

Notice of Meeting and Agenda Council

Date	Time	Venue
Thursday, 26 September 2019	09:30	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

KENNETH GRAHAM
Head of Corporate Governance

Membership

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

Further Information

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

A copy of the agenda and reports for this meeting will be available for inspection prior to the meeting at the Customer Service Centre, Renfrewshire House, Cotton Street, Paisley and online at <http://renfrewshire.cmis.uk.com/renfrewshire/CouncilandBoards.aspx>
For further information, please either email democratic-services@renfrewshire.gov.uk or telephone 0141 618 7112.

Members of the Press and Public

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

Webcasting of Meeting

This meeting will be filmed for live or subsequent broadcast via the Council's internet site – at the start of the meeting the Provost will confirm if all or part of the meeting is being filmed. Generally the public seating areas will not be filmed. The cameras focus on the main participants. If you have any queries regarding this please contact Committee Services on 0141 618 7112. To find the webcast please navigate to <http://renfrewshire.cmis.uk.com/renfrewshire/meetings.aspx> and select the meeting from the calendar.

Items of business

Apologies

Apologies from members.

Declarations of Interest

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

1 Minutes of Meetings of Council, Boards and Panels

Council, 27 June 2019, pages 1-18

Special Council, 27 June 2019, pages 19-20

Special Regulatory Functions Board, 27 June 2019, pages 21-22

Special Regulatory Functions Board, 7 August 2019, pages 23-26

Communities, Housing and Planning Policy Board, 20 August 2019, pages 27-50

Regulatory Functions Board, 21 August 2019, pages 51-60

Education and Children's Services Policy Board, 22 August 2019, pages 61-68

Audit, Risk and Scrutiny Board, 26 August 2019, pages 69-74

Infrastructure, Land and Environment Policy Board, 28 August 2019, pages 75-82

Personnel Appeals and Applied Conditions of Service Appeals Panel, 29 August 2019, pages 83-84

Finance, Resources and Customer Services Policy Board, 4 September 2019, pages 85-102

Regulatory Functions Board, 5 September 2019, pages 103-112

Placing Requests and Exclusions Appeals Panel, 5 September 2019, pages 113-114

Local Review Body, 10 September 2019, pages 115-116

Cross Party Sounding Board, 12 September 2019, pages 117-120

Leadership Board, 18 September 2019 (to follow)

Audit, Risk and Scrutiny Board, 23 September 2019 (to follow)

2 Audited Annual Accounts 2018/19 - Renfrewshire Council 9 - 10

Report by Director of Finance & Resources (accounts attached separately)

3 Audited Annual Accounts 2018/19 - Common Good Funds and Coats Observatory Trust 11 - 52

Report by Director of Finance & Resources

4 Financial Outlook 53 - 72

Report by Director of Finance & Resources

5 Audit on the Condition of Secondary Schools Mineral (Red Blaes) Pitches and Proposals for Future 73 - 80

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| 6 | Statutory Review of Polling Places and Polling Districts | 81 - 108 |
| | Report by Director of Finance & Resources (maps attached separately) | |
| 7 | Annual Report of the Chief Social Work Officer 2018/19 | 109 - 142 |
| | Report by Chief Social Work Officer | |
| 8 | Review of Scheme of Delegated Functions | 143 - 318 |
| | Report by Director of Finance & Resources | |
| 9 | Timetable of Meetings | 319 - 324 |
| | Report by Director of Finance & Resources | |
| 10 | Notice of Motion 1 by Councillors McCartin and Andy Doig | |
| | "Grass cutting | |
| | <p>At a previous Council meeting we were told that the council would re-examine the policy of leaving certain areas to natural growth to encourage wildlife, as some of these areas, particularly those in front of residential areas, were now totally overgrown and unsightly. Council asks that the results of this re-examination are now made public, that the areas are listed, and that the report identifies those areas which will now revert to full cutting and landscaping."</p> | |
| 11 | Notice of Motion 2 by Councillors Andy Doig and McCartin | |
| | "Waste Services | |
| | <p>Renfrewshire Council re-affirms the principles behind the current Waste Service strategy in terms of the imperative to recycle. However, the current collection practice requires a comprehensive review, as there are some very poor services in some areas of Renfrewshire which require root and branch re-examination to bring the standards up to the expectation of the public. There is an attitude of complacency that the system is now working well, which it is not."</p> | |
| 12 | Notice of Motion 3 by Councillors Andy Doig and McCartin | |
| | "Democracy in Hong Kong | |
| | <p>Renfrewshire Council believes that Hong Kong is an integral part of the Peoples Republic of China, but views with great concern the denial of fundamental rights and freedoms: of assembly, of association, and of belief, by the Peking Government to the people of Hong Kong."</p> <p>"Council further declares that such an attack on human rights by the Chinese Government is unacceptable, at odds with the UN Declaration of Human Rights, and seeks to write to the Chinese Consulate in Edinburgh reminding them of their international treaty obligations as a</p> | |

UN member of the Security Council."

13 Notice of Motion 4 by Councillors Andy Doig and Mack

"Renfrewshire Local Development Plan

Renfrewshire Council declares that all Elected Members of the Council shall be able to propose amendments to the Local Development Plan when the Plan is out to consultation with the public in terms of its proposals and therefore is, by definition, provisional in its nature."

14 Notice of Motion 5 by Councillors Mack and Andy Doig

"Webcasting of the Communities, Housing and Planning Policy Board

In order to prevent a further obnoxious smell of mendacity emanating from the Communities, Housing and Planning Policy Board further meetings will be filmed for live or subsequent broadcast via the Council's internet site - at the start of the meeting the Convener will confirm if all or part of the meeting is being filmed.

Generally the public seating areas will not be filmed. The cameras focus on the main participants."

15 Notice of Motion 6 by Councillors Mack and Andy Doig

"Staff Parking at Renfrewshire House

The Council should reconsider introducing parking fees for staff earning under £30,000 per annum at Renfrewshire House."

16 Notice of Motion 7 by Councillors Sheridan and Kennedy

"Councils for fair tax declaration (Scotland)

Council agrees to adopt the declaration (below) entitled Councils for Fair Tax Declaration (Scotland)

We pledge to:

Pass a resolution approving the Councils for Fair Tax Declaration.

Lead by example and demonstrate good practice in our tax conduct, right across our activities. Including:

- Ensuring contractors implement IR35 robustly and a fair share of employment taxes are paid.
- Shunning the use of offshore vehicles for the purchase of land and property, especially where this leads to reduced payments of stamp duty.
- Undertaking due diligence to ensure that not-for-profit structures are not being used inappropriately as an artificial device to reduce the payment of tax and business rates.
- Ensuring that there is clarity on the ultimate beneficial ownership

of suppliers and their consolidated profit and loss position, given lack of clarity could be strong indicators of poor financial probity and weak financial standing.

Promote Fair Tax Mark certification for any business in which we have a significant stake and where corporation tax is due.

Join in and support Fair Tax Week events in the area, and celebrate the tax contribution made by responsible businesses who say what they pay with pride.

Support calls for urgent reform of EU, UK and Scots law to enable municipalities to revise their procurement policies and better penalise poor tax conduct and reward good tax conduct."

17 Notice of Motion 8 by Councillors Andy Doig and Paterson

"Centre for Social Justice and Proposal to Raise Pension Age to 75 years

Renfrewshire Council condemns proposals from the Right Wing Think Tank, the self-styled Centre for Social Justice, to raise the state pension age to 75yrs."

"Council believes this idea to be discriminatory, financially incompetent, socially divisive, and an attack on the basic concept of the Welfare State. Council further views with approval the fact that the DWP has rejected the CSJ initiative."

18 Notice of Motion 9 by Councillors Harte and Brown

"Fair Work and the new Renfrew swing bridge

This Council notes the concerns which have been expressed by the joint engineering construction industry trades unions, GMB Scotland and Unite the Union, regarding the tendering process for the planned swing road bridge crossing the Clyde at Renfrew.

The Council supports the Scottish Government's position outlined in the Scottish Government Statutory Procurement Guidance: Addressing Fair Work Practices (2015) which states that "We expect contractors who deliver public contracts to adopt policies which demonstrate how they comply with relevant employment, equality and health and safety law, human rights standards and adhere to relevant collective agreements." and considers that the relevant collective agreements in relation to the Renfrew swing bridge project are the NAECI and CJIC agreements which provide for fair and safe working conditions in the engineering construction industry.

The Council therefore calls on the Administration to re-examine the tendering process for the new bridge, liaising with city region partners as may be necessary, to ensure that the agreed industry minimums are adhered to on this project, and to provide a report to the Council confirming the steps that have been taken in support of this object. "

19 Notice of Motion 10 by Councillors Harte and Sharkey

"Support for an Undercover Policing Inquiry for Scotland

This Council notes with concern the undercover infiltration of political, activist and justice campaign groups in Scotland by, it understands, the Special Demonstration Squad and the National Public Order Intelligence Unit; firmly opposes this type of political undercover policing and believes that infiltrations of this kind have no place in a democratic society; understands that one tactic of these infiltrations was for officers to form long-term intimate relationships with women activists; notes that the Metropolitan Police Service has admitted these practices and apologised for the behaviour of its undercover officers, which, in its own words, was "abusive, deceitful, manipulative and wrong", and were a "gross violation"; considers that, while the existing Undercover Policing Inquiry covers England and Wales, to date the victims of related undercover operations in Scotland continue to be excluded from justice, and calls on the inquiry to be extended to Scotland without further delay or alternatively that the Scottish Government initiates its own independent inquiry."

20 Notice of Motion 11 by Councillors Harte and Hood

"Building Services

Council instructs the Director of housing etc to bring back a report on the operation of building services and specifically on:

- Current capacity to deliver projects.
- The types of projects that building services operate on.
- The lack of tenders that Building services apply for.
- Future of Building Services.
- Possible potential for growth."

21 Notice of Motion 12 by Councillors Harte and Hood

"Procurement

Council instructs the Chief Executive to bring back a report on procurement, especially on construction projects. In particular on:

- Capacity to procure small, medium and large contracts.
- Robustness of our pre-questionnaire in relation to Public Contracts (Scotland) regulations 2015.
- Capacity to project manage a particular construction project and monitoring the progress.
- Possible potential for growth."

22 Notice of Motion 13 by Councillors Steel and J Cameron

"Council notes an ongoing process by Asda stores to change the terms & conditions of employees.

Council notes with concern that the GMB union reports that workers have now been told that they have until November 2 to agree to the

new terms or face losing their jobs.

Council agrees that any employer wishing to alter terms and conditions of employees should engage positively with staff and unions and that threats of sackings does not demonstrate good faith or best practice."

23 Notice of Motion 14 by Councillors Brown and Sharkey

"Household Survey

That this Council acknowledges the findings of the recent Scottish Government's household survey which identifies increased dissatisfaction in our public services, in particular schools, healthcare and public transport. Calls on the Leader of Renfrewshire Council to explain the impact on Renfrewshire and asks for the Chief Executive to report back to next full Council on what contingency plans she has in place to improve the public perception of Local Government."

24 Notice of Motion 15 by Councillors Mack and Andy Doig

"Name Change

The area which spans Grahamston Road in the South East of the County of Renfrewshire to Caplethill Road in the West encompassing the area dispassionately referred to hitherto as 'P6' in Ordinance Survey Map No. 100023417 (Printed 14/01/13) be from this day forth, in keeping with the scientific principles of nomenclature, known as '**The Lungs of Paisley**'."



To: Council

On: 26 September 2019

Report by: Director of Finance & Resources

Heading: Audited Annual Accounts 2018/19 – Common Good Funds and Coats Observatory Trust

1. **Summary**

- 1.1 The 2018/19 unaudited Annual Accounts for the above charities were submitted to Council for approval on 27 June 2019 and then passed for audit to Audit Scotland.
 - 1.2 The audit process is now complete and the appointed auditor has provided an audit opinion which is free from qualification. A report to those charged with governance was considered by the Audit, Risk and Scrutiny Board on 23 September 2019.
 - 1.3 Under the Local Authority Accounts (Scotland) Regulations 2014, the Council must meet to consider the Annual Accounts and aim to approve those accounts for signature no later than 30 September. In order to comply with these requirements the 2018/19 accounts are now attached for Council approval for signature.
-

2. **Recommendations**

Council is asked to:

- 2.1 Approve the Annual Accounts of the Common Good Funds and the Coats Observatory Trust for 2018/19 for signature in accordance with the Local Authority Accounts (Scotland) Regulations 2014; and thereafter delegate authority to the Director of Finance & Resources to

submit these accounts to OSCR in accordance with the relevant charities accounting regulations.

Implications of the Report

1. **Financial** – The 2018/19 Annual Accounts have been certified as providing a true and fair view of the financial position of the Common Good Funds and Coats Observatory Trust as at 31 March 2019.
 2. **HR & Organisational Development – none**
 3. **Community/Council Planning – none**
 4. **Legal** – An audit opinion free from qualification demonstrates the Council's compliance with the statutory accounting requirements set out in the Local Government (Scotland) Act 1973, the Local Government in Scotland Act 2003 and the Charities Accounts (Scotland) Regulations 2006.
 5. **Property/Assets – none**
 6. **Information Technology – none**
 7. **Equality & Human Rights** – The recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because it is for noting only. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
 8. **Health & Safety – none**
 9. **Procurement – none**
 10. **Risk – none**
 11. **Privacy Impact – none**
 12. **Cosla Policy Position – none**
 13. **Climate Risk – none**
-

Author: Alastair MacArthur, Ext 7363



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Author: Alastair MacArthur, Ext 7363

RENFREWSHIRE COUNCIL COMMON GOOD FUNDS

PAISLEY SCo19478

RENFREW SCo19479

JOHNSTONE SCo19480

TRUSTEES' ANNUAL REPORT AND FINANCIAL STATEMENTS 2018-19



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Trustees' Annual Report

Introduction

Renfrewshire Council acts as sole trustee for the Common Good Funds listed below which have charitable status and are registered with the Office of the Scottish Charity Regulator (OSCR):

SC019478	Paisley Common Good Fund
SC019479	Renfrew Common Good Fund
SC019480	Johnstone Common Good Fund

The principal address of the Common Good Funds is:

Renfrewshire Council
Finance and Resources
Renfrewshire House
Cotton Street
Paisley
PA1 1JB

Renfrewshire Council administers the Common Good Funds and separately accounts for them. Renfrewshire Council was established by the Local Government (Scotland) Act 1994 and came into being on 1 April 1996. The Council provides a wide range of public services such as education, social services, environmental services and housing and economic regeneration.

They do not form part of the Council's single entity balance sheet, although under s222 of the Local Government (Scotland) Act 1973, the property of the Common Good "vest[s] in" the relevant local authority. However they are included within the group accounts of the Council. A copy of the group accounts can be obtained from the address above.

Auditors: Audit Scotland
 4th Floor, South Suite
 The Athenaeum Building
 8 Nelson Mandela Place
 Glasgow
 G2 1BT

Investment Managers: Aberdeen Standard Capital Limited
 1 George Street
 Edinburgh
 EH2 2LL

Investment Advisors: Hymans Robertson LLP
 20 Waterloo Street
 Glasgow
 G2 6DB

Trustees

The Common Good is not a Trust, and is not governed by trust law. Therefore in terms of the “Trustees” of the Common Good, the guidance provided by OSCR is that those who have “general control and management” of the charity are the charity trustees. Decisions regarding the general control and management of the Common Good Funds are made by the Finance, Resources and Customer Services Policy Board (FRCSPB) of the Council, which has delegated authority from the Council in this regard; but ultimately control rests with the full Council of elected members. We have therefore interpreted the above guidance as meaning all elected members are charity trustees.

The following individuals were the Trustees of the Common Good Funds in their capacity as elected members of Renfrewshire Council during the 2018/19 financial year:

William Brown	Lorraine Cameron
Lisa-Marie Hughes	Eileen McCartin
John Shaw	Kevin Montgomery
Jane Strang	Jacqueline Cameron
Edward Grady	John Hood
Catherine McEwan	Alistair MacKay
Jim Paterson	Andrew Steel
Jennifer Adam-McGregor	Derek Bibby
Neill Graham	William Binks
Jim Sharkey	Andrew Doig
Karen Kennedy	Emma Rodden
John McIntyre	Alison Dowling
Kenneth MacLaren	Scott Kerr
Margaret MacLaren	James Sheridan
Carolann Davidson	Natalie Don
John McNaughtan	Colin McCulloch
William Mylet	James MacLaren
Edward Devine	Tom Begg
Marie McGurk	Michelle Campbell
Paul Mack	Jim Harte
Stephen Burns	Iain Nicolson
Audrey Doig	

Day to day management of the Common Good Funds is delegated to the Director of Finance and Resources of Renfrewshire Council. All of the trustees for the accounts are normally elected or re-elected at local government elections. By-elections are held to elect new members in the event of existing members vacating their position. New members automatically become trustees.

Structure, Governance and Management

The Common Good is a fund of money and assets which the Council has a statutory obligation (under Section 15(4) of the Local Government etc (Scotland) Act 1994) to administer “having regard to the interests of the inhabitants of the area to which the Common Good formerly related” (i.e. the former burghs of Paisley, Renfrew and Johnstone). Although the Common Good is administered separately from mainstream local authority funding, it is owned outright by the Council (s222 of the Local Government (Scotland) Act 1973) and does not have an identity separate from the Council, nor a constitutional form distinct from the Council.

The charity test, set out in Section 7 of the Charities and Trustee Investment (Scotland) Act 2005 provides that “a body meets the charity test if –

- (a) its purposes consist of only one or more charitable purposes, and
- (b) it providespublic benefit in Scotland or elsewhere.”

The Common Good Funds are not “bodies” separate from the Council, and the Council’s purposes consist of much more than the charitable purposes listed in the Act.

History

The Common Good comprises land granted to a Burgh by the Crown, further grants of land and buildings, mainly in the late 19th and early 20th century by local industrialists and other landowners for the common good of the inhabitants of the Burgh and the rental income and sale proceeds from such land. The bulk of the Paisley Common Good was granted to the Burgh of Paisley by the King Charles II Charter dated 27 and 28 July 1666, and has been administered by the Burgh and its successors since that date. The bulk of the Renfrew Common Good was granted to the Royal Burgh of Renfrew by the Queen Anne Charter dated 7 August 1703 and again has been administered by the Burgh and its successors since that date.

Governance and Management

The Council is required to make arrangements for the proper administration of its financial affairs and to secure that one of its officers has the responsibility for the administration of those affairs. The Director of Finance and Resources has been designated as that officer in Renfrewshire Council. He manages the affairs of the Council to secure the economic, efficient and effective use of resources and safeguard its assets and those of any charitable trust it controls. Given the Common Good is owned by the Council, these specific provisions are supplemented by the general provisions relating to the administration of local authority monies, i.e. the duty to obtain best value.

The Director of Finance and Resources has responsibility for ensuring an effective system of internal financial control is maintained and operated. This system of internal financial control can only provide reasonable and not absolute assurance that assets are safeguarded, transactions are recorded and properly authorised, and that material errors or irregularities are either prevented or would be detected within a timely period. The system of internal financial control is based on a framework of regular management information, financial regulations, administrative procedures and a system of delegation and accountability. The Director of Finance and Resources is responsible for keeping proper accounting records which are up to date and which ensure that the financial statements comply with the Charities Accounts (Scotland) Regulations 2006.

Decisions regarding the operation, assets, processes or policies of the Common Good Funds are delegated by the Council to the Finance, Resources and Customer Services Policy Board (FRCSPB). Income to the Common Good Funds is solely from investment returns (both financial investments and property rental income) and bank interest – no donations to the Funds are solicited. The only other source of income which arises periodically is from the sale of fixed assets.

The investment performance of the Common Good Funds is monitored regularly by Council officers, and is reported bi-annually to the Investment Review Board, which is comprised of 5 cross party elected members. The minutes of the Investment Review Board are submitted to the Finance, Resources and Customer Services Policy Board, whose meetings are held in public. In turn, the minutes of this Board are submitted to the full Council for ratification. Therefore each elected member is informed of both the performance of the funds, and any decision regarding the operation of the Funds which would be made by the Finance, Resources and Customer Services Policy Board.

Regular training is offered to the members of the Investment Review Board through information sessions at each meeting.

Risk

The Trustees have overall responsibility for the Common Good Funds' systems of internal control that are designed by senior management to ensure effective and efficient operations, including financial reporting and compliance with laws and regulations. The Trustees acknowledge that such a system is designed to manage rather than eliminate the risk of failure to achieve business objectives, and can only provide reasonable and not absolute assurance against material misstatement or loss.

The main risk for the Common Good relates to the investment income available for disbursement through grants. As mentioned above, investment performance is monitored quarterly by officers of the Council and they receive specialist advice in this regard from Hymans Robertson LLP, appointed investment advisors. A Statement of Investment Principles has been agreed by the Investment Review Board and this is regularly reviewed to ensure the benchmark against which performance is monitored remains relevant and appropriate.

Objectives and Activities

As mentioned above, there is no governing document for the Common Good. The assets were gifted for the common good of the inhabitants of the burgh. The most concise statement of the administration of the Common Good is contained in a judgement by Lord Kyllachy:

"The Common Good is corporate property and falls as such to be administered by the Council – and applied by them for the benefit of the community in such a manner as, and using such reasonable judgement as, they think proper".

Therefore in terms of the aims of the Common Good, they can not be narrowed down from that detailed above, i.e. that the funds are used for the benefit the inhabitants of the burgh to which they are related.

Grantmaking

There are two elements to the grants awarded from Common Good Funds: recurring grants (i.e. those awarded for a period of some years) or large grant awards that are agreed by the FRCPB. In addition the FRCPB also agrees the budget available to Local Partnerships (successor bodies to local area committees) for subsequent award to community groups. Local Partnerships were set up in an effort to involve communities more directly in the decision-making of the Council, and they are comprised of the elected members of the relevant wards, along with representatives from local community groups e.g. Community Councils, Elderly Forums, Youth Groups etc. Each Local Partnership now is allocated an annual budget, and they consider at relevant meetings (held in public) the grant requests they have received. Only eligible grants may be considered – further information on the eligibility criteria may be obtained from the Council.

Achievements and Performance

In 2018-19 grants totalling £169,952 were awarded by Local Area Committees to a wide variety of community organisations. Other grant expenditure totalling £139,540 was made throughout the year.

Investment performance

The Common Good Funds have adopted a total return policy for investment income, and have agreed income targets which the Investment Manager exceeded in year. During the year the average yield on investments was 10.2% (2.2% in 2017-18). The average return on cash balances held within Renfrewshire Council's Loans Fund was 0.71% (0.46% in 2017-18).

Overall, the Common Good Funds reported a combined net increase in funds of £1.299 million which is added to the previous fund balance brought forward. The total funds held by Paisley Common Good increased by £0.237 million and the funds held by Renfrew Common Good increased by £1.062 million. The movement in funds this year is mainly related to the level of grant awards made in the year and to increased other income.

Income

Renfrew Common Good other income includes an amount of £0.592 million. This was received from a former tenant for dilapidation compensation in accordance with the lease conditions.

Financial Review

The Common Good Funds have no explicit reserves policy, but as a general principle the "capital" of the funds is held effectively as a permanent endowment, with only the annual income available for disbursement in the year.

No individual Common Good Fund is in deficit.

The main funding sources for the Common Good Funds this year are dividend and investment income (67%) and property rental income (33%).

The Investment Review Board has agreed a Statement of Investment Principles (SoIP) which regulates the relationship between the Council and the Investment Manager. The SoIP details benchmark asset class holdings and also the restrictions which the Council has agreed i.e. no direct holdings in tobacco stocks or companies involved in the manufacture or supply of military equipment; and a minimum holding of 15% of the total funds to be held in fixed interest stocks.

Future Plans

On 5 September 2018 the Finance, Resources & Customer Service Policy Board of Renfrewshire Council agreed that a formal application be submitted to the Office of the Scottish Charity Regulator (OSCR) requesting the de-registration of all three Common Good Funds.

The Council has contacted OSCR to start the process of de-registration, however due to the unique nature of Common Good Funds this is not a simple matter of a normal de-registration and OSCR are currently reviewing the situation and will provide an update of the timescales and procedures in due course.

Regardless of registration status, Common Good Funds will continue to make grants available to local organisations through the Local Partnership grant making process, and will also continue to fund recurring commitments such as Christmas Lights displays.

The Council will also continue to review the funding provided by the Common Good Funds to ensure it remains appropriate and in line with the objectives of the Funds and to the benefit of the inhabitants of the relevant Burghs.

The Community Empowerment (Scotland) Act 2015 places new obligations on Councils with regards recording and the use of Common Good assets. The Council is required to prepare and publish a register of all Common Good properties and make it publicly available. The Act also requires local authorities to publish any proposals and consult with community bodies before disposing of or changing the use of Common Good assets.

The Trustees wish to thank the Renfrewshire Council officers involved in producing the Annual Report and Financial Statements

Signed:

Alan Russell
Director of Finance and Resources
Renfrewshire Council

Date:

On behalf of the Trustees:
Councillor John Shaw
Convener – Finance, Resources and Customer Services Policy Board
Renfrewshire Council

Date:

Statement of Trustees' Responsibilities in respect of the Annual Report and Accounts

a) Statement of responsibilities in respect of the annual report and accounts

The Trustees are responsible for preparing the annual report and financial statements for each financial year, in accordance with the accounting policies set out in note 1 to the accounts and the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended) and the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published on 16 July 2014. The financial statements give a true and fair view of the incoming resources and application of the resources of the charity during the year and of the charity's state of affairs at the end of the financial year. In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping proper accounting records which disclose, with reasonable accuracy at any time, the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities and Trustees Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. They are also responsible for safeguarding the assets of the charity and group and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

b) Statement of disclosure of information to auditors

The trustees who held office at the date of approval of this annual report and accounts confirm that, so far as they are each aware, there is no relevant audit information of which the auditors are unaware; and each trustee has taken all the steps that they ought to have taken as a trustee to make themselves aware of any relevant audit information and to establish that the auditors are aware of this information.

Signed:

Cllr John Shaw
Convener – Finance, Resources and Customer Services Policy Board
Renfrewshire Council

Date:

Independent Auditors Report to the Trustees of Renfrewshire Council Common Good Funds and the Accounts Commission

Report on the audit of the financial statements

Opinion on financial statements

I certify that I have audited the financial statements in the statement of accounts of Renfrewshire Council Common Good Funds for the year ended 31 March 2019 under Part VII of the Local Government (Scotland) Act 1973 and section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005. The financial statements comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and the United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In my opinion the accompanying financial statements:

- give a true and fair view of the state of affairs of the charities as at 31 March 2019 and of their incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities and Trustee Investment (Scotland) Act 2005, and regulation 8 of The Charities Accounts (Scotland) Regulations 2006.

Basis for opinion

I conducted my audit in accordance with applicable law and International Standards on Auditing (UK) (ISAs (UK)), as required by the [Code of Audit Practice](#) approved by the Accounts Commission for Scotland. My responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of my report. I am independent of the charities in accordance with the ethical requirements that are relevant to my audit of the financial statements in the UK including the Financial Reporting Council's Ethical Standard, and I have fulfilled my other ethical responsibilities in accordance with these requirements. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Conclusions relating to going concern basis of accounting

I have nothing to report in respect of the following matters in relation to which the ISAs (UK) require me to report to you where:

- the use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about ability of the charities to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Responsibilities of the trustees for the financial statements

As explained more fully in the Statement of Trustees' Responsibilities, the trustees are responsible for the preparation of financial statements that give a true and fair view in accordance with the financial reporting framework, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charities' ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless deemed inappropriate.

Auditor's responsibilities for the audit of the financial statements

My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of the auditor's responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website www.frc.org.uk/auditorsresponsibilities. This description forms part of my auditor's report.

Other information in the statement of accounts

The trustees are responsible for the other information in the statement of accounts. The other information comprises the information other than the financial statements and my auditor's report thereon. My opinion on the financial statements does not cover the other information and I do not express any form of assurance conclusion thereon except on matters prescribed by the Accounts Commission or required by applicable law to the extent explicitly stated later in this report.

In connection with my audit of the financial statements, my responsibility is to read all the other information in the statement of accounts and, in doing so, consider whether the other information is materially inconsistent with the financial statements or my knowledge obtained in the audit or otherwise appears to be materially misstated. If I identify such material inconsistencies or apparent material misstatements, I am required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact. I have nothing to report in this regard.

Report on other requirements**Opinion on matter prescribed by the Accounts Commission**

In my opinion, based on the work undertaken in the course of the audit the information given in the Trustees' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements and that report has been prepared in accordance with the Charities SORP (FRS 102).

Matters on which I am required to report by exception

I am required by The Charity Accounts (Scotland) Regulations 2006 to report to you if, in my opinion:

- proper accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- I have not received all the information and explanations I require for my audit.
- I have nothing to report in respect of these matters.

Use of my report

This report is made solely to the parties to whom it is addressed in accordance with Part VII of the Local Government (Scotland) Act 1973 and for no other purpose. In accordance with paragraph 120 of the Code of Audit Practice, I do not undertake to have responsibilities to members or officers, in their individual capacities, or to third parties.

Mark Ferris FCCA
Audit Scotland
4th Floor
8 Nelson Mandela Place
Glasgow
G2 1BT

September 2019

Mark Ferris (Audit Scotland) is eligible to act as an auditor in terms of Part VII of the Local Government (Scotland) Act 1973.

Statement of Financial Activities for the Year Ended 31st March 2019

This Account summarises the resources that have been generated and consumed in providing services and managing the Common Good Funds during the year. It includes all day to day expenses and related income on an accruals basis, as well as transactions measuring the value of fixed assets actually consumed. This Account also includes the Statement of Total Recognised Gains and Losses which brings together all of the gains and losses of the Funds for the year and shows the aggregate movement in their net worth. All Common Good Funds have unrestricted funds only; there were no restricted or endowment funds during 2018-19 or in 2017-18.

	Notes	Year to 31 st March 2019				Year to 31 st March 2018			
		Paisley	Johnstone	Renfrew	Total	Paisley	Johnstone	Renfrew	Total
		SC019478	SC019480	SC019479		SC019478	SC019480	SC019479	
		£m	£m	£m	£m	£m	£m	£m	£m
Income and Endowments from:									
Grants, Interest & Dividend Income	2(a)	0.144	0.000	0.499	0.643	0.161	0.000	0.553	0.714
Rental and Other Income	2(b)	0.049	0.000	0.859	0.908	0.048	0.000	0.272	0.320
Total Income and Endowments		0.193	0.000	1.358	1.551	0.209	0.000	0.825	1.034
Expenditure on:									
Raising Funds									
Fundraising Trading		0.000	0.000	0.042	0.042	0.000	0.000	0.025	0.025
Investment Management Costs		0.017	0.000	0.055	0.072	0.016	0.000	0.054	0.070
Total Raising Funds		0.017	0.000	0.097	0.114	0.016	0.000	0.079	0.095
Charitable Activities									
Charitable Activities	3(a)	0.111	0.000	0.198	0.309	0.372	0.000	1.197	1.569
Governance Costs	3(b)	0.015	0.000	0.049	0.064	0.015	0.000	0.049	0.064
Depreciation and Impairment		0.071	0.000	0.488	0.559	0.071	0.000	(0.131)	(0.060)
Total Charitable Activities		0.197	0.000	0.735	0.932	0.458	0.000	1.115	1.573
Total Expenditure		0.214	0.000	0.832	1.046	0.474	0.000	1.194	1.668
Net Income / (Expenditure) and net movement in funds before gains and losses on investments		(0.021)	0.000	0.526	0.505	(0.264)	0.000	(0.369)	(0.634)
Gains/(losses) on Investment Assets	5	0.258	0.000	0.871	1.129	(0.070)	0.000	(0.236)	(0.306)
Net Income/(Expenditure)		0.237	0.000	1.397	1.634	(0.334)	0.000	(0.605)	(0.940)

Statement of Financial Activities for the Year Ended 31st March 2019

	Notes	Year to 31 st March 2019				Year to 31 st March 2018			
		Paisley	Johnstone	Renfrew	Total	Paisley	Johnstone	Renfrew	Total
		SC019478	SC019480	SC019479		SC019478	SC019480	SC019479	
		£m	£m	£m	£m	£m	£m	£m	£m
Transfer between Funds		0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Total after funds transfer		0.237	0.000	1.397	1.634	(0.335)	0.000	(0.605)	(0.940)
Other Gains or Losses									
Gains/(Losses) on Revaluation of Fixed Assets	4	0.000	0.000	(0.335)	(0.335)	0.000	0.000	1.027	1.027
Total Other Recognised Gains or Losses		0.000	0.000	(0.335)	(0.335)	0.000	0.000	1.027	1.027
Net Movement in Funds		0.237	0.000	1.062	1.299	(0.335)	0.000	0.422	0.087
Total Funds Brought Forward		5.257	0.052	30.108	35.417	5.592	0.052	29.686	35.330
Total Funds Carried Forward		5.494	0.052	31.170	36.716	5.257	0.052	30.108	35.417

The notes on pages 15 to 24 form part of these financial statements.

Balance Sheet as at 31st March 2019

The Balance Sheet summarises in its top half all of the assets that the Common Good Funds own and the liabilities that they owe to others. The bottom half sets out how the net assets of the Funds are allocated between usable resources and statutory reserves needed to comply with accounting rules.

		At 31 st March 2019				At 31 st March 2018			
	Notes	Paisley SC019478 £m	Johnstone SC019480 £m	Renfrew SC019479 £m	Total £m	Paisley SC019478 £m	Johnstone SC019480 £m	Renfrew SC019479 £m	Total £m
Fixed Assets									
Tangible Fixed Assets	4	0.773	0.000	13.047	13.820	0.844	0.000	13.869	14.713
Heritage Assets	4	0.063	0.047	0.109	0.219	0.063	0.047	0.109	0.219
Investments	5	4.163	0.000	14.073	18.236	3.915	0.000	13.233	17.148
		4.999	0.047	27.229	32.275	4.822	0.047	27.211	32.080
Current Assets									
Debtors	13	0.000	0.000	0.026	0.026	0.000	0.000	0.008	0.008
Short term deposits	15	0.535	0.005	3.960	4.500	0.481	0.005	2.955	3.441
		0.535	0.005	3.986	4.526	0.481	0.005	2.963	3.449
Less: Current Liabilities									
Creditors: Amounts Falling Due Within One Year	14	(0.040)	0.000	(0.045)	(0.085)	(0.046)	0.000	(0.066)	(0.112)
		(0.040)	0.000	(0.045)	(0.085)	(0.046)	0.000	(0.066)	(0.112)
Net Current Assets		0.495	0.005	3.941	4.441	0.435	0.005	2.897	3.337
Net Assets		5.494	0.052	31.170	36.716	5.257	0.052	30.108	35.417
Funds of the Charities									
<u>Unrestricted Funds</u>									
Income Funds		3.580	0.036	19.981	23.597	3.486	0.036	19.070	22.592
Revaluation reserve : Investments		0.937	0.000	3.104	4.041	0.794	0.000	2.618	3.412
Revaluation reserve : Other Fixed Assets		0.977	0.016	8.085	9.078	0.977	0.016	8.420	9.413
		5.494	0.052	31.170	36.716	5.257	0.052	30.108	35.417

Signed

Date

Alan Russell

Director of Finance and Resources

Renfrewshire Council

Signed

Date

Councillor John Shaw

Convener – Finance, Resources and Customer Services

Policy Board. Renfrewshire Council.

Cash Flow Statement for Year Ended 31st March 2019

This statement summarises the inflows and outflows of cash arising from the transactions with third parties on both day to day revenue transactions and expenditure on capital activities. For the purposes of this statement, cash is defined as cash in hand and deposits repayable on demand.

	Notes	Year ended 31st March 2019				Year ended 31st March 2018			
		Paisley £m	Johnstone £m	Renfrew £m	Total £m	Paisley £m	Johnstone £m	Renfrew £m	Total £m
Net Cash Inflow from Operating Activities	7	0.044	0.000	0.975	1.019	(0.184)	0.000	(0.544)	(0.728)
Capital Expenditure and Financial Investment									
Cash paid for fixed asset investment		(0.789)	0.000	(2.824)	(3.613)	(0.415)	0.000	(1.388)	(1.803)
Receipts from sales of fixed asset: investments		0.769	0.000	2.778	3.547	0.352	0.000	1.181	1.533
Receipts from sales of fixed asset: property		0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Payments to acquire tangible fixed assets		0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Net cash flow from capital expenditure and financial investments		(0.020)	0.000	(0.046)	(0.066)	(0.063)	0.000	(0.207)	(0.270)
(Increase)/decrease in cash held for investments		0.029	0.000	0.077	0.106	0.050	0.000	0.158	0.208
Increase/(decrease) in cash held in the year		0.053	0.000	1.006	1.059	(0.197)	0.000	(0.593)	(0.790)
Reconciliation of net cash flow to movement in net funds									
(Decrease)/increase in cash in year		0.053	0.000	1.006	1.059	(0.197)	0.000	(0.593)	(0.790)
net funds at 1 April		0.481	0.005	2.955	3.441	0.678	0.005	3.548	4.231
Net funds at 31 March		0.534	0.005	3.961	4.500	0.481	0.005	2.955	3.441

Notes to the Financial Statements

1: Accounting Policies

Introduction

The Financial Statements for the year ended 31 March 2019 have been compiled in accordance with the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006(as amended) and Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) published on 16 July 2014. They are designed to give a true and fair view of the financial performance and position of the Common Good Funds and comparative figures for the previous financial year are provided. There are no significant departures from accounting standards other than that outlined specifically below.

The accounting concepts of “materiality” and “going concern” have been considered in the application of accounting policies. In this regard the materiality concept means that information is included where the information is of such significance as to justify its inclusion. The accounts have been prepared on a going concern basis. The going concern concept assumes that the Charities will not significantly curtail the scale of their operations.

The accounts have been prepared under the historic cost convention, other than changes resulting from the revaluation of certain categories of assets. The following accounting policies used in its preparation have been reviewed following the introduction of Financial Reporting Standard 18 “Accounting Policies” (FRS18).

Income and Endowments

Recognition of income and endowments

These are included in the Statement of Financial Activities (SOFA) when:

- The charity becomes entitled to the resources;
- The trustees are virtually certain they will receive the resources; and
- The monetary value can be measured with sufficient reliability.

Grants and Donations

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Gifts in Kind

Gifts in kind are not reflected in the SORP, but are referred to when necessary in the Trustees Annual Report.

Investment Income

This is included in the accounts when receivable.

Investment Gains and Losses

This includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

Expenditure

Liability Recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

Charitable Activities

Decisions regarding the way the Common Good Funds' income is spent are taken by the Finance, Resources and Customer Services Policy Board, whose membership comprises of 15 of the trustees of the Common Good Funds. Voluntary groups are encouraged to apply for funding from the available funds allocated to Renfrewshire Council Local Partnerships.

Governance Costs

Governance costs include the:

- costs of the preparation and examination of statutory accounts;
- cost of any legal advice to trustees on governance or constitutional matters;
- cost of administering grants; and
- property maintenance.

Grants Payable without Performance Conditions

These are recognised in the accounts when the grant has been paid.

Assets

Valuation

Land and buildings have been valued on the basis of market value in relation to existing use, assessed either on a comparative basis or on a depreciated replacement cost basis. The valuations have been compiled by the Council Valuer who is Member of the Royal Institute of Chartered Surveyors (MRICS) qualified. Assets under construction are shown at historic cost. Land and buildings are revalued every five years, with increases in valuation matched by credits to the Revaluation Reserve.

A de-minimis of £9,000 is applied for capitalisation of expenditure.

The civic regalia and equipment (heritage assets) have been valued on a present value insurance basis.

Investments are valued at market value.

Depreciation

Depreciation is charged on a straight -line basis on all assets other than land, heritage assets and assets under construction. The Council Valuer determines the useful life of property assets. Depreciation is based on expected life of costs capitalised.

Impairment

The value of each category of asset is reviewed at the end of each financial year for evidence of reductions in value. Where impairment is identified as part of this review or as a result of a revaluation exercise, the loss is charged to the SOFA.

Departures from the Charities SORP

Operational land and buildings have been valued on a depreciated replacement costs basis, not a historic basis as per the Charities SORP. The main reason for this is the obligation under the Local Government Code of Practice on local authority accounting to apply a depreciated replacement cost valuation basis, and it is under the Local Government Code that the Common Good Accounts have been audited in previous years.

Events after the Balance Sheet date

Events after the Balance Sheet date are those events, both favourable and unfavourable, that occur between the end of the reporting period and the date when the Statements are authorised for issue. There are two types of events:

- Adjusting events – those that provide evidence of conditions that existed at the end of the reporting period, and the Statement are adjusted to reflect such events; and
- Non-adjusting events – those that are indicative of conditions that arose after the reporting period, and the Statements are not adjusted. Where a category of events would have a material effect, disclosure is made in the notes of the nature of the event and its estimated financial effect.

Events taking place after the date of authorisation for issue are not reflected in the Statements. Note 16 provides further information.

2: Income and Endowments

a) Investments

	2018-19				2017-18			
	Paisley	Johnstone	Renfrew	Total	Paisley	Johnstone	Renfrew	Total
	£m	£m	£m	£m	£m	£m	£m	£m
Grant income	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Dividend income	0.140	0.000	0.476	0.616	0.158	0.000	0.536	0.694
Interest income	0.004	0.000	0.023	0.027	0.003	0.000	0.017	0.020
Total grant & investment income	0.144	0.000	0.499	0.643	0.161	0.000	0.553	0.714

b) Rental and Other Income

	2018-19				2017-18			
	Paisley	Johnstone	Renfrew	Total	Paisley	Johnstone	Renfrew	Total
	£m	£m	£m	£m	£m	£m	£m	£m
Rental income from properties	0.049	0.000	0.266	0.315	0.048	0.000	0.272	0.320
Other Income	0.000	0.000	0.593	0.593	0.000	0.000	0.000	0.000
Total rental and other income	0.049	0.000	0.859	0.908	0.048	0.000	0.272	0.320

3: Expenditure

a) Charitable Activities

	2018-19				2017-18			
	Paisley	Johnstone	Renfrew	Total	Paisley	Johnstone	Renfrew	Total
	£m	£m	£m	£m	£m	£m	£m	£m
Voluntary organisation grants	0.024	0.000	0.146	0.170	0.030	0.000	0.067	0.097
Civic related grants	0.087	0.000	0.052	0.139	0.342	0.000	1.130	1.472
Total charitable activities grants	0.111	0.000	0.198	0.309	0.372	0.000	1.197	1.569

b) Governance Costs

	2018-19				2017-18			
	Paisley	Johnstone	Renfrew	Total	Paisley	Johnstone	Renfrew	Total
	£m	£m	£m	£m	£m	£m	£m	£m
Accountancy and Administrative Services	0.011	0.000	0.034	0.045	0.011	0.000	0.034	0.045
Property Services	0.004	0.000	0.015	0.019	0.004	0.000	0.015	0.019
Total Governance Costs	0.015	0.000	0.049	0.064	0.015	0.000	0.049	0.064

4: Tangible Fixed Assets

a) Paisley Common Good Fund

	Operational Land and Buildings	Non- Operational Assets – Surplus Assets	Total Tangible Fixed Assets	Heritage Assets
	£m	£m	£m	£m
Gross Book Value				
At 1 st April 2018	0.711	0.275	0.986	0.063
Additions	0.000	0.000	0.000	0.000
Disposals	0.000	0.000	0.000	0.000
Revaluations	0.000	0.000	0.000	0.000
At 31st March 2019	0.711	0.275	0.986	0.063
Depreciation				
At 1 st April 2018	0.142	0.000	0.142	0.000
Depreciation for Year	0.071	0.000	0.071	0.000
Depreciation on Revaluation	0.000	0.000	0.000	0.000
At 31st March 2019	0.213	0.000	0.213	0.000
Net Book Value at 31st March 2019	0.498	0.275	0.773	0.063
Net Book Value at 31st March 2018	0.569	0.275	0.844	0.063

b) Renfrew Common Good Fund

	Operational Land and Buildings	Plant and Equipment	Non- operational assets – Investment Properties	Non- Operational Assets – Surplus Assets	Total Tangible Fixed Assets	Heritage Assets
	£m	£m	£m	£m	£m	£m
Gross Book Value						
At 1 st April 2018	10.035	3.300	0.689	0.015	14.039	0.109
Additions	0.000	0.000	0.000	0.000	0.000	0.000
Disposals	0.000	0.000	0.000	0.000	0.000	0.000
Transfers	0.000	0.000	0.000	0.000	0.000	0.000
Revaluations	(0.467)	(0.016)	(0.045)	0.000	(0.528)	0.000
At 31st March 2019	9.568	3.284	0.644	0.015	13.511	0.109
Depreciation						
At 1 st April 2018	0.251	(0.095)	0.014	0.000	0.170	0.000
Depreciation for year	0.192	0.243	0.007	0.000	0.442	0.000
Impairment	0.000	0.000	0.000	0.000	0.000	0.000
Depreciation writeback on revaluations	0.000	0.000	0.000	0.000	0.000	0.000
Impairment losses written out on revaluation	(0.029)	(0.114)	(0.005)	0.000	(0.148)	0.000
At 31st March 2019	0.414	0.034	0.016	0.000	0.464	0.000
Net Book Value at 31st March 2019	9.154	3.250	0.628	0.015	13.047	0.109
Net Book Value at 31st March 2018	9.784	3.395	0.675	0.015	13.869	0.109

c) Johnstone Common Good Fund

	Heritage Assets
	£m
Gross Book Value	
At 1 st April 2018	0.047
Additions	0.000
Disposals	0.000
Revaluations	0.000
At 31st March 2019	0.047
Depreciation	
At 1 st April 2018	0.000
Depreciation for year	0.000
At 31st March 2019	0.000
Net Book Value at 31st March 2019	0.047
Net Book Value at 31st March 2018	0.047

d) Heritage Assets

Heritage Assets include items of civic regalia and equipment formerly used by the Provost of the Council on civic occasions. The assets are now held in Renfrewshire museums.

