

## Minute of Meeting Council

Date	Time	Venue
Friday, 02 March 2018	14:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

### Present

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

### Chair

Provost Cameron presided.

The Provost extended condolences, on behalf of the Council, to Councillor Grady following the death of his mother.

## **In Attendance**

S Black, Chief Executive; P MacLeod, Director of Children's Services; S MacDougall, Director of Environment & Communities; A Russell, Director of Finance & Resources; L McIntyre, Head of Policy & Commissioning and L Mahon, Head of Marketing (both Chief Executive's); G McKinlay, Head of Schools, S Quinn, Assistant Director - Schools and J Trainer, Head of Early Years & Inclusion (all Children's Services); F Carlin, Head of Planning & Housing Services (Development & Housing Services); and K Graham, Head of Corporate Governance, A MacArthur, Head of Finance, J Lynch, Head of Property Services, M Conaghan, Legal & Democratic Services Manager, L Belshaw, Democratic Services Manager and R Devine, Senior Committee Services Officer (all Finance & Resources); J McKellar, Chief Executive (Renfrewshire Leisure Limited); M Crearie, Strategic Director for Paisley 2021 and I Beattie, Head of Health & Social Care (Paisley) (Renfrewshire Health & Social Care Partnership).

## **Apology**

Councillor Grady.

## **Declarations of Interest**

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

## **Sederunt**

Councillors J MacLaren and McCartin left the meeting during consideration of the following item.

## **Additional Item**

Councillor Don intimated that she wished to table an emergency motion, seconded by Councillor Rodden, which had not been included in the notice calling the meeting and she requested that this be taken as an additional item. Provost Cameron, being of the opinion that the motion, which was dealt with at item 19 below, should be considered by the Council as a matter of urgency, in terms of Standing Order 14 (b), authorised its consideration.

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

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

Council, 21 December 2017  
 Communities, Housing and Planning Policy Board, 16 January 2018  
 Regulatory Functions Board, 17 January 2018  
 Education and Children's Services Policy Board, 18 January 2018  
 Audit, Risk and Scrutiny Board, 22 January 2018  
 Infrastructure, Land and Environment Policy Board, 24 January 2018  
 Petitions Board, 29 January 2018  
 Appointment Board, 30 January 2018  
 Finance, Resources and Customer Services Policy Board, 31 January 2018  
 Regulatory Functions, 1 February 2018  
 Council, 8 February 2018  
 Regulatory Functions, 15 February 2018  
 Cross Party Sounding Board, 15 February 2018  
 Renfrew and Gallowhill Local Area Committee, 20 February 2018  
 Leadership Board, 21 February 2018 and  
 Paisley North Local Area Committee, 22 February 2018.

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

Prior to consideration of the following item the Provost drew Members' attention to the provisions of Section 112 of the Local Government Finance Act 1992 which restricted the voting rights of Members on certain issues if they were in arrears with Council Tax payments.

## 2 Revenue Budget and Council Tax 2018/19

There was submitted a report by the Director of Finance & Resources relative to the Revenue Budget and Council Tax for 2018/19, together with appendices detailing revenue estimates for 2018/19; estimates of expenditure and income for the year ended 31 March 2019; and the General Fund probable outturn for 2017/18.

The report provided members with an overview of the Council's projected financial position on the General Fund revenue budget and detailed the information required for the Council to set its budget and Council Tax for 2018/19. The report also recommended that Members considered the medium and longer-term financial context for the Council and the ongoing financial pressures and challenges facing the public sector more generally, as detailed within the report.

The report intimated that the Scottish Government had not provided any material details of spending plans beyond 2018/19 but had published some high-level figures at an overall budget level for 2019/20. As previously intimated, at the meeting of the Leadership Board held on 12 December 2017, the Scottish Government had re-affirmed their policy priorities over the course of the current parliamentary period in relation to growing in real terms spending in the NHS, protecting Police spending in real terms and the commitment to almost double the level of free early years nursery hours.

The Scottish Government had allocated £299.581 million grant funding to Renfrewshire Council for 2018/19 subject to compliance with a number of associated conditions. This included the continuation of the Council Tax cap, which contained the maximum increase that could be applied locally by an individual council as part of the 2018/19 budget to 3% maintaining, at a national level, the overall pupil teacher ratio of 13.7 and providing places for all probationers who required one; and the continued prioritisation of financial support for social care including the use of funding provided through the health budget to support Adult Social Care services provided through Renfrewshire Health and Social Care Partnership. The Scottish Government had indicated that should the conditions not be met, the funding allocation would be reduced, however the scale of any reduction had not been confirmed.

Councillor Shaw tabled a motion on behalf of the Administration.

## **ADJOURNMENT**

The meeting then adjourned at 2.07pm to allow members to consider the motion. The meeting reconvened at 2.23pm.

Councillor Shaw, seconded by Councillor Nicolson, moved:

"1. That this Administration's first budget will deliver on its commitments set out in its manifesto to the citizens of Renfrewshire to invest in inclusive economic growth, the environment, local communities and support the most vulnerable in Renfrewshire.

2. That as recommended by the Director, these budget proposals take a holistic view of resources available and include the use of the £7.500 million of available capital resources outlined in Agenda item 3.

3. Further and in line with the recommendations of the Director, that unallocated General Fund balances are budgeted to be maintained at £7.000 million moving into 2018/19 and that on the closure of the 2017/18 accounts, any unallocated balances in excess of this amount be transferred to the Investment Programme Capital Fund to provide additional capacity in future years to the ongoing debt smoothing strategy.

4. Commit £2.500 million of revenue resources to sustain for the next 5 years, investment by this Administration in enhanced environmental cleaning across Renfrewshire. This will double to £0.500 million per annum the uplift in environmental cleaning already made by this administration in 2017/18 and which will be subject to a report each year to the Infrastructure, Land and Environment Policy Board to agree the annual deployment of these additional resources to key priority areas across Renfrewshire.

5. Commit £1.870 million of resources (£1.000 million of capital resources and £0.870 million of revenue resources) to support a £1.500 million programme of investment in green spaces and playparks and a further £0.370 million of revenue resources to support the establishment of a villages investment fund. The full deployment of these resources will be the subject of a detailed report back to a future Infrastructure, Land and Environment Policy Board but at this stage £0.110 million of the green space and playpark funding is committed in consultation with the community to the re-provision of a Multi-Use Games Area or alternative facility in the Bargarran area of Erskine. The full programme of deployment of the resources will examine opportunities to support community-led projects where Council resources can be deployed as match funding in support of applications for other sources of grant and income, providing the potential to grow the overall level of deliverable investment.

6. Commit £1.500 million (£0.5 million in revenue resources and £1.000 million in capital resources) to establish a Community Empowerment Fund that will be used to support community asset transfers by providing up-front investment in the condition of assets prior to transfer. The deployment of the fund to specific asset transfers will be subject to consideration as part of individual projects progressing through the asset transfer approval arrangements.

7. Deliver the following strategic investments that will support this Administration's commitment towards inclusive economic growth across Renfrewshire:

£4.5 million of revenue resources invested in a new 5 year Employability Programme for Renfrewshire. This new programme will take account of the developing changes in Renfrewshire's economy, ensuring citizens across Renfrewshire are prepared and supported to fully participate and benefit from the economic growth and job opportunities that this Administration will deliver through:

- the £275 million of City Deal investment projects across Renfrewshire,
- the initial £65 million investment to deliver a National Manufacturing Institute for Scotland in Renfrewshire,
- the capital and revenue investment, exceeding £100 million that will be invested in Cultural and Heritage led regeneration across Paisley and Renfrewshire,
- the growth in new jobs that will emerge across the care sector including those linked to the planned increase in the Early Learning and Childcare workforce.

The programme will also allow available European Funding of at least £2.4 million, to be drawn down through to 2022, lifting the overall programme investment to £6.9 million. A report will be brought to the next appropriate Leadership Policy Board outlining full details of the new programme.

£4.000 million of capital resources to boost investment in the roads infrastructure across Renfrewshire. This additional investment will be focused on those key routes that keep the Renfrewshire economy moving and lifts planned capital investment in 2018/19 to £7.239, the biggest ever single year investment in the roads, cycling and pathway infrastructure across Renfrewshire and is in addition to the strategic transport infrastructure investment that will be delivered as part of the City Deal projects across Renfrewshire.

A £2.000 million commitment of resources (being £1.500 million of capital resources and £0.500 million of revenue resources) to support further investment in digital infrastructure. These resources will provide match funding for a bid to a Department for Digital, Culture, Media and Sport (DCMS) Full Fibre Network Fund, which will seek to secure a further £5 million - £7 million for Renfrewshire, providing total investment potential of between £7 million - £9 million. This will deliver a step change for Renfrewshire, connecting schools and public buildings to a leading-edge fibre network and growing access to businesses and homes, ensuring Renfrewshire is at the forefront of being an attractive, modern and inclusive area for learning, living and investing. This investment will be in addition to investment that will accrue to Renfrewshire from the Scottish Government's recently announced £600 million digital infrastructure investment across Scotland.

8. Invest an additional £4.500 million of revenue resources to support a new 5 year tackling poverty programme through to the end of 2022/23. These resources, along with £0.5 million of existing resources that are anticipated to remain at the end of 2017/18, will provide a total of £5 million to support the new programme. This funding will be focused on delivering initiatives from the existing programme that are evaluated as having the greatest impact

across Renfrewshire. A report will be presented to the next Leadership Board which will outline the full detail of the evaluation and the new 2018 – 2023 programme which will effectively integrate with mainline service arrangements. It can be confirmed at this stage that the new programme will include the continuation of:

- Families First Programme
- Cost of the School Day and Breakfast Clubs
- Skoobmobile
- School counselling and healthier & wealthier children projects
- Claimant Support and Advice Services, including energy advice
- Support for Streetstuff
- Digital inclusion

9. Commit £0.050 million of revenue resources to further alleviate poverty through the development and implementation of arrangements for the provision of an affordable Respectful Funeral Service for Renfrewshire to support families at the most difficult of times and to allow the scrapping of burial and registration fees linked to the loss of a child under 16. In addition, we will commit £1.000 million of revenue resources to deliver improvements in the Cemetery estate across Renfrewshire.

10. Commit £0.810 million of revenue resources to assist in managing the impact on Renfrewshire residents of a further phase of UK Government Welfare Reform changes, in particular the roll out of Universal Credit due to commence in September 2018 across Renfrewshire. This Fund will be flexibly utilised to allow responsive interventions to be quickly deployed over the short term by the Council in response to the developing needs of communities impacted by this ongoing programme of change.

11. Commit £0.200 million of revenue resources to support a programme to increase music participation, tuition and free instrument provision across Renfrewshire School pupils, which will also support lower income households. A full report on the delivery of this programme will be presented to a future meeting of the Education and Children's Services Policy Board.

12. Commit £0.090 million to lift the school clothing grant allowance from £55 to £70.

13. Commit £0.050 million of revenue resources to provide funding to support sportingly gifted schoolchildren from lower income households across Renfrewshire's schools participate in key sporting events. A full report on how this funding will be administered will be presented to a future meeting of the Education and Children's Services Policy Board.

14. Commit £0.100 million of revenue resources to establish support for the provision of Sign Language and Braille training to parents and siblings of deaf and blind children across Renfrewshire.

15. Commit £0.040 million of revenue resources to support the Year of Young People across Renfrewshire.

16. Commit £0.030 million of revenue resources to deliver free concessionary swimming for parents accompanying a child under the age of 1 year old, providing targeted support to young families and those mothers and fathers on maternity and paternity leave.

17. Commit £0.010 million to support the work of Renfrewshire Fairtrade steering group and Fairtrade community.

18. To protect services to the most vulnerable in Renfrewshire, agree to recommendation 2.4 to make available £2.112 million of resources to support cost and demand pressures on Adult Social Care Services as outlined in the Director's report and which will form part of the resources being made available under delegation to Renfrewshire Health and Social Care Partnership (RHSCP) on the 1st April 2018. Further that as part of this delegation process, agree to work in pro-active partnership with RHSCP and social care providers to secure the payment of the £8.75 living wage across all care staff providing services to the Council in addition to those directly employed by the Council. In addition, agree that the required draw is made in 2018/19 from the resources carried forward to support Adult Social Care as referred to in paragraph 1.10 of the Director's report, to fund the Health and Social Care Partnership for the provision of Day Care services currently provided at West Lane Gardens in Johnstone and Whitehaugh in Paisley until the end of 2018/19, providing greater time to support families to meet the choices being made by clients as to their care requirements.

19. To agree the base budget assessment for all services for 2018/19 as recommended by the Director of Finance and Resources, and subject to agreement of item 18 above, agree a 2018/19 base budget of £371.649 million.

20. To agree to make provision of £6.730 million in 2018/19 for pay inflation and Living Wage across all staff groups and make no provision for general non-pay inflation, as recommended by the Director of Finance and Resources.

21. To agree to increase charges for services by 2.5% to generate additional income of £0.150 million, subject to the note at paragraph 26 below and to agree the proposals outlined at paragraph 5.3 of the report to move the current subsidised internal rate for self-funding placements within Council owned Care Homes closer to charges applied by external providers.

22. To agree the resource allocations for 2018/19 for all services, as amended by these proposals.

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

24. Subject to agreement of the above, to agree that the council tax for 2018/19 be set at £1,199.63 for Band D subjects, representing a 3% increase on the 2017/18 level, and for all bandings to be set at:

<u>Band</u>	<u>Council Tax</u> <u>2018/19</u>
A	799.75
B	933.05
C	1,066.34
D	1,199.63
E	1,576.18
F	1,949.40
G	2,349.28
H	2,939.09

25. Subject to agreement of the points above, agree that the Council's budget is underpinned by appropriate decisions and makes appropriate provision to meet the specified commitments in the package of conditions linked to the Council's grant settlement.

26. To agree to increase other charges for services by 2.5% (as detailed in paragraph 21 above) or where appropriate by the rate set in national regulations or guidance, or where charges are based on full cost recovery by the appropriate increase to maintain this position, subject to Directors being authorised

(a) to round the charge up or down to a figure deemed by them appropriate, and

(b) not to impose any increase, if having reviewed the implications of the increase, he or she determines it would be inappropriate to do so, having regard to any material factor applicable to the goods or services to which the charge relates.

To note the requirement of financial code 14a that Directors review the amounts their departments charge for goods or services and if they think any charge needs to be increase they will recommend this to the appropriate Board. The Council therefore agrees that when a Director carries out such a review and believes a charge for goods or services should be levied greater than the increase of 2.5% or the rate set in national guidance, he or she will be entitled to recommend the same to the appropriate Board for approval."

Councillor J MacLaren, seconded by Councillor McIntyre, moved as an amendment:

"1. That council tax for 2018/19 be frozen at the 2017/18 level of £1,164.69 for Band D subjects, and for all bandings to be set at:

<u>Band</u>	<u>Council Tax 2018/19</u>
A	776.46
B	905.87
C	1,035.28
D	1,164.69
E	1,530.27
F	1,892.62
G	2,280.85
H	2,853.49

2. That the following additional spend commitments are made for 2018/19:

a. Commit £0.300 million of revenue resource to support bringing non-adopted roads up to adoptable standards, allowing them to be adopted and brought into the council estate. Further that the Director of Environment and Communities be instructed to bring forward a report to the Infrastructure, Land and Environment Policy Board outlining detailed operational proposals for the administration of the scheme in 2018/19, which will include the underlying principles that funds will be offered where a majority of owners are in agreement and should be offered on a match funding basis of up to a maximum of 50% of the costs, with the remaining funds coming from the owners.

b. Commit £0.100 million of revenue resources in 2018/19 to provide a fund to support communal repairs in private housing stock where repair work has stalled owing to a lack of agreement from each owner to pay for repairs. Further, that the Director of Development & Housing Services be instructed to develop a report for the Communities, Housing and Planning Board consideration with regards to the implementation of this proposal within the 2018/19 financial year.



3. That the adjustments outlined in the table below be made to the relevant investment proposals detailed in the Administration motion.

<u>Motion</u> <u>Paragraph</u>		<u>Motion</u> <u>Investment</u> <u>£m</u>	<u>Motion</u> <u>Investment</u> <u>£m</u>
7	Employability Programme	4.500	3.488
4	Environmental Improvements	2.500	2.000
3	Unallocated Reserves	7.000	6.000"

On the roll being called, the following members voted for the amendment: Councillors Begg, Binks, Graham, Kerr, Mackay, J MacLaren, McIntyre and Strang.

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

The following members abstained: Councillors Bibby, Brown, Davidson, Devine, Dowling, Harte, Hood, Kennedy, McCulloch, Montgomery, Sharkey and Sheridan.

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

### **DECIDED:**

(a) That this Administration's first budget would deliver on its commitments set out in its manifesto to the citizens of Renfrewshire to invest in inclusive economic growth, the environment, local communities and support the most vulnerable in Renfrewshire;

(b) That as recommended by the Director, these budget proposals take a holistic view of resources available and include the use of the £7.5 million of available capital resources outlined in Agenda item 3;

(c) That further and in line with the recommendations of the Director, unallocated General Fund balances were budgeted to be maintained at £7 million moving into 2018/19 and that on the closure of the 2017/18 accounts, any unallocated balances in excess of this amount be transferred to the Investment Programme Capital Fund to provide additional capacity in future years to the ongoing debt smoothing strategy;

(d) That £2.5 million of revenue resources be committed to sustain for the next 5 years, investment by this Administration in enhanced environmental cleaning across Renfrewshire. This would double to £0.5 million per annum the uplift in environmental cleaning already made by this administration in 2017/18 and would be subject to a report each year to the Infrastructure, Land & Environment Policy Board to agree the annual deployment of these additional resources to key priority areas across Renfrewshire;

(e) That £1.870 million of resources (£1.000 million of capital resources and £0.870 million of revenue resources) be committed to support a £1.5 million programme of investment in green spaces and playparks and a further £0.370 million of revenue resources to support the establishment of a villages investment fund. The full deployment of these resources would be the subject of a detailed report to a future meeting of the Infrastructure, Land and Environment Policy Board but at this stage £0.110 million of the green space and playpark funding was committed in consultation with the community to the re-provision of a Multi-Use Games Area

or alternative facility in the Bargarran area of Erskine. The full programme of deployment of the resources would examine opportunities to support community-led projects where Council resources could be deployed as match funding in support of applications for other sources of grant and income, providing the potential to grow the overall level of deliverable investment;

(f) That £1.5 million (£0.5 million in revenue resources and £1 million in capital resources) be committed to establish a Community Empowerment Fund that would be used to support community asset transfers by providing up-front investment in the condition of assets prior to transfer. The deployment of the fund to specific asset transfers would be subject to consideration as part of individual projects progressing through the asset transfer approval arrangements;

(g) That the following strategic investments be delivered that would support this Administration's commitment towards inclusive economic growth across Renfrewshire:

£4.5 million of revenue resources invested in a new 5 year Employability Programme for Renfrewshire. This new programme would take account of the developing changes in Renfrewshire's economy, ensuring citizens across Renfrewshire were prepared and supported to fully participate and benefit from the economic growth and job opportunities that this Administration would deliver through:

- the £275 million of City Deal investment projects across Renfrewshire,
- the initial £65 million investment to deliver a National Manufacturing Institute for Scotland in Renfrewshire,
- the capital and revenue investment, exceeding £100 million that would be invested in cultural and heritage-led regeneration across Paisley and Renfrewshire,
- the growth in new jobs that would emerge across the care sector including those linked to the planned increase in the Early Learning and Childcare workforce.

The programme would also allow available European Funding of at least £2.4 million, to be drawn down through to 2022, lifting the overall programme investment to £6.9 million. A report would be brought to the next appropriate Leadership Policy Board outlining full details of the new programme.

£4 million of capital resources to boost investment in the roads infrastructure across Renfrewshire. This additional investment would be focused on those key routes that keep the Renfrewshire economy moving and lifts planned capital investment in 2018/19 to £7.239, the biggest ever single year investment in the roads, cycling and pathway infrastructure across Renfrewshire and was in addition to the strategic transport infrastructure investment that would be delivered as part of the City Deal projects across Renfrewshire;

A £2 million commitment of resources (being £1.5 million of capital resources and £0.5 million of revenue resources) to support further investment in digital infrastructure. These resources would provide match-funding for a bid to the Department for Digital, Culture, Media and Sport (DCMS) Full Fibre Network Fund, which would seek to secure a further £5 million - £7 million for Renfrewshire, providing total investment potential of between £7 million - £9 million. This would deliver a step change for Renfrewshire, connecting schools and public buildings to a leading-edge fibre network and growing access to businesses and homes, ensuring Renfrewshire was at the forefront of being an attractive, modern and inclusive area for learning, living and investing.

This investment would be in addition to investment that would accrue to Renfrewshire from the Scottish Government's recently announced £600 million digital infrastructure investment across Scotland;

(h) That an additional £4.5 million of revenue resources be invested to support a new five-year tackling poverty programme through to the end of 2022/23. These resources, along with £0.5 million of existing resources that were anticipated to remain at the end of 2017/18, would provide a total of £5 million to support the new programme. This funding would be focused on delivering initiatives from the existing programme that were evaluated as having the greatest impact across Renfrewshire. A report would be submitted to the next meeting of the Leadership Board which would outline the full detail of the evaluation and the new 2018 – 2023 programme which would effectively integrate with mainline service arrangements. It could be confirmed at this stage that the new programme would include the continuation of:

- Families First Programme
- Cost of the School Day and Breakfast Clubs
- Skoobmobile
- School counselling and healthier & wealthier children projects
- Claimant Support and Advice Services, including energy advice
- Support for Streetstuff and
- Digital inclusion;

(i) That £0.050 million of revenue resources be committed to further alleviate poverty through the development and implementation of arrangements for the provision of an affordable respectful funeral service for Renfrewshire to support families at the most difficult of times and to allow the scrapping of burial and registration fees linked to the loss of a child under 16. In addition, £1 million of revenue resources would be committed to deliver improvements in the Cemetery estate across Renfrewshire.

(j) That £0.810 million of revenue resources be committed to assist in managing the impact on Renfrewshire residents of a further phase of UK Government welfare reform changes, in particular the roll out of Universal Credit due to commence in September 2018 across Renfrewshire. This Fund would be flexibly utilised to allow responsive interventions to be quickly deployed over the short term by the Council in response to the developing needs of communities impacted by this ongoing programme of change;

(k) That £0.200 million of revenue resources be committed to support a programme to increase music participation, tuition and free instrument provision across Renfrewshire School pupils, which would also support lower income households. A full report on the delivery of this programme would be submitted to a future meeting of the Education and Children's Services Policy Board;

(l) That £0.090 million be committed to lift the school clothing grant allowance from £55 to £70;

(m) That £0.050 million of revenue resources be committed to provide funding to support sportingly gifted schoolchildren from lower income households across Renfrewshire's schools participate in key sporting events. A full report on how this funding would be administered would be submitted to a future meeting of the Education and Children's Services Policy Board;

(n) That £0.100 million of revenue resources be committed to establish support for the provision of sign language and braille training to parents and siblings of deaf and blind children across Renfrewshire;

- (o) That £0.040 million of revenue resources be committed to support the Year of Young People across Renfrewshire;
- (p) That £0.030 million of revenue resources be committed to deliver free concessionary swimming for parents accompanying a child under the age of 1 year old, providing targeted support to young families and those mothers and fathers on maternity and paternity leave;
- (q) That £0.010 million be committed to support the work of Renfrewshire Fairtrade steering group and Fairtrade community;
- (r) That to protect services to the most vulnerable in Renfrewshire, recommendation 2.4 of the report, to make available £2.112 million of resources to support cost and demand pressures on Adult Social Care Services as outlined in the Director's report and which would form part of the resources being made available under delegation to Renfrewshire Health and Social Care Partnership (RHSCP) on 1 April 2018 be agreed. Further that as part of this delegation process, it be agreed to work in pro-active partnership with RHSCP and social care providers to secure the payment of the £8.75 living wage across all care staff providing services to the Council in addition to those directly employed by the Council. In addition, it be agreed that the required draw was made in 2018/19 from the resources carried forward to support Adult Social Care as referred to in paragraph 1.10 of the Director's report, to fund the Health and Social Care Partnership for the provision of day care services currently provided at West Lane Gardens in Johnstone and Whitehaugh in Paisley until the end of 2018/19, providing greater time to support families to meet the choices being made by clients as to their care requirements;
- (s) That the base budget assessment for all services for 2018/19 as recommended by the Director of Finance & Resources, be agreed and that a 2018/19 base budget of £371.649 million be agreed;
- (t) That it be agreed to make provision of £6.730 million in 2018/19 for pay inflation and Living Wage across all staff groups and to make no provision for general non-pay inflation, as recommended by the Director of Finance & Resources;
- (u) That it be agreed to increase charges for services by 2.5% to generate additional income of £0.150 million, subject to the note below paragraph (z) and that the proposals outlined at paragraph 5.3 of the report to move the current subsidised internal rate for self-funding placements within Council-owned care homes closer to charges applied by external providers be agreed;
- (v) That the resource allocations for 2018/19 for all services, as amended by these proposals be agreed;
- (w) That the detailed Revenue Estimates for all services be amended to reflect these proposals and the necessary allocation of central support costs, central repairs costs, capital charges, specific grants and loan charges provision with Directors authorised to take any action necessary to implement these decisions;
- (x) That the Council Tax for 2018/19 be set at £1,199.63 for Band D subjects, representing a 3% increase on the 2017/18 level, and for all bandings to be set at:

<u>Band</u>	<u>Council Tax 2018/19</u>
A	799.75
B	933.05
C	1,066.34
D	1,199.63
E	1,576.18
F	1,949.40
G	2,349.28
H	2,939.09

(y) That it be agreed that the Council's budget was underpinned by appropriate decisions and that appropriate provision be made to meet the specified commitments in the package of conditions linked to the Council's grant settlement;

(z) That it be agreed to increase other charges for services by 2.5% (as detailed in paragraph u above) or where appropriate by the rate set in national regulations or guidance, or where charges were based on full cost recovery by the appropriate increase to maintain this position, subject to Directors being authorised;

(i) to round the charge up or down to a figure deemed by them appropriate, and

(ii) not to impose any increase, if having reviewed the implications of the increase, he or she determined it would be inappropriate to do so, having regard to any material factor applicable to the goods or services to which the charge relates; and

That the requirement of financial code 14a that Directors review the amounts their departments charged for goods or services be noted and if they thought any charge needed to be increased they would recommend this to the appropriate Board; and that when a Director carried out such a review and believed a charge for goods or services should be levied greater than the increase of 2.5% or the rate set in national guidance it be agreed, he or she would be entitled to recommend the same to the appropriate Board for approval.

