

## Minute of Meeting

### Houston, Crosslee, Linwood, Riverside and Erskine Local Area Committee

Date	Time	Venue
Wednesday, 24 February 2016	18:00	Youth Wing, Bargarran Community Centre, Erskine,

#### PRESENT

Councillors Clark, Audrey Doig, J MacLaren, Mullin and Noon.

#### CHAIR

Councillor Clark, Convener, presided.

#### COMMUNITY REPRESENTATIVES

M Dundas (Brookfield Community Council); A Cameron (Erskine Community Council); R McNally (Erskine Community Association); N McBride, Renfrewshire Early Years Forum for the Voluntary Sector; and A Johnstone, Brighter Bridge of Weir.

#### COMMUNITY PLANNING PARTNERS

Inspector Glass (Police Scotland) and Dr Van der Lee, Renfrewshire Health and Social Care Partnership.

#### IN ATTENDANCE

D McNab, Transportation Manager and M Hendry, ASIST Mediation Co-ordinator (both Community Resources); and K Graham, Head of Corporate Governance (Lead Officer) and D Low, Senior Committee Services Officer (LACs) (both Finance & Resources).

## **APOLOGIES**

Councillor M Brown, Provost Hall and Councillor Holmes; and M McElhinney, Linwood Community Council and M McFadyen, Linwood Community Childcare.

## **DECLARATIONS OF INTEREST**

No declarations of interest were intimated prior to the commencement of the meeting.

## **ADDITIONAL ITEM**

The Convener intimated that there was an additional item in relation to an application for Youth Challenge grant funding by Houston United Football Club 2003. The Convener, being of the opinion that the item, which is dealt with at item 8 of this Minute, was urgent in view of the need to determine the matter timeously authorised its consideration.

### **1 RENFREWSHIRE HEALTH & SOCIAL CARE PARTNERSHIP- LOCAL AREA COMMITTEE UPDATE - STRATEGIC PLAN CONSULTATION DRAFT**

There was submitted an update report by Renfrewshire Health and Social Care Partnership relative to the development of a draft Strategic Plan for the Partnership which set out what the Partnership wanted to achieve, how it planned to improve services and make best use of available resources. The draft Strategic Plan had been the subject of a consultation exercise which ended on 3 February 2016. The finalised Strategic Plan would be presented to a future meeting of this Local Area Committee (LAC).

#### **DECIDED:**

(a) That the consultation exercise be noted and that it also be noted that feedback had been sought from members of the LACs; and

(b) That it be noted that a further report would be brought to a future LAC meeting providing a copy of the final strategic plan.

### **2 COMMUNITY SAFETY AND PUBLIC PROTECTION - PROGRESS UPDATE**

There was submitted a report by the Director of Community Resources providing an overview of the activities of the Safer & Stronger Renfrewshire Partnership, consisting of Renfrewshire Council, Police Scotland, Scottish Fire & Rescue Service and other community safety agencies for the Houston, Crosslee, Linwood, Riverside & Erskine LAC area during the period 1 October to 31 December 2015.

The report contained statistical information which had been provided by a number of community planning partners including Police Scotland, the Scottish Fire and Rescue Service and the Renfrewshire Community Safety Partnership.

The report provided information on Houston, Crosslee, Linwood, Riverside & Erskine community safety statistics; environmental enforcement and improvement activities; protecting vulnerable residents; building safer communities; diversionary activities; the development of the integrated control room and CCTV system; and work related to tackling gender based violence. In addition, the appendix to the report detailed the Street Stuff initiative timetable in relation to the five LACs between January and March 2016.

**DECIDED:** That the report be noted.

### 3 **OPEN SESSION/KEY LOCAL ISSUES**

The Senior Committee Services Officer (LACs) advised that no questions had been submitted for consideration at the Open Session.

**DECIDED:** That it be noted that no questions had been submitted for consideration at the Open Session.

### 4 **MSYP PRESENTATION**

Since no Members of the Scottish Youth Parliament were present at the meeting the item was removed from the agenda.

**DECIDED:** That the presentation be removed from the agenda.

### 5 **PAISLEY'S BID FOR UK CITY OF CULTURE**

The Convener advised that this item of business had been withdrawn from the agenda and that an updated presentation would be submitted to the next meeting of this LAC.

**DECIDED:** That the position be noted.

### 6 **GRANT FEEDBACK**

The Convener welcomed representatives from Erskine Music and Media Studio, Linwood Parkour Club, Lamont Farm Allotments, The Bridge and the Bridge of Weir Memorial Society, all of whom had received LAC grant support during 2015/16. The groups gave short presentations, each providing an overview of how the LAC funding had been used by them and the benefits to the local community.

**DECIDED:** That the presentations be noted.

### 7 **BUDGET MONITORING REPORT**

There was submitted a report by the Director of Finance & Resources relative to the Houston, Crosslee, Linwood, Riverside & Erskine LAC budget for 2015/16.

**DECIDED:** That the report be noted.

## 8 APPLICATION FOR LAC GRANT FUNDING

There was submitted a report by the Director of Finance & Resources relative to an application for LAC funding.

**DECIDED:** That the application for funding be determined as follows:-

Houston United Football Club 2003 – collapsible goal posts – awarded the balance of the budget up to a maximum of £1,500.

## 9 DATE OF NEXT MEETING

It was noted that the next meeting of the Houston, Crosslee, Linwood, Riverside & Erskine LAC would be held at 6.00 pm on 25 May 2016.

## Minute of Meeting Council

Date	Time	Venue
Thursday, 25 February 2016	09:30	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

### PRESENT

Councillors Bibby, B Brown, M Brown, Caldwell, Cameron, Clark, E Devine, M Devine, Andy Doig, Audrey Doig, Gilmour, Glen, Grady, Provost Hall, Councillors Harte, Henry, Holmes, Hood, Kelly, Lawson, Mack, J MacLaren, K MacLaren, M MacLaren, Macmillan, McCartin, McEwan, McGurk, I McMillan, McQuade, Mullin, Murrin, Mylet, Nicolson, Noon, Perrie, J Sharkey, M Sharkey and Williams.

### CHAIR

Provost Hall presided.

### IN ATTENDANCE

S Black, Chief Executive; P Macleod, Director of Children's Services; S MacDougall, Director of Community Resources; M Crearie, Director of Development & Housing Services; A Russell, Director of Finance & Resources; D Leese, Chief Officer (Renfrewshire Health & Social Care Partnership); and K Graham, Head of Corporate Governance, A MacArthur, Head of Finance, J Lynch, Head of Property Services, M Conaghan, Legal & Democratic Services Manager, E Currie, Senior Committee Services Office and D Low, Senior Committee Services Officer (all Finance & Resources).

### DECLARATIONS OF INTEREST

Councillor M Macmillan declared a financial interest in item 10 of the agenda as he was a Director on the Board of NHS Greater Glasgow and Clyde and indicated that it was his intention to take part in the discussion and vote thereon.

## **ADDITIONAL ITEM**

Councillor Lawson intimated that he wished to table an emergency motion which had not been included in the notice calling the meeting and he requested that this be taken as an additional item. Provost Hall ruled that the motion was not competent.

### **1 MINUTES OF COUNCIL, BOARDS AND PANELS**

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

Council, 17 December 2015  
 Social Work, Health & Well-being Policy Board, 19 January 2016  
 Regulatory Functions Board, 20 January 2016  
 Education & Children Policy Board, 21 January 2016  
 Audit, Scrutiny & Petitions Board, 25 January 2016  
 Housing & Community Safety Policy Board, 26 January 2016  
 Planning & Property Policy Board, 26 January 2016  
 Environment Policy Board, 27 January 2016  
 Finance & Resources Policy Board, 27 January 2016  
 Economy & Jobs Policy Board, 3 February 2016  
 Regulatory Functions Board, 4 February 2016  
 Renfrew & Gallowhill Local Area Committee, 9 February 2016  
 Personnel Appeals and Applied Conditions of Service Appeals Panel, 11 February 2016  
 Paisley North Local Area Committee, 11 February 2016  
 Audit, Scrutiny & Petitions Board, 15 February 2016  
 Paisley South Local Area Committee, 16 February 2016  
 Leadership Board, 17 February 2016  
 Regulatory Functions Board, 18 February 2016  
 Johnstone & the Villages Local Area Committee, 18 February 2016

**DECIDED:** That the Minutes be approved.

### **2 HOUSING REVENUE ACCOUNT BUDGET AND RENT LEVELS 2016/17 AND HOUSING CAPITAL INVESTMENT PLAN 2016/17 TO 2018/19**

There was submitted a joint report by the Directors of Development & Housing Services and Finance & Resources relative to the Housing Revenue Account (HRA) and Rent Levels for 2016/17 and the Housing Capital Investment Plan for 2016/17 - 2018/19.

The report intimated that the UK Government's Welfare Reform policy changes had placed additional financial stress on families, pressure on Council services and presented a significant financial risk to the HRA which included the roll out of Universal Credit. The Council had set aside HRA balances of £5 million for measures to mitigate the impact of welfare reform over the period 2013/14 to 2017/18. This included additional staffing to deal with the increased contact needed with tenants and the establishment of a Council Tenant Assistance Fund (CTAF). During 2014/15 the requirement for the CTAF had been removed as a result of additional Discretionary Housing Payment DHP funding received from the Scottish Government.

The report detailed the proposed HRA budget for financial year 2016/17 and set out the information which allowed consideration of the planned rent increase for 2016/17 and detailed the proposed Housing Capital Investment Plan for the three-year period 2016/17 to 2018/19.

Councillor Williams, seconded by Councillor M Devine, moved:

1. To agree to an average weekly rent increase of 2% for 2016/17.
2. To note the outcome of the tenant consultation process.
3. To note this Council's continued commitment to mitigate the impacts of welfare reform on Council tenants through the earmarking of HRA balances over the period to 2017/18 to deliver a programme of measures intended to support tenants to manage the negative impacts of welfare reform.
4. To approve the HRA budget for Financial Year 2016/17 as proposed in the report.
5. To approve the Housing Capital Investment Plan 2016/17 to 2018/19 as detailed in Appendix 3 of the report, including the investment of £52.1 million over the three year period.
6. To note the ongoing risk to the Housing Revenue Account including the uncertainty associated with the impact of the roll out of welfare reform particularly in relation to Universal Credit and direct payments.

Councillor M MacLaren, seconded by Councillor K MacLaren, moved as an amendment:

1. To agree to a rent freeze in 2016/17. This is an average weekly rent increase of 0% and that £922,000 be utilised from unallocated resources leaving a balance of £5.878 million and amends Appendix 1 accordingly.
2. To note the Council's commitment to mitigate financial pressures on Council tenants especially low paid working families and those on fixed retirement incomes by the use of reserves to allow for a rent freeze in 2016/17.
3. To note the outcome of the tenant consultation process showed a preference for a 2% increase from those that responded and to note that a rent freeze was not provided as an option in this consultation, noting also that only 1% of tenants responded to the consultation.
4. To note the Council's continued commitment to mitigate the impacts of welfare reform on Council tenants through the earmarking of HRA balances over the period to 2017/18 to deliver a programme of measures intended to support tenants to manage the negative impacts of welfare reform.
5. To approve the HRA budget for Financial Year 2016/17 as amended by the above changes.
6. To approve the Housing Capital Investment Plan 2016/17 to 2018/19 as detailed in Appendix 3 of the report.

7. To note the continuing risk to the Housing Revenue Account including the uncertainty associated with the impact of the roll out of welfare reform particularly in relation to Universal Credit and direct payments.

On the roll being called, the following members voted for the amendment: Councillors Perrie, McEwan, Lawson, Mylet, K MacLaren, M MacLaren, McGurk, Cameron, Andy Doig, Audrey Doig, Noon, M Brown, McQuade and Nicolson.

The following members voted for the motion: Councillors B Brown, Murrin, M Devine, Grady, J Sharkey, M Sharkey, Kelly, Williams, E Devine, Glen, Henry, M Macmillan, McCartin, Caldwell, Hood, I McMillan, Bibby, Gilmour, Clark, Provost Hall, Councillors Holmes, J MacLaren, Harte and Mullin.

The following member abstained: Councillor Mack.

14 members having voted for the amendment, 24 members having voted for the motion and 1 member having abstained, the motion was accordingly declared carried.

### **DECIDED:**

- (a) That an average weekly rent increase of 2% for 2016/17 be agreed;
- (b) That the outcome of the tenant consultation process be noted;
- (c) That this Council's continued commitment to mitigate the impacts of welfare reform on Council tenants through the earmarking of HRA balances over the period to 2017/18 to deliver a programme of measures intended to support tenants to manage the negative impacts of welfare reform be noted;
- (d) That the HRA budget for Financial Year 2016/17 as proposed in the report be approved;
- (e) That the Housing Capital Investment Plan 2016/17 to 2018/19 as detailed in Appendix 3 of the report, including the investment of £52.1 million over the three year period be approved; and
- (f) That the ongoing risk to the Housing Revenue Account including the uncertainty associated with the impact of the roll out of welfare reform particularly in relation to Universal Credit and direct payments be noted.

## **3 THE PROCUREMENT REFORM (SCOTLAND) ACT 2014 AND THE REVIEW OF STANDING ORDERS RELATING TO CONTRACTS**

There was submitted a report by the Director of Finance & Resources relative to the need to review the Standing Orders Relating to Contracts in light of the Public Contracts (Scotland) Regulations 2015, the Procurement (Scotland) Regulations 2016, the Concessions Contracts (Scotland) Regulations 2016 and statutory guidance made under and in terms of the Procurement Reform (Scotland) Act 2014.



The report intimated that although the requirements under the regulations and guidance would largely come into effect on 18 April 2016, some of these had yet to be published and it was proposed that authority be delegated to the Procurement Sub-committee to approve the changes required to the Standing Orders Relating to Contracts as a result of the review.

**DECIDED:**

(a) That the need to review the Standing Orders Relating to Contracts in light of the Public Contracts (Scotland) Regulations 2015, the Procurement (Scotland) Regulations 2016, the Concession Contracts (Scotland) Regulations 2016 and statutory guidance made under and in terms of the Procurement Reform (Scotland) Act 2014 be noted; and

(b) That authority be delegated to the Procurement Sub-committee to approve the changes required to the Standing Orders Relating to Contracts as a result of the review.

#### 4 **LIVING WAGE ACCREDITATION**

There was submitted a report by the Chief Executive seeking approval to apply for Scottish Living Wage Accreditation under the scheme organised by the Poverty Alliance in partnership with the Living Wage Foundation.

The report detailed the activities across the Council that supported the payment of the Living Wage across Renfrewshire, including the promotion of a Living Wage Campaign to promote the benefits of the Living Wage to employers in Renfrewshire; encouraging tenderers to pay the Living Wage; and applying for Living Wage accreditation.

**DECIDED:**

(a) That the Chief Executive be authorised to submit an application on the Council's behalf for accreditation as a Living Wage employer in terms of the Scottish Living Wage Accreditation Scheme;

(b) That the progress of a range of activities to support the payment of Living Wage across Renfrewshire be noted; and

(c) That the conditions related to the payment of the Living Wage to the Social Care sector arising from the Local Government Finance Settlement 2016/17 be noted.

#### 5 **RECORDS MANAGEMENT PLAN**

There was submitted a report by the Director of Finance & Resources relative to the creation and implementation of a Records Management Plan, as required by the Public Records (Scotland) Act 2011, outlining how the authority currently managed its records and the actions it was taking to further improve the management of its records.

The report intimated that the Council was required to submit its Records Management Plan to the Keeper of the Records of Scotland for assessment by the deadline date of 31 March 2016. The Renfrewshire Licensing Board was also required to submit a Records Management Plan and the Council and Licensing Board were submitting a joint plan to the Keeper of the Records of Scotland.

**DECIDED:**

- (a) That the Records Management Plan as set out in Appendix 1 to the report be approved;
- (b) That the Business Classification Scheme as set out in Appendix 2 to the report be approved;
- (c) That approval of the Retention Schedules referred to in the Records Management Plan be delegated to the relevant Director or Head of Service for the service to which each of the schedules related;
- (d) That it be agreed that further amendments to the Records Management Plan be approved by Alan Russell as the Director of Finance & Resources and Senior Information Risk Owner for the Council, in order that it may be kept relevant and up to date; and
- (e) That further amendments to both the Business Classification Scheme and Records Retention Schedules be approved by the Records Management Group chaired by the Council's Records Manager in order that they may be kept relevant and up to date.

**6 NOTICE OF MOTION (1)**

There was submitted a Notice of Motion by Councillors Lawson and Mylet in the following terms:

"Renfrewshire Council opposes the franchising of Paisley Crown Post Office. We believe this proposal will severely damage the provision of services and call upon the Post Office to withdraw their plans and retain the Crown Post Office in Paisley."

Councillor Lawson, seconded by Councillor Mylet, then moved the motion.

Councillor Harte, seconded by Councillor J Sharkey, moved as an amendment that Council calls on the Scottish Government to do more to stop the franchising of Paisley Crown Post Office. We believe all options for the retention of this facility should be explored, including investing in Paisley Town Centre to support the retail industry. To this end, we will write to the Scottish Government to ask that they intervene and make representation to the Government at Westminster to ensure that the proper support is put in place to safeguard this important asset to the town centre. Council will also write to Post Office Ltd and to the Department of Business, Innovation and Skills to emphasise the importance of the Crown Post Office to the economic well being of Paisley Town Centre. Renfrewshire Council also pledges its support to the campaign to retain this important service.

On the roll being called, the following members voted for the amendment: Councillors B Brown, Murrin, M Devine, Grady, J Sharkey, M Sharkey, Kelly, Williams, E Devine, Glen, Henry, M Macmillan, McCartin, Caldwell, Hood, I McMillan, Bibby, Gilmour, Clark, Provost Hall, Councillors Holmes, Harte and Mullin.

The following members voted for the motion: Councillors Perrie, McEwan, Lawson, Mylet, K MacLaren, M MacLaren, Mack, McGurk, Cameron, Andy Doig, Audrey Doig, Noon, M Brown, J MacLaren, McQuade and Nicolson.

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

**DECIDED:** That Council calls on the Scottish Government to do more to stop the franchising of Paisley Crown Post Office. We believe all options for the retention of this facility should be explored, including investing in Paisley Town Centre to support the retail industry. To this end, we will write to the Scottish Government to ask that they intervene and make representation to the Government at Westminster to ensure that the proper support is put in place to safeguard this important asset to the town centre. Council will also write to Post Office Ltd and to the Department of Business, Innovation and Skills to emphasise the importance of the Crown Post Office to the economic well being of Paisley Town Centre. Renfrewshire Council also pledges its support to the campaign to retain this important service.

## 7 NOTICE OF MOTION (2)

There was submitted a Notice of Motion by Councillors M MacLaren and K MacLaren which was withdrawn in terms of Standing Order 27.

**DECIDED:** That it be noted that the Notice of Motion had been withdrawn.

## 8 NOTICE OF MOTION (3)

There was submitted a Notice of Motion by Provost Hall and Councillor Lawson in the following terms:

"Council notes the outstanding contribution which Corinne Hutton, a resident of Renfrewshire, has made in respect of her involvement in charity work for the benefit of the people of Renfrewshire and beyond. In recognition of that contribution, Renfrewshire Council formally resolves that Corinne Hutton be admitted as an honorary freewoman of Renfrewshire.

The Director of Finance & Resources, in consultation with the Provost, is authorised to make the necessary arrangements to bestow this honour on and to include her on the roll of names of persons who are admitted as Freeman and Freewomen of Renfrewshire."

Provost Hall, seconded by Councillor Lawson, then moved the motion which was agreed unanimously.

**DECIDED:** Council notes the outstanding contribution which Corinne Hutton, a resident of Renfrewshire, has made in respect of her involvement in charity work for the benefit of the people of Renfrewshire and beyond. In recognition of that contribution, Renfrewshire Council formally resolves that Corinne Hutton be admitted as an honorary freewoman of Renfrewshire.

The Director of Finance & Resources, in consultation with the Provost, is authorised to make the necessary arrangements to bestow this honour on and to include her on the roll of names of persons who are admitted as Freeman and Freewomen of Renfrewshire.

## 9 NOTICE OF MOTION (4)

There was submitted a Notice of Motion by Councillors Lawson and McEwan in the following terms:

"Street Lighting in Renfrewshire

Council instructs the Director of Community Resources to report to the Environment Policy Board on 16 March 2016 on the progress achieved in addressing the large backlog of street lamp repairs. The report to include the financial implications resulting from the Council's use of alternative contractors."

Councillor Lawson, seconded by Councillor McEwan, then moved the motion.

Councillor E Devine, seconded by Councillor Gilmour, moved as an amendment that Council regrets the actions of the contractor awarded the street lighting maintenance contract which resulted in a build up of a backlog of dark lamps. Council regrets the disruption this caused to communities across Renfrewshire. Council welcomes the appointment of four emergency contractors to deal with the backlog and recognises the action they have taken to address the backlog. Council further welcomes the termination of the contract and bringing this service 'in-house' with no loss of employment for those involved in this service through honouring our responsibilities under TUPE regulations.

On the roll being called, the following members voted for the amendment: Councillors B Brown, Murrin, M Devine, Grady, J Sharkey, M Sharkey, Kelly, Williams, E Devine, Glen, Henry, M Macmillan, Caldwell, Hood, I McMillan, Bibby, Gilmour, Clark, Provost Hall, Councillors Holmes, Harte and Mullin.

The following members voted for the motion: Councillors Perrie, McEwan, Lawson, Mylet, K MacLaren, M MacLaren, Mack, McGurk, Cameron, McCartin, Andy Doig, Audrey Doig, Noon, M Brown, J MacLaren, McQuade and Nicolson.

17 members having voted for the motion and 22 members having voted for the amendment, the amendment was accordingly declared carried.

**DECIDED:** That Council regrets the actions of the contractor awarded the street lighting maintenance contract which resulted in a build up of a backlog of dark lamps. Council regrets the disruption this caused to communities across Renfrewshire. Council welcomes the appointment of four emergency contractors to deal with the backlog and recognises the action they have taken to address the backlog. Council further welcomes the termination of the contract and bringing this service 'in-house' with no loss of employment for those involved in this service through honouring our responsibilities under TUPE regulations.

## 10 NOTICE OF MOTION (5)

There was submitted a Notice of Motion by Councillors K MacLaren and Mylet in the following terms:

"Greater Glasgow and Clyde Health Board

Council nominates a member from the main opposition group as the Council's representative on Greater Glasgow and Clyde Health Board. Council notes that the current representative has failed in his duty to support health services within Paisley and Renfrewshire and even participated in a protest against the health board."

Councillor K MacLaren, seconded by Councillor Mylet, then moved the motion.

Councillor I McMillan, seconded by Councillor Holmes, moved as an amendment that Council notes the National Health Service in Scotland lies within the direct control of the Minister for Health in the Scottish Government. Council believes it is a disgrace that relative spending in health in England rose faster under a UK Tory Government between 2010-15 compared to the SNP Scottish Government. Council would like to record its thanks to our representative for protesting against cuts to local health services and putting the interests of patients first.

On the roll being called, the following members voted for the amendment: Councillors B Brown, Murrin, M Devine, Grady, J Sharkey, M Sharkey, Kelly, Williams, E Devine, Glen, Henry, M Macmillan, Caldwell, Hood, I McMillan, Bibby, Gilmour, Clark, Provost Hall, Councillors Holmes, J MacLaren, Harte and Mullin.

The following members voted for the motion: Councillors Perrie, McEwan, Lawson, Mylet, K MacLaren, M MacLaren, Mack, McGurk, Cameron, Andy Doig, Audrey Doig, Noon, M Brown, McQuade and Nicolson.

The following member abstained: Councillor McCartin.

15 members having voted for the motion, 23 members having voted for the amendment and 1 member having abstained, the amendment was accordingly declared carried.

**DECIDED:** Council notes the National Health Service in Scotland lies within the direct control of the Minister for Health in the Scottish Government. Council believes it is a disgrace that relative spending in health in England rose faster under a UK Tory Government between 2010-15 compared to the SNP Scottish Government. Council would like to record its thanks to our representative for protesting against cuts to local health services and putting the interests of patients first.

## 11 NOTICE OF MOTION (6)

There was submitted a Notice of Motion by Councillors Lawson and K MacLaren in the following terms:

"Financial Implications for Renfrewshire Council

Council instructs the Chief Executive to prepare a report for the Council meeting on 28 April 2016 on the financial implications for Renfrewshire Council and, where possible, the wider Renfrewshire economy on a UK exit from the European Union."

