01</b> (Maintenance) Carriageway Condition: % of road network considered for treatment									These are annual <b>LGBF Indicators</b> and relate to financial year 2020/21. The 2021/22 data will not be published until February 2023.
(i) A Class Roads	Years	2020/21	19.42%	22.5%		22%	%	%	
(ii) B Class Roads	Years	2020/21	23.68%	24.5%		24%	%	%	
(iii) C Class Roads	Years	2020/21	33.49%	36.5%		36%	%	%	
(iv) Unclassified Roads	Years	2020/21	34.33%	36.5%		36%	%	%	
<b>02</b> (Maintenance) Carriageway Condition: % of road network considered for treatment Overall	Years	2020/21	32%	32.5%		32%	%	%	This annual indicator measures the % of the total roads network were considered for treatment.
<b>03</b> % of Statutory road inspections categories completed on target:									Targets are set by Scottish Road Works Commissioner.
Category A	Years	2021/22	100%	100%		100%	100%	100%	
Category B	Years	2021/22	100%	100%		100%	100%	100%	
Category C	Years	2021/22	100%	100%		100%	100%	100%	
<b>04</b> % of pothole repairs completed within timescales	Quarters	2021/22	83%	80%		80%	80%	80%	In 2021/22, the service reported a total of 1,933 potholes.
<b>05</b> % of reported street lighting faults which were attended within the 7-day timescale	Quarters	2021/22	99.9%	95%		95%	95%	95%	In 2021/22, the service attended 5,301 active street lighting repair faults. 3,929 were completed and 1,372 were planned for maintenance.
<b>06</b> % of Overall repairs completed within time by building services	Quarters	2021/22	93.6%	95%		80%	90%	90%	In 2021/22, 48,782 repairs were completed within time by Building Services.

4.2.3 Performance Indicators - Place: What we do to support our economy, our infrastructure, our assets

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

Performance Indicator	Frequency of monitoring	Date last updated	Current Value	Current Target	Status	2022/23 Annual Target	2023/24 Annual Target	2024/25 Annual Target	Comments
07 average length of time taken to complete non-emergency repairs – public buildings	Quarters	2021/22	17.24	15		15	15	15	The non-emergency repair average time over the year has been impacted by supplier delays due to the impact of COVID. There has also been an impact on the supply chain for materials that has increased the average repair time. The anticipated position of 22/23 is still under pressure and will continue to be monitored.
08 % of compliance tasks undertaken per year – Statutory compliance for public buildings	Quarters	2021/22	72%	90%		80%	90%	90%	The performance is below target due to the issues experienced with allocation of contractors and resources due to the COVID-19 pandemic. Statutory compliance includes water checks. In 2021/22 the administration process of the water checks changed, and the recording of the check completion is currently running behind. This is

									reflected in the 72%.  If water compliance checks are removed, the service is performing at 82% of all other statutory compliance checks completed on within 2021/22.
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<b>6.2.1 Priority Actions - People: What we do to support our communities and individual residents</b>				
<b>Code</b>	<b>What we will do?</b>	<b>The difference we will make?</b>	<b>Lead Officer(s)</b>	<b>Target Date</b>
01	Implement the preferred options from the #YouDecide participatory budget programme for infrastructure improvements	Local communities will feel empowered and involved in improvements in their local area	Infrastructure, Transportation & Change Manager	31-March-2023
02	Provide healthy meals that meet the requirements of the Nutritional Requirements for Food and Drink in Schools (Scotland) Regulations 2020 by analysing the school menus to comply	Children will be provided with hot, healthy, nutritional meals and return to school ready to learn	Strategic Facilities Manager (Soft Services)	31-March-2023
New 03	Work in partnership with Community Learning and Development Team as an integral part of the holiday programme through the provision and delivery of healthy meals	Children will be provided with healthy meals during school holiday periods helping to tackle food poverty and support families in Renfrewshire	Strategic Facilities Manager (Soft Services)	31-March-2023
New 04	Deliver the expansion of free school meals to all P1 – P5 children and to all ASN pupils	All primary school children in P1 – P5 and ASN pupils will benefit from a healthy meal every day which will impact positively on families' finances and wellbeing.	Strategic Facilities Manager (Soft Services)	31-August-2022
New 05	Carry out capital improvements in school kitchens, in line with Scottish Government capital funding, to maintain the delivery of free school meals to all P1 – P5 pupils and all ASN pupils.	Kitchens will be better equipped to deliver hot, healthy, nutritious school meals based on the expansion of free school meal entitlement.	Strategic Facilities Manager (Soft Services)	31-August-2022
New 06	Work with the Scottish Government to deliver the further expansion of free school meals to all P6/P7 pupils and to deliver a free breakfast service for all primary school pupils	All primary school and ASN pupils will benefit from a healthy breakfast and lunch meal every day which will impact positively on families' finances and wellbeing.	Strategic Facilities Manager (Soft Services)	31-May-2026
07	Deliver a programme of engagement with schools, parents and pupils, encouraging participation in the development of school meal menus	School meal uptake will increase, resulting in more children and young people taking healthy meals.	Strategic Facilities Manager (Soft Services)	31-March-2023
08	Provide employment and training opportunities for identified groups of young people in Renfrewshire	Young people and people with vulnerabilities will have opportunities to enhance their chances of employment	Senior Leadership Team	31-March-2023
New 09	Provide trade apprenticeship opportunities in Building Services for young people residing in Renfrewshire.	Young people will achieve a recognised skilled Building Services trade.	Operations Manager (Building Services)	31-March-2023

10	Continue to work with CoSLA to ensure the provision of free sanitary products within education premises across Renfrewshire as part of the of the Period Products (Free Provision) (Scotland) Bill	Removal of the stigma of period poverty with young people having access to free sanitary products in schools.	Strategic Facilities Manager (Soft Services)	31-March-2023
New 11	Consult with local residents, especially children, on choice of equipment to be implemented for playpark improvements throughout Renfrewshire.	Improve accessibility for all Renfrewshire residents with particular benefit to those with physical disabilities. Modernising and increasing the play value of the equipment in our parks and play areas.	Sustainability, Place and Assets Manager	31-March-2023

6.2.2 Performance Indicators - People: What we do to support our communities and individual residents (PI Status:  Alert,  Warning,  OK,  Data Only)									
Performance Indicator	Frequency of monitoring	Date last updated	Current Value	Current Target	Status	2022/ 23 Annual Target	2023/ 24 Annual Target	2024/ 25 Annual Target	Comments
<b>01</b> % uptake of free school meals in primary schools	Quarters	2021/22	49.3%	75%		52%	58%	62%	School meal uptake in Primary and Secondary Schools has been impacted by the pandemic, when a more limited lunch offering and dining experience was offered. Over the course of this school year we have been able to return to a pre covid offering, pupils have started to return with the service working with pupils, teachers and parent to develop a new menu from January 2022. There has been positive feedback to this new menu and the service has seen an increase in uptake over the last few months. Taster sessions are organised with schools and working with schools on an individual basis
<b>02</b> % uptake of free school meals in secondary schools	Quarters	2021/22	32.3%	49%		35%	38%	41%	



05	Work to meet the challenging targets set out in our carbon management plan – through our council fleet, street lighting, public realm, waste and consumables ( <b>Council Plan Action</b> )	Contribution to achieving the Council's carbon management reduction targets	Head of Operations & Infrastructure	31-March-2023
06	Deliver the objectives and requirements of the Scottish Household recycling charter, Circular Economy and Deposit Return and Extended Producer Responsibility schemes. ( <b>Council Plan Action</b> )	The quality and quantity of recycle will be improved and levels of residual waste reduced.	Head of Operations & Infrastructure	31-March-2023
New 07	Further develop the digital application software for Waste Management system	Improved service excellence with regards to bin collections to empty all bins first time every time. Further work will deliver improvements for APOs and Trade waste services.	Operations Manager	31-August-2022
New 08	Prepare site at Linwood for improved bin store facility and consideration of the infrastructure required to fulfil the Deposit Return Scheme and future requirements for segregation of waste.	Improved security and stock control of bin stores. Establishment of a facility to provide sorting of waste in line with the requirements of the Deposit Return Scheme, reducing single use plastic and encouraging a circular economy.	Operations Manager	31-March-2023
New 09	Implement schedule for grass cutting and vegetation cutback in rural areas and on core path network	Improved service delivery and customer satisfaction	StreetScene Manager	31-March-2023
10	Develop and implement a long-term sustainable leachate and surface water management plan for Linwood Moss.	The requirement for leachate treatment at Linwood Moss will be reduced in accordance with its waste management licence.	Sustainability, Place and Assets Manager	31-March-2023
New 11	Develop a new Waste Strategy Policy	Improve the waste collection focusing on increasing recycling and reducing waste diverted to landfill	Sustainability, Place and Assets Manager	31-March-2023
New 12	Deliver Christmas Lighting in 3 towns and 12 villages.	The provision of town and village lighting displays will be delivered on time, in line with event timetables.	Infrastructure and Assets Manager	25-December-2022
New 13	Install fixed and mobile cameras to deter or help identify flytipping in hotspot areas	Cameras will be installed with 3 PTZ (pan, tilt and zoom cameras). Fixed to lighting columns in identified flytipping hotspot areas, they will help deter offenders and provide evidence towards prosecution.	Operations Manager	31-March-2023

		<p>One mobile camera will be used by the Environmental Task Force to manage and relocate this to address other hotspots where no power is available.</p> <p>Local areas will have less flytipping.</p>		
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**6.3.2 Performance Indicators - Sustainability: What we do to address climate issues and promote sustainable services and communities**

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

Performance Indicator	Frequency of monitoring	Date last updated	Current Value	Current Target	Status	2022/ 23 Annual Target	2023/ 24 Annual Target	2024/ 25 Annual Target	Comments
<b>01</b> Street Cleanliness Score - % of areas assessed as clean	Years	2020/21	93.6%	92%		92%	92%	92%	<b>Council Plan Indicator/ LGBF Indicator</b> This is an annual <b>LGBF Indicator</b> and relates to financial year 2020/21. The 2021/22 data will not be published until February 2023.
<b>02</b> Amount of CO <sub>2</sub> emitted by the public vehicle fleet	Years	2021/22	3,223	3,000		3,000	3,000	3,000	<b>Council Plan Indicator</b> The amount of CO <sub>2</sub> emitted by the public vehicle fleet has increased from 2,992 in 2020/21 to 3,223 in 2021/22. This is above target of 3,000 due to the increased number of vehicles in the fleet.
<b>03</b> % of the vehicle fleet which uses alternative fuels, such as electricity	Quarters	2021/22	25%	25%		25%	25%	25%	<b>Council Plan Indicator</b> This indicator measures the percentage of the Council's vehicle fleet which uses alternative fuel such as electricity
<b>04</b> Reduce the amount of CO <sub>2</sub> emitted from public space lighting	Years	2021/22	1,246	1,700		1,500	1,500	1,500	<b>Council Plan Indicator</b> Future years targets reflect the impact of the street lighting investment.
<b>05</b> % of bins uplifted first time	Quarters	2021/22	99.8%	99.9%		99.8%	99.8%	99.8%	In 2021/22, the service collected bins from around 91,000 households.
<b>06</b> Complete Inspection process for all	Years	2021/22	38%	20%		65%	100%	100%	This indicator reflects the percentage of

headstones and burial grounds									burial grounds that have been inspected in line with the Memorial and Headstone inspection policy.
Performance Indicator	Frequency of monitoring	Date last updated	Current Value	Current Target	On Target	2022 Annual Target	2023 Annual Target	2024 Annual Target	Comments
07 % of Household Waste Recycled	Years	2021	Awaiting Data	50%		50%	50%	50%	Legislative changes will need to be considered in relation to the impact on the materials that will be processed. There will be a difference in the production in waste due to behavioural changes influenced by economic downturn. Once DRS, EPRS and Circular Economy are implemented there will be resultant effects on the recycling rates.  Improvement works at the Household Waste Recycling Centres, campaigns in Renfrewshire schools along with a widespread communications campaign are all being implemented to improve recycling rates through encouraging and educating people to place the right material in the right bin.
08 % of Household waste collected which is landfilled	Years	2021	Awaiting Data	5%		5%	5%	5%	Awaiting verified data from SEPA

<b>6.4.1 Priority Actions – Living Our Values: What we do in terms of our organisational behaviours and approaches</b>				
<b>Code</b>	<b>What we will do?</b>	<b>The difference we will make?</b>	<b>Lead Officer(s)</b>	<b>Target Date</b>
01	Provide our employees with the appropriate support to manage their attendance, health and wellbeing	Sickness absence levels and costs will be minimised	Senior Leadership Team	31-March-2023
02	Implement the Council's People's Strategy	Employees will be equipped with the skills, training and development required to deliver services effectively	Senior Leadership Team	31-March-2023
04	Active participation in Council's Right for Renfrewshire Transformational Programme	The service will play its role in delivering cross cutting change	Senior Leadership Team	31-March-2023
05	Better use of data and technology to improve services performance and delivery	Service delivery is improved, and resources allocated more efficiently and effectively	Infrastructure, Transportation and Change Manager	31-March-2023
06	Deliver agreed operational efficiencies through fleet utilisation and rationalisation	The number of vehicles in the Council's fleet will be reduced and its effectiveness maximised	Operations Manager	31-March-2023
07	Deliver improvements in the Council's Cemeteries estate	The condition of cemetery infrastructure will be improved	Sustainability, Place and Assets Manager	31-March-2023
08	Provide an integrated FM service across the Council for public building and housing repairs and compliance	An integrated approach to service provision will be delivered, improving customer service and efficiency	Head of Facilities Management	31-March-2023
09	Support the Council to implement the Business World system	Ensure the full benefits of the Business World system are realised	Head of Facilities Management	31-March-2023
10	Embed new approaches to staff communication and engagement across all areas of the service	Staff will have greater opportunities to input to the future operation of the service	Senior Leadership Team	31-March-2023
11	Ensure robust and up to date business continuity arrangements are in place	Services will be able to identify critical functions and the resources required to recover from disruptive events.	Senior Leadership Team	31-March-2023
12	Review and maintain continuous improvement frameworks	Quality assurance will be undertaken; actions from the Best Value Audit report delivered, health & safety, staff and customer service accreditations maintained	Senior Leadership Team	31-March-2023
13	Review Health & Safety and Risk Assessments	Health and Safety and Risk Assessment are managed more effectively	Senior Leadership Team	31-March-2023
14	Ensure robust financial monitoring is in place to support the COVID-19 recovery	Services will be able to monitor and plan their resources more efficiently	Senior Leadership Team	31-March-2023
New 15	Continue to work with existing and establish new 'Friends of' groups to	Develop, in partnership with 'Friends of' groups, improvements in maintaining	Sustainability, Place and Assets Manager	31-March-2023

	support implementation of the Community Empowerment Bill	and improving the environment attracting more people into the park and the local area.		
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**6.4.2 Performance Indicators – Living Our Values: What we do in terms of our organisational behaviours and approaches**

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

Performance Indicator	Frequency of monitoring	Last updated	Current Value	Current Target	Status	2022/23 Annual Target	2023/24 Annual Target	2024/25 Annual Target	Comments
01 Average number of work days lost through sickness absence per employee (FTE) (cumulative)	Quarters	2021/22	15.5	13.7		13.7	13.7	13.7	<p>During the last year absence rates have been slightly above target. This has been exacerbated by some long-term absences who were awaiting NHS appointments or treatment, which were delayed because of the impact of Covid. We have been working with our employees to facilitate their return to work and the absence rates are decreasing.</p> <p>The two main reasons for absence are Musculoskeletal and joint disorders accounting for 30.50% and psychological (non-work related) absence accounting for 30.06%.</p> <p>Operational staff have been working hard to help address mental health issues across the workforce and we now have a team of mental health first aiders within the department.</p>
02 % of members enquiries completed within timescale by E&I	Quarters	2021/22	86.7%	85%		85%	85%	85%	The service deals with over 85% of all elected members enquiries within the Council. At the end of March 2022, the service dealt with 4,722 elected members enquiries.
03 % of FOI requests completed within timescale by E&I	Quarters	2021/22	99%	100%		100%	100%	100%	In 2021/22 the service received 367 FOIs.

04 % of front line resolutions dealt with within timescale by E&I	Quarters	2021/22	80.8%	85%		85%	85%	85%	In 2021/22 the service received 6,609 front line resolutions. Technical difficulties at the start of the year have resulted in lower than target response times. As the year progressed, this was resolved, and target timescales were exceeded.
05 % of complaint investigations completed within timescale by E&I	Quarters	2021/22	64.8%	95%		85%	85%	85%	In 2021/22 the service had dealt with 732 complaint investigations. As with frontline resolution complaints performance at the start of the year was impacted by technical issues and staff changes. The performance in the second half of the year has improved considerably and exceeded the target.

6.5 Data Only 									
Performance Indicator	Frequency of monitoring	Last updated	Current Value	Current Target	Status	2022/23 Annual Target	2023/24 Annual Target	2024/25 Annual Target	Comments
06 Cost of Maintenance per Kilometre of roads	Years	2020/21	£17,495	n/a		n/a	n/a	n/a	<b>LGBF Indicators</b> These are annual LGBF Indicators and relate to financial year 2020/21. The 2021/22 data will not be published until February 2023.
07% of adults satisfied with parks and open spaces	Years	2020/21	83.5%	n/a		n/a	n/a	n/a	
08 Cost of parks and open spaces per 1,000 of the population	Years	2020/21	£28,240	n/a		n/a	n/a	n/a	
09 % of adults satisfied with refuse collection	Years	2020/21	70.63%	n/a		n/a	n/a	n/a	
10 Net cost of waste collection per premise	Years	2020/21	£66.66	n/a		n/a	n/a	n/a	
11 Net cost of waste disposal per premise	Years	2020/21	£61.59	n/a		n/a	n/a	n/a	
12% of adults satisfied with street cleaning	Years	2020/21	52.77%	n/a		n/a	n/a	n/a	
13 Net cost of street cleaning per 1,000 of the population	Years	2020/21	£6,472	n/a		n/a	n/a	n/a	

# Environment & Infrastructure Service Delivery Plan 2021-2022

## Out-turn Monitoring Report

Action Status			
	Cancelled		Completed
	Overdue; Neglected		Not Started; In Progress; Assigned
	Unassigned; Check Progress		

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

### Priority Actions

Code	Action	Status	Progress	Due Date	Update
01	Deliver the 2021/22 roads and footways capital investment programme - £9 million		<div style="border: 1px solid black; width: 100px; height: 15px; background-color: #4F81BD; position: relative;"> <span style="position: absolute; right: 5px; top: -5px;">80%</span> </div>	31-Mar-2022	The Roads Capital Investment programme for 2021/22 has ended. 90 of the 98 programmed carriageway resurfacing schemes completed with 8 schemes postponed due to either lack of contractor availability or proximity to COVID-19 testing centres. These will be completed in the capital programme for 2022/23. 52 footways out of the original programme of 85 have also been resurfaced with 33 postponed due to lack of contractor availability. Again, these will be completed in the capital programme

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

**Priority Actions**

Code	Action	Status	Progress	Due Date	Update
					for 2022/23.  The surface dressing programme is complete (16 schemes) as is the micro-surfacing programme (16 schemes) and the permanent patching programme.
02	Continue to invest in infrastructure to support growth – from road and rail links to bridges, cycle and pedestrian routes ( <b>Council Plan Action</b> )			31-Mar-2022	<p>Restrictions due to the COVID-19 pandemic have had an impact on the ability to deliver infrastructure improvements this year. However, progress continues to be made on improving accessibility for disabled people at bus stops and providing new bus shelters in Renfrewshire and the strengthening of Crosslee Bridge, over the National Cycle Route N7. The opportunity has also been taken to progress designs for an off-road cycle link to the Hawkhead housing development and a bus turning loop in Erskine.</p> <p>The refurbishment of the footbridge across the White Cart was completed and has been reopening to pedestrian and cycle traffic in November 2021.</p> <p>Restrictions due to the COVID-19 pandemic are reducing in their impact on the ability to deliver infrastructure improvements. The 21/22 programme of bus corridor</p>

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

## Priority Actions

Code	Action	Status	Progress	Due Date	Update
					<p>infrastructure improvement is complete.</p> <p>The latest length of the Bishopton to Glasgow Airport Investment Area segregated cycleway from Red Smiddy roundabout to Inchinnan Drive is complete and its next section to Abbotsinch Road is underway. Designs for the route's expansion to Erskine are also well underway.</p> <p>Officers continued to assess roads construction consent applications and approvals, in principle, from developers for new roads and bridges to be added to the public road network, particularly in Dargavel, Bishopton.</p>
03	Support the delivery of City Deal initiatives, combining roads and active travel projects into a coherent network for all road users			31-Mar-2022	Support is provided on an ongoing basis with close working on a number of Council priorities including cycleway and traffic signal coordination projects in cooperation with the City Deal Team.
04	Lead on the works to improve the transport infrastructure in Paisley Town Centre			31-Mar-2022	<p>The Council has been awarded £2million by The Bus Partnership Fund to deliver junction improvements with bus priority measures across Paisley Town Centre. This will be completed by March 2023.</p> <p>The scope of this project covers prioritising</p>

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

## Priority Actions

Code	Action	Status	Progress	Due Date	Update
					pedestrians, cyclists and now public transport users. A full public consultation is due to take place following the 2022 local election.
05	Support economic regeneration and job creation through the regeneration and revitalisation of town centres and the creation of a town centres action plan		 100%	31-Mar-2022	<p>The service successfully concluded an investment programme in Renfrew and Johnstone town centres with upgrades to street lighting and infrastructure through the town centre regeneration fund.</p> <p>Enhanced street cleaning regimes are ongoing as part of the town centre refurbishment works.</p> <p>The Council continues to support the regeneration of our town centre through dedicated provision of resource to enhance cleaning arrangements. We continue to support the work of the Car Parking Working Group. Free parking provision will be extended to stimulate the economy within the town centre area. An App to make payment for parking more readily available will be implemented.</p>
06	Deliver an increase in cycling infrastructure across Renfrewshire		 100%	31-Mar-2022	The service continued to deliver its ambitious cycling infrastructure programme with grant awards from SPT, the Bus Partnership Fund and Cycling Walking Safer Routes. A number of new connections to the national cycle

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

**Priority Actions**

Code	Action	Status	Progress	Due Date	Update
					route network have been made from the local road network to make it easier to access.
07	Implement the transfer of the Council's traffic light infrastructure from analogue to digital			30-Jun-2022	<p>Analogue BT traffic signal communications lines have been replaced with 4G mobile technology. CCTV cameras have also been installed at key junctions throughout the network to improve real time monitoring and reaction times for incident response.</p> <p>The switch of the Council's traffic signal control to a hosted UTC system is now complete. Analogue BT traffic signal communications lines were replaced with 4G mobile technology in March 2020. A number of sites are now trialling fibre connections for greater signal consistency and capacity. CCTV cameras are also now installed at key junctions throughout the network.</p> <p>Work continues to upgrade the council's SCOOT network junctions, with a focus on introducing bus priority at selected junctions. The primary connection to the Trapeze bus priority system run by SPT has been made to complement other proposed bus priority measures through the Bus Partnership Fund.</p> <p>A programme of replacing old lamp</p>

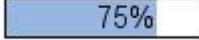
**Council Plan Strategic Outcome 1:  
Reshaping our place, our economy and our future**

**Priority Actions**

Code	Action	Status	Progress	Due Date	Update
					technology with modern LED low energy lamps continued throughout 21/22.
08	Deliver externally funded transportation and connectivity infrastructure projects			31-Mar-2022	The service continues to deliver on our ambitious capital programme with grant awards from SPT, the Bus Partnership Fund and Cycling Walking Safer Routes.

