

## Minute of Meeting Council

Date	Time	Venue
Thursday, 28 June 2018	09:30	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

### Present

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

### Chair

Provost L Cameron, Convener, presided.

### In Attendance

S Black, Chief Executive; S Quinn, Acting Director of Children's Services; M Crearie, Director of Development & Housing Services; S MacDougall, Director of Environment & Communities; A Russell, Director of Finance & Resources; L McIntyre, Head of Policy & Commissioning (Chief Executive's Service); D Hawthorn, Head of Child Care & Criminal Justice (Children's Services); K Graham, Head of Corporate Governance, M Conaghan, Legal & Democratic Services Manager, L Belshaw, Democratic Services Manager and A McNaughton, Senior Committee Services Officer (all Finance & Resources); J McKellar, Chief Executive (Renfrewshire Leisure Limited); and D Leese, Chief Officer and I Beattie, Head of Health & Social Care (Paisley) (both Renfrewshire Health & Social Care Partnership)

## Obituary

The Provost acknowledged the death of Alistair Nimmo, a former Renfrew District and Renfrewshire Councillor who for over 16 years had represented Lochwinnoch and Howwood, and after hearing tributes from members, extended sincere condolences to his family and friends on behalf of Renfrewshire Council.

## Declarations of Interest

Councillor Shaw declared a non-financial interest in item 17 of the agenda as his son was a musician in Johnstone Pipe Band and intimated that he would remain in the meeting.

Councillor Kerr declared a non-financial interest in item 10 of the agenda as he was a Trustee of the Board of Renfrewshire Citizens Advice Bureau and intimated that he would leave the meeting and not take part in the discussion or voting thereon.

Councillor Montgomery declared a financial interest in item 10 of the agenda as he was an employee of Renfrewshire Citizens Advice Bureau and intimated that he would leave the meeting and not take part in the discussion or voting thereon.

Councillor J Cameron declared a non-financial interest in item 19 of the agenda as she was a member of the KAIROS group and intimated that she would remain in the meeting.

## 1 Minutes of Meetings of Council, Boards and Panels

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

Council, 3 May 2018  
 Placing Requests and Exclusion Appeal Panel, 16 May 2018  
 Communities, Housing and Planning Policy Board, 22 May 2018  
 Renfrew and Gallowhill Local Area Committee, 22 May 2018  
 Regulatory Functions Board, 23 May 2018  
 Appointment Board, 23 May 2018  
 Education and Children's Services Policy Board, 24 May 2018  
 Appointment Board, 24 May 2018  
 Paisley North Local Area Committee, 24 May 2018  
 Audit, Risk and Scrutiny Board, 29 May 2018  
 Paisley South Local Area Committee, 28 May 2018  
 Infrastructure, Land and Environment Policy Board, 30 May 2018  
 Johnstone and the Villages Local Area Committee, 31 May 2018  
 Petitions Board, 4 June 2018  
 Appointment Board, 6 June 2018

Finance, Resources and Customer Services Policy Board, 6 June 2018  
 Cross Party Sounding Board, 6 June 2018  
 Houston, Erskine, Riverside and Linwood Local Area Committee, 6 June 2018  
 Regulatory Functions Board, 7 June 2018  
 Placing Requests and Exclusions Appeal Panel, 7 June 2018  
 Appointment Board, 12 June 2018  
 Local Review Body, 12 June 2018  
 Placing Requests and Exclusions Appeal Panel, 13 June 2018  
 Local Review Body, 19 June 2018  
 Placing Requests and Exclusions Appeal Panel, 20 June 2018  
 Leadership Board, 20 June 2018

Councillor Kennedy proposed that pages 398-401 of the Minute of the meeting of the Placing Requests and Exclusion Appeals Panel held on 7 June 2018, be amended to record her dissent in relation to the decisions taken at items 1, 3, 4, 5, 7 and 8 of the Minute. This was agreed.

**DECIDED:** That, subject to the amendment of items 1, 3, 4, 5, 7 and 8 of pages 398-401 of the Minute of the meeting of the Placing Requests and Exclusions Appeals Panel held on 7 June 2018 to include a record of dissent by Councillor Kennedy, the Minutes be approved.

## **2 Unaudited Accounts 2017/18**

There was submitted a report by the Director of Finance & Resources relative to the Council's Annual Accounts and Group Accounts for 2017/18 which were appended to the report and would be submitted for audit by the statutory deadline of 30 June 2018. The report intimated that the Auditor planned to complete the audit process by early September 2018 and that their report would be made available to all members and submitted to the meeting of the Audit, Risk & Scrutiny Board to be held on 25 September 2018 for consideration.

It was noted that, in compliance with charity accounting requirements, the Council's accounts did not incorporate statements relating to Common Good Funds and Charitable Trust Funds and separate accounts had been prepared to accord with these requirements.

### **DECIDED:**

- (a) That, subject to audit, the Annual Accounts for 2017/18 be approved;
- (b) That it be noted that Audit Scotland planned to complete the audit of the Accounts by early September 2018 and that their report would be made available to all members and submitted to the meeting of the Audit, Risk & Scrutiny Board to be held on 25 September 2018 for detailed consideration;
- (c) That the sums earmarked within the General fund reserves and Housing Revenue Account reserves as outlined in paragraph 3.3 of the report be approved;
- (d) That the transfer of resources as detailed below be approved:

	Opening Balance	Contributions to Reserves	Reserves Used / Transferred	Closing Balance
	£MS	£MS	£MS	£MS
Insurance Fund	2.543	-	-	2.543
Reservoir Repair Fund	0.314	0.001	-	0.315
Education Capital Items	0.766	0.586	0.220	1.132
Investment Programme Capital Fund	80.742	9.484	4.320	85.906
<b>TOTAL</b>	<b>84.365</b>	<b>10.071</b>	<b>4.540</b>	<b>89.896</b>

(e) That, subject to audit, the annual accounts for the Common Good Funds and Charitable Trusts, copies of which were attached, which under accounting regulations required to be prepared and audited separately from the Council's accounts, be approved.

### 3 Scottish Government Fiscal Outlook - Medium Term Financial Strategy

There was submitted a report by the Director of Finance & Resources relative to the medium-term financial strategy published by the Scottish Government on 31 May 2018, a copy of which was appended to the report.

The publication set out the Scottish Government's view of the public finances and its approach to using the financial powers available under the Scotland Acts 2012 and 2016 over the next five years. The document addressed a key recommendation of the Scottish Parliament Budget Process Review Group and would inform a new annual budget cycle. The document would be updated annually.

The strategy outlined key priorities for the Scottish Government and potential scenarios for funding and detailed other areas of public services (including local government) that were likely to face further reductions in funding over the period of the strategy.

#### **DECIDED:**

(a) That the fiscal outlook published by the Scottish Government and the priority areas for funding outlined, be noted;

(b) That the implications for the Council in terms of potential further reductions in grant funding and the potential scenarios for these which would be incorporated into the Council's financial planning assumptions, be noted; and

(c) That it be noted that an updated financial outlook for the Council would be presented to members in Autumn 2018.

### 4 Treasury Management Annual Report 2017/18

There was submitted a report by the Director of Finance & Resources relative to the Treasury Management Annual Report 2017/18 submitted in accordance with the Local Government Investments (Scotland) Regulations 2010 and outlining treasury

management activity over the year.

The report intimated that during 2017/18 all aspects of the Treasury Policy Statement were complied with and provided an overview of Treasury activities including the Treasury Portfolio Position as at 31 March 2018, reviews of borrowing and investment outturn, borrowing strategy and new borrowing, investment strategy and investment outturn. Details of debt rescheduling and compliance with Treasury limits was also provided.

**DECIDED:** That the Treasury Management Annual Report 2017/18 be approved.

## 5 Governance Arrangements

There was submitted a report by the Director of Finance & Resources relative to proposed changes to the Council's Scheme of Delegated Functions (the Scheme); the appointment of an elected member to the Board of PACE Theatre Company; and an update on the Council's review of community-level governance arrangements.

The report detailed the proposed changes to the Scheme that were required to ensure that the delegation of specific functions remained relevant and up-to-date and intimated that PACE, a youth theatre group based in Paisley, had invited the Council to nominate an elected member to be a director of the Company. The Chief Executive advised that further work to develop final proposals for community-level governance arrangements required to be carried out and a report would now be considered by the Cross Party Sounding Board prior to being submitted to the Council for consideration at its meeting on 27 September 2018. It was anticipated that, subject to approval by the Council, new arrangements for community-level governance would be effective from October 2018.

Councillor Nicolson, seconded by Councillor Paterson, moved that Councillor Hughes be appointed as a Director of PACE. This was agreed unanimously.

### **DECIDED:**

(a) That Councillor Hughes be appointed to the Board of PACE Theatre Company, subject to confirmation from the Director of Finance & Resources that an appropriate insurance policy was in place, as detailed in the report;

(b) That Section 4 (Statutory appointments of officers) of the Council's Scheme of Delegated Functions be amended to include the statutory appointments of officers as Civic Licensing Standards Officers in terms of Section 45(G) of the Civic Government (Scotland) Act 1982 and the Head of Corporate Governance as Responsible Officer in terms of Section 7 of the Regulation of Investigatory Powers Scotland) Act 2000;

(c) That Section 5 (Powers Delegated to Officers) of the Council's Scheme of Delegated Functions be amended as follows:

(i) To add a new paragraph 16 to the delegations to the Director of Finance & Resources to read: 'To have overall responsibility for information risk as Senior Information Risk Owner' and to renumber the subsequent paragraphs accordingly;

(ii) To include new delegations to the Head of Marketing and Communications as detailed in paragraph 3.4 of the report and to make the consequent change to the delegations to the Head of Policy & Commissioning referred to in that paragraph;

(d) That the Terms of Reference of the Communities, Housing & Planning Policy Board be amended to add a new paragraph 52 to read: 'To consider and where appropriate approve applications for funding from the Community Empowerment Fund'; and

(e) That it be noted that a final report on the review of community-level governance would be submitted to the Cross Party Sounding Board and thereafter to the Council meeting to be held on 27 September 2018.

## **6 Renfrewshire Community Protection Chief Officers' Annual Report 2017/18**

There was submitted a report by the Chief Executive relative to the Renfrewshire Community Protection Chief Officers Group Annual Report 2017/18, a copy of which was appended to the report, highlighting the key benefits of partnership working and providing an overview of the main elements of work that those involved in public protection had delivered during 2017/18 including: the joint inspection of adult health and social care services; exercise Agora Archway; the Children's Emotional Health and Wellbeing Conference; reassurance following the Grenfell Tower fire; resettlement of Syrian refugees; implementation of the national Naloxone Programme to prevent drug-related deaths; the Multi-agency Risk Assessment Conference; the Scottish Child Abuse Inquiry; and the appointment of the Chief Social Work Officer as Welfare Guardian for 117 adults with incapacity.

The report also set out the range of priorities to be taken forward in partnership during 2018/19 and emphasised that the group would continue to seek to ensure that performance and practice were scrutinised at a strategic level, to identify good practice, to highlight areas for improvement, and to consider where further opportunities for early intervention and prevention activity would achieve improved outcomes for local people.

**DECIDED:** That the key activities progressed by the Chief Officers Group during 2017/18 and the identified priorities to be taken forward in partnership during 2018/19 be noted.

## **7 Notice of Motion 1 by Councillors Sheridan and Sharkey**

There was submitted a Notice of Motion by Councillors Sheridan and Sharkey in the following terms:

"That this council is gravely concerned by recent developments on the Israel-Gaza border and the killing and injuring of Palestinian protestors; affirms the right to peaceful protest and the right to freedom of expression; deplores the actions of those who seek to exploit peaceful protests to engage in violence; notes that Israel's effective control of access into and out of the territory means Gaza remains under occupation, that the health system is on the verge of collapse and that the recent influx of casualties has put the health system under even more pressure, supports the calls by UN Secretary General, Antonio Guterres, and EU Foreign Affairs representative Federica Mogherini for an independent and transparent investigation into the killing and injuring of Palestinians in Gaza during the protests; and urges the Government to call for and support an independent investigation, and, where breaches of international law and

international humanitarian law are identified for those responsible to be held to account.”

Councillor Sheridan, seconded by Councillor Sharkey, then moved the motion.

Councillor Andy Doig, seconded by Councillor McCartin, moved as an amendment that a new paragraph be added to the motion as follows:

“Council believes that the only long term solution to breaches of human rights on the Israel-Gaza border is to encourage progressive opinion within Israel to promote peace and reconciliation, predicated on recognising the rights of national self determination for both the Israeli and Palestinian peoples.”

In terms of Standing Order 27 Councillors Sheridan and Sharkey, being the mover and seconder of the motion accepted the amendment and the motion, as amended, was approved unanimously.

#### **DECIDED:**

(a) That this Council is gravely concerned by recent developments on the Israel-Gaza border and the killing and injuring of Palestinian protestors; affirms the right to peaceful protest and the right to freedom of expression; deplores the actions of those who seek to exploit peaceful protests to engage in violence; note that Israel’s effective control of access into and out of the territory means Gaza remains under occupation, that the health system is on the verge of collapse and that the recent influx of casualties has put the health system under even more pressure, supports the calls by UN Secretary General, Antonio Guterres, and EU Foreign Affairs representative Federica Mogherini for an independent and transparent investigation into the killing and injuring of Palestinians in Gaza during the protests; and urges the Government to call for and support an independent investigation, and, where breaches of international law and international humanitarian law are identified for those responsible to be held to account; and

(b) That the Council believes that the only long term solution to breaches of human rights on the Israel-Gaza border is to encourage progressive opinion within Israel to promote peace and reconciliation, predicated on recognising the rights of national self-determination for both the Israeli and Palestinian peoples.

## **8 Notice of Motion 2 by Councillors Hood and Kennedy**

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

“The Council condemns the lack of action to prevent the fouling by birds of the pavements and carriageways, under many rail bridges in Renfrewshire. The Council instructs the Chief Executive to meet Network Rail and other relevant bodies to resolve this as a matter of urgency.”

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

Councillor Steel, seconded by Councillor Hughes, moved as an amendment that Council notes the longstanding issue of preventing fouling of birds on the footways under many rail bridges in Renfrewshire. Council further notes that resolution of this issue is complicated by the outcome of the legal case Railtrack plc v Strathclyde

Regional Council (1995).

In order that elected members be fully informed, Council agrees to instruct the Chief Executive to bring to the appropriate board a comprehensive report on the subject setting out both the legal position and all available options.

In terms of Standing Order 27 Councillors Hood and Kennedy, being the mover and seconder of the motion, accepted the amendment and the amendment was approved unanimously.

**DECIDED:** That Council notes the longstanding issues of preventing fouling of birds on the footways under many rail bridges in Renfrewshire. Council further notes that resolution of this issue was complicated by the outcome of the legal case Railtrack plc v Strathclyde Regional Council (1995). In order that elected members be fully informed, Council agrees to instruct the Chief Executive to bring to the appropriate Board a comprehensive report on the subject setting out both the legal position and all available options.

## **9 Notice of Motion 3 by Councillors McCartin and Andy Doig**

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

“Council requests that correspondence with members of the public is responded to timeously within the specified 10 working days period, with an initial holding acknowledgement sent as a matter of course.

Council also requires to examine response times to official Community Council correspondence, and to shorten the 10 working days period in acknowledgement of their role as part of the democratic representation of the people of their area.”

Councillor McCartin, seconded by Councillor Andy Doig, then moved the motion which was agreed unanimously.

**DECIDED:** Council requests that correspondence with members of the public is responded to timeously within the specified 10 working days period, with an initial holding acknowledgement sent as a matter of course. Council also requires to examine response times to official Community Council correspondence, and to shorten the 10 working days period in acknowledgement of their role as part of the democratic representation of the people of their area.

## **DECLARATIONS OF INTEREST**

Councillors Montgomery and Kerr, having previously declared an interest in the undernoted item, left the meeting and took no part in the discussion or voting thereon.

Councillor Steel also declared an interest during consideration of the undernoted item as he was a member of the Board of Renfrewshire Citizens Advice Bureau and remained in the meeting.



## **10 Notice of Motion 4 by Councillors Dowling and Strang**

There was submitted a Notice of Motion by Councillors Dowling and Strang which Provost L Cameron ruled was not competent in terms of Standing Order 28 – rescinding of decisions - as it was contrary to the decision which had been taken at item 14 of page 432 of the Minute of the meeting of the Leadership Board, held on 20 June 2018 and there had been no material change in circumstances justifying the matter being reconsidered.

### **MOTION TO SUSPEND STANDING ORDERS**

Councillor Dowling, seconded by Councillor Sharkey, moved in terms of Standing Order 44, that Standing Order 28 - rescinding of decisions - be suspended to allow the Council to consider the notice of motion by Councillors Dowling and Strang.

On the roll being called, the following members voted for the motion to suspend Standing Order 28: Councillors Begg, Bibby, Binks, Brown, Davidson, Devine, Andy Doig, Dowling, Grady, Graham, Harte, Hood, Kennedy, Mack, Mackay, J MacLaren, McCartin, McCulloch, McIntyre, Sharkey, Sheridan and Strang.

The following members voted against the motion to suspend Standing Order 28: Councillors Adam-McGregor, Burns, J Cameron, Provost L Cameron, Councillors Campbell, Audrey Doig, Don, Hughes, K MacLaren, M MacLaren, McEwan, McGurk, McNaughtan, Mylet, Nicolson, Paterson, Rodden, Shaw and Steel.

22 members having voted for the motion to suspend Standing Order 28 and 19 members having voted against the motion to suspend Standing Order 28, the necessary two-thirds of those members present and voting at the meeting was not achieved as required for the suspension of Standing Orders and accordingly the motion to suspend Standing Order 28 was defeated.

### **SEDERUNT**

Councillors Montgomery and Kerr re-entered the meeting prior to consideration of the following item of business.

## **11 Notice of Motion 5 by Councillors Devine and Kennedy**

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

"Contribution to the Arts - Urban Regeneration

This Council recognises the positive contribution that the arts can make to urban regeneration and welcomes initiatives like 'Baker Street' as a positive contribution to Paisley's future."

Councillor Devine, seconded by Councillor Kennedy, then moved the motion:

Councillor Nicolson, seconded by Councillor Adam-McGregor, moved as an amendment to include that Council further notes that positive work continues with our partners on the 2021 legacy board and significant steps have been taken to maximise the potential economic benefits from the arts and culture agenda for the whole of Renfrewshire.

In terms of Standing Order 27 Councillors Devine and Kennedy being the mover and seconder of the motion, accepted the amendment and the motion, as amended, was approved unanimously.

**DECIDED:** Contribution to the Arts - Urban Regeneration - this Council recognises the positive contribution that the arts could make to urban regeneration and welcomes initiatives like 'Baker Street' as a positive contribution to Paisley's future; and Council further notes that positive work continues with our partners on the 2021 legacy board and significant steps have been taken to maximise the potential economic benefits from the arts and culture agenda for the whole of Renfrewshire.

## **12 Notice of Motion 6 by Councillors Andy Doig and Bibby**

There was submitted a Notice of Motion by Councillors Andy Doig and Bibby which Provost L Cameron ruled was not competent in terms of Standing Order 28 – rescinding of decisions - as it was contrary to the decision which had been taken at item 17 of page 339 of the Minute of the meeting of the Infrastructure, Land and Environment Policy Board, held on 30 May 2018 and there had been no material change in circumstances justifying the matter being reconsidered.

### **MOTION TO SUSPEND STANDING ORDERS**

Councillor Andy Doig, seconded by Councillor Bibby, moved in terms of Standing Order 44, that Standing Order 28 - rescinding of decisions - be suspended to allow the Council to consider the notice of motion by Councillors Andy Doig and Bibby.

On the roll being called, the following members voted for the motion to suspend Standing Order 28: Councillors Begg, Bibby, Binks, Brown, Davidson, Devine, Andy Doig, Dowling, Grady, Graham, Harte, Hood, Kennedy, Kerr, Mack, Mackay, J MacLaren, McCartin, McCulloch, McIntyre, Montgomery, Sharkey, Sheridan and Strang.

The following members voted against the motion to suspend Standing Order 28: Councillors Adam-McGregor, Burns, J Cameron, Provost L Cameron, Councillors Campbell, Audrey Doig, Don, Hughes, K MacLaren, M MacLaren, McEwan, McGurk, McNaughtan, Mylet, Nicolson, Paterson, Rodden, Shaw and Steel.

24 members having voted for the motion to suspend Standing Order 28 and 19 members having voted against the motion to suspend Standing Order 28, the necessary two-thirds of those members present and voting at the meeting was not achieved as required for the suspension of Standing Orders and accordingly the motion to suspend Standing Order 28 was defeated.

### 13 Notice of Motion 7 by Councillors Davidson and Kennedy

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

"Funding - RAH and Paisley Maternity Hospital - Repairs

That Council direct the Chief Executive to write to Shona Robison (SR), Cabinet Secretary for Health and Sport and Jean Grant (JG), Chief Executive of NHS GGC, to ask for a guarantee that the required funding will be invested in the infrastructure of the Royal Alexandra Hospital (RAH) and the Paisley Maternity Hospital, to deal with outstanding repairs and essential upgrades as a matter of urgency. Also, to request from both SR and JG that they will confirm the long-term future for all services currently provided in the RAH and the Paisley Maternity at the current site."

Councillors Davidson and Kennedy, as the mover and seconder of the motion, intimated that the motion should be amended to replace the reference to Shona Robison with Jeane Freeman.

Councillor Davidson, seconded by Councillor Kennedy, then moved the motion, as amended.

Councillor Nicolson, seconded by Councillor Adam-McGregor, moved as an amendment that Council agrees that it would be a positive step to invite Ms Jane Grant, Chief Executive of NHS GGC to present to this council their recently approved 'Moving Forward Together' strategy for health and social care. This will provide an opportunity for elected members to engage with the NHS GGC senior management directly and to raise specific queries and questions regarding the future of services and facilities in Renfrewshire including the RAH and Paisley Maternity.

In terms of Standing Order 27, Councillors Davidson and Kennedy being the mover and seconder of the motion, accepted the amendment and the motion, as amended, was approved unanimously.

**DECIDED:** Funding - RAH and Paisley Maternity Hospital – Repairs - That Council directs the Chief Executive to write to Jeane Freeman (JF), Cabinet Secretary for Health and Sport and Jane Grant (JG), Chief Executive of NHS GGC, to ask for a guarantee that the required funding will be invested in the infrastructure of the Royal Alexandra Hospital (RAH) and the Paisley Maternity Hospital, to deal with outstanding repairs and essential upgrades as a matter of urgency. Also, to request from both JF and JG that they will confirm the long-term future for all services currently provided in the RAH and the Paisley Maternity at the current site; and

Council agrees that it would be a positive step to invite Ms Jane Grant, Chief Executive of NHS GGC to present to this council their recently approved 'Moving Forward Together' strategy for health and social care. This would provide an opportunity for elected members to engage with the NHS GGC senior management directly and to raise specific queries and questions regarding the future of services and facilities in Renfrewshire including the RAH and Paisley Maternity.

## 14 Notice of Motion 8 by Councillors Kennedy and Hood

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

"Renfrewshire's ASN Children

Council believes that not enough is being done to support Renfrewshire's ASN kids during school holidays. Council notes that despite having over a year to come up with suitable play schemes to support our children very little has been done leaving parents very frustrated. Council also notes that ASN children in Renfrewshire are being disadvantaged in comparison to mainstream children, council resolves to correct this and make appropriate provisions in order that our ASN children are afforded the same opportunities as their peers."

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

Councillor Paterson, seconded by Councillor Nicolson, moved as an amendment that Council recognises the difficulties in providing play scheme services to ASN children in Renfrewshire over the summer months since Capability Scotland withdrew.

Council also recognises the frustration of parents and notes that progress has been made to maintain the service and commits to continue working with parents.

Council agrees a continuance of the service and that a detailed report be brought to the full Council for further consideration.

On the roll being called, the following members voted for the amendment: Councillors Adam-McGregor, Begg, Binks, Burns, J Cameron, Provost L Cameron, Councillors Campbell, Audrey Doig, Don, Graham, Hughes, Kerr, Mack, Mackay, J MacLaren, K MacLaren, M MacLaren, McCartin, McEwan, McGurk, McIntyre, McNaughtan, Mylet, Nicolson, Paterson, Rodden, Shaw, Steel and Strang.

The following members voted for the motion: Councillors Bibby, Brown, Davidson, Devine, Andy Doig, Dowling, Grady, Harte, Hood, Kennedy, McCulloch, Montgomery, Sharkey and Sheridan.

29 members having voted for the amendment and 14 members having voted for the motion, the amendment was accordingly declared carried.

**DECIDED:** That Council recognises the difficulties in providing play scheme services to ASN children in Renfrewshire over the summer months since Capability Scotland withdrew. Council also recognises the frustration of parents and notes that progress had been made to maintain the service and committed to continue working with parents. Council agrees a continuance of the service and that a detailed report be brought to the full Council for further consideration.

## Adjournment

The meeting adjourned at 10.50 and reconvened at 11.05.

## **15 Notice of Motion 9 by Councillors McIntyre and Strang**

There was submitted a Notice of Motion by Councillors McIntyre and Strang which was withdrawn in terms of Standing Order 27.

## **16 Notice of Motion 10 by Councillors Burns and McEwan**

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

"Council calls upon the UK Government to consider introducing a levy on chewing gum manufacturers, the proceeds of which should be redistributed in full to local Authorities, in order to help the massive and costly problem of removing gum from our streets and pavements."

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

Councillor J MacLaren, seconded by Councillor Mackay, moved as an amendment that, in addition, "the Director of Environment & Communities is asked to bring back to the Infrastructure, Land and Environment Policy Board a report on the various costs and options for removal of chewing gum from Renfrewshire pavements."

In terms of Standing Order 27, Councillors Burns and McEwan, being the mover and seconder of the motion, accepted the amendment and the motion, as amended, was approved unanimously.

**DECIDED:** Council calls upon the UK Government to consider introducing a levy on chewing gum manufacturers, the proceeds of which should be redistributed in full to local authorities, in order to help the massive and costly problem of removing gum from our streets and pavements; and that the Director of Environment & Communities is asked to bring back to the Infrastructure, Land and Environment Policy Board a report on the various costs and options for removal of chewing gum from Renfrewshire pavements.

## **DECLARATION OF INTEREST**

Councillor Shaw having previously declared an interest in the undernoted item remained in the meeting.

## **17 Notice of Motion 11 by Councillors Andy Doig and Hood**

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

"Congratulations to Johnstone Pipe Band 2018

Council congratulates Johnstone Pipe Band for securing the Grade 3B title at the recent Pipe Band Championships in Paisley, and further salutes all band members for their fantastic efforts in putting the town of Johnstone on the map of world piping."

Councillor Andy Doig, seconded by Councillor Hood, then moved the motion.

Councillor Steel, seconded by Councillor J Cameron, moved as an amendment that Council congratulates Johnstone Pipe Band on securing both the Grade 3B title at the

recent British Pipe Band Championship in Paisley and on achieving a runner-up position in the same class at the UK Championship in Belfast on July 16th. Council further salutes all band members for their fantastic efforts in putting the town of Johnstone on the map of world piping and wishes the band good luck in the European Championships on 30th June.

In terms of Standing Order 27, Councillors Andy Doig and Hood, being the mover and seconder of the motion, accepted the amendment and the motion, as amended, was approved unanimously.

**DECIDED:** Council congratulates Johnstone Pipe Band on securing both the Grade 3B title at the recent British Pipe Band Championship in Paisley and on achieving a runner-up position in the same class at the UK Championship in Belfast on July 16th. Council further salutes all band members for their fantastic efforts in putting the town of Johnstone on the map of world piping and wishes the band good luck in the European Championships on 30th June.

## **18 Notice of Motion 12 by Councillors Sheridan and Sharkey**

There was submitted a Notice of Motion by Councillors Sheridan and Sharkey which Provost L Cameron ruled was not competent as it was contrary to the decision which had been taken at item 20 of page 365 of the Minute of the meeting of the Finance, Resources and Customer Services Policy Board, held on 6 June 2018 and there had been no material change in circumstances justifying the matter being reconsidered.

