

Notice of Meeting and Agenda Council

Date	Time	Venue
Thursday, 18 May 2017	09:30	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

KENNETH GRAHAM
Head of Corporate Governance

Membership

Councillor Jennifer Marion Adam-McGregor: Councillor Tom Begg: Councillor Derek Bibby: Councillor Bill Binks: Councillor Bill Brown: Councillor Stephen Burns: Councillor Jacqueline Cameron: Councillor 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:

Further Information

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

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

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Members of the Press and Public

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

Items of business

Statutory Meeting of Renfrewshire Council

The Chief Executive as Returning Officer will preside until the election of the Convener

Apologies

Apologies from members.

Declarations of Interest

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

- | | | |
|-----------|---|----------------|
| 1 | Election of Provost | |
| | Nominations for Provost of Renfrewshire Council | |
| 2 | Election of Depute Provost | |
| | Nominations for Depute Provost of Renfrewshire Council | |
| 3 | Term of Office of Provost and Depute Provost | 5 - 6 |
| | Report by Director of Finance and Resources | |
| 4 | Report on Election Results | 7 - 10 |
| | Report by Chief Executive | |
| 5 | Election of Leader and Depute Leader of the Council | |
| | Nominations for Leader and Depute Leader of Renfrewshire Council | |
| 6 | Minutes of Council and Boards | 11 - 36 |
| | Regulatory Functions Board, 19 April 2017, pages 613-622
Council, 20 April 2017, pages 623-637 | |
| 7 | COSLA | 37 - 38 |
| | Report by Chief Executive | |
| 8 | Decision Making Structure and Membership | 39 - 46 |
| | Report by Director of Finance and Resources | |
| 9 | Religious Representatives on Committees Appointed by Education Authorities | 47 - 50 |
| | Report by Director of Finance and Resources | |
| 10 | Placing Requests and Exclusions Appeals Panel | 51 - 54 |
| | Report by Director of Finance and Resources | |

11	Nomination and Appointment of Elected Members and Officers to Joint Committees, Boards and Other Bodies	55 - 72
	Report by Director of Finance and Resources	
12	Licensing Board: Election of Members	73 - 74
	Report by Director of Finance and Resources	
13	Remuneration, Expenses and Pensions for Elected Members	75 - 82
	Report by the Director of Finance and Resources	
14	Kirkin' of the Council	83 - 84
	Report by Director of Finance and Resources	
15	Exercise of Delegated Authority	
	Hear from Chief Executive if required	



To: Council

On: 18 May, 2017

Report by: Director of Finance and Resources

Heading: Term of Office of Provost and Depute Provost of the Council

1. Summary

- 1.1 In terms of the Local Government etc (Scotland) Act 1994 the Council is required to appoint a convener and may appoint a depute convener. The Council has previously agreed that the convener and depute convener be known as Provost and Depute Provost.
- 1.2 The Council is permitted to make provision within its standing orders fixing the duration of the term of office of the convener and depute convener, and also setting out a procedure for the early removal from office of the convener and depute convener. The relevant paragraphs in the Council's standing orders are as follows:

Standing Order 11(d)

"The convener of the Council shall hold office as convener until the next ordinary election, or until ceasing to be a Councillor, whichever is the earlier" and

Standing Order 11(e)

"Notwithstanding the foregoing provisions, the Council may specify a shorter period for the term of office of convener, at the time of his/her being elected to that office"

- 1.3 The Council may therefore determine at this meeting, following the election of the convener, the period of office which the convener will serve.
- 1.4 Standing orders do not contain provisions regulating the term of office of the depute convener and therefore the Council may also at this meeting determine the period of office which the depute convener will serve.

2. Recommendations

- 2.1 That the Council decide whether the duration of the term of office of the Provost should be to the next ordinary election of the Council or for a shorter period.
- 2.2 That the Council decide whether the duration of the term of office of the Depute Provost should be to the next ordinary election of the Council or for a shorter period.

Implications of this report

- 1. **Financial Implications** – none
- 2. **HR and Organisational Development Implications** – none
- 3. **Community Plan/Council Plan Implications** – none
- 4. **Legal Implications** – as detailed in the report.
- 5. **Property/Assets Implications** – none
- 6. **Information Technology Implications** – none
- 7. **Equality and Human Rights Implications**
 - (a) The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because for example it is for noting only. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
- 8. **Health and Safety Implications** – none
- 9. **Procurement Implications** – none
- 10. **Risk Implications** – none
- 11. **Privacy Impact** – none

List of Background Papers – none

Author: Lilian Belshaw, Democratic Services Manager, 0141 618 7112



To: Council

On: 18 May, 2017

Report by: Director of Finance and Resources

Heading: Report on Election Results

1. Summary

- 1.1 Following the local government election held on 4 May, 2017, the councillors detailed in the appendix to this report were elected until the next ordinary council elections.
 - 1.2 43 councillors representing 12 wards were elected following a turnout of 48 per cent of the Renfrewshire electorate.
-

2. Recommendation

- 2.1 That the election of councillors to the next ordinary election be noted.
-

Implications of this report

- 1. **Financial Implications – none**
- 2. **HR and Organisational Development Implications – none**
- 3. **Community Plan/Council Plan Implications – none**
- 4. **Legal Implications – none**
- 5. **Property/Assets Implications – none**
- 6. **Information Technology Implications – none**
- 7. **Equality and Human Rights Implications**

- (a) The Recommendations contained within this report have been

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

8. Health and Safety Implications – none

9. Procurement Implications – none

10. Risk Implications – none

11. Privacy Impact – none

List of Background Papers –

(a) none

Author: Lilian Belshaw, Democratic Services Manager, 0141 618 7112

Ward 1 - Renfrew North and Braehead (4 Members)			
	Renfrew North and Braehead	Councillor Bill Brown	Labour
	Renfrew North and Braehead	Councillor Jane Strang	Scottish Conservative and Unionist
	Renfrew North and Braehead	Councillor Lisa-Marie Hughes	SNP
	Renfrew North and Braehead	Councillor John Shaw	SNP
Ward 2 - Renfrew South and Gallowhill (3 Members)			
	Renfrew South and Gallowhill	Councillor Edward Grady	Labour
	Renfrew South and Gallowhill	Councillor Cathy McEwan	SNP
	Renfrew South and Gallowhill	Councillor Jim Paterson	SNP
Ward 3 - Paisley Northeast and Ralston (3 Members)			
	Paisley Northeast and Ralston	Councillor Jim Sharkey	Labour
	Paisley Northeast and Ralston	Councillor Neill Graham	Scottish Conservative and Unionist
	Paisley Northeast and Ralston	Councillor Jennifer Marion Adam-McGregor	SNP
Ward 4 - Paisley Northwest (4 Members)			
	Paisley Northwest	Councillor Karen Kennedy	Labour
	Paisley Northwest	Councillor John McIntyre	Scottish Conservative and Unionist
	Paisley Northwest	Councillor Kenny MacLaren	SNP
	Paisley Northwest	Councillor Mags MacLaren	SNP
Ward 5 - Paisley East and Central (3 Members)			
	Paisley East and Central	Councillor Carolann Davidson	Labour
	Paisley East and Central	Councillor John McNaughtan	SNP
	Paisley East and Central	Councillor Will Mylet	SNP
Ward 6 - Paisley Southeast (3 Members)			
	Paisley Southeast	Councillor Paul Mack	Independent
	Paisley Southeast	Councillor Eddie Devine	Labour
	Paisley Southeast	Councillor Marie McGurk	SNP
Ward 7 Paisley Southwest (4 Members)			
	Paisley Southwest	Councillor Kevin Montgomery	Labour
	Paisley Southwest	Councillor Eileen McCartin	Lib Dem
	Paisley Southwest	Councillor Stephen Burns	SNP
	Paisley Southwest	Councillor Lorraine Cameron	SNP
Ward 8 - Johnstone South and Elderslie (4 Members)			
	Johnstone South and Elderslie	Councillor John Hood	Labour
	Johnstone South and Elderslie	Councillor Alistair Mackay	Scottish Conservative and Unionist
	Johnstone South and Elderslie	Councillor Jacqueline Cameron	SNP
	Johnstone South and Elderslie	Councillor Andy Steel	SNP
Ward 9 - Johnstone North, Kilbarchan, Howwood and Lochwinnoch (4 Members)			
	Johnstone North, Kilbarchan, Howwood and Lochwinnoch	Councillor Andy Doig	Independent
	Johnstone North, Kilbarchan, Howwood and Lochwinnoch	Councillor Derek Bibby	Labour
	Johnstone North, Kilbarchan, Howwood and Lochwinnoch	Councillor Bill Binks	Scottish Conservative and Unionist
	Johnstone North, Kilbarchan, Howwood and Lochwinnoch	Councillor Emma Rodden	SNP
Ward 10 - Houston, Crosslee and Linwood (4 Members)			
10	Houston, Crosslee and Linwood	Councillor Alison Jean Dowling	Labour
10	Houston, Crosslee and Linwood	Councillor James Sheridan	Labour
10	Houston, Crosslee and Linwood	Councillor Scott Kerr	Scottish Conservative and Unionist
10	Houston, Crosslee and Linwood	Councillor Audrey Doig	SNP
Ward 11 - Bishopton, Bridge of Weir and Langbank (3 Members)			
11	Bishopton, Bridge of Weir and Langbank	Councillor Colin McCulloch	Labour
11	Bishopton, Bridge of Weir and Langbank	Councillor James MacLaren	Scottish Conservative and Unionist
11	Bishopton, Bridge of Weir and Langbank	Councillor Natalie Don	SNP
Ward 12 - Erskine and Inchinnan (4 Members)			
12	Erskine and Inchinnan	Councillor Tom Begg	Scottish Conservative and Unionist
12	Erskine and Inchinnan	Councillor Michelle Campbell	SNP
12	Erskine and Inchinnan	Councillor Jim Harte	Labour
12	Erskine and Inchinnan	Councillor Iain Nicolson	SNP

Minute of Meeting Regulatory Functions Board

Date	Time	Venue
Wednesday, 19 April 2017	10:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

Present

Councillor Bill Brown, Councillor Eddie Devine, Provost Anne Hall, Councillor John Hood, Councillor Sam Mullin

Chair

Councillor Hood, Convener, presided.

Apologies

Councillors M Brown, M Devine, McEwan and McQuade.

In Attendance

A McLaughlin, Senior Solicitor (Litigation and Regulatory), P Shiach Committee Services Officer and K Whiteside, Licensing Officer (Paralegal) (all Finance & Resources) and B Kettle, Public Health Enforcement Officer (Community Resources) (for items 10 and 11 only).

Declarations of Interest

Councillor E Devine declared a non-financial interest in relation to item 1 of the agenda as Convener of the Environment Policy Board and indicated his intention to leave the meeting during consideration of the item and not to take part in any discussion or voting thereon.

Provost Hall declared non-financial interests in relation to items 2(a), 10(b) and 11(a) of the agenda as the applicants were known to her and indicated her intention to leave the meeting during consideration of the items and not to take part in any discussion or voting thereon.

Exclusion of the Press and Public

The Board resolved that the press and public be excluded from the meeting during consideration of items 1, 2(a), 2(b), 3, 4, 5, 6, 8 and 10 as it was likely, in view of the nature of the business to be transacted that if members of the press and public were present there would be disclosure to them of exempt information as defined in paragraph 3 of part I of schedule 7A of the Local Government (Scotland) Act 1973.

Declaration of Interest

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

1 Grant of a Public Entertainment Licence - Personal Appearance

There was submitted the undernoted application for the grant of a Public Entertainment 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 and the Director of Community Resources who had submitted an objection to the application :-

Fox and Hounds, 1 South Street, Houston

Mr Andrews, Director of the applicant company and Miss Campbell and Miss Miller, Agents, were invited into the meeting together with Mr C Hunter and Miss M Maxwell representing the Director of Community Resources who had submitted an objection to the application, and Inspector Kirkwood and Constable Whitelaw on behalf of the Chief Constable who had submitted a representation to the application.

After consideration of all matters before the Board, the Board adjourned to allow members to consider this application. The meeting was reconvened and the Convener proposed that the application be granted until Sunday 24 September 2017. This was agreed unanimously.

DECIDED: That the application be granted until Sunday 24 September 2017

Sederunt

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

Declaration of Interest

Provost Hall, having declared an interest in relation to the following item of business left the meeting and did not take part in any discussion or voting thereon.

2 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) Harry King, 24 Hillpark Rose, Kilwinning

Mr King, the applicant, was invited into the meeting together with his son. 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.

Sederunt

Provost Hall re-entered the meeting prior to consideration of the following item of business.

(b) Stephen John McKinnon, 41 Lochfield Road, Paisley

Mr McKinnon, 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.

3 Grant of Taxi Driver's Licence – Personal Appearance

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

Andrew Lamont, 137 Hillside Road, Paisley

Mr Lamont, 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 subject to the undertakings given by the applicant. This was agreed unanimously.

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

4 Grant of a Private Hire Car Operator's Licence – Personal Appearance

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

Henry Mejury, 33 Birchwood Drive, Paisley.

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

DECIDED: That the application be refused.

5 Grant of a Private Hire Car Driver's Licence – Personal Appearance

There was submitted the undernoted application for the grant 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 an objection to the application: -

Khizr Bashir, 4 Barberry Gardens, Glasgow

There was no appearance by or on behalf of Mr Bashir. Inspector Kirkwood and Constable Whitelaw on behalf of the Chief Constable, who had submitted an objection to the application, were invited into the meeting. The Convener proposed that the application be considered in Mr Bashir'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 Grant of a Taxi Driver's Licence – Personal Appearance

There was submitted the undernoted application for the grant 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 an objection to the application: -

Michael Parnis, 2/2, 4 Tower Terrace, Paisley

Mr Parnis, the applicant, was invited into the meeting together with Inspector Kirkwood and Constable Whitelaw on behalf of the Chief Constable who had submitted an objection to the application. After consideration of all matters before the Board, the Board adjourned to allow members to consider this application. The meeting was reconvened.

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

Councillor E Devine, seconded by Provost Hall, moved as an amendment that the application be refused.

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

On a vote being taken, 3 members voted for the amendment and 2 members voted for the motion. The amendment was accordingly declared carried.

DECIDED: That the application be refused.

Sederunt

Councillor Mullin left the meeting prior to consideration of the following item of business.

7 Renewal of a Taxi Driver's Licence - T2481 – Personal Appearance

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

John Woods Mitchell, 5 Wallace Avenue, Elderslie

Mr Mitchell, the applicant was invited into the meeting. Mr Mitchell 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 Mitchell's DVLA licence.