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

**Priority Actions**

Code	Action	Status	Progress	Due Date	Update
09	Continuing to deliver repairs and emergency out of hours repair service to 12,500 Council housing properties within Renfrewshire			31-March 2022	A full repair service has been provided in the later half of 2021/2022. A full catch up programme has been underway and the majority of works have returned to pre pandemic levels.
10	Continuing to deliver repairs and compliance services to all public buildings in Renfrewshire including schools			31-March 2021	Compliance tasks continue to be affected by the COVID-19 pandemic as a result of restrictions relating to access to buildings and on the availability of specialist contractors utilising the furlough scheme. Compliance tasks did continue but were focused on those Council and public buildings that remained open or re-opened during this period. It is likely compliance

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

**Priority Actions**

Code	Action	Status	Progress	Due Date	Update
					<p>tasks will continue to lag during 2022/2023. A managed approach on a site by site basis is being undertaken and triaged accordingly.</p> <p>Building Services continue to work with a hybrid model of service delivery.</p> <p>There are issues surrounding suppliers and materials and associated increasing costs.</p>

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

## Performance Indicators

Code	Performance Indicator	Current Status	2019/20		2020/21		2021/22		2022/23	Explanation of Performance
			Value	Target	Value	Target	Value	Target	Target	
01	(Maintenance) Carriageway Condition: % of road network considered for treatment (v) Overall		32.9%	32.5%	32%	32.5%	Data for 2021/22 will not be published until February 2023	32.5%	32%	These are annual <b>LGBF Indicators</b> and relate to financial year 2020/21 and therefore the first year of the COVID-19 pandemic. The 2021/22 data will not be published until February 2023.
02	(Maintenance) Carriageway Condition: % of road network considered for treatment (i) A Class Roads		19.97%	22.5%	19.42%	22.5%	Data for 2021/22 will not be published until February 2023	22.5%	22%	These are annual <b>LGBF Indicators</b> and relate to financial year 2020/21 and therefore the first year of the COVID-19 pandemic. The 2021/22 data will not be published until February 2023.

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

## Performance Indicators

Code	Performance Indicator	Current Status	2019/20		2020/21		2021/22		2022/23	Explanation of Performance
			Value	Target	Value	Target	Value	Target	Target	
03	(Maintenance) Carriageway Condition: % of road network considered for treatment (ii) B Class Roads		24.09%	24.5%	23.68%	24.5%	Data for 2021/22 will not be published until February 2023	24.5%	24%	These are annual <b>LGBF Indicators</b> and relate to financial year 2020/21 and therefore the first year of the COVID-19 pandemic. The 2021/22 data will not be published until February 2023.
04	(Maintenance) Carriageway Condition: % of road network considered for treatment (iii) C Class Roads		34.19%	36.5%	33.49%	36.5%	Data for 2021/22 will not be published until February 2023	36.5%	36%	These are annual <b>LGBF Indicators</b> and relate to financial year 2020/21 and therefore the first year of the COVID-19 pandemic. The 2021/22 data will not be published until February 2023.
05	(Maintenance) Carriageway Condition: % of road network considered for treatment (iv) Unclassified Roads		35.39%	36.5%	34.33%	36.5%	Data for 2021/22 will not be published until February 2023	36.5%	36%	These are annual <b>LGBF Indicators</b> and relate to financial year 2020/21 and therefore the first year of the COVID-19 pandemic. The 2021/22 data will not be published until February 2023.

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

## Performance Indicators

Code	Performance Indicator	Current Status	2019/20		2020/21		2021/22		2022/23	Explanation of Performance
			Value	Target	Value	Target	Value	Target	Target	
06	% of Statutory road inspections categories completed on target: Category A		100%	100%	100%	100%	100%	95%	100%	In 2021/22 the statutory road inspections were achieved for category A, category B & category C. The annual performance for these indicators was 100%.
07	% of Statutory road inspections categories completed on target: Category B		100%	100%	100%	100%	100%	100%	100%	The three categories of statutory inspections relate to the timing of inspections and are categorised as follows: A - Undertaken during the progress of the works; B – Undertaken within the six months following interim or permanent reinstatement; C – Undertaken within the three months preceding the end of the guarantee period.
08	% of Statutory road inspections categories completed on target: Category C		100%	100%	100%	100%	100%	100%	100%	
09	% of pothole repairs completed within timescales		37%	75%	77%	78%	83%	80%	80%	Data analytics continue to improve performance monitoring with weekly reports being used to quickly identify and resolve issues. Performance during 2021/22 has seen an improvement

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

Code	Performance Indicator	Current Status	2019/20		2020/21		2021/22		2022/23	Explanation of Performance
			Value	Target	Value	Target	Value	Target	Target	
										from 77% in 2020/21 to 83%.

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

Code	Performance Indicator	Current Status	2019/20		2020/21		2021/22		2022/23	Explanation of Performance
			Value	Target	Value	Target	Value	Target	Target	
10	% of reported street lighting faults which were attended within the 7-day timescale		99.4%	95%	98%	95%	99.9%	95%	95%	During 2021/22, 99.9% of reported street lighting faults which were attended within the 7-day timescale. This exceeds the annual target of 95%.
11	% of Overall repairs completed within time by building services		94.6%	95%	95%	95%	93.6%	95%	95%	In 2021/22, 48,782 repairs were completed within time by Building Services.

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

## Performance Indicators

Code	Performance Indicator	Current Status	2019/20		2020/21		2021/22		2022/23	Explanation of Performance
			Value	Target	Value	Target	Value	Target	Target	
12	% of reactive repairs carried out in the last year completed right first time		82.6%	90%	85.1%	90%	85%	93%	93%	From the total number of reactive repairs completed (26,748) a total of 22,731 repairs were completed right first time during the reporting year.
13	Average length of time taken to complete non-emergency repairs in public buildings		New performance indicator 2020/21	10.7	15	17.24	15	15	15	<p>The non-emergency repair average time over the year has been impacted by supplier delays due to the impact of COVID.</p> <p>There has also been an impact on the supply chain for materials that has increased the average repair time.</p> <p>The anticipated position of 22/23 is still under pressure and will continue to be monitored.</p>
14	% of compliance tasks undertaken per year in public buildings		New performance indicator 2020/21	77%	90%	72%	90%	80%	80%	<p>The performance is below target due to the issues experienced with allocation of contractors and resources due to the COVID-19 pandemic.</p> <p>Statutory compliance includes water checks. In 2021/22 the administration process of the water checks changed, and the recording of the check completion is currently running behind. This is reflected in the 72%.</p> <p>If water compliance checks are removed, the</p>

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

**Performance Indicators**

Code	Performance Indicator	Current Status	2019/20		2020/21		2021/22		2022/23	Explanation of Performance
			Value	Target	Value	Target	Value	Target		
										service is performing at 82% of all other statutory compliance checks completed on within 2021/22.

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

**Priority Actions**

Code	Action	Status	Progress	Due Date	Update
01	Deliver a participatory budget programme for infrastructure and transportation		<div style="border: 1px solid black; width: 80px; height: 20px; background-color: #ADD8E6; display: flex; align-items: center; justify-content: center;">50%</div>	31 March 2022	<p>The engagement with the communities has been a positive experience with communities and individuals contributing 2,843 ideas. This initial list of ideas has been reduced to a long list of 174 ideas. These 174 suggestions are now undergoing assessments for deliverability and design which will then inform the shortlist that goes to the public vote.</p> <p>There is a range of topics that the public have nominated for inclusion and it was heartening to note that submissions were received from every community in Renfrewshire. The main topic areas suggested are:</p>

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

**Priority Actions**

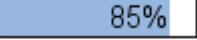
Code	Action	Status	Progress	Due Date	Update
					<ul style="list-style-type: none"> <li>• Traffic related issues including ideas for pedestrian crossings and traffic calming measures,</li> <li>• Street Lighting, including lighting in parks and other walking routes as well as some rural locations,</li> <li>• Public realm features such as seating or gateway features,</li> <li>• Wayfinding information for walking trails and cycle routes</li> </ul> <p>Officers are finalising the voting process with a view to the shortlisted ideas going to a public vote in Summer 2022.</p>

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

## Priority Actions

Code	Action	Status	Progress	Due Date	Update
01	Provide healthy meals that meet the requirements of the Nutritional Requirements for Food and Drink in Schools (Scotland) Regulations 2020 by analysing the school menus to comply			31-Mar-2022	New school menus were introduced in August 2021 which met the new Nutritional Requirements for Food and Drink in Schools (Scotland) Regulations 2020. Following consultation with pupils and parent groups, these menus were reviewed and amended from January 2022, coinciding with the roll-out of Universal Free School meals for primary pupils up to P5.
02	Support the expansion of free school meals to all primary schools		80%	31- Aug-2022	The Soft FM Service delivered the expansion of the Universal Free School Meal entitlement to all P4 pupils in August 2021 and to all P5 pupils in January 2022. It was originally planned that all P6 & 7 pupils would receive this entitlement by August 2022, however this has now been delayed. The service awaits the announcement from the Scottish Government for capital funding for this project – once this has been received, decisions will be taken on the infrastructure improvements which will require to be carried out in school kitchens and dining halls to maintain the continued delivery of this service.
03	Support the delivery of the 1140 hours early years provision			31- Aug-2022	The 1140 hours early years provision has now been rolled out across the authority with all 3 and 4 year olds and eligible 2 year olds being provided with a hot, healthy, nutritious lunch.

04	Deliver a programme of engagement with schools, parents and pupils, encouraging participation in the development of school meal menus, COVID-19 guidelines permitting			31-Mar-2022	The Soft FM Officer for Menu and Nutrition has been consulting with both pupil and parent groups, on the school menu. This resulted in the changes put in place from January 2022. Work is continuing to deliver a revised menu from August 2022 – this includes holding taster sessions for new products and recipes. All new menus will continue to meet the new Nutritional Requirements for Food and Drink in Schools (Scotland) Regulations 2020.
05	Provide employment and training opportunities for identified groups of young people in Renfrewshire			31-Mar-2022	<p>Environment &amp; Infrastructure took on seven Kickstart employees. The aim of the Kickstart programme is to help young unemployed people gain additional skills to better equip them for the world of work. The programme has been successful in Waste.</p> <p>There are two Project Search staff working with waste and are proving an asset to the team.</p> <p>Building Services working in partnership with Housing Services have been recruiting new youth apprentices. 7 youth apprentices now have positions: 3 Painters, 2 Electricians and 2 Plumbers. This builds on our existing complement of apprentices.</p> <p>We are very pleased to be in a position to offer these apprenticeship opportunities within Renfrewshire.</p>

06	Work with CoSLA to ensure the provision of free sanitary products within education premises across Renfrewshire as part of the of the Period Products (Free Provision) (Scotland) Bill			31-Mar-2022	The Soft FM service continues to work with CoSLA and Children's Services to ensure that free sanitary products are always available in Renfrewshire's schools. A relaunch of the programme was carried out after the school spring break in April 2022, which included opportunities for pupils to request reusable products, as well as the normal service provision.
06	Work to meet the challenging targets set out in our carbon management plan – through our council fleet, street lighting, public realm, waste and consumables <b>(Council Plan Action)</b>			31-Mar-2022	To support the growing number of EVs in the Council Fleet, EV Chargers have been installed in Operational Depots at Underwood Road and Robertson Park as well as HCSP facilities at Mile End Centre, Montrose Care Home, and Johnstone Town Hall to increase the provision of Electric Vehicle Charging Infrastructure and deployment of Low Emission Vehicles at these locations.
07	Deliver the objectives and requirements of the Scottish Household recycling charter, Circular Economy and Deposit Return and Extended Producer Responsibility schemes. <b>(Council Plan Action)</b>			31-Mar-2023	<p>Development of the Housing Charter, Circular Economy and Deposit Return Scheme (DRS) and Extended Producer Responsibility (EPRS) schemes are currently on hold awaiting a Scottish Government reviewing of the impact of DRS and EPRS and the COVID-19 pandemic.</p> <p>Renfrewshire Council are implementing the charter by improving on the waste collection tonnages (accounting for the COVID-19 recovery).</p> <p>Various initiatives have been delivered in support of the Recycling Charter including consultation with householders and a school project (which had been delayed by COVID-</p>

19). Assessment of school recycling performance has been completed.

The service has been working alongside Climate Change Champions throughout schools in Renfrewshire. Champions have had visits to Enva to raise awareness and enhance education on recycling.

The revised charter and route map will provide a foundation from which further changes can be made.

The Deposit Return Scheme will be launched on 16 August 2023. Implications for Local Authorities are still being determined.

Extended Producer Responsibility Scheme has not yet been laid before parliament.

Relevant tonnage information and composition of waste streams will be considered to determine how these schemes are implemented across Renfrewshire.

Baseline information has been gathered in 21/22 for all waste streams; residual, food/green waste, paper and card and mixed plastic and cans.

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08	Implement a new commercial waste service model			31-Mar-2022	This project is now completed. All businesses have been surveyed and duty of care documents updated in accordance with the new service delivery model.
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09

Develop and implement a long-term sustainable leachate and surface water management plan for Linwood Moss



31-Mar-2022

The overall aim is to remove the requirement for leachate treatment and to design a passive system where the leachate and surface waters are mixed before being discharged to the unnamed tributary of the River Gryffe. Consultants are considering the data and it will be reported to SEPA. Discussions will then commence to agree the variations to the waste management licence.

Based on the discussions with SEPA, there will be a period of monitoring required to ensure the leachate mixed with surface water is not causing an impact downstream and following this the existing treatment plant will be de-commissioned and the top lagoon filled in.

SEPA are keen to see the surrender of the waste management licences for sites such as Linwood Moss, however, to achieve this they need to be satisfied that the landfill is in continuity with the surrounding environment and robust data is key to this.

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

Code	Performance Indicator	Current Status	2019/20		2020/21		2021/22	Explanation of Performance
			Value	Target	Value	Target	Value	
01	% uptake of free school meals in primary schools		61.8%	75%	47.2%	75%	49.3%	School meal uptake in Primary and Secondary Schools has been impacted by the pandemic, when a more limited lunch offering and dining experience was offered. Over the course of this school year we have been able to return to a pre covid offering, pupils have started to return with the service working with pupils, teachers and parent to develop a new menu from January 2022. There has been positive feedback to this new menu and the service has seen an increase in uptake over the last few months. Taster sessions are organised with schools and working with schools on an individual basis to focus on uptake is ongoing.
02	% uptake of free school meals in secondary schools		48.4%	75%	49.6%	75%	32.3%	To add to above, the service is currently implementing a pilot in two secondary schools working with pupils to change the provision to work to improve the uptake.

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

#### Performance Indicators

Code	Performance	Current	2019/20	2020/21	2021/22	2022/23	Explanation of Performance
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Indicator	Status	Value	Target	Value	Target	Value	Target	Target	
01 Street Cleanliness Score - % of areas assessed as clean		94.5%	92%	93.6%	92%	Data for 2021/22 will not be published until February 2023	92%	92%	<p>The percentage of Renfrewshire's street assessed as clean was 93.6% for 2020/21. This figure is provisional and is awaiting verification by Keep Scotland Beautiful.</p> <p>The cleanliness score is based on 3 sample surveys carried out throughout the year by both the Council and Keep Scotland Beautiful (KSB).</p> <p>This score represents the percentage of areas assessed as acceptably clean (categories A and B) using KSB's Local Environmental Audit and Management System (LEAMS) methodology.</p>
02 Amount of CO <sub>2</sub> emitted by the public vehicle fleet		3,427	2,730	2,992	3,250	3,223	3,000	3,000	<p>The amount of CO<sub>2</sub> emitted by the public vehicle fleet has increased from 2,992 in 2020/21 to 3,223 in 2021/22. This is above target of 3,000 but reflects the increased vehicle use because of the requirement to maintain social distancing throughout the COVID-19 pandemic.</p>
03 % of the vehicle fleet which uses alternative fuels, such as electricity		18.2%	23.7%	23%	21%	25%	25%	25%	<p>Renfrewshire Council have purchased 14 Electric Vehicles to add to our zero emissions fleet of cars, light vans, minibuses and large goods vehicles resulting in almost a quarter of the fleet now using alternative fuel sources.</p> <p>We currently operate 116 electric vehicles up to and including two 5 tonne fully electric buses. This has reduced from 130 vehicles.</p> <p>There are electric bicycles at HQ.</p> <p>Pool fleet is 100% electric.</p>

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

## Performance Indicators

Code	Performance Indicator	Current Status	2019/20		2020/21		2021/22		2022/23	Explanation of Performance
			Value	Target	Value	Target	Value	Target	Target	
										The service continue to consider alternative fuels such as HVO, hydrogen and hybrid technology.
04	Reduce the amount of CO <sub>2</sub> emitted from public space lighting		1,493	1,750	1,368	1,700	1,246	1,700	1,500	<p>There has been a slight reduction in CO<sub>2</sub> emissions from public space lighting due to a small number of the remaining 'conventional' lanterns transferring to LED.</p> <p>This figure shows an improvement in 2021/22 compared to the previous year. There was a 10% reduction in CO<sub>2</sub> between 2020/21 and 2021/22. Any future improvements will level out as the LED programme is substantially complete.</p>
05	% of bins uplifted first time		99.8%	99.9%	99.8%	99.9%	99.8%	99.9%	99.9%	The percentage of bins uplifted first time in 21/22 was 99.8%. This is slightly below target of 99.9% however the service was working under the difficult early stages of the COVID-19 pandemic with the associated staff shortages as result of employees shielding and isolating. The service was supported by staff from other service areas within the department and continued to provide full refuse collection services throughout this period.
07	Complete Inspection process		New performance	6%	40%	38%	20%	100%		All of the highest risk memorials have now been inspected and staff are currently working through

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

**Performance Indicators**

Code	Performance Indicator	Current Status	2019/20		2020/21		2021/22		2022/23	Explanation of Performance
			Value	Target	Value	Target	Value	Target	Target	
	for all headstones and burial grounds	indicator 2020/21								<p>the memorials deemed medium risk.</p> <p>The Council is committed to providing a safe and welcoming environment for visitors and our staff in Renfrewshire cemeteries and churchyards, with all work carried out as respectfully as possible. A policy for the inspection of memorial monuments and headstones outlines procedure and any dangerous or unsafe memorials are laid flat to ensure the safety of all staff and visitors.</p> <p>Whilst we recognise the sensitivities and importance of these graves, we will continue to ensure they are managed respectfully and sensitively preserved while we carry out the required safety measures.</p>

**Council Plan Strategic Outcome 4:  
Reshaping our place, our economy and our future**

**Performance Indicators**

Code	Performance Indicator	Current Status	2019		2020		2021		2022	Explanation of Performance
			Value	Target	Value	Target	Value	Target	Target	
08	% of Household Waste Recycled (Calendar year)		53%	54%	49.1%	54%	Awaiting Data	50%	50%	Awaiting verified Data from SEPA

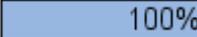
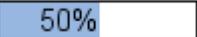
**Council Plan Strategic Outcome 4:  
Creating a sustainable Renfrewshire for all to enjoy**

**Performance Indicators**

Code	Performance Indicator	Current Status	2019/20		2020/21		2021/22		2022/23	Explanation of Performance
			Value	Target	Value	Target	Value	Target	Target	
	data) (LGBF Indicator)									
09	% of Household waste collected which is landfilled (Calendar year data)		5.7%	16%	9.5%	16%	Awaiting Data	5%	5%	Awaiting verified Data from SEPA

## Council Plan Strategic Outcome 5: Working together to improve outcomes

## Priority Actions

Code	Action	Status	Progress	Due Date	Update
01	Provide our employees with the appropriate support to manage their attendance, health and wellbeing			31 March 2022	<p>Work on the Council's Business World system continues to ensure that required information is available to managers.</p> <p>Environment &amp; Infrastructure continue to support delivery of the Corporate Health and Well Being Strategy.</p>
02	Implement the Council's People's Strategy			31-Mar-2022	The Organisational Development Strategy has been implemented across all areas of Environment & Infrastructure and will be reflected in the Council's new People's Strategy.
03	Active participation in Council's Right for Renfrewshire Transformational Programme			31-Mar-2022	The service engaged with the first phase of Right for Renfrewshire and will continue to support the recommencement of this aligned with any existing service reviews.
04	Better use of data and technology to improve services performance and delivery			31-Mar-2022	<p>The service has developed apps to support officers in delivering frontline operational requirements. It has implemented an online process for special uplifts provided through the Council's customer account portal, "MyAccount". A Gully App has also been developed to support gully maintenance.</p> <p>A new data analytics approach to how management information is used to support service improvement has been rolled out across each service area.</p>

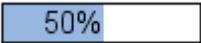
## Council Plan Strategic Outcome 5: Working together to improve outcomes

## Priority Actions

Code	Action	Status	Progress	Due Date	Update
05	Deliver agreed operational efficiencies through fleet utilisation and rationalisation		<div style="border: 1px solid black; width: 80px; height: 20px; background-color: #e6f2ff; display: flex; align-items: center; justify-content: center;">60%</div>	31-Mar-2022	<p>The utilisation and rationalisation process is beginning to recommence as the COVID-19 and social distancing guidelines are being relaxed. Additional hire vehicles, hired in for the pandemic are being assessed for utilisation and if possible 'off-hired'. Fleet utilisation and the efficiency of the sustainable transport fleet are continuously being monitored and assessed along with a recharging and booking process, which along with introduction of the Underwood Rd pool fleet should increase the opportunity for reduction.</p> <p>All hire vehicles used in Waste Operations were returned November 2021. The service has returned to using solely our core fleet vehicles.</p>
06	Provide an integrated FM service across the Council for public building and housing repairs and compliance		<div style="border: 1px solid black; width: 80px; height: 20px; background-color: #e6f2ff; display: flex; align-items: center; justify-content: center;">50%</div>	31-Mar-2022	<p>The consultant report has been delayed, the progress bar should remain at 50% and the date moved to 31 March 2023.</p> <p>This was due to COVID and we now have an election and will not be able to take forward until post-election.</p>
07	Deliver improvements in the Council's Cemeteries estate		<div style="border: 1px solid black; width: 80px; height: 20px; background-color: #e6f2ff; display: flex; align-items: center; justify-content: center;">10%</div>	31-Mar-2023	<p>During the first 6 months of 2021/22 a new French drain has been constructed adjacent the rear end of the north wall of Hawkhead Cemetery. This will improve drainage in this section of the cemetery and will connect up drainage works carried out in 2019.</p> <p>Further drainage works are planned in the area adjacent to the Scotts Road/Hawkhead Road section</p>

**Council Plan Strategic Outcome 5:  
Working together to improve outcomes**

**Priority Actions**

Code	Action	Status	Progress	Due Date	Update
					<p>of the cemetery which will eliminate historical flooding in this section of the site. These new works will tie into the drainage system completed in 2018/19.</p> <p>Engineering and tree works have been completed inside and adjacent to the soil storage compound again, to improve the drainage in this section of the cemetery and to enhance the aesthetics in this operational area of the site.</p> <p>The current container storage units will be replaced with a purpose-built units in 2022/23 to house the plant and equipment used on site.</p> <p>There is a plan in place to renew signage across all cemeteries before the end of 2022/23.</p>
08	Support the Council to implement the Business World system			31-Mar-2022	Environment & Infrastructure continue to participate in user briefing sessions and staff training to support the implementation of Business World.
09	Embed new approaches to staff engagement across all areas of the service			31-Mar-2022	The service's staff panel and newsletter were impacted by the COVID-19 restrictions and guidelines. However, staff were kept up to date through letters from the Director and the service were well represented in the Staff Weekly news and letters which were the main vehicles for communicating with staff during the pandemic.

## Council Plan Strategic Outcome 5: Working together to improve outcomes

## Priority Actions

Code	Action	Status	Progress	Due Date	Update
10	Ensure robust and up to date business continuity arrangements are in place		<div style="width: 50%;"><div style="background-color: #4f81bd; height: 10px; width: 50%;"></div></div> 50%	31-Mar-2022	The service's Resilience Management Team hold quarterly meetings chaired by Head of Operations and Infrastructure to review recent incidents and lessons learned, business continuity exercises and any training required.
11	Review and maintain continuous improvement frameworks		<div style="width: 50%;"><div style="background-color: #4f81bd; height: 10px; width: 50%;"></div></div> 50%	31-Mar-2022	<p>The most recent BSi Audit for Operations &amp; Infrastructure was successfully completed in March 2022. There are a number of corrective actions being taken forward through a working group to ensure improvements and preventative actions are in place.</p> <p>Following a review of the service's continuous improvements framework the Senior Leadership Team agreed that Facilities Management would no longer participate in ISO 9001 Quality Management. The service will continue to explore appropriate improvement frameworks during 2021/22.</p>
12	Review Health & Safety and Risk Assessments in line with COVID-19 requirements		<div style="width: 100%;"><div style="background-color: #4f81bd; height: 10px; width: 100%;"></div></div> 100%	31-Mar-2022	The review of Health and Safety risk assessments has progressed in the first six months of this financial year. A working group has been established and meets on a regular basis to take forward the review. However, works required by our colleagues in Corporate Health and Safety has been delayed due to Covid and to other priorities. The required works to enable the Risk Assessment Process to go live are in the programmed list and will be undertaken as soon as possible.