### **3 Non-housing Capital Investment Programme 2018/19-20/21**

There was submitted a report by the Director of Finance & Resources relative to the Council's Capital Plan for non-housing services for the period 2018/21 in respect of education, social work, leisure, community resources, planning, roads and a range of corporate projects. The report advised that the resources available to support investment included prudential borrowing and capital grants as well as contributions from revenue, partners and external funding bodies.

The report indicated that the Scottish Government had published its draft budget for 2018/19 along with the provisional local government finance settlement which confirmed the total capital grant for Renfrewshire Council in 2018/19 was £16.333 million, of which £0.239 million was specific grant relating to cycling and walking safer streets. The settlement had subsequently been confirmed following approval of the Scottish Government's budget by the Scottish Parliament on 21 February 2018. The Cabinet Secretary had also opted to further defer payment of the £3.231 million of capital grant deferred in 2016/17 to some point in the 2019/20 period. Nationally the local government settlement included £150 million to be

directed towards projects which supported the expansion of early years education and childcare provision. Confirmation of Renfrewshire Council's share of these resources and the associated investment proposals would be subject to appropriate reporting as the expansion planning and funding distribution for early years progressed in consultation with the Scottish Government.

The Autumn Budget Statement announced on 22 November 2017 had outlined further improvement to the capital settlement for the devolved administrations with the capital departmental expenditure limit for Scotland being £3.9 billion in 2018/19 and rising to £4.3 billion in 2020/21. The report proposed that the Council continue to restrict making any new capital investment commitments funded by capital grant beyond that level of grant which was known and allocated. It was noted that the proposed capital plan outlined in the report extended beyond 2018/19 to reflect approved programmes already in place and funded by other arrangements such as prudential borrowing or specific funding related to the City Deal. It was further noted that this approach did not preclude the Council taking further investment decisions as part of the budget process where separate funding arrangements were established.

Councillor Shaw tabled a motion on behalf of the Administration.

## **ADJOURNMENT**

The meeting then adjourned at 3.40pm to allow members to consider the motion. The meeting reconvened at 3.50pm.

Councillor Shaw, seconded by Councillor Nicolson, moved:

"1. To agree the investment programme totalling £245.778 million covering the period up to 2020/21, including the recommendations contained in the report for the allocation of resources to support the delivery of lifecycle maintenance programmes over the period.

2. To endorse the decisions taken by Council in consideration of item 2, to

a. Direct the £4.000 million of resources available to boost investment in roads infrastructure. The capital plan outlines an existing investment of £3.239 million, therefore the additional sum allocated takes the total investment in 2018/19 to £7.239 million – the largest ever single year investment in roads, cycle routes and pathway infrastructure across Renfrewshire.

b. A £2.000 million commitment of resources, being £1.500 million of capital resources and £0.500 million of revenue resources, to support further investment in digital infrastructure, recognising the key role it has in supporting a modern and successful education, economic and social infrastructure

c. Commit £1.000 million of capital resources in addition to £0.500 million of revenue resources to support a programme of investment in green spaces and playparks and which will be subject to a detailed report back to an appropriate future Infrastructure, Land and Environment Policy Board.

d. Commit £1.000 million of capital resources in addition to £0.500 million of revenue resources to establish a Community Empowerment Fund that will be used to support community asset transfers by providing up-front investment in the condition of assets prior to transfer. The deployment of the fund to specific asset transfers will be subject to consideration as part of individual projects progressing through the asset transfer approval arrangements.

3. To delegate to the Head of Property Services and Head of Amenity Services, in consultation with the Director of Finance and Resources, authority to adjust where appropriate resources across individual components of the lifecycle maintenance and roads and structures programmes respectively.

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

This was agreed.

### **DECIDED:**

(a) That the investment programme totalling £245.778 million covering the period up to 2020/21, including the recommendations contained in the report for the allocation of resources to support the delivery of lifecycle maintenance programmes over the period be agreed;

(b) That decisions (i) - (iv) below taken by Council, in consideration of item 2 of this Minute be endorsed,

(i) To direct the £4 million of resources available to boost investment in roads infrastructure. The capital plan outlined an existing investment of £3.239 million, therefore the additional sum allocated takes the total investment in 2018/19 to £7.239 million – the largest ever single-year investment in roads, cycle routes and pathway infrastructure across Renfrewshire;

(ii) To commit £2 million of resources, being £1.5 million of capital resources and £0.5 million of revenue resources, to support further investment in digital infrastructure, in recognition of the key role it had in supporting a modern and successful education, economic and social infrastructure;

(iii) To commit £1 million of capital resources in addition to £0.5 million of revenue resources to support a programme of investment in green spaces and playparks and which would be subject to a detailed report being submitted to a future meeting of the Infrastructure, Land and Environment Policy Board;

(iv) To commit £1 million of capital resources, in addition to £0.5 million of revenue resources to establish a Community Empowerment Fund that would be used to support community asset transfers by providing up-front investment in the condition of assets prior to transfer. The deployment of the fund to specific asset transfers would be subject to consideration as part of individual projects progressing through the asset transfer approval arrangements;

(c) To delegate to the Head of Property Services and Head of Amenity Services, in consultation with the Director of Finance & Resources, authority to adjust, where appropriate, resources across individual components of the lifecycle maintenance and roads and structures programmes respectively; and

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

## **4 Housing Revenue Account Budget & Rent Levels 2018/19 and Housing Capital Investment Plan 2018/19 to 2020/21**

There was submitted a joint report by the Director of Finance & Resources and the Acting Director of Development & Housing Services relative to the Housing Revenue Account (HRA) budget for financial year 2018/19 and the Housing Capital Investment Plan 2018/19 to 2020/21. Appendices to the report detailed anticipated expenditure and income for the year ending 31 March 2019.

The report provided an update on consultation with tenants on the annual rent setting process and highlighted an improved financial outlook over the medium term as a result of a slower than expected roll out of welfare reform including universal credit and direct payments together with improved performance in bad debt and rental loss through voids.

The report recommended an average weekly rent increase of 1% in 2018/19 and provided copies of the HRA Budget 2018/19 and Housing Capital Investment Plan 2018/19 - 2020/21.

Councillor McGurk, seconded by Councillor McNaughtan, moved:

To agree to an average weekly rent increase of 1% for 2018/19;

To note the outcome of the tenant consultation process as detailed in section 5 of the report;

To approve the HRA budget for Financial Year 2018/19 as proposed in the report and detailed at Appendix 2; and

To approve the Housing Capital Investment Plan 2018/19 to 2020/21 as detailed in Appendix 3 of the report, which provides for investment of £53.9 million over the three year period. This was agreed.

### **DECIDED:**

(a) That an average weekly rent increase of 1% for 2018/19 be agreed;

(b) That the outcome of the tenant consultation process, as detailed in section 5 of the report, be noted;

(c) That the Housing Revenue Account budget for Financial Year 2018/19 as proposed in the report and detailed in Appendix 2 be approved; and

(d) That the Housing Capital Investment Plan 2018/19 to 2020/21, as detailed in Appendix 3 of the report, which provided for investment of £53.9 million over the three year period, be approved.

## **5 Remuneration of Elected Members**

There was submitted a report by the Director of Finance & Resources relative to Renfrewshire Council's remuneration arrangements for elected members.



The report advised that the existing local remuneration arrangements, approved at the meeting of the Council held on 18 May 2017, were in accordance with prevailing Scottish Government regulations. It was noted that increases in elected member remuneration were linked to the movement in the median annual earnings of public sector workers in Scotland, that amendments to the regulations had been laid before the Scottish Parliament which proposed an increase in elected member remuneration of 0.4% effective from 1 April 2018.

**DECIDED:**

(a) That Council note the 0.4% increase in remuneration levels mandated by The Local Governance (Scotland) Act 2004 (Remuneration) Amendment Regulations 2018 for the Leader of the Council, the Provost and for councillors with effect from 1 April 2018; their salaries therefore being £33,992, £25,494 and £16,994 respectively; and

(b) That Council apply a 0.4% increase in the pay of Senior Councillors with effect from 1 April 2018. Senior Councillors comprised (i) Policy Board Conveners; (ii) the Council representative nominated as, on rotation, the chair or the depute chair of Renfrewshire Health and Social Care Partnership's Integration Joint Board; (iii) the Council representative nominated as the chair of Renfrewshire Leisure Limited's Board of Directors; (iv) Regulatory Board Conveners; and (v) the Leaders of the largest and second largest opposition groups. The salaries of Senior Councillors in classifications (i), (ii) and (iii) above would therefore be £25,200 from 1 April 2018; and the salaries of Senior Councillors in classifications (iv) and (v) above would therefore be £20,783 from 1 April 2018.

## **6 Hub West Scotland: Update to Notice of Motion 5 at Council Meeting on 28 September 2017**

Under reference to Item 16 of the Minute of the meeting of the Council held on 28 September, 2017 there was submitted a report by the Chief Executive relative to the advantages and risks of using Hub West Scotland and detailing current and potential future projects.

The report stated that Hub West Scotland was a joint-venture organisation which was owned by both the public and private sectors, the procurement process for its establishment had been conducted in accordance with the above EU Threshold Competitive Dialogue Procedure for Services.

When developing the procurement strategy for infrastructure projects which encompassed an element of design and build, partnership with Hub West could be considered as an option if it satisfied the requirement to achieve Value for Money, including adding social value through the project.

At the meeting of the former Finance & Resources Policy Board held on 5 March 2012 it had been agreed, in principle, that the Council could participate in the Hub West Territory Partnering Agreements but that prior to proceeding with formal appointment for Design and Build, a Contract Authorisation Report would be submitted to the appropriate Policy Board, seeking approval to enter into an agreement with Hub West Scotland for the full delivery of the project. It was highlighted that Hub West Scotland had delivered Johnstone Town Hall and the Community Safety Hub in Paisley, had been appointed to complete the initial stages of the contract for Paisley Town Hall and that it was anticipated that authority would be sought at a future meeting of the Finance, Resources and Customer Services Policy Board to appoint Hub West Scotland as the preferred delivery partner for the construction of the new Paisley Learning and Cultural Hub.

Responses to the concerns, raised at the Council meeting held on 28 September 2017, of a lack of transparency and democratic accountability over procurement and tender, community benefits and construction charter were provided, together with the relative advantages and potential disadvantages of utilising Hub West.

**DECIDED:**

(a) That the report be noted; and

(b) That it be noted that specific recommendations to award any contract to Hub West Scotland would be submitted to future meetings of the appropriate Boards for approval in accordance with the terms of the Council's Standing Orders Relating to Contracts.

## **7 Governance Arrangements**

There was submitted a report by the Director of Finance & Resources relative to governance arrangements.

The report made reference to the decision taken at the meeting of the Council held on 21 December 2017 to amend the Scheme of Delegated Functions as it related to the planning function, as detailed in the appendix to the report, having noted that the changes required to be referred to Scottish Ministers for approval and that confirmation of this process would be reported to a future meeting of the Council. Correspondence had subsequently been received from the Planning and Architecture Division of the Local Government and Communities Directorate of the Scottish Government confirming, on behalf of Scottish Ministers, approval of the revised Scheme of Delegation and advising that Renfrewshire Council could now proceed to adopt the revised scheme with a view to its operation from the formal date of adoption. In terms of Regulation 5 of the Town and Country Planning (Schemes of Delegation and Local Review Procedures) (Scotland) Regulations 2008 the updated scheme would be made available for inspection.

In addition, the report proposed amendment to the composition of the Police and Fire & Rescue Scrutiny Sub-committee with membership being drawn from the pool of members of the Communities, Housing and Planning Policy Board, on the same basis as the previously fixed membership, namely three members from the Administration, including the Convener or Depute Convener of the Policy Board and two members from the opposition groups or parties. The report further proposed that the Convener and Depute Convener of the Appointment Board for Directors and Heads of Service be Councillors Nicolson and Paterson respectively.

The report referred to the decision taken at a meeting of the former Finance & Resources Policy Board to approve the recommendation made by the Renfrew and Gallowhill Local Area Committee to award £5,330 from the Renfrew Burgh Citizens Fund to cover the cost of removal and reinstatement of the flagpole at Ferry Green and a subsequent request from members of the community that the Renfrew 600 flag, a copy of which was attached as an appendix to the report, be flown from this flagpole. The office of the Lord Lyon had confirmed that it had no objections to this proposal and accordingly the report proposed that the Council approve flying of the Renfrew 600 flag from the Ferry Green flagpole, subject to any requirement on the Council to fly a different flag.

Councillor Nicolson, seconded by Councillor Paterson, moved:

- (a) That it be noted that Scottish Ministers had approved the revised Scheme of Delegation in relation to the planning function as set out in Appendix 1 to the report;
- (b) That it be noted that the updated Scheme would be made available for inspection as required in terms of Regulation 5 of the Town and Country Planning (Schemes of Delegation and Local Review Procedures) (Scotland) Regulations 2008;
- (c) That the membership of the Police and Fire & Rescue Sub-committee be drawn from the pool of members of the Communities, Housing and Planning Policy Board on the basis of three members of the administration, including the Convener or Deputy Convener of the Policy Board and two members of the opposition;
- (d) That Councillors Nicolson and Paterson be the Convener and Deputy Convener respectively on the Appointment Board for vacant posts of Chief Executive, Director, Assistant Director - Schools and Heads of Service; and
- (e) That the Renfrew 600 flag, as shown in Appendix 2 to the report, be flown from the Ferry Green flagpole, Renfrew, subject to any requirement on the Council to fly a different flag.

Councillor Sharkey, seconded by Councillor Kennedy moved as an amendment that paragraph 2.3 of the report be deleted.

On the roll being called, the following members voted for the amendment: Councillors Bibby, Brown, Davidson, Devine, Dowling, Harte, Hood, Kennedy, McCulloch, Montgomery, Sharkey and Sheridan.

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

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

### **DECIDED:**

- (a) That it be noted that Scottish Ministers had approved the revised Scheme of Delegation in relation to the planning function as set out in Appendix 1 to the report;
- (b) That it be noted that the updated Scheme would be made available for inspection as required in terms of Regulation 5 of the Town and Country Planning (Schemes of Delegation and Local Review Procedures) (Scotland) Regulations 2008;
- (c) That the membership of the Police and Fire & Rescue Sub-committee be drawn from the pool of members of the Communities, Housing and Planning Policy Board on the basis of three members of the administration, including the Convener or Deputy Convener of the Policy Board and two members of the opposition;
- (d) That Councillors Nicolson and Paterson be the Convener and Deputy Convener respectively on the Appointment Board for vacant posts of Chief Executive, Director, Assistant Director - Schools and Heads of Service; and

(e) That the Renfrew 600 flag, as shown in Appendix 2 to the report, be flown from the Ferry Green flagpole, Renfrew, subject to any requirement on the Council to fly a different flag.

## **Planning Applications**

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

### **8 Planning Application - Planning Application - 17/0394/PP - BAe Systems Ltd - Use of land within the Core Development Area for residential development (in principle), Royal Ordnance, Station Road, Bishopton**

There was submitted a report by the Acting Director of Development & Housing Services relative to planning application 17/0394/PP: Bae Systems Ltd for the use of land within the core development area for residential development (in principle) at Royal Ordnance, Station Road, Bishopton, that required to be determined by the Council. It was proposed that the application be granted, in principle, subject to a Section 75 agreement being concluded to secure financial contributions or delivery mechanisms in relation to affordable housing, education and community facilities, roads infrastructure, public transport, health provision, community safety, renewable energy, sports, recreation and play facilities and community woodland park and the terms of the Section 75 agreement being considered and approved at future meetings of the Communities, Housing and Planning Policy Board. This was agreed.

**DECIDED:** That the application be granted, in principle, subject to a Section 75 agreement being concluded to secure financial contributions or delivery mechanisms in relation to affordable housing, education and community facilities, roads infrastructure, public transport, health provision, community safety, renewable energy, sports, recreation and play facilities and community woodland park and the terms of the Section 75 agreement being considered and approved at future meetings of the Communities, Housing and Planning Policy Board.

### **9 Notice of Motion 1 by Councillors Dowling and Grady**

There was submitted a Notice of Motion by Councillors Dowling and Grady which Provost L Cameron ruled was not competent in terms of Standing Order 19 (c).

### **10 Notice of Motion 2 by Councillors Davidson and Sharkey**

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

"Toilet Signage - Hawkhead Cemetery

Council calls upon the department responsible to properly sign the toilets located in Hawkhead Cemetery."

Councillor Davidson, seconded by Councillor Sharkey, then moved the motion which was approved unanimously.

**DECIDED:** That Council calls upon the department responsible to properly sign the toilets located in Hawkhead Cemetery.

## **11 Notice of Motion 3 by Councillors Bibby and McCartin**

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

**DECIDED:** That it be noted that the notice of motion had been withdrawn.

## **12 Notice of Motion 4 by Councillors McCartin and Andy Doig**

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

"Chief Executive Responsibilities

At each council cycle the council may pass a motion put forward by opposition councillors. Where the Chief Executive or her staff are required to carry out a task, set up a process or other such activity it is often difficult for opposition members to follow up what, if anything, has been done to meet the terms of that council motion.

The Chief Executive and/or relevant staff must be proactive in involving the councillor who moved the motion, to inform her/him of the action taken, by whom, and the outcomes expected.

The council asks that, within 10 working days of the decision being taken, a specific relevant member of staff is identified who will be tasked with taking forward the action agreed at the council and this name is given to the mover of the original motion."

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

In terms of Standing Order 27 Councillors McCartin and Andy Doig, being the mover and seconder of the motion agreed that the word 'opposition' be removed where it occurred in the motion. The motion as amended was approved unanimously.

**DECIDED:**

(a) That within 10 working days of a motion being approved by Council which requires the Chief Executive or her staff to carry out a task, set up a process or other such activity the Chief Executive and/or relevant staff must be proactive in involving the councillor who moved the motion, to inform her/him of the action taken, by whom, and the outcomes expected; and

(b) That the mover of the motion be given the name of the specific relevant member of staff identified who has been tasked with taking forward the action agreed by the Council.

### **13 Notice of Motion 5 by Councillors Andy Doig and McCartin**

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

"Commemorative Plaque to Habbie Simpson, Kilbarchan's Musician and Bard

Council notes that it is the official policy of Renfrewshire Council that all villages in Renfrewshire have the right to designate themselves as "Villages of Heritage and Culture", and accordingly Council encourages all village communities to promote their own distinctive cultural and historical narratives to highlight their contribution to Renfrewshire as a county.

Council therefore agrees to erect a commemorative plaque in Church Street, Kilbarchan, to the memory of Kilbarchan's legendary Musician and Medieval Bard, Habbie Simpson, who is buried in the former West Kirk graveyard, and who made a significant contribution to the development of Kilbarchan as a community."

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

#### **DECIDED:**

(a) That Council notes that it is the official policy of Renfrewshire Council that all villages in Renfrewshire have the right to designate themselves as "Villages of Heritage and Culture", and accordingly Council encourages all village communities to promote their own distinctive cultural and historical narratives to highlight their contribution to Renfrewshire as a county; and

(b) That Council agrees to erect a commemorative plaque in Church Street, Kilbarchan, to the memory of Kilbarchan's legendary musician and medieval bard, Habbie Simpson, who is buried in the former West Kirk graveyard, and who had made a significant contribution to the development of Kilbarchan as a community.

### **14 Notice of Motion 6 by Councillors J MacLaren and Strang**

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

"This council recognises that there is an ongoing problem of dog fouling in Renfrewshire and commends Daventry District Council for making it illegal to walk your dog without carrying a dog poo bag. A similar law exists in Australia.

Council instructs the Director of Environmental & Communities to investigate and bring a report back to Committee on the feasibility of making it illegal to walk your dog on public ground without carrying a bag to pick up your dog poo."

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

In terms of Standing Order 27 Councillors J MacLaren and Strang, being the mover and seconder of the motion agreed to the following:-

in the first paragraph after 'poo bag' the words 'and disposing of the filled bag in a council waste bin' be added,

in the second paragraph after 'walk your dog on' add the words 'any areas regarded as' and that the report address the position in terms of professional dog walkers.

The motion as amended was approved unanimously.

**DECIDED:**

(a) That this Council recognises that there is an ongoing problem of dog fouling in Renfrewshire and commends Daventry District Council for making it illegal to walk your dog without carrying a dog poo bag and disposing of the filled bag in a council waste bin. A similar law exists in Australia;

(b) That Council instructs the Director of Environmental & Communities to investigate and submit a report to the appropriate Policy Board on the feasibility of making it illegal to walk your dog on any areas regarded as public ground without carrying a bag to pick up your dog poo and addressing the position in terms of professional dog walkers.

## **15 Notice of Motion 7 by Councillors Begg and Kerr**

There was submitted a notice of motion by Councillors Begg and Kerr which Provost L Cameron ruled was not competent in terms of Standing Order 19 (c).

## **16 Notice of Motion 8 by Councillors K MacLaren and Mylet**

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

"Council recognises the benefits of volunteering within our communities which includes boosting self-esteem, health and employment prospects.

Council congratulates volunteer-friendly organisations such as Environmental Training Team who work in partnership with a wide range of organisations across many sectors to provide volunteering opportunities and training. Council notes that Environmental Training Team have a proven track record of volunteers obtaining employment or entering further education."

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

**DECIDED:**

(a) That Council recognises the benefits of volunteering within our communities which includes boosting self-esteem, health and employment prospects; and

(b) That Council congratulates volunteer-friendly organisations such as Environmental Training Team who work in partnership with a wide range of organisations across many sectors to provide volunteering opportunities and training. Council also notes that Environmental Training Team have a proven track record of volunteers obtaining employment or entering further education.

## 17 Notice of Motion 9 by Councillors Burns and K MacLaren

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

"Council agrees to join the Final Straw campaign to stop the use of plastic straws in all facilities owned or run by the council.

Council understands that items such as these can take up to 500 years to decompose, posing a danger to both the onshore and marine environment and notes that, in Scotland, an estimated three billion such straws are thrown away each year.

Council will encourage all other businesses and organisations in Renfrewshire to support the Final Straw campaign and congratulates those who have already made a commitment to this, such as Cafe Su in Paisley."

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

Councillor Davidson, seconded by Councillor Kennedy, moved as an amendment that Council agrees to consult with disability groups and manufacturers, to find a disposable flexible, biodegradable alternative to plastic straws, which is suitable for hot and cold drinks, before committing to join the Final Straw campaign.