Councillor Lawson, seconded by Councillor K MacLaren, then moved the motion which was agreed unanimously.

**DECIDED:** Council instructs the Chief Executive to prepare a report for the Council meeting on 28 April 2016 on the financial implications for Renfrewshire Council and, where possible, the wider Renfrewshire economy on a UK exit from the European Union.

## 12 NOTICE OF MOTION (7)

There was submitted a Notice of Motion by Councillors J MacLaren and M Brown in the following terms:

"Council notes that The Scottish Government has announced that 5 million pounds will be made available to Council for flood prevention. Council recognises the need to apply for funding to solve the repeated issue of flooding in Langbank. Council also calls on the Director of Community Resources to improve the maintenance of gullies, culverts and other field drains in the village."

Councillor J MacLaren, seconded by Councillor M Brown, then moved the motion.

Councillor E Devine, seconded by Councillor Gilmour moved as an amendment that Council calls on the Scottish Government to increase and open up the £5m scheme for flood damaged infrastructure in order that areas such as Langbank can benefit from flood prevention measures. Council further calls on the Scottish Government to reverse the cuts to local authorities that inevitably impact on public services.

On the roll being called, the following members voted for the amendment: Councillors B Brown, Murrin, M Devine, Grady, J Sharkey, M Sharkey, Kelly, Williams, E Devine, Glen, Henry, M Macmillan, Caldwell, Hood, I McMillan, Bibby, Gilmour, Clark, Provost Hall, Councillors Holmes, Harte and Mullin.

The following members voted for the motion: Councillors Perrie, McEwan, Lawson, Mylet, K MacLaren, M MacLaren, Mack, McGurk, Cameron, McCartin, Andy Doig, Audrey Doig, Noon, M Brown, J MacLaren, McQuade and Nicolson.

17 members having voted for the motion and 22 members having voted for the amendment, the amendment was accordingly declared carried.

**DECIDED:** That Council calls on the Scottish Government to increase and open up the £5m scheme for flood damaged infrastructure in order that areas such as Langbank can benefit from flood prevention measures. Council further calls on the Scottish Government to reverse the cuts to local authorities that inevitably impact on public services.



### 13 NOTICE OF MOTION (8)

There was submitted a Notice of Motion by Councillors Lawson and K MacLaren in the following terms:

"Resignation of Chairman of Paisley First

Council notes with concern the recent resignations of both the Manager and the Chairman of Paisley First. Council recognises the importance of a thriving Paisley town centre to the wider Renfrewshire economy and calls for a full report on the actions of Paisley First to the next full Council meeting."

Councillor Lawson, seconded by Councillor K MacLaren, then moved the motion.

Councillor M Macmillan, seconded by Councillor J Sharkey, moved as an amendment that Council recognises that Paisley First is an independent organisation with a vision to create a thriving town centre. Council welcomes Ian Henderson as the new Chairman and Ronnie Saez as the Vice Chairman of Paisley First. Council commits itself to work in partnership with Paisley First to deliver our shared vision for Paisley as a great place to live, do business and to visit.

On the roll being called, the following members voted for the amendment: Councillors B Brown, Murrin, M Devine, Grady, J Sharkey, M Sharkey, Kelly, Williams, E Devine, Glen, Henry, M Macmillan, McCartin, Caldwell, Hood, I McMillan, Bibby, Gilmour, Clark, Provost Hall, Councillors Holmes, J MacLaren, Harte and Mullin.

The following members voted for the motion: Councillors Perrie, McEwan, Lawson, Mylet, K MacLaren, M MacLaren, Mack, McGurk, Cameron, Andy Doig, Audrey Doig, Noon, M Brown, McQuade and Nicolson.

15 members having voted for the motion and 24 members having voted for the amendment, the amendment was accordingly declared carried.

**DECIDED:** Council recognises that Paisley First is an independent organisation with a vision to create a thriving town centre. Council welcomes Ian Henderson as the new Chairman and Ronnie Saez as the Vice Chairman of Paisley First. Council commits itself to work in partnership with Paisley First to deliver our shared vision for Paisley as a great place to live, do business and to visit.

### 14 NOTICE OF MOTION (9)

There was submitted a Notice of Motion by Councillors McCartin and Mack in the following terms:

"This Council agrees to press the Scottish Government to raise Income Tax by 1p to provide an additional £475 M for Education services. This money would be used to pay for:

- A Scottish Pupil Premium
- Expanded Nursery Provision
- Support for our colleges
- To reverse Education cuts

The Council recognises that this is a progressive means of increasing contributions from the highest earners without placing any further burden on the lowest earners in our community.

The Council recognises that the Scottish Government's unwillingness to provide additional funding to education will result in declining standards and attainment."

Councillor McCartin, seconded by Councillor Mack, then moved the motion.

Councillor Andy Doig, seconded by Councillor Mylet, moved as an amendment that this Council welcomes the substantial extra investment which the SNP Government has made to all Scottish local authorities, including Renfrewshire, in recent years, towards the expansion of nursery provision.

Council recognises that the SNP Government will produce its taxation proposals in due course, and unequivocally rejects the concept of a 1p flat rate increase in income tax as being regressive, and unfair to the lowest earners in Renfrewshire.

Councillor Henry, seconded by Councillor Clark, moved as a second amendment that as an addition to the motion, after 'Education cuts' add:

Council agrees that those income taxpayers who earn less than £20,000 should receive a rebate of £100.

Continue with the motion.

On the roll being called between the motion and the first amendment, the following members voted for the first amendment: Councillors Perrie, McEwan, Lawson, Mylet, K MacLaren, M MacLaren, McGurk, Cameron, Andy Doig, Audrey Doig, Noon, McQuade and Nicolson.

The following members voted for the motion: Councillors Mack and McCartin.

The following members abstained: Councillors B Brown, Murrin, M Devine, Grady, J Sharkey, M Sharkey, Kelly, Williams, E Devine, Glen, Henry, M Macmillan, Caldwell, Hood, I McMillan, Bibby, Gilmour, Clark, Provost Hall, Councillors Holmes, J MacLaren, Harte and Mullin.

2 members having voted for the motion, 13 members having voted for the amendment and 23 members having abstained, a vote was then taken between the first amendment and the second amendment.

## **SEDERUNT**

Councillor M Brown left the meeting prior to the roll being called.

On the roll being called the following members voted for the second amendment: Councillors B Brown, Murrin, M Devine, Grady, J Sharkey, M Sharkey, Kelly, Williams, E Devine, Glen, Henry, M Macmillan, Caldwell, Hood, I McMillan, Bibby, Gilmour, Clark, Provost Hall, Councillors Holmes, J MacLaren, Harte and Mullin.



The following members voted for the first amendment: Councillors Perrie, McEwan, Lawson, Mylet, K MacLaren, M MacLaren, McGurk, Cameron, Andy Doig, Audrey Doig, Noon, McQuade and Nicolson.

The following members abstained: Councillors Mack, McCartin and J MacLaren.

22 members having voted for the second amendment, 13 members having voted for the first amendment and 3 members having abstained, the second amendment was accordingly declared carried.

**DECIDED:** This Council agrees to press the Scottish Government to raise Income Tax by 1p to provide an additional £475 M for Education services. This money would be used to pay for:

- A Scottish Pupil Premium
- Expanded Nursery Provision
- Support for our colleges
- To reverse Education cuts

Council agrees that those income taxpayers who earn less than £20,000 should receive a rebate of £100.

The Council recognises that this is a progressive means of increasing contributions from the highest earners without placing any further burden on the lowest earners in our community.

The Council recognises that the Scottish Government's unwillingness to provide additional funding to education will result in declining standards and attainment.



## Minute of Special Meeting Council

Date	Time	Venue
Thursday, 03 March 2016	09:30	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

### PRESENT

Councillors Bibby, B Brown, M Brown, Caldwell, Clark, E Devine, M Devine, Andy Doig, Audrey Doig, Gilmour, Glen, Grady, Provost Hall, Councillors Harte, Henry, Holmes, Hood, Kelly, Lawson, Mack, J MacLaren, K MacLaren, M MacLaren, M Macmillan, McCartin, McEwan, McGee, McGurk, I McMillan, McQuade, Mullin, Murrin, Mylet, Nicolson, Noon, Perrie, J Sharkey, M Sharkey and Williams.

### CHAIR

Provost Hall presided.

### IN ATTENDANCE

S Black, Chief Executive; P Macleod, Director of Children's Services; S MacDougall, Director of Community Resources; M Crearie, Director of Development & Housing Services; A Russell, Director of Finance & Resources; D Leese, Chief Officer (Renfrewshire Health & Social Care Partnership); J McKellar, Chief Executive (Renfrewshire Leisure Limited); D Amos, Head of Policy & Commissioning and L Mahon, Head of Marketing (both Chief Executive's); A McMillan, Head of Resources, G McKinlay, Head of Schools, J Trainer, Acting Head of Early Years and M Dewar, Head of Service (all Children's Services); D Leask, Head of Facilities Management (Community Resources); and A MacArthur, Head of Finance, J Lynch, Head of Property, K Graham, Head of Corporate Governance, M Conaghan, Legal & Democratic Services Manager, A McNaughton, Senior Committee Services Office and D Low, Senior Committee Services Officer (all Finance & Resources).

### APOLOGY

Councillor Cameron.

## **DECLARATIONS OF INTEREST**

Councillor M Macmillan declared a financial interest in item 3 of the agenda as he was a Director on the Board of NHS Greater Glasgow and Clyde and indicated that it was his intention to take part in the discussion and voting thereon.

Councillors Holmes, Bibby, Henry and I McMillan declared a non-financial interest in item 3 of the agenda as they were members of the Renfrewshire Health & Social Care Partnership Integration Joint Board and indicated that it was their intention to take part in the discussion and voting thereon.

Councillors B Brown, Grady, E Devine and Williams declared a non-financial interest in item 3 of the agenda as they were substitute members of the Renfrewshire Health & Social Care Partnership Integration Joint Board and indicated that it was their intention to take part in the discussion and voting thereon.

Councillors M Devine, Harte and Nicolson declared a financial interest in item 1 of the agenda as they were members of Renfrewshire Leisure Limited and indicated that it was their intention to take part in the discussion and voting thereon.

The Provost drew Members' attention to (a) the provisions of Section 112 of the Local Government Finance Act 1992 which restricted the voting rights of Members on certain issues if they were in arrears with Community Charge payments or Council Tax payments. If at the time of the meeting a Member had any Community Charge (Poll Tax) arrears, or was two months or more in arrears in payment of the Council Tax, the Member would be restricted in voting on matters which related to setting or adjusting the rate of Council Tax; matters relating to the administration, enforcement and collection of the Community Charge (Poll Tax) or the Water Community Charge (Poll Tax); or matters relating to the administration, enforcement and collection of the Council Tax or Council Water Tax; and (b) the Council's obligation to comply with the public sector equality duty set out in the Equality Act 2010 when making decisions in relation to its spending priorities.

## **SEDERUNT**

Councillor McQuade entered the meeting during consideration of the following item.

Councillors Andy Doig and Audrey Doig left the meeting during consideration of the following item.

## 1 REVENUE BUDGET AND COUNCIL TAX 2016/17

There was submitted a report by the Director of Finance & Resources relative to the Revenue Budget and Council Tax for 2016/17 together with the relevant budget papers. The report provided members with an overview of the Council's projected financial position for the year ahead and set out the information required for the Council to set its budget and Council Tax for 2016/17.

The report referred to the financial settlement for local government covering the period 2016/17 which had been announced on 16 December 2015 and indicated that the grant funding for Renfrewshire amounted to £303.471 million. The settlement figure included a number of planned adjustments by the Scottish Government predominantly arising from responsibilities linked to Children and Young People Act, Kinship Care, delivery of Getting It Right For Every Child (GIRFEC) and adjustments linked to the inclusion of funding within the settlement for the Council Tax Reduction Scheme and Discretionary Housing Payments. These adjustments to the grant settlement were linked to associated budgeted adjustments that were set out in Table 2.

The report advised that after adjusting for these areas, the Council's 2016/17 grant figure had, on a like-for-like basis, decreased by 3.4% from 2015/16, with the Council's share of the overall local government revenue funding settlement increasing marginally from 3.14% to 3.17%. Included as part of this settlement offer was grant conditional upon agreement to the continuation of the council tax freeze (£2.327 million) and the maintenance of the pupil: teacher ratio and probationer places (£2.7 million). The budget proposals outlined in the report provided sufficient resources to allow the specified condition on the pupil:teacher ratio and provided places for probationers to be met in 2016/17.

In addition to the direct revenue grant provided to the Council, 2016/17 would see the added complexity of an element of social care funding, confirmed as £8.779 million for Renfrewshire, provided via the health budget and Integration Joint Board (IJB) arrangements. Although this funding was to be directed to fund new cost burdens such as delivering the living wage across the provision of adult social care, progressing reductions in social care charging, it was also available to support wider budget pressures in adult social care including demographic and demand-led pressures. The budget proposals set out in the report provided for the £8.779 million of funding passing through in full to the IJB as part of the resources to be transferred for adult social care on 1 April 2016.

The grant offer from the Scottish Government, including the adult social care element, was subject to delivery of the specific conditions as set out in the report and any council that did not sign up to the full package of conditions and measures would not receive their share of £408 million which, for Renfrewshire, amounted to an estimated £13.8 million. Should a council sign up to the package and subsequently fail to deliver on any of the specific commitments on social care spend, including delivery of the £8.25 per hour living wage to care staff, national teacher targets or council tax levels then the Government had reserved its position to apply individual sanctions for authorities. In such circumstances steps would be taken to remove access to or recover some or all of the additional funding support earmarked to deliver the specific measure or measures. If it proved necessary to apply a sanction then the Government had indicated that this would be applied in a proportionate manner to the scale of the failure.

Councillor Holmes tabled the motion on behalf of the Administration.

Councillor Holmes, seconded by Councillor Grady, moved:

“1. That this Administration’s fourth budget will build further on its commitments to invest in economic regeneration, local communities and support the most vulnerable in Renfrewshire.

2. That as recommended by the Director, these budget proposals take a holistic view of resources available, and include the proposed use of the £7.300 million of available capital resources outlined in Agenda item 2.

3. Further, it is agreed that £0.700 million will be drawn from unallocated general fund balances to support these budget proposals and that in line with the recommendations of the Director, that the balance of £1.302 million anticipated to be in excess of £7 million on the closure of the 2015/16 accounts, be transferred to the Investment Programme Capital Fund to provide additional debt smoothing flexibility in 2017/18 leaving unallocated general fund balances at the recommended minimum level of £7 million moving into 2016/17.

4. On Regeneration this budget commits a further £6 million of capital resources, adding to the £1.5 million already being made available from our £5 million investment in pitches, to provide £7.5 million to support the re-provisioning of St James’s playing fields into a recreational town park and outdoor event space in conjunction with the delivery of an outdoor Regional Sports Facility in Ferguslie that will not only provide 21st century outdoor sports facilities but will be a catalyst for the delivery of sustained regeneration within the area. This project which is estimated to cost approximately £15 million to deliver in full, will be taken forward with a range of key partners including Renfrewshire Leisure, the University of the West of Scotland and St Mirren Football Club and this initial funding commitment by the Council represents a significant and clear statement of intent to put in place the necessary arrangements to deliver this key project. Further it is recommended that the Director of Development and Housing Services be instructed to take forward the development of a detailed project proposal in consultation with the key partners, the community and stakeholder groups and engages with appropriate national funding bodies with the intention of providing a full report to Council after the summer recess.

5. To protect services to the most vulnerable in Renfrewshire, agree to invest £8.779 million of resources in Adult Social Care Services as outlined in the Director’s report and which will form part of the resources being delegated to Renfrewshire Health and Social Care Partnership on the 1st April 2016. Further that as part of this delegation process, agree to commit £0.974 million of these resources to reduce the impact of assessed charges for non residential adult care provision through increasing the income threshold used in the charging assessment process by increasing the associated charging buffer from 16.5% to 25% and reducing the charging taper from 85% to 50%. Further, and in addition to the Council’s existing commitment to pay its own staff the living wage, that as part of this resource delegation, and within the constraints of the resources provided by the Scottish Government as part of the financial settlement, the Council agrees to work pro-actively and in partnership with adult social care providers commissioned by the Council to achieve the shared endeavour of securing the payment of the living wage at £8.25 per hour from the 1st October 2016 across all care staff providing services to the Council.

6. That £1million of capital resources, boosted by a further £1 million drawn from the Renfrew Common Good Fund and £0.250 million drawn from the Paisley Common Good Fund, are directed to provide £2.250 million to support major investment in Parks across Renfrewshire. Further that the Director of Community Resources be instructed to take forward the development of a detailed and prioritised programme of investment in consultation with communities and key stakeholder groups, and where appropriate consider community led delivery mechanisms to maximise the opportunity to lever in other external sources of funding and to provide a full report to Council after the summer recess.
7. Recognising the importance of digital connectivity to a modern and thriving economy and population, agree that the provision of digital infrastructure and support across Renfrewshire be enhanced by £1 million of investment, funded £0.3 million from capital resources and £0.7 million from unallocated general fund balances. The investment will deliver free public access wi-fi provision in outdoor public spaces and key buildings in Johnstone, Paisley and Renfrew town centres whilst investing resources to extend the reach of digital participation and innovation initiatives across Renfrewshire's communities, including the provision of support to communities not covered by superfast broadband from commercial suppliers and the national government programme to develop and take forward specific schemes to address this service gap, ensuring that high quality broadband access will reach more homes across Renfrewshire.
8. To agree the base budget assessment for all services for 2016/17 as recommended by the Director of Finance and Resources, and subject to agreement of item 5 above, agree a 2016/17 base budget of £381.413 million. Further to note that this provides sufficient resources to meet the grant condition to maintain the pupil teacher ratio in 2016 at 2015 levels as measured as part of the school census exercise carried out each September.
9. To agree to make provision of £0.769 million in 2016/17 for pay inflation and make no provision for general non-pay inflation, as recommended by the Director of Finance and Resources.
10. Subject to paragraph 16 below, agree to a 2.5% increase on charges for 2016/17.
11. To agree the resource allocations for 2016/17 for all services, as amended by these proposals.
12. To agree the detailed Revenue Estimates for all services be amended to reflect these proposals and the necessary allocation of central support costs, central repairs costs, capital charges, specific grants and loan charges provision with Directors authorised to take any action necessary to implement these decisions.
13. Subject to agreement of the above, to agree that the council tax for 2016/17 be set at £1,164.69 for Band D subjects, representing a freeze on the 2015/16 levels, and for all bandings to be set at:



Band	Council Tax 2016/17
A	776.46
B	905.87
C	1,035.28
D	1,164.69
E	1,423.51
F	1,682.33
G	1,941.15
H	2,329.38

14. That the council tax discount regime for empty and unfurnished properties be changed under discretionary powers available to the Council, providing the mandatory 100% discount period of 6 months, a 10% discount for the next 6 months, moving to a 100% levy applying after 1 year unless the property is being actively marketed for sale or rent, in which circumstances the 10% discount will apply for a further period of up to 12 months after which the 100% levy would apply. Further, agree that the change to the existing discount arrangements will take effect from 1st July 2016, providing an appropriate period of notice to affected homeowners and that the Director of Finance and Resources be instructed to develop and provide to the Finance and Resources Policy Board in May, a detailed policy for approval to support the effective operational application of the change.

15. Subject to agreement of points 1 – 14 above, agree that the Council's budget is underpinned by appropriate decisions and makes appropriate provision to meet the specified commitments in the package of conditions linked to the Council's grant settlement to ensure the Council accesses its full grant entitlement.

16. To agree to increase charges for services by 2.5% (as detailed in paragraph 10 above) or where appropriate by the rate set in national regulations or guidance, or where charges are based on full cost recovery by the appropriate increase to maintain this position, subject to Directors being authorised to round the charge up or down to a figure deemed by them appropriate, and to note the requirement of financial code 14a that Directors review the amounts their departments charge for goods or services and if they think any charge needs to be increased they will make specific recommendations in this regard to the appropriate Board. The Council therefore agrees that when a Director carries out such a review and believes a charge for goods or services should be levied greater than the agreed increase of 2.5% or the rate set in national guidance, he or she will be entitled to make such recommendations to the appropriate Board for approval, notwithstanding the increase detailed in paragraph 10."

Councillor K MacLaren tabled an amendment.

Councillor K MacLaren, seconded by Councillor Lawson, moved as an amendment:

"1. That as recommended by the Director, these budget proposals take a holistic view of resources available, and include the proposed use of the £7.300 million of available capital resources outlined in Agenda item 2.



2. Agree to invest £8.779 million of resources in Adult Social Care Services as outlined in the Director's report and which will form part of the resources being delegated to Renfrewshire Health & Social Care Partnership on the 1 April 2016. Further, that as part of this delegation process, agree to commit £0.374 million of these resources to reduce the impact of assessed charges for non residential adult care provision through increasing the income threshold used in the charging assessment process by increasing the associated charging buffer from 16.5% to 25%. Further, that as part of this resource delegation, and within the constraints of the resources provided by the Scottish Government as part of the financial settlement, the Council agrees to work pro-actively and in partnership with adult social care providers commissioned by the Council to achieve the shared endeavour of securing the payment of the living wage at £8.25 per hour from the 1 October 2016 across all care staff providing service to the Council.

3. Agree to draw £1.8 million for unallocated general fund balances for the following investment:

- £100,000 investment in 2016/17 to support initiatives to tackle bullying within all schools in Renfrewshire.
- £1,500,000 investment in 2016/17 to support environmental improvement programmes including recycling across Renfrewshire to improve the cleanliness of our local environment, particularly in our towns and villages.
- £200,000 investment to freeze charges for council services at their current rate.

4. Subject to investment proposals outlined in 3 above and in line with the recommendations of the Director, any unallocated general fund balances in excess of £7 million on the closure of the 2015/16 accounts, be transferred to the Investment Programme Capital Fund to provide additional debt smoothing flexibility in 2017/18 leaving unallocated general fund balances at the recommended minimum level of £7 million moving into 2016/17.

5. Utilise existing resources to re-join the Convention of Scottish Local Authorities (CoSLA) from the 1 April 2016 to ensure that Renfrewshire is not left out in the cold again during the discussions on the allocation of local government finance.

6. To allocate £7.3 million from the Strategic Asset Management Fund as follows

- £2.3 million additional investment in public parks, play facilities and open spaces;
- £5 million additional investment in roads infrastructure, improving road conditions across Renfrewshire.

7. To agree the base budget assessment for all services for 2016/17 as recommended by the Director of Finance & Resources, and subject to agreement of item 2 above, agree a 2016/17 base budget of £381.413 million. Further, to note that the provides sufficient resources to meet the grant condition to maintain the pupil teacher ratio in 2016 at 2015 levels as measured as part of the school census exercise carried out each September.

8. To agree to make provision of £0.769 million in 2016/17 for pay inflation and make no provision for general non-pay inflation, as recommended by the Director of Finance & Resources.

9. To agree the resource allocations for 2016/17 for all services, as amended by these proposals.

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

11. Subject to agreement of the above, to agree that the council tax for 2016/17 be set at £1,164.69 for Band D subjects, representing a freeze on the 2015/16 levels, and for all bandings to be set at:

Band	Council Tax 2016/17
A	776.46
B	905.87
C	1,035.28
D	1,164.69
E	1,423.51
F	1,682.33
G	1,941.15
H	2,329.38

12. That the council tax discount regime for empty and unfurnished properties be changed under discretionary powers available to the Council, providing the mandatory 100% discount period of 6 months, a 10% discount for the next 6 months, moving to a 100% levy applying after 1 year unless the property is being actively marketed for sale or rent, in which circumstances the 10% discount will apply for a further period of up to 12 months after which the 100% levy would apply. Further, agree that the change to the existing discount arrangements will take effect from 1 July 2016, providing an appropriate period of notice to affected homeowners and that the Director of Finance & Resources be instructed to develop and provide to the Finance & Resources Policy Board, a detailed policy for approval to support the effective operational application of the change.

13. Subject to agreement of points 1 – 12 above, agree that the Council's budget is underpinned by appropriate decisions and makes appropriate provision to meet the specified commitments in the package of conditions linked to the Council's grant settlement to ensure the Council accesses its full grant entitlement."

## **ADJOURNMENT**

The meeting adjourned at 9.55 am and reconvened at 10.05 am.

## **DECLARATIONS OF INTEREST**

Councillor Audrey Doig declared a financial interest in items 1 and 2 of the agenda as she was an employee of Renfrewshire Leisure Limited, left the meeting and took no part in the discussion or voting thereon.