5: Fixed Asset Investments

Investments are held specifically to provide the funds from which donations and civic activities can be funded from.

a) Analysis of market values

	2018-19			2017-18		
	Paisley	Renfrew	Total	Paisley	Renfrew	Total
Market Value	£m	£m	£m	£m	£m	£m
At 1 st April 2018	3.915	13.233	17.148	3.972	13.420	17.392
Additions	0.789	2.824	3.613	0.415	1.388	1.803
Disposals	(0.769)	(2.778)	(3.547)	(0.352)	(1.181)	(1.533)
Net gain/(loss) on revaluation	0.257	0.871	1.128	(0.070)	(0.236)	(0.306)
Increase/(decrease) in cash in bank awaiting investment	(0.029)	(0.077)	(0.106)	(0.050)	(0.158)	(0.208)
At 31st March 2019	4.163	14.073	18.236	3.915	13.233	17.148

b) Asset Allocation Analysis

	2018-19			2017-18		
	Paisley	Renfrew	Total	Paisley	Renfrew	Total
	£m	£m	£m	£m	£m	£m
Bonds:						
UK Government Bonds	0.228	0.825	1.053	0.212	0.740	0.952
Other UK Bonds	0.277	0.876	1.153	0.295	0.984	1.279
Overseas Bonds	0.132	0.445	0.577	0.122	0.386	0.508
Equities:						
UK Equities	1.835	6.197	8.032	1.650	5.569	7.219
Overseas Equities	1.463	4.947	6.410	1.375	4.678	6.053
Non-Region Specific	0.045	0.153	0.198	0.069	0.234	0.303
Property Investments	0.044	0.148	0.192	0.104	0.351	0.455
Cash	0.135	0.470	0.605	0.084	0.277	0.361
Accrued Interest	0.004	0.012	0.016	0.004	0.014	0.018
Total Investment Assets	4.163	14.073	18.236	3.915	13.233	17.148

All investments during 2018-19 and in 2017-18 were held in unrestricted funds.

6: Reserves Cover

	2018-19				2017-18			
	Paisley	Johnstone	Renfrew	Total	Paisley	Johnstone	Renfrew	Total
	£m	£m	£m	£m	£m	£m	£m	£m
Free Reserves								
Unrestricted Funds	3.580	0.036	19.981	23.597	3.751	0.036	19.439	23.226
Allocation Adjustment	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Unrestricted Funds from SOFA	(0.021)	0.000	0.526	0.505	(0.265)	0.000	(0.369)	(0.634)
Total Unrestricted Funds	3.559	0.036	20.507	24.102	3.486	0.036	19.070	22.592
Less Funds tied up in fixed assets	(4.163)	0.000	(14.073)	(18.236)	(3.915)	0.000	(13.233)	(17.148)
Total Free Reserves	(0.604)	0.036	6.434	5.866	(0.429)	0.036	5.837	5.444
Annual Running Costs exclude impairment	0.214	0.000	0.832	1.046	0.474	0.000	1.194	1.668
Number of months held in reserve	0	0	93	n/a	0	0	59	n/a

Funds tied up in fixed assets are represented by investments held by the Common Good Funds.

7: Cash Flow Statement

a Reconciliation of net income/expenditure to net cash inflow/ (outflow) from operating activities

	Year to 31 st March 2019			Year to 31 st March 2018		
	Paisley	Johnstone	Renfrew	Paisley	Johnstone	Renfrew
	£m	£m	£m	£m	£m	£m
Net Incoming / (Expenditure) and net movement in funds before gains and losses on investments	(0.021)	0.000	0.526	(0.264)	0.000	(0.369)
Transfer of revaluation reserve realised on investment movement	0.000	0.000	0.000	0.000	0.000	0.000
Depreciation and impairment	0.071	0.000	0.488	0.071	0.000	(0.130)
Decrease/(increase) in debtors	0.000	0.000	(0.018)	0.000	0.000	0.009
Increase/(decrease) in creditors	(0.006)	0.000	(0.021)	0.010	0.000	(0.054)
Net cash (inflow)/outflow from operating activities	0.044	0.000	0.975	(0.184)	0.000	(0.544)

b Analysis of changes in net funds

	At 1 April 2018	Cash- flow	At 31 March 2019	At 1 April 2017	Cash- flow	At 31 March 2018
	£m	£m	£m	£m	£m	£m
Short term deposits						
Paisley	0.481	0.053	0.534	0.678	(0.201)	0.477
Johnstone	0.005	0.000	0.005	0.005	0.000	0.005
Renfrew	2.955	1.006	3.961	3.548	(0.589)	2.959
	3.441	1.059	4.500	4.231	(0.790)	3.441

8: Trustees' remuneration and expenses

Neither the Trustees of the Common Good Funds nor any associated person connected with them have received any remuneration for their services. Further, no directly incurred expenses were reimbursed to the Trustees during 2018-19.

9: Related Parties

During the year, the Common Good Fund balances were invested by Renfrewshire Council, who manage the administration of the Funds on behalf of the Trustees. The costs of this are disclosed in note 3(b), Governance Costs. The Council also acts as the banker for the Common Good Funds and all transactions, incoming and outgoing, are made via the Council's accounts. This creates a debtor as detailed in the respective Funds' balance sheets. There are no outstanding balances due to or from Renfrewshire Council other than those that appear in the balance sheet.

10: Commitments

As at March 2019, no Common Good Fund had outstanding commitments on capital contracts. There were no outstanding commitments for operating lease rentals.

11: Staff Costs and Emoluments

No members of staff were employed directly via the Common Good Funds during 2018-19 (2017-18 nil). All costs were incurred by Renfrewshire Council and recharged as detailed in note 3(b) Governance Costs. There are therefore no employees with emoluments above £60,000 (2017-18 nil).

12: Audit Costs

Costs of £4,550 were incurred in relation to the audit of the 2018-19 financial statements.

13: Debtors

	Year to 31 st March 2019				Year to 31 st March 2018			
	Paisley	Johnstone	Renfrew	Total	Paisley	Johnstone	Renfrew	Total
	£m	£m	£m	£m	£m	£m	£m	£m
Accrued Income	0.000	0.000	0.007	0.007	0.000	0.000	0.008	0.008
Prepayment of Grant	0.000	0.000	0.019	0.019	0.000	0.000	0.000	0.000
Total Debtors	0.000	0.000	0.026	0.026	0.000	0.000	0.008	0.008

14: Creditors

	Year to 31 st March 2019				Year to 31 st March 2018			
	Paisley	Johnstone	Renfrew	Total	Paisley	Johnstone	Renfrew	Total
	£m	£m	£m	£m	£m	£m	£m	£m
Trade Creditors	0.040	0.000	0.041	0.081	0.046	0.000	0.062	0.108
Rents in Advance	0.000	0.000	0.004	0.004	0.000	0.000	0.004	0.004
Total Creditors	0.040	0.000	0.045	0.085	0.046	0.000	0.066	0.112

15: Short Term Deposits

Short term deposits are accounts held with Renfrewshire Council who process receipts, payments and accounting entries on behalf of the Common Good Funds.

16: Events after the Balance Sheet date

Events taking place after the authorised issue date per the balance sheet are not reflected in the financial statements or notes. Where events taking place before this date provided information about conditions existing at 31 March 2019, the figures in the financial statements and notes have been adjusted in all material respects to reflect the impact of this information. There are no non adjusting events.

RENFREWSHIRE COUNCIL

COATS OBSERVATORY TRUST FUND

SC019454

TRUSTEES' REPORT
AND FINANCIAL STATEMENTS
1 APRIL 2018 to 31 MARCH 2019



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Trustees' Report

1. INTRODUCTION

Renfrewshire Council acts as sole trustee for the Coats Observatory Trust Fund which has charitable status and is registered with the Office of the Scottish Charity Regulator (OSCR):

The financial statements of the Trust are included in this report:

The principal address of the Trust Fund is:

Renfrewshire Council
Finance and Resources
Renfrewshire House
Cotton Street
Paisley
PA1 1JB

Renfrewshire Council administers the Trust Fund and separately accounts for it. Renfrewshire Council was established by the Local Government (Scotland) Act 1994 and came into being on 1 April 1996. The Council provides a wide range of public services such as education, social services, environmental services, council housing and economic regeneration.

The Trust Accounts do not form part of Renfrewshire Council's single entity balance sheet, although under s222 of the Local Government (Scotland) Act 1973, the property of the Trust "vest[s] in" the relevant local authority. However, the Trust Fund accounts are included within the group accounts of the Council. A copy of the group accounts can be obtained from the address above.

Independent Auditors: Audit Scotland
 4th Floor, South Suite
 The Athenaeum Building
 8 Nelson Mandela Place
 Glasgow G2 1BT

TRUSTEES

In terms of the “Trustees” of the Trust, the guidance provided by OSCR is that those who have “general control and management” of the charity are the charity trustees. Decisions regarding the general control and management of the Trust Fund are made by the Finance, Resources and Customer Services Policy Board (FRCSPB), which has delegated authority from the Council in this regard; but ultimately control rests with the full Council of elected members. We have therefore interpreted the above guidance as meaning all elected members are charity trustees

The following individuals were the Trustees of the Trust Fund in their capacity as elected members of Renfrewshire Council during the 2018/19 financial year:

William Brown	Eileen McCartin
Lisa-Marie Hughes	Kevin Montgomery
John Shaw	Jacqueline Cameron
Jane Strang	John Hood
Edward Grady	Alistair MacKay
Catherine McEwan	Andrew Steel
Jim Paterson	Derek Bibby
Jennifer Adam-McGregor	William Binks
Neill Graham	Andrew Doig
Jim Sharkey	Emma Rodden
Karen Kennedy	Audrey Doig
John McIntyre	Alison Dowling
Kenneth MacLaren	Scott Kerr
Margaret MacLaren	James Sheridan
Carolann Davidson	Natalie Don
John McNaughtan	Colin McCulloch
William Mylet	James MacLaren
Edward Devine	Tom Begg
Marie McGurk	Michelle Campbell
Paul Mack	Jim Harte
Stephen Burns	Iain Nicolson
Lorraine Cameron	

Day to day management of the Trust Fund is delegated to the Director of Finance and Resources of Renfrewshire Council. All of the trustees for the accounts are normally elected or re-elected at local government elections. By-elections are held to elect new members in the event of existing members vacating their position. New members automatically become trustees.

2. STRUCTURE, GOVERNANCE AND MANAGEMENT

The Coats Observatory Fund was inherited by the local authority in early 1963 from the Paisley Philosophical Society. The Council as Trustees own the buildings comprising the Coats Observatory. These buildings are leased to Renfrewshire Leisure Ltd for zero consideration.

HISTORY

The original purpose of the Trust when it was set up was: “for the upkeep of Coats Observatory equipment”. This purpose was relevant while there were cash funds available; however these funds have been exhausted, and only the property assets remain.

GOVERNANCE AND MANAGEMENT

The Council is required to make arrangements for the proper administration of its financial affairs and to secure that one of its officers has the responsibility for the administration of those affairs. The Director of Finance and Resources has been designated as that officer in Renfrewshire Council. They manage the affairs of the Council to secure the economic, efficient and effective use of resources and safeguard its assets and those of any charitable trust it controls. Given the Trust Fund is controlled by the Council, these specific provisions are supplemented by general provisions relating to the administration of local authority monies, i.e. the duty to obtain best value.

The Director of Finance and Resources has responsibility for ensuring an effective system of internal financial control is maintained and operated. This system of internal financial control can only provide reasonable and not absolute assurance that assets are safeguarded, transactions are recorded and properly authorised, and that material errors or irregularities are either prevented or would be detected within a timely period. The system of internal financial control is based on a framework of regular management information, financial regulations, administrative procedures and a system of delegation and accountability. The Director of Finance and Resources is responsible for keeping proper accounting records which are up to date and which ensure that the financial statements comply with the Charities Accounts (Scotland) Regulations 2006(as amended) and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities published on 16th July 2014.

Decisions regarding the operation, assets, processes or policies of the Trust Fund are delegated by the Council to the Finance, Resources and Customer Services Policy Board (FRCSPB).

RISK

The Trustees have overall responsibility for the Trust Funds’ system of internal control. This system is designed by senior management to ensure effective and efficient operation, including financial reporting and compliance with laws and regulations. The Trustees acknowledge that such a system is designed to manage rather than eliminate the risk of failure to achieve business objectives, and can only provide reasonable and not absolute assurance against material misstatement or loss.

3. FINANCIAL REVIEW

The Trust Fund has no explicit reserves policy. The Trust Fund is not in deficit and no donations to the Fund are solicited.

4. FUTURE PLANS

Given there are no cash funds remaining, nor are any anticipated, the Council will explore with OSCR the future of the charity, always considering the ongoing sustainability of the Observatory and ensuring appropriate governance arrangements remain in place.

The Trustees wish to thank the Renfrewshire Council officers involved in producing the Report and Financial Statements.

Signed:

Date:

Alan Russell
Director of Finance and Resources
Renfrewshire Council

On behalf of the Trustees:

Date:

Councillor John Shaw
Convener – Finance, Resources and Customer Services Policy Board
Renfrewshire Council

Independent Auditor's Report to the Trustees of Coats Observatory Trust Fund and the Accounts Commission for Scotland

Report on the audit of the financial statements

Opinion on financial statements

I certify that I have audited the financial statements in the statement of accounts of Coats Observatory Trust Fund for the year ended 31 March 2019 under Part VII of the Local Government (Scotland) Act 1973 and section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005. The financial statements comprise the Statement of Receipts and Payments, the Statement of Balances and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and a receipts and payments basis.

In my opinion the accompanying financial statements:

- properly present the receipts and payments of the charity for the year ended 31 March 2019 and its statement of balances at that date; and
- have been prepared in accordance with the requirements of the Charities and Trustee Investment (Scotland) Act 2005, and regulations 9(1),(2) and (3) of The Charities Accounts (Scotland) Regulations 2006.

Basis for opinion

I conducted my audit in accordance with applicable law and International Standards on Auditing (UK) (ISAs (UK)), as required by the [Code of Audit Practice](#) approved by the Accounts Commission for Scotland. My responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of my report. I am independent of the charity in accordance with the ethical requirements that are relevant to my audit of the financial statements in the UK including the Financial Reporting Council's Ethical Standard, and I have fulfilled my other ethical responsibilities in accordance with these requirements. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Responsibilities of the trustees for the financial statements

As explained more fully in the Trustees' Report, the trustees are responsible for the preparation of financial statements which properly present the receipts and payments of the charity and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's responsibilities for the audit of the financial statements

My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it

exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of the auditor's responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website www.frc.org.uk/auditorsresponsibilities. This description forms part of my auditor's report.

Other information in the statement of accounts

The trustees are responsible for the other information in the statement of accounts. The other information comprises the information other than the financial statements and my auditor's report thereon. My opinion on the financial statements does not cover the other information and I do not express any form of assurance conclusion thereon except on matters prescribed by the Accounts Commission or required by applicable law to the extent explicitly stated later in this report.

In connection with my audit of the financial statements, my responsibility is to read all the other information in the statement of accounts and, in doing so, consider whether the other information is materially inconsistent with the financial statements or my knowledge obtained in the audit or otherwise appears to be materially misstated. If I identify such material inconsistencies or apparent material misstatements, I am required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact. I have nothing to report in this regard.

Report on other requirements

Opinion on matter prescribed by the Accounts Commission

In my opinion, based on the work undertaken in the course of the audit the information given in the Trustees' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements and that report has been prepared in accordance with The Charities Accounts (Scotland) Regulations 2006.

Matters on which I am required to report by exception

I am required by The Charity Accounts (Scotland) Regulations 2006 to report to you if, in my opinion:

- proper accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- I have not received all the information and explanations I require for my audit.
- I have nothing to report in respect of these matters.

Use of my report

This report is made solely to the parties to whom it is addressed in accordance with Part VII of the Local Government (Scotland) Act 1973 and for no other purpose. In accordance with paragraph 120 of the Code of Audit Practice, I do not undertake to have responsibilities to members or officers, in their individual capacities, or to third parties.

Mark Ferris FCCA
Audit Scotland
4th Floor
8 Nelson Mandela Place
Glasgow
G2 1BT

September 2019

Mark Ferris is eligible to act as an auditor in terms of Part VII of the Local Government (Scotland) Act 1973.

Trust Accounts Financial Statements Overview

1. INTRODUCTION

The following pages detail the Statement of Receipts and Payments, the Statement of Balances and relevant Notes to the Accounts, as required by the Charities Accounts (Scotland) Regulations 2006. A Cash Flow Statement is not required as the charity is classified as a small charity as defined in the Charities Statement of Recommended Practice (SORP) and therefore is exempt from producing a Cash Flow Statement.

2. STATEMENT OF RECEIPTS AND PAYMENTS

The Statement of Receipts and Payments provides an analysis of the incoming and outgoing cash and bank transactions for the period. If applicable, the Statement would also show any cash movements in relation to fixed assets. In the case of the Trust Fund, there have been no purchases or sales of fixed assets.

3. STATEMENT OF BALANCES

The Statement of Balances reconciles the cash and bank balances at the beginning and end of the financial year with the surpluses or deposits shown in the Statement of Receipts and Payments. The Statement of Balances also summarises final closing balances at the end of the period.

4. NOTES TO THE ACCOUNTS

Notes to the accounts expand on or explain the information contained in the Statement of Receipts and Payments and the Statement of Balances.

Statement of Receipts and Payments for the year ended 31st March 2019

year ended 31st March 2019			
2018 Total £	Unrestricted £	Restricted £	2019 Total £
0 Total receipts	0	0	0
0 Total payments	0	0	0
0 Surplus / (deficit) for period	0	0	0

Statement of Balances as at 31st March 2019

As at 31 st March 2019			
2018 Total £	Unrestricted £	Restricted £	2019 Total £
Cash funds			
<i>Balances held with Renfrewshire Council:</i>			
0.00 Opening balance	0.00	0.00	0.00
0.00 Surplus / (deficit) for period	0.00	0.00	0.00
0.00	0.00	0.00	0.00
Other assets (at current valuation)			
<i>Land and buildings:</i>			
631,597.46 Coats Observatory, Paisley	0.00	610,850.73	610,850.73
0.00 Long Term Investments	0.00	0.00	0.00
631,597.46	0.00	610,850.73	610,850.73

Signed
Date:
Alan Russell
Director of Finance and Resources

Renfrewshire Council

Signed
Date:
Councillor John Shaw
Convenor – Finance, Resources and Customer
Services Policy Board
Renfrewshire Council

Notes to the Financial Statements

1. ACCOUNTING POLICIES

INTRODUCTION

The Financial Statements for the year ended 31 March 2019 have been prepared in accordance with the Accounting and Reporting by Charities : Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard 102, the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). They are designed to give a true and fair view of the financial performance and position of the Trust Fund and comparative figures for the previous financial year are provided. There are no significant departures from accounting standards other than that outlined specifically below.

The accounting concepts of “materiality” and “going concern” have been considered in the application of accounting policies. In this regard the materiality concept means that information is included where the information is of such significance as to justify its inclusion. The accounts have been prepared on a going concern basis. The going concern concept assumes that the Trustees will not significantly curtail the scale of the charities’ operations, however it is anticipated that the Observatory Fund will not continue indefinitely. This has no impact on the financial statements as the assets of the Fund comprise solely of the Observatory buildings which are independently valued.

The accounting concept of “accruals” is not relevant to these statements, which have been prepared on a receipts and payments basis.

The accounts have been prepared under the historic cost convention, other than changes resulting from the revaluation of certain categories of assets. The following accounting policies used in its preparation have been reviewed following the introduction of Financial Reporting Standard 18 “Accounting Policies” (FRS18).

Fund Accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanations of the nature and purpose of each fund is included in the notes to the financial statements.

The 2017-18 comparative figures have been brought forward unchanged.

INCOMING/OUTGOING RESOURCES

Recognition of incoming resources

All income is recognised and included in the Statement of Receipts and Payments (SoRP) when the money is actually received.

Recognition of expenditure

Expenditure is recognised and included in the Statement of Receipts and Payments (SoRP) when it is paid for.

Charitable Activities

Decisions regarding the way the Trust Funds' income is spent are taken by the Finance, Resources and Customer Services Policy Board, whose membership comprises 15 of the trustees of the Trust Fund.

Costs of Generating Funds

The cost of administering the Trust Fund including the audit fee is borne entirely by Renfrewshire Council.

Governance Costs

Governance costs, where applicable, include the:

- costs of the preparation and examination of statutory accounts;
- cost of any legal advice to trustees on governance or constitutional matters; and
- cost of administering grants.

ASSETS

The Fund includes the land and buildings of Coats Observatory, Paisley. The valuation is based on fair value, determined as the market value that would be paid for the asset in its current use. Valuations are provided by the Council Valuer who is MRICS qualified, and are updated as a minimum every five years. The Observatory building is being depreciated on a straight-line basis over 30 years.

2. ANALYSIS OF RECEIPTS/PAYMENTS

No income was received in the year.

3. TRUSTEES' REMUNERATION AND EXPENSES

Neither the trustees of the Trust Fund nor any associated person connected with them have received any remuneration for their services. Further, no directly incurred expenses were reimbursed to the trustees during the period (2017-18 nil).

4. RELATED PARTIES

During the period the Council also acted as the banker for the Trust Fund and all transactions, incoming and outgoing, are made via the Council's bank accounts. There are no outstanding balances due to or from Renfrewshire Council nor were there any cash transactions during 2018-19.



To: Council

On: 26 September 2019

Report by: Director of Finance and Resources

Heading: Financial Outlook 2020 - 2023

1. Overview and Key Messages

- 1.1 This report provides an update to the Financial Outlook previously outlined to the Council in September 2018, and the updated financial position as presented to Council on 28 February 2019.
- 1.2 The Council's financial outlook continues to be characterised by considerable and ongoing uncertainty, is fluid and subject to potentially material change over even a short-term time horizon. In the context of the wider economic and public spending environment across both the UK and Scotland and in particular the increasing uncertainty developing around the impact of the outcome of the UK's negotiations to withdraw from the European Union in October 2019, the Council's financial outlook over the short to medium term continues to have the potential to move into a period of heightened uncertainty and change.
- 1.3 Key influential areas continue to relate predominantly to future levels of government grant support, future pay awards and a range of demand related service pressures. It was previously anticipated that moving into 2020/21, the Council would be transitioning into a period of greater certainty, with known pay award levels in place up to and including 2020/21 and the expectation of a UK Comprehensive Spending Review in November and three year grant settlement for local government being provided from the Scottish Government towards the end of 2019. Due to the ongoing political and economic uncertainty at a UK level, the UK Government will provide only a single year budget settlement for the UK which in turn is likely to constrain the ability of the Scottish Government to provide a multi-year financial settlement for local government. It is therefore anticipated that the Council's medium term financial outlook will continue to be underpinned by uncertainty and at continued risk of being subject to ongoing change and material movement.

- 1.4 As a consequence, the Council's financial planning arrangements will remain subject to active review and in line with previous years, continue to be founded upon a scenario-based approach, in recognition of the scale of variability in the potential financial outcomes for the Council as uncertainties resolve and greater certainty emerges over future years.

Key Messages

- 1.5 The Council's current financial position remains stable and within the financial planning parameters established when the Council set its budget for 2019/20. Audit Scotland has recently completed their audit of the 2018/19 accounts and the audited financial position remains in line with that reported to Council in June 2019.
- 1.6 In setting the 2019/20 budget, the Council committed to approximately £7.7m of non-recurring spending, reflecting the temporary spending capacity that was available, predominantly due to the more positive outcome on grant confirmed as part of the Scottish Government's budget for 2018/19 and subsequently in 2019/20.
- 1.7 Notwithstanding this positive outcome for 2019/20, it represents only temporary respite and it is recognised that the Council will continue to face significant medium term financial challenges to maintain its financial stability, sustainability and capacity to redirect a reducing resource base to invest in key priorities.
- 1.8 A summary of the Council's medium term financial outlook is outlined below which provides the financial context for the Council's new phase of transformation and change which has been outlined to the June and September cycles of the Leadership Board:
- After taking account of the of the non-recurring spending in 2019/20, a net budget gap of between £26 million - £67 million over the three year period 2020 – 23 is currently forecast.
 - For financial planning purposes, the financial strategy is progressing on the basis of a central financial planning scenario with an estimated forecast budget gap of approximately £45 million to be addressed over the three year period.
 - In the absence of material disruption to the economy and public finances that may accompany a no deal Brexit scenario, greater certainty would be expected to emerge in each of the key areas of influence on the Council's financial outlook moving into and over the course of 2020.
 - In relation to pay pressures, these are known with a degree of certainty given the three year pay deals secured for 2018/19 – 2020/21.
 - Scottish Government Grant prospects remains the biggest single area of uncertainty. At present the financial outlook is framed upon Government Grant each year falling somewhere between a best case scenario of flat cash and a grant cut of 2.5% - the value between the upper and lower range being £23 million in total over the three year period.

- As outlined in detail in the report, the absence of a Comprehensive Spending Review from the UK Government is likely to result in a continuation of single year financial settlements for local government in Scotland. The early spending announcement by the UK Government in September, which was characterised by a loosening of previous spending constraints, confirmed an increase to the Scottish Block of £1.1bn (2.1% real terms increase). This would suggest the Scottish Government is likely to have a greater level of resources to spend in 2020/21 than they may have been previously planning.
- However, despite this more positive announcement for Scotland, this represents only an element of the overall factors which underpin the Scottish Government's budget under an increasingly devolved environment and as previously reported to members, it is anticipated that the Scottish Government budget will over the next three years be subject to negative adjustments as part of the operation of the fiscal framework, which will impact negatively on the Scottish Government's spending capacity.
- In this context and coupled with the need for the Scottish Government to fund growth in spending across a range of existing commitments, it is too early to make an assumption that the more positive UK spending announcement in September will necessarily result in local government receiving a more positive settlement in 2020/21 and beyond than that previously forecast.
- In this regard, issues in relation to the ongoing uncertainty around Brexit are finally resolved and the expected Scottish Government budget announcement in December, will be critical milestones in providing a greater degree of clarity in the likely prospects for the Council's future grant settlements.

1.9 In these circumstances as in previous years, it is important that the Council continues to adopt a sustainable medium-term perspective in developing and delivering the financial strategy and budget planning for 2020/21 – 23. In this context, it is recommended that the Council progresses its financial strategy on the basis of planning to target the delivery of the majority of savings in years 1 and 2 of the three years to provide a prudent and appropriate level of financial flexibility for the Council over the course of this medium term period of uncertainty. This will ensure that as a clear position emerges over the coming months for 2020/21 and potentially the direction of travel beyond, the Council is well placed to adequately and sustainably address the overall budget gap without being forced to respond over a short period of time, recognising there may again be comparatively limited time between announcement of government grant and statutory dates by which the Council is required to set its budget and Council tax.

1.10 In seeking to secure net budget savings to address the estimated £45 million budget gap over the three year period, it is recognised this will be progressed through a range of measures. For planning purposes, it is estimated that potentially up to £20 million of net saving/cost mitigation measures can be secured over the three year period through a combination of the following measures that are explored in more detail in the main body of the report:-

- Corporate Financing Savings - it should be noted however, that any such opportunity will be materially smaller in scale than previous years, restricted potentially to circa £2 million.
 - Service Based Efficiencies and Budget Reallocation – similar to previous years, work will be progressed with service Directors to develop and deliver a range of smaller scale service led efficiencies along with work to identify budget reallocation opportunities.
 - IJB Financial Planning - similar to the approach adopted for the first time in 2019/20, it is proposed to maintain a core financial planning assumption that the maximum cash growth applicable to the IJB delegated resources will be approximately 2% per annum (this may be subject to assessment against any specific grant conditions set as part of the financial settlement from the Scottish Government).
 - Council Tax – the option of annual Council tax increases are anticipated to remain available to the Council as part of their annual budget setting considerations.
- 1.11 Taking into account the detail outlined above and as outlined in recent reports provided to the Leadership board, the next phase of the Transformation and Change Programme – Right for Renfrewshire - is progressing on the basis of targeting to deliver sustainable and recurring savings of up to £25 million over the next three years.
- 1.12 It is anticipated that over the following months there will be a range of key announcements and changes which will continue to influence and change the Council's financial outlook, both in terms of the immediate short term looking ahead to the 2020/21 budget but also over the medium term through to 2022/23 and beyond. In this context, the Corporate Management team remain available to advise and work with political groups and elected members to assist in the development of budget strategies for 2020/21 which remain flexible, sustainable and focused on the delivery of key priorities detailed in the Council Plan. In line with previous years, reports will be provided to future cycles of the Council as key announcements are released and the financial outlook and strategy is updated and adapted as appropriate.

2. Recommendations

- 2.1 Note the update regarding the Council's current financial position.
- 2.2 Note the updated financial forecasts for the medium term, the range of potential funding issues facing the Council and the requirement to continue to plan for further significant budget gaps in the period through to 2023.
- 2.3 Approve the Council's ongoing commitment to the financial planning principles outlined in section 8 of the report.

3. Current Financial position

- 3.1 The Council's current financial position remains within the financial planning parameters established in the setting of the 2019/20 budget. Audit Scotland have completed their audit of the 2018/19 annual accounts which has

confirmed that the audited financial position remains in line with that reported to Council in June. Unallocated reserves remain at approximately £7 million and there is currently no dependence on these reserves as part of the 2019/20 budget approved in February 2019, where it was also agreed that unallocated reserves be retained at a minimum of £7 million during 2019/20. Budget monitoring for 2019/20 to date confirms spending across all services remains broadly within existing budgets. The Council's immediate financial position remains stable and consistent with existing financial and service plans notwithstanding the significant financial challenges which the Council will face in future years.

4 Financial Outlook 2020 -2023

- 4.1 The Council's medium term financial outlook continues to be characterised by considerable and ongoing uncertainty, is fluid and subject to potentially material change over even a short-term time horizon. In the context of the wider economic and public spending environment across both the UK and Scotland and in particular the increasing uncertainty developing around the impact of the outcome of the UK's negotiations to withdraw from the European Union in October 2019, the Council's financial outlook over the short to medium term has the potential to move into a period of heightened uncertainty and change.
- 4.2 Key influential areas continue to relate predominantly to future levels of government grant support, future pay awards and a range of demand related service pressures. Current forecasts in relation to the future financial impact of each of these factors are to varying degrees subject to risk of ongoing change and movement.
- 4.3 As a consequence, the Council's financial planning arrangements remain subject to active review and continue to be based upon a scenario-based approach, in recognition of the scale of variability in the potential financial outcomes for the Council as uncertainties resolve and certainty is established, but also to ensure the Council remains pro-active in managing this key strategic challenge and that decisions are anticipated well in advance of required actions. It is important therefore that the Council continues to plan for a range of potential outcomes across the key financial risks and challenges as they are currently understood. The information in the following sections of the report outlines these key risks and the potential impact these could have on the financial sustainability of the Council, and any requirement to budget for savings.
- 4.4 The current range of forecast outcomes across key variables is summarised in Appendix 1. Given the current scale of uncertainty, a scenario based approach continues to be adopted in line with previous years practice where potential outcomes have been categorised into a lower, central and upper forecast position; where the lower forecast outlines a more optimistic outlook, while the higher forecast indicates the outcome should pressures transpire to be at the upper end of current forecasts. Table 1 below summarises this central forecast position before any mitigating action has been taken, however members should recognise the significant range possible as outlined in Appendix 1.

Table 1 – Gross budget pressures (Central forecast)

	2020/21	2021/22	2022/23
General inflationary and contract pressures	£3.0m	£3.0m	£3.0m
Impact of agreed Investment commitments	£3.0m	£1.0m	£0.5m
Social Care Pressures	£2.250m	£2.250m	£2.250m
Strategic Waste	£1.250m	£0m	£0m
Pay pressures	£7.400m	£6.600m	£6.800m
Revenue grant loss	£3.750m	£3.750m	£3.750m
Total budget pressure	£20.650m	£16.6m	£16.3m
Range of Total Budget pressures (per Appendix 1)	£14.1m - £27.4m	£9.3m - £23.7m	£9.4m - £22.9m

5 Government Grant prospects

- 5.1 Previous financial outlook reports have outlined the increased risks to both the Scottish Government's block grant position and consequential risks to the local government settlement arising from the impact of both the overall level of budget available to the Scottish Government, and their policy choices.
- 5.2 The level of funding available to the Scottish Government is increasingly influenced by the Fiscal Framework which came into place following the Scotland Act 2016, the associated enhanced borrowing and tax raising powers available; and importantly, the performance of the Scottish economy relative to that of the UK as a whole.
- 5.3 In the context of the ongoing political disruption at a UK level, the planned UK Comprehensive Spending Review (CSR), which would have set out three year spending plans from 2020, has been postponed. Earlier this month, the Chancellor of the Exchequer announced the UK Government's spending plans for 2020/21. This announcement fell short of a full budget as there was no accompanying economic assessment or tax decisions. This early spending announcement by the UK Government, was characterised by a loosening of previous spending constraints, and which confirmed an increase to the Scottish Block of £1.1bn (2.1% real terms increase). This was an increase on previous expectations and would suggest the Scottish Government is likely to have a greater level of resources to spend in 2020/21 than they may have been previously planning.
- 5.4 However, despite this more positive announcement for Scotland, this represents only an element of the overall factors which underpin the Scottish Government budget under an increasingly devolved environment. Firstly, and as outlined above, the UK Government have yet to announce economic assessment and taxation decisions which would form part of a full budget announcement and play into the workings of the fiscal framework. As such, the

Scottish Government do not as yet have all the necessary information at their disposal to form a firm view of their settlement from Westminster for 2020/21. Further, the postponement of a three year CSR at a UK level, is likely to constrain the ability of the Scottish Government to meet its commitment to provide local government in Scotland with a three year financial settlement from 2020/21.

5.5

In addition, and as previously reported to members, it is anticipated that the Scottish Government budget will over the next three years be subject to negative adjustments and risks as part of the operation of the fiscal framework, which will be a constraining factor on the Scottish Government's spending capacity. This developing position is underpinned by the slower growth rate in income tax per head in Scotland relative to that of the UK as a whole. The impact of this is a growing area of concern and risk for the Scottish budget and is manifesting itself in two key ways:

- Firstly, as underlying growth in devolved Scottish Tax revenues is lagging that of the UK as a whole, the Block Grant adjustment (which replicates what the Scottish budget would have benefited had fiscal devolution not been in place) is expected to grow at a faster rate than devolved taxes. The implication of this is that the Scottish Budget's spending capacity is less than it otherwise would have been under pre-fiscal devolution conditions. It is forecast that the impact of this growing divergence by 2020/21 will almost offset the additional £500 million being raised through devolved tax decisions taken by the Scottish Government over the past two years. Therefore, growth in devolved tax revenues for Scotland as a result of devolved decisions, although growing the absolute spending capacity of the Scottish Government's resources, is expected over the medium term will in effect act as a compensating factor to fill the developing divergence from the faster growing block grant adjustment.
- Secondly, the fiscal devolution framework is underpinned each year by the use of income tax forecasts for that year and a subsequent reconciliation process as finalised outturn tax revenue figures emerge at both a UK and Scottish level. Once completed, this process can result in the flow of funding either to or from the Scottish Government's budget as a reconciliation adjustment. It takes several years for this process to be finalised and 2020/21 represents the first year in which the process will begin to take effect with the reconciliation outcome for financial year 2017/18 being finalised. As detailed in the Scottish Government's Medium Term Financial Strategy (MTFS) in May, based on current forecasts the Scottish budget may be subject to reconciliation adjustments which will require a repayment from the Scottish Budget to the UK Budget totalling £1billion over 2020/21 – 2022/23.

5.6

As previously outlined for members, although the Scottish Government's latest MTFS is lacking in any detail as regards spending plans, the previous spending commitments outlined by the Government, suggest that the outlook for the core local government grant over the medium term is likely to be subject to reductions in spending as the biggest of the unprotected areas of the Scottish Government's budget. In addition, and importantly, existing Scottish Government commitments to a range of priorities that sit within the local government budget will require additional new funding approaching £0.5bn in 2020/21. An increase in overall resources at this level is therefore the minimal

level of additional growth in funding that is required just to protect the core budget in cash terms, and consequently a cash increase below this level will represent in effect a cut to the core grant.

- 5.7 Further, there remains the obvious and potentially significant uncertainty in relation to how the ongoing Brexit situation is finally resolved. It is almost certain that the outlook at a UK, Scotland and Scottish local government level will necessarily be impacted by the form of Brexit which is finally agreed between the UK Government and the EU and that this may impact over both the short as well as the longer term.
- 5.8 Therefore it is too early to assume that the more positive UK spending announcement in September will necessarily result in local government receiving a more positive settlement in 2020/21 and beyond than that previously forecast. The current anticipated timetable for the key announcements which will inform the position is the UK Government Autumn Statement during November, subject to any impact from a potential general election. Following this the Scottish Government Budget is expected to be announced on or around 12 December, at which point it is expected the Scottish budget and local government settlement will again be for a single year, with prospects of multi-year grant settlements not emerging until next year at the earliest.
- 5.9 For context, the like for like movement in the level of government revenue grant received in previous years by the Council is summarised below:

Table 2 – Historic revenue grant movement

	2015/16	2016/17	2017/18	2018/19	2019/20
Draft Budget announcement	+0.1%	-3.4%	-4%	-0.8%	-1.4%
Final position following Parliamentary approval	-	-	-2.65%	+1%	-0.5%

It should be noted that in 2018/19, the Scottish Government utilised devolved tax raising powers to raise additional funding which was utilised to provide a better than anticipated financial settlement for local government and which was reflected in an improved settlement when compared with 2017/18. The Scottish Government have previously made clear that they do not intend to implement any further tax changes in the course of this parliament, indicating that the structure of tax in Scotland has been set for this period, potentially limiting policy choices in this regard to provide any further boost in resources. Notwithstanding this position, there remains the possibility of some form of tax decisions being taken that will influence spending capacity in Scotland. For example, should the UK Government take a decision to further increase the rate at which the higher rate of tax takes effect as had been suggested as a possibility, and should the Scottish Government choose not to match this in part or whole in Scotland, the Scottish Budget would receive a cash boost through a reduced block grant adjustment.

- 5.10 Scottish Government Grant prospects remains the biggest single area of uncertainty in respect to the Council's financial outlook. At present the financial

outlook is framed upon Government Grant each year falling somewhere between a best case scenario of flat cash and a worst case grant cut of 2.5% (on a like for like basis) - the value between the upper and lower range building to £23 million in recurring annual resources by 2022/23. In the context of uncertainty outlined above, it is not proposed at this stage to adjust this forecast. The expected announcement of the single year draft Scottish Government budget in December and what is provided for local government will be a critical milestone not just for 2020/21 but will go some way to framing whether the medium term prospects for local government are potentially moving in a more positive direction.

6 Projected cost pressures

- 6.1 The current projection for 2020/21 includes by necessity a range of assumptions in respect to key cost pressures, which in gross terms total approximately £16.9 million (central forecast), but are estimated to range from £14.1 million up to £19.9 million, equivalent to approximately 3.4% to 4.9% of the Council's net cost base.

Pay pressures

- 6.2 During the course of 2018/19, three year pay deals were struck across all employee groups, providing certainty of pay increases up to and including financial year 2020/21. As members will be aware, local government sets and agrees its own pay levels through established national bargaining arrangements, however the negotiating procedure for teachers is slightly different, with a tripartite approach in operation involving the Scottish Government. The three year agreements across all employee groups, represented above inflation annual uplifts, providing a degree of restorative awards following a period of pay restraint. A continuation of restorative pay awards is likely to remain a key objective for trade unions moving into a new round of negotiations beyond 2020/21. In this context the medium term outlook is framed upon pay awards of between 2% - 3% set against anticipated inflation rates at circa 2% over this period.
- 6.3 As ever, pay settlements will need to be balanced within the overall financial context for local government and maintaining pay awards at or above inflation is likely to remain extremely challenging, particularly if overall resources available to councils decline over the same period.

Demographic pressures

- 6.4 In conjunction with partners in the Renfrewshire Health & Social Care Partnership (HSCP) and Children's Services, the Council has had success in mitigating cost pressures to a degree through investment in a range of efficiencies and service demand moderation measures. While this approach will continue to be developed by the Chief Officer of the HSCP and the Director of Children's Services, it is anticipated cost pressures will continue to emerge linked to both service demand and contractual cost pressures.
- 6.5 2020/21 will be the fifth year of operation for the HSCP, and over the initial four years since inception, the budget settlement with the HSCP has been largely driven by both Council resources and resources available through the Scottish Government grant settlement process which were conditionally required to be

passed through to the HSCP. Based on recent experience, gross cost pressures experienced in Social Care, would suggest that for planning purposes the potential range of £1.5 million to £3 million (excluding pay pressures), prior to the impact of any mitigation and saving measures. The breadth of this range is reflective of the volatility in demand that can fluctuate over relatively short periods coupled with the exposure to external contract price pressures, given the scale of external providers used for both homecare and residential care facilities.

- 6.6 In the context of the Council's anticipated financial outlook, and the evolving relationship with the Partnership the HSCP is currently progressing its financial and strategic planning arrangements assuming a maximum net uplift in resources of 2% in cash terms per annum (including pay pressures), which is a tighter uplift than recent years and informed by the wider and more challenging financial outlook anticipated for the Council. As in previous years, the actual uplift in delegated resources may be influenced by conditions set by the Scottish Government as part of the overall financial settlement for local government. Set against the potential range of gross pressures that the Partnership will be exposed to, this will require, similar to previous years, a range of cost mitigation and saving measures to be implemented across the service. Such measures will be informed by the HSCP ongoing strategic planning and change programmes.

Other cost pressures

- 6.7 The Council each year faces a range of other cost pressures related to the renegotiation of contractual arrangements, general inflation and specific service issues. These can be recurring issues and cover for example:

- Above inflationary increases in utilities costs; specific cost pressures relating to particular services such as waste disposal costs, increased compliance arrangements etc.
- As technology markets change, there is an increasing shift from the traditional approach to ICT procurement (ie purchase software licences which is then held on Council owned servers in large server rooms) to the purchase of "software as a service", where many systems are accessed remotely from a cloud-based solution. This approach has many advantages in terms of freeing accommodation, reducing utility costs and improving reliability and resilience of systems. The financial transition is a reduced need for capital expenditure but an increasing need for revenue funding. In this context there is an increasing exposure of the revenue budget to contract related pressures and the continued deterioration of Sterling against other currencies (mainly the Dollar) can exacerbate this as many system providers are based in the United States therefore their costs are incurred in US dollars.
- In addition to external contractual pressures the Council has agreed to future investment commitments which will result in associated debt servicing costs:-
 - City Deal – which represents a significant regional economic programme that will drive economic growth and create jobs across the region. Over £1.1 billion of new investment in infrastructure will be

delivered - £275 million within Renfrewshire. This investment is predominantly funded by UK and Scottish Governments, however the Council will contribute just under £18 million which will be funded from prudential borrowing. In addition, due to the phasing of the UK and Scottish Government grant over a 20 year period, there will be a requirement for the Council to temporarily support interest costs associated with a proportion of the infrastructure investment costs. This cost will build incrementally in line with the infrastructure investment, then gradually reduce over the full grant period.