In terms of Standing Order 27 Councillors Burns and K MacLaren, being the mover and seconder of the motion agreed to the amendment to the motion as follows:-

(a) That Council agrees to consult with disability groups and manufacturers, to find a disposable flexible, biodegradable alternative to plastic straws, which is suitable for hot and cold drinks, before committing to join the Final Straw campaign to stop the use of plastic straws in all facilities owned or run by the council;

(b) That Council understands that items such as these can take up to 500 years to decompose, posing a danger to both the onshore and marine environment and notes that, in Scotland, an estimated three billion such straws are thrown away each year; and

(c) That Council will encourage all other businesses and organisations in Renfrewshire to support the Final Straw campaign and congratulates those who have already made a commitment to this, such as Cafe Su in Paisley. The motion as amended was approved unanimously.

### **DECIDED:**

(a) That Council agrees to consult with disability groups and manufacturers, to find a disposable flexible, biodegradable alternative to plastic straws, which is suitable for hot and cold drinks, before committing to join the Final Straw campaign to stop the use of plastic straws in all facilities owned or run by the council;

(b) That Council understands that items such as these can take up to 500 years to decompose, posing a danger to both the onshore and marine environment and notes that, in Scotland, an estimated three billion such straws are thrown away each year; and

(c) That Council will encourage all other businesses and organisations in Renfrewshire to support the Final Straw campaign and congratulates those who have already made a commitment to this, such as Cafe Su in Paisley.



## **Sederunt**

Councillors K and M MacLaren and Councillor Mylet entered the meeting prior to consideration of the following item.

### **18 Notice of Motion 10 by Councillors Harte and Dowling**

There was submitted a notice of motion by Councillors Harte and Dowling which Provost L Cameron was not competent in terms of Standing Order 19(c).

### **19 Emergency Motion by Councillors Don and Rodden**

Councillors Don and Rodden moved that "Council notes with concern, the announcement by bus operators McGill's to withdraw services No 8 & 19 from 26th March, and that this proposal would mean the withdrawal of a direct service between Bridge of Weir, Houston and Brookfield with Paisley Town Centre.

The potential impact that these changes will have on many individuals is significant particularly on the ability of residents to access vital services including health centres, shopping, schools and workplaces.

Council also notes the concerns expressed by local communities regarding the changes and congratulates local campaigners and the petition launched to save the routes which has now attracted over 2, 700 signatures.

Council agrees to support every effort to retain the continuation of these bus services and calls on McGill's and Strathclyde Passenger Transport to work together to ensure that that the current level of service and the direct links provided by the No 8 and 19 services are maintained."

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

Councillor Sheridan, seconded by Councillor McCulloch, moved as an amendment that "Council calls upon the Scottish Government consider re-regulation of bus services".

In terms of Standing Order 27 Councillors Don and Rodden, being the mover and seconder of the motion agreed the amendment as an addition to the motion. The motion, as amended, was approved unanimously.

### **DECIDED:**

(a) That Council notes with concern, the announcement by bus operators McGill's to withdraw service numbers 8 and 19 from 26 March 2018 and that the proposal would mean the withdrawal of a direct service between Bridge of Weir, Houston and Brookfield with Paisley Town Centre;

(b) That it be noted that the potential impact the changes would have on many individuals was significant, particularly on the ability of residents to access vital services including health

centres, shopping, schools and workplaces;

(c) That Council also notes the concerns expressed by local communities regarding the changes and congratulates local campaigners and the petition launched to save the routes which has now attracted over 2, 700 signatures;

(d) That Council support every effort to retain the continuation of these bus services and calls on McGill's and Strathclyde Partnership for Transport to work together to ensure that the current level of service and the direct links provided by the number 8 and 19 services are maintained; and

(e) That Council calls upon the Scottish Government to consider re-regulation of bus services.

## Minute of Meeting

### Paisley South Local Area Committee

Date	Time	Venue
Tuesday, 06 March 2018	18:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

**Present:** Councillor Stephen Burns, Provost Lorraine Cameron, Councillor Eddie Devine, Councillor Marie McGurk, Councillor Kevin Montgomery

#### Chair

Councillor McGurk, Convener, presided.

#### Community Representatives

J McQuade, Renfrewshire Visually Impaired Forum and E McWaters, Hawkhead and Lochfield Community Council.

#### Community Planning Partners

C Burling (Renfrewshire Health & Social Care Partnership).

#### In Attendance

S Graham, Partnerships Planning and Development Manager (Chief Executive's); D McNab, Transportation Manager and N Williamson, Senior Environment Co-ordinator (both Environment & Communities, J Trainer Head of Early Years & Inclusion (Lead Officer) D Low, Senior Committee Services Officer (LAC) and R Devine, Senior Committee Services Officer (both Finance & Resources); and R Agnew, Active Schools and Community Club Leader and A Dougan and T Johnstone, both Lead Sessional Sports Coaches (all Renfrewshire Leisure).

#### Apologies

Councillor McCartin; M Dougan, (Renfrewshire Youth Voice); S McLean (Glenburn Tenants' & Residents' Association); D Polson (Greater Foxbar Community Building); and C Mitchell (Charleston Tenants' & Residents' Association).

## **Declarations of Interest**

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

### **1 Renfrewshire Health & Social Care Partnership Update**

C Burling, Renfrewshire Health & Social Care Partnership, provided an update in relation to the activities of the Care Partnership locally, making particular reference to the local five-year Mental Health Strategy. During discussion mention was made to the implementation process, bed modelling, coverage and early intervention initiatives undertaken in liaison with Children's Services.

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

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

There was submitted a report by the Director of Environment & Communities providing a progress update on Renfrewshire Community Safety Partnership activities carried out in the Paisley South Local Area Committee (LAC) area during the period 1 October to 31 December 2017.

The report provided information on Paisley South community safety statistics; environmental enforcement and improvement activities; protecting vulnerable residents; building safer communities; diversionary activities; and a spotlight on gender-based violence.

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

### **3 Review of Community Level Governance Arrangements**

There was submitted a report by the Chief Executive relative to the ongoing review of community level governance arrangements.

The report advised that a number of proposals for a future model of community level governance had been developed and were detailed in the consultation paper attached to the report.

After the Council meeting held on 21 December 2017, a consultation had commenced which outlined proposals for a new model of community led governance and would be live until 15 April 2018. The report noted that these proposals would be brought back to Council for approval and would then be implemented during 2018/19. The report also advised that a number of process improvements would be implemented in the meantime to improve the efficiency of the LAC grants process during 2018/19.

**DECIDED:**

(a) That the proposals which had been developed be noted;and

(b) That it be noted that the consultation period on these proposals would be open until 15 April 2018.

#### **4 Open Session/ Key Local Issues**

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

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

#### **5 Grant Awards - Feedback**

There was submitted a report by the Director of Finance & Resources relative to feedback received from applicants who had received funding from this LAC in 2016/17.

The report intimated that providing regular feedback to LACs increased accountability and helped LACs identify clear community outcomes from grants awarded to community groups. It was also a condition of grant that groups account for their income and expenditure and set out the community benefits and other outcomes of their LAC grant awards.

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

#### **6 Active Schools - Feedback**

R Agnew, A Dougan and T Johnstone, Renfrewshire Leisure, gave a presentation on the outcomes of the LAC grant awarded to the project in May 2017.

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

#### **7 Budget Monitoring Report**

There was submitted a report by the Director of Finance & Resources relative to the Paisley South LAC budget for 2017/18.

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

#### **8 Timetable of Meetings**

There was submitted a report by the Director of Finance & Resources relative to the date, time and venue of meetings of this LAC until August 2018.

**DECIDED:** That meetings of this LAC be held at 6.00 pm on 29 May and 28 August 2018 in the Council Chamber, Renfrewshire House.



## Minute of Meeting

### Communities, Housing & Planning Policy Board

Date	Time	Venue
Tuesday, 13 March 2018	14:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

### Present

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

### In Attendance

S MacDougall, Director of Environment & Communities; D Hawthorn, Head of Child Care & Criminal Justice, (Children's Services); F Carlin, Head of Planning & Housing Services and S Marklow, Assistant Manager - Policy (both Development & Housing Services); Oliver Reid, Head of Public Protection, C Dalrymple, Regulatory Enforcement Manager, D Kerr, Service Co-ordination Manager and C Grainger, Planning & Performance Manager (all Environment & Communities); and J Lynch, Head of Property, A McLaughlin, Senior Solicitor Litigation & Regulatory, V Howie, Finance Business Partner and R Devine, Senior Committee Services Officer (all Finance & Resources).

### Declarations of Interest

Councillor Mags MacLaren declared an interest in Agenda item 13 (f) - planning application 17/0750/PP - as she was a member of the Board of Williamsburgh Housing Association. She indicated that it was her intention to leave the meeting during consideration of this item and not to take part in any discussion or voting thereon.

Councillor Kenny MacLaren declared an interest in Agenda item 13 (f) - planning application 17/0750/PP - as he was the spouse of a member of the Board of Williamsburgh Housing Association. He indicated that it was his intention to leave the meeting during consideration of this item and not to take part in any discussion or voting thereon.

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

There was submitted the Minute of the meeting of the Police and Fire & Rescue Scrutiny Sub-Committee held on 16 January, 2018, which formed the Appendix to this Minute.

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

## **2 Revenue Budget Monitoring Report**

There was submitted a joint report by the Director of Finance & Resources, Director of Development & Housing Services, Director of Children's Services and Director of Environment & Communities in respect of Services reporting to the Communities, Housing and Planning Policy Board for the period 1 April, 2017 to 5 January, 2018.

**DECIDED:**

(a) That the budget position be noted; and

(b) That it be noted that there had been no budget adjustments since the previous report.

## **3 Capital Budget Monitoring Report**

There was submitted a capital budget monitoring report by the Director of Finance & Resources in respect of Services reporting to the Communities, Housing and Planning Policy Board for the period 1 April, 2017 to 5 January, 2018.

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

## **4 Public Protection Operational Update**

There was submitted a report by the Director of Environment & Communities relative to recent activities undertaken by Renfrewshire Community Safety Partnership. The report provided updates in terms of environmental enforcement and improvement activities, protecting vulnerable residents, building safer communities, diversionary activities and performance in terms of achievement against agreed indicators and targets.

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

## **5 Environment & Communities: Service Improvement Plan 2018/19 - 2020/21**

There was submitted a report by the Director of Environment & Communities relative to the Environment & Communities: Service Improvement Plan 2018/21, a copy of which was appended to the report.



The Service Improvement Plan set out a comprehensive statement of the service aims and objectives for the next three year period, based on the resources likely to be available, and took account of the themes, actions, outcomes and targets contained within the Council Plan, Single Outcome Agreement and Community Plan.

The report highlighted that at the core of the Service Improvement Plan process was an action plan which detailed the priorities, the key tasks to be implemented, the implementation timetable and the outcomes against which progress would be measured. It was noted that progress to deliver the Environment & Communities Service Improvement Plan would be monitored and reported to the Board on a six-monthly basis.

**DECIDED:**

(a) That the Environment & Communities: Service Improvement Plan for 2018/2019 - 2020/2021, a copy of which was appended to the report, be approved in terms of those areas of activity delegated to this Policy Board,

(b) That progress in respect of those areas of activity delegated to this Policy Board be reported to the meeting of this Policy Board scheduled to be held during October 2018; and

(c) That it be noted that the Environment & Communities Service Improvement Plan 2018/19 – 2020/21 would also be submitted to the meetings of the Infrastructure, Land and Environment Policy Board and the Finance, Resources and Customer Services Policy Board to approve those elements within the respective remits of each of those Policy Boards.

## **6 Community Justice Outcomes Improvement Plan 2018/21**

There was submitted a report by the Director of Children's Services relative to the Community Justice Outcomes Improvement Plan 2018/21.

The Community Justice (Scotland) Act 2016 received Royal Assent on 21 March 2016. The aim of the Act was to make provision regarding community justice, establishment of a new national body, Community Justice Scotland, to oversee community justice, to introduce requirements in relation to achievement of nationally and locally determined outcomes and to provide national, professional and strategic leadership for community justice in Scotland.

The report advised that following the dis-establishment of the Community Justice Authorities, on 31 March 2017, new community justice arrangements had been put in place at both a national and local level. This new model required the statutory partners to co-operate at a local level in the preparation, implementation and review of a Community Justice Outcomes Improvement Plan for the local authority area, outlining how they would work together to address re-offending. Community Justice Renfrewshire had assumed full responsibility for local community justice arrangements with effect from 1 April 2017 and had published the Renfrewshire Community Justice Outcomes Improvement Plan 2017/2018. It was noted that the first annual progress report covering the period 1 April 2017 to 31 March 2018 required to be published by 30 September 2018.

In addition the report indicated that the Scottish Government had agreed funding, in principle, of £50,000 for each local authority to continue to support statutory partners fulfil their obligations under the Community Justice (Scotland) Act 2016. The draft Renfrewshire Community Justice Outcomes Improvement Plan 2017/2021, a copy of which was appended to the report, detailed local priorities for action during the next 12 months. A summary of the priorities identified in the plan was provided. It was anticipated that following a period of public consultation and the plan being progressed in terms of each partners own governance structures, the finalised Renfrewshire Community Justice Outcomes Improvement Plan 2017/2021 would be published and submitted to Community Justice Scotland, in line with statutory requirements.

**DECIDED:**

- (a) That the Draft Renfrewshire Community Justice Local Outcomes Improvement Plan 2018/2021 appended to the report be approved;
- (b) That the Lead Officer, Community Justice Renfrewshire be authorised to make such minor changes to the Plan that might arise arise through consultation; and
- (c) That it be noted that the Renfrewshire Community Justice Local Outcomes Improvement Plan required to be submitted to Community Justice Scotland by 31 March 2018.

## **7 Development & Housing Services; Service Improvement Plan 2018/21**

There was submitted a report by the Acting Director of Development & Housing Services relative to the Development & Housing Services: Service Improvement Plan 2018/21, a copy of which was appended to the report.

The Service Improvement Plan set out a comprehensive statement of the service aims and objectives for the next three years, based on the resources likely to be available, and took account of the themes, actions, outcomes and targets contained within the Council Plan, Single Outcome Agreement and Community Plan.

The report highlighted that at the core of the Service Improvement Plan process was an action plan which detailed the priorities, the key tasks to be implemented, the implementation timetable and the outcomes against which progress would be measured. It was noted that progress to deliver the Development & Housing Services: Service Improvement Plan would be monitored and reported to the Board on a six-monthly basis

**DECIDED:**

- (a) That the Development & Housing Services: Service Improvement Plan 2015/18, as appended to the report, be approved;
- (b) That the key priority areas and performance measures be noted; and
- (c) That a progress update be submitted to the meeting of this Board to be held in October 2018.

## **8 Housing Energy Efficiency and Carbon Investment Programme 2018/19**

There was submitted a report by the Acting Director of Development & Housing Services relative to the Home Energy Efficiency and Carbon Reduction Programmes 2018/19.

The report advised that the Scottish Government's Home Energy Efficiency Programme for Scotland: Area Based Schemes (HEEPS:ABS), introduced during 2013/14, was an initiative targeted at private sector home owners to assist their participation in projects to improve energy efficiency. Local authorities acted as co-ordinating agents. The key objectives of the HEEP:ABS were detailed within the report and it was highlighted that the benefits of the scheme complemented and supported a wide range of social housing initiatives.

It was noted that Renfrewshire had secured £11.69m of funding for local HEEPS:ABS projects undertaken during the previous five year period, which had enabled a range of external wall insulation projects to be carried out in multi-tenure blocks to support the Council's housing investment programme, as well as external wall insulation and internal wall insulation programmes led by local Housing Associations. Confirmation had been received that Renfrewshire's allocation of the £49m available nationally for HEEPS:ABS was £1,518,477 and that local authorities required to submit schemes for consideration for their allocation by 6 April 2018. Details of the proposed bid to be submitted, following consultation with Housing Association partners, was provided.

### **DECIDED:**

(a) That it be noted that Renfrewshire Council had been allocated £1,518,477 for 2018/19 in respect of qualifying projects as part of the Scottish Government's HEEPS:ABS programme;

(b) That the Acting Director of Development & Housing Services be authorised to bid for projects as set out in Section 3 of the report; and

(c) That the Acting Director of Development & Housing Services be authorised to oversee delivery and operational management of the programme and that it be noted that a further report would be submitted to a future meeting of this Policy Board confirming the outcome of the HEEPS:ABS application.

## **9 Private Sector Housing Grant Investment Programme 2018/19**

There was submitted a report by the Acting Director of Development & Housing Services relative to the Private Sector Housing Investment Programme requirements for 2018/19.

The report made reference to the decision taken at the meeting of the Council held on 2 March 2018 to approve the report entitled 'Non Housing Capital Investment Programme 2018/19 - 2020/21' which had included funding provision for Capital and Revenue Private Sector Housing Grant (PSHG) expenditure during 2018/19. Based on the Council budget approval and taking account of the most up to date expenditure projections, the report updated the programme requirements for the period 2018/19 to support owner participation on a range of programmes. A copy of the Private Sector Housing Grant Investment Programme 2018/19, was appended to the report.

The requirement to manage PSHG capital and revenue resource in a flexible manner in terms of the drawdown of funds, to reflect the timing of the settlement of final accounts associated with owners in the Housing Investment Programme was highlighted. In addition it was noted that funds were held in reserve to support owners involved in the Orchard Street Housing Renewal Area tenement refurbishment project, as noted at the meeting of the Housing and Community Safety Policy Board held on 14 March 2017, and for any increased programme requirements that might be identified in the future.

**DECIDED:** That the Private Sector Housing Grant Investment Programme 2018/19, appended to the report, be approved.

## **10 Renfrewshire Planning Performance Framework 2016/17**

There was submitted a report by the Acting Director of Development & Housing Services relative to the Renfrewshire Planning Performance Framework 2016/17.

The report stated that a system of performance management for Planning had been established by local authorities and the Scottish Government, where all planning authorities required to produce an annual Planning Performance Framework. The Framework had been developed by the Heads of Planning Scotland to capture and highlight a balanced measurement of planning performance, showing commitment to the areas of speed of decision making; providing certainty through timescales, process and advice; delivery of good quality development; project management; communication and engagement; and an overall 'open for business' attitude. It was noted that the Framework was not a policy document but provided planning authorities with an opportunity to demonstrate continuous improvement, achievements and successes.

The Feedback report received from the Minister for Local Government and Housing in respect of the Renfrewshire Planning Performance Framework 2016/17, a copy of which was appended to the report, was generally positive, with nine of the 15 RAG performance markers having been allocated green ratings, six being awarded amber ratings and no red ratings being allocated. It was proposed a request be submitted to the Scottish Government that the amber RAG ratings provided in relation to the performance markers for (i) early collaboration; (ii) continuous improvement; (iii) development plan scheme-managing the replacement of the Renfrewshire Local Development Plan; (iv) regular and proportionate policy advice and (v) stalled sites/legacy cases be reviewed.

**DECIDED:** That the Feedback Report for Renfrewshire's Planning Performance Framework 2016/17 be noted.

## **11 Paisley Town Centre Conservation Area Appraisal and Conservation Area Management Plan 2018**

There was submitted a report by the Acting Director of Development & Housing Services relative to the Paisley Town Centre Draft Conservation Area Appraisal and Draft Conservation Management Plan 2018.

The Board was reminded that the Draft Conservation Area Appraisal and Management Plan had been approved at the meeting of this Policy Board held on 7th November 2017 at which time the Acting Director of Development & Housing Services had been authorised to carry out a consultation exercise. The report advised that the consultation exercise had been completed and the responses received incorporated into the finalised documents.

In addition the report stated that the Paisley Town Centre Draft Conservation Area Appraisal and Draft Conservation Management Plan 2018 had been produced in support of the approved grant funding secured for the delivery of the Paisley Town Centre Townscape Heritage/Conservation Area Regeneration Scheme 2, and in the context of the Scottish Government's PAN71: Conservation Area Management (2004).

**DECIDED:** That the Paisley Town Centre Conservation Area Appraisal and Conservation Area Management Plan 2018 be approved.

## **12 Disposal of Land adjacent to 9 and 11 Ewing Street, Kilbarchan**

There was submitted a report by the Director of Finance & Resources relative to the proposed declaration of an area of land located adjacent to 9 and 11 Ewing Street, Kilbarchan, identified on a plan appended to the report, as surplus to the Council's requirements.

The area of land involved, which was held on the General Services Account, comprised a total of 1998 square metres which was overgrown and had previously been considered the garden ground of the properties at 9 and 11 Ewing Street, Kilbarchan which had not been maintained for a considerable period of time. An offer to purchase the ground involved had been received from the owners of the adjoining properties at 7 Ewing Street, Red Maple Cottage, Well Street and the Old Manse, Well Street, Kilbarchan. The purchasers had indicated that they intended to incorporate the land into their respective gardens, which would improve the amenity of the area, and would require to obtain the required planning consents for the change of use from open space. The Head of Planning & Housing had indicated that the area of land involved had no operational requirement. The area of land concerned was such that the purchase price/value of the land would be at a level upon which delegated powers granted to the Head of Property Services for the disposal of surplus property would be utilised.

### **DECIDED:**

(a) That the area of land located adjacent to 9 and 11 Ewing Street, Kilbarchan, identified in the plan attached to the report, be declared surplus to the Council's requirements;

(b) That the sale of the land identified on the plan appended to the report, to the adjoining owners of the properties at 9 and 11 Ewing Street, Kilbarchan, on such terms and conditions as may be negotiated by the Head of Property utilising delegated powers, be authorised;

(c) That the Head of Corporate Governance be authorised to conclude the sale incorporating into the bargain such terms and conditions as may be deemed necessary to protect the Council's interest;

(d) That the Head of Planning & Housing Services advertise in the local press the proposed sale of the area of open space in terms of the Town and Country Planning (Scotland) Act 1959; and

(e) That it be noted that the disposal of the land would have deemed consent from Scottish Ministers in terms of the regulations introduced in March 2016 for the proposed disposal of land and property held on the Housing Revenue Account.

### 13 Planning Applications

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

The Clerk advised that only those members of the Policy Board who had attended the visit to the application site, undertaken on 13 February, 2018, Councillors Binks, Burns, J MacLaren, K MacLaren, M MacLaren, McGurk, McNaughtan and Strang, were eligible to consider and determine applications (a) and (b) below.

#### **(A) 17/04544/LB – WARD 4: DEMOLITION OF FORMER SCHOOL BUILDING AT THE INSTITUTE, MAXWELLTON STREET, PAISLEY: MR HARPER**

It was proposed that the application be refused as the proposal would result in an unacceptable loss to a building of historical and architectural importance of the building and the proposal was deemed to be contrary to Policy ENV3. This was agreed.

**DECIDED:** That the application be refused as the proposal would result in an unacceptable loss to a building of historical and architectural importance and the proposal was deemed to be contrary to Policy ENV3.

#### **(B) 17/0456/PP – WARD 4: ERECTION OF 40 FLATS, FORMATION OF PARKING AND LANDSCAPING AT THE INSTITUTE, MAXWELLTON STREET, PAISLEY: MR HARPER**

It was proposed that the application be refused as the proposal constituted overdevelopment, would have an adverse impact on the surrounding area due to the insufficient parking spaces and as the proposal required an unacceptable demolition of a listed building of historical and architectural importance contrary to Policy ENV3. This was agreed.

**DECIDED:** That the application be refused as the proposal constituted overdevelopment, would have an adverse impact on the surrounding area due to the insufficient parking spaces and as the proposal required an unacceptable demolition of a listed building of historical and architectural importance contrary to Policy ENV3.

**(C) 18/0021/PP – WARD 10: VARIATION OF CONDITION 7 (IMPLEMENTATION OF IMPROVEMENT WORKS AT BARROCHAN INTERCHANGE) OF PLANNING PERMISSION 15/0731/PP AT FORMER MERCHISTON HOSPITAL, BRIDGE OF WEIR ROAD, BROOKFIELD, JOHNSTONE: BDW TRADING LIMITED**

Councillor Nicolson, seconded by Councillor McCulloch moved that the application be refused as the proposal would generate additional traffic which would have a detrimental impact on the wider area.

Councillor McNaughtan, seconded by Councillor McGurk, moved as an amendment that the application be granted subject to the conditions and reasons detailed within the report.

On the roll being called, the following members voted for the amendment: Councillors Burns, Kenny MacLaren, Mags MacLaren, McGurk and McNaughtan.