Councillor Andy Doig declared a financial interest in items 1 and 2 of the agenda as he was the spouse of an employee of Renfrewshire Leisure Limited, left the meeting and took no part in the discussion or voting thereon.

## **ADJOURNMENT**

The meeting adjourned at 10.15 am and reconvened at 10.25 am.

On the roll being called, the following members voted for the amendment: Councillors Perrie, McEwan, Lawson, Mylet, K MacLaren, M MacLaren, McGurk, McGee, Noon, M Brown, McQuade and Nicolson.

The following members voted for the motion: Councillors B Brown, Murrin, M Devine, Grady, J Sharkey, M Sharkey, Kelly, Williams, E Devine, Glen, Henry, M Macmillan, Caldwell, Hood, I McMillan, Bibby, Gilmour, Clark, Provost Hall, Councillors Holmes, Harte and Mullin.

The following members abstained: Councillors Mack, McCartin and J MacLaren.

12 members having voted for the amendment, 22 members having voted for the motion and 3 members having abstained, the motion was accordingly declared carried.

## **DECISION:**

(a) That this Administration's fourth budget will build further on its commitments to invest in economic regeneration, local communities and support the most vulnerable in Renfrewshire;

(b) That as recommended by the Director, these budget proposals take a holistic view of resources available, and include the proposed use of the £7.300 million of available capital resources outlined in Agenda item 2;

(c) That further, it be agreed that £0.700 million will be drawn from unallocated general fund balances to support these budget proposals and that in line with the recommendations of the Director, that the balance of £1.302 million anticipated to be in excess of £7 million on the closure of the 2015/16 accounts, be transferred to the Investment Programme Capital Fund to provide additional debt smoothing flexibility in 2017/18 leaving unallocated general fund balances at the recommended minimum level of £7 million moving into 2016/17;

(d) That, on Regeneration this budget commits a further £6 million of capital resources, adding to the £1.5 million already being made available from our £5 million investment in pitches, to provide £7.5 million to support the re-provisioning of St James's playing fields into a recreational town park and outdoor event space in conjunction with the delivery of an outdoor Regional Sports Facility in Ferguslie that will not only provide 21st century outdoor sports facilities but will be a catalyst for the delivery of sustained regeneration within the area. This project which is estimated to cost approximately £15 million to deliver in full, will be taken forward with a range of key partners including Renfrewshire Leisure, the University of the West of Scotland and St Mirren Football Club and this initial funding commitment by the Council represents a significant and clear statement of intent to put in place the necessary arrangements to deliver this key project. Further it is recommended that the Director of Development and Housing Services be instructed to take forward the development of a detailed project proposal in consultation with the key partners, the community and stakeholder groups and engages with appropriate national funding bodies with the intention of providing a full report to Council after the summer recess;

(e) That to protect services to the most vulnerable in Renfrewshire, agree to invest £8.779 million of resources in Adult Social Care Services as outlined in the Director's report and which will form part of the resources being delegated to Renfrewshire Health and Social Care Partnership on the 1st April 2016. Further that as part of this delegation process, agree to commit £0.974 million of these resources to reduce the impact of assessed charges for non residential adult care provision through increasing the income threshold used in the charging assessment process by increasing the associated charging buffer from 16.5% to 25% and reducing the charging taper from 85% to 50%. Further, and in addition to the Council's existing commitment to pay its own staff the living wage, that as part of this resource delegation, and within the constraints of the resources provided by the Scottish Government as part of the financial settlement, the Council agrees to work pro-actively and in partnership with adult social care providers commissioned by the Council to achieve the shared endeavour of securing the payment of the living wage at £8.25 per hour from the 1st October 2016 across all care staff providing services to the Council;

(f) That £1million of capital resources, boosted by a further £1 million drawn from the Renfrew Common Good Fund and £0.250 million drawn from the Paisley Common Good Fund, are directed to provide £2.250 million to support major investment in Parks across Renfrewshire. Further that the Director of Community Resources be instructed to take forward the development of a detailed and prioritised programme of investment in consultation with communities and key stakeholder groups, and where appropriate consider community led delivery mechanisms to maximise the opportunity to lever in other external sources of funding and to provide a full report to Council after the summer recess;

(g) That recognising the importance of digital connectivity to a modern and thriving economy and population, it be agreed that the provision of digital infrastructure and support across Renfrewshire be enhanced by £1 million of investment, funded £0.3 million from capital resources and £0.7 million from unallocated general fund balances. The investment will deliver free public access wi-fi provision in outdoor public spaces and key buildings in Johnstone, Paisley and Renfrew town centres whilst investing resources to extend the reach of digital participation and innovation initiatives across Renfrewshire's communities, including the provision of support to communities not covered by superfast broadband from commercial suppliers and the national government programme to develop and take forward specific schemes to address this service gap, ensuring that high quality broadband access will reach more homes across Renfrewshire;

(h) That the base budget assessment for all services for 2016/17 as recommended by the Director of Finance and Resources be agreed, and subject to agreement of item 5 above, agree a 2016/17 base budget of £381.413 million. Further to note that this provides sufficient resources to meet the grant condition to maintain the pupil teacher ratio in 2016 at 2015 levels as measured as part of the school census exercise carried out each September;

(i) That it be agreed to make provision of £0.769 million in 2016/17 for pay inflation and make no provision for general non-pay inflation, as recommended by the Director of Finance and Resources;

(j) That subject to paragraph (p) below, agree to a 2.5% increase on charges for 2016/17;

(k) That the resource allocations for 2016/17 for all services be agreed, as amended by these proposals;

(l) That it be agreed that the detailed Revenue Estimates for all services be amended to reflect these proposals and the necessary allocation of central support costs, central repairs costs, capital charges, specific grants and loan charges provision with Directors authorised to take any action necessary to implement these decisions;

(m) That, subject to agreement of the above, to agree that the council tax for 2016/17 be set at £1,164.69 for Band D subjects, representing a freeze on the 2015/16 levels, and for all bandings to be set at:

Band	Council Tax 2016/17
A	776.46
B	905.87
C	1,035.28
D	1,164.69
E	1,423.51
F	1,682.33
G	1,941.15
H	2,329.38

(n) That the council tax discount regime for empty and unfurnished properties be changed under discretionary powers available to the Council, providing the mandatory 100% discount period of 6 months, a 10% discount for the next 6 months, moving to a 100% levy applying after 1 year unless the property is being actively marketed for sale or rent, in which circumstances the 10% discount will apply for a further period of up to 12 months after which the 100% levy would apply. Further, agree that the change to the existing discount arrangements will take effect from 1st July 2016, providing an appropriate period of notice to affected homeowners and that the Director of Finance and Resources be instructed to develop and provide to the Finance and Resources Policy Board in May, a detailed policy for approval to support the effective operational application of the change;

(o) That, subject to agreement of paragraphs (a) - (n) above, agree that the Council's budget is underpinned by appropriate decisions and makes appropriate provision to meet the specified commitments in the package of conditions linked to the Council's grant settlement to ensure the Council accesses its full grant entitlement; and

(p) That it be agreed to increase charges for services by 2.5% (as detailed in paragraph (j) above) or where appropriate by the rate set in national regulations or guidance, or where charges are based on full cost recovery by the appropriate increase to maintain this position, subject to Directors being authorised to round the charge up or down to a figure deemed by them appropriate, and to note the requirement of financial code 14a that Directors review the amounts their departments charge for goods or services and if they think any charge needs to be increased they will make specific recommendations in this regard to the appropriate Board. The Council therefore agreed that when a Director carries out such a review and believes a charge for goods or services should be levied greater than the agreed increase of 2.5% or the rate set in national guidance, he or she will be entitled to make such recommendations to the appropriate Board for approval, notwithstanding the increase detailed in paragraph (j).

## **ADOURNMENT**

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

## **SEDERUNT**

Councillor Clark left the meeting during consideration of the following item.

## **2 NON-HOUSING CAPITAL INVESTMENT PROGRAMME 2016/17-2018/19**

There was submitted a report by the Director of Finance & Resources relative to the Council's Capital Plan for non-housing services for the period 2016/19 in respect of children's services, leisure, community resources, planning, roads and a range of corporate projects. The report advised that the resources available to support investment included prudential borrowing and capital grants as well as contributions from revenue, partners and external funding bodies.



The report indicated that the Scottish Government had published its draft budget for 2016/17 in December 2015 which was subject to parliamentary approval on 24 February 2016. At the same time, the Cabinet Secretary for Finance, Constitution and Economy had announced the provisional local government finance settlement which was subject to parliamentary approval on 25 February 2016. The confirmed total capital grant to the Council in 2016/17 was £12.672 million, a decrease of 35% from 2015/16. The Cabinet Secretary had deferred £3.231 million of capital grant to the next settlement period, providing a total capital grant settlement of £15.903 million for the Council of which £0.240 million related to cycling and walking safer streets specific grant. Taking this deferred element into account, the reduction remained significant at 19%.

At present, there were no Scottish Government budget figures published beyond 2016/17 at individual portfolio level. However, the Scottish Government had provided indicative high level budget figures over the medium term to 2019/20 that outlined sustained growth in capital expenditure levels each year, with total growth of 12% between 2016/17 and 2019/20. These figures reflected the intention of the Scottish Government, if re-elected, to continue to utilise the full extent of capital borrowing available under devolved powers and also indicated a commitment for local government's share of the capital resource to be maintained over this period. Should the indicative capital spend profile be achieved over the medium term, there remained the prospect that local government could see an increase in future capital grant levels in contrast to an expectation of a sustained decline in revenue grant. At this stage, the figures remained indicative only with firm planning figures over the medium term not expected to be confirmed by an incoming Scottish Government until the second half of 2016. Consequently, uncertainty still existed due to a range of factors that could influence the scale of capital resources available to the Scottish Government.

The report proposed therefore that the Council restrict making any new capital investment commitments to be funded by capital grant, to the grant settlement level that was currently known. It was noted that the capital plan extended beyond 2016/17 to reflect approved programmes already in place and which were being funded by other arrangements including prudential borrowing or specific funding related to the City Deal. It was further noted that this approach did not preclude the Council taking further investment decisions as part of the budget process where separate funding arrangements outwith capital grant were established.

Councillor Holmes tabled a motion on behalf of the Administration.

Councillor Holmes, seconded by Councillor Grady, moved:

“1. To agree the investment programme totalling £149.435 million covering the period up to 2018/19, including the recommendations contained in the report for the allocation of resources to support the delivery of lifecycle maintenance programmes over the period.

2. To endorse the decisions taken by Council in consideration of item 1, to direct the £7.300 million of resources available in the Strategic Asset Management, as follows:

- £6 million, adding to the £1.5 million already being made available from our £5 million investment in pitches, to provide £7.5 million to support the re-provisioning of St James's playing fields into a recreational town park and outdoor events space in conjunction with the delivery of an outdoor Regional Sports Facility in Ferguslie that will not only provide 21st century outdoor sports facilities but will be a catalyst for the delivery of sustained regeneration within the area.

- £1million, boosted by a further £1 million drawn from the Renfrew Common Good Fund and £0.250 million drawn from the Paisley Common Good Fund, be directed to provide £2.250 million to support major investment in Parks across Renfrewshire.

- £0.3 million, supplemented by £0.7 million to be drawn from unallocated general fund balances to provide a £1 million investment to enhance the provision of digital infrastructure across Renfrewshire.

3. To delegate to the Head of Property Services, in consultation with the Director of Finance and Resources, authority to adjust, where appropriate, resources across individual components of the proposed property lifecycle maintenance programme detailed in Appendix 4 to the report.

4. Agree to the suite of prudential indicators, treasury management indicators and treasury strategy set out in Appendix 6 of the report, subject to required adjustments arising from decisions outlined in points 1 – 3 above and in relation to any other decisions taken by members at this Council meeting.”

Councillor K MacLaren tabled an amendment.

Councillor K MacLaren, seconded by Councillor Lawson, moved as an amendment:

“1. To agree the investment programme totalling £149.435 million covering the period up to 2018/19, including the recommendations contained in the report for the allocation of resources to support the delivery of lifecycle maintenance programmes over the period.

2. In line with the proposals outlined in the amendment to item 1, to allocate £7.3 million from the Strategic Asset Management Fund as follows

- £2.3 million additional investment in public parks, play facilities and open spaces;
- £5 million additional investment in roads infrastructure, improving road conditions across Renfrewshire;

3. To delegate to the Head of Property Services, in consultation with the Director of Finance and Resources, authority to adjust, where appropriate, resources across individual components of the proposed property lifecycle maintenance programme detailed in Appendix 4 to the report.

4. Agree to the suite of prudential indicators, treasury management indicators and treasury strategy set out in Appendix 6 of the report, subject to required adjustments arising from decisions outlined in points 1 – 3 above and in relation to any other decisions taken by members at this Council meeting.”

On the roll being called, the following members voted for the amendment: Councillors Perrie, McEwan, Lawson, Mylet, K MacLaren, M MacLaren, McGurk, McGee, Noon, M Brown, McQuade and Nicolson.

The following members voted for the motion: Councillors B Brown, Murrin, M Devine, Grady, J Sharkey, M Sharkey, Kelly, Williams, E Devine, Glen, Henry, M Macmillan, Caldwell, Hood, I McMillan, Bibby, Gilmour, Provost Hall, Councillors Holmes, Harte and Mullin.



The following members abstained: Councillors Mack, McCartin and J MacLaren.

12 members having voted for the amendment, 21 members having voted for the motion and 3 members having abstained, the motion was accordingly declared carried.

### **DECIDED:**

(a) That the investment programme totalling £149.435 million covering the period up to 2018/19, including the recommendations contained in the report for the allocation of resources to support the delivery of lifecycle maintenance programmes over the period be agreed;

(b) That it be agreed to endorse the decisions taken by Council in consideration of item 1, to direct the £7.300 million of resources available in the Strategic Asset Management, as follows:

- £6 million, adding to the £1.5 million already being made available from our £5 million investment in pitches, to provide £7.5 million to support the re-provisioning of St James's playing fields into a recreational town park and outdoor events space in conjunction with the delivery of an outdoor Regional Sports Facility in Ferguslie that will not only provide 21st century outdoor sports facilities but will be a catalyst for the delivery of sustained regeneration within the area;

- £1million, boosted by a further £1 million drawn from the Renfrew Common Good Fund and £0.250 million drawn from the Paisley Common Good Fund, be directed to provide £2.250 million to support major investment in Parks across Renfrewshire;

- £0.3 million, supplemented by £0.7 million to be drawn from unallocated general fund balances to provide a £1 million investment to enhance the provision of digital infrastructure across Renfrewshire;

(c) That it be agreed to delegate to the Head of Property Services, in consultation with the Director of Finance and Resources, authority to adjust, where appropriate, resources across individual components of the proposed property lifecycle maintenance programme detailed in Appendix 4 to the report; and

(d) That the suite of prudential indicators, treasury management indicators and treasury strategy set out in Appendix 6 of the report, subject to required adjustments arising from decisions outlined in paragraphs (a) - (c) above and in relation to any other decisions taken by members at this Council meeting, be approved.

### **SEDERUNT**

Councillors Andy Doig and Audrey Doig re-entered the meeting prior to consideration of the undernoted item.

### 3 **HEALTH AND SOCIAL CARE INTEGRATION - FINANCIAL DUE DILIGENCE AND GOVERNANCE**

There was submitted an update report by the Chief Executive relative to financial due diligence and governance for Health and Social Care Integration.

The report explained that the Public Bodies (Joint Working) (Scotland) Act 2014 had put in place the framework for the formal integration of health and social care services from 1 April 2016 and had significant implications for the future financial, operational governance and delivery arrangements for adult social care services, community health services for adults and children and elements of acute services in Renfrewshire. The main implications of the legislation had been reported to the Council and to the Leadership Board and update reports had been provided at meetings of the Social Work, Health & Well-being Board.

In order to provide assurances that all necessary work had been undertaken to ensure that Renfrewshire Health & Social Care Partnership Integration Joint Board (IJB) had all essential governance and other arrangements in place in readiness for integrated health and social care service delivery from 1 April 2016, the report detailed the status of progress across all work areas.

The report also detailed the outcome of the financial due diligence process undertaken by the Director of Finance & Resources and any risks identified as a result.

#### **DECIDED:**

(a) That the formal legal establishment of the Renfrewshire Health & Social Care Partnership Integration Joint Board in terms of the Public Bodies (Joint Working) (Scotland) Act 2014 be noted;

(b) That the work undertaken in collaboration with the locally established Strategic Planning Group and other stakeholders, to finalise the development of the Strategic Plan for approval by the Renfrewshire Health & Social Care Partnership Integration Joint Board at its meeting on 18 March 2016 and that this approval would trigger the formal delegation of the prescribed social work adult services and the corresponding council budgets from 1 April 2016, be noted;

(c) That the work undertaken to establish sound financial governance arrangements for the Renfrewshire Health & Social Care Partnership Integration Joint Board be noted;

(d) That the current position on the financial due diligence work in relation to the health and social care budgets being delegated to the Renfrewshire Health & Social Care Partnership Integration Joint Board from 1 April 2016 be noted;

(e) That the, as yet incomplete, financial due diligence on the transfer of resources from the Health Board and the direct interest the Council had in the satisfactory conclusion of this, given the potential financial risk to the Council of either under-funding of or over-spending by the Renfrewshire Health & Social Care Partnership Integration Joint Board arising in 2016/17, be noted;

(f) That the structured programme of work which had been taken forward during 2015/16 to prepare for the local implementation of health and social care services from 1 April 2016, to ensure that all legislative and other commitments were met, showing that all the required activity was either complete or on track for completion by the required deadline date be noted; and

(g) That it be noted that from 1 April 2016, updates on activity and performance of the delegated adult social work services, as defined in legislation, would be provided to elected members on a twice-yearly basis at the Leadership Board.



## Minute of Meeting

### Social Work, Health & Well-being Policy Board

Date	Time	Venue
Tuesday, 08 March 2016	13:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

#### PRESENT

Councillors Bibby, M Brown, Cameron, Gilmour, Glen, Harte, Henry, Hood, M MacLaren, McCartin, McEwan, McGee, I McMillan and J Sharkey.

#### CHAIR

Councillor I McMillan, Convener, presided.

#### IN ATTENDANCE

P Macleod, Director of Children's Services; A McMillan, Head of Resources (Children's Services); I Beattie, Acting Head of Adult Services (Renfrewshire Health & Social Care Partnership); and K Graham, Head of Corporate Governance, D Forbes, Finance Manager and E Currie, Senior Committee Services Officer (all Finance & Resources).

#### DECLARATIONS OF INTEREST

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

## 1 REVENUE BUDGET MONITORING

There was submitted a joint revenue budget monitoring report by the Directors of Finance & Resources and Children's Services for Social Work for the period 1 April 2015 to 8 January 2016.

### **DECIDED:**

(a) That the budget position be noted; and

(b) That it be noted that there had been net budget realignments of £64,600 processed since the last report primarily related to the realignment of Advice Works budgets partially offset by transfers to the corporate landlord and the transfer of Business Support staff to Finance & Resources.

## 2 CAPITAL BUDGET MONITORING

There was submitted a capital budget monitoring report by the Director of Finance & Resources for Social Work for the period 1 April 2015 to 8 January 2016.

**DECIDED:** That the report be noted.

## 3 INTEGRATION OF HEALTH AND SOCIAL CARE SERVICES IN RENFREWSHIRE - UPDATE

Under reference to item 3 of the Minute of the meeting of this Board held on 19 January 2016 there was submitted a report by the Chief Officer, Renfrewshire Health & Social Care Partnership relative to the work being undertaken to prepare for the practical implementation of the integrated working arrangements to ensure that the new Integration Joint Board (IJB) was appropriately organised and mobilised to effectively assume responsibility for delivering health and adult social care across Renfrewshire.

The report provided information on the development and approval of the IJB's Strategic Plan which would set out the arrangements for carrying out the delegated functions; the programme of work to support health and adult social care integration; the financial governance and assurance arrangements for the IJB; the issuing of Directions to the Council and the NHS Greater Glasgow & Clyde (NHSGGC) for their respective delegated functions as set out in Renfrewshire's Integration Scheme; the Renfrewshire Health and Social Care Partnership Workforce Plan; and the work being undertaken to develop a performance framework and balanced scorecard to take into account the requirement to reflect locality working arrangements.

### **DECIDED:**

(a) That it be noted that the Council's response to the formal consultation on the Strategic Plan had been approved at the meeting of the Leadership Board held on 17 February 2016;

(b) That the work being undertaken to develop the Strategic Plan, taking account of consultation feedback, be noted and that the final Strategic Plan would be submitted to the meeting of the IJB to be held on 18 March 2016 for approval;

(c) That the progress being achieved to enable local implementation of integrated health and adult social care services, in terms of the Public Bodies (Joint Working) (Scotland) Act 2014, be noted. All prescribed functions must be delegated from the parent organisations to the IJB by 1 April 2016;

(d) That the current status and planned action in relation to the development of sound financial governance arrangements for the IJB and confirmation of the 2016/17 budgets for delegated functions by 1 April 2016 be noted;

(e) That it be noted that a joint Health and Adult Social Care Workforce Plan, developed by the Council and NHS GGC would be submitted to the meeting of the Leadership Board to be held on 29 March 2016 for consideration and approval; and

(f) That it be noted that the IJB would develop and agree its 2016/17 performance framework by 27 June 2016 in line with the commitment within the Integration Scheme to have this in place within one year of being legally constituted.

#### 4 **SECTION 10 GRANT APPLICATION 2015/16 - BARNARDO'S PAISLEY THREADS**

Under reference to item 9 of the Minute of the meeting of this Board held on 3 March 2015 there was submitted a report by the Chief Officer, Renfrewshire Health & Social Care Partnership relative to an application received for funding for 2015/16 under Section 10 of the Social Work (Scotland) Act 1968.

The report intimated that the Section 10 budget for 2015/16 was £30,150. At meetings of the Social Work, Health & Well-being Policy Board held on 3 March and 5 May 2015 a total of £28,050 had been awarded to 10 organisations. It was proposed that funding amounting to £2,100 be awarded to Barnardo's Paisley Threads as detailed in the appendix to the report.

**DECIDED:** That an award of £2,100 be made to Barnardo's Paisley Threads.

#### **VALEDICTORY**

The Convener referred to Anne McMillan's imminent early retirement from the Council and paid tribute to her service to the Council. On behalf of the Board he thanked her for her contribution to the development of social work services in Renfrewshire and wished her a long and happy early retirement. Councillor M Brown, on behalf of the SNP group, also paid tribute. Councillor McCartin and Councillor J Sharkey also paid tribute.

The Convener advised that this was the last meeting of this Policy Board and thanked the members for their attendance and input at meetings. He also thanked members of staff in the social work service for their assistance and advice during his term of Convenership.

Councillor M Brown, on behalf of the SNP Group, paid tribute to the Convener for his chairmanship of the meetings. Councillor McCartin also paid tribute to the Convener.





## Minute of Meeting Regulatory Functions Board

Date	Time	Venue
Wednesday, 09 March 2016	10:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

### PRESENT

Councillors B Brown, M Brown, E Devine, M Devine, Hood, McEwan, McQuade and Mullin.

### CHAIR

Councillor Hood, Convener, presided.

### IN ATTENDANCE

D Campbell, Assistant Managing Solicitor (Licensing); P Shiach, Committee Services Officer, K Whiteside, Licensing Officer (Paralegal), G McIntosh, Civic Government Enforcement Officer (for items 2 (a) and (b) only) and C Lamb, Clerical Assistant (for items 1, 2, 3, and 4(a) (all Finance & Resources).

### APOLOGIES

Provost Hall.

### DECLARATIONS OF INTEREST

Councillor M Brown declared a non-financial interest in relation to item 1 of the agenda as she had knowledge of the background to the application and indicated her intention to leave the meeting during consideration of the item and not to take part in any discussions or voting thereon.

Councillor E Devine declared an interest in relation to item 4 of the agenda as Convener of the Environment Policy Board and indicated his intention to leave the meeting during consideration of the item and not to take part in any discussions or voting thereon.

## **ORDER OF BUSINESS**

In terms of Standing Order 16, the Convener intimated that he proposed to alter the order of business to facilitate the conduct of the meeting by considering item 4(a) of the agenda after item 2 of the agenda.