### **MOTION TO SUSPEND STANDING ORDERS**

Councillor Sheridan, seconded by Councillor Sharkey, moved in terms of Standing Order 44, that Standing Order 28 - rescinding of decisions - be suspended to allow the Council to consider the notice of motion by Councillors Sheridan and Sharkey.

On the roll being called the following members voted for the motion to suspend Standing Order 28: Councillors Bibby, Brown, Davidson, Devine, Dowling, Grady, Harte, Hood, Kennedy, McCulloch, Montgomery, Sharkey and Sheridan.

The following members voted against the motion to suspend Standing Order 28; Councillors Adam-McGregor, Begg, Binks, Burns, J Cameron, Provost L Cameron, Councillors Campbell, Andy Doig, Audrey Doig, Don, Graham, Hughes, Kerr, Mack, Mackay, J MacLaren, K MacLaren, M MacLaren, McCartin, McEwan, McGurk, McIntyre, McNaughtan, Mylet, Nicolson, Paterson, Rodden, Shaw, Steel and Strang.

13 members having voted for the motion to suspend Standing Order 28 and 30 members having voted against the motion to suspend Standing Order 28, the necessary two-thirds of those members present and voting at the meeting was not achieved as required for the suspension of Standing Orders and accordingly the motion to suspend Standing Order 28 was defeated.

### **DECLARATION OF INTEREST**

Councillor J Cameron having previously declared an interest in the undernoted item remained in the meeting.

## 19 Notice of Motion 13 by Councillors Hughes and Campbell

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

"Processions 2018

Council congratulates Paisley 2021 Bid Director Jean Cameron and former MP Anne Mclaughin on their very successful coordination of the Scottish element of 14-18 Now's 'Processions', which took place on 10th June 2018 in Edinburgh.

Processions is a live artwork that recreated the marches of suffragettes, on the centenary year of their success in gaining votes for women over 30. It took place Edinburgh, Belfast, Cardiff and London, and each Procession wore scarves in violet, white and green which created a moving Suffragette flag following an original march route.

Processions in Edinburgh was attended by thousands of women and girls from all over Scotland. Renfrewshire was well represented, with the Feegie Wummin, the STAR Project and Active Communities' KAIROS group in attendance among others. It was a vibrant, welcoming and inclusive event that celebrated radical women who made history."

Councillor Hughes, seconded by Councillor Campbell, then moved the motion which was approved unanimously.

**DECIDED:** Processions 2018 - Council congratulates Paisley 2021 Bid Director Jean Cameron and former MP Anne Mclaughin on their very successful coordination of the Scottish element of 14-18 Now's 'Processions', which took place on 10th June 2018 in Edinburgh.

Processions is a live artwork that recreated the marches of suffragettes, on the centenary year of their success in gaining votes for women over 30. It took place [in] Edinburgh, Belfast, Cardiff and London, and each Procession wore scarves in violet, white and green which created a moving Suffragette flag following an original march route.

Processions in Edinburgh was attended by thousands of women and girls from all over Scotland. Renfrewshire was well represented, with the Feegie Wummin, the STAR Project and Active Communities' KAIROS group in attendance among others. It was a vibrant, welcoming and inclusive event that celebrated radical women who made history.

## 20 Notice of Motion 14 by Councillors McNaughtan and Mylet

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

"This Council congratulates local groups and individuals who participated in Processions in Edinburgh to mark the centenary of women's suffrage and notes, with pleasure, the intention to name most of the streets in the new housing development at

Hawkhead after notable Paisley women, many of whom were instrumental in the struggle for women's rights."

Councillor McNaughtan, seconded by Councillor Mylet, then moved the motion which was approved unanimously.

**DECIDED:** This Council congratulates local groups and individuals who participated in Processions in Edinburgh to mark the centenary of women's suffrage and notes, with pleasure, the intention to name most of the streets in the new housing development at Hawkhead after notable Paisley women, many of whom were instrumental in the struggle for women's rights.

## **21 Notice of Motion 15 by Councillors Rodden and McGurk**

There was submitted a Notice of Motion by Councillors Rodden and McGurk in the following terms:

"Council agrees to write to Network Rail and Scotrail to ask for a review of Parking Provisions at Lochwinnoch Train Station including disabled parked spaces. Council will also request that the relevant authority request or make provision for disabled facilities at platform 2 at Lochwinnoch where no such facilities exist."

Councillor Rodden, seconded by Councillor McGurk, then moved the motion.

Councillor Andy Doig, seconded by Councillor Bibby, moved as an amendment that a new paragraph be added "Council condemns the historic negligence of Scotrail/Network Rail in failing to provide suitable access for both able bodied and disabled commuters at Lochwinnoch Train Station, demands that local MSPs raise this matter with the Transport Secretary for resolution, Council further resolves to upgrade both the footpath at the bridge on the A761 adjacent to the Train Station, and provide a suitable crossing to the Train Station to ensure it is fully accessible."

In terms of Standing Order 27, Councillors Rodden and McGurk, being the mover and seconder of the motion, accepted the amendment and the motion, as amended, was approved unanimously.

**DECIDED:** Council agrees to write to Network Rail and Scotrail to ask for a review of parking provisions at Lochwinnoch Train Station including disabled parking spaces. Council will also request that the relevant authority request or make provision for disabled facilities at platform 2 at Lochwinnoch where no such facilities exist.

Council condemns the historic negligence of Scotrail/Network Rail in failing to provide suitable access for both able bodied and disabled commuters at Lochwinnoch Train Station, demands that local MSPs raise this matter with the Transport Secretary for resolution, Council further resolves to upgrade both the footpath at the bridge on the A761 to the Train Station, and provide a suitable crossing to the Train Station to ensure it is fully accessible.

## **22 Notice of Motion 16 by Councillors J MacLaren and Strang**

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



## "Grass cutting

In many areas across the council, residents are disappointed at the lack of grass cutting or large time gaps between each cut. In situations where it has been a while since the last cut, the grass is long and when left lying makes the open spaces look un-kept. Many residents ask for the grass to be collected rather than left lying. It is recognised that with some types of machinery it may not always be possible to fit grass collection boxes. The Director of Environment & Communities is asked to bring back to the Infrastructure, land and Environment Policy Board a report on the cost of adding collection boxes to the grass cutting machinery and where possible collecting and disposing of the grass cuttings."

Councillor J MacLaren, seconded by Councillor Strang, then moved the motion which was approved unanimously.

**DECIDED:** Grass cutting - in many areas across the Council, residents are disappointed at the lack of grass cutting or large time gaps between each cut. In situations where it has been a while since the last cut, the grass is long and when left lying makes open spaces look un-kept. Many residents ask for the grass to be collected rather than left lying. It is recognised that with some types of machinery it may not always be possible to fit grass collection boxes. The Director of Environment & Communities is asked to bring back to the Infrastructure, Land and Environment Policy Board a report on the cost of adding collection boxes to the grass cutting machinery and where possible collecting and disposing of the grass cuttings.

## 23 Notice of Motion 17 by Councillors J MacLaren and Kerr

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

"Understanding of cyclists behaviour on the road.

This council agrees to the following:

That there is a lack of understanding by motorists on the way cyclists should behave on the roads. Many drivers think that it is wrong for cyclists to cycle two abreast when this is sometimes actually encouraged by cycling organisations, or that cyclists should not be cycling in the gutter and should take up a more prominent position on the road to protect themselves.

That Council writes to the Secretary of State for Transport and ask that an understanding of the way cyclists should behave on the road should be incorporated into the driving test.

That Council also encourages more road safety training for cyclists (e.g. through Bikeability,) for both adults and children."

Councillor J MacLaren, seconded by Councillor Kerr, then moved the motion which was approved unanimously.

**DECIDED:** Understanding of cyclists' behaviour on the road - this Council agrees to the following:

- (a) That there is a lack of understanding by motorists on the way cyclists should behave on the roads. Many drivers think that it is wrong for cyclists to cycle two abreast when this is sometimes actually encouraged by cycling organisations, or that cyclists should not be cycling in the gutter and should take up a more prominent position on the road to protect themselves;
- (b) That Council writes to the Secretary of State for Transport and asks that an understanding of the way cyclists should behave on the road should be incorporated into the driving test; and
- (c) That Council also encourages more road safety training for cyclists (eg through Bikeability) for both adults and children.

## **24 Notice of Motion 18 by Councillors J MacLaren and McIntyre**

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

"Adoption of roads in new developments

Council does not agree with the current lottery of adoption of roads in new developments. It is unfair to expect residents living in a cul-de-sac to pay a factor to maintain their road on top of their council tax, when the same house perhaps only 200 metres away could pay the same council tax and no factoring fee, because their road got adopted for no clear reason.

Council agrees that any developers building new roads in Renfrewshire are encouraged to build them to a standard that could enable the council to adopt them."

Councillor J MacLaren, seconded by Councillor McIntyre, then moved the motion.

Councillor McGurk, seconded by Councillor McNaughtan, moved as an amendment to replace the second paragraph of the motion with "That Council agrees that the next Renfrewshire Local Development Plan should stress the importance of quality in the finalised layout of any development and that any developers who propose building new roads and/or footways in Renfrewshire are encouraged to build them to a standard that could enable them to be put forward for adoption."

In terms of Standing Order 27, Councillors J MacLaren and McIntyre, being the mover and seconder of the motion, accepted the amendment which was approved unanimously.

**DECIDED:** Adoption of roads in new developments - Council does not agree with the current lottery of adoption of roads in new developments. It is unfair to expect residents living in a cul-de-sac to pay a factor to maintain their road on top of their council tax, when the same house perhaps only 200 metres away could pay the same council tax and no factoring fee, because their road got adopted for no clear reason. Council agrees that the next Renfrewshire Local Development Plan should stress the importance of quality in the finalised layout of any development and that any developers who propose building new roads and/or footways in Renfrewshire are encouraged to build them to a standard that could enable them to be put forward for adoption.

## **Valedictory**

The Provost referred to Shona MacDougall's retirement from the Council. The Provost and other members then paid tribute to her service to the Council and wished her a long and happy retirement.



## Minute of Special Meeting Regulatory Functions Board

Date	Time	Venue
Tuesday, 07 August 2018	10:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

**Present:** Councillor Eddie Devine, Councillor Alistair Mackay, Councillor John McNaughtan, Councillor Kevin Montgomery, Councillor Andy Steel, Councillor Jane Strang

### In Attendance

D Campbell, Assistant Managing Solicitor (Licensing), E Currie, Senior Committee Services Officer and N Barr, Administrative Assistant (all Finance & Resources).

### Apologies

Provost Cameron and Councillors Lisa-Marie Hughes, Cathy McEwan and Emma Rodden.

### Declarations of Interest

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

### EXCLUSION OF PRESS AND PUBLIC

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

## 1 Immediate Suspensions and Hearings into the Possible Suspension or Revocation of Private Hire Car Drivers Licences

The Board considered the possible suspension or revocation of the undernoted Private Hire Car Drivers' Licences. The licence holders had been asked to appear personally for the first time together with Police Scotland:-

(a) George Clarke, Flat 1/2 6 Banton Place, Glasgow P0219

Mr Clarke, the licence holder, was invited into the meeting together with Sergeant Hay, on behalf of the Chief Constable.

Mr Clarke requested that consideration of this matter be continued to allow his solicitor to attend the meeting and represent him. The meeting adjourned to allow members to consider Mr Clarke's request. The meeting was reconvened and the Convener proposed that the hearing into the possible suspension or revocation of Mr Clarke's Private Hire Car Driver's Licence be not continued and that the hearing proceed at this meeting. This was agreed unanimously.

Mr Clarke then advised that he would be taking no further part in the meeting and left.

The Convener proposed that the hearing into the possible suspension or revocation of Mr Clarke's Private Hire Car Driver's Licence proceed in his absence. This was agreed unanimously.

After consideration of all matters before the Board, the Board adjourned to allow members to consider this matter. The meeting was reconvened and the Convener proposed that Mr Clarke's Private Hire Car Driver's Licence be suspended for the unexpired portion of the duration of the licence with immediate effect. This was agreed unanimously.

**DECIDED:** That Mr Clarke's Private Hire Car Driver's Licence be suspended for the unexpired portion of the duration of his licence with immediate effect.

(b) Nebert Tumwesigye, 35 Capelrig Street, Thornliebank, Glasgow P3277

Mr Tumwesigye, the licence holder, was invited into the meeting together with Sergeant Hay, on behalf of the Chief Constable. After consideration of all matters before the Board, the Board adjourned to allow members to consider this matter. The meeting was reconvened and the Convener proposed that Mr Tumwesigye's Private Hire Car Driver's Licence be suspended for the unexpired portion of the duration of the licence with immediate effect. This was agreed unanimously.

**DECIDED:** That Mr Tumwesigye's Private Hire Car Driver's Licence be suspended for the unexpired portion of the duration of his licence with immediate effect.

## Minute of Meeting

### Cross Party Sounding Board

Date	Time	Venue
Thursday, 16 August 2018	14:30	Corporate Meeting Room 2, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

### Present

Councillor Tom Begg, Councillor Eileen McCartin, Councillor Kevin Montgomery, Councillor Iain Nicolson, Councillor Jim Paterson

### Chair

Councillor Nicolson, Convener, presided.

### In Attendance

S Black, Chief Executive, L McIntyre, Head of Policy & Commissioning and A Armstrong-Walter, Strategic Partnerships & Inequalities Manager (both Chief Executive's); K Graham, Head of Corporate Governance and L Belshaw, Democratic Services Manager (both Finance & Resources).

### Declarations of Interest

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

## 1 Review of Community Level Governance - Introduction of Local Partnerships

Under reference to item 5 of the Minute of the meeting of the Council held on 28 June 2018, there was submitted a report by the Chief Executive relative to the Council's review of community-level governance arrangements. The report outlined proposals for the introduction of a new model of Local Partnerships into the Community Planning Structure

which would replace the existing local area committees. The report detailed the proposals that had been the subject of consultation, including: refreshing the aims of community-level governance; moving from committees to partnerships; extending voting rights to community organisations; other public services playing a greater role; wider engagement with communities; moving from five areas based on ward boundaries to seven areas based on community-council boundaries; meetings becoming more accessible and participative; local grants being focussed on local priorities and the introduction of participatory budgeting. The findings of the consultation had been supportive of the proposals.

It was noted that the Council would consider the proposals at its meeting to be held on 27 September 2018; that a series of community events would be held throughout October 2018; that the first meetings of the Local Partnerships would take place in late 2018 and that a new grant process would be introduced from April 2019 for the 2019/2020 financial year, including the allocation of the central grant fund, local allocations and participatory budgeting exercises across Renfrewshire.

Following a presentation by the Strategic Partnerships and Inequalities Manager, consideration was given to the function of the local partnerships, including the requirement to define and differentiate the roles of partnerships and community councils to ensure that there was clarity and no duplication or overlap of function; clarity for lead officers in exercising their delegations in terms of payment of grants; in terms of membership how diversity, in particular, participation of young people would be ensured; that meetings and documents would be open to the public; possible rotation of community groups; how more meaningful discussion at local area partnerships would be encouraged and facilitated; the selection of community groups to ensure parity of membership and ensure that groups without voting rights were not discouraged from participating; the ability of the local partnerships to choose their own names; setting of local priorities against which applications for grant would be considered; and due diligence in terms of checking of grant applications, including an increased role for the members of local partnerships in this. Consideration was also given to how multi-area applications would be handled and it was proposed that rather than decisions on such applications being taken by officers, that a panel comprising chairs and vice chairs of the local partnerships make recommendations to the relevant Council board. It was agreed that members be provided with background historical information on multi-area applications and awards in order that further consideration could be given to the potential amount of funding to be diverted to the multi-area 'pot'.

**DECIDED:** That the report and presentation be noted and that the points discussed be addressed in the report which would be submitted to the meeting of the Council to be held on 27 September 2018.

## **Sederunt**

Councillor Paterson left the meeting during consideration of the foregoing item of business.



## Minute of Meeting

### Communities, Housing & Planning Policy Board

Date	Time	Venue
Tuesday, 21 August 2018	13:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

#### Present

Councillor Bill Binks, Councillor Stephen Burns, Councillor Andy Doig, Councillor Natalie Don, Councillor John Hood, Councillor James MacLaren, Councillor Colin McCulloch, Councillor Marie McGurk, Councillor John McNaughtan, Councillor Kevin Montgomery, Councillor Iain Nicolson, Councillor Emma Rodden, Councillor Jane Strang

#### Chair

Councillor McGurk, Convener, presided.

#### In Attendance

M Crearie, Director of Communities, Housing & Planning Services; S McFadden, City Deal Project Director and A Armstrong-Walter, Strategic Partnerships & Inequalities Manager (both Chief Executive's); D Hawthorn, Head of Child Care & Criminal Justice (Children's Services); F Carlin, Head of Planning & Housing Services, O Reid, Head of Communities & Public Protection, S Marklow, Assistant Manager Policy, L Muirhead, Planning; Housing Manager and C Dalrymple, Regulatory Enforcement Manager (all Communities, Housing & Planning Services); and J McIntyre, Assistant Business Partner and R Devine, Senior Committee Services Officer (both Finance & Resources).

Prior to commencement of the meeting the Convener advised that agenda item 21(c) relating to planning application 18/0211/PP had been withdrawn at the request of the applicants and consequently would not be considered by the Policy Board.

#### Apologies

Councillors K MacLaren and M MacLaren.

## **Declarations of Interest**

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

### **1 Minute of Police and Fire & Rescue Scrutiny Sub-Committee**

There was submitted the Minute of the meeting of the Police and Fire & Rescue Scrutiny Sub-Committee held on 22 May 2018, which forms the Appendix to this Minute.

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

### **2 Revenue Budget Monitoring Report**

There was submitted a joint report by the Directors of Finance & Resources, Communities, Housing & Planning Services and Environment & Infrastructure Services and the Acting Director of Children's Services in respect of Services reporting to the Communities, Housing and Planning Policy Board for the period 1 April to 22 June 2018.

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

### **3 Capital Budget Monitoring Report**

There was submitted a capital budget monitoring report by the Director of Finance & Resources in respect of Services reporting to the Communities, Housing and Planning Policy Board for the period 1 April to 22 June 2018.

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

### **4 Community Empowerment Fund**

There was submitted a report by the Chief Executive relative to the Community Empowerment Fund.

The report outlined the key objectives and aims of the Community Empowerment Fund and advised that four applications for funding, detailed within an appendix to the report, had been received. The total value of grant funding recommended for approval was £40,000. It was highlighted that the deadline for the submission of applications for the next round of funding was 14 September 2018.

**DECIDED:** That the recommended grant awards, detailed in the Appendix to the report, to the total value of £40,000, be approved.

### **5 Children's Services: Service Improvement Plan - Overview of Performance 2017/20**

There was submitted a report by the Acting Director of Children's Services relative to an overview of progress during the period 1 April 2017 to 31 March 2018 to deliver the Children's Services' Service Improvement Plan.

The report summarised the main achievements of the Service during 2017/18 and included a Service Improvement Action plan, attached as Appendix 1 to the report, that monitored progress to date against the agreed priorities for the Service, aligned to the Council strategic outcomes and identified areas where significant advances had been made, together with actions that had been reviewed or delayed. Appendix 2 to the report incorporated a score card of performance indicators measuring annual progress to deliver key tasks.

It was highlighted that Services covered by the Service Improvement Plan fell within the remit of both this Policy Board and the Education and Children's Services Policy Board with each Board approving those elements of the Plan within their remit.

**DECIDED:**

- (a) That the content of the 2017/18 Overview of Performance report be noted;
- (b) That the progress that had been made on areas of service performance during 2017/18 which fell within the remit of this Policy Board be noted;
- (c) That the progress made on actions and performance in the action plan be noted; and
- (d) That it be noted that an outturn report would also be submitted to the meeting of the Education & Children's Services Policy Board.

## **6 Communities and Public Protection Operational Update**

There was submitted a report by the Director of Communities, Housing & Planning Services relative to recent activities undertaken by the Communities and Public Protection Service. The report provided updates in terms of environmental enforcement and improvement activities, protecting vulnerable residents, building safer communities, diversionary activities and performance in terms of achievement against indicators and targets

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

## **7 Street Stuff Annual Update 2017/18**

There was submitted a report by the Director of Communities, Housing & Planning Services relative to the Street Stuff Annual Report 2017/18.

The report highlighted that the Street Stuff initiative contributed to the delivery of a sustained reduction in reported youth disorder and anti-social behaviour; detailed the range of resources utilised by the Street Stuff project and outlined how the Service had modernised its service delivery model, following engagement and consultation with young people, to increase the flexibility of its deployment and widen the range of activities offered.

The report also provided information on the delivery of the core Street Stuff programme during 2017/18 and highlighted some of the additional projects linked with the core programme that had further improved its reach and effectiveness to young people across Renfrewshire.

**DECIDED:** That the content of the annual plan and the work undertaken by the Street Stuff programme during 2017/18 be noted.

## **8 Community Justice Renfrewshire Annual Report 2017/18**

There was submitted a report by the Acting Director of Children's Services relative to the Community Justice Renfrewshire Annual Report 2017/18, which was attached as Appendix A to the report.

The report stated that the Renfrewshire Community Justice Outcomes Improvement Plan 2017/18, published on 1 April 2017, had outlined how Community Justice Renfrewshire would reduce re-offending in Renfrewshire. The document also highlighted key local priorities, which had been identified through needs assessment and interaction with stakeholders and national priorities.

The first Community Justice Renfrewshire Annual Report, covering the period 1 April 2017 to 31 March 2018, required to be published by 30 September 2018 and thereafter be submitted to Community Justice Scotland. A template for the annual report had been produced by Community Justice Scotland to assist local partnerships to capture a range of data in a way that allowed local partners to highlight key aspects of community justice activities, outcomes and improvements over the specified period. Community Justice Renfrewshire also produced a front-facing document for publication alongside the annual report, which would assist communication and engagement with the wider public and this was attached as Appendix B to the report. The Community Justice Renfrewshire Participation Statement was attached as Appendix C to the report.

### **DECIDED:**

- (a) That the Community Justice Renfrewshire Annual Report 2017/18, Appendix A to the report, be approved
- (b) That the Community Justice Renfrewshire Annual report 2017/18 front-facing document, Appendix B to the report, be approved;
- (c) That the Community Justice Renfrewshire Participation Statement, Appendix C to the report, be approved; and
- (d) That it be noted that the Community Justice Renfrewshire Annual Report 2017/18 required to be published by 30 September 2018.

## **9 Community Payback Order Annual Report 2016/17 and Update on Criminal Justice Social Work**

There was submitted a report by the Acting Director of Children's Services relative to the Community Payback Order Annual Report 2016/17 and providing an update on Criminal Justice Social Work activity. The report stated that the Criminal (Procedure) (Scotland) Act 1995 imposed a duty on local authorities to submit annual reports on the operation of Community Payback Orders (CPOs). The Community Payback Order Annual Report 2016/17, a copy of which was appended to the report, had been submitted to Community Justice Scotland.

The report advised of the range of work undertaken by criminal justice social work,

outlined changes to the service delivery model implemented during 2017/18 and advised of planned developments in future service provision. The Community Payback Order Annual Report 2016/17 provided statistics and information in relation to the operation of CPOs and advised the extent and range of work carried out by those subject to CPOs, with significant focus on the range of work carried out by those undertaking unpaid work in the local community; highlighted significant workload changes between April 2011 and March 2017 which had resulted in increases in supervision requirements and the number of unpaid work orders imposed.

The report highlighted that the Community Payback Order Annual Report 2017/18 required to be submitted to Community Justice Scotland during October 2018, and that it was anticipated that it would be available for publication around February 2019.

**DECIDED:**

- (a) That the Community Payback Annual Report 2016/17 be noted; and
- (b) That the criminal justice update be noted.

## **10 Draft Renfrewshire Common Housing Allocation Policy and Update on the Housing (Scotland) Act 2014**

There was submitted a report by the Director of Communities, Housing & Planning Services relative to the draft Renfrewshire Common Housing Allocation Policy and providing updates in terms of the provisions of the Housing (Scotland) Act 2014.

The report advised that a review of the Council's Housing Allocation Policy had been carried out and it was proposed that the Council and the four local housing associations, Bridgewater, Linstone, Paisley and Williamsburgh, would adopt a common housing allocation policy to make it easier for applicants to access social rented housing in Renfrewshire. The draft Renfrewshire Common Allocation Policy, a copy of which was appended to the report, took account of legislative changes introduced by the Housing (Scotland) Act 2014 and good practice guidance. Approval was sought to consult with tenants, housing applicants and other stakeholders on the draft common housing allocation policy. It was highlighted that a report would be submitted to a future meeting of this Policy Board to advise of feedback received as part of the consultation and presenting the proposed finalised allocation policy for approval.

The report indicated that some provisions contained within the Housing (Scotland) Act 2014, relating to the allocation of housing by social landlords and Scottish Secure Tenancies and Short Scottish Secure Tenancies, would come into force during 2019. The action being taken to address these provisions was outlined.

**DECIDED:**

- (a) That the Director of Communities, Housing & Planning Services be authorised to carry out consultation on the draft Renfrewshire Common Housing Allocation Policy;
- (b) That the Director of Communities, Housing & Planning Services prepare and submit a further report to a future meeting of this Policy Board in early 2019 providing feedback to the consultation and presenting the proposed finalised policy for approval; and

(c) That it be noted that the Director of Communities, Housing & Planning Services would write to all tenants with a Scottish Secure Tenancy or a Short Scottish Secure Tenancy notifying them of changes to their tenancy agreement.

## **11 Scottish Social Housing Charter: Annual Return 2017/18**

There was submitted a report by the Director of Communities, Housing & Planning Services relative to the Scottish Social Housing Charter Annual Return 2017/18.

Local Authorities and Registered Social Landlords were required to submit an Annual Return relating to their performance, to the Scottish Housing Regulator, by the end of May each year. A copy of the Annual Return 2017/18 made on behalf of the Council was appended to the report and detailed Renfrewshire's performance in terms of specific indicators. In summary, 21 of the performance indicators had improved on the previous year, five had remained the same and nine had reported a slight decrease in performance. The report highlighted that the Scottish Housing Regulator published all social landlords' performance on its website and, in common with other social landlords, the Council was required to report its performance against the Charter to all tenants. It was noted that this information would be made available on the Council's website and in the tenants' newsletter, the People's News. Additional service and performance management information was provided and it was highlighted that a report would be submitted to a future meeting of this Policy Board which benchmarked Renfrewshire Council's performance during 2017/18 against other social landlords.

### **DECIDED:**

(a) That the Scottish Social Housing Charter performance information for 2017/18, contained in sections 1 and 2 of the report, be noted; and

(b) That the additional service and performance management information, contained in section 3 of the report, be noted.

## **12 Tenant Satisfaction Survey 2017/18**

There was submitted a report by the Director of Communities, Housing & Planning Services relative to the most recent Renfrewshire tenant satisfaction survey, which had been carried out by external consultants during February/March 2018. A copy of the executive summary of the survey report was provided as an appendix.

The tenant satisfaction survey, which was based on a representative sample of Council tenants, provided feedback on tenants' views on the services provided by the Council and enabled the Council to track changes, monitor progress and benchmark satisfaction in respect of key service areas with other social housing providers. The survey questionnaire had been based on questions developed by the Scottish Housing Regulator to assist evaluation of performance against core indicators and outcomes within the Social Housing Charter. A copy of the full tenant satisfaction survey report was available to view on the Council's website.

**DECIDED:** That the responses to the 2018 Renfrewshire Council Tenant Satisfaction Survey be noted.

### **13 Draft Strategic Housing Investment Plan 2019/20 - 2023/24**

There was submitted a report by the Director of Communities, Housing & Planning Services relative to the draft Strategic Housing Investment Plan 2019/24.