**Council Plan Strategic Outcome 5:  
Working together to improve outcomes**

**Priority Actions**

Code	Action	Status	Progress	Due Date	Update
13	Ensure robust financial monitoring is in place to support the COVID-19 recovery		<div style="border: 1px solid black; width: 80px; height: 20px; background-color: #ADD8E6; display: flex; align-items: center; justify-content: center;">50%</div>	31-Mar-2022	The Senior Leadership Team and service managers meet on a period by period basis with Finance to monitor budgets to ensure the service is provided with the most up to date information to ensure robust financial systems are in place to support the service in the COVID-19 recovery phase.

## Council Plan Strategic Outcome 5: Working together to improve outcomes

## Performance Indicators

Code	Performance Indicator	Current Status	2019/20		2020/21		2021/22		2022/23	Explanation of Performance
			Value	Target	Value	Target	Value	Target	Target	
01	Average number of work days lost through sickness absence per employee (FTE) (cumulative)		16.44	13.7	17.02	13.7	15.5	13.7	13.7	<p>During the last year absence rates have been slightly above target. This has been exacerbated by some long-term absences who were awaiting NHS appointments or treatment, which were delayed because of the impact of Covid. We have been working with our employees to facilitate their return to work and the absence rates are decreasing.</p> <p>The two main reasons for absence are musculoskeletal and joint disorders accounting for 30.50% and psychological (non-work related) absence accounting for 30.06%.</p> <p>Operational staff have been working hard to help address mental health issues across the workforce and we now have a team of mental health first aiders within the department.</p>
02	% of members enquiries completed within timescale by E&I		85%	85%	86.4%	85%	86.7%	85%	85%	<p>Environment &amp; Infrastructure received 4,722 members enquiries in 2021/22, of which 86.7% were responded to within timescale. This is an improvement on the performance for 2020/21 when there were 5,047 members enquiries, of which 86.4% were responded to within timescale.</p>

## Council Plan Strategic Outcome 5: Working together to improve outcomes

## Performance Indicators

Code	Performance Indicator	Current Status	2019/20		2020/21		2021/22		2022/23	Explanation of Performance
			Value	Target	Value	Target	Value	Target	Target	
03	% of FOI requests completed within timescale by E&I		96%	97%	96%	100%	99%	100%	100%	Environment & Infrastructure dealt with 367 Freedom of Information requests in 2021/22, of which 363 (99%) were responded to within timescale. 128 of these requests were cross departmental and 239 were departmental.
04	% of front line resolutions dealt with within timescale by E&I		85%	100%	75%	100%	80.8%	85%	85%	Environment & Infrastructure received 6,609 front line resolutions in 2021/22, of which 80.8% were responded to within timescale. Technical difficulties at the start of the year have resulted in lower than target response times. As the year progressed, this was resolved, and target timescales were exceeded.
05	% of complaint investigations completed within timescale by E&I		85%	100%	58%	95%	64.8%	95%	85%	In 2021/22 the service had dealt with 732 complaint investigations 64.8% of which were dealt with within the agreed timescale.  As with frontline resolution complaints performance at the start of the year was impacted by technical issues and staff changes. The performance in the second half of the year has improved considerably.

## Council Plan Strategic Outcome 5: Working together to improve outcomes

## Performance Indicators

Code	Performance Indicator	Current Status	2019/20		2020/21		2021/22		2022/23	Explanation of Performance
			Value	Target	Value	Target	Value	Target	Target	
06	Cost of Maintenance per Kilometre of roads (LGBF Indicator)		£17,932	N/A	£17,495	N/A	Data for 2021/22 will not be published until February 2023	N/A	N/A	The data is published by the Improvement Service on an annual basis as part of the Local Government Benchmarking Framework and is extracted from the LFR information from the Scottish Government website. Renfrewshire's ranking remained 26 <sup>th</sup> between 2019/20 and 2020/21. The 2020/21 costs reflect the £8m roads capital investment programme allocation expenditure on roads and pavements. This significant capital allocation to roads improvements is expected to lead to ongoing performance of above average spend reflecting the current focus on investment in the roads infrastructure. Data for 2021/22 will not be published until February 2023. <b>(LGBF indicator)</b>
07	% of adults satisfied with parks and open spaces (LGBF Indicator)		83.77%	N/A	83.5%	N/A	Data for 2021/22 will not be published until February 2023	N/A	N/A	This is an indicator from the Local Government Benchmarking Framework extracted from the results of the Scottish Household Survey – Renfrewshire's ranking moved from 17 <sup>th</sup> in 2019/20 to 18 <sup>th</sup> in 2020/21. Data for 2021/22 will not be published until February 2023. <b>(LGBF Indicator)</b>

## Council Plan Strategic Outcome 5: Working together to improve outcomes

## Performance Indicators

Code	Performance Indicator	Current Status	2019/20		2020/21		2021/22		2022/23	Explanation of Performance
			Value	Target	Value	Target	Value	Target	Target	
08	Cost of parks and open spaces per 1,000 of the population ( <b>LGBF Indicator</b> )		£25,221	N/A	£28,240	N/A		N/A	N/A	This is an indicator from the Local Government Benchmarking Framework extracted from the LFR information from the Scottish Government – Renfrewshire’s ranking moved from 26th in 2019/20 to 27th in 2020/21. Data for 2021/22 will not be published until February 2023. The increased costs of parks and open spaces per 1,000 population for 2019/20 reflects internal changes to how income is included on the Local Finance Return, as the 2019/20 costs now include recharges to other council services. A further increase in costs can be attributed to the pay award and the additional funding received for environmental improvements. ( <b>LGBF Indicator</b> )
09	% of adults satisfied with refuse collection ( <b>LGBF Indicator</b> )		79.63%	N/A	70.63%	N/A		N/A	N/A	This is an indicator from the Local Government Benchmarking Framework extracted from the results of the Scottish Household Survey – Renfrewshire’s ranking moved from 20 <sup>th</sup> in 2019/20 to 24 <sup>th</sup> in 2020/21. Data for 2021/22 will not be published until February 2023. ( <b>LGBF Indicator</b> )

## Council Plan Strategic Outcome 5: Working together to improve outcomes

## Performance Indicators

Code	Performance Indicator	Current Status	2019/20		2020/21		2021/22		2022/23	Explanation of Performance
			Value	Target	Value	Target	Value	Target	Target	
10	Net cost of waste collection per premise ( <b>LGBF Indicator</b> )		£67.82	N/A	£66.66	N/A	Data for 2021/22 will not be published until February 2023	N/A	N/A	This data is published by the Improvement Service on an annual basis as part of the LGBF Framework and is extracted from the LFR information from the Scottish Government website. Renfrewshire's ranking moved from 20th in 2019/20 to 15th in 2020/21. Data for 2021/22 will not be published until February 2023. ( <b>LGBF Indicator</b> )
11	Net cost of waste disposal per premise ( <b>LGBF Indicator</b> )		£106.52	N/A	£61.59	N/A	Data for 2021/22 will not be published until February 2023	N/A	N/A	This data is published by the Improvement Service on an annual basis as part of the LGBF Framework and is extracted from the LFR information from the Scottish Government website. Renfrewshire's ranking moved from 23rd in 2019/20 to 3rd in 2020/21. Data for 2021/22 will not be published until February 2023. ( <b>LGBF Indicator</b> )
12	% of adults satisfied with street cleaning ( <b>LGBF Indicator</b> )		60.1%	N/A	52.77%	N/A	Data for 2021/22 will not be published until February 2023	N/A	N/A	This is an indicator from the Local Government Benchmarking Framework extracted from the results of the Scottish Household Survey – Renfrewshire's ranking moved from 29th in 2019/20 to 31st in 2020/21. Data for 2021/22 will not be published February 2023.

## Council Plan Strategic Outcome 5: Working together to improve outcomes

## Performance Indicators

Code	Performance Indicator	Current Status	2019/20		2020/21		2021/22		2022/23	Explanation of Performance
			Value	Target	Value	Target	Value	Target	Target	
										(LGBF Indicator)
13	Net cost of street cleaning per 1,000 of the population (LGBF Indicator)		£5,974	N/A	£6,472	N/A	Data for 2021/22 will not be published until February 2023	N/A	N/A	This data is published by the Improvement Service on an annual basis as part of the LGBF Framework and is extracted from the LFR information from the Scottish Government website. Renfrewshire's ranking moved from 1st in 2019/20 to 2nd in 2020/21. Data for 2020/21 will not be published until February 2023. (LGBF Indicator)





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**To:           INFRASTRUCTURE, LAND AND ENVIRONMENT POLICY BOARD**

**On:           15<sup>th</sup> June 2022**

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**Report by:   DIRECTOR OF ENVIRONMENT & INFRASTRUCTURE**

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**Heading:    ENVIRONMENT & INFRASTRUCTURE HEALTH, SAFETY AND  
              WELLBEING PLAN 2022/23**

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## **1.     Summary**

- 1.1     The Council's Health, Safety and Wellbeing Strategy 2019-2022 promotes a positive Health and Safety culture to ensure compliance with relevant Health and Safety legislation. The existing Council Plan was developed before COVID-19, and therefore, our approach and vision must continue to adapt in response to the pandemic by focusing on supporting staff in the "here and now" – still living and working in the midst of the pandemic.
- 1.2     Health, safety and wellbeing plans are important service documents which are reviewed and updated on an annual basis to ensure there is sufficient focus on Health and Safety compliance and improvement activity.
- 1.3     Environment & Infrastructure has reviewed its Health, Safety and Wellbeing plan for the period 2022/2023 and identified a range of actions that will be undertaken to support and improve Health & Safety compliance and performance.
- 1.4     The Plan is attached as Appendix 1 and reports on the Health & Safety performance of Environment & Infrastructure in the previous 2 financial years 2020/2021 and 2021/2022, reflecting the reduced reporting structures undertaken during the peak of the pandemic in 2020/21. This plan also sets out the future objectives in an Action Plan for the current financial year 2022/2023.
- 1.5     Over the last 2 years there have been significant health safety interventions and developments introduced across the department. Through COVID control measures to keep the service and wider workforce safety through public building controls, to replacement of staff welfare facilities and safety enhancements at underwood road. The service has also created both dedicated service and corporate resource to focus on maintaining and improving our health, safety and welfare arrangements.

## 2. Recommendations

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

- 2.1 Approves the Environment & Infrastructure Health and Safety report for 2020- 2022 and the Action Plan for 2022/2023 attached as Appendix 1.

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## 3. Background

- 3.1 Environment & Infrastructure Services are provided directly to the public of Renfrewshire, to other services within the Council and to community partners. The service has approximately 1,500 employees. The principal role and purpose of Environment & Infrastructure is to provide key frontline services:
  - Operations and Infrastructure - Waste, StreetScene, Roads, Infrastructure & Transportation, Fleet & Social Transportation.
  - Facilities Management (Hard & Soft Services) – including PPP & Compliance and Building Services.
- 3.2 Environment & Infrastructure is committed to continually improving health and safety performance in the delivery of its services. The British Standard for Occupational Health and Safety OHSAS 18001:2007 registration has been embedded within the Service, independently audited and successfully retained in 2019/2020. However, this standard has been superseded by ISO 45001:2018. It is widely anticipated that Renfrewshire Council as a whole will move to this new standard in the future.
- 3.3 The actions outlined in the Action Plan for 2022/2023 will be regularly monitored with updates provided to the Environment & Infrastructure Leadership Team to ensure key actions are implemented.

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## Implications of the Report

1. **Financial** - None
2. **HR & Organisational Development** – The report supports the Council's commitment to the health, safety and wellbeing of employees.
3. **Community Planning** – Renfrewshire is well – the safety of employees and public are of paramount importance to Renfrewshire Council and the Health and Safety plan is reflective of this.
4. **Legal** - The service will continue to comply with current Health & Safety legislation.
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** – The report supports and demonstrates Environment & Infrastructure commitment to ensuring effective Health & Safety management.
9. **Procurement** – None
10. **Risk** – The report supports the overarching management of risk within Renfrewshire Council.
11. **Privacy Impact** – None
12. **Cosla Policy Position** – None
13. **Climate Risk** – none

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**List of Background Papers** – None

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**ENVIRONMENT & INFRASTRUCTURE  
ANNUAL HEALTH, SAFETY AND WELLBEING PLAN 2022/2023**

## 1.0 Introduction

- 1.1 The Council's Health, Safety and Wellbeing Strategy 2019-2022 promotes a positive Health and Safety culture to ensure compliance with relevant Health and Safety legislation. The existing Council Plan was developed before COVID-19, and therefore, our approach and vision must continue to adapt in response to the pandemic. The council is actively developing financial, economic and social renewal recovery plans, which will refocus our activities on recovery from the virus before a new Council Plan is launched in 2022/2023. In turn, a similar approach will be adopted to the initial phase of this strategy's implementation - by focusing on supporting staff in the "here and now" – still living and working in the midst of the pandemic
- 1.2 The intention of the Council's Health, Safety and Wellbeing Strategy is to:
- Reinforce effective health, safety and wellbeing management across the Council.
  - Refocus and engage with those who undertake or influence health, safety and wellbeing management which support more robust governance.
  - Ensure legal compliance and, where appropriate meet industry standards and good practice; and
  - Ensure that effective health, safety and wellbeing risk management is embedded in the organisation and thereby aid in the reduction in the number of incidents and the potential for harm to workers and the public.
- 1.3 Environment & Infrastructure has reviewed its Health, Safety and Wellbeing plan for the period 2022/2023 and identified a range of actions that will be undertaken to support and improve Health & Safety compliance and performance.
- 1.4 The Plan reports on the Health & Safety performance of Environment & Infrastructure in the previous financial years 2020/2021 and 2021/2022. It also sets out the future objectives in an Action Plan for the current financial year 2022/2023.
- 1.5 Environment & Infrastructure Services are provided directly to the public of Renfrewshire, to other services within the Council and to community partners. The service has approximately 1,500 employees. The principal role and purpose of Environment & Infrastructure is to provide key frontline services:
- Operations and Infrastructure - Waste, StreetScene, Roads, Infrastructure & Transportation, Fleet & Social Transportation, CMRP.
  - Facilities Management (Hard & Soft Services) – including PPP & Compliance and Building Services.
- 1.6 These wide ranging and highly visible services are delivered at 270 Council premises, to over 92,000 households and businesses with more than 849km of roads and transport structure being maintained across Renfrewshire. The Health, Safety and wellbeing of our staff, contractors and visitors is of paramount importance.
- 1.7 Since March 2020 – The impact of the pandemic on Renfrewshire's communities, residents and businesses has been unprecedented and no Council service was untouched by the lockdown and associated restrictions at that time. The Council worked with partners to continue to deliver vital frontline services throughout the period, as well as create new services (such as the Local Assistance Team) to respond to immediate, critical needs. The workforce demonstrated its resilience and

flexibility by adapting to new ways of working. Finding new ways to support our most vulnerable by taking on entirely new duties, as part of an existing role, through redeployment or adapting to full-time home-based working. Staff continue to respond to an ever-changing set of circumstances and demands.

The operating environment has changed frequently and often at short notice and the service has had to be flexible and adaptable to manage this change and adjust services accordingly. The result has been that Health, Safety & Welfare matters have become very demand / reactive based to suit the large range of activities being undertaken.

This 'as required' approach has been essential to keep our workforce safe and to meet the guidance issued by the Scottish Government, Health Protection Scotland and the NHS. The reactive nature of our current way of working is likely to have a significant impact on timescales for programmed or scheduled development and improvements in Health, Safety & Welfare matters.

- 1.8 The service has worked closely with colleagues from within the Council's Health & Safety team and Regulatory Services to ensure that all workplaces and working practices meet the requirements for health & safety in relation to Covid-19. This is an ongoing process as new guidance is introduced or existing guidance changes or is updated. Communications with the workforce plays an important part of this process to ensure they are provided with the latest information.

## **2.0 Management of Health and Safety within the Service**

### **Broad Context of Health and Safety Policy**

- 2.1 The Director of Environment & Infrastructure has overall responsibility for the application of Environment & Infrastructure Health & Safety Policy. The Leadership Team of Environment & Infrastructure also takes a lead and active role in the monitoring and application of the integrated "Quality and Health & Safety" management system.
- 2.2 The Health & Safety Policy continues to reflect and provide a guidance framework for the management of Health & Safety in Environment & Infrastructure.
- 2.3 The objective of Environment & Infrastructure is to ensure that health, safety and welfare is an integral part of its business and all service areas continually seek to develop a positive culture and attitude amongst its staff to achieve this.
- 2.4 The integrated "Quality, Health & Safety" management system has been further developed as part of the continuous improvement of our management system to reflect structure changes, service improvements and enhanced service delivery arrangements.
- 2.5 The BS OHSAS 18001:2007 registration has been embedded within the service. The retention of this registration reflects a strong commitment to ensuring robust, health, safety and welfare management arrangements are in place throughout Environment & Infrastructure. It is the intention that Renfrewshire Council will look to meet the requirements of the new Health and Safety quality standard ISO 45001:2018 in the future.
- 2.6 Continued review of the "Quality, Health & Safety" system will be carried out during 2022/2023 to take account of the structural changes required to reflect the changes which have occurred within the service in recent times.

### **3.0 Organisation for Implementing Health & Safety Management**

#### **Health & Safety Committee**

- 3.1 Environment & Infrastructure is represented on the Corporate Health & Safety Committee and seeks to play a positive part in the quarterly meetings of the Committee. A programme of meetings of the Environment & Infrastructure Health & Safety Committee are arranged to align with the quarterly meeting cycle of the Corporate Health & Safety Committee.
- 3.2 The Environment & Infrastructure Health & Safety Committee will continue to keep the Health & Safety Policy up to date and assuring its relevance to, and implementation by, all employees. The committee meets quarterly and comprises Environment & Infrastructure Senior Managers together with a representative from the Corporate Health and Safety Team.
- 3.3 The committee provides a forum for discussion and sharing of ideas in the development of the Quality, Health & Safety Management system. The group has previously been instrumental in the successful retention of BS OHSAS 18001:2007 registration. However, during 2020 - current, these external audits were postponed due to COVID-19 restrictions. In addition to the quarterly meetings outlined above, the Service Coordination team and Corporate Health and Safety team meet regularly to ensure that a Health & Safety culture continues to be embedded in Environment & Infrastructure Services. It is anticipated that Renfrewshire Council will seek ISO 45001:2018 in the future.
- 3.4 The meetings are chaired by the Service Coordination Manager or delegate and consider:
- (a) Accidents - statistics, trends, investigations and other information to identify causes and provide so far as is practicable solutions for their prevention.
  - (b) Workplace inspections (internal) and audits (Corporate and external)
  - (c) The planning, performance management and review of our approach to Health & Safety
  - (d) The monitoring and implementation of the Health & Safety action plan
  - (e) The identification, assessment and recording of risks
  - (f) Actions arising from the Corporate Health & Safety committee
  - (g) Actions arising from the corporate and service Risk Management and planning arrangements, and
  - (h) New developments in Health & Safety arising from legislation and Government and Council policy

#### **Consultation Mechanisms**

- 3.5 Information on Health & Safety issues currently communicated to employees using various internal channels such as strategic meetings, operations meetings, trade union meetings, toolbox talks, text, e-mail, and notice boards.

- 3.6 The Environment & Infrastructure Health & Safety Committee is complemented by joint working arrangements which have been introduced for employee and Trade Union consultation. Regular meetings take place with the Environment & Infrastructure Directorate and Trade Union representatives where key Health & Safety issues may also be discussed. The communication with employee groups is essential and allows for better awareness and practice of Health & Safety; the management of risk; the prevention of accidents and ill health, and the maintenance of safe working practices.
- 3.7 Separate service subgroup meetings also take place involving Union and staff representatives to discuss and resolve specific service-related concerns, including Health & Safety issues.
- 3.8 The department also enhanced its ability to communicate digitally with front line staff over the last 2 years, through digital messaging. This continues to be developed to include as many staff as possible in what is a quick and effective way of communicating important information.

#### **4.0 Planning and Setting Standards**

##### **Setting of Health and Safety Objectives**

- 4.1 The Environment & Infrastructure Health & Safety Committee reviews and assesses a number of matters, including:
- Developments in the regulation of health and safety in the workplace and in working practices,
  - The identification of areas of work where there is a need for improvement that may entail the implementation of works or investment in equipment, and
  - The need for training and raising awareness in relation to health & safety.
- 4.2 The Q-pulse management system assists with monitoring of Health & Safety performance. However, it is envisaged that Environment & Infrastructure will move away from the Q-Pulse system over the next 12 months.

##### **Training**

- 4.3 Training is integral to the approach to Health & Safety within Environment & Infrastructure. In 2020 and 2021 health and safety training has been noted to be lower than in previous years, due to the pandemic restricting training opportunities, with 365 and 512 staff being trained in these financial years respectively. The service has been working through a programme to increase training across service areas, impacted by the pandemic.
- 4.4 All training is recorded in Q-pulse system, with Service Managers having access to the system to allow performance monitoring of training programmes that have been developed. Much of the training has been in the form of online through MS Teams, Webex etc. Due to COVID-19 restrictions, some direct 'face to face' training has taken place in small staff groups in an outdoor setting, with restrictions lifting this will be easier in the coming year to deliver more and larger training sessions

## 5.0 Measuring Performance

5.1 The action plan from the current annual Health & Safety plan is monitored on a regular basis and quarterly reports are produced to monitor performance against the key actions detailed in the plan.

### Active Monitoring

5.3 A Corporate programme of planned workplace inspections for 2022/2023 is currently being developed in line with COVID-19 guidelines.

5.4 The Environment & Infrastructure Health & Safety Committee monitor of health and safety performance throughout the year to ensure there is regular and focussed monitoring of the key Health & Safety activities within Environment & Infrastructure. This is done through internal and external HSE inspection, accident review, well being indicators and legislative and industry guidance.

5.5 Seven key themes have been identified in Corporate Health, Safety and Wellbeing Strategy 2019-2022 and Environment & Infrastructure has and will continue to actively work with Corporate Health & Safety in these key activities over the coming year:

- Violence and Aggression
- Mental Health
- Hand Arm Vibration Syndrome (HAVS)
- Fire Safety
- Musculoskeletal
- Managing Contractors
- Audits and Inspections

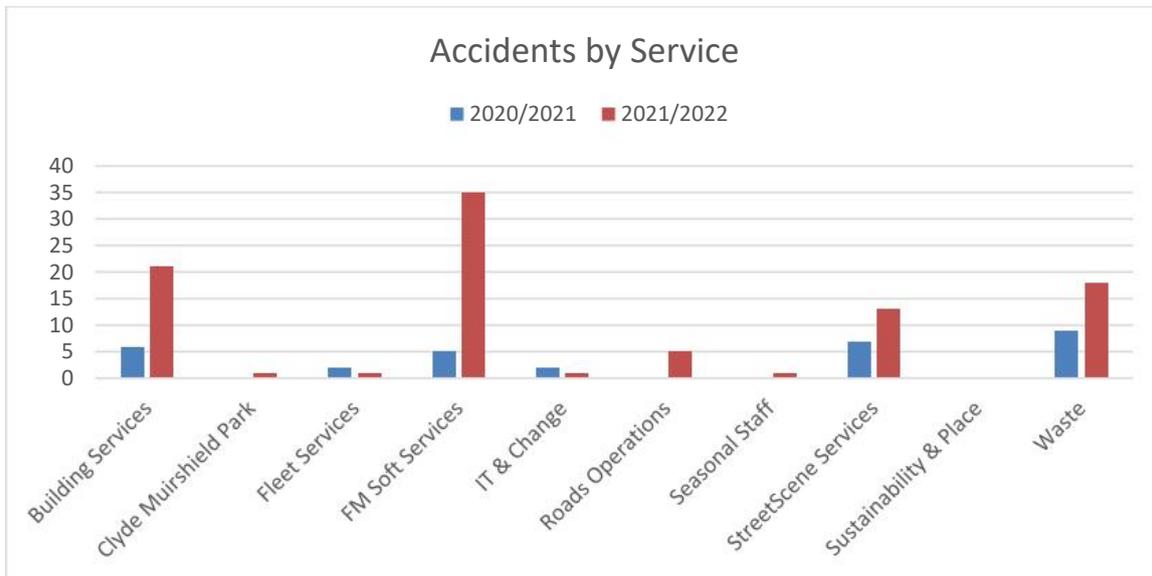
### Accidents

5.8 Over the past 2 years there have been 137 accidents reported, and 27 of these reportable accidents to the Health and Safety Executive.