## **EXCLUSION OF PRESS AND PUBLIC**

The Board resolved that the press and public be excluded from the meeting during consideration of items 3, 4, 5, 6, 7 and 8 as it was likely, in view of the nature of the business to be transacted that if members of the press and public were present there would be disclosure to them of exempt information as defined in paragraph 3 of part I of schedule 7A of the Local Government (Scotland) Act 1973.

## **DECLARATION OF INTEREST**

Councillor M Brown, having declared an interest in the following item of business left the meeting and did not take part in any discussions or voting thereon.

### **1 GRANT OF A SECOND HAND DEALER'S LICENCE - PERSONAL APPEARANCE**

Under reference to item 1 of the Minute of the meeting of this Board held on 4 February, 2016, there was submitted the undernoted application for the grant of a Second Hand Dealer's Licence. The applicant had been asked to appear personally for the second time together with Brian Kelso, who had submitted an objection to the application and John Roxburgh, Robert Gibson, Lillian Johnstone, Kenneth Simpson, K A McLennan, Joan and Robert Benson, Harold Allan, Gary and Lynne Fraser, Sarah Milnes, Kenny Sorley and Ronald and Elizabeth Taylor who had submitted objections received outwith the statutory timescale to the application:-

Applicant: Scott Elliott, T/A Scott Elliott Motor Company  
Premises: 34 Carrick Road, Bishopton  
Authorised goods: used motor vehicles  
Operating hours: Monday to Friday – 10.00 am to 5.00 pm and  
Saturday and Sunday – 10.00 am to 4.00 pm

Mrs Elliot on behalf of the applicant was invited into the meeting together with Brian Kelso, the objector to the application and John Roxburgh, Robert Gibson, Lillian Johnstone, Kenneth Simpson, K A McLennan, Robert Benson, Mr and Mrs Harold Allan, Gary and Lynne Fraser, Kenny Sorley and Ronald Taylor, all late objectors to the application. There was no appearance by Sarah Milnes, late objector to the application, and it was noted that R Taylor was her representative.

On hearing the reasons for the lateness of the objections from John Roxburgh, Robert Gibson, Lillian Johnstone, Kenneth Simpson, K A McLennan, Joan and Robert Benson, Harold Allan, Gary and Lynne Fraser, Sarah Milnes, Kenny Sorley and Ronald and Elizabeth Taylor it was decided that the objections be taken into account when the application was being considered.

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

**DECIDED:** That the application be refused.

## **SEDERUNT**

Councillor M Brown re-entered the meeting.

## **ADJOURNMENT**

The meeting adjourned at 12.15 pm and reconvened at 12.25 pm.

## **2 GRANT OF TAXI LICENCES - PERSONAL APPEARANCES**

There were submitted the undernoted applications for the grant of Taxi Licences. The applicants had been asked to appear personally for the first time: -

(a) Paisley Taxis Limited, 4 Gordon Street, Paisley (5 applications)

(b) Paisley Cab Company, 33a New Sneddon Street, Paisley (10 applications)

Mr C Allan representing Paisley Taxis Limited was invited into the meeting.

Mr D McCulloch, Miss H McCulloch and Mr MacDonald, representing Paisley Cab Company Limited were invited into the meeting.

The applicants in respect of (a) and (b) were called separately from each other and recalled as required.

In terms of preliminary issues, the Assistant Managing Solicitor (Licensing) advised that letters of objection in respect of the applications had been received from Mr K Barnes and Mr J Kilgour which were outwith the statutory timescale for submitting objections. In view of these letters having just been received it had not been possible to invite the objectors to the meeting to provide a reason for these objections being submitted outwith the statutory timescale for submitting objections.

As a further preliminary matter, Mr MacDonald requested that all 15 applications be considered together.

Following consideration of the preliminary matters before the Board and having regard particularly to the recent receipt of objection letters by officers, Councillor Hood, seconded by Councillor Mullin moved that consideration of the applications be continued to a future meeting of the Board.

Councillor E Devine, seconded by Councillor M Devine, moved as an amendment that the applications be considered at this meeting.

In terms of Standing Order 30 the Convener intimated that the vote would be by a show of hands.

On a vote being taken, three members voted for the amendment and five members voted for the motion. The motion was accordingly declared carried.

**DECIDED:**

(i) That consideration of applications (a) be continued to a future meeting of the Board; and

(ii) That consideration of applications (b) be continued to a future meeting of the Board.

**3 GRANT OF A SECOND HAND DEALER'S (NON VEHICLE) LICENCE - PERSONAL APPEARANCE**

There was submitted the undernoted application for a Second Hand Dealers' (Non Vehicle) Licence. The applicant had been asked to appear personally for the first time together with Police Scotland who had submitted a representation to the application.

Gerard McLoughlin, 61 Gleneagles Gardens, Bishopbriggs.

Mr McLoughlin, the applicant was invited into the meeting together with Chief Inspector Gallagher and Sergeant Curran on behalf of the Chief Constable who had submitted a representation to the application.

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

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

**DECLARATION OF INTEREST**

Councillor E Devine, having declared an interest in the following item of business left the meeting and did not take part in any discussions or voting thereon.

**4 GRANT OF SKIN PIERCING AND TATTOOING LICENCE - PERSONAL APPEARANCE**

Under reference to item 3 of the Minute of the meeting of this Board held on 4 February, 2016 the Board resumed consideration of the undernoted application for the grant of a Skin Piercing and Tattooing Licence. The applicant had been asked to appear personally for the first time together with the Director of Community Resources who had submitted a representation to the application and Linwood Community Council who had submitted an objection received outwith the statutory timescale to the application.

Sanda Ionut-Silviu, 12 Albion Gate, Paisley  
Trading from: Renfrewshire area (mobile)  
Authorised activity: Tattooing  
Operating hours: 7 days per week – 10.00am to 7.00pm

Mrs M Ionut-Silviu, representing the applicant was invited into the meeting together with R Marshall, Business Regulation Manager and G Wands, Environmental Health Officer on behalf of the Director of Community Services who had submitted a representation to the application. There was no appearance by or on behalf of Linwood Community Council who had submitted an objection outwith the statutory timescale to the application. There being no reasons intimated for the objection by Linwood Community Council being submitted outwith the statutory timescale, the Convener proposed that the objection be not taken into account when the application was being considered. This was agreed unanimously.

After consideration of matters before the Board the Convener proposed that the application be continued to allow the applicant to provide further documentation. This was agreed.

**DECIDED:** That consideration of the application be continued to allow the applicant to provide further documentation.

## **ADJOURNMENT**

The meeting adjourned at 1.15 pm and reconvened at 1.45 pm.

## **SEDERUNT**

Councillors B Brown and M Brown left the meeting prior to consideration of the following item of business.

## **SEDERUNT**

Councillor E Devine re-entered the meeting prior to consideration of the following item of business.

### **5 GRANT OF A SECOND HAND DEALER'S LICENCE (NON VEHICLE) - PERSONAL APPEARANCE**

There was submitted the undernoted application for the grant of a Second Hand Dealer's Licence (Non Vehicle). The applicant had been asked to appear personally for the first time together with Police Scotland who had submitted an objection received outwith the statutory timescale to the application:

Nicola McNaughton t/a N&G Furnishings, 16E Broomlands Street, Paisley.

Ms McNaughton, the applicant was invited into the meeting together with Chief Inspector Gallagher and Sergeant Curran, on behalf of the Chief Constable who had submitted an objection received outwith the statutory timescale to the application. On hearing the reasons for the objection being received outwith the statutory timescale it was decided that the objection be taken into account when the application was being considered.

After consideration of all matters before the Board, the Board adjourned to allow members to consider this application. The meeting was reconvened.

Councillor Hood, seconded by Councillor Mullin, moved that the application be granted for a period of one year.

Councillor M Devine, seconded by Councillor McQuade, moved as an amendment that the application be refused.

In terms of Standing Order 30 the Convener intimated that the vote would be by a show of hands.

On a vote being taken, four members voted for the amendment and two members voted for the motion. The amendment was accordingly declared carried.

**DECIDED:** That the application be refused.

## 6 **GRANT OF A PRIVATE HIRE CAR OPERATOR LICENCE - PERSONAL APPEARANCE**

There was submitted the undernoted application for the grant of a Private Hire Car Operator Licence. The applicant had been asked to appear personally for the first time together with Police Scotland who had submitted an objection outwith the statutory timescale to the application:

Fazle Niaze Masum, Flat 32, 8 Glen Loy Place, Glasgow

There was no appearance by or on behalf of Mr Masum. Chief Inspector Gallagher and Sergeant Curran, on behalf of the Chief Constable who had submitted an objection received outwith the statutory timescale to the application were invited into the meeting.

The Convener proposed that the application be considered in Mr Masum's absence and this was agreed unanimously.

On hearing the reasons for the objection being received outwith the statutory timescale it was decided that the objection be taken into account when the application was being considered.

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

**DECIDED:** That the application be refused.

## 7 **GRANT OF A PRIVATE HIRE CAR DRIVER LICENCE - PERSONAL APPEARANCE**

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

Fazle Niaze Masum, Flat 32, 8 Glen Loy Place, Glasgow

There was no appearance by or on behalf of Mr Masum. Chief Inspector Gallagher and Sergeant Curran, on behalf of the Chief Constable who had submitted an objection received outwith the statutory timescale to the application were invited into the meeting.

The Convener proposed that the application be considered in Mr Masum's absence and this was agreed unanimously.

On hearing the reasons for the objection being received outwith the statutory timescale it was decided that the objection be taken into account when the application was being considered. The Chief Constable had also submitted a second letter of objection outwith the statutory timescale to the application. The Board unanimously agreed the interests of justice required that this further objection be taken into account when the application was being considered.

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

**DECIDED:** That the application be refused.

## 8 **GRANT OF LANDLORD REGISTRATION - 125600/350/20440 - PERSONAL APPEARANCE**

There was submitted the undernoted application for the grant of Landlord Registration. The applicant had been asked to appear personally for the third time:-

Leslie Gray, Farmfield House, West Kilbride.

There was no appearance by or on behalf of Mr Gray. After consideration of all matters before the Board, the Convener proposed that the application be granted for a period of three years. This was agreed unanimously.

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





## Minute of Meeting

### Education and Children Policy Board

Date	Time	Venue
Thursday, 10 March 2016	13:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

#### PRESENT

Councillors B Brown, Cameron, Glen, Henry, Lawson, Mack, M Macmillan, I McMillan, McQuade, Murrin, Perrie, J Sharkey, M Sharkey, Williams, Reverend Clark, I Keith and J Nellanay.

#### CHAIR

Councillor Henry, Convener, presided.

#### IN ATTENDANCE

P Macleod, Director of Children's Services, G McKinlay, Head of Schools, M Dewar, Acting Head of Service, D Hawthorn, Head of Childcare and Criminal Justice, J Trainer, Acting Head of Early Years and Inclusion and L McCrory, ASN Manager (all Children's Services); and K Graham, Head of Corporate Governance, M Conaghan, Legal & Democratic Services Manager, D Forbes, Finance Manager and E Currie, Senior Committee Services Officer (all Finance & Resources).

#### APOLOGY

Councillor Clark.

#### DECLARATIONS OF INTEREST

Councillor Cameron declared a non-financial interest in relation to item 4 of the agenda as she was a volunteer worker and member of the Board of Home-Start Renfrewshire.

## 1 REVENUE BUDGET MONITORING

There was submitted a joint report by the Directors of Finance & Resources and Children's Services for the service for the period 1 April 2015 to 8 January 2016.

### **DECIDED:**

(a) That the budget position be noted; and

(b) That it be noted that there had been net budget realignments of £81,673 processed since the last report, primarily related to the drawdown of £130,000 from Invest in Renfrewshire funds in relation to youth employability, partly offset by transfers to the corporate landlord and business support.

## 2 CAPITAL BUDGET MONITORING

There was submitted a report by the Director of Finance & Resources for the service for the period 1 April 2015 to 8 January 2016.

**DECIDED:** That the report be noted.

## 3 CHILDREN'S SERVICES SERVICE IMPROVEMENT PLAN 2016/19

There was submitted a report by the Director of Children's Services relative to the Service Improvement Plan 2016/19 for Children's Services which outlined what the service intended to achieve over the next three years based on the financial and employee resources likely to be available.

Appendix 1 to the report detailed the service's key priorities for the next three years and Appendix 2 to the report detailed the balanced scorecard which would help measure progress towards achieving the desired outcomes for the service.

### **DECIDED:**

(a) That the Children's Services Service Improvement Plan be approved; and

(b) That it be agreed that progress on service improvement plan implementation be reviewed in November 2016.

## **DECLARATION OF INTEREST**

Councillor Cameron having declared an interest in the following item of business remained in the meeting.

#### 4 **DISTRIBUTION OF FUNDING TO SUPPORT SERVICES FOR CHILDREN AND FAMILIES - FUNDING ALLOCATION FOR 2016/17**

There was submitted a report by the Director of Children's Services relative to the distribution of funding to a range of private and voluntary sector organisations which delivered services for families and young children.

Appendix 1 to the report provided an overview of the proposed allocations for payments to other bodies and grants for out-of-school care and voluntary sector playgroups for 2016/17; Appendix 2 to the report detailed allocations to out-of-school care groups for 2016/17 on the basis of the criteria and related points applied to each group; and Appendix 3 to the report detailed the allocation to pre-five voluntary sector playgroups and toddler groups.

##### **DECIDED:**

- (a) That the resource allocation of £860,130 to support the delivery of services for children and young people, as detailed in Appendix 1 to the report, be approved;
- (b) That the proposals for the allocation of grant funding for out-of-school care and pre-five voluntary sector, as detailed in Appendices 2 and 3 to the report, be approved; and
- (c) That the current points value of £200 for awarding grant assistance to out-of-school care providers be retained.

#### 5 **EDUCATION SCOTLAND INSPECTION OF INCHINNAN PRIMARY SCHOOL, INCHINNAN**

There was submitted a report by the Director of Children's Services relative to the inspection by Education Scotland of Inchinnan Primary School, Inchinnan, undertaken during November 2015, as part of a national sample of pre-5 education using a different inspection model. The inspection took place over two and a half days instead of the usual five days.

A copy of the letter to parents, published by Education Scotland on 19 January 2016, was appended to the report. The inspection report had identified five key strengths and three areas for further improvement. An action plan would be developed and shared with parents, indicating how the points for action of the inspection report would be addressed. The report stated that the school would be supported in its improvement and arrangements would be made to inform parents of the progress made by the school in addressing the main points identified for action within two years of the publication of the report.

Concern was expressed in relation to the inspection model used by Education Scotland and the Convener proposed that she write to the Scottish Government, on behalf of the Board, expressing the Board's concerns as to the shorter period of time taken to carry out the inspection and the lack of information contained in their revised format of inspection reports. This was agreed.

##### **DECIDED:**

- (a) That the key strengths and areas for further improvement identified in the Education Scotland report on Inchinnan Primary School, Inchinnan be noted; and

(b) That the Convener write to the Scottish Government, on behalf of the Board, expressing the Board's concerns as to the shorter period of time taken to carry out the inspection and the lack of information contained in their revised format of inspection reports.

## 6 **EDUCATION SCOTLAND INSPECTION OF THORN PRIMARY SCHOOL, JOHNSTONE**

There was submitted a report by the Director of Children's Services relative to the inspection by Education Scotland of Thorn Primary School, Johnstone, undertaken during October 2015, as part of a national sample of pre-5 education.

A copy of the letter to parents, published by Education Scotland on 19 January 2016, was appended to the report. The inspection report had identified four key strengths and three areas for further improvement. An action plan would be developed and shared with parents, indicating how the points for action of the inspection report would be addressed. The report stated that the school would be supported in its improvement and arrangements would be made to inform parents of the progress made by the school in addressing the main points identified for action within two years of the publication of the report.

**DECIDED:** That the key strengths and areas for further improvement identified in the Education Scotland report on Thorn Primary School, Johnstone be noted.

## **SEDERUNT**

Councillor M Macmillan left the meeting during consideration of the following item of business.

## 7 **KINSHIP CARE AND FOSTER ALLOWANCES AND FEES**

There was submitted a report by the Director of Children's Services relative to the proposed changes in the structure and level of kinship care allowances in order to address the current Equalities and Human Rights Commission (EHRC) challenge and achieve parity for kinship carers.

The report intimated that in 2014 seven local authorities in Scotland had been contacted by the EHRC to challenge the level of payment of allowances made to kinship carers. EHRC argued that kinship carers should receive parity in the level of allowance paid per child compared to that paid to foster carers. Local authorities had been working with the Scottish Government and other stakeholders to agree a new national model which sought to ensure parity in the allowances paid to kinship carers.

It was noted that foster carers and kinship carers were given allowances by Renfrewshire Council to undertake the care of the children placed with them and at the current time there was a significant difference between the rates paid. Renfrewshire Council currently had 259 children in paid kinship care arrangements based on four age bands with allowances ranging from £70.51 per week for a child aged 0 to 4 years to £141.02 per week for a child aged 16 to 18 years. Renfrewshire Council currently paid foster carers £383.95 per child per week regardless of the age of the child.

The report proposed that Renfrewshire Council move to a position of paying kinship carers and foster carers the same allowance per child that they had placed with them and also that the Council return to paying foster carers an allowance for the child they cared for and a fee for their professional services. This was agreed.

The report detailed the new model for the payment of kinship care allowances. This would cost the Council an additional £184,875 per annum based on the current profile of the children in kinship care in Renfrewshire. The Scottish Government had provided additional funding to local authorities on a pro-rata basis depending on the numbers of kinship carers they had and the award to Renfrewshire Council would cover the costs associated with the changes to the payments.

**DECIDED:**

- (a) That the new model for the payment of kinship care allowances be approved;
- (b) That it be noted that this local model would be reviewed after the first 12 months of operation; and
- (c) That it be noted that the Scottish Government planned a national review of the arrangements in place for the payment of both foster and kinship care.

## **8 NAMING OF NEW SPECIAL SCHOOL IN LINWOOD**

There was submitted a report by the Director of Children's Services relative to naming of the new special school in Linwood.

The report intimated that parents, pupils and staff from Clippens and Kersland Schools and Hollybush Pre-5 Centre had been asked to make suggestions for the name of the new school. They had been requested to consider their suggestions in the context of a Council provision to support children and young people with severe and complex additional support needs from across the council area. The responses made advised of the reasons for the suggested name and the relevance of it in relation to the amalgamation of the three establishments. A total of 146 ballot forms had been returned and the report detailed the scoring model used.

The name Riverbrae School received the highest cumulative score of 217 votes. This option related to the natural environment of Renfrewshire and referenced the convergence of rivers meeting at a central point and the hills of the surrounding area and symbolised the coming together of the three establishments in an environment which was free flowing and calm.

Names of the runners-up were Middleton School which received a cumulative score of 210 votes and Aranwood School which received a cumulative score of 179 votes.

**DECIDED:** That Riverbrae School be approved as the name of the new special school in Linwood.

## 9 **SMOKE FREE CARE PLACEMENTS POLICY FOR RENFREWSHIRE COUNCIL'S LOOKED AFTER AND ACCOMMODATED CHILDREN AND YOUNG PEOPLE**

There was submitted a report by the Director of Children's Services relative to the implementation of the Smoke Free Care Placements Policy for Renfrewshire Council's Looked After and Accommodated Children and Young People, which formed Appendix 1 to the report.

The report intimated that smoking and exposure to second hand smoke was a major issue affecting many young people within looked after and accommodated children settings across Scotland. NHS Greater Glasgow and Clyde, in partnership with other local authorities, had identified a policy gap in relation to looked after and accommodated children and drafted proposals to provide children and young people with positive role models and smoke free environments in order to promote healthy lifestyles. A short life working group had developed the Smoke Free Care Placements Policy for Renfrewshire Council's Looked After and Accommodated Children and Young People.

The Equality and Human Rights Impact Assessment (EQHRIA) undertaken on the implementation of this policy formed Appendix 2 to the report. It was noted that this EQHRIA referred to the Social Work, Health and Well-being Policy Board when in fact it should refer to the Education & Children Policy Board.

### **DECIDED:**

(a) That the Smoke Free Care Placements Policy for Renfrewshire Council's Looked After and Accommodated Children and Young People, as detailed in Appendix 1 to the report, be approved; and

(b) That the content of the report be noted.

## 10 **SCHOOL HOLIDAY ARRANGEMENTS SCHOOL SESSION 2017/18**

There was submitted a report by the Director of Children's Services relative to the school holiday arrangements for school session 2017/18.

The report intimated that, in line with normal consultation arrangements, three possible proposals had been circulated to staff, parent councils, pupil councils and teaching and other trade unions for consideration. In previous years each school, pupil council and parent council had each been allocated one vote. Following consultation with trade unions it was agreed, to allow parity within the various sectors, that a weighting system based on the numbers of pupils in each school be applied as a pilot for 2017/18. It had been agreed that for up to the first 100 pupils, one vote would be applied, thereafter one vote for every subsequent 100 pupils. Pupil councils and parent councils for each establishment would maintain their previous allocation as detailed in Appendix 5 to the report.

The outcome of the consultation exercise was detailed in Appendix 4 to the report.

The school holiday proposal preferred by the majority of those consulted was detailed in Appendix 1 to the report, with appendices 2 and 3 showing the holiday patterns less favoured.



**DECIDED:**

- (a) That the Director of Children's Services be authorised to set school holiday arrangements for academic year 2017/18 as detailed in Appendix 1 to the report; and
- (b) That the implementation of the consultation weighting system as a pilot for the 2017/18 holiday arrangements be noted.

**11 VOLUNTARY SECTOR GRANTS 2016/17**

There was submitted a report by the Director of Children's Services relative to applications received for grant support to voluntary and independent organisations for 2016/17. Recommendations for grant support allocations to specific voluntary sector organisations totalling £90,700 were detailed in the appendices to the report.

It was noted that information in relation to a number of the grants was not available at the time of publication of the report. The Director of Children's Services undertook to provide this information to members of the Board.

**DECIDED:**

- (a) That the recommendations for grant support to voluntary organisations, as detailed in the appendices to the report, be agreed;
- (b) That it be noted that all grants would be subject to the Council's conditions of grant; and
- (c) That the Director of Children's Services provide updated information on a number of the grants, detailed in Appendix 1 to the report, to members of the Board.

**12 PRESENTATION - FURTH**

The ASN Manager gave a presentation to the Board in connection with the visit to Furth in October 2015 by Provost Hall, Councillor Henry and two senior education officers to study their educational practices, in particular the steps being taken to tackle the adverse impact that living in poverty could have on educational attainment.

**DECIDED:** That the presentation be noted.



## Minute of Meeting

### Housing & Community Safety Policy Board

Date	Time	Venue
Tuesday, 15 March 2016	13:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

#### PRESENT

Councillors B Brown, E Devine, M Devine, Grady, Henry, Lawson, M MacLaren, McCartin, McEwan, Murrin, Noon, J Sharkey and Williams.

#### CHAIR

Councillor Williams, Convener, presided.

#### IN ATTENDANCE

S MacDougall, Director of Community Resources; M Crearie, Director of Development & Housing Services; D Gillies, Head of Facilities Management (Hard & Soft Services), O Reid, Head of Public Protection, D Farrell, Financial & Resource Services Manager and D Kerr, Service Co-ordination Manager (all Community Resources); F Carlin, Head of Planning & Housing Services and L Feely, Housing Asset and Investment Manager (both Development & Housing Services); and J Lynch, Head of Property, , V Howie, Finance Business Manager, D Forbes, Finance Manager and D Low, Senior Committee Services Officer (all Finance & Resources).

#### ALSO IN ATTENDANCE

Inspector A Kennedy (Police Scotland) and P Nelis, Group Manager (Scottish Fire and Rescue Service).

## **APOLOGY**

Councilor McGurk.

## **DECLARATIONS OF INTEREST**

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

### **1 REVENUE BUDGET MONITORING REPORT**

There was submitted a joint report by the Directors of Finance & Resources and Development & Housing Services for the service for the period 1 April 2015 to 8 January 2016.

#### **DECIDED:**

(a) That the budget position be noted; and

(b) That it be noted that there had been no budget realignments processed since the last report.

### **2 CAPITAL BUDGET MONITORING REPORT**

There was submitted a report by Director of Finance & Resources for the service for the period 1 April 2015 to 8 January 2016.

**DECIDED:** That the report be noted.

### **3 SCOTTISH FIRE AND RESCUE SERVICE - SCRUTINY REPORT**

There was submitted a report by the Local Senior Officer, Scottish Fire and Rescue Service (SFRS) relative to service performance and activities in the Renfrewshire area for the period November to December 2015.