The report indicated that the Strategic Housing Investment Plan (SHIP) was reviewed and updated annually. A draft SHIP for the five-year period 2019/24, essentially a roll-forward of the current SHIP taking account of projects which were expected to complete during 2018/19 alongside estimates of when new projects could potentially be brought forward, had been developed, for consultation, following discussion with local housing associations in Renfrewshire and a copy was appended to the report. As many of the affordable housing projects included within the draft SHIP were planned for land in the ownership of the Council the report sought authority to initiate actions required in relation to land ownership, which were detailed in a table within the report, to facilitate the delivery of these developments. Following consultation, the proposed finalised SHIP would be submitted to the next meeting of this Policy Board for approval, prior to submission to the Scottish Government.

#### **DECIDED:**

(a) That the Director of Communities, Housing & Planning Services be authorised to carry out consultation on the draft Strategic Housing Investment Plan 2019/24 and submit the finalised plan to the next meeting of this Policy Board for approval; and

(b) That the action proposed in Table 1 of the report, with respect to the ten Council-owned sites listed in the table be agreed.

### **14 Housing Energy Efficiency and Carbon Reduction Programmes 2018/19: Update**

Under reference to item 11 of the Minute of the meeting of this Policy Board held on 22 May 2018 there was submitted a report by the Director of Communities, Housing & Planning Services relative to the allocation of additional funding of £97,175 for the Renfrewshire Council area in terms of the Scottish Government's Home Energy Efficiency Programme for Scotland (HEEPS:ABS) 2018/19.

The report advised that Renfrewshire Council had previously been awarded £1,518,477 for HEEPS:ABS projects in 2018/19 for qualifying projects within the Renfrewshire area. This funding had been allocated to projects focussed on mixed tenure blocks of solid wall construction type to support social landlords in meeting the requirements of the Energy Efficiency Standard for Social Housing. Notification had subsequently been received confirming additional grant funding of £97,175 for the Renfrewshire area for 2018/19, taking the total grant allocation to £1,615,652. The report indicated that it was proposed that the additional funding be utilised to extend the current external wall insulation programme as set out in a table within the report. As previously reported to the Board, in addition to the HEEPS:ABS grant allocated to local authorities, the Scottish Government had made funds available to assist private owners with the costs of a range of insulation and heating measures through a variety of grants, interest free loans and equity loan schemes which were administered by Home Energy Scotland (HES).

To assist owners in wholly-private blocks whose properties were not included in the Council's mixed tenure investment programme, the Council had facilitated an Open Day information event, in partnership with Home Energy Scotland, which had been

well attended and which enabled homeowners to meet with Home Energy Scotland representatives to discuss the range of financial support available to support the installation of energy efficiency measures.

**DECIDED:**

(a) That it be noted that additional funding of £97,175 had been awarded for qualifying projects within the Renfrewshire Council area in terms of the HEEPS:ABS 2018/19 programme; and

(b) That the Director of Communities, Housing & Planning Services be authorised to accept the offer of grant and oversee delivery and operational management of the programme.

## **15 Scheme of Assistance for Private Owners and Missing Shares Pilot Project**

There was submitted a report by the Director of Communities, Housing & Planning Services relative to the Scheme of Assistance for Private Owners and the incorporation therein of a "Missing Shares" Pilot project to support tenement homeowners who wanted to progress essential communal repairs and maintenance but who were unable to do so due to the lack of co-operation from one or more property owners in the block where the works were proposed.

Renfrewshire's Local Housing Strategy 2016/21 had highlighted particular stock quality issues in pre-1919 tenements in town centre areas. The report advised that the Council's current Scheme of Assistance for Private House Owners had recently been reviewed and it was proposed that a pilot project to pay "Missing Shares" be developed and incorporated, as allowed for in terms of the Housing (Scotland) Act 2006, to support responsible tenement homeowners who wanted to progress essential communal repairs and maintenance but who were unable to do so due to the lack of co-operation from one or more property owners in the block where the works were proposed. A copy of the updated and revised Scheme was appended to the report.

**DECIDED:**

(a) That the revised Scheme of Assistance for Private House Owners, a copy of which was appended to the report, be approved;

(b) That the development of a "Missing Shares" Pilot Project, initially open to owners of older traditional tenement flats, be authorised;

(c) That the use of up to £100,000 from Private Sector Housing Grant to fund the pilot scheme be agreed;

(d) That the payment of "Missing Shares" in accordance with the Housing (Scotland) Act 2006 be approved;

(e) That it be agreed that the Council would attempt to recover any payments made in respect of "Missing Shares" from the owners whose share was paid, including administrative and interest charges, through the Council's debt recovery procedures and/or the registration of a Repayment Charge against the relevant property;



(f) That it be noted that the pilot project would be reviewed as to its efficiency and effectiveness and that a report would be submitted to a future meeting of this Policy Board with recommendations for its future delivery; and

(g) That it be noted that, in terms of the relevant legislation, the Housing Renewal Area Action Plan covering 33 Causeyside Street and 3,5,7 and 9 Orchard Street, Paisley would require to be varied to reflect the revised terms of the Scheme of Assistance.

## **16 Consultation on Charges for the Removal, Storage and Disposal of Vehicles**

There was submitted a report by the Director of Communities, Housing & Planning Services relative to consultation by the Scottish Government in respect of the introduction of charges for the removal, storage and disposal of vehicles.

The report highlighted that the closing date for responses to the consultation had been 6 August 2018 and that it had not been possible to secure an extension of this closing date to allow the Board the opportunity to consider a draft response. Accordingly, a response had been prepared and submitted, on behalf of the Council, in accordance with the prescribed timescale and was appended to the report for homologation by the Policy Board.

The report highlighted that the legislative position in relation to dealing with vehicles that required to be removed because they caused an obstruction or appeared abandoned was complex. A summary of the proposed changes to the Removal, Storage and Disposal of Vehicles (Prescribed Sums and Charges etc.) Amendment (Scotland) Regulations 2005 and the Police (Retention and Disposal of Motor Vehicles) (Scotland) Regulations 2005, which would put in place revised charges that would apply when either Police Scotland or local authorities invoked legislative powers to remove, store or dispose of vehicles, together with the aims of the changes was provided. It was highlighted that the intention of the proposed charging matrix was not to profit from the activity, but to try and recover costs more effectively. In addition, the report detailed other legislation used by the Council to remove, depollute and dispose of vehicles and the fees charged. It was anticipated that the proposals would provide the public sector with one legislative framework and charging structure, simplifying the process and cost structure for agencies and the public. The response prepared on behalf of the Council supported the proposals.

### **DECIDED:**

(a) That the consultation carried out by the Scottish Government on the charges for removal, storage and disposal of vehicles be noted; and

(b) That the action by the Director in preparing and submitting a response on behalf of the Council to the consultation, as appended to the report, be homologated.

## **17 Control of Dogs (Scotland) Act - Call for Evidence**

There was submitted a report by the Director of Communities, Housing & Planning Services relative to the call for evidence issued to all local authorities by the Scottish Parliament Public Audit and Post-legislative Scrutiny Committee.

The report stated that at the meeting of the Scottish Parliament Public Audit and Post-

legislative Scrutiny Committee held on 28 June 2018 it had been agreed that post-legislative scrutiny of the Control of Dogs (Scotland) Act 2010 be undertaken. The aims of the Act were outlined within the report and it was highlighted that the Act made provision for local authorities to impose measures on an owner, or the person in charge of a dog, who failed to keep their dog under control. The Committee proposed to review the effectiveness of the Act in meeting its objectives and undertake consultation to determine issues such as the effectiveness of the Act in reducing the number of out of control dogs/dog attacks in Scotland; how well local authorities were carrying out their duties under the Act; what challenges local authorities faced in carrying out these duties; weaknesses in the Act or any specific changes that should be considered; and identifying any other issues relating to the Act that should be brought to the attention of the Committee. The report highlighted that the deadline for the submission of evidence was 5 October 2018

A copy of the draft response to the Call for Evidence, prepared on behalf of the Council, was appended to the report.

**DECIDED:**

- (a) That the call for evidence on the Control of Dogs (Scotland) Act 2010 be noted; and
- (b) That the Council's proposed response to the Call for Evidence, appended to the report, be approved.

## **18 Renfrewshire Local Development Plan: Development Plan Scheme 2018**

There was submitted a report by the Director of Communities, Housing & Planning Services relative to the annual Renfrewshire Development Plan Scheme 2018.

The report stated that the Development Plan Scheme detailed the programme for preparation and review of the Local Development Plan and provided a participation statement indicating when, how and with whom consultation on the Plan would take place. A copy of the Development Plan Scheme and Participation Statement 2018, which outlined the proposed timeline of the main stages in the preparation of the next Renfrewshire Local Development Plan, was appended to the report.

**DECIDED:** That the updated Renfrewshire Development Plan Scheme 2018 and Participation Statement be approved.

## **19 Renfrewshire's Planning Performance Network**

There was submitted a report by the Director of Communities, Housing & Planning Services relative to the Renfrewshire Planning Performance Framework 2017/18 which was appended to the report.

The report stated that a system of performance management for planning had been established by local authorities and the Scottish Government, where all planning authorities required to produce an annual Planning Performance Framework. The Framework had been developed by the Heads of Planning Scotland to capture and highlight a balanced measurement of planning performance, showing commitment to speed of decision making; providing certainty through timescales, process and advice; delivery of good quality development; project management; communication and

engagement; and an overall 'open for business' attitude. It was noted that the Framework was not a policy document but provided planning authorities with an opportunity to demonstrate continuous improvement, achievements and successes. The Renfrewshire Planning Performance Framework 2017/18, which indicated that the Council continued to perform well in terms of the Scottish average, had been submitted to the Scottish Government.

**DECIDED:** That the Renfrewshire Planning Performance Framework 2017/2018, a copy of which was appended to the report, and which had been submitted to the Scottish Government on 27 July 2018, be noted.

## **20 Proposal of Application Notices**

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

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

## **21 Planning Applications**

There were submitted reports by the Director of Communities, Housing & Planning Services relative to applications for planning permission that required to be determined by the Board.

### **(A) 17/0520/CC - WARD 9: DEMOLITION OF INDUSTRIAL BUILDINGS AT 40 CHURCH STREET LOCHWINNOCH PA12 4JA: TURNBERRY HOMES LIMITED**

It was proposed that the application be granted subject to the conditions and reasons detailed within the report. This was agreed.

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

### **(B) 17/00519/PP - WARD 9: ERECTION OF RESIDENTIAL DEVELOPMENT COMPRISING 24 DWELLINGHOUSES AND 9 FLATS WITH ASSOCIATED ACCESS ROADS, CAR PARKING AND LANDSCAPING AT 40 CHURCH STREET LOCHWINNOCH PA12 4JA: TURNBERRY HOMES LIMITED**

It was proposed that the application be granted subject to the conditions and reasons detailed within the report. This was agreed.

**DECIDED:** THAT THE APPLICATION BE GRANTED SUBJECT TO THE CONDITIONS AND REASONS DETAILED WITHIN THE REPORT.

### **(C) 18/0297/CC WARD 9: DEMOLITION OF POLICE STATION AT CALDER STREET LOCHWINNOCH PA12 4DD: MR C JAMES**

It was proposed that the application be granted subject to the conditions and reasons detailed within the report. This was agreed.

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

### **(D) 18/0259/CC WARD 9: ERECTION OF TWO-STOREY DETACHED**

**DWELLINGHOUSE AT CALDER STREET LOCHWINNOCH PA12 4DD: MR C JAMES**

It was proposed that the application be granted subject to the conditions and reasons detailed within the report. This was agreed.

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

**(E) 18/0462/PP WARD 1: ERECTION OF (NON-FOOD) RETAIL WAREHOUSE DEVELOPMENT INCLUDING SPRINKLER TANK, SUB-STATION AND PUMP ROOM AND PROVISION OF PARKING, ACCESS, LANDSCAPING AND PUBLIC REALM AT BRAEHEAD RETAIL PARK, KING'S INCH DRIVE, RENFREW: BRAEHEAD GLASGOW LIMITED**

It was proposed that the application be granted subject to the conditions and reasons detailed within the report. This was agreed.

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

**(F) 18/0483/PP WARDS 4 AND 12: CONSTRUCTION OF A CYCLEWAY AND BRIDGE WITH ASSOCIATED LANDSCAPING AND ANCILLARY INFRASTRUCTURE AT SITE BETWEEN WHITE CART BRIDGE AND PORTNAULD, ABBOTINCH ROAD, RENFREW: RENFREWSHIRE COUNCIL**

It was proposed that the application be granted subject to the conditions and reasons detailed within the report. This was agreed.

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

## **Valedictory**

The Convener advised that this was the last Policy Board meeting Dorothy Hawthorn, Head of Child Care & Criminal Justice (Children's Services) would attend before her retirement. On behalf of the Policy Board she thanked her for her contribution, paid tribute to the exemplary professionalism she had displayed during her career in public service and for the advice and assistance she had provided and wished her a long and happy retirement. These sentiments were echoed by all members present.

## Minute of Meeting

### Police and Fire & Rescue Scrutiny Sub-Committee

Date	Time	Venue
Tuesday, 22 May 2018	15:00	Corporate Meeting Room 1, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

#### Present

Councillor Bill Binks, Councillor John Hood, Councillor Kenny MacLaren, Councillor Marie McGurk, Councillor Iain Nicolson

#### Chair

Councillor McGurk, Convener, presided.

#### In Attendance

O Reid, Head of Public Protection and C Dalrymple, Regulatory & Enforcement Manager (both Environment & Communities); and R Devine, Senior Committee Services Officer (Finance & Resources).

#### Also in Attendance

Chief Superintendent G Crossan, Superintendent S Wright and Chief Inspector L Harvie, (all Police Scotland); and G Binning, Local Senior Officer and J Paul, Community Safety Local Authority Liaison Officer (both Scottish Fire and Rescue Service).

#### Declarations of Interest

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

## **1 Scottish Fire & Rescue Service Transformational Consultation**

There was submitted a report by the Director of Environment & Communities relative to the consultation undertaken by the Scottish Fire & Rescue Service (SFRS) on its Transformation Strategy entitled “Your Service... Your Voice”.

The report stated that SFRS was keen to engage with partners and stakeholders with an interest in the future of fire & rescue services. The Strategy set out the vision for the Scottish Fire & Rescue Service Transformational programme, looking at efficiencies and ensuring that SFRS could respond to current issues facing communities and future issues that it anticipated would arise as communities developed and changed. The Strategy also proposed that the future role of firefighters be more extensive and formally include a number of areas of activity that were currently being developed across fire and rescue services such as emergency medical response; multi-agency response (terrorism); response to environmental events; wider youth and social prevention work; and inspection and enforcement responsibilities. The deadline for submissions to the consultation was 14 May 2018, however, following agreement with the Local Senior Officer, the deadline had been extended to enable Renfrewshire Council's proposed response to be considered and, if appropriate, approved at this meeting of the Sub-committee.

The Council's proposed response, a copy of which was appended to the report, welcomed the opportunity to review and respond to the Transformation Strategy, the focus contained within the Strategy regarding emerging risks and partnership working.

### **DECIDED:**

(a) That the consultation on the Scottish Fire & Rescue Service Transformation entitled “Your Service....Your Voice” be noted; and

(b) That the Council's response to the consultation, as detailed in Appendix 1 of the report, be approved.

## **2 Consultation, Annual Review of Policing 2017/18 by Scottish Police Authority (SPA)**

There was submitted a report by the Director of Environment & Communities relative to the Scottish Police Authority (SPA) annual report.

The report intimated that the Police and Fire Reform (Scotland) Act 2012 stated that the SPA required to prepare an annual report as soon as practicable after the end of each reporting year. The most recent report, relating to financial year 2016/17, had been presented to the Scottish Parliament during June 2017.

The Chair of SPA had thereafter contacted the Conveners of all scrutiny committees seeking their assistance in informing the development of the Annual Review of Policing 2017/18. The deadline for submissions was 29 June 2018. A copy of the proposed response, prepared on behalf of the Council, was appended to the report. Following consideration, it was noted that the answer to question 9 of the proposed response required to be amended to reflect that membership of the Renfrewshire Police and Fire & Rescue Scrutiny Sub-committee comprised of five elected members, on a rolling basis, who were members of the Council's Communities, Housing and Planning Policy Board.

**DECIDED:**

(a) That the consultation on the Annual Review of Policing 2017/18 and the request for responses by 29 June 2018 be noted; and

(b) That the Council's draft response to the consultation, as detailed in Appendix 1 of the report, amended to reflect that membership of the Renfrewshire Police and Fire & Rescue Scrutiny Sub-Committee comprised of five elected members, on a rolling basis, who were members of the Council's Communities, Housing and Planning Policy Board, be approved.

**3 Enhancement to Officer Personal Protective Equipment**

Superintendent S Wright (Police Scotland) advised that, as previously indicated to the Sub-committee, armed response vehicles and officers were being deployed locally on 'routine' calls. A summary of the perceived benefits, from the perspectives of both Police Scotland and the general public, arising from this change in arrangements was provided.

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

**4 Scottish Fire & Rescue Service Structures**

The Local Senior Officer (Scottish Fire and Rescue Service) outlined the local Fire and Rescue Service staffing structures in place and the roles of specific individuals.

There followed discussion regarding the current reporting format where historical data was submitted to the Sub-committee for scrutiny. It was agreed that a review be undertaken by Police Scotland, Scottish Fire & Rescue Services and the Council to develop proposals for the future reporting format to the Scrutiny Sub-committee (e.g. to identify trends, emerging issues, challenges and/or support available to assist with future service provision). The use of the spotlight feature during meetings to raise awareness would also be reviewed.

In addition, it was agreed that arrangements be made to circulate to elected members the names, contact details and roles of senior employees within the Renfrewshire Fire and Rescue Service staffing cluster.

**DECIDED:**

(a) That a review be undertaken by Police Scotland, Scottish Fire & Rescue Services and the Council to develop proposals for the future reporting format to the Scrutiny Sub-committee (e.g. to identify trends, emerging issues, challenges and/or support available to assist with future service provision);

(b) That the use of the spotlight feature during meetings to raise awareness also be reviewed;

(c) That arrangements be made to circulate to elected members the names, contact details and roles of senior employees within the Renfrewshire Fire and Rescue Service staffing cluster; and

(d) That otherwise the information provided be noted.

## 5 Police Scotland - Scrutiny Report

There was submitted a report by the Chief Superintendent, Police Scotland, relative to service performance and activities in the Renfrewshire area.

The report summarised the key performance indicators and the appendix to the report provided statistics for the period April 2017 to February 2018, relating to the specific key objectives detailed in the Renfrewshire Local Policing Plan 2017/21, together with comparative data. The report also provided local updates in relation to the Police Scotland priorities of violence, disorder and anti-social behaviour; serious and organised crime; counter terrorism and domestic extremism; protecting people at risk of harm; road policing; and acquisitive crime. The report reaffirmed Police Scotland's commitment to work with Community Planning partners in all sectors to keep the people of Scotland and its communities safe and that partnership working was a critical element of the strategy.

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

## 6 Scottish Fire & Rescue Service - Scrutiny Report

There was submitted a report by the Local Senior Officer, Scottish Fire and Rescue Service (SFRS) relative to SFRS performance and activities in the Renfrewshire area during the period February to March 2018.

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 reduction in the number of accidental dwelling fires from 51 in the same period in 2016/17 to 50 in the current reporting period; the total number of all non-fatal fire casualties had increased from 4 to 6; the total number of incidents involving deliberate fire raising had decreased from 56 to 45 during the comparative periods; the total number of fires in non-domestic premises had decreased from 12 to 7 in the current reporting period; the number of unwanted fire alarm signal incidents had increased from 128 to 146; and the total number of non-fatal road traffic collisions attended by the Service had increased from 3 to 5. The appendix to the report provided an analysis of performance and activities.

The report also detailed a number of priorities and interventions, specifically highlighting the Local Area Liaison Officer's attendance at the daily tasking meeting within Renfrewshire Community Safety Hub; the Community Action Team (CAT) engagement with a number of key partners to promote fire safety in preparation for this year's Safe Kids event; a number of information/awareness events that had been conducted by the CAT to support the work of the SFRS Winter Thematic Action Plan which included talks on deliberate fires; and the number of Home Fire Safety Visits (HFSV) carried out in Renfrewshire during the reporting period.

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



## Minute of Meeting

### Renfrew and Gallowhill Local Area Committee

Date	Time	Venue
Tuesday, 21 August 2018	18:30	Gallowhill Community Centre, Netherhill Road, Paisley, PA3 4SF

#### Present

Councillor Bill Brown, Councillor Lisa-Marie Hughes, Councillor Jim Paterson, Councillor John Shaw, Councillor Jane Strang.

#### Chair

Councillor Shaw, Convener, presided.

#### Community Representatives

P Morton, Renfrew Community Council; M Henderson, Renfrew YMCA; A Philpot, Renfrewshire Visually Impaired Forum; and P Watson, St Margaret's Episcopal Church.

#### Community Planning Partner

Chief Inspector Scott (Police Scotland).

#### In Attendance

S Graham, Partnerships Planning and Development Manager and A Moulson, Strategic Events Manager (both Chief Executive's); M Hendry, Community Safety Hub Manager (Communities, Housing & Planning Services); G Hannah, Head of Operations and Infrastructure and K Anderson Amenity Services Manager (Waste) (both Environment & Infrastructure); and C MacDonald, Senior Committee Services and D Low, Senior Committee Services Officer (LACs) (both Finance & Resources).

## Apologies

Councillors Grady and McEwan; D Hoey, Renfrew Burgh Band; and M Dougan, Renfrewshire Youth Voice.

## Declarations of Interest

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

### 1 Community Safety & Public Protection

There was submitted a report by the Director of Communities, Housing and Planning Services providing a progress update on Renfrewshire Community Safety Partnership activities carried out in the Renfrew and Gallowhill Local Area Committee (LAC) area during the period 1 April to 30 June 2018.

The report provided information on Renfrew & Gallowhill anti-social behaviour statistics; environmental enforcement and improvement activities; protecting vulnerable residents; building safer communities; and diversionary activities.

Chief Inspector Scott provided a verbal overview of crime statistics in the LAC area.

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

### 2 Review of Community Level Governance Arrangements

Under reference to item 2 of the Minute of the meeting of this LAC held on 22 May 2018 the Partnerships Planning and Development Manager gave a verbal update on the review of the LAC structure and the proposed new model for Community Level Governance. It was noted that a report on the review had been submitted to the meeting of the Cross Party Sounding Board held on 16 August 2018 and a final report would be submitted to the meeting of Renfrewshire Council to be held on 27 September 2018.

**DECIDED:** That the verbal update 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 Budget Monitoring Report

There was submitted a report by the Director of Finance & Resources relative to the Renfrew & Gallowhill LAC budget for 2018/19.

The report intimated that since the last meeting of this LAC £1,150 had been returned to the LAC as a result of the Renfrewshire Sports Network being disbanded. Also that £100 had been carried forward from 2017/18 representing unallocated LAC community representative expenses.

**DECIDED:**

(a) That the report be noted; and

(b) That the budget adjustments detailed in paragraph 1.3 of the report be noted.

## **5 Applications for Local Area Committee Grant Funding**

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

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

### **SINGLE AREA**

Renfrew Ladies Speakers Club - assistance towards hall running costs – Awarded £250

### **MULTI AREA**

Back to School Bank – provision of new school uniform and sanitary products for those in need – Awarded £500.

Renfrewshire Carers Centre – provision of activities for young carers – Awarded the balance of the remaining budget.

## **6 Renfrew Christmas Lights Switch On**

There was submitted a report by the Chief Executive seeking the LAC's support for the provision of enhanced activities related to the Renfrew Christmas Lights Switch On event. The report advised that a report was being submitted to the meeting of the Finance, Resources and Customer Services Policy Board to be held on 5 September 2018 requesting the funding required to provide these activities from the main Renfrew Common Good Fund.

**DECIDED:**

(a) That the proposal to maintain the Renfrew Christmas Lights Switch On event be supported: and

(b) That it be noted that a report seeking funding for the event would be submitted to the Finance, Resources and Customer Services Policy Board to be held on 5 September 2018.

## **7 Presentation: Raising Awareness of Waste Services Changes**

A presentation was given by the Amenity Services Manager relating to changes to bin collections from November 2018.

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

## **8 Presentation: How Events Can Support the Community**

A presentation was given by the Strategic Events Manager relative to the 2021 Legacy Programming.

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

## Minute of Meeting

### Regulatory Functions Board

Date	Time	Venue
Wednesday, 22 August 2018	10:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

#### Present

Councillor Eddie Devine, Councillor Cathy McEwan, Councillor John McNaughtan, Councillor Kevin Monthgomery, Councillor Andy Steel, Councillor Jane Strang

#### Chair

Councillor McNaughtan, Convener, presided.

#### In Attendance

D Campbell, Assistant Managing Solicitor (Licensing), P Shiach, Committee Services Officer and K Marriot, Administrative Assistant (Licensing) (all Finance & Resources).

#### Apologies

Provost Cameron and Councillor Hughes.

#### 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 10, Grant of a Street Trader's Licence - Personal Appearance of the agenda prior to item 9, Grant of a Late Hours Catering Licence - Personal Appearance of the agenda.

### 1 Renewal of Late Hours Catering Licences

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

(a) Applicant: Boots UK Limited

Premises: Terminal Building, Glasgow Airport, Paisley

Authorised Goods: Snack food retail, soft drinks and crisps

Operating Hours: 7 days per week – 11.00 pm to 5.00 am

Licence No.: LHC029

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

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

(b). Applicant: Select Services Partner UK Limited

Premises: Starbucks, Glasgow Airport, Landside Arrivals, Paisley

Authorised Goods: Catering including teas/coffees and hot and cold food

Operating Hours: 7 days per week – 11.00 pm to 5.00 am

Licence No.: - LHC042

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

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

(c) Applicant: Select Services Partner UK Limited

Premises: Starbucks, Glasgow Airport, Main International Departures Lounge, Paisley

Authorised Goods: Catering including teas/coffees and hot and cold food

Operating Hours: 7 days per week – 11.00 pm to 5.00 am

Licence No.: - LHC042

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

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

## 2 Grant of Landlord Registration - Personal Appearance

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

Emma Wallace, 105 Glenapp Avenue Paisley.

The Assistant Managing Solicitor (Licensing) advised that following receipt of additional information, the application had been granted under delegated authority for a period of three years.

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

## EXCLUSION OF PRESS AND PUBLIC

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

## 3 Grant of Private Hire Car Drivers' Licences - Personal Appearances

Under reference to item 6 of the Minute of the meeting of this Board held on 7 June 2018 the Board resumed consideration of the undernoted applications for the grant of Private Hire Car Drivers' Licences and considered the undernoted application for a Private Hire Car Driver's Licence. Applicants (a) and (b) had been asked to appear personally for the second time together with Police Scotland who had submitted a representation received outwith the statutory timescale to application (a) and an objection received outwith the statutory timescale to application (b) together with a further letter. Applicant (c) had been invited to appear personally for the first time together with Police Scotland who had submitted an objection to the application: -

(a) William McCallum, 57 Wenlock Road, Paisley

Mr McCallum was invited into the meeting together with Sergeant Hay, on behalf of the Chief Constable who had submitted a representation received outwith the statutory timescale to the application. On hearing the reasons for the representation being received outwith the statutory timescale it was decided that the representation 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 the application. The meeting was reconvened, and the Convener proposed that the application be granted for a period of one year. This was agreed unanimously.

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

(b) Kenneth Richards, 33 Moorfoot Avenue, Paisley

There was no appearance by or on behalf of Mr Richards. Sergeant Hay, on behalf of the Chief Constable who had submitted an objection received outwith the statutory timescale to the application was invited into the meeting. 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 Convener proposed that the application be considered in Mr Richard's absence and this was agreed unanimously.

The Senior Solicitor (Litigation and Regulatory Services) advised that a second letter had been received from Police Scotland which contained details of convictions which were protected.

On hearing the reasons for the submission of the second letter, the Convener proposed that the interests of justice required that these convictions be admitted. 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.