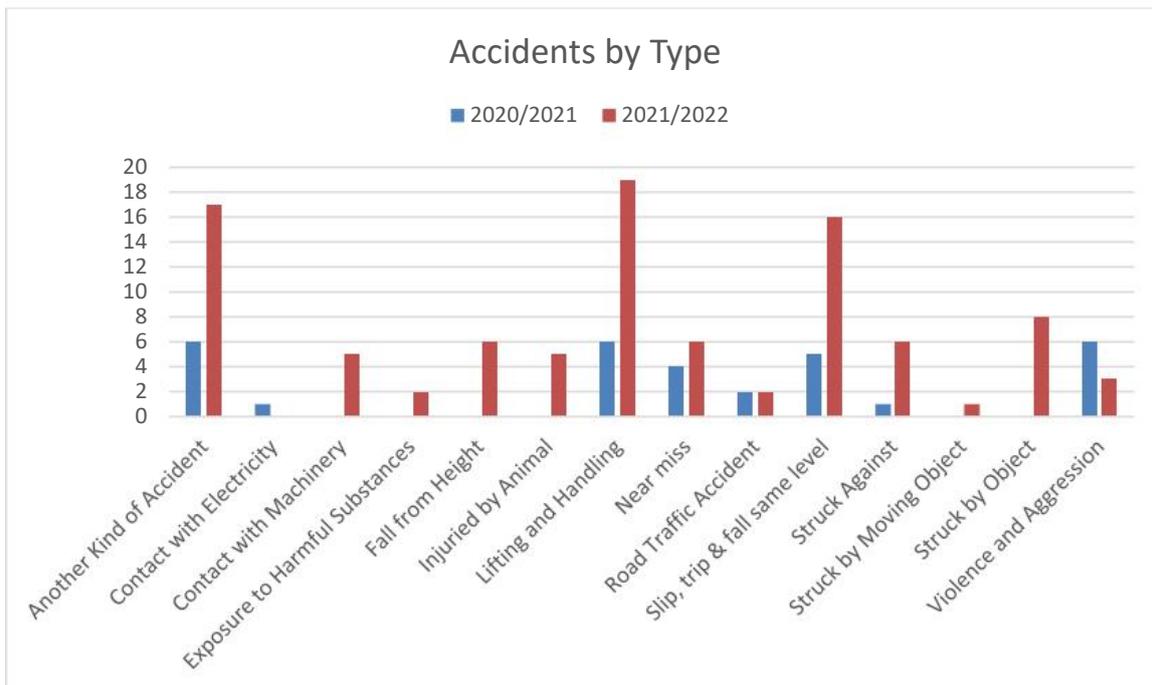
5.9 Accident recording and management had been a priority for Environment & Infrastructure committee in 2021/2022. We had concentrated our focus to promote an open, positive health and safety culture and encouraged staff and management to report all accidents, incidents and occurrences. All incidents, accidents and occurrences have also been reviewed on a weekly basis which has resulted in more accurate and real time data. This will remain a priority for Environment & Infrastructure in 2022/2023 taking any actions need to be taken to ensure the safety of our employees and members of the public.

5.10 Accident trends analysed over the lasts 2 years are broken down below accident and service area is provided in the charts below:

**Chart 1: No of accidents in each service area in 2020/2021 & 2021/2022**



**Chart 2: Total number of each type of accident in Environment & Infrastructure in 2020/2021 & 2021/2022**



**Accident Reporting and Investigation**

5.13 Environment & Infrastructure has fully implemented use of the Corporate Accident/Incident Recording system on Business World in February 2019. Local arrangements are in place to accommodate staff who do not have access to a PC. Support is provided to Service Managers in recording and investigating accidents as required.

## **6. Review of Health and Safety Management**

- 6.1 The Environment & Infrastructure Health and Safety Committee will continue to review Health & Safety management across the service.
- 6.2 A review of the Quality and Health and Safety management system will be carried out in 2022/23 to reflect the operational and structural changes required by the departmental and Council reviews.
- 6.3 Supporting attendance is a key priority for Environment & Infrastructure. Arrangements are in place to utilise the services of the Council's Occupational Health provider. The main elements of the service utilised by Environment & Infrastructure have been:
  - Early intervention programme,
  - Employee counselling service,
  - Treating employees referred to the service,
  - Physiotherapy, and
  - Cognitive behavioural therapy for employees
  - Statutory Occupational Health benchmarking – i.e. HAVS, Audiometry etc.

The health, safety and wellbeing of our workforce remains a top priority for the Council. A Council wide Health and Wellbeing questionnaire will be sent to all staff in June 2022. The findings will assist the Council to prioritise where our employees need help and support. Environment & Infrastructure may thereafter develop service specific health and wellbeing questionnaires to ensure we were meeting the needs of our employees and the priorities of "Our People, Our Strategy 2021-2026" - People Strategy.

## Environment & Infrastructure Health and Safety Plan 2022-2023

Action	Due Date												
Ascertain if transition is required to meet the new replacement standard of ISO 45001:2018	March 2023												
Monitor the implementation of the annual Corporate Health and Safety inspection programme for Environment & Infrastructure	March 2023												
Encourage staff to complete Health, Safety & Welfare modules on iLearn and attend training courses as required. For example, Personal Safety / Violence and Aggression, Mental Health First Aid, First Aid (General), Wellbeing, General risk assessment training, prevention of accidents etc	March 2023												
Ensure that there are sufficient Fire Wardens & First Aid at work provision throughout Environment & Infrastructure	March 2023												
Secure a reduction in the number of accidents in the workplace and the resulting days lost due to accidents  <table border="1" data-bbox="336 824 991 1111"> <tbody> <tr> <td>2016/17</td> <td>110</td> </tr> <tr> <td>2017/18</td> <td>86</td> </tr> <tr> <td>2018/19</td> <td>83</td> </tr> <tr> <td>2019/20</td> <td>61</td> </tr> <tr> <td>2020/21</td> <td>31</td> </tr> <tr> <td>2021/22</td> <td>96</td> </tr> </tbody> </table> <p>(Number of recorded workplace accidents for Environment &amp; Infrastructure employees (RIDDOR, Major and Minor)</p>	2016/17	110	2017/18	86	2018/19	83	2019/20	61	2020/21	31	2021/22	96	March 2023
2016/17	110												
2017/18	86												
2018/19	83												
2019/20	61												
2020/21	31												
2021/22	96												
Monitor and review the number of workplace accidents to seek to deliver a downward trend in the number of accidents from 2021/2022	March 2023												
Monitor post action recommendations and ensure they are robust and fully completed for RIDDOR and major accidents	March 2023												
Training – Ensure health and safety training is appropriately delivered and recorded	March 2023												
Monitor new working practices, legislation changes, internal and external accident trends and provide training for employees on specific activities to ensure safe working practices are followed	March 2023												
Seven key themes have been identified in Corporate Health, Safety and Wellbeing Strategy 2019-2022 and Environment & Infrastructure will actively work with Corporate Health & Safety in these key activities between 2019/2022. <ul style="list-style-type: none"> <li>• Violence and Aggression</li> <li>• Mental Health</li> <li>• Hand Arm Vibration Syndrome (HAVS)</li> <li>• Fire Safety</li> <li>• Musculoskeletal</li> <li>• Managing Contractors</li> <li>• Audits and Inspections</li> </ul>	March 2023												



**To: Infrastructure, Land and Environment Policy Board**

**On: 15 June 2022**

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**Report by: Director of Communities and Housing Services and Director of Environment and Infrastructure Services**

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**Heading: School Parking Exclusion Zones – Safer Schools Evaluation**

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## **1. Summary**

- 1.1 Officers have been working on developing and delivering a School Parking Exclusion Zones/Safer School pilot at 4 schools across Renfrewshire. The pilot was due to begin in 2020, however, the global Covid-19 pandemic prevented the pilot from starting due to schools being closed with pupils studying from home on several occasions during 2020/2021.
  - 1.2 As a result, the period of the Experimental Traffic Regulation Order was extended, and the pilot officially started following the Easter Break in April 2021. To allow a full evaluation to take place, the scheme was extended until the end of March 2022.
  - 1.3 To understand the full impact of the zones, Renfrewshire Council invited everyone affected by the road restrictions e.g. schools, staff, parents, children, residents and partners to complete a survey on the zones. There were 91 responses to the 4-week survey.
  - 1.4 The results of the evaluation are detailed below in Section 4 of this report with the survey questions being attached as Appendix 1 to this report for the information of members.
-

## **2. Recommendations**

- 2.1 It is recommended that the Infrastructure, Land and Environment Policy Board:
- (i) Notes the evaluation of the School Parking Exclusion Zones pilot that took place between April 2021 and March 2022 with the evaluation undertaken in Feb/March 2022.
  - (ii) Approves the use of a range of interventions set out in section 5 of this report, tailored to the needs of schools and communities across Renfrewshire, including the 4 pilot schools, to improve the safety of children and tackle parking patterns and traffic movements around schools.
- 

## **3. Background**

- 3.1 A paper was presented to the Communities, Housing and Planning Policy Board on 21 May 2019 updating on previous road safety campaigns and seeking the approval of a number of actions that would seek to tackle this issue.
- 3.2 One was a proposal to pilot the introduction of school exclusion zones around certain schools within Renfrewshire for a 9-month period.
- 3.3 Following a desk top review of all primary schools across Renfrewshire and discussions with Children's Services, 4 schools were chosen to pilot school parking exclusion zones. These zones prohibited cars from entering/leaving at set times during the day at the start and end of the school day.
- 3.4 The schools chosen for the pilot were:
- Barsail Primary School (Erskine)
  - Lochfield Primary School (Paisley)
  - St Catherine's Primary School (Gallowhill, Paisley)
  - St Charles Primary School (Paisley)
- 3.5 As part of the pilot, certain streets were closed around the schools. The timings were 45 minutes in the morning and afternoon (8.30am – 9.15am and 2.30pm – 3.15pm). During this time, the street became a pedestrian zone.
- 3.6 It was initially intended that the pilot would run for approximately 9 months (Easter 2020 – December 2020), however, due to Covid-19 this was delayed and the start date became April 2021 with the pilot running up to March 2022.

- 3.7 Experimental Traffic Regulation Orders (ETROs) were prepared and published with community consultation undertaken.
- 3.8 As a result of a significant majority of objectors to the proposed Experimental Traffic Regulation Orders being school staff, discussions were held with the headteachers of each of the schools affected, with a report taken to the Infrastructure, Land and Environment Policy Board on 4 November 2020 at which time it was agreed as part of the pilot that staff would get an exemption from entering/leaving the zone during the restricted times.
- 3.9 Meetings also took place with Senior Officers in Police Scotland to ensure collaboration and enable a multi-disciplinary approach to implementing the pilot.
- 3.10 As part of the project, the newly recruited Road Safety Officer worked with all 4 schools to prepare Active Travel Zone leaflets to allow an easy reference to show the exclusion zones, 5-minute walk zone and key walking routes. An example of the Active Travel Zone leaflet for St Charles PS is attached as Appendix 2.
- 3.11 A dedicated page was provided on the Council website and affected residents contacted and advised how to receive a residents exemption badge.
- 3.12 Following the introduction of the pilot, Officers from Community Safety (Renfrewshire Wardens) and Police Scotland visited the zones as part of routine visits to schools.

#### **4. Evaluation of pilot**

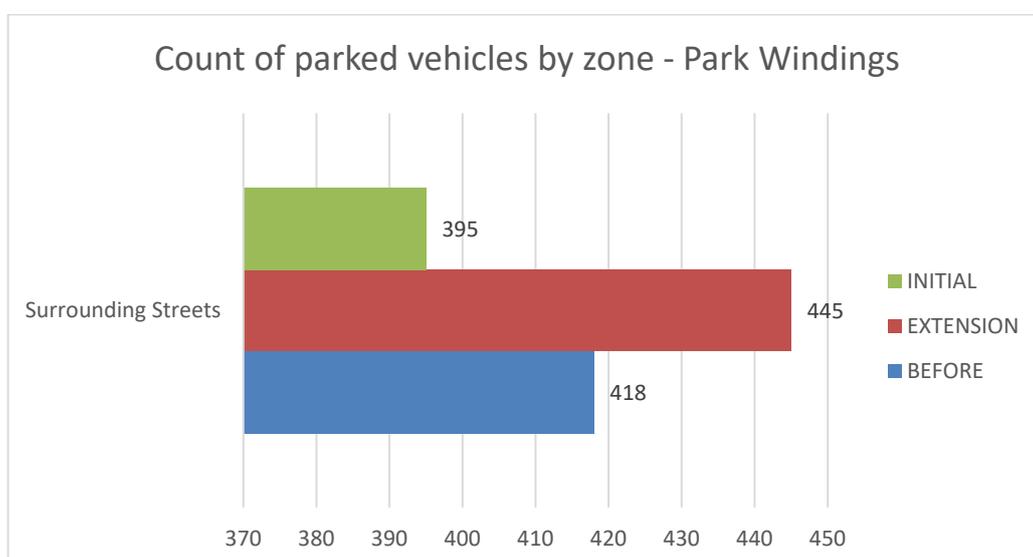
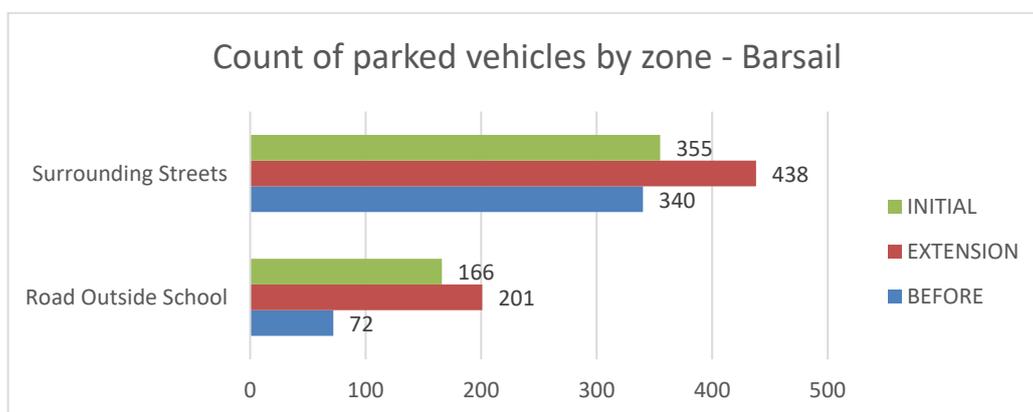
- 4.1 As part of the pilot, an evaluation of the effectiveness of the scheme has been undertaken. Initially a baseline assessment was carried out before the pilot to assess the challenges faced, counts of vehicles in streets and where any displaced traffic may go when streets were closed.
- 4.2 Some of the Key Performance Indicators (KPIs) were qualitative as well as quantitative, however, evaluation included:
- Counts of vehicles entering zones
  - Number of penalty charges issued to vehicles entering the zones
  - Number of issues raised by schools
  - Near misses/accidents
  - Reduction in traffic congestion
  - Increase in Walking/Cycling and reduced car journeys
  - Survey and speaking to parents/carers, teachers, children, Elected Members to see if pilot effective.

### Vehicle Count Survey

- 4.3 As part of the on-going evaluation, a vehicle count was undertaken by a consultant before, during and towards the end of the pilot to ascertain any behaviour changes for each school.
- 4.4 From the survey, it was noted that the road closures resulted in 50-80% less traffic moving directly outside the schools during the restricted periods. This was recorded mid-way through the pilot and did not change appreciably by the end. However, it should be noted that parents have either been arriving in the street before the period starts (and parking) or parking more in the surrounding streets, depending on location:

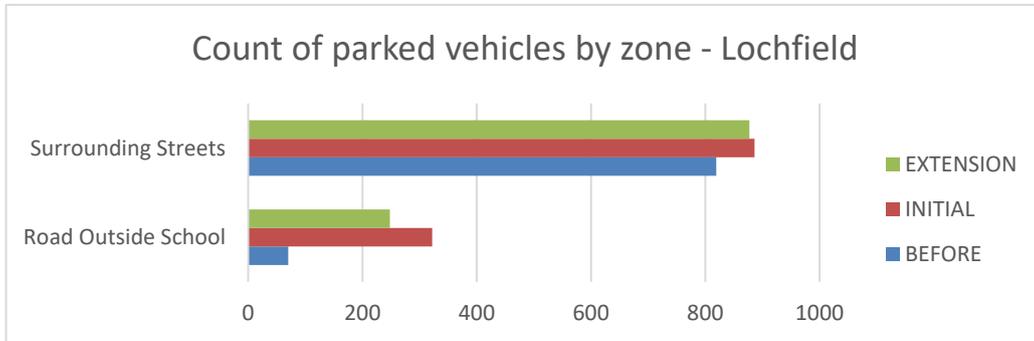
- **Barsail PS**

- Midway through pilot - The number of cars on the road outside the school was up 27% from what it used to be, but the surrounding streets remained the same. The area around Park Winding has dropped by around 5%.
- End of pilot – The number of parked cars on the road outside school is up by 65%, in surrounding streets up 28%, and in the Park Winding area up 6%.



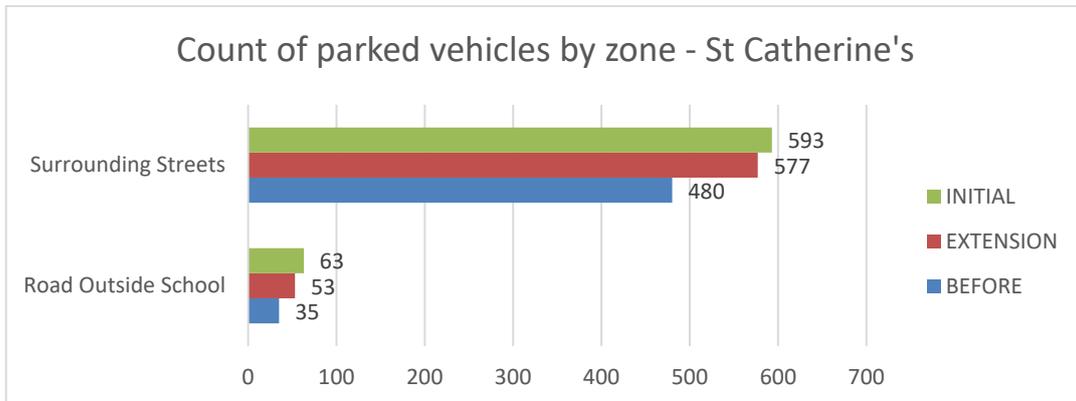
- **Lochfield PS**

- Midway through pilot – parking in the road outside school has increased by four times whereas the surrounding streets have seen an increase of 10%.
- End of pilot – parking in road outside reduced to 2.5 times the original and surrounding streets reduced to around a 5% increase.



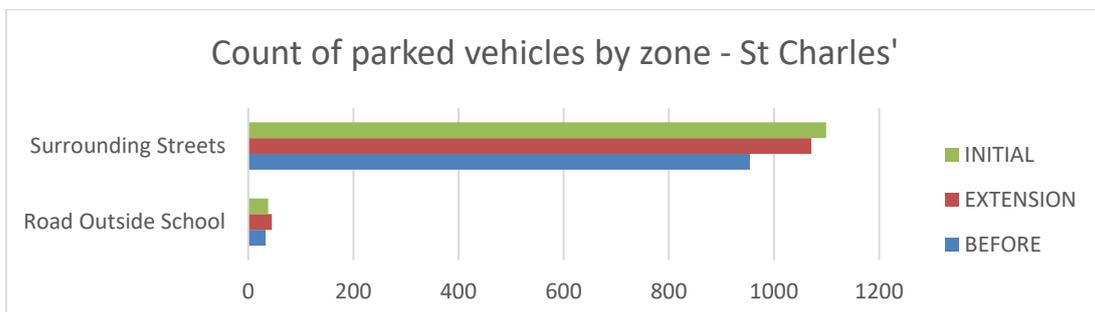
- **St Catherine's PS**

- Midway through pilot - Parking on the road outside increased to twice original amount and in the surrounding streets by 23%.
- End of pilot – parking on the school road is up 66%, surrounding area is up 20%.



- **St Charles PS**

- Midway through pilot - little change in cars parked in the street outside the school, although noted there were very few to start with. Around 10% increase in cars parked in surrounding streets
- End of pilot – same picture as above.



- 4.5 The vehicular movement survey also identified the number of conflicts over that week. This was identified as conflicts between ‘car and pedestrian’ or ‘car and car’ (minor precautionary breaking or changing lane) below. The statistics of the number of conflicts within the exclusion zone over a 1-week period were:

School	Before	During	End
Barsail PS	73	12	11
Lochfield PS	145	21	19
St Catherine’s PS	97	20	4
St Charles PS	13	12	0

- 4.6 It can be seen that the occurrences fall dramatically during the restricted periods in the morning and afternoon, when the zone was put in place. However, there is no similar data to compare before or after the restricted periods.

- 4.7 With regards to “near misses” i.e. more serious/quicker stops to prevent collisions with vehicle or child, these were also collected during the same time period.

School	Before	During	End
Barsail PS	1	1	0
Lochfield PS	2	1	0
St Catherine’s PS	2	0	0
St Charles PS	1	0	0

### **Hands Up Survey**

- 4.8 Every year, Renfrewshire Council undertakes a “hands up” survey with pupils to understand the pupils travel habits from year to year. These are undertaken in September each year and look at the different modes of transport e.g. walk/cycle/scooter or skate/park & stride/car/bus or taxi.
- 4.9 As part of the evaluation, the hands up survey for the 4 schools was assessed to ascertain if the exclusion zones had resulted in an increase in active travel.
- 4.10 The results across the 3 schools improved with 1 decreasing:
- Barsail PS – Active travel decreased and driving increased.
  - Lochfield PS - Active travel increased by 6.1% but driving also increased by 4.3%. Less Park and Stride 7.1% decrease.
  - St Catherine’s PS - Marked change in active travel up 17.7% and numbers taking the bus by 8.6%. Less being driven by 21.3%
  - St Charles PS - Overall Active Travel increased by 4.3%. Driving decreased by 8.7% and bus use increased by 6%.

### **Evaluation Survey**

- 4.11 A survey was undertaken with all partners and affected residents/parents/staff as part of the school parking exclusion zones. The survey was predominantly on-line, however, letters were issued to all residents in affected to ask they opinion on the zones that were in place. The survey ran for 4 weeks in Feb/March 2022.
- 4.12 There were 91 responses to the survey.
- 75% of responses thought that the school exclusion zone pilot were a good idea
  - 76% of responses would like to see the parking exclusion zones continue.
  - 58% of responses disagreed that the surrounding street were less congested with car traffic.
  - 55% of responses held the opinion that the parking exclusion zones have worked.

### **On-site visits from Wardens/Police Scotland**

- 4.13 To try and assist Police Scotland, the Renfrewshire Wardens also visited the 4 schools routinely to undertake parking enforcement and assess the success/challenges with the exclusion zones.
- 4.14 The Wardens advised that whilst on-site, it was noted that many residents still didn't have permits for entering/leaving the zones – it should be noted that they weren't breaking the law at this time (they weren't moving), however, if they had been, they could have received a fixed penalty notice.
- 4.15 There is a perceptible improvement when Police are on site, with regards to the restricted streets, especially when Traffic Police attend.