- Prioritised heritage led investment priorities to be delivered over the coming years which will also be a driver for economic regeneration across Renfrewshire. This investment will require both capital and revenue investment in the coming years and suitable provision for these costs requires to be built into the budget pressures forecast over the medium term.
- The financial impact of this range of investment interventions will be largely driven by the actual timing of delivery of the associated infrastructure and facilities but may result in up to an additional £6 million of debt servicing costs emerging. However, as with the Council's wider investment programme, the impact of this will be managed as part of the wider debt smoothing arrangements and opportunities to smooth and dampen the overall impact of this will be continue to be actively progressed.

Government Policy Priorities

6.8 The Scottish Government have a number of times outlined and re-affirmed their major policy and legislative priorities over the course of this parliament, with particular a focus on the early years of a child's life. A range of interventions have been developed, many of which impact on the Council and the way services are delivered for example in relation to the near doubling of early learning and childcare places, measures to improve attainment and specifically close the attainment gap along with workforce policy interventions in teacher pay arrangements. Outwith local government services, the Scottish Government has indicated both through explicit policy direction and funding commitments that the NHS will continue to receive real terms increases in funding. Along with stated commitments to Police funding, the Education sector, implementation of the Carer's Act and free personal care for under-65s, this places the core local government settlement at severe risk of being under considerable pressure and subject to contraction over the medium term.

6.9 At a UK level, the continued efforts to reform the welfare benefits system will have a direct impact in Renfrewshire as the full roll out of Universal Credit continues. A range of service demands flow from these measures such as advice services, housing support services and digital skills; in addition to anticipated increased demand for financial support such as Discretionary Housing Payments and Scottish Welfare Fund grants. The Council has over a number of years invested additional resources to manage and mitigate the impact of this reform programme, however there remains the risk that as Universal Credit in particular continues to be rolled out across Renfrewshire, sustained medium to longer term service demands and associated cost pressures may emerge. It is also recognised that demand for such services

would most likely come under even greater pressure in a potential post no deal Brexit scenario.

- 6.10 Reforms and changes to public sector pension schemes has been an ongoing UK and Scottish Government agenda over a significant period of time as part of achieving longer term financial sustainability of pension arrangements for public sector workers. Recent case law, referred to as the McCloud/Sergeant case has ruled that transitional protections introduced as part of UK wide pension reforms in 2015, designed to protect older workers nearer retirement, were unlawful principally on age discrimination grounds. As yet, the resolution to this issue has still to be established, however it will require some degree of financial recompense to those deemed to have been discriminated against which will represent a cost to public sector pension funds. This therefore raises a very real risk that this may ultimately manifest itself in higher employer contributions in the future.
- 6.11 More locally, the Council has agreed a range of investments utilising temporary funding capacity in areas such as Tackling Poverty, employability programmes and environmental improvements. These investments are scheduled to complete over the medium term and there will be a requirement to consider the future delivery of these services, set against the strategic priorities of the Council at that point.
- 6.12 In terms of new Council priorities, the budget pressures detailed at Table 1 above does not provide for any capacity for new investment in council priorities. The generation of any such capacity would require to be linked to sustainable savings and agreed in line with the Council Plan. The delivery of core services requires to be balanced with the desire to invest in strategic priorities; therefore it is important that the underlying financial strategy continues to adopt a medium term approach whilst recognising the ambition of the Council to invest in direct interventions which support the delivery of key outcomes.

7 Financial Strategy and “Right for Renfrewshire”

- 7.1 The Council's current financial position remains stable and within the financial planning parameters established when the Council set its budget for 2019/20. In setting the 2019/20 budget, the Council committed to approximately £7.7m of non-recurring spending, reflecting the temporary spending capacity that was available at that time. Notwithstanding this positive outcome for 2019/20, as outlined above, it is anticipated that it represents only temporary respite and that the Council will face significant medium term financial challenges in each of the following three years, with uncertainty in respect to the overall scale.
- 7.2 After taking account of the of the non-recurring spending in 2019/20, a net budget gap of between £26 million - £67 million over the three year period 2020 – 23 is currently forecast. For planning purposes, the financial strategy is being progressed on the basis of a central planning scenario with an estimated forecast budget gap of approximately £45 million to be addressed over the three year period.
- 7.3 Given the current uncertainty both politically and economically at a UK level in respect to Brexit, it is now clear the prospect of a multi year Comprehensive Spending Review at a UK level has been postponed for at least a year. This in turn is expected to constrain the opportunity for the Scottish Government to meet its commitment to local government of providing three year financial settlement from 2020/21. Greater certainty would be expected to emerge in

relation to the Council's Scottish Government Grant prospects for 2020/21 only in line with the completion of a single year UK budget announcement in the Autumn and subsequent Scottish Government Budget announcement planned for December. The Council should however be alert to the prospect that as a result of the current political uncertainty at a UK level, there remains the risk that this anticipated timetable may be disrupted and which could delay the Scottish Government providing a draft financial settlement to beyond the end of the calendar year. Such a scenario would provide very little time for the Council to respond prior to statutory deadlines to set a budget and council tax levels for 2020/21.

7.4 In these circumstances as in previous years, it is important that the Council continues to adopt a pro-active and sustainable medium-term perspective in developing and delivering the financial strategy and budget planning for 2020/21 – 23. In this context, it is recommended that the Council progresses the strategy on the basis of planning to target the delivery of the majority of savings in years 1 and 2 of the strategy to provide a prudent and appropriate level of financial flexibility for the Council over the course of this medium term period of uncertainty. This will ensure that as a clear position emerges over the coming months for 2020/21 and potentially beyond, the Council is well placed to adequately and sustainably address the overall budget gap without being forced to undertake reactive decisions a short period of time in response to a potentially late financial settlement being confirmed.

7.5 As outlined earlier, it is proposed to progress the financial strategy on the basis of seeking to secure net budget savings of £45 million over the three year period. It is recognised that in line with previous years, the Council will be required to progress addressing this budget gap through a range of measures in addition to the reliance that will be placed on the Council's transformation and change programme. For planning purposes, it is estimated that up to £20 million of net saving/cost mitigation measures can be secured over the three year period through a combination of the following

- Corporate Financing Savings - as outlined previously to members, the existing debt smoothing strategy has in effect been completed in terms of releasing medium term savings. Recent statutory accounting changes have opened up the opportunity for a fresh review of the Council's long term debt/loans fund arrangements. This is anticipated to provide an avenue to generate a fresh tranche of annual debt savings to support the 2020/21 budget position. It should be noted however, that any such opportunity will be materially smaller in scale than previous, restricted potentially to circa £2 million.
- Service Based Efficiencies and Budget Reallocation – similar to previous years, work will be progressed with service Directors to develop and deliver a range of smaller scale service led efficiencies along with work to identify budget reallocation opportunities. Both these measures seek to create headroom within existing service resources to offset the financial impact of new emerging budget pressures on service across the Council. This approach has proved successful in previous years in mitigating on a net basis the impact of new unavoidable budget pressures albeit it is recognised this is likely to become increasingly more challenging for Directors.

- IJB Financial Planning - similar to the approach adopted for the first time in 2019/20, it is proposed to maintain a core financial planning assumption that the maximum cash growth applicable to the IJB delegated resources will be approximately 2% per annum (this may be subject to assessment against any specific grant conditions set as part of the financial settlement from the Scottish Government). In contrast to the forecast reduction in Council revenues (net movement in grant and Council tax), this would continue to represent a significant positive redirection of resources by the Council to protect the long term year on year cash growth in Adult Social Care Service resources to meet increasing demographic demand and cost pressures. Despite this, it remains probable in the context of the scale of annual cost pressures that the IJB has experienced over recent years, it will be required to progress its own service change, efficiency and transformation agenda managed through the IJB Board governance arrangements in order to secure savings and efficiencies to maintain a balanced and sustainable budget.
- Council Tax – the option of annual Council tax increases are anticipated to remain available to the Council as part of their annual budget setting considerations, with the operation of a cap set by the Scottish Government continuing to be a probable feature of future grant settlement arrangements (previous caps have ranged between 3% - 4.79%).

7.6 As outlined to the Leadership Board earlier this month, taking into account the detail outlined above, for planning purposes the Right for Renfrewshire programme, will be progressed on the basis of targeting to deliver sustainable and recurring savings of up to £25 million over the next three years. An initial planning profile for delivering savings over the three year period of £7 million / £13 million / £5 million has been established, albeit this is likely to be subject to change and flex over that period and there will be a need to keep under close review both the required scale and shape of this proposed saving profile as greater certainty emerges on the Council's financial challenge moving forward.

7.7 The Council has had considerable success in delivering change and transformation at scale since 2009 which has been critical in delivering savings as well as mitigating anticipated cost and demand growth for services. The change delivered to date has been both considerable and wide ranging, from deploying new technologies and digital capability, to innovating on a range of fronts with new delivery models including for example the expanded Leisure Trust arrangements, Health and Social Care arrangements as well as key collaborative projects covering for example strategic waste and indeed the City Region arrangement. Financial benefits have been realised through opportunities to reconfigure both Council structures as well as discrete services and functions, streamlining of the size and shape of the workforce has been significant over the past 10 years as well as rationalising the scale of the Council's assets utilised to deliver services.

7.8 As outlined to the September Leadership Board, there is an increased reliance being placed upon the Right for Renfrewshire programme to deliver a greater level of financial savings than has been delivered over recent years. In this context, as well as recognising the long term journey of change the Council has already been on since 2009, the Right for Renfrewshire programme is adopting a fresh approach to developing and designing change and transformation moving forward in order to avoid the risk of responding to an intensifying

financial challenge by simply reducing costs within the context of current service models.

7.9

In approaching this challenge, it is important that the Council is able to begin to articulate a vision and blue print of what it is envisaged will characterise and define the Council's future state in 3 – 5 years. Detailed below are some of the key attributes that undoubtedly exist today but which are envisaged will become significantly stronger features of the Council as it moves forward and transforms through this period:

- The Council will be leaner and more efficient, a digitally leading public sector body, doing the right things well, responsive to citizens changing needs and expectations and which prioritises more limited resources to where it can make the biggest positive impact on peoples' lives across Renfrewshire.
- The Council has a much clearer focus on its core purpose and what it is best placed to deliver, facilitate and enable on behalf of communities, partners, staff and businesses.
- The Council has a much more structured approach to designing services, where there is a clearer basis which underpins the service scope, standards, quality and cost of services that exist.
- The Council is better organised to have more adaptable structures where roles, teams and functions are designed to deliver excellent universal services for all communities whilst focusing our specialist resource on more complex customer needs.
- The Council works better with communities and recognises that the Council's role will be as much about building capacity to allow communities to play a bigger direct part in tackling the issues that affect them the most and where the Council enables communities to reach their potential and understand their needs.
- The Council will develop improved collaborative practice with partners to better achieve common goals for Renfrewshire and collectively invest our energy and resources where they make the most impact
- The Council has a workforce focused on where they will make the biggest impact, where all have opportunities to develop careers along clear pathways and feel motivated and positive about being part of the Council. The Council will be a leader in attracting and retaining talent and staff will be better supported to do their jobs and will be more empowered to innovate and find solutions.

8

Longer Term Outlook

8.1

Given the many variables and risks which potentially impact on the council's financial position, forecasting over the longer term inevitably becomes more challenging. In particular the form of the UK exit from the EU could have significant implications for the Scottish economy and therefore the Scottish Government budget. However, it is incumbent on the Council to continue to adopt a longer term outlook to ensure that risks to the Council's underlying

financial sustainability are identified early and that where appropriate long term strategic responses carefully planned, developed and implemented.

8.2 The Financial Outlook report to Council in September 2016 included a Long Term Financial Strategy which set out a range of risks, challenges, approaches and principles which continue to remain valid today. It was intended that this long term strategy would have been fundamentally reviewed towards the end of 2019 to ensure it remained appropriately current and informed, in particular following the UK Government Spending Review publication, the Scottish Government's commitment to three year financial settlements as well as the outcome of Brexit negotiations and the finalised exit route as the potential longer term economic implications. As outlined above, each of these major uncertainties have remained unresolved moving from 2018 into 2019. It is again anticipated that the coming months moving from 2019 into 2020 and over the course of that year will see these issues resolved. It is therefore planned to postpone the refresh of the long term strategy until 2020. Once these issues are gradually resolved, this will provide a firmer basis on which to fully refresh the Council's risk assessment associated with its long term financial outlook.

8.3 As outlined to Council last year, the existing strategy outlined a need for the council to continue to plan services and finances over the medium to longer term on the basis of:

- reducing resources with significant uncertainty over when sustained growth may return and at what level
- rising cost and demand pressures expected to remain a feature of the Council's longer term outlook
- an increasing need for the Council to prioritise spend to focus on the delivery of strategic outcomes
- a focus on delivering change, transformation and savings continuing to be a necessary feature of the Council's long term planning arrangements.

8.4 The principles adopted by Council in agreeing the strategy therefore remain valid and will continue to form the basis of the Council's financial planning approach over the medium term:

- (i) The Council has an ongoing commitment to efficiency, modernisation of service delivery and prioritisation of resources on the delivery of key strategic outcomes.
- (ii) The Council strives to maximise income, grow its tax base and attract external funding.
- (iii) Investment in service transformation and early intervention/ prevention, including lifecycle maintenance to protect existing investments in our assets is given appropriate priority.
- (iv) Any new borrowing decisions taken by the Council are capable of repayment on a sustainable basis and overall debt levels are contained within affordable long term parameters.
- (v) The Council's core budget is not underwritten by the use of general reserves or speculative capital receipts.

- (vi) Council reserves are maintained at a level which provides appropriate financial resilience to the Council and the core services it provides and should be subject to ongoing annual review in the context of the risk profile faced by the Council.

9 Non-Housing Capital

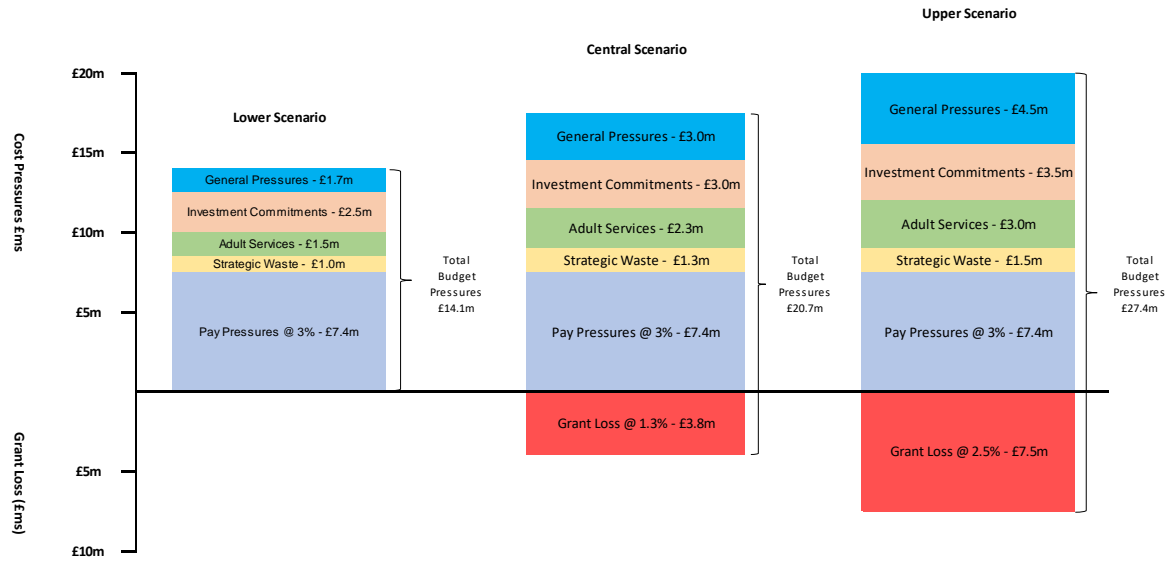
- 9.1 The Council's capital grant figures for future years are not known at this point and will not be confirmed until the Scottish Budget is announced in December. As outlined above, it is expected that the Scottish Government will once again provide only a single year set of financial settlement figures for local government. Notwithstanding this, at an all Scotland level, the Scottish Government have forecast in their own medium term financial strategy for the level of capital resources at their disposal to steadily grow over the medium term, at an average rate of between 5%-8% per annum through to 2023/24. Were this growth to be reflected in the local government settlement, there would remain the prospect that capital grant resources available to the Council will expand over the medium term. The outcome of the 2020/21 settlement although only for a single year will provide an indication of the potential direction of travel over the medium term.
 - 9.2 The Council has previously agreed to a number of financial planning principles in order to ensure the capital programme remains sustainable and affordable; including directing capital grant in the first instance to support ongoing lifecycle maintenance and renewals programmes in order to protect the existing asset base; and this principle remains key to the development of future capital plans. Additionally, the capital plan is in a wider context updated to include known resource and investments underpinned by borrowing must be based on business cases which deliver associated efficiencies which support borrowing costs. In this context in considering the capital plan as part of the 2019/20 budget a level of pre-commitment of future capital grant has been made by the Council to aid a longer term investment strategy in the roads infrastructure.
 - 9.3 In this context, it is expected that at the Council budget meeting for 2020/21, budget proposals in relation to capital would be restricted to an update to the capital programme taking account of the confirmed 2020/21 capital grant position.
-

Implications of the Report

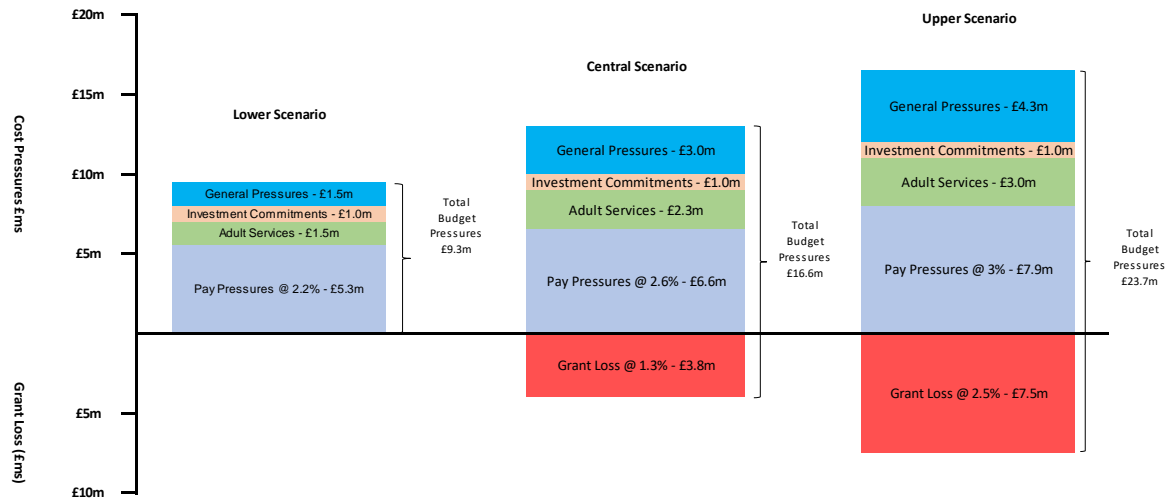
1. **Financial** – the report highlights the financial risks facing the Council over the medium term, and a requirement to continue to make significant financial savings in order to remain financial sustainable.
2. **HR & Organisational Development** – the medium term financial position and associated plans require to align with workforce and service plans to ensure the size and composition of the Council workforce remains appropriate and affordable.
3. **Community/Council Planning** – the Council requires to remain financially sustainable in order to deliver on its priorities as outlined in the Council and Community Plans
4. **Legal** - none
5. **Property/Assets** - none
6. **Information Technology** - none
7. **Equality & Human Rights** – n/a at this stage and any implications will be assessed as part of associated proposals taken forward as part of the financial strategy and wider Right for Renfrewshire programme.
8. **Health & Safety** - none
9. **Procurement** – none
10. **Risk** – a range of financial risks are outlined within the report, along with mitigation measures as far as they are possible.
11. **Privacy Impact** - none
12. **Cosla Policy Position** – none
13. **Climate Risk** - none

Author: *Alastair MacArthur, Ext 7363*

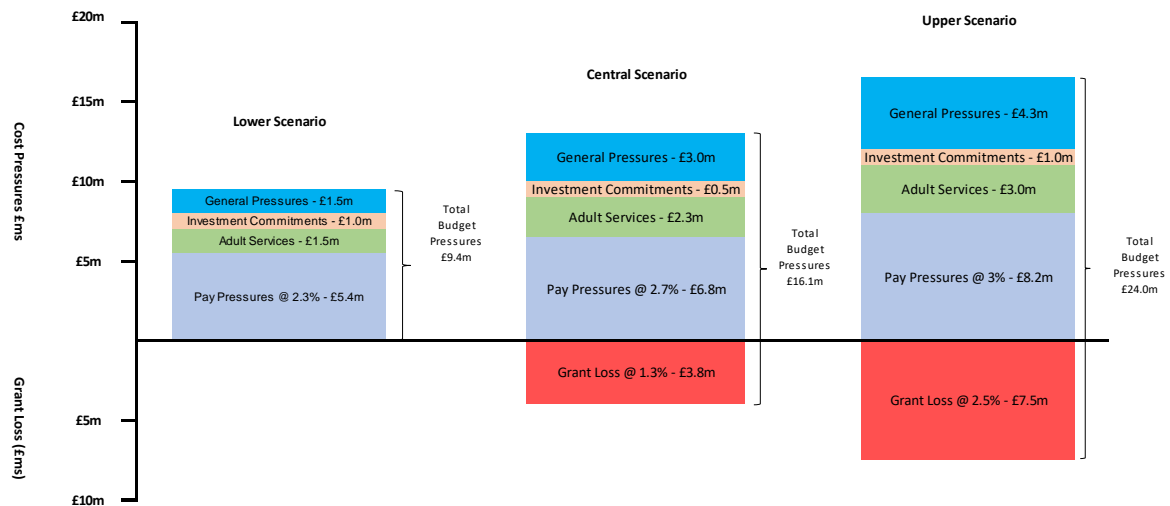
2020/21



2021/22



2022/23





To: Council

On: 26 September 2019

Report by: Director of Environment & Infrastructure

Heading: Audit on the Condition of Secondary Schools Mineral (Red Blaes) Pitches & Proposals for Future Investment

1. Summary

- 1.1 At the Council meeting of 9 May 2019, the Council agreed to undertake a full audit on the condition of all Secondary Schools red blaes pitches and bring back a report detailing proposals for future investment and the report be submitted to the first meeting of the Council following the Summer recess. Red blaes pitches are more widely defined as mineral pitches.
- 1.2 There are eleven secondary schools within Renfrewshire. Three secondary schools have mineral pitches as part of their school pitch provision, St Benedict's, Linwood and Gryffe High Schools.
- 1.3 An audit has been undertaken of the three mineral pitches used as part of the secondary school estate. These pitches have been audited against Sport Scotland standards for mineral pitches and all three have been assessed as satisfactory, the highest standard set out in the Sport Scotland criteria.
- 1.4 Future investment proposals for the mineral based pitches at the schools set out in section 1.2 of this report will be undertaken through the lifecycle maintenance programme as set out in section 6 of this report.

2. Recommendations

It is recommended that the Council:

- 2.1 Notes that a full audit has been undertaken of all secondary school mineral pitches;
 - 2.2 Notes that the three secondary mineral pitches have been assessed as being in satisfactory condition as set out in section 4 of this report.
 - 2.3 Approves the future investment proposals as set out in section 6 of this report.
-

3. Background

- 3.1 There are eleven secondary schools within Renfrewshire. Seven schools have synthetic all-weather pitches only, one school has a synthetic all-weather pitch and a mineral pitch, and two schools have a singular mineral pitch only. One school, Paisley Grammar, has no pitches within the school grounds, using the Seedhill Playing Fields to support the delivery of the school curriculum. A summary of schools and pitches is set out in appendix 1.
- 3.2 The three mineral pitches within the secondary school estate are located at Linwood and St Benedict's High Schools and Gryffe High School, where they also have an all-weather synthetic pitch.
- 3.3 Renfrewshire Leisure operate community football pitch facilities within Renfrewshire. These are synthetic all-weather pitches and grass pitches available for the community to lease. These football pitches are located throughout Renfrewshire and are a combination of standalone community and sports facility pitches and school pitch availability for community use outwith school hours, as set out in appendix 2 of this report.
- 3.4 Mineral pitches
 - 3.4.1 Mineral pitches in Scotland were traditionally constructed of burnt pit shale (mineral). Over the last 20 years the availability of red burnt pit shale has decreased and a product called "golden grit", a granite mineral

is used to replenish the top surface. Mineral pitches were designed to withstand extensive wear and high levels of rainfall. However, during periods of cold and wet weather, they can be subject to ‘frost heave’ and they can become water logged. The three mineral pitches within Renfrewshire secondary schools use “golden grit”.

3.5 Synthetic pitches

3.5.1 Over the last 20 years a number of the existing mineral and grass pitch facilities in Renfrewshire have been replaced with synthetic all-weather facilities. These pitches have been developed to more closely mimic the playing characteristics of good quality natural grass surfaces. The pile length is longer and more open, and the infill uses rubber crumb. These facilities are usable all-year round excluding extreme winter weather conditions.

4. **Audit of Secondary School Mineral Pitch Facilities**

4.1 Sport Scotland set out defined standards for all pitch construction materials, including mineral pitches. For mineral pitches the standard is as follows:

- | | |
|---------|--|
| Grade 3 | Satisfactory standard: Set as the desirable satisfactory standard, able to accommodate a number of games per week without serious deterioration in playing quality. Drainage system is maintained appropriately to ensure efficient functioning. |
| Grade 2 | Requires renovation of the playing surface: Drainage functions ineffectively for various reasons such as ground conditions not allowing water to reach the drainage system, a damaged system incorrect maintenance. Exhibits similar problems to Grade 1 pitches although less severe.
Generally provides a poor-quality playing surface. |
| Grade 1 | Requires reconstruction: Typical problems of waterlogging, uneven surface loss, mineral cover and consistent ball reaction. Generally provides a poor quality playing surface. Difficult to maintain and unable to sustain more than occasional use without serious damage to the pitch. |

4.2 The audit of Renfrewshire’s three secondary school mineral pitches has been assessed against the Sport Scotland standards and the summary of the audit condition is set out in the table below:

School	Condition
Gryffe	3
Linwood	3
St Benedict's	3

4.3 Gryffe High School has both a synthetic all-weather pitch facility and a mineral pitch facility. The school delivers the curriculum requirements through these two facilities, predominantly through the synthetic all- weather pitch with the mineral pitch being used predominantly in the summer to support athletics.

4.4 Linwood and St Benedict's High Schools both have one mineral pitch. The school delivers the curriculum requirements through these facilities.

5. Audit of Secondary School Synthetic Pitch Facilities

5.1 In addition to auditing the secondary school mineral pitch facilities, an audit was undertaken of all the secondary school synthetic all-weather pitch facilities. Sport Scotland also set out defined standards for synthetic pitches. The standard is as follows:

- Grade 3 Satisfactory standard: The pitch has been constructed in accordance with recognised technical and performance specifications and has been maintained appropriately so that the required performance and playing characteristics have been preserved.
- Grade 2 Requires rejuvenation: The surface does not deliver the required performance and playing characteristics.
- Grade 1 Requires refurbishment: The carpet surface has become completely worn out and needs to be replaced, possibly with the same carpet type and possibly with a more modern or sports specific surface. Repairs to or, exceptionally, renewal of the sub-base, might also be required.

5.2 The audit of Renfrewshire's secondary school synthetic pitches has been assessed against the Sport Scotland standards and the summary of the audit condition is set out in the table below:

School	Condition
Castlehead High School	3
Gleniffer High School	3
Gryffe High School	3
Johnstone High School	3
Park Mains High School	2
Renfrew High School	3
St Andrew's Academy	3
Trinity High School	3

6. Future Investment Requirements

- 6.1 The three mineral based pitches at Gryffe, Linwood and St Benedict's High schools are currently assessed as being in a satisfactory condition. These pitches are subject to regular maintenance to retain the pitches in a satisfactory condition. These pitches, like all infrastructure assets require lifecycle maintenance investment on top of the regular maintenance requirements over time. In the case of mineral based pitches this being to renew drainage and minerals elements of the pitch infrastructure.
- 6.2 Linwood and St Benedict's are PPP Schools. Under the terms of the contract, these mineral pitches require to be maintained to a satisfactory condition to the end of the contract in 2038.
- 6.3 The mineral based pitch at Gryffe High School is not at the point in its asset life where long term investment is required to improve the drainage and playing surface. The mineral pitch at the school will be inspected on an annual basis to update the asset condition. At the point when the asset condition survey recommends long term investment, the future pitch requirements will be reviewed in conjunction with the school and Renfrewshire Leisure to provide a facility that meets the future needs of the school and the community.
- 6.4 The synthetic pitch at Gryffe High School is scheduled for renewal, in conjunction with the school in 2021/2022.
-

Implications of the Report

1. **Financial** – The costs to renew school pitches is funded from the Council's capital budget for asset lifecycle replacement.
2. **HR & Organisational Development** – None
3. **Community/Council Planning** – None
4. **Legal** – None
5. **Property/Assets** – More effective use of community assets
6. **Information Technology** – None
7. **Equality & Human Rights** - The recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because it is for noting only. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
8. **Health & Safety** - None
9. **Procurement** – None
10. **Risk** – None
11. **Privacy Impact** – Not required
12. **Cosla Policy Position** – not applicable
13. **Climate Risk** – None

List of Background Papers – None

Author: Gordon McNeil, Director of Environment & Infrastructure

Appendix 1

School	Number of Pitches	Nature of Pitches
Castlehead High School	2	Synthetic Rubber
Gleniffer High School	1	Synthetic
Gryffe High School	2	Mineral Synthetic
Johnstone High School	1	Synthetic
Linwood High School	1	Mineral
Paisley Grammar	0	No facilities on-site, use of Seedhill Playing fields both astroturf and grass pitches
Park Mains High School	4	Synthetic Astro hockey Running track Grass rugby
Renfrew High School	1	Synthetic
St Andrew's Academy	1	Synthetic
St Benedict's High School	1	Mineral
Trinity High School	1	Synthetic

Secondary School & Community Football Pitch Facilities in Renfrewshire

Location	Types
Ralston Sports Centre	Synthetic & grass
Seedhill Sports Centre	Synthetic & grass
Renfrew Sports Centre	Synthetic & grass
ON-X leisure Centre	Synthetic & grass
Johnstone Community Hub	Synthetic
Ferguslie Sports Centre	Synthetic & grass
Park Mains	Synthetic
Johnstone	Synthetic
KGV Renfrew	Synthetic
Trinity	Synthetic
Gryffe	Synthetic
St Andrew's	Synthetic
Castlehead	Synthetic
Gleniffer	Synthetic
KGV Renfrew	Grass
St James	Grass
Bishopton	Grass
KGV Johnstone	Grass
Thomas Shanks Johnstone	Grass
McMaster Centre	Grass
Morar Drive	Grass
Todholm Marshes	Grass
Inchinnan Playing Fields	Grass
Moredun Playing Fields	Grass
Durrockstock Park	Grass
Glenpatrick Playing Fields	Grass
Erskine	Grass
Kirklandneuk	Grass
Viewfield Park	Grass
Lochwinnoch Annex	Grass
Argryffe	Grass
Houston Football Pitch	Grass
Kilbarchan Football Pitch	Grass



To: Council

On: 26 September 2019

Report by: Director of Finance and Resources

Heading: Statutory Review of Polling Places and Polling Districts

1. Summary

- 1.1 In terms of the Representation of the People Act, 1983, as amended, local authorities are required to divide their area into polling districts for the purposes of parliamentary and other elections and to designate polling places for these polling districts and keep them under review.
- 1.2 The Electoral Registration and Administration Act 2013, further amended the Representation of the People Act 1983 by introducing a statutory duty for all polling districts and polling places to be reviewed by the end of January 2015 and at least every 5 years thereafter.
- 1.3 The current polling arrangements following the previous statutory review were approved by Council on 27 February 2014, for use in all elections thereafter in the period to the next review. However, the Boundary Commission's Fifth Electoral Review resulted in the creation of an additional Council Ward and consequent significant changes to the Council's Ward boundaries. A revised Polling Plan was therefore adopted by the Council on 15 December 2016.
- 1.4 In conducting the review, authorities must:
- (a) seek to ensure that all electors in the constituency have such reasonable facilities for voting as are practicable in the circumstances; and
 - (b) seek to ensure that so far as is reasonable and practical, the polling places they are responsible for are accessible to all electors, including those who are disabled, and when considering the designation of a polling place, must have regard to the accessibility needs of persons with disabilities.

- 1.5 In that regard, a notice was published giving details of the timetable for and scope of the review, and the consultation process and inviting comments on the current arrangements. In addition, notice was given to key groups, including councillors, Council departments, community councils, Renfrewshire Valuation Board, the local Disability Liaison Group and Capability Scotland for their interest.
- 1.6 A note of the comments received and the consideration which has been given to them in preparing this draft scheme are attached as Appendix 1 to this report. This Appendix also sets out alternative arrangements for two polling places that have become unavailable since the last review in 2015. Appendix 2 identifies local housing developments that might impact on polling arrangements.
- 1.7 Following the Scottish Local Government Boundary Review in 2015 there were a number of changes made to the previous polling plan to reflect new ward boundaries. This resulted in the creation of a number of new polling districts. As part of this review it would now be appropriate to rationalise the number of polling districts and to renumber as appropriate certain polling districts to make the numbering more consistent across the wards in which they fall. Appendix 3 sets out the details of these proposed revisions.
- 1.8 A preliminary polling scheme and plans showing the polling places and polling district boundaries are also attached as appendices 4 and 5 for consideration and adoption for formal public consultation.
- 1.9 It is a requirement that the Returning Officer shall comment on the proposals. The draft polling scheme presented here has been the subject of consultation with the Returning Officer who has endorsed the proposals.
- 1.10 At the meeting of Council held on 27 June 2019 a revised timetable for the review process was agreed and this is set out in paragraph 3.5 of this report.
-

2. Recommendations

- 2.1 Council is asked to consider the approval of the polling districts and polling places as set out in the appendices to this report as the draft polling scheme for public consultation.
-

3. Background

- 3.1 The Representation of the People Act 1983 as amended by the Electoral Registration and Administration Act 2013, introduced a duty for all polling districts and polling places to be reviewed by the end of January 2015 and at least five yearly thereafter.

3.2 Here in Renfrewshire, the polling districts and polling places were last reviewed and approved by Council in December 2016.

3.3 Although the review is conducted on the basis of UK parliamentary constituencies the proposed polling district boundaries and polling places shown in the appendices to this report also align with the Scottish Parliamentary constituency boundaries and accommodate council ward boundaries, thus avoiding the necessity for differing polling schemes for different types of election.

3.4 It should be noted that the Scottish Parliamentary constituency boundaries for Paisley, Renfrewshire North and West, and Renfrewshire South include parts of East Renfrewshire and Inverclyde Councils' areas. These Councils will review the polling districts and polling places for these areas as part of their own authorities' statutory reviews.

3.5 As a result of the European Election being held in May 2019, the timetable for the conduct of the review in Renfrewshire was revised as follows:

1	Notice Published	1 March 2019
2	Representations by interested parties were sought by	1 May 2019
3	Council will consider a report on the initial proposals on	26 September 2019
4	The Council will consider all representations received and will produce draft proposals for public consultation by	10 October 2019
5	Further comments/suggestions on these proposals must be received by	15 November 2019
6	Final proposals, having regard to any comments/suggestions received will be considered by Council on	12 December 2019

3.6 In accordance with the timetable, public notice was given in the week commencing 1 March of the Council's intention to undertake the review and inviting preliminary comments on the existing polling arrangements.

3.7 Public notice was given by advertisement in local libraries, the Council's website, and Council offices, and maps and documents showing the current polling arrangements were made available for public inspection.

3.8 In addition, individual notice was given to councillors, community councils, the local Disability Liaison Group and Capability Scotland, for their interest.

3.9 An inspection of polling places is carried out by officers during each election with regard to location, suitability of access and availability.

3.10 All polling places were found to be fully accessible by persons with disabilities either through existing permanent arrangements in place or enhanced by temporary ramping or additional signage where possible.

3.11 Arising from the preliminary consultation exercise, various comments were received. These comments, and the consideration which has been given to them, is

attached as Appendix 1 hereto. In addition, two polling places used under the previous Polling Plan are no longer available for use as polling places, namely the Church of the New Jerusalem (SP07) and the 7th Paisley Scout Hall (SP12). The proposals for these two Polling Districts are also set out in Appendix 1.

3.12 Following the Scottish Local Government Boundary Review in 2015 an interim review of the polling plan was carried out. This resulted in a number of changes to the previous polling plan to reflect new ward boundaries involving the creation of a number of new polling districts. As part of this review it would now be appropriate to rationalise the number of polling districts and to renumber as appropriate certain polling districts to make the numbering more consistent across the wards in which they fall. As an example, Ward 1 contains six polling districts; NN01 to NN05 and NN24. It is suggested that NN24 be renumbered as “NN06”. This will then require renumbering of later polling districts. Polling districts SP02 and SP03 both lie in Ward 3 and were subdivided by the change in ward boundaries leaving both considerably smaller than previously. The voters in both polling districts fall in the same Westminster and Scottish Parliamentary constituencies and vote in the same polling place. Accordingly, it is suggested that both are combined in to one larger polling district. Appendix 3 sets out the details of the proposed renumbering and rationalisation.

3.13 As part of the interim review in 2016 a decision was taken to restrict the number of changes to voter arrangements to the minimum possible i.e. the vast majority of voters remained allocated to the same the polling places as previously even where they were now allocated to new wards. However, this did result in a small number of anomalous voting arrangements. In particular, in Ward 5 voters in SP28 (the residents of Finglass Avenue, Glenshiel Avenue, Glenshira Avenue, Glengavin Way, Glenarklet Drive, Glencora Drive and Strathcarron Road) are currently allocated to vote at Lochfield Primary School which lies in Ward 6. It is suggested that these voters should now be allocated to Todholm Primary School. SP28 could then be amalgamated with polling district SP17.

3.14 Since the last statutory review, there has been significant housing development in the Renfrewshire Council Area. Appendix 2 identifies local housing developments that might impact on polling arrangements. It is anticipated that most of these potential increases in the number of voters can be accommodated within existing polling arrangements. However, the development at Dargavel Village has resulted in a significant increase in the number of voters in polling district NN18. Given the number of properties to be built in Dargavel Village in the period to the next statutory review, it is unlikely that all of the voters in the existing NN18 will be capable of being accommodated at Bishopton Community Centre. It is therefore suggested that a new polling district “NN17” be created thereby removing the residents of Dargavel Village from NN18. It is suggested that the voters in the new polling district be allocated to Bishopton Community Centre until such time as the new primary school is built in Dargavel Village, at which time this will become the polling place.

3.15 In terms of the statutory review, the Returning Officer is required to comment on the proposals. Although the location of the proposed polling districts and polling places are the responsibility of the local authority, the number and location of the polling stations within the polling places is the responsibility of the Returning Officer.

It is recommended by the Electoral Commission that the review process be undertaken in a joint manner in recognition of the fact that, although the Returning Officer is an officer of the local authority, it is a distinct role and the responsibility for conducting the review rests with the local authority. Accordingly, the proposals presented here represent the joint view of the officers and the Returning Officer.

3.16 Following approval of the proposals, a further public consultation exercise will take place in which the draft proposals will be published and further detailed comments invited from the public generally, the organisations and individuals contacted in the preliminary stage, and any others who have responded to or commented upon the proposals at that stage.

3.17 In conclusion therefore it is recommended that the polling districts and polling places set out in appendices 4 and 5 to this report be approved for public consultation and the comments received to date, and their disposal, be noted.

3.18 It should also be noted that, in seeking final approval of the polling arrangements in December 2019 it will be proposed that the approval extends to the adoption of these arrangements for any election called thereafter until the next review and, in accordance with normal practice, delegated authority will be sought for the Chief Executive to alter or amend any polling place if an approved place becomes unavailable or unviable, e.g. through fire, or flood or otherwise.

Implications of the Report

1. **Financial** – None

2. **HR & Organisational Development** - None.

3. **Community/Council Planning** – None

4. **Legal** – As detailed in the report.

5. **Property/Assets** – The current Polling Plan involves the use of various council properties and consultation will take place with the appropriate officers as part of review.

6. **Information Technology** – None

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

8. **Health & Safety** – The premises currently used as polling places have been inspected and appropriate arrangements and/or adaptations have been made as necessary to obviate risk to staff and voters.

9. **Risk** – N/A

10. **Privacy Impact** – None

11. **Cosla Policy Position** - None

12. **Climate Risk** - None

List of Background Papers - None

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Respondent	Polling Place	Suggestion/Comment
Councillor Nicolson	Barsail Primary School (NN21) Inchinnan Primary School (NN20)	<p>The small number of houses located at Naimh Court, Inchinnan should have their polling station changed from Barsail Primary School to Inchinnan Primary School.</p> <p>The current situation is an anomaly due to house building. Their closest polling station is Inchinnan which is the community they are associated with, it is the only access to drive past to and from their homes.</p>
<p><u>Evaluation</u></p> <p>Naimh Court is located off the Old Greenock Road, sitting between Erskine and Inchinnan. The development consists of seven properties and includes 15 voters. The development is closer to Inchinnan Primary School and the Old Greenock Road is a logical direct link to that polling place.</p> <p><u>Recommendation</u></p> <p>That the seven properties located at Naimh Court, Inchinnan be included in polling district NN20 – Inchinnan Primary School.</p>		
Respondent	Polling Place	Suggestion/Comment
(a) Councillor James MacLaren (b) Carol Mackay (c) Mrs Moira Macdonald (d) Sandra Liddell, on behalf of Bridge of Weir Community Council	Bridge of Weir Primary School (NN16)	<p>Councillor MacLaren has intimated that he believes it is best to avoid closing schools for elections. In relation to Bridge of Weir Primary School, Councillor MacLaren had previously suggested that the British Legion Hall be used. As that has now closed he has proposed that having all voting at the Cargill Hall (NN15) would be better than closing the school. He has suggested that the services of My Bus could be provided for the area for those unable to walk or drive the distance.</p> <p>The other respondents suggest that there is no need for the primary school to be used in Bridge of Weir as a polling station when there is adequate alternative provision in terms of church and community halls.</p>

Evaluation

Bridge of Weir Primary School normally has one polling station and has never had more than two for any electoral event. The school is closed on election days.

Cargill Hall currently accommodates three polling stations.

In terms of available space, the Cargill Hall could easily accommodate at least one additional polling station and further polling stations by utilising the Lesser Hall. In terms of location, moving all voters to the Cargill Hall will mean that voters in the North of the village who currently vote at the Primary School will have further to travel.

Recommendation

That Bridge of Weir Primary School be no longer used as a polling place and that, instead, a fourth polling station (NN16) be located at the Cargill Hall.

Respondent	Polling Place	Suggestion/Comment
Councillor Audrey Doig	St Fillan's Primary School (NN13), (NN14) and (NS05)	That either Houston and Killellan Kirk Halls or the Carrick Centre be used rather than St Fillan's Primary School.

Evaluation

St Fillan's Primary School is one of the largest polling places in Renfrewshire area, accommodating six polling stations and requiring the use of the gym and four classrooms. The school is closed to accommodate electoral events.

Both the Carrick Centre and Houston and Killellan Kirk Halls have been inspected and assessed. Both venues could potentially accommodate the required number of polling stations and both had suitable disabled access, parking facilities and adequate space for signage.

While the Carrick Centre would be able to accommodate six polling stations, this would involve utilising at least three rooms in the centre and could create issues for some voters in respect of understanding the layout and where to vote. The Houston and Killellan Kirk Halls could easily accommodate the six stations between the two main spaces in the building.

Recommendation

That the six polling stations located at St Fillan's Primary School be relocated to the Houston and Killellan Kirk Halls.