8 Renewal of a Taxi Operator's Licence – TX191 – Personal Appearance

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

Graeme Anderson, 32 Renshaw Road, Bishopton

There was no appearance by or on behalf of Mr Anderson. The Convener proposed that the application be considered in Mr Anderson's absence and this was agreed unanimously. 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.

9 Grant of a Public Entertainment (Tanning Salon) Licence – Personal Appearance

There was submitted the undernoted application for the grant of a Public Entertainment (Tanning Salon) Licence. The applicant had been asked to appear personally for the first time together with the Director of Community Resources who had submitted an objection outwith the statutory timescale to the application: -

Terem Leisure Services Limited, Regent Court, 70 West Regent Street, Glasgow.

The Convener advised that the application had been withdrawn.

DECIDED: That it be noted that the application had been withdrawn.

Adjournment

The meeting adjourned after consideration of item 9 and reconvened at 1.30 pm.

10 Hearings into the Possible Removal from the Register of Private Landlords – Personal Appearances

Under reference to items 6(a) and 6(b) of the Minute of the meeting of this Board held on 23 March 2017 consideration was resumed of the possible removal of the undernoted landlords from the Register of Private Landlords. The landlords had been asked to appear personally for the second time:-

(a) Fast Track Scotland Limited, 13 Main Street, Dalrymple, Ayr

There was no appearance by or on behalf of Fast Track Scotland Limited. The Convener proposed that the hearing into the possible removal from the Register of Private Landlords be heard in Fast Track Scotland Limited's absence. This was agreed unanimously.

After consideration of all matters before the Board, the Convener proposed that Fast Track Scotland Limited be removed from the Register of Private Landlords. This was approved unanimously.

DECIDED: That Fast Track Scotland Limited be removed from the Register of Private Landlords.

Declaration of Interest

Provost Hall having declared an interest in relation to items 10(b) and 11(a) left the meeting and did not take part in any discussion or voting thereon.

(b) Terence Feeney, 9 Napier Street, Linwood

Mr Feeney, the landlord, and Mr Banks, solicitor were invited into the meeting. The Convener proposed that consideration of the possible removal of the landlord from the Register of Private Landlords be continued and that the landlord be invited to a future meeting of the Board. This was agreed unanimously.

DECIDED: That consideration of the possible removal of the landlord from the Register of Private Landlords be continued and that the landlord be invited to a future meeting of the Board.

11 Grant of Landlord Registrations - Personal Appearances

Under reference to item 7 of the Minute of the meeting of this Board held on 23 March 2017 in relation to application (a) and items 7(a) and 1 of the Minutes of the meetings of this Board held on 1 September 2016 and 17 November 2016, respectively, in relation to application (b) consideration was resumed of the undernoted applications for the grant of Landlord Registrations. Applicant (a) had been asked to appear personally for the second time; applicant (b) had been asked to appear personally for the third time; and applicants (c) and (d) had been asked to appear personally for the first time:-

(a) Gillian Feeney, 9 Napier Street, Linwood

There was no appearance by or on behalf of Mrs Feeney. 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.

Sederunt

Provost Hall re-entered the meeting prior to consideration of the following item of business.

(b) Fiona Siddall, 14 Ludwick Van Beethoven, Porta D'Orba 03790, Orba, Alicante, Spain

Mrs Tyler and Mr Tyler, representing the applicant, were invited into the meeting.

After consideration of all matters before the Board, the Convener proposed that the application be granted for a period of three years. This was agreed unanimously.

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

12 Grant of a Late Hours Catering Licence – Personal Appearance

There was submitted the undernoted application for a Late Hours Catering Licence. The applicant had been asked to appear personally for the first time: -

Applicant: WWCM Limited, 2 Broomlands Street, Paisley

Premises: Kilty Kilty, 16/18 New Street, Paisley

Authorised goods: liquor licensed premises providing food, refreshment and facilities for dancing

Operating Hours: Friday to Sunday 2.00 am – 4.00 am

Ms Finnigan, the applicant, and Mr McIvor, solicitor were 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.

13 Applications for Late Hours Catering Licences

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

(a) Applicant: Paranthaman Nirushan, 15 Bridge Street, Wishaw

Premises: Malthurst Elderslie, Main Road, Elderslie

Authorised Goods: petrol filling station with adjacent shop offering grocery and retail convenience

Operating Hours: Monday to Sunday 11.00 pm – 5.00 am

The Convener proposed that the application 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 application 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: Laura McGarvey, Flat 2/2, 10 Brunton Street, Cathcart

Premises: McDonald's Restaurant, Phoenix Retail Park, Linwood Road, Paisley

Authorised Goods: burgers, fries, coffee, soft drinks

Operating Hours: Monday to Sunday 11.00 pm – 5.00 am

The Convener proposed that the application 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 application 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.

14 Application for the Surrender and Re-issue of a Taxi Licence

There was submitted the undernoted application for the surrender and re-issue of a Taxi Licence: -

Present Operator: Malcolm Mearns, 145 Waterside Road, Carmunnock, Glasgow

Proposed Operator: Martin Treacy, 20 Robertson's Gait, Paisley

Licence No.: TX204

The Convener proposed that the application be granted. This was agreed unanimously.

DECIDED: That the application be granted.

Minute of Meeting Council

Date	Time	Venue
Thursday, 20 April 2017	09:30	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

Present: Councillor Derek Bibby, Councillor Bill Brown, Councillor Maria Brown, Councillor John Caldwell, Councillor Lorraine Cameron, Councillor Eddie Devine, Councillor Margaret Devine, Councillor Andy Doig, Councillor Audrey Doig, Councillor Christopher Gilmour, Councillor Roy Glen, Provost Anne Hall, Councillor Jim Harte, Councillor Jacqueline Henry, Councillor Michael Holmes, Councillor John Hood, Councillor Terry Kelly, Councillor Brian Lawson, Councillor Paul Mack, Councillor James MacLaren, Councillor Kenny MacLaren, Councillor Mags MacLaren, Councillor Mark Macmillan, Councillor Eileen McCartin, Councillor Cathy McEwan, Councillor Stephen McGee, Councillor Marie McGurk, Councillor Iain McMillan, Councillor James McQuade, Councillor Sam Mullin, Councillor Alexander Murrin, Councillor Will Mylet, Councillor Iain Nicolson, Councillor Jim Paterson, Councillor Bill Perrie, Councillor Jim Sharkey, Councillor Maureen Sharkey, Councillor Tommy Williams

Chair

Provost Hall presided.

In Attendance

S Black, Chief Executive; P MacLeod, Director of Children's Services; S MacDougall, Director of Community Resources; M Crearie, Director of Development & Housing Services; A Russell, Director of Finance & Resources; D Leese, Chief Officer (Renfrewshire Health & Social Care Partnership); J McKellar, Chief Executive (Renfrewshire Leisure Limited); D Amos, Head of Policy & Commissioning (Chief Executive's); A Morrison, Head of Regeneration and J Cameron, Bid Director (both Development & Housing Services); and K Graham, Head of Corporate Governance, J Lynch, Head of Property Services; T Olowe, Interim Head of HR & Organisational Development; M Conaghan, Legal & Democratic Services Manager, L Belshaw, Democratic Services Manager and E Currie, Senior Committee Services Officer (all Finance & Resources).

Apology

Councillor Noon

Declarations of Interest

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

1 Minutes of Council, Boards and Panels

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

Houston, Crosslee, Linwood, Riverside and Erskine Local Area Committee, 22 February 2017

Council, 23 February 2017

Regulatory Functions Board, 8 March 2017

Education and Children Policy Board, 9 March 2017

Housing and Community Safety Policy Board, 14 March 2017

Planning and Property Policy Board, 14 March 2017

Environment Policy Board, 15 March 2017

Finance and Resources Policy Board, 15 March 2017

Johnstone and the Villages Local Area Committee, 16 March 2017

Audit, Scrutiny and Petitions Board, 20 March 2017

Economy and Jobs Policy Board, 22 March 2017

Regulatory Functions Board, 23 March 2017

Leadership Board, 29 March 2017

Paisley North Local Area Committee, 30 March 2017

Paisley North Local Area Committee, 13 April 2017

DECIDED: That the Minutes be approved.

2 Humanitarian Crisis in East Africa

There was submitted a report by the Chief Executive relative to the humanitarian crisis in East Africa where it was estimated that drought and conflict had left 16 million people on the brink of starvation and in urgent need of food, water and medical treatment.

The report intimated that famine had been declared in parts of South Sudan, where 100,000 people faced starvation and nearly 5 million people urgently needed food. The situation in Somalia, Kenya and Ethiopia was also concerning as media reports suggested 14 million people were going hungry every day.

The report proposed that the Council should respond to the ongoing humanitarian crisis by donating £10,000 to the Disasters Emergency Committee (DEC) to fund its member charities UK-based activities in recognition of the considerable strain the effects of the East Africa crisis was placing on the resources of these charities. The Council was not authorised to provide direct relief to communities abroad.

The DEC brought together 13 leading UK aid charities in times of crisis which included Action Aid, Age International, British Red Cross, CAFOD, Care, Christian Aid, Concern Worldwide, Islamic Relief, Oxfam, Plan International, Save the Children, Tearfund and World Vision and allocated money to each member agency based on its ability to deliver aid where it was needed.

DECIDED:

(a) That the Council make a donation of £10,000 to the Disasters Emergency Committee to fund its members' UK-based activities in recognition of the East Africa Crisis appeal; and

(b) That a supplementary estimate of £10,000 for this donation be approved.

Sederunt

Councillor Perrie entered the meeting prior to consideration of the following item of business.

Planning Applications

The Head of Corporate Governance advised members that they must deal with planning applications in an objective manner to ensure that they cannot be challenged with accusations of bias or predetermination. Votes on planning applications must be seen to be impartial and not influenced by party political issues.

3 Planning Application - 16/0806/PP - Leith Planning Ventures Ltd - Erection of Residential Development (in principle) Site on Northern Boundary of Beech Burn, Johnshill, Lochwinnoch

There was submitted a report by the Director of Development & Housing Services relative to planning application 16/0806/PP: Leith Planning Ventures Limited for the erection of residential development (in principle) at a site on the northern boundary of Beech Burn, Johnshill, Lochwinnoch that required to be determined by the Council.

DECIDED: That the application be refused for the following reasons:

(a) The proposal did not accord with the Spatial Development Strategy and related Spatial Frameworks of the approved Glasgow and the Clyde Valley Strategic Development Plan and Clydeplan's Strategic Development Plan 2016 in terms of its location and development compatibility and therefore fails to support the Spatial Vision of the Plan;

(b) The proposal was contrary to Policy ENV 1 of the Adopted Renfrewshire Local Development Plan in that it would result in development within the designated Green Belt without appropriate justification and due to its location and scale would not be commensurate with the aims of maintaining the identity of settlements and protecting and enhancing the landscape setting of an area;

(c) The proposal was contrary to the Adopted Renfrewshire Local Development Plan New Development Supplementary Guidance – Delivering the Environment Strategy as it did not require a specific green belt location and did not maintain or support an established activity which was suitable in the green belt. The proposal would thereby introduce an inappropriate form of development into the Green Belt, result in an unacceptable erosion of the Green Belt and result in an adverse and detrimental impact on its character;

(d) The proposal was contrary to Policy P2 of the Adopted Renfrewshire Local Development Plan and the Housing Land Supply Supplementary Guidance 2015, and due to its scale and location, the proposed development would undermine the Spatial Strategy of the Adopted Renfrewshire Local Development Plan. The proposal would thereby introduce an inappropriate form of development into the Green Belt, result in an unacceptable erosion of the Green Belt and result in an adverse and detrimental impact on its character; and

(e) The proposal was considered to be premature in respect of the emerging local development plan and would therefore undermine the plan making process.

4 Paisley West End Regeneration - Masterplan

There was submitted a report by the Director of Development & Housing Services relative to the proposals for the regeneration of Paisley's West End.

The report intimated that in November 2015, the Housing and Community Safety Policy Board approved the appointment of Sanctuary Scotland as the Council's housing association partner to develop and deliver regeneration plans for Paisley West End. Architects **MAC**mon were subsequently appointed in 2016 and had worked with Sanctuary Scotland and the Council to develop the draft masterplan, a copy of which formed the appendix to the report.

An extensive engagement process would take place with all key local stakeholders in Paisley West End on the content of the draft masterplan and the report detailed those stakeholders who would be consulted and also detailed the specific planned consultation events. The report sought the approval of the Council to take forward a period of public consultation on the proposals.

DECIDED: That the draft Paisley West End Regeneration Masterplan be agreed for public consultation, the results of which would be reported back to the Housing & Community Safety Policy Board.

Sederunt

Councillor Caldwell entered the meeting prior to consideration of the following item of business.

5 Renfrewshire Economic Leadership Panel

There was submitted a report by the Director of Development & Housing Services relative to the establishment of the Renfrewshire Economic Leadership Panel which had been approved at the meeting of the Leadership Board held on 30 November 2016 in its consideration of the Economic Framework 2016/18.

The report intimated that following consultation with some local businesses, the first meeting of the Panel had been scheduled for June 2017 and the report sought approval for the Leader of the Council to be formally appointed as a member of the Panel.

The proposal was for a relatively small Leadership Panel consisting of 12 to 15 members which would be formed to meet quarterly and assess and agree on key issues and actions to accelerate the economic fortunes of Renfrewshire. The Panel would effectively act as a 'critical friend' and sounding board to allow the Council to understand the views of locally-based businesses and play a key advisory role in the development of the next Economic Strategy for Renfrewshire.

Representation was being sought from across the key sectors of Renfrewshire's economy including transport, manufacturing, tourism, creative industries, technology and food and drink. Other stakeholders who would be invited to join the Panel included UWS, West College Scotland, Scottish Enterprise and Renfrewshire Chamber of Commerce. It was anticipated that the Panel would be chaired by the private sector and that the Terms of Reference would be considered at the first meeting of the Panel. The Council's Chief Executive and Head of Regeneration would act as advisors to the Panel.

DECIDED:

(a) That it be noted that the first meeting of the Renfrewshire Economic Leadership Panel was being planned for June 2017; and

(b) That the appointment of the Leader of the Council to the Panel be approved.

6 Community Empowerment (Scotland) Act 2015 - Participation Requests

There was submitted a report by the Director of Finance & Resources relative to the part of the Community Empowerment (Scotland) Act 2015 relating to Participation Requests which came into force on 1 April 2017.

The report intimated that Participation Requests (Requests) were a new process which allowed a community body to enter into dialogue with public authorities such as the Council about local issues and local services on their terms and without having to wait until being invited to participate by the Council. Where a community body believed it could help to improve an outcome it would be able to request that the Council took part in a process to improve that outcome.