### **Enforcement**

- 4.16 As part of the pilot, Police Scotland have routinely visited all 4 schools to assess compliance. On most occasions, no enforcement has taken place with anyone noted to be accessing/egressing during the restricted times being spoken to and warned. As detailed in section 4.14, with a visible presence, people don't normally enter the zones.
- 4.17 However, as part of the pilot, there have been 27 fixed penalty notices issued with the following allocation to each school:
- Barsail PS – 0
  - Lochfield PS – 3
  - St Catherine's PS – 5
  - St Charles PS – 19

## 5. Conclusions and Next Steps

- 5.1 The results of the evaluation of the pilot have not been conclusive and the outcomes appear to be mixed with some positives and some negatives.
- 5.2 The number of conflicts within the street where the zone was implemented reduced markedly. However, the pilot did not have a large impact on active travel with a lot of cars still noted within the zone or noted to be in the surrounding streets.
- 5.3 The active travel leaflet was well received, as were the positive communications, however, the overall enforcement was extremely challenging and resource intensive for Police Scotland.
- 5.4 Whilst it is noted that the School Parking Exclusion Zones will not be the full answer for all schools, there are a suite of road safety interventions that could be considered depending on the school, geography and community needed. This list is not exhaustive, but could include:
- Parking Exclusion Zones
  - School Active Travel Plans
  - Park and Stride
  - WOW – Living Street's Year Long Active Travel Programme
  - Walking Bus – Families meet and walk together on a specified route
  - Physical interventions e.g. planters
  - Wider parking enforcement and Traffic Regulation Orders around schools
  - Community and School Engagement Sessions
- 5.5 From this project, a Road Safety Officer has been recruited to lead and drive the above review and interventions.
- 

## Implications of the Report

1. **Financial** – Depending on the work and interventions put in place around schools, there will be financial considerations that will require to be considered.
2. **HR & Organisational Development - None**
3. **Community/Council Planning** –  
*Our Renfrewshire is safe – by introducing school parking exclusion zones, this will ensure a safer environment for children to enter and depart school.*
4. **Legal - None**

5. **Property/Assets - None**

6. **Information Technology - None**

7. **Equality & Human Rights**

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

8. **Health & Safety - None**

9. **Procurement - N/A**

10. **Risk - None**

11. **Privacy Impact - N/A**

12. **COSLA Policy Position - N/A**

13. **Climate Risk – None.**

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### **List of Background Papers**

- a) School Parking Initiative - Communities, Housing and Planning Policy Board, 21 May 2019
- b) School Parking Exclusion Zones – Communities, Housing and Planning Policy Board, 14 January 2020
- c) Traffic Regulation Order – School Parking Exclusion Zones - Infrastructure, Land and Environment Policy Board, 4 November 2020

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

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**Author:** Oliver Reid, Head of Communities and Public Protection  
Email: [Oliver.reid@renfrewshire.gov.uk](mailto:Oliver.reid@renfrewshire.gov.uk)

## Appendix 1 – Evaluation Survey Questions

Are you a parent, teacher, resident or other?

School

Which year group is your child in?

How does your child normally travel to school? (if applicable)

If your child could choose, how would they prefer to travel to school? (if applicable)

If your child would prefer to walk, cycle, scoot/skate or park and stride, why would your child prefer to do so? (if applicable)

If your child would prefer to park and stride, be driven, take the bus or use a taxi, why would your child prefer to do so? (if applicable)

Do you think the school exclusion zone pilot is a good idea?

Would you like to see the parking exclusion zones continue?

Do you think the exclusion zone might change the way school staff travel to school?

Please indicate how the parking exclusion zone impacted your use of the following modes for travelling to and from school

What impact has the exclusion zone had on the area?

The area is now safer

The area now provides more space for socialising for me (and/or my children)

The area is now a more inclusive and attractive place

The air quality in the area has improved

The exclusion zone has strengthened relationships in the local community

The surrounding streets are now less congested with car traffic

Is it now easier to social distance while travelling to school and back than before the parking exclusion zones? (if applicable)

Is it now easier to walk, cycle or scoot to school and back than before due to the exclusion zones? (if applicable)

Were you provided with the opportunity to engage in a consultation process on the exclusion zones?

In your opinion, have the parking exclusion zones worked?

Appendix 2 – St Charles PS – Active Travel Zone leaflet.

**THINK**  
**STOP**  
**LOOK**  
**LISTEN**

Crossing the road is part of everyday life and it is essential that children learn how to do it safely. Always use the Green Cross Code with children over 7, younger children should be taught to:

Walking to school with other families is a great way to build an active community and create safer, friendlier streets. Encourage your friends and family to walk with you and make getting to school on foot an everyday choice.



**WHAT IS PARK & STRIDE?**

This means driving part of the way to school then walking the final 5-10 minutes. If more people did this there would be fewer cars moving and parking next to the school, making it safer and giving more space for everyone at the school entrance.

**5 minutes**



Walking an extra 5 minutes to and from school adds up to almost an hour of walking a week, and will help cardiovascular fitness, keep your heart healthy and tone growing generation!

**WORRIED ABOUT SAFETY? SHOW AS YOU GO!**

Showing your children how to spot risks and be safe near roads is one of the best ways to protect them. Practising road safety makes children more aware, more confident and safer around traffic.



Physical activity and active travel are really important at our school. Our Captains and Vice Captains encourage all pupils to take part in a wide range of extra activities including sports days, after school clubs, Active Schools, WOW, scooting and cycling to and from school as well as Bikeability.

By being active, pupils are healthy and energised, ready for the school day. It allows them to concentrate more and tackle challenges head on. St Charles' promotes safer communities and hopes more families will choose active travel for their school journey.

Supported by:



**ST CHARLES' PRIMARY SCHOOL**

**ACTIVE TRAVEL ZONE**



**ST CHARLES' ACTIVE TRAVEL ZONE**



**KEY**

- Parking Exclusion Zone
- Walking routes
- 5-minute Walk Zone
- School main entrance
- Play space: Park Drive
- Staff Car Park
- School Patrol Crossing
- Bus Stop
- Traffic Lights
- Gazebo
- Basketball Court
- Shops



**ST CHARLES' PRIMARY SCHOOL**





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**To: Infrastructure, Land & Environment Policy Board**

**On: 15 June 2022**

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**Report by: Chief Executive**

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**Heading: Community Asset Transfer Policy and Procedures**

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## **1. Summary**

1.1 The purpose of this report is to advise Board Members of a refresh to the Council's policy and procedures in relation to community asset transfer.

## **2. Recommendations**

2.1 It is recommended that Board: -

- i) Note the content of the refreshed Renfrewshire Council community asset transfer policy and procedures; and
  - ii) Approve both documents for immediate implementation.
- 

## **3. Background**

3.1. Community asset transfer (CAT) is covered by legislation through Part 5 of the Community Empowerment (Scotland) Act 2015 (the Act) and the Asset Transfer Request (Procedure) (Scotland) Regulations 2016.

3.2. The Act introduced a right for community bodies to make requests to all local authorities, Scottish Ministers and a wide-ranging list of public bodies, for any land or buildings they feel they could make better use of.

3.3. The Act requires those public authorities to assess requests transparently against a specified list of criteria, and to agree the request unless there are reasonable grounds for refusal.

- 3.4. Renfrewshire Council has a proven track record supporting and working with communities to deliver asset transfers for community benefit. During the Covid-19 pandemic, however, several CAT requests were unable to be progressed due to restrictions and staff being otherwise deployed, creating a backlog of applications.
- 3.5. From the start of 2022, officers have undertaken a review of the processes for CAT and sought to streamline these to process requests more efficiently. The result of this review is a refreshed CAT policy and set of procedures that ensures that the Council complies with the legislation and is able to process requests expediently.

#### **4. Refreshed CAT Policy and Procedures**

- 4.1. The refreshed CAT policy sets out the Council's continued approach and commitment to asset transfer under the Act where that will bring benefits to communities and contribute towards the priorities of the Community Plan, Our Renfrewshire 2017-2027.
- 4.2. The Policy is underpinned by 4 core principles:
  - ***Proactive Approach*** - the Council will seek to implement the policy proactively through officer support in order to encourage appropriate groups to consider asset transfer as a means of realising their ambitions;
  - ***Respond Strategically*** - the Council will respond to requests for asset transfer by exploring the strategic implications and benefits of each transfer request;
  - ***Transparency and Consistency*** - the Council will treat all asset transfer requests equally and will publish full details of our process which will include a clear first point of contact; clear stages and timescales for each party; and our decision-making process and criteria;
  - ***Proportionality*** - we will be proportionate and measured in our assessment of each asset transfer request against a fixed set of criteria.
- 4.3. Within the policy, it is recognised that some assets may have to remain under Council ownership and management, to support delivery of essential services or support economic activity in an area.
- 4.4. The refreshed CAT policy is supported by detailed procedures and guidance for communities and Council officers.

#### ***Procedures and changes to our process***

- 4.5. One of the most important changes to our procedure is that a single point of contact for CAT has been established within the Council's Place and Regeneration Team to manage the request process from end-to-end, liaising with departments across the Council as required.

- 4.6. The lead officer will co-ordinate a small team of officers from across the Council to provide information and expert support to community bodies when required and to confirm eligibility of key documents at each stage of the process leading to formal acknowledgement, validation, and referral to the Officer CAT Panel for recommendation.
- 4.7. This approach makes the most of strengths across the Council, reducing the burden on any single Council team and speeding up the process for community bodies seeking to make applications.
- 4.8. The Council have introduced a pre-CAT request process. This is a voluntary stage of the process which allows officers receiving the request to quickly provide feedback to community bodies as to their eligibility and the availability of the asset identified, thereby, avoiding unnecessary cost and in some cases, raised expectations.
- 4.9. We have re-established the CAT Panel consisting of Heads of Service and Senior Officers from across the Council to assess CAT applications and make recommendations to Board for approval or to the Head of Economy and Development to refuse the request.
- 4.10. The CAT Panel will meet on a regular basis and will receive updates on applications as they progress, thereby building knowledge and understanding of requests and leading to improved outcomes. The Panel is Chaired by the Head of Economy and Development.
- 4.11. The CAT Panel met on 20 April 2022 to review drafts of this policy and procedures and recommend them to the Board for approval and immediate implementation.
- 4.12. Copies of the CAT policy and procedures are attached as Appendices 1 and 2 to this report.

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## **Implications of the Report**

1. **Financial** – None.
2. **HR & Organisational Development** – None.
3. **Community Planning**  
**Our Renfrewshire is well** – supporting the wellness and resilience of our citizens and communities.
4. **Legal** – policy and procedures support the Council in complying with Part 5 of the Community Empowerment (Scotland) Act 2015.
5. **Property/Assets** – As per this report.

6. **Information Technology** – None.

7. **Equality & Human Rights**

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

8. **Health & Safety** – None.

9. **Procurement** – Not applicable.

10. **Risk** – None.

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

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

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### List of Background Papers

None.

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**Renfrewshire  
Council**

**COMMUNITY ASSET TRANSFER  
POLICY  
2022**



## Document Control

<b>Date</b>	<b>Version</b>	<b>Status</b>	<b>Lead Officer</b>	<b>Amended</b>
07/04/2022	Version 1.0	Draft	Sandra Inrig	11/04/2022
11/04/2022	Version 1.1	Amended	Sandra Inrig	

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- 1 Introduction
  - 2 Aims of Community Asset Transfer
  - 3 Community Transfer Bodies
  - 4 Local Policy Context
  - 5 National Context
  - 6 Renfrewshire Council Policy Statement
  - 7 Scope of Policy
- Appendix 1: CEA Actions
- Glossary
- Useful Links

## 1 Introduction

- 1.1 Part 5 of the [Community Empowerment \(Scotland\) Act 2015](#), enacted in January 2017, hereinafter referred to as the “Act”, introduces a right for community bodies to make requests to all local authorities, Scottish Ministers and a wide-ranging list of public bodies, for any land or buildings they feel they could make better use of. Community bodies can request ownership, lease or other rights, as they wish. The “Act” requires those public authorities to assess requests transparently against a specified list of criteria, and to agree the request unless there are reasonable grounds for refusal.
- 1.2 Renfrewshire Council has a proven track record supporting and working with communities to deliver asset transfers for community benefit.
- 1.3 Our Community Asset Transfer Policy (the “CAT Policy”) is a strategic document which sets out the legislative requirements and wider context for the policy as well as Renfrewshire Council’s continued approach and commitment to Asset Transfer under the “Act”.
- 1.4 The Policy will support a transparent, positive and proactive framework that enables and manages the transfer of assets from the Council to eligible<sup>1</sup> Community Controlled Bodies in order to bring about long-term social, economic and environmental benefits to the community.
- 1.5 The sections below provide information on the aims of community asset transfer; as well as the national and local context; the scope and details of the CAT Policy.

## 2 Aims of Community Asset Transfer

- 2.1 The aim of community asset transfer (CAT) is community empowerment – that is, to ensure that land and buildings are retained or transformed then operated for public benefit through community asset ownership and management.
- 2.2 The Council’s asset portfolio includes buildings, land, playing fields and other facilities and structures which are used for a variety of different social, community and public purposes. They are used to support service delivery by the Council or partners such as the community and voluntary sector organisations; for community use; and to stimulate economic activity and regeneration.
- 2.3 The transfer of assets to, or management by, community controlled bodies opens up new sources of finance, not available to the Council, to develop and extend the use of existing facilities.
- 2.4 Benefits of asset transfer to the local community, include:
- Community empowerment;
  - Regeneration of communities;

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<sup>1</sup> As defined in the [Community Empowerment \(Scotland\) Act 2015](#) and related [guidance](#)  
Renfrewshire Council Community Asset Transfer Policy 2022

- Extend the use of an asset, adding value in relation to the number of people benefitting and the range of opportunities it offers;
- Stimulate the involvement of local people in shaping and regenerating their communities;
- Retention of the building in community use, otherwise at risk of closure;
- Provide new opportunities for local learning and community capacity building and participation; and
- Promote a sense of civic pride and responsibility.

#### 2.5 Benefits to voluntary or community groups, include:

1. Generate long term sustainable revenue streams for groups making them more sustainable;
2. Provide local people with a meaningful stake in the future development of the place in which they live and/or work;
3. Be used as leverage to draw in new funding and expand the level of community activity; and
4. Provide opportunities for the creation of new partnerships with access to resources not available to the Council.

#### 2.6 Benefits to the Council, include:

- Providing a more accessible and responsive base from which services can be delivered;
- Delivering wider social, economic and environmental benefits for local citizens;
- Providing a catalyst for inward investment and local multipliers through local purchasing and employment;
- Helping to progress community planning priorities;
- Providing opportunities for long-term working between sectors;
- Creating the opportunity for investment in the asset that may not be possible within Council ownership;
- Building capacity for a more sustainable third sector; and
- Bringing back into full use properties deemed surplus to requirements or underutilised.

### 3 Community Transfer Bodies

3.1 There is no comprehensive definition for the types of community bodies or voluntary groups who can apply for asset transfer under this policy. Applicants may take many forms and can also adopt different types of legal structures.

3.2 For the purpose of this policy, Renfrewshire Council adopts the definition of a Community Transfer Body in section 77 of the “Act”, that is, as either a **community-controlled body** or a body **designated by the Scottish Ministers**.

3.3 A community-controlled body does not have to be incorporated, however, it must have a written constitution, articles of association, or rules which include the provisions set out in paragraph 5.10 of the Scottish Government [Guidance](#) for community asset transfer bodies, namely:

- (a) a definition of the community to which the body relates - the group may represent the community in a particular area or people who have a common interest or characteristic; the definition should be clear enough to show whether a person is a member of the community or not;
- (b) provision that the majority of the members of the body is to consist of members of that community - membership must be open to anyone who is a member of the defined community and there must not be any additional requirements;
- (c) provision that the members of the body who consist of members of the community have control of the body;
- (d) a statement of the body’s aims and purposes, including the promotion of a benefit for that community; and
- (e) provision that any surplus funds or assets of the body are to be applied for the benefit of that community.

3.4 A community-controlled body which wants to make an asset transfer request for **ownership** must also

- be incorporated as a company, a SCIO (Scottish Charitable Incorporated Organisation) or a BenCom (Community Benefit Company);
- have a minimum of 20 members; and
- have provision for the transfer of its assets on winding up to another community transfer body or registered charity.

3.5 It has been queried whether membership is open to all if membership fees are charged. The Scottish Government’s view is that fees may be charged, but they should be set at a level that is affordable for members of that community.

### 4 Local Policy Context

4.1 This Policy for community asset transfer (CAT) is aligned to the wider Council and Community Planning Partnership, and contributes to achieving the priorities of the Renfrewshire Council Plan 2017 – 2022, and subsequent versions; the Council's financial strategies; and [Our Renfrewshire](#), the community plan for Renfrewshire 2017-27.

4.2 *Our Renfrewshire* has four Key Priorities which are supported by the CAT Policy. These are:

- *Our Renfrewshire is thriving*: maximising economic growth that is inclusive and sustainable;
- *Our Renfrewshire is well*: supporting the wellness and resilience of our citizens and communities;
- *Our Renfrewshire is fair*: addressing the inequalities that limit life chances;
- *Our Renfrewshire is safe*: protecting vulnerable people and working together to manage the risk of harm.

4.3 For the purposes of this policy an asset shall be considered to be land or buildings in the ownership of, or leased by, Renfrewshire Council for public use and includes, town halls, village halls, community centres, bowling greens, public conveniences, public parks, country parks, playing fields, disused land, etc.

4.4 Not all Council assets will be considered suitable for transfer. Details for why an asset may not be considered suitable are set out in the legislation and guidance documents<sup>2</sup> and examples are included in the policy statement below.

## 5 National Context

### Legislation governing Asset Transfer

5.1 Over recent years legislation and national policy in Scotland (such as the Land Reform (Scotland) Act 2003 and the joint Scottish Government / COSLA Community Empowerment Action Plan 2009) has recognised the importance of, and been developed to support, strong, independent and resilient communities - empowered communities.

- **The Local Government in Scotland Act 2003** set out that Scottish Ministers may, by regulations, provide the circumstances by which local authorities can dispose of land at less than best consideration.
- **Disposal of Land by Local Authorities (Scotland) 2010 Regulations** gave discretionary powers to local authorities to dispose of land (and assets) to community bodies at less than best financial consideration without reference to the Minister, provided a local authority is satisfied that they are achieving “best value” through economic, regeneration, social, environmental or health benefits.

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<sup>2</sup> [Community Empowerment \(Scotland\) Act 2015](#) and related [guidance](#)  
Renfrewshire Council Community Asset Transfer Policy 2022

The [Regulations](#) can be used as an option to transfer assets to community groups without using the Community Empowerment (Scotland) Act 2015.

- In 2014 additional guidance was added to the **Public Finance Manual** which clarified and strengthened the process of disposing of public sector land and buildings.
- In 2015, the **Community Empowerment (Scotland) Act 2015** set out rights for community bodies to seek to acquire rights in any land and property held by a named public body.

### **The Community Empowerment (Scotland) Act 2015**

5.2 The Community Empowerment (Scotland) Act 2015 (Act) was introduced by Scottish Ministers to help to empower community bodies through the taking of ownership or control of land and buildings from public bodies (called "relevant authorities" in the "Act"), and by strengthening their voices in decisions about public services.

5.3 The "Act" provides for a range of actions to enhance community empowerment. See Appendix 1 for a full list of all 11 actions.

5.4 Part 5 of the "Act" provides community bodies with a right to request to purchase, lease, manage or use land and buildings belonging to local authorities, Scottish public bodies or Scottish Ministers.

5.5 The Community Empowerment (Scotland) Act 2015 and subsequent guidance for relevant authorities on Part 5, enacted on 23 January 2017, sets the context for the Council's Community Asset Transfer Policy.

5.6 Details of the "Act" and all published Guidance can be downloaded from <https://www.renfrewshire.gov.uk/article/4534/Community-Asset-Transfer>.

## 6 Renfrewshire Council Policy on Community Asset Transfer

6.1 This policy, dated April 2022, replaces all previous policy statements in relation to Community Asset Transfer by Renfrewshire Council and is supported by a detailed process map and guidance documents.

6.2 The Community Asset Transfer Policy is a strategic document which sets out Renfrewshire Council's continued approach and commitment to asset transfer under the Community Empowerment (Scotland) Act 2015.

6.3 Renfrewshire Council is committed to CAT where that will bring benefits to communities and contribute towards the priorities of the Community Plan, [Our Renfrewshire 2017-2027](#).

6.4 We recognise that CAT can be a valuable part in supporting and sustaining local communities and wish to ensure council assets can be owned and/or managed by local people, where appropriate.

6.5 This policy document and supporting process and guidance documents<sup>3</sup> are designed to ensure Renfrewshire Council has in place a comprehensive, transparent and consistent process for the consideration, assessment, approval or rejection and completion of community asset transfer requests.

6.6 Our Community Asset Transfer Policy is underpinned by the following core principles:

- **Proactive Approach** - the Council will seek to implement the policy proactively through Community and Economic Development support in order to encourage appropriate groups to consider asset transfer as a means of realising their ambitions;
- **Respond Strategically** - the Council will respond to requests for asset transfer by exploring the strategic implications and benefits of each transfer request;
- **Transparency and Consistency** - the Council will treat all asset transfer requests equally and will publish full details of our process which will include a clear first point of contact; clear stages and timescales for each party; and our decision-making process and criteria.
- **Proportionality** - we will be proportionate and measured in our assessment of each asset transfer request against a fixed set of criteria which are available to download from our website and are set out in the CAT process guide and guidance.

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<sup>3</sup> CAT Process and Guidance Documents are available to download from our [CAT Website](#)  
Renfrewshire Council Community Asset Transfer Policy 2022

- 6.7 Although the presumption will be in favour of a transfer in line with government [guidance](#), Renfrewshire Council require to satisfy themselves as to the capability and eligibility of community transfer bodies (CTB) to manage and sustain the asset and to be able to deliver the benefits detailed within the CAT Request.
- 6.8 Whilst fully supporting the principle of asset transfer, this policy also recognises that some assets must remain under Council ownership and management, in order to support delivery of essential services or support economic activity in an area.
- 6.9 Consideration will be given to the retention of assets which provide an income for the Council, have restrictive covenants on them making them unsuitable for transfer, or should be retained by the Council e.g., some property or land may be tied to the Council's investment programme or where the asset should be retained for the benefit of Renfrewshire residents more widely.
- 6.10 We will make use of a pre-application form to check key aspects of the CTB's eligibility in terms of the "Act" as well as the suitability for transfer of the asset requested.
- 6.11 If the property requested is not available for transfer due to conditions listed above, the CAT request will be declined. We will provide the CTB with reasons for declining the request and will work with them to identify an alternative asset.
- 6.12 In the event an asset has been marketed for sale or lease before a CAT request is received or if the Council has already entered into negotiations or begun proceedings to transfer or lease the land to another person, these proceedings will be continued and the asset may be disposed of before the CAT request has been concluded.
- 6.13 We will provide guidance to our communities and community groups about the process which should be followed when requesting a community asset transfer and the range of options available.
- 6.14 We will work in partnership with community bodies seeking asset transfer to meet the criteria required and for the benefit of our communities.
- 6.15 The Council will publish a register of all assets owned or leased by the Council and a separate Common Good Asset Register. These will be available on our website <https://www.renfrewshire.gov.uk/article/4534/Community-Asset-Transfer> and will be made available for inspection at Renfrewshire House, Cotton Street, Paisley, PA1 1WB by prior arrangement with the Council's Principal Estates Surveyor, [communityassettransfer@renfrewshire.gov.uk](mailto:communityassettransfer@renfrewshire.gov.uk).
- 6.16 The Council will update the asset register when transfer requests have been received in order that groups can see if the asset being considered is already subject to a CAT request.

- 6.17 Once 'validated'<sup>4</sup>, full details of a CAT request will be published on the Council's website and notices will be display within communities where the asset is located.
- 6.18 Members of the public, other community groups or regular users of the asset have a right to representation for or against published CAT requests. Such representations must be in writing. These will be shared with the applicant and also published on the website along with any comments from the community body making the CAT request. Details for how to do this are available to download from our website and are set out in the CAT process guide and guidance.

### Multiple requests for the same asset

- 6.19 In the event of two or more applications being received for the same asset, we will inform both CTBs of the other request but will not share details.
- 6.20 If appropriate and agreeable to both CTBs, we will explore if it is possible for the CTBs to work together to submit a single application. Alternatively, we may ask the CTBs to submit their applications at roughly the same time in order that they can be considered together.
- 6.21 If neither of the above options is possible, the Council will be unable to dispose of the asset to either party until all requests have been concluded, including reviews and/or appeals.