Respondent(s)	Polling Place	Suggestion/Comment
(a) Councillor Jacqueline Cameron (b) Mrs Deborah Whyte (c) Ms Sarah Cooper (d) Lynsey Conroy (e) Krista Russell (f) Michelle Black (g) Gary Malcolm (h) Alexis Holmes (i) Susan McKie (j) Kirsten Stobo (k) Lesley Woodhouse (l) Louise Rossi (m) Allison Connelly (n) Tara Gibson (o) Linda F (p) Kenny McGuire (q) Lianne Grieves (r) Claire Brown (s) Charris Malcolm (t) Alan Mitchell (u) Sheila Davies (v) Andrea Ennis (w) Catherine Denholm (x) Lesley Dawson (y) Susan McKie (z) Alexis Holmes (aa) Antonio Aitken (bb) Lesley McGuire (cc) Michelle Black (dd) Gary Malcolm (ee) Scott Mitchell	Wallace Primary School (SS01)	<p>Respondents (a) – (dd) suggested that the polling place be changed from Wallace Primary School to Elderslie Village Hall.</p> <p>Respondent (ee) requested that Wallace Primary School continue to be used as a polling place.</p>
<p><u>Evaluation</u></p> <p>Wallace Primary School accommodates five polling stations, four in the gym hall and one in a classroom. The school is closed for elections.</p> <p>Elderslie Village Hall is managed by Renfrewshire Leisure Limited. The Hall has been inspected and assessed. It is suitable in terms of accommodation size, disabled access and car parking.</p> <p>A similar proposal to change the polling place from Wallace Primary School to Elderslie Village Hall was considered by Council as part of the last review in 2014.</p>		

At that time the view of the Council was that Wallace Primary School had been used for a number of years as a polling place and was more centrally located within the Polling District and accordingly no change was made.

Recommendation

That Polling Districts NP07 and SS01 be relocated from Wallace Primary School to Elderslie Community Centre.

Respondent(s)	Polling Place	Suggestion/Comment
Vikki Aitkenhead Chairperson - Barsail Parent Council	Barsail Primary School (NN21)	<p>The respondent advises that Barsail Primary School has been used as a polling station for many years and concerns regarding the school closures have been discussed regularly at Parent Council meetings and also at the wider Renfrewshire Parent Council liaison meetings.</p> <p>The Parent Council asked the wider parent body to suggest potential alternative venues in Erksine, resulting the in the following list:</p> <p>Erskine Baptist Church The Farmhouse Community Centre Erskine Library Erskine Sport Centre Park Mains High School Sports Hall St Bernadette's Church Salvation Army Hall Bargarran Community Centre Masonic Hall, Inchinnan Erskine Bowling Club Inchinnan Bowling Club</p>

Evaluation

Barsail Primary School accommodates three polling stations. The school closes for elections.

A number of the locations suggested by the Parent Council have been considered and are not suitable for use as a polling place for NN21 as they are located outwith the Polling District. They are not within easy walking or travelling distance for voters reliant on public transport. These are: Erskine Library, Erskine Sport Centre, Park Mains High School Sports Hall, Salvation Army Hall, Bargarran Community Centre, Masonic Hall, Inchinnan, Erskine Bowling Club and the Old Farmhouse Community Centre and Innchinnan Bowling Club.

While St Bernadette's Church Hall is also located outwith NN21, it has been inspected and assessed as it lies close to the edge of the Polling District and could be considered to be within reasonable travelling distance. However, is not large enough to accommodate the three stations located at Barsail Primary School. Further, the Church Hall is located next to St Anne's Primary School which is the polling place for NN22. Two polling places in such close proximity could cause voter confusion.

Erskine Baptist Church has been inspected and assessed. The Baptist Church has adequate space to accommodate three polling stations, has suitable disabled access and has a number of parking spaces. While the Church is not central to the NN21 Polling District, it is within walking distance of Barsail Primary School, the current polling place.

Recommendation

That Polling District NN21 be relocated from Barsail Primary School to Erskine Baptist Church.

Respondent(s)	Polling Place	Suggestion/Comment
Returning Officer	Bargarran Primary School (NN23)	That the Bargarran and St. John Bosco collocated campus be used as the Polling Place for NN23 and that the schools remain open on election days.

Evaluation

Bargarran Primary School has been used as a polling place for a number of years. The Primary School accommodated five polling stations and was closed on election days. More recently, the school has been rebuilt and now forms part of a collocated campus that it shares with St John Bosco Primary School.

Prior to the 2019 European Election the new Bargarran Primary School was inspected and assessed to confirm if the premises remained suitable for use as a polling place and in particular whether it provided the required disabled access and was large enough to accommodate the required five polling stations. Having done so it was confirmed that the school remained a suitable location.

Consideration was then given as to whether both schools would require to close in order that the building could be used as a polling place. Children's Services position is that, where a school is used as a polling place, consideration should be given as to whether a school can be used in such a way as to allow the school in question to remain open and cause the least possible disruption to the pupils and their parents. Accordingly, other schools in Renfrewshire are used as polling places while remaining open to pupils. These arrangements have operated successfully for a number of years.

Having assessed the school, it was noted that strict segregation could be maintained between the voting area located in the school dining hall and the rest

of the school. This allowed the possibility of keeping the school open to pupils on polling day.

The matter was discussed with Children's Services. Having consulted the Acting Director of Children's Services and the Head of Schools, they wished to follow the model adopted at other schools and keep both Bargarran and St John Bosco open to pupils.

Accordingly, both schools were kept open to pupils on 23 May.

An inspection and assessment has been made of Bargarran Community Centre to assess its possible use as an alternative polling place. While the Community Centre is located in close proximity to the current polling place at Bargarran Primary School, the main hall would not accommodate the required five polling stations. At least one of the five polling stations would require to be located elsewhere in the building. A further issue is that the central access to the main hall is shared with the GP surgery and given that Polling Agents and tellers are allowed in the polling place, they would be in that area. As there is no way to segregate the communal entrance through the use of screens patients attending the surgery would have to pass these campaigners. Accordingly, it is not recommended that the Community Centre be used as a polling place.

Recommendation

That Bargarran Primary School continues to be used as a polling place and in such a way that the both primary schools remain open to pupils during polling.

Respondent(s)	Polling Place	Suggestion/Comment
Gillian Dowds, Vice Chair of the Williamsburgh Parent Council	Williamsburgh Primary School (NP01, SP02 SP03, SP26 and SP27)	Ms Dowds asked why other schools in the area could not be used - or why other premises could not be sourced which were less disruptive to the local community. For example, the Sherwood Greenlaw Church, or the Lagoon Sports centre.

Evaluation

Williamsburgh Primary School accommodates eight polling stations, more than any other polling place in Renfrewshire and with a combined population of voters and attainers of 6,675 as of May 2019.

The largest single non-educational establishment in the polling area is the Lagoon Leisure Centre. While the Lagoon Leisure Centre would meet the requirements for use as a Polling Place, it is used extensively on polling days for elections. The main sports arena accommodates the counting of ballot papers, unused ballot papers are counted in the sports hall and postal votes are dealt with in one of the fitness suites. Accordingly, it could not be used as a polling place.

Other than the Lagoon there is no other no

While there are a number of smaller halls in the area covered by the Williamsburgh Primary School, other than the Lagoon or one of the other schools in the area, there is no other location which could accommodate the eight polling stations currently located there. For example, while Sherwood Greenlaw Church could be used as a polling place, this venue would only accommodate two polling stations. Other premises would require to be identified and evaluated. This would however mean that the eight polling stations at Williamsburgh would be divided between various locations in the area. This is likely to lead to voter confusion.

Ms Dowds asked why other schools in the area could not be used. St. John Ogilvie Primary School was used as a polling place in the past in addition to Williamsburgh. Whilst there is no reason why St. John Ogilvie Primary School could not be used as an alternative in terms of infrastructure requirements, the ongoing use of Williamsburgh Primary School provides continuity and reduces the risk of voter confusion.

Recommendation

That Williamsburgh Primary School continue to be used as polling place.

Respondent(s)	Polling Place	Suggestion/Comment
Iain McMillan, on behalf of Johnstone Community Council	Johnstone High Parish Church (SS10)	That Johnstone Town Hall be used instead as it was very much at the heart of the town and gave election day a bit more importance.

Evaluation

Johnstone High Parish Church accommodates two polling stations. The Church Hall was agreed as a polling place when the former Johnstone Town Hall was demolished and the current Town Hall building was constructed.

Having been inspected and evaluated, three different areas were identified within the new Town Hall which could accommodate the two polling stations:- the marriage suite; the main hall; and the combined meeting rooms 1 and 2. All these locations are on the ground floor of the new Town Hall building. While car parking tends to be very much in demand in the Town Hall area, additional spaces could be marked off for blue badge holders at the front of the Town Hall.

Recommendation

That the two polling stations currently accommodated within Johnstone High Parish Church be relocated to Johnstone Town Hall.

Respondent(s)	Polling Place	Suggestion/Comment
Iain McMillan, on behalf of Johnstone Community Council	Fordbank Primary School (SS05)	The respondent advised that some concern had been raised with regard to Fordbank Primary School being closed for elections but recognised this was the only building that could be used in Corseford. The use of a portacabin was suggested as an alternative.

Evaluation

Fordbank Primary School accommodates one polling station.

A temporary building such as a portacabin is not generally recommended for use as a polling place. It creates substantial risks as to electoral process; it may not be possible to source a temporary structure at short notice for snap elections, and it would require the use of portable generators to provide adequate heat and light for voters and staff.

In terms of alternative venues, the Johnstone Community Sports Hub building is within reasonable walking distance of Fordbank School but is outwith the Corseford area. Whilst the polling station could be accommodated easily within the sports hub, such a relocation would result in increased travelling distance for the majority of the voters who use it.

Having been inspected, the layout of the school is such that it was not considered possible to allow the school to remain open during voting.

Recommendation

That Fordbank Primary School continue to be used as a polling place for Polling District SS05.

Respondent(s)	Polling Place	Suggestion/Comment
	7th Paisley Scout Hall (SP12)	The 7th Paisley Scouts group has advised the hall will no longer be available to be used as a polling place.

Evaluation

The 7th Paisley Scouts group has advised that the hall will no longer be available to be used as a polling place. The hall accommodates one polling station. While the hall has been used as a polling place for some time, comments had been received previously that its location at the top of an incline was not suitable for voters with mobility issues.

Martyrs Church Hall, King Street, Paisley, accommodates one polling station (SP06). The Hall is large enough to accommodate at least two additional polling

stations and is within easy walking distance of the 7th Paisley Scout Hall (SP12). The Hall satisfies all the other requirements associated with a polling place.

St Mary's Primary School (SP08) is also within easy walking distance of the 7th Paisley Scout Hall. The School closes for voting and accommodates two polling stations.

Recommendation

That Polling District SP12 be relocated to Martyrs Church Hall.

Respondent(s)	Polling Place	Suggestion/Comment
	Church of the New Jerusalem (SP07)	The Church of New Jerusalem has been sold and is no longer available to be used as a polling place.

Evaluation

In March 2019 the Local Returning Officer received notification from The Paisley Society of the Church of the New Jerusalem intimating that the church building had been sold and would no longer be available for election purposes,

Martyrs Church Hall, King Street, Paisley, accommodates one polling station (SP06). The Hall is large enough to accommodate at least two additional stations and is within easy walking distance of the Church of the New Jerusalem (SP07). The Hall satisfies all the other requirements associated with a polling place.

St Mary's Primary School (SP08) is also within easy walking distance of the Church of the New Jerusalem Hall. The school closes for voting and accommodates two polling stations.

Recommendation

That Polling District SP 12 be relocated to Martyrs Church Hall.

APPENDIX 2

Communities, Housing & Planning Services were consulted to identify planned developments which might impact on polling arrangements.

New dwellings may not necessarily result in a significant increase in electors as the majority of new dwelling sales go to people already resident in Renfrewshire. These changes should also be viewed in the context of the National Records of Scotland population projections which suggest an overall population growth for Renfrewshire of 2.1% over the next ten years.

Against this backdrop, 11 wards have been identified which may experience high levels of new house building over the five year period of this review.

These wards, the number of new dwellings, and the estimated increases in electors are as follows:

Ward	New dwellings	New population*	Additional Electorate**
1. Renfrew North & Braehead	241	496	372
2. Renfrew South & Gallowhill	79	163	122
3. Paisley Northeast & Ralston	0	0	0
4. Paisley Northwest	510	1051	788
5. Paisley East & Central	553	1139	854
6. Paisley Southeast	474	976	732
7. Paisley Southwest	80	165	124
8. Johnstone South & Elderslie	542	1117	837
9. Johnstone North, Kilbarchan, Howwood & Lochwinnoch	104	214	161
10. Houston, Crosslee & Linwood	441	908	681
11. Bishopton, Bridge of Weir & Langbank	1097	2260	1695
12. Erskine & Inchinnan	245	505	379
Grand Total	4366	8994	6745

Note * Based on average number of persons per household of 2.06 as per 2017 estimate.

Note ** Based on 75% of estimated population.

These increases should be able to be accommodated within the existing arrangements.

Proposed Revisals and Renumbering of Polling District References and Polling Places

Existing Polling District Reference	Existing Polling Place	Proposed Polling District Reference	Proposed Polling Place	Comments
Ward 1 - (Renfrew North and Braehead)				
NN01	Renfrew Town Hall & Museum Renfrew Cross Renfrew PA4 8PF	NN01	Renfrew Town Hall & Museum Renfrew Cross Renfrew PA4 8PF	No change
NN02	Kirklandneuk Community Centre Ness Road Renfrew PA4 9DE	NN02	Kirklandneuk Community Centre Ness Road Renfrew PA4 9DE	No change
NN03	Renfrew Town Hall & Museum Renfrew Cross Renfrew PA4 8PF	NN03	Renfrew Town Hall & Museum Renfrew Cross Renfrew PA4 8PF	No change
NN04	McMaster Centre Robertson Park Donaldson Drive Renfrew PA4 8LX	NN04	McMaster Centre Robertson Park Donaldson Drive Renfrew PA4 8LX	No change
NN05	King George V Sports Pavilion Dean Park Road Renfrew PA4 0AN	NN05	King George V Sports Pavilion Dean Park Road Renfrew PA4 0AN	No change
NN24	St. James' Primary School Brown Street Renfrew Renfrewshire PA4 8HL	NN06	St. James' Primary School Brown Street Renfrew Renfrewshire PA4 8HL	Renumbered Polling District. No change to polling place/for voters
Ward 2 - Renfrew South and Gallowhill				
NN06	St Catherine's Primary School 28a Brabloch Crescent Paisley PA3 4RG	NN12	St Catherine's Primary School 28a Brabloch Crescent Paisley PA3 4RG	Renumbered Polling District. No change to polling place/for voters
NN07	Gallowhill Community Centre 210 Netherhill Road Paisley PA3 4SF	NN07	Gallowhill Community Centre 210 Netherhill Road Paisley PA3 4SF	No change
NN08	Glynhill Hotel 169 Paisley Road Renfrew PA4 8XB	NN08	Glynhill Hotel 169 Paisley Road Renfrew PA4 8XB	No change
NN09	Arkleston Primary School 125 Cockels Loan Renfrew PA4 0EL	NN09	Arkleston Primary School 125 Cockels Loan Renfrew PA4 0EL	No change
NN10	Newmains Primary School 8a Lang Avenue Renfrew PA4 0DA	NN10	Newmains Primary School 8a Lang Avenue Renfrew PA4 0DA	No change
NN11	St James' Primary School 10 Brown Street Renfrew PA4 8HL	NN11	St James' Primary School 10 Brown Street Renfrew PA4 8HL	No change
Ward 3 - Paisley Northeast and Ralston				
NP01	Williamsburgh Primary School Lacy Street Paisley PA1 1QF	NP01	Williamsburgh Primary School Lacy Street Paisley PA1 1QF	No change

Existing Polling District Reference	Existing Polling Place	Proposed Polling District Reference	Proposed Polling Place	Comments
NP02	Ralston Community Sports Centre Penilee Road Ralston Paisley PA1 3AX	NP02	Ralston Community Sports Centre Penilee Road Ralston Paisley PA1 3AX	No change
NP03	Ralston Community Centre 6 Allanton Avenue Paisley PA1 3BL	NP03	Ralston Community Centre 6 Allanton Avenue Paisley PA1 3BL	No change
SP02	Williamsburgh Primary School Lacy Street Paisley PA1 1QF	SP01	Williamsburgh Primary School Lacy Street Paisley PA1 1QF	Amalgamate SP02 and SP03 and Renumbered as SP01. No change to polling place/ for voters
SP03	Williamsburgh Primary School Lacy Street Paisley PA1 1QF	SP01	Williamsburgh Primary School Lacy Street Paisley PA1 1QF	Amalgamate SP02 and SP03 and Renumbered as SP01. No change to polling place/ for voters
Ward 4 - Paisley Northwest				
NN12	Beechwood Community Centre 26 Shortroods Road Paisley PA3 2NT	NN13	Beechwood Community Centre 26 Shortroods Road Paisley PA3 2NT	Renumbered Polling District. No change to polling place/for voters
NP04	Beechwood Community Centre 26 Shortroods Road Paisley PA3 2NT	NP04	Beechwood Community Centre 26 Shortroods Road Paisley PA3 2NT	No change
NP05	Disability Resource Centre Love Street Paisley Renfrewshire PA3 2EA	NP05	Disability Resource Centre Love Street Paisley Renfrewshire PA3 2EA	No change
NP06	St Ninian's Church (St Ninian's Centre) 85 Blackstoun Road Paisley PA3 1NR	NP06	St Ninian's Church (St Ninian's Centre) 85 Blackstoun Road Paisley PA3 1NR	No change
SP06	Martyrs Church Hall 5 King Street Paisley PA1 2LS	SP02	Martyrs Church Hall 5 King Street Paisley PA1 2LS	Amalgamate SP06, SP07 and SP12 and Renumbered as SP02. Church of the New Jerusalem and 7th Paisley Scout Hall no longer available so all voters allocated to Martyrs Church Hall
SP07	The Church of the New Jerusalem, George Street, Paisley	SP02	Martyrs Church Hall 5 King Street Paisley PA1 2LS	Amalgamate SP06, SP07 and SP12 and Renumbered as SP02. Church of the New Jerusalem and 7th Paisley Scout Hall no longer available so all voters allocated to Martyrs Church Hall
SP12	7th Paisley Scout Hall The Bield 40 Broomlands Street Paisley PA1 2NP	SP02	Martyrs Church Hall 5 King Street Paisley PA1 2LS	Amalgamate SP06, SP07 and SP12 and Renumbered as SP02. Church of the New Jerusalem and 7th Paisley Scout Hall no longer available so all voters allocated to Martyrs Church Hall
SP08	St Mary's Primary School 4 Maxwellton Road Paisley PA1 2RJ	SP03	St Mary's Primary School 4 Maxwellton Road Paisley PA1 2RJ	Renumbered Polling District. No change to polling place/ for voters
SP09	St Charles Church Hall 5 Union Street Paisley PA2 6DU	SP04	St Charles Church Hall 5 Union Street Paisley PA2 6DU	Renumbered Polling District. No change to polling place/ for voters
SP10	St Ninian's Church (St Ninian's Centre) 85 Blackstoun Road Paisley PA3 1NR	SP05	St Ninian's Church (St Ninian's Centre) 85 Blackstoun Road Paisley PA3 1NR	Renumbered Polling District. No change to polling place/ for voters
SP11	West End Community Centre 5A Underwood Lane Paisley PA1 2SL	SP06	West End Community Centre 5A Underwood Lane Paisley PA1 2SL	Renumbered Polling District. No change to polling place/ for voters

Existing Polling District Reference	Existing Polling Place	Proposed Polling District Reference	Proposed Polling Place	Comments
Ward 5 - Paisley East and Central				
SP01	St Andrew's Academy 125 Barrhead Road Paisley PA2 7LG	SP07	St Andrew's Academy 125 Barrhead Road Paisley PA2 7LG	Renumbered Polling District. No change to polling place/ for voters
SP04	Hunterhill Community Centre Blackford Road Paisley PA2 7EP	SP08	Hunterhill Community Centre Blackford Road Paisley PA2 7EP	Renumbered Polling District. No change to polling place/ for voters
SP05	Paisley Marriage Suite Renfrewshire House Cotton Street Paisley PA1 1BU	SP09	Paisley Marriage Suite Renfrewshire House Cotton Street Paisley PA1 1BU	Renumbered Polling District. No change to polling place/ for voters
SP17	Todholm Primary School 260 Lochfield Road Paisley PA2 7JE	SP10	Todholm Primary School 260 Lochfield Road Paisley PA2 7JE	Amalgamate SP17 and SP28 and Renumbered as SP10. No change for voters in SP17. Voters in SP28 change in polling place from Lochfield Primary to Todholm Primary.
SP28	Lochfield Primary School Quarry Road Paisley Renfrewshire PA2 7RD	SP10	Todholm Primary School 260 Lochfield Road Paisley PA2 7JE	Amalgamate SP17 and SP28 and Renumbered as SP10. No change for voters in SP17. Voters in SP28 change in polling place from Lochfield Primary to Todholm Primary.
SP18	South End Action Centre Stock Street Paisley PA2 6NL	SP11	South End Action Centre Stock Street Paisley PA2 6NL	Amalgamate SP18 and SP30 and Renumbered as SP11. No change to polling place/for voters
SP30	South End Action Centre Stock Street Paisley PA2 6NL	SP11	South End Action Centre Stock Street Paisley PA2 6NL	Amalgamate SP18 and SP30 and Renumbered as SP11. No change to polling place/for voters
SP26	Williamsburgh Primary School Lacy Street Paisley Renfrewshire PA1 1QF	SP12	Williamsburgh Primary School Lacy Street Paisley Renfrewshire PA1 1QF	Amalgamate SP26 and SP27 and Renumbered as SP12. No change to polling place/for voters
SP27	Williamsburgh Primary School Lacy Street Paisley Renfrewshire PA1 1QF	SP12	Williamsburgh Primary School Lacy Street Paisley Renfrewshire PA1 1QF	Amalgamate SP26 and SP27 and Renumbered as SP12. No change to polling place/for voters
Ward 6 - Paisley Southeast				
SP13	Glenburn Community Centre 30 Fairway Avenue Paisley PA2 8DX	SP13	Glenburn Community Centre 30 Fairway Avenue Paisley PA2 8DX	No change
SP14	Glenburn Resource Centre 19 Donaldswood Road Paisley PA2 8EA	SP14	Glenburn Resource Centre 19 Donaldswood Road Paisley PA2 8EA	No change
SP15	Bushes Primary School Grampian Avenue Paisley PA2 8DW	SP15	Bushes Primary School Grampian Avenue Paisley PA2 8DW	No change
SP16	Lochfield Primary School Quarry Road Paisley PA2 7RD	SP16	Lochfield Primary School Quarry Road Paisley PA2 7RD	Amalgamate SP29 into SP16. No change to polling place/ for voters.
SP29	Lochfield Primary School Quarry Road Paisley PA2 7RD	SP16	Lochfield Primary School Quarry Road Paisley PA2 7RD	Amalgamate SP29 into SP16. No change to polling place/ for voters.
SP19	St Charles Church Hall 5 Union Street Paisley PA2 6DU	SP17	St Charles Church Hall 5 Union Street Paisley PA2 6DU	Renumbered Polling District. No change to polling place/for voters

Existing Polling District Reference	Existing Polling Place	Proposed Polling District Reference	Proposed Polling Place	Comments
Ward 7 - Paisley Southwest				
SP20	Brediland Community Centre 30 Cardell Road Paisley PA2 9AF	SP18	Brediland Community Centre 30 Cardell Road Paisley PA2 9AF	Renumbered Polling District. No change to polling place for voters
SP21	Brediland Primary School 9 Achray Drive Paisley PA2 9DJ	SP19	Brediland Primary School 9 Achray Drive Paisley PA2 9DJ	Renumbered Polling District. No change to polling place for voters
SP22	Foxbar Rivers Community Building Spey Avenue Paisley PA2 OPA	SP20	Foxbar Rivers Community Building Spey Avenue Paisley PA2 OPA	Renumbered Polling District. No change to polling place for voters
SP23	Heriot Primary School 10 Heriot Avenue Paisley PA2 QDS	SP21	Heriot Primary School 10 Heriot Avenue Paisley PA2 QDS	Renumbered Polling District. No change to polling place for voters
SP24	Foxbar Community Centre 30 Amochrie Road Paisley PA2 OLB	SP22	Foxbar Community Centre 30 Amochrie Road Paisley PA2 OLB	Renumbered Polling District. No change to polling place for voters
SP25	Langcraigs Primary School 245 Glenfield Road Paisley PA2 8QE	SP23	Langcraigs Primary School 245 Glenfield Road Paisley PA2 8QE	Renumbered Polling District. No change to polling place for voters
Ward 8 - Johnstone South and Elderslie				
SS01	Wallace Primary School Greenhill Crescent Elderslie PA5 9AW	SS01	Elderslie Village Hall.	Change to polling place.
SS02	Johnstone Castle Community Centre Pine Crescent Johnstone PA5 OBX	SS02	Johnstone Castle Community Centre Pine Crescent Johnstone PA5 OBX	No change
SS03	St David's Primary School West Johnstone Shared Campus Beith Road Johnstone PA5 OBB	SS03	St David's Primary School West Johnstone Shared Campus Beith Road Johnstone PA5 OBB	No change
SS04	Cochrane Castle Community Centre 1 Burns Drive Johnstone PA5 OHJ	SS04	Cochrane Castle Community Centre 1 Burns Drive Johnstone PA5 OHJ	No change
SS05	Fordbank Primary School, 23B Teviot Terrace, Johnstone, PA5 ONP	SS05	Fordbank Primary School, 23B Teviot Terrace, Johnstone, PA5 ONP	No change
SS06	Spateston Bowling Club Spateston Road Johnstone PA5 OSX	SS06	Spateston Bowling Club Spateston Road Johnstone PA5 OSX	Amalgamate SS19 into SS06. No change to polling place/ for voters
SS19	Spateston Bowling Club Spateston Road Johnstone PA5 OSX	SS06	Spateston Bowling Club Spateston Road Johnstone PA5 OSX	Amalgamate SS19 into SS06. No change to polling place/ for voters
SS07	Thorn Primary School 4A Thorn Brae Johnstone PA5 8HE	SS07	Thorn Primary School 4A Thorn Brae Johnstone PA5 8HE	No change
NP07	Wallace Primary School Greenhill Crescent Elderslie PA5 9AW	NP07	Elderslie Village Hall.	Change to polling place.
NP08	St Ninian's Church (St Ninian's Centre) 85 Blackstoun Road Paisley PA3 1NR	NP08	St Ninian's Church (St Ninian's Centre) 85 Blackstoun Road Paisley PA3 1NR	No change

Existing Polling District Reference	Existing Polling Place	Proposed Polling District Reference	Proposed Polling Place	Comments
Ward 9 - Johnstone North, Kilbarchan, Howwood and Lochwinnoch				
SS08	Howwood Village Hall 10 Station Road Howwood PA9 1BB	SS08	Howwood Village Hall 10 Station Road Howwood PA9 1BB	Amalgamate SS18 into SS08. No change to polling place /for voters
SS18	Howwood Village Hall 10 Station Road Howwood Johnstone PA9 1BB	SS08	Howwood Village Hall 10 Station Road Howwood PA9 1BB	Amalgamate SS18 into SS08. No change to polling place /for voters
SS09	St Margaret's Church Hall 49 Graham Street Johnstone PA5 8RA	SS09	St Margaret's Church Hall 49 Graham Street Johnstone PA5 8RA	No change
SS10	Johnstone High Parish Church Hall Quarry Street Johnstone PA5 8DZ	SS10	Johnstone Town Hall	Change to polling place
SS11	Thorn Primary School 4A Thorn Brae Johnstone PA5 8HE	SS11	Thorn Primary School 4A Thorn Brae Johnstone PA5 8HE	No change
SS12	McKillop Institute 2 Main Street Lochwinnoch PA12 4AJ	SS12	McKillop Institute 2 Main Street Lochwinnoch PA12 4AJ	No change
SS13	Kilbarchan Scout Hall Barn Green Kilbarchan PA10 2HG	SS13	Kilbarchan Scout Hall Barn Green Kilbarchan PA10 2HG	No change
Ward 10 - Houston, Crosslee and Linwood				
NN13	St Fillans Primary School 1a Main Street Houston PA6 7EL	NN14	Houston and Killellan Kirk Halls.	Amalgamate NN13 into NN14. Polling Place chaged.
NN14	St Fillans Primary School 1a Main Street Houston PA6 7EL	NN14	Houston and Killellan Kirk Halls	Amalgamate NN13 into NN14. Polling Place chaged.
NS01	Tweedie Hall Ardlamont Square Linwood Paisley Renfrewshire PA3 3DE	NS01	Tweedie Hall Ardlamont Square Linwood Paisley Renfrewshire PA3 3DE	Amalgamate NS02 into NS01. No change to polling place/for voters
NS02	Tweedie Hall Ardlamont Square Linwood Paisley Renfrewshire PA3 3DE	NS01	Tweedie Hall Ardlamont Square Linwood Paisley Renfrewshire PA3 3DE	Amalgamate NS02 into NS01. No change to polling place/for voters
NS03	Linwood Parish Church Blackwood Avenue Linwood PA3 3JX	NS02	Linwood Parish Church Blackwood Avenue Linwood PA3 3JX	Renumbered polling district
NS04	Brookfield Village Hall 45 Woodside Road Brookfield PA5 8UB	NS03	Brookfield Village Hall 45 Woodside Road Brookfield PA5 8UB	Renumbered polling district
NS05	St Fillans Primary School 1a Main Street Houston PA6 7EL	NS04	Houston and Killellan Kirk Halls	Renumbered polling district
SS14	Linwood Parish Church, Blackwood Avenue Linwood PA3 3PY	SS14	Linwood Parish Church, Blackwood Avenue Linwood PA3 3PY	Amalgamate SS15 into SS14. No change to polling place /for voters
SS15	Linwood Parish Church, Blackwood Avenue Linwood PA3 3PY	SS14	Linwood Parish Church, Blackwood Avenue Linwood PA3 3PY	Amalgamate SS15 into SS14. No change to polling place /for voters
SS16	Brookfield Village Hall 45 Woodside Road Brookfield PA5 8UB	SS15	Brookfield Village Hall 45 Woodside Road Brookfield PA5 8UB	Renumbered polling district

Existing Polling District Reference	Existing Polling Place	Proposed Polling District Reference	Proposed Polling Place	Comments
SS17	Brookfield Village Hall 45 Woodside Road Brookfield PA5 8UB	SS16	Brookfield Village Hall 45 Woodside Road Brookfield PA5 8UB	Renumbered polling district
Ward 11 - Bishopton, Bridge of Weir and Langbank				
NN15	Cargill Hall, Lintwhite Crescent, Bridge of Weir, Pa11 3LJ	NN15	Cargill Hall, Lintwhite Crescent, Bridge of Weir, Pa11 3LJ	Amalgamate NN16 into NN15. Change of polling place for NN16.
NN16	Bridge of Weir Primary School 7 Warlock Road Bridge of Weir PA11 3QB	NN15	Cargill Hall, Lintwhite Crescent, Bridge of Weir, Pa11 3LJ	Amalgamate NN16 into NN15. Change of polling place for NN16.
NN17	Langbank Village Centre 51 Middlepenny Road Langbank PA14 6XB	NN16	Langbank Village Centre 51 Middlepenny Road Langbank PA14 6XB	Renumbered polling district
New polling district for Dargavel Village.	New polling district	NN17	Initially Bishopton Community Centre 25 Gledstane Road Bishopton PA7 5AU, moving to Dargavel Primary School when open.	This is the creation of a new polling district for Dargavel Village. Initially there will be no change for voters who will continue to vote at Bishopton Community Centre. However all voters in this district will relocate to Dargavel Primary School once opened.
NN18	Bishopton Community Centre 25 Gledstane Road Bishopton PA7 5AU	NN18	Bishopton Community Centre 25 Gledstane Road Bishopton PA7 5AU	No change to voters.
NN19	Bishopton Community Centre 25 Gledstane Road Bishopton PA7 5AU	NN19	Bishopton Community Centre 25 Gledstane Road Bishopton PA7 5AU	No change to voters.
SN01	Cargill Hall Lintwhite Crescent Bridge of Weir PA11 3LJ	SN01	Cargill Hall Lintwhite Crescent Bridge of Weir PA11 3LJ	No change.
Ward 12 - Erskine and Inchinnan				
NN20	Inchinnan Primary School 96 Old Greenock Road Inchinnan PA4 9PH	NN20	Inchinnan Primary School 96 Old Greenock Road Inchinnan PA4 9PH	Voters from Niamh Court to be relocated to this polling place.
NN21	Barsail Primary School 716 Park Moor Erskine PA8 7HL	NN21	Erskine Baptist Church.	Change of polling place.
NN22	St Anne's Primary School 97 Park Drive Erskine PA8 7AL	NN22	St Anne's Primary School 97 Park Drive Erskine PA8 7AL	No change
NN23	Bargarran Primary School 4 Barrhill Road Erskine PA8 6BX	NN23	Bargarran Primary School 4 Barrhill Road Erskine PA8 6BX	No change

POLLING PLAN

PAISLEY AND RENFREWSHIRE NORTH

District	Place name	Estimated Stations for this district	Council Ward Number
NN01	Renfrew Town Hall & Museum, Renfrew Cross, Renfrew, PA4 8PF	2	1
NN02	Kirklandneuk Community Centre, Ness Road, Renfrew, PA4 9DE	2	1
NN03	Renfrew Town Hall & Museum, Renfrew Cross, Renfrew, PA4 8PF	4	1
NN04	McMaster Centre, Robertson Park, Donaldson Drive, Renfrew, PA4 8LX	2	1
NN05	King George V Sports Pavilion, Dean Park Road, Renfrew, PA4 0AN	4	1
NN06	St James' Primary School, 10 Brown Street, Renfrew, PA4 8HL	2	1
NN07	Gallowhill Community Centre, 210 Netherhill Road, Paisley, PA3 4SF	2	2
NN08	Glynhill Hotel, 169 Paisley Road, Renfrew, PA4 8XB	2	2
NN09	Arkleston Primary School, 125 Cockels Loan, Renfrew, PA4 0EL	2	2
NN10	Newmains Primary School, 8a Lang Avenue, Renfrew, PA4 0DA	2	2
NN11	St James' Primary School, 10 Brown Street, Renfrew, PA4 8HL	1	2
NN12	St Catherine's Primary School, 28a Brabloch Crescent, Paisley, PA3 4RG	2	2
NN13	Beechwood Community Centre, 26 Shortroods Road, Paisley, PA3 2NT	1	4
NN14	Houston and Killellan Church Halls, Main Street, Houston	4	10
NN15	Cargill Hall, Lintwhite Crescent, Bridge of Weir PA11 3LJ	4	11
NN16	Langbank Village Centre, 51 Middlepenny Road, Langbank, PA14 6XB	1	11
NN17	New polling district initially at Bishopton Community Centre and then at Dargavel Primary School, Bishopton	To be assessed	11
NN18	Bishopton Community Centre, Gledstane Rd, Bishopton PA7 5AU	6	11
NN19	Bishopton Community Centre, Gledstane Rd, Bishopton PA7 5AU	1	11
NN20	Inchinnan Primary School, 96 Old Greenock Road, Inchinnan PA4 9PH	2	12
NN21	Erskine Baptist Church, Park Hill, Erskine PA8 7HE	3	12
NN22	St Anne's Primary School, 97 Park Drive, Erskine PA8 7AL	5	12
NN23	Bargarran Primary School, 4 Barrhill Road, Erskine PA8 6BX	5	12
NP01	Williamsburgh Primary School, Lacy Street, Paisley, PA1 1QF	3	3
NP02	Ralston Community Sports Centre, Penilee Road, Paisley PA1 1AX	2	3
NP03	Ralston Community Centre, 6 Allanton Avenue, Paisley PA1 3BL	2	3
NP04	Beechwood Community Centre, 26 Shortroods Road, Paisley, PA3 2NT	3	4
NP05	Disability Resource Centre, Love Street, Paisley, PA3 2EA	1	4
NP06	St Ninian's Church, 85 Blackstoun Road, Paisley PA3 1NR	3	4
NP07	Elderslie Village Hall, Stoddard Square, Elderslie, PA5 9AS	1	8
NP08	St Ninian's Church, 85 Blackstoun Road, Paisley PA3 1NR	1	8
NS01	Tweedie Hall, Ardlamont Square, Linwood PA3 3DE	4	10
NS02	Linwood Parish Church, Blackwood Avenue, Linwood PA3 3PY	4	10
NS03	Brookfield Village Hall, 45 Woodside Road, Brookfield PA5 8UB (Registers SS16 & SS17 allocated to this station)	1	10
NS04	Houston and Killellan Church Halls, Main Street, Houston	3	10

District	Place name	Estimated Stations for this district	Council Ward Number
<u>PAISLEY AND RENFREWSHIRE SOUTH</u>			
District	Place name	Estimated Stations for this district	Council Ward Number
SN01	Cargill Hall, Lintwhite Crescent, Bridge of Weir, PA11 3LJ	1	11
SP01	Williamsburgh Primary School, Lacy Street, Paisley, PA1 1QF	3	3
SP02	Martyrs Church Hall, 5 King Street, Paisley, PA1 2LS	3	4
SP03	St Mary's Primary School, 4 Maxwellton Road, Paisley, PA1 2RJ	2	4
SP04	St Charles Church Hall, 5 Union Street, Paisley, PA2 6DU	2	4
SP05	St Ninian's Church, 85 Blackstoun Road, Paisley PA3 1NR	1	4
SP06	West End Community Centre, 5A Underwood Lane, Paisley, PA1 2SL	1	4
SP07	St Andrew's Academy, 125 Barrhead Road, Paisley, PA2 7LG	2	5
SP08	Hunterhill Community Centre, Blackford Road, Paisley, PA2 7EN	1	5
SP09	Paisley Marriage Suite, Renfrewshire House, Cotton Street, Paisley, PA1 1BU	2	5
SP10	Todholm Primary School, 260 Lochfield Road, Paisley, PA2 7JE	3	5
SP11	South End Action Centre, Stock Street, Paisley PA2 6NL	1	5
SP12	Williamsburgh Primary School, Lacy Street, Paisley, PA1 1QF	3	5
SP13	Glenburn Community Centre, 30 Fairway Avenue, Paisley, PA2 8DX	2	6
SP14	Glenburn Resource Centre, 19 Donaldswood Road, Paisley, PA2 8EA	2	6
SP15	Bushes Primary School, , Grampian Avenue, Paisley PA2 8DW	3	6
SP16	Lochfield Primary School, Quarry Road, Paisley, PA2 7RD	4	6
SP17	St Charles Church Hall, 5 Union Street, Paisley, PA2 6DU	2	6
SP18	Brediland Community Centre, 30 Cardell Road, Paisley, PA2 9AF	2	7
SP19	Brediland Primary School, Achray Drive, Paisley PA2 9DJ	2	7
SP20	Foxbar Rivers Community Building, Spey Avenue, Paisley, PA2 0PA	2	7
SP21	Heriot Primary School, 10 Heriot Avenue, Paisley PA2 0DS	2	7
SP22	Foxbar Community Centre, 30 Amochrie Road, Paisley PA2 0LB	2	7
SP23	Langcraigs Primary School, 245 Glenfield Road, Paisley PA2 8QE	2	7
SS01	Elderslie Village Hall, Stoddard Square, Elderslie, PA5 9AS	5	8
SS02	Johnstone Castle Community Centre, Pine Crescent, Johnstone PA5 0BX	3	8
SS03	St David's Primary School, West Johnstone Shared Campus, Beith Road, Johnstone, PA5 0BB	2	8
SS04	Cochrane Castle Community Centre, 1 Burns Drive, Johnstone PA5 0HJ	1	8
SS05	Fordbank Primary School, 23B Teviot Terrace, Johnstone PA5 0NP	1	8
SS06	Spateston Bowling Club, Spateston Road, Johnstone PA5 0SX	3	8
SS07	Thorn Primary School, 4A Thorn Brae, Johnstone PA5 8HE	1	8

District	Place name	Estimated Stations for this district	Council Ward Number
SS08	Howwood Village Hall, 10 Station Road, Howwood PA9 1BB	3	9
SS09	St Margaret's Church Hall, 49 Graham Street, Johnstone PA5 8RA	2	9
SS10	Johnstone Town Hall, 25 Church St, Johnstone PA5 8EG	2	9
SS11	Thorn Primary School, 4A Thorn Brae, Johnstone PA5 8HE	2	9
SS12	McKillop Institute, 2 Main Street, Lochwinnoch PA12 4AJ	3	9
SS13	Kilbarchan Scout Hall, Barn Green, Kilbarchan PA10 2HG	3	9
SS14	Linwood Parish Church (nb currently no electors)	1	10
SS15	Brookfield Village Hall, 43 Woodside Rd, Brookfield, Johnstone PA5 8UB	1	10
SS16	Brookfield Village Hall, 43 Woodside Rd, Brookfield, Johnstone PA5 8UB	1	10



To: Council

On: 26 September 2019

Report by: Chief Social Work Officer

Heading: Annual Report of the Chief Social Work Officer 2018/19

1. Summary

- 1.1. The Chief Social Work Officer provides an annual update report to Council in Autumn each year. The requirement for every local authority in Scotland to appoint a professionally qualified Chief Social Work Officer (CSWO) is set out within Section 3 of the Social Work (Scotland) Act 1968. The particular qualifications are set down in regulations and this is one of a number of statutory requirements which local authorities must comply with. In Renfrewshire Council the role of the Chief Social Work Officer is held by the Head of Child Care and Criminal Justice.
- 1.2. The annual reports of all CSWOs are submitted to the Office of the Chief Social Work Advisor at the Scottish Government in order that a national overview report can be produced.
- 1.3. The report provides a summary of activity relating to the role of the Chief Social Work Officer during 2018/19.

2. Recommendations

- 2.1 It is recommended that elected members:
 - Note the key activities outlined in this report;
 - Note that the report will be submitted to the Office of the Chief Social Work Advisor at the Scottish Government; and
 - Agree that the next update to Council will be presented in Autumn 2020

3. The Chief Social Work Officer

- 3.1 The principal role and purpose of the Social Work service is contained within the Social Work (Scotland) Act 1968, which gave local authorities the responsibility of “promoting social welfare”. The Social Work Service has a statutory duty to provide care and protection to the most vulnerable people across Renfrewshire, often meaning that many of our service users do not engage with us on a voluntary basis. The role of the Chief Social Work Officer (CSWO) is critical in terms of achieving this purpose.
- 3.2 The CSWO is a ‘proper officer’ in relation to the social work function: an officer given particular responsibility on behalf of a local authority, where the law requires the function to be discharged by a specified post holder.
- 3.3 The qualifications of the CSWO are set down in regulations and stipulate that the postholder must be a qualified social worker registered with the Scottish Social Services Council. The CSWO must be able to demonstrate extensive experience of operational and strategic management at a senior level within social work or social care services.
- 3.4 The overall objective of the CSWO is to provide professional advice on the provision of social work services to elected members and officers; advice which assists authorities in understanding many of the complexities which are inherent across social work services. The CSWO should also assist authorities in understanding the key role that social work plays in contributing to the achievement of national and local outcomes, to improving local performance and in terms of the management of corporate risk. The key aspect of this locally has been the provision of an annual report to Council, and these, along with CSWO reports from other local authorities, are now being used nationally to create an overview report.
- 3.5 The scope of the CSWO role covers all social work and social care services, whether provided directly by the local authority, or in partnership with others. Where these services are purchased or commissioned from external providers, the CSWO has responsibility to advise on the specification, quality and standards of services commissioned. The environment in which social work services operate is much more complex than when the Act established the role, and current guidance reflects the increased strategic nature of the role, and the particular functions in relation to Integration Joint Boards and Health and Social Care Partnerships.
- 3.6 The CSWO has a range of other responsibilities relating to the promotion of values, standards, and leadership.

- 3.7 Social work services have a statutory duty to provide care and protection to the most vulnerable people across their local authority area. A significant proportion of service users do not engage with the service on a voluntary basis. Access to the majority of services is assessed on the basis of need, and social work staff work in partnership with individuals, carers, families and communities to meet this need within the resources available to the service and partner agencies.

4. **Local Governance Arrangements**

- 4.1 Within Renfrewshire Council the Head of Child Care and Criminal Justice is the Chief Social Work Officer. As well as the responsibilities associated with the children's services directorship, as CSWO he retains professional leadership for adult social work and social care services delivered by the HSCP.