The following members voted for the motion: Councillors Binks, Andy Doig, Don, Hood, J MacLaren, McCulloch, Montgomery, Nicolson, Rodden and Strang.

5 members having voted for the amendment and 10 members having voted for the motion, the motion was accordingly declared carried.

**DECIDED:** That the application be refused as the proposal would generate additional traffic which would have a detrimental impact on the wider area.

**(D) 18/0023/PP – WARD 10: VARIATION OF CONDITION 4 (IMPLEMENTATION OF IMPROVEMENT WORKS AT BARROCHAN INTERCHANGE) OF PLANNING PERMISSION 15/0731/PP AT FORMER MERCHISTON HOSPITAL, BRIDGE OF WEIR ROAD, BROOKFIELD, JOHNSTONE: BDW TRADING LIMITED**

Councillor Nicolson, seconded by Councillor McCulloch moved that the application be refused as the proposal would generate additional traffic which would have an adverse impact on the wider area.

Councillor McNaughtan, seconded by Councillor McGurk, moved as an amendment that the application be granted subject to the conditions and reasons detailed within the report.

On the roll being called, the following members voted for the amendment: Councillors Burns, Kenny MacLaren, Mags MacLaren, McGurk and McNaughtan.

The following members voted for the motion: Councillors Binks, Andy Doig, Don, Hood, J MacLaren, McCulloch, Montgomery, Nicolson, Rodden and Strang.

5 members having voted for the amendment and 10 members having voted for the motion, the motion was accordingly declared carried.

**DECIDED:** That the application be refused as the proposal would generate additional traffic which would have a detrimental impact on the wider area.

**(E) 17/0802/PP – WARD 11: ERECTION OF 12 DETACHED DWELLINGHOUSES WITH ASSOCIATED ROADS, PARKING AND LANDSCAPING AT GOLF COURSE, OLD RANFURLY GOLF CLUB, RANFURLY PLACE, BRIDGE OF WEIR PA11 3DE: CALA HOMES (WEST) LIMITED**

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

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

**DECLARATIONS OF INTEREST**

Having previously declared an interest in the following planning application Councillors Kenny MacLaren and Mags MacLaren left the meeting and took no part in the discussion or voting thereon.

**(F) 18/0021/PP – WARD 9: DEMOLITION OF outhouse AND CONSTRUCTION OF 18 RESIDENTIAL UNITS COMPRISING OF 2 STOREY COTTAGE FLATS AND ASSOCIATED AMENITY SPACE, WIDENING OF MILLIKEN ROAD, ACCESS ROAD AND PARKING: WILLIAMSBURGH HOUSING ASSOCIATION LIMITED**

Councillor McGurk, seconded by Councillor McNaughtan moved that the application be granted subject to the conditions and reasons detailed within the report. This was agreed.

Councillor Andy Doig, seconded by Councillor Rodden moved as an amendment that the application be refused as the proposal would generate additional traffic which would have an adverse impact on the wider area, the appearance of the proposed units was of an unacceptable quality which would have an adverse impact on the surrounding area, and the proposal constituted unacceptable development in the Greenbelt.

On the roll being called, the following members voted for the amendment: Councillors Binks, Andy Doig, James MacLaren, Nicolson, Rodden and Strang.

The following members voted for the motion: Councillors Burns, Don, Hood, McCulloch, McGurk, McNaughtan and Montgomery.

6 members having voted for the amendment and 7 members having voted for the motion, the motion was accordingly declared carried.

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



## Minute of Meeting Regulatory Functions Board

Date	Time	Venue
Wednesday, 14 March 2018	10:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

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

### Chair

Councillor McNaughtan, Convener, presided.

### In Attendance

A McLaughlin, Senior Solicitor (Litigation and Regulatory Services), P Shiach, Committee Services Officer and N Barr, Administrative Assistant (all Finance & Resources).

### Apologies

Provost Lorraine Cameron; Councillors Cathy McEwan and Emma Rodden.

### Declarations of Interest

Councillor Steel declared a non-financial interest in item 6 of the agenda as the applicant was known to him and indicated his intention to leave the meeting during consideration of this item and not to take part in any discussion or voting thereon.

## 1 **Renewal of a Late Hours Catering Licence**

There was submitted the undernoted application for the renewal of a Late Hours Catering Licence: -

Applicant: Asda Stores Limited

Premises: Phoenix Retail Park, Linwood Road, Paisley

Operating Hours: Monday to Sunday 11.00 pm to 5.00 am

The Senior Solicitor (Litigation and Regulatory Services) advised that the application required to be considered by the Board as the hours requested were outwith current policy.

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.

## 2 **Grant of a Skin Piercing and Tattooing Licence – Personal Appearance**

There was submitted an application for the grant of a Skin Piercing and Tattooing Licence. The applicant had been asked to appear personally for the second time together with the Director of Environment and Communities who had submitted an objection to the application: -

Ellie Campbell, 41 Viking Crescent, Houston

There was no appearance by or on behalf Ms Campbell. Mr G Wands on behalf of the Director of Environment and Communities was invited into the meeting.

The Senior Solicitor (Litigation and Regulatory Services) advised that the applicant had requested that consideration of the application be continued to a future meeting.

The Convener proposed that the application be continued to a future meeting to allow the applicant to appear in person. 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.

## **EXCLUSION OF PRESS AND PUBLIC**

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

## 3 **Grant of Landlord Registration – Personal Appearances**

There were submitted the undernoted applications for the grant of Landlord Registrations.

The applicants had been asked to appear personally for the first time together with Police Scotland who had submitted representations in respect of the applications: -

(a) Stacey Ewing, 55 Ferguslie Park Avenue, Paisley and Robert McCutcheon

There was no appearance by or on behalf of Mr McCutcheon. Miss Ewing who had an interest in the matter, being registered as a landlord under the Act as a joint owner, was invited into the meeting together with Inspector McLaren and Sergeant Petrie on behalf of the Chief Constable who had submitted a representation in respect of the application.

The Convener proposed that consideration of the application be continued to allow the applicant to be represented by a family member. This was agreed unanimously.

**DECIDED:** That consideration of the application be continued to allow the applicant to be represented at a future meeting of the Board.

(b) Mark Troup, 132 Banchory Avenue, Inchinnan

There was no appearance by or on behalf of Mr Troup. Inspector McLaren and Sergeant Petrie on behalf of the Chief Constable, who had submitted a representation in respect of the application, were invited into the meeting.

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

After consideration of all matters before the Board, the Convener proposed that the application be continued to a future meeting to allow the applicant to appear in person. 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.

(c) Leslie Coupe, 12 Tudor Square, Dalton in Furness, Cumbria

There was no appearance by or on behalf of Mr Coupe. Inspector McLaren and Sergeant Petrie on behalf of the Chief Constable, who had submitted a representation in respect of the application, were invited into the meeting.

The Convener proposed that the application be considered in Mr Coupe'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.

#### **4 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 outwith the statutory timescale to the application.

Stewart Robert Forrest, 8E Saunders Court, Barrhead

There was no appearance by or on behalf of Mr Forrest. Inspector McLaren and Sergeant Petrie, on behalf of the Chief Constable who had submitted an objection received outwith the statutory timescale to the application were invited into the meeting. On hearing the reasons for the objection being received outwith the statutory timescale it was decided that the objection be taken into account when the application was being considered. The Convener proposed that the application be considered in Mr Forrest's absence and this was agreed unanimously.

The Senior Solicitor (Litigation and Regulatory Services) advised that a second letter dated 18 December 2017 had been received from Police Scotland.

On hearing the reasons for the submission of the second letter, the Convener proposed that the interests of justice required that the letter be admitted. This was agreed unanimously.

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

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

## **5 Grant of Private Hire Car Drivers' Licences – Personal Appearances**

There were submitted the undernoted applications for the grant of Private Hire Car Drivers' Licences. The applicants had been asked to appear personally for the first time together with Police Scotland who had submitted an objection outwith the statutory timescale to application (b): -

(a) Donald MacDonald, 15 Davaar Road, Renfrew

There was no appearance by or on behalf of Mr MacDonald. The Convener proposed that the application be considered in Mr MacDonald'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 one year. This was agreed unanimously.

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

(b) Richard Anthony Sargent, 54 Craigielea Road, Renfrew

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

The Convener proposed that the application be continued to a future meeting to allow the applicant to appear in person. 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.

## **6 Renewal of a Private Hire Car Operator's Licence – PH0962 – Personal Appearance**

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

Martin Millar, 11 Plover Place, Spateston, Johnstone

The Senior Solicitor (Litigation and Regulatory Services) advised that all outstanding matters relating to the application had been resolved and that the application had been granted by the Head of Corporate Governance under delegated authority for a period of two years.

**DECIDED:** That it be noted that the application had been granted by the Head of Corporate Governance under delegated authority for a period of two years.



## Minute of Meeting

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

Date	Time	Venue
Wednesday, 14 March 2018	18:00	Tweedie Hall, Ardlamont Square, Linwood, PA3 3DE

**Present:** Councillor Tom Begg, Councillor Michelle Campbell, Councillor Audrey Doig, Councillor Natalie Don, Councillor James MacLaren, Councillor Colin McCulloch, Councillor James Sheridan

#### Chair

Councillor Don, Convener, presided.

#### Community Representatives

S Clark, Bridge of Weir Community Council; M Dundas, Brookfield Community Council; D Dunlop, Houston Community Council; A Johnstone, Brighter Bridge of Weir; J Taggart, Erskine; R McNally, Erskine Community Association; M Dougan, Renfrewshire Youth Voice; and J Kennedy, Scottish Youth Parliament.

#### Community Planning Partner

Inspector C Glass, Police Scotland.

#### In Attendance

S Graham, Partnerships Planning and Development Manager (Chief Executive's); G Hannah, Strategic Change Manager (Environment & Communities); M Conaghan, Legal and Democratic Services Manager (for Lead Officer) and D Low, Senior Committee Services Officer (both Finance & Resources); and S Pietryga and I Shearer, both Active Schools & Community Sports Development Lead Officers and L Steele and S Little, both Sessional Sports Coaches (all Renfrewshire Leisure).

## Apologies

Councillors Dowling and Kerr; M Gilzean, Bridge of Weir Tenants' & Residents' Association; and J Ross, Inchinnan Community Council.

## Declarations of Interest

Councillor Audrey Doig declared a financial interest in respect of item 6 of the agenda – Active Schools - Feedback - as she was an employee of Renfrewshire Leisure Limited. She indicated that it was her intention to remain in the meeting during consideration of the item but not take part in any discussion or voting thereon.

### 1 Renfrewshire Health & Social Care Partnership Update

There was no officer from the Health and Social Care Partnership in attendance at the meeting.

### 2 Community Safety and Public Protection Update

There was submitted a report by the Director of Environment & Communities providing a progress update on Renfrewshire Community Safety Partnership activities carried out in the Houston, Crosslee, Linwood, Riverside & Erskine Local Area Committee (LAC) area during the period 1 October to 31 December 2017.

The report provided information on community safety statistics; environmental enforcement and improvement activities; protecting vulnerable residents; building safer communities; diversionary activities; and a spotlight on gender-based violence.

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

### 3 Review of Local Governance Arrangements

There was submitted a report by the Chief Executive relative to the ongoing review of community-level governance arrangements.

The report advised that following the Council meeting held on 21 December 2017 a number of proposals for a future model of community-level governance had been developed and were detailed in the consultation paper attached to the report. The consultation period would run until 15 April 2018 and proposals would be brought back to Council for approval and implementation during 2018/19.

**DECIDED:**

(a) That the proposals which had been developed be noted; and

(b) That it be noted that the consultation period on these proposals would run until 15 April 2018.

### 4 Open Session/ Key Local Issues

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



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

## **5 Grant Award Feedback 2016/17**

There was tabled an amended report by the Director of Finance & Resources relative to feedback received from applicants who had received funding from this LAC in 2016/17.

The report intimated that providing regular feedback to LACs increased accountability and helped LACs identify clear community outcomes from grants awarded to community groups. It was also a condition of grant that groups account for their income and expenditure and set out the community benefits and other outcomes of their LAC grant awards.

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

## **Declaration of Interest**

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

## **6 Active Schools - Feedback**

S Pietryga, I Shearer, L Steele and S Little, all Renfrewshire Leisure, gave a presentation on the outcomes of the LAC grant awarded to the project in May 2017.

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

## **7 Budget Monitoring Report**

There was submitted a report by the Director of Finance & Resources relative to the Houston, Crosslee, Linwood, Riverside & Erskine LAC budget for 2017/18.

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

## **8 Applications for LAC Grant Funding**

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

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

Phoenix Activities Group - Craft-based activities for people with mental health issues - Awarded £615.54

Phoenix Flyers - Maintenance and improvement of training facilities - Declined

Renfrewshire Bowling Association Under-25s - Help towards cost of bowls, buses and team clothing - Declined

Renfrewshire Youth Voice - 'Positive About Youth' awards - Declined

C-Change Scotland - Outreach work for people with learning disabilities - Declined

PACE Theatre - Support for disadvantaged young people - Declined

Feis Phaislig - Traditional music tuition - Declined

Basketball Paisley - Coaching programme - Declined

Shopmobility Paisley & District - Insurance - Awarded £300

Paisley YMCA - Digital Maker Space for young people - Awarded £615.54

Direct Devitt Comedy and Management Productions CIC - Criminal justice and mental health workshops - Declined

Fitting-in - Health programme for young people deemed to be 'at risk' - Awarded £615.54

Renfrewshire Sports Network - Community games - Declined

Loud 'n' Proud - 'The Bungalow' musical - Declined

Rays of Hope - Activities for members - Awarded £615.54

The Breastfeeding Network - Support and volunteer costs - Awarded £615.54

Walking Tours on Wheels - Themed tours - Declined

## **9 Timetable Report 2018/19**

There was submitted a report by the Director of Finance & Resources relative to the date, time and venue of meetings of this LAC until September 2018.

**DECIDED:** That meetings of this LAC be held at 6.00 pm on 6 June and 5 September 2018 at venues to be agreed by the Head of Corporate Governance in consultation with the Convener.

## Minute of Meeting

### Education and Children's Services Policy Board

Date	Time	Venue
Thursday, 15 March 2018	13:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

**Present:** Councillor Derek Bibby, Councillor Bill Binks, Provost Lorraine Cameron, Councillor Carolann Davidson, Councillor Natalie Don, Councillor Neill Graham, Councillor Lisa-Marie Hughes, Councillor Karen Kennedy, Councillor Scott Kerr, Councillor John McNaughtan, Councillor Will Mylet, Councillor Iain Nicolson, Councillor Jim Paterson, Councillor John Shaw

#### Chair

Councillor Paterson, Convener, presided.

#### In Attendance

P MacLeod, Director of Children's Services, S Quinn, Assistant Director – Schools, D Hawthorn, Head of Childcare and Criminal Justice, G McKinlay, Head of Schools and J Trainer, Head of Early Years and Inclusion (all Children's Services); and G McLachlan, Senior Finance Manager and D Low, Senior Committee Services Officer (both Finance & Resources).

#### Apologies

Councillors Grady and Rodden and Mr J Nellaney.

## Declarations of Interest

Councillor Paterson declared an interest in Item 6 of the agenda – Distribution of Funding to Support Services for Children and Families – Funding Allocation for 2018/19 as his child attended one of the support services recommended for funding in the report. He intimated that he would remain in the meeting but would not take part in any discussion or voting thereon.

Councillor Shaw declared an interest in Item 6 of the agenda – Distribution of Funding to Support Services for Children and Families – Funding Allocation for 2018/19 as his child attended one of the support services recommended for funding in the report. He intimated that he would remain in the meeting but would not take part in any discussion or voting thereon.

### 1 Revenue Budget Monitoring Report

There was submitted a joint report by the Directors of Finance & Resources and Children's Services for the service for the period 1 April 2017 to 5 January 2018.

#### **DECIDED:**

(a) That the report be noted; and

(b) That it be noted that since the last report, there had been budget adjustments arising from interdepartmental transfers which had resulted in a net increase in the budget of £5,000.

### 2 Capital Budget Monitoring Report

There was submitted a report by the Director of Finance & Resources for the service for the period 1 April 2017 to 5 January 2018.

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

### 3 Children's Services Service Improvement Plan 2018/21

There was submitted a report by the Director of Children's Services relative to the Children's Services Service Improvement Plan (SIP) 2018/21 which outlined what Children's Services intended to achieve over the next three years based on available financial and employee resources.

The plan set out the priorities being addressed, the key tasks to be implemented and the implementation timetable together with measures of success. A mid-year progress update on the SIP would be submitted to the Education & Children's Services Policy Board in November 2018.

#### **DECIDED:**

(a) That the elements of the SIP which fell within the remit of this Policy Board be approved;

(b) That it be agreed that progress on the SIP be reported to this Policy Board in November 2018; and

(c) That it be noted that the report and the attached SIP would also be presented to the Communities, Housing & Planning Policy Board to approve the elements covered within that Board's remit.

## **Sederunt**

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

### **4 The Attainment of School Leavers in 2017, Including Looked After Children**

Under reference to item 5 of the Minute of meeting of this Policy Board held on 2 November 2017, there was submitted a report by the Director of Children's Services relative to the attainment of Renfrewshire school leavers in 2017 in terms of four key measures: literacy and numeracy; improving attainment for the lowest achieving 20%, middle 60% and top 20% of achievers; attainment versus deprivation; and leavers' destinations.

The Convener intimated that the attainment of looked-after children school leavers had not been included in the report and would be reported separately to a future meeting of this Policy Board.

#### **DECIDED:**

- (a) That the content of the report be noted;
- (b) That the efforts of our young people and the school communities in bringing about these results be noted; and
- (c) That it be noted that the attainment of looked-after children school leavers in 2017 had not been included in the report and would be reported separately to a future meeting of this Policy Board.

### **5 Voluntary Sector Grants 2018/19**

There was submitted a report by the Director of Children's Services relative to applications received for grant support to voluntary and independent organisations for 2018/19. Recommendations for grant support allocations to specific voluntary sector organisations totalling £67,600 were detailed in the appendices to the report.

#### **DECIDED:**

- (a) That the recommendations for grant support to voluntary organisations, as detailed in the appendices to the report, be agreed; and
- (b) That it be noted that all grants would be subject to the Council's conditions of grant.

## **Declarations of Interest**

Councillors Paterson and Shaw, having declared an interest in the following item, remained in the meeting but took no part in the discussion or voting thereon.

### **6 Distribution of Funding to Support Services for Children and Families - Funding Allocation for 2018/19**

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

Appendix 1 to the report provided an overview of the proposed allocations for payments to support the delivery of services for children and young people for 2018/19; Appendix 2 to the report detailed allocations to out-of-school care groups for 2018/19 on the basis of the criteria and related points applied to each group; and Appendix 3 to the report detailed the allocation to pre-five voluntary sector playgroups and toddler groups.

#### **DECIDED:**

(a) That the resource allocation of £510,885 to support the delivery of services for children and young people, as detailed in Appendix 1 to the report, be approved;

(b) That the proposals for the allocation of grant funding for out-of-school care and pre-five voluntary sector, as detailed in Appendices 2 and 3 to the report, be approved; and

(c) That a points value of £100 for awarding grant assistance to out-of school care providers be agreed.

### **7 Inspection of Gallowhill Primary School and Nursery Class, Paisley**

There was submitted a report by the Director of Children's Services relative to the inspection of Gallowhill Primary School and Nursery Class, Paisley by Education Scotland.

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

The letter to parents, appended to the report, identified three key strengths and four areas for further improvement. Children's Services would continue to monitor the improvement in the school and the inspection report would be used by the school and service to support and develop the quality of educational provision. Education Scotland would return to the school before March 2019 to carry out a further inspection.

**DECIDED:** That the key strengths and the areas for improvement in the Education Scotland report on Gallowhill Primary School and Nursery Class, Paisley be noted.

## 8 **Carers (Scotland) Act 2016: Progress Update - Completion of Young Carers' Strategy 2018/21**

Under reference to item 6 of the Minute of meeting of this Policy Board held on 18 January 2018, there was submitted a report by the Director of Children's Services relative to the production of a Young Carers' Strategy, a copy of which was appended to the report.

The report intimated that Part 5 of the Carers (Scotland) Act 2016 placed a duty on local authorities and health boards to produce a three-year local strategy for adult and young carers. Renfrewshire had produced a dedicated young carer strategy to reflect the different approach taken to supporting young carers and to align it with the Getting it Right for Every Child (GIFREC) strategy. The Children's Services Partnership and young carers' groups had been consulted on the draft strategy and their feedback included in the final version.

**DECIDED:** That the Renfrewshire Children's Services Partnership Young Carers' Strategy appended to the report be approved.

## 9 **Early Learning and Childcare Entitlement-1140 Expansion Plan**

Under reference to item 7 of the Minute of meeting of this Policy Board held on 2 November 2017, there was submitted a report by the Director of Children's Services relative to the development and submission of a revised draft early learning and childcare expansion plan to the Scottish Government.

The report intimated that following the submission of the original draft early learning and childcare expansion plan to the Scottish Government in September, the Scottish Government had written to Councils to request that a formal resubmission of the plans be made on a refreshed financial template by 2 March 2018. The revised draft plan included a reduction in the proposed number of new build facilities and capital projects and an increase in the number of places being offered on a doubling basis, such as morning and afternoon. The revised plan had been submitted by the Director to meet the deadline.

The report detailed the infrastructure developments which had been set out in the revised plan and advised that the Council would continue to engage with its existing partners and with providers who were not currently in partnership with the Council to progress future commissioning arrangements.

Councillor Paterson, seconded by Councillor Mylet moved (a) that the submission of Renfrewshire's revised draft early learning and childcare expansion plan via the financial template to the Scottish Government on 9 March 2018, as outlined in section 4 of the report, be homologated; and (b) that it be agreed that the Director of Children's Services continue to engage with partner providers to explore their ability to support the expansion programme and to negotiate a new rate from August 2018

Councillor Bibby, seconded by Councillor Kennedy, moved as an amendment that the Education and Children's Services Policy Board notes the findings of the Audit Scotland report of 15 February 2018, highlighting the financial risks to councils in delivering the Early Learning and Child Care Entitlement expansion plan.

Board mandates its Convener to write to the Education and Finance Cabinet Secretaries seeking an immediate guarantee that the Scottish Government will fully fund the expansion plan in its entirety.

Further the Director of the Education and Children's Services will bring forward a report to the next meeting of the Board with further detail of the specific risks to the Council's finances.

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

The following members voted for the motion: Provost Cameron and Councillors Don, Hughes, McNaughtan, Mylet, Nicolson, Paterson and Shaw

Six members having voted for the amendment and eight members having voted for the motion, the motion was accordingly declared carried.

**DECIDED:**

(a) That the submission of Renfrewshire's revised draft early learning and childcare expansion plan to the Scottish Government via the financial template on 9 March 2018, as outlined in section 4 of the report, be homologated; and

(b) That it be agreed that the Director of Children's Services continue to engage with partner providers to explore their ability to support the expansion programme and to negotiate a new rate from August 2018.



## Minute of Meeting

### Johnstone and the Villages Local Area Committee

Date	Time	Venue
Thursday, 15 March 2018	18:00	Johnstone Town Hall, Ludovic Square, Johnstone, PA5 8EG

**Present:** Councillor Derek Bibby, Councillor Bill Binks, Councillor Jacqueline Cameron, Councillor Andy Doig, Councillor Alistair Mackay, Councillor Emma Rodden

#### Chair

Councillor Rodden, Depute Convener, presided.

#### Community Representatives

A-M Balfour, Elderslie Community Council; W Dean, Friends of Shanks Park; J Anderson, Howwood Sports & Hobbies Group; A Stevenson, Johnstone Castle Community Learning Centre; T Wallace, Johnstone Community Council; W Crawford, Johnstone High Parish Church; A McBain, Johnstone Seniors Forum; D Fowles, Lochwinnoch Community Council, S McGee, MSYP; M Lavery, Quarrelton Tenants & Residents Association; and M Dougan, Renfrewshire Youth Voice.

#### Community Planning Partners

Inspector C Glass (Police Scotland) and C Johnston (Renfrewshire Health & Social Care Partnership).

#### In Attendance

S Graham, Partnership Planning and Development Manager (Chief Executive's); G McNeil, Lead Officer and Head of Amenity Services and C Robertson, Warden Services Manager (both Environment & Communities) and D Low, Senior Committee Services Officer and A McNaughton, Senior Committee Services Officer (both Finance & Resources).