The Council required to put in place arrangements to deal with these requests which must comply with Part 3 of the 2015 Act which set out the process for how requests worked. The process for requests and the information which must be on the prescribed form was detailed in the report.

Regulations had already been published setting out the procedure for dealing with requests. In most cases, decisions must be made within 30 working days from the date on which the last item of information to validate the request was received by the Council. In these circumstances, it was proposed that the decision on whether or not to approve a request be delegated to the relevant director who had responsibility for the service area covered by the request in consultation with the Convener of the relevant Board which would require a change to the Council's Scheme of Delegated Functions.

The Scottish Government had issued guidance on requests and elements of the guidance relating to promotion and awareness were detailed in the report. The report proposed that the Council's Head of Policy & Commissioning be the first point of contact for receipt of requests and for dealing with any queries regarding the Council's approach to requests.

DECIDED:

(a) That it be noted that the part of the Community Empowerment (Scotland) Act 2015 dealing with Participation Requests came into force on 1 April 2017;

(b) That the relevant service Director be authorised, in consultation with the relevant Convener, to make decisions regarding requests and to follow the statutory procedure for dealing with those requests;

(c) That it be agreed that the Head of Policy & Commissioning would be the Council's first point of contact for the receipt of Participation Requests and for dealing with queries regarding the Council's approach to requests; and

(d) That the Head of Corporate Governance be authorised to make the necessary changes to the Council's Scheme of Delegated Functions and Board remits to reflect the changes introduced by the report.

7 Lifecycle Maintenance Upgrade - Paisley Town Hall

There was submitted a report by the Director of Finance & Resources relative to an update on preliminary surveys and proposals to develop options for necessary lifetime maintenance work to be progressed in Paisley Town Hall.

The report intimated that the proposed investment reflected both the Council's well established long-term lifecycle maintenance programme and the programme to support the modernisation of key venue locations which formed an integral part of both the heritage-led regeneration agenda for the town centre and the UK City of Culture 2021 bid.

DECIDED:

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

(b) That it be remitted to officers to report back to Council, or the appropriate Board, with options for the maintenance and improvement of Paisley Town Hall.

8 Equality Outcomes and Mainstreaming Progress Report

There was submitted a report by the Chief Executive relative to the Council's Equality Outcomes and Mainstreaming Equality Progress Report 2017.

The report intimated that the Council had a general equality duty which required it to pay due regard to the need to eliminate unlawful discrimination, advance equality of opportunity and foster good relations as set out in section 149(1) of the Equality Act 2010. There were a number of specific duties laid out for public authorities by Scottish Ministers to support the general equality duty.

In line with these specific duties, the Council was required to report on its progress with mainstreaming equality, its progress against its equality outcomes, employee information and gender pay gap information by April 2017.

A copy of the progress report was appended to the report and the appendices to the report provided a wide range of data including equalities information about Council employees, occupational segregation and pay gap data, more detailed information on education and housing and an equal pay statement.

DECIDED:

- (a) That the progress report be noted; and
- (b) That the Equality Outcomes and Mainstreaming Equality Progress Report 2017 be approved for publication.

9 Governance Issues - Appeals Panels

There was submitted a report by the Director of Finance & Resources relative to proposed changes to the Council's governance arrangements as they related to the Social Work (Complaints Review) and Non-domestic Rates Appeals Panels.

The report intimated that the Public Services Reform (Social Work Complaints Procedure) (Scotland) Order 2016, which came into force on 1 April 2017, abolished the existing social work complaints process which required that, where a complainer was not satisfied with the response received from the Council in respect of their complaint concerning certain social work matters, they were able to refer the matter to a complaints review committee (CRC). This Council, as part of its decision-making structure, established the CRC as the Social Work (Complaints Review) Appeals Panel, which comprised three independent lay members drawn from a pool of volunteers. With effect from 1 April 2017, matters previously dealt with by this Appeals Panel would be considered in terms of the Model Complaints Handling Procedure for Social Work Services in Scotland as developed by the Scottish Public Services Ombudsman (SPSO) in partnership with local authority and health and social care officers together with representatives from the Scottish Government and the third sector.

The appointments of the existing members of the Social Work (Complaints Review) Appeals Panel did not extend beyond the local government elections on 4 May 2017 and it was proposed that, should they still wish to participate, the existing members be reappointed to deal with any complaints received prior to 31 March 2017 and until such complaints had been dealt with.

The Council, also as part of its decision-making structure, had established the Non-domestic Rates Appeals Panel, the remit of which was to determine appeals against the application of the Council's policy relating to the discretionary relief of rates; and to determine requests from sheriff officers for instructions to proceed with warrant sales relative to the recovery of non-domestic rates.

It was likely that the Council might receive appeals in terms of Section 238 of the Local Government (Scotland) Act 1947 which allowed an appeal in respect of rates "improperly charged". Such appeals required to be heard by the rating authority or a committee thereof and could not therefore be delegated to officers. This type of appeal dealt with the liability of the rates itself rather than the way the Council had interpreted any discretionary regulations. Therefore the Non-domestic Rates Appeals Panel would be unable to hear an appeal under Section 238 with the remit it currently had. To deal with any appeals which might be received in terms of Section 238, it was proposed that, rather than establishing a separate appeals panel, the remit of the existing Non-domestic Rates Appeals Panel be expanded to take account of this legislation. The procedure for appeals in terms of Section 238 of the Local Government (Scotland) Act 1947 formed the appendix to the report.

DECIDED:

- (a) That it be noted that the existing social work complaints process would be abolished with effect from 1 April 2017 and that social work complaints would be dealt with in terms of the Model Complaints Handling Procedure for Social Work Services in Scotland;
- (b) That it be noted that complaints that were still 'live' prior to 31 March 2017 would still require to be considered by the Social Work (Complaints Review) Appeals Panel;
- (c) That the appointments of the existing lay members of the Social Work (Complaints Review) Appeals Panel be extended, should they still wish to participate, until complaints that were still 'live' prior to 31 March 2017 had been dealt with;
- (d) That the Council's decision making structure be revised to remove the Social Work (Complaints Review) Appeals Panel once complaints that were still 'live' prior to 31 March 2017 had been dealt with;
- (e) That the remit of the Non-domestic Rates Appeals Panel be expanded to include appeals under Section 238 of the Local Government (Scotland) Act 1947; and
- (f) That the attached procedures for consideration of such appeals be approved.

Exclusion of Press and Public

The Council resolved that the press and public be excluded from the meeting during consideration of item 10 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 3 and 6 of part I of schedule 7A of the Local Government (Scotland) Act 1973.

10 Paisley's Bid for U.K. City of Culture 2021

There was submitted a report by the Chief Executive relative to Paisley's bid for UK City of Culture 2021.

DECIDED:

- (a) That the submission of the First Stage Bid for Paisley to become the UK City of Culture 2021 be approved;
- (b) That the competitive nature of the bidding process and the requirement to maintain the confidentiality of the content of Paisley's bid, even after submission, be noted;
- (c) That it be noted that it was anticipated that the outcome of the First Stage would be known in June and that members would be formally notified at the first opportunity; and
- (d) That the Chief Executive be authorised to make any necessary minor corrections or amendments to the First Stage Bid between now and the submission date of 28 April and to take forward the necessary arrangements to prepare for a final bid in the event that Paisley's bid was shortlisted.

11 Notice of Motion 1

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

"Motion

During 2007-12 the council worked hard to find homes and care packages funding for people with Learning Disabilities, particularly those living at home with increasingly elderly and frail parents.

Council asks the Health and Social Care Partnership Joint Board to:

1 Examine the total number of people with Learning Disabilities who remain unable to get suitable permanent homes of their own, together with an appropriate care package.

2 Identify this information in relation to varying appropriate age categories of those clients with Learning Disabilities, for example above 50, above 30, below 30.

3 Show what plans are being put in place, and in what timetable, to meet the needs of these clients."

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

DECIDED: During 2007-12 the council worked hard to find homes and care packages funding for people with Learning Disabilities, particularly those living at home with increasingly elderly and frail parents.

Council asks the Health and Social Care Partnership Joint Board to:

1 Examine the total number of people with Learning Disabilities who remain unable to get suitable permanent homes of their own, together with an appropriate care package.

2 Identify this information in relation to varying appropriate age categories of those clients with Learning Disabilities, for example above 50, above 30, below 30.

3 Show what plans are being put in place, and in what timetable, to meet the needs of these clients.

12 Notice of Motion 2

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

"Renfrewshire Hosting the Grand Depart of the Tour de France

Council applauds the significant sporting contribution of Paisley and Renfrewshire cycling clubs, such as Paisley Velo Racing Team and Johnstone Wheelers Cycling Club, to national and international cycle sport over the decades.

Council recognises the number of key local cycling events that have become a core part of the Renfrewshire tourism events calendar, such as the Circuit Road Race championships in Paisley, and the Pedal the Park Annual Sportive at Castle Semple, and notes the benefits they bring to the Renfrewshire economy.

Council appreciates the significant financial benefits to Yorkshire which accrued when they hosted the first stage of the Tour de France in 2014. Accordingly, this Council agrees to contact the Tour de France organisers, the Amaury Sport Organisation, Scottish Cycling and the Scottish Government, to examine the viability of a bid to host the Grand Depart from Renfrewshire in the run up to Paisley 2021."

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

DECIDED: Renfrewshire Hosting the Grand Depart of the Tour de France

Council applauds the significant sporting contribution of Paisley and Renfrewshire cycling clubs, such as Paisley Velo Racing Team and Johnstone Wheelers Cycling Club, to national and international cycle sport over the decades.

Council recognises the number of key local cycling events that have become a core part of the Renfrewshire tourism events calendar, such as the Circuit Road Race championships in Paisley, and the Pedal the Park Annual Sportive at Castle Semple, and notes the benefits they bring to the Renfrewshire economy.

Council appreciates the significant financial benefits to Yorkshire which accrued when they hosted the first stage of the Tour de France in 2014. Accordingly, this Council agrees to contact the Tour de France organisers, the Amaury Sport Organisation, Scottish Cycling and the Scottish Government, to examine the viability of a bid to host the Grand Depart from Renfrewshire in the run up to Paisley 2021.

13 Notice of Motion 3

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

"The Getting it Right for Every Child approach is underpinned by common values and principles which apply across all aspects of working with children and young people. Some of these are:

- Promoting the well-being of individual children and young people
- Keeping children and young people safe: emotionally and physically
- Putting the child's views at the centre of decision making;
- Taking a whole child approach

Council therefore agrees that the principles of GIRFEC should be applied as part of our planning development process and that they also form part of any review or renewal of Renfrewshire's Local Development Plan and policies.

That the head of Housing and Development brings forward proposals of how that would be best achieved and in what timescale."

Councillor Nicolson, seconded by Councillor McGurk, then moved the motion which was agreed unanimously.

DECIDED: The Getting it Right for Every Child approach is underpinned by common values and principles which apply across all aspects of working with children and young people. Some of these are:

- Promoting the well-being of individual children and young people
- Keeping children and young people safe: emotionally and physically
- Putting the child's views at the centre of decision making;
- Taking a whole child approach

Council therefore agrees that the principles of GIRFEC should be applied as part of our planning development process and that they also form part of any review or renewal of Renfrewshire's Local Development Plan and policies.

That the head of Housing and Development brings forward proposals of how that would be best achieved and in what timescale.

14 Notice of Motion 4

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

"In light of the bid for Paisley 2021 City of Culture. Council agrees that the condition of Paisley town centre with regard to chewing gum deposits is an ongoing disgrace. This is reflective of the condition of Renfrewshire as a whole with regard to street cleanliness under this Labour administration.

Council agrees that immediate action is taken to clean Renfrewshire's town centres of chewing gum deposits and to maintain a cleaning regime that other Councils for example Stirling, appear not only to achieve but sustain."

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

Councillor E Devine, seconded by Councillor Gilmour, moved as an amendment to delete the motion and insert:

"Council recognises the problem of chewing gum deposits is a nationwide issue. It affects not only Paisley town centre but other areas of Renfrewshire. Despite the systematic cuts to the Council budget from the SNP Government, council has invested in "Eco Gum" removal technology and has embarked on a programme for the removal of discarded chewing gum from our streets. Phase 1 of this programme has already commenced and is focussed on Paisley town centre before being rolled out across Renfrewshire."

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

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

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

DECIDED: Council recognises the problem of chewing gum deposits is a nationwide issue. It affects not only Paisley town centre but other areas of Renfrewshire. Despite the systematic cuts to the Council budget from the SNP Government, council has invested in “Eco Gum” removal technology and has embarked on a programme for the removal of discarded chewing gum from our streets. Phase 1 of this programme has already commenced and is focussed on Paisley town centre before being rolled out across Renfrewshire.

15 Notice of Motion 5

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

"Council notes with concern the ongoing press reports of bullying within our schools. Council is concerned that this has been a long running issue and that the current administration has failed to address bullying and to allow all our pupils to regard their school as a safe environment for learning."

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

Councillor Henry, seconded by Councillor M Sharkey, moved as an amendment to delete the motion and insert:

“Renfrewshire Council is committed to tackling bullying wherever it occurs in Council services, and particularly in our schools.

Council notes the wide ranging and innovative work undertaken by Children’s Services in relation to tackling bullying, particularly through and the substantial work undertaken in partnership with Scotland’s Anti-Bullying Service, respectme, and the local, ground-breaking initiative, I Am Me.”

Council deplores the delay in releasing the updated national guidance on tackling bullying in schools and further calls on the Deputy First Minister to publish this by the end of this school term.

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

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

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

DECIDED: Renfrewshire Council is committed to tackling bullying wherever it occurs in Council services, and particularly in our schools.

Council notes the wide ranging and innovative work undertaken by Children's Services in relation to tackling bullying, particularly through and the substantial work undertaken in partnership with Scotland's Anti-Bullying Service, respectme, and the local, ground-breaking initiative, I Am Me.

Council deplores the delay in releasing the updated national guidance on tackling bullying in schools and further calls on the Deputy First Minister to publish this by the end of this school term.

Sederunt

Councillor Mack left the meeting during consideration of the following item of business.

16 Notice of Motion 6

There was submitted a Notice of motion by Councillors McEwan and Paterson in the following terms:

"Council notes with concern that due to Labour's continued cuts to Community Resources, that Renfrewshire is now 30 out of 32 councils when it comes to the cleanliness of our streets. Council notes the impact this will make on attracting visitors to Renfrewshire and on the day to day life of local residents."