- 4.2 The CSWO has a number of general and specific duties, including:

- (i) Providing regular reports to elected members on the key activities and role of the Chief Social Work Officer.
- (ii) Leading for Social Work on the Renfrewshire HSCP Executive Governance Group and the Integration Joint Board.
- (iii) Reporting directly to the Education and Children's Services Policy Board and Renfrewshire Council.
- (iv) Being a member of the Council's Corporate Management Team and the Chief Officer's Group and reporting directly to the Chief Executive and senior elected members.
- (v) Representing services and the council more widely, at a local, regional and national level.
- (vi) Chairing the twice-yearly meeting of all social work managers from both Children's Services and the HSCP.
- (vii) Providing advice on social work issues to the Chief Officers' Group
- (viii) Specific Duties

In relation to specific duties associated with the position, the CSWO within Renfrewshire Council acts as:

- Final point of appeal in relation to Adoption and Fostering decisions
- Recipient of all Mental Health and Adults with Incapacity Orders, and Guardianship cases
- Decision maker in relation to Secure Care applications for Children

(ix) Management of Risk

The Chief Social Work Officer is accountable to the Chief Executive, the Corporate Management Team and the Council as part of the Chief Officers' Group which manages public protection risks on a partnership basis. Heads of Service have responsibility for the management of risk within their respective service areas.

5. Activities of the Chief Social Work Officer 2018/19

- 5.1 The report attached as Appendix 1 summarises the key activities of the Head of Child Care and Criminal Justice in his capacity as Chief Social Work Officer in Renfrewshire during 2018/19. It does not provide an exhaustive description of the full range of duties and responsibilities undertaken by the Head of Child Care and Criminal Justice, but seeks to provide a broad overview of the CSWO role. This report and its appendices will be submitted to the Office of the Chief Social Work Officer to inform a national overview report.
- 5.2 The next report on the activities of the Chief Social Work Officer will be submitted to the Council in Autumn 2020.

6. Overview of activities within social work services

- 6.1 Services continue to experience high demand in a number of areas, which is being managed in a financially prudent manner and during a period of significant structural change for social care and the wider Council. The management of significant levels of risk to vulnerable children and adults continues to be significant for the service and for partner agencies. Many of those pressures are related to deprivation and to high levels of alcohol and drug misuse in Renfrewshire. The service works as part of a multi-agency partnership to co-ordinate the provision of services which aim to protect vulnerable people locally and continues to deliver high-quality services to vulnerable people in Renfrewshire and to innovate and improve through a programme of continuous development and improvement.
- 6.2 The CSWO has a range of statutory duties which are detailed in Appendix 1 to this report; that appendix also includes more detail of demand and provision in those areas.
- 6.3 Statutory functions in respect of children encompass looked after and accommodated children, child protection, work with the Scottish Children's Reporter Administration and work with young people who offend and are subject to secure orders. In recent years, the service, in partnership with others, has developed a strong focus on early intervention and prevention, on the use of evidence-based programmes to support families, on the use of intensive support in complex cases, and on focusing on permanence including looked after and accommodated children who are not able to return to the care of their parent(s).

The council has also invested in an additional children's house which can provide intensive support to a small group of young people. A specialist team supports children and young people who are unaccompanied refugees or asylum seekers.

- 6.4 Day to day management of adult social work services is delegated to Renfrewshire Health and Social Care Partnership. The CSWO retains a professional advisory role in relation to these services and continues to have statutory duties within adult social work. The Renfrewshire Adult Protection Committee is responsible for developing, implementing and monitoring the strategic approach to the management of the protection of vulnerable adults in Renfrewshire in terms of the Adult Support & Protection (Scotland) Act 2007. There continues to be increasing demand for work related to the Adults with Incapacity (Scotland) Act 2000. More detail is included in Appendix 1.
- 6.5 The Criminal Justice Service supervises a range of community-based requirements on offenders, provides reports to Courts and the Parole Board, manages a service for sexual offenders, and operates a range of statutory and voluntary services to support female offenders. A number of services which previously operated on a shared basis with neighbouring authorities have now been brought in-house. Multi-agency arrangements are in place to manage high-risk offenders, violent and sexual offenders and to tackle domestic abuse. The service is also working closely with community planning partners to deliver on community justice responsibilities.

Key Priorities in 2018/19

- 6.7 Based on an assessment of internal and external factors the CSWO has identified key priorities for the year ahead:
- Supporting the wider Council to deliver on the priorities set out in the Council Plan;
 - Effectively discharging our public protection role and working with partners to ensure that vulnerable children and adults live as safely as possible within local communities;
 - Continuing to ensure strong and positive links between Children's Services and Renfrewshire Health and Social Care Partnership;
 - Continuing to deliver high quality services in a period of financial constraint;
 - Improving outcomes for children living in Renfrewshire through evidence-based early intervention and preventative programmes and other initiatives which will aim to transform services for children;
 - Responding to the extension of the Presumption Against Short Sentences;

- Contributing to the work of Renfrewshire's Alcohol and Drugs Commission; and
 - Preparing for the implementation of a new social work case management system.
-

Implications of the Report

1. **Financial** – None
2. **HR & Organisational Development** – None
3. **Community Planning** – The report details the progress made by the service to protect vulnerable children and adults, reduce offending behaviour, increase community safety, and promote early intervention, independent living and wider health improvement. It highlights partnership working, details the measures which ensure the workforce is skilled and effective and highlights achievements in relation to support to communities, customer service and consultation.
4. **Legal** - None
5. **Property/Assets** – None
6. **Information Technology** – None
7. **Equality & Human Rights** –
The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because it is for noting only. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
8. **Health & Safety** – None
9. **Procurement** – None
10. **Risk** - Risks related to the management and delivery of social work services are closely monitored and are included within both the Children's Services Risk Register and, where appropriate, the Corporate Risk Register.
11. **Privacy Impact** – None
12. **COSLA Policy Position** – None

13. **Climate Risk - None**

List of Background Papers

“The Role of the Chief Social Work Officer – Guidance Issued by Scottish Ministers”
Paper to Education and Children Policy Board, 18 August 2016

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Annual Report of the Chief Social Work Officer

2018/19

“Social work is a practice-based profession and an academic discipline that promotes social change and development, social cohesion, and the empowerment and liberation of people. Principles of social justice, human rights, collective responsibility and respect for diversities are central to social work. Underpinned by theories of social work, social sciences, humanities and indigenous knowledge, social work engages people and structures to address life challenges and enhance wellbeing. The above definition may be amplified at national and/or regional levels.”

Definition of social work agreed by the International Federation of
Social

Workers, 2014

Chief Social Work Officer - Renfrewshire

The role of Chief Social Work Officer for the period April 2019 to mid-May 2019 was undertaken by Peter Macleod, the Director of Children's Services. Mr. Macleod had operated as the Chief Social Work Officer for the previous 12 years. The leadership and drive demonstrated by Mr. Macleod in his work as Chief Social Work Officer and the various positions he held in Renfrewshire is acknowledged. Social work staff in Renfrewshire wish him success in his new role as Chief Executive of the Care Inspectorate.

From mid- May 2019 to August 2019 the Chief Social Work was undertaken by Dorothy Hawthorn, the Head of Child Care and Criminal Justice. Ms. Hawthorn as Chief Social Work Officer ensured that the voice of those facing disadvantage or discrimination was heard and considered. Ms. Hawthorn retired from the service in August 2019 and social work staff in Renfrewshire wish her a long and healthy retirement.

The Current Chief Social Work Officer, John Trainer, Head of Child Care and Criminal Justice was appointed to the role in September 2019.

Summary of performance in 2018/19

Social work services across Scotland continue to face the challenges of increasing levels of demand for services and financial constraint. Renfrewshire continues to have areas of significant multiple deprivation and relative poverty, and above average levels of alcohol and drug misuse. The local authority area has also had historically high rates of looked after children, compared to the national average. Consequently, early intervention and preventative approaches are critical to sustainable service delivery which still has scope for innovation and continuous improvement.

Adult protection and the management of financial and welfare guardianships remain a growing area of work within adult social work. Self-directed support continues to grow in popularity with the result that more traditional services such as day care are facing a reduction in the number of people choosing to use them. Demographically-driven demand continues to put pressure on community-based services.

Renfrewshire appointed a new Head of Childcare and Criminal Justice and a new Head of Health and Social Care during 2018/19. The Head of Childcare and Criminal Justice also took over the role of Chief Social Work Officer in that period.

In Renfrewshire, Children and Families Social Work is located in the Children's Services Directorate, supporting joint working to deliver the best outcomes for children and young people in the area. Adult Social Work is delegated to Renfrewshire Health and Social Care Partnership ensuring an integrated approach to meeting the needs of adults in the area. Social work services in both the council and HSCP continue to have a key role in local multi-agency working whether as part of statutory duties around public protection or through involvement in innovative work such as Renfrewshire's Alcohol and Drug Commission.

Partnership Working

The role of Chief Social Work Officer (CSWO) was originally designed to provide professional advice on social work services to elected members and council officers, in order to assist local authorities in understanding the complexities inherent in social work and social care services. The growing incidence of strategic partnerships across the public sector, whether legislated for or developed through good local joint working, adds a level of complexity to the role of Chief Social Work Officer.

In Renfrewshire Council, social work services for children and families and criminal justice social work services are delivered by Children's Services whilst social care and social work services for adults are delivered by the Health and Social Care Partnership. As such, the CSWO fulfils the role for both the Council and the HSCP. The post is held by John Trainer, Head of Childcare and Criminal Justice. Regular meetings take place with Heads of Service from Children's Services and the HSCP to ensure that areas such as transition for young people moving to adult services and the role of parents with mental health issues are jointly addressed.

The Chief Social Work Officer is accountable to elected members via the Renfrewshire Integration Joint Board (for Adult Social Work); the Education and Children's Services Policy Board (for Children & Families Social Work) and the Communities, Housing and Planning Policy Board (for Criminal Justice Social Work). Public protection issues are dealt with by a Public Protection Member Officer Group.

Public protection arrangements are managed through three partnership committees comprised of senior officers from Renfrewshire Council and other public and third sector agencies – Renfrewshire Adult Protection Committee (RAPC); Renfrewshire Child Protection Committee (RCPC); and Renfrewshire Public Protection Chief Officers Group (COG). The first two of these are led by an Independent Chair, and the latter is led by the Chief Executive of Renfrewshire Council. The Chief Social Work Officer is a member of all three groups.

The Renfrewshire Children's Services Partnership is the mechanism by which all Renfrewshire's corporate parents agree joint plans for services ranging from the universal to those highly targeted at particular needs.

The CSWO is co-chair of Renfrewshire's Gender-Based Violence Strategy Group. During 2018/19, this group published its first three-year strategy, and will undertake an evaluation of this during 2020/21.

Service user voice is a growing feature of the planning and delivery of services, and in Renfrewshire, service users are supported to make their views known in a number of ways. Children and young people can share their opinions and experience through the Youth Commission, the Children's Champions Board, the use of Viewpoint, and through advocacy services provided by Barnardo's and Who Cares Scotland.

For adults, the HSCP's Strategic Planning Group (SPG) brings together key stakeholders such as service user and carer representatives, partners in council and health services, third sector organisations, and care providers. The SPG is an opportunity for adult service users and carers to make their views known, and service users and carers are also represented on the Renfrewshire Integration Joint Board. The HSCP also has strong links with various service user and carer groups across Renfrewshire. The embedding of self-directed support is contributing to the delivery of more individualised care packages and a consequent shift to service users having greater control over their care is beginning to emerge.

Social Services Delivery Landscape

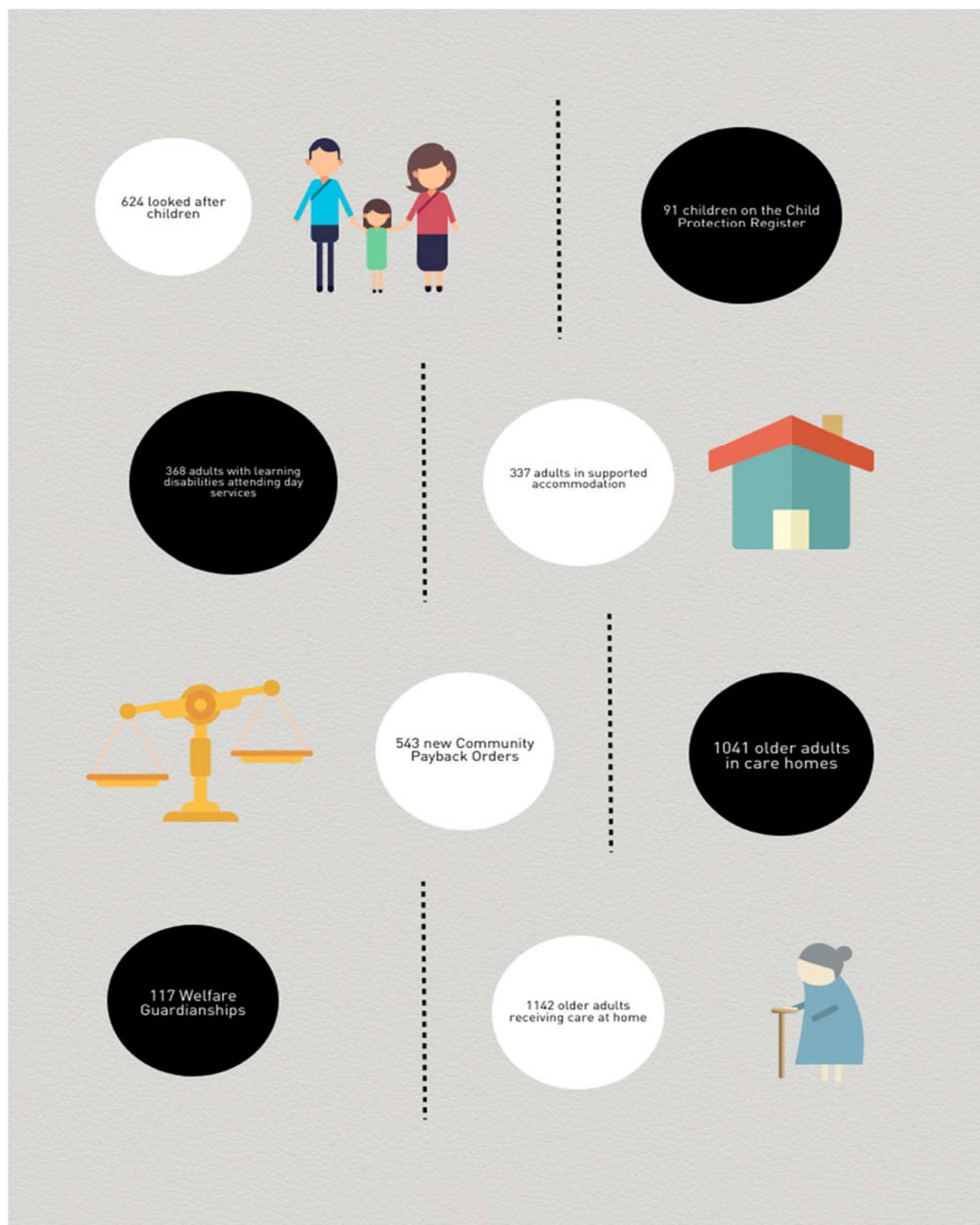
Renfrewshire has a population of 177,790 in mainly urban settlements, but with a sizeable minority living in smaller towns and villages. There are areas of severe multiple deprivation across Renfrewshire, with higher than average levels of drug and alcohol hospital admissions and rates of looked after children. The proportion of adults with a disability or long-term condition is 31.1%, according to the last census. Several large-scale new housing development and growth in specialist manufacturing are expected to generate population growth.

Renfrewshire Council retains a significant proportion of the local market in social care and social work provision, with 26 registered services including 3 care homes and 5 day centres for older adults, 6 children's houses, 4 centres providing day opportunities and 1 residential respite centre for adults with learning disabilities, 1 day centre for adults with physical disabilities, and a Care at Home service. At their most recent inspections, 17 of these services were graded Very Good or Excellent for Quality of Care and Support. The newest children's house has not yet been inspected and the remaining services were graded as Good.

The Renfrewshire local authority area also has a well-developed independent and third sector social care market. This includes more than 20 nursing and residential care homes for older people, specialist daycare provision run by Alzheimer's Scotland, national resources including the Erskine Home and the Royal Blind care home and day centre, ROAR Connections for Life, a range of supported accommodation, two secure units, and independent educational provision for those whose needs do not fit with mainstream education.

The self-directed support agenda has increased the number of smaller providers meeting tailored local needs, and the local authority also continues to work with larger framework care at home providers. As part of the strategic commissioning process required as part of the legislation on integrated health and social care, Renfrewshire Health and Social Care Partnership has developed a market facilitation statement.

Social Services Delivery in Renfrewshire



World Social Work Day 2019

The theme of this year's World Social Work Day was 'Promoting the Importance of Human Relationships'. Social work in Renfrewshire works hard to build trusting and respectful relationships between practitioners and the people they support. Staff are trained in approaches which stress the importance of listening to and respecting the views of children, young people and families. Our services also recognise the value of family relationships for service users and encourage these to be maintained in a positive way. Renfrewshire is involved in the national Stop:Go initiative from the Care Review which includes amongst a range of aims to stop the separation of siblings unless there are important safeguarding reasons.

To mark World Social Work Day, the Chief Social Work Officer worked a late shift in one of Renfrewshire's children's houses. This allowed the Chief Social Work Officer to go back to the frontline and not only hear from staff and young people about the positives and challenges of residential children's services but to experience them first hand. As Chief Social Work Officer I want to thank the young people for opening their home to me and to the staff from being prepared to have their practice put under my scrutiny.

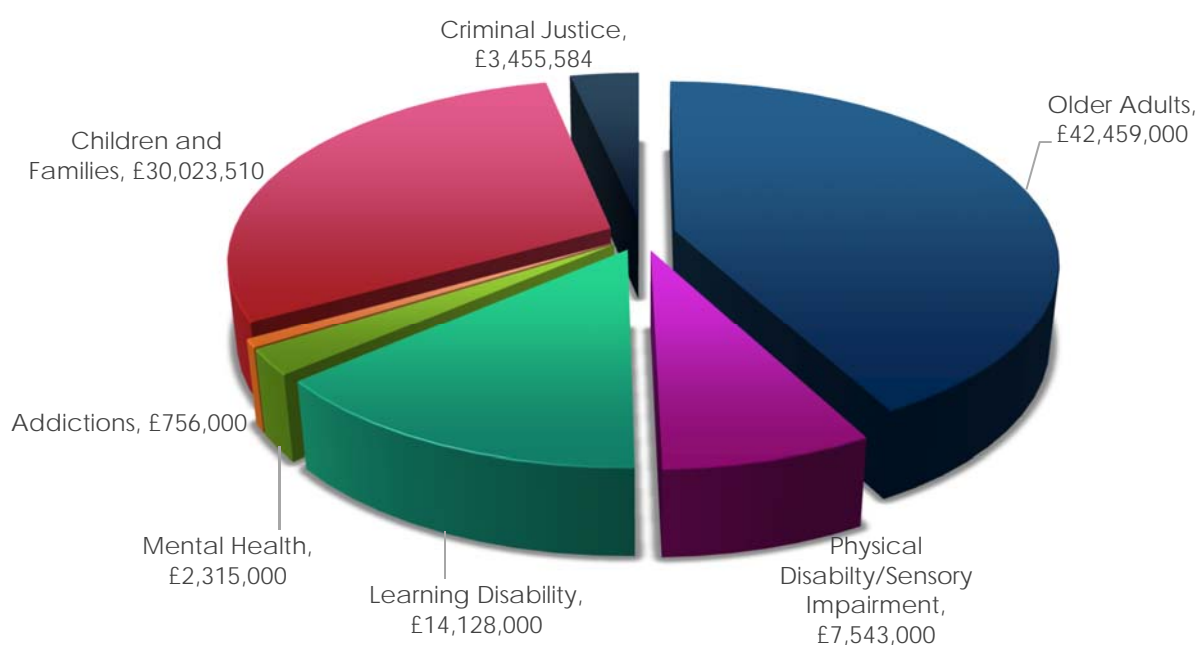
It was pleasing that I was able to experience a committed staff group who showed care and support for the young people to an extremely high standard.

It is my intention to repeat the "back to the shop floor" exercise with other staff groups over the next twelve months.

Resources

Renfrewshire Council's expenditure on social work in 2018/19 was almost £107 million. Services for older people make up the largest share at 42% and services for children and families account for a further 30%. The chart below shows expenditure by service area in 2018/19. Criminal Justice Social Work services are directly funded by Scottish Government grant. In common with other Scottish local authorities, Renfrewshire Council is trying to meet growing demand at a time of financial austerity. In its risk management plan, the Council considers financial challenges to be the greatest risk to the ongoing delivery of local services.

Expenditure on social work services, 2018/19



Demand pressures continue to generate financial challenges for social work services. These include continuing high numbers of looked after children (which is partly related to levels of deprivation, parental neglect and drug and alcohol misuse); increasing use of community sentences by courts rather than short prison sentences; the impact of longer life expectancy and a greater proportion of the population being aged 65 and over; the increasing diversity of our communities and the need to provide specialised support to, for example, refugees and unaccompanied asylum seeking children. Throughcare (that is, the support offered to care experienced young people) is an area where we will continue to see rising demand due to the ongoing implementation of the Children and Young People (Scotland) Act 2014.

Whilst the number of looked after children in Renfrewshire remains high, Children's Services is working to ensure that the principles of minimum necessary intervention is taken forward. This has meant the number of looked after children is reducing and social work will continue to make further reductions in this area when it is safe to do so.

There are significant pressures in criminal justice social work arising from increasing demand and the issues associated with the new national funding formula agreed by COSLA and the Scottish Government. Over the past few years the changes in funding have led to the disaggregation of some services which were previously provided on a shared basis with neighbouring authorities. The extension of Presumption Against Short Sentences is likely to impact on resources in future years.

Early intervention and preventative work not only supports improved outcomes for the people of Renfrewshire but can also support a sustainable financial position. Examples of local work include the embedding of early permanency planning for looked after children where appropriate; our three-year Early Action System Change programme and the Just Learning programme for people with convictions, which addresses some of the barriers to employment and contributes to a reduction in reoffending.

Statutory Service Provision: Adult Services

Adult protection continues to be an area of high demand within Adult Services. During 2018/19, social work received 1700 adult welfare concerns and 1019 adult protection concerns. These resulted in 102 adult protection investigations and 44 initial case conferences. There were also 53 review case conferences in the year.

As was the case in 2017/18, there was another large rise in the number of applications for Compulsory Treatment Orders made by the MHO team – 161 in 2018/19, an increase of 109%. Other duties falling under the Mental Health (Care & Treatment) (Scotland) Act 2003 included MHO consent for 18 emergency detentions (72-hour detention for assessment), 142 short-term detentions (28 days for assessment and treatment) and 152 Mental Health Tribunals. In total, the service dealt with 773 individual pieces of work falling within that legislation during 2018/19. The service also manages 'Restricted Patients' who come under the control of Scottish Ministers.

As of 31 March 2019, the CSWO had responsibility for 117 welfare guardianships (including 25 new orders granted during 2018/19), which are managed day-to-day by a nominated officer within the MHO team. The team also supervises over 450 private welfare guardianships in line with statutory requirements and can apply for Intervention Orders where they consider a financial guardian should be appointed. The local authority applied for 25 Intervention Orders in 2018/19. The team manager is authorised to act as an Intervener for matters relating to signing for or terminating tenancies. The number of time-limited orders now being granted has created an additional pressure on MHO services due to the requirement for reports in respect of order renewals.

Renfrewshire continues to experience higher than average levels of substance use which is reflected in service usage, hospital admissions and drug deaths. Renfrewshire Drugs Service had 796 open cases at the end of 2018/19 and the Integrated Alcohol Team had 121 open cases. The number of drug deaths in the area increased considerably. Renfrewshire Community Planning Partnership has recently established an Alcohol and Drugs Commission to provide in-depth consideration of the challenges facing Renfrewshire in relation to alcohol and drugs, and the ways in which these challenges might be addressed. The Commission is made up of senior officers from across health and social care, housing, criminal and community justice, and the third sector, as well as academic experts in the field.

Hoarding Short Life Working Group

A multi-agency response is typically warranted for assessment and subsequent intervention to address issues arising from hoarding that impacts on individuals, communities and partnership services. Within Renfrewshire several examples of hoarding behaviours have emerged and has led to significant resource implications, including demands on staff time and financial resource implications for Renfrewshire Council.

In recognition of the impact of hoarding behaviours, a multi-agency short life working group has been established to develop a cross-partnership approach to identifying and managing such cases. The intent is to develop interagency strategies and training as well as being a direct resource for individual practitioners.

The Chief Executive's Services are co-ordinating the short life working group with Community, Housing and Planning, Health and Social Care, Scottish Fire and Rescue, and representatives from public protection to achieve a joined-up, person-centred approach that reflects risk management and interventions to address risk to individuals and to the public.

Statutory Service Provision: Children and Families Social Work

Children's social work services in Renfrewshire are provided from locality teams, specialist teams and registered care services. The specialist teams include the Fostering and Adoption Team, the Kinship Care Team, the Unaccompanied Asylum Seeking Children Team, the Children with Disabilities Team and the Whole Systems Team. Children's Services has 6 children's houses and the throughcare housing support service registered with the Care Inspectorate.

Renfrewshire continues to have high numbers of looked after children but has had considerable success over the last decade in reducing both the total number of looked after children and the number placed in residential settings. The reduction in the latter was achieved as part of a planned decommissioning of in-house residential places and investment to grow the number of foster placements available. Long-term planning takes a needs-based approach and led to the opening, in 2019, of a close support unit able to provide more intensive care and support to a small number of our most vulnerable children and young people.

Renfrewshire Council had 624 looked after children at 31 March 2019; 380 looked after at home and 244 looked after and accommodated. This represents a further fall in overall numbers, a drop of 6% on the previous year. The Fostering and Adoption team continues to focus on permanency where appropriate and during 2018/19, 10 adoptions were completed. Over the last decade, the service has shifted the balance of provision substantially and the majority of foster placements are now with local authority carers rather than independent providers.

Secure orders are used only when necessary, with community-based support packages considered a better approach with complex cases. During 2018/19, 9 young people spent time in a secure placement. Children's Services opened a new close support unit in February 2019 which will allow much more intensive work with the small number of young people at risk of a secure placement and it is intended that this will further reduce the use of secure care. The Whole Systems Team, who work with young people displaying offending behaviour aged up to 21, is an important component of the community based support available in Renfrewshire.

During 2018/19, 20 children were the subject of a Child Protection Order under Section 57 of the Children (Scotland) Act 1995. This compares to 15 in the previous year and 24 in 2016/17. The number of children on the Child Protection Register at any one time varies depending on the circumstances and nature of risk attending to the children and families that are being supported. As at 31 March 2019, there were 91 children on the Child Protection Register. As a snapshot, the number is subject to considerable variation. The main areas which result in children being placed on the child protection register are neglect, parental substance misuse and parental mental health.

New statutory duties in respect of young carers came into force on 1 April 2018 and Renfrewshire put in place additional resources to enhance the support available to this group of young people. During 2018/19, 105 young carers were provided with support.

Children and young people are empowered to contribute to service design and planning. Renfrewshire's Early Action System Change is working with local young people on the priorities they identified in the All Children Wellbeing study, namely coercive control in adolescent relationships and mental health. Children and young people have been involved in the redesign of pathways plans, and in developing and delivering training for foster carers.

Case Study: Supporting Unaccompanied Asylum Seeking Children and Child Refugees

Renfrewshire Council's Unaccompanied Asylum Seeking Children (UASC) team was set up in November 2016 in response to a humanitarian need. Renfrewshire was one of several Scottish councils who volunteered to accommodate and support children and young people as a response to the 'Calais camp' crisis and then as part of the Vulnerable Children Resettlement Scheme. The team currently supports 18 children and young people who have experienced considerable trauma prior to arriving in Scotland, including: war; military service (often forced); physical and sexual violence; trafficking; exploitation and forced labour; persecution due to sexual orientation, ethnicity or religion; domestic servitude; time spent in refugee camps; and separation and loss.

In addition to the trauma they've experienced, our young people face a language and cultural barrier, and find themselves living in an area they've no prior connection with. It's important that staff spend time helping them get to know the local area and deal with things which can be taken for granted, such as knowing where you can shop for food, or how to access a GP or a dentist. The team prepare welcome packs for all planned arrivals, which include photos of the local area and the team. Our first arrivals from the Calais camps added their own welcome messages to the packs when our last two family groups arrived.

The outcomes for our children and young people have been improved as a result of the commitment of partners to provide support and advice; they have benefitted from the involvement of the NHS, local colleges, Skills Development Scotland, INVEST, and local community groups such as religious organisations and sports clubs.

The primary focus of the team was building trusting and safe relationships with our children, and supporting them to thrive. Education is important to all our young people; nine are actively engaging in their school education and another five attend local colleges for ESOL classes, some at an advanced level. Others have undertaken IT courses or training with the Princes Trust. Sport has been another way in which our children are achieving – four play for local football teams and two play for cricket teams at a regional level, with a view to progressing to the Scottish national team. One young person has undertaken a youth work programme with the Ocean Trust and has an opportunity to volunteer with them in the future. Two of our young people are sustaining their own tenancy whilst also studying or working, and one of our family groups is in a supported tenancy and is integrating independently into the local community.

"When I came here there were many difficulties and I did not know what to do but I was lucky to meet these people. I hope you guys keep helping to me."

"I want to learn English so I can get a job. I want to help people and my wish is to study pharmacy."

"I have been living in Scotland for two years. I have an amazing support worker they help me so much in my life since I moved here. They support me in school and when I moved to my flat. They take me to appointments, they take me to McDonalds. I'm glad I have a support worker like them and I want to say thank you for all the support."

Statutory Service Provision: Criminal Justice Social Work

There were 543 new Community Payback Orders handed down in 2018/19. Of these, 332 included an unpaid work element totalling over 48,000 hours, and 272 include a supervision element.

At the end of March 2019, Criminal Justice Social Work was supervising 94 licences in the community, including 7 new life licences and 7 Section 15 orders. A further 169 Throughcare cases were in custody at that date; 37 of these will have life licences on release and 3 will have an Order for Lifelong Restriction.

There were 22 individuals subject to new Drug Treatment and Testing Orders in 2018/19, and 28 subject to Fiscal Work Orders. From 106 referrals, 60 people were successfully diverted from prosecution.

The impact of the extension of the Presumption Against Short Sentences is not yet known. At present, the Scottish Court Service is unable to provide data on the number of cases in which sheriffs would have opted for a custodial rather than community sentence had the presumption not been in place. Nonetheless, the extension will result in increased community orders and it is expected that these are likely to be higher tariff, given they will be a direct alternative to custody.

Criminal Justice Social Work continues to be a key partner in Community Justice Renfrewshire, which is taking forward initiatives on employment, education and housing, key factors which can reduce reoffending.

Case Study: Unpaid Work Team

The Unpaid Work team organise and supervise work squads for people who have been found guilty of an offence and been made the subject of a community sentence, usually a Community Payback Order. In 2017/18, the service supervised just short of 60,000 hours of unpaid work across Renfrewshire. Unpaid Work focuses on rehabilitation and reparation. People who have committed an offence have the opportunity to give something back to their community. This has been shown to be much more effective than custody in reducing re-offending.

In Renfrewshire, the service undertakes a wide range of activity and much of this is focused on sustainability and improving the environment. Teams assisted in gardening and general clean-up of Ferguslie Park as part of the Paisley 2021 campaign. They've also undertaken clearing work in the Jenny's Well Nature Reserve in Paisley, restoring paths and cutting back overgrown trees. Teams also support Lamont City Farm in Erskine by clearing and cleaning animal stalls, repairing fences, and transferring manure.

The Brediland Allotment project is a longstanding and ongoing project. A worksquad grows vegetables on their plots using seeds and cuttings ethically sourced from a number of partners, including the Royal Horticultural Society. The worksquad assigned to the allotment also assists other plot holders to maintain their plot when ill health or disability is preventing them from looking after it properly. All produce grown by the squad on their allotment is donated to the Trussell trust for distribution across their Renfrewshire foodbanks. Following the death of the allotment organiser, his plot was donated to the Unpaid Work Service. This is just one measure of the success of the project, and their positive relationship with the community. The success of Brediland has led to the service working further three further allotments at Lamont Gardens and Sutherland Street. As well as donating produce to the foodbank, plants grown are used to enhance the street scene in Paisley's West End.

As well as gardening and outdoor work, the service also has recycling projects. The Lighter Duties Joinery workshop recycles old wooden pallets and transforms them into "mud kitchens" and garden seating for playgroups and nursery schools. Small pieces of scrap wood are transformed into bird boxes. These are offered for sale (along with other items produced by Unpaid Work Team service users) at Unpaid Work open days, and the proceeds pay for the materials used by the squads. Twice a week, a squad will pick up stock from charity shops which is no longer wanted. Wherever possible, this is restored/repaired, and the recycled furniture is passed on to those in need.

The service has received a great deal of positive feedback both from the beneficiaries of the work (including community groups, churches, and St Vincent's Hospice) and from service users who feel they have gained skills, are better prepared for paid employment, supported to change negative behaviours and motivated not to re-offend.

Ongoing Service Developments

The Early Action System Change programme is progressing three workstreams tackling needs identified through the All Children Wellbeing Study. These three workstreams aim to embed co-production with service users and are focused on the mental health of children and young people; coercive control in adolescent relationships; and childhood obesity. The programme is a partnership with Dartington Service Design Lab and the Ariel Trust, and is overseen by the multi-agency Renfrewshire Children's Services Partnership.

Social work services are preparing for the implementation of a new case management system which will replace Swift CCM in March 2020 for Children and Families Social Work and will then roll out to Criminal Justice Social Work and Adult Social Work and Social Care.

Changes to care planning and assessment as response to national care review

The Chief Social Work Officer has been involved in discussions on the potential benefits of adopting a Barnahus model. The model, which originated in Scandinavia is a trauma-informed, rights-based, multi-agency approach to working intensively with children and young people affected by violence.

Self-directed support continues to be embedded within social care provision, and the personalisation of services is developing beyond that. The new Supported Living Framework, covering adult service users with a range of needs, will shortly be implemented. The new framework is based on the delivery of outcomes, rather than hours of care and support, and service users will have personalised budgets which will allow them to determine which mix of support services will best meet their needs.

As noted earlier, Renfrewshire has above average rates of hospital admissions linked to alcohol and drug use, and the fourth highest rate of drug-related deaths in Scotland, and these are long-standing issues. Social work services will contribute to the work of the Alcohol and Drugs Commission recently established.

An independently-led whole systems review of addiction services in Renfrewshire reported in 2018/19 following consultation with staff, service users and wider stakeholders. As a result of the review, service redesign is under way to deliver a fully integrated alcohol and drugs service. This service will include a new single point of access for service users, a new team to support GPs with shared care arrangements, and a new recovery hub to build on the excellent work delivered by the Sunshine Recovery Café.

Children & Families Social Work undertook a large-scale self-evaluation during 2018/19. This was based on the Care Inspector's latest quality framework and has also fed into a multi-agency self-evaluation undertaken by Renfrewshire Child Protection Committee.

Care at Home services are currently implementing a new scheduling system following a comprehensive review of service delivery.

Workforce

Within Renfrewshire Council, each service produces a workforce plan which details actions to be taken to tackle the council's workforce challenges. Within Children's Services, current priorities including tackling retention and succession planning within the children's residential workforce and identifying ways to increase opportunities for staff to undertake reflective practice. In the HSCP, the development of new roles within the council's Care at Home service creates opportunities for career progression through the creation of the role of Senior Home Support Worker and the implementation of a revised management structure.

During 2018/19, service redesign in Children & Families Social Work created an additional locality team and allowed for the reduction of caseloads, providing more time for social workers to spend with service users.

The potential for future staff shortages as a result of an ageing workforce remains a challenge, particularly within Adult Services. The latest release of staffing data shows that 33% of Renfrewshire's Adult Services fieldwork team are aged 55-64, as are 30% of staff within adult day services and 30% in care homes. In Care at Home, 29% of staff are over 55.

The in-house Social Work Professional Training Service continues to operate across Children's Services and the HSCP and offers a broad range of training and development opportunities for practitioners. The team also delivers multi-agency training in child and adult protection. A dedicated post provides training and support for foster carers, and Renfrewshire Council offers foster carers a wide range of training on issues such as child protection, attachment and trauma, Theraplay, internet safety, the impact of parental substance misuse, and managing transitions. Renfrewshire has one of the highest incidences of domestic abuse in the country, and we have implemented the 'Safe and Together' model to support work on reducing the impact on children. 'Safe and Together' is a child-centred approach focusing on the strengths of the survivor and the pattern of behaviour of the perpetrator. The Social Work Training Team has been supporting Care at Home staff to meet the deadline for registration with SSSC. All managers and supervisors are registered, and the training team are working with existing frontline staff to ensure they all meet the registration deadline of September 2020. All new staff are required to be registered within six months of taking up their post.

Staff also have access to more generic training offered by the Council, including a two-tier leadership development programme which runs over a 12-month period.

During 2019/20, Children and Families Social Work will undertake a staff survey and engagement exercise.

*Oh if you ever thought we were not required,
Workers on the very edge of despair,
Consider Joe, kicked out by his foster-carers
At twelve, having stolen from the little they had:
'Ah don't know why Ah done it, but it's okay
If they didny wahnt me back, it's okay -
My ma didny wahnt me either.' To live
In such an unquestioned acceptance of defeat
Is dreadful, yet we know Joe can be helped.
The value of a soul can be drawn out
By those who are trained to do so, those
Who can blow the tiniest downtrodden spark
Of self-esteem into flame*

From *Brothers and Keepers* by Edwin Morgan



To: Council

On: 27 June 2019

Report by: Director of Finance & Resources

Heading: Review of the Council's Scheme of Delegated Functions

1. Summary

1.1 The purpose of this report is to consider changes to the Council's Scheme of Delegated Functions (the Scheme).

1.2 Although there have been a number of amendments to the Scheme over the last few years, including to take into account the changes to the Council decision-making structure at the statutory meeting in May 2017, to take account of other changes to the Council's management structures and some legislative changes, the previous comprehensive review was undertaken in 2015. Given the length of time, it was considered appropriate that a full review be undertaken to ensure that the Scheme was as up to date as possible. It is also considered beneficial to have an up-to-date version of the Scheme in place to form the starting point for any changes to the council's governance arrangements arising from the current change programme.

1.3 The main proposed changes are detailed in the appendix to this report. Where there have been minor changes, corrections or changes to legislation, these have not been detailed.

2. Recommendations

2.1 That the Council approves the revised Scheme of Delegated Functions, attached, and that it comes into force with immediate effect; and

2.2 That the previous Scheme be revoked.

- 3.1 Like every other local authority, Renfrewshire Council is only able to do what statute empowers it to do. In the absence of a decision by the Council to the contrary, all powers are exercisable by the Council itself. Recognising that such a requirement would be so cumbersome as to be unworkable, the Council has chosen to exercise one of the powers available to it - the power to delegate.
- 3.2 The Scheme sets out the formal delegations made by the Council to enable decisions to be taken by its Boards and officers. The Scheme is set out in five sections: Powers reserved to the Council; Terms of Reference and delegations to Boards; The Provost and Depute Provost; Statutory appointments of officers; and Powers delegated to officers.
- 3.3 All Directors and Heads of Service were asked for their input. The proposed amendments are in keeping with the Council's aim of ensuring that decisions are taken at the appropriate level and do not contain any obstacles to the efficient operation of the Council's functions. Unless there is a real need for a decision to be taken by the Council or a Policy Board, the preparation and submission of reports to the Board is inefficient and causes delay to the decision-making processes of the Council. The amendments proposed continue to reflect that approach.
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Implications of the Report

1. **Financial – None**
2. **HR & Organisational Development - None**
3. **Community/Council Planning – None**
4. **Legal – None**
5. **Property/Assets - None.**
6. **Information Technology – None**
7. **Equality & Human Rights**

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

8. **Health & Safety** - None
 9. **Procurement** - None
 10. **Risk** – None
 11. **Privacy Impact** - None.
 12. **Cosla Policy Position** – not applicable
 13. **Climate Risk** - None
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List of Background Papers – comments received from relevant officers.

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APPENDIX

Section	Title	Amendment
1	2.2.2 Non-statutory Reservations (a)	To remove reference to Council's agreement to the Partnership Agreement between Children's Hearings Scotland and the Council – this is no longer required as a delegation has been given to the Head of Corporate Governance
2	Terms of Reference - various	Reference to 'determining letting policies' in the terms of reference of Education & Children's Services, Infrastructure, Land & Environment, Communities, Housing & Planning Policy Boards has been removed as this responsibility now lies with Renfrewshire Leisure.
2	Terms of Reference – Education & Children's Services Policy Board	Education & Children's Services Policy Board – addition of "To consider matters relating to the Council's role as corporate parent"
2	Terms of Reference – Infrastructure, Land & Environment Policy Board and Communities, Housing & Planning Policy Board	Infrastructure, Land & Environment Policy Board – paragraph 12 – amended to remove reference to "To approve and oversee policy and procedures for community protection" which has been added to the terms of reference of the Communities, Housing & Planning Policy Board, the remit of which has been amended to include "Consumer Protection".
2	Terms of Reference – Finance, Resources and Customer Services Policy Board	Finance, Resources and Customer Services Policy Board – paragraph 62 – deleted to remove reference to the consideration of reports in relation to the financial performance of Council trading operations as the Council no longer has any significant trading operations.

2	Terms of Reference – Regulatory Functions Board	“associated ancillary requests” and “exemptions” has been added to the remit of the Board. This relates to requests under the Equality Act 2010 for exemptions from assisting taxi passengers which now falls under a statutory footing due to the Council agreeing to implement a designated wheelchair vehicle list.
4	Statutory Appointments of Officers	In terms of the Social Work (Scotland) Act 1968 – the Head of Child Care & Criminal Justice has been appointed as Chief Social Work Officer.
4	Statutory Appointments of Officers	The Proper Officer to make official representation in respect of houses not meeting the tolerable standard has been changed from the Director of Environment & Infrastructure to the Director of Communities, Housing & Planning Services
4	Statutory Appointments of Officers	The officer appointed for the purposes of discharging the functions imposed or conferred on the Council for dealing with stray dogs has been changed from the Director of Environment & Infrastructure to the Director of Communities, Housing & Planning Services
5	A – Chief Executive	A new delegation to the Chief Executive to make charitable donations in consultation with the Provost, to charities within the UK up to a value of £5000. A recent example of this was the request by the Argyll & Sutherland Highlanders for a contribution of £5000 towards their “Thin Red Line Appeal” which required a Council decision. It is proposed that this is limited to a total overall spend of £10,000 in any financial year and that any such payments made will be reported in the next issue of the Councillors’ information bulletin.
5	A – Chief Executive	A new delegation to the Chief Executive, in consultation with the Provost, Leader of the Council or appropriate Convener, to approve payment of subscription or membership fees for the Council’s membership of external organisations where the annual cost of membership does not exceed £500. A recent example of where this would have been helpful was the request for the Provost to join the Scottish Provost’s Association, at an annual membership cost of £250 which required a Council decision. It is proposed that this is limited to a total overall spend of £1000 in any financial year and that any such

		subscriptions or membership fees paid will be reported in the next issue of the Councillors' information bulletin.
5	A – Chief Executive	A new delegation to the Chief Executive, in consultation with the Leader of the Council, to accept gifts or bequests on behalf of the Council. Although such occurrences are rare, there may be circumstances when the Council is offered a gift or bequest the acceptance of which is time limited and it would be in the interests of the Council to accept this outwith the timetable of scheduled meetings. The proposed delegation would enable such an offer to be accepted. Any such gifts or bequests accepted will be reported in the next issue of the Councillors' information bulletin.
5	A – Chief Executive	A new delegation to the Chief Executive to authorise the use of a juvenile or vulnerable individual as a Covert Human Intelligence Source. This is to ensure that the Scheme of Delegated Functions reflects the Council's revised Surveillance Policy as agreed by the Finance, Resources & Customer Services Policy Board on 5 June 2019. There are special safeguards in relation to the use or conduct of juvenile sources and vulnerable individuals, and in relation to vulnerable individuals, any such individual should only be authorised to act in the most exceptional circumstances. These are outlined in the policy. As an added protection, although not a legal requirement, our Policy provides that only the Chief Executive can authorise any form of Covert Human Intelligence Source. Members may be familiar with test purchases of for example alcohol.
5	A – Chief Executive	A new delegation for clarification purposes to exercise any function delegated to an officer in terms of the Scheme. The Council's existing Scheme of Delegated Functions sets out delegations to be exercised by the Council, Boards and individual officers. In relation to delegations to officers, although the Chief Executive is the Head of Paid Service and the most senior officer in the Council the present Scheme does not explicitly give her the power to exercise powers delegated to other officers. Should circumstances arise in which an officer is unable to exercise a delegated power for any reason, it would be appropriate for the Chief Executive to be able to exercise that delegation in their

		place. However, this would not apply to the statutory officer roles which are set out in section 4 of the Scheme.
5	B – Chief Executive, Directors (including the City Deal Director and the Chief Officer, Renfrewshire Health & Social Care Partnership)	A new delegation to take any necessary action, including the lodging of objections or making representations in the event that any Council interest in land is affected by a Compulsory Purchase Order. Currently the Scheme of Delegation does not deal with the circumstances in which a Compulsory Purchase Order is served on the Council and does not include any delegations to enable officers to take action including objecting to the CPO to protect the Council's interests should a CPO be promoted that affects Council property. Such actions may require to be taken urgently without sufficient time to get the necessary Council or Board approval. There is an existing delegation to chief officers to lodge objections to applications in terms of legislation in which the Council is a competent objector but given the significance of Council land being included in a CPO, it would be better if there was an explicit stand alone delegation covering this point.
5	C – Director of Children's Services – Social Work Operations Managers and Fieldwork Managers	In relation to the Council's duty to safeguard and promote the welfare of children in their area who are in need in terms of the Children (Scotland) Act 1995 the delegation in respect of loans and grants of up to £500 has been changed to 'in respect of a child' instead of 'in respect of any one family'
5	C – Chief Social Work Officer/Head of Child Care and Criminal Justice, Social Work Operations Managers	Delegation to authorise the payment of travelling, subsistence or other expenses incurred by a relevant person (identified as a close family member and subject to assessment) for the purpose of attending the funeral of any child who, immediately before death, was being looked after by the Council, in accordance with section 88 of the Burial and Cremation (Scotland) Act 2016. The suggested limit to any such delegation to the Head of Child Care and Criminal Justice/Chief Social Work Officer would be £2000 and for operations managers of £1000, with similar delegation of £1000 to Locality Managers and Fieldwork Managers under the section of the Scheme to the Chief Officer, Renfrewshire Health & Social Care Partnership.