#### Apologies

Councillors Hood and Steel; Councillor Mackay (for lateness); and D Blair, Renfrewshire District Scouts.

## **Declarations of Interest**

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

### **1 Representation on Johnstone & The Villages Local Area Committee**

In terms of paragraph 2.2 of Renfrewshire Council's Scheme of Decentralisation, nominations had been received from Johnstone Community Council to now appoint T Wallace (substitute: C Gilmour) as its representative; Elderslie Community Council to now appoint A-M Balfour (substitute: L McMillan) as its representative and from Friends of Shanks Park to now appoint W Dean (substitute: L Flint) as its representative to this LAC.

It was noted that D Scott, Chairperson, Kilbarchan Community Council, would submit nomination forms as soon as possible.

**DECIDED:** That the nominations and substitute nominations be approved.

### **2 Renfrewshire Health & Social Care Partnership Update**

C Johnstone, Renfrewshire Health & Social Care Partnership, provided an update on activities being taken forward locally by the partnership.

It was noted that the launch of Lochwinnoch as a 'Dementia Friendly' village would take place on 27 April 2018 and that other areas in and around Johnstone had shown interest in pursuing this initiative.

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

### **3 Community Safety & Public Protection Update**

There was submitted a report by the Director of Environment and Communities providing a progress update on Renfrewshire Community Safety Partnership activities carried out in the Johnstone & The Villages Local Area Committee (LAC) area during the period 1 October to 31 December 2017.

The report provided information on community safety statistics; environmental enforcement and improvement activities; protecting vulnerable residents; building safer communities; diversionary activities; and a spotlight on gender-based violence.

It was noted that residents were urged to contact the Wardens Service with information about dog fouling incidences/parking hazards when these occurred.

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

### **4 Review of Community Level Governance Arrangements**

There was submitted a report by the Chief Executive relative to the ongoing review of community-level governance arrangements.

An appendix to the report detailing the specific proposals had been omitted in error. Consequently, it was noted that a copy of the appendix would be made available online as soon as possible after the meeting. Brochure copies of the consultation proposals were available at the meeting.

The report advised that following the Council meeting held on 21 December 2017 a number of proposals for a future model of community-level governance had been developed and were detailed in the consultation paper. The consultation period would run until 15 April 2018 and proposals would be brought back to Council for approval and implementation during 2018/19.

**DECIDED:**

(a) That the proposals which had been developed be noted; and

(b) That it be noted that the consultation period on these proposals would run until 15 April 2018.

## **5 Open Session / Key Local Issues**

(a) Johnstone Castle Community Learning Centre

A Stevenson, Johnstone Castle Community Learning Centre, provided an update on the operation of the Centre.

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

(b) Refuse Collection Service

M Lavery, Quarrelton Tenants & Residents Association, advised that household refuse bins had not been collected timeously in Johnstone, causing unsightly build up of waste that could attract rats. She tabled photographs of overflowing bins and additional refuse bags left on streets.

G McNeil advised that due to the severe winter weather resulting in red alert weather warnings from the MET office for Renfrewshire, resources had been diverted temporarily to clear/grit roads and footpaths and ensure the safety of residents during the period. Both the diversion of resources and the difficulty negotiating residential streets during the severe winter weather had impacted on the normal timescales for waste collection services. Consequently, householders with full bins had been advised that additional refuse bags could be left out for collection. Any backlog of refuse collection was being cleared as quickly as possible.

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

## **6 Grant Awards - Feedback**

There was submitted a report by the Director of Finance & Resources relative to feedback from applicants who had received funding from this LAC in 2016/17.

The report intimated that providing regular feedback to LACs increased accountability and helped LACs identify clear community outcomes from grants awarded to community groups. It was also a condition of grant that groups account for their income and expenditure and set out the community benefits and other outcomes of their LAC grant awards.

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

## **7 Active Schools - Feedback**

S Pietriyga, I Shearer, D Johnston, J Martin and H Shields gave a presentation on the outcomes of the LAC grant awarded to the project in May 2017.

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

## **8 Budget Monitoring**

There was submitted a report by the Director of Finance & Resources relative to the Johnstone & the Villages LAC budget for 2017/18.

It was noted that the report had been revised to take account of an underpayment of £1,000 to a grant applicant. The balance of funds remaining was therefore £1,315.52.

**DECIDED:** That the report and revision to the budget be noted.

## **9 Application for Local Area Committee Funding**

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

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

St Paul's Church Dramatic Society - performance costs - £657.76

Johnstone Phoenix Theatre Group - laptop, camera, costumes and equipment - £657.76

## **10 Timetable of Meetings**

There was submitted a report by the Director of Finance & Resources relative to the date, time and venue of meetings of this LAC until August 2018.

**DECIDED:** That meetings of this LAC be held at 6.00 pm on 31 May and 30 August 2018 at a venue to be determined by the Head of Corporate Governance in consultation with the Convener.

## Minute of Meeting

### Audit, Risk and Scrutiny Board

Date	Time	Venue
Monday, 19 March 2018	10:00	Corporate Meeting Room 1, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

**Present:** Councillor Bill Binks, Councillor Stephen Burns, Councillor Michelle Campbell, Councillor Alison Jean Dowling, Councillor Neill Graham, Councillor Emma Rodden, Councillor Jim Sharkey

#### In Attendance

L McIntyre, Head of Policy & Commissioning (Chief Executive's); P MacLeod, Director of Children's Services; F Carlin, Head of Planning & Housing Services and L Feely, Housing Asset & Investment Manager (Development & Housing Services); S MacDougall, Director of Environment & Communities; O Reid, Head of Public Protection, G McNeil, Head of Amenity Services, C Dalrymple, Regulatory & Enforcement Manager, C Grainger, Planning & Performance Manager, C Hunter, Environmental Improvements Manager, Lead Officer and D Kerr, Service Co-ordination Officer (all Environment & Communities); A Russell, Director of Finance & Resources; A McMahon, Chief Auditor, K Locke, Lead Officer, Risk Manager, S Fanning, Senior Health & Safety Officer and C MacDonald, Senior Committee Services Officer (all Finance & Resources); and I Beattie, Head of Health & Social Care (Paisley) (Renfrewshire Health & Social Care Partnership).

#### Also in Attendance

M Ferris and A Haahr (both Audit Scotland).

#### Apology

Councillor Tom Begg.

#### Declarations of Interest

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

## 1 Training for Audit, Risk & Scrutiny Members

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

The report intimated that at the meeting of the Board held on 28 August 2017 it was agreed that a programme of training briefings for members would be provided and would continue to form part of the agenda at every alternate meeting. A copy of the Audit, Risk & Scrutiny training programme was attached as an appendix to the report.

M Ferris and A Haar from Audit Scotland provided a briefing to members on the role of external audit, an overview of Audit Scotland, the role it played, key areas of work and how the work was developed.

**DECIDED:** That the content of the current training briefing be noted.

## 2 Internal Audit Reporting to Board

There was submitted a report by the Chief Auditor relative to Internal Audit reporting to Board.

The report intimated that in March 2017 a peer review process by West Lothian Council's Audit, Risk and Counter Fraud Section had identified that there was scope to improve the information provided to the Board in relation to finalised audit engagements and follow-up work. The recommendation was reiterated in Audit Scotland's annual review of the adequacy of Internal Audit for the period to 31 March 2017. The Chief Auditor undertook to review the information provided to Board in relation to completed audit engagements by September 2017 and the arrangements for reporting on follow up work by March 2018. Enhanced reporting arrangements for completed audit engagements were put in place in August 2017 and a further enhancement was made in November 2017, to include a section on each committee summary for management commentary.

At a meeting of the Board held on 28 August 2017, it was agreed that the Chief Auditor would give consideration to whether more detailed information could be provided to the Board in relation to those risks rated as critical. In assessing the potential risk to the Council of further disclosure of those recommendations rated as critical, it was the Chief Auditor's opinion that it would not be in the interests of the Council to disclose the detailed recommendations to the Audit, Risk and Scrutiny Board and the reasons were outlined within the report.

The report advised that it was the Chief Auditor's opinion that there was an opportunity to enhance the escalation procedures for cases where agreed actions had not been effectively implemented by the date agreed. The information reported currently would be split by service and details of outstanding critical recommendations would be provided to the Board. The Chief Auditor would still need to preserve the confidentiality of the information in cases where it might breach legislation or where the risk of the weakness being exploited was of such significance that she would seek to have the report heard in private, to protect the Council's interests. It was noted that an audit management system was being developed to facilitate 'self-service' within the services, in relation to updates on the progress of implementing recommendations. This development would facilitate more regular reporting of outstanding actions in the future.

**DECIDED:** That the reporting arrangements put in place to communicate the results of internal Audit work to the Board be noted.

### **3 Summary of Internal Audit Reports for Period October to December 2017**

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

The appendix detailed the category of assurance, service, engagement and assurance rating and gave recommended risk ratings for each engagement as either critical, important, good practice or service improvement. A summary of findings was also provided in relation to final reports issued for those engagements completed during the period 1 October to 31 December 2017.

The report intimated that in addition to the reports listed in the appendix, Internal Audit had an ongoing commitment to a range of corporate and service initiatives, progress information security matters in partnership with ICT and Legal Services, provide regular advice to officers, provide Internal Audit services to the associated bodies for which Renfrewshire Council was the lead authority and to Renfrewshire Leisure Limited and Renfrewshire Health and Social Care Integration Joint Board, coordination of the Council's Corporate Risk Management activity and management of the counter fraud, risk management and insurance team.

**DECIDED:** That the summary of Audit findings reported during the period 1 October to 31 December 2017 be noted.

### **4 Internal Audit and Counter Fraud Progress and Performance to December 2017**

There was submitted a report by the Chief Auditor relative to Internal Audit and Counter Fraud performance from 1 April to 31 December 2017 in terms of the delivery of the Audit Plan for the year and outlining actual performance against targets set by the Director of Finance & Resources. No formal performance targets for fraud investigation had been established as a major part of the team's work involved being the single point of contact for the Department for Work and Pensions (DWP) Single Fraud Investigation Service.

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

The report advised that the 2017/18 Internal Audit Plan included an assignment for "Integration Joint Board Post Implementation Review". However, a joint inspection of Adult Services within Renfrewshire Health and Social Care Partnership by Healthcare Improvement Scotland and the Care Inspectorate took place in 2017/18 and the Chief Auditor participated in this review. Furthermore, Audit Scotland planned to undertake a national review of health and social care integration. Following discussion with the Chief Executive, it was agreed that the scope of the review would likely include some similar objectives and therefore the assignment on the Audit Plan was recommended

for cancellation at this stage. It was anticipated that the 20 days of resource planned for the assignment would be utilised to supplement the investigation budget to March 2018.

**DECIDED:**

- (a) That the Internal Audit and Counter Fraud Team progress and performance to 31 December 2017 be noted; and
- (b) That the proposed changes to the internal audit plan be agreed.

## **5 Annual Internal Audit Plan 2018/19**

There was submitted a report by the Chief Auditor relative to the 2018/19 risk-based Annual Internal Audit Plan which had been developed in line with the requirements of the Public Sector Internal Audit Standards.

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

**DECIDED:**

- (a) That the risk-based audit plan for 2018/19 be approved; and
- (b) That it be noted that progress of the 2018/19 audit plan and summaries of the findings from each audit assignment would be reported to the Board on a quarterly basis.

## **6 Local Government Benchmarking Framework Indicator Profile 2016/17**

There was submitted a report by the Chief Executive relative to the Local Government Benchmarking Framework (LGBF) indicator profile 2016/17.

The report indicated that in Scotland, local authorities had a statutory duty to achieve Best Value, the key to which was ensuring "sound governance, good management, public reporting on performance and a focus on improvement". The report advised that the Council had a robust performance management framework in place, which ensured that performance was monitored rigorously by corporate and service level management teams and scrutinised by elected members through appropriate governance mechanisms. Public performance reporting was also undertaken to ensure local citizens, businesses and partner organisations were able to track Council performance levels over time.

The report provided analysis of the Council's LGBF data for 2016/17, compared the Council's performance to other councils, highlighted improvements in performance data and identified areas for further improvement. Of the 64 national indicators where current data was available, 44 of those indicators had improved since last year or remained relatively unchanged, 20 indicators had declined in performance, and 11



indicators had no data available. The report considered why certain indicators were ranked in the bottom quartile and where there was declining performance, and detailed planned actions to improve performance, including learning from best practice in other authorities. Analysis of the indicator suite and benchmarking information against each of the 64 indicators was contained in the appendix to the report.

It was proposed that in relation to the average time to process planning applications, which was contained within the appendix, that the average time for planning applications, less those applications where there was a delay caused by applicants themselves, be investigated and a report be submitted to a future meeting of the Board. This was agreed.

### **DECIDED:**

- (a) That the information within the report be noted; and
- (b) That it be agreed that the average time for planning applications, less those applications where there was a delay caused by applicants themselves, be investigated and a report submitted to a future meeting of the Board.

## **7 Annual Complaints Report 2016/17**

There was submitted a report by the Chief Executive relative to the annual complaints report 2016/17.

The report intimated that the Council's complaint-handling procedure ensured that the Council knew how well it was delivering its services and showed its commitment to using the issues raised in complaints to improve services. Full implementation of the Scottish Public Services Ombudsman's (SPSO) guidance commenced within the Council from 1 March 2013 which introduced quicker, simpler and more streamlined complaints handling with local, early resolution. As part of the procedure, all complaints resolved at the frontline were recorded and monitored and in line with the model SPSO complaints handling procedure, Renfrewshire Council's complaints handling procedure used a two stage process; frontline resolution and investigation stage.

It was noted that 6,364 complaints were received in 2016/17, which was a reduction from 6,860 in 2015/16; the number of complaints received in relation to the size of the local population had decreased since 2015/16 from 7 to 6.5 per 1000 population; 97% of the complaints were handled at the frontline stage; 76.7% of frontline complaints were closed within target timescales; 92.8% of investigation complaints were completed within target timescales; 36% of complaints received at the investigation stage were upheld compared to 25% in 2015/16; in 2016/17 49 complaints were received by the SPSO in relation to Renfrewshire out of a total of 5,586 nationally and of the 49 cases, five were investigated with 3 being fully upheld, one partially upheld and one not upheld. The SPSO indicated that a low uphold rate suggested a robustness in an authority's handling of complaints.

The report also set out the stages of the complaints process and the appendix to the report provided a summary of the numbers and types of complaints received, responded to within timescales, customer satisfaction monitoring and key complaint areas including what was being done to address issues raised.

The report advised that it had been five years since the complaints handling procedure had been introduced and that a review of the procedure would take place in 2018 which would continue to drive improvement in practice and complaints performance.

**DECIDED:**

(a) That the report be noted; and

(b) That it be noted that a review of the complaints process would be led by the Chief Executive's Service during 2018.

## **8 Annual Review of Compliance with the Local Code of Corporate Governance**

There was submitted a report by the Director of Finance & Resources relative to the annual review of the Council's local Code of Corporate Governance (the Code).

The report reviewed the Code which set the standard for local authority governance in the UK and provided evidence of how the Council complied with the Code. CIPFA and Solace reviewed the Framework in 2015 to ensure it remained 'fit for purpose' and published a revised edition in spring 2016. The new Code placed greater emphasis on relationships and behaviours between elected members and senior management; performance reporting; and council and service level plans. The Code reflected the increased importance placed by the Council on self-assessment and activities involving greater scrutiny of services. It was also linked to the Best Value criteria where governance and accountability were key elements against which the Council was assessed.

**DECIDED:**

(a) That the Council's compliance with its Local Code of Corporate Governance as set out in the appendix to the report be noted; and

(b) That it be noted that the Local Code of Corporate Governance would be reviewed again in 2019.

## **9 Compliance with the Code of Corporate Governance**

There was submitted a report by the Chief Auditor relative to the Council's Code of Corporate Governance.

It was noted that the Director of Finance & Resources had responsibility for reporting annually to the Board in compliance with the Code and any changes to the Code that might be necessary to maintain it and ensure its effectiveness in practice. In addition, the Council's Chief Auditor had responsibility to review independently and report to the Board annually to provide assurance on the adequacy and effectiveness of the Code and the extent of the Council's compliance.

The report intimated that Internal Audit had reviewed the Code and confirmed that the Council complied with its requirements and had confirmed that it was evident that the Code had been subject to review and updating. The Director of Finance & Resources had endorsed the Chief Auditor's recommendation that the local Code should continue to be subject to annual review to ensure that it continued to reflect developments and best practice in governance.

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

## **10 Absence Statistics**

There was submitted a report by the Director of Finance & Resources relative to the Council's absence statistics for the period 1 October to 31 December 2017. The report provided information in relation to absence targets and how services and categories of staff had performed against them. An analysis of the reasons for absence for the period was included in the report. Information was also provided on supporting attendance activity levels by service and costs of sick pay and the overall number of days lost for Quarter 3, ending 31 December 2017 and for the equivalent quarters in previous years.

**DECIDED:** That the report on absence statistics for the period 1 October 2017 to 31 December 2017 be noted.

## **Sederunt**

Prior to consideration of the following item the Convener welcomed representatives from Williamsburgh Tenants & Residents Association.

## **11 Fly-Tipping in the Countryside and at known Fly-tipping Spots (Lead Officer Karen Locke)**

Under reference to item 3 of the Minute of the meeting of the Board held on 22 January 2017, there was submitted a report by the Lead Officer relative to the Board's review of fly-tipping in the countryside and at known fly-tipping spots. The report provided an update on progress of the review and information that had been prepared for the Board's interest to date.

The report advised that the scope of the review was to look at the research available to understand the extent of fly-tipping in general in Scotland and specifically in Renfrewshire to identify key reasons that motivated both individuals and organisations towards fly-tipping. At the meeting of the Board held on 22 January 2018, a number of actions were agreed and progress against each of the actions was outlined within the report.

A joint presentation was given by the Head of Amenity Services and the Head of Public Protection which highlighted the national and local situation in relation to fly-tipping; the role played by Environment & Community Services and future plans. In relation to enforcement of fly-tipping, it was noted that a fine of up to £200 could be imposed on perpetrators. It was proposed that, as part of the recommendations in the Board's final report, the Council petition the Scottish Government to impose a higher maximum fine for fly-tipping. This was agreed.

The representatives from Williamsburgh Tenants & Residents Association provided information from the perspective of residents living in and around Clarence Street, Paisley.

There followed a question and answer session at the conclusion of which the Convener thanked the representatives from Environment & Communities and Williamsburgh Tenants & Residents Association for their contribution to the Board's review.

**DECIDED:**

- (a) That the progress of the review and outcome of previous matters arising be noted;
- (b) That the presentation from Environment & Communities be noted;
- (c) That the input from Williamsburgh Tenants & Residents Association be noted; and
- (d) That it be agreed that, as part of the recommendations of the Board's final report, the Council petition the Scottish Government to impose a higher maximum fine for fly-tipping

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

Under reference to item 4 of the Minute of the meeting of the Board held on 22 January 2017 there was submitted a report by the Lead Officer relative to an update on progress of the Board's review of housing repairs by Council and outside contractors.

The report advised that the scope of the review was to identify the current processes in place to monitor and ensure high-quality repairs to Council housing stock, completed timeously and within set targets; that properties were not left in a dangerous condition; that satisfactory monitoring and evaluation of repairs was undertaken and that there were measures in place to address unsatisfactory works by both external contractors and Building Services.

The report intimated that a comparison exercise had been undertaken with East Ayrshire, North Ayrshire and Dundee City Councils. Renfrewshire Council's repairs service was performing reasonably well and was similar in terms of performance and service delivery to that of North Ayrshire and Dundee City Councils. However, the model of delivery in East Ayrshire Council had been redesigned and was providing enhanced levels of customer satisfaction.

It was noted that the Lead Officer had visited East Ayrshire Council to discuss the repairs process in greater detail and the main points from the information gathering process were outlined within the report. The Lead Officer advised that the Housing Asset Services Manager for East Ayrshire Council, who had been scheduled to give a presentation to the Board, had tendered apologies for the meeting due to illness and the presentation would be rescheduled for a future meeting of the Board.

Responses to questions received from other local authorities and statistical information regarding their repairs service and customer satisfaction were included within appendix 1 to the report and information on the repairs service from North Ayrshire and Dundee City Councils was included within appendix 2. In relation to the

information contained within appendix 1, it was proposed that the Lead Officer supply a breakdown of the figures within the table relating to Renfrewshire Council. This was agreed.

The next steps for the review process were outlined within the report and it was noted that work was currently underway to change how repairs were currently being delivered and specific areas of interest had been identified within the Council's repairs process to be investigated and would be reported at the next meeting of the Board.

**DECIDED:**

- (a) That the content of the report and initial findings as set out within the report be noted;
- (b) That the next steps for the review process be agreed;
- (c) That the attendance of senior officers from Development & Housing Services, Environment & Communities and the Housing Asset Services Manager for East Ayrshire Council to the Board meeting on 29 May 2018 be noted; and
- (d) That it be agreed that the Lead Officer supply a breakdown of figures contained within Appendix 1.



## Minute of Meeting

### Infrastructure, Land and Environment Policy Board

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

### Present

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

### Chair

Councillor McEwan, Convener, presided.

### In Attendance

S MacDougall, Director of Environment & Communities; G McNeil, Head of Amenity Services, O Reid, Head of Public Protection, D Gillies, Head of Facilities Management, C Dalrymple, Regulatory and Enforcement Manager, K Carr, Senior Facilities Manager – Soft Services, E Scott, Building Services Operations Manager, G Hannah, Strategic Change Manager, A McNab, Transportation Manager, D Kerr, Service and Coordination Manager, C Grainger, Planning & Performance Manager (all Environment & Communities); and J Lynch, Head of Property Services, A MacArthur, Head of Finance, V Howie, Finance Business Partner, F Hughes, Asset Manager and R Devine, Senior Committee Services Officer (all Finance & Resources).

## Declarations of Interest

Councillor Graham declared an interest in relation to agenda item 10 Lease: Former Glen Plant Nursery Paisley as he was a volunteer with Barnardos. He indicated that it was his intention to remain in the meeting during consideration of this item but not take part in the discussion or voting thereon.

### 1 Revenue Budget Monitoring Report

There was submitted a joint revenue budget monitoring report by the Directors of Finance & Resources and Environment & Communities in respect of Services reporting to the Infrastructure, Land and Environment Policy Board for the period 1 April, 2017 to 5 January, 2018.

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

### 2 Capital Budget Monitoring Report

There was submitted a capital budget monitoring report by the Director of Finance & Resources in respect of Services reporting to the Infrastructure, Land and Environment Policy Board for the period 1 April, 2017 to 5 January, 2018.

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

### 3 Environment & Communities - Service Improvement Plan

There was submitted a report by the Director of Environment & Communities relative to the Environment & Communities: Service Improvement Plan 2018/21, a copy of which was appended to the report.

The Service Improvement Plan set out a comprehensive statement of the service aims and objectives for the next three year period, based on the resources likely to be available and took account of the themes, actions, outcomes and targets contained within the Council Plan, Single Outcome Agreement and Community Plan. The report highlighted that at the core of the Service Improvement Plan process was an action plan which detailed the priorities, key tasks to be implemented, implementation timetable and outcomes against which progress would be measured. It was also noted that progress to deliver the Environment & Communities Service Improvement Plan would be monitored and reported to the Board on a six monthly basis.

**DECIDED:**

(a) That the Environment & Communities: Service Improvement Plan for 2018/21, a copy of which was appended to the report, be approved in terms of those areas of activity delegated to this Policy Board;

(b) That progress in respect of those areas of activity delegated to this Policy Board be reported to the meeting of this Policy Board scheduled to be held during Autumn 2018; and



(c) That it be noted that the Environment & Communities Service Improvement Plan 2018/19 – 2020/21 was also being submitted to the meetings of the Communities, Housing and Planning Policy Board and the Finance, Resources and Customer Services Policy Board to approve those elements of the report which were within the respective remits of each of those Policy Boards.

## **4 Operational Performance Report**

There was submitted a report by the Director of Environment & Communities relative to key service activities during the period 1 April to 10 November, 2017.

The report provided a progress update in respect of the main projects and activities delivered by Services within Environment & Communities, together with key performance indicators.

The Board agreed that appreciation for the winter and severe weather operations undertaken by employees during the prolonged period of challenging cold weather conditions which had been experienced during the reporting period be recorded.

### **DECIDED:**

(a) That the Operational Performance report update be noted; and

(b) That the appreciation of the Board for the winter and severe weather operations undertaken by employees during the prolonged period of challenging weather conditions which had been experienced during the reporting period be noted.