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

Councillor E Devine, seconded by Councillor Gilmour, moved as an amendment to delete the motion and insert:

"Council calls on the SNP Scottish Government to provide local authorities with adequate resources to provide important local services including education, social work, environmental, planning, housing and other services. Council further notes that the previous SNP-led Council cut funding in environmental services in their budgeting process. This included, but was not limited to: a cut in street cleaning and grounds maintenance of £100,000 (January 2010); as cut of £207,000 from the Community Action Programme that supported community groups to improve local services (November 2010). This had been cited as a model of good practice by the University of Glasgow; a saving of £202,000 from the reduction in grounds maintenance staff (November 2010) and; a cut in the funding of the Clean Renfrewshire Campaign of £207,000 (November 2010).

Council recognises that, despite the SNP Government cuts to local authorities, we have established the Town Centre Rapid Response Team and further recognises StreetScene teams work closely with the Community Safety Partnership Hub to identify hot spots for graffiti and fly-tipping and ensure these are dealt with as quickly as possible. This investment helped ensure that Keep Scotland Beautiful, in a recent 15-week study, identified a high level of cleanliness of Paisley Town Centre. Council would like to congratulate our partners in the town centre, in particular Paisley First, for their work in securing Purple Flag status for the town centre."

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

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

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

DECIDED: Council calls on the SNP Scottish Government to provide local authorities with adequate resources to provide important local services including education, social work, environmental, planning, housing and other services. Council further notes that the previous SNP-led Council cut funding in environmental services in their budgeting process. This included, but was not limited to: a cut in street cleaning and grounds maintenance of £100,000 (January 2010); as cut of £207,000 from the Community Action Programme that supported community groups to improve local services (November 2010). This had been cited as a model of good practice by the University of Glasgow; a saving of £202,000 from the reduction in grounds maintenance staff (November 2010) and; a cut in the funding of the Clean Renfrewshire Campaign of £207,000 (November 2010).

Council recognises that, despite the SNP Government cuts to local authorities, we have established the Town Centre Rapid Response Team and further recognises StreetScene teams work closely with the Community Safety Partnership Hub to identify hot spots for graffiti and fly-tipping and ensure these are dealt with as quickly as possible. This investment helped ensure that Keep Scotland Beautiful, in a recent 15-week study, identified a high level of cleanliness of Paisley Town Centre. Council would like to congratulate our partners in the town centre, in particular Paisley First, for their work in securing Purple Flag status for the town centre.

17 Notice of Motion 7

There was submitted the Notice of motion by Councillors J Maclaren and McCartin in the following terms:

"In Bishopton, the junction of Stuart Road and Leslie Avenue sits at a 'slow' S-bend in Stuart Road which regrettably does not necessarily attract slow moving vehicles in Stuart Road. Traffic is blind in at least one of the directions to emerging traffic from Leslie Avenue or, indeed crossing pedestrians in this residential area. I do not understand the logic of the current replacement of two working lighting columns in Leslie Avenue whilst the Stuart Road column, only a hundred yards away but at a potentially dangerous junction, remains untouched.

Many of the missing lampposts in our council area are due to accidents. I have mentioned the one in Bishopton but could easily have mentioned others such as those in Kilbarchan Road, Bridge of Weir which is missing several posts due to accidents. I have reported these and a number of other missing lampposts around my ward. The feedback I get from the council officers is that the contractor will replace these lampposts once they have replaced the old lanterns with the new LED ones. This is putting the cart before the horse.

Council is asked to change the priority and start replacing the missing lampposts as the old lanterns still provide light. Once these lampposts are replaced then the contractor can continue to replace with the new LED lanterns."

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

Councillor Nicolson, seconded by Councillor McGurk, moved as an amendment that Council further agrees that as these street light columns are mainly damaged by a collision impact with vehicles, they will be replaced/repared within one month of being reported to the Council in the interest of public safety.

In terms of Standing Order 27, the amendment was accepted by the mover and seconder of the motion and the motion, as amended, was agreed unanimously.

DECIDED: In Bishopton, the junction of Stuart Road and Leslie Avenue sits at a 'slow' S-bend in Stuart Road which regrettably does not necessarily attract slow moving vehicles in Stuart Road. Traffic is blind in at least one of the directions to emerging traffic from Leslie Avenue or, indeed crossing pedestrians in this residential area. I do not understand the logic of the current replacement of two working lighting columns in Leslie Avenue whilst the Stuart Road column, only a hundred yards away but at a potentially dangerous junction, remains untouched.

Many of the missing lampposts in our council area are due to accidents. I have mentioned the one in Bishopton but could easily have mentioned others such as those in Kilbarchan Road, Bridge of Weir which is missing several posts due to accidents. I have reported these and a number of other missing lampposts around my ward. The feedback I get from the council officers is that the contractor will replace these lampposts once they have replaced the old lanterns with the new LED ones. This is putting the cart before the horse.

Council is asked to change the priority and start replacing the missing lampposts as the old lanterns still provide light. Once these lampposts are replaced then the contractor can continue to replace with the new LED lanterns.

Council further agrees that as these street light columns are mainly damaged by a collision impact with vehicles, they will be replaced/repared within one month of being reported to the Council in the interest of public safety.

Valedictory

As she stood down from her term of office, Provost Hall thanked officers and her colleagues in the Labour Group for their support. She said that she had enjoyed working with all elected members during her time as Provost and wished all councillors every success in the future.



To: Council

On: 18 May, 2017

Report by: Chief Executive

Heading: Convention of Scottish Local Authorities (CoSLA)

1. Summary

- 1.1 Correspondence has been received from CoSLA asking whether the Council wishes to re-join and to appoint representatives.
 - 1.2 Should the Council re-join CoSLA it would be entitled to nominate five representatives to the CoSLA Convention. No new guidance has been issued on the allocation of places to take account of the extent and scale of coalitions within councils following the recent elections. CoSLA has however recommended previously that the representation reflects the balance of party political strength within councils.
 - 1.3 The Council's contribution would be assessed on the basis of a standard fixed sum with the balance of the subscription being determined by the number of people living within Renfrewshire.
 - 1.4 The first Leaders' meeting will be held on 26 May 2017 and the first meeting of the Convention will be held on 30 June 2017.
 - 1.5 Should the Council decide to rejoin CoSLA, the Council may wish to decide whether it should remain a member of the Scottish Local Government Partnership. There are no financial consequences to the Council of leaving the Partnership.
-

2. Recommendations

- 2.1 That the Council considers whether it wishes to re-join CoSLA and if so to appoint its five representatives.
- 2.2 That the Council considers whether to continue its membership of the Scottish Local Government Partnership.

Implications of this report

1. **Financial Implications** – the Council's 2017/18 subscription would be £104,543
2. **HR and Organisational Development Implications** – none
3. **Community Plan/Council Plan Implications** – none
4. **Legal Implications** – none
5. **Property/Assets Implications** – none
6. **Information Technology Implications** – none
7. **Equality and Human Rights Implications**
 - (a) The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because for example it is for noting only. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
8. **Health and Safety Implications** – none
9. **Procurement Implications** – none
10. **Risk Implications** – none
11. **Privacy Impact** – none

List of Background Papers –

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



To: Council

On: 18 May, 2017

Report by: Director of Finance and Resources

Heading: Decision Making Structure and Membership

1. Summary

- 1.1 A Local Authority is entitled to arrange for the discharge of any of its functions, subject to a few statutory exceptions, by a committee or sub-committee of the authority.
- 1.2 Renfrewshire Council last reviewed its decision-making structure on 18 December, 2014. The current decision-making structure is set out in the appendix to this report.
- 1.3 It is proposed that the Council give consideration to the establishment of a cross-party ad hoc sounding board as part of its structure. The composition would be the Leader and Depute Leader of the Council and one representative from each of the other political groups and parties on the Council.
- 1.4 The Council currently has five local area committees as part of its decision-making structure. A review of local area committee arrangements is underway at present. However, as an interim measure to take account of the additional Paisley ward, it is proposed that Paisley North Local Area Committee comprises Wards 3, 4 and 5. The budget for this local area committee will be adjusted accordingly.
- 1.5 When considering its decision-making structure, the Council will require to have regard to special rules concerning the establishment and membership of certain boards and panels. Details of the special rules are also detailed in the appendix to this report. Separate reports are included on the agenda in relation to religious representatives on committees appointed by education authorities and the membership of the Placing Requests and Exclusions Appeals Panel.
- 1.6 Once the decision-making structure and membership is determined, the Council will require to appoint members and determine who the conveners and depute conveners are to be.

- 1.7 In appointing members, the Council should apply the principle of party representation in a fair and consistent manner. Whilst in Scotland, the rules set out in the Local Government and Housing Act, 1989 requiring party political balance on committees and sub committees have not been brought into effect, it is important that councils apply the principle of party representation in a consistent manner, which can stand the test of scrutiny.
 - 1.8 It is recognised that the Council may wish to give further consideration to its decision-making structure and it may be desirable that a review is carried out prior to the end of 2017.
-

2. Recommendations

- 2.1 That the Council determines a decision-making structure for the purpose of the discharge of its functions.
 - 2.2 That the Council gives consideration to the establishment of a cross-party ad hoc Sounding Board as part of its structure, the composition being the Leader and Depute Leader of the Council and one representative from each of the other political groups and parties on the Council.
 - 2.3 That the Council determines the membership of each element of the structure which they decide should be established in accordance with the principle of applying party representation in a fair and consistent manner.
 - 2.4 That the Council has regard to the special rules concerning the establishment and membership of boards, committees etc detailed in the appendix to this report.
 - 2.5 That the Council determines the appointment of conveners and depute conveners.
 - 2.6 That in the event that amendments are made to the existing board structure, corresponding amendments are made to the terms of reference and timetable,
 - 2.7 That, as an interim measure to take account of the additional Paisley ward, it is proposed that Paisley North Local Area Committee comprises Wards 3, 4 and 5 and that the budget for this local area committee be adjusted accordingly; and
 - 2.8 That, if required, the decision-making structure, as approved, be reviewed prior to the end of 2017.
-

Implications of this report

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

3. **Community Plan/Council Plan Implications** – none
 4. **Legal Implications** – as detailed in the report.
 5. **Property/Assets Implications** – none
 6. **Information Technology Implications** – none
 7. **Equality and Human Rights Implications**
 - (a) The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because for example it is for noting only. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
 8. **Health and Safety Implications** – none
 9. **Procurement Implications** – none
 10. **Risk Implications** – none
 11. **Privacy Impact** – none
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List of Background Papers –

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

Membership and Special Rules

Policy Boards	Current Membership	Special Rules/Procedures
Economy & Jobs Policy Board	15 (8 Administration/6 main opposition/1 other opposition)	n/a
Education & Children Policy Board	20 (10 Administration/6 main opposition/1 other opposition/3 church)	<p>- In terms of the Local Government (Scotland) Act 1973, where an education authority appoints a committee whose purposes include: (a) advising the authority on any matter relating to the discharge of their functions as education authority; or (b) discharging any of those functions of the authority on their behalf, the membership of the committee shall be appointed as follows:-</p> <p>At least half of the members of the Committee must be members of the Council.</p> <p>Membership shall include the following:</p> <p>One representative of the Roman Catholic Church nominated in such manner as may be determined by the Scottish Hierarchy of the Church;</p> <p>One representative of the Church of Scotland, nominated in such a manner as may be determined by the General Assembly of the Church; and</p> <p>One person in the selection of whom the authority shall have regard (taking account of the representation of the Church of Scotland and the Roman Catholic Churches mentioned above) to the comparative strength within their area of all the churches and denominational bodies having duly constituted charges or other regularly appointed places of worship therein.</p> <p>Authorities may also, if they wish, appoint teacher representatives to the Education Committee. Teachers are not disqualified by reason of their employment from serving on an education committee.</p> <p>The church representatives have full voting rights.</p>
Environment Policy Board	15 (8 Administration/6 main opposition/1 other opposition)	n/a
Finance & Resources Policy Board	15 (8 Administration/6 main opposition/1 other opposition)	n/a
Housing & Community Safety Policy Board	15 (8 Administration/6 main opposition/1 other opposition)	n/a
Planning & Property Policy Board	15 (8 Administration/6 main opposition/1 other opposition)	n/a
Other Standing Boards		
Audit, Scrutiny & Petitions Board	9 (5 Administration/3 main opposition/1 other opposition)	In terms of the Council's procedural standing orders members have to be drawn from the political parties represented on the Council on a proportionate basis, having regard to party balance on the Council. Members of the Leadership Board and members who are conveners of another Board may not be members of the Audit, Scrutiny & Petitions Board.

Leadership Board	15 (9 Administration/5 main opposition/1 other opposition)	<i>In terms of the Council's procedural standing orders members of the Leadership Board may not be members of the Audit, Scrutiny & Petitions Board.</i>
Local Review Body	5	<i>Drawn from the membership of the Planning & Property Policy Board on the basis of 5 members to deal with each Review. The Convener being the Convener of the Planning & Property Policy Board and the Depute Convener nominated from the main opposition group. Each Local Review Body comprises the Convener and Depute Convener plus 3 or 4 other members of the Planning & Property Policy Board.</i>
Procurement Sub-committee	<i>Minimum of 3</i>	<i>Drawn from the membership of the Finance & Resources Policy Board on the basis of on the basis of a quorum constituting 3 members, to be chaired by the Convener or Depute Convener of the Finance & Resources Policy Board)</i>
Regulatory Functions Board	10 (6 Administration/4 main opposition)	
Appeals Board		
Bursaries and Endowments Appeals Panel	4 (3 Administration/1 opposition)	
Non-Domestic Rates Appeal Panel	5 (3 Administration/ 2 opposition)	<p><i>The terms of reference of the panel are (a) to determine appeals against the application of the Council's policy relating to the discretionary relief of rates and (b) to determine appeals received under section 238 of the Local Government (Scotland) Act 1947. Such an appeal will determine whether a person is being improperly charged on the basis the person named is not liable for the levying of rates or a mistake has been made in the amount of rates demanded.</i></p> <p><i>There are no statutory provisions relative to the constitution of this panel and its composition is at the discretion of the Council.</i></p>
Personnel Appeals & Applied Conditions of Service Appeals Panel	8 (5 Administration/2 main opposition/1 other opposition)	<p><i>When this panel is considering appeals in relation to disciplinary and grievance matters concerning teachers, quality improvement officers, educational psychologists and music instructors the membership will comprise only members of the Education Policy Board (or equivalent) in accordance with JNC/14 AND JNC/15 as agreed at the meeting of the Lifelong Learning & Work Policy Board held on 18 May, 2006.</i></p>
Placing Requests & Exclusions Appeals Panel (this is the subject of a separate report on the agenda)	2 members, to comprise 1 member of the Administration and 1 member from the opposition.	<p><i>In terms of section 28D(1) of the Education (Scotland) Act 1980 there is a requirement on the Council to establish such number of appeals committees as are necessary to hear appeals relating to placing requests and exclusions. An appeal committee shall comprise 3, 5 or 7 members and sufficient persons may be appointed to allow two or more committees to meet at the same time. A member of the Education Committee cannot chair the Appeals Panel. The practise has been that the Panel comprises 3 members including one lay member.</i></p> <p><i>A person who is (a) a teacher at a relevant school; (b) a pupil at such a school; (c) a parent of a pupil at such a school; or (d) a member of a school council having functions in relation to such a school shall not be a member of an appeal committee for consideration of a reference involving a question whether a child is to be placed in the specified school or excluded from the relevant school.</i></p>