5	D – Director of Communities, Housing & Planning Services – Head of Communities & Public Protection	New delegations to the Head of Communities & Public Protection “to be the Council’s single point of contact in respect of counter terrorism and serious and organised crime” and “in respect of the Counter Terrorism and Security Act 2015 Prevent Guidance (Scotland) to be the Council’s single point of contact of Prevent and to make arrangements for holding Prevent Professional Concerns Case Conferences as required”
5	D – Director of Communities, Housing & Planning Services – Head of Communities & Public Protection	<p>New delegations in relation to community learning and development:</p> <p>“With the Education Manager, to develop and oversee the requirements of the Council’s Adventurous Activities License Agreement (AALA).”</p> <p>“With the Education Manager, to develop and oversee the requirements for the Duke of Edinburgh Award Scheme.”</p> <p>“With the Education Manager, to develop and oversee the requirements for the Young Scot National Entitlement Card and Renfrewshire’s information portal.”</p> <p>“With the Education Manager, to develop and oversee the Community Learning and Development legislative requirements for adult learning initiatives which tackle inequality e.g. Literacy and numeracy.”</p> <p>“With the Education Manager, to develop and oversee sustainable and meaningful youth voice initiatives including the biannual Youth Parliament Elections.”</p>
5	F – Director of Finance & Resources & Appropriate Heads of Service	Extending the power to vary the Scheme of Delegated Functions, the Council’s Standing Orders relating to Contracts, Procedural Standing Orders and Financial Regulations, to change references to Board names where these have been agreed by Council.
5	F – Director of Finance & Resources – Head of Corporate	Extending the immediate suspension power to suspend a licence to situations where the Health & Safety Executive request this, at present it is only where Police Scotland have made the request. At the moment, the existing delegation to officers to suspend a licence (in consultation

	Governance and other specified officers	with the Convener) only applies where a matter is raised with us by Police Scotland. There have been a few cases over the past couple of years where there have been public safety issues raised by the Health and Safety Executive in respect of licenced events. The only option open to us in such circumstances is to call a special meeting of the RFB. As a minimum, allowing for organising a meeting and giving notice to the licence holder/applicant and the HSE, is at least a week. By that time the event could have occurred or have started. Accordingly the extension to the existing delegation is sought to put HSE complaints on the same footing as those from Police Scotland, and allow officers to impose an immediate suspension in consultation with the convener, with a Board hearing to be fixed thereafter.
5	F – Director of Finance & Resources – Head of Corporate Governance and other specified officers	New delegations – “in consultation with the Convener of the Regulatory Functions Board to determine whether to serve a notice of proposed revocation in relation to a house in multiple occupation in terms of section 139 of the Housing (Scotland) Act 2006”; and “to determine whether to serve a notice of proposed variation in relation to a house in multiple occupation in terms of section 138 of the Housing Scotland (Act) 2006.”

Renfrewshire Council

Scheme of Delegated Functions

Document Title	Scheme of Delegated Functions		
Service	Finance & Resources	Lead Author	Democratic Services Manager
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Scheme of Delegated Functions

Section 1 Introduction and Powers Reserved to Council

1 Introduction

1.1 Like every other local authority, Renfrewshire Council is only able to do what statute empowers it to do. In the absence of a decision by the Council to the contrary, all powers are exercisable by the Council itself. Recognising that such a requirement would be so cumbersome as to be unworkable, the Council has chosen to exercise one of the powers available to it - the power to delegate. This Scheme describes the delegations that have been agreed by the Council and it explains how these delegations are expected to be exercised.

1.2. Extent of delegations

1.2.1 Certain of the Council's powers cannot be delegated, but subject to these exceptions all other powers can be delegated. However, the Council may only delegate to a committee, (which this Council has referred to as a "Board") or a Sub-Committee, or an officer of the Council, or a Joint Committee with one or more other Councils.

1.2.2 Where a responsibility has been delegated, there is nothing to prevent the delegator from dealing with the responsibility delegated, or from withdrawing or amending the delegation granted. Exercise by a delegate of a delegated responsibility is as if it had been done by the Council itself.

1.2.3 It is virtually impossible to specify comprehensively all of the powers that are available to the Council and then to assign these, in whole or in part, to a variety of delegates. To overcome this problem, the Council has decided that except for matters which must be dealt with at the level of the Council itself (because statute requires this, or because the Council has so decided); all other powers should be delegated.

1.2.4 The Council has adopted the principle that decisions should be made at the lowest or most local level consistent with the nature of the issues involved. Functions, therefore, have been delegated to

- Boards
- the Chief Executive
- Directors and Heads of Service
- other officers

1.2.5 In respect of powers which have been delegated, those not specifically delegated to Boards or officers, are the responsibility of the appropriate Board.

1.2.6 Unless otherwise specified in the Scheme, where the Convener is not available for consultation, the Depute Convener should be consulted.

1.2.7 Any powers delegated to officers in terms of this Scheme must be exercised in accordance with the Council's Standing Orders relating to Contracts, Financial Regulations and Financial Codes. The Scheme of Delegation does not permit any action which is prohibited in terms of said Standing Orders, Regulations and Codes.

1.3. Powers reserved to Council

- 1.3.1 In terms of statute, certain responsibilities must be exercised at the level of the Council itself. However, in addition, there are certain matters which the Council has chosen to deal with at Council level. Section one itemises these statutory and non-statutory reservations. These matters can be the subject of advice from other sources, but the power to take decisions and initiate action rests with the Council and has not been delegated.

1.4 Delegations to Boards

- 1.4.1 The Council has established a small number of "themed" Boards, reflecting the Council's wish to focus on policy priorities and to develop a multi-functional approach to the issues intended to be addressed. The objective is to have Boards that have a strategic role, focusing on policy development, service review, and strategic management of the Council's services.
- 1.4.2 Subject to the provisions of the Local Government (Scotland) Act 1973, and the Local Government etc. (Scotland) Act 1994, and to the special delegations and limitations provided for in this Scheme and in the Council's Standing Orders, the Council has delegated to the respective Boards all the functions, matters, services or undertakings contained in the Terms of Reference of those Boards set out in section two; and also in any Minute of the Council making a specific delegation to a Board.
- 1.4.3 Each Board may exercise and perform on behalf of the Council all powers and duties of the Council in relation to the functions, matters, services or undertakings included in the appropriate Terms of Reference. However, delegations to a Board are subject to the following restrictions and conditions:-
- (1) each Board, in carrying out the functions, powers and duties referred or delegated to it, must observe and comply with the Standing Orders of the Council and with any resolutions, directions or instructions passed by the Council with reference to its business generally; and
 - (2) a Board may in any case direct that the matter be reported to the Council for decision or that their resolution be submitted to the Council in the form of a recommendation.
- 1.4.4 Because Boards are "themed", occasional difficulties can be encountered in determining the particular Board that has responsibility for a specific matter. To assist the accurate identification of the relevant Board, details of the broad remit of each Board and of the general and specific delegations available to each Board are set out in section two. However, it should be borne in mind that whilst the information detailed in section two is accurate, it is not necessarily comprehensive. Any powers that are available to the Council, but which have not been reserved by the Council nor delegated to an officer are delegated to the relevant Board.

The relevant Board may be identified by referring to the respective terms of reference of each Board.

1.4.5 Reports will only be submitted to one Board for determination. Where a report has implications which would otherwise require the approval of more than one Board, the Board having the primary interest will be able to reach a decision on such reports without the requirement to remit the report to other Boards.

1.4.6 In the event of doubt in relation to which Board should consider a report the matter will be determined by the Head of Corporate Governance.

1.5. Statutory appointments of officers

1.5.1 In terms of various statutes, the Council is required to appoint officers for a variety of particular purposes. Occasionally, officers so appointed are other than the Chief Executive or a Director. Officers appointed to perform these statutory roles are empowered to take such action as is implicit in their roles. The statutory appointments that have been made by the Council are detailed in section four.

1.6 Powers delegated to officers

1.6.1 Delegations that have been agreed for the Chief Executive, Directors, Heads of Service and other officers are a mix of general delegations (i.e. each of the officers listed is similarly empowered) and specific delegations (i.e. the delegations are peculiar to individual officers). When exercising any delegated authority, officers are bound to have regard to a variety of stipulations that the Council has decided should govern and influence the exercise of powers delegated to officers. Details of general delegations and specific delegations to officers and of the stipulations relevant to them are contained in section five.

1.6.2 In addition to any specific officer delegation referred to within this Scheme, the Chief Executive, Directors and Heads of Service may authorise other officers to carry out their duties in their absence or with their authority.

1.7 Interpretation of the Scheme

1.7.1 Any reference to an enactment (whether primary legislation or not) is a reference:

(i) to the enactment as amended, and

(ii) to any enactment which makes similar provision to the provisions of that enactment, whether or not it repeals the named enactment,

and the authority conferred by this Scheme of Delegation shall operate notwithstanding the repeal, amendment, re-enactment or substitution of the named amendment.

1.7.2 interpretation of the Scheme is to be determined by the Head of Corporate Governance.

2 Powers reserved to Council

2.1 The powers which are reserved to the Council are a mixture of those which must, in terms of statute, be reserved, and those which the Council has, itself, chosen to reserve. Powers which are not reserved are delegated, in accordance with the provisions of this Scheme.

2.2 The following is a comprehensive list of what is reserved to the Council, categorised as statutory and non statutory:-

2.2.1 Statutory Reservations

- a. To change the name of the Council in terms of section 23 of the Local Government (Scotland) Act 1973.
- b. To appoint the Convener and Depute Convener of the Council and to decide on their titles, in terms of section 4 of the Local Government etc. (Scotland) Act 1994.
- c. To appoint Committees (Boards) in terms of section 57 of the Local Government (Scotland) Act 1973.
- d. To promote and oppose private legislation in terms of section 82 of the Local Government (Scotland) Act 1973.
- e. To set Council tax in terms of section 56(6) of the Local Government (Scotland) Act 1973.
- f. To consider reports by the Head of Paid Service made under section 4 of the Local Government and Housing Act 1989.
- g. To consider reports by the Monitoring Officer under section 5 of the Local Government and Housing Act 1989.
- h. To decide whether or not to divide the Council's area into licensing divisions and to appoint members to the Licensing Board in terms of the Licensing (Scotland) Act 2005.
- i. To determine planning applications for national developments as specified in the National Planning Framework.
- j. To determine planning applications for major developments which are significantly contrary to the local development plan.
- k. Approval of the annual investment strategy and annual investment report.
- l. To consider findings of the Standards Commission for Scotland in terms of the Ethical Standards in Public Life etc. (Scotland) Act 2000.

2.2.2 Non Statutory Reservations

- a. To deal with all matters relating to the election of Councillors, where these are not the responsibility of the Returning Officer.
- b. To establish such Boards as may be considered appropriate to conduct business and to appoint and remove Conveners, Depute Conveners and members of Boards.
- c. To make and amend Procedural Standing Orders, Standing Orders relating to Contracts and Financial Regulations.
- d. To make and amend a Scheme of Delegated Functions detailing terms of reference and delegations to Boards, and delegations to officers.
- e. To fix and amend a programme of Council and Board meetings, subject to the provisions of the Council's Procedural Standing Orders.
- f. To appoint to a Board persons who are not members of the Council.
- g. To determine the Council's annual revenue budget and capital programme.
- h. To determine the level of Council house rents.
- i. To raise money by Council Tax or loan and to issue Council stock.
- j. To incur any expenditure not provided for in the annual estimates of the Council unless and until such expenditure has been reported to and approved by the Council.
- k. To determine the process for selection, appointment and dismissal of the Chief Executive.
- l. To consider matters relating to the fixing or amendment of the Council's geographic boundaries, its electoral boundaries and wards, or matters relating to the fixing or amendment of the boundaries of the parliamentary constituencies lying wholly or partly within the Renfrewshire Council area.
- m. To deal with matters reserved to the Council by Standing Orders, Financial Regulations and other Schemes approved by the Council.
- n. To consider the unaudited Annual Accounts as submitted to the auditor and, subsequently, to consider the audited Annual Accounts and if it is satisfied that it is appropriate to do so, to approve those accounts for signature, all in terms of the Local Authority Accounts (Scotland) Regulations 2014.

Renfrewshire Council

Scheme of Delegated Functions

Section 2

Terms of Reference and Delegations to Boards

Appeals Board

Terms of Reference

The following shall comprise the areas of responsibility of the Appeals Board:

I. Personnel Appeals and Applied Conditions of Service

1. To determine any appeals referred to it in terms of the Council's disciplinary and grievance procedures policies.
2. To determine appeals arising from termination of service on the grounds of ill health or lack of capability.
3. To consider and make recommendations to the Finance, Resources & Customer Services Policy Board regarding submissions made by the trade unions concerning the personnel policies of the Council.

II. Bursaries and Endowments Appeals

4. To determine appeals relating to higher school bursaries and education maintenance allowances.
5. To determine appeals relating to education endowments.

III. Placing Requests and Exclusions

6. To determine appeals relating to:
 - (a) placing requests; and
 - (b) exclusions.

IV. Non-Domestic Rates Appeals

7. To determine appeals against the application of the Council's policy relating to the discretionary relief of rates.
8. To determine appeals under section 238 of the Local Government (Scotland) Act 1947.

Audit, Risk and Scrutiny Board

Terms of Reference

The following shall comprise the areas of responsibility of the Audit, Risk and Scrutiny Board:

General Delegations

1. To grant authority to members to attend seminars, conferences and other visits.

Audit

2. To act as the Council's Audit Committee.
3. To consider reports by the Accounts Commission, Audit Scotland and other similar organisations and to make recommendations where appropriate to the Council.
4. To consider reports by the Council's external auditors including those relating to the Council's annual accounts and to submit recommendations to the Council.
5. To approve the Council's internal audit charter and annual plans.
6. To consider internal audit performance and progress reports and the main findings of the internal audit work and the Chief Auditor's annual report.
7. To consider and monitor reports regarding compliance by services with recommendations made by both Internal and External Audit.

Corporate Governance

8. To consider the Council's code of corporate governance.

Risk Management

9. To approve the risk management policy and strategy.
10. To consider the effectiveness of the risk management arrangements through consideration of the annual risk management report.
11. To approve the corporate risk register and the relevant service risk registers and plans.

Monitoring and Reviewing Service Delivery Performance, Policies and Practices

12. To review performance management arrangements across all services and to submit recommendations to the Council.

13. To consider reports by the Scottish Public Services Ombudsman in terms of the Scottish Public Services Ombudsman Act 2002.
14. To review service delivery and performance across all services and to submit recommendations to the Council.
15. To conduct reviews into particular issues and/or policies at the request of the Leadership Board and/or Council. Such reviews shall only occur after a period of not less than 6 months has elapsed from the date of implementation of the policy.
16. To review decisions taken by the Policy Boards (other than those concerning quasi-judicial functions) and how they are implementing Council policy and to submit recommendations to the Leadership Board. Such reviews shall only occur after a period of not less than 6 months has elapsed from the date of implementation of the policy.

Community Leadership through Monitoring of Other Public Bodies Etc

17. To conduct reviews of issues of significance and/or concern to Renfrewshire which are not necessarily matters which are the responsibility of the Council.
18. To conduct reviews of the activities of other public bodies, including Joint Boards and Joint Committees in so far as they impact on Renfrewshire.

Standards and Ethics

19. To consider matters of policy relating to standards and ethics in relation to elected members, including the promotion of codes of conduct, but excluding consideration of allegations against a councillor, as this will be dealt with by the Chief Investigating Officer and Standards Commission appointed by Scottish Ministers.
20. To consider guidance issued by the Standards Commission under section 6 of the Ethical Standards in Public Life etc. (Scotland) Act 2000 and to ensure the application of such guidance.

Written Intimations

21. To determine requests submitted by individual Audit, Risk and Scrutiny Board members for a particular matter to be considered which is within the terms of reference of the Audit, Risk and Scrutiny Board.

Education and Children's Services Policy Board

Terms of Reference

The following shall comprise the areas of responsibility of the Education and Children's Services Policy Board:

A. Remit
 Education
 Early Years
 Children's and Families Social Work

B. General Delegations in relation to matters relevant to this Board's remit:

1. To monitor the capital and revenue expenditure programmes and approve remedial action.
2. To determine property requirements.
3. To determine charges for services and, where appropriate.
4. To determine requests for financial assistance.
5. To approve and oversee the annual service and/or business plan for the services whose functions are covered by the remit and delegations of the Board.
6. To oversee the organisation, performance and management of the services whose functions are covered by the remit and delegations of the Board.
7. To grant authority to members to attend seminars, conferences and other visits.
8. To write off deficiencies or bring into charge surplus stocks and stores.
9. To approve where required the Council's response to consultation papers which are within the Board's terms of reference.

C. Specific Delegations

Education

10. To develop, determine and monitor the Council's policies in relation to education.
11. To exercise the functions of the Council as Education Authority, and to oversee the establishment and management of the education service.
12. To approve and oversee the provision of services in relation to pre-five, primary, special and secondary education.
13. To approve and oversee the provision of an educational development service.
14. To approve and oversee arrangements to meet special educational needs.

15. To approve and oversee the provision of a Council educational psychology service.
16. To approve and oversee the provision of educational resource support for schools.
17. To liaise with other agencies in the provision of education support services, e.g. the careers service.
18. To approve and oversee the management and development of services which provide activities of a kind suitable for pre-school children.
19. To determine policy and priorities in all appropriate matters relating to children, young people and their parents.
20. To promote the interests of children, young people and their parents with all appropriate agencies on matters affecting these interests.

Children's and Families Social Care

21. To develop, determine and monitor the Council's policies in relation to family well-being.
22. To exercise the functions of the Council as Social Work Authority to the extent of its functions in relation to children and families and child protection.
23. To approve commissioning and contract strategies and grants to other agencies.
24. To exercise the functions of the Council relating to child care.
25. To develop and review services relating to children and young people.
26. To determine policy matters relating to adoption, fostering and children with special needs.
27. To develop and review plans, policies and services in respect of the needs of children and young people.
28. To determine the future residential provision in respect of children and young people.
29. To oversee matters relating to voluntary homes and residential schools maintained in respect of children and young people.
30. To exercise the functions of the Council in respect of the transfer of parental responsibilities and rights to the authority.
31. To consider matters relating to the Council's role as corporate parent.

Infrastructure, Land and Environment Policy Board

Terms of Reference

The following shall comprise the areas of responsibility of the Infrastructure, Land and Environment Policy Board:

A. Remit	Environmental Issues Water and Sewerage Waste Management Flood Prevention Land Roads and Transportation Fleet and Infrastructure Sustainability Parks and Cemeteries	Clyde Valley Waste Initiative Strathclyde Partnership for Transport Clyde Muirshiel Park Authority
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B. General Delegations in relation to matters relevant to this Board's remit:

1. To monitor the capital and revenue expenditure programmes and approve remedial action.
2. To determine property requirements.
3. To determine charges for services.
4. To determine requests for financial assistance.
5. To approve and oversee the annual service and/or business plan for the services whose functions are covered by the remit and delegations of the Board.
6. To oversee the organisation and management of the services whose functions are covered by the remit and delegations of the Board.
7. To grant authority to members to attend seminars, conferences and other visits.
8. To write off deficiencies or bring into charge surplus stocks and stores.
9. To approve where required the Council's response to consultation papers which are within the Board's terms of reference.
10. To monitor the performance, expenditure reports and trading statements of the trading operations within the Board's remit and to approve remedial action.

C. Specific Delegations

11. To develop, determine and monitor the Council's policies in relation to the environment and on infrastructure matters.

Environmental issues

12. To approve and oversee policy and procedures for the protection and enhancement of the environment, and for environmental safety including nuclear issues.
13. To approve and oversee policy relating to health education and home safety.
14. To approve and oversee arrangements and facilities in relation to recycling.
15. To approve and oversee arrangements and facilities for Streetscene activities (street cleansing and grounds maintenance).
16. To oversee matters regarding strategic waste management including strategies, policies, plans and waste treatment and disposal arrangements.
17. To approve and oversee the Council's physical programmes for improvement of the environment.
18. To oversee the Council's participation in the Clyde Valley Waste Initiative.

Roads and Transport

19. To exercise the functions of the Council as Roads Authority.
20. To exercise the functions of the Council in relation to road traffic regulations.
21. To approve traffic management proposals in terms of the Roads Traffic Regulation Act 1984 and the Roads (Scotland) Act 1984 and all associated legislation and regulations.
22. To oversee the organisation and management of roads infrastructure and transportation, the infrastructure of bridges and other structures.
23. To oversee the organisation and management of fleet, vehicle maintenance and transport services in relation to the functions of the Council including internal transport arrangements.
24. To consider issues relating to road safety and accident prevention.
25. To oversee the organisation and management of school crossing patrol services.
26. To oversee the functions of the Council in relation to the naming of streets and numbering of premises.
27. To oversee matters relevant to the operation of the Strathclyde Passenger Transport Authority and the Strathclyde Concessionary Travel Scheme Joint Committee.
28. To consider matters relative to the operation of the Strathclyde Partnership for Transport.

Parks, play areas and cemeteries

29. To oversee the strategic provision, organisation, management and maintenance of parks, play areas, and public open spaces.
30. To oversee the strategic provision, organisation, management and maintenance of cemeteries.

Flood prevention, reservoirs and navigation

31. To exercise the functions of the Council in relation to flood prevention, land drainage, reservoirs and navigation.

Water and sewerage

32. To consider matters relating to water and sewerage and the relationship with the Water Authority.

Sustainability

33. To oversee matters in relation to sustainability and promote reductions in waste and pollution and contamination.
34. To oversee matters in relation to air quality management.
35. To oversee matters in relation to carbon reduction targets.
36. To oversee and promote biodiversity.
37. To oversee matters in relation to fuel poverty.

Clyde Muirshiel Park Authority

38. To oversee all matters relative to Clyde Muirshiel Park Authority.

Land

39. To determine the allocation or disposal of property, other than Council houses or lock-ups, whether by way of sale or lease.
40. To determine terms for the acquisition or disposal of property and land whether by way of sale, purchase, lease or otherwise.
41. To oversee the Council's activities in relation to energy conservation in the Council's public buildings and non Housing Revenue Account (HRA) properties.
42. To consider any property issues arising from the Community Empowerment (Scotland) Act 2015.
43. To consider any matters arising from Part 9 of the Community Empowerment (Scotland) Act 2015 relating to allotments, including consideration of the Council's food growing strategy and allotment site regulations.

Finance, Resources & Customer Services Policy Board

Terms of Reference

The following shall comprise the areas of responsibility of the Finance, Resources & Customer Services Policy Board:

- A. Remit**
- Corporate Asset and Facilities Management
 - Civic Functions
 - Customer and Business Services
 - Finance and Resources
 - Human Resources and Organisational Development
 - ICT
 - Risk Registers
 - Procurement
 - Renfrewshire Licensing Forum
 - Renfrewshire Valuation Joint Board
 - Scotland Excel
 - Better Council Change Programme
 - Building Services
- B. General Delegations** in relation to matters relevant to this Board's remit:
1. To monitor the capital and revenue expenditure programmes and approve remedial action.
 2. To determine property requirements.
 3. To determine charges for services.
 4. To determine requests for financial assistance.
 5. To approve the allocation of common good funds
 6. To approve and oversee the annual service and/or business plans for the services whose functions are covered by the remit and delegations of the Board.
 7. To oversee the organisation and management of the services whose functions are covered by the remit and delegations of the Board.
 8. To oversee the Council's establishment and training of employees and to make such adjustments as are necessary within the Council's personnel policies and subject to nationally agreed terms and conditions of employment.
 9. To provide responses on behalf of the Council to consultations in relation to pay levels and conditions of service of Council employees.
 10. To provide oversight and review of the Council's workforce planning, organisational development and human resource strategies and plans.

11. Within the approved corporate framework, to decide on service packaging, service specifications, selection of tenderers, awarding of contracts, monitoring of contract performance and to undertake any other task relevant to filling the client role within the responsibility of this Board.
12. To accept tenders for previously approved projects.
13. To grant authority to members to attend seminars, conferences and other visits.
14. To make and review byelaws or management rules.
15. To write off deficiencies or bring into charge surplus stocks and stores.
16. To approve where required the Council's response to consultation papers which are within the Board's terms of reference including responses to consultations in relation to pay levels and conditions of service of Council employees.

C. Specific Delegations

Civic functions

17. To determine all matters in relation to civic hospitality and civic receptions.
18. To determine all matters in relation to the civic and ceremonial arrangements of the Council.

Finance and Resources

19. To oversee all arrangements concerning the Coat of Arms.
20. To approve and oversee town twinning links.
21. To oversee arrangements for the provision of resources for elected members, whether by way of accommodation, equipment or otherwise.
22. To approve all arrangements in relation to public and statutory holidays.
23. To exercise the functions of the Council in relation to staffing, accommodation and associated matters under the Licensing (Scotland) Act 2005.
24. To exercise the functions of the Council in relation to the registration of births, deaths and marriages.

25. To oversee arrangements for compliance with the requirements of data protection legislation and freedom of information legislation and information governance and management issues in general.
26. To determine matters associated with the Council's policies and practices in relation to the Council's employees, including their pay and conditions of service, and matters associated with sick pay schemes, pension, and accident insurance.
27. To approve and oversee policies in relation to health, safety and welfare of Council employees and service users for whom they are responsible.
28. To approve and oversee policies in relation to training and development of Council employees.
29. To oversee the promotion of good employment relations between the Council and its employees.
30. To oversee the operation of the Council's disciplinary and grievance procedures.
31. To oversee the Council's employment responsibilities as defined by the Equality Act 2010 (General Duty) requiring it to pay due regard to the need to eliminate unlawful discrimination, advance equality of opportunity and foster good relations.
32. To oversee the Council's employment responsibilities as defined by the Public Sector Equality Duty (PSED).
33. To oversee electoral arrangements, other than matters reserved to the Council.
34. To oversee the Council's financial and budgetary arrangements including:
 - (a) monitoring the capital and revenue budgets of the Council;
 - (b) the making of recommendations in relation to the borrowing of money;
 - (c) the supervision of arrangements for the recovery of money due to the Council;
 - (d) approving the arrangements for authorising all loan, leasing and investment documents;
 - (e) the writing off of accounts due to the Council;
 - (f) banking arrangements;
 - (g) overseeing the Council's treasury management arrangements, including the Council's treasury management and investment strategy and approval of any amendments to the said strategy between annual strategies being approved by Council;
 - (h) the control and allocation of trust funds within the responsibility of the Council;
 - (i) accounting arrangements relating to salary and wages and associated arrangements for payment of Council paid employees and elected members; and

- (j) matters relating to financial provision for the undertaking of Council activities and projects including expenditure consents.

- 35. To determine the operation of a housing benefits/ Council tax reduction scheme in terms of the relevant legislation.
- 36. To determine matters associated with the Council's policies and practices in relation to the management and delivery of customer and business services across the Council.
- 37. To develop and review the provision of information and advice about money matters.
- 38. To approve and oversee the Council's procurement arrangements.
- 39. To approve policy in relation to the Council's procurement arrangements.
- 40. To approve and oversee matters relating to allowances for members.
- 41. To approve and oversee the Council's insurance arrangements.
- 42. To oversee all matters relating to central purchasing of goods and services.
- 43. To approve policy in relation to the management and investment of Common Good funds, and to receive reports from the Investment Review Board on the performance of Common Good investments.
- 44. To determine applications for grants and donations not within the area of responsibility of other Boards or the Local Area Partnerships.
- 45. To approve and oversee the Council's corporate ICT strategy.

Corporate Governance

- 46. To approve and oversee the Council's governance arrangements other than matters reserved for the Council

Renfrewshire Valuation Joint Board

- 47. To consider matters relating to the operation of the Renfrewshire Valuation Joint Board.

Scotland Excel

- 48. To consider matters relating to the operation of Scotland Excel.

Renfrewshire Local Licensing Forum

- 49. To oversee matters relating to the Renfrewshire Local Licensing Forum.

Public Private Partnership Arrangements

- 50. To consider matters relative to the Council's Public Private Partnership arrangements.

Human Resources and Organisational Development

51. To provide oversight and review of the council's workforce planning, organisational development and human resources strategies and plans.

Facilities Management (repairs and maintenance and compliance, janitorial, catering and cleaning)

52. To oversee the management of catering services, including schools catering, in relation to all functions of the Council.
53. To oversee the organisation and management of repairs and maintenance and compliance, cleaning, building cleaning, janitorial and related services in relation to all functions of the Council.
54. To oversee facilities management of Renfrewshire House.

Procurement

55. To authorise the award of contracts in accordance with the Council's Standing Orders Relating to Contracts.
56. To provide oversight of the Council's participation in collaborative procurement arrangements.
57. To note updates, and, where appropriate, to approve responses on the Council's behalf on matters such as legislation, case law and policy changes, procurement reform and corporate and social responsibility initiatives.
58. Any other matter delegated by the Finance and Resources Policy Board relating to procurement.

Corporate Asset Management

59. To oversee the Council's corporate arrangements, plans and strategies of the management of its assets.

Property Services

60. To oversee the management of the register of land and buildings owned or occupied by the Council, incorporating information on location, size, use, condition, occupation, leases, rentals and reviews.

Better Council Change Programme

61. To oversee the Better Council Change Programme.

PPP Contract

63. To oversee the operation of the Council's PPP contract, including contract monitoring and compliance and reporting.

Communities, Housing & Planning Policy Board

Terms of Reference

The following shall comprise the areas of responsibility of the Communities, Housing and Planning Policy Board:

- | | | | |
|-----------|--------------|--|---|
| A. | Remit | Housing
Civil Contingencies
Community Learning & Development
Community Justice
Community Councils
Consumer Protection
Building Standards | Police
Fire & Rescue
Community Safety & Public Protection
Strategic Development Plan
Development Management
Development Planning |
|-----------|--------------|--|---|
- B. General Delegations** in relation to matters relevant to this Board's remit:
1. To monitor the capital and revenue expenditure programmes and approve remedial action.
 2. To determine property requirements.
 3. To determine charges for services and, where appropriate, letting policies.
 4. To determine requests for financial assistance.
 5. To approve and oversee the annual service and/or business plan for the services whose functions are covered by the remit and delegations of the Board.
 6. To oversee the organisation and management of the services whose functions are covered by the remit and delegations of the Board.
 7. To grant authority to members to attend seminars, conferences and other visits.
 8. To write off deficiencies or bring into charge surplus stocks and stores.
 9. To approve where required the Council's response to consultation papers which are within the Board's terms of reference.
 10. To monitor the performance expenditure reports and trading statements of the Building Services Trading Operation and to approve remedial action.

C. Specific Delegations

12. To develop, determine and monitor the Council's policies in relation to housing, and community safety.

Housing

13. To exercise the functions of the Council as Housing Authority.
14. To determine housing needs within the Council area.
15. To oversee the letting, maintenance, management and improvement of the Council's housing stock, including associated properties.
16. To approve new initiatives in housing tenure and investment.
17. To approve policies and procedures for the allocation of Council housing.
18. To oversee liaison with other agencies in relation to meeting the needs and priorities of the Council and the provision of resources for housing.
19. To determine the rent structure.
20. To approve the housing plan and annual policy statements.
21. To approve and oversee strategies for the management of and investment in the Council's housing stock.
22. To approve and oversee schemes of financial assistance, whether by way of grant or loan or otherwise to assist in the improvement of the quality of housing.
23. To approve and oversee policies in relation to participation by Council tenants in the activities of the Council as housing authority.
24. To approve and oversee policies, procedures and investment to meet special housing needs.
25. To approve and oversee policies and procedures in relation to housing conditions, substandard housing and houses in multiple occupation or other shared accommodation.
26. To oversee the sale or transfer of Council housing stock.
27. To oversee matters relating to social housing providers.

C Specific Delegations

Planning

28. To develop, determine and monitor the Council's policies in relation to planning and development.
29. To exercise the functions of the Council as Planning Authority.

30. To determine planning applications where the appointed officer has declined to exercise his delegated powers or where the Board decides itself to determine applications which would otherwise fall to be determined by a person appointed to do so under the scheme of delegated functions.
31. To determine applications for major developments as set out in Schedule 1 to the Town and Country Planning (Hierarchy of Developments) (Scotland) Regulations 2009.
32. To determine applications for listed building consent for demolition of listed buildings and conservation area consent for demolition of a building in a conservation area.
33. To determine applications involving residential development of 10 or more units on greenfield or undeveloped land; or on a site greater than 0.5 hectare which is greenfield or undeveloped land.
34. To determine applications involving residential development of five or more units on sites within the greenbelt; or on a site greater than 0.3 hectare which is within the greenbelt.
35. To determine applications which if approved are considered to be significantly contrary to the Local Development Plan and also those applications which, if approved, would be significantly contrary to the overall objectives, and would undermine the aims and strategic priorities, of the Local Development Plan.
36. To determine any application which the Convener, within 21 days of the application appearing on the weekly list, receives a letter signed by three members, setting out reasons why the matter should go before the Board, in consultation with the Head of Planning and Housing, has agreed should go before the Board.
37. To determine applications under the Town and Country Planning (Scotland) Act 1997 made by the Planning Authority; where the application falls into the category of 'major development'.
38. To determine applications under the Town and Country Planning (Scotland) Act 1997 which relate to land in the ownership of the Planning Authority or to land in which the planning authority have a financial interest where the application falls into the category of 'major development'.
39. To exercise the functions of the Council as Building Control Authority.
40. To oversee the development and implementation of the Local Transport Strategy.
41. To oversee matters regarding strategic planning, including the operation of the Glasgow and the Clyde Valley Strategic Development Planning Authority Joint Committee.

Emergency planning and Civil Contingencies

42. To exercise the functions of the Council in relation to planning for emergencies, including the preparation and review of the Council's emergency plan.
43. To oversee and monitor the Council's civil contingency arrangements.

Community Safety and Public Protection

44. To approve and oversee policy and procedures for consumer protection
45. To oversee the Council's policies and functions in relation to community safety.
46. To consider and oversee the Council's policies and functions in relation to CCTV.
47. Oversight and monitoring of the Council's Public Protection partnership working, including in relation to serious and organised crime and counter-terrorism.

Community Justice

48. To consider matters relating to Community Justice and to exercise the functions of the Council in relation to Criminal Justice social work services.

Community Learning & Development

49. To approve and oversee the provision of services in relation to community learning and development.
50. To develop and review the adoption of a community development approach to service delivery.

Community Councils

51. To approve and oversee arrangements for Community Councils.
52. To consider and where appropriate approve applications for funding from the Community Empowerment Fund.

Leadership Board

Terms of Reference

The following shall comprise the areas of responsibility of the Leadership Board:

A Remit

Adult Social Care and Health Integration
 Best Value and Performance Management
 Corporate Planning and Community Empowerment
 Corporate Communications and Marketing
 Digital Inclusion
 Economy, Regeneration, Development and Renewal
 Employment
 Future Paisley
 Glasgow City Region City Deal Project
 Leisure and Culture Trust
 Performance Management
 Public Service Reform
 Strategic Leadership and Oversight
 Tackling Poverty and Welfare Reform
 Tourism and Events
 Town Centres Management

Strategic Leadership and Oversight

1. To provide strategic leadership for the Council and ensure consistency across the Council's policy objectives.
2. To provide strategic oversight of the Council's corporate strategy and key policy priorities, including the Council plan.
3. To provide strategic oversight of the Council's approach to Tackling Poverty and Welfare Reform.
4. To provide strategic leadership and oversight of community planning and policy development within the Council, and to liaise with partner organisations in relation to issues within the overarching themes of the Community Plan, Council Plan, and Local Outcome Improvement Plan, including oversight, promotion and development of effective partnership and multi-agency arrangements.
5. To provide oversight, leadership and development of the public service reform agenda in Renfrewshire.
6. To provide oversight and continuous improvement of the Council's corporate performance management and quality assurance framework and the Council's arrangements and systems for achieving best value.
7. To provide oversight of the Council's strategic approach to the use of arms length external organisations and arrangements.
8. To provide oversight of and to determine matters concerning Renfrewshire Health and Social Care Partnership.

9. To provide oversight of the policy, development and performance of Renfrewshire Leisure Limited.
10. To act as the Council's lead in corporate advocacy and campaigning.
11. To provide strategic oversight of the Council's approach to community empowerment and engagement including the development of community cohesiveness and capacity.
12. To provide oversight and monitoring of the effectiveness of the Council's corporate communications and marketing.
13. To approve the Council's response to consultation papers except where these fall within the responsibility of a Policy Board.
14. To determine matters concerned with the structure and organisation of local government generally, including arrangements concerning relations with the Scottish and UK Governments, CoSLA and other relevant bodies, except where these fall within the responsibility of a Policy Board.
15. To provide strategic leadership for the Council in liaising and consultation with the Scottish and UK Governments and other relevant bodies.
16. To grant authority to members to attend seminars, conferences and other visits.
17. To call-in decisions by the other Boards in circumstances where the Leadership Board considers that a matter requires to be reconsidered either in terms of the correctness of the decision in relation to the specific theme(s) concerned, or because of the importance or impact of the decision on the Council. (The Leadership Board will however have no power to call in decisions made by Boards in the exercise of a judicial, quasi-judicial or similar function, which includes the determination of licensing and planning applications and personnel or other appeals).

Best Value and Performance Management

18. To approve and oversee the procedures for examining the economy, efficiency and effectiveness of all Council services.
19. To oversee the Council's management systems for all aspects of service delivery including best value and quality systems.
20. To request that the Audit, Risk and Scrutiny Board conduct reviews into particular issues and/or policies, after a period of not less than 6 months has elapsed from the date of implementation of the policy.

Economy, Regeneration, Development and Renewal

21. To approve and oversee the Council's physical programmes for area regeneration, development and renewal.
22. To oversee the setting of the Council's priorities for employment generation and economic development in Renfrewshire.

23. To provide strategic direction for the activity of the Council and partner organisations engaged in promoting employment and economic growth in Renfrewshire.
24. Overseeing the development and delivery of an Employment and Economic Strategy for Renfrewshire.
25. To exercise the functions of the Council in relation to economic development.
26. To approve and oversee policies and operational arrangements in relation to the industrial and economic development of Renfrewshire.
27. To receive an annual report in relation to the economic development property portfolio.
28. To approve the provision of financial assistance under Council Business Development and Training Programmes and other grant aid schemes, for example those associated with Paisley Town Centre.
29. To oversee the Council's participation with Scottish Enterprise, Renfrewshire Chamber of Commerce and other organisations concerned with economic and business development.
30. To oversee liaison with agencies and organisations which can assist in the development or implementation of Council policies in relation to industrial and economic development or assist in minimising levels of unemployment.
31. To monitor economic and social activity levels in the Council's area.
32. To oversee the activities of the Council in securing funding for Council objectives from all relevant external funding bodies and to initiate such action as may be required to maximise such funding.
33. To determine invitations by overseas aid agencies for inputs to new projects.
34. To determine proposals for establishing agreements, memoranda, and links of any substantive nature with bodies, institutions, regions, groupings of regions or countries overseas, and to approve any visits to and from the Council's area.
35. To identify specific project opportunities for the benefit of the Council and to develop marketing initiatives to promote the profile of Renfrewshire.
36. To promote Renfrewshire's case to the Scottish Government, Scottish Enterprise and other agencies operating at a national level and European level that could assist in promoting growth in Renfrewshire's economy.
37. To oversee the arrangements for digital connectivity of communities and businesses.
38. To provide oversight of the Glasgow City Region City Deal and the individual projects for which the Council is responsible.
39. To provide oversight and to determine matters concerning Future Paisley

Tourism and Events

- 40. To approve and oversee the development of policies and arrangements designed to promote tourism and conference activities within Renfrewshire including liaison with other agencies for this purpose.
- 41. To oversee the Council's arrangements for organising or participating in events.

Paisley Museum Reimagined Limited

- 42. To provide oversight and determination of matters concerning the Company.

Regulatory Functions Board

Terms of Reference

The following shall comprise the areas of responsibility of the Regulatory Functions Board:

1. To determine applications submitted to the Council for licences, permits, permissions, exemptions and/or registrations which are not specifically allocated to another Policy Board, including those made under the following enactments, and associated or ancillary requests:
 - The Hypnotism Act 1952
 - The Theatres Act 1968
 - The Civic Government (Scotland) Act 1982
 - The Cinemas Act 1985
 - The Equality Act 2010
 - The Fire Safety and Places of Sport Act 1987
 - The Housing (Scotland) Act 2006 (Part 5)
 - Safety of Sports Grounds Act 1975
 - The Antisocial Behaviour etc. (Scotland) Act 2004
2. To develop and review the Council's policies, and to exercise the functions of the Council in relation to applications for licences, permits, permissions, and or registrations which are not otherwise specifically allocated to another Policy Board.
3. To exercise the functions of the Council in relation to matters of:
 - (a) food safety and food control;
 - (b) control of pollution, including provisions in relation to clean air, noise abatement and the monitoring of water quality;
 - (c) animal welfare and the control of animals and the control of insects and rodent pests;
 - (d) health and safety at work including occupational health, safety and welfare;
 - (e) public health, the abatement of statutory nuisances and the control of communicable diseases; and
 - (f) consumer advice and protection, and trading standards.
4. To determine charges for licences, permits, permissions and registrations.
5. To approve where required the Council's response to consultation papers which are within the Board's terms of reference.
6. To grant authority to members to attend seminars, conferences and other visits.