(c) Kristopher McGlinchey, 13F Simons Crescent, Renfrew

Mr McGlinchey was invited into the meeting together with Sergeant Hay, on behalf of the Chief Constable who had submitted an objection to the application

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

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

#### **4 Renewal of Private Hire Car Driver's Licence - Personal Appearance**

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

Alexander McConville, 1 Helmsdale Drive, Paisley

There was no appearance by or on behalf of Mr McConville. Sergeant Hay, on behalf of the Chief Constable who had submitted a representation to the application was invited into the meeting.

The Convener proposed that consideration of the application be continued, and that the applicant be invited to a future meeting of the Board. This was agreed unanimously.

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



## **5 Grant of Private Hire Car Operators' Licences - Personal Appearance**

Under reference to item 5 of the Minute of the meeting of this Board held on 23 May 2018, the Board resumed consideration of the undernoted applications for the grant of Private Hire Car Operators' Licences. The applicant had been asked to appear personally for the second time: -

(a) Greenlaw Garage Limited, 36 Back Sneddon Street, Paisley (Application 1)

There was no appearance by or on behalf of Greenlaw Garage Limited. The Convener proposed that the application be considered in the applicant's absence and 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.

(b) Greenlaw Garage Limited, 36 Back Sneddon Street, Paisley (Application 2)

There was no appearance by or on behalf of Greenlaw Garage Limited. The Convener proposed that the application be considered in the applicant's absence and 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.

## **6 Renewal of Private Hire Car Operator's Licence - 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 together with Police Scotland who had submitted an objection to the application:-

Mohammed Aslam, 7 Wedderlea Drive, Glasgow

There was no appearance by or on behalf of Mr Aslam. Sergeant Hay, on behalf of the Chief Constable who had submitted an objection to the application was invited into the meeting. The Convener proposed that the application be considered in the applicant's absence and this was agreed unanimously.

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

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

## **7 Renewal of Taxi Driver's Licence - Personal Appearance**

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

Thomas McGarrell, 287 Main Road, Glasgow

There was no appearance by or on behalf of Mr McGarrell. Sergeant Hay, on behalf of the Chief Constable who had submitted a representation to the application was invited into the meeting.

The Convener proposed that consideration of the application be continued, and that Mr McGarrell be invited to a future meeting of the Board. This was agreed unanimously.

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

## **8 Request for Exemption from Assisting Wheelchair Passengers - Personal Appearance**

There was submitted the undernoted exemption from assisting wheelchair passengers. The applicant had been asked to appear personally for the first time: -

Alexander Gordon, 50 Renshaw Drive, Hillington, Glasgow

Mr Gordon, the applicant, was invited into the meeting. After consideration of all matters before the Board, the Convener proposed that Mr Gordon'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 Gordon'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 12.20 pm and reconvened at 1.00 pm.

Councillor McEwan was not present when the meeting reconvened.

## **9 Grant of Street Trader's Licence - Personal Appearance**

Under reference to item 4 of the Minute of the meeting of this Board held on 7 June 2018, the Board resumed consideration of the undernoted application for the grant of a Street Trader's Licence. The applicant had been asked to appear personally for the second time: -

Applicant: William Love, 237 Talla Road, Hillington, Glasgow

Authorised Goods: hot and cold food, beverages, confectionery and milk

Trading From: Watt Road and Huntly Road, Hillington and Maxwell Street, Paisley

Operating Hours: Hillington – Monday to Friday – 6.00 am to 2.30 pm and Paisley – 7 days per week – 9.00 pm to 4.00 am

Mr Donaldson, representing 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 one year. This was agreed unanimously.

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

## 10 Grant of Late Hours Catering Licence - Personal Appearance

Under reference to item 9 of the Minute of the meeting of this Board held on 7 June 2018 the Board resumed consideration of the undernoted application for a Late Hours Catering Licence. The applicant had been asked to appear personally for the second time together with Police Scotland who had submitted an objection received outwith the statutory timescale to the application: -

Applicant: Avtar Singh, 8 Duthie Park Place, Glasgow

Premises: East End Tandoori, 3A Ladyburn Street, Paisley

Authorised Goods: hot food takeaway

Operating Hours: Monday to Thursday – 11.00pm to 12 midnight and Friday, Saturday and Sunday – 11.00 pm to 2.00 am

There was no appearance by or on behalf of Mr Singh. Sergeant Hay, on behalf of the Chief Constable who had submitted an objection received outwith the statutory timescale to the application was invited into the meeting. 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 Convener proposed that the application be considered in Mr Singh's absence and this was agreed unanimously.

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

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



## Minute of Meeting

### Education and Children's Services Policy Board

Date	Time	Venue
Thursday, 23 August 2018	13:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

#### Present

Councillor Derek Bibby, Councillor Bill Binks, Provost Lorraine Cameron, Councillor Carolann Davidson, Councillor Natalie Don, Councillor Neill Graham, Councillor Lisa-Marie Hughes, Mr Iain Keith, Councillor Karen Kennedy, Councillor Paul Mck, Councillor John McNaughtan, Councillor Will Mylet, Mr Jack Nellaney, Councillor Iain Nicolson, Councillor Jim Paterson, Councillor Emma Rodden, Councillor John Shaw, Mr Ravinder Singh

#### Chair

Councillor Paterson, Convener, presided.

#### In Attendance

S Quinn, Acting Director of Children's Services, D Hawthorn, Head of Childcare and Criminal Justice, G McKinlay, Head of Schools, J Trainer, Head of Early Years and Inclusion and L Fingland, Service Planning and Policy Development Manager (all Education & Children's Services); and G McLachlan, Senior Finance Manager and D Low, Senior Committee Services Officer (both Finance & Resources).

#### Apologies

Councillors Grady and Kerr.

#### Declarations of Interest

Councillor Graham declared a non-financial interest in item 5 on the agenda as he was a volunteer with Barnardos and intimated his intention to take part in the discussion and voting thereon.

## 1 Revenue Budget Monitoring Report

There was submitted a joint report by the Director of Finance & Resources and the Acting Director of Children's Services for the service for the period 1 April to 22 June 2018.

### **DECIDED:**

(a) That the report be noted; and

(b) That it be noted that since the last report there had been budget adjustments arising from additional funding for school clothing grants, the distribution of agreed corporate savings and the transfer of resources to the Corporate Landlord.

## 2 Capital Budget Monitoring Report

There was submitted a report by the Director of Finance & Resources for the service for the period 1 April to 22 June 2018.

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

## 3 Response to the Scottish Government Consultation Early Learning and Childcare Service Model for 2020

There was submitted a report by the Acting Director of Children's Services relative to the Scottish Government consultation paper on 'A blueprint for 2020: the expansion of early learning and childcare in Scotland - early learning and childcare service model for 2020' which sought views on the proposed 'funding follows the child' model.

The report intimated that the Scottish Government had outlined their proposal to introduce a new and more progressive service model by 2020 to ensure that funded early learning and childcare entitlement was delivered in high quality settings. The Government's intention was to develop a model where the 'funding followed the child', a key aspect of which would be a national standard that all providers wishing to deliver the funded entitlement would have to meet.

Responses to the consultation were required to be submitted to the Scottish Government by 29 June 2018 and the Acting Director of Children's Services had submitted the response appended to the report to meet the deadline.

### **DECIDED:**

(a) That the response appended to the report be agreed; and

(b) That the submission by the Acting Director of Children's Services of Renfrewshire's response to the consultation relating to 'Early Learning and Childcare Service Model for 2020' to the Scottish Government by the due date of 29 June 2018 be homologated.

## **4 Early Learning and Childcare Entitlement 1140 Expansion Plan**

There was submitted a report by the Acting Director of Children's Services relative to the Renfrewshire plan for delivering the expansion of funded early learning and childcare provision from 600 hours to 1140 hours by 2020.

The Council had submitted projected revenue and capital costs to deliver the 1140 expansion to the Scottish Government in March 2018. These formed the basis of a multi-year revenue and capital funding agreement between the Scottish Government and CoSLA. The Council had been advised on 1 May 2018 that its allocation would be £14,013,000 of capital funding to deliver the infrastructure projects outlined in the report. The recurring revenue funding for Renfrewshire would rise to £22,528,000 from 2021/22. The funding available to Renfrewshire Council was being released on a phased basis to support the delivery of the expansion plan appended to the report.

The report detailed the Renfrewshire plan for delivering the expansion of funded early learning and childcare provision from the present 600 hours to 1140 hours by 2020. The costs associated with the expansion in Renfrewshire would be contained within the funding allocated by the Scottish Government and the report intimated that the expansion plan would consider the way in which early learning and childcare providers were contracted to deliver the services. The report advised that there were a number of significant risks to achieving the expansion within the timescale set and that these risks would require to be proactively managed by the Council during the expansion period.

### **DECIDED:**

(a) That it be noted that the Scottish Government had allocated Renfrewshire capital funding totalling £14,013,000 and annual revenue funding reaching £22,528,000 from 2021/22, to allow delivery of the increased entitlement of funded early learning and childcare;

(b) That the work which had already taken place and the further work planned to deliver the expansion of early learning and childcare in Renfrewshire be noted;

(c) That it be noted that the Acting Director of Children's Services was working with the Council's procurement section to enable provision to be in place with independent and third sector providers for the period August 2019 to July 2020; and

(d) That it be noted that a report on the procurement arrangements would be presented to a future meeting of the Finance, Resources and Customer Services Policy Board.

### **Declaration of Interest**

Councillor Graham, having declared a non-financial interest in the following item of business, remained in the meeting.

## **5 Attainment Challenge Strategy 2018/19**

There was submitted a report by the Acting Director of Children's Services relative to the Renfrewshire Attainment Challenge Strategy 2018/19 which required to be submitted along with associated funding requirements to the Scottish Government for approval. A copy of the Strategy document was appended to the report.

The report intimated that the strategy consisted of four main Attainment Challenge work-streams: learning and teaching; data analysis; families and communities; and leadership. The strategy had been developed through consultation with a range of key stakeholders and through drawing upon the growing positive evidence base that was being collated nationally and locally.

**DECIDED:** That the Renfrewshire Attainment Challenge Strategy 2018/19 be approved.

## **6 Care Experienced Fund - Attainment Challenge**

There was submitted a report by the Acting Director of Children's Services relative to the care-experienced children attainment fund.

The report intimated that in June 2018, the Scottish Government announced it would invest £33 million to support the educational needs of care-experienced children and young people to the end of the current parliamentary term in 2022. Renfrewshire's allocation for 2018/19 had been calculated at £359,200 based on 449 looked-after children aged 5-15 on 31 July 2017 which was the equivalent of £800 for each child. For future years, the full-year allocation would be the equivalent of £1,200 per child. The funding should have a clear focus on delivering equity and improving educational outcomes for care-experienced children and young people.

**DECIDED:** That the planning for the care experienced children attainment fund as part of the Attainment Challenge be approved.

## **7 Pupil Equity Fund (PEF) Update**

There was submitted a report by the Acting Director of Children's Services relative to progress on the Pupil Equity Fund (PEF) including the recruitment of a PEF co-ordinator, the impact of the PEF, highlighted challenges related to the PEF and set out the forward plans for 2018-19.

The report intimated that the PEF was being provided as part of the £270 million Attainment Scotland Fund which would be invested over the current Scottish parliamentary term. The fund was allocated directly to schools and targeted at closing the poverty-related attainment gap. Renfrewshire's PEF allocation was £4,272,240 for 2018/19, based on the most recently available Healthy Living and Pupil Census data. In line with national guidance and with the Council's support, each school had devised a PEF plan which outlined their spending intentions and which had been incorporated into their own school improvement plan.

**DECIDED:** That the updates in relation to the Pupil Equity Fund be noted.

## **8 Progress Report: School Estate Management Plan 2014**

There was submitted a report by the Acting Director of Children's Services relative to progress made on the delivery of the School Estate Management Plan (SEMP) since its implementation in 2014.



The report set out the Council's vision for its school estate to promote learning and achievement, and to give Renfrewshire's children and young people the opportunity to learn in the best possible environment. The 2014 SEMP set out a strategy to address the challenges affecting the primary and early years sectors, allowing the service to focus available resources on the delivery of new and redesigned schools and early learning and childcare establishments.

The report provided updates on the delivery of the Council's school estate objectives including projects at Riverbrae School; Mossvale Primary School and Early Learning and Childcare Centre and St James' Primary School; St Fergus' Primary School; Bargarran Primary School and St John Bosco Primary School and Early Learning and Childcare Centre; St Paul's Primary School and Foxlea Early Learning and Childcare Centre; St Anthony's Primary School; and Spateston Early Learning and Childcare Centre.

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

## **9 Renfrewshire Council Children's Services Anti-bullying Strategy**

There was submitted a report by the Acting Director of Children's Services relative to the revised Renfrewshire Council Children's Services Anti-bullying Policy which brought the previous policy into line with recent guidance and the three-year review period recommended in the 2015 policy. The revised policy, which provided guidance to children and young people on the prevention, identification and management of bullying, was appended to the report.

The report intimated that the revised policy had been informed by the Scottish Government's publication of 'Respect for All: A National Approach to Anti-Bullying for Scotland's Children and Young People'. The revised policy complemented other Renfrewshire Council policies such as Promoting Positive Relationships; and Protecting Children and Ensuring Their Wellbeing.

The revised policy would apply to all educational establishments and settings and to all practitioners, including community learning and development and out of school care services and partners in the private and third sector who worked in partnership with Renfrewshire Council.

In line with the guidance set out in Respect for All, each educational establishment was required to develop its own local anti-bullying policy that reflected the Renfrewshire Council policy as well as include the consultation which had been carried out with pupils, parents and staff locally. Establishments were expected to have produced a local policy within six months of the approval of the revised policy.

Councillor Paterson, seconded by Provost L. Cameron, moved that the policy appended to the report be approved.

Councillor Davidson, seconded by Councillor Graham, moved as an amendment that section 9.12 on page 109 of the agenda be changed from 'Schools may also choose to record incidents' to 'Schools should record these incidents'.

On the roll being called, the following members voted for the amendment: Councillors Bibby, Binks, Davidson, Graham and Kennedy.

The following members voted for the motion: Provost L Cameron and Councillors Don, Hughes, Mack, McNaughtan, Mylet, Nicolson, Paterson, Rodden, Shaw and Mr Keith, Mr Nellaney and Mr Singh.

Five members having voted for the amendment and 13 members having voted for the motion, the motion was accordingly declared carried.

**DECIDED:** That the policy appended to the report be approved.

## **10 Land within the Grounds of Renfrew High School, Renfrew**

There was submitted a report by the Director of Finance & Resources seeking approval to declare an area of land at Renfrew High School, Haining Road, Renfrew as surplus to requirements. The area of land was detailed on plan E2604C, a copy of which was attached to the report.

The disposal of land at this location to Scottish Gas Networks for a proposed new gas governor had been agreed at the meeting of this Board held on 1 June 2017. However, essential sewer services had subsequently been identified within the grounds, which compromised that site as a location for the new gas governor. Accordingly, Scottish Gas Networks had asked if the disposal could be reviewed to “move” the land package five metres northwest to avoid these services.

### **DECIDED:**

(a) That the land at Haining Road, Renfrew shown outlined and highlighted on the plan E2604C be declared surplus to the Council’s requirements;

(b) That the Head of Corporate Governance be authorised to dispose of the land to Scottish Gas Networks, and to allow a right of access over the secondary entry to the site; and

(c) That it be noted that as part of this transaction Scottish Gas Networks would return to the Council land originally disposed to them for this purpose, which was latterly found not to be suitable.

## **11 Inspection of St Anthony's Primary School, Johnstone**

There was submitted a report by the Acting Director of Children’s Services relative to the inspection of St Anthony’s Primary School, Johnstone by Education Scotland.

The report intimated that the purpose of the inspection was to evaluate the quality of education, with the assessment focussing on four quality indicators: leadership of change; learning, teaching and assessment; raising attainment and achievement; and ensuring wellbeing, equality and inclusion.

A letter to parents, appended to the report, identified four key strengths and one area for further improvement. Children’s Services would continue to monitor the improvement in the school and the inspection report would be used by the school and service to support and develop the quality of educational provision.

**DECIDED:** That the key strengths and the area for improvement in the Education Scotland report on St Anthony’s Primary School, Johnstone be noted.

## **12 Education Scotland Continuing Engagement Visit to Johnstone High School**

There was submitted a report by the Acting Director of Children's Services relative to the most recent visit by Education Scotland to Johnstone High School in February 2018.

The report intimated that the purpose of the inspection was to evaluate the progress made with the recommendations for improvement set out in the 2016 inspection report. The areas of focus were learning; teaching and assessment; raising attainment; health and wellbeing; and the S1-S3 curriculum.

A letter to parents, appended to the report, identified four areas of positive improvement and four areas for further improvement. The letter advised parents that the school had made progress since the original inspection and intimated that Education Scotland would ask for a report on progress within one year of the inspection.

Children's Services would prepare an action plan which would be shared with parents, indicating how the recommendations for further improvement in the report would be addressed.

**DECIDED:** That the improvements and the areas for further improvement identified by Education Scotland be noted.

## **13 Age of Criminal Responsibility Bill Consultation**

There was submitted a report by the Acting Director of Children's Services relative to the introduction of the Age of Criminal Responsibility (Scotland) Bill to the Scottish Parliament on 13 March 2018.

The Bill reflected the decriminalisation of children under 12, but also recognised that protection of the child was not the sole consideration when they had harmed others. The Bill would mean that the age of criminal responsibility would increase from 8 to 12 years old, and no child under 12 would accrue a criminal record for their behaviour. Harmful behaviour by children aged eight to 11 would never, following the Bill's implementation, be treated as commission of an offence, but would be responded to in a different way. This was already the case in relation to behaviour by children under the age of eight.

**DECIDED:** That the draft response appended to the report be homologated.

## **14 Social Work Complaints Handling**

There was submitted a report by the Acting Director of Children's Services relative to changes to the social work complaints process which came into force on 1 April 2017 and which now applied to all new complaints about social work services.

The report intimated that prior to 1 April 2017 there was a four-stage process for social work complaints, the final stage of which was a referral to the Social Work (Complaints Review) Appeal Panel, members of which were independent of the Council. This process was reviewed by the Scottish Public Services Ombudsman and Renfrewshire Council's response to the consultation was approved by the Education and Children Policy Board in January 2016. The amended process brought social

work complaints procedures into line with processes for all other local authority services.

Complaints made about issues which occurred prior to 1 April 2017 continued to be dealt with under the previous process. As the cut-off for making a complaint was 12 months after the event, all social work complaints were now subject to the new process. New complaints about social work services were now dealt with in the same way as complaints about other Council services. A copy of the new Social Work Complaints Handling procedure was appended to the report.

**DECIDED:** That the changes to the process for complaints about social work services provided by the Council be noted.

## **15 Inspection of Registered Service - Throughcare**

There was submitted a report by the Acting Director of Children's Services relative to the inspection of the Throughcare Housing Support Service in May 2018 by the Care Inspectorate. A copy of the inspection report was appended to the report.

The purpose of the inspection was to evaluate the quality of care with a specific focus on three quality indicators: care and support; staffing; and management and leadership. The report identified areas for improvement, set out a number of recommendations and requirements and assessed the service as weak.

The report intimated that Children's Services had taken immediate action to address the issues highlighted in the inspection report and an action plan had been developed which would be kept under review. A report would be brought back to a future meeting of this Policy Board on the progress of the service in addressing the findings of the inspection report.

### **DECIDED:**

- (a) That the outcome of the inspection of the Throughcare Housing Support Service as appended to the report be noted;
- (b) That it be noted that immediate action had been taken to address the requirements and recommendations within the report; and
- (c) That it be noted that a report would be brought back to a future meeting on the progress of the service in addressing the findings of the inspection report.

## **Valedictory**

The Convener advised that this was Dorothy Hawthorn's last Education & Children's Services Policy Board meeting before she retired from the Council. Members thanked her for her contribution to childcare and criminal justice in Renfrewshire and wished her a long and happy retirement.

## Minute of Meeting

### Paisley North Local Area Committee

Date	Time	Venue
Thursday, 23 August 2018	18:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

#### Present

Councillor Jennifer Marion Adam-McGregor, Councillor Carolann Davidson, Councillor Neill Graham, Councillor Karen Kennedy, Councillor John McIntyre, Councillor John McNaughtan, Councillor Jim Sharkey.

#### Chair

Councillor Adam-McGregor, Convener, presided.

#### Community Representatives

J McIntyre, Ferguslie Community Council; M Dymond, Maxwellton Court Tenants' Association; D Williams, Oakshaw Residents Association; H Dykes, Paisley West & Central Community Council; J Wilby, Paisley West & Central Community Council; M Fernie, Ralston Community Council; and J McQuade, Renfrewshire Visually Impaired Forum.

#### Community Planning Partner

Chief Inspector Wright (Police Scotland).

#### In Attendance

A Armstrong-Walter, Strategic Partnerships and Inequalities Manager and A Moulson, Strategic Events Manager (both Chief Executive's); N Williamson, Environmental Enforcement Manager (Communities, Housing and Planning Services); K Anderson, Amenity Services Manager (Environment and Infrastructure); and J Lynch, Head of Property Services (Lead Officer), D Low, Senior Committee Services Officer (LACs) and E Currie, Senior Committee Services Officer (all Finance & Resources).

## Apologies

Councillors K MacLaren, M MacLaren and Mylet; and J Theodore, Hawkhead & Lochfield Community Council.

## Declarations of Interest

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

### 1 Community Safety and Public Protection Update

There was submitted a report by the Director of Communities, Housing and Planning Services providing a progress update on Renfrewshire Community Safety Partnership activities carried out in the Paisley North Local Area Committee (LAC) area during the period 1 January to 30 June 2018.

The report provided information on Paisley North anti-social behaviour statistics; environmental enforcement and improvement activities; protecting vulnerable residents; building safer communities; and diversionary activities.

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

### 2 Update on Review of Community Level Governance Arrangements

Under reference to item 2 of the Minute of the meeting of this LAC held on 24 May 2018 the Strategic Partnerships and Inequalities Manager gave a verbal update on the review of the LAC structure and the proposed new model for Community Level Governance. It was noted that a report on the review had been submitted to the meeting of the Cross Party Sounding Board held on 16 August 2018 and a final report would be submitted to the meeting of Renfrewshire Council to be held on 27 September 2018.

**DECIDED:** That the verbal update 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 Budget Monitoring

There was submitted a report by the Director of Finance & Resources relative to the Paisley North LAC budget for 2018/19.

The report intimated that since the last meeting of this LAC £343.72 of unused funds had been identified in the 2017/18 budget and carried forward to this financial year. In addition, Renfrewshire Sports Network, an organisation previously in receipt of a LAC award, had disbanded, and as a result £176.44 had been returned to the LAC for redistribution.

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

## **5 Continued Grant Applications**

There was submitted a report by the Director of Finance & Resources providing further details in relation to the continued grant applications by Anchor Bowling Club, Friends of Barshaw Park, Twist and Hit Cheerleaders and Storm Gymnastics.

The Convener proposed that consideration of the grant application by Anchor Bowling Club be continued to such time as additional resources became available and the group provided details of their current bank balance. This was agreed.

Councillor Adam-McGregor, seconded by Councillor McNaughtan, moved that the awards previously agreed in principle for Friends of Barshaw Park, Twist and Hit Cheerleaders and Storm Gymnastics be reduced by £300 and that the money saved as a result of these finalised allocations be returned to the LAC's budget to allow consideration of the applications included in the following item of business.

Councillor Sharkey, seconded by Councillor Kennedy, moved as an amendment that the awards previously agreed in principle for Friends of Barshaw Park, Twist and Hit Cheerleaders and Storm Gymnastics be considered individually.

On a vote being taken, the following members voted for the motion: Councillors Adam-McGregor, Graham, McIntyre and McNaughtan.

The following members voted for the amendment: Councillors Davidson, Kennedy and Sharkey.

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

**DECIDED:**

(a) That consideration of the grant application by Anchor Bowling Club be continued to such time as additional resources became available and the group provided details of their current bank balance; and

(b) That the awards previously agreed in principle for Friends of Barshaw Park, Twist and Hit Cheerleaders and Storm Gymnastics be reduced by £300 and that the money saved as a result of these finalised allocations be returned to the LAC's budget to allow consideration of the applications included in the following item of business.

## **6 Applications for Local Area Committee Funding**

There was submitted a report by the Director of Finance & Resources relative to applications received for local area committee funding.

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

### **SINGLE AREA**

St Matthew's Church of the Nazarene – purchase of game machine for youth club –

Awarded £200.

## **MULTI-AREA**

Renfrewshire Carers Centre – provision of activities for young carers – Awarded £920

Back to School Bank – provision of new school uniform and sanitary products for those in need – Awarded £300

### **7 Presentation: Raising Awareness of Waste Services Changes**

A presentation was given by the Amenity Services Manager relating to changes to bin collections from November 2018.

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

### **8 Presentation: How Events Can Support the Community**

A presentation was given by the Town Centre Manager relative to the 2021 Legacy Programming.

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



## Minute of Meeting

### Audit, Risk and Scrutiny Board

Date	Time	Venue
Monday, 27 August 2018	10:00	Corporate Meeting Room 1, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

### Present

Councillor Tom Begg, Councillor Stephen Burns, Councillor Michelle Campbell, Councillor Emma Rodden, Councillor Jim Sharkey

### Chair

Councillor Sharkey, Depute Convener, presided.

### In Attendance

L McIntyre, Head of Policy & Commissioning (Chief Executive's); J Trainer, Head of Early Years & Inclusion (Children's Services); F Carlin, Head of Planning & Housing Services and Colin Hunter, Environmental Improvements Manager, Lead Officer (both Communities, Housing & Planning Services); D Gillies, Head of Facilities Management and G Hannah, Interim Head of Operations and Infrastructure (both Environment & Infrastructure Services); J Lynch, Head of Property Services, A McMahon, Chief Auditor, E Shields, Business Services Manager, L Dickie, Finance Manager, S Fanning, Senior Health & Safety Officer and C MacDonald, Senior Committee Services Officer (all Finance & Resources); I Beattie, Head of Health & Social Care (Paisley), P McCulloch, Adult Services Manager and D Wilson, Social Work Manager (all Renfrewshire Health and Social Care Partnership).

### Apologies

Councillors Binks and Dowling.

## **Declarations of Interest**

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

### **1 Training for Audit, Risk & Scrutiny Board Members**

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

The report intimated that at the meeting of the Board held on 28 August 2017 it was agreed that a programme of briefings for members would be provided and would continue to form part of the agenda at every alternate meeting and a copy of the Audit, Risk & Scrutiny training programme was attached as an appendix to the report. The Chief Auditor intimated that the scheduled National Fraud Initiative briefing would not take place on 25 September 2018 and the timetable would be altered accordingly.

L Dickie, Finance Manager, Finance & Resources provided a briefing to members on understanding financial statements. Members discussed the situation currently facing Northamptonshire Council which had a £70 million budget shortfall and lessons to be learned from the experience of that authority. It was proposed that a briefing on the situation facing Northamptonshire Council be given at the next meeting of the Audit, Risk & Scrutiny Board instead of the postponed briefing on the National Fraud Initiative. This was agreed.

#### **DECIDED:**

- (a) That the change to the timetable of briefing sessions be agreed;
- (b) That the content of the current training briefing be noted; and
- (c) That it be agreed that a briefing be given at the next meeting of the Audit, Risk & Scrutiny Board to be held on 25 September 2018 on the current situation at Northamptonshire Council and lessons to be learned.

### **2 Summary of Internal Audit Reports for Period 19 May to 30 June 2018**

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

The Appendix to the report detailed the category of assurance, service, engagement and assurance rating and gave recommended risk ratings for each engagement as either critical, important, good practice or service improvement. A summary of findings was also provided in relation to final reports issued for those engagements completed during the period 19 May to 30 June 2018.