Community Asset Transfer Review Sub-Committee of the Planning & Property Policy Board	5 members, to comprise 3 members of the Administration and 2 from the opposition	Drawn from the membership of the Planning & Property Policy Board and chaired by either the convener or vice-convenor of the Planning & Property Policy Board and will meet as and when required to deal with a request for review. The sub-committee may in some circumstances hold a hearing to determine the review. Where the Council refuses an asset transfer request or accepts the request but specifies in the decision notice material terms and conditions which differ to a significant degree from those specified in the request or fails to issue a decision notice, the community transfer body can ask the Council to carry out a review. The legislation requires that any review must be dealt with by the Council, one of its committees or a sub-committee.
Local Area Committees		
Houston, Crosslee, Linwood, Riverside & Erskine	Relevant local members and nominated representatives of local community groups	Community representatives are non-voting
Johnstone & the Villages	Relevant local members and nominated representatives of local community groups	Community representatives are non-voting
Paisley North	Relevant local members and nominated representatives of local community groups	Community representatives are non-voting
Paisley South	Relevant local members and nominated representatives of local community groups	Community representatives are non-voting
Renfrew & Gallowhill	Relevant local members and nominated representatives of local community groups	Community representatives are non-voting
Ad-Hoc Boards/Forums/Panels		
Appointment Board for Director Posts	9 members	on the basis of Leader/Depute Leader, relevant convener, 3 other Administration/3 main opposition/1 other opposition
Appointment Board for Head of Service Posts and Assistant Director Schools	7 members	on the basis of Leader/Depute Leader, relevant convener, 2 other Administration/2 main opposition/1 other opposition
Appointment Board for Chief Executive Post	9 members	on the basis of Leader/Depute Leader, 3 other Administration, 2 main opposition, 1 conservative, 1 liberal democrat
Emergencies Board	5 (3 Administration/2 main opposition)	

Investment Review Board	5 (3 Administration/1 main opposition/1 other opposition)	
Joint Consultative Board (non teaching)	5 (3 Administration/2 main opposition)	<i>In terms of its constitution, members of the JCB non-teaching are to be drawn from the membership of the Finance & Resources Policy Board.</i>
Renfrewshire Joint Negotiating Committee for Teaching Staff	2 Administration	



To: Council

On: 18 May, 2017

Report by: Director of Finance and Resources

Heading: Religious Representatives on Committees Approved by Education Authorities

1. Summary

- 1.1. Section 124 of the Local Government (Scotland) Act 1973, as amended by Section 31 of the Local Government etc (Scotland) Act 1994, provides that where an education authority appoints a committee whose purposes include advising the authority on any matter relating to the discharge of their functions as education authority on their behalf, three of the members to be appointed (who shall not be members of the education authority) shall be church representatives. In accordance with the Act, one of the three places requires to be filled by a nomination from the Church of Scotland and one by the Roman Catholic Church. The Church of Scotland has advised that their nominee is Mr Ian Keith and the Roman Catholic Church has advised that their nominee is Mr Jack Nellaney. Both were previous members of the Education & Children Policy Board.
- 1.2. In the selection of the third person, the Act specifies that the authority shall have regard (taking account of the representation of the Roman Catholic Church and the Church of Scotland) to the comparative strength within the area of all the churches and denominational bodies having duly constituted charges or other appointed places of worship therein.
- 1.3. In order to obtain nominations for the third representative, the Education & Children Policy Board, at its meeting held on 9 March 2017, agreed to place an advertisement in the press seeking nominations and that this advertisement be drawn to the attention of major denominations throughout Renfrewshire. An advertisement was also placed on the Council's website with a closing date of 20 April 2017.
- 1.4. Correspondence has been received from Paisley Action of Churches Together (PACT), which is the representative organisation for the 36 Paisley Churches nominating Graham Currie, secretary of PACT and the Pastor of Hopehall Evangelical Church (Paisley), and a member of 2gether Renfrewshire, which represents the Evangelical Church community across Renfrewshire. In

addition, his previous employment was as the Manager of Voluntary Action in South Lanarkshire. No other nominations were received.

- 1.5 The Ethical Standards in Public Life etc (Scotland) Act 2000 introduced a new ethical framework which required the Scottish Ministers to issue a Code of Conduct for Councillors. Whilst the former National Code for Local Government Conduct applied to non-elected members, the Councillors Code does not. However, guidance issued by the Standards Commission indicates that co-opted members are expected to apply the same high standards of conduct as elected councillors. In the case of religious representatives the Standards Commission has advised that authorities should seek confirmation from the appointing authorities that they will require their appointees to comply with the Code.
 - 1.6 The Council at its statutory meeting held on 17 May, 2012, agreed that allowances and expenses be paid to the representatives on the Education Policy Board representing religious bodies.
-

2. Recommendations

- 2.1 That the Council appoints Mr Iain Keith, the Church of Scotland nominee to the Education & Children Policy Board.
 - 2.2 That the Council appoints Mr Jack Nellaney, the Roman Catholic Church nominee to the Education & Children Policy Board.
 - 2.3 That the Council considers the application submitted by Paisley Acton of Churches Together as the third representative; and
 - 2.4 That the Council notes that, in accordance with advice issued by the Standards Commission, the Church of Scotland and the Roman Catholic Church will be asked to confirm that they will require their nominees to comply with the Councillors' Code in so far as it is relevant to them in their role as church representatives. The person appointed as the third representative will be asked to confirm likewise.
-

Implications of this report

1. **Financial Implications – none**
2. **HR and Organisational Development Implications – none**
3. **Community Plan/Council Plan Implications – none**
4. **Legal Implications – as detailed in the report**
5. **Property/Assets Implications – none**
6. **Information Technology Implications – none**

7. Equality and Human Rights Implications

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

8. Health and Safety Implications – none

9. Procurement Implications – none

10. Risk Implications – none

11. Privacy Impact – none

List of Background Papers –

- (a) correspondence from the Roman Catholic Church, Church of Scotland and Paisley Action of Churches Together

Author: Lilian Belshaw, Democratic Services Manager, 0141 618 7112



To: Council

On: 18 May 2017

Report by: Director of Finance and Resources

Heading: Placing Requests and Exclusions Appeals Panel

1. Summary

- 1.1 In terms of section 28D(1) of the Education (Scotland) Act 1980 there is a requirement on the Council to establish such number of appeals committees as are necessary to hear appeals relating to placing requests and exclusions. An appeal committee shall comprise 3, 5 or 7 members and sufficient persons may be appointed to allow two or more committees to meet at the same time. A member of the Education Committee cannot chair the Appeals Panel. The practice has been that the Panel comprises 3 members including one lay member.
 - 1.2 A person who is (a) a teacher at a relevant school; (b) a pupil at such a school; (c) a parent of a pupil at such a school; or (d) a member of a school council having functions in relation to such a school shall not be a member of an appeal committee for consideration of a reference involving a question whether a child is to be placed in the specified school or excluded from the relevant school.
 - 1.3 The lay members who take part in the Panel are drawn from a pool of volunteers. Those former members of the Panel who have agreed to continue to participate are detailed in the appendix to this report. It is proposed that the Council appoint these members until the next Statutory meeting of the Council to be held following the local government elections in May 2022.
-

2. Recommendation

- 2.1 That the Council appoint those persons as detailed in the appendix to the report to the Placing Requests and Exclusions Appeals Panel until the next Statutory meeting of the Council to be held following the local government elections in May 2022.
-

Implications of this report

- 1. Financial Implications – none**
- 2. HR and Organisational Development Implications – none**
- 3. Community Plan/Council Plan Implications – none**
- 4. Legal Implications – as detailed in the report.**
- 5. Property/Assets Implications – none**
- 6. Information Technology Implications – none**
- 7. Equality and Human Rights Implications**
 - (a) The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because for example it is for noting only. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
- 8. Health and Safety Implications – none**
- 9. Procurement Implications – none**
- 10. Risk Implications – none**
- 11. Privacy Impact – none**

List of Background Papers –

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

Education Appeal Lay Member Expressions of Interest

Name	Parent Council School/Child's School
John Aitken	formerly Renfrew High
Michael Connick	St Peter's Primary
Heather Henderson	Fordbank Primary
Tracy Lundie	Kirklandneuk Primary
Leanne Martin	St Mary's Primary
Elaine McNamara	Renfrew High
Sarah Jane Russell	St Benedict's Primary
Sarah Louise Smith	Barsail Primary
Brian Sweenie	Gleniffer High
Evelyn Vanni	Thorn Primary



To: Council

On: 18 May, 2017

Report by: Director of Finance and Resources

Heading: Nomination and Appointment of Elected Members and Officers to Joint Committees, Boards other Bodies and Positions

1. Summary

- 1.1 The Council is entitled to representation on various Joint Committees, Boards and outside bodies and accordingly is invited to nominate or appoint representatives as appropriate.
 - 1.2 The appendix to this report details those bodies to which the Council is entitled to representation and the nature of that representation. It will be noted that in some instances for example, in relation to Joint Committees and Boards, representation is restricted to elected members, whereas in others representation may be by elected members and/or officers.
 - 1.3 Where an officer has been appointed previously, they remain in this position and there is no appointment required unless detailed in the appendix.
-

2. Recommendations

- 2.1 That the Council considers the nomination or appointment of elected members and officers as appropriate to the Joint Committees, Boards and other bodies detailed in the appendix to this report;
 - 2.2 That appointments are not taken up until the Director of Finance & Resources has confirmed that appropriate insurance policies are in place; and
 - 2.3 That the guidance and available training be noted.
-

3 Indemnification of Elected Members and Officers

- 3.1 The Council's existing third party/public liability policy of insurance will indemnify both elected members and officers against any legal liability to third parties whilst they are undertaking the statutory functions of the Council as members of Joint Committees or Boards.
- 3.2 Generally speaking as an elected member's or officer's primary duty when acting for an outside body (albeit that he/she was nominated or appointed to that body by the Council) is to act in the best interests of that body, the responsibility for ensuring that appropriate insurances are in place lies with the outside body. The Council's insurance policy does not cover the actions of elected members and officers in such circumstances and it is therefore essential that the organisation has appropriate insurance in place to indemnify members and officers against any legal liability.
- 3.3 It is suggested that appointments are not taken up until the Director of Finance & Resources has confirmed that appropriate insurance policies are in place.
- 3.4 Guidance notes are available in the members' library on the committee management information system (CMIS) in relation to the duties of a company director and a charity trustee. In addition, the Councillors' training and development programme includes briefings on the roles and responsibilities of directors and on Arms Length External Organisations (ALEOs) for those members who are appointed.

4 Code of Conduct Issues

- 4.1 The Councillors Code of Conduct provides that:

"The rules of good conduct must be observed in all situations where you act as a councillor, including representing the Council on official business.

3.17 You may be appointed or nominated by the Council as a member of another body or organisation. If so, you will be bound by the rules of conduct of these organisations and your responsibility for any actions taken by you as a member of such an organisation will be to the organisation in question. You must also continue to observe the rules of this Code in carrying out the duties of that body.

3.18 If you become a director of a company as a nominee of the Council you will assume personal responsibilities under the Companies Acts. It is possible that a conflict of interest may arise for you between the company and the Council. In such cases it is your responsibility to take advice on your responsibilities to the Council and to the company. This will include questions of declarations of interest."

- 4.2 The Standards Commission for Scotland has produced an Advice Note which aims to provide councillors with an overview of matters they should consider when they are involved with or have been invited to participate in ALEO organisations. A copy of the Advice Note is appended to this report. While there is no legal definition of an ALEO, it is any body which is formally separate from a council but is subject to its control and influence. The advice

focuses on councillors' responsibilities under the ethical standards framework and seeks to assist councillors in recognising and dealing with potential conflicts of interest to minimise risks to governance and accountability arrangements. The advice considers councillors' and the Council's roles and responsibilities, risks to governance and accountability, registration of interests, identifying potential conflicts of interest and making declarations of interest, confidentiality, training and sources of further information. The Advice Note should therefore be read in conjunction with the Councillors' Code of Conduct.