Adoption & Fostering Panel

Terms of Reference

The following shall comprise the areas of responsibility of the Adoption & Fostering Panel:

As an adoption panel-

1. To consider and recommend to the Agency Decision Maker whether adoption is in the best interests of a particular child and, if so, whether an application should be made for a permanence order granting authority for the child to be adopted in terms of section 80 of the Adoption and Children (Scotland) Act 2007
2. To consider proposals for adoption of children and make recommendations to the Agency Decision Maker all in accordance with the Adoption and Children (Scotland) Act 2007 and any Regulations made thereunder.
3. To consider and recommend to the Agency Decision Maker whether a prospective adopter is suitable or continues to be suitable to be an adoptive parent.
4. To consider and recommend to the Agency Decision Maker whether a prospective adopter would be a suitable adoptive parent for a particular child.
5. To consider and make recommendations to the Agency Decision maker on any other matter referred to the adoption panel which is relevant to the adoption agency's functions under the Adoption and Children (Scotland) Act 2007
6. To monitor the reasons for applicants withdrawing following a formal application having been made.
7. To review on an annual basis or as required approved applicants who have not been matched with a suitable child.
8. To consider reports on the disruption of any placement recommended by the panel or involving applicants approved by the panel.
9. To consider and make recommendations to the Agency Decision Maker on matters relating to financial assistance for adopters in terms of any scheme of approved adoption allowances which the Council has, or in relation to the payment of legal expenses incurred by the adopters in obtaining an adoption order.
10. The panel in making its recommendations to the Agency Decision Maker must be aware of the duties imposed on the adoption agency by section 14 of the Adoption and Children (Scotland) Act 2007

As a fostering panel -

11. To consider and make recommendations to the Agency Decision Maker on the following matters-
 - (a) Whether a prospective foster carer is suitable or continues to be suitable to be a foster carer;

- (b) whether a prospective foster carer would be a suitable foster carer for-
- (i) a particular child or children;
 - (ii) any child;
 - (iii) certain categories of child;

(c) the maximum number of children a particular foster carer may have in their care at any one time

12. To consider and make recommendations to the Agency Decision Maker as to whether an application for a permanence order (without authority to adopt) in terms of section 80 of the Adoption and Children (Scotland) Act 2007, should be made in respect of a particular child, applications to the Sheriff for Parental Responsibilities Orders in terms of section 86 of the Children (Scotland) Act 1995.
13. The panel in making its recommendations to the Agency Decision Maker must have regard to the duties imposed on the local authority by— section 17 (1) of the Children (Scotland) Act 1995

Appointment Board

Terms of Reference

The following shall comprise the areas of responsibility of the Appointment Board to be established for vacant posts at Chief Executive, Director, Assistant Director - Schools and Head of Service level:

1. To consider applications for the post and short list candidates.
2. To interview candidates and select the successful candidate.

Emergencies Board

Terms of Reference

The following shall comprise the areas of responsibility of the Emergencies Board:

1. To oversee the activities of the Council, including the deployment of resources, in the event of any emergency, such as may be defined by the Chief Executive.

Employees Joint Consultative Board

(non - teaching)

Terms of Reference

The following shall comprise the areas of responsibility of the Employees Joint Consultative Board (non-teaching):

Functions

The functions of the Employees' JCB will be:

1. To act as a forum for consultation between the Council and the trade unions representing all non-teaching employees on employment/service conditions matters which are not specifically determined by their respective national negotiating bodies.
2. To secure the greatest possible measures of joint action between the Council and the trade unions for the development and improvement of the work of the Council.
3. To consider any reference from the Council or the trade union side on matters affecting the mutual interests of the Council and its employees and to make recommendations thereon to the appropriate Board of the Council.
4. To consider measures for safeguarding the health and welfare of the Council's employees.
5. The Employees' JCB will not consider questions of individual appointment or other matters which are more properly the province of the Council's grievance or disciplinary procedures.

Investment Review Board

Terms of Reference

The following shall comprise the areas of responsibility of the Investment Review Board:

1. To determine the discretionary agreement and any amendments in relation to the investment of the Common Good funds, which are managed by the Council's Investment Manager appointed by the Finance, Resources and Customer Services Policy Board.
2. To meet at least annually with the Investment Manager to review the performance and strategy relating to the invested funds for the Common Good funds and to report their findings to the Finance, Resources and Customer Services Policy Board.

Local Review Body

Terms of Reference

The following shall comprise the areas of responsibility of the Local Review Body:

1. In relation to local planning applications as specified in the Planning etc. (Scotland) Act 2006 to review and determine:
 - i. Appeals against decisions by officers to refuse planning permission.
 - ii. Appeals against the nature of the conditions set by officers in respect of a planning permission.
 - iii. Failure by officers to make a decision in respect of a planning application within the statutory timescale.

Renfrewshire Joint Negotiating Committee for Teaching Staff

Terms of Reference

The following shall comprise the areas of responsibility of the Renfrewshire Joint Negotiating Committee for Teaching Staff:

Functions

1. To determine relevant conditions of service for all teaching staff, music instructors, education advisers and educational psychologists.
2. Consultation on other relevant matters.

Police and Fire & Rescue Scrutiny Sub-Committee

Terms of Reference

Police

1. To consider matters relating to the police service including the Council's involvement with the Scottish Police Authority and the Scottish Police Service, and arrangements for local policing including the Council's contribution to the development and implementation of the Local Policing Plan.

Fire & Rescue

2. To consider matters relating to the fire & rescue service including the Council's involvement with the Scottish Fire & Rescue Service and arrangements for local fire and rescue services including the Council's contribution to the development and implementation of the Local Fire & Rescue Plan.

Community Asset Transfer Sub-Committee

Terms of Reference

1. To consider and determine reviews of decisions or failures to take decisions on Asset Transfer Requests made in terms of Part 5 of the Community Empowerment (Scotland) Act 2015.

Petitions Board

Terms of Reference

1. To consider petitions in accordance with the procedures agreed by the Council.

Cross-Party Sounding Board

Terms of Reference

1. To act as a sounding board and discussion forum with no decision making powers.
2. To provide an opportunity to discuss matters of common interest or of Council-wide relevance.
3. To provide for cross-party discussion on non-partisan/non-political issues raised by each political party or group on Renfrewshire Council.

Renfrewshire Council

Scheme of Delegated Functions Section 3 The Provost and Depute Provost

Section Three

The Provost and the Depute Provost

1. The Provost, whom failing the Depute Provost, shall be authorised in furtherance of the duties of their office to undertake visits within Renfrewshire and in Scotland; and
2. The Provost, whom failing the Depute Provost, shall be authorised to incur expenditure to meet the expenses of their office on the provision of reasonable hospitality, whether within or outwith Renfrewshire, to representatives of other authorities, organisations, members of the Council or others, where the cost of hospitality for any one occasion is estimated not to exceed £2,000. Reports on the expenditure incurred will be submitted on a quarterly basis to the Finance, Resources and Customer Services Policy Board.

Renfrewshire Council

Scheme of Delegated Functions

Section 4 Statutory Appointments of Officers

Section Four

Statutory appointments of officers

In terms of various statutes, the Council is required to appoint officers for a variety of particular purposes. Officers so appointed are empowered to take such action as is implicit in their role. The statutory appointments agreed by the Council are as follows:-

Statutory Provision	Purpose/Role	Officer
Social Work (Scotland) Act 1968		
s.3	Chief Social Work Officer	Head of Child Care and Criminal Justice
Local Government (Scotland) Act 1973		
s.33A	Proper officer to receive delivery of councillors' declaration of acceptance of office	Head of Corporate Governance
s.33A(3)	Officer before whom the declaration of acceptance of office may be made.	Head of Corporate Governance
s.34	Proper officer for receipt of councillors' resignations.	Chief Executive
s.43 and schedule 7 para 1(4)	Proper officer for receipt of requisition for special Council meeting.	Head of Corporate Governance
s.43 and schedule 7 para 2(1)	Proper officer to sign summons to special Council meetings.	Head of Corporate Governance

s.43 and schedule 7 para 2(2)	Proper officer for receipt of notice by member of alternative address.	Head of Corporate Governance
s.50B	Proper officer to exclude reports containing exempt information from public, and to provide documents to the press.	Head of Corporate Governance
s.50C(2)	Proper officer to provide written summary where minutes are excluded from public.	Head of Corporate Governance
s.50D	Proper officer for compiling lists of background papers.	Chief Executive and all Directors
s.50F	Proper officer to determine documents which are not open to inspection.	Head of Corporate Governance
s.92	Proper officer for dealing with the transfer of securities.	Director of Finance & Resources
s.95	Proper officer for the administration of the Council's financial affairs.	Director of Finance & Resources
s.128	Proper officer for transfer of educational endowments.	Head of Corporate Governance
s.145	Proper officer in respect of Ordnance Survey applications.	Director of Communities, Housing & Planning Services
s.190	Proper officer for service of legal proceedings, notices, etc., on the Council.	Head of Corporate Governance
s.191	Proper officer to sign any claim on behalf of the Council in any sequestration, liquidations and other such	Head of Corporate Governance

	proceedings in which the Council is entitled to make a claim.	
s.193	Proper officer to sign notices, orders, etc.	Director with responsibility for the relevant function to which the notice, order etc., relates
s.197	Proper officer in respect of arrangements for the inspection and depositing of documents.	Head of Corporate Governance
s.202	Proper officer to authenticate byelaws.	Head of Corporate Governance
s.202B	Proper officer to certify entry in register of byelaws.	Head of Corporate Governance
s.204	Proper officer to provide certificate as evidence of byelaws.	Head of Corporate Governance
s.206(2)	Proper officer in respect of the keeping of a register of persons admitted as freemen of the Council's area.	Head of Corporate Governance
s.231	Proper officer to make application to the Sheriff on questions arising from the Local Government (Scotland) Act 1973.	Head of Corporate Governance
Schedule 7	Proper officer for calling of meetings.	Head of Corporate Governance
Civic Government (Scotland) Act 1982		
s.45G	Civic Licensing Standards Officer	Civic Government Enforcement Officer and Licensing Standards Officers

s.113	Proper officer in respect of evidence of management rules.	Head of Corporate Governance
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Representation of the People Act 1983

s.25 and s.41	Returning Officer.	Chief Executive
s.67-70	notification of matters relating to election agents.	Chief Executive
s.131(1)	the provision of accommodation for the election court.	Chief Executive
s.133(1)	the seeking of repayments of expenses of the election court at the discretion of the court.	Chief Executive
Schedule 5 Para6	retention of a list of rooms for use for parliamentary election meetings.	Chief Executive

Weights and Measures Act 1985

s.72(1)(a)	Chief Inspector of Weights and Measures	Trading Standards & Licensing Manager
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Housing (Scotland) Act 1987

s.87	Proper officer to make official representation in respect of houses not meeting tolerable standard.	Director of Communities, Housing & Planning Services
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Local Government and Housing Act 1989

s.2	Proper officer in respect of lists of politically restricted posts.	Head of Transformation & Organisational Development
s.4	Head of Paid Service	Chief Executive
s.5	Monitoring Officer	Head Corporate Governance

Environmental Protection Act 1990

s.149(1)	Officer appointed for the purposes of discharging the functions imposed or conferred on the Council for dealing with stray dogs in its area.	Director of Communities, Housing & Planning Services
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Requirements of Writing (Scotland) Act 1995

Proper officer for the purposes of section 7(7) and paragraphs 4(1) and (2) of schedule 2.	Head of Corporate Governance, Legal & Democratic Services Manager, Depute Project Director City Deal, Managing Solicitors and Assistant Managing Solicitors
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Regulation of Investigatory Powers (Scotland) Act 2000

s.7	Responsible officer	Head of Corporate Governance
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Licensing (Scotland) Act 2005

Schedule 1, paragraph 8	Clerk to the Licensing Board.	Head of Corporate Governance
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Public Health etc (Scotland) Act 2008	Competent persons to undertake public health functions on behalf of local authorities.	Environmental Health Officers with two years experience
Local Authorities (Contracts) (Scotland) Regulations 1997 Regulation 4	Proper officer for certification purposes.	Head of Corporate Governance
The Ethical Standards in Public Life etc (Scotland) Act 2000 (Register of Interests) Regulations 2003	Proper officer for receipt and recording of members' interests, and register of gifts and hospitality.	Head of Corporate Governance
The EU General Data Protection Regulation (Article 37)	Data Protection Officer	Managing Solicitor (Data Protection)

The officers appointed for the foregoing purposes are to carry out their respective duties personally, but where they are unable to do so owing to absence, the following officers will undertake their duties:-

In the absence of the Chief Executive for election purposes	Head of Corporate Governance
In the absence of the Head of Corporate Governance as monitoring officer	Legal & Democratic Services Manager
In the absence of the Head of Corporate Governance as proper officer in terms of the Local Government (Scotland) Act 1973	Legal & Democratic Services Manager
In the absence of the Head of Corporate Governance as Clerk to the Licensing Board	Legal & Democratic Services Manager
In the absence of the Head of Corporate Governance as proper officer for certification purposes	Legal & Democratic Services Manager
In the absence of the Head of Transformation & Organisational Development	HR Manager

Renfrewshire Council

Scheme of Delegated Functions

Section 5 Powers Delegated to Officers

Section Five

Powers delegated to officers

The exercise of powers delegated to officers in this section is subject always to:-

- i. the policies of the Council as embodied in any formal document of the Council which has been approved and issued and in particular Standing Orders, Financial Regulations and any other guidance issued in connection with the exercise of a particular function.
- ii. appropriate provisions for financial outlays having been made in the estimates for the current year.
- iii. the right of an officer to consult with the Chief Executive on any matter, even although specifically delegated to them, or to refer the matter to the appropriate Board of the Council.
- iv. the obligation on the Chief Executive, Director or Head of Service to arrange consultation with individual local members on matters which affect their areas. Such consultations shall include the provision of information on substantial or significant projects including substantial or significant projects of the undernoted types, prior to finalisation and subject always to their inclusion in the approved capital or revenue expenditure programmes:-
 - housing projects
 - roads schemes
 - educational buildings
 - social work buildings
 - leisure and recreational projects
 - engineering works
 - Council offices and other properties
 - purchase of land or buildings
 - contaminated land
 - waste management
- v. the provision of appropriate, legal, financial, human resources, administrative and other central Council support to any officer exercising a delegated function.
- vi. the observation by the Chief Executive, Directors and Heads of Service of the principles of good governance and relevant codes of conduct and good practice.

A. Chief Executive

The Chief Executive is authorised:-

1. To exercise any function delegated to an officer in terms of this Scheme.
2. To give a direction in special circumstances that any officer shall not exercise a delegated function.
3. Where considered to be in the interests of the Council, to approve the provision of reasonable hospitality to representatives of other authorities, organisations, officers of the Council or others; to make visits and to authorise visits by officers of the Council or others (excluding elected members) representing the Council outwith the UK; and to deal with all issues relating to the extension of civic hospitality.
4. To approve attendance at conferences outwith the UK of officers, in cases where it is considered to be in the interests of the Council.
5. Where considered to be in the interests of the Council, and in consultation with Provost, to approve requests for donations to charities within the UK, up to a value of £5000 each, with the total sum of such payments being no more than £10,000 in any financial year. Any such payments made to be reported in the next issue of the Councillors' information bulletin.
6. Where considered to be in the interests of the Council, and in consultation as appropriate with the Leader, Provost or relevant Convener, to approve payment of subscription or membership fees for the Council's membership of external organisations where the annual cost of membership does not exceed £500, with the total sum of such payments being no more than £1,000 in any financial year. Any such payments made to be reported in the next issue of the Councillors' information bulletin.
7. Where considered to be in the interests of the Council, and in consultation with the Head of Corporate Governance and the Leader of the Council, to accept gifts and bequests on behalf of the Council. Any such gifts or bequests to be reported in the next issue of the Councillors' information bulletin.
9. To deal with and, in appropriate circumstances, to approve applications by employees charged with offences or under investigation which could result in their being charged, in the course of their employment for assistance with legal expenses of their defence.
10. To deal with and, in appropriate circumstances, to approve applications by employees convicted of, and fined in respect of offences committed whilst acting in the course of their employment, for full or part payment of the fine imposed.
11. To deal with and, in appropriate circumstances, to approve applications from employees for reimbursement of reasonable legal expenses, in part or in whole,

incurred in their being represented at Fatal Accident Inquiries, providing that they were acting

- (a) within the course of their employment;
- (b) in accordance with Council procedures; and
- (c) in good faith.

12. To deal with, and in appropriate circumstances, to approve applications from employees for reimbursement of reasonable legal expenses, in part or in whole, incurred in defending actions raised against them personally, providing that they were acting
 - (a) within the course of their employment;
 - (b) in accordance with Council procedures; and
 - (c) in good faith.
13. To secure the efficient and effective implementation of the Council's programmes and policies, the deployment of resources towards that end, and also the maintenance of internal and external relations being actions of a routine nature implicit in the day to day management of affairs and all steps ancillary thereto, not involving a change of policy or the incurring of serious expenditure and for which there is adequate provision in the estimates.
14. To deal with any operational matter including but not restricted to the granting of planning permission and the award of contracts not otherwise delegated in the period between the last meeting of an administration and prior to the setting up of a new Council following statutory elections and also during the period of the Council's summer recess.
15. To issue publicity related to the promotion of the Council's interests and also, in consultation with the Leader or Depute Leader of the Council, the issue of appropriate press releases, or other forms of publicity on behalf of the Council.
16. In consultation with the Head of Transformation & Organisational Development to approve special leave for Directors in accordance with the provisions of the appropriate scheme of salaries and conditions of service and any guidelines issued by the Council.
17. In consultation with the Chief Auditor to decide in terms of the Council's defalcation procedures whether to refer any particular case to the Police.
18. In consultation with the Head of Transformation & Organisational Development to exercise all discretions available to the Council in terms of The Local Government Pension Scheme (Scotland) Regulations 2014, The Local Government Pension Scheme (Transitional Provisions & Savings) (Scotland) Regulations 2014, The Local Government Pension Scheme (Administration) (Scotland) Regulations 2008, The Local Government Pension Scheme (Benefits, Membership and Contributions) (Scotland) Regulations 2008, The Local Government Pension Scheme (Transitional Provisions) (Scotland) Regulations 2008, The Local Government Pension Scheme (Governance)

(Scotland) Regulations 2015 and The Local Government (Discretionary Payments and Injury Benefits) (Scotland) Regulations 1998.

19. In consultation with the Head of Transformation & Organisational Development, to determine all requests from employees for voluntary redundancy/early retirement.
20. In consultation with the Head of Transformation & Organisational Development to determine any injury benefit allowance payable.
21. In consultation with the Head of Transformation & Organisational Development, to approve the creation of additional temporary senior management posts in response to major project work being undertaken by a service or corporately within the Council, such posts to be reviewed at the end of a period of 24 months unless approved for a shorter period of time.
22. In consultation with the Head of Transformation & Organisational Development, in difficult to recruit to positions, taking into account the individual circumstances, to recognise current conditions of service or continuity of service for the purposes of Maternity Leave, Annual Leave and Sickness Allowance.
23. To approve payment by the Council on behalf of employees of subscriptions or membership fees to professional bodies.
24. In consultation with the Head of Transformation & Organisational Development, to determine requests to 'buy out' inherited conditions and personal preservations.
25. To alter or amend polling places in the event of an approved place becoming unavailable or unviable, eg through fire or flood or some other circumstance.
26. With the Directors of Communities, Housing & Planning Services, Environment & Infrastructure, Head of Corporate Governance, Head of Communities & Public Protection, Chief Auditor, and the Homeless and Housing Support Services Manager, Communities and Regulatory Manager or the Infrastructure, Transport and Change Manager, to grant authorisations for covert surveillance permitted under sections 6 and 7 of the Regulation of Investigatory Powers (Scotland) Act 2000 and to appoint officers to act as investigation managers for the purposes of the Act.
27. With the Directors of Communities, Housing & Planning Services, Environment & Infrastructure, Infrastructure, Transport and Change Manager, and Communities and Regulatory Manager, to grant authorisations for performing covert surveillance (including urgent oral applications) and utilising covert human intelligence sources under the Regulation of Investigatory Powers (Scotland) Act 2000.
28. To authorise the use of a juvenile or vulnerable individual as a Covert Human Intelligence Source.

29. To make any decision, in consultation with the Leader of the Council, in relation to the functions of Paisley Museum Reimagined Limited, where a decision or action requires to be taken by the Council as sole Member of the Company as a matter of urgency.

Head of Marketing & Communications

The Head of Marketing and Communications is authorised:

30. To implement the Council's policies and strategies relating to communications, marketing, media relations, event management, tourism, stakeholder relations and internal (employee) communication.
31. To deliver the Council's visitor strategy in line with the aims and objectives of the Council's corporate plan and policy priorities.
32. To develop bids to bring new events for Renfrewshire and secure sponsorship and external funding as appropriate to support development of the events programme.
33. To set the charges for events and to review the events programme annually, in consultation with the Leader of the Council and the Provost.
34. To grant third party access agreements to the Paisley Pattern archive held in the Paisley Museum and, where these arrangements have an element of commercial exploitation, to agree the terms and conditions of these in consultation with the Director of Finance and Resources and the Head of Corporate Governance seeking specialist advice where necessary.

Head of Policy & Commissioning

The Head of Policy & Commissioning is authorised:

35. In respect of procurement to implement the Council's corporate procurement strategy, policies and procedures.
36. To make the necessary arrangements concerning the services provided by Scotland Excel for all purchases made by the Council through Scotland Excel.
37. To determine in consultation with the Corporate Management Team, the implementation plans and benefits realisation actions flowing from the scope and objectives of the Council's agreed strategic change priorities.
38. To be the Council's first point of contact in respect of Participation Requests in terms of Part 3 of the Community Empowerment (Scotland) Act 2015 and for dealing with queries regarding the Council's approach to such requests and also to make arrangements to publicise the availability of the Participation Request process.

39. To have monitoring responsibility for Renfrewshire Leisure on behalf of Renfrewshire Council.

Head of Regeneration and Project Director (City Deal)

40. The Chief Executive, the Head of regeneration and with the Economic Development Manager are authorised to determine applications for loans from the West of Scotland Loans Fund with a value up to and including £50,000.
41. The Chief Executive with the Head of Regeneration, the Economic Development Manager, the Town Centres Project & Events Manager and the Finance & Resources Manager are authorised to determine applications for financial support in terms of the Council's approved physical regeneration and economic support programmes with a value up to and including £50,000.
42. The Chief Executive is authorised with the Project Director (City Deal) or ~~with~~ the Head of Regeneration, the primary responsibility for implementing the Council's duties as Client for all projects within the remit of Chief Executive Services under The Construction (Design and Management) Regulations 2015.
43. The Chief Executive is authorised with the Project Director (City Deal) or Head of Regeneration to make any appointments in all projects within the Services' remit where the Council is the Client and on behalf of the Council to accept any appointment and perform the functions of Designer, Principal Designer and/or Principal Contractor, in terms of the Regulations for projects in which the Council can competently act in that capacity under The Construction (Design and Management) Regulations 2015.

B. Chief Executive, all Directors (including the City Deal Director and the Chief Officer, Renfrewshire Health & Social Care Partnership) and Heads of Service

The Chief Executive, all Directors (including the City Deal Director and the Chief Officer Renfrewshire Health & Social Care Partnership) and Heads of Service are authorised:-

1. Subject to there being the appropriate provision in the Council's budget, to deploy resources as they think fit for the best execution of functions under their management.
2. To ensure that all activities undertaken are within the legal powers of the Council and in the event of doubt to consult with the Head of Corporate Governance.
3. With the approval of the Chief Executive and in consultation with the Head of Transformation & Organisational Development to amend the grading of posts and make changes to the Council's establishment below Chief Officer level, provided that any increase in costs can be met from existing service budgets.
4. To sign all documents on behalf of the Council relevant to the functions for which the Chief Executive/Director (including the City Deal Director and Chief Officer Renfrewshire Health & Social Care Partnership) or Head of Service is responsible and to authorise other officers to do so, excluding always any specific provision made for documents in terms of primary or subordinate legislation, statutory direction, the policies of the Council or in this or other Administrative schemes.
5. To take any actions necessary in any emergency situation that are within the remit of their own post or the service for which they are responsible.
6. To make decisions regarding complaints made under the Council's complaints and redress procedure, including, with the agreement of the Head of Corporate Governance,
 - (i) the payment of an ex gratia payment, in respect of any one incident up to an amount not exceeding £500, and
 - (ii) and/or to reimburse actual loss or costs incurred, in respect of any one incident, up to an amount not exceeding £500.
7. To lodge objections and representations to applications in terms of the Licensing (Scotland) Act 2005, the Civic Government (Scotland) Act 1982, the Gambling Act 2005, the Housing (Scotland) Act 2006 and any other legislation in terms of which the Council is a competent objector.

8. To submit responses to consultation documents which concern operational issues and in consultation with the Convener or Depute Convener of the appropriate Board to determine that a response to a consultation need not be submitted for Board approval.
9. To approve the (re)naming of Council facilities in consultation with the Convener of the relevant Board and the relevant local member(s).
10. To ensure, so far as reasonably practicable, the health, safety and well-being at work of Council employees and others affected by the Council's undertakings, in line with the Council's Corporate Health and Safety Policy and Corporate Health and Safety Plan.
11. Where thought to be in the interests of the Council to approve the provision of reasonable hospitality to representatives of other authorities, organisations, officers of the Council and to others up to a maximum of £1,000 in relation to any one occasion.
12. To approve the attendance of officers at conferences within the United Kingdom where considered to be in the interests of the Council provided that the cost does not exceed £1,500, exclusive of VAT.
13. In consultation with the Head of Transformation & Organisational Development, to authorise the attendance of officers on full-time or part-time courses of study and the payment of appropriate fees.
14. To appoint within their respective services all staff up to chief officer grade within the authorised establishments, except where the Council determines otherwise.
15. To exercise the powers given to chief officers in the various conditions of service so far as the discipline and efficiency of their services are concerned.
16. To apply the Council's conditions of service as affecting employees within their services.
17. To authorise the working of overtime by appropriate grades of employees and the payment of overtime or compensatory leave or honoraria in accordance with criteria laid down by Council policy.
18. To sign and issue (a) authorisation to officers of the Council to exercise statutory powers (including the right to enter land and premises in connection with the discharge of their duties) and (b) identity cards.
19. To make recompense in respect of damage to, or loss of an employee's personal property in respect of any one incident up to an amount not exceeding £500 and up to £1,000 with the agreement of the Head of Corporate Governance.

20. To permit any member of staff to absent themselves occasionally and temporarily during business hours to attend to duties or services of a civic, honorary, charitable, academic or social nature in accordance with the Council's special leave policy provided that these do not interfere with the efficient discharge of the functions of the Council.
21. To allow reasonable unpaid leave of absence to any employee to attend to public duties as defined in sections 50(1) and (2) of the Employment Rights Act 1996 or approve leave of absence in accordance with the Council's special leave policy.
22. In terms to the Protection of Vulnerable Groups (Scotland) Act 2007, and in consultation with the Head of Transformation & Organisational Development to maintain lists of positions identified as being regulated work, to ensure that appropriate checks and rechecks are obtained for those appointed to/undertaking these positions and following up when advised new information is available for those appointed to/undertaking these positions.
23. To appoint temporary staff where the appointments are fully funded by external agencies or as replacements for established employees on long-term absence through sickness, maternity or special leave.
24. In consultation with the Head of Transformation & Organisational Development to appoint temporary staff on appropriate grades additional to the formal establishment to address exceptional workload peaks, such appointments to be for periods not exceeding 26 weeks or such longer period as may be agreed with the Chief Executive and subject to funding being met from existing budgets.
25. In consultation with the Head of Transformation & Organisational Development and subject to the exigencies of the service to approve the secondment of staff between Council services and between the Council and other Councils or other organisations such appointments to be for periods not exceeding 2 years.
26. To take all necessary action of a routine nature in terms of their appointment, and to implement the policies, practices and procedures previously agreed by the Council, and also to take such action implicitly in all matters ancillary thereto, including the incurring of expenditure of a minor or recurring nature and for which adequate provision has been made in the estimates.
27. To exercise delegations in terms of the Standing Orders relating to Contracts adopted by the Council and to issue orders for the supply of goods and services for their services required for normal working and for which there is provision in the estimates in accordance with the purchasing policy of the Council.
28. To exercise delegations in terms of the Financial Regulations adopted by the Council.

29. To maintain proper security for staff, buildings, stocks, stores, furniture, equipment and similar items under their control. Where special arrangements are considered necessary they shall consult with the Director of Finance & Resources.
30. To authorise the payment of accounts due by the Council for goods and services properly supplied and for which there is adequate provision in the estimates.
31. To advise the Director of Finance & Resources about any extraordinary financial obligation which will affect the Council.
32. To advise the Head of Policy & Commissioning about any extraordinary procurement risk which will affect the Council.
33. To advise the Director of Finance & Resources about any extraordinary risk which will affect the insurances held on behalf of the Council.
34. To terminate or suspend any grant payment which the council is entitled to terminate or suspend in terms of the appropriate conditions of grant.
35. To exercise the powers given to the Council by section 1 of the Local Authorities (Goods and Services) Act 1970.
36. In consultation with the relevant Board Convener(s) to submit applications for, and accept subsequent offers of, external funding, such as lottery funding, subject to (i) the financial, including in kind, commitment of the Council not exceeding £100,000 and being met from existing approved budgets and (ii) the application being consistent with Council policy.
37. In consultation with the Director of Finance & Resources, and the appropriate Director, to investigate any claims received for injury benefit allowance and make recommendations to the Chief Executive on individual cases.
38. To determine requests under the Freedom of Information (Scotland) Act 2002 for the release of information held by their own service.
39. To determine requests under the Data Protection Act 2018 for the release of personal data held by their own service.
40. In consultation with the Head of Transformation & Organisational Development to amend post designations where they do not affect the grade of the posts.
41. To determine appeals arising from disciplinary action and termination of service of employees except in so far as such appeals stand referred to the Appeals Board all in accordance with the Council's disciplinary procedures.
42. To determine appeals relating to grievances in accordance with the Council's grievance procedure with the exception of those relating to teachers referred to the Appeals Board in accordance with the grievance procedure applicable to teaching staff.

43. To exercise the powers including the powers of delegation or authorisation given to chief officers in terms of the Council's disciplinary and grievance procedures policies.
44. In consultation with the Head of Transformation & Organisational Development to approve the award of temporary responsibility payments to employees in recognition of significant increase in duties and responsibilities, such payments to be reviewed at the end of a period of six months unless approved for a shorter period of time.
45. To take any necessary action, including the lodging of objections or making representations, in the event that any Council interest in land is affected by a Compulsory Purchase Order.

The Chief Executive, all Directors (including the City Deal Director and the Chief Officer, Renfrewshire Health & Social Care Partnership) are authorised:

46. In consultation with the relevant convener to determine all Participation Requests made in terms of Part 3 of the Community Empowerment (Scotland) Act 2015 and to take all necessary actions to comply with the statutory process for dealing with Participation Requests.

Heads of Service

47. To act as Lead Officer for the Local Area Partnerships, where appointed to do so, and to undertake any powers delegated to Lead Officers.

C Director of Children's Services

Education Function

The Director of Children's Services, the Assistant Director (Education)/Chief Education Officer and the appropriate Heads of Service are authorised:-

1. To determine applications for the provision of footwear and clothing for pupils at public schools, in terms of section 54 of the Education (Scotland) Act 1980 outwith the guidelines approved by the Council.
2. To arrange programmes of in-service training for teachers.
3. To arrange in-service courses for chaplains to schools as and when considered desirable.
4. To carry out the functions of the Council as Education Authority in relation to the provision of adequate and efficient education for children with additional support needs in terms of section 1 of the Education (Scotland) Act 1980 and the Education (Additional Support for Learning) (Scotland) Act 2004, including placement in day and residential schools; and Children and Young People Act 2014.
5. To carry out the duties imposed on the Council as Education Authority by the Scottish Schools (Parental Involvement) Act 2006 to:
 - develop, monitor and review a strategy for parental involvement;
 - review Children's Services' complaints in relation to parental involvement;
 - promote parental involvement in education provided by the school attended by the parent's child; and
 - promote the establishment and support the operation of parent councils to represent the parent forum.
6. To carry out the functions of the Council as Education Authority under the Children and Young People (Scotland) Act 2014.
7. In consultation with the Director of Finance & Resources to receive and determine applications for disbursements of funds in accordance with the provisions of the trust schemes vested in the Council and any endowments administered by these trusts.
8. To transfer teachers within the policy established by the Education Authority and, where appropriate, to pay transfer expenses.
9. To make grants up to £1,500 in any one case, to organisations, groups and persons providing or involved in a function relating to pre-five services and their families.

10. To make grants of up to a maximum of £1,500 in any one case to organisations, groups and persons providing or involved in a function providing for children of school age.
11. To make grants of up to a maximum of £1,500 in any one case to organisations, groups and persons providing out of school care and play schemes.
12. To exercise the discretionary powers available in implementation of conditions of service in relation to teachers in the employment of the Authority.
13. To carry out the administration, assessment and award of education maintenance allowances in accordance with Council policy and Scottish Government guidance.
14. To exercise the power to disregard parental income in part or in total where the parents of the students are divorced or living apart.
15. To decide from time to time which courses will be supported by the Council's bursary scheme.
16. To support students approved under the government dance and drama award scheme and to ensure that the support for them is reasonable and meets the conditions of the Council policy.
17. To amend the levels of tuition fees, examination expenses, dependant's allowances, maintenance allowances and contribution scales on an annual basis. Where increases are proposed these shall be no greater than the rate of inflation calculated by reference to the retail price index.
18. To approve premature retirement under the Teachers (Compensation for Premature Retirement and Redundancy) (Scotland) Regulations 1996, and the Teachers' Superannuation (Scotland) Regulations 2005 without enhancement of salary at no additional cost to the Authority or in circumstances where any cost incurred is recoverable within a maximum of two years.
19. To make grants to pupils to enable them to attend courses and conferences and to undertake educational visits and excursions at home and abroad within the approved estimates and policies of the Council.
20. To make the necessary arrangements for the boarding out of pupils.
21. To issue licences in terms of the Children (Performances and Activities) (Scotland) Regulations 2014.
22. To act as the Council's authorised officer for the purposes of any byelaws relating to the employment of children.
23. To approve or refuse applications received from schools for arrangements to be made for visits in accordance with approved policy.

24. To make sessional staffing appointments within Children's Services establishments, having regard to the financial circumstances existing at the time.
25. To provide courses in educational training as requested by outside agencies including other local authorities and to negotiate appropriate charges for these services.
26. To ensure that requisite provision is made for any pupil entitled in terms of section 53(3) of the Education (Scotland) Act 1980 to receive refreshment in the middle of the day.
27. To make grants to pupils resident within Renfrewshire and attending local authority schools within Renfrewshire who are selected to join national music organisations in the United Kingdom in respect of fees and attendance at courses related to their membership
28. Subject to Council policy, to provide grants, normally up to 50% and, in cases of hardship up to the full cost of fees and travel expenses to residents of Renfrewshire attending local authority schools who attend part-time courses at the Royal Conservatoire of Scotland and the Scottish Ballet School.
29. To exercise the powers available to the Council as Education Authority, in terms of section 23 of the Education (Scotland) Act 1980, with regard to the provision by the Council of education for pupils belonging to the areas of other education authorities and to make charges and to fix fees in consultation with the Director of Finance & Resources.
30. To consider and determine all placing requests under section 28A of the Education (Scotland) Act 1980 in accordance with the guidelines formulated by the Council and to make whatever transport arrangements are deemed to be appropriate, in individual cases where supporting documentation indicates that the child concerned has serious emotional or psychological problems.
31. To exercise, in accordance with Council policy and the relevant statutory provisions, the powers available to the Council as Education Authority in relation to the exclusion of pupils from schools.
32. To grant, in accordance with guidelines approved by the Education and Children's Services Policy Board, unpaid leave of absence up to a maximum of two years to enable teachers to undertake voluntary service overseas.
33. To determine in consultation with the Head of Transformation & Organisational Development, the dates of local school holidays within Renfrewshire after appropriate consultation.
34. In consultation with the Director of Finance & Resources to administer existing endowments and to accept and administer any new trusts or endowments offered to the Council.

35. To carry out the functions of the Council in terms of section 58 of the Education (Scotland) Act 1980 relating to the cleanliness of pupils at schools.
36. In consultation with the Convener of the Education and Children's Services Policy Board to exercise the functions of the Council in terms of section 50 of the Education (Scotland) Act 1980, regarding provision of travelling facilities and accommodation in exceptional circumstances.
37. To approve attendance by Children's Services employees on authorised youth exchange visits overseas where the employees, as part of their duties, are required to accompany the group undertaking the exchange.
38. To approve the participation of school pupils and supervising employees in cultural social and recreational visits within and outwith the United Kingdom and the reception of visiting pupils and supervisors.
39. To approve the taking up of temporary posts up to 23 months in duration by teaching staff undertaking posts outwith the area of the Council and the taking up of temporary positions within the area of the Council by teaching staff from the Council and elsewhere.
40. In consultation with the Director of Finance & Resources to approve the level of fees payable to establishments within and outwith the area of the Council in respect of the education of children with additional support needs.
41. To disburse school clothing grants whether by way of cash or voucher in terms of the Council's agreed policy.
42. In consultation with the Convener of the relevant Board and the Director of Finance & Resources to adjust prices for specific promotions.

Head Teachers/Depute Head Teachers

Head Teachers/Depute Head Teachers are authorised:-

43. To exclude pupils in accordance with the relevant statutory provisions and the policy of the Council.

Social Work Function – Children’s Services and Criminal Justice

The Director of Children’s Services and Heads of Service as appropriate to their remit are authorised:-

44. To carry out the functions of the Council in so far as they relate to children and families in terms of the following sections of the Social Work (Scotland) Act 1968:-

- (i) Under section 12 to promote social welfare by making available advice, guidance and assistance on such a scale as may be appropriate for its area. The delegation in terms of this section shall include authority:-

- (a) to make loans or grants in accordance with any notes of guidance approved by the Council between £301 and £500 in any one month in respect of any family and at times of extreme crisis payments of between £750 and £1000 to individual families and that a half yearly report be submitted to the information bulletin.
 - (b) to give any other appropriate assistance, including provision for the storage of furniture in cases of emergency.

In calculating the amount given or loaned for the purposes of this provision, account shall be taken of any additional payment made in terms of section 12, otherwise authorised by the Council.

- (c) to support persons identified as persons in need to find and maintain suitable employment such as supported employment schemes.
- (ii) Under section 27 to provide for the supervision and care of persons put on probation or released from prisons etc including the provision of Social Background Reports, supervision of probation, community service and Supervised Attendance Orders, licences and voluntary contact from up to 12 months post release from custody, including the supervision of persons subject to Drug Treatment and Testing Orders (Crime and Disorder Act 1998), Community Payback Orders as introduced by the Criminal Justice and Licensing Act 2010.
- (iii) Under section 27 to provide for the supervision and care of persons put on probation or released from prisons etc to receive grant paid and provide that correct and proper systems are in place to account for the funds and in accordance with the terms of the grant.

45. To carry out the functions of the Council under the Children (Scotland) Act 1995 particularly:-

- (i) Under section 22 to safeguard and promote the welfare of children who are in need by providing a range and level of services appropriate to their

needs. A service may comprise or include giving assistance in kind, or in exceptional circumstances, cash. At times of extreme crisis making payments of between £750 and £1000 to individual families.

- (ii) Under section 25(1) to provide any child with accommodation who appears to the Director or Head of Service to require accommodation for any of the reasons specified.
 - (iii) Under section 26 to provide accommodation and maintenance for a child being looked after by the Council including boarding out or maintaining the child in a residential establishment.
 - (iv) Under section 29:-
 - (a) to provide where required, after care in the form of advice, guidance and assistance to any person under the age of 19 years who was, but is no longer looked after by the Council and ensuring that the value of any assistance given to a compulsorily supported person (whether in cash or in kind) is not less than the value of welfare benefits that the young person would have been entitled to, but for the operation of the regulations made pursuant to section 6 of the Children (Leaving Care) Act 2000. However, in the case of providing financial assistance this is subject to regulation 13 of the Support and Assistance of Young People Leaving Care (Scotland) Regulations 2003.
 - (b) to deal with applications under section 29(2) for advice, guidance and assistance and to provide such advice, guidance and assistance where the application is granted.
 - (v) Under section 30 to grant where appropriate financial assistance towards the expenses of education or training or to make contributions towards the accommodation and maintenance of young people who were looked after by the authority.
 - (vi) Under section 32 to remove any child from a residential establishment.
46. To carry out the functions of the Council under the Children's Hearings (Scotland) Act 2011, when in force, particularly: -
- (i) In terms of Section 83 to give effect to a Compulsory Supervision Order and any of the measures specified therein, made by a Children's Hearing for the Council's area.
 - (ii) Under Section 86, to give effect to an interim Compulsory Supervision Order
 - (iii) Under Section 131, to seek a review by a Children's Hearing of the Compulsory Supervision Order in certain circumstances.
 - (iv) Under Section 143, to arrange for the transfer of a child where necessary

- (v) Under Section 35, to instruct the Head of Corporate Governance to apply to the court for a Child Assessment Order where necessary.
 - (vi) Under Section 37, to make an application to court for a Child Protection Order where necessary.
47. To carry out the functions of the Children and Young People (Scotland) Act 2014 as they relate to Corporate Parenting, After Care, Continuing Care, Kinship Care and Looked After Services.
 48. To carry out the functions of the Council in terms of the Social Care (Self-directed Support) (Scotland) Act 2013 with regard to a young person who is to choose (or has chosen) one of the options for self-directed support.
 49. To instruct the Head of Corporate Governance to apply to Court for appointment of the Chief Social Work Officer as Guardian with welfare powers under section 57 of the Adults with Incapacity (Scotland) Act 2000 or for an appointee under an Intervention Order under section 53 of the 2000 Act or to apply in relation to financial or property affairs for the appointment of a Guardian or person appointed under an Intervention Order in the circumstances required by section 57(2) or section 53(3) of the 2000 Act respectively.
 50. To arrange or assist in arranging holidays, including holidays abroad or other temporary absences of any child in the care of the Council, except in those cases where the cost to the Council is in excess of £1000.
 51. To arrange the temporary storage of furniture in certain circumstances on behalf of certain persons in terms of the National Assistance Act 1948.
 52. To instruct the Head of Corporate Governance to apply for a Permanence Order or for a Permanence Order with authority to adopt under section 80 of the Adoption and Children (Scotland) Act 2007.
 53. Under section 71 of the Adoption and Children (Scotland) Act 2007 to prepare an Adoption Allowances Scheme.
 54. Under Regulation 5 of the Adoption Agencies (Scotland) Regulations 2009 to appoint such number of persons as considered necessary as medical and legal advisers to the Adoption Panel as appointed by the Council.
 55. To carry out the functions of the Council in relation to the adoption of children in terms of the Adoption and Children (Scotland) Act 2007.
 56. To consider and determine recommendations made by the Adoption Panel and the Fostering Panel in connection with recommendations made in connection with adoption and fostering matters.
 57. Under Regulation 19 of the Looked After Children (Scotland) Regulations 2009 to appoint such number of persons as Medical and Legal Advisors as considered necessary to enable the Fostering Panel to carry out its functions under Regulation 20 of the said 2009 Regulations.

58. Under Regulation 33 of the Looked After Children (Scotland) Regulations 2009 to pay such allowances as considered appropriate to Foster Carers and Kinship Carers.
59. To consider and determine recommendations by the Adoption Panel and the Fostering Panel which are approved by the Head of Child Care & Criminal Justice for assistance with legal fees (up to an amount considered reasonable by the Head of Corporate Governance) and medical expenses.
60. To approve individual care packages for children with a value up to and including £5,000 per week involving the purchase of community-based care and support services but subject to the provisions of the Council's Standing Orders relating to Contracts and to adequate budgetary provisions having been made.
61. To approve the provision of entertainment and events within the remit of the Service in accordance with the policies, practices and procedures of the Council.

Chief Social Work Officer/Head of Child Care and Criminal Justice

62. To authorise the payment of travelling, subsistence or other expenses up to £2000, incurred by a relevant person for the purpose of attending the funeral of any child who, immediately before death, was being looked after by the Council, in accordance with section 88 of the Burial and Cremation (Scotland) Act 2016.

Social Work Operations Managers and Fieldwork Managers

Social Work Operations Managers and Fieldwork Managers are authorised:-

63. To authorise the payment of travelling, subsistence or other expenses up to £1000, incurred by a relevant person for the purpose of attending the funeral of any child who, immediately before death, was being looked after by the Council, in accordance with section 88 of the Burial and Cremation (Scotland) Act 2016.
64. To complete and sign the appropriate sections of a passport application form in respect of a child where Renfrewshire Council holds parental rights and responsibilities in respect of the child by virtue of a Permanence Order, or deemed Permanence Order, in terms of the Adoption and Children (Scotland) Act 2007.
65. To give, or decline to give consent in any situation where parental consent is required, where Renfrewshire Council holds parental rights and responsibilities in respect of the child, by virtue of a Permanence Order, or deemed Permanence Order in terms of the Adoption and Children (Scotland) Act 2007.
66. To make loans and/or grants in accordance with any notes of guidance approved by the Council under section 12 of the Social Work (Scotland) Act 1968, or, where relevant, section 22 of the Children (Scotland) Act 1995 up to a limit of £500 in any one month in respect of a child. In calculating the amount

given or lent for the purposes of this provision, account shall be taken of any additional payment made in terms of section 12 otherwise authorised by the Council.