## **5 National Food Hygiene Standards for mobile traders**

There was submitted a report by the Director of Environment & Communities relative to the introduction of National Food Standards for mobile traders.

The report advised that as part of the drive to deliver a simplified and more integrated regulatory framework, the Scottish Government was working to eliminate obsolete and inefficient regulation, tackle inconsistencies in regulatory systems and enhance Scotland's competitiveness by championing the five principles of Better Regulation, to ensure that it was proportionate, consistent, accountable, transparent and targeted.

To support the national agenda at a local level an integrated enforcement policy had been agreed at the meeting of the Council's Leadership Board held on 14 September, 2016, to ensure that the five principles were adhered to by all Council regulatory and enforcement functions. In line with this approach the Scottish Government had produced a National Food Hygiene Standard for mobile traders. The National Food Hygiene Standard for Mobile Traders was the first national standard emanating from the Regulatory Reform Act (Scotland) 2014 and had been produced in response to issues raised by Scottish businesses regarding inconsistencies in the issuing of certificates of compliance across Scottish Local Authorities. The effect of the introduction of the national standard was that owners of mobile food units would now

be able to obtain a valid certificate of compliance, in terms of Section 39 of the Civic Government (Scotland) Act 1982, from the Food Authority where the food business was registered, which would be valid and accepted by licensing sections across Scotland for a period of three years. Previously the owner of a mobile unit that wished to apply for a street traders licence had to obtain a certificate of compliance from the Food Authority of every local authority area where it was intended to trade. The introduction of the national standard would simplify the regulatory position for street traders with mobile food units. It was noted that the Food Authority where the unit was trading was not precluded from undertaking the inspection of mobile food units trading within its jurisdiction to ensure that food hygiene standards were monitored and maintained.

**DECIDED:**

(a) That the publication of the National Food Hygiene Standard for Mobile Traders be noted; and

(b) That it be noted that the provisions within part 3 of the Regulatory Reform (Scotland) Act 2014 had amended section 39(4) of the Civic Government (Scotland) Act 1982.

## **6 Scottish Government Consultation on the Registration and Licensing of Animal Sanctuaries and Re-homing Activities in Scotland**

There was submitted a report by the Director of Environment & Communities relative to consultation by the Scottish Government in connection with the Registration and Licensing of Animal Sanctuaries and Re-homing Activities in Scotland.

The report advised that at present legislation required that persons operating commercial animal establishments were licensed by the Local Authority. The Scottish Government had initiated a consultation exercise on 11 December 2017, seeking views on proposals to introduce a licensing and registration scheme for animal sanctuaries and re-homing centres. The consultation document had been issued in response to concerns primarily relating to animal welfare, although it was recognised that the proposal would also bring re-homing facilities into line with existing legislative requirements relating to pet shops. Responses to the consultation had required to be submitted by 4 March, 2018 and a copy of the response, submitted on behalf of the Council in accordance with the stipulated timescale, was appended to the report.

**DECIDED:**

(a) That the consultation on the Registration and Licensing of animal sanctuaries and re-homing activities in Scotland be noted; and

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

## **7 Glasgow Airport Consultations: (a) Modernising Our Flightpaths and (b) Draft Noise Action Plan 2023**

There was submitted a report by the Director of Environment & Communities relative to consultations by Glasgow Airport in connection with (a) "Modernising our Flightpaths"; and (b) the draft Glasgow Airport Noise Action Plan 2018/23.

The report indicated that as part of an industry wide drive led by the Civil Aviation Authority, Glasgow Airport was moving from ground based navigation systems to satellite navigation based systems which, when introduced, would minimise queue times for planes, improve flight punctuality, reduce fuel consumption and carbon dioxide emissions and improve the noise climate for residents under the flightpath.

Glasgow Airport had initiated a consultation exercise on the proposals and a hyperlink to the consultation document was provided.

Simultaneously, Glasgow Airport had launched a consultation exercise on their draft Noise Action Plan 2018/2023. The airport required to update and publish a noise action plan every five years. A hyperlink to the consultation document was provided.

The report indicated that the deadline for responses to both consultations was 13 April, 2018 and copies of the draft responses prepared on behalf of the Council were appended to the report.

### **DECIDED:**

(a)That the publication of the Glasgow Airport consultations on "Modernising Our Flightpaths" and the Draft Noise Action Plan 2018/2023, along with the requirement to respond by 13 April 2018, be noted;

(b)That the draft response to the "Modernising Our Flightpaths" consultation, as detailed in Appendix 1 to the report, be approved; and

(c)That the draft response to the Glasgow Airport Noise Action Plan 2018/2023 consultation, as detailed in Appendix 2 to the report, be approved.

## **8 Improving Renfrewshire's Environment and Place - Progress Report**

There was submitted a report by the Director of Environment & Communities relative to the improving Renfrewshire's Environment and Place programme.

Reference was made within the report to the decision taken at the meeting of the Council held on 29 June 2017, to allocate £250,000 to enhance operational activities and support communities. The Team Up To Clean Up campaign had been launched as the campaign brand with the overarching aim of supporting communities to participate within their local areas. An update on the progress and outcomes achieved over the first six months since the launch, in September 2017, of the enhanced operational activities and support to communities' campaign was provided.

It was noted that at the meeting of the Council held on 2 March 2018, a further commitment of £2.5 million of revenue resources had been approved in order to sustain, for the next five years, investment in the programme of enhanced environmental cleaning in Renfrewshire. A detailed programme of works for this additional investment was currently being developed and would be submitted to the next meeting of this Policy Board. In the interim period the priorities, set for the initial investment in 2018/19, would be implemented.

**DECIDED:**

(a) That the work undertaken on the initial £250, 000 investment in the improving Renfrewshire's Environment and Place programme be noted; and

(b) That the Board note the Council's decision to invest in the programme over the next 5 years and that a programme of works was currently being developed for £500, 000 of expenditure in financial year 2018/19.

## **9 Lease Renewal: Document Solution Centre and Legal Store**

There was submitted a report by the Director of Finance & Resources relative to the proposed renewal of the lease of premises, occupied by the Document Solution Centre and Legal Services, at 8-11 Abbeymill Business Centre, Seedhill, Paisley.

The report advised that Units 8-10 Abbeymill Business Centre, were occupied by the Document Solution Centre, while Unit 11 was used as a store by Legal Services. The units had been the subject of a joint lease, which had expired on 6 March, 2018, at a passing rent of £19,443.75 plus VAT. Occupation of the premises had however been maintained with the landlord's agreement while the Board considered the situation.

It was proposed following a review of the operational and property requirements of continuing the services provided by the Document Solution Centre, that a lease for Units 8-10 Abbeymill Business Centre be entered into until 31 March, 2024. In addition it was proposed that separately a lease for Unit 11, expiring on 31 March 2019, be entered to enable a review of storage options within the Council's operational property portfolio to be undertaken to identify potential relocation options.

Discussions had taken place with the landlord regarding the splitting of the lease for Units 8-10 and 11 Abbeymill Business Centre, Seedhill, Paisley and provisional terms and conditions agreed. The report detailed the proposed main terms and conditions of the new leases.

**DECIDED:** That authority be granted to the Head of Property Services and the Head of Corporate Governance to conclude leases for the premises at Units 8-10 and 11 Abbeymill Business Centre, Seedhill, Paisley on the basis of the terms and conditions outlined in the report.

## Declaration of Interest

Councillor Graham, having declared an interest in the following item, remained in the meeting.

### 10 Lease: Former Glen Plant Nursery Paisley

There was submitted a report by the Director of Finance & Resources relative to the proposed ten-year lease of the former Glen Plant Nursery, Glenfield Road, Paisley to Grow in Glenburn. The subject site was identified in a location plan attached to the report.

The report advised that Grow in Glenburn had been established in 2009 and had entered into a short term lease with the Council in respect of the former Glen Plant Nursery, Glenfield Road, Paisley. The original lease had been for a period of one year and had allowed the creation of growing plots for the community. The lease had subsequently been renewed year on year however following the expiry of the annual lease in 2016 the current lease had been entered into on a month to month basis. A request had been received from Grow in Glenburn for a ten-year lease of the subject site.

**DECIDED:** That the long term lease request from Grow in Glenburn for the subject site at Glen Plant Nursery, Paisley be approved subject to the lease conditions being fulfilled.

### 11 Lease Renewal: Housing Advice and Homelessness Services

There was submitted a report by the Director of Finance & Resources relative to the proposed renewal of the lease of the premises occupied by the Housing Advice and Homelessness Services Team at Ground Floor, 15-17 Abercorn Street, Paisley.

The report indicated that the premises at Ground Floor, 15-17 Abercorn Street, Paisley, identified in a location plan attached to the report, were tenanted by the Council in terms of a ten-year lease which had commenced on 27 October, 2008. The current passing annual rental for the property was £52,000 exclusive of VAT. The report provided details of the terms and conditions relating to the current lease of the property. Following a review of operational and property requirements it was proposed that as the tenant, Renfrewshire Council unilaterally extend the lease of the premises at Ground Floor, 15-17 Abercorn Street, Paisley as provided for in the current lease terms by providing the landlord with 6 months' prior written notice. It was noted that a review of rent may be initiated as a result and that any increase would be accommodated within existing budgets.

**DECIDED:** That authority be granted to the Head of Property Services and the Head of Corporate Governance to extend the existing lease for the property at Ground Floor 15-17 Abercorn Street, Paisley, for a further five year as provided for in the current lease terms.

## 12 Lease: Shop at 14 Barscube Terrace, Paisley

There was submitted a report by the Director of Finance & Resources relative to the proposed lease of the shop property at 14 Barscube Terrace, Paisley. The subject site was identified in a location plan attached to the report.

The report advised that the current lease of the property to Messrs Pentland and Ferguson, at a value of £6,000 per annum, operated on a month to month basis with the property trading as a sandwich shop. Confirmation had been received from one of the individuals involved in the lease, Mr Pentland, that he was no longer involved in the business and wished to terminate his involvement at the address. The other business partner, Mr Ferguson, was however keen to invest in the business but only if he had more security of tenure and had requested a 10 year lease for the property in his name alone. Discussions had taken place with Mr Ferguson and provisional terms and conditions agreed. The report detailed the proposed main terms and conditions of the new lease.

**DECIDED:** That authority be granted to the Head of Property Services and the Head of Corporate Governance to conclude a lease of the shop premises at 14 Barscube Terrace, Paisley on the basis of the main terms and conditions outlined in the report.

## 13 Lease: Shop Premises at 6/8 Lochaline Avenue, Paisley

There was submitted a report by the Director of Finance & Resources relative to the lease for the shop premises at 6/8 Lochaline Avenue, Paisley. The subject site was identified in a location plan attached to the report.

The report advised that the property at 6 Lochaline Avenue, Paisley was currently leased on a nine-year lease, commencing in 2011, at an annual rent of £3,750 to Stephen and Carol Ticcioni. The shop traded as a sandwich shop. The adjacent property at 8 Lochaline Avenue was leased to Stephen & June Ticcioni on a year to year basis, following the expiry of a 9 year lease in 2017. Unit 8 traded as a licensed grocer and the current passing rent was £3,800 per annum. It was noted that June Ticcioni was the mother of Stephen Ticcioni and had agreed to relinquish her rights in respect of unit 8. The tenants had obtained all necessary statutory consents to combine both units into one larger shop and conversion works had commenced. In the circumstances it was deemed appropriate to have one lease covering the property following the merger of units 6 and 8 Lochaline Avenue, Paisley.

Discussions had taken place with Mr and Mrs Ticcioni and provisional terms and conditions agreed. The report detailed the proposed main terms and conditions of the new lease.

**DECIDED:** That authority be granted to the Head of Property Services and the Head of Corporate Governance to conclude a new lease of the shop premises at 6/8 Lochaline Avenue, Paisley on the basis of the main terms and conditions outlined in the report.

## 14 Lease: Shop at 46A Foxbar Road, Paisley

There was submitted a report by the Director of Finance & Resources relative to the lease of the shop premises at 46A Foxbar Road, Paisley. The subject site was identified in a location plan attached to the report.

The report advised that the property at 46A Foxbar Road, Paisley was currently leased on a year to year basis, following the expiry of the former nine-year lease, to Mr Mohammed Afzal at a passing rental of £8,795 per annum. The shop currently traded as a grocer and newsagent. The tenant was keen to invest in his business but considered that there would be more incentive to do so if he had more security of tenure and had requested a ten-year lease.

Discussions had taken place with Mr Afzal's solicitors and provisional terms and conditions agreed in respect of a ten-year lease of the property. The report detailed the proposed main terms and conditions of the new lease.

**DECIDED:** That authority be granted to the Head of Property Services and the Head of Corporate Governance to conclude a lease of the shop premises at 46A Foxbar Road, Paisley on the basis of the main terms and conditions outlined in the report.

## 15 Lease: Shop premises at 22, 28 and 30 Glenburn Road, Paisley

There was submitted a report by the Director of Finance & Resources relative to the lease of the shop premises at 22, 28 and 30 Glenburn Road, Paisley. The subject site was identified in a location plan attached to the report.

The report advised that the properties at 22 and 28 Glenburn Road, Paisley were currently leased, on a month to month basis, to Mr Mohammed Afzal, while the property at 30 Glenburn Road was leased on a month to month basis in the name of Mr Ashraf's wife, Farhat Ashraf. It was noted that the property at 22 Glenburn Road traded as a licensed grocer and newsagent, at a passing rental of £8,400 per annum, while the properties at 28 and 30, leased at rents of £3,960 and £3,800 per annum respectively, were used for storage purposes.

The tenant was keen to invest in his business but considered that there would be more incentive to do so if he had more security of tenure and had requested ten-year leases for all three properties.

Discussions had taken place with Mr Afzal's solicitors and provisional terms and conditions agreed in respect of a ten-year lease of the property. The report detailed the proposed main terms and conditions of the new leases.

**DECIDED:** That authority be granted to the Head of Property Services and the Head of Corporate Governance to conclude leases for the shop premises at 22, 28 and 30 Glenburn Road, Paisley on the basis of the main terms and conditions outlined in the report.

## **16 Proposed Land Sale: Blackford Crescent, Paisley**

There was submitted a report by the Director of Finance & Resources relative to the proposed sale of 0.49 hectares (1.22 acres) or thereby of land at Blackford Crescent, Paisley, identified in the location plan attached to the report. The site was part held by the Housing Revenue Account and by the General Services Account with any capital receipt received being split on a proportionate basis. The site was part of a larger landholding in the area, originally intended for residential development, adjacent to existing supported residential accommodation operated in partnership by Renfrewshire Council and the Richmond Fellowship Scotland.

The report advised that the Richmond Fellowship Scotland, with support from Renfrewshire Health and Social Care Partnership, had approached the Council looking for a Council-owned site for purchase to expand their services. Following an extensive search, the site under offer was identified as the best option for the type of use proposed. It had been agreed that the Council would place the site on the open market, where the Richmond Fellowship Scotland could bid along with other interested parties. Following marketing, press advertising, and targeted emailing to all known operators in the local development market, a closing date for offers of noon 30 November 2017, had been set. Only one offer, the details of which were outlined, had been received by the deadline.

### **DECIDED:**

(a) That the Director of Finance & Resources be authorised to accept the offer for the site, in the best financial and other interests of the Council and subject to any other terms and conditions considered necessary by the Head of Property Services and the Head of Corporate Governance to protect the interests of the Council; and

(b) That it be noted that the subjects would be considered for re-marketing if a suitable bargain was not concluded with the offeror.

## **17 Disposal of Land adjacent to 1 Neuk Crescent, Houston**

There was submitted a report by the Director of Finance & Resources relative to the proposed declaration of land adjacent to 1 Neuk Avenue, Houston, identified on the plan attached to the report as surplus to the Council's requirements. The subject site was identified in a location plan attached to the report.

The area of land involved, which was held on the General Services Account, comprised a total of 233 square metres and was part of a larger area of open space maintained by Environment & Communities. The applicant had erroneously incorporated the land into the grounds of their property by erecting a fence enclosing the Council-owned ground, having obtained planning permission in August 2016 for a change of use from amenity ground to private garden ground including the erection of a new boundary fence.

The applicant had requested that the Council agree to dispose of the area of ground



for incorporation into their private garden. A purchase price had been agreed, subject to the declaration of the ground by the Board as being surplus to the Council's requirements. The Head of Amenity Services had indicated that the area of land involved had no operational requirement. The area of land concerned was such that the purchase price/value of the land would be at a level upon which delegated powers granted to the Head of Property Services for the disposal of surplus property would be utilised.

**DECIDED:** That the area of land located adjacent to 1 Neuk Avenue, Houston, identified in the plan attached to the report, be declared surplus to requirements with a view to disposing of it to the adjacent owner.

## **18 Disposal of Land adjacent to 19 Neuk Avenue, Houston**

There was submitted a report by the Director of Finance & Resources relative to the proposed declaration of land adjacent to 19 Neuk Avenue, Houston, identified on the location plan attached to the report, as surplus to the Council's requirements. The area of land involved, which was held on the General Services Account, comprised a total of 47 square metres and was part of a larger area of open space maintained by Environment & Communities.

The applicant had erroneously incorporated the land into the grounds of their property by erecting a fence enclosing the Council-owned ground, having obtained planning permission in July 2015 for a change of use from open space to private garden ground. The applicant had requested that the Council agree to dispose of the area of ground for incorporation into their private garden. A purchase price had been agreed, subject to the declaration of the ground by the Board as being surplus to the Council's requirements. The Head of Amenity Services had indicated that the area of land involved had no operational requirement. The area of land concerned was such that the purchase price/value of the land would be at a level upon which delegated powers granted to the Head of Property Services for the disposal of surplus property would be utilised.

**DECIDED:** That the area of land located adjacent to 19 Neuk Avenue, Houston, identified in the plan attached to the report, be declared surplus to requirements with a view to disposing of it to the adjacent owner.

## **19 Disposal of Land adjacent to 49 Crosslee Park, Crosslee**

There was submitted a report by the Director of Finance & Resources relative to the proposed declaration of land adjacent to 49 Crosslee Park, Crosslee, identified on the location plan attached to the report, as surplus to the Council's requirements. The area of land involved, which was held on the General Services Account, comprised a total of 34 square metres and was part of a larger area of open space maintained by Environment & Communities.

The report advised that the applicant had been using the area of land as private garden ground due to an error made by the Registers of Scotland and Ordnance Survey when the housing estate was built. The land involved had been fenced off and would require planning permission for a change of use from open space to private

garden ground. The applicant had requested that the Council agree to dispose of the area of ground for incorporation into their private garden. A purchase price had been agreed, subject to the declaration of the ground by the Board as being surplus to the Council's requirements. The Head of Amenity Services had indicated that the area of land involved had no operational requirement. In addition it was noted that the area of land concerned was such that the purchase price/value of the land would be at a level upon which delegated powers granted to the Head of Property Services for the disposal of surplus property would be utilised.

**DECIDED:** That the area of land located adjacent to 49 Crosslee Park, Crosslee, identified in the plan attached to the report, be declared surplus to requirements with a view to disposing of it to the adjacent owner .

## **EXCLUSION OF PRESS AND PUBLIC**

The Board resolved that the press and public be excluded from the meeting during consideration of the following items of business as it was likely, in view of the nature of the business to be transacted, that if members of the press and public were present, there would be disclosure to them of exempt information as defined in paragraphs 6, 8 and 9 of Part I of Schedule 7A of the Local Government (Scotland) Act 1973.

### **20 Roads Trading Budget Monitoring Report**

There was submitted a report by the Director of Environment & Communities relative to the Roads organisation for the period 1 April, 2017 to 5 January, 2018.

The report provided an update on financial and operational issues arising during the period.

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

### **21 Vehicle Maintenance Trading Budget Monitoring Report**

There was submitted a report by the Director of Environment & Communities relative to the Vehicle Maintenance organisation for the period 1 April, 2017 to 5 January, 2018.

The report provided an update on financial and operational issues arising during the period.

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

## Minute of Meeting

### Personnel Appeals and Applied Conditions of Service Appeals Panel

Date	Time	Venue
Thursday, 22 March 2018	09:30	Corporate Meeting Room 1, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

**Present:** Councillor Jennifer Marion Adam-McGregor, Councillor Michelle Campbell, Councillor Audrey Doig, Councillor Emma Rodden, Councillor Jane Strang

#### Chair

Councillor Adam-McGregor, Convener, presided.

#### In Attendance

E Simpson, Senior HR Adviser and D Low, Senior Committee Services Officer (both Finance & Resources).

#### Apologies

Councillor John Hood and Councillor Karen Kennedy.

#### Declarations of Interest

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

#### EXCLUSION OF PRESS AND PUBLIC

The Appeals Panel resolved that the press and public be excluded from the meeting during consideration of the following item of business as it was likely, in view of the nature of the business to be transacted, that if members of the press and public were present, there would be disclosure to them of exempt information as defined in paragraph 1 of Part I of Schedule 7A of the Local Government (Scotland) Act 1973.

## 1 Children's Services

Consideration was given to an appeal against dismissal on the grounds of lack of capability submitted by a former Children's Services employee.

The appellant appeared together with J Boylan, UNISON in relation to the appeal.

K McDonagh, Education Officer (Children's Services) and L Foulds, HR Adviser (Finance & Resources) represented management.

The management side presented its case to the Panel. The appellant's side and members of the Panel were afforded the opportunity to question the management side.

### **ADJOURNMENT**

The meeting adjourned at 12.10 pm and reconvened at 12.25 pm.

J Boylan, UNISON, presented the appellant's case to the Panel. The management side and members of the Panel were afforded the opportunity to question the appellant's side.

Both sides summed up their cases and withdrew at 12.50 pm to allow the Panel to consider the matter and reach a decision.

Both sides were then recalled at 1.25 pm and advised by the Convener that the Appeals Panel had agreed that the grounds of the appeal had been substantiated in part and the appeal was upheld to the extent (a) that the appellant should be re-employed and supported in her role within Children's Services and (b) that mediation should be encouraged to take place between the appellant and her manager within Children's Services.

**DECIDED:** That the grounds of the appeal had been substantiated in part and the appeal was upheld to the extent (a) that the appellant should be re-employed and supported in her role within Children's Services and (b) that mediation should be encouraged to take place between the appellant and her manager within Children's Services.

## Minute of Meeting Local Review Body

Date	Time	Venue
Tuesday, 27 March 2018	14:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

### Present

Councillor Bill Binks, Councillor Stephen Burns, Councillor Marie McGurk, Councillor John McNaughtan, Councillor Iain Nicolson

### Chair

Councillor McGurk, Convener, presided.

### In Attendance

K Dalrymple, Development Plans & Housing Strategy Team Leader (Planning Adviser to the Local Review Body); A McLaughlin, Senior Solicitor (Legal Adviser to the Local Review Body); and R Devine, Senior Committee Services Officer (Clerk to the Local Review Body).

### Declarations of Interest

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

## 1 Procedure

The Convener summarised the procedure to be followed at the meeting of the Local Review Body (LRB), a copy of which had been circulated to members prior to the meeting.

The following materials were before members in relation to the Notice of Review:

(i) Appellant's submissions which included the Notice of Review, together with supporting statement and productions, Planning application (17/0663/PP), together with supporting documentation, and the Decision Notice; and

(ii) Planning Authority's Submissions which included the Report of Handling and supporting documentation.

The LRB was informed that a representation had been received from Bishopton Community Council after the deadline set for the submission of representations. It was the consensus that the representations not be considered.

The Convener confirmed that the LRB required to decide whether it had enough information before it to make a decision on this matter or whether further procedure was required to allow the LRB to determine planning application (17/0663/PP). It was agreed that the LRB had insufficient information before it to reach a decision.

The Convener asked members whether they required a site visit, a hearing, or written submissions in relation to the Notice of Review. It was proposed and agreed that prior to determination of the Notice of Review in respect of planning application 17/0663/PP, a Notice for Written Submissions be issued to both the Planning Authority and the applicant requesting submissions on the visual impact of the proposed development on the surrounding area which submissions should include and make reference to (i) street scene elevations or three dimensional drawings showing the scale and context of the proposed development in relation to the surrounding area; and (iii) an aerial shot of the wider area which delineates the proposed development site and the sites of the proposed developments for planning permissions 17/0592/PP and 17/0461/PP.