The report highlighted improvements across a range of performance indicators and identified areas where further interventions were required. Over the period there had been a small increase in the number of all non-fatal fire casualties: there had been a decrease in the number of incidences of deliberate fire-raising; the number of accidental primary fires and accidental dwelling fires had reduced; there was a slight decrease in the number of non-domestic fires; the number of false alarms had increased; and the number of road traffic collisions had decreased. The appendix to the report provided an analysis of performance and activities on a ward basis.

Councillor Henry intimated that this would be P Nelis' final meeting before retirement. She thanked him for his work on the Children's Champions Board and Children & Young People Thematic Board and wished him well for the future.

**DECIDED:** That the report be noted.

#### 4 **POLICE SCOTLAND - SCRUTINY REPORT**

There was submitted a report by the Chief Superintendent, K Division Police Scotland, relative to service performance in the Renfrewshire area during the period 1 April to 31 December 2015. The report provided an analysis of key performance indicators for both recorded and detected crime and covered all local police plan priority areas as detailed in the local police plan.

**DECIDED:** That the report be noted.

#### 5 **RENFREWSHIRE COMMUNITY SAFETY PARTNERSHIP OPERATIONAL UPDATE**

There was submitted an amended update report by the Director of Community Resources relative to the recent activities of the Renfrewshire Community Safety Partnership. The report included information about environmental enforcement and improvement activities; protecting vulnerable residents; building safer communities; diversionary activities; and the development of the integrated control room and CCTV.

**DECIDED:** That the report be noted.

#### 6 **LAND ADJACENT TO 19 GLENDEE GARDENS, RENFREW**

There was submitted a report by the Director of Finance & Resources seeking approval to declare the area of land adjacent to 19 Glendee Gardens, Renfrew surplus to requirements, as outlined on plan E2452, a copy of which was appended to the report.

**DECIDED:**

(a) That the area of ground indicated on plan E2452 be declared surplus to requirements with a view to disposing to the adjoining owner Mr Turner, for garden ground purposes;

(b) That the sale of this land to the proprietors of 19 Glendee Gardens be authorised on such terms and conditions as may be negotiated by the Head of Property under delegated powers;

(c) That the Head of Corporate Governance be authorised to conclude the sale of this land, which should include any such terms and conditions that may be deemed necessary to protect the Council's interest;

(d) That the Head of Planning and Housing Services be authorised to place an advert in the local press in terms of the Town and Council Planning (Scotland) Act 1959 for the proposed sale of an area of open space; and

(e) That it be noted that the Director of Finance & Resources would seek Scottish Ministers' consent in terms of Section 12(7) of the Housing (Scotland) Act 1987 for the disposal of land from the Housing Revenue Account.

## **7 SHOP PREMISES AT 64 NETHERHILL ROAD, PAISLEY**

There was submitted a report by the Director of Finance & Resources seeking approval to declare the shop property at 64 Netherhill Road, Paisley surplus to requirements, as outlined on plan E2420, a copy of which was appended to the report.

### **DECIDED:**

- (a) That the shop property at 64 Netherhill Road, Paisley as indicated on plan E2420 surplus to requirements with a view to disposing to the sitting tenant Mr Atif;
- (b) That it be noted that the proposed disposal would be subject to the appropriate terms and conditions of sale being agreed with the Head of Property and approval by the Planning & Property Policy Board; and
- (c) That it be noted that the Director of Finance & Resources would seek Scottish Ministers' consent in terms of Section 12(7) of the Housing (Scotland) Act 1987 for the disposal of property.

## **8 PRIVATE SECTOR HOUSING INVESTMENT PROGRAMME 2016/17**

There was submitted a report by the Director of Development & Housing Services relative to the Private Sector Housing Investment Programme requirements for 2016/17 to support owner participation on a range of programmes including a carry forward of grant support for remaining owners who were due to be sent invoices for their share of the costs associated with the now completed Scottish Housing Quality Standard (SHQS) programme.

The proposed programme for 2016/17 detailed expenditure of £2.337 million based on the resource availability of £1.2 million for financial year 2016/17, as approved by Council on 3 March 2016 augmented by a reprofiling of resources amounting to £1.137 million from financial year 2015/16 as set out in the appendix to the report.

The key elements of the programme included adaption grants providing assistance to older and disabled owners; Care & Repair Renfrewshire; SHQS and other projects; salaries for staff engaged on private sector investment; and support to the private rented sector and miscellaneous fees.

### **DECIDED:**

- (a) That the Private Sector Housing Grant Investment Programme for the period 2016/17 as set out in the appendix to the report be approved, noting that future years would be subject to review on further consideration of capital or revenue funding sources as part of the Council's consideration and approval of its overall budget in 2017/18 and 2018/19, and taking cognisance of emerging regeneration initiatives and future common works programmes in mixed tenure blocks over the next two years;
- (b) That it be noted that expenditure on the Private Sector Housing Grant Investment Programme would continue to be monitored as part of the Council's capital monitoring process; and

(c) That it be noted that the requirement for the Council to review the future procurement, management and delivery of private sector adaptations with the Renfrewshire Health and Social Care Partnership (RHSCP) Integration Joint Board, as set out in section 3.3 (ii) of the report, a result of the expiry of the existing contract with Care & Repair Renfrewshire, in March 2017.

## 9 **HOUSING ENERGY EFFICIENCY AND CARBON REDUCTION PROGRAMMES: 2016/17**

There was submitted a report by the Director of Development & Housing Services relative to the current position in relation to the Scottish Government's Home Energy Efficiency Programme for Scotland: Area Based Schemes (HEEPS:ABS) initiative for 2016/17 along with the proposed arrangements for the delivery of Energy Company Obligation (ECO) support over the same period.

The report intimated that over the last three years a total of £8.287 million had been secured for Renfrewshire through HEEPS:ABS programmes. The Scottish Government had announced that Renfrewshire's allocation for 2016/17 would be £1,185,582 and the report proposed that the Director of Development & Housing Services be authorised to submit a bid on behalf of Renfrewshire Council which met the funding criteria and required timescales for the application process. The full details and outcome of any bid would be reported to a future meeting of this Board.

The report advised that, subject to a successful application for HEEPS:ABS funding, external wall insulation projects would also require financial support through the ECO programme. The Council had entered into a contract with E:ON UK for the provision of ECO support to qualifying projects for 2015/16 and awarded works totalling £3,028,000 on, with all costs covered by external funding. It was proposed that the Council enter into negotiations with E:ON UK for the provision of ECO:SUPPORT for qualifying projects for 2016/17 on the basis of there being no cost to the Council with all costs covered by external funding.

The report also updated members on the announcement of the new Scotland's Energy Programme (SEEPS) which was launched in January 2016 with the aim of improving the energy efficiency rating of domestic and non-domestic buildings over a 15-20 year period. The Council was considering its strategy to respond to the requirements of SEEP, which were set out in the report, and which would require an integrated approach with a range of stakeholders including utility providers and community planning partners in order to maximise all sources of funding availability.

### **DECIDED:**

(a) That the position with both the HEEPS:ABS and SEEP initiatives be noted and the approach being taken with each be approved;

(b) That the Director of Development & Housing Services be authorised to bid for projects within the Renfrewshire Council area for Scottish Government HEEPS:ABS programme to the value of £1,185.582;

(c) That it be noted that a further report would be submitted to this Policy Board confirming the outcome of any HEEPS:ABS application which may be made; and



(d) That the approach being adopted to secure funding under the Energy Company Obligation (ECO) be noted and approved and the Director of Development & Housing Services be authorised to enter into negotiations with E:ON UK for the provision of ECO support on qualifying projects for 2016/17, subject to the availability of sufficient levels of HEEPS:ABS from the Scottish Government to support qualifying projects.

#### 10 **SERVICE IMPROVEMENT PLAN 2016/17 - 2018/19**

There was submitted a report by the Director of Development & Housing Services relative to the Service Improvement Plan (SIP) 2016/19 for Development & Housing Services which outlined what the service intended to achieve over the next three years based on the financial and employee resources likely to be available. The SIP, attached as an appendix to the report, detailed the service's key priorities for the next three years and set out the balanced scorecard which would help measure progress towards achieving the desired outcomes for the service.

##### **DECIDED:**

(a) That the Development & Housing Services Service Improvement Plan be approved; and

(b) That it be agreed that progress on service improvement plan implementation be reported to the meeting of this Policy Board in November 2016.

#### 11 **TENANT SATISFACTION SURVEY 2015**

There was submitted a report by the Director of Development & Housing Services relative to the most recent tenant satisfaction survey for Renfrewshire which had been carried out in Autumn/Winter 2015.

The survey sought to gain the views of tenants on the services provided by the Council in relation to their own home, neighbourhood and general environment; services provided and how these could be improved; value for money; and how the Council communicated with tenants and how they preferred to receive information.

##### **DECIDED:**

(a) That the results of the 2015 Tenant Satisfaction Survey and further actions identified to improve satisfaction rates be noted; and

(b) That it be agreed that the survey be repeated in 2017 in order that tenant satisfaction could continue to be measured and benchmarked.

## **EXCLUSION OF PRESS AND PUBLIC**

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

### **12 BUILDING SERVICES TRADING BUDGET MONITORING REPORT**

There was submitted a report by the Director of Community Resources relative to the Building Services organisation for the period 1 April 2015 to 8 January 2016 providing an update on financial and operational issues arising during the period.

**DECIDED:** That the report be noted.

### **13 BUILDING SERVICES BUSINESS PLAN (2016/19) EXECUTIVE SUMMARY**

There was submitted a report by the Director of Community Resources relative to the Building Services Business Plan (2016/19) Executive Summary which outlined what the Building Services operation intended to achieve over the next three years.

**DECIDED:** That the Building Services Business Plan (2016/19) Executive Summary be approved.



## Minute of Meeting

### Planning & Property Policy Board

Date	Time	Venue
Tuesday, 15 March 2016	15:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

#### PRESENT

Councillors B Brown, E Devine, Audrey Doig, Gilmour, Grady, Hood, Kelly, J MacLaren, McGee, Murrin, Nicolson and Perrie.

#### CHAIR

Councillor Kelly, Convener, presided.

#### IN ATTENDANCE

M Crearie, Director of Development & Housing Services; F Carlin, Head of Planning & Housing Services, D Bryce, Development Standards Manager and S Marklow, Assistant Manager - Policy (all Development & Housing Services); and J Lynch, Head of Property Services, D Forbes, Finance Manager, V Howie, Finance Business Partner, F Hughes, Asset Manager, N Young, Assistant Managing Solicitor (Litigation & Advice) and E Currie, Senior Committee Services Officer (all Finance & Resources).

#### APOLOGY

Councillor McGurk.

## **DECLARATIONS OF INTEREST**

Councillor Audrey Doig declared a non-financial interest in relation to item 5 of the agenda as the organisation was known to her. However, as she considered the interest to be insignificant in terms of the Councillors' Code of Conduct she did not consider it necessary to leave the meeting.

Councillor Audrey Doig declared a financial interest in relation to item 6 of the agenda as she was an employee of Renfrewshire Leisure and indicated her intention to leave the meeting during consideration of the item and not to take part in any discussion or voting thereon.

Councillor Nicolson declared a non-financial interest in relation to item 6 of the agenda as he was a Director on the Board of Renfrewshire Leisure Limited and indicated that it was his intention to take part in the discussion as he had a general dispensation from the Standards Commission which allowed him to take part and to vote in relation to such matters.

### **1 REVENUE BUDGET MONITORING REPORT**

There was submitted a joint revenue budget monitoring report by the Directors of Finance & Resources, Community Resources and Development & Housing Services for the Planning and Property & Construction Services Divisions for the period 1 April 2015 to 8 January 2016.

#### **DECIDED:**

(a) That the budget position be noted; and

(b) That it be noted that there had been net budget realignments of £9,353 processed since the last report which primarily related to the reallocation of previously agreed savings partially offset by transfers to corporate landlord.

### **2 CAPITAL BUDGET MONITORING REPORT**

There was submitted a capital budget monitoring report by the Director of Finance & Resources for the Planning Service and Corporate Projects (Property) Divisions for the period 1 April 2015 to 8 January 2016.

**DECIDED:** That the report be noted.

### **3 SHOP PREMISES AT 36-40 FOXBAR ROAD, PAISLEY**

There was submitted a report by the Director of Finance & Resources relative to the provisional terms and conditions agreed for a new lease of the shop premises at 36-40 Foxbar Road, Paisley.

**DECIDED:** That the Heads of Property and Corporate Governance be authorised to conclude a new lease of the shop premises at 36-40 Foxbar Road, Paisley, on the basis of the main terms and conditions contained within the report.

#### **4 SHOP PREMISES AT 64 NETHERHILL ROAD, PAISLEY**

There was submitted a report by the Director of Finance & Resources seeking consent to dispose of the shop property at 64 Netherhill Road, Paisley to the sitting tenant, Mr Muhammed Atif, on the basis of the terms and conditions contained within the report and subject to the property being declared surplus to the Council's requirements by the Housing and Community Safety Board at its meeting on 15 March 2016 and also to receipt of Scottish Ministers' consent.

**DECIDED:**

(a) That the Heads of Property and Corporate Governance be authorised to conclude the disposal of the shop property at 64 Netherhill Road, Paisley to Mr Muhammed Atif, subject to the terms and conditions contained within the report; and

(b) That it be noted that the property was subject to receipt of Scottish Ministers' consent in terms of section 12(7) of the Housing (Scotland) Act 1987 for the disposal of Housing Revenue Account land and property.

#### **DECLARATION OF INTEREST**

Councillor Audrey Doig having declared an interest in the following item of business remained in the meeting.

#### **5 LEASE OF FORMER JANITORS COTTAGE AT EAST FULTON PS TO KLAS CARE**

There was submitted a report by the Director of Finance & Resources seeking consent to lease the janitor's cottage at East Fulton Primary School to KLAS CARE.

**DECIDED:**

(a) That it be agreed that the former janitor's cottage and its associated land, which equated to 580 square metres or thereby as indicated on plan E2454, be declared surplus to requirements;

(b) That it be noted that the lease of the cottage would also include the provision of a right of access which would be used by users of the primary and nursery school buildings as highlighted on plan E2454; and

(c) That the Head of Corporate Governance be authorised to conclude the lease of the janitor's cottage on the basis of the terms detailed within the report and on such other terms and conditions that may be deemed necessary to protect the interests of the Council.

## **DECLARATIONS OF INTEREST**

Councillor Audrey Doig having declared an interest in the following item of business left the meeting and did not take part in any discussions or voting thereon.

Councillor Nicolson having declared an interest in the following item of business remained in the meeting.

## **6 PAISLEY LIBRARY RELOCATION**

There was submitted a report by the Director of Development & Housing Services relative to the relocation of Paisley library.

The report intimated that regeneration of Paisley Town Centre was a key priority for the Council. The Paisley Town Centre Heritage Asset Strategy set out a vision for a cultural and heritage-led regeneration of the town centre, which included the redevelopment of Paisley museum and library to create a signature visitor attraction of national importance for the town.

The report detailed that nine potential sites had been identified, which were then assessed against a range of criteria and ranked from one to nine. The premises that had been ranked first amongst all of the options considered was at 22/22a High Street, Paisley. The property had been the subject of an initial survey by AECOM on behalf of the Council in late 2015, when the Council entered into preliminary discussions with the owner. The consultant's report had flagged up a number of unresolved issues which would require more detailed intrusive surveys of different parts of the buildings. The detailed surveys would allow the Council to establish more precisely the costs of refurbishment and redevelopment for library purposes.

### **DECIDED:**

(a) That it be agreed that the Council enter into negotiations to purchase the property at 22/22a High Street, Paisley as the preferred site for a new lending library for central Paisley, subject to a detailed survey and the property being able to provide an appropriate library facility for Paisley; and

(b) That the Director of Finance & Resources be authorised to conclude negotiations, subject to the terms and conditions contained within the report and any other terms and conditions considered necessary by the Heads of Property and Corporate Governance to protect the interests of the Council.

## **SEDERUNT**

Councillor Audrey Doig re-entered the meeting.



## 7 **SERVICE IMPROVEMENT PLAN 2016/17-2018/19**

There was submitted a report by the Director of Development & Housing Services relative to the Service Improvement Plan 2016/19, a copy of which was appended to the report. The plan set out a strategic statement setting out the key activities and achievements during 2015/16, an assessment of the challenges and priorities for the service over the next three years, the high level strategic outcomes the service would deliver, a strategic improvement action plan and a service performance scorecard.

### **DECIDED:**

(a) That the Service Improvement Plan be approved; and

(b) That it be agreed that the progress towards the actions outlined in the plan be reported to the November meeting of the Board.

## 8 **SOLAR FARM DEVELOPMENT PLANNING ADVICE NOTE**

There was submitted a report by the Director of Development & Housing Services relative to the proposed Planning Advice Note related specifically to the development of Solar Farms, a copy of which was appended to the report. The criteria based Planning Advice Note was intended to guide Solar Farm developments to the most appropriate locations in Renfrewshire.

**DECIDED:** That the Solar Farm Development Planning Advice Note be approved.

## 9 **SCOTTISH GOVERNMENT DRAFT PLANNING DELIVERY ADVICE: HOUSING & INFRASTRUCTURE**

There was submitted a report by the Director of Development & Housing Services relative to the Scottish Government's Draft Planning Delivery Advice on Housing and Infrastructure, which was published on 18 February 2016. The document had been written to assist the preparation of Development Plans and would also be a material consideration in the determination of planning applications and appeals.

The report intimated that following the publication of the draft advice, a letter was received from Alex Neil MSP, Cabinet Secretary for Social Justice, Communities and Pensioners' Rights, which reiterated the high priority that the Scottish Ministers placed on the delivery of good-quality housing development and sought the continued support of councils in facilitating developments that would provide the houses that communities needed and helped to create successful and sustainable places. The letter also stated that the Cabinet Secretary would recall all Planning Appeals for housing proposals over 100 units to ensure that housing land supply issues were given ministerial scrutiny. A copy of the letter was appended to the report.

### **DECIDED:**

(a) That the Director of Development & Housing Services be authorised to submit a response to the consultation by the Scottish Government's Draft Planning Delivery Advice: Housing and Infrastructure stating that Renfrewshire Council do not wish to make any further observations; and

(b) That the letter from the Cabinet Secretary for Social Justice, Communities and Pensioners' Rights dated 25 February 2016 sent to all Local Authority Chief Executives on the Planning and Delivery of Housing, a copy of which formed Appendix 1 to the report, be noted.

## 10 PROPOSAL OF APPLICATION NOTICES

There was submitted a report by the Director of Development & Housing Services relative to proposal of application notices.

**DECIDED:** That the key issues identified to date be noted.

## 11 PLANNING APPLICATIONS

There was submitted a report by the Director of Development & Housing Services relative to an application for planning permission that required to be determined by the Board.

**(A) 13/0049/PP – WARD 1: PLANNING PERMISSION IN PRINCIPLE: ERECTION OF MIXED USE DEVELOPMENT COMPRISING CLASS 1 (RETAIL USE), CLASS 2 (FINANCIAL, PROFESSIONAL AND OTHER SERVICES), CLASS 3 (FOOD AND DRINK USE), CLASS 7 (HOTEL USE), CLASS 11 (ASSEMBLY AND LEISURE), INCLUDING AN EVENTS ARENA AND OTHER ANCILLARY USES; CONSTRUCTION OF TRANSPORT INTERCHANGES AND ROUTE FOR FASTLINK BUS SERVICE, CAR PARKING, ROADS AND ACCESSES, FOOTPATHS AND COVERED WALKWAYS, PUBLIC REALM WORK (INCLUDING PROVISION OF OPEN SPACE AND CIVIC SQUARE), TOGETHER WITH LANDSCAPING, ALL ASSOCIATED WORKS AND NECESSARY INFRASTRUCTURE; AND DEMOLITION OF SOME BUILDINGS: KING'S INCH DRIVE/KING'S INCH ROAD (BRAEHEAD), RENFREW – INTU SHOPPING CENTRES PLC (FORMERLY CAPITAL SHOPPING CENTRES PLC)**

**DECIDED:**

(i) That the Board be disposed to grant the application subject to the conditions and reasons contained within the report;

(ii) That the application be referred to the Scottish Ministers as a result of objections from neighbouring/adjoining planning authorities; and

(iii) That a direction be issued with the permission to the effect that the time period of consent for this planning permission in principle be extended from three years to five years for the submission of the approval of matters specified in conditions and thereafter two years in which to commence the development.

## **EXCLUSION OF PRESS AND PUBLIC**

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

### **12 FORMER ROAD DEPOT, SCOTT'S ROAD, PAISLEY**

There was submitted a report by the Director of Finance & Resources relative to the offer received for the former Roads Depot, Scott's Road, Paisley, as detailed in the plan appended to the report.

#### **DECIDED:**

- (a) That the offer to purchase received from Mac Asphalt Ltd be agreed, subject to any other terms and conditions considered necessary by the Heads of Property and Corporate Governance in order to protect the interests of the Council; and
- (b) That it be agreed that the property be remarketed if a suitable bargain could not be concluded with Mac Asphalt Ltd.

### **13 PROPOSED SALE OF CHAPEL HOUSE, ARDGOWAN STREET, PAISLEY**

There was submitted a report by the Director of Finance & Resources relative to the outcome of marketing of the property at Chapel House, Ardgowan Street, Paisley, as detailed in the plan appended to the report.

#### **DECIDED:**

- (a) That the Director of Finance & Resources be authorised to conclude a sale with the top (highest priced) offeror, in the best financial and other interests of the Council, and subject to any other terms and conditions considered necessary by the Heads of Property and Corporate Governance in order to protect the interests of the Council;
- (b) That it be agreed that in the event of a failure to conclude a sale with the top offeror, the Director of Finance & Resources be authorised to conclude a sale with the second placed offeror, in the best financial and other interests of the Council, and subject to any other terms and conditions considered necessary by the Heads of Property and Corporate Governance in order to protect the interests of the Council; and
- (c) That it be noted that the subject would be remarketed if a suitable bargain could not be concluded with the top two offerors.



## Minute of Meeting Environment Policy Board

Date	Time	Venue
Wednesday, 16 March 2016	13:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

### PRESENT

Councillors Bibby, Caldwell, E Devine, M Devine. Audrey Doig, Gilmour, Grady, Provost Hall and Councillors J MacLaren, K MacLaren, I McMillan, Mylet and Nicolson.

### CHAIR

Councillor E Devine, Convener, presided.

### IN ATTENDANCE

S MacDougall, Director of Community Resources; S Allan, Head of Amenity Services, D Gillies, Head of Facilities Management, O Reid, Head of Public Protection, D Farrell, Finance & Resources Service Manager, K Anderson, Amenity Services Manager - Waste, D Kerr, Service Co-ordination Manager, K Carr, Site Services Manager, K Markwick, Amenity Services Manager - Roads & Transportation, A Summers, Amenity Services Manager (Streetscene & Land Services) and A McNab, Transportation Manager (all Community Resources); and D Forbes, Finance Manager and D Low, Senior Committee Services Officer (both Finance & Resources).

### APOLOGY

Councillor McGurk.

### DECLARATIONS OF INTEREST

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

## 1 REVENUE BUDGET MONITORING REPORT

There was submitted a joint revenue budget monitoring report by the Directors of Finance & Resources and Community Resources for the period 1 April 2015 to 8 January 2016.

### **DECIDED:**

(a) That the budget position be noted: and

(b) That it be noted that there had been net budget realignments of £6,815 processed since the last report related to the reallocation of previously agreed savings.

## 2 CAPITAL BUDGET MONITORING REPORT

There was submitted a capital budget monitoring report by the Director of Finance & Resources for the period 1 April 2015 to 8 January 2016.

**DECIDED:** That the report be noted

## 3 OPERATIONAL PERFORMANCE REPORT

There was submitted an update report by the Director of Community Resources relative to the operational performance of the services and key projects delivered by Community Resources.

Reference was made within the report to specific operational activities undertaken in terms of (i) the Renfrewshire Community Safety Partnership; (ii) Regulatory Services; (iii) Amenity Services Waste; (iv) Amenity Services, StreetScene and Land Services; (v) Amenity Services, Roads & Transportation (Fleet and Infrastructure); and (vi) Facilities Management. A summary of targets and actual performance during the period 1 April 2015 to 8 January 2016 in respect of the key performance indicator and benchmarking targets for 2015/16 under each of the change themes was also provided, together with supporting information.