67. To provide aids and adaptations for the homes of children with physical and/or learning disabilities up to the value of £4500 in any one case.
68. To vary the cost of packages for children purchased from registered care providers of residential care on the basis of rates previously approved by the Council, where the contract allows for this, and where due to exceptional circumstances additional or extraordinary costs have been identified as a result of client needs which do not warrant a fuller re-commissioning of the care package.
69. Senior Social Workers are authorised to make loans and/or grants in accordance with any notes of guidance approved by the Council under section 12 of the Social Work (Scotland) Act 1968, or where relevant section 22 of the Children (Scotland) Act 1995, up to a limit of £100 in any one month in respect of any one family. In calculating the amount given or lent for the purposes of this provision, account shall be taken of any additional payment made in terms of section 12, otherwise authorised by the Council. Under section 227F of the Criminal Procedure (Scotland) Act 1995 they are also authorised to provide payment of reasonable travel expenses in respect of offenders subject to community disposal or Community Payback Orders and also to provide assistance in terms of Section 27 of the Social Work (Scotland) Act 1968 for offenders in order to prevent offending, with a limit of £20 per individual.

D Director of Communities, Housing & Planning Services

The Director of Communities, Housing & Planning Services and the appropriate Heads of Service are authorised:-

Director of Communities, Housing & Planning Services

1. To approve grant applications from the Greenspaces, Park and Play Areas and Villages Investment Fund where the value does not exceed £5000.

Planning Function

The Director of Communities, Housing & Planning Services, the Head of Planning & Housing Services, and the Manager and Assistant Managers within Development Standards, as appointed officers, are authorised to determine the following matters:

2. All planning and related decisions, including the signing and service of notices, within the scope of the Town and Country Planning (Scotland) Act 1997 as amended in relation to;
 - (a) Part III Control over Development, in particular, but not restricted to, the determination of applications for planning permission and applications for consent, agreement or approval required by a condition imposed on a grant of planning permission
 - (b) Part VI Enforcement
 - (c) Part VII Special Controls – Trees, Amenity Notices, Advertisements
 - (d) Part IX Roads, Footpaths & Rights of Way
 - (e) Part X Statutory Undertakers
 - (f) Part XIV Miscellaneous & General Provisions
3. All planning and related decisions, including the signing and service of notices, within the scope of the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997 in relation to:
 - (a) Part I Listed Buildings
 - Chapter 1 Sections 3 & 4 Building Preservation Notices
 - Chapter II Authorisation of Works affecting Listed Buildings
 - Chapter III Rights of Owners etc.
 - Chapter IV Enforcement

Chapter V Prevention of Deterioration and Damage

Sections 49 and 50 – Urgent Preservation

Sections 51 and 52 – Grants for Repair and Maintenance

Chapter VI -

Sections 59 and 60 – Special considerations affecting Planning Functions

(b) Part II Conservation Areas

Section 66 Conservation Area Consent

(c) Part III General

Sections 76 – 78 Miscellaneous Provisions

4. All planning and related decisions, including the signing and service of notices, within the scope of the Planning (Hazardous Substances) (Scotland) Act 1997.

Exceptions

The above delegations are subject to the exception of the following categories of application, which are for decision by elected members, as follows:

To be determined by the Council:

- (a) national developments as specified in the National Planning Framework; and
- (b) major developments which are significantly contrary to the local development plan.

To be determined by a Board of the Council:

- (a) which the Planning Authority decides to determine which would otherwise fall to be determined by a person appointed to do so under this scheme;
- (b) major developments as set out in the Schedule to the Town and Country Planning (Hierarchy of Developments) (Scotland) Regulations 2009;
- (c) listed building consent for demolition of listed buildings and conservation area consent for demolition of a building in a conservation area.
- (d) applications involving residential development of 10 or more units on greenfield or undeveloped land; or on a site greater than 0.5 hectare which is greenfield or undeveloped land;

- (e) applications involving residential development of five or more units on sites within the greenbelt; or on a site greater than 0.3 hectare which is within the greenbelt;
- (f) applications which if approved are considered to be significantly contrary to the Local Development Plan and also those applications which, if approved, would be significantly contrary to the overall objectives, and would undermine the aims and strategic priorities, of the Local Development Plan; and
- (g) where, within 21 days of an application appearing on the Weekly List, a letter signed by three members is received, and where it sets out reasons why the matter should go before the Board, the Convener, in consultation with the Head of Planning and Housing shall consider such a request and shall be authorised to decide whether or not to agree the request.

Delegation is also granted to the following officers in relation to the specified matters:

5. The Director of Communities, Housing & Planning and the Head of Planning & Housing Services are authorised in terms of the Civic Government (Scotland) Act 1982 to determine the naming of new streets and roads and numbering of new properties, and to alter existing street names, in consultation with local members.
6. The Director of Communities, Housing & Planning Services, the Head of Planning & Housing Services, and the Manager and the Assistant Managers Development Standards, are authorised to determine applications for a planning certificate in terms of the Licensing (Scotland) Act 2005.
7. The Director of Communities, Housing & Planning Services, the Head of Planning & Housing Services, and the Manager and Assistant Managers within Development Standards as appointed officers, are authorised to determine applications for local developments under section 43A of the Town and Country Planning (Scotland) Act 1997.
8. The Director of Communities, Housing & Planning Services and the Head of Planning & Housing Services are authorised to advise owners/occupiers of listing of their property in the List of Buildings of Special Architectural or Historic Interest following notification to the Council from the Scottish Ministers.
9. The Director of Communities, Housing & Planning Services, the Head of Planning & Housing Services, the Manager and the Assistant Managers Development Standards and the Manager and Assistant Managers Policy and Regeneration are authorised to make all decisions and take all action required in connection with and consequent upon applications made for High Hedge Notices in terms of the High Hedges (Scotland) Act 2013 including the signing and serving of Notices.
10. The Director of Communities, Housing & Planning Services, the Head of Planning & Housing Services, the Manager and the Assistant Managers Development Standards and the Manager and Assistant Managers Policy and Regeneration are

authorised to recover relevant costs in terms of the High Hedges (Scotland) Act 2013 in relation to which the owner or occupier has had a notice served on them.

Building Standards Function

The Director of Communities, Housing & Planning Services, the Head of Planning & Housing Services, the Development Standards Manager and Assistant Manager Building Standards, as appointed officers, are authorised to determine the following matters:-

11. All Building Standards matters and related decisions within the scope of the Building (Scotland) Act 2003 in relation to:
 - (a) Part 2 - all matters necessary in the assessment and approval of applications for Building Warrant Approval to secure the health, safety, welfare and convenience of persons in or about buildings and of others who may be affected by buildings or matters connected with buildings; further the conservation of fuel and power; and further the achievement of sustainable development.
 - (b) Part 2 - all matters necessary in the acceptance and rejection of completion certificate submissions including the requirement for statutory inspections in relation to reasonable enquiry for the above purpose.
 - (c) Part 3 - Compliance and Enforcement.
 - (d) Part 4 - Defective and Dangerous Buildings.
 - (e) Part 5 - General in respect of procedural regulations, reports and information under section 34 to the Building Standards Division of the Directorate of the Built Environment of the Scottish Government.
12. To comment and respond on behalf of the Council to proposed schedules of Enforcement Notices in terms of the Fire (Scotland) Act 2005 Section 64 from The Scottish Fire & Rescue Service.
13. To issue consents for and carry out inspections on the erection of raised structures in terms of section 89 of the Civic Government (Scotland) Act 1982.
14. To act as an authorised person under section 11 of the Safety of Sports Grounds Act 1975 (power to enter and inspect a sports ground).
15. To enter and inspect certified sports grounds for the purposes of the Safety of Sports Grounds Act 1975 and the Fire Safety and Safety of Places of Sport Act 1987 and all related and subordinate legislation.

16. To approve, in consultation with the Head of Corporate Governance, the amendment of any certificate granted in terms of the safety at sports grounds legislation.
17. To issue prohibition notices in terms of section 10 of the Safety of Sports Grounds Act 1975 where the Director is of the opinion that the admission to a certified sports ground or any part will involve a risk so serious, that until steps are taken to reduce capacity to a reasonable level, admission of spectators ought to be prohibited.
18. To approve the amendment of any certificate granted in terms of the safety at sports grounds legislation.
19. To approve the transfer of the certificate to another qualified person responsible for the management of a certified sports ground in terms of section 4 of the Safety of Sports Grounds Act 1975.
20. To approve and record any deviation from the standards set out in the Guide to Safety at Sports Grounds setting out the justification for the deviation.
21. To maintain all records in relation to the annual and other inspections of certified sports grounds carried out by the Director of Communities, Housing & Planning Services, the Chief Constable and the Firemaster.
22. To fix the annual date for the inspection of any certified sports ground.

Housing

The Director of Communities, Housing & Planning Services and the Head of Planning & Housing Services are authorised:

23. To undertake the general management regulation and control of Housing Revenue Account housing in accordance with the provisions of the Housing (Scotland) Acts 1987, 2001 and 2006 and any other associated housing legislation.
24. To oversee the delivery of the Council's homelessness function in terms of Part II of the Housing (Scotland) Act 1987 as amended by Part 1 of the Housing (Scotland) Act 2001 and the Homelessness Etc (Scotland) Act 2003.
25. To prepare and update the Council's Local Housing Strategy in terms of Section 89 of the Housing (Scotland) Act 2001.
26. To implement the Council's policies and strategies in respect of the delivery of housing services, including Allocation of housing, collection of rent, estate management and repairs.
27. To raise or instruct the Head of Corporate Governance to raise proceedings for recovery of possession of dwelling houses or other properties and to serve all necessary preliminary notices in terms of the Housing (Scotland) Act 1987,

2001 or otherwise, and to take all appropriate action to implement and enforce decrees granted by courts in pursuance of such actions, including accepting suitable offers of payment of arrears of rent due.

28. To implement the Council's policies and strategies in respect of Housing Renewal Areas, including a scheme of assistance to improve conditions of houses which are below the Tolerable Standard, in terms of Part 1 of the Housing (Scotland) Act 2006.
29. To determine tenants' applications for compensation for repairs and improvements in terms of Section 27-31 of the Housing (Scotland) Act 2001 and regulations made thereunder.
30. To determine discretionary/mandatory applications for assistance for housing purposes in terms of Part 2 of the Housing (Scotland) Act 2006.
31. To determine tenants' and if appropriate owner occupiers' applications for payment of home loss and disturbance in terms of Sections 27-29 of the Land Compensation (Scotland) Act 1973 as amended by Sections 71-72 of the Planning & Compensation Act 1991.
32. To determine applications for ex gratia payments to new tenants and payments of tenant related expenses arising from capital works and other repairs in conjunction with the Head of Corporate Governance.
33. To instruct maintenance works in accordance with the Council's Housing Asset Management Strategy, Repairs policy and Council's Financial Regulations in terms of the authority's contracts for housing.
34. To appoint consultants on housing and related issues in accordance with the Council's Standing Orders Relating to Contracts.
35. To prepare, implement and update the Council's Housing Investment Programme as appropriate.
36. To approve projects recommended by the Neighbourhood Housing Forums.
37. To make grants to tenants' associations in accordance with the Council's established procedures.
38. To reclassify a property where it has been identified that the property layout or use was not suitable for a bedroom, for example box rooms of less than 50 square feet, or where a lift or other property adaptation had rendered a bedroom unusable.
39. To make arrangements for the repair and maintenance of non-domestic Council properties and ancillary assets within the resources allocated via the housing revenue account to reflect the best use of the Council's resources in accordance with its agreed policies.

Communities and Public Protection

The Director of Communities, Housing & Planning and the Head of Communities & Public Protection are authorised:

40. With the Education Manager, to develop and oversee the requirements of the Council's Adventurous Activities Licence Agreement (AALA)
41. With the Education Manager, to develop and oversee the requirements for the Duke of Edinburgh Award Scheme.
42. With the Education Manager, to develop and oversee the requirements for the Young Scot National Entitlement Card and Renfrewshire's information portal.
43. With the Education Manager, to develop and oversee the Community Learning and Development legislative requirements for adult learning initiatives which tackle inequality, literacy and numeracy.
44. With the Education Manager, to develop and oversee sustainable and meaningful youth voice initiatives including the biannual Youth Parliament Elections.
45. To grant authorisation, and to issue written credentials, to officers in Communities, Housing & Planning Services to carry out duties under the legislation in Undernotes A and B and under any subordinate legislation made under the European Communities Act 1972 relating to consumer protection, food safety or animal food stuffs.
46. To grant authorisation, where it is appropriate to do so and on terms thought appropriate in the circumstances, to local authorities other than Renfrewshire Council and to trading Standards Scotland (TSS) and its officers to carry out any of the functions specified in paragraphs 44 and 45.
47. To nominate any other person to act as a Single Point of Contact (SPOC) for the purposes of the Regulation of Investigatory Powers Act 2000, subject to their holding an appropriate level of post and approval by the Home Office.
48. To provide operational control over the Council's civil contingency arrangements.
49. To provide operational control over the Council's partnership working with Police Scotland and other partners to tackle serious and organised crime and counter terrorism.
50. with the Communities & Regulatory Manager and Wardens Services Manager, their respective Team Managers, Environmental Health Officers and Technical Officers to exercise powers granted (including power of entry, inspection and sampling) under the relevant statutes undernoted at A and any regulations, orders or byelaws made thereunder and where appropriate to issue, vary or

renew any necessary notices, certificates, licences, registrations and entries in registers in terms of that legislation.

51. with the Communities & Regulatory Manager, and their respective Team Managers where appropriate to refuse or revoke licences, registration and entries in registers in terms of the statutes undernoted at A and any regulations, orders or byelaws made thereunder, and to authorise the submission of reports to the Procurator Fiscal.

UNDERNOTE A

Animal Boarding Establishments Act 1963
 Animal Health and Welfare (Scotland) Act 2006
 Antisocial Behaviour etc. (Scotland) Act 2004
 Breeding of Dogs Acts 1973 and 1991
 Breeding and Sale of Dogs (Welfare) Act 1999
 Building (Scotland) Act 2003
 Caravan Sites and Control of Development Act 1960
 Civic Government (Scotland) Act 1982
 Clean Air Act 1993
 Climate Change (Scotland) Act 2009
 Control of Dogs (Scotland) Act 2010
 Control of Pollution Act 1974
 Deer (Scotland) Act 1996
 Dog Fouling (Scotland) Act 2003
 Dangerous Wild Animals Act 1976
 Environmental Protection Act 1990
 Environment Act 1995
 European Communities Act 1972
 Factories Act 1961
 Food and Environment Protection Act 1985
 Food Safety Act 1990
 Guard Dogs Act 1975
 Health and Safety at Work etc Act 1974
 Housing (Scotland) Acts 1987, 2006 and 2010
 Licensing (Scotland) Act 2005
 Local Government (Scotland) Act 1973
 Local Government etc. (Scotland) Act 1994
 Local Government in Scotland Act 2003
 Offices, Shops and Railway Premises Act 1963
 Performing Animals (Regulation) Act 1925
 Pet Animals Act 1951
 Prevention of Damage by Pests Act 1949
 Private Rented Housing (Scotland) Act 2011
 Public Health etc. (Scotland) Act 2008
 Refuse Disposal (Amenity) Act 1978
 Riding Establishments Acts 1964 and 1970
 Sewerage (Scotland) Act 1968
 Smoking, Health and Social Care (Scotland) Act 2005
 Smoking Prohibition (Children in Motor Vehicles) (Scotland) Act 2016
 Tobacco & Primary Medical Services (Scotland) Act 2010

Unsolicited Goods and Services Act 1971
 Water (Scotland) Act 1980
 Wildlife and Countryside Act 1981
 Wildlife and Natural Environment (Scotland) Act 2011.
 Zoo Licensing Act 1981

52. with the Communities and Regulatory Manager, the Trading Standards & Licensing Manager, Trading Standards Officers, Enforcement Officers and Authorised Officers, to exercise powers granted (including powers of entry, inspection and sampling) under the relevant statutes undernoted at B, including any relevant subordinate or amending legislation, orders or byelaws made thereunder and where appropriate to issue, vary or renew any necessary notices, certificates, licences, registrations and entries in registers in terms of that legislation.
53. with the Communities & Regulatory Manager, and their respective Team Managers where appropriate to refuse or revoke licences, registrations and entries in registers in terms of the statutes undernoted at B and any regulations, orders or byelaws made thereunder, and to authorise the submission of reports to the Procurator Fiscal.
54. subject to approval by the Home Office, to act as the Council's Designated Person and as a Single Point of Contact (SPOC) and grant authorisations for gaining access to communications data under the provisions of the Regulation of Investigatory Powers Act 2000.
55. with the Communities & Regulatory Manager, Trading Standards & Licensing Manager and Trading Standards Officers in terms of the Explosives Regulations 2014 to assent to an application for a licence for the manufacture or storage of explosives and where appropriate to determine whether to hold a public hearing and the procedure for that public hearing.
56. with the Communities & Regulatory Manager, Trading Standards & Licensing Manager and Trading Standards Officers to exercise the powers contained in the Enterprise Act 2002, including:
 - (a) making applications to the Court for enforcement orders or interim enforcement orders;
 - (b) drafting and accepting written undertakings from traders; and
 - (c) engaging in consultation with traders to prevent future infringements or to achieve cessation or repetition of infringements.

UNDERNOTE B

Agriculture Act 1970
 Animal Health and Welfare (Scotland) Act 2006
 Antisocial Behaviour etc. (Scotland) Act 2004
 Animal Boarding Establishments Act 1963

Animal Health Act 1981
 Breeding of Dogs Acts 1973 and 1991
 Breeding and Sale of Dogs (Welfare) Act 1999
 Children and Young Persons (Scotland) Act 1937
 Children and Young Persons (Protection from Tobacco) Act 1991
 Civic Government (Scotland) Act 1982
 Clean Air Act 1993
 Climate Change (Scotland) Act 2009
 Companies Act 2006
 Consumer Credit Act 1974
 Consumer Credit Act 2006
 Consumer Protection Act 1987
 Consumer Rights Act 2015
 Consumers, Estate Agents and Redress Act 2007
 Control of Dogs (Scotland) Act 2010
 Control of Pollution Act 1974
 Copyright, Designs and Patents Act 1988
 Courts and Legal Services Act 1990
 Dangerous Wild Animals Act 1976
 Deer (Scotland) Act 1996
 Development of Tourism Act 1969
 Education Reform Act 1988
 Energy Act 1976
 Enterprise Act 2002
 Environment and Safety Information Act 1988
 Estate Agents Act 1979
 European Communities Act 1972
 Explosives Act 1875
 Fair Trading Act 1973
 Fireworks Act 2003
 Food and Environment Protection Act 1985
 Food Safety Act 1990
 Hallmarking Act 1973
 Health and Safety at Work etc Act 1974
 Housing (Scotland) Act 2006
 Medicines Act 1968
 Motor Cycle Noise Act 1987
 Olympic Symbol etc. (Protection) Act 1995
 Performing Animals (Regulation) Act 1925
 Pesticides (Fees and Enforcement) Act 1989
 Pet Animals Act 1951
 Petroleum (Consolidation) Regulations 2014
 Poisons Act 1972
 Prices Act 1974
 Protection of Children (Tobacco) Act 1986
 Public Health etc. (Scotland) Act 2008
 Riding Establishments Acts 1964 and 1970
 Smoking, Health and Social Care (Scotland) Act 2005
 Smoking Prohibition (Children in Motor Vehicles) (Scotland) Act 2016
 Telecommunications Act 1984
 Tobacco Advertising and Promotion Act 2002

Tobacco & Primary Medical Services (Scotland) Act 2010
 Trade Descriptions Act 1968
 Trade Marks Act 1994
 Unsolicited Goods and Services Act 1971
 Video Recordings Acts 1984, 1993 and 2010
 Weights and Measures Acts 1976 and 1985
 Zoo Licensing Act 1981

57. with the Communities & Regulatory Manager, Trading Standards & Licensing Manager, Trading Standards Officers and Authorised Officers to issue, vary or revoke the notices specified in Regulations 11 and 14 of the General Product Safety Regulations 2005, namely suspension notices and withdrawal notices which shall have effect throughout the United Kingdom.
58. with the Communities & Regulatory Manager, Trading Standards & Licensing Manager to issue, vary or revoke the notices specified in Regulations 12, 13 and 15 of the General Product Safety Regulations 2005, namely requirements to mark, warn and recall notices which shall have effect throughout the United Kingdom.

Head of Communities and Public Protection

59. To be the Council's single point of contact in respect of counter terrorism and serious and organised crime.
60. In respect of the Counter Terrorism and Security Act 2015 Prevent Guidance (Scotland) to be the Council's single point of contact for Prevent and to make arrangements for holding Prevent Professional Concerns Case Conferences as required."

Environmental Health Officers and Renfrewshire Community Safety Service Officers

61. Environmental Health Officers and Community Safety Services officers are appointed as authorised officers for the enforcement of Management Rules for Cemeteries, War Memorials and Public Parks.
62. Renfrewshire Community Safety Service Officers are authorised in terms of the Road Traffic Regulation Act 1984 and the Road Traffic Act 1991 both as modified by the Road Traffic (Permitted Parking Area and Special Parking Area) (Renfrewshire Council) Designation Order 2010 to issue Penalty Charge Notices.

E Director of Environment & Infrastructure

The Director of Environment & Infrastructure is authorised:

1. To withdraw an existing school crossing patrol service point which does not comply with Council policy, following a reassessment by Environment & Infrastructure against Council policy and after discussion and communication with the Head Teacher and local primary parent council.
2. To determine, in consultation with the Heads of Corporate Governance and Facilities Management, and the Provost, which major events deserving of recognition in respect of which flags on Council buildings are to be flown at half-mast.

The Director of Environment & Infrastructure, along with the other officers so specified, is authorised:

3. with the Head of Facilities Management, and in consultation with the local members and parent council concerned, to permit parent/teacher associations or such other organisations or persons as considered appropriate to execute works of construction or of improvement within the curtilage of an educational establishment subject to:
 - (a) being satisfied that the works are relevant to the function of and will not prejudice the operation of the educational establishment;
 - (b) the Director of Communities, Housing & Planning Services being satisfied that the works are acceptable;
 - (c) the execution of the works being supervised by the Director of Communities, Housing & Planning Services; and
 - (d) the Director of Finance & Resources being satisfied with the contractual and financial arrangements relating to the execution of the works.
4. to assess responsibility for repairs in accordance with the policy determined by the Council.
5. to make arrangements for the repair and maintenance of all non-domestic properties within the resources allocated via the central repairs account to reflect the best use of the Council's resources in accordance with its agreed policies.
6. To make or amend management rules relating to the Council HQ complex.
7. To make exclusion orders in terms of the Management Rules for the Council's HQ complex.
8. in consultation with the Convener of the relevant Board and the Director of Finance & Resources to adjust prices for specific promotions.

9. with the Head of Operations & Infrastructure, the Operations Manager and the Roads & Transportation, Fleet Manager to carry out the following functions in terms of the Transport Act 1968 and the Goods Vehicles (Licensing of Operators) Act 1995 in relation to the Operator's Licence:
 - (a) under section 8 of the Goods Vehicles (Licensing of Operators) Act 1995 to apply for and publicise notice of the application for an operator's licence;
 - (b) under section 17 of the Goods Vehicles (Licensing of Operators)
 - (c) under section 95 of the Transport Act 1968 and corresponding subordinate legislation to ensure that requirements relating to drivers' hours are complied with; and
 - (d) under section 98 of the 1968 Act and corresponding subordinate legislation to ensure that requirements relating to the keeping of written records for drivers' hours are complied with.
10. with the Head of Operations & Infrastructure and the Operations Manager to appoint further officers to those designated at paragraph 132 below as authorised officers for the enforcement of Management Rules for Cemeteries, War Memorials and Public Parks.
11. with the Head of Operations & Infrastructure and the Operations Manager to take all necessary action with regard to the supervision and management of the Council's cemeteries and burial grounds, including the sale of lairs and the giving of titles thereto.
12. with the Head of Operations & Infrastructure and the Operations Manager, in terms section 87 of the Burial and Cremation (Scotland) Act 2016 to cause to be buried or cremated the body of any person who has died or has been found dead in the area of the local authority in any case where it appears that no suitable arrangements for the disposal of the body have been or are being made otherwise than by the local authority and where appropriate to recover the expenses thereof from the estate of the deceased person.
13. to agree to alter any war memorial to make it serve as a war memorial in connection with any war subsequent to that in connection with which it was erected.
14. to maintain, repair and protect any war memorial and correct any error or omission in the inscription on a war memorial.
15. With the Head of Facilities Management and the FM Manager (Soft Services) Site Services Manager to alter or to extend the internal mail delivery service where it may be considered economic and/or convenient to do so.

Operations & Infrastructure (Roads)

The Director of Environment & Infrastructure, along with the other officers so specified is authorised:-

To carry out the following functions of the Council in terms of the Roads (Scotland) Act 1984:-

16. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager under section 13 in relation to the imposition on frontagers of the roads requirements to make up and maintain private roads including the service of appropriate notices.
17. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager under section 15 in relation to the completion of necessary work on private roads occasioned by emergency (other than an emergency constituted by a danger as defined in section 91).
18. with the Head of Operations & Infrastructure under section 16(1) in relation to the consideration and determination of applications for the adoption of private roads.
19. with the Head of Operations & Infrastructure under section 18 in relation to the adoption of footpaths associated with development.
20. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager under section 21 in relation to applications for construction consent for new roads built by a person other than the Roads Authority.
21. with the Head of Operations & Infrastructure to carry out the following functions of the Council as Roads Technical Approval Authority in accordance with the Design Manual for Roads and Bridges Volume 1 Section 1 Design Standard BD2 Technical Approval of Highway Structures: in relation to accepting submissions for Approval in Principal, Design and Check Certificate, Certificate of Construction Compliance and Departure from Standard, after being agreed and signed by a suitably qualified chartered civil or chartered structural engineer employed by the Council, for a new structure associated with a road, works to an existing structure associated with a road or a third party development adjacent with a road.
23. with the Head of Operations & Infrastructure under section 23 in relation to stopping up or temporarily closing any new road constructed by a person other than the Roads Authority, without consent or in contravention of, or in non-compliance with, a condition imposed by a construction consent.

24. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager under section 30 in relation to the serving of notices subject to section 31(3), in connection with carrying out works for protecting roads against hazards of nature.
25. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager under section 31(3) in relation to the service of notices in connection with the drainage of public roads on the owner and occupier of the land affected.
26. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager under section 35(1) and (4) and after giving notice in terms of section 35(5) in relation to the provision of road lighting and related structures.
27. with the Head of Operations & Infrastructure and after consultation with the Chief Constable and after informing the Convener and Depute Convener of the Environment Policy Board and the local member under sections 36 and 37 in relation to the construction of road humps.
28. with the Head of Operations & Infrastructure under section 48 in relation to contributions towards expenditure on constructing or improving roads.
29. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager under section 51 in relation to the authorisation and withdrawal of authorisation for the planting and maintenance of trees, shrubs, grass or other plants by a person other than the roads authority within the boundaries of a public road.
30. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager under section 56 in relation to the authorisation of works and excavations in or under a public road.
31. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager under section 57 in relation to the prevention or termination of dangerous works or excavations in or under a public road.
32. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager under section 58 in relation to the granting of permission for the deposit of building materials on roads.
33. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager under section 59 in relation to the control of obstructions in roads.

34. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager under section 60 in relation to the issuing of consent for marking, lighting and fencing of obstructions or roadworks and or shoring buildings requiring protection in similar circumstances.
35. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager under section 61 in relation to granting permission to place and thereafter maintain apparatus in or under a public road.
36. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager after consultation with the Chief Constable and the local member under section 62 in relation to the temporary prohibition or restriction of traffic on roads for reasons of public safety or convenience.
37. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager and their team managers under section 63 in relation to the imposition of requirement to construct new accesses across road verges or footways where appropriate.
38. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager under section 64(2) in relation to the issue of consent to Statutory Undertakers for work on footways footpaths or cycle tracks in connection with their apparatus in terms of section 64(1)(b).
39. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager and their team managers under section 66 in relation to enforcing maintenance of vaults arches, cellars, tunnels and related structures within the vicinity of a road.
40. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager under section 67 in relation to enforcing safety provisions countering outward opening doors, gates, windows, window shutters or bars interfering with the safety or convenience of road users.
41. with the Head of Operations & Infrastructure under sections 68 to 72 in relation to the power of a roads authority to stop up roads by order.
42. with the Head of Operations & Infrastructure under section 74 in relation to the temporary provision of a substitute road.
43. with the Head of Operations & Infrastructure under section 75 in relation to bridges over and tunnels under navigable water.
44. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager under section

78(2) in relation to the service of notices prior to the diversion of waters where necessary in connection with the construction, improvement or protection of a public road.

45. with the Head of Operations & Infrastructure, under section 79, to negotiate terms and enter into agreements with bridge owners in relation to future maintenance obligations.
46. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager under section 83 in relation to the prevention of obstruction of the view of road users at or near corners, bends and junctions.
47. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager and their team managers under section 85 in relation to granting permission for the location of builders' skips on roads.
48. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager and their team managers under section 86 in relation to the removal or repositioning of any builders' skip which is causing, or is likely to cause, a danger or obstruction.
49. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager and their team managers under section 87 in relation to the removal from roads of unauthorised structures and the consequent reinstatement of the site.
50. with Head of Operations & Infrastructure, Transportation, Infrastructure Manager and the Roads & Transportation, Fleet Manager and their team managers under section 88 in relation to the removal of projections interfering with safe or convenient passage along a road.
51. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager and their team managers under section 89 in relation to the removal of accidental obstructions from roads.
52. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager under section 90 in relation to the granting of consent for fixing or placing over, along or across a road any overhead bridge, beam, rail, pipe, cable, wire or other similar apparatus.
53. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager under section 91 in relation to the prevention of danger to road users and the prevention of obstructions caused by roadside vegetation, fences or walls.

54. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager under section 92 in relation to granting consent for planting trees or shrubs within five metres of the edge of the made-up carriageway.
55. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager under section 93 in relation to the protection of road users from dangers near a road.
56. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager under section 94 in relation to the infill of dangerous ditches adjacent to or lying near a road.
57. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager to agree payment to the Council of extraordinary expenses where roads are damaged by heavy vehicles under section 96(1).
58. with the Head of Operations & Infrastructure under section 97 in relation to the issue of consent for trading.
59. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager and their team managers under section 99(2) in relation to the issue of consent to persons undertaking works or excavations necessary to ensure compliance with section 99(1) (prevention of the flow of water, filth, dirt or other offensive matter onto the road).
60. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager under section 99(3) in relation to the service of notices on owners or occupiers requiring works or excavations to be undertaken to ensure compliance with section 99(1).
61. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager under section 140 in relation to authorising persons to enter land to take any action or execute any work authorised or required to be taken or executed by the Roads Authority under the Roads (Scotland) Act 1984.
62. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager under section 152(2) to re-determine the means of exercise of a public right of passage over a road.

To carry out the following functions of the Council in terms of the Road Traffic Regulation Act 1984:-

63. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager under section

14 in relation to the temporary prohibition or restriction of traffic on roads.

64. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager under section 23 in relation to pedestrian crossings.
65. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager under section 65 in relation to the placing of traffic signs.
66. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager under section 68 in relation to the placing of traffic signs in connection with the exercise of other powers of the authority as defined in sub-section (1) thereof.
67. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager under section 69 in relation to the removal of signs.
68. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager under section 71(1) in relation to the power to enter land in connection with the placing, replacing, converting and removing of traffic signs.
69. with the Head of Operations & Infrastructure and after consultation with the Chief Constable and local elected members to arrange for the advertisement of any proposal for the making, revocation, or variation of orders and schemes under the Road Traffic Regulation Act 1984, and sections 68, 69, 70 and 71 of the Roads (Scotland) Act 1984.
70. with the Head of Operations & Infrastructure and after consultation with the Convener of the Infrastructure, Land and Environment Policy Board and the local ward members, to make Traffic Regulation Orders except where
 - (a) there is a valid outstanding objection to the Order intimated to the Director of Environment & Infrastructure or Head of Operations & Infrastructure during the statutory process in terms of the 1984 Act; or
 - (b) any one or more of the local ward members or the Convener of the Infrastructure, Land and Environment Policy Board requests in writing that the Order be submitted to the Board for determination.

To carry out the following functions in terms of the Coast Protection Act 1949:-

71. with the Head of Operations & Infrastructure under section 4 to enter into an agreement with any other person for the carrying out by that person or the Council of any coast protection work which the Council has the power to carry out.

72. with the Head of Operations & Infrastructure under section 5 to arrange for the publication of notices relating to proposed works in local newspapers and the serving of like notices on affected harbour authorities.
73. with the Head of Operations & Infrastructure under section 8 to arrange for the publishing of notices relating to works schemes and the serving of like notices on affected harbour authorities.
74. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager under section 12 to serve notice on owners of land where protection works are required.
75. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager under section 25 in relation to the authorisation of persons taking entry to land for the purposes specified therein.
76. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager to take whatever steps may be necessary to comply with the Council's obligation to give assistance to SEPA in terms of section 16 of the Reservoirs (Scotland) Act 2011.

To carry out the following miscellaneous functions

77. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager to grant wayleaves in respect of public utilities.
78. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager to carry out the functions of the Joint Road Safety Officer in conjunction with the Chief Constable.
79. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager to carry out the functions of the Council under Parts II and IV of the New Roads & Street Works Act 1991 in relation to roads for which the Council is responsible.
80. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager after consultation with the local members, to make grants to householders for the purpose of making good fabric and decoration (excluding curtains) in houses affected by work carried out by the Council under the Noise Insulation (Scotland) Regulations 1975 at the rates and on conditions which may be prescribed from time to time by the Council.

81. with the Head of Operations & Infrastructure to exercise the functions of the Council under section 12 of the Roads (Scotland) Act 1984 in relation to the stopping up or diversion of highways crossing or entering routes of proposed new roads.
82. with the Head of Operations & Infrastructure, to agree terms for bridge agreements with Network Rail and any other appropriate party, including terms of discharge of the Council's liability for annual maintenance and renewal charges in that connection.
83. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager after consultation with the Chief Constable to consider and, where acceptable in road safety terms, approve locations for advertisements on road safety barriers.
84. with the Head of Operations & Infrastructure to make arrangements for the management of car parks, etc., including, subject to consultation with the Director of Communities, Housing & Planning Services, granting the use of part thereof to other persons or bodies, and in consultation with the Director of Finance & Resources the imposition or waiving of charges for such use.
85. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager under section 19(5) of the Civic Government (Scotland) Act 1982, after consultation with the local members and the Head of Corporate Governance, to give approvals for taxi stances.
86. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager in terms of the Health and Safety at Work etc. Act 1974 to carry out all duties set out in the statements of responsibilities for health and safety.
87. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager to accept invitations from appropriate third parties to carry out works on roads and footpaths.
88. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager where appropriate, to enter objections on behalf of the Council to applications for Goods Vehicles Operator's Licences, under section 12 of the Goods Vehicles (Licensing of Operators) Act 1995.
89. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager under sections 28 and 29 of the Roads (Scotland) Act 1984 in relation to the erection and keeping in position barriers on roads for the purpose of securing public order or public safety.

To undertake the following duties in terms of the Flood Risk Management (Scotland) Act 2009, "the Act"

90. with the Head of Operations & Infrastructure to comply with the general duties of responsible authorities when exercising flood risk related functions in terms of section 1 of the Act.
91. with the Head of Operations & Infrastructure to comply with the general duties of responsible authorities when exercising flood risk related functions in terms of section 1 of the Act.
92. with the Head of Operations & Infrastructure to prepare, review and make publicly available a map of relevant bodies of water and sustainable urban drainage systems within Renfrewshire in terms of section 17 of the Act.
93. with the Head of Operations & Infrastructure to assess if relevant bodies of water in Renfrewshire give rise to a risk of flooding of land within or outwith Renfrewshire and prepare a publicly available schedule of clearance and repair works where a relevant body of water, other than canals, gives rise to such risk and clearance and repair works will substantially reduce that risk, and to advise other authorities of areas outwith Renfrewshire where flooding may occur due to the condition of a relevant body of water therein, all in terms of section 18 of the Act.
94. with the Head of Operations & Infrastructure to jointly work and cooperate, so far as practicable, with the lead authority and other authorities in the preparation, review, interim and final reporting of the local flood risk management plan for the local plan district in terms of section 39 of the Act.
95. with the Head of Operations & Infrastructure to provide SEPA with information, documents, assessments, maps and assistance as SEPA may reasonably require under sections 9, 10, 19, 20, 21, 24, 27, 28 and 33 of the Act, or that SEPA may require where SEPA considers that such information could contribute to the understanding of flood risk, or otherwise as required by SEPA, all in terms of section 43 of the Act.
96. with the Head of Operations & Infrastructure to provide the lead authority with information and assistance as the lead authority may reasonably require under sections 34 to 38 of the Act, in terms of section 44 of the Act.
97. with the Head of Operations & Infrastructure to provide a local authority with such information as a local authority may reasonably seek in connection with its functions under sections 17 and 18 of the Act, in terms of section 45 thereof.
98. with the Head of Operations & Infrastructure to make publicly available such documentation specified in, and in accordance with the requirements of, section 53 of the Act.

99. with the Head of Operations & Infrastructure to publicise any matter required under the Act in terms of section 54 of the Act.
100. with the Head of Operations & Infrastructure to do anything which he considers necessary to contribute to the implementation of current measures in the local flood risk management plan, or that is necessary to reduce the risk of flooding which is likely to occur immediately or have serious consequences for human health, the environment, cultural heritage or economic activity, or will manage flood risk without affecting current measures in the local flood risk management plan, all in terms of section 56 of the Act.
101. with the Head of Operations & Infrastructure to carry out clearance and repair works described in a schedule prepared under section 18 of the Act, where such works will contribute to the implementation of current measures described in the local flood risk management plan, or will not affect such measures, all in terms of section 59 of the Act.
102. with the Head of Operations & Infrastructure to keep and update a register of flood protection schemes and follow notification requirements, all in terms of section 62 of the Act (if and when that section comes into force).
103. with the Head of Operations & Infrastructure to register details of flood prevention schemes under the Flood Prevention (Scotland) Act 1961 in terms of section 63 of the Act (if and when that section comes into force).
104. with the Head of Operations & Infrastructure to acquire land, under section 66 of the Act.
105. with the Head of Operations & Infrastructure to recover expenses for any work done under sections 56 or 59 of the Act or in accordance with a flood protection scheme or under section 4 of the 1961 Act, from the owner or occupier if such expense is as a result of the actions of that person, all within the terms of section 67 of the Act.
106. with the Head of Operations & Infrastructure to, as necessary, require any person it believes to be the owner or occupier of land to provide in writing the information set out in section 68 of the Act.
107. with the Head of Operations & Infrastructure to exercise powers of entry in terms of sections 79 to 81 of the Act.
108. with the Head of Operations & Infrastructure to compensate any person who has sustained damage in the circumstances set out in sections 82 and 83 of the Act.

To carry out the following function in terms of the Transport Act 1985:-

109. with the Head of Operations & Infrastructure, and following agreement with the Chief Constable and the Strathclyde Partnership for Transport,

to make requests to the Traffic Commissioner in terms of section 7 to determine conditions to be attached to operators' licences which must be met in the provision of services in the area to which the conditions apply.

To carry out the following functions in terms of the Construction (Design and Management) Regulations 2015:-

- 110. with the Head of Operations & Infrastructure, the primary responsibility for implementing the Council's duties as Client for all projects within the remit of Environment & Infrastructure.
- 111. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager to make any appointments in all projects within the Services' remit where the Council is the Client and on behalf of the Council to accept any appointment and perform the functions of Designer, Principal Designer and/or Principal Contractor, in terms of the Regulations for projects in which the Council can competently act in that capacity.

To carry out the following functions under legislation relating to the Cart Navigation Acts:-

- 112. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager and team managers under section 30 of the Cart Navigation Act 1885 to serve notices in respect of any jetty, wharf, landing, riverbank, quay or pier that is out of repair or insecure so as to be dangerous to any vessel passing on the Cart Navigation or any vessel moored alongside and to carry out the works permitted under the said section and to recover any sums due in terms of the said section.
- 113. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager and team managers under section 31 of the Cart Navigation Act 1885 to collect any sums due from the owners of vessels obstructing the Cart Navigation and to, if appropriate, remove any such vessel and to seize and detain any such vessel.
- 114. with the Head of Operations & Infrastructure, under section 9 of the Paisley Corporation (Inchinnan Opening Bridge) Order Confirmation Act 1920, in relation to the maintenance of the swing bridge at Inchinnan.
- 115. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager and team managers under section 16 of the Paisley Corporation (Inchinnan Opening Bridge) Order Confirmation Act 1920, in relation to the excavation or dredging of the River Cart and disposal of any sand, silt, chalk or other substance produced by the excavation work.

116. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager under section 20 of the Paisley Corporation (Inchinnan Opening Bridge) Order Confirmation Act 1920, in relation to the provision of lighting on the bridge.
117. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager and team managers under section 21 of the Paisley Corporation (Inchinnan Opening Bridge) Order Confirmation Act 1920, in relation to the marking of the bridge in the event of its destruction or decay.
118. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager and team managers under section 21 of the Paisley Corporation (Cart Navigation) Order Confirmation Act 1938, with regard to the clearing of the Navigation of stranded or sunken vessels and the disposal of any goods or salvage recovered from those vessels and the recovery of the cost of removal from the registered owners of those vessels.
119. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager and team managers under section 7 of the Paisley Corporation Order Confirmation Act 1962, with regard to the maintenance of three weirs described in section 5 of the Act.
120. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager and team managers under section 10 of the Paisley Corporation Order Confirmation Act 1962, with regard to the excavation of the riverbed and regrading of the river channel and dressing and trimming of the riverbanks as may be necessary for the maintenance of the amenity of the river at the three weirs described in section 5.
121. with the Head of Operations & Infrastructure, under section 10 of the Paisley Corporation Order Confirmation Act 1962 to serve notices requiring owners, lessees or occupiers of land adjacent to the river to take steps to improve the condition of any land adjacent to the Navigation.
122. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager and team managers under section 5 of the Paisley Corporation (Cart Navigation) Order Confirmation Act 1971, with regard to the dredging and excavation of the bed of the river, regrading of the river channel and removal of surplus materials and to give notice in terms of section 5 (2).
123. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager and team managers under section 7 of the Paisley Corporation (Cart Navigation)

Order Confirmation Act 1971, with regard to taking measures against danger to navigation caused by destruction or decay of tidal works.

124. with the Head of Operations & Infrastructure, under section 8 (2) of the Paisley Corporation (Cart Navigation) Order Confirmation Act 1971, to carry out works instructed by the Scottish Ministers in any notice served on the Council in terms of this section in relation to tidal works.
125. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager and team managers under section 10 of the Paisley Corporation (Cart Navigation) Order Confirmation Act 1971, with regard to the provision of lighting at the outer extremity of every tidal work.

Amenity Services Supervisors

126. The Amenity Services Supervisors are appointed as authorised officers for the enforcement of Management Rules for Cemeteries, War Memorials and Public Parks.

Commissionaires

127. The Commissionaires are appointed as authorised officers for the enforcement of Management Rules for the Council's HQ Complex.

F. Director of Finance & Resources

The Director of Finance & Resources, and the appropriate Heads of Service are authorised:-

1. To vary this scheme, the Council's Standing Orders relating to Contracts, Procedural Standing Orders and Financial Regulations, but only in the following circumstances:
 - (a) to reflect changes in job titles, reorganisations of services and vacancies in posts;
 - (b) to change references to any piece of legislation where the legislation is repealed and to insert references to new pieces of legislation where the new pieces of legislation largely re-enact the provisions of repealed legislation
 - (c) to change references to Board names where these have been agreed by Council.
2. To co-ordinate the financial planning of the Council in terms of the Financial Regulations approved by the Council.
3. To issue guidance for the control of all expenditure in terms of the Financial Regulations approved by the Council.
4. To determine procedures for accounting and financial record