Implications of this report

- 1. Financial Implications – none**
 - 2. HR and Organisational Development Implications – none**
 - 3. Community Plan/Council Plan Implications – none**
 - 4. Legal Implications – none**
 - 5. Property/Assets Implications – none**
 - 6. Information Technology Implications – none**
 - 7. Equality and Human Rights Implications**
 - (a) The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because for example it is for noting only. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
 - 8. Health and Safety Implications – none**
 - 9. Procurement Implications – none**
 - 10. Risk Implications – none**
 - 11. Privacy Impact – none**
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List of Background Papers –

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

Name	Appointments Required	Previous Appointments	Notes
Accord Hospice	Please see Notes	Provost was honorary vice-president	Provost becomes honorary vice-president
Adoption and Fostering Panels	3 members drawn from a pool of members	3 members to be drawn from a pool of 3 members of the Administration and 3 members of the opposition.	Please Note: Adoption Panel should comprise 3 elected members (2 women and 1 man).
Association for Public Service Excellence	Appoint 1 Member + 1 Substitute Member	2 Administration Members + 2 Substitute Members	APSE have requested 1 member and 1 substitute member be appointed. The constitution states that additional members can be appointed, however, each organisation will only have 1 vote.
Association for Public Service Excellence (Scottish Region)	Appoint 1 Member + 1 Substitute Member	1 Administration Member + 1 Substitute Member	
Business Gateway- National Management Group	Appoint 1 Member	Leader of the Council	
Clyde and Loch Lomond Local Plan District Joint Committee	Appoint 1 Member and 1 Substitute Member	1 Administration Member + 1 Substitute Member	
Clyde Muirshiel Park Authority Consultative Forum	Appoint 1 Member + 1 Substitute Member	1 Administration Member + 1 Substitute Member	Chair of the Joint Committee is the representative on the Forum plus 1 Substitute EM.
Clyde Muirshiel Park Authority Joint Committee	Appoint 4 Members + 4 Substitute Members	3 Administration & 1 Opposition Members	One of the members is appointed as the Chair of the Joint Committee.
Clyde Valley Learning and Development Joint Committee	Appoint 1 Member + 1 Substitute Member	2 Administration Members	The Clyde Valley Learning and Development Joint Committee requested the appointment of 1 Member and 1 Substitute Member.
Community Planning Oversight Group	Please see Notes	Previously Community Planning Partnership Board	Appoint Leader of Renfrewshire Council; Conveners of the following Policy Boards - Education & Children, Economy & Jobs, Environment, Finance & Resources and Housing & Community Safety; Chair/Vice Chair appointed to the IJB and 1 elected member from the opposition.
Fairtrade in Renfrewshire Steering Group		Leader of the Council was appointed as the Convener and the Convener and the Leader of the Opposition was appointed as Depute Convener.	Leader of the Council is appointed as the Convener and the Leader of the Opposition is appointed as Depute Convener.
Glasgow & The Clyde Valley Strategic Development Planning Authority	Appoint 2 Members	2 Administration Members	

Name	Appointments Required	Previous Appointments	Notes
Glasgow Airport Consultative Committee	Appoint 1 Member + 1 Substitute Member	1 Administration Member + 1 Substitute Member	
Glasgow and Clyde Valley Cabinet	Appoint 1 Member + 1 Substitute Member	Leader of the Council as Member and Depute Leader as Substitute	Leader appointed to the Cabinet plus 1 Substitute. This was previously an officer appointment, however, the constitution states that an Elected Member and Officer should be appointed. Recommend that the Head of Property Services be appointed as the officer.
Houston Old School Trust	Appoint 1 Member and 1 Officer	1 Officer	
Hugh Smiley Trust	Please see Notes	Provost appointed as ex-officio trustee	Provost appointed as ex-officio trustee
Linstone Housing Association	Appoint 1 Member	1 Administration Member	Linstone Housing Association has requested that the appointment be a member from the Linstone area.
Lowland Reserve Forces' & Cadets Association	Appoint 1 Member	1 Administration Member	
McKillop Trust	Appoint 2 Members	2 Members of the Administration, 1 of whom represented the Lochwinnoch area and one whom was a Member of the Leisure Trust. The Provost was an ex-officio trustee.	Provost appointed as ex-officio trustee and Local Member for Lochwinnoch. Head of Planning previously appointed as officer.
Member Officer Group: Public Protection	Appoint 6 Members	3 Members from the Administration, 2 Members from the Main Opposition and 1 Member from the other parties	3 Members from the Administration, 2 Members from the Main Opposition and 1 Member from the other parties
Miss Elizabeth Kibble's Trust	Please see Notes	Provost appointed as ex-officio trustee	Provost appointed as ex-officio trustee
NHS Greater Glasgow & Clyde Board	Nominate 1 Member	Leader of the Council nominated.	Nominate 1 Member. The NHS Board Chair receives notification of the Member to be considered by Scottish Ministers for appointment as non-executive member. Submission is sent to Scottish Ministers with a recommendation for approval and Ministers then write direct to the nominated Councillor).
Nuclear Free Local Authorities (Scotland)	Appoint 1 Member + 1 Substitute Member	1 Administration Member + 1 Substitute Member	

Name	Appointments Required	Previous Appointments	Notes
		Leader of Council (Convener), Depute Leader of Council, Leader of the Opposition, Chair of RLL and 1 Opposition	
Paisley 2021 Partnership Board	Please See Notes	Provost appointed as ex-officio trustee	Leader of Council (Convener), Depute Leader of Council, Leader of the Opposition, Chair of RLL and 1 Opposition
Peter Brough Bequest Fund	Please see Notes	2 Administration and 2 Opposition Members	Provost, Depute Provost, one member from the main opposition and one member from the remaining opposition.
Provost's Community Awards - Judging Panel	Appoint 4 Members	1 Administration Member	
Renfrewshire Access Panel	Appoint 1 Member	1 Administration and 1 Opposition Member	Members to be nominated which will then be passed to the National Convener of Children's Hearings Scotland. Renfrewshire Council is requested to nominate 1 Member and any additional nominations will require the approval of the National Convener.
Renfrewshire Area Support Team	Nominate 1 Member	2 Administration Members	
Renfrewshire Citizens Advice Bureau	Appoint 2 Members	Leader of Council and 1 Opposition Member	Leader of the Council appointed to the Panel.
Renfrewshire Economic Leadership Panel	Appoint 1 Member	4 Administration Members + 4 Substitute Members	
Renfrewshire Educational Trust	Appoint 2 Members	2 Administration and 1 Opposition Members + 2 Officers + 4 Independent Directors	
Renfrewshire Health and Social Care Integration Joint Board	Appoint 4 Members + 4 Substitute Members	1 Administration Member	
Renfrewshire Leisure Limited Board of Directors	Appoint 3 Members + 2 Officers	1 Administration Member	
Renfrewshire Local Outdoor Access Forum	Appoint 1 Member	1 Administration Member	
Renfrewshire Sports Network	Appoint 1 Member	5 Administration and 3 Opposition Members + 8 Substitute Members	
Renfrewshire Valuation Joint Board	Appoint 8 Members + 8 Substitute Members	1 Administration Member + 1 Substitute Member	
Scotland Excel - Executive Sub Committee	Appoint 1 Member + 1 Substitute Member	1 Administration Member + 1 Substitute Member	
Scotland Excel - Joint Committee	Appoint 1 Member + 1 Substitute Member	1 Administration Member + 1 Substitute Member	

Name	Appointments Required	Previous Appointments	Notes
Scottish Councils Committee on Radioactive Substances (SCCORS)	Appoint 1 Member + 1 Officer	1 Administration Member	
Scottish Local Government Forum Against Poverty	Appoint 1 Member + 1 Substitute Member	1 Administration Member + 1 Substitute Member	
St Vincent's Hospice	Please see Notes	Provost appointed as ex-officio trustee	Provost appointed as ex-officio trustee
Strathclyde Concessionary Travel Scheme Joint Committee	Appoint 1 Member + 1 Substitute Member	1 Administration Member + 1 Substitute Member	
Strathclyde Partnership for Transport	Appoint 1 Member + 1 Substitute Member	1 Administration Member + 1 Substitute Member	
Strathclyde Passenger Transport Authority	Appoint 1 Member + 1 Substitute Member	1 Administration Member + 1 Substitute Member	This should be the same Members as appointed to Strathclyde Partnership for Transport
Strathclyde Pension Fund Board	Appoint 1 Member + 1 Substitute Member	1 Administration Member + 1 Substitute Member	
Strathclyde Pension Fund Representative Forum	Appoint 1 Member	1 Administration Member + 1 Officer (Head of Finance)	
UK and Ireland Mayors, Provosts and Leaders for Peace Chapter	Appoint 1 Member	1 Administration Member + 1 Substitute Member	
Victim Support Renfrewshire	Appoint 1 Member	1 Administration Member	
West of Scotland Archaeology Services Joint Committee	Appoint 1 Member + 1 Substitute Member	1 Administration Member + 1 Substitute Member	
West of Scotland European Forum	Appoint 1 Member	1 Administration Member	
West of Scotland Road Safety Forum Steering Group	Appoint 1 Member + 1 Substitute Member	1 Administration Member	
Williamsbrough Housing Association Limited	Appoint 1 Member	1 Administration Member	

ADVICE FOR COUNCILLORS ON ARM'S LENGTH EXTERNAL ORGANISATIONS

1. Introduction

- 1.1 This Advice Note, issued by the Standards Commission for Scotland (Standards Commission), aims to provide councillors with an overview of matters they should consider when they are involved with or have been invited to participate in arm's length external organisations (ALEOs).
- 1.2 The advice provided focuses on councillor responsibilities under the ethical standards framework and seeks to assist councillors in recognising and dealing with potential conflicts of interest to minimise risks to governance and accountability arrangements.
- 1.3 Councillors have a personal responsibility to observe the rules in the Councillors' Code of Conduct. This advice is intended to assist them in interpreting the provisions in the Code of Conduct in order to do so. This Advice Note should, therefore, be read in conjunction with the Code of Conduct.

2. Background

- 2.1 The Standards Commission's functions are provided for by the Ethical Standards in Public Life etc. (Scotland) Act 2000 (the 2000 Act) as amended by the Scottish Parliamentary Commissions and Commissioners etc. Act 2010. The 2000 Act created an ethical standards framework whereby councillors and members of devolved public bodies are required to comply with Codes of Conduct, approved by Scottish Ministers, together with Guidance issued by the Standards Commission.
- 2.2 The role of the Standards Commission is to:
- Encourage high ethical standards in public life; including the promotion and enforcement of the Codes of Conduct and to issue guidance to councils and devolved public bodies.
 - Adjudicate on alleged breaches of the Codes of Conduct, and where a breach is found, to apply a sanction.
- 2.3 While there is no legal definition of an ALEO, it is any body which is formally separate from a council but is subject to its control and influence. ALEOs are bodies through which Councils

seek to carry out some of their functions, other than on a straightforward contractual basis. They are often used by councils as an efficient and cost effective way of delivering public services including services relating to leisure, arts, culture, employment, economic development and urban regeneration, waste management, property development and social care. ALEOs usually take the form of companies or trusts and some can register as charities (provided they have a wholly charitable purpose) or as limited liability partnerships.

- 2.4 While governance for ALEOs can be complex, it also needs to be strong and effective and should be managed through the Council's ALEO governance and scrutiny framework. Representation on ALEOs by councillors can help ensure they are being properly run and that all funds are being used appropriately and in accord with best value principles. Councillors can also inform the ALEO about the council's policies and priorities. However, councillors sitting on ALEOs have legal obligations and responsibilities to those ALEOs as well as to the Council. When members of an ALEO Board, councillors have a duty to act in the best interests of that organisation and not the body which appointed them. There is, therefore, the potential for conflicts of interest and risks to arise.
- 2.5 The Accounts Commission's 'How Councils Work' Report on ALEOs and the Auditor General for Scotland's Report 'The role of boards' both advise that board members should be aware of the skills and abilities required of any board position, and assure themselves that they can meet that requirement. You should, therefore, ensure that you have the skills and abilities to meet the requirements of a member of an ALEO before accepting any nomination or appointment to an ALEO. You may wish to refer to the Scottish Government's 'On Board - A guide for Board Members of Public Bodies in Scotland (April 2015)', which outlines some helpful principles for roles on boards and the types of skills required.
- 2.6 The Scottish Parliament's Local Government and Regeneration Committee published a report in March 2016 on an inquiry they had undertaken into ALEO's. The Committee recommended that councillors who are nominated or appointed as board members of ALEOs that are delivering public services should be provided with mandatory training on declarations of interests, conflicts of interests and risk awareness. This Advice Note is intended as an additional resource available to support the training provided to councillors by their council.

3. Understanding the Council's Role and Responsibilities

- 3.1 The Following the Public Pound (FPP) Code published jointly by the Accounts Commission and COSLA, places a statutory obligation on councils to comply with it, regardless of how they deliver services. The FPP Code sets out the principles of best practice when councils establish significant funding relationships with companies, trusts and other bodies other than on a straightforward contractual basis. This includes when councils are entering into or implementing any arrangement or agreement with a body corporate.
- 3.2 You should be aware that one of the principles and specific requirements of the Code is that councils must ensure that councillors and officers are properly advised of their responsibilities to the council and to the ALEO, including in respect of making declarations of interest.
- 3.3 In addition, the Accounts Commission's 2011 Report 'How Councils work series: ALEOs: are you getting it right' provides a range of practical advice for councils and councillors to ensure that they fulfil their responsibilities. Specifically, the report advises that in order to fulfil their FPP responsibilities, councils should provide members (and officers) with ongoing advice and training. You may wish to ensure that you have read, and are familiar, with this advice and that you seek and attend such training.

4. Understanding Your Role & Responsibilities

- 4.1 It is important for councils to ensure governance and accountability in respect of both finance and performance. If you are nominated, appointed or otherwise agree to sit on an ALEO, you will need to be aware of your obligations to the ALEO and reconcile these with your obligations to the Council.
- 4.2 You should seek an induction on being an ALEO member to assist you in understanding the roles and responsibilities you are to undertake. You should consider providing feedback on any training or induction you receive to help ensure it remains effective and relevant.
- 4.3 The Councillors' Code of Conduct makes it clear that you still need to observe the rules in the Code even while carrying out your duties as a member of an ALEO. You will also be bound by the rules of conduct for the ALEO and are also responsible to the ALEO and to act in its best interests. This obligation is outlined in Paragraph 3.17 of the Code, which states:

You may be appointed or nominated by the Council as a member of another body or organisation. If so, you will be bound by the rules of conduct of these organisations and your responsibility for any actions taken by you as a member of such an organisation will be to the organisation in question. You must also continue to observe the rules of this Code in carrying out the duties of that body.

In most cases your duty under the Code to act in the public interest will align with your duty to act in the best interests of the ALEO. Where there is a conflict, however, you must follow the rules that govern such conflicts.

- 4.4 You should make sure you are clear about the status of your appointment. For example, is it intended that you are to be an observer only or are you on the Board in a decision-making capacity. If you become a director of an ALEO that is a company, you will assume personal responsibilities under the Companies Act. If you become a trustee of an ALEO that is a charity you will have duties under the Charities and Trustee Investment (Scotland) Act 2005, as outlined in the Office of the Scottish Charity Regulator's Guidance, which can be found at www.oscr.org.uk/charities/guidance/guidance-and-good-practice-for-charity-trustees.
- 4.5 In order to be able to understand the differing roles and responsibilities you should ensure, before you accept an appointment or nomination to a partner organisation, that you are clear as to the status of that organisation. You may wish to consider:
- Do both the Council and organisation consider the organisation to be an ALEO?
 - If it is an ALEO, how is it constituted? Is it
 - a Trust?
 - Limited Liability Company or Limited Liability Partnership?
 - Is the ALEO a registered charity?
 - Does the ALEO have decision-making powers or is it simply an advisory body?
 - Has the ALEO been established wholly or mainly to provide services to the Council?
- 4.6 You should check whether the ALEO has a contractual arrangement with the council for the supply of goods and services and ensure that you understand the basis and content of such contracts and the implications for any failure to fulfil them.
- 4.7 You should ensure that you are fully aware of the ALEO's purpose and structure and why it was established. You should also ensure you understand the functions it performs and the activities it undertakes.

- 4.8 It is also important to have knowledge of the funding arrangements for the ALEO including the level of funding provided by the council, the body's solvency and whether the council is a guarantor. You should be satisfied you are aware of the ALEOs financial monitoring and reporting arrangements.
- 4.9 The table below summarises the information you should consider before accepting an appointment or nomination to sit on an ALEO.