**DECIDED:** That the operational performance update contained within the report be noted.

## 4 COMMUNITY RESOURCES SERVICE IMPROVEMENT PLAN 2016/19

There was submitted a report by the Director of Community Resources relative to the Service Improvement Plan (SIP) 2016/19 for Community Resources which outlined what the service intended to achieve over the next three years based on the financial and employee resources likely to be available. The SIP, attached as an appendix to the report, detailed the service's key priorities for the next three years and set out the balanced scorecard which would help measure progress towards achieving the desired outcomes for the service.

**DECIDED:**

- (a) That the Community Resources Service Improvement Plan be approved; and
- (b) That it be agreed that progress on service improvement plan implementation be reported to the meeting of this Policy Board in November 2016.

**5 DEMOLITION OF FORMER OPERATIONAL PREMISES AT UNDERWOOD ROAD, PAISLEY**

There was submitted a report by the Director of Community Resources seeking authority to declare the former paper bailing shed/bin store building within the Underwood Road Depot, Paisley, as detailed in the appendix to the report, as surplus to operational requirements and to instruct demolition of the buildings.

**DECIDED:** That the buildings be declared surplus to operational requirements and be demolished and cleared from the area.

**6 STRATEGIC OVERVIEW OF FLOOD RISK MANAGEMENT ISSUES IN RENFREWSHIRE**

There was submitted a report by the Director of Community Resources relative to an update on strategic flood risk management in Renfrewshire, setting it against the context of other more significant incidences of flooding in the UK.

The report intimated that the Council managed the flooding issue in Renfrewshire at both strategic and operational levels. At a strategic level the Council was a partner in the Clyde and Loch Lomond Flood Risk Management Area which had identified areas potentially at risk from flooding across 10 Council areas including Renfrewshire. This group worked in partnership with Scottish Water and SEPA and would be publishing a Local Flood Risk management Plan in June 2016 setting out how flood risks would be tackled along with the priority ranking order in which solutions would be actioned.

At an operational level, the Council maintained existing flood defences and culvert trash screens which were inspected and cleaned when flood warnings were received. The Council also assisted property owners through sand bagging, pumping water and clearing gullies.

The report advised that Scottish Water had proposed that a study be carried out, involving hydraulic studies into the Erskine catchment area which included Kilbarchan and parts of Johnstone. In accordance with the Flood Risk Management Act Scottish Water had requested a contribution of £250,000 from Renfrewshire Council towards the overall estimated costs of £600,000.

**DECIDED:**

- (a) That the work ongoing within the Clyde and Loch Lomond Flood Risk Management Area Joint Committee and the proposed publishing of a Flood Risk Management Plan for the Area in June this year be noted; and
- (b) That a contribution of £125,000 towards a £600,000 study being led by Scottish Water into the Erskine catchment area be approved.



## **EXCLUSION OF PRESS AND PUBLIC**

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

### **7 VEHICLE MAINTENANCE TRADING OPERATION BUSINESS PLAN (2016-2019), EXECUTIVE SUMMARY**

There was submitted a report by the Director of Community Resources relative to the Vehicle Maintenance (Transport Workshop) Business Plan (2016/19) Executive Summary which outlined what the Vehicle Maintenance (Transport Workshop) operation intended to achieve over the next three years.

**DECIDED:** That the Vehicle Maintenance (Transport Workshop) Business Plan (2016/19) Executive Summary be approved.

### **8 CATERING TRADING OPERATION BUSINESS PLAN (2016-2019), EXECUTIVE SUMMARY**

There was submitted a report by the Director of Community Resources relative to the Catering Business Plan (2016/19) Executive Summary which outlined what the Catering operation intended to achieve over the next three years.

**DECIDED:** That the Catering Business Plan (2016/19) Executive Summary be approved.

### **9 ROADS SERVICES TRADING OPERATION BUSINESS PLAN (2016-2019), EXECUTIVE SUMMARY**

There was submitted a report by the Director of Community Resources relative to the Roads Business Plan (2016/19) Executive Summary which outlined what the Roads operation intended to achieve over the next three years.

**DECIDED:** That the Roads Business Plan (2016/19) Executive Summary be approved.

### **10 VEHICLE MAINTENANCE TRADING BUDGET MONITORING REPORT**

There was submitted a report by the Director of Community Resources relative to the Vehicle Maintenance (Transport Workshop) organisation for the period 1 April 2015 to 8 January 2016 providing an update on financial and operational issues arising during the period.

**DECIDED:** That the report be noted.

**11 CATERING TRADING BUDGET MONITORING REPORT**

There was submitted a report by the Director of Community Resources relative to the Catering organisation for the period 1 April 2015 to 8 January 2016 providing an update on financial and operational issues arising during the period.

**DECIDED:** That the report be noted.

**12 ROADS TRADING BUDGET MONITORING REPORT**

There was submitted a report by the Director of Community Resources relative to the financial position of the Roads organisation for the period 1 April 2015 to 8 January 2016 providing an update on financial and operational issues arising during the period.

**DECIDED:** That report be noted.



## Minute of Meeting

### Finance & Resources Policy Board

Date	Time	Venue
Wednesday, 16 March 2016	14:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

#### PRESENT

Councillors Bibby, Audrey Doig, Gilmour, Grady, Harte, Henry, Lawson, J MacLaren, K MacLaren, M MacLaren, Murrin, Noon and Williams.

#### CHAIR

Councillor Grady, Depute Convener, presided.

#### IN ATTENDANCE

A Russell, Director of Finance & Resources; K Graham, Head of Corporate Governance, A MacArthur, Head of Finance, R McGrath, Head of Business Services, E Shields, Business Services Manager and A McNaughton, Senior Committee Services Officer (all Finance & Resources); and D Amos, Head of Policy & Commissioning (Chief Executive's).

#### APOLOGY

Councillor Holmes.

#### DECLARATIONS OF INTEREST

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

## 1 **PROCUREMENT SUB-COMMITTEE**

There were submitted the Minutes of the meetings of the Procurement Sub-Committee held on 27 January and 17 February 2016 which form Appendices I and II hereto.

**DECIDED:** That the Minutes be approved.

## 2 **JOINT CONSULTATIVE BOARD (NON-TEACHING)**

There was submitted the Minute of the meeting of the Joint Consultative Board (Non-Teaching) held on 10 February 2016 which form Appendix III hereto.

**DECIDED:** That the Minute be approved.

## 3 **REVENUE BUDGET MONITORING TO 8 JANUARY 2016**

There was submitted a joint revenue budget monitoring report by the Chief Executive and the Director of Finance & Resources in respect of the Chief Executive's, Finance & Resources and miscellaneous expenditure for the period to 8 January 2016.

**DECIDED:**

(a) That the report be noted; and

(b) That it be noted that since the last report there had been net budget realignments of £23,735 primarily related to the re-alignment of Advice Works budgets partially offset by the transfer of Business Support staff from Social Work and the allocation of previously agreed savings.

## 4 **REVENUE BUDGET MONITORING - COUNCIL OVERVIEW TO 8 JANUARY 2016**

There was submitted a revenue budget monitoring report by the Director of Finance & Resources relative to an overview of expenditure on general fund services and the Housing Revenue Account for the period to 8 January 2016.

**DECIDED:** That the report be noted.

## 5 **CAPITAL BUDGET MONITORING TO 8 JANUARY 2016**

There was submitted a capital budget monitoring report by the Director of Finance & Resources in respect of capital expenditure relative to corporate projects (non-property) for the period to 8 January 2016.

**DECIDED:** That the report be noted.

## 6 CAPITAL BUDGET MONITORING - COUNCIL OVERVIEW TO 8 JANUARY 2016

There was submitted a capital budget monitoring report by the Director of Finance & Resources relative to an overview of expenditure on the Housing and Non-Housing Capital Programmes for the period to 8 January 2016.

**DECIDED:** That the report be noted.

## 7 REVENUES COLLECTION STATEMENT

There was submitted a report by the Director of Finance & Resources relative to the collection of Council Tax and Non-Domestic Rates as at 28 January 2016 and detailing the total amount collected for the last year.

**DECIDED:** That the report be noted.

## 8 BENEFITS ADMINISTRATION - WELFARE REFORM AND PERFORMANCE STATEMENT

There was submitted a progress report by the Director of Finance & Resources relative to the delivery of Housing Benefit and the Scottish Welfare Fund up to the end of January 2016. The appendix to the report detailed performance of the service against a range of key indicators including the average time to process applications.

**DECIDED:** That the report be noted.

## 9 SUNDRY DEBTORS - ACCOUNTS FOR WRITE OFF

There was submitted a report by the Director of Finance & Resources relative to the proposed write off of sundry debtor accounts for over £10,000, in accordance with the Council's Financial Regulations. The report indicated that the Council's procedures for the recovery of debt had been pursued without success. The value of the debt to be written off was £117,150.36.

**DECIDED:** That the sum of £117,150.36, as detailed in the report, be written off.

## 10 FINANCE & RESOURCES - SERVICE IMPROVEMENT PLAN 2016/19

There was submitted a report by the Director of Finance & Resources relative to the Service Improvement Plan 2016/19 for Finance & Resources (the Plan). The report intimated that the Plan outlined the strategic priorities, and included an action plan and a scorecard of performance indicators to be used to monitor progress. A copy of the Plan was attached as an appendix to the report.

Progress to deliver the Plan would be monitored and reported to this Board on a six-monthly basis to allow the Board to review progress. The report detailed what Finance & Resources aimed to achieve over the next three years which would contribute to the Community Plan/Council Plan themes and these were summarised within the report.

**DECIDED:**

(a) That the 2016/19 Service Improvement Plan for Finance & Resources, as appended to the report, be approved; and

(b) That it be agreed that an update on the progress made to implement the 2016/19 Service Improvement Plan be submitted to the Board in November 2016.

**11 CHIEF EXECUTIVE'S - SERVICE IMPROVEMENT PLAN 2016/19**

There was submitted a report by the Chief Executive relative to the Service Improvement Plan 2016/19 for the Chief Executive's Service (the Plan). The report intimated that the Service Improvement Plan outlined the strategic priorities, and included an action plan and a scorecard of performance indicators to be used to monitor progress. A copy of the Plan was attached as an appendix to the report.

Progress to deliver the Plan would be monitored and reported to this Board on a six-monthly basis to allow the Board to review progress. The report outlined what the service aimed to achieve over the next three years which would contribute to Community Plan/Council Plan themes and these were summarised within the report.

**DECIDED:**

(a) That the 2016/19 Service Improvement Plan for the Chief Executive's Service, as appended to the report, be approved; and

(b) That it be agreed that an update on the progress made to implement the 2016/19 Service Improvement Plan be submitted to the Board in November 2016.

**12 RENFREWSHIRE COUNCIL CITIZENS FUND**

There was submitted a report by the Director of Finance & Resources relative to two applications for grant funding from the Renfrewshire Council Citizens Fund that had been recommended for approval of an award by the Johnstone & The Villages Local Area Committee (LAC).

The Johnstone & The Villages LAC meeting held on 18 February 2016 had recommended that an award of £3,500 from the Renfrewshire Council Citizens Fund be made to Kilbarchan Improvement Project (KIPCo) to meet the cost of a replacement central heating boiler in the Old Library building, Kilbarchan and that an award of £3,000 also from the Renfrewshire Council Citizens Fund be made to Kilbarchan Community Council to purchase new Christmas tree lights to enhance the Christmas lighting display in Kilbarchan that would promote pride and cohesion within the village and foster good citizenship and community well-being.

**DECIDED:**

(a) That an award of £3,500 to Kilbarchan Improvement Project (KIPCo) from the Renfrewshire Council Citizens Fund to meet the cost of a replacement central heating boiler in the Old Library building, Kilbarchan, be approved; and



(b) That an award of £3,000 to Kilbarchan Community Council from the Renfrewshire Council Citizens Fund to meet the cost of new Christmas tree lights to enhance the Christmas lighting display in Kilbarchan, be approved.

### 13 **CIVIC HOSPITALITY**

There was submitted a report by the Director of Finance & Resources relative to requests received for civic hospitality as undernoted:

(a) Freedom of Renfrewshire – at its meeting on 25 February 2016 the Council agreed to grant the Freedom of Renfrewshire to Corinne Hutton in recognition of her charity work for the benefit of the people of Renfrewshire. Following consultation with the Provost, it was agreed to provide civic hospitality in the form of a celebratory event at Paisley Town Hall on 11 March 2016 at a cost of £1,900; and

(b) Accord Hospice Ball – for civic hospitality to meet the cost of hosting a table for 10, seating up to 5 elected members and partners, at the Ball to be held on 25 March 2016 at a cost of £750.

#### **DECIDED:**

(i) That the action taken by the Director of Finance & Resources, in conjunction with the Provost, to provide civic hospitality in the form of a celebratory event at Paisley Town Hall on 11 March 2016 at a cost of £1,900 be homologated; and

(ii) That the provision of civic hospitality to meet the cost of hosting a table for 10, seating up to 5 elected members and partners, at the Accord Hospice Ball on 25 March 2016 at a cost of £750 be approved.



## Minute of Meeting Procurement Sub-Committee

Date	Time	Venue
Wednesday, 27 January 2016	14:30	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

### PRESENT

Councillors Bibby, Audrey Doig, Gilmour, Grady, Harte, Henry, Holmes, Lawson, Mack, K MacLaren, M MacLaren, Murrin, Noon and Williams.

### CHAIR

Councillor Holmes, Convener, presided.

### IN ATTENDANCE

S MacDougall, Director of Community Resources; D Amos, Head of Policy & Commissioning, F Hughes, Procurement Manager, L Gillan, Senior Procurement Specialist, D Taggart Procurement Category Manager and K Thomson, Assistant Category Manager (all Chief Executive's); and K Graham, Head of Corporate Governance, J Lynch, Head of Property Services and D Low, Senior Committee Services Officer (all Finance & Resources).

## **DECLARATIONS OF INTEREST**

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

### **1(a) CONTRACT AUTHORISATION REPORT: THE CONSTRUCTION OF A NEW BUILD SCHOOL- ST FERGUS' PRIMARY SCHOOL**

There was submitted a joint report by the Chief Executive and the Director of Children's Services relative to entering into a Standard Building Contract with Quantities for use in Scotland (SBC/Q/Scot (2011 edition)) for The Construction of a New Build School- St Fergus' Primary School RC1506\_4334(ITT9000) which formed part of the work detailed in the School Estate Management Plan (SEMP 2014).

The report advised that at the deadline for the return of tenders two bids had been received. The bids were evaluated against a set of award criteria which was based on capacity, experience and track record and their technical and financial capabilities. Details of the scores relative to the award criteria of each tenderer were contained within the report.

#### **DECIDED:**

(a) That the Head of Corporate Governance be authorised to award the contract for The Construction of a New Build School- St Fergus' Primary School RC1506\_4334(ITT9000) to Clark Contracts Limited;

(b) That it be noted that the estimated contract value was £4,106,329.68 excluding VAT; and

(c) That it be noted that it was anticipated that the contract would commence on 15 February 2016, or alternatively on the date confirmed in the Council's Letter of Acceptance and run for a period of 157 weeks.

## **SEDERUNT**

Councillor Harte entered the meeting during consideration of the following item of business.

### **1(b) STREET LIGHTING MAINTENANCE AND REPAIRS AWARD - UPDATE**

There was submitted a joint report by the Chief Executive and the Director of Community Resources, together with an addendum to the report, relative to recent developments in relation to the award of Street Lighting Maintenance and Repairs contract RC1509\_4636 (MC\_9698) under the terms of Renfrewshire Council's Framework for Street Lighting Maintenance, Repairs, Improvements & Developments, Lot 1 maintenance and repairs of street lighting R1111026690 which had been approved at the meeting of this Sub-Committee held on 19 October 2015.

The report detailed the circumstances which had resulted in the Council raising adjudication proceedings in consequence of a contract dispute with Lightways Contractors Limited in respect of the Street Lighting Maintenance and Repairs contract reference RC1509\_4636 (MC\_9698). The addendum to the report intimated that the Adjudicator had found in favour of the Council and considered the Council's contract to be robust.

Councillor Holmes, seconded by Councillor Grady, moved:

- (i) That the circumstances resulting in the Council raising adjudication proceedings in consequence of a contract dispute with Lightways Contractors Limited in respect of the Street Lighting Maintenance and Repairs contract reference RC1509\_4636(MC\_9698) be noted;
- (ii) That it be noted that due to the result of the adjudication being published after the date of publication of the Sub-Committee agenda, the outcome of the adjudication would be provided separately to the Sub-Committee; and
- (iii) That (as detailed in the addendum to the report) it be noted that the Adjudicator had found in favour of the Council and considered the Council's contract to be robust.

Councillor Lawson, seconded by Councillor K MacLaren moved as an amendment that in addition the Sub-Committee instructs the Director of Community Resources to convene an inquiry into this situation and prepare a detailed progress report to the Council meeting on the 25th of February. The report to include an action plan to address, as soon as possible, the large backlog of street lamp repairs including, if required, the use of alternative contractors, and an ongoing strategy to ensure that the current unacceptable situation does not reoccur.

On the roll being called, the following members voted for the amendment: Councillors Audrey Doig, Lawson, Mack, K MacLaren, M MacLaren and Noon.

The following members voted for the motion: Councillors Bibby, Gilmour, Grady, Harte, Henry, Holmes, Murrin and Williams.

6 members having voted for the amendment and 8 members having voted for the motion, the motion was accordingly declared carried.

### **DECIDED:**

- (i) That the circumstances resulting in the Council raising adjudication proceedings in consequence of a contract dispute with Lightways Contractors Limited in respect of the Street Lighting Maintenance and Repairs contract reference RC1509\_4636(MC\_9698) be noted;
- (ii) That it be noted that due to the result of the adjudication being published after the date of publication of the Sub-Committee agenda, the outcome of the adjudication would be provided separately to the Sub-Committee; and
- (iii) That (as detailed in the addendum to the report) it be noted that the Adjudicator had found in favour of the Council and considered the Council's contract to be robust.

**1(c) STRATEGIC REVIEW OF STREET LIGHTING – LED LANTERN REPLACEMENT 2016/2017 - RE-TENDER**

Under reference to the Minute of meeting of this Sub-Committee held on 11 November, 2015, there was submitted a joint report by the Chief Executive and the Director of Community Resources relative to the award to Lightways Contractors Limited of the contract for the Strategic Review of Street Lighting - LED Lantern Replacement 2016/17, RC1509\_4859\_ITT10106.

The report intimated that post tender negotiations with Lightways Contractors Limited had been unsuccessful and that in these circumstances the report suggested that the contract be re-tendered.

**DECIDED:**

(i) That the tender procedure to award a contract for the Strategic Review of Street Lighting-LED Lantern replacement 2016/17, reference RC1509 \_ 4859\_ ITT 10106 referred to in the report to the Sub-Committee on 11 November 2015 be terminated;

(ii) That the authorisation to the Head of Corporate Governance to award the contract in that tendering procedure to Lightways Contract Limited be withdrawn; and

(iii) That a new tendering procedure for the LED Lantern Replacement 2016/2017 contract be commenced using revised tender documents.

**1(d) STATUTORY GUIDANCE ON THE SELECTION OF TENDERERS AND AWARD OF CONTRACTS, ADDRESSING FAIR WORK PRACTICES, INCLUDING THE LIVING WAGE, IN PROCUREMENT**

There was submitted a report by the Chief Executive relative to the publication by the Scottish Government of statutory guidance on addressing 'Fair Work Practices, including the Living Wage, in Procurement' under Section 29 of the Procurement Reform (Scotland) Act 2014.

The report intimated that Renfrewshire Council, as a contracting authority, was compelled to have due regard to the statutory guidance and in this connection the recommended question to evaluate fair working practices, as detailed in the appendix to the report, had been incorporated into the Invitation to Tender document.

**DECIDED:**

(a) That it be noted that Renfrewshire Council, as a contracting authority, must have due regard to statutory guidance;

(b) That it be noted that, in line with the requirements of the statutory guidance, the template question for use within the Invitation to Tender was attached as the appendix to the report; and

(c) That it be noted that an update on the outcomes that were being achieved from the fair working practices by those delivering contracts awarded by Renfrewshire Council would be provided to the Sub-Committee by June 2016.

## Minute of Meeting Procurement Sub-Committee

Date	Time	Venue
Wednesday, 17 February 2016	14:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

### PRESENT

Councillors Bibby, Audrey Doig, Gilmour, Grady, Harte, Henry, Holmes, Lawson, Mack, K MacLaren, M MacLaren, Murrin, Noon and Williams.

### CHAIR

Councillor Holmes, Convener, presided.

### IN ATTENDANCE

D Amos, Head of Policy & Commissioning, F Hughes, Procurement Manager, L Leitch, Senior Procurement Specialist, D Taggart, Procurement Category Manager and C Laughlan, Assistant Category Manager (all Chief Executive's); and J Lynch, Head of Property and P Shiach, Committee Services Officer (both Finance & Resources).

### DECLARATIONS OF INTEREST

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

**1(a) CONTRACT AUTHORISATION REPORT: DESIGN AND BUILD - RACKING AND SHELVING CONTRACT AT NEW MUSEUM STORE**

There was submitted a joint report by the Chief Executive and the Director of Finance & Resources relative to the award of a Standard Building Contract Design and Build for use in Scotland (SBC/DB/Scot (2011 edition)) for a Design and Build - Racking and Shelving contract at New Museum Store RC/OC/112/16 which formed part of the work detailed in the Paisley Heritage Asset Strategy.

The report advised that at the deadline for the return of tenders two bids had been received. The bids were evaluated against a set of award criteria which was based on a price/quality ratio of 55:45. Details of the scores relative to the award criteria of each tenderer were contained within the report.

**DECIDED:**

(i) That the Head of Corporate Governance be authorised to award the contract RC/OC/112/16 for the Design and Build – Racking and Shelving contract at New Museum Store to Rackline Limited;

(ii) That it be noted that the estimated contract value was £380,906.00 excluding VAT; and

(iii) That it be noted that the contract was anticipated to commence on or around 9 March 2016 or from the date stated in the Letter of Acceptance subject to the conclusion of the lease, for a total term of 66 weeks, as detailed in the report.

**1(b) CONTRACT AUTHORISATION REPORT - CO-MINGLED FOOD AND GARDEN WASTE**

There was submitted a joint report by the Chief Executive and the Director of Community Resources relative to the award of a contract for the treatment of co-mingled food and garden waste.

The report advised that Scotland Excel had established a framework agreement for the treatment of organic waste. The agreement incorporated three lots including the Treatment of Food Waste (Lot 1), the Treatment of Segregated Garden Waste (Lot 2) and the Treatment of Co-mingled Food and Garden Waste (Lot 3).

Following evaluation of offers by Scotland Excel, 12 suppliers were awarded onto the Framework Agreement across the three lots. Details of the procurement process undertaken to establish the Framework were contained within the report.

**DECIDED:**

(i) That the Head of Corporate Governance be authorised to award the contract for the Treatment of Co-mingled Food and Garden Waste under Lot 3, Model B of the Scotland Excel Framework Agreement for the Treatment of Organic Waste to GP Plantscape Limited;



(ii) That it be noted that the spend on the contract would be up to £1,295,000.00 over the maximum three-year duration of the contract; and

(iii) That it be noted that the contract would cover the period from 1 October 2016 to 31 March 2018 with an option to extend for up to 12 months.

#### 1(c) **CONTRACT AUTHORISATION REPORT - ICT HOSTING PARTNER**

There was submitted a joint report by the Chief Executive and the Director of Finance & Resources relative to the award of a contract for an ICT hosting Partner.

The report indicated that a procurement exercise had been undertaken as a mini-competition under the Scottish Government's Hosting Services Framework. At the deadline for submissions, five framework suppliers' bids had been received. The bids were evaluated against a set of award criteria which was based on a price/quality ratio of 20:80. Details of the scores relative to the award criteria of each tenderer were contained within the report.

##### **DECIDED:**

(i) That the Head of Corporate Governance be authorised to award the contract for an ICT Hosting Partner to Pulsant Limited;

(ii) That it be noted that the duration of the contract was three years, with the Council having the option to extend for a period of 12 months on two separate occasions; and

(iii) That it be noted that the estimated value of the contract was £4,006,350.80, rising to £5,470,446.80 if the extension periods were utilised.

#### 1(d) **CONTRACT AUTHORISATION REPORT - MEASURED TERM CONTRACT FOR THE PLANNED PREVENTATIVE MAINTENANCE AND REACTIVE REPAIRS OF LAUNDRY EQUIPMENT**

There was submitted a joint report by the Chief Executive and the Director of Development & Housing Services relative to the award of measured term contract for the planned preventative maintenance and reactive repairs of laundry equipment.