The report intimated that in addition to the reports listed in the Appendix, Internal Audit had an ongoing commitment to arrange corporate and service initiatives, progress information security matters in partnership with ICT and Legal Services, provide regular advice to officers, provide Internal Audit services to the associated bodies for which Renfrewshire Council was the lead authority including Renfrewshire Leisure Limited and

Renfrewshire Health and Social Care Integration Joint Board, coordination of the Council's Corporate Risk Management activity and management of the counter fraud, risk management and insurance teams.

**DECIDED:** That the summary of Audit findings reported during the period 19 May to 30 June 2018 be noted.

### **3 Internal Audit and Counter Fraud Progress & Performance for Period to 30 June 2018**

There was submitted a report by the Chief Auditor relative to Internal Audit and Counter Fraud performance from 1 April to 30 June 2018 in terms of the delivery of the Audit Plan for the year and outlining actual performance against targets set by the Director of Finance & Resources. No formal performance targets for fraud investigation had been established as a major part of the team's work involved being the single point of contact for the Department for Work and Pensions Single Fraud Investigation Service.

It was noted that the focus over the last year had been on increasing fraud awareness amongst employees to prevent fraud within the Council. The types of fraud referrals received to date were wide-ranging and the team's objective was to concentrate on investigating those referrals considered to contain the greatest fraud risk.

The report detailed the progress made against local and national initiatives involving Internal Audit and the Counter Fraud Team from 1 April to 30 June 2018.

**DECIDED:** That the Internal Audit and Counter Fraud Team progress and performance from 1 April to 30 June 2018 be noted.

### **4 Audit Scotland Report - Local Government in Scotland - Challenges and Performance 2018**

There was submitted a report by the Director of Finance & Resources relative to Audit Scotland's Management Report 2017/18.

The report indicated that Audit Scotland, as appointed external auditors, had identified key issues over the course of 2017/18 while undertaking their interim audit work. This work included testing of key controls within the systems and processes used in preparing the annual accounts. The report outlined the key messages and issues highlighted by Audit Scotland along with the summary position within Renfrewshire Council. A copy of the 2018 Audit Scotland Challenges and Performance report was appended to the report.

**DECIDED:** That the key messages, Renfrewshire Council's position, and the content of the appendix and scrutiny toolkit for elected members be noted.

### **5 Audit Scotland Report - Early Learning & Childcare**

There was submitted a report by the Acting Director of Children's Services relative to Audit Scotland's Early Learning and Childcare report.

The Audit Scotland report, published on 17 February 2018, advised that the Scottish Government had announced on 1 May 2018 the financial settlement for local authorities to implement the expansion of early learning and childcare from the present 600 to 1140 hours per child. The report also highlighted the actions required by the Scottish Government and local authorities to ensure delivery of the current 600 hours of funded early learning and childcare.

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

## **6 Update on Council Response to "Report of the Independent Inquiry into the Construction of Edinburgh Schools" and Audit Scotland's 2016/17 Audit of "The City of Edinburgh Council - Report on Edinburgh Schools".**

There was submitted an update report by the Director of Finance & Resources relative to the Council's response to the 'Report of the Independent Inquiry into the construction of Edinburgh Schools' which advised on the implications of Audit Scotland's '2016/17 audit of the City of Edinburgh Council - report on Edinburgh schools'. A copy of the steps taken by this Council to address the Inquiry recommendations were set out in the appendix.

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

## **7 Absence Statistics - 2018/19 Quarter 1**

There was submitted a report by the Director of Finance & Resources relative to the Council's absence statistics for the period 1 April to 30 June 2018.

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

**DECIDED:** That the report on absence statistics for the period 1 April to 30 June 2018 be noted.

## **8 Audit, Risk & Scrutiny Board Annual Report 2017/18**

There was submitted a report by the Director of Finance & Resources relative to the Board's 2017/18 annual report, prepared in terms of the Council's Code of Corporate Governance, which highlighted the issues considered by the Board during the period August 2017 to June 2018.

The report intimated that during the period, the Board examined different topics including the audit of accounts; the annual internal audit plan 2018/19; Audit Scotland annual audit plan 2017/18; the strategic and corporate Risk Registers; and annual reports by the Scottish Public Services Ombudsman; and the Commissioner for Ethical Standards in Public Life Scotland. As part of the 2017/18 annual programme the Board

examined fly-tipping in the countryside and known fly-tipping spots; and housing repairs by Council and outside contractors.

**DECIDED:** That the Audit, Risk & Scrutiny Board annual report 2018/18 be noted.

## **9 Audit, Risk & Scrutiny Board - Annual Programme**

There was submitted a report by the Director of Finance & Resources relative to the Board's annual programme for 2018/19. The report intimated that in terms of the guidelines for its operation the Board was required to prepare an annual programme of activities.

The report advised that the final report on housing repairs by the Council and outside contractors was a separate item on the agenda and the final report on fly-tipping in the countryside and known fly-tipping spots would be submitted to the meeting of the Board to be held on 25 September 2018. The Council Tax exemptions report had been submitted to the Board on 29 May 2018 and the report on Japanese Knotweed would be submitted to the next meeting of the Board.

The report intimated that there were five investigations which had been included in the 2017/18 programme which were outstanding: bus deregulation and its effect on transport services in Renfrewshire; the newly-introduced speed limit in Brookfield (A761); maintenance of multi-occupancy accommodation; the effectiveness of Fair Trade; and the conversion of grassed areas to parking. Lead Officers had been allocated to the first two reviews and it was proposed that the topics of bus deregulation and its effect on transport services in Renfrewshire; and the newly-introduced speed limit in Brookfield (A761) be agreed as part of the 2018/19 programme. It was also proposed that consideration be given as to whether the remaining three investigations carried forward from the 2017/18 programme should be taken forward at this time.

Councillor Sharkey, seconded by Councillor Begg, moved that the Board's 2018/19 annual programme also include maintenance of multi-occupancy accommodation; the effectiveness of Fair Trade; and the conversion of grassed areas to parking. This was agreed unanimously.

**DECIDED:** That the 2018/19 programme comprise investigations of (i) bus deregulation and its effect on transport services in Renfrewshire; (ii) the newly-introduced speed limit in Brookfield (A761); (iii) maintenance of multi-occupancy accommodation; (iv) the effectiveness of Fair Trade; and (v) the conversion of grassed areas to parking and that this be the order of priority in which they be undertaken.

## **10 Review of Housing Repairs by Council and Outside Contractors (Lead Officer: Colin Hunter)**

There was submitted a report by the Lead Officer relative to the review of housing repairs by Council and outside Contractors.

The report advised that the review was undertaken as part of the annual programme of activity for 2017/18. The report detailed the findings and overall conclusions and a copy of the report to be submitted to Council was appended to the report.

**DECIDED:**

- (a) That it be agreed that the draft report attached as an appendix be approved for submission to the Council; and
- (b) That the report be otherwise noted.

## **11 Review of Bus Deregulation and its effect on transport services in Renfrewshire (Lead Officer Peter McCulloch)**

There was submitted a report by the Lead Officer relative to the proposed purpose, scope, terms of reference and witnesses to be called for the review of bus deregulation and its effect on transport services in Renfrewshire. A provisional timescale was outlined in the appendix to the report.

The report intimated that the key purposes of the review would be to understand the impact of bus deregulation on transport services in Renfrewshire; to consider in particular those communities and individuals who were adversely affected by bus deregulation; to identify what actions could be taken under the existing arrangements to improve transport services, particularly bus services; and in partnership with Strathclyde Partnership for Transport (SPT) to consider the proposed powers available via the Transport Bill to put in place new arrangements to better manage local bus services. The review would examine research and information available at local and national levels on the impact of bus deregulation; would seek views from officers from Environment & Infrastructure Services and SPT.

**DECIDED:**

- (a) That the purpose and scope of the review be approved;
- (b) That the provisional timescale as outlined in the appendix to the report be approved;
- (c) That the Lead Officer be authorised to contact any organisations recommended by the Board who might have information useful to the Board and who might be potential witnesses;
- (d) That powers be delegated to the Lead Officer in consultation with the Convener to alter the timetable having regard to the availability of evidence and witnesses throughout the course of the review; and
- (e) That the Lead Officer be authorised to make the necessary arrangements to progress the review within the agreed timescales.

## **12 Review of the Newly Introduced Speed Limit in Brookfield (A761) (Lead Officer David Wilson)**

There was submitted a report by the Lead Officer relative to the proposed purpose, scope, terms of reference of the review and witnesses to be called for the review of the newly introduced speed limit in Brookfield (A761). A provisional timescale was set out in the appendix to the report.

The report intimated that the key purposes of the review would be to consider the

decision made by the Environment and Infrastructure Policy Board in 2011 regarding the reduction in speed limit in Brookfield and whether this was still considered suitable; to consider if a change of speed limit would be suitable and for any findings to be recommended to the appropriate Policy Board; and to consider any other areas of concern or learning about the decision made previously with regard to this speed limit.

The scope of the review would look at reviewing the Speed Limit Review which supported the initial decision; would seek views from officers from Environment & Infrastructure Services, Police Scotland and local community members; and would only consider this speed limit. No other speed limits would fall within the scope of this review.

**DECIDED:**

- (a) That the purpose and scope of the review be approved;
- (b) That the provisional timescale as outlined in the appendix to the report be approved;
- (c) That the Lead Officer be authorised to contact any organisations recommended by the Board who might have information useful to the Board and who might be potential witnesses;
- (d) That powers be delegated to the Lead Officer in consultation with the Convener to alter the timetable having regard to the availability of evidence and witnesses throughout the course of the review; and
- (e) That the Lead Officer be authorised to make the necessary arrangements to progress the review within the agreed timescales.





## Minute of Meeting

### Paisley South Local Area Committee

Date	Time	Venue
Tuesday, 28 August 2018	18:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

#### Present

Councillor Stephen Burns, Councillor Eddie Devine, Councillor Paul Mack, Councillor Marie McGurk, Councillor Kevin Montgomery.

#### Chair

Councillor M McGurk, Convener, presided.

#### Community Representatives

S McLean (Glenburn Tenants' & Residents' Association); B Martin (Thursday Club); and H Muir (Foxbar Community Council).

#### In Attendance

J Trainer, Head of Early Years and Inclusion (Children's Services) (Lead Officer); A Moulson, Strategic Events Manager and A Armstrong-Walter, Strategic Partnerships & Inequalities Manager (both Chief Executive's); N Williamson, Environmental Enforcement Manager (Communities, Housing and Planning Services); K Anderson Amenity Services Manager (Waste) (Environment & Infrastructure); and R Devine, Senior Committee Services and D Low, Senior Committee Services Officer (LACs) (both Finance & Resources).

#### Apologies

J McQuade (Renfrewshire Visually Impaired Forum); and D Polson (Greater Foxbar Community Building).

## **Declarations of Interest**

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

### **1 Community Safety and Public Protection Update**

There was submitted a report by the Director of Communities, Housing and Planning Services providing a progress update on Renfrewshire Community Safety Partnership activities carried out in the Paisley South Local Area Committee (LAC) area during the period 1 April to 30 June 2018.

The report provided information on Paisley South anti-social behaviour statistics; environmental enforcement and improvement activities; protecting vulnerable residents; building safer communities; and diversionary activities.

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

### **2 Update on the Review of Community Level Governance Arrangements**

Under reference to item 2 of the Minute of the meeting of this LAC held on 29 May 2018 the Strategic Partnerships and Inequalities Manager gave a verbal update on the review of the LAC structure and the proposed new model for Community Level Governance. It was noted that a report on the review had been submitted to the meeting of the Cross Party Sounding Board held on 16 August 2018 and a final report would be submitted to the meeting of Renfrewshire Council to be held on 27 September 2018.

**DECIDED:** That the verbal update 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 Budget Monitoring Report**

There was submitted a report by the Director of Finance & Resources relative to the Paisley South LAC budget for 2018/19.

The report intimated that since the last meeting of this LAC £1,804.02 of unallocated funds had been identified in the 2017/18 budget and carried forward to this financial year. Unclaimed community representative expenses amounting to £499.20 had also been carried forward and a grant return of £303 relating to the disbanding of Renfrewshire Sports Network had also been added to the 2018/19 budget.

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

## **5 Applications for Local Area Committee Funding**

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

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

### **SINGLE AREA**

Lochfield Bowling and Social Club – various upgrades including rink dividers, bowl and jack lifter, umpire's kit etc – Awarded £1,635

### **MULTI AREA**

Renfrewshire Carers Centre – provision of activities for young carers – Awarded £1,000.

Back to School Bank – provision of new school uniform and sanitary products for those in need – Awarded £300.

## **6 Presentation: Raising Awareness of Waste Service Changes**

A presentation was given by the Amenity Services Manager relating to changes to bin collections from November 2018.

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

## **7 Presentation: How Events Can Support the Community**

A presentation was given by the Strategic Events Manager relative to the 2021 Legacy Programming.

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



## Minute of Meeting

### Infrastructure, Land and Environment Policy Board

Date	Time	Venue
Wednesday, 29 August 2018	13:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

#### Present

Councillor Jennifer Marion Adam-McGregor, Councillor Bill Binks, Councillor Stephen Burns, Councillor Jacqueline Cameron, Councillor Michelle Campbell, Councillor Carolann Davidson, Councillor Eddie Devine, Councillor Natalie Don, Councillor Neill Graham, Councillor John Hood, Councillor Karen Kennedy, Councillor James MacLaren, Councillor Cathy McEwan, Councillor Will Mylet

#### Chair

Councillor McEwan, Convener, presided.

#### In Attendance

S MacDougall, Director of Environment & Infrastructure; C Grainger, Planning & Performance Manager (Chief Executive's); O Reid, Head of Communities & Public Protection and C Dalrymple, Regulatory and Enforcement Manager (both Communities, Housing & Planning); D Gillies, Head of Facilities Management; G McNeil, Head of Operations & Infrastructure, K Anderson, Amenity Services Manager - Waste, G Hannah, Strategic Change Manager, A McNab, Transportation Manager and D Kerr, Service and Coordination Manager (all Environment & Infrastructure); and J Lynch, Head of Property Services, A McArthur, Head of Finance, F Hughes, Asset Manager, R Devine, Senior Committee Services Officer and C Allen, Development Assistant (all Finance & Resources).

Prior to the start of the meeting the Convener advised that there were typographical errors contained within some of the reports circulated in the agenda pack. Members noted that the references in (i) Item 3 paragraph 4.5 of page 20 should be to November rather than October; (ii) Item 3 paragraph (iv) of page 25 should be to 13% short-term absence and 87% long-term absence; and (iii) Item 15 paragraph 4.4.3 of page 160 should be to November rather than December.

## Apology

Councillor Audrey Doig,

## Declarations of Interest

Councillor Mylet declared a financial interest in relation to item 8(b) of the agenda – Residents and Business Parking Permits in Paisley, Johnstone and Renfrew - and indicated his intention to leave the meeting during consideration of this item and not to take part in any discussion or voting thereon.

### 1 Revenue Budget Monitoring Report

There was submitted a joint revenue budget monitoring report by the Directors of Finance & Resources and Environment & Infrastructure in respect of Services reporting to the Infrastructure, Land and Environment Policy Board for the period 1 April to 22 June 2018.

The report advised that there had been budget adjustments, which had resulted in a decrease of £99,000 to the budget approved at the meeting of the Council held on 2 March 2018, to reflect the share of corporate efficiencies in relation to services reporting to this Policy Board.

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

### 2 Capital Budget Monitoring Report

There was submitted a capital budget monitoring report by the Director of Finance & Resources in respect of Services reporting to the Infrastructure, Land and Environment Policy Board for the period 1 April to 22 June 2018.

The report detailed budget adjustments, amounting to £12.343 million since the previous capital budget monitoring report.

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

### 3 Operational Performance

There was submitted a report by the Director of Environment & Infrastructure relative to key service activities during the period 1 April to 22 June 2018.

The report provided an update on the main projects and activities delivered by the services within Environment & Infrastructure together with a performance update which summarised target and actual performance for key performance indicators and benchmarking targets under each of the key change themes.

**DECIDED:** That the operational performance update detailed within the report be approved.

#### **4 Renfrewshire's Local Air Quality Management Update - 2018 Air Quality Annual Progress Report**

There was submitted a report by the Director of Communities, Housing & Planning Services relative to air quality within Renfrewshire which detailed the findings of the Council's most recent Local Air Quality Management report.

The report stated that all councils required to submit an Annual Air Quality Progress report, providing an overview of air quality in accordance with standards set out in technical guidance. The Renfrewshire 2018 Air Quality Annual Progress Report contained detailed monitoring and technical information and reviewed air quality monitoring data from 2017. This data confirmed that there had been two exceedances of the nitrogen dioxide annual mean air quality objective identified, one within each of the Johnstone (High Street) and Renfrew (Renfrew Cross) Air Quality Management Areas. As there had been no exceedances of air quality objectives at any monitoring locations within the Paisley Town Centre Air Quality Management Area and there had been three consecutive years of compliance with statutory objective levels within that Air Quality Management Area it was possible, in terms of the legislative framework, to amend or revoke the Air Quality Management Area. The report proposed that the current monitoring programme continue during 2018 to collate a further years worth of data before considering whether to amend or revoke the Paisley Town Centre Air Quality Management Area.

**DECIDED:** That the approval, by the Scottish Government, of Renfrewshire's 2018 Air Quality Annual Progress Report, with two exceedances of the statutory annual mean air quality objective for nitrogen dioxide having been identified, one within each of the existing Johnstone and Renfrew Air Quality Management Areas, be noted.

#### **5 Reducing Exposure to Lead in Drinking Water Project**

There was submitted a report by the Director of Communities, Housing & Planning Services advising that during 2017 the Drinking Water Regulator for Scotland had contacted all councils regarding an initiative to reduce potential exposure to lead within drinking water. The first phase of the initiative sought to provide information, via council websites, on the risks to health from lead pipes being present within drinking water supply pipes and to ensure that there was no risk of children being exposed to lead in drinking water within council-owned education facilities. As a result samples of drinking water had been collected from every school, nursery and pre-school facility in the council-owned estate and submitted to Glasgow Scientific Services for professional analysis for lead. None of the results exceeded the current maximum prescribed concentration value. The results had been reported to the Drinking Water Quality Regulator for Scotland.

The Regulator had subsequently advised that Scottish Water had been commissioned, as part of Phase 2 of the initiative, to undertake a sampling programme for lead across all privately-owned facilities where school or nursery activity took place. Should any water-quality failures be identified in these properties, they would be raised with the relevant local authority for further investigation and enforcement of remedial action.

**DECIDED:**

- (a) That it be noted that drinking water samples had been collected and tested from all council-owned education facilities with no elevated levels of lead being identified;
- (b) That it be noted that a further programme of testing would now be carried out by Scottish Water across all privately-run facilities where school or nursery activity took place; and
- (c) That it be noted that the Council website had been updated to provide information on the health risks of lead pipes being present within the drinking water supply pipework.

## **6 Food Law Code of Practice (Scotland) Consultation**

There was submitted a report by the Director of Communities, Housing & Planning Services relative to consultation by Food Standards Scotland (FSS) in respect of proposed changes to the Food Law Code of Practice (Scotland) to reflect changes in legislation and best practice since publication in 2015, of the current Code. It was noted that the deadline for responses was 21 September 2018.

The Code of Practice detailed the instructions, processes and criteria to be used by local authorities in Scotland when carrying out official food controls in their role as Food Authorities. The changes proposed to the existing Code of Practice delivered alignment with a number of strategies and were welcomed, however it was highlighted that some of the proposed changes would have a significant impact on how food law inspections were conducted across all local authorities and that training would be required for staff undertaking inspections following approval and issue of the final guidance by FSS. A copy of the Council's proposed response to the consultation was appended to the report.

**DECIDED:**

- (a) That the consultation on the Food Law Code of Practice (Scotland) and the proposed changes contained within it be noted; and
- (b) That the Council's consultation response, appended to the report, be approved.

## **7 Business Regulation Service Plan 2018/19**

There was submitted a report by the Director of Communities, Housing & Planning Services relative to the statutory Business Regulation Service Plan 2018/19.



The report advised that the Community Business Regulation team, within the Communities & Public Protection division, was responsible for the provision of statutory, regulatory services on behalf of the Council in relation to food safety, food standards and occupational health & safety at work. Food Standards Scotland required a Business Regulation Service Plan to be produced each year detailing activity undertaken and/or planned to enforce food law and food safety in Renfrewshire. A copy of the 2018/19 Plan was appended to the report and detailed outcomes, how work was being undertaken, service delivery methods, the resources allocated and planned and programmed activity during 2018/19.

**DECIDED:** That the Business Regulation Service Plan 2018/19, a copy of which was appended to the report, be approved for submission to Food Standards Scotland.

## **8 Review of Car Parking Provision and Charges**

### **8(a) Parking Charges in Johnstone and Renfrew**

Under reference to item 17 of the Minute of the meeting of this Policy Board held on 30 May 2018 there was submitted a report by the Director of Environment & Infrastructure relative to the review of car parking provision and charges across Renfrewshire specifically providing an update on the introduction of Parking Charges for on and off-street parking in Johnstone and Renfrew.

The report detailed feedback received to the online engagement and public meetings held during June 2018 on the key findings of the impact assessment, as undertaken for Johnstone and Renfrew town centres.

The report outlined four options relating to car parking provision and charges in Johnstone and Renfrew town centres, namely, no parking control charges or interventions within Johnstone and Renfrew town centres; introduction of parking control charges to on and off-street parking locations in Johnstone and Renfrew town centres following a time limited period of free parking of up to two hours; introduction of parking control charges for on-street parking only with off-street parking remaining free of charge; and/or introduction of parking control charges for long-stay parking only in off-street car parks and the introduction of parking control charges for on-street parking in Johnstone and Renfrew town centres. A summary of the implications of each option was provided.

Councillor Cameron, seconded by Councillor Campbell, moved that Council agrees that considering the findings of the engagement exercise, which demonstrates no clear consensus from the business community and wider community for the introduction of parking control charges that option 1 is the preferred option for Johnstone and Renfrew Town Centres.

Councillor Hood, seconded by Councillor Davidson, moved as a first amendment that Council approves option 1 and further agrees to reverse with immediate effect the increase in on and off street parking charges in Paisley, implemented earlier this year these having previously been agreed in November 2017.

Councillor J MacLaren intimated that he wished to move a second amendment. The Convener indicated, in accordance with Standing Order 32, that the second amendment would be considered following the vote between the motion and first amendment.

On the roll being called between the motion and the first amendment, the following members voted for the motion: Councillors Adam-McGregor, Burns, J Cameron, Campbell, Don, McEwan and Mylet.

The following members voted for the first amendment: Councillors Binks, Davidson, Devine, Graham, Hood, Kennedy and J MacLaren.

Seven members having voted for the motion and seven members having voted for the first amendment, the Convener, in terms of Standing Order 31, used her second and casting vote in favour of the motion.

Councillor J MacLaren, seconded by Graham, then moved as a second amendment that recommendations 2, 2.1 be agreed and recommendation 2.2 be replaced with “implement option 1 as set out in paragraphs 5.2 to 5.2.3 of this report for Johnstone and Renfrew town centres”. In terms of Standing Order 27 Councillors Cameron and Campbell, being the mover and seconder of the motion, accepted the second amendment.

### **DECIDED:**

(a) That the feedback received from the public engagement exercise into the findings of the impact assessment for Johnstone & Renfrew town centres be noted; and

(b) That option 1, as set out in paragraphs 5.2 to 5.2.3 of the report be implemented for Johnstone and Renfrew town centres.

### **Sederunt**

Councillor Mylet having declared an interest in the following item of business left the meeting.

## **8(b) Residents and Business Parking Permits in Paisley , Johnstone and Renfrew**

Under reference to item 17 of the Minute of the meeting of this Policy Board held on 30 May 2018 there was submitted a report by the Director of Environment & Infrastructure relative to the review of car parking provision and charges across Renfrewshire specifically providing an update on residents and business parking permits in Paisley, Renfrew and Johnstone.

The report detailed feedback and outlined options relating to the introduction of an annual charge for administering the resident and business parking permit scheme in Paisley town centre; the introduction of a residents and business parking permit scheme for Johnstone and Renfrew town centres; and the introduction of an annual charge for administering the resident and business parking permits in Johnstone and Renfrew town centres. A summary of the implications of each option on addressing

parking concerns in both town centres and the associated financial implications was provided.

Councillor Adam-McGregor, seconded by Councillor Burns, moved that in reference to Recommendation 2.2 we agree to option1, that Council continues to administer Paisley's Resident and Business Parking Scheme free of charge and in reference to Recommendation 2.3 we agree to option 1 that no Resident and Business Permit Scheme is introduced in Johnstone and Renfrew Town Centres. This was agreed.

**DECIDED:**

(a) That the feedback received from the public engagement exercise into the findings of the impact assessment for Johnstone and Renfrew town centres be noted;

(b) That option1, that the Council continue to administer the Paisley Resident and Business Parking Scheme free of charge, be agreed; and

(c) That option 1, that no resident and business permit scheme be introduced in Johnstone and Renfrew Town Centres, be agreed.

**Sederunt**

Councillor Mylet re-entered the meeting prior to consideration of the following items.

## **9 Publication of Transport (Scotland) Bill - Call for Evidence**

There was submitted a report by the Director of Environment & Infrastructure relative to the Transport (Scotland) Bill.

The report advised that the aims and objectives of the Bill were to empower Scotland's local authorities to establish consistent standards to make transport easier, cleaner and smarter and support the delivery of a safe, efficient, cost-effective and sustainable transport system for all. The Bill was in six parts: low emission zones; bus services; ticketing arrangements and schemes; pavement parking and double parking; road works; and miscellaneous and general issues.

The Scottish Parliament Rural Economy & Connectivity Committee had published an online survey on the content of the Bill which sought responses by 28 September 2018. A copy of the draft response, prepared on behalf of the Council, was appended to the report. It was noted that Strathclyde Partnership for Transport would, informed by the comments detailed within sections 3.4 and 3.5 of the report, respond on behalf of the Council to the bus services and ticketing arrangements and schemes elements of the survey.

**DECIDED:**

(a) That the Council's submission, as appended to the report, to the online survey published by the Rural Economy & Connectivity Committee, in respect of Parts 1, 4, 5 and 6 of the Transport (Scotland) Bill, be approved; and

(b) That it be noted that Strathclyde Partnership for Transport would respond on behalf of the Council to sections 2 and 3 of the Transport (Scotland) Bill, with the response being informed by the comments outlined in paragraphs 3.4 and 3.5 of the report.

## **10 Fixed Penalty Notices Associated with Road Works**

There was submitted a report by the Director of Environment & Infrastructure relative to the proposed introduction of a Council policy that enabled fixed penalty notices (FPN) to be issued to utility companies and statutory undertakers who failed to comply with the requirements of the New Roads and Street Works Act 1991.

The report indicated that the use of FPNs was viewed as a method of ensuring compliance with conditions imposed on utility companies and statutory undertakers when they were undertaking works. The Council had established a good relationship with utility companies and statutory undertakers and, in view of the level of compliance and engagement previously the Council, had not been in the practice of issuing FPNs when contraventions occurred. To progress lessons learned from the project to construct the roundabout as part of the residential housing development in Brookfield, where there had been significant delays in construction, the Council sought to use existing powers of enforcement, through the issuing of formal FPNs where non-compliance in terms of the New Roads and Street Works Act 1991 were identified. A copy of the proposed FPN policy was appended to the report.

**DECIDED:** That the Fixed Penalty Notices Policy, appended to the report, be approved to enable the issuing of Fixed Penalty Notices on utility companies and statutory undertakers for breaches of the New Roads and Street Works Act 1991.

## **11 New Code of Practice - Well Managed Highway Infrastructure**

There was submitted a report by the Director of Environment & Infrastructure relative to the new Code of Practice for highway maintenance entitled 'Well Managed Highway Infrastructure'.