### Right of appeal

- 6.22 Community bodies have a right to call a review or appeal to Scottish Government on any decision made as a result of this policy. Details for how to do this are available to download from our website and are set out in the CAT process guide and guidance.
- 6.23 This Policy will be updated within 20 working days with any changes in the Community Empowerment (Scotland) Act 2015 or related guidance and will be reviewed as fit for purpose every 2 years.

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<sup>4</sup> Validation occurs when all documentation required to request an asset transfer has been received and assessed as meeting the criteria. Validation begins the formal process of the asset transfer request.

## 7 Scope of policy

- 7.1 This policy is effective from **xxx 2022** (date to be inserted following Board approval) and applies to all assets that are owned by or under stewardship of Renfrewshire Council and which are intended for public or community use.
- 7.2 The Council may not otherwise dispose of an asset that is subject to a CAT request until that request has been full concluded, including any review or appeal.
- 7.3 Assets that are required for the delivery of essential services, support economic activity or have restrictive covenants on them may not be suitable for transfer.
- 7.4 As stated above, the policy allows the Council to continue to dispose of assets that have been marketed for sale or lease and/or which are subject to ongoing negotiations to transfer the asset to another person if started before the CAT request has been received.
- 7.5 The Council will advise the CTB making the request of any such circumstances pre-dating their request at the earliest opportunity and will keep them informed of the outcome of same.
- 7.6 If competing bodies do not agree to work together or submit applications in the same time period (paragraph 6.19) the Council will be unable to dispose of the asset until **all requests** have been concluded, including any appeals.
- 7.7 For suitable assets, potential transfers will be considered on a case-by-case basis against a fixed set of criteria<sup>5</sup>.
- 7.8 The range of asset transfer options available to community groups and covered by this policy, are:
- Full ownership, sale of asset to an eligible community transfer body (CTB);
  - Short or medium-term lease to CTB for delivery of community benefit activity;
  - Long-term lease to CTB, 10 years plus, for delivery of community benefit activity;
  - Licence to occupy, whereby a CTB is granted sole use of an asset for delivery of community benefit activity;
  - Other management rights, whereby the Council grants right on a CTB to determine community-based activity.
- 7.9 Assets will not be transferred to individuals or private sector businesses to be used as vehicles for commercial ventures. In addition, assets will not be transferred to individuals or groups for party political or religious use.

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<sup>5</sup> Available to download from <https://www.renfrewshire.gov.uk/article/4534/Community-Asset-Transfer>  
Renfrewshire Council Community Asset Transfer Policy 2022

- 7.10 Any transfers involving Housing Revenue Account property assets will be subject to the approval of Scottish Ministers in terms of the Housing (Scotland) Act 1987.
- 7.11 Any property held within the Common Good Asset Register is subject to public consultation and may require to be brought before a Sheriff for legal determination.
- 7.12 CAT requests for full ownership rights require to meet the additional eligibility criteria,
- be incorporated as a company, a SCIO (Scottish Charitable Incorporated Organisation) or a BenCom (Community Benefit Company);
  - have a minimum of 20 members; and
  - have provision for the transfer of its assets on winding up to another community transfer body or registered charity
- 7.13 If ownership is the preferred transfer option, the Council can provide a market value for the asset. However, it is recommended that both parties seek a joint valuation of the asset and share the cost thereof. CTBs should be aware that CAT does not necessarily guarantee a reduction in value.
- 7.14 Full transfer of ownership will only be agreed with community transfer bodies which the Council considers to have the capacity to succeed in the long term. Each request for ownership will have to demonstrate financial sustainability for the asset and any proposed developments; and an ability to promote, deliver or improve wider community benefits, including, economic; regeneration; public health; social or environmental wellbeing.
- 7.15 Leases will be offered on an 'as seen' and 'full repairing and insuring' basis. It should be noted that the Council is unable to contribute to any improvement or investment works following a validated application and a prior to confirmation of a lease or sale.

## Legal Representation

- 7.16 While Renfrewshire Council can offer assistance to groups developing their constitution or business plans or seeking funding, this will be provided by the Economic Development Team as officer resource permits. Community transfer bodies are strongly advised to take independent property and legal advice.
- 7.17 CTBs will require to employ a solicitor to act on their behalf if seeking transfer of ownership and are strongly advised to employ their own solicitor before signing a lease agreement.

## Appendix 1

### Community Empowerment (Scotland) Act 2015

The Community Empowerment (Scotland) Act 2015 (the “Act”) was introduced by Scottish Ministers to help to empower community bodies through the taking of ownership or control of land and buildings from public bodies and by strengthening their voices in decisions about public services.

There are 11 topics covered by the “Act”. This summary gives a brief description of each topic and how they are being implemented.

Part	Topic	Main content
Part One	National Outcomes	Requires Scottish Ministers to continue the approach of setting national outcomes for Scotland, based on consultation, which guide the work of public authorities.
Part Two	Community Planning	Places Community Planning Partnerships (CPP) on a statutory footing and imposes duties on them around the planning and delivery of local outcomes, and the involvement of community bodies at all stages of community planning.
Part Three	Participation Requests	Provides a mechanism for community bodies to put forward their ideas for how services could be changed to improve outcomes for their community.
Part Four	Community Rights to buy land	Amends the Land Reform (Scotland) Act 2003, extending the community right to buy to all of Scotland (urban and rural) and improving procedures.
Part Five	Asset Transfer Requests	Provides community bodies with a right to request to purchase, lease, manage or use land and buildings belonging to local authorities, Scottish public bodies or Scottish Ministers.
Part Six	Delegation of Forestry Commissioners' functions	Allows for different types of community body to be involved in forestry leasing.

Part	Topic	Main content
Part Seven	Football Clubs	Gives supporters a role in decision-making, or even ownership when the opportunity arises, of their football clubs.
Part Eight	Common Good Property	Places a statutory duty on local authorities to establish and maintain a register of all property held by them for the common good. It also requires local authorities to publish their proposals and consult community bodies before disposing of or changing the use of common good assets.
Part Nine	Allotments	Updates and simplifies legislation on allotments. It requires local authorities to take reasonable steps to provide allotments if waiting lists exceed certain trigger points, strengthens the protection for allotments, requires fair rents to be set and allows tenants to sell surplus produce grown on an allotment (other than with a view to making a profit).
Part Ten	Participation in public decision-making	A new regulation-making power enabling Ministers to require Scottish public authorities to promote and facilitate the participation of members of the public in the decisions and activities of the authority, including in the allocation of its resources. Involving people and communities in making decisions helps build community capacity and also helps the public sector identify local needs and priorities and target budgets more effectively.
Part Eleven	Non-domestic rates	Provides for a new power for councils to create and fund their own localised business rates relief schemes, in addition to existing national rates relief, to better reflect local needs and support communities.

## Glossary

### Common Terms and abbreviations used throughout this document

“Act”; the Act; CEA	Unless otherwise specified, this refers to the Community Empowerment (Scotland) Act 2015 and in particular, Part 5 of said Act
Asset	A building or land owned by or under stewardship of Renfrewshire Council
Asset Register	The list of all assets owned or leased by Renfrewshire Council including those categorised as ‘Common Good’
CAT	Community Asset Transfer as specified in the Act
ComBen	A Community Benefit Organisation; a form of organisation deemed by the Scottish Ministers as a Community Transfer Body able to request ownership of an asset
Community-Controlled Body	A community organisation that has a formal constitution, Articles of Administration or set of rules that determine the purpose and means of governance of the organisation; also refers to a constituted body (group) that is wholly managed by the members (of the body/group)
(the) Council	Renfrewshire Council and including the Political Administration
CTB	Community Transfer Bodies; community organisations who meet the criteria specified in the Act and who make a request for CAT either to lease or to purchase or for other management rights.
Guidance or SG Guidance	This refers to the official guidance documents issued by the Scottish Government in January 2017 when Part 5 of the Act was enacted. The two guidance documents are: Asset Transfer: Guidance for Relevant Authorities; and Asset Transfer: Guidance for Community Transfer Bodies
PART 5	The part of the Act that governs Community Asset Transfer
Relevant Authorities	Term used in the Act to refer to all public bodies covered by the Act; in the case of this document this refers to Renfrewshire Council
SCIO	Scottish Charitable Incorporated Organisation; a form of organisation deemed by the Scottish Ministers as a Community Transfer Body able to request ownership of an asset
SG	The Scottish Government
Transfer or CAT Request	The process of applying for an asset transfer under the Act.

## Useful Links

The following links and organisations offer guidance and support to community transfer bodies and relevant authorities alike.

### **The Community Empowerment (Scotland) 2015, PART 5**

<https://www.legislation.gov.uk/asp/2015/6/part/5/enacted>

### **Scottish Government**

[A Summary Guide to Asset Transfer: https://www.gov.scot/publications/asset-transfer-summary-guide/](https://www.gov.scot/publications/asset-transfer-summary-guide/)

[Guidance for Community Bodies https://www.gov.scot/publications/asset-transfer-under-community-empowerment-scotland-act-2015-guidance-community/](https://www.gov.scot/publications/asset-transfer-under-community-empowerment-scotland-act-2015-guidance-community/)

[Guidance for Authorities - https://www.gov.scot/publications/asset-transfer-under-community-empowerment-scotland-act-2015-guidance-authorities/](https://www.gov.scot/publications/asset-transfer-under-community-empowerment-scotland-act-2015-guidance-authorities/)

[Model Documents - https://www.gov.scot/publications/asset-transfer-model-documents/](https://www.gov.scot/publications/asset-transfer-model-documents/)

### **Renfrewshire Council**

[Renfrewshire Council CAT Web page](#)

[https://www.renfrewshire.gov.uk/article/4534/Community-Asset-Transfer by email to communityassettransfer@renfrewshire.gov.uk](https://www.renfrewshire.gov.uk/article/4534/Community-Asset-Transfer%20by%20email%20to%20communityassettransfer@renfrewshire.gov.uk)

[Renfrewshire Council Community Empowerment Fund](#)

[Planning https://www.renfrewshire.gov.uk/article/2153/Planning-applications by email at dc@renfrewshire.gov.uk](https://www.renfrewshire.gov.uk/article/2153/Planning-applications%20by%20email%20at%20dc@renfrewshire.gov.uk)

### **Others**

DTAS (Development Trust Association Scotland) and COSS (Community Ownership Support Service); links to various guidance documents and sources of support for both Community Transfer Bodies and Relevant Authorities.

<https://dtascommunityownership.org.uk/resources/getting-started/asset-transfer-guidance-community-transfer-bodies>

[Community Ownership Support Service](#); email [david@dtascot.org.uk](mailto:david@dtascot.org.uk)

<https://dtascommunityownership.org.uk/community/community-asset-transfer/business-planning/business-planning>

<https://dtascommunityownership.org.uk/community/community-asset-transfer/business-planning/writing-business-plan>

Local Third Sector Interface: [Engage Renfrewshire](#)

SCVO (Scottish Council for Voluntary Organisations): <https://scvo.scot/support>

SENScot (Social Enterprise Network Scotland): <https://senscot.net/about/>

OSCR (The Scottish Charity Regulator): <https://www.oscr.org.uk/>



Renfrewshire  
Council

**COMMUNITY ASSET TRANSFER  
PROCESS GUIDE  
2022**

**INSERT IMAGE**

## Document Control

<b>Date</b>	<b>Version</b>	<b>Status</b>	<b>Lead Officer</b>	<b>Amended</b>
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## 1 Introduction

- 1.1 The purpose of this document is to outline the process that Renfrewshire Council will follow at each stage of a Community Asset Transfer (CAT) request and supports delivery of the Renfrewshire Council Community Asset Transfer Policy (2022).
- 1.2 The process and procedures detailed in this document reflect Scottish Government Asset Transfer Guidance for Relevant Authorities<sup>1</sup> and complies with the Regulations of PART 5 of the Community Empowerment (Scotland) Act 2015<sup>2</sup>, enacted in January 2017, hereinafter referred to as the “Act”.
- 1.3 The “Act” requires public authorities to assess requests transparently against a specified list of criteria<sup>3</sup>, and to agree to the request unless there are reasonable grounds for refusal.
- 1.4 Our Community Asset Transfer Policy (2022) sets out the Council’s continued commitment to asset transfer under the “Act” stating how we will work in conjunction with communities to enable asset transfer in order to bring about long-term social, economic and environmental benefits to the community.
- 1.5 This Process Guide is designed to ensure a consistent and transparent framework for the receipt, assessment and decision making of all asset transfer requests.

### Scope

- 1.6 Community Asset Transfer is a legislative process which is highly regulated. It is important therefore to ensure that procedures are strictly adhered to and are applied consistently at all stages of the CAT process.
- 1.7 This Process Guide is supported by more detailed operational procedures and separate guidance documents for community groups and elected members.
- 1.8 The “Act” provides for a range of asset transfer options available to community groups and covered by this Process Guide, these are:
- Full ownership, sale or conveyance of an asset to an eligible Community Transfer Body (CTB)<sup>4</sup>;
  - Short or medium-term lease to CTB for delivery of community benefit activity;

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<sup>1</sup> [Asset Transfer Guidance for Relevant Authorities](#)

<sup>2</sup> [Community Empowerment \(Scotland\) Act 2015](#)

<sup>3</sup> Specified within the Act and Regulations

<sup>4</sup> Additional criteria required

- Long-term lease to CTB, 10 years plus, for delivery of community benefit activity;
- Licence to Occupy, whereby a CTB is granted sole use of an asset for delivery of community benefit activity;
- Other management rights, whereby the Council grants right to a CTB to determine community-based activity.

1.9 For clarity, it is important to note,

- a) The “Act” specifies that CAT requests can be made for any land, building or other structure that is owned or leased by the council;
- b) It is recognised that not all assets are suitable for transfer. Our CAT Policy (2022) gives consideration to the retention of assets which provide an income for the council, have restrictive covenants on them making them unsuitable for transfer, or should be retained by the Council for delivery of essential services, capital investment or for the benefit of Renfrewshire residents more widely.
- c) This consideration in our policy does not prevent community groups from making a request; the “Act” places the burden on the Council to provide a reason for refusal.

1.10 The processes and procedures contained within this guide are effective from the date of Board Approval (15 June 2022).

1.11 In line with Renfrewshire Council Community Asset Transfer Policy 2022, this Process Guide will be updated within 20 working days with any changes in the Community Empowerment (Scotland) Act 2015 or related guidance and will be reviewed as fit for purpose every 2 years.

1.12 For more information contact: [communityassettransfer@renfrewshire.gov.uk](mailto:communityassettransfer@renfrewshire.gov.uk).

## Operational Responsibility

A lead officer within the Council’s Economy and Development team will be identified as the single point of contact (SPOC) for each CAT application. This person will be responsible for ensuring CAT requests are managed in accordance with this guide and will be supported by a small virtual team of officers from across the Council, the CAT Operational Group.

## 2 Community Asset Transfer – Stages

- 2.1 There are several statutory and non-statutory stages that an asset transfer request under the “Act” will go through before the asset can be leased or otherwise transferred to a community body.
- 2.2 Sections 3 to 8 below set out each stage of the CAT process, in order of occurrence. They outline the process and relevant procedures at each stage.
- 2.3 In Renfrewshire, we have introduced a pre-request stage which allows us to get early notice of CAT requests and to be able to check eligibility before a formal request is received. We encourage community groups to make use of this. However, groups can choose to jump straight to the formal, statutory request stage bypassing the initial enquiry and expression of interest. It is hoped that the use of the pre-request stage will reduce the time taken to process the formal request and result in a lower likelihood of the request being refused.

### Pre-Request Stage (Non-statutory)

## 3 Initial Enquiry

- 3.1 Groups are encouraged to discuss their ideas with the Council at an early stage. This may be when they have identified an asset they are interested in, or to discuss their ideas and needs and see whether any suitable assets are available.
- 3.2 Most enquiries will be made directly by groups seeking information and will be received in the dedicated CAT mailbox<sup>5</sup> which is managed by the Council’s Estates Team.
- 3.3 Enquiries may also be made to other departments or referred from other organisations outside with the Council.
- 3.4 However an enquiry is raised, it is important to ensure that all enquiries are dealt with in the same way. If the enquiry is not made to the CAT mailbox directly, full details of the enquiry should be forwarded to the CAT mailbox to be followed up by officers.
- 3.5 The CAT officers will make initial contact with groups to ascertain where they are at in their proposals and whether CAT is an appropriate route for the group to realise their ambitions. Groups will be issued with a standard pre-request information pack and/or expression of interest form, as appropriate.
- 3.6 Officers will agree a timescale with the group to follow up on the enquiry.

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<sup>5</sup> [communityassettransfer@renfrewshire.gov.uk](mailto:communityassettransfer@renfrewshire.gov.uk)

- 3.7 Groups will be advised from the outset if the asset they are interested in is not likely to be available, or if we have a pre-existing CAT request, or have already marketed the asset for sale or lease or if the Council is already in negotiations to transfer the asset to another body.
- 3.8 This is important and may affect the group's decision to apply for a particular asset as well as keeping the Council right in relation to rules on 'Prohibition of Disposal' within the "Act".
- 3.9 A group may continue to apply for an asset subject to existing negotiations and the Council is obliged to consider the request alongside the other use but is not prevented from disposing of the asset so long as marketing and negotiations commenced prior to the full CAT request being received.
- 3.10 The nominated SPOC will be responsible for advising relevant departments in the Council that an enquiry has been received for a property and will update Panel Members at the next scheduled CAT Panel meeting.

### Prohibition of Disposal and Multiple Requests

Once a CAT request has been received, the Council is prohibited from disposing of the asset other than to the CTB making the request until such time as the CAT request is concluded, including periods for review and appeal. There are exceptions to this where the asset has already been marketed for sale or lease or the Council is in negotiations to transfer the asset to another body.

In the case of multiple requests for the same asset, The Council has the option to explore if groups can work together or submit requests at the same time in order to assess together. If this is not feasible, the asset cannot be disposed of until all requests have been concluded, including any appeals.

Neither situation prohibits groups from submitting a CAT request, however, they should be advised that the asset may be disposed of prior to the CAT process being concluded.

## 4 Helping Communities Identify Suitable Assets (Statutory)

- 4.1 It is incumbent on the Council to maintain and make available a register of all assets and common good properties/land whether owned or leased and to provide CTBs with detailed information on the property including condition and running costs, if available.
- 4.2 This is provided and updated quarterly by the Estates team and is hosted on the Council's website.
- 4.3 The likely price of the asset is something the CTB will need to consider at an early stage in developing its proposals. The guidance recommends that it will be helpful for relevant authorities to give an indication of their expectations in terms of price at an early stage in discussions.<sup>6</sup>
- 4.4 This information should be provided by the Council from existing sources, where available, with no costs charged to the CTB for this.

## 5 Expression of Interest (Non-Statutory)

- 5.1 While the statutory scheme requires a full CAT application to be made to initiate the process, in Renfrewshire, we have adopted a two-stage approach in the form of an expression of interest (EOI).
- 5.2 This is more formal than an enquiry and provides us with the outline proposal as well as key details about the organisation.
- 5.3 The expression of interest enables us to initiate preliminary checks on the eligibility of the CTB for the type of request and the availability of the asset requested and to advise the CTB accordingly.
- 5.4 Expressions of interest received will be circulated by SPOC to relevant departments, including One Ren, with a specific request to provide information and/or feedback comments as appropriate.
- 5.5 The CTB's constitution will be shared with the Council's Legal Team with a specific request to confirm if it is likely the CTB will be eligible to apply for CAT whether seeking ownership or lease.
- 5.6 The Council will aim to process EOIs within 20 working days (4 weeks) in order that we can provide early feedback to the CTB with details of any actions to be addressed, for example, to update their constitution to include provision for taking on property or entering into a lease agreement.

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<sup>6</sup> Note: a Valuation Policy will be developed to support this.

- 5.7 If it is likely the CTB will be eligible for the type of CAT requested and the asset in question is likely to be available for transfer, the CTB will be invited to submit a full asset transfer request.
- 5.8 At this point a formal a formal assessment of market value should be instructed. (Sections 11 and 12 of the guidance).
- 5.9 This should be provided by either the District Valuer, or a suitably qualified and experienced independent valuer, registered with an appropriate professional body.
- 5.10 If it is not likely the CTB will be eligible for the type of CAT requested or the asset in question is not likely to be available for transfer, this will be fed back to the CTB by the SPOC and signposted to sources of support. If it is simply that the asset is not likely to be available for transfer, we will work with the CTB to identify an alternative.
- 5.11 There is no timescale for CTBs to submit a request as it is likely they will have received feedback to be addressed in the full request. Either way, the CTB will be required to conduct consultation in the area local to the asset and to develop a full costed business plan for their proposals.
- 5.12 Expressions of Interest will be held open for a maximum of 12 months awaiting a full CAT request is received, thereafter, the CTB will be advised it is no longer considered valid.
- 5.13 The property register must be updated to note the EOI and this must be available for all officers dealing with property. A note will also be added to the online register on the Council's website.
- 5.14 Panel Members will be informed that an EOI has been received for an asset at the next scheduled Panel meeting.

### Pre-Request Stages

It is important to note that, whatever pre-request arrangements Councils may put in place, Community Transfer Bodies have a right to submit an asset transfer request without any previous discussion or if their outline proposals have not been supported. We must be ready to process all requests in accordance with the requirements of the "Act".

## Statutory Request Phase

### 6 Stage 1 – Formal CAT Request (Statutory)

- 6.1 Requests for CAT must be made in writing and state that the request is being made under PART 5 of the “Act”.
- 6.2 Within Renfrewshire, we have adopted the standard template recommended by the Scottish Government.
- 6.3 The legislation requires certain information to be specified in an asset transfer request. This is set out in section 79(4) of the Act and Regulation 3 of the Asset Transfer Requests (Procedure) (Scotland) Regulations 2016 (the Procedure Regulations)<sup>7</sup>. In terms of Regulation 3, an asset transfer request is not treated as having been made until all the required information is received by the relevant authority.
- 6.4 This is important to note and a critical stage of the process. The SPOC will keep in touch with the CTB throughout the process and to help manage expectations of the timescales involved. It is also important that CTBs understand what happens after they submit a request and when it is considered that the request has been made.
- 6.5 Details of the minimum information required on the request is provided at Appendix 1.
- 6.6 Once a CAT request is received, it will be rigorously checked by the CAT Operational Group to ensure that all information has been provided and that we are satisfied on all aspects of eligibility, details of the proposal and community benefits that will be provided, the skills and capability of the CTB to manage the asset and deliver the benefits and also the robustness of the business plan.
- 6.7 Before considering the request complete, the constitution will be passed to the Council’s Legal team to confirm that all of the necessary conditions are covered. The CTB’s business plan will also be shared with the Council’s Economic Development team to provide feedback on the robustness, deliverability and sustainability.
- 6.8 Any comments from either Legal or Economic Development teams will be fed back to the group and support will be provided to help the group make any changes required.
- 6.9 The SPOC will be responsible for managing this process and collating feedback from colleagues.
- 6.10 It is only when we are satisfied on all aspects of the request, constitution and business plan that we can consider the request to have been made.

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<sup>7</sup> <https://www.legislation.gov.uk/ssi/2016/357/contents/made>

- 6.11 There is no timescale for requests to get to this stage and there may be several iterations of documents before they meet the minimum criteria. This will depend on how quickly CTBs can respond to feedback and make any alterations necessary.
- 6.12 The Council will not unnecessarily delay providing the CTB with feedback if their request falls short of the minimum required and should aim to provide constructive and comprehensive feedback within 20 working days (4 weeks) of receiving any document or addition to the request. All feedback must be constructive and be accompanied with an offer and sources of support.