**DECIDED:**

(a) That the LRB had insufficient information before it to reach a decision in respect of the Notice of Review relating to planning application 17/0663/PP; and

(b) That a Notice for Written Submissions be issued to both the planning authority and the applicants requesting submissions on the visual impact of the proposed development on the surrounding area, which submissions should include and make reference to (i) street scene elevations or three dimensional drawings showing the scale and context of the proposed development in relation to the surrounding area; and (ii) an aerial shot of the wider area which delineates the proposed development site and the sites of the proposed developments for planning permissions 17/0592/PP and 17/0461/PP.

## Minute of Meeting

### Finance, Resources and Customer Services Policy Board

Date	Time	Venue
Wednesday, 28 March 2018	14:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

#### Present

Councillor Tom Begg, Councillor Bill Brown, Provost Lorraine Cameron, Councillor Audrey Doig, Councillor Alison Jean Dowling, Councillor Jim Harte, Councillor Kenny MacLaren, Councillor John McNaughtan, Councillor Iain Nicolson, Councillor Jim Paterson, Councillor Jim Sharkey, Councillor John Shaw, Councillor James Sheridan, Councillor Andy Steel, Councillor Jane Strang

#### Chair

Councillor J Shaw, Convener, presided.

#### In Attendance

S MacDougall, Director of Environment & Communities; A Russell, Director of Finance & Resources; A Morrison, Acting Director of Development & Housing Services; L McIntyre, Head of Policy & Commissioning, A Armstrong-Walter, Strategic Partnerships & Inequalities Manager and B Lambert, Strategic Procurement Manager (all Chief Executive's); D Gillies, Head of Facilities Management and K Carr, Senior Facilities Manager – Soft Services (both Environment & Communities); and K Graham, Head of Corporate Governance, J Lynch, Head of Property Services, A MacArthur, Head of Finance, R McGrath, Head of Business & Customer Services, P Murray, Head of ICT, A Black, Managing Solicitor – Data Protection Officer, R Cree, OD and Workforce Planning Manager, S Fanning, Principal OD & HR Adviser and A McNaughton, Senior Committee Services Officer (all Finance & Resources).

## **Declarations of Interest**

Councillor Audrey Doig declared a financial interest in items 19f,19r,19s,19t and 20 of the agenda as she was an employee of Renfrewshire Leisure Limited and intimated that it was her intention to leave the meeting and not take part in any discussion or voting thereon.

Councillor Steel declared an interest in item 19h of the agenda as he had been appointed by the Council to Renfrewshire Citizens Advice Bureau and intimated that it was his intention to remain in the meeting and take part in the discussion and voting thereon.

### **1 Joint Consultative Committee (Non-teaching)**

There was submitted the Minute of the meeting of the Joint Consultative Board (Non-teaching) held on 31 January 2018 which forms the Appendix hereto.

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

### **2 Revenue Budget Monitoring to 5 January 2018**

There was submitted a revenue budget monitoring report by the Director of Finance & Resources in respect of Finance & Resources, Environment & Communities and miscellaneous expenditure for the period 1 April 2017 to 5 January 2018.

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

### **3 Revenue Budget Monitoring - Council Overview to 5 January 2018**

There was submitted a revenue budget monitoring report by the Director of Finance & Resources relative to an overview of expenditure on general fund services and the Housing Revenue Account for the period 1 April 2017 to 5 January 2018.

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

### **4 Capital Budget Monitoring Report**

There was submitted a capital budget monitoring report by the Director of Finance & Resources relative to capital expenditure on corporate issues for the period 1 April 2017 to 5 January 2018.

**DECIDED:** That the report be noted

### **5 Capital Budget Monitoring Report - Council Overview**

There was submitted a capital budget monitoring report by the Director of Finance & Resources relative to an overview of expenditure on the Housing and Non-housing Capital Programmes for the period 1 April 2017 to 5 January 2018.



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

## **6 Customer & Business Services Performance Report**

There was submitted an update report by the Director of Finance & Resources relative to performance across key Customer & Business Service functions between 1 April 2017 and 28 February 2018.

The report included performance information about revenue collection, benefit administration, Discretionary Housing Payments (DHP) and the Scottish Welfare Fund. Appendices to the report set out the Revenues Collection Statement and Supplementary Key Performance Indicators for the period.

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

## **7 Sundry Trusts Winding-up and Dissolution**

There was submitted a report by the Director of Finance & Resources relative to winding-up and dissolving three charities by passing the following resolution:

“The Renfrewshire Council as the present trustees for the following funds registered with the Office of the Scottish Charity Regulator do hereby determine and resolve for the purposes of Section 16(2)(c) of the Charities and Trustees Investment (Scotland) Act 2005 that the funds be wound up and dissolved –

Paisley Burgh Citizens Fund (SCO42037)  
Renfrew Burgh Citizens Fund (SCO42035); and  
Renfrewshire Council Citizens Fund (SCO42036)”

The funds held by the three charities were exhausted and it was further proposed that the Director of Finance & Resources be authorised to take all necessary action to finish the winding-up and dissolution process. The Office of the Scottish Charity Regulator had given consent to wind-up and dissolve these three charities.

**DECIDED:**

(a) That the following resolution be approved:

“The Renfrewshire Council as the present trustees for the following funds registered with the Office of the Scottish Charity Regulator do hereby determine and resolve for the purposes of Section 16(2)(c) of the Charities and Trustees Investment (Scotland) Act 2005 that the funds be wound up and dissolved –

Paisley Burgh Citizens Fund (SCO42037)  
Renfrew Burgh Citizens Fund (SCO42035); and  
Renfrewshire Council Citizens Fund (SCO42036)” and

(b) That the Director of Finance & Resources be authorised to take all necessary action to complete the winding-up and dissolution process.

## 8 Voluntary Trading Operations Review

There was submitted a report by the Director of Finance & Resources relative to the review of trading operations for Building Services, Road Services, Catering and Vehicle Maintenance.

The report advised that in 2003, based on guidance from the Chartered Institute of Public Finance & Accountancy (CIPFA) and the Local Authority (Scotland) Accounts Advisory Committee (LASAAC), the Council had classified four services as significant trading operations: Building Services, Roads Services, Catering and Vehicle Maintenance and had maintained separate accounts for these services as required under the Local Government in Scotland Act 2003. Following reviews of the classification of trading operations in 2008 and 2014 these four services had been re-classified as voluntary trading operations to reflect the changing environment in which they operated.

The classification of voluntary trading operations had now been reviewed, as per CIPFA/LASAAC guidance, and having considered the evolving approach to delivering best value, Council restructuring, and service changes, it was proposed that the Council no longer operate these four voluntary trading operations.

### **DECIDED:**

- (a) That the review be approved;
- (b) That it be agreed that the current voluntary trading operations of Building Services, Road Services, Catering and Vehicle Maintenance be no longer classified as voluntary trading operations; and
- (c) That it be noted that the Director of Environment & Communities would develop and establish revised reporting, performance management and quality monitoring arrangements for these services.

## 9 Chief Executive's Service Improvement Plan 2018/21

There was submitted a report by the Chief Executive relative to the Chief Executive's Service Improvement Plan 2018/21 (the Plan), a copy of which was appended to the report.

The report advised that the Plan had been reviewed and updated to ensure there was sufficient focus by the service on improvement activity and sufficient awareness of the key challenges and opportunities that had emerged for the service over the preceding year.

The Plan now identified a range of actions, specific to each of the five strategic outcomes of the Council Plan, that would be delivered to improve and develop service provision and included scorecards, indicators and associated targets against which performance could be monitored and reported. The first progress update would be submitted to this Board in November 2018.

**DECIDED:**

(a) That the Chief Executive's Service Improvement Plan 2018/21, as appended to the report, be approved; and

(b) That progress to deliver this Service Improvement Plan 2018/21 be reported to this Board in November 2018.

**10 Finance & Resources Service Improvement Plan 2018/21**

There was submitted a report by the Director of Finance & Resources relative to the Finance & Resources Service Improvement Plan 2018/21 (the Plan), a copy of which was appended to the report.

The report advised that the Plan had been reviewed and updated to ensure there was sufficient focus by the service on improvement activity and sufficient awareness of the key challenges and opportunities that had emerged for the service over the preceding year.

The Plan now identified a range of actions, specific to each of the five strategic outcomes of the Council Plan, that would be delivered to improve and develop service provision and included scorecards, indicators and associated targets against which performance could be monitored and reported. The first progress update would be submitted to this Board in November 2018.

**DECIDED:**

(a) That the Finance & Resources Service Improvement Plan 2018/21, as appended to the report, be approved; and

(b) That progress to deliver this Service Improvement Plan 2018/21 be reported to this Board in November 2018.

**11 Environment & Communities Service Improvement Plan 2018/21**

There was submitted a report by the Director of Environment & Communities relative to the Environment & Communities Service Improvement Plan 2018/21 (the Plan), a copy of which was appended to the report.

The report advised that the Plan had been reviewed and updated to ensure there was sufficient focus by the service on improvement activity and sufficient awareness of the key challenges and opportunities that had emerged for the service over the preceding year.

The Plan now identified a range of actions, specific to each of the five strategic outcomes of the Council Plan, that would be delivered to improve and develop service provision and included scorecards, indicators and associated targets against which performance could be monitored and reported. The first progress update would be submitted to this Board in November 2018.

Councillor Shaw, seconded by Councillor Paterson, moved that the Environment & Communities Service Improvement Plan 2018/21, as appended to the report and as

specific to the areas of activity delegated to this Board, be approved; that, in respect of areas of activity delegated to this Board, progress to deliver the Service Improvement Plan 2018/21 be reported to this Board in November 2018; and that it be noted that the Service Improvement Plan 2018/21 for Environment & Communities had also been submitted to the Infrastructure, Land and Environment Policy Board and the Communities, Housing & Planning Policy Board to approve elements covered within those Board's remits.

Councillor Dowling, seconded by Councillor Sharkey, moved as an amendment that the report include "the gender pay gap" after "Focussed activities will address" at paragraph 4.6 Council Plan Strategic Outcomes 5(ii).

On the roll being called, the following members voted for the amendment: Councillors Brown, Dowling, Harte, Sharkey and Sheridan.

The following members voted for the motion: Councillor Begg, Provost Cameron, Councillors Audrey Doig, K MacLaren, McNaughtan, Nicolson, Paterson, Shaw, Steel and Strang.

5 members having voted for the amendment and 10 members having voted for the motion, the motion was accordingly declared carried.

**DECIDED:**

(a) That the Environment & Communities Service Improvement Plan 2018/21, as appended to the report and as specific to the areas of activity delegated to this Board, be approved;

(b) That, in respect of areas of activity delegated to this Board, progress to deliver the Service Improvement Plan 2018/21 be reported to this Board in November 2018; and

(c) That it be noted that the Service Improvement Plan 2018/21 for Environment & Communities had also been submitted to the Infrastructure, Land and Environment Policy Board and the Communities, Housing & Planning Policy Board to approve elements covered within those Board's remits.

## **12 Better Council Change Programme Update**

There was submitted an update report by the Director of Finance & Resources relative to progress to deliver the Better Council Change Programme and its associated projects; Customer Experience Digital Projects; Business World Enterprise Resource Planning (ERP); Energy Efficiency; and Workforce Planning and Development.

The report set out savings associated with the delivery of projects and additional implementation costs of £0.8 million estimated to be required in respect of ERP.

**DECIDED:**

(a) That the report be noted; and

(b) That it be agreed that an estimated financial provision of £0.8 million be drawn from existing revenue resources transferred to the Investment Programme Capital

Fund in closing the 2017/18 financial year to address the additional costs associated with the Business World implementation from projected in-year underspends.

## **RECORDING OF DISSENT**

Councillor Sharkey requested that his dissent be recorded, relative to the above item.

### **13 Data Protection Policy**

There was submitted a report by the Director of Finance & Resources relative to a review of the Data Protection Policy that outlined roles and responsibilities for data protection compliance. The revised policy reflected the changes to data protection law made by the EU General Data Protection Regulation that would come into effect on 25 May 2018. A copy of the revised policy was appended to the report.

**DECIDED:** That the revised Data Protection Policy, as appended to the report, be approved for implementation on 25 May 2018 and thereafter reviewed every two years.

### **14 Revised Corporate Health & Safety Policy 2018**

There was submitted a report by the Director of Finance & Resources relative to the revision of the Corporate Health & Safety Policy to reflect legislative changes, best practice and the requirements of the Health & Safety at Work etc Act 1974. A copy of the revised policy was appended to the report.

**DECIDED:** That the Corporate Health & Safety Policy 2018, as appended to the report, be approved.

### **15 Carers Leave and Flexible Retirement HR Policies**

There was submitted a report by the Director of Finance & Resources relative to Carers Leave and Flexible Retirement policies, copies of which were appended to the report as Appendix 1 and Appendix 2 respectively.

The Carers Leave Policy demonstrated the Council's commitment to supporting employees who have primary caring responsibilities with paid time off work to provide caring support to an ill, frail or disabled relative or partner, subject to meeting specific criteria. Full details of the policy were set out in Appendix 1.

The Flexible Retirement Policy would enable an active member of the Local Government Pension Scheme (LGPS), who was 55 years or over, had met the 2-year vesting period and who had agreed to a reduction in working hours or grade with the Council's consent, to elect to receive immediate payment of all or part of the retirement pension to which they were entitled. Full details of the policy were set out in Appendix 2.

**DECIDED:** That the Carers Leave Policy and Flexible Retirement Policy be approved.

## 16 Renfrewshire Licensing Forum - Review of Membership

There was submitted a report by the Director of Finance & Resources relative to a review of the membership of Renfrewshire Licensing Forum (the Forum) given that a number of meetings had failed to attract a sufficient quorum of members. The report explained the establishment and function of the Forum, the criteria for membership and its current composition of 18 members.

The Licensing (Scotland) Act 2005 required that the Forum meet no less than four times each year and hold one joint meeting with the Licensing Board. In 2017 the joint meeting with the Licensing Board could not take place as a quorum was not achieved and the Forum was only able to meet once. In each of the years 2015 and 2016 there were only three meetings.

In order that due recognition be given to the interests of all groups represented on the Forum, it was proposed that the membership be reduced from 18 to 12, with a quorum of six, reflecting regular participation, comprising 1 x Licensing Standards Officer; 1 x Police Scotland; 1 x young person; 3 x Licensing trade; 2 x Health Board (including ADP); 1 x Children's Services; and 3 x local residents.

**DECIDED:** That it be agreed that membership of the Renfrewshire Licensing Forum be reduced from 18 to 12 members.

## 17 Civic Hospitality

There was submitted a report by the Director of Finance & Resources relative to requests received by the Provost for civic hospitality from individuals and organisations for specific events as detailed within the report.

The report proposed the type and cost of civic hospitality to be provided in respect of each event and sought authorisation for the Director of Finance & Resources, in consultation with the Provost, to make the necessary arrangements to provide civic hospitality.

### **DECIDED:**

That the Director of Finance & Resources, in consultation with the Provost, make the necessary arrangements for civic hospitality at the approximate cost indicated, as follows:

Scottish Association of Magical Societies - £1,000

Gladsaxe Skovbynet School Visit - £1,200

Renfrewshire Visual Impairment Forum - £1,500; and

Macmillan Cancer Winter Ball - £650.

## **18 Operational Performance Report: Integrated Facilities Management (Hard & Soft Services)**

There was submitted an update report by the Director of Environment & Communities relative to performance of services delivered by Facilities Management (Hard & Soft Services) during the period 1 April 2017 to 5 January 2018.

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

## **19 Contract Authorisation Reports**

As noted below:

### **19a Online School Payment and Cashless Catering**

There was submitted a joint report by the Chief Executive and the Director of Finance & Resources relative to the award of a contract for online school payment and cashless catering (RC/RC/252/17).

At the conclusion of a procurement exercise conducted in accordance with both Council and EU procedures four tenders were received and following evaluation the tender from ParentPay Limited was found to be the most economically advantageous.

**DECIDED:** That the Head of Corporate Governance be authorised to award the contract for Online School Payment and Cashless Catering to ParentPay Limited for an initial contract period of four years, commencing 26 April 2018 to 25 April 2022, at a contract value of £499,302 excluding VAT and with sole discretion by the Council to extend on two separate occasions for up to 12 months at a cost of £82,441 excluding VAT per 12 month extension period; the total contract value for six years being £664,184 excluding VAT.

### **19b Framework Agreement for Cash Collection Service**

There was submitted a joint report by the Chief Executive and the Director of Finance & Resources relative to a single supplier framework agreement for cash collection in 8 Lots. Lots 1, 2, 4, 6, 7 and 8 were for Renfrewshire Council and Lots 3 and 5 were for Renfrewshire Leisure Limited (RC/FA/144/18).

At the conclusion of a procurement exercise conducted in accordance with both Council and EU procedures three tenders were received and following evaluation the tender from G4S Cash Solution (UK) Limited was found to be the most economically advantageous.

**DECIDED:**

(i) That the Head of Corporate Governance be authorised to award the single supplier framework agreement for cash collection services to G4S Cash Solution (UK) Limited, for two years and with sole option of the Council to extend on two separate occasions for up to 12 months each time;

(ii) That it be noted that the framework agreement consisted of 8 Lots of which Lots 1, 2, 4, 6, 7 and 8 were for Renfrewshire Council and Lots 3 and 5 were for Renfrewshire Leisure Limited and that individual call off contracts would be issued by the respective contracting body under the relevant Lot; and

(iii) That the total ceiling value of all call off contracts made under the framework agreement for the four-year period would not exceed £486,192 excluding VAT.

### **19c Lift Modernisation Renfrewshire House**

There was submitted a joint report by the Chief Executive and the Director of Finance & Resources relative to the award of a contract for the modernisation of lifts at Renfrewshire House (RC-CPU-17-091).

At the conclusion of a procurement exercise conducted in accordance with both Council and EU procedures six tenders were received and following evaluation the tender from Consult Lift Services Limited was found to be the most economically advantageous.

**DECIDED:** That the Head of Corporate Governance be authorised:

(i) to award a works contract for lift modernisation at Renfrewshire House to Consult Lift Services Limited at a contract sum of £311,720 excluding VAT, for a total contract period of 40 weeks, commencing 12 weeks from the date of the letter of acceptance and completing 28 weeks from commencement; and

(ii) to use the potential Risk Allowance (where required) of £31,172 excluding VAT.

### **19d West Primary School - External Works**

There was submitted a joint report by the Chief Executive and the Director of Finance & Resources relative to the award of a contract to undertake external works at West Primary School, Paisley (RC-OC-17-003).

At the conclusion of a procurement exercise conducted in accordance with both Council and EU procedures five tenders were received and following evaluation the tender from Clark Contracts Limited was found to be the most economically advantageous.

**DECIDED:**

(i) That the Head of Corporate Governance be authorised:

(1) to award a contract to undertake external works at West Primary School, Paisley to Clark Contracts Limited at a contract sum of £2,570,704.01 excluding VAT for a contract period of 38 weeks commencing 18 June 2018 with completion on 11 March 2019 or as confirmed in the letter of acceptance; and

(2) to use the potential Risk Allowance (where required) of an additional £257,070 excluding VAT; and



(ii) That it be noted that the contract was subject to the provision of a Performance Bond and Collateral Warranties as indicated within the tender documentation.

## **19e Inchinnan Primary School - Electrical Upgrade & Rewire**

There was submitted a joint report by the Chief Executive and the Director of Finance & Resources relative to the award of a contract for the electrical upgrade and re-wire at Inchinnan Primary School (RC-OC-17-002).

At the conclusion of a procurement exercise conducted in accordance with both Council and EU procedures five tenders were received and following evaluation the tender from Clark Contracts Limited was found to be the most economically advantageous.

**DECIDED:** That the Head of Corporate Governance be authorised:

(i) to award a works contract for electrical upgrade and re-wire at Inchinnan Primary School to Clark Contracts Limited, at a contract sum of £292,213.76 excluding VAT, for a total contract period of six weeks, commencing 28 June 2018 and completing by 9 August 2018 or as confirmed in the letter of acceptance; and

(ii) to use the potential Risk Allowance (where required) of £29,214 excluding VAT.

### **DECLARATION OF INTEREST**

Councillor Audrey Doig, having declared an interest in the following item, left the meeting and took no part in the discussion or voting thereon.

## **19f Ferguslie Sports Centre - 3G Pitch Replacement**

There was submitted a joint report by the Chief Executive and the Director of Finance & Resources relative to the award of a contract to replace the 3G pitch at Ferguslie Sports Centre (RC-OC-17-003).

At the conclusion of a procurement exercise conducted via a mini competition under the Scotland Excel Outdoor Play Equipment and Artificial Surfaces (02-15) Framework Agreement, the most advantageous quote was that submitted by Allsports Construction and Maintenance Limited.

**DECIDED:** That the Head of Corporate Governance be authorised:

(i) to award a contract for Ferguslie Sports Centre 3G Pitch Replacements to Allsports Construction and Maintenance Limited, at a contract sum of £178,770.88 excluding VAT, for a total contract period of six weeks, commencing 27 April 2018 and completing by 8 June 2018 or as confirmed in the letter of acceptance; and

(ii) to use the potential Risk Allowance (where required) of £17,877.09 excluding VAT.

## **SEDERUNT**

Councillor Audrey Doig returned to the meeting prior to consideration of the undernoted item.

### **19g Geographic Information System**

There was submitted a report by the Chief Executive relative to the award of a contract for the support and deliver of the Geographic Information System (GIS) to the sole UK distributor Environmental Services Research Institute (UK) Limited (ESRI (UK) Ltd).

A negotiated procurement exercise had been conducted in accordance with relevant regulations.

**DECIDED:** That the Head of Corporate Governance be authorised to award a contract for the provision of software licences and permission to use Environmental Services Research Institute Incorporated licensed copyrighted Geographical Information System (GIS) to ESRI (UK) Ltd, the sole UK licensed distributor, for a period of 3 years at a contract value of no more than £255,000 excluding VAT.

## **DECLARATION OF INTEREST**

Councillor Steel, having declared an interest in the following item, remained in the meeting.

### **19h External Advice Services**

There was submitted a report by the Chief Executive relative to the award of a contract for external advice services in two Lots; Lot 1 – general advice and advice Renfrewshire Website/Phoneline, and Lot 2 – community-based legal advice (RC/CPU/17/098).

At the conclusion of a procurement exercise conducted in accordance with relevant regulations, two tenders were received, however one was subsequently withdrawn, and following evaluation the remaining tender was found to meet minimum requirements.

**DECIDED:** That the Head of Corporate Governance be authorised to award a contract for external advice services, Lot 1 – general advice and advice Renfrewshire Website/Phoneline and Lot 2 – community-based legal advice to Renfrewshire Citizens Advice Bureau for a period of 3 years at a contract value of £726,000 for Lot 1 and £285,000 for Lot 2, a total contract value of £1,011.00 excluding VAT.

## **RECORDING OF DISSENT**

Councillor Dowling, being the mover of an amendment relative to the above item which failed to find a seconder, requested that her dissent be recorded in terms of Standing Order 24.

## **19i Design & Supply of Kitchens and Provision of Associated Spares**

There was submitted a joint report by the Chief Executive and the Director of Environment & Communities relative to the award of a contract for the design and supply of kitchens and provision of associated spares (RC/RC/249/17).

At the conclusion of a procurement exercise conducted in accordance with both Council and EU procedures two tenders were evaluated and the tender from Moores Furniture Group Limited was found to be the most economically advantageous.

**DECIDED:** That the Head of Corporate Governance be authorised to award a contract for the design and supply of kitchens and provision of associated spares to Moores Furniture Limited, at a contract sum of £864,000 excluding VAT, for a period of 3 years, commencing 24 April 2018 or as confirmed in the letter of acceptance.

## **19j Treatment & Disposal of Mechanical Street Sweepings Waste**

There was submitted a joint report by the Chief Executive and the Director of Environment & Communities relative to the award of a contract for the treatment of mechanical street sweepings waste under the terms of the Scotland Excel Framework for the Treatment of Recyclable and Residual Waste; Lot 3, Model B – Treatment of Mechanical Street Sweepings to William Tracey Limited as this demonstrated best value.

**DECIDED:** That the Head of Corporate Governance be authorised:

(i) to award a contract for the treatment of mechanical street sweepings under Lot 3, Model B of the Scotland Excel Framework Agreement for the Treatment of Recyclable and Residual Waste to William Tracey Limited for the period 1 June 2018 to 31 May 2020 at a contract value of £300,000; and

(ii) to reserve the sole option by the Council to extend the contract on two separate occasions from 1 June 2020 to 31 May 2021 at an additional contract value of £150,000 and from 1 June 2021 to 31 May 2022 at an additional contract value of £125,000 excluding VAT should the option to extend be utilised.