The report advised that Codes of Practice promoted best practice but were not legislation and that while adoption of the new Code of Practice for highway maintenance was voluntary, it was likely to become the industry standard for maintenance and inspections on the public road network. Development of the 'Well Managed Highway Infrastructure' Code of Practice, which recommended a risk-based approach be adopted for all aspects of highway infrastructure maintenance, had been overseen by the UK Roads Liaison Group (UKRLG) and its Roads, Bridges and Lighting Boards and replaced the existing Codes relating to maintenance, lighting and management of highways. Local authorities had been advised that the existing codes of practice would remain in place for a period of two years to allow authorities to transition their arrangements. The new Code of Practice was a major change in policy, moving away from prescribed inspection frequencies and response times towards a fully risk-based process whereby local authorities developed their own levels of service based on the nature of their own network, road types and conditions and historical inspection records. All highway decisions would be made on the basis of a risk matrix analysis, with the level of risk defined by the category of probability or likelihood against the category of consequence and severity. It was highlighted that carriageway inspections would become more onerous under the new Code, with some carriageway types being inspected on a more frequent basis.

Although the Code of Practice had been launched in 2016, it was highlighted that further guidance was due to be issued by the Scottish Chief Officers of Transportation in Scotland (SCOTS) developing a site-based approach, with the aim of ensuring councils in Scotland developed policy in a consistent manner, reflecting the priorities within the Code of Practice. It was noted that a further report would be prepared and submitted to a future meeting of this Policy Board, upon publication of the SCOTS guidance, which would include the Council's new policies on roads and footways inspection.

**DECIDED:**

(a) That the adoption of the Code of Practice, 'Well Managed Highways', as outlined in the report and the associated change to a risk-based approach for management of the road infrastructure network, be noted; and

(b) That it be noted that a further report on the Code of Practice would be submitted to a future meeting of this Policy Board to consider and, if appropriate, approve revised inspection policies for roads and footways upon publication of the SCOTS guidance.

## **12 The Renfrewshire Council (Disabled Persons' Parking Places) (Various Locations Renfrewshire) Number 5 Order 2018 Sustained Objections**

There was submitted a report by the Director of Environment & Infrastructure relative to the proposed Renfrewshire Council (Disabled Persons' Parking Places) (Various Locations Renfrewshire) Number Five Order 2018 and, in particular, the objections made and not withdrawn.

The report advised that it was proposed that a Traffic Regulation Order (TRO) be approved to support the Council to fulfil its duties under the Disabled Persons' Parking Places (Scotland) Act 2009 by making disabled driver's parking bays enforceable. A summary of the detail and location of the proposals, consultation responses and objections were appended to the report. It was noted that the making of TROs was a function delegated to the Director of Environment & Infrastructure after consultation with the Convener of the Infrastructure, Land & Environment Policy Board and the local ward members unless objections were received. Following advertisement of the proposed TRO, two objections had been received and not withdrawn. In accordance with the Local Authorities' Traffic Orders (Procedures) (Scotland) Regulations 1999 and the Council's procedures, the report advised of the options available when considering and determining the objections, which were either to consider the objections in fulfilment of its statutory obligations to give consideration to all objections made and not withdrawn or to appoint an independent Reporter to convene a hearing to consider the objections. It was proposed that no Reporter be appointed on this occasion and that having considered the objections made and not withdrawn they not be upheld. This was agreed.

**DECIDED:**

(a) That it be agreed, following consideration that the objections made and not withdrawn, in relation to the Renfrewshire Council (Disabled Persons' Parking Places) (Various Locations Renfrewshire) Number Five Order 2018, be not upheld and that an independent Reporter not be appointed;

(b) That the implementation of the disabled parking bays on Lochfield Crescent, Paisley and Halifax Way, Renfrew, as advertised, be approved; and

(c) That the Director of Environment & Infrastructure, in consultation with the Convener of the Infrastructure, Land & Environment Policy Board, be authorised to make the Traffic Regulation Order.

### **13 Incorporating Waste Plastic into Asphalt for Road Repairs**

Under reference to Item 24 of the Minute of the meeting of the Council held on 21 December 2017, there was submitted a report by the Director of Environment & Infrastructure relative to the proposed trial of a new asphalt product that contained recycled plastic waste.

The report referred to the Notice of Motion agreed at the meeting of the Council held on 21 December 2017 that appropriate officers examine innovative approaches to road surface materials, such as that produced by MacRebur Limited, and report their findings together with recommendations to this Policy Board. The report advised that discussions had been entered into with a specialist company who had developed a product to be used as an additive to asphalt, which was currently used for road surfacing works. The additive was made from waste plastic materials and was designed to replace part of the bitumen in an asphalt mix. It was noted that Environment & Infrastructure Services intended to trial the product during the autumn of 2018 as part of a resurfacing programme in Elm Drive, Johnstone. The use of the product and road surface would thereafter be monitored on a regular basis to assess suitability of the product for future roads improvement programmes.

**DECIDED:** That it be noted that the Council would trial the new asphalt product containing recycled plastic, during Autumn 2018, as part of a resurfacing programme.

### **14 Switched on Fleet Grant Funding**

There was submitted a report by the Director of Environment & Infrastructure relative to the Switched on Towns and Cities Challenge Fund, launched by the Scottish Government, to support intensive high-impact actions within a town or city to further encourage and promote the uptake of electric vehicles.

The report advised that applications had been invited for funding to facilitate a step-change in the uptake of plug-in electric vehicles (EV) in Scotland's towns and cities. The Challenge Fund was targeted at local authorities who were well placed to deliver on local incentives to support electric vehicle uptake. Community Planning Partners as well as wider public-sector bodies were eligible project partners. The maximum project value was between £1.5 and £2.5 million, and although up to 100% of the costs of the project could be obtained from the fund, an applicant's ability to provide partial funding towards the project together with their ability to demonstrate existing EV leadership would be considered during the assessment of bids. It was highlighted that the Council had been pro-active over a number of years, increasing the volume of electric fleet to the current 42 vehicles and regularly participated in opportunities to receive additional funding to supplement the annual £1.5 million Capital Vehicle Replacement Programme. The Challenge Fund represented a significant opportunity to make a step-change in the Council's approach to embracing electric fleet and

improving charging infrastructure. Stage 1 of the application process had closed on 31 August 2018 and details of the submission, formulated on behalf of the Council were provided. It was highlighted that successful applicants would be informed during November 2018 with delivery of projects anticipated during 2019/20 and 2020/21.

**DECIDED:**

(a) That the submission of a stage 1 bid to the Switched on Towns and Cities Challenge Fund, with a grant application of £2.2 million, towards a total project value of £2.5 million be approved;

(b) That it be noted that the contribution from the Council for the delivery of the project was anticipated to be £300,000 over 2019/20 and 2020/21, which would be funded from the Council's annual Vehicle Replacement Programme; and

(c) That it be noted that if the bid was successful, a further report would be submitted to a future meeting of this Policy Board setting out the award and the detailed plans over the next two years.

## **15 Waste Management Strategy Progress Update and Refresh - Improving Recycling in Renfrewshire - Implementation Progress Update**

There was submitted a report by the Director of Environment & Infrastructure relative to progress in respect of the implementation of the waste service changes previously approved by this Policy Board and the Council's commitment to the Scottish Household Recycling Charter to transform waste services to achieve a more uniform waste collection service nationally, improve collection rates and create a consistent stream of high quality recyclates.

The report detailed planned waste service changes, agreed at the meeting of this Policy Board held on 8 November 2017, which it was anticipated would transition the Council towards compliance with the Recycling Charter and the associated Code of Practice. The project was being implemented in line with the Council's Project Management Framework and four distinct work streams, procurement; data preparation/routing; operational; and communications, had been established to allow planned and effective implementation. The report provided an update in respect of each of the four workstreams and advised that implementation was progressing as planned, for late Autumn 2018. The Scottish Household Recycling Charter set clear, consistent standards and objectives in relation to the councils' waste and recycling policies. It was noted that while the current council policies largely reflected the requirements of the Charter, they had been reviewed to take cognisance of the agreed service changes and to reflect changes in the landscape of recycling with a focus on education and awareness of improved recycling in Renfrewshire.

**DECIDED:**

(a) That the implementation plan, outlined in sections 4 and 5 of the report, be approved and the update in relation to implementation of the agreed service changes to improve recycling in Renfrewshire be noted;

(b) That the revised waste policies, copies of which were appended to the report, be approved; and

(c) That, as part of the implementation of the agreed service changes, additional support arrangements, detailed in paragraph 4.4.4 of the report, be put in place over the festive period 2018/2019.

## **16 Code of Practice on Litter and Refuse (COPLAR) 2018**

There was submitted a report by the Director of Environment & Infrastructure relative to the revised code of practice on Litter and Refuse (COPLAR) 2018 issued by the Scottish Government.

The report stated that organisations including local authorities, Scottish Ministers, Crown Estate Scotland, railway operators and education institutions required to adhere to the COPLAR 2018, which had been issued to fulfil duties in terms of the Environmental Protection Act 1990 and had been enacted by the Scottish Parliament during July 2018. Development of the COPLAR 2018 had been informed by consultation and the considerations of a stakeholder steering group. It was noted that the format of the COPLAR 2018 was broadly similar to the previous Code of Practice however significant changes, implications and challenges were highlighted.

### **DECIDED:**

(a) That the content of the Code of Practice on Litter and Refuse (COPLAR) 2018 and the potential implications and challenges for Renfrewshire Council be noted;

(b) That the requirement for Environment & Infrastructure Services to undertake a COPLAR re-zoning exercise for Council-owned land and roads and the intention to create an intern post, working within the StreetScene service team, to support this project be noted; and

(c) That it be agreed to publicise the results of the COPLAR zoning exercise on the Council website.

## **17 Memorials and Structures in Cemeteries**

There was submitted a report by the Director of Environment & Infrastructure relative to the key recommendations, released during January 2018, arising from the Fatal Accident Inquiry (FAI) conducted by Sheriff Ruxton following the death of an 8-year-old boy, when a large monument had toppled and fallen directly onto him in Craigton Cemetery, Glasgow.

The report provided the background to the FAI, current procedures within cemeteries for which Renfrewshire Council had responsibility and potential implications for the Council with regard to gravestones, monuments and mausoleums in cemeteries in light of the recommendations made by the Sheriff. It had been accepted during the FAI that there was confusion as to the interpretation of industry guidance on safety management and inspections within cemeteries to determine the stability and safety of memorials. It had further been acknowledged that there was an absence of Scottish guidance on safe cemetery management, with reference to memorial safety. Memorial safety in cemeteries was recognised as a risk to the public, contractors and funeral directors, as well as a reputational risk to the Council and had been included in the Environment & Infrastructure Services risk register 2018/19.



There were three recommendations arising from the FAI, which included the provision by the Scottish Government of clear and concise guidance to Scottish local authorities with regards to memorials in cemeteries. While the guidance had not yet been finalised, a letter had been issued to Chief Executives reminding local authorities of their statutory health and safety responsibilities and urging the review of their inspection arrangements for memorial safety in cemeteries ahead of the guidance being issued. Renfrewshire Council did not currently have a formal programmed inspection regime for memorials within the nine cemeteries and 11 closed churchyards for which it had responsibility, however, regular visual monitoring resulted in hand/topple tests being undertaken to memorials that were leaning/not vertical and where required, they were laid down to make safe. Where the memorials were particularly large, the Council used mechanical means to safely lower the structure. It was noted that the current position in Renfrewshire was consistent with most, if not all other local authorities across Scotland. The report recommended the procurement of specialist external support to implement a documented, programmed inspection regime for the cemeteries and Church of Scotland graveyards for which the Council had responsibility.

### **DECIDED:**

(a) That the findings of the Fatal Accident Inquiry (FAI) released by Sheriff Ruxton on 22 January 2018 be noted;

(b) That the current arrangements for inspections of cemeteries by Renfrewshire Council be noted;

(c) That the procurement of specialist external support to implement a documented, programmed inspection regime for the cemeteries and Church of Scotland graveyards for which the Council had responsibility be noted; and

(d) That it be agreed that a further report be submitted to a future meeting of this Policy Board, early in 2019, outlining the findings of the work undertaken and the implications from these findings.

## **18 Removal of Local Authority Charges for Burials and Cremations for under 18s**

There was submitted a report by the Director of Communities, Housing & Planning Services relative to the removal of local authority charges for burials and cremations for those under 18 years of age. At the meeting of the Council held on 2 March 2018, it had been agreed that the Council commit £0.050 million to help alleviate funeral poverty through the development and implementation of an affordable Respectful Funeral Service for Renfrewshire and remove burial and registration fees for children under 16.

The report advised that the Scottish Government and CoSLA had agreed a programme to remove local authority charges for burials and cremations for those under 18 years of age and detailed how the Council would participate in the programme. The report sought approval to extend the removal of local authority charges for burials and registration fees to those under 18 years of age in Renfrewshire, and to work with local crematoria to seek their support in removing their charges in respect of those under 18 years of age.

**DECIDED:**

(a) That it be agreed that the existing arrangements to waive any Renfrewshire Council costs, lair and interment, for a funeral of a young person under the age of 16 be extended to ensure that any Renfrewshire Council funeral costs were waived for any child under 18 in line with the agreed CoSLA / Scottish Government approach;

(b) That it be agreed that officers from Communities, Housing & Planning Services work with local crematoria to seek their support in removing charges for under 18's; and

(c) That it be noted that the Scottish Government had provided a contribution, amounting to £10,000 for Renfrewshire, to support policy change towards the costs of implementing this programme.

## **19 Lease of Shop Premises at 55 and 57 Ivanhoe Road, Paisley**

There was submitted a report by the Director of Finance & Resources relative to the provisional terms and conditions agreed in relation to the lease of the shop premises at 55/57 Ivanhoe Road, Paisley. A plan appended to the report outlined the location of the properties.

The report advised that the shop premises at 55 and 57 Ivanhoe Road were leased on a month-to-month basis to Mr Jasvinder Shergill. Currently a pharmacy traded out of number 57 Ivanhoe Road, while number 55 did not trade at all. The tenant proposed to combine the units into one trading as a pharmacy. Assuming, that conversion works were undertaken in accordance with all necessary planning and statutory consents, it was considered appropriate to conclude a lease in respect of the merged property. Discussions had taken place with Mr Shergill, and the main terms and conditions of the lease, which were detailed in the report, had been agreed provisionally.

**DECIDED:** That authority be granted to the Head of Property Services and the Head of Corporate Governance to conclude a new lease of the shop premises at 55 and 57 Ivanhoe Road, Paisley, on the main terms and conditions detailed in the report.

## **20 Lease of Shop Premises at 42 Foxbar Road, Paislay**

There was submitted a report by the Director of Finance & Resources relative to the provisional terms and conditions agreed in relation to the lease of the shop premises at 42 Foxbar Road, Paisley. A plan appended to the report outlined the location of the property.

The report advised that the shop premises at 42 Foxbar Road, Paisley was leased on a nine-year lease, which was due to expire on 7 October 2018, to Mr Gurjit Singh. Currently a hot food takeaway traded out of the property. The tenant had indicated that he was keen to invest in his business and had requested a new longer-term lease as he considered that there would be more incentive to do so if he had increased security of tenure. Discussions had taken place with solicitors acting on behalf of Mr Singh and the main terms and conditions of the longer-term lease, which were detailed in the report, had been agreed provisionally.

**DECIDED:** That authority be granted to the Head of Property Services and the Head of Corporate Governance to conclude a new lease of the shop premises at 42 Foxbar Road, Paisley, on the main terms and conditions detailed in the report.

## **21 Lease of Shop Premises at 38 High Street, Renfrew**

There was submitted a report by the Director of Finance & Resources relative to the provisional terms and conditions agreed in relation to the lease of the shop premises at 38 High Street Renfrew. A plan appended to the report outlined the location of the property.

The report advised that the current tenant of the Council-owned shop premises at 38 High Street, Renfrew, Mr Martin Anderson, was in the process of selling his business and required to transfer the lease of the property to the proposed purchasers, James and Mariesha McArthur. The property currently traded as a jewellery workshop. The proposed incoming tenants had requested a nine-year lease, on full repairing terms, to facilitate potential investment in the business and for security of tenure purposes.

**DECIDED:**

(a) That renunciation of the existing lease to Mr Anderson be approved subject to all of the associated costs incurred by the Council being met by him; and

(b) That a nine-year full repairing lease to James and Mariesha McArthur jointly and severally, subject to three-yearly rent reviews and suitable terms and conditions being agreed with the Director of Finance & Resources, including a rental uplift to £3,850 per annum and the Council's costs being met by the proposed new tenants.

## **22 Lease of 59 Amochrie Road, Paisley**

There was submitted a report by the Director of Finance & Resources relative to the provisional terms and conditions agreed in relation to the lease of the portacabin premises at 59 Amochrie Road, Paisley. A plan appended to the report outlined the location of the property.

The report advised that the portacabin premises at 59 Amochrie Road, Paisley had been leased to Mrs Shirley Graham since 5 March 2018 on a month-to-month lease agreement. Currently the portacabin operated as a community resource centre/cafe. The tenant had indicated that she was keen to invest in the property and had requested a new longer-term lease as she considered that there would be more opportunity to secure grant funding if she had increased security of tenure. Discussions had taken place with Mrs Graham and the main terms and conditions of the longer-term lease, which were detailed in the report, had been agreed provisionally.

**DECIDED:** That authority be granted to the Head of Property Services and the Head of Corporate Governance to conclude a new lease of the portacabin premises at 59 Amochrie Road, Paisley, on the main terms and conditions detailed in the report.

## **23 Lease of Shop Premises at 180 Braehead Road, Paisley**

There was submitted a report by the Director of Finance & Resources relative to the provisional terms and conditions agreed in relation to the lease of the shop premises at 180 Braehead Road, Paisley. A plan appended to the report outlined the location of the property.

The report advised that the shop premises at 180 Braehead Road, Paisley were leased on an 11-month lease, which was due to expire on 28 April 2019, to Mr Farooq Malik. Currently a hot food takeaway and grocer/newsagent traded out of the property. The tenant had indicated that he was keen to invest in his business and had requested a new longer-term lease as he considered that there would be more incentive to do so if he had increased security of tenure. Discussions had taken place with Mr Malik and the main terms and conditions of the longer-term lease, which were detailed in the report, had been agreed provisionally.

**DECIDED:** That authority be granted to the Head of Property Services and the Head of Corporate Governance to conclude a new lease of the shop premises at 180 Braehead Road, Paisley, on the main terms and conditions detailed in the report.

## **24 Lease of Premises at 7a Moss Street, Paisley**

There was submitted a report by the Director of Finance & Resources relative to property implications associated with the continuation of the services provided as part of the Council's commitment to mitigate the impacts of welfare reform on Council tenants, including a 'drop-in' housing options advice service and shop front in Paisley Centre Town.

The report advised that the Homechoice shop, located at 7a Moss Street, Paisley, had opened on 21 October 2013 as one of a range of initiatives developed to provide additional support for tenants affected by the UK Government's benefit changes. The benefits provided by the shop were outlined. Discussions had taken place with the landlord and the main terms and conditions of the proposed lease, which were detailed in the report, had been agreed provisionally.

**DECIDED:** That the Head of Property Services and Head of Corporate Governance be authorised to enter into a lease extension/new lease in respect of the retail premises at 7a Moss Street, Paisley based on the terms and conditions detailed in the report.

## **25 Lease of Premises at Studio 907, Mile End Mill, 12 Seedhill Road, Paisley**

There was submitted a report by the Director of Finance & Resources relative to the provisional terms and conditions agreed in relation to the lease of the premises at Studio 907, Mile End Mill, 12 Seedhill Road, Paisley.

The report advised that as part of the capital investment works to refurbish Paisley Museum there was a requirement to relocate services temporarily. The reinstatement of the Heritage Centre to an alternative location was included in the proposals. Authority was sought to extend an already procured short-term lease of the property

at Studio 907 Mile End Mill, 12 Seedhill Road, Paisley to relocate the Heritage Centre. The current short-term lease included provision within the missives to extend on the same terms and conditions for a further three-year period, subject to approval by this Policy Board. Discussions had taken place with the landlord and the main terms and conditions of the proposed lease, which were detailed in the report, had been agreed provisionally.

**DECIDED:** That the Head of Property Services and Head of Corporate Governance be authorised to extend the existing lease at 907 Mile End Mill, 12 Seedhill Road, Paisley for a further three-year period, based on the terms and conditions detailed in the report.

## **26 Lease of Premises at Glasgow Airport for Environment & Infrastructure Public Health Suite**

There was submitted a report by the Director of Finance & Resources relative to the property implications and the proposed solution to house the services required, as Port Health Authority, in terms of the Public Health (Aircraft) (Scotland) Regulations 1971.

The report advised that in terms of the above legislation the Council, as Port Health Authority, required to maintain a presence at Glasgow Airport to fulfil obligations to provide facilities for passengers unwell on aircraft arriving at or returning to Glasgow Airport. Responsibility within the Council for public health had transferred to Communities, Housing & Planning Services during July 2018. As the service provided in terms of the Public Health (Aircraft) (Scotland) Regulations 1971 was deemed to be currently operating well it was proposed to enter a lease in respect of Room 0G341 at the International Pier, Glasgow Airport. Discussions had taken place and the main terms and conditions of the proposed lease, which were detailed in the report, had been agreed provisionally.

**DECIDED:** That the Head of Property Services and Head of Corporate Governance be authorised to enter into a lease extension/new lease in respect of the premises at Room 0G341 at the International Pier, Glasgow Airport, based on the provisional terms and conditions detailed in the report and subject to such other conditions as may be considered necessary by the Head of Corporate Governance and the Head of Property Services to protect the interests of the Council.

## **27 Disposal of Site of the Former Carsewood House, Hillfoot Drive, Howwood**

There was submitted a report by the Director of Finance & Resources relative to progress in terms of the offer received for the disposal of the site of the former Carsewood House, Hillfoot Drive, Howwood, which was identified on a plan appended to the report.

The report reminded members that the former Carsewood House Children's Home had been declared surplus to the Council's requirements at the meeting of the Council's former Community & Family Care Policy Board held on 31 July 2001 and demolished during October 2003. The site, identified on a plan appended to the report, had previously been marketed but had failed to produce a disposal of the

land. An offer at a suitable price level had now been received from Sim (Group Holdings) Limited at a value of £300,000 exclusive of VAT. Copies of the offer had been passed to the Head of Corporate Governance and Head of Planning & Housing Services who had indicated that there were no conditions contained in the offer which could not lead to the successful conclusion of missives and that while development details had not yet been provided the offer could be considered for progression of development of the site. It was highlighted that the offer was conditional upon the developer achieving planning consent and being satisfied with soil conditions and further unknown factors following further site investigation works. In the event the sale was not realised the site would be returned to the market.

**DECIDED:**

(a) That the Director of Finance & Resources be authorised to accept the offer received for the site in the best financial and other interests of the Council and subject to any other terms and conditions as considered necessary by the Head of Property Services and the Head of Corporate Governance to protect the interest of the Council; and

(b) That, in the event of an agreement not being concluded timeously with the offeror, the site be remarketed for sale on the open market.

## **28 Land at Centreholm, Erskine**

There was submitted a report by the Director of Finance & Resources relative to progress with the disposal of land at Centreholm, Erskine and seeking authority to adjust the terms of the disposal prior to conclusion of legal missives.

The report made reference to the decision taken at the meeting of the Council's former Planning & Property Policy Board held on 12 May 2015 when it had been agreed to proceed to place the site under offer with the top offeror with instructions to seek to conclude missives for sale. It had been identified as part of those discussions that a further piece of land required to be included in the sale package and this additional land was subsequently declared surplus to the Council's requirements at the meeting of the Infrastructure, Land & Environment Policy Board held on 8 November 2017. A plan appended to the report identified the expanded site area.

The proposed purchaser had thereafter advised that they were unable to progress missives to conclusion while taking the risk of procuring their preliminary site investigations without some certainty regarding a price adjustment downwards to reflect any identified ground and environmental problems. Delegated authority was sought by the Head of Property Services to enable him to agree a closing pricing adjustment up to a maximum figure without further recourse to the Policy Board. A cap of a maximum reduction of £260,000 off the offer price had been negotiated by officers. The proposed cap figure represented a proportionally restricted amount for abnormal costs in comparison with land sales where the Board had agreed the adjustment. It was highlighted that the offeror had the right to withdraw if the costs exceeded the proposed cap figure.

**DECIDED:** That the Head of Corporate Governance and Head of Property Services be authorised to accept the terms of a potential price adjustment as detailed within section 3.3 of the report.

## **29 Land at Calderside Road, Lochwinnoch**

There was submitted a report by the Director of Finance & Resources relative to the provisional terms and conditions agreed in relation to the lease of land at Calderside Road, Lochwinnoch. A plan appended to the report outlined the location of the land involved.

The report advised that the area of ground involved was part of a long-term agricultural tenancy in favour of Mr Ian Lamont of West Tandlemuir Farm which since 21 May 2018 had been occupied under licence by EE Limited. A temporary telecommunications installation had subsequently been erected on the site with the full co-operation and agreement of Mr Lamont. The current temporary licence was valid for 11 months and a rent of £3,000 had been paid. EE Limited had requested a longer-term lease as they wished to make the installation permanent. To enable the land occupied under licence to be leased exclusively to EE Limited it was proposed that there be a partial renunciation of that area of land from the West Tandlemuir Farm lease.

The proposed lease of ground to EE Limited was in accordance with the Council's policy for allowing telecommunications on its land and property. The main terms and conditions of the longer-term lease, which were detailed in the report, had been agreed provisionally.

### **DECIDED:**

(a) That authority be granted to the Head of Property Services and the Head of Corporate Governance to conclude a lease of the land at Calderside Road, Lochwinnoch, on the main terms and conditions detailed in the report; and

(b) That authority be granted to the Head of Property Services and the Head of Corporate Governance to agree a partial lease renunciation of land at Calderside Road, Lochwinnoch from of Mr Ian Lamont of West Tandlemuir Farm to enable it to be leased to EE Limited.

## **30 Land at Wallneuk Road, Paisley**

There was submitted a report by the Director of Finance & Resources relative to the proposed declaration of an area of land at Wallneuk Road Paisley, identified on a plan appended to the report, as surplus to the Council's requirements and detailing proposed terms and conditions for its disposal.

The report advised that the area of ground involved was leased under two ground leases, which would expire in 2040, to GD Chalmers Limited. The tenant had constructed buildings, formerly used as a public house, on the land. These premises were not Council-owned. The tenant was keen to consolidate ownership in the whole title in order to consider disposal of their buildings without recourse to the Council as ground landlord. The proposal to seek future beneficial re-use of the site was viewed as a worthwhile basis for selling the Council's interest to the tenant.

**DECIDED:**

(a) That authority be granted to the Head of Property Services and the Head of Corporate Governance to conclude the disposal of the land at Wallneuk Road, Paisley, identified on the plan appended to the report, subject to the terms and conditions detailed in the report; and

(b) That the land be declared surplus to the Council's requirements in order to progress the proposed disposal to GD Chalmers Limited.

**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 paragraphs 6 and 9 of Part I of Schedule 7A of the Local Government (Scotland) Act 1973.

**31 Kelvin House: Rescission of Missives**

There was submitted a report by the Director of Finance & Resources relative to the proposed rescission of missives for the site and buildings at Kelvin House, Forbes Place and Marshalls Lane, Paisley.

The report summarised the development proposals for the site, the terms of the contract concluded and highlighted specific sale conditions. An update was provided in terms of compliance by the purchasers with the terms of the contract and proposed future action to remedy the situation.

**DECIDED:** That the recommendations detailed in the report be approved.

**Valedictory**

The Convener advised that this was the last Policy Board meeting Shona MacDougall, Director of Environment & Infrastructure, would attend before her retirement. Reference was made to the contribution Shona had made in leading the core services within the remit of the Policy Board and the support provided to elected members in her roles within Renfrewshire Council as a Head of Service and Director. Tribute was also paid to her long and valued career in public service and the Convener, both personally and on behalf of the Board, wished Shona a long, enjoyable and healthy retirement. These sentiments were echoed by all members present.