## 7 Validation – Procedure Following Receipt of a CAT Request (Statutory)

- 7.1 Considering that a request has been made triggers an official acknowledgment notice to the CTB and starts the legislative ‘clock’ whereby the Council has up to six-months to give the CTB a decision. This status is referred to as ‘validation’.
- 7.2 Agreeing to validate a request will be managed within the CAT Operational Group and advised to the next available Panel.
- 7.3 The acknowledgment notice will be issued by the SPOC officer at the Council.
- 7.4 As soon as possible after the request has been validated (issue of acknowledgement notice), the Council is required to publish notice that a CAT request has been received for an asset and invite representations from interested parties.
- 7.5 The notice is published on the Council’s website and displayed at the site and within the local community. Copies are issued directly to any tenants, owners and regular users of the facility.
- 7.6 Notices must be displayed for a minimum of 20 days during which any representations can be made to the Council. Representations must be made in writing stating the name of the person/group raising them.
- 7.7 All representations are shared with the CTB and published on the website; CTBs have a right to respond to representations within 20 days of the representation being made and this response will also be published on the website.
- 7.8 The SPOC for the CAT request will be responsible for managing this phase of the process.

## 8 Decision Making Process

- 8.1 As soon as possible following the period for notices and recommendations (up to 40 days), the request will be sent out to the CAT Panel to score against a common set of indicators. Scoring will be done independently and discussed at a CAT Panel meeting to agree a consensus. Based on the consensus score, the Panel will be responsible for recommending to Council Board if the asset transfer should proceed, or if it should be rejected and the reasons for rejection.
- 8.2 Following the decision of the CAT Panel, a report will be prepared with the recommendation and taken to the next available Board by the Head of Economy and Development.
- 8.3 The Council Board will make the final decision to accept or reject the Panel Recommendation.
- 8.4 The Board decision, whether to agree or refuse a CAT request, triggers the next formal stage of the process and a standard decision notice is issued to the CTB by the Head of Economy and Development.
- 8.5 If the Board reject the request, the CTB has 28 days to request a review of the decision and further periods of 28 days to make an appeal or refer to Scottish Government for review.
- 8.6 The Council is now prohibited from disposing of the asset, including leasing, to anyone other than the CTB submitting the request, until such time as contracts are exchanged or any applications for review or appeal are fully concluded.

## 9 Stage 2 – Following Board Approval

- 9.1 In response to the decision notice, the CTB has up to six-months to submit an offer to take ownership of the land, lease it or take up the rights covered by the request.
- 9.2 The offer must reflect the terms and conditions set out in the decision notice; if those terms and conditions are significantly different from those included in the CAT request and are not acceptable to the CTB they can appeal or request a review to the Scottish Ministers within 20 working days of the decision notice. (national guidance section 11).
- 9.3 The Act does not say how much should be paid to purchase an asset or in rent, whether it should be at market value or at a discount. The CTB has to state in the asset transfer request how much they are prepared to pay, alongside the benefits the project will deliver, and the relevant authority has to decide whether or not to accept that price.

- 9.4 If the community transfer body decides to offer a price that is less than the market value, the relevant authority will need to assess whether the non-financial benefits offered by the proposals justify that reduced price.
- 9.5 For purchase or lease, both parties are likely to need a formal valuation for accounting and funding purposes. Chapter 12 of the guidance suggests how this could be done on a joint basis.
- 9.6 It is suggested that this should be done as part of the pre-request phase, however, if the valuation takes place after the request is received or approved, the CTB may wish to revise their offered price on that basis, or a revised price may be included in the decision notice.
- 9.7 If no offer is made by the date set in the decision notice, and the CTB do not appeal or request a review in relation to the terms and conditions of the offer (within 20 days), the process is at an end. The agreement to transfer the property to the community transfer body has no further effect, and the authority is free to keep or dispose of the asset as it wishes.

## 10 Stage 3 – Implementation and Handover

- 10.1 Once an offer has been made by the CTB, the Council has up to six-months to accept the offer, have further negotiations with the CTB and conclude contracts.
- 10.2 This does not mean the transfer has to take place within that time, but the date for the transfer, the price or rent and any other terms and conditions must be agreed. The contract may be conditional on other factors that are needed to allow the community proposals to go ahead, such as confirmation of funding or planning permission.
- 10.3 If the request is for ownership or a long-term lease this will be like any other property transaction, with exchanges between lawyers to agree the final wording, although for other rights the process may be much simpler.
- 10.4 If no contract is concluded within 6 months of the offer, and no other action is taken, the process is at an end. The CTB has no further claim on the property, and the relevant authority can keep it or dispose of it as they wish. This should generally be by mutual consent. However, if the CTB believes there is still progress to be made, they can take action to keep the request alive, including applying to the Scottish Ministers for a direction to extend the period; or raising an appeal the Scottish Ministers, which the Council can be required to accept.

## 11 Review and Appeal

### Introduction

- 11.1 A Community Transfer Body (CTB) can seek a review or appeal if:

- a) their request is refused;
- b) the request is agreed, but the terms and conditions in the decision notice are significantly different from those in the request; or
- c) no decision notice is issued within the required period.

#### 11.2 Options for CTBs include

- a) an internal review by the Council (Section 86 of the Act); or
- b) an appeal to the Scottish Ministers (Section 88 of the Act); this would be where the outcome of the review does not resolve the issue, or if no decision is made within the required period (28 days);

11.3 A CTB can also appeal to the Scottish Ministers even when a request is agreed, but no contract is concluded within the required time limit.

11.4 Section 91 of the Act provides that a CTB cannot seek a review or appeal in relation to the terms and conditions in the decision notice if it has already made an offer, unless it first withdraws that offer; if the CTB makes an offer after submitting an appeal or application for review, the appeal or review is treated as having been withdrawn.

11.5 In all cases the final decision lies with the Scottish Ministers. There is no further route of appeal beyond them (except by judicial review).

### Local Authority Review

11.6 An application for review must be made in writing to the local authority within 20 working days beginning with the date of the decision notice, or if no decision has been made, within 20 working days beginning with the date of the deadline for the decision (6 months from the validation date).

11.7 On receipt of an application for review, the Council must send an acknowledgement of the application to the CTB within 10 working days of receiving it; also within 10 days, the Council must give notice of the review to anyone who made who made representations on the original request.

11.8 The rules for arranging and conducting a hearing session are set out in the schedule to the regulations<sup>8</sup>.

11.9 Having carried out the review, the Council may confirm the original decision, modify it or any part of it (including the terms and conditions set out in the decision notice) or substitute a different decision. They must issue a new decision notice, which replaces the previous decision notice. The decision notice must be given within 6 months of the date the application for review was made.

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<sup>8</sup> <https://www.legislation.gov.uk/ssi/2016/358/contents/made/data.pdf>

## Appeal to the Scottish Ministers

- 11.10 Following a review by the Council, CTBs can appeal to the Scottish Ministers as provided by section 88 of the Act.
- 11.11 The notice of appeal must be made in writing to the Scottish Ministers within 20 working days beginning with the date of the decision notice, or if no decision has been made, within 20 working days beginning with the date of the deadline for the decision (6 months from the validation date); or the date of the decision on the review, or the deadline for that decision.
- 11.12 At the same time as sending the notice of appeal to the Scottish Ministers, the CTB must send a copy to the Council and the Council must respond to the Scottish Ministers within 15 working days of receiving the copy of the notice of appeal.
- 11.13 The rules for arranging and conducting a hearing session are set out in the schedule to the regulations<sup>7</sup>.
- 11.14 Having carried out the appeal, the Scottish Ministers may allow or dismiss the appeal, and may reverse or vary any part of the original decision, even if that part was not mentioned in the appeal, including changing the terms and conditions set out in the decision notice.
- 11.15 If the outcome of the appeal is that the asset is to be transferred, or any terms and conditions in the decision notice are to be changed, the Scottish Ministers must issue a direction to the relevant authority requiring them to issue a new decision notice on those terms. This decision notice replaces any previous decision notice in relation to the asset transfer request.

## 12 Multiple Requests for the same Asset

- 12.1 Each asset transfer request that is received must be processed in line with the procedures and timescales set out in the regulations, even if further requests are received for the same land before the first has been concluded. There is no provision to delay a decision on one request until any previous requests have been considered.
- 12.2 The guidance suggests that if using a pre-application process (as we are in Renfrewshire), that we may be able to agree with the CTBs involved that all requests will be submitted at roughly the same time, allowing them to be processed in parallel.
- 12.3 Each asset transfer request that is received prohibits the relevant authority from disposing of the land to anyone other than the community transfer body making that request, until it has been completed. Where there are multiple requests for the same land, this could result in overlapping prohibitions.

- 12.4 The legislation does not allow for prohibition to be disallowed in terms of section 84(12) of the Act, in respect of subsequent requests. Equally, the prohibition imposed by the first request would not prevent subsequent requests being processed.
- 12.5 Ultimate disposal of the land cannot take place until all requests have been concluded, including any appeals.
- 12.6 In this situation, the Council can apply to the Scottish Ministers for a direction to disapply the prohibition if necessary.

### Multiple Request – an Example

What do we need to do when one or more requests are received for the same asset? The legislation states that each transfer request must be processed following the timelines prescribed, therefore we would need to register the request and start to process it in the same way as the previous one. However, we could ask ourselves - at what stage is the first application?

- a) If this is still at a pre-application stage, we might suggest that each transfer request is submitted at roughly the same time in order that they can be processed in parallel and/or we could explore if it is viable for groups to work together and submit a single application. If neither option is possible, we would need to progress each application separately and advise both that we will be unable to dispose of the asset until each request is concluded, including periods for appeal.
- b) If the first application has been validated or approved, we would still need to process the second application but should advise them of the first which is at a more advanced state, however, we would also need to advise both that we will be unable to dispose of the asset until each request is concluded, including periods for appeal.
- c) If however, we had already issued a Decision Notice to the first CTB, section 84(12) (c) of the Act would enable prohibition to be disallowed on the basis that we “*have proceeded further with a proposed transfer or lease of the land which was initiated before the date on which the asset transfer request is made*”. In this instance, prohibition would not apply and we would be able to conclude the transfer and dispose of the asset before considering the second request.

## 13 Administration and Reporting

- 13.1 Section 95 of the Act requires every relevant authority to publish an annual report setting out the numbers of asset transfer request received and their outcomes.
- 13.2 The report must state:
- a) how many asset transfer requests were received;
  - b) how many requests were agreed to or refused;

- c) for requests agreed to, whether they resulted in transfer of ownership, lease, or conferral of other right;
- d) for appeals relating to requests made to the relevant authority, how many have been allowed, dismissed, or have resulted in any part of the authority's decision being reversed or changed;
- e) where decisions made by the authority have been reviewed, how many have been confirmed, modified or substituted by a different decision.

13.3 The report must also describe anything the relevant authority has done to promote the use of asset transfer requests and support community transfer bodies to make requests.

13.4 Annual reports cover each year from 1 April to 31 March and must be published by 30 June.

## Appendix 1 – Formal CAT Request

There are three key documents required for a CAT request to be considered made – The Standard CAT Request Form; the CTG’s Constitution; and the Business Plan for the asset.

The guidance sets out the minimum level of information that should be contained within the Standard CAT Request Form, these are:

- A. contain the name and contact address of the community transfer body;
- B. be accompanied by a copy of the constitution of the community transfer body;
- C. specify the building or land to which the request relates and provide a map or plan where possible;
- D. specify whether the request is a request for ownership, lease or other rights;
- E. specify the price that the community transfer body is prepared to pay for the transfer of ownership or for a lease;
- F. the duration of the lease requested and any other terms and conditions that the community transfer body considers should be included in any lease;
- G. if the request is for other rights, specify the nature and extent of the rights sought;
- H. specify the reasons for making the request;
- I. describe how the community transfer body proposes that the building or land is to be used;
- J. define the ‘community’ (area or interest) that the asset request is proposed to benefit;
- K. specify the benefits which the community transfer body considers will arise if the authority were to agree to the request;
- L. outline how it is proposed that the transfer of ownership, lease or the conferral of other rights in respect of the asset on the community transfer body (as the case may be); and the proposed use of the asset, are to be funded;
- M. describe and provide evidence of the level and nature of support for the request from the community to which the community transfer body relates and wider community in which the asset is located.

## Appendix 2 – Role of Council Departments

Community Asset Transfer is an intra-Council Process, that is, that it cuts across and impacts on a number of Council Directorates and Service Delivery Areas.

The CAT Process will be managed and overseen by the Head of Economy and Development within Chief Executive's services but will call on other services across the Council as appropriate and at different stages of the process.

Core Services required to deliver CAT, include

- **Estates** – required to confirm that an asset is or can be available for transfer under CAT; assist in helping to identify suitable assets for CTBs; assist in providing information in relation to assets subject to a CAT request, including, market value for lease or purchase; contribute to the decision making process to sell or lease an asset, valuation and the drawing up of contracts and agreements where a CAT request has been approved.
- **Legal** – required to confirm eligibility of the CTB and their constitution prior to validating the request; principal partner in the drawing up of contracts and agreements where a CAT request has been approved.
- **Economic Development** – principal partner in assessing the CTB's Business Plan; provide advice and support to CTBs in the process; information and access to support funding where appropriate.
- **Community Empowerment** – development support to CTBs considering a CAT request; information and access to support funding where appropriate.

**Other Services** (as required)

- **Property Services** – contribute- to decision making process; provide information on property, running costs and condition as appropriate.
- **Children's Services** – where impacts children and young people or school estate.
- **One Ren** – where relates to One Ren Estate.

**Operational Groups**

- **CAT Operational Group** – a small group of officers from key services to assist in the process of requests.
- **CAT Panel** – A group of senior officers, Heads of Service to assess CAT requests and make recommendations to the Infrastructure, Land and Environment Board.

## Glossary

### Common Terms and abbreviations used throughout this document

“Act”; the Act; CEA	Unless otherwise specified, this refers to the Community Empowerment (Scotland) Act 2015 and in particular, Part 5 of said Act
Asset	A building or land owned by or under stewardship of Renfrewshire Council
Asset Register	The list of all assets owned or leased by Renfrewshire Council including those categorised as ‘Common Good’
CAT	Community Asset Transfer as specified in the Act
ComBen	A Community Benefit Organisation; a form of organisation deemed by the Scottish Ministers as a Community Transfer Body able to request ownership of an asset
Community- Controlled Body	A community organisation that has a formal constitution, Articles of Administration or set of rules that determine the purpose and means of governance of the organisation; also refers to a constituted body (group) that is wholly managed by the members (of the body/group)
(the) Council	Renfrewshire Council and including the Political Administration
CTB	Community Transfer Bodies; community organisations who meet the criteria specified in the Act and who make a request for CAT either to lease or to purchase or for other management rights.
Guidance or SG Guidance	This refers to the official guidance documents issued by the Scottish Government in January 2017 when Part 5 of the Act was enacted. The two guidance documents are: Asset Transfer: Guidance for Relevant Authorities; and Asset Transfer: Guidance for Community Transfer Bodies
PART 5	The part of the Act that governs Community Asset Transfer
Relevant Authorities	Term used in the Act to refer to all public bodies covered by the Act; in the case of this document this refers to Renfrewshire Council
SCIO	Scottish Charitable Incorporated Organisation; a form of organisation deemed by the Scottish Ministers as a Community Transfer Body able to request ownership of an asset
SG	The Scottish Government
Transfer or CAT Request	The process of applying for an asset transfer under the Act.



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**To: Infrastructure Land & Environment Policy Board**

**On: 15 June 2022**

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**Report by: Chief Executive**

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**Heading: Community Asset Transfer Return (1st April 2021 – 31st March 2022)**

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## **1. Summary**

- 1.1 In accordance with the Community Empowerment (Scotland) Act 2015 the Council is required to publish its Community Asset Transfer report for the period from 1st April 2021 until 31st March 2022.
  - 1.2 In this year the Council received 11 new enquiries/interests regarding asset transfers with 3 full requests being received. One request was 'validated' in the period but no requests in the period were concluded.
- 

## **2. Recommendations**

- 2.1 It is recommended that the Board: -
    - i. Approve the Community Asset Transfer Return which will then be published on the Council's webpage for the period 1st April 2021 – 31st March 2022.
- 

## **3. Background**

- 3.1. The Community Empowerment (Scotland) Act 2015 ("the Act") became effective from 23rd January 2017. From this point Renfrewshire Council has been actively promoting requests to transfer assets to its communities under medium / long term leases, or full ownership where appropriate, and have been supporting Community Transfer Bodies in making such requests via a Community Empowerment Fund.

3.2. Full CAT requests are reviewed for completeness by officers from Estates, Legal, Economic Development and Community Planning teams before being formally acknowledged (validation).

3.3. Only fully validated requests are considered by the officer CAT Panel and recommended to the Council Board for approval or rejection.

#### 4. **Community Asset Transfer requests 2021/2**

4.1. Within the period 1st April 2021 – 31st March 2022, the Council received 11 new enquiries/interests regarding asset transfers with 3 full requests being received. One request was ‘validated’ in the period but none advanced to the CAT Panel or concluded. The list of full CAT Requests received during the year, are:

- Inchinnan Development Trust - India Tyres Playing Fields, Inchinnan – Request validated January 2022 [this request will be brought to the ILE Board for decision in June 2022].
- Kelburne Hockey and Community Sports Club – Ralston Community Sports Centre, Paisley – progressing towards validation at 31 March 2022.
- Spateston Community Development Trust – site of old Spateston Nursery, Johnstone – progressing towards validation at 31 March 2022.

4.2. A number of outstanding CAT Requests received prior to April 2021 are being progressed, these are:

- Woodlands Bowling Club – Woodlands Bowling Club, Linwood – progressing towards validation at 31 March 2022.
- Western Desert Recce Group (WDRG) – Whitehaugh Barracks, Paisley – progressing towards validation at 31 March 2022.
- Renfrew Cricket Club – KGV Playing Fields, Renfrew – progressing towards validation at 31 March 2022.
- Foxbar Garden and Environmental Projects Group – site of old St Paul’s Primary, Paisley – progressing towards validation at 31 March 2022.

#### 5. **Reviews and Appeals**

5.1. During the reporting period, there have been no appeals in terms of Section 85 and no review requests in terms of Section 86 of the Act in respect of refusals or conditional acceptances of asset transfer requests.

5.2. There have been no reviews of decisions by the Scottish Ministers in terms of Section 87 of the Act.

## 6. Other Developments

- 6.1. Within the period covered by this report, the Regeneration and Place Team undertook a review of the policy and procedures for CAT and sought to streamline these in order to process requests more efficiently. The refreshed CAT Policy and Procedures are presented to the June 2022 Board for approval in a separate report.
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## Implications of the Report

1. **Financial** – Not applicable.

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

3. **Community/Council Planning** –

- Our Renfrewshire is well – community transfer applications will be considered for the benefit of our communities.
- Working together to improve outcomes – we work across Council department and with external agencies to enable our Community Transfer Bodies to be successful in their request for assets.

4. **Legal** – Legal Services are consulted in terms of advising on the title for the applications and reviewing Community Transfer Body's' constitutions, as well as the conveyancing for successful applications.

5. **Property/Assets** – Consulting with the community transfer bodies and Council departments to progress applications.

6. **Information Technology** – Not applicable.

7. **Equality & Human Rights** -

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

8. **Health & Safety** – Consideration given to individual applications where applicable.

9. **Procurement** – Not applicable.

10. **Risk** – Not applicable.

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

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

13. **Climate Risk** – None.

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Tel: 07483 395 945



**To: Infrastructure, Land & Environment Policy Board**

**On: 15 June 2022**

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**Report by: Chief Executive**

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**Heading: Lease of Craigielea House, Blackstoun Road, Paisley, PA3 1NB**

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## **1. Summary**

- 1.1 This report advises the Board on the provisional terms and conditions agreed for a lease of Craigielea House, Blackstoun Road, Paisley and the establishment of 'The Sculpture House' in support of the Future Paisley programme and 'The Making of Ferguslie Park' place plan.

## **2. Recommendations**

- 2.1 It is recommended that the Board -
- (i). Authorise the Head of Corporate Governance to conclude a lease of Craigielea House, Blackstoun Road, Paisley, PA3 1NB on the terms and conditions contained in this report.

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## **3. Background**

- 3.1 This report seeks the support of the Board in advancing an innovative and ambitious project that will transform Craigielea House, Blackstoun Road, Paisley into 'The Sculpture House' – establishing a group of artists-in-residence in studio facilities. These will offer community facilities and spaces to support a range of inclusive activities, provide opportunities for teaching and learning as well as new pathways to access the visual arts; especially for those who may normally experience financial, cultural or other barriers. The goal of the artist group 'The Sculpture House Collective' is to work alongside community partners to develop Craigielea House into an inspirational space for the whole community and an ever-evolving record of the activities of the communities and individuals that they will engage with.

- 3.2 At the heart of the Sculpture House Collective are artists that worked in the Ferguslie Park community during the 'Making of Ferguslie Park' place planning work (in 2020 and 2021). This work identified a community priority for artist space and the reuse of vacant property as the basis for neighbourhood space for arts, crafts, community and young people events. The Sculpture House proposal is a response to this. The proposition has emerged over several months with support of Council and ONE REN officers involved in the Future Paisley programme. Ongoing monitoring of the Project will be led by Future Paisley.
- 3.3 The Sculpture House and the work of the Collective is intended to:
- Deliver studio space for local artists and community groups through significant investment in the property via their own independent fundraising strategy.
  - Provide Renfrewshire Council with 120 days per annum of time and services in the fields of visual arts, socially engaged practice, creative skills and social inclusion. This will include:
    - i. Managing premises hosting a community of artists and a range of creative practices in Renfrewshire.
    - ii. Delivering skill sharing, workshop access, classes, exhibition and economic opportunities for professional artists and the wider community.
    - iii. Enabling individuals or communities who might experience barriers to cultural participation to gain meaningful access to the visual arts within their community.
    - iv. Supporting the Council to embed arts and creativity in community engagement that influences planning, urban design and the architecture of communities and towns and villages in Renfrewshire.
- 3.4 Craigielea House is a former council office property that was declared surplus in 2010 but has been occupied by a series of temporary occupants. The building was also used as a temporary store, particularly for election/polling station set up equipment, but that too has been reorganised therefore allowing vacant possession of the property to be offered.
- 3.5 Refurbishment works are being undertaken by the Council at these premises to ensure they are suitable for let. This focusses on the premises being fully wind and watertight. Funding for these works comes from the Scottish Government funded Place Based Investment Programme being delivered by the Economy and Development Team.
- 3.6 The delivery of this project is so embedded in the delivery of the aims of the Future Paisley project and The Making of Ferguslie Park as to justify why the property has not been placed on the open market for rent and as the basis for a concessionary rent being applied. A long-term lease of 20 years is proposed with tenant options for break at year 5 and year 10. The project will only advance however on satisfactory conclusion of a partnership agreement between the Council and the Sculpture House Collective which means the value of services delivered is equivalent to market rent and provides best value to the Council.

#### 4. Proposed terms and conditions of lease

4.1 Discussions have taken place with Sculpture House Collective CIC (SC699021), and the following main terms and conditions of lease have been provisionally agreed.

1.	<b>PROPERTY</b>	Craigielea House, Blackstoun Road, Paisley, PA3 1NB extending to a net internal area of 243.1 sq m (2,617 sq ft)
2.	<b>LANDLORD</b>	Renfrewshire Council
3.	<b>TENANT</b>	Sculpture House Collective CIC (SC699021)
4.	<b>USE</b>	The property to be used as artists' studios and an arts hub for community activity. It is the responsibility of the tenant to ensure the correct planning consents are in place for the proposed use.
5.	<b>TERM</b>	20 years with tenant only break options at year 5, year 10 and year 15.
6.	<b>RENT/REVIEW</b>	<p>£1 per annum if asked. This concessionary rent is permitted on the basis that the social impact value of the activities delivered by the tenant is equivalent or more than the market rent. Social value will be monitored and reported as part of Renfrewshire Council's Future Paisley evaluation framework. Confirmation of artist resource investment and intended outcomes will be included in a formal partnership agreement between the tenant and the Council and appended to the lease.</p> <p>There will be a review of the market rent every 5 years. The rent will remain at a concessionary level assuming the social value continues to equal or exceed the reviewed figure.</p>
7.	<b>ALIENATION</b>	Assignment of the lease is permitted subject to landlord's approval. Sub-letting to be permitted subject to landlord's approval (not to be unreasonably withheld or delayed), only to cultural and creative practitioners delivering activity and outputs that contribute to the agreed Sculpture House strategic outcomes and intended impacts.
8.	<b>REPAIR</b>	The property to be leased on a full repairing and insuring basis subject to a schedule of condition (undertaken after agreed Council works are completed) to be appended to the lease. The landlord will undertake agreed works prior to the date of entry, thereafter the tenant is entirely responsible for the repair of the premises and grounds included in the lease. This includes the temporary buildings located in the grounds.
9.	<b>ALTERATIONS</b>	Alterations permitted subject to landlord's approval (not to be unreasonably withheld or delayed). It will be an essential condition of approval that all necessary consents are in place and statutory certificates are updated as necessary.