The report advised that at the deadline for the return of tenders one bid had been received. The bid was evaluated against a set of award criteria which was based on a price/quality ratio of 80:20. Details of the scores relative to the award criteria were contained within the report.

The report indicated that for the maintenance element of the tender, common items were specified. An evaluation of market rates for these items identified that the tender submitted by Electrolux Professional Limited was economically advantageous.

##### **DECIDED:**

(i) That the Head of Corporate Governance be authorised to award the Measured Term Contract (MTC) for the Planned Preventative Maintenance and Reactive Repairs of Laundry Equipment to Electrolux Professional Limited;

(ii) That it be noted that the value of the contract was £68,232.94 excluding VAT for the servicing element, and that the reactive repairs element of the MTC was estimated to be approximately £40,000 per year which could be met from the approved budget; and

(iii) That it be noted that the contract was anticipated to commence on 27 February 2016, or alternatively, the date as specified in the letter of acceptance, for a period of four years.

#### 1(e) **CONTRACT AUTHORISATION REPORT - PROVISION OF A WIDE AREA NETWORK**

There was submitted a joint report by the Chief Executive and the Director of Finance & Resources relative to the award of a contract for the provision of a wide area network.

The report advised that the procurement exercise was tendered as a mini-competition under the Crown Commercial Services (CCS) Network Services Framework utilising Lot 1 – Data Access Services.

The report advised that at the deadline for the return of tenders two bids had been received. The bids were evaluated against a set of award criteria which was based on a price/quality ratio of 30:70. Details of the scores relative to the award criteria of each tenderer were contained within the report.

#### **DECIDED:**

(i) That the Head of Corporate Governance be authorised to award the contract for the Provision of a Wide Area Network, reference RC/RC/104/16 to Virgin Media Business Limited under Lot 1 of the CCS Network Services Framework RM1045;

(ii) That it be noted that the duration of the contract was four years with an option to extend on two separate occasions for a further period of 12 months, and that the contract was anticipated to commence on 6 May 2016; and

(iii) That it be noted that the value of the contract was £2,158,648.14, rising to £3,052,012.71 if the extension periods were utilised.

## Minute of Meeting

### Joint Consultative Board (Non-Teaching)

Date	Time	Venue
Wednesday, 10 February 2016	15:00	CMR 2, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

#### PRESENT

Representing Renfrewshire Council Management - Councillors Glen, Harte and Noon  
 Representing Trade Unions - J Boylan, M Ferguson and S Hicks (UNISON); S McAllister, (UNITE); and C McLeod and J McMenemy, (GMB).

#### IN ATTENDANCE

G McKinlay, Head of Schools (Children's Services); F Carlin, Head of Planning & Development (Development & Housing Services); K Anderson, Amenity Services Manager - Waste (Community Resources); and S Fanning, Senior Health & Safety Officer; R Laouadi, Human Resources Manager, R Cree, Principal HR Advisor, M Armstrong, Senior Human Resource Advisor and P Shiach, Committee Services Officer (all Finance & Resources).

#### APPOINTMENT OF CHAIRPERSON FOR THE MEETING

It was proposed and agreed that J Boylan chair the meeting.

**DECIDED:** That J Boylan chair the meeting.

#### APOLOGIES

Councillors Audrey Doig and Williams.

## 1 MINUTE OF PREVIOUS MEETING

There was submitted the Minute of the meeting of the Joint Consultative Board: Non-Teaching held on 10 December 2015.

**DECIDED:** That that Minute be noted.

## 2 MATTERS ARISING

### (i) Protective Clothing

The Amenity Services Manager – Waste referred to item 5 of the previous meeting and indicated that all refuse collection operatives had been issued with proper footwear and clothing. She further advised that all members of staff with one exception had been contacted with regard to the proposed changes in terms of the civic amenity sites.

**DECIDED:** That the information be noted.

### (ii) Agency Workers

Councillor Harte sought clarification with regard to the status of agency workers. The Human Resources Manager indicated that all agency workers were employed through an agreed framework, and that in terms of manual and craft workers these were mainly recruited in a manner similar to an internal agency.

**DECIDED:** That the information be noted.

## 3 DEVELOPMENTS IN HEALTH AND SAFETY

There was submitted a report by the Head of HR, Organisational Development & Workplace Strategy relative to developments with regard to health and safety issues. The report detailed policies and guidance that were currently being revised and outlined training courses which had been undertaken since the last meeting of the Board. In particular, it was noted that policies and guidance in relation to control of contractors; risk assessments; statutory inspections; manual handling operations; and the tobacco/smoke free policy were being revised.

The report further indicated that in terms of CMD 2015, the final draft was ready for issue for consultation across the appropriate Services and Trades Unions; meetings were underway with Community Resources and Property Services in relation to Control of Legionella Bacteria in Hot and Cold Water Systems; and the revised Risk Assessment Guidance had been agreed and would be issued imminently.

The report provided updates on training courses attended; the Healthy Working Lives Gold award; the development with the occupational health contractor of the electronic referral process; and support for external partners.

**DECIDED:** That the report be noted.

#### 4 **AGENCY WORKERS**

There was submitted a report by the Head of HR, Organisational Development & Workplace Strategy relative to the number of agency staff employed within the Council as at December 2015, and detailing the capacity and Service in which they were engaged.

**DECIDED:** That the report be noted.

#### 5 **ABSENCE MANAGEMENT STATISTICS**

There was submitted a report by the Head of HR, Organisational Development and Workplace Strategy relative to the quarterly absence management statistics.

The report provided statistics on the number of employee days lost through absence by Department, and provided a comparison for the period from 23 June 2015 to 21 September 2015. Information was also detailed in relation to absence statistics by service and category of staff, together with comparisons on how services had performed against targets. An analysis of the reasons for absences during the period was also outlined in the report.

**DECIDED:** That the report be noted.

#### 6 **DETAILS OF GRIEVANCES**

There was submitted a report by the Head of HR & Organisational Development relative to details of grievances received.

The report provided information on grievances at both the informal and formal stages and indicated that there were a total of seven grievances as at February 2016.

Concern was expressed with regard to grievances in the Community Health and Social Care Partnership, which appeared to have more grievances outstanding than other departments.

Concern was also expressed over complaints by Wardens with regard to performance indicators in terms of the number of parking tickets issued. The Amenity Services Manager – Waste undertook to bring these concerns to the attention of the Head of Public Protection. This was agreed.

**DECIDED:**

(a) That the Amenity Services Manager – Waste raise the concerns expressed with regard to complaints over the number of parking tickets issued in terms performance indicators with the Head of Public Protection; and

(b) That the information be otherwise noted.

#### **ADDITIONAL ITEM**

The Chair, being of the opinion that the following item was relevant and competent, agreed to its consideration at this time.

## 7 **LOCAL GOVERNMENT GRANT SETTLEMENT**

M Ferguson raised a number of issues in relation to the Local Government grant settlement. Councillor J Harte advised the Board that discussions were on-going with the Deputy First Minister and Cabinet Secretary for Finance, Constitution and Economy.

**DECIDED:** That the information be noted.

## 8 **DATE OF NEXT MEETING**

It was noted that the next meeting of the JCB Non-Teaching would be held at 3 pm on Wednesday 27 April 2016.

## Minute of Meeting

### Audit, Scrutiny and Petitions Board

Date	Time	Venue
Monday, 21 March 2016	10:00	CMR 1, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

#### PRESENT

Councillors B Brown, M Brown, Caldwell, Grady, Provost Hall, Councillors McEwan, J MacLaren, Perrie and Sharkey.

#### CHAIR

Councillor J Sharkey, Convener, presided.

#### IN ATTENDANCE

D McLavin, Senior Communications Officer (Chief Executive's); K Anderson, Amenity Services Manager (Waste), C Grainger, Planning & Performance Manager, Lead Officer, and D McNab, Transportation Manager (all Community Resources); and L Belshaw, Democratic Services Manager, A McMahon, Chief Auditor, S Muir, Finance Business Partner and E Shields, Business Services Manager (all Finance & Resources).

#### ALSO ATTENDING

A McGregor, Audit Scotland.

#### DECLARATIONS OF INTEREST

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

#### ORDER OF BUSINESS

In terms of Standing Order 16, the Convener intimated that he proposed to alter the order of business to facilitate the conduct of the meeting by considering item 5 of the agenda prior to item 7.

## 1 **AUDIT SCOTLAND REPORT - HOUSING BENEFIT SUBSIDY AUDIT 2014/15**

There was submitted a report by the Director of Finance & Resources relative to the report by Audit Scotland published in January 2016. The report outlined the key messages from the Audit Scotland report and provided information as to the Renfrewshire Council position with regard to the issues raised.

The report intimated that councils had a legal obligation to administer Housing Benefit on behalf of the Department for Work and Pensions (DWP). Councils reclaimed most of this by submitting claims to the DWP which were certified annually by Audit Scotland. The Council had received a letter from Audit Scotland which certified the Council's subsidy claim with no financial errors.

**DECIDED:** That the report be noted.

## 2 **AUDIT SCOTLAND FOLLOW UP REPORT: "MAJOR CAPITAL INVESTMENT IN COUNCILS"**

There was submitted a report by the Director of Finance & Resources relative to the Audit Scotland follow-up report entitled 'major capital investment in councils' the overall aim of which was to follow up the recommendations contained within their original report issued in March, 2013. The follow-up report assessed to what extent councils had improved performance in managing their capital investment programmes and projects.

The report summarised the key messages of the Audit Scotland report and for each of which a statement on Renfrewshire Council's current and planned future position was provided.

**DECIDED:** That the report be noted.

## 3 **ANNUAL INTERNAL AUDIT PLAN 2016/17**

There was submitted a report by the Chief Auditor relative to the 2016/17 risk-based annual internal audit plan which had been developed in line with the requirements of the Public Sector Internal Audit Standards.

The plan took account of the outcomes of the internal corporate and service risk identification and evaluation processes and the current business environment. In addition to undertaking work which would provide assurance on the robustness of key internal controls, the plan sought to reflect the key priorities and challenges for the Council. The report set out the methods that had been employed to facilitate production of the plan and the influencing factors that had been considered in the assessment of priority areas of audit.

**DECIDED:**

(a) That the risk-based audit plan for 2016/17 be approved; and

(b) That it be noted that progress of the 2016/17 audit plan and summaries of the findings from each audit assignment would be reported to the Board on a quarterly basis.



#### 4 **HEALTH & SOCIAL CARE INTEGRATION: FINANCIAL ASSURANCE AUDIT**

There was submitted a report by the Chief Auditor relative to the duty placed on the Council and the Health Board to integrate planning for and delivery of certain adult health and social care services. A review was undertaken as part of the 2015/16 annual internal audit plan to provide members with an opinion on the financial governance and financial assurance undertaken in the determination of the Council's social care budgets to be integrated. The report intimated that the Scottish Government had established the Integrated Resources Advisory Group (IRAG) to develop professional guidance in relation to financial matters including the framework for financial governance and financial assurance. The internal audit report concluded that internal audit was able to provide a reasonable level of assurance over financial governance and financial assurance relating to Renfrewshire Council and its responsibilities to the Renfrewshire Integration Joint Board. It was noted that moving forward there would need to be continued monitoring of the financial risks that had been identified through the due diligence process.

It was noted that in terms of the IRAG guidance adult social care audit reviews would continue to be reported to this Board. The Leadership Board provided oversight of and determined matters concerning Renfrewshire Health and Social Care Partnership. It was proposed that the IRAG guidance be provided to members. This was agreed.

##### **DECIDED:**

- (a) That the report on health and social care integration financial assurance be noted;
- (b) That it be noted that this report would be shared with the Integration Joint Board and the Health Board as requested by the IRAG guidance; and
- (c) That the IRAG guidance be provided to members of the Board.

#### 5 **PETITION: ROAD SAFETY, SHORTROODS ROAD, PAISLEY**

Under reference to item 6 of the Minute of the meeting of the Board held on 15 February, 2016, there was submitted a report by the Director of Finance & Resources relative to continued consideration of the petition by Mr J Haraburda. There was no appearance by or on behalf of Mr Haraburda and it was proposed that consideration of the petition be continued to allow Mr Haraburda a further opportunity to attend. This was agreed.

**DECIDED:** That consideration of the petition be continued to allow Mr Haraburda a further opportunity to attend.

Prior to consideration of the following item, the Convener welcomed Mr Hunter to the meeting.

#### 6 **PETITION: RENFREW ROAD, PAISLEY**

Under reference to item 3 of the Minute of the meeting of the Board held on 25 January 2016, there was submitted a report by the Director of Finance & Resources relative to continued consideration of the petition by Mr L Hunter in the following terms:

"I would like Renfrew District Council to remove the safety hazard caused by the position of parking bays outside my house at 86a Renfrew Road. I would like a Health and Safety assessment of the risk and I would like the pavement to be re-instated and metal bollards on the pavement to prevent on pavement parking."

The report intimated that at the meeting of the Board held on 25 January 2016 it was agreed that it be recommended to the Director of Community Resources that further investigation be undertaken relative to the date and time of recent health and safety inspections; evidence of the identified need for parking bays in the area; ownership of the pavement; shortening the overall length of parking bays; and road traffic accident statistics for Renfrew Road, and that the outcome be reported to a future meeting of the Board at which consideration of the petition would be resumed. The report detailed the outcome of the response of the further investigation.

The Board then heard from the Transportation Manager and from Mr Hamilton.

It was proposed that consideration of the petition be continued to a future meeting in order that the Board could be provided with all information in relation to the matter. This was agreed.

**DECIDED:** That consideration of the petition be continued to a future meeting in order that the Board could be provided with all information in relation to the matter.

Prior to consideration of the following item, the Convener welcomed Mr Haraburda to the meeting.

## 7 **PETITION: ROAD SAFETY, SHORTROODS ROAD, PAISLEY**

Under reference to item 5 of the Minute of this meeting consideration was resumed of the report by the Director of Finance & Resources and the petition by Mr Haraburda.

It was noted that the Board at its meeting held on 30 November, 2015 having heard from the Head of Amenity Services that this area of Paisley had been redeveloped recently with new housing and roads infrastructure, had agreed that it be recommended to the Director of Community Resources that an un-illuminated driver feedback signal be installed to determine driver behaviour at the location, that a site visit be arranged for those members of the Board who wished to attend, and that the outcome be reported to a future meeting of the Board at which consideration of the petition would be resumed.

The report intimated that the Head of Amenity Services had advised that speed detectors had been installed on Shortroods between 7-18 January 2016. Speeds were measured in both directions and the Head of Amenity Services had concluded that the recorded speeds showed that the traffic calming measures on Shortroods Road were effective and that there was no justification for an intervention to change them.

The Board then heard from the Transportation Manager and Mr Haraburda.

It was proposed that no action be taken in relation to the petition, but that the Board write to Police Scotland and the Director of Community Resources advising of the petitioner's view that there was reckless driving at the location and in relation to the petitioner's concerns regarding school buses respectively. This was agreed.

**DECIDED:** That no action be taken in relation to the petition, but that the Board write to Police Scotland and the Director of Community Resources advising of the petitioner's view that there was reckless driving at the location and in relation to the petitioner's concerns regarding school buses respectively.

## 8 **PETITION: REMOVAL OF STAFF FROM RECYCLING CENTRES**

There was submitted a report by the Director of Finance & Resources relative to a petition which had been received which related to the decision to remove staff from recycling centres in Renfrew, Linwood, Johnstone and Erskine.

The report intimated that the Head of Corporate Governance considered that the petition was not valid in terms of paragraph 3(b)(x) of the Council's procedures in dealing with petitions, namely "petitions about any decisions we have made as a Council, or decisions a board, committee, joint committee or officer has made in the last six months". The report intimated that at its meeting on 2 December 2015 the Leadership Board considered a report entitled "Better Council Change Programme" and agreed, among other things, the proposals outlined in the report in relation to waste and amenity services, including specific reference to the proposal that the four recycling centres mentioned in the petition were converted to 'bring sites' supported by a small mobile staff resource operated during opening times.

The report advised that notwithstanding the Head of Corporate Governance's view, it was for the Board to determine the validity of the petition and whether they wished to hear it.

Councillor Sharkey, seconded by Councillor Grady, moved that the petition was not valid in terms of the Council's procedures for dealing with petitions and that it not be heard.

Councillor Perrie, seconded by Councillor McEwan, moved, as an amendment, that the petition be heard when the six-month period from the date of the decision of the Leadership Board had expired.

On the roll being called the following members voted for the amendment: Councillors M Brown, J MacLaren, McEwan and Perrie.

The following members voted for the motion: Councillors B Brown, Caldwell, Grady, Provost Hall, and Councillor J Sharkey.

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

**DECIDED:** That the petition was not valid in terms of the Council's procedures for dealing with petitions and that it be not heard.

## 9 **WARD 15 (CHILDREN'S WARD) ROYAL ALEXANDRA HOSPITAL (LEAD OFFICER, COLIN GRAINGER)**

Under reference to item 5 of the Minute of the Meeting of the Board held on 25 January 2016 there was submitted a report by the Lead Officer relative to the Board's review of Ward 15 (Children's Ward) Royal Alexandra Hospital, Paisley.

The report outlined the progress made by the Lead Officer in terms of taking the review forward including a visit by members to Ward 15 and to the Royal Hospital for Children and discussions with senior managers from NHS Greater Glasgow and Clyde (NHSGGC) indicating the range of information that the Board might wish to consider as part of the review. In light of these discussions a number of changes had been made to the timetable for the review and these were detailed in the appendix to the report.

**DECIDED:**

- (a) That the progress of the review be noted;
- (b) That the key areas of information to be requested from NHSGGC be agreed;
- (c) That the Lead Officer document all views of interested parties through the proposed electronic form mechanism;
- (d) That it be noted that a special meeting of the Board would be convened in May, 2016 which would be attended by representatives from NHSGGC; and
- (e) That the revised timescales for the review programme as detailed in the appendix to the report be approved.

## Minute of Meeting

### Economy & Jobs Policy Board

Date	Time	Venue
Wednesday, 23 March 2016	13:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

#### PRESENT

Councillors Caldwell, Cameron, Glen, Provost Hall and Councillors Harte, Holmes, Hood, Lawson, K MacLaren, Nicolson and J Sharkey.

#### CHAIR

Councillor Glen, Convener, presided.

#### IN ATTENDANCE

K Graham, Head of Corporate Governance, D Forbes, Finance Manager, V Howie, Finance Business Partner (Development & Housing Services) and A McNaughton, Senior Committee Services Officer (all Finance & Resources); A Morrison, Head of Regeneration and R Cooper, Economic Development Manager (both Development & Housing Services).

#### APOLOGIES

Councillors McCartin and Mullin.

#### DECLARATIONS OF INTEREST

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

## 1 REVENUE BUDGET MONITORING REPORT

There was submitted a joint revenue budget monitoring report by the Directors of Finance & Resources and Development & Housing Services for the period 1 April 2015 to 8 January 2016. The report advised that there had been no budget realignments processed since the previous meeting.

**DECIDED:** That the report be noted.

## 2 CAPITAL BUDGET MONITORING REPORT

There was submitted a capital budget monitoring report by the Director of Finance & Resources for the period 1 April 2015 to 8 January 2016.

**DECIDED:** That the report be noted.

## 3 SERVICE IMPROVEMENT PLAN 2016/19

There was submitted a report by the Director of Development & Housing Services relative to the Service Improvement Plan 2016/19 for Development & Housing Services (the Plan). The report intimated that the Plan outlined the strategic priorities, and included an action plan and a scorecard of performance indicators to be used to monitor progress. A copy of the Plan was attached as an appendix to the report.

Progress to deliver the Plan would be monitored and reported to this Board on a six-monthly basis to allow the Board to review progress. The report detailed what Development & Housing Services aimed to achieve over the next three years which would contribute to the Community Plan/Council Plan themes and these were summarised within the report.

**DECIDED:**

(a) That the 2016/19 Service Improvement Plan for Development & Housing Services, as appended to the report, be approved; and

(b) That it be agreed that an update on the progress made to implement the 2016/19 Service Improvement Plan be submitted to the Board in November 2016.

## 4 BUILDINGS AT RISK REGISTER UPDATE

There was submitted an update report by the Director of Development & Housing Services relative to the listed buildings at risk in Paisley and Renfrewshire in comparison to other towns and cities. The report outlined the approach being taken by the Council to highlighting buildings at risk as opportunities for positive enhancement of communities and set out comparisons with buildings at risk in Glasgow, Edinburgh, Dundee, Perth, Stirling, Aberdeen and Inverness.

**DECIDED:** That the report and the pro-active approach being taken by the Council to promote buildings at risk as opportunities for positive enhancement of Renfrewshire's communities be noted.

## 5 OPPORTUNITIES FOR ALL ACTIVITY 2015/16

There was submitted a report by the Director of Development & Housing Services relative to activity to deliver the 2015/16 Opportunities for All Grant from the Scottish Government and the new grant provided for 2016/17.

The report provided an overview of activity delivered in partnership by the Employability Team and funded by the Opportunities for All programme to ensure that all 16 – 19 year olds in Renfrewshire who were not in education, training or employment had an offer of a place in further education and training and listed the achievements during 2015/16. The report highlighted that the Council had secured funding of £130,510 to continue to deliver this programme during 2016/17 including a focus on young people who were still at school but intended to leave within the next 6 months.

### **DECIDED:**

(a) That the delivery of the Opportunities for All programme and the outcomes achieved during 2015/16 be noted;

(b) That the grant allocation of £130,510 to deliver the programme during 2016/17 be noted; and

(c) That it be noted that an update report on delivery of the 2016/17 Opportunities for All programme would be submitted to a future meeting of this Board.

## 6 LABOUR MARKET UPDATE

There was submitted an update report by the Director of Development & Housing Services relative to labour market statistics for Renfrewshire as at 31 January 2016 and providing comparisons, where data was available, with Scottish and UK labour markets.

The report intimated that in January 2016, 2230 people (2%) in Renfrewshire were claiming JSA and while this was slightly higher than the Scottish and UK average, it represented a significant fall from 2.9% at the same time last year. The reduction in youth unemployment from 4.1% in January 2015 to 1.7% in January 2016 had been one of the biggest across Scotland. Youth unemployment was, for the fifth month in a row, lower than both the Scottish and UK average.

**DECIDED:** That the report and the year-on-year improvement to the unemployment figures across Renfrewshire be noted.

## 7 OECD ENGAGEMENT

There was submitted a report by the Director of Development & Housing Services relative to an invitation for the Leader of the Council to attend and speak at an Organisation for Economic Co-operation and Development (OECD) conference in Venice, Italy on 18 – 19 April 2016. The OECD would meet travel and associated costs of attendance.

The report explained that the Council had engaged with the OECD whilst exploring best practice in heritage and cultural-led regeneration across Europe in order to deliver the Paisley Town Centre Heritage Asset Strategy by capitalising on the world-class standard of Paisley's built and cultural heritage to drive the economic and social regeneration of Renfrewshire.

### **DECIDED:**

(a) That the Leader of the Council be authorised to accept the invitation from the OECD to attend the conference on Creativity, Jobs and Local Development taking place in Venice, Italy on 18 – 19 April 2016; and

(b) That it be noted that travel and associated costs would be met by the OECD.



## Minute of Meeting Leadership Board

Date	Time	Venue
Tuesday, 29 March 2016	13:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

### PRESENT

Councillors Cameron, E Devine, Glen, Harte, Henry, Holmes, Kelly, Lawson, K MacLaren, M MacLaren, McCartin, M Macmillan, I McMillan and Williams.

### CHAIR

Councillor M Macmillan, Convener, presided.

### IN ATTENDANCE

P Macleod, Director of Children's Services, A Russell, Director of Finance & Resources, S MacDougall, Director of Community Resources, M Crearie, Director of Development & Housing Services, D Leese, Chief Officer, Renfrewshire Health & Social Care Partnership, J Cameron, Bid Director (Paisley 2021 City of Culture Bid); J McKellar, Chief Executive and F Watson, Sport & Health Services Manager (both Renfrewshire Leisure for item 1 only); L McIntyre, Strategic Planning and Policy Development Manager and N Irvine Brown, Policy Lead - Performance and Quality Strategic Planning & Policy Development (both Chief Executive's); A McMillan, Head of Resources (Children's Services); K Anderson, Amenity Services Manager (Waste) (Community Resources); L Belshaw, Democratic Services Manager, C Donnelly, Head of HR, OD & Workforce Strategy, K Graham, Head of Corporate Governance and R McGrath, Head of Customer & Business Services (all Finance & Resources).