## Minute of Meeting

### Johnstone and the Villages Local Area Committee

Date	Time	Venue
Thursday, 30 August 2018	18:00	Johnstone Town Hall, Ludovic Square, Johnstone, PA5 8EG

#### Present

Councillor Derek Bibby, Councillor Bill Binks, Councillor Jacqueline Cameron, Councillor Alistair Mackay, Councillor Emma Rodden, Councillor Andy Steel.

#### Chair

Councillor Steel, Convener, presided.

#### Community Representatives

A-M Balfour, Elderslie Community Council; J Anderson, Howwood Sports & Hobbies Group; T Wallace, Johnstone Community Council; W Crawford, Johnstone High Parish Church; A McBain, Johnstone Seniors Forum; D Blair, Kilbarchan Scout Group; D Fowles, Lochwinnoch Community Council; and M Lavery, Quarrelton Tenants & Residents Association.

#### Community Planning Partner

Chief Inspector Scott (Police Scotland).

#### In Attendance

S Graham, Partnerships Planning & Development Manager and A Moulson, Strategic Events Manager (both Chief Executive's); I Sinclair, Community Learning Officer (Children's Services); C Robertson, Warden Services Manager (Communities, Housing & Planning Services); G McNeill, Head of Operations & Infrastructure (Lead Officer) and K Anderson, Amenity Services Manager (both Environment & Infrastructure); and D Low, Senior Committee Services Officer (LACs) (Finance & Resources).

## **Apologies**

Councillors Andy Doig and Hood.

## **Declarations of Interest**

There were no declarations of interest 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 grant funding by Elderslie Community Council that had not been included on the agenda. The Convener, being of the opinion that the item, which is dealt with at item 5 of this Minute, was urgent in view of the need to determine the matter timeously authorised its inclusion on the list of applications for consideration.

## **Order of Business**

In terms of Standing Order 16, Councillor Steel indicated that he intended to alter the order of business to facilitate the conduct of the meeting by considering item 7 of the agenda before item 6.

### **1 Community Safety and Public Protection Update**

There was submitted a report by the Director of Communities, Housing and Planning Services providing a progress update on Renfrewshire Community Safety Partnership activities carried out in the Johnstone & the Villages Local Area Committee (LAC) area during the period 1 April to 30 June 2018.

The report provided information on Johnstone & the Villages area anti-social behaviour statistics; environmental enforcement and improvement activities; protecting vulnerable residents; building safer communities; and diversionary activities.

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

### **2 Update on Review of Community Level Governance Arrangements**

Under reference to item 4 of the Minute of the meeting of this LAC held on 31 May 2018 the Partnerships Planning & Development Manager gave a verbal update on the review of the LAC structure and the proposed new model for Community Level Governance. It was noted that a report on the review had been submitted to the meeting of the Cross Party Sounding Board held on 16 August 2018 and a final report would be submitted to the meeting of Renfrewshire Council to be held on 27 September 2018.

**DECIDED:** That the verbal update 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 Budget Monitoring

There was submitted a report by the Director of Finance & Resources relative to the Johnstone & the Villages LAC budget for 2018/19.

The report intimated that the sum of £5,086 had been returned to the General Grant Fund as a result of R & J Enterprises Limited not taking up the offer of grant awarded at the meeting on 31 May 2018.

**DECIDED:**

(a) That it be noted that R & J Enterprises Limited would not be taking up the offer of grant agreed by this LAC on 31 May 2018 and, as a result, the sum of £5,086 would be returned to the General Grant Fund budget; and

(b) That the report be noted.

### 5 Applications for Local Area Committee Funding

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

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

**SINGLE AREA**

Neilston and Uplawmoor First Responders – Johnstone Defibrillator Project – Awarded £3,250 together with any remaining balances at the year end.

Elderslie Community Council – purchase and installation of a defibrillator and case – Awarded £1,650.

**MULTI AREA**

Back to School Bank – provision of new school uniform and sanitary products for those in need – Awarded £300.

Renfrewshire Carers Centre – provision of activities for young carers – Awarded £1,000.

## **6 Presentation: How Events Can Support the Community**

A presentation was given by the Strategic Events Manager relative to the 2021 Legacy Programming.

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

### **Sederunt**

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

## **7 Presentation: Raising Awareness of Waste Services Changes**

A presentation was given by the Amenity Services Manager relating to changes to bin collections from November 2018.

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

## Minute of Meeting

### Petitions Board

Date	Time	Venue
Monday, 03 September 2018	14:00	Corporate Meeting Room 1, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

### Present

Councillor Jennifer Marion Adam-McGregor, Councillor Bill Brown, Councillor Stephen Burns, Councillor Michelle Campbell, Councillor Neill Graham, Councillor Lisa-Marie Hughes, Councillor Scott Kerr, Councillor Jim Sharkey, Councillor Andy Steel

### Chair

Councillor Jennifer Adam-McGregor, Convener, presided.

### In Attendance

D McNab, Transportation Manager (Environment & Infrastructure) and M Conaghan, Legal & Democratic Services Manager, 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 Petition: Bus Service from Renfrew to Queen Elizabeth University Hospital

There was submitted a report by the Director of Finance & Resources relative to a petition comprising around 570 signatures, submitted by Ms E McCrindle in the following terms:

“This petition is to highlight real concerns about the number 21 McGills bus, now no longer servicing passengers back and forward to the Queen Elizabeth Hospital, instead terminating at Braehead. This is a very valuable service to the residents of Arklestone and Newmains, and other areas of Renfrew.

We would like the opportunity to discuss this further at Renfrewshire Council Petitions Board, in the hope that our concerns can be passed on to SPT in order that certain services are subsidising hospital services”.

The report advised that the Director of Environment and Infrastructure had indicated that Strathclyde Partnership for Transport (SPT) were aware of the withdrawal of McGills number 21 service to Queen Elizabeth University Hospital and that this now terminated at Braehead. However, there were a further two services that operated from Braehead to Queen Elizabeth University Hospital on a better than ten-minute frequency

The Board heard from Ms E McCrindle in support of the petition and from the Transportation Manager.

Councillor Adam-McGregor, seconded by Councillor Campbell moved that the petition be referred to the relevant Director for further investigation with the recommendation that the Director write to Strathclyde Partnership for Transport and McGills Bus Company to make them aware of the Petition seeking reinstatement of the Service and asking that they explain their decision in relation to the removal of the service between Renfrew and Queen Elizabeth University Hospital.

Councillor Sharkey, seconded by Councillor Brown, moved as an amendment that the Board agreed to urge that the No. 21 bus service between Renfrew and Queen Elizabeth University Hospital be reinstated and call on representatives from McGills Bus Company be to attend a future meeting of the Audit, Risk and Scrutiny Board to explain their actions.

On the roll being called, the following members voted for the amendment: Councillors Brown and Sharkey.

The following members voted for the motion: Councillors Adam-McGregor, Burns, Campbell, Graham, Hughes, Kerr and Steel.

Two members having voted for the amendment and seven members having voted for the motion, the motion was accordingly declared carried

**DECIDED:** That the petition be referred to the relevant Director for further investigation with the recommendation that the Director write to Strathclyde Partnership for Transport and McGills Bus Company to make them aware of the Petition seeking reinstatement of the Service and asking that they explain their decision in relation to the removal of the service between Renfrew and Queen Elizabeth University Hospital.

## Minute of Meeting

### Placing Requests and Exclusions Appeals Panel

Date	Time	Venue
Tuesday, 04 September 2018	10:00	Marriage Suite, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

#### Present

Councillor Jennifer Adam-McGregor and Councillor Bill Brown, and Ms Elaine McNamara, Lay Representative.

#### Chair

Councillor Jennifer Adam-McGregor, Convener, presided.

#### In Attendance

D Briggs, Senior Solicitor (Litigation) 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.

## **EXCLUSION OF PRESS AND PUBLIC**

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

### **1 Gleniffer High School - Appeal Against the Exclusion of a Child from Attendance**

Consideration was given to an appeal against the exclusion of a child from attendance.

Mr J Gardiner, solicitor representing the Appellant, requested that the Hearing be adjourned at this time and that the appeal be considered at a future meeting.

The Convener moved that the Hearing be adjourned at this time and considered at a future meeting. This was agreed unanimously.

**DECIDED:** That the Hearing be adjourned at this time and considered at a future meeting.



## Minute of Meeting

### Finance, Resources and Customer Services Policy Board

Date	Time	Venue
Wednesday, 05 September 2018	14:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

#### Present

Councillor Tom Begg, Councillor Bill Brown, Provost Lorraine Cameron, Councillor Audrey Doig, Councillor Alison Jean Dowling, Councillor Jim Harte, Councillor John McNaughtan, Councillor Iain Nicolson, Councillor Jim Paterson, Councillor Jim Sharkey, Councillor John Shaw, Councillor Andy Steel, Councillor Jane Strang

#### Chair

Councillor J Shaw, Convener, presided.

#### In Attendance

S MacDougall, Director of Environment & Infrastructure; A Russell, Director of Finance & Resources; L McIntyre, Head of Policy & Commissioning, K Goldie, Senior Project Executive (Regeneration), B Lambert, Strategic Procurement Manager and C Grainger, Service Planning & Policy Development Manager (all Chief Executive's); A Moulson, Town Centre Project Manager (Communities, Housing & Planning Services) D Gillies, Head of Facilities Management, G Hannah, Acting Head of Operations & Infrastructure; K Anderson, Amenity Services Manager – Waste (all Environment & Infrastructure Services); and K Graham, Head of Corporate Governance, J Lynch, Head of Property Services, A MacArthur, Head of Finance, R Cree, OD & Workforce Planning Manager, E Shields, Business Services Manager, D Farrell, Finance & Business Manager, G Innes, Customer Services Manager, and A McNaughton, Senior Committee Services Officer (all Finance & Resources).

#### Apology

Councillor K MacLaren.

## **Declarations of Interest**

Councillor Nicolson declared a non-financial interest in Item 16 of the agenda, Civic Hospitality, as his wife was employed by Quarriers, and intimated his intention to remain in the meeting but not take part in the discussion or voting thereon.

### **1 Investment Review Board**

There was submitted the Minute of the Investment Review Board meeting held on 13 June 2018 which forms Appendix 1 hereto.

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

### **2 Joint Consultative Board (Non-teaching)**

There was submitted the Minute of the meeting of the Joint Consultative Board (Non-teaching) held on 6 June 2018 which forms Appendix 2 hereto.

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

### **3 Revenue Budget Monitoring Report to 22 June 2018**

There was submitted a revenue budget monitoring report by the Director of Finance & Resources in respect of Finance & Resources, Environment & Infrastructure Services and Miscellaneous expenditure for the period 1 April to 22 June 2018.

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

### **4 Revenue Budget Monitoring Report - Council Overview**

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 1 April to 22 June 2018.

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

### **5 Capital Budget Monitoring Report to 22 June 2018**

There was submitted a capital budget monitoring report by the Director of Finance & Resources relative to capital expenditure on corporate issues for the period 1 April to 22 June 2018.

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

## 6 Capital Budget Monitoring Report - Council Overview

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 1 April to 22 June 2018.

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

### SEDERUNT

Councillor Harte entered the meeting during consideration of the undernoted item.

## 7 Charitable Registration of Common Good Funds

There was submitted a report by the Director of Finance & Resources relative to the charitable registration of the common good funds controlled by the Council for Paisley, Renfrew and Johnstone.

The report explained that each of the three common good funds had been registered as charities many years ago, possibly to take advantage of tax benefits available at the time for investment income, particularly share dividends. Such tax benefits were no longer available, and as a result most common good funds controlled by local authorities in Scotland were no longer registered as charities. Costs associated with accounting and auditing arrangements for charities would no longer be required to be met from the three common good funds controlled by the Council should they no longer be registered as charities.

Councillor Shaw, seconded by Councillor McNaughtan, moved that a formal application be submitted to the Office of the Scottish Charity Regulator requesting the de-registration of the Paisley Common Good Fund, SCO19478, Renfrew Common Good Fund, SCO19479 and Johnstone Common Good Fund, SCO19480.

Councillor Sharkey, seconded by Councillor Brown, moved as an amendment, that the report be not approved.

On the roll being called the following members voted for the amendment: Councillors Begg, Brown, Dowling, Harte, Sharkey and Strang.

The following members voted for the motion: Provost Cameron and Councillors Audrey Doig, McNaughtan, Nicolson, Paterson, Shaw and Steel.

6 members having voted for the amendment and 7 members having voted for the motion, the motion was accordingly declared carried.

**DECISION:** That a formal application be submitted to the Office of the Scottish Charity Regulator requesting the de-registration of the Paisley Common Good Fund, SCO19478, Renfrew Common Good Fund, SCO19479 and Johnstone Common Good Fund, SCO19480.

## **8 Renfrew Christmas Lights Switch On**

Under reference to paragraph 6 of the Minute of the meeting of Renfrew & Gallowhill Local Area Committee held on 21 August 2018, there was submitted a report by the Director of Finance & Resources relative to the provision of enhanced activities for the Renfrew Christmas Lights Switch On event.

The report outlined the activities to be supported, explained that the Renfrew & Gallowhill Local Area Committee budget for voluntary organisations was exhausted and no further applications for funding could be considered and proposed that a contribution of £10,000 be made from Renfrew Common Good to deliver the programme of events.

**DECIDED:** That a contribution of £10,000 be provided from Renfrew Common Good to support the cost of delivering the infrastructure required to launch the fireworks, the indoor animation programme and marketing.

## **9 Barclay Implementation - Response to Scottish Government Consultation**

There was submitted a report by the Director of Finance & Resources relative to the Barclay Review of Non-Domestic Rates published in August 2017 which included recommendations to reform the business rates system.

The report explained that some of the recommendations of the Barclay Review had been accepted and implemented by the Scottish Government, while others required primary legislation to be changed. In this connection, the Scottish Government were carrying out a consultation exercise to determine how that legislation should operate and responses were invited by 17 September 2018. A copy of both the consultation and the Council's proposed response were appended to the report.

**DECIDED:** That the Council's response, as set out in the report, be approved for submission to the Scottish Government by 17 September 2018.

## **10 Customer & Business Services Performance Report**

There was submitted an update report by the Director of Finance & Resources relative to performance across key Customer & Business Service functions over the period 1 April to 31 July 2018.

The report included performance information about revenue collection, benefit administration, Discretionary Housing Payments and the Scottish Welfare Fund. Appendices to the report set out the Revenues Collection Statement and Supplementary Key Performance Indicators for the period.

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

## 11 Operational Performance Report: Integrated Facilities Management (Hard & Soft Services)

There was submitted an update report by the Director of Environment & Infrastructure Services relative to the performance of services delivered by Integrated Facilities Management (Hard & Soft Services) from 1 April to 22 June 2018.

Councillor Shaw, seconded by Councillor Nicolson, moved that the operational performance update report be approved.

Councillor Dowling, seconded by Councillor Brown, moved as an amendment: (a) that the Finance Board notes that the uptake of free school dinners is below the annual target and below performance in the same period in 2017/18. The Board also notes that the level of Pupil Equity Fund per school is impacted by the rates of free school dinner uptake.

The Board further notes that changes in the process for applying for free school dinners means that application forms must be requested from and then returned to the Council, rather than via individual schools.

Council will consider how to make the free school dinners application process accessible to parents within school settings, and a report will be brought forward to the next meeting of the Finance Board outlining how this matter will be taken forward; and

(b) the Finance Board notes that the percentage of street lighting faults that are dealt with internally and reported beyond the 7 day timescale is not presented in Performance Updates. A report will be brought forward to the next meeting of the Finance Board outlining how this matter will be taken forward.

In terms of Standing Order 27, the mover and seconder of the amendment agreed to replace "Finance Board" with "appropriate Board" in the last sentence of part (a) and thereafter the mover and seconder of the motion agreed to include part (a) of the amendment only within the motion.

On the roll being called the following members voted for the amendment as set out in part (b): Councillors Begg, Brown, Dowling, Harte, Sharkey and Strang.

The following members voted for the motion as amended: Provost Cameron and Councillors Audrey Doig, McNaughtan, Nicolson, Paterson, Shaw and Steel.

6 members having voted for the amendment and 7 members having voted for the motion as amended, the motion as amended was accordingly declared carried.

### **DECIDED:**

(a) That the operational performance update report be approved;

(b) That it be noted that the uptake of free school dinners was below the annual target and below performance in the same period in 2017/18, that the level of Pupil Equity Fund per school was impacted by the rate of free school dinner uptake, and that changes in the process for applying for free school dinners meant that application forms must be requested from and then returned to the Council, rather than via individual schools; and

(c) That it be agreed that the Council consider how to make the free school dinners application process accessible to parents within school settings and that a report be brought forward to the next meeting of the appropriate Board outlining how this matter would be taken forward.

## 12 Annual Procurement Report 2017/18

There was submitted a report by the Chief Executive relative to the Annual Procurement Report 2017/18 (Annual Report) required by the Procurement Reform (Scotland) Act 2014. A copy of the Annual Procurement Report 2017/18 was appended to the report.

The Annual Report provided an update on procurement activity over 2017/18 and summarised the regulated procurements that had been completed; the community benefit fulfilled; the steps taken to facilitate the involvement of supported businesses in regulated procurements; and the regulated procurements that the Council expected to commence in the next two financial years. The Annual Report also provided an update on key indicators set out in the Corporate Procurement Strategy.

Councillor Shaw, seconded by Councillor Paterson, moved (a) that the content of the Annual Report 2017/18 be noted and (b) that it be noted that an Annual Procurement Report 2018/19 would be submitted to this Board in 2019.

Councillor Dowling, seconded by Councillor Brown, moved as an amendment that the Finance Board notes and welcomes the progress on the infrastructure projects within Paisley Town Centre. The Board also notes the equal importance of supporting improvements and the modernisation of cultural venues and infrastructure in Johnstone and Renfrew town centres and Renfrewshire villages, and will bring forward a report to the next meeting of the Finance Board outlining how this matter will be taken forward.

In terms of Standing Order 27, the mover and seconder of the motion agreed to amend the motion to include the amendment. Thereafter, the motion as amended was agreed unanimously.

### **DECIDED:**

- (a) That the content of the Annual Report 2017/18 be noted;
- (b) That it be noted that an Annual Procurement Report 2018/19 would be submitted to this Board in 2019;
- (c) That progress on the infrastructure projects within Paisley Town Centre be noted;
- (d) That the equal importance of supporting improvements and the modernisation of cultural venues and infrastructure in Johnstone and Renfrew town centres and Renfrewshire villages be noted; and
- (e) That a report be submitted to the next meeting of this Board outlining how this matter will be taken forward.

### **13 HR & OD Policies (Flexible Working, Parenting Leave & Pay and Trade Union Facility Time Policies)**

There was submitted a report by the Director of Finance & Resources relative to revised Human Resources & Organisational Development policies for flexible working, parenting leave and pay, and Trade Union facility time. A copy of each of the revised policies was appended to the report.

The report explained that reviewing these policies was a key priority of the Council's Organisational Development Strategy 2016/19. The report highlighted that consultation had taken place with Trade Unions and services and had informed the development of the policies, all of which had been modernised and updated in line with best practice and legislation. Key changes for each policy were also set out within the report.

Through the implementation of these policies, the Council would promote and encourage a healthy and inclusive working environment that supported all employees to better balance their work and home commitments.

Councillor Shaw, seconded by Councillor McNaughtan, moved that the revised Human Resources & Organisational Development policies for Flexible Working, Parenting Leave and Pay, and Trade Union Facility Time as set out in the report be approved.

Councillor Dowling, seconded by Councillor Brown, moved as an amendment, that the Finance Board notes that key changes in the Trade Union Facility Time Policy includes a process for requesting, approving and recording of facility time. The Board also notes that although broadly supportive of the policy, our Trade Unions have expressed concerns regarding discrepancies in the method the Council uses to calculate time spent on facility time activities and the subsequent cost to the Council.

A revised report will be presented to the next Finance Board to allow further consultation with our Trade Unions on matters of policy concern to be resolved.

On the roll being called the following members voted for the amendment: Councillors Brown, Dowling, Harte and Sharkey.

The following members voted for the motion: Councillor Begg, Provost Cameron and Councillors Audrey Doig, McNaughtan, Nicolson, Paterson, Shaw, Steel and Strang.

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

**DECIDED:** That the revised Human Resources & Organisational Development policies for Flexible Working, Parenting Leave and Pay, and Trade Union Facility Time as set out in the report be approved.

### **14 Public Holidays for Renfrewshire Council Employees**

There was submitted a report by the Director of Finance & Resources relative to public holidays and one day of no work requirement for Renfrewshire Council employees in 2019. The proposed holidays followed the pattern set over previous years and were listed in an appendix to the report.

**DECIDED:** That the public holidays and day of no work requirement for Renfrewshire Council employees for 2019, as detailed in the report, be approved.

## **15 Chief Executive's Service: Annual Health & Safety Report 2017/18 and Action Plan 2018/19**

There was submitted a report by the Chief Executive relative to the Annual Health & Safety Report 2017/18, Action Plan 2017/18 and new Action Plan 2018/19 for the Chief Executive's Service.

The report set out arrangements for the management of health and safety within the service, demonstrated the commitment to continuous improvement in health and safety performance and summarised the achievements of the service from 1 April 2017 to 31 March 2018. The Annual Health & Safety Report 2017/18 formed Appendix 1 to the report, a full update on the Action Plan for 2017/18 formed Appendix 2 to the report and the new Action Plan 2018/19 formed Appendix 3 to the report.

### **DECIDED:**

(a) That the content of the Annual Report 2017/18 and progress to deliver the Action Plan 2017/18 be noted; and

(b) That the Action Plan 2018/19 as set out in Appendix 3, be approved.

## **DECLARATION OF INTEREST**

Councillor Nicolson, having declared an interest in the undernoted item, remained in the meeting but did not take part in the discussion or voting thereon.

## **16 Civic Hospitality**

There was submitted a report by the Director of Finance & Resources relative to requests received by the Provost for civic hospitality from individuals and organisations for specific events as detailed within the report.

The report proposed the type and cost of civic hospitality to be provided in respect of each event and sought authorisation for the Director of Finance & Resources, in consultation with the Provost, to make the necessary arrangements or, in the case of events that had already been arranged, to homologate the action taken by the Director of Finance & Resources, in consultation with the Provost, to provide civic hospitality.

### **DECIDED:**

(a) that the action taken by the Director of Finance & Resources, in consultation with the Provost, to provide civic hospitality for Pals of the Privies and the unveiling of the bronze sculpture in commemoration of May Donoghue, be homologated; and

(b) that the Director of Finance & Resources, in consultation with the Provost, be authorised to make the necessary arrangements for civic hospitality at the approximate cost indicated, as follows:



Paisley Magic Circle 80<sup>th</sup> Anniversary - £1,300

Queen's Award for Voluntary Service (Crisis Counselling, I Am Me Scotland and St Vincent's Hospice) - £2,350

Rays of Hope – table for 10 at first Ladies Lunch - £400

Riverbrae School official opening - £600

The Spree launch show - £900

R&W Paper Mill 50<sup>th</sup> Anniversary - £950

Quarriers Volunteer Awards - £500

Renfrew Sea Scouts 100<sup>th</sup> Anniversary - £3,000

Renfrewshire Makar appointment - £1,000.

## **Contract Authorisation Reports**

As below.

### **17 Purchase of Three Wheelchair Accessible Buses**

There was submitted a joint report by the Chief Executive and the Director of Environment & Infrastructure Services relative to the award of a contract for the purchase of three wheelchair accessible buses as part of the Council's Vehicle Replacement Programme 2018/19.

In terms of the Council's Standing Orders relating to Contracts, it was proposed that a direct award be made under Lot (9) of the Scotland Excel Framework Agreement for Heavy Vehicles and Municipal Vehicles (ref. 03/17) to Nu-Track Limited as this demonstrated best value for money.

**DECIDED:** That the Head of Corporate Governance be authorised to award a contract for the purchase of three wheelchair accessible buses to Nu-Track Limited in the sum of £374,124 excluding VAT, with delivery of the buses to Environmental & Infrastructure Services by 31 March 2019.

### **18 Treatment of Post-consumer Recyclate Consisting of Mixed Plastics, Cans and Glass**

There was submitted a joint report by the Chief Executive and the Director of Environment & Infrastructure Services relative to the award of a contract for the treatment of post-consumer recyclate consisting of mixed plastics, cans and glass.

Following a procurement exercise carried out in accordance with Council procedures three tenders were received and after evaluation the tender submitted by Levenseat Limited was found to be the most economically advantageous.

Councillor Shaw, seconded by Councillor Nicolson, moved that the Head of Corporate Governance be authorised to award a contract: (a) for the treatment of post-consumer recyclate consisting of mixed plastics, cans and glass to Levenseat Limited at a cost of £580,000 excluding VAT for a contract period of two years to commence no later than 22 October 2018 or such other date as the Council may specify in the letter of acceptance; and (b) with the option to exercise a break clause and terminate the contract every six months from the start date without penalty or compensation payable to the service provider where the Council identifies such a proposed contract rate does not represent best value and does not match the emerging market conditions associated with mixed plastics, cans and glass.

Councillor Dowling, seconded by Councillor Brown, moved as an amendment that the report be not approved.

On the roll being called, the following members voted for the amendment: Councillors Brown, Dowling, Harte and Sharkey.

The following members voted for the motion: Provost Cameron and Councillors Audrey Doig, McNaughtan, Nicolson, Paterson, Shaw and Steel

Councillors Begg and Strang abstained.

4 members having voted for the amendment, 7 members having voted for the motion and 2 members having abstained, the motion was accordingly declared carried.

**DECIDED:** That the Head of Corporate Governance be authorised to award a contract:

(a) for the treatment of post-consumer recyclate consisting of mixed plastics, cans and glass to Levenseat Limited at a cost of £580,000 excluding VAT for a contract period of two years to commence no later than 22 October 2018 or such other date as the Council may specify in the letter of acceptance; and

(b) with the option to exercise a break clause and terminate the contract every six months from the start date without penalty or compensation payable to the service provider where the Council identifies such a proposed contract rate does not represent best value and does not match the emerging market conditions associated with mixed plastics, cans and glass.

## **19 Treatment of Post-consumer Recyclate Consisting of Mixed Paper & Cardboard**

There was submitted a joint report by the Chief Executive and the Director of Environment & Infrastructure Services relative to the award of a contract for the treatment of post-consumer recyclate consisting of mixed paper and cardboard.

Following a procurement exercise carried out in accordance with Council procedures three tenders were received and after evaluation the tender submitted by Regen Waste Limited was found to be the most economically advantageous.

Councillor Shaw, seconded by Councillor Nicolson, moved that the Head of Corporate Governance be authorised to award a contract: (a) for the treatment of post-consumer recyclate consisting of mixed paper and card to Regen Waste Limited at a cost of £650,000 excluding VAT for a contract period of two years to commence no later than

22 October 2018 or such other date as the Council may specify in the letter of acceptance; and (b) with the option to exercise a break clause and terminate the contract every six months from the start date without penalty or compensation payable to the service provider where the Council identifies such a proposed contract rate does not represent best value and does not match the emerging market conditions associated with mixed paper and glass.

Councillor Dowling, seconded by Councillor Brown, moved as an amendment that the report be not approved.

On the roll being called, the following members voted for the amendment: Councillors Brown, Dowling, Harte and Sharkey.

The following members voted for the motion: Councillor Begg, Provost Cameron and Councillors Audrey Doig, McNaughtan, Nicolson, Paterson, Shaw, Steel and Strang.

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

**DECIDED:** That the Head of Corporate Governance be authorised to award a contract:

(a) for the treatment of post-consumer recyclate consisting of mixed paper and cardboard to Regen Waste Limited at a cost of £650,000 excluding VAT for a contract period of two years to commence no later than 22 October 2018 or such other date as the Council may specify in the letter of acceptance; and

(b) with the option to exercise a break clause and terminate the contract every six months from the start date without penalty or compensation payable to the service provider where the Council identifies such a proposed contract rate does not represent best value and does not match the emerging market conditions associated with mixed paper and cardboard.