<b>10.</b>	<b>INSURANCE</b>	The landlord will insure the building and recharge the premium to the tenant. The tenant is responsible for all other insurance including, but not limited to, public liability and contents.
<b>11.</b>	<b>RATES</b>	The tenant to be responsible for all local authority charges on the building.  The current rateable value of the property is £13,500.
<b>12.</b>	<b>UTILITIES</b>	The tenant to be responsible for all utility costs relating to the building.
<b>13.</b>	<b>DATE OF ENTRY</b>	15 August 2022, subject to confirmation and board approval

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## Implications of the Report

1. **Financial** – No initial rental income, offset by social value.
2. **HR & Organisational Development** – None.
3. **Community Planning**
  - Jobs and the Economy** – This proposal will support additional business start-up growth and sustainment in Renfrewshire.
4. **Legal** – Property leases required.
5. **Property/Assets** – As per this report.
6. **Information Technology** – None.
7. **Equality & Human Rights**
  - (a) The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because no groups or individuals have any involvement currently at the property. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
8. **Health & Safety** – None.
9. **Procurement** – Not applicable.
10. **Risk** – None.
11. **Privacy Impact** – Not applicable.
12. **Cosla Policy Position** – Not applicable.
13. **Climate Risk** – None.

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## List of Background Papers

None

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*Author: Stuart McMillan, Regeneration and Place Manger  
Tel: 07958 009520*





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**To: Infrastructure, Land & Environment Policy Board**

**On: 15 June 2022**

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**Report by: Chief Executive**

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**Heading: India Tyres Playing Fields, Community Asset Transfer request by Inchinnan Development Trust**

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## **1. Summary**

1.1 The purpose of this report is to ask the Board to approve a new 50-year lease to Inchinnan Development Trust for the India Tyres Playing Fields, Inchinnan under Part 5 of the Community Empowerment (Scotland) Act 2015.

## **2. Recommendations**

2.1 It is recommended that the Board:-

- i) Approve the granting of a 50-year lease through Community Asset Transfer to Inchinnan Development Trust (IDT) for the India Tyres Playing Fields, India Drive, Inchinnan on the terms and conditions detailed within this report;
  - ii) Authorise the Head of Economy and Development and the Head of Corporate Governance to conclude the lease with Inchinnan Development Trust, on the Council's standard Full Repairing & Insuring lease and on such other terms as required to protect the Council's interest.
- 

## **3. Background**

3.1. India Tyres Playing Fields are a legacy asset from the Rubber Works and Dunlop Tyres operations that previously used the site and were created as a recreation facility for employees by the owners in the mid-1920s.

- 3.2. Following the end of its industrial use, the brownfield site was regenerated for different uses under the ownership of Scottish Enterprise and the adjacent playing fields retained for community use. Since the 1990's, the playing fields have been maintained and kept in operation through the actions of residents and the residents' association.
- 3.3. Renfrewshire Council purchased the Playing Fields for a nominal sum from Scottish Enterprise with ownership transferred on 5 February 2021. The fields were purchased with the purpose of transferring them to a local organisation for their future care and maintenance, as well as to facilitate long-term use as a community asset.
- 3.4. A stipulation of the Disposition in favour of Renfrewshire Council is that *"the property shall be used for community purposes which benefit the local community on a not for profit basis, including, but not limited to, as an open space for outdoor sports and recreation"*.

#### **4. Community Asset Transfer Request**

- 4.1. A Community Asset Transfer Request has been submitted by Inchinnan Development Trust under Part 5 of the Community Empowerment (Scotland) Act 2015 (the Act). The request is for a long-term lease, 50+ years, of the asset at £1 per annum, if asked.
- 4.2. Inchinnan Development Trust (IDT) is a community, not for profit organisation established in 2020 to preserve and develop local woodlands and green spaces, principally within the Inchinnan Community Council area. IDT is a Company Limited by Guarantee (SC659896) and as such is eligible as a Community Transfer Body under the Act.

#### ***Summary of CAT Request***

- 4.3. Initial proposals for the site are to retain the existing use. IDT are working in Partnership with St Mirren Youth Football Club (SMYFC) who currently train and play from the site as their home ground.
- 4.4. Arrangements with SMYFC include ongoing maintenance of the fields and joint working to invest and develop the fields to include a 3G pitch.
- 4.5. Proposals include, to increase range of sports uses; to re-build the pavilion that previously stood on the site; to improve SUDS drainage; and to create wider community health and wellbeing uses such as community allotments, a walking circuit, tree planting, a dog park and small play area.
- 4.6. Benefits of the proposal include:
  - the retention of part of the community's industrial heritage;
  - the restoration of a large open space for multiple uses;
  - targeted improvements increasing footfall for a wider range of people;
  - contribute to the health and wellbeing of individuals of all ages; and

- enhancement of the local area through environmental improvements.
- 4.7. Developments are planned to be carried out on a phased basis over 5 years:
- Phase 1 (2023/24) - improved drainage across the site to prevent waterlogging; mile-long circular walking track with rest benches and information boards; improved access points and pathways across the site; and improved car parking area for site users.
  - Phase 2 (2024/25) – rewilding across the site to improve biodiversity; play park area; and no-dig community allotment space (raised beds).
  - Phase 3 (2025/26) – 3G synthetic football pitch; and new community pavilion.
- 4.8. The attached plan E3235 shows the location and extents of the site requested for transfer.

### ***Evaluation of CAT Request***

- 4.9. The CAT Panel met to consider this request on 9 May 2022 and agreed to recommend the proposal to the ILE Board for approval.
- 4.10. The recommendation from the CAT Panel to approve was subject to the following conditions being met by IDT within 6 months of the date of agreeing the lease with Renfrewshire Council :
- a) Clarification of the relationship between IDT and St Mirren Youth Football Club. IDT have confirmed that they are working in partnership with SMYFC who are providing ground maintenance in return for being able to continue playing in the fields post-transfer and who are providing expertise and joint investment to develop the fields. Post-transfer, SMYFC will become a tenant of IDT with an in-kind sub-lease agreement in exchange for continued maintenance of the site.
  - b) Evidence of revenue streams in the business plan for the ongoing maintenance, insurance and sustainability of the site. IDT are working with the University of West of Scotland to develop a full five-year Business Plan and to extend income and expenditure projections for the next three years.
- 4.11 It is now considered that IDT have met these conditions of lease and hence this report recommends that Board approve the C.A.T request on the terms outlined.

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### **Implications of the Report**

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

**Our Renfrewshire is well** – Supporting the wellness and resilience of our citizens and communities.

4. **Legal** – Policy and Procedures support the Council in complying with Part 5 of the Community Empowerment (Scotland) Act 2015.
5. **Property/Assets** – As per this report.
6. **Information Technology** – None.
7. **Equality & Human Rights**
  - (a) The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because no groups or individuals have any involvement currently at the property. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
8. **Health & Safety** – None.
9. **Procurement** – Not applicable.
10. **Risk** – None.
11. **Privacy Impact** – Not applicable.
12. **Cosla Policy Position** – Not applicable.

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#### **List of Background Papers**

- (a) None.

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Tel. – 07483 395945



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**To:** Infrastructure, Land & Environment Policy Board

**On:** 15 June 2022

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**Report by:** Chief Executive

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**Heading:** Shop at 30 Glenburn Road, Paisley

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## 1. Summary

1.1 The purpose of this report is to authorise a change of use at the shop property at 30 Glenburn Road, Paisley.

## 2. Recommendations

2.1 It is recommended that the Board:

- i) Authorise the Head of Corporate Governance to conclude a lease of the shop property at 30 Glenburn Road, Paisley on the basis of the change of use detailed in this report.

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## 3. Background

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

3.2 The Infrastructure, Land & Environment Policy Board on 21<sup>st</sup> March 2018 approved new 10-year leases at each of these shops, subject to the continuation of the existing uses. These proposed new leases have not yet concluded. Circumstances have changed and the shop at 30 Glenburn Road is no longer required for storage purposes. Mrs Ashraf has requested the Council's consent to open this unit as an Ice Cream Parlour & Confectioners.

- 3.3 This proposal would be compatible with the other traders at Glenburn Road, and would introduce a new service to the area. It would also enhance the parade by having an open retail unit as opposed to a storage facility only. In addition, the rent would increase to £3,960 per annum.
  - 3.4 The onus is on the tenant to ensure that any statutory consents required are obtained.
  - 3.5 The new leases at 22, 28 & 30 must be concluded within 12 months from the date of this Board otherwise revised terms and conditions will be renegotiated.
- 

### **Implications of the Report**

1. **Financial** – £3,960 annual rent to be achieved.
  2. **HR & Organisational Development** – None.
  3. **Community Planning** – None.
  4. **Legal** – Lease of shop property.
  5. **Property/Assets** – As per report.
  6. **Information Technology** – None.
  7. **Equality & Human Rights**
    - (a) The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. 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** – N.A.
- 

### **List of Background Papers**

- (a) Report to Infrastructure, Land & Environment Policy Board on 21<sup>st</sup> March 2018
-

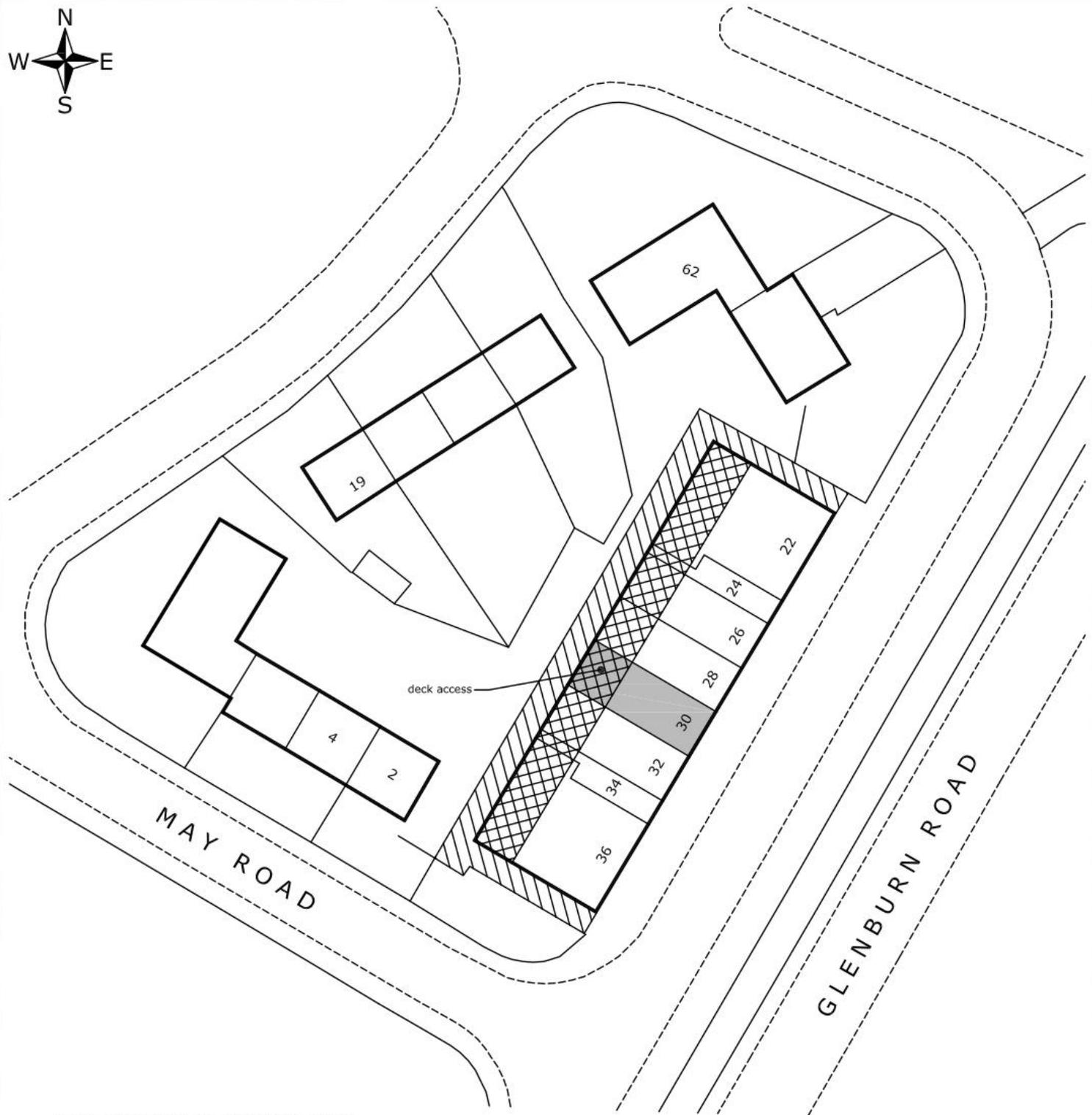
**Author:** andrew.smith@renfrewshire.gov.uk

# CHIEF EXECUTIVE'S ASSET & ESTATES SECTION



Renfrewshire  
Council

TITLE	SHOP LEASE / REPORT PLAN 30 GLENBURN ROAD, PAISLEY PA2 8JG	DRAWING No.	E3232	SCALE	1:500
		DRAWN BY	JW	DATE	MAY 2022



**LEGEND**

- SHOP AREA TO BE LEASED
- 1/6 SHARE BETWEEN  
Nos. 22, 26, 28, 30, 32 & 36



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**To: Infrastructure, Land & Environment Policy Board**

**On: 15 June 2022**

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**Report by: Chief Executive**

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**Heading: Disposal of land from Paisley Common Good, Bridge Street, Paisley**

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**1. Summary**

1.1 The purpose of this report is to declare the area of land at Bridge Street, Paisley, shown on the attached plan (E3167), as surplus to requirements and to pursue its disposal from the Paisley Common Good through the Court to an adjoining owner.

**2. Recommendations**

2.1 It is recommended that the Board:

- i) Note the completion of the statutory process as part of the Community Empowerment (Scotland) Act 2015, to consult on the proposed disposal of Common Good property and further to note the one representation received.
- ii) Authorise the Head of Corporate Governance to make an application to the Court under section 75 of the Local Government (Scotland) Act 1973 to approve the disposal of the land from the Paisley Common Good.
- iii) If the application made to the Court is approved then to declare the area of land subject to the Court application as surplus to requirements, with a view to disposing to the adjacent owner.
- iv) Authorise the sale thereof to the adjoining proprietor, Nixon Blue Ltd, on such terms and conditions as may be negotiated by the Head of Economy & Development utilising delegated powers.

- v) Authorise the Head of Corporate Governance to conclude the sale incorporating into the bargain such terms and conditions as may be deemed necessary to protect the Council's interest.
- vi) Note that the Head of Economy and Development will place an advert in the local press in terms of the Town and Country Planning (Scotland) Act 1959 for the proposed sale of an area of open space.

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### 3. **Background**

- 3.1 Following the approval of planning application (ref. 20/0533/PP) for the construction of a residential and mixed-use development at 20-22 Bridge Street, Paisley the landowner and developer, Nixon Blue Ltd formally approached the Council seeking to acquire the adjacent open space that connects Bridge Street along the River Cart walkway towards Forbes Place. See attached plan ref E3167.
- 3.2 This area of land, which is held on the Paisley Common Good, extends to 904 sq.m. or thereby and is an area of maintained open space with public access across it. There is substantial Scottish Water infrastructure beneath the site. The land was disposed to the Burgh of Paisley in 1938.
- 3.3 The applicant has expressed an interest in acquiring this land to facilitate a terrace and amenity space adjacent to the new development while retaining the trees, public access to the majority of the space and the riverside walkway. These elements are included in their planning consent.
- 3.4 It should be noted that the Council will retain control and maintenance responsibility for the Bridge Street pavement and also the existing River Cart Walkway.
- 3.5 The developer has meanwhile being progressing their development of new apartments with ground floor commercial uses. We understand that they have already agreed terms for a restaurant / café to occupy the ground floor space adjacent to the riverside walkway and Bridge Street.

### 4. **Consultation on the disposal of Common Good land**

- 4.1 Section 104 of Community Empowerment (Scotland) Act 2015 requires the Council to consult with the local community when it is planning to dispose of common good property. In accordance with the Act notices and adverts were published on the 16<sup>th</sup> March 2022 asking interested parties to make representations to the Council by the 11<sup>th</sup> May 2022, being an 8 week period. All information relating to the proposed disposal was published on the Council's web site and hard copies were made available for public inspection at the Customer Service Centre of Renfrewshire House. A notice was placed on the site, an advert was placed in the Paisley Gazette and the Paisley West and Central Community Council was directly notified.

4.2 During this period one representation was received. This asked a series of questions regarding the proposal, these were responded to, and the comments and replies have been published on the web site, as summarised in Appendix 1. As this was received from an individual not representing an organisation, that individual's name has been withheld. No further comments have been received.

## 5. Next Steps

5.1 Should the Board accept the principle of the disposal of this common good land then the Council is required to make an application under section 75 of the Local Government (Scotland) Act 1973 to the Court of Session or the Sheriff Court to obtain approval from the Court that it has the right to dispose of the land. The Sheriff or Court may impose conditions if they think fit or may impose a condition requiring that the Council shall provide in substitution for the land proposed to be disposed of other land to be used for the same purpose for which the former land was used.

5.2 If approved by the Court terms for the sale of the land to Nixon Blue Ltd will be concluded by the Head of Economy and Development and the Head of Corporate Governance.

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## Implications of the Report

1. **Financial** – The receipt from the sale of this land will benefit the Paisley Common Good.
2. **HR & Organisational Development** – None.
3. **Community Planning** – No implications.
4. **Legal** – Court and conveyancing of land required as described in the main report.
5. **Property/Assets** – As per report.
6. **Information Technology** – None.
7. **Equality & Human Rights**
  - (a) The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. 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.
  13. **Climate Risk** – None.
- 

### **List of Background Papers**

- (a) None.
- 

*Author: Stuart McMillan, Regeneration and Place Manager  
Tel: 07958 009520*

## APPENDIX 1

Representation response as published on <https://www.renfrewshire.gov.uk>

### Disposal of common good property: consultation

#### Community Empowerment Scotland (Act) 2015      Part 8      Section 104

In terms of the Community Empowerment Scotland (Act) 2015 Part 8, Section 104 - Renfrewshire Council is considering the disposal of land at Bridge Street, Paisley which is held by the Council as part of the common good. Notices and adverts were published on the 16<sup>th</sup> March 2022 asking interested parties to make representations to the Council by the 11<sup>th</sup> May 2022, being an 8 week period.

During this period one representation was received, summarised below along with the Council's response. As this was received from an individual not representing an organisation, that individual's name has been withheld.

The representation asked 5 questions –

1 - Is it proposed that the developer pay a fee for this land?

*Response - Yes, this is a sale of land and a price will be paid for it, this will go to the Paisley Common Good Fund.*

2 - Will this piece of land remain open to the Public to walk through as they do just now?

Your website says "to facilitate a terrace and amenity space adjacent to new development while retaining the trees, public open space and the riverside walkway". This statement suggests it will remain open to the Public. Please clarify. If it does remain open to the Public then how does that work when it is supposed to be an outdoor area for a restaurant? I'm sure they wouldn't want members of the Public wandering through their restaurant area? Something doesn't make sense here !

*Response - The detailed drawing on the website shows an area for a restaurant terrace and an area to be enclosed by a hedge outside the windows of 2 ground floor flats, the rest of the area remains unrestricted for public access.*

3 - Who becomes responsible for the maintenance of the cherry blossom trees and grassed areas? I assume this would be the developer? Please confirm how this will be enforced.

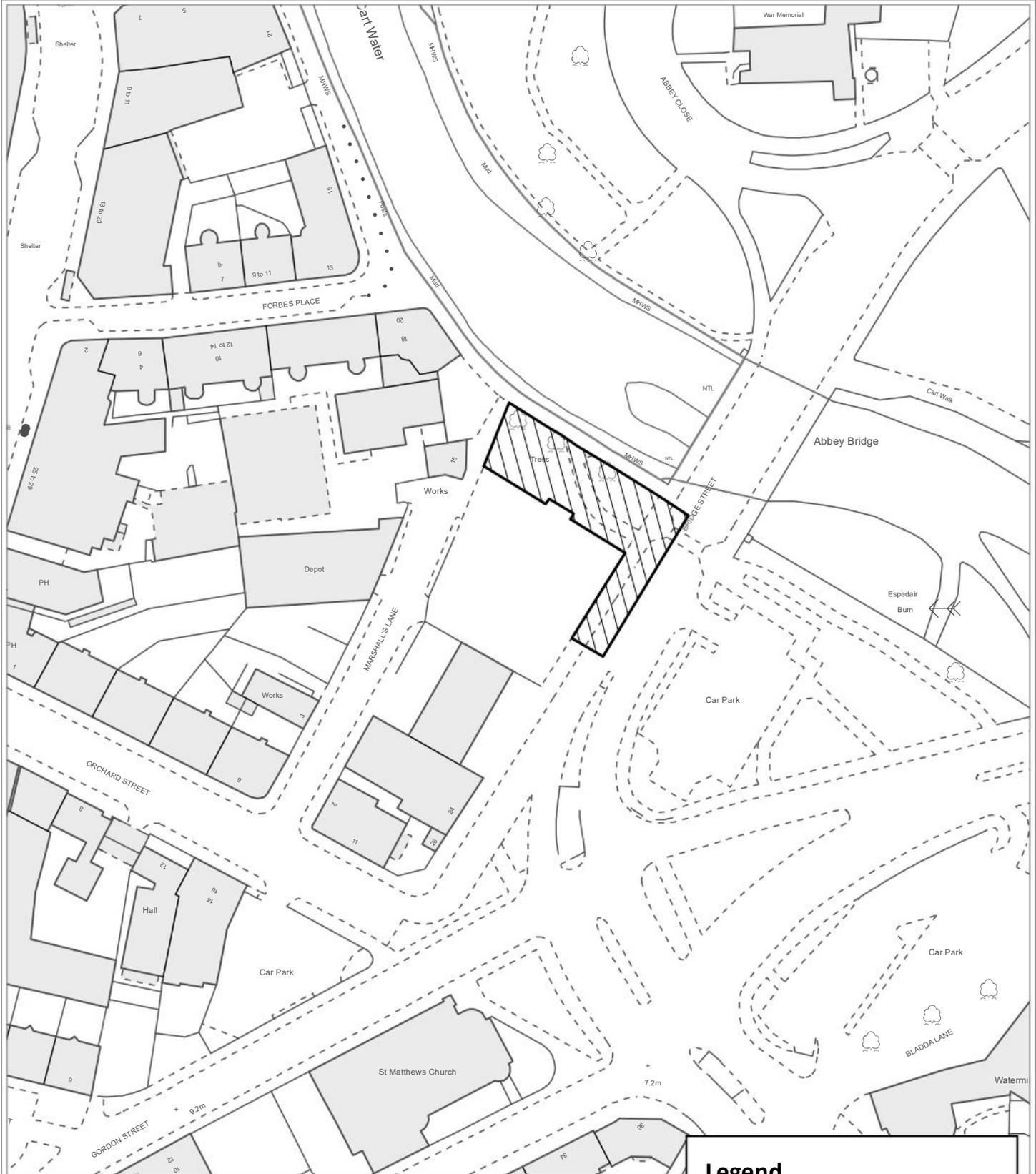
*Response - The purchaser will be responsible for maintenance, and this will be part of the conditions of sale.*

4 - Will the developer be required to make a separate planning application for any work here ?

*Response - No, the necessary planning consent is in place, the consented scheme for the flats includes the terrace and landscaped area.*

5 - With respect to representations, please confirm names and addresses are withheld from publication.

*Response – name and address withheld from publication.*



Notes:

**Legend**

 Area extends to 904 sqm or thereby

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