### DECLARATIONS OF INTEREST

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

## 1 **TACKLING POVERTY PROGRAMME - SPORTS COACH ACADEMY**

There was submitted a report by the Chief Executive relative to the Sports Coach Academy which was managed and coordinated by Renfrewshire Leisure and funded through the tackling poverty programme. The report intimated that the Academy offered a 10-month, full-time leadership, training and employability placement to 16-21 year olds with priority given to looked-after and accommodated young people. Involvement in the Academy provided these young people, who were not in education, training or employment, the opportunity to become professional sports coaches and motivators for other young people within communities throughout Renfrewshire. The trainees undertook a variety of training that would assist them in gaining full employment within the leisure and sport industry or securing a further education placement.

The Board viewed a short film which highlighted the positive impact that involvement in the Academy had on the lives of the participating young people.

**DECIDED:** That the report and short film be noted.

## 2 **THE GLASGOW BIN LORRY CRASH - INTERIM REPORT ON PROGRESS WITH ACTION PLAN FOLLOWING RECOMMENDATIONS OF THE FATAL ACCIDENT INQUIRY**

Under reference to item 10 of the Minute of the Meeting of this Board held on 17 February 2016, there was submitted a joint report by the Directors of Community Resources and Finance & Resources providing an update on progress with the action plan following the release of the determination of the Fatal Accident Inquiry (FAI) into the death of six people on 22 December 2014. At that meeting it had been agreed that a report be submitted to this meeting, detailing the Council's referenced action plan, including any financial implications known at this stage. The report detailed progress with the action plan and the specific areas where actions had been undertaken and concluded as a priority, other actions which were underway and further actions being considered by the Council which were not specifically noted in the Sheriff's determination.

**DECIDED:**

(a) That the progress of the action plan and the measures which were immediately put in place concerning driver recruitment be noted; and

(b) That it be noted that the task team would continue to progress the implementation of the FAI findings and would actively research and develop areas that were continuing to evolve, in particular vehicle specification and advancing safety features.

## 3 **BETTER COUNCIL CHANGE PROGRAMME**

There was submitted an update report by the Chief Executive relative to the position of projects within the Better Council Change Programme, particularly the Phase 2 projects to implement a new Enterprise Resource Planning (ERP) system, the new Customer Portal and the Council's new website.

The report intimated that the revised business case for the ERP system suggested that a prudent cost estimate would be £5 million as opposed to £4 million detailed previously. However, it had also been confirmed that the on-going annual costs of providing and maintaining the system would be materially lower than that assumed in the outline business case.

**DECIDED:**

(a) That the progress with regard to the Customer Portal and Council website implementation as outlined in the report be noted;

(b) That the progress with regard to the implementation of the ERP system be noted; and

(c) That it be agreed, within the parameters of the financial resources that had been approved by the Council, to the re-shaping of the funding available to support the delivery of the ERP project as outlined in the report.

**4 JOINT WORKFORCE PLAN FOR STAFF WORKING IN THE RENFREWSHIRE HEALTH AND SOCIAL CARE PARTNERSHIP**

There was submitted a report by the Chief Executive relative to the requirement, in terms of the Public Bodies (Joint Working) (Scotland) Act 2014, to prepare a joint workforce plan to ensure that staff involved in health and social care service delivery had the necessary training, skills, knowledge and learning to provide the highest quality services and to maintain positive relationships with the recognised trades unions and professional organisations. The joint workforce plan which was appended to the report, set out how the Council and the Health Board would work together to take forward plans consistent with their wider workforce plans for workforce planning and development; organisational development; learning and development of staff; and engagement of staff in developing a health organisational culture.

**DECIDED:** That the joint workforce plan, as appended to the report, for staff working in the Health and Social Care Partnership, be approved.

**5 CULTURE, HERITAGE AND EVENTS FUND**

There was submitted a report by the Director of Development & Housing Services relative to recommendations by the Paisley 2021 Partnership Board for the award of grants from applications to the first round of the Culture, Heritage and Events Fund. The report intimated that 72 applications had been received by the deadline the total value of which was £994,829. Funding recommendations were based on criteria approved by the Economy and Jobs Policy Board at its meeting held on 18 November, 2015. It was noted that three grant application rounds would be held in 2016 and a further three in 2017.

**DECIDED:**

(a) That the high level of interest generated by this first round of the Culture, Heritage and Events Fund be noted;

(b) That the grant awards as recommended by the Paisley 2021 Partnership Board, as detailed in section 3.7 of the report to a total value of £62,634 be approved; and

(c) That authority be delegated to the Director of Development & Housing Services to further approve grant awards detailed in section 3.8 of the report, up to a total value of £65,000 subject to completion of the assessment process.

## **EXCLUSION OF PRESS AND PUBLIC**

The Board resolved to exclude the press and public from the meeting during consideration of the following item as it was likely, in view of the nature of the business to be transacted, that if members of the press and public were present, there could be disclosure to them of exempt information as defined in paragraphs 6 and 8 of Part I of Schedule 7A of the Local Government (Scotland) Act 1973.

## **6 REVIEW OF RENFREWSHIRE LEISURE'S STRATEGIC BUSINESS PLAN 2016/17**

There was submitted a report by the Chief Executive relative to Renfrewshire Leisure's business plan 2016/17. The report intimated that under the terms of the service agreement, Renfrewshire Leisure was required to submit a business plan to the Council which identified how it intended to deliver agreed objectives. The report provided an assessment and review of Renfrewshire Leisure's compliance with this aspect of the service agreement. In addition the report intimated that following the extension of Renfrewshire Leisure's remit in 2015 to manage and operate cultural and leisure services, revised proposals for the monitoring arrangements of Renfrewshire Leisure had been developed and which were outlined in the report.

### **DECIDED:**

(a) That it be agreed that Renfrewshire Leisure's business plan 2016/17 meets the terms of the service agreement;

(b) That the new monitoring arrangements for quarterly meetings by the officer with monitoring responsibility of Renfrewshire Leisure and then six monthly reports to the Leadership Board on the performance of Renfrewshire Leisure be approved; and

(c) That the strategic action plan for 2016/17 appended to the report be approved.

## Minute of Meeting

### Regulatory Functions Board

Date	Time	Venue
Wednesday, 30 March 2016	10:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

#### PRESENT

Councillors B Brown, M Brown, E Devine, M Devine, Hood, Provost Hall, and Councillors McQuade and Mullin.

#### CHAIR

Councillor Hood, Convener, presided.

#### IN ATTENDANCE

D Campbell, Assistant Managing Solicitor (Licensing); P Shiach, Committee Services Officer , K Whiteside, Licensing Officer (Paralegal), and G McIntosh, Civic Government Enforcement Officer (for item 7 only) (all Finance & Resources).

#### APOLOGY

Councillor McEwan.

#### DECLARATIONS OF INTEREST

Councillor E Devine declared a non-financial interest in relation to item 6 of the agenda as he had knowledge of the background to the application and indicated his intention to leave the meeting during consideration of the item and not to take part in any discussions or voting thereon.

## 1 RENEWAL OF LATE HOURS CATERING LICENCES

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

- (a) Tesco Stores Limited, East Lane, Paisley
- (b) Tesco Stores Limited, Retail Concession, Terminal 1, Glasgow Airport, Paisley
- (c) Tesco Stores Limited, Rockford Service Station, 125 Renfrew Road, Paisley
- (d) Tesco Stores Limited, Newmains Road Renfrew
- (e) ASDA Stores Limited, Phoenix Retail Park, Linwood Road, Paisley

The Assistant Managing Solicitor (Licensing) advised the applications required to be considered by the Board as the hours requested were outwith current policy.

The Convener proposed that the applications be granted for a period of two years. This was agreed unanimously.

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

## 2 GRANT OF A LATE HOURS CATERING LICENCE - PERSONAL APPEARANCE

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

WM Morrison Supermarkets PLC, 2 Falside Road, Paisley

The Assistant Managing Solicitor (Licensing) advised that the applicant had withdrawn the application.

The Convener proposed that the withdrawal of the application be noted. This was agreed unanimously.

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

## EXCLUSION OF PRESS AND PUBLIC

The Board resolved that the press and public be excluded from the meeting during consideration of items 3(a), 3(b), 4, 5(a), 5(b), 6, 9(a) and 9(b) as it was likely, in view of the nature of the business to be transacted that if members of the press and public were present there would be disclosure to them of exempt information as defined in paragraph 3 of part I of schedule 7A of the Local Government (Scotland) Act 1973.

## 3 GRANT OF PRIVATE HIRE CAR DRIVERS' LICENCES - PERSONAL APPEARANCES

There were submitted the undernoted applications for the grant of Private Hire Car Drivers' Licences. The applicants had been asked to appear personally for the first time together with Police Scotland who had submitted a representation to application (a) and an objection to application (b) :-

(a) name withheld

The applicant was invited into the meeting together with Sergeant Curran and Constable Harkins on behalf of the Chief Constable who had submitted a representation to the application.

After consideration of all matters before the Board, the Board adjourned to allow members to consider this application. The meeting was reconvened and the Convener proposed that the application be continued to the meeting of the Board to be held on 11 May, 2016. This was agreed unanimously.

**DECIDED:** That the application be continued to the meeting of the Board to be held on 11 May, 2016.

(b) Ahmed Ibrahim, 23 Stamford Street, Glasgow

Mr Ibrahim, the applicant, was invited into the meeting together with Sergeant Curran and Constable Harkins, on behalf of the Chief Constable who had submitted an objection to the application.

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

**DECIDED:** That the application be refused.

#### 4 **RENEWAL OF A PRIVATE HIRE CAR DRIVER'S LICENCE - P0157 - PERSONAL APPEARANCE**

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

Brian Robert Johnstone, 22 Meadside Avenue, Kilbarchan Glasgow

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

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

#### 5 **REQUEST FOR EXEMPTION FROM ASSISTING WHEELCHAIR PASSENGERS - PERSONAL APPEARANCES**

There were submitted the undernoted requests for exemption from assisting wheelchair passengers. The applicants had been asked to appear personally for the first time: -

(a) Kenneth Barnes, 10 Springfield Avenue, Ralston, Paisley.

Mr Barnes, the applicant was invited into the meeting. After consideration of all matters before the Board the Convener proposed that Mr Barnes' request for exemption from assisting wheelchair passengers be granted for the duration of his current Taxi Driver's



Licence. This was agreed unanimously.

**DECIDED:** That Mr Barnes' request for exemption from assisting wheelchair passengers be granted for the duration of his current Taxi Driver's Licence.

(b) Christopher McMillan, 61 Second Avenue, Kingspark, Glasgow

Mr McMillan, the applicant was invited into the meeting. After consideration of all matters before the Board the Convener proposed that Mr McMillan's request for exemption from assisting wheelchair passengers be granted for the duration of his current Taxi Driver's Licence. This was agreed unanimously.

**DECIDED:** That Mr McMillan's request for exemption from assisting wheelchair passengers be granted for the duration of his current Taxi Driver's Licence.

## **ADJOURNMENT**

The meeting adjourned at 11.25 pm and reconvened at 11.45 pm.

## **DECLARATION OF INTEREST**

Councillor E Devine having declared an interest in the following item of business left the meeting and did not take part in any discussions or voting thereon.

## **6 GRANT OF A STREET TRADER'S LICENCE - PERSONAL APPEARANCE**

Under reference to item 6 of the Minute of the meeting of this Board held on 18 February 2016, there was submitted the undernoted application for the grant of a Street Trader's Licence. The applicant had been asked to appear personally for the second time together with the Director of Community Resources who had submitted a representation to the application and Police Scotland who had submitted an objection received outwith the statutory timescale to the application:-

Applicant: Paul Browne, 170A Paisley Road, Renfrew  
 Trading from: across from Decathlon, Old Govan Road, Renfrew  
 Authorised activity: carwash using van  
 Operating hours: Monday to Friday – 8.00 am to 5.00 pm and  
 Saturday - 7.00 am to 5.00 pm  
 Sunday – 8.00 am to 3.00 pm

Mr Brown, the applicant was invited into the meeting together with Sergeant Curran and Constable Harkins, on behalf of the Chief Constable who had submitted an objection received outwith the statutory timescale to the application and Mr Everett, on behalf of the Director of Community Resources. The Assistant Managing Solicitor (Licensing) advised that the Director of Community Resources had submitted an objection to the application and not a representation as stated in the citation letter and agenda for the meeting. The Assistant Managing Solicitor (Licensing) also reminded the Board that the reasons for lateness of the objection from Police Scotland had been accepted at the meeting of the Board on 18 February, 2016 and that the objection should be taken into account when the application was being considered.



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

**DECIDED:** That the application be refused.

## **ADJOURNMENT**

The meeting adjourned at 12.35 pm and reconvened at 1.30 pm.

## **SEDERUNT**

Prior to consideration of the following item of business, Councillor M Brown left the meeting.

## **SEDERUNT**

Prior to consideration of the following item of business, Councillor E Devine re-entered the meeting.

## **RE-ADMISSION OF THE PRESS AND PUBLIC**

The press and public were re-admitted to the meeting prior to consideration of the following items of business.

### **7 VARIATION OF TAXI/PRIVATE HIRE BOOKING OFFICE - PERSONAL APPEARANCE**

There was submitted the undernoted application for Variation of a Taxi/Private Hire Booking Office. The applicant had been asked to appear personally for the first time: -

Renfrewshire Cab Company, 33a New Sneddon Street, Paisley

Mr Cherry and Miss McCulloch, representing the applicant were invited into the meeting. After consideration of all matters before the Board, the Board adjourned to allow members to consider this application. The meeting was reconvened and the Convener proposed that application be granted. This was agreed unanimously.

**DECIDED:** That the application be granted.

### **8 APPLICATION FOR RENEWAL OF A SECOND HAND DEALER'S LICENCE - SHD-050, 27 THORNBRAE, JOHNSTONE - PERSONAL APPEARANCE**

There was submitted the undernoted application for the renewal of a Second Hand Dealer's Licence. The applicant had been asked to appear personally for the first time: -

Leanne Colquhoun, Flat 1/1, 3c Ellerslie Street Johnstone

There was no appearance by or on behalf of Ms Colquhoun. The Convener proposed that the application be considered in Ms Colquhoun's absence. This was agreed unanimously.

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

**DECIDED:** That the application be refused.

## **EXCLUSION OF THE PRESS AND PUBLIC**

The Board resolved that the press and public be excluded from the meeting during consideration of items 9(a) and 9(b) as it was likely, in view of the nature of the business to be transacted that if members of the press and public were present there would be disclosure to them of exempt information as defined in paragraph 3 of part I of schedule 7A of the Local Government (Scotland) Act 1973.

## **9 GRANT OF LANDLORD REGISTRATION - PERSONAL APPEARANCES**

There were submitted the undernoted applications for the grant of Landlord Registration. The applicants had been asked to appear personally for the first time:-

(a) James Irvine, 5 Ewanfield Place, Ayr

Mr Irvine, the applicant, was invited into the meeting. After consideration of all matters before the Board, the Board adjourned to allow members to consider this application. The meeting was reconvened.

Councillor Hood, seconded by Councillor Mullin, moved that the application be continued.

Councillor E Devine, seconded by Councillor M Devine, moved as an amendment that the application be granted.

In terms of Standing Order 30 the Convener intimated that the vote would be by a show of hands.

On a vote being taken, 3 members voted for the amendment and 4 members voted for the motion. The motion was accordingly declared carried.

**DECIDED:** That the application be continued.

(b) Vicky Taff, 19 Boydstone Place, Thornliebank, Glasgow

There was no appearance by or on behalf of Ms Taff. The Convener proposed that the application be continued. This was agreed unanimously.

**DECIDED:** That the application be continued.

## Minute of Meeting

### Audit, Scrutiny and Petitions Board

Date	Time	Venue
Monday, 25 April 2016	10:00	CMR 1, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

#### PRESENT

Councillors B Brown, M Brown, Caldwell, Grady, Provost Hall, Councillors McEwan, J MacLaren, Perrie and J Sharkey.

#### CHAIR

Councillor J Sharkey, Convener, presided.

#### IN ATTENDANCE

N Irvine-Brown, Policy Lead - Performance and Quality (Chief Executive's); C Grainger, Planning & Performance Manager, Lead Officer (Community Resources); K Graham, Head of Corporate Governance, A MacArthur, Head of Finance, L Belshaw, Democratic Services Manager and A McMahon, Chief Auditor (all Finance & Resources).

#### ALSO ATTENDING

A McGregor, Audit Scotland.

#### DECLARATIONS OF INTEREST

Councillor J Sharkey declared an interest in item 6 of the Agenda as he was a member of the KNOW (Kids Need Our Ward) Campaign.

#### SEDERUNT

Councillor J MacLaren entered the meeting during consideration of the following item.

## 1 **LOCAL SCRUTINY PLAN 2016/17 FOR RENFREWSHIRE COUNCIL**

There was submitted a report by the Chief Executive relative to the Local Scrutiny Plan 2016/17 for Renfrewshire Council, providing an overview of the key points.

The report intimated that the Local Scrutiny Plan was prepared each year by the Local Area Network which consisted of representatives from all the main scrutiny bodies that engaged with the Council - Audit Scotland, the Care Inspectorate, Education Scotland and the Scottish Housing Regulator. The Local Area Network met annually to carry out a shared risk assessment and decided whether the Council required external scrutiny in any specific areas for the year ahead. The conclusion of the Local Area Network at the end of this year's shared risk assessment was that no scrutiny risks had been identified which required specific scrutiny. However, audit and inspection work would continue to take place and the Council would also be subject to a range of scrutiny that was part of national activity. A table setting out the planned external scrutiny was included in the Local Scrutiny Plan.

It was noted that during 2016 the appointment of a new external audit team would take place for all Scottish councils and a new approach to best value would be implemented. Once guidance on the approach for the new best value audits was available a report would be submitted to the Board.

### **DECIDED:**

- (a) That it be noted that no scrutiny risks had been identified for 2016/17 which required specific scrutiny by the Local Area Network;
- (b) That the planned external audit activity for 2016/17, as set out in Appendix 1 of the Local Scrutiny Plan, be noted; and
- (c) That it be agreed that a paper on the new Best Value Audits be presented to a future meeting of the Board.

## 2 **ANNUAL REVIEW OF COMPLIANCE WITH THE LOCAL CODE OF CORPORATE GOVERNANCE**

There was submitted a report by the Director of Finance & Resources relative to the annual review of the local Code of Corporate Governance, the system by which councils directed and controlled their functions and related to their communities.

The Council's local Code of Corporate Governance came into effect on 1 April 2002 and was updated annually to incorporate required changes and improvements that had been made. Corporate governance ensured that councils did the right things in the right way for the right people in a timely, inclusive, open, honest and accountable manner. The evidence provided in the appendix to the report demonstrated that strong governance arrangements were in place within the Council and that officers were working together to lead and manage the Council in order to provide vital public services. The Code reflected the increased importance placed by the Council on self-assessment and activities involving greater scrutiny of services. It also linked to the best value criteria where governance and accountability were key elements against which the Council was assessed.

**DECIDED:**

(a) That the Council's compliance with the Local Code of Corporate Governance set out in the appendix to the report be noted; and

(b) That it be agreed that the Local Code of Corporate Governance be reviewed again in 2017.

### 3 **COMPLIANCE WITH THE CODE OF CORPORATE GOVERNANCE**

There was submitted a report by the Chief Auditor relative to compliance with the Local Code of Corporate Governance.

It was noted that Director of Finance & Resources had responsibility for reporting annually to the Board on compliance with the Code and any changes to the Code that might be necessary to maintain it and ensure its effectiveness in practice, this report was considered at item 2 of this Minute.

In addition, the Council's Chief Auditor had responsibility to review independently and report to the Board annually to provide assurance on the adequacy and effectiveness of the Code and the extent of the Council's compliance. The report intimated that Internal Audit had reviewed the Code and had confirmed that the Council complied with its requirements and had indicated that it was evident that the Code had been subject to review and updating. The Director of Finance & Resources had endorsed the Chief Auditor's recommendation that the Local Code should continue to be subject to annual review to ensure that it continued to reflect developments and best practice in governance.

**DECIDED:** That the report be noted.

### 4 **SUMMARY OF INTERNAL AUDIT FINDINGS FOR QUARTER TO END OF MARCH 2016**

There was submitted a report by the Chief Auditor relative to the requirement, in terms of the Public Sector Internal Audit Standards (PSIAS), that Internal Audit communicated the results of each engagement to the Board. The appendix to the report provided a summary of findings in relation to final reports issued for those engagements completed during the period 1 January to 31 March 2016.

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

**DECIDED:** That the report be noted.

## 5 **AUDIT SCOTLAND ANNUAL AUDIT PLAN 2015/16**

There was submitted a report by the Director of Finance & Resources relative to Audit Scotland's Annual Audit Plan 2015/16.

The report intimated that based on their analysis of the risks facing the Council, Audit Scotland had submitted an audit plan which outlined their approach to the audit of the 2015/16 financial statements of the Council and the charities it controlled in order to assess whether they provided a true and fair view of the financial position of the Council, and also whether they had been prepared in accordance with proper accounting practice. The plan outlined the responsibilities of Audit Scotland and the Council, their assessment of the key challenges and risks and the approach and timetable for completion of the audit.

It was noted that Audit Scotland had also published further guidance for elected members with regard to the annual accounts "Why the Accounts Matter" and this was appended to the report.

**DECIDED:** That the report be noted.

## **DECLARATION OF INTEREST**

Councillor J Sharkey having previously declared an interest in the following item remained in the meeting.

## 6 **REVIEW OF WARD 15 (CHILDREN'S WARD) ROYAL ALEXANDRA HOSPITAL (LEAD OFFICER COLIN GRAINGER)**

Under reference to item 9 of page 548 of the Minute of the meeting of the Board held on 21 March 2016, there was submitted a report by the Lead Officer relative to progress with the review.

The report intimated that a range of key information had been provided by NHS Greater Glasgow and Clyde (NHSGGC) and this was appended to the report. The areas in respect of which information had been provided included the options appraisal exercise undertaken as part of the previous review of provision of paediatric services undertaken in 2011/12; a survey of travel to ward 15 carried out as part of the consultation process in 2011/12; and travelling costs and the availability of subsidies for assisting parents and carers. It was noted that the Lead Officer continued to have discussions with NHSGGC regarding activity levels, staffing levels and quality reports relating to the Royal Alexandra Hospital, Paisley and the Royal Hospital for Sick Children.

It was intimated that a special meeting of the Board would be held on 23 May 2016 at which representatives from NHSGGC would attend. It was proposed that the Lead Officer provide representatives from NHSGGC with a list of potential questions prior to their attendance at the special meeting of the Board. This was agreed.

**DECIDED:**

(a) That the progress of the review be noted;

(b) That the information provided by NHSGGC be noted;

(c) That it be noted that a special meeting of the Audit, Scrutiny and Petitions Board would be convened on 23 May 2016 which would be attended by representatives of NHSGGC; and

(d) That the Lead Officer provide representatives from NHSGGC with a list of potential questions prior to their attendance at the special meeting of the Board.

## 7 PETITION: ALLOCATION OF TENANCY

There was submitted a report by the Director of Finance & Resources relative to a petition which had been received relative to the allocation of a tenancy to the petitioner.

The report intimated that the Head of Corporate Governance considered that the petition was not valid in terms of paragraph 3(b)(iii) of the Council's procedures for dealing with petitions, namely "petitions which dealt with personal or business interests".

The report advised that notwithstanding the Head of Corporate Governance's view, it was for the Board to determine the validity of the petition and whether they wished to hear it.

The Convener proposed that the petition be not heard as it was not valid in terms of the Council's procedures for dealing with petitions. This was agreed unanimously.

**DECIDED:** That the petition was not valid in terms of the Council's procedures for dealing with petitions and that it be not heard.

## 8 PETITION: BREAKDOWN OF COSTS FOR WORKS

There was submitted a report by the Director of Finance & Resources relative to a petition which had been received relative to the breakdown of costs of external works to the petitioner's property.

The report intimated that the Head of Corporate Governance considered that the petition was not valid in terms of paragraph 3(b)(iii) of the Council's procedures for dealing with petitions, namely "petitions which dealt with personal or business interests".

The report advised that notwithstanding the Head of Corporate Governance's view, it was for the Board to determine the validity of the petition and whether they wished to hear it.

The Convener proposed that the petition be not heard as it was not valid in terms of the Council's procedures for dealing with petitions. This was agreed unanimously.

**DECIDED:** That the petition was not valid in terms of the Council's procedures for dealing with petitions and that it be not heard.