Your responsibilities as a Board member of an ALEO
Any Code of Conduct for the ALEO
The legal status of the ALEO
The purpose and function of the ALEO and the activities it undertakes
The ALEOs funding arrangements
Whether the ALEO has a contractual relationship with the Council
Has the ALEO been established either wholly or mainly to provide services to the Council
The status of your appointment to the ALEO
If a specific exclusion does not apply, whether the appointment would mean you would have to frequently declare interests at meetings of a particular committee
Will or has the Council approved the appointment

5. Risks to Governance and Accountability

- 5.1 ALEOs can play a significant role in a council's service delivery and the council is often a major if not the sole source of funding for an ALEO. Therefore strong governance and, in particular, regular and proportionate monitoring, is essential. This is to ensure effective service delivery and to mitigate against any risks, which includes minimising potential conflicts of interest. Councils, when determining governance arrangements at the outset, should ensure they are considering both the advantages and risks of having its representatives on boards, and considering arrangements for funding and scrutiny that, for example, minimise potential conflicts. Both the FPP Code and the Accounts Commission's 'How Councils Work' Report on ALEOs emphasise the need for councils to carefully consider representation, including ensuring the right mix of skills and experience required to govern the organisation, and to ensure that councillors and officers are advised of their responsibilities.
- 5.2 Governance in itself can pose a risk if a councillor has a role on both an ALEO Board and also on the council committee that governs or scrutinises it. Such a councillor would have an inherent conflict between the interest in how the ALEO is governed and the interest in holding it to account and potentially taking decisions over funding. As such, councils should not entirely rely on those who sit on ALEO boards to scrutinise and monitor them.
- 5.3 It is important, therefore, that you are aware of and understand the scrutiny, reporting and monitoring arrangements the council has in place.

6. Registration of Interests

- 6.1 It is your personal responsibility to ensure your **register of interests** is accurate and up to date. You must ensure any changes are made within one month of your circumstances changing (see the Ethical Standards in Public Life etc. (Scotland) Act 2000 (Register of Interests) Regulations 2003 (S.S.I. 2003/135).

6.2 In terms of your membership of an ALEO you should, in particular, consider whether you need to register an interest under Categories 1 (Remuneration), 3 (Contracts) and 8 (Non-Financial Interests).

6.3 **Category 1:** If your position on the ALEO had been remunerated, you would have been required to register it as such under Paragraph 4.3 of the Code. However, the Local Governance (Scotland) Act 2004 (Remuneration) Amendments 2011, which came into effect on 1 July 2011, prohibit a local authority from allowing a body controlled by it to make any payments to councillors by way of remuneration other than the reimbursement of authorised and receipted expenses.

If you are a director, Paragraph 4.10 of the Code obliges you to provide the registered name of the undertaking in which the directorship is held and detail the nature of the business.

If your position on the ALEO is remunerated and the ALEO is also a charity, then the provisions of Section 67 of the Charities and Trustee Investment (Scotland) Act 2005 should also be considered.

6.4 **Category 3:** If you are a partner or a director of a firm or undertaking, including being a director of an ALEO, which has a contract with the Council of which you are a member to provide goods and services, you are required to register a description of the contract, including its duration.

6.5 **Category 8:** You must register and describe any relevant interest, which includes membership or holding office, in public bodies, companies and voluntary organisations. Paragraph 4.22 of the Code states that non-financial interests in this context are:

Those which members of the public might reasonably think could influence your actions, speeches or votes in the Council which could include appointments to Committees or memberships of other organisations.

6.6 You must, therefore, register any appointment to an ALEO (including where you have been nominated or appointed by the Council) under either category 1 (if your position is remunerated) or category 8 (where the position is not remunerated). You cannot remedy a failure to register a financial or non-financial interest by declaring it.

6.7 If you are unclear about how much information to include in your register of Interests, you should refer to the Code and /or seek advice from the Monitoring Officer.

6.8 You should bear in mind that what you are required to register in the ALEO's Register of Interests, if one exists, and what you are required to declare may be different. You should seek advice if you are unclear on what is required.

7. Identifying Potential Conflicts of Interest and Making Declarations of Interest

The table below summaries the main points you should consider when identifying conflicts of interest and determining whether to declare an interest.

It is your responsibility to identify conflicts of interest.
You should remember the possibility that you may have a personal conflict of interest.
Most, but not all, ALEOs will be covered by the specific exclusion in Paragraph 5.18 of the Councillors' Code of Conduct.
The specific exclusion at Paragraph 5.18 of the Councillors' Code of Conduct has been included so that ALEOs can function with councillors as members. It recognises that it is

not practical for councillors to always remove themselves from council discussions relating the ALEO.
You need to declare your interest in the ALEO at any meeting where matters relating to, or concerning, the ALEO are being discussed. However, the specific exclusion at Paragraph 5.18 means you can take part in the consideration and discussions as well as vote on the matter provided it is not of a quasi-judicial or regulatory nature.
You must declare any financial and non-financial interests even if the specific exclusion applies unless the interest could not reasonably be taken to fall within the objective test. However, if the specific exclusion applies you do not need to withdraw and you can take part in the discussion / decision.
If the matter being discussed involves funding to the ALEO, you must declare an interest and withdraw from the room

- 7.1 You should ensure that you can identify potential conflicts of interest. These will include not just the potential for competing interests between the ALEO, the Council and also any other organisation you are part of but also any personal interests you may have. **Paragraph 3.18** makes it clear that it is your responsibility to identify conflicts of interest and it is for you to seek advice on your responsibilities to both the council and ALEO. While paragraph 3.18 specifically mentions companies, the principles apply equally to other forms of body; for example charitable trusts. Paragraph 3.18 states:

If you become a director of a company as a nominee of the Council you will assume personal responsibilities under the Companies Acts. It is possible that a conflict of interest may arise for you between the company and the Council. In such cases it is your responsibility to take advice on your responsibilities to the Council and to the company. This will include questions of declarations of interest.

- 7.2 You should be aware that even if the ALEO does not have an interest in a matter being discussed, you may have a personal interest.

If you sit on an ALEO you will also have a duty to comply with that ALEO's Code of Conduct and its conflict of interest policy and to comply with the requirements of the ALEOs Register of Interests. Where the ALEO is a charity, you must comply with the duties of a Trustee as outlined in the Charities and Trustee Investment (Scotland) Act 2005.

Exclusions and Dispensations

- 7.3 Paragraph 5.18 of the Councillors' Code of Conduct sets out a specific exclusion from the general rule about declaration of interests, and the consequences of doing so, for councillors who are appointed to:

(d) a body being a company:-

- i. established wholly or mainly for the purpose of providing services to the councillor's local authority; and
- ii. which has entered into a contractual arrangement with that local authority for the supply of goods and/or services to that local authority.

- 7.4 The specific exclusion exists:

So as to enable the councillor to take part in the consideration and discussion of, and to vote upon, any matter relating to the body in question the councillor is required to declare his or her interest at all meetings where matters relating to the body in question are to be discussed.

7.5 However, the Code makes it clear that

This is always provided the exclusion does not apply in respect of any matter of a quasi-judicial or regulatory nature where the body in question is applying to the local authority for a licence, a consent or an approval, is making an objection or representation or has a material interest concerning such a licence, consent or approval or is the subject of a statutory order of a regulatory nature, made, or proposed to be made, by the local authority.

7.6 Even though the structure and functions of ALEO's will vary, most will be covered by the specific exclusion in Paragraph 5.18 of the Councillors' Code of Conduct. Some will not, however, as they do not, or no longer, have a contractual relationship with the Council. You need to be aware of whether a specific exclusion applies or not. If you are in any doubt about whether the ALEO you are on is covered, you should seek advice from the Council's Monitoring Officer.

7.7 The specific exclusion at Paragraph 5.18 has been included so that ALEOs can function with councillors as members. It also recognises that it is not practical for a councillor to always remove themselves from council discussions relating to the ALEO. However, the specific exclusion cannot entirely remove the risk of conflicts of interest arising. Therefore, you should still be vigilant about identifying potential conflicts of interest, including personal interests.

7.8 You still need to declare your interest in the ALEO at any meeting where matters relating to, or concerning, the ALEO are being discussed. However, you can take part in the consideration and discussions as well as vote on the matter provided it **is not of a quasi-judicial or regulatory nature**.

7.9 You must declare any financial interest even if a specific exclusion applies unless it is so remote or insignificant that it could not reasonably be taken to fall within the objective test at paragraph 5.3 of the Code. However, if the specific exclusion applies you do not need to withdraw and you can take part in the discussion / decision.

The objective test:

Whether a member of the public, with knowledge of the relevant facts, would reasonably regard an interest as so significant that it is likely to prejudice your discussion or decision-making in your role as a councillor.

7.10 You must declare any non-financial interest if it has been registered, even if a specific exclusion applies. However, you do not need to withdraw from the room and you can take part in the discussion / decision.

7.11 If you have an interest (either financial or non-financial) in an ALEO and the matter before the Council is of a quasi-judicial or regulatory nature where the ALEO:

- Is applying for a licence, consent or approval; or
- Is making an objection or representation; or
- Has a material interest in a licence, consent or approval; or
- Is the subject of a statutory order of a regulatory nature which is made or proposed by the Council

Then you have to make a declaration and withdraw from the room. You cannot take part in the discussion / decision.

7.12 You should not rely on, or expect, officers to remind you to make declarations even if they are aware of your membership of an ALEO. It is solely your own personal responsibility to make

declarations of interest as required. If you are in any doubt, you should ask for help (see paragraph 5.2 of the Code).

- 7.13 You should consider whether agendas for meetings raise any issue of declaration of interest and, if so, you should make your declaration of interest as soon as practicable at a meeting where that interest arises. If you do identify the need for a declaration of interest only when a particular matter is being discussed you must declare the interest as soon as you realise it is necessary (see paragraph 5.13 of the Code).
- 7.14 You should begin your statement with the words “I declare an interest” and identify the item or items of business to which it relates. You do not need to give a detailed description of the interest but your statement must contain sufficient information to enable those present to understand the nature of your interest (see paragraph 5.14 of the Code).
- 7.15 If accepting an appointment on an ALEO would mean you would have to declare interests frequently at meetings of a particular committee or in respect of any role which you are undertaking as a councillor, you should carefully consider whether it is appropriate to accept the appointment.
- 7.16 Similarly, if any Council appointment or nomination to an ALEO would give rise to reasonable concern that your existing personal involvements or affiliations would be so significant that they were likely to prejudice your discussion or decision-making in your role as a councillor, you should not accept the appointment or nomination (see paragraph 5.15 of the Code). You should always bear in mind the objective test.
- 7.17 The table below summarises the questions you should consider when identifying potential conflicts of interest and making declarations of interest.

What are the potential conflicts between the specific ALEO I am appointed to and the Council?
Am I clear about my responsibilities to both the ALEO and the Council?
Do I have any personal interests in the matters being discussed?
Is the matter being discussed at council quasi-judicial or regulatory in nature?
Does the matter being discussed relate to funding for the ALEO?
Have I registered my interests as required by the Code?
Have I checked the meeting agenda to determine whether I will need to make any declarations of interest?
Am I regularly making declarations of conflicts of interest?
Does the specific exclusion apply?

8. Confidentiality

- 8.1 You may have access to information that should not be disclosed to both the Council and ALEO. As such, you should be aware of the following confidentiality requirements outlined in **paragraphs 3.14 and 3.15** of the Code, which are as follows:

3.14 Council proceedings and printed material are generally open to the public. This should be the basis on which you normally work, but there may be times when you will be required to treat discussions, documents or other information relating to the Council in a confidential manner, in which case you must observe such requirements for confidentiality.

3.15 You will often receive information of a private nature which is not yet public or which perhaps would not be intended to be public. There are provisions in legislation on the

categories of confidential and exempt information and you must always respect and comply with the requirement to keep such information private. Legislation gives you certain rights to obtain information not otherwise available to the public and you are entitled to exercise these rights where the information is necessary to carry out Council duties. Such information is, however, for your individual use as a councillor and must not be disclosed or in any way used for personal or party political advantage or in such a way as to discredit the Council. This will also apply in instances where you hold the personal view that such information should be publicly available.

- 8.2 This means that if you were provided with confidential information, such as information disclosed in a closed or private section of a council meeting or legal advice obtained by the Council (either from officers or external legal advisers), you should not disclose or release it to the ALEO or to any other outside body or individual even if it concerns the ALEO. If such a case were to arise, you should raise the matter with the Council's Monitoring Officer.
- 8.3 If you are in any doubt about whether information is confidential, you should seek advice from the Monitoring Officer.
- 8.4 If, in terms of the Companies Acts, you are a company director, you should ensure you are aware of your responsibilities to the public body and your personal responsibilities under the legislation. Section 175 of the Companies Act 2006 states that a director of a company must avoid a situation in which he has, or can have, a direct or indirect interest that conflicts, or possibly may conflict, with the interests of the company and, in particular, the exploitation of any property, information or opportunity. In addition to this, a non-contractual duty of confidentiality may be imposed by common law whenever a director receives information he knows or ought to know is to be regarded as confidential. A director's duty of confidentiality can be expressed in a contract of employment or implied by law.

9. Training and Assistance

- 9.1 You should obtain training on your role from the Council and/or the ALEO when appointed to an ALEO and should also attend any ongoing or refresher training in respect of your role as a councillor. Where the ALEO is a charity, specific training should be provided on the specific roles and duties of charity trustees.
- 9.2 If you have any concerns about how an appointment to an ALEO will impact on your role as a councillor or require advice on interpreting the provisions in the Code of Conduct, you should seek assistance from the Council's Monitoring Officer. You can also refer to the Standards Commission's Guidance on the Councillors' Code of Conduct, which can be found on our website at www.standardscommissionscotland.org.uk/guidance/guidance-notes or contact the Standards Commission using the contact details outlined below.

Standards Commission for Scotland
Room T2.21, Scottish Parliament
Edinburgh, EH99 1SP
Tel: 0131 348 6666
Email: enquiries@standardscommission.org.uk.