## **19k Watercourse Maintenance**

There was submitted a joint report by the Chief Executive and the Director of Environment & Communities relative to the award of a measured term contract for the provision of watercourse maintenance.

At the conclusion of a procurement exercise conducted in accordance with relevant regulation, seven tenders were received and the tender from W I & A Gilbert Limited was found to be the most economically advantageous.

**DECIDED:** That the Head of Corporate Governance be authorised:

(i) to award a measured term contract for the provision of watercourse maintenance to W I & A Gilbert Limited for the period 1 May 2018 to 30 April 2020 at a contract value of £200,000 excluding VAT; and

(ii) to reserve the sole option by the Council to extend this measured term contract on an annual basis until 30 April 2022 at an additional contract cost of £100,000 excluding VAT per annum should the option to extend be utilised.

## **19l Measured Term Contract for Scaffolding and Associated Works**

There was submitted a joint report by the Chief Executive and the Director of Environment & Communities relative to the award of a measured term contract for scaffolding and associated works (RC/OC/361/18).

At the conclusion of a procurement exercise conducted in accordance with relevant regulation, eight tenders were received and the tender from Scaffold Contracts Limited was found to be the most economically advantageous.

**DECIDED:** That the Head of Corporate Governance be authorised to award a measured term contract for scaffolding and associated works to Scaffold Contracts Limited at a maximum cost of £975,000 excluding VAT for a three-year period commencing 12 April 2018 to 11 April 2021 or as confirmed in the letter of acceptance.

## **19m Treatment & Disposal of Industrial Active Waste from the Council Household Waste Recycling Centres (HWRC), Mixed Recycling from Special Uplifts & Material from DIY Type Construction Operations**

There was submitted a joint report by the Chief Executive and the Director of Environment & Communities relative to the award of a contract, under Lot 2, Model A of the Scotland Excel Framework Agreement for the Treatment of Recyclables and Residual Waste to William Tracey Limited for the treatment and disposal of industrial active waste from the Council household waste recycling centres, mixed recycling from special uplifts and material from DIY-type construction operations, as this demonstrated best value.

**DECIDED:** That the Head of Corporate Governance be authorised:

(i) to award a contract for the treatment and disposal of industrial active waste from the Council household waste recycling centres, mixed recycling from special uplifts and material from DIY-type construction operations to William Tracey Limited for the period 1 April 2018 to 31 March 2020 at a contract value of £3,330,000 excluding VAT; and

(ii) to reserve the sole option by the Council to extend the contract on two separate occasions from 1 April 2020 to 31 March 2021 at an additional contract value of £1,665,000 excluding VAT and from 1 April 2021 to 31 May 2022 at an additional contract value of £1,665,000 excluding VAT should the option to extend be utilised.

## **19n Treatment & Disposal of Residual Waste - Contract 1**

There was submitted a joint report by the Chief Executive and the Director of Environment & Communities relative to the award of a contract, under the Scotland Excel Framework Agreement for the Treatment of Recyclables and Residual Waste: Lot 1, Model A – Treatment & Disposal of Residual Waste (approx. 36,000 tonnes) to William Tracey Limited for the treatment and disposal of residual waste (Contract 1).

**DECIDED:** That the Head of Corporate Governance be authorised:

(i) to award a contract for the treatment and disposal of residual waste – Contract 1 to William Tracey Limited under the Scotland Excel Framework Agreement for the Treatment of Recyclables and Residual Waste: Lot 1, Model A – Treatment & Disposal of Residual Waste (approx. 36,000 tonnes) for the period 5 July 2018 to 4 July 2019 at a contract value of £3,900,000 excluding VAT; and

(ii) to reserve the sole option by the Council to extend the contract on and month-by-month basis up to 4 July 2020 at an additional contract value of no more than £321,000 per month, excluding VAT, should the option to extend be utilised.

## **19o Treatment & Disposal of Residual Waste from all Council Services - Contract 2**

There was submitted a joint report by the Chief Executive and the Director of Environment & Communities relative to the award of a contract, under the Scotland Excel Framework Agreement for the Treatment of Recyclables and Residual Waste: Lot 1, Model A – Treatment & Disposal of Residual Waste (approx. 3,500 tonnes) to William Tracey Limited for the treatment and disposal of residual waste from all Council services (Contract 2).

**DECIDED:** That the Head of Corporate Governance be authorised:

(i) to award a contract for the treatment and disposal of residual waste from all Council services – Contract 2 to William Tracey Limited under the Scotland Excel Framework Agreement for the Treatment of Recyclables and Residual Waste: Lot 1, Model A – Treatment & Disposal of Residual Waste (approx. 3,500 tonnes) for the period 5 July 2018 to 4 July 2020 at a contract value of £750,000 excluding VAT; and

(ii) with the option by the Council to extend the contract from 5 July 2020 to 4 July 2021 at a contract value of £375,000 excluding VAT and from 5 July 2021 to 31 March 2022 at a contract value of £250,000 excluding VAT should the option to extend be utilised.

## **19p Provision of a Technology Enabled Care Alarm Receiving Service**

There was submitted a joint report by the Chief Executive and the Chief Officer, Renfrewshire Health & Social Care Partnership relative to the award of a contract for the provision of a technology enabled alarm receiving service (RC-OC-257-17).

At the conclusion of a procurement exercise conducted in accordance with both Council and EU procedures two tenders were received and the tender from Bield Housing and Care was found to be the most economically advantageous.

**DECIDED:** That the Head of Corporate Governance be authorised:

(i) to award the contract for the provision of a technology enabled care alarm receiving service to Bield Housing and Care, subject to prior disclosure of relevant insurance information requested under the tender procedure, for 3 years from 2 August 2018 to 1 August 2021 at annual contract value of £136,281 excluding VAT; and

(ii) with the sole option by the Council to extend the contract for an additional year on up to two occasions until no later than 1 August 2023 at a total contract value of £681,408 excluding VAT, should both options to extend be utilised.

## **19q Johnstone Castle New Build Housing**

There was submitted a joint report by the Chief Executive and the Acting Director of Development & Housing Services relative to the award of a contract for Johnstone Castle new build housing (RC/OC/448/17).

At the conclusion of a procurement exercise conducted in accordance with both Council and EU procedures five tenders were received and the tender from ENGIE Regeneration Limited was found to be the most economically advantageous.

**DECIDED:**

(i) That the Head of Corporate Governance be authorised to award a contract for Johnstone Castle new build housing to ENGIE Regeneration Limited at a contract value of £12,971,136.60 excluding VAT, subject to an offer of Scottish Government Affordable Housing Grant funding, and to use a potential Risk Allowance (if required) of an additional £1,297,113 excluding VAT;

(ii) That it be noted that the works would be undertaken on a sectional basis and the total contract period would be 112 weeks with the date of possession for the first two sections confirmed in the letter of acceptance;

(iii) That it be noted that the date of possession for the remaining three sections was scheduled for January 2019 with completion by March 2020 or as confirmed in the letter of acceptance; and

(iii) That it be noted that the provision of collateral warranties by ENGIE Regeneration Limited and the novation of the design team contract to ENGIE Regeneration Limited would be sought following the award of the contract.

## **DECLARATION OF INTEREST**

Councillor Audrey Doig, having declared an interest in the following four items, left the meeting and took no part in the discussion or voting thereon.

## **19r Paisley Museum Reimagined Project - Multi Disciplinary Design Team**

There was submitted a joint report by the Chief Executive and the Acting Director of Development & Housing Services relative to the award of a contract for the Paisley Museum Re-imagined Project - Multi-Disciplinary Design Team (RC-OC-17-073).

At the conclusion of a procurement exercise conducted in accordance with both Council and EU procedures seven tenders were received and the tender from Amanda Levet Architects Limited was found to be the most economically advantageous.

**DECIDED:** That the Head of Corporate Governance be authorised to award the contract for an architect-led multi-disciplinary design team for Paisley Museum Re-imagined Project to Amanda Levet Architects Limited at a contract value of £2,598,349.00 excluding VAT, for an anticipated contract period of 263 weeks (though this may be extended in line with any extension to the build period) commencing 8 May 2018 with completion by 26 May 2023, or as per the start and completion dates confirmed in the letter of acceptance.

## **19s Paisley Museum Reimagined Project - Project Management**

There was submitted a joint report by the Chief Executive and the Acting Director of Development & Housing Services relative to the award of a contract for the Paisley Museum Re-imagined Project – Project Management (RC-OC-17-063).

At the conclusion of a mini-competition conducted under the Scotland Excel Engineering and Technical Consultancy Services Framework Agreement, Lot 7 – Project Management, four supplier quote submissions were received and the quote submitted by Currie & Brown UK Limited was found to be the most economically advantageous.

**DECIDED:** That the Head of Corporate Governance be authorised to award the contract for Paisley Museum Re-imagined Project – Project Management to Currie & Brown UK Limited at a contract value of £193,856.80 for an anticipated contract period of 265 weeks (though this may be extended in line with any extension to the build period) commencing 30 April 2018 with completion by 26 May 2023, or as per the start and completion dates confirmed in the letter of acceptance.

## **19t Paisley Museum Reimagined Project - Quantity Surveyor**

There was submitted a joint report by the Chief Executive and the Acting Director of Development & Housing Services relative to the award of a contract for the Paisley Museum Re-imagined Project – Quantity Surveyor (RC-CPU-17-074).

At the conclusion of a procurement exercise conducted in accordance with the Council's procedures and the Restricted Procedure of the Public Contracts (Scotland) Regulations 2015, five tenders were received and the tender submitted by Gardiner & Theobald LLP was found to be the most economically advantageous.

**DECIDED:** That the Head of Corporate Governance be authorised to award the contract for Paisley Museum Re-imagined Project – Quantity Surveyor to Gardiner &

Theobald LLP at a contract value of £258,000 excluding VAT for an anticipated contract period of 265 weeks (though this could be extended in line with any extension to the build period) commencing 30 April 2018 with completion by 26 May 2023, or as per the start and completion dates confirmed in the letter of acceptance.

## 20 Paisley Learning & Cultural Hub

There was submitted a report by the Acting Director of Development and Housing Services relative to the relocation of Paisley Library and the creation of Paisley Learning and Cultural Hub as a modern accessible community resource located in Paisley High Street.

The report explained that a feasibility study had provided more detailed costs together with a number of complexities to be addressed including, asbestos treatment and/or removal; demolition; façade retention and a new structural build at a current, estimated total project cost of £7 million, being existing Council capital investment of £5.5 million and £1.5 million awarded by the Scottish Government Regeneration Capital Grant Fund.

To progress this project, the Corporate Procurement Team had prepared a contract strategy that considered potential routes to market and had recommended that Hub West Scotland be appointed as the preferred delivery partner. This strategy would secure a suitable delivery vehicle with a qualified and experienced contractor and design team that could meet the timescales required to secure the £1.5 million awarded by the Scottish Government Regeneration Capital Grant Fund.

Councillor Shaw, seconded by Councillor Nicolson, moved that Hub West Scotland be approved as the preferred procurement route to progress the Paisley Learning and Cultural Hub project; and that the issue of a New Project Request to Hub West Scotland for the project as detailed within the report be approved.

Councillor Harte, seconded by Councillor Sheridan, moved as an amendment that the Board agree that this contract should be delivered in house.

On the roll being called, the following members voted for the amendment: Councillors Brown, Dowling, Harte, Sharkey and Sheridan.

The following members voted for the motion: Councillor Begg, Provost Cameron, Councillors K MacLaren, McNaughton, Nicolson, Paterson, Shaw, Steel and Strang.

5 members having voted for the amendment and 9 members having voted for the motion, the motion was accordingly declared carried.

### **DECIDED:**

(a) That Hub West Scotland be approved as the preferred procurement route to progress the Paisley Learning and Cultural Hub project; and

(b) That the issue of a New Project Request to Hub West Scotland for the project as detailed within the report be approved.



## **SEDERUNT**

Councillor Audrey Doig returned to the meeting prior to consideration of the undernoted items.

## **EXCLUSION OF PRESS AND PUBLIC**

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

### **21 Building Services Trading Budget Monitoring Report**

There was submitted a trading budget monitoring report by the Director of Environment & Communities relative to building services for the period 1 April 2017 to 5 January 2018.

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

### **22 Catering Trading Budget Monitoring Report**

There was submitted a trading budget monitoring report by the Director of Environment & Communities relative to catering for the period 1 April 2017 to 5 January 2018.

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






## Minute of Meeting Joint Consultative Board (Non-Teaching)

Date	Time	Venue
Wednesday, 31 January 2018	15:00	Corporate Meeting Room 2, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

### Present

Representing Renfrewshire Council Management - Councillors T Begg, J Harte, J McNaughtan, and A Steel.

Representing Trade Unions – J Boylan and S Hicks (UNISON); and A Gibson and S McAllister (UNITE).

### In Attendance

G McKinlay, Head of Schools (Children Services); K Anderson, Amenities Services Manager (Community Resources); M Armstrong, Principal HR and OD Adviser, S Fanning, Principal HR Adviser (Health Safety and Absence), R Laouadi, Human Resources Manager and P Shiach, Committee Services Officer (all Finance & Resources); and I Beattie, Renfrewshire Health and Social Care Services.

### Apologies

Councillor Paterson.

### Declarations of Interest

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

## 1 Appointment of Chairperson

It was proposed and agreed that Councillor Steel chair the meeting.

**DECIDED:** That Councillor Steel chair the meeting.

## 2 Developments in Health and Safety

There was submitted a report by the Director of Finance & Resources relative to developments with regard to health and safety issues.

The report advised that the following policies and guidance were currently being revised. -

- Control of Legionella Bacteria in Hot and Cold Water Systems;
- The selection and control of contractors
- Alcohol and substance misuse
- Control of smoking at work
- Violence and aggression
- Reporting of Incidents, Diseases and Dangerous Occurrences guidance.
- First Aid Guidance including the use of defibrillators

The report also advised that the health and safety section continued to assist services to retain accreditation to BS OHSAS 18001:2007, and indicated that the next audit was scheduled to be undertaken during March 2018.

It was noted that the Healthy Working Lives Gold award programme had been submitted to the Scottish Centre for Healthy Working Lives for assessment with early indications suggesting that the application had been successful.

The report also indicated that the health and safety section were working with the risk and insurance section to identify accident causation type which could result in claims against the Council. This would lead to the development of further strategies which might reduce the impact of claims to the Council and raise health and safety awareness among employees and managers. The section also continued to work with services to survey the fire arrangements within Renfrewshire House in line with the current refurbishment programme and with Development & Housing Services to review the fire safety arrangements at high flat and shared accommodation units. On-site fire warden training for care homes continued to be held.

It was highlighted that the section supported the Town Centres Team and other event organisers to ensure that safe, controlled and enjoyable events were delivered and was currently involved in the planning of the winter events programme. The section was currently working on the Monty Carlo Rally event to be held on 31 January 2018.

The report indicated that discussions had been entered into with the British Heart Foundation (BHF) regarding the provision of further free training in the use of CPR techniques and the review of first aid provision for Renfrewshire.

The report advised that discussions on developing training in dealing with aggressive or abusive phone calls with call centre staff had taken place and preparations were well advanced. Specific training on violence and aggression had been undertaken by the

Health and Safety team.

The Principal HR Adviser (Health Safety and Absence) was then heard in answer to questions from members on various aspects of the report.

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

### **3 Agency Workers**

There was submitted a report by the Interim Head of HR relative to the number of agency staff employed within the Council as at December 2017, and detailing the capacity and service in which they were engaged.

The report showed an overall decrease of five agency workers across all services from the figure previously reported.

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

### **4 Details of Grievances**

There was submitted a report by the Interim Head of HR relative to the number of grievances received.

The report provided information on grievances at both the informal and formal stages. The report indicated that there were a total of 11 grievances as at January 2018, which indicated an increase of 3 from the previous report.

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

### **5 Date of Next Meeting**

**DECIDED:** It was noted that the next meeting of the JCB Non-Teaching was scheduled to be held at 3 pm on Wednesday, 28 March 2018.



## Minute of Meeting Regulatory Functions Board

Date	Time	Venue
Thursday, 29 March 2018	10:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

### Present

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

### Chair

Councillor McNaughtan, Convener, presided.

### In Attendance

M Conaghan, Legal and Democratic Services Manager, D Campbell, Assistant Managing Solicitor (Licensing), E Currie, Senior Committee Services Officer, N Barr, Administrative Assistant and G McIntosh, Civic Government Enforcement Officer (for item 1 only) (all Finance & Resources).

### Apologies

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

### Declarations of Interest

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

## **1 Taxi and Private Hire Car Drivers' Licences: Medical Evidence**

There was submitted a report by the Director of Finance & Resources relative to a review of the Council's current policies and practices requiring certain applicants for, and holders of, taxi and private hire car drivers' licences to produce medical evidence confirming their fitness to drive.

The report identified a number of issues in relation to those current practices and policies and recommended a proposal for consultation.

### **DECIDED:**

(a) That the terms of the proposal set out at Appendix 1 and the terms of the proposed letter at Appendix 2, relating to requests for medical evidence be approved as suitable for the purposes of consultation;

(b) That officers be authorised to consult on the proposals with all taxi and private hire car drivers, representatives of the medical profession and the Council's occupational health advisers and to report the responses to the consultation to the Board thereafter; and

(c) That the report be noted.

## **2 Grant of 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:-

Sofi Ullah, Flat 3/2 37 Earl Street, Glasgow

There was no appearance by or on behalf of Mr Ullah. The Convener proposed that the application be considered in Mr Ullah's absence and this was agreed unanimously. After consideration of all matters before the Board, the Convener proposed that the application be refused. This was agreed unanimously.

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

## **3 Renewal of Private Hire Car Operator's Licence - Personal Appearance**

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

Doreen McDaid, 1 Cardell Avenue, Paisley – PH0837

Mrs McDaid, the applicant, was invited into the meeting together with her husband Mr McDaid. 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.



## 4 Renewal of Late Hours Catering Licence

There was submitted the undernoted application for renewal of a Late Hours Catering Licence:-

Applicant: DSR Restaurants, T/A McDonalds  
 Premises: Unit K, Braehead Retail Park  
 Authorised Goods: fast food  
 Operating Hours: 7 days per week – 11.00 pm to 5.00 am  
 Licence No.: LHC056

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

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

## Exclusion of Press and Public

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

## Declaration of Interest

Councillor Devine declared a non-financial interest in relation to item 5(a) as the applicant was known to him and left the meeting during consideration of the item and did not take part in any discussion or voting thereon.

## 5 Grant of Landlord Registrations - Personal Appearances

Under reference to item 3 of the Minute of the meeting of this Board held on 14 March 2018 consideration was resumed of the undernoted applications for grant of Landlord Registrations. The applicants had been asked to appear personally for the second time together with Police Scotland:-

(a) Robert McCutcheon and Stacey Ewing, 55 Ferguslie Park Avenue, Paisley

Ms McCutcheon, on behalf of the applicant, Mr McCutcheon, was invited into the meeting together with Sergeant Finnie, Police Scotland. The Assistant Managing Solicitor (Licensing) advised that Ms Ewing had intimated that she would not be attending the meeting and had submitted a written representation.

After consideration of all matters before the Board, the Convener proposed that consideration of the application be continued for further information from Police Scotland and that Mr McCutcheon and Ms Ewing be invited to a future meeting of the Board. This was agreed.

**DECIDED:** That consideration of the application be continued for further information from Police Scotland and that Mr McCutcheon and Ms Ewing be invited to a future meeting of the Board.

## **SEDERUNT**

Councillor Devine returned to the meeting prior to consideration of the following item of business.

(b) Mark Troup, 132 Banchory Avenue, Inchinnan

There was no appearance by or on behalf of Mr Troup. Sergeant Finnie, Police Scotland, was invited into the meeting. The Convener proposed that the application be considered in Mr Troup's absence and this was agreed unanimously. After consideration of all matters before the Board, the Convener proposed that the application be refused. This was agreed unanimously.

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

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

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

Alexander Hampson, 35 Glenshiel Avenue, Dykebar, Paisley

Mr Hampson, the applicant, was invited into the meeting. The Convener requested that Mr Hampson give an undertaking to the Board that should his Private Hire Car Driver's Licence be granted for a period of two years he would provide the required updated information in March 2019. Mr Hampson gave this undertaking to the Board.

After consideration of all matters before the Board, the Convener proposed that Mr Hampson's Private Hire Car Driver's Licence be granted for a period of two years subject to the undertaking given that he would provide the required updated information in March 2019. This was agreed unanimously.

**DECIDED:** That Mr Hampson's Private Hire Car Driver's Licence be granted for a period of two years subject to the undertaking given by him that he would provide the required updated information in March 2019.

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

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

Iain Urquhart, Partridge Corner, West Glen Road, Langbank – T2489

Mr Urquhart, the applicant, was invited into the meeting. After consideration of all matters before the Board, the Convener proposed that Mr Urquhart's request for exemption from assisting wheelchair passengers be granted for the duration of his current Taxi Driver's Licence. This was agreed unanimously.

**DECIDED:** That Mr Urquhart's request for exemption from assisting wheelchair passengers be granted for the duration of his current Taxi Driver's Licence.

## **8 Request for Exemption from Carrying Guide Dogs and Hearing Dogs - Personal Appearance**

There was submitted the undernoted request for exemption from carrying guide dogs and hearing dogs. The applicant had been asked to appear personally for the first time:-

David Clowes, 107 Braidcraft Road, Glasgow – P0539

There was no appearance by or on behalf of Mr Clowes. The Convener proposed that the request be considered in Mr Clowes's absence and this was agreed unanimously. After consideration of all matters before the Board, the Convener proposed that Mr Clowes's request for exemption from carrying guide dogs and hearing dogs be refused. This was agreed unanimously.

**DECIDED:** That Mr Clowes's request for exemption from carrying guide dogs and hearing dogs be refused.

## **9 Renewal of Late Hours Catering Licences**

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

(a) Applicant: Tesco Stores Limited

Premises: Tesco Express, Retail Concession, Terminal 1, Glasgow Airport, Paisley

Authorised Goods: small supermarket

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

Licence No.: LHC063

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

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

(b) Applicant: Tesco Stores Limited

Premises: East Lane, Paisley

Authorised Goods: supermarket

Operating Hours: Monday to Saturday – 11.00pm to 12 midnight

Licence No.: LHC061

The Senior Committee Services Officer advised that the operating hours should read 'January to November – Monday to Saturday – 11.00 pm to 12 midnight and December – Monday to Saturday – 11.00 pm to 5.00 am'.

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

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

(c) Applicant: Tesco Stores Limited

Premises: Rockfield Service Station, 125 Renfrew Road, Paisley

Authorised Goods: small supermarket

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

Licence No.: LHC064

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

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

## Minute of Special Meeting Regulatory Functions Board

Date	Time	Venue
Monday, 16 April 2018	11:30	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

**Present:** Councillor Eddie Devine, Councillor Lisa-Marie Hughes, Councillor Alistair Mackay, Councillor John McNaughtan, Councillor Kevin Montgomery, Councillor Emma Rodden, Councillor Andy Steel, Councillor Jane Strang

### Chair

Councillor McNaughtan, Convener, presided.

### In Attendance

M Conaghan, Legal and Democratic Services Manager, D Campbell, Assistant Managing Solicitor (Licensing), E Currie, Senior Committee Services Officer, N Barr, Administrative Assistant and C Lamb, Administrative Assistant (all Finance & Resources).

### Apologies

Provost Cameron and Councillor McEwan.

### Declarations of Interest

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

## **Exclusion of Press and Public**

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

### **1 Public Procession - Personal Appearance**

There was submitted the undernoted notice of intention to hold a public procession. The applicant had been asked to appear personally for the first time together with Police Scotland who had submitted an objection to the notice of intention:-

Applicant: Joshua Magennis, Flat 2/1 45 Storie Street, Paisley

Organisation: Northbank 17

Public procession route: Gilmour Street, County Place, Moss Street, St James Street, Underwood Road and Greenhill Road, Paisley

Date, time and reason for public procession: 21 April 2018 at 2.00 pm - "March for Champions" - St Mirren winning league

Mr Magennis, the applicant, was invited into the meeting together with Sergeant Finnie, on behalf of the Chief Constable who had submitted an objection to the notice of intention. After consideration of all matters before the Board, the Board adjourned to allow members to consider this notice of intention to hold a public procession. The meeting was reconvened and the Convener proposed that no order be made thus allowing the procession to proceed. This was agreed unanimously.

**DECIDED:** That no order be made thus allowing the procession to proceed.