## **20 Outdoor Digital Advertising - Concession Contract**

There was submitted a joint report by the Chief Executive and the Director of Environment & Infrastructure Services relative to the award of two separate concession contracts for outdoor digital advertising.

The report explained that no bids had been received following publication of a competitive tender for large format outdoor advertising at Cockels Loan, Renfrew and at the roundabout joining Hillington Park and Kingsinch Road, Renfrew. However, SSUK Limited had expressed an interest and direct discussions were entered into with the company to negotiate a concession contract for each site. The Council would receive a guaranteed service fee plus percentage share of advertising revenues per annum for each contract over a 10-year contract period should SSUK Limited obtain the necessary permissions and consents to use the sites for digital advertising.

**DECIDED:**

(a) That the Head of Corporate Governance be authorised to award two separate concession contracts to SSUK Limited for outdoor digital advertising at Cockels Loan, Renfrew (Lot 1) and at the roundabout joining Hillington Park and Kingsinch Road,

Renfrew (Lot 2) each for a period of 10 years to commence at the time confirmed in the letter of acceptance; and

(b) That it be noted that the total income generated for the Council under both contracts, based on each lasting the maximum 10-year period, was anticipated in the region of £1,000,000 which could increase/decrease according to the actual uptake of advertising space at each location.

## **21 Real Time Mobile Application and Platform**

There was submitted a joint report by the Chief Executive and the Director of Environment & Infrastructure Services relative to the award of a contract for the supply, support and delivery of a real time mobile application and platform.

Following a procurement exercise carried out in accordance with the Council's procedures, two tenders were received and after evaluation the tender submitted by Kirona Solutions Limited was found to be the most economically advantageous.

**DECIDED:** That the award of a contract for the supply, support and delivery of a real time mobile application and platform to Kirona Solutions Limited be approved for an initial period of five years from 1 October 2018 with the sole option by the Council to extend the contract for up to one year on two separate occasions at a cost of no more than £195,000 excluding VAT for the initial five-year period and £273,000 excluding VAT for the full period including extensions.

## **22 Drainage Maintenance Works for Council Properties**

There was submitted a joint report by the Chief Executive and the Director of Communities, Housing & Planning Services relative to the award of a measured term contract for drainage maintenance works for Council properties.

Following a procurement exercise carried out in accordance with the Council's procedures, three tenders were received and after evaluation the tender submitted by EEG Utilities Limited was found to be the most economically advantageous.

**DECIDED:** That the Head of Corporate Governance be authorised to award a measured term contract for drainage maintenance works for Council properties to EEG Utilities Limited for a contract period of three years with the option to extend on two separate occasions for a period of 12 months on each occasion at a total cost of £1,000,000 excluding VAT for the initial period and both extensions, commencing 1 October 2018 or on the start date confirmed in the letter of acceptance.

## **23 External Upgrade Works to Various Properties in Renfrewshire**

There was submitted a joint report by the Chief Executive and the Director of Communities, Housing & Planning Services relative to the award of an NEC3 Engineering and Construction Short Contract for external upgrade works to various properties in Renfrewshire.

Following a procurement exercise carried out in accordance with the Council's procedures, seven tenders were received and after evaluation the tender submitted by A C Whyte & Company Limited was found to be the most economically advantageous.

**DECIDED:** That the Head of Corporate Governance be authorised to award a contract for external upgrade works to various properties in Renfrewshire to A C Whyte & Company Limited at a cost of £333,643.26 excluding VAT to commence on 19 September 2018, or on the start date confirmed in the letter of acceptance, for completion by 27 weeks from the date of commencement.

## **24 Preparation and Delivery of Community Meals (Sandwiches)**

There was submitted a joint report by the Chief Executive and the Chief Officer, Renfrewshire Health & Social Care Partnership relative to the award of a contract for the preparation and delivery of community meals (sandwiches).

Following a procurement exercise carried out in accordance with the Council's procedures, three tenders were received and after evaluation the tender submitted by PJ's Foods Limited was found to be the most economically advantageous.

**DECIDED:** That the Head of Corporate Governance be authorised to award a contract for the preparation and delivery of community meals (sandwiches) to PJ's Foods Limited for a period of two years from 15 December 2018 to 14 December 2020 with the option to extend for an additional 12 months on two separate occasions until no later than 14 December 2022 at a cost of £116,121.60 excluding VAT for the first two years and should the options to extend be utilised, and pricing remained fixed at current rates, the total cost would be £232,243.20.

## **25 Glasgow Airport Investment Area (GAIA) Project: Multi-disciplinary Services, Roads & Bridges Contract (including Site Supervision Services)**

There was submitted a joint report by the Chief Executive and the Project Director – City Deal relative to the utilisation of the site supervision services option included in the contract scope for the Glasgow Airport Investment Area Lead Consultancy – Multi-disciplinary Services, Roads and Bridges contract awarded on 27 October 2015 to Sweco Limited (formerly Grontmij Limited).

The report intimated that in 2015 the cost of site supervision services had been estimated at £860,000 exclusive of VAT and an updated fee forecast had now estimated site supervision services, commencing early 2019, would cost £885,300 exclusive of VAT. The report further intimated that the estimated fee forecast to conclude Parts A-H of the contract was now £4,480,000 exclusive of VAT and the increase would be met from the existing City Deal infrastructure funding package.

### **DECIDED:**

(a) That the Project Director – City Deal be authorised to take up the option within the Glasgow Airport Investment Area Lead Consultancy – Multi-disciplinary Services, Roads and Bridges contract, awarded on 27 October 2015 to Sweco Limited (formerly Grontmij Limited) for site supervision services (part H) at an anticipated cost of £885,300 exclusive of VAT; and

(b) That it be noted that the updated fee forecast to conclude Parts A-H of the contract was now £4,480.000 exclusive of VAT and the increase would be met from the existing City Deal infrastructure funding package.

## Minute of Meeting Investment Review Board

Date	Time	Venue
Wednesday, 13 June 2018	11:00	Corporate Meeting Room 3, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

### Present

Councillor John McIntyre, Councillor Iain Nicolson, Councillor John Shaw

### Present

Councillor John McIntyre, Councillor John Shaw and Councillor Iain Nicolson.

### Chair

Councillor Shaw, Convener, presided.

### In Attendance

A MacArthur, Head of Finance, L Dickie, Finance Manager and R Devine, Senior Committee Services Officer (all Finance & Resources).

### Also in Attendance

D Millar, Senior Investment Analyst, Hymans Robertson LLP; and M Connor and G Brisbane, Portfolio Managers (both Standard Life Wealth Limited).

### Apologies

Councillor Alison Dowling.

## **Declarations of Interest**

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

## **1 Minute of Previous Meeting**

There was submitted the Minute of the meeting of the Investment Review Board held on 22 November, 2017.

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

## **2 Information Session**

D Miller, Hymans Robertson LLP, provided a briefing on market and economic news since the last meeting. In addition, he made reference to the performance of the markets in 2018; outlined trends encountered by investors in the equity markets during the last quarter of 2017 and first quarter of 2018; and summarised the influencing factors which had impacted on the performance of the equities market. It was highlighted that although performance had dipped in comparison to recent quarters equity investments were viewed as a long-term activity. Performance in terms of the Bond markets was outlined, together with the reasons for the poorer performance and potential actions to alleviate the situation. It was noted that the portfolios were well diversified and gained exposure to a wide range of countries/regions, sectors and assets.

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

## **3 Paisley and Renfrew Common Good Funds - Review of Investment and Income Performance.**

There was submitted a report by the Director of Finance & Resources relative to the performance of the Paisley and Renfrew Common Good Funds during the six-month period ending 31 March 2018. A performance review by Hymans Robertson LLP was attached as an appendix to the report.

### **SEDERUNT**

M Connor and G Brisbane, Portfolio Managers (both Standard Life Wealth Limited) entered the meeting.

M Connor and G Brisbane provided a presentation which advised of the performance of the world markets during the first quarter of 2018; highlighted the effect of notable events on global equities and gilts; made reference to the investment guidelines pertaining to the Funds; highlighted the performance of the Common Good Funds as at 31 March 2018 and, in particular, the asset contribution by asset class. Mention was made of the best and worst performing stocks and equity holdings within the portfolios and a summary of factors which could impact on future prospect was provided. Actions taken to address these factors were outlined.



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

#### **4 Date of Next Meeting**

It was noted that the next meeting of the Investment Review Board would be held in Renfrewshire House on Wednesday 21 November 2018 at 11am.

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



## Minute of Meeting

### Joint Consultative Board (Non-Teaching)

Date	Time	Venue
Wednesday, 06 June 2018	15:00	Corporate Meeting Room 2, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

### Present

Representing Renfrewshire Council Management - Councillors T Begg, J McNaughtan, J Paterson and A Steel.

Representing Trade Unions – J Boylan and S Hicks (UNISON).

### In Attendance

G McKinlay, Head of Schools (Children Services); K Anderson, Amenities Services Manager (Community Resources); R Laouadi, HR Manager; S Fanning, Principal HR Adviser (Health Safety and Absence) and R Devine, Senior Committee Services Officer (all Finance & Resources); and I Beattie, Renfrewshire Health and Social Care Services.

### Apologies

S McAllister (Manual Workers Spokesperson); J McMenemy (GMB); and M Ferguson (UNISON).

### Declarations of Interest

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

## 1 Appointment of Chairperson

It was proposed and agreed that Councillor Steel chair the meeting.

**DECIDED:** That Councillor Steel chair the meeting.

## 2 Developments in Health, Safety and Wellbeing

There was submitted a report by the Director of Finance & Resources relative to developments in relation to health, safety and wellbeing issues.

The report advised that first aid guidance including the use of defibrillators and the Corporate Policy on Health and Safety at Work had been issued and published on the Council's intranet.

In addition, it was highlighted that the following policies and guidance were currently being revised. -

- Guidance on Accident, Incident and Violence and Aggression Reporting;
- Control of Legionella Bacteria in Hot and Cold Water Systems;
- The selection and control of contractors
- Alcohol and substance misuse
- Control of smoking at work
- Violence and aggression
- Guidance on Fire Precautions for Renfrewshire Council Premises

The report also advised that the health and safety section continued to assist services to retain accreditation to BS OHSAS 18001:2007, and indicated that the next return visit was scheduled to be undertaken during June 2018.

It was noted that to support the Healthy Working Lives Gold award strategy a number of awareness sessions had been undertaken and it was intended to run further sessions across the Council sessions.

Terms of Reference for the Corporate Health and Safety Committee were still being developed and it was anticipated that they would be agreed at the next meeting.

The report also indicated that the health and safety section continued to work with the risk and insurance section to identify accident causation type which could result in claims against the Council. This may reduce the impact of claims to the Council and raise health and safety awareness among employees and managers.

The section also continued to work with services to survey the fire arrangements within Renfrewshire House. A review of the planned fire evacuation undertaken on 23 April 2018 had been undertaken and key learning and observation points had been published on the Health and Safety and Wellbeing pages of the Council's intranet. A survey tool had been developed with the aim of utilising it in all Council premises.

It was highlighted that the section undertook risk evaluations of contractor health and safety documentation provided when applying for Council contracts, was involved in the development, testing and implementation of health, safety and wellbeing inspection and audit tools utilising the survey 123 application, supported the Town Centres Team and other event organisers to ensure that safe, controlled and

enjoyable events and had been involved in the operation and planning of the Beer and Food Festival, British Pipe Band Championship and the St Mirren celebration event.

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

### **3 Absence Statistics**

There was submitted a report by the Director of Finance & Resources relative to the Council's absence statistics for the period 1 January to 31 March 2018. The report provided information in relation to absence targets and how services and categories of staff had performed against them. An analysis of the reasons for absence for the period was included in the report. Information was also provided on supporting attendance activity levels by service and costs of sick pay and the overall number of days lost for Quarter 3, ending 31 March 2018 and for the equivalent quarters in previous years.

The Trade Union representatives highlighted the need to exercise caution when considering the levels of psychological (non-work related) absence recorded as the existing recording process did not enable updates to be made to the nature of the psychological absence recorded following the initial diagnosis. It was noted that discussions were ongoing between management and the trade unions in relation to streamlining processes and procedures to enable employees to return to work as soon as possible when they had been deemed to be fit for work.

**DECIDED:** That it be noted that the report reflected the absence statistics for the period 1 January to 31 March 2018.

### **Sederunt**

Councillors Begg and Paterson left the meeting prior to consideration of the following items of business.

### **4 Details of Grievances**

There was submitted a report by the Director of Finance & Resources relative to the number of grievances received.

The report provided information on grievances at both the informal and formal stages. The report indicated that there was a total of 9 grievances as at May 2018, which was a reduction of 1 from the previous report. It was noted that relationship issues between employees had been identified as a trend when analysing reasons for grievances. A trained mediator was available to resolve issues.

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

### **5 Agency Workers**

There was submitted a report by the Director of Finance & Resources relative to the number of agency staff employed within the Council as at April 2018, and detailing the capacity and service in which they were engaged.

The report showed a decrease of one in the number of agency workers across all services from the figure previously reported. A total of 59 agency workers had been

employed during the reporting period.

During discussion in connection with the offer to existing home care workers of additional hours the need for management and employees to be aware of the potential impact on benefits eligibility should the associated payment result in the relevant benefits financial threshold being exceeded was highlighted.

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

## **6 Date of Next Meeting**

**DECIDED:** It was noted that the next meeting of the Joint Consultative Board Non-Teaching was scheduled to be held at 3 pm on Wednesday, 5 September 2018.

## Minute of Meeting

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

Date	Time	Venue
Wednesday, 05 September 2018	18:00	Tweedie Hall, Ardlamont Square, Linwood, PA3 3DE

#### Present

Councillor Tom Begg, Councillor Michelle Campbell, Councillor Audrey Doig, Councillor Natalie Don, Councillor James MacLaren, Councillor Colin McCulloch, Councillor James Sheridan.

#### Chair

Councillor Don, Convener, presided.

#### Community Representatives

B Stewart, Bishopton Community Council; M Dundas, Brookfield Community Council; N Barrington, Langbank Community Council; D Dunlop, Houston Community Council; J Taggart, Erskine; R Finnie, Houston and Killellan Kirk; R McNally, Erskine Community Association; M Gilzean, Bridge of Weir Tenants' & Residents Association; and A Johnstone, Brighter Bridge of Weir.

#### Community Planning Partner

Inspector Glass (Police Scotland).

#### In Attendance

S Graham, Partnerships Planning and Development Manager and A Moulson, Strategic Events Manager (Chief Executive's); M Hendry, Community Safety Hub Manager (Communities, Housing & Planning Services); K Anderson Amenity Services Manager (Waste) (Environment & Infrastructure); and K Graham, Head of Corporate Governance (Lead Officer) and D Low, Senior Committee Services Officer (LACs) (both Finance & Resources).

## Apologies

Councillors Dowling, Harte and Kerr.

## Declarations of Interest

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

### 1 Community Safety and Public Protection, Progress Update

There was submitted a report by the Director of Communities, Housing & Planning Services providing a progress update on Renfrewshire Community Safety Partnership activities carried out in the Houston, Crosslee, Linwood, Riverside & Erskine Local Area Committee (LAC) area during the period 1 April to 30 June 2018.

The report provided information on Houston, Crosslee, Linwood, Riverside & Erskine anti-social behaviour statistics; environmental enforcement and improvement activities; protecting vulnerable residents; building safer communities; and diversionary activities.

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

### 2 Update on Review of Community Level Governance Arrangements

Under reference to item 2 of the Minute of the meeting of this LAC held on 6 June 2018 the Partnerships Planning and Development Manager gave a verbal update on the review of the LAC structure and the proposed new model for Community Level Governance. It was noted that a report on the review had been submitted to the meeting of the Cross Party Sounding Board held on 16 August 2018 and a final report would be submitted to the meeting of Renfrewshire Council to be held on 27 September 2018.

**DECIDED:** That the verbal update 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 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 2018/19.

The report intimated that a further £150 had been identified as an underspend in the 2017/18 General Grant Fund and had been added to the 2018/19 balance.

**DECIDED:**



(a) That the report be noted; and

(b) That the budget adjustment detailed in paragraph 1.3 of the report be noted.

## **5 Applications for Local Area Committee Grant Funding**

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

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

### **SINGLE AREA**

Erskine Youth Council – ‘Erskine Escapes’ event for young people - Awarded £2,530

### **MULTI AREA**

Back to School Bank – provision of new school uniform and sanitary products for those in need – Awarded £100.

Renfrewshire Carers Centre – provision of activities for young carers – Awarded £1,000.

## **6 Presentation: Raising Awareness of Waste Services Changes**

A presentation was given by the Amenity Services Manager relating to changes to bin collections from November 2018.

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

## **7 Presentation: How Events Can Support the Community**

A presentation was given by the Strategic Events Manager relative to the 2021 Legacy Programming.

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



## Minute of Meeting Regulatory Functions Board

Date	Time	Venue
Thursday, 06 September 2018	10:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

### Present

Provost Lorraine Cameron, Councillor Eddie Devine, Councillor Alistair Mackay, Councillor Cathy McEwan, Councillor John McNaughtan, Councillor Kevin Montgomery, Councillor Andy Steel, Councillor Jane Strang

### Chair

Councillor McNaughtan, Convener, presided.

### In attendance

A McLaughlin, Senior Solicitor (Litigation and Regulatory Services), P Shiach, Committee Services Officer G McIntosh, Civic Government Enforcement Officer (for items 1-5 only) and A Fishlock and N Barr, Administrative Assistants (all Finance & Resources).

### Apologies

Councillors Hughes and Rodden.

### Declarations of Interest

Provost Cameron and Councillor Devine declared a non-financial interest in item 1(a) of the agenda as the applicant was known to them and indicated their intention to remain in the meeting.

## 1 Renewal of Taxi Drivers' Licences - Personal Appearances

### DECLARATIONS OF INTEREST

Provost Cameron and Councillor Devine, having previously declared an interest in the following item of business, remained in the meeting.

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

(a) Eric Egan, 11 Fereneze Drive, Paisley (T0108)

Mr Egan, the applicant was invited into the meeting. Mr Egan gave undertakings in relation to the renewal of his DVLA licence.

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

**DECIDED:** That the application be granted for a period of two years in light of undertakings given in relation to Mr Egan's DVLA licence.

(b) John Heron, 48 Fern Drive, Barrhead (T0093)

Mr Heron, the applicant was invited into the meeting. Mr Heron gave undertakings in relation to the renewal of his DVLA licence.

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

**DECIDED:** That the application be granted for a period of two years in light of undertakings given in relation to Mr Heron's DVLA licence.

### EXCLUSION OF PRESS AND PUBLIC

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

## 2 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 representations to applications (b) and (c) and objections to applications (d) and (e): -

(a) Fred David Musika, 149 Erskinefauld Road, Linwood

Mr Musika 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 one year. This was agreed unanimously.

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

## **DECLARATION OF INTEREST**

Councillor Montgomery declared an interest in the undernoted application as the applicant was known to him, left the meeting and took no part in any discussion and voting thereon.

(b) Adrian Skretowski, Flat 1/1, 95 Burndyke Square, Glasgow

Mr Skretowski was invited into the meeting together with Sergeant Hay, on behalf of the Chief Constable who had submitted a representation to the application.

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

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

## **SEDERUNT**

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

(c) Ihsanullah Sahil, Flat 4/1, 50 Kings Way Court, Glasgow

There was no appearance by or on behalf of the applicant. Sergeant Hay, on behalf of the Chief Constable who had submitted a representation in respect of the application, was invited into the meeting.

The Convener proposed that consideration of the application be continued, and that the applicant be invited to a future meeting of the Board. This was agreed unanimously.

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

(d) Nangyalai Haideri, 21B High Street, Ayr

Mr Haideri, the applicant was invited into the meeting together with Sergeant Hay, on behalf of the Chief Constable who had submitted an objection in respect of 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 granted for a period of one year. This was agreed unanimously.

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

(e) Garry Weir, Flat 1/1, 6 Mirren Street, Paisley

There was no appearance by or on behalf of Mr Weir. Sergeant Hay, on behalf of the Chief Constable who had submitted an objection to the application was invited into the meeting. The Convener proposed that the application be considered in the applicant's absence and 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.

### **3 Hearing into Possible Suspension or Revocation of Taxi Driver's Licence - Personal Appearance**

The Board considered the possible suspension or revocation of the undernoted Taxi Driver's Licence. The licence holder had been asked to appear personally for the first time together with Police Scotland: -

Brian MacEwan, 11 Breck Avenue, Paisley

Mr MacEwan, the licence holder, was invited into the meeting together with Sergeant Hay, on behalf of the Chief Constable.

Mr MacEwan requested that consideration of this matter be continued to allow his solicitor to attend the meeting to represent him. The meeting adjourned to allow members to consider Mr MacEwan's request. The meeting was reconvened and the Convener proposed that the hearing into the possible suspension or revocation of Mr Clarke's Private Hire Car Driver's Licence be continued. This was agreed unanimously.

**DECIDED:** That the hearing into the possible suspension or revocation of Mr Clarke's Private Hire Car Driver's Licence be continued.

### **4 Renewal of Private Hire Car Drivers' Licences - Personal Appearances**

There were submitted the undernoted applications for the renewal of Private Hire Car Drivers' Licences. The applicants had been asked to appear personally for the first time:-

(a) Gordon Rooney, 7 Glendentan Road, Bridge of Weir (P0171)

Mr Rooney, 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.

(b) Alan Thomson, Flat 3, 105 Seedhill Road, Paisley (P1335)

Mr Thomson, the applicant was invited into the meeting. Mr Thomson gave undertakings in relation to the renewal of his DVLA licence.

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

**DECIDED:** That the application be granted for a period of two years in light of undertakings given in relation to Mr Thomson's DVLA licence.

## **5 Surrender and Re-issue of Taxi Operators' Licences - Personal Appearances**

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

(a) Present Operator: William Crawford, 66 Sandy Road, Renfrew  
Proposed Operator: Shahzad Malik, 83 India Drive, Inchinnan  
Licence No.: TX054

The Convener proposed that the application be granted, and this was agreed unanimously.

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

(b) Present Operator: Executor of Allan Kerr  
Proposed Operator: Allan Hill, 2 Manor Park Avenue, Paisley  
Taxi No.: TX054

Mr Hutchison, representing the proposed operator, Mr Hill, was invited into the meeting.

The Convener proposed that the application be granted, and this was agreed unanimously.

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

(c) Present Operator: Robert Ross, 1 Braemont Avenue, Paisley  
Proposed Operator: Andrew McCallum, 62F Tannahill Crescent, Johnstone  
Taxi No.: TX212C

Mr Ross, current operator and Mr McCallum, proposed operator were invited into the meeting.

The Convener proposed that the application be granted, and this was agreed unanimously.

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

## 6 Grant of Landlord Registrations - Personal Appearances

There were submitted the undernoted applications for the grant of Landlord Registrations. The applicants had been asked to appear personally for the first time.

(a) Len Heslop, 39 Crookston Drive, Glasgow

Mr Heslop, the applicant was invited into the meeting. After consideration of all matters before the Board, the Convener proposed that the application be continued to allow the applicant to obtain and provide a completion certificate from the First-tier Tribunal. This was agreed unanimously.

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

(b) Robert Saunderson, 117 Church Road, Glenwherry, Ballymena, County Antrim

The Senior Solicitor (Litigation and Regulatory Services) advised the Board that the application had been withdrawn.

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

(c) Joy Saunderson, 117 Church Road, Glenwherry, Ballymena, County Antrim

The Senior Solicitor (Litigation and Regulatory Services) advised the Board that the application had been withdrawn.

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



## Minute of Meeting Local Review Body

Date	Time	Venue
Tuesday, 11 September 2018	14:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

### Present

Councillor Bill Binks, Councillor Stephen Burns, Councillor James MacLaren, Councillor Marie McGurk, Councillor Iain Nicolson

### Chair

Councillor McGurk, Convener, presided.

### In Attendance

K Dalrymple, Development Plan & Housing Strategy Team Leader (independent Planning Adviser to the Local Review Body) (Communities, Housing & Planning Services); and A McLaughlin, Senior Solicitor Litigation & Regulatory Services (independent Legal Adviser to the Local Review Body); and L Lilburn, Senior Solicitor Litigation & Advice and R Devine, Senior Committee Services Officer (Clerk to the Local Review Body) (all Finance & Resources).

### Introductions

Prior to the commencement of the meeting members of the Local Review Board, the Clerk and independent advisers were introduced.

### Declarations of Interest

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

## 1 Procedure

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

## 2 Notice of Review

Consideration was given to a Notice of Review in respect of the refusal to grant planning permission for the replacement of existing timber sash-and-case windows with new uPVC sash-and-case windows at 1 Gateside, Prieston Road, Bridge of Weir. (planning application 18/0295/PP).

## 3 Materials

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

- (a) The planning application (18/0295/PP), together with supporting plans;
- (b) Notice of Review, together with supporting statement and productions submitted by the applicant's agent; and
- (c) the Planning Authority's submission, including the report of handling, accompanying documents and decision notice.

## 4 Representations

The Convener confirmed that the LRB required to decide whether it had enough information before it to make a decision on the matter or whether further procedure was required to allow the LRB to determine planning application (18/0295/PP). It was noted that the applicant had requested a hearing to consider the review. It was agreed that the LRB had sufficient information before it to reach a decision.

There followed discussion during which specific issues in relation to the proposal were outlined. The Board was minded that planning permission for the proposal should be granted subject to conditions. The independent planning adviser outlined a suggested condition to be attached should planning permission be granted. The condition was agreed.

### **DECIDED:**

That planning application 18/0295/PP be granted subject to the following condition for the reason detailed:-

### Reason for Decision

That the proposal would not have a detrimental impact on the character of the building and the visual amenity of the conservation area. Accordingly, the proposal accords with the provisions of the Development Plan including Policy ENV3 and the New Development Supplementary Guidance relating to conservation areas, and there were no material considerations which outweighed the presumption in favour of development according with the Development Plan.

### Condition

That before any works commence on site, detailed window and rooflight specifications in relation to the proposed size, fenestration and method of opening require to be submitted for the written approval of the Planning Authority and thereafter all of the windows require to be replaced to the approved standard and specifications.

Reason: To ensure all replacement windows are of an appropriate standard to protect the character of the building and visual amenity of the Conservation Area.



## Minute of Special Meeting

### Personnel Appeals and Applied Conditions of Service Appeals Panel

Date	Time	Venue
Wednesday, 12 September 2018	09:30	Corporate Meeting Room 1, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

**Present:** Councillor Edward Grady, Councillor Lisa-Marie Hughes, Councillor Scott Kerr, Councillor Iain Nicolson, Councillor Jim Paterson, Councillor Emma Rodden

#### Chair

Councillor J Paterson, Convener, presided.

#### In Attendance

L Mullin, Principal HR & OD Adviser and A McNaughton, Senior Committee Services Officer (both Finance & Resources).

#### Declarations of Interest

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

#### EXCLUSION OF PRESS AND PUBLIC

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

## 1 Children's Services

Consideration was given to an appeal submitted by an employee of Children's Services against the outcome of a grievance.

The appellant appeared together with K Fella (EIS) in relation to the appeal. G McKinlay, Head of Schools (Children's Services) and L Stewart, Senior HR & OD Adviser (Finance & Resources) represented management.

K Fella presented the appellant's case and called the appellant as a witness. Thereafter, the management side and members of the Panel had an opportunity to question the witness and evidence presented.

G McKinlay presented the management case and called M Convery and J Colquhoun as witnesses. Thereafter, the appellant's side and members of the Panel had an opportunity to question the witnesses and evidence presented.

Both sides summed up their position and, having been advised that they would be informed of the decision in writing, withdrew to allow the Panel to consider the matter and reach a decision.

### **ADJOURNMENT**

The meeting adjourned at 11.45 am and reconvened at 11.55 am.

Following a vote the grounds of the appeal were not substantiated and the appeal was rejected.

**DECIDED:** That the grounds of the appeal had not been substantiated and the appeal was rejected.