10. Sources of Information

10.1 Further sources of information you may find to be of assistance are listed in the table below.

Publication	Issued By	Date
Guidance and Good Practice for Charity Trustees	Office of the Scottish Charity Regulator	2016
On Board – A Guide for Board Members of Public Bodies in Scotland	Scottish Government	2015
Reports to the Accounts Commission: ALEOs Following the Public Pound	Audit Scotland	2015 2015
How Councils work series: ALEOs: are you getting it right	Accounts Commission	2011
Office of the Scottish Charity Regulator: Who's in charge guidance?	OSCR	2011
How Councils Work Series: Roles and working relationships	Accounts Commission	2010
Scottish Local Authorities Remuneration Committee – Salary and Allowances paid to Councillors - Review 2010	SLARC	2010
The Role of Boards	Auditor General for Scotland	2010
Registration of Interests Amendment Regulations 2010	Scottish Statutory Instrument	2010 No 392
Registration of Interests Regulations 2003	Scottish Statutory Instrument	2003 No 135
Following the Public Pound 2004 (See Appendix 1 for 1996 Code)	Accounts Commission	1996

Data control and version information				
Date	Action by	Version Updated	Current version	Brief Description
28/09/2016	LJ	N/A	V1.0	Implementation of Policy





To: Council

On: 18 May, 2017

Report by: Director of Finance and Resources

Heading: Licensing Board

1. Summary

- 1.1 In terms of the Licensing (Scotland) Act 2005 ("the 2005 Act") every Council shall elect members for the Licensing Board for its area at the first meeting of the Council held after the election of the Council, i.e. at its statutory meeting.
 - 1.2 In terms of the Act, the Licensing Board shall consist of not fewer than 5 and not more than 10 members as may be determined by the Council. All members of the new Board will require to undertake a course of training accredited by the Scottish Ministers within three months of their appointment to the Licensing Board, whether or not they have been Licensing Board members before. Assessment of training shall be undertaken under exam conditions. The date for the training is 26 May 2017.
 - 1.3 The Licensing Board currently has seven elected members, being five administration members and two main opposition members.
-

2. Recommendation

- 2.1 That a Licensing Board be elected consisting of not less than 5 and not more than 10 members of Renfrewshire Council
-

Implications of this report

- 1. Financial Implications – none**
- 2. HR and Organisational Development Implications – none**
- 3. Community Plan/Council Plan Implications – none**

4. **Legal Implications** – as detailed in the report.
5. **Property/Assets Implications** – none
6. **Information Technology Implications** – none
7. **Equality and Human Rights Implications**
 - (a) The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because for example it is for noting only. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
8. **Health and Safety Implications** – none
9. **Procurement Implications** – none
10. **Risk Implications** – none
11. **Privacy Impact** – none

List of Background Papers –

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



To: Council

On: 18 May 2017

Report by: Director of Finance and Resources

Heading: Remuneration, Expenses and Pensions for Elected Members

1. Summary

- 1.1. Renfrewshire Council's remuneration, expenses and pensions arrangements for elected members are in accordance with prevailing Scottish Government regulations. Amended salary and expenses rates, again in accordance with Scottish Government regulations, were agreed by Council on 28 April 2016.
 - 1.2. In addition to various mandatory remuneration and expenses rates set out in the Scottish Government regulations, the regulations contain a number of matters on which the Council has discretion. These matters are as detailed in paragraph 2 below, and are required to be considered at this statutory meeting of the Council.
-

2. Recommendations

- 2.1 It is recommended that the Council:
 - (a) considers which elected member is to be paid remuneration as Leader of the Council;
 - (b) considers whether to pay remuneration to an elected member as Civic Head and, if so, to consider which elected member is to receive remuneration as Civic Head;

- (c) considers whether any person receiving remuneration as Civic Head should also be entitled to reimbursement of expenditure incurred in performing civic duties of £1,000 as previously agreed by Council on 17 May 2012, but up to a maximum of £3,000 per annum;
 - (d) considers the number of elected members to be remunerated as Senior Councillors, up to a maximum of 14, and the amount of remuneration to be paid to each Senior Councillor;
 - (e) considers which elected members are to be paid as Senior Councillors;
 - (f) considers the means of publishing the records of expenditure and allowances paid to elected members;
 - (g) approves the list of “approved duties” forming appendix 1 to this report for the purposes of determining entitlement to allowances and expenses;
 - (h) approves payment of remuneration and expenses to elected members in arrears;
 - (i) considers the allowances and expenses to be paid to the representatives on the Education Policy Board representing religious bodies.
-

3. Background

3.1 The current arrangements for the payment of remuneration and expenses and access to pension provision for elected members was introduced from 3 May 2007. Subsequent amendments have been made to salary and expenses rates as approved by the Scottish Parliament and came into force from 5 May 2017, with a change to the car mileage rate introduced from 14 November 2011. The regime is set out in the following statutory instruments:

- (i) The Local Governance (Scotland) Act 2004 (Remuneration) Regulations 2007 (SSI 2007/183);
- (ii) The Local Governance (Scotland) Act 2004 (Remuneration) Amendment Regulations 2017 (SSI 2017/66);
- (iii) The Local Government (Allowances and Expenses) (Scotland) Regulations 2007 (SSI 2007/108);
- (iv) The Local Government (Allowances and Expenses) (Scotland) Amendment Regulations 2008 (SSI 2008/414), 2010 (SSI 2010/45) and 2011 (SSI 2011/304);
- (v) The Local Government Pensions Etc. (Councillors and VisitScotland) (Scotland) Amendment Regulations 2007 (SSI 2007/71).

3.2 In the paragraphs which follow, the term “remuneration regulations” refers to the statutory instruments listed at 3.1 (i) and (ii) above, the term “allowances and expenses regulations” refers to the statutory instruments listed at 3.1 (iii)

and (iv) above and the term “pensions regulations” refers to the statutory instrument detailed at 3.1 (v) above.

- 3.3 Although the regime for remuneration, expenses and pensions is regulated by the regulations listed at paragraph 3.1, in some cases the regulations give discretion to local authorities to decide how they will implement particular provisions. These are dealt with in turn in the following paragraphs.
- 3.4 The remuneration regulations provide that each local authority shall pay remuneration to one Leader of the Council, the yearly amount for that remuneration being £33,857. The Council must decide which elected member is to be the Leader of the Council for remuneration purposes.
- 3.5 The remuneration regulations give local authorities the discretion to pay remuneration to one Civic Head. If the Council decides to pay remuneration to an elected member as Civic Head, the yearly amount of remuneration shall be up to £25,392. It should be noted that the Leader of the Council and the Civic Head for remuneration purposes cannot be the same person.
- 3.6 In addition to paying remuneration to the Civic Head, the Council has discretion in terms of the allowances and expenses regulations to reimburse the Civic Head, or any person deputising for the Civic Head, any receipted expenditure incurred by that person to enable them to carry out their civic duties. The Scottish Government Regulations permit councils to set a civic allowance from which to reimburse to the Provost any receipted expenditure incurred by the Provost to enable him/her to carry out his/her civic duties.
- 3.7 The upper limit set by the Scottish Government for the Provost’s civic allowance is a yearly amount of £3,000, however the Council at its meeting of 17 May 2012 agreed to restrict the Civic Head allowance to a yearly amount of £1,000. It is for the Council to decide on the yearly amount that will be payable to the Civic Head.
- 3.8 The remuneration regulations provide that Renfrewshire Council can have a maximum of 14 Senior Councillors for remuneration purposes. The Council has flexibility to determine which positions should be considered “Senior Councillors” meriting the higher remuneration. It is for the Council to decide how many Senior Councillor posts it wishes to allocate but the maximum number of 14 must not be exceeded.
- 3.9 Senior Councillors must be paid a yearly amount which is more than the total yearly amount payable to a Councillor (that is, more than £16,927 per annum) and no more than 75 per cent of the total yearly amount payable to the Leader of the Council (that is, no more than £25,392 per annum).
- 3.10 A further restriction when allocating remuneration to Senior Councillors is that payment of Senior Councillors’ remuneration comes out of a sum of money, the amount of which is calculated using a formula set out in the remuneration regulations. For Renfrewshire Council the formula brings out an aggregate yearly amount payable of £296,238 available for the payment of remuneration for all Senior Councillors.

- 3.11 Therefore, if the Council decides to have the maximum number of 14 Senior Councillors and decided to pay them all at the same amount, those Senior Councillors would each receive around £21,160 per annum. It should be emphasised that the Council can choose to pay different amounts of remuneration to individual Senior Councillors and there is no requirement that they are all paid the same.
- 3.12 If the Council were to decide to pay all of its Senior Councillors the maximum allowable yearly amount (that is, £25,392 per annum per paragraph 3.9), there would only be sufficient money available from the £296,238 indicated at paragraph 3.10 to pay remuneration to 11 Senior Councillors.
- 3.13 The allowances and expenses regulations require each local authority to publish information on elected members' salaries, allowances and expenses in respect of the previous financial year in a standard format on the local authority's website by 1 June in each year. In addition to these requirements, the local authority is free to decide whether to use any other forms of publication, including in what form and how often it wishes to publicise the information.
- 3.14 The allowances and expenses regulations require that local authorities may only reimburse claims for allowances and expenses where the expenditure has been incurred by an elected member performing an approved duty. A list of approved duties was approved by Council on 17 May 2012 and it is proposed that this list, be adopted for the purposes of the allowances and expenses regulations. The list of approved duties forms Appendix 1 to this report.
- 3.15 The remuneration regulations give local authorities the option to pay remuneration either every calendar month or every four weeks. Renfrewshire Council employees are paid every four weeks and it would be consistent if remuneration for elected members continued to be paid at the same intervals. It is also proposed to follow guidance issued by the Scottish Government that payment should be in arrears.
- 3.16 In terms of Section 124 of the Local Government (Scotland) Act 1973 the Council is obliged to appoint three representatives of religious bodies as specified in that section to the Education Policy Board. The Council has previously reimbursed the expenses incurred by these representatives in attending meetings of the Board at the same rates paid to elected members. It is proposed to continue that arrangement by reimbursing expenditure relative to attendance at Board meetings at the rates set out in the allowances and expenses regulations.
- 3.17 The pensions regulations allow local authority councillors to become members of the Local Government Pension Scheme. However, it is for individual elected members to decide whether to join the Scheme and no decision is required from the Council.

List of approved duties**Appendix 1**

- (a) Attendance at a meeting of the Council or any of its Boards or other meetings approved by the Council.
- (b) Undertaking a duty in connection with the Council's functions provided it has been approved in advance by the appropriate Board or, in an emergency, reported to the next meeting of that Board.
- (c) Performance of any duty similar to (a) or (b) above as a member of some other body to which an elected member has been appointed as a nominee of the Council.
- (d) Attendance at any annual inspection or other function (excluding functions of a "social" nature) of the Council to which a formal invitation has been extended by, or on behalf of, the Council.
- (e) Attendance at Political Group meetings.
- (f) Attendance by the Convener and Depute Conveners of the appropriate Board or, with their authority, other elected members at meetings with the Chief Executive, service directors, second-tier officers and appropriate senior managers, to consider matters relative to the appropriate Board.
- (g) Attendance at "surgeries" subject to the condition that the allowance claimed shall not exceed 2 full days in any one month (except in particular circumstances with the approval of the Leader of the appropriate group) and that public intimation of the "surgeries" be given.
- (h) Reasonable attendance at meetings of Community Planning Forums / Community Councils and tenants' / ratepayers' / council tax payers' association meetings.
- (i) Undertaking within the Council's area, and on not more than 3 days per week, any activity other than an activity appropriate to headings (a) to (h) above considered by an elected member necessary for the proper discharge of duties.
- (j) Political Group Officer duties:
 - (i) Political Group Leaders and Group Secretaries - Group duties on up to 3 days in any one week;
 - (ii) Depute Group Leaders of the largest Political Group forming the political administration of the Council - Group duties on 2 days per week (may be aggregated monthly).
- (k) Conveners and Depute Conveners - 7 days in any one month.
- (l) Attendance by the Leader or Depute Leader of the Council at meetings to further the interests of the Council, its operations or policies and attendance at such meetings, when this has been or as may be requested by the Leader or

Depute Leader of the Council, by the Leader or Secretary of any minority Political Group on the Council or another elected member.

- (m) Attendance at a school ceremony in the elected member's own locality with the limit of one attendance per school per year.
 - (n) Attendance by an elected member at any meeting of a School Board or Committee or Sub-committee relating to an elected member's constituents' interests.
 - (o) Attendance at any meeting of a College Council or Committee or Sub-committee thereof by an elected member who is appointed by the relevant Board.
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Implications of the Report

1. **Financial** - The report relates to the appointment, following the May 2017 local government election, of the Leader of the Council, a Civic Head and Senior Councillors, and to the decisions which the Council requires to take regarding the yearly remuneration to be paid to elected members appointed to these posts. It is anticipated that the overall costs will be comparable to the cost of the arrangements prior to the May 2017 local government election.
2. **HR & Organisational Development** - *None*
3. **Community Planning** – *None*
4. **Legal** - The Council is statutorily required to put in place appropriate arrangements for the remuneration of its elected members, including the appointment of the Leader of the Council and various Senior Councillors as deemed appropriate. Further, the Council is required to consider whether to appoint one of its elected members as a Civic Head and, if so, to decide on the level of remuneration to be paid to the Civic Head and whether any additional monetary allowance should be allocated for the Civic Head (or persons so deputising) to carry out their civic duties
5. **Property/Assets** – *None*
6. **Information Technology** – *None*
7. **Equality & Human Rights** – *None*
8. **Health & Safety** – *None*
9. **Procurement** – *None*
10. **Risk** – *None*
11. **Privacy Impact** – *None*

List of Background Papers - None

Author: Lisa Dickie Extension 7384



To: Council

On: 18 May, 2017

Report by: Director of Finance and Resources

Heading: Kirkin' of the Council

1. Summary

- 1.1 Renfrewshire Council has maintained a tradition of participating in a Kirkin' of the Council church service following the election of a new Council.
 - 1.2 Traditionally, the Kirkin' of the Council has taken place in Paisley Abbey and, among others, all elected members, the Chief Executive and Directors have been invited to attend as have the Lord Lieutenant of Renfrewshire, local MPs, MSPs and MEPs, the Moderator of Paisley Presbytery, the Bishop of Paisley, all local clergy, the Principals of the University of Paisley and West College Scotland, the Chief Superintendent of (K) Division and the Fire Service Area Commander.
 - 1.3 The previous Kirkin' of the Council was held in Paisley Abbey on Sunday, 10 June, 2012.
 - 1.5 That the Council consider whether to participate in a Kirkin' of the Council church service, and if so where the service should be held on this occasion.
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2. Recommendations

- 2.1 That the Council considers whether to participate in a Kirkin' of the Council church service, and if so where the service is to be held on this occasion; and
 - 2.2 That if a Kirkin' is to be held, the Director of Finance & Resources be authorised to make the necessary arrangements in consultation with the Provost.
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Implications of this report

- 1. Financial Implications – none**
- 2. HR and Organisational Development Implications – none**
- 3. Community Plan/Council Plan Implications – none**
- 4. Legal Implications – none.**
- 5. Property/Assets Implications – none**
- 6. Information Technology Implications – none**
- 7. Equality and Human Rights Implications**
 - (a) The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because for example it is for noting only. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
- 8. Health and Safety Implications – none**
- 9. Procurement Implications – none**
- 10. Risk Implications – none**
- 11. Privacy Impact – none**

List of Background Papers –

- (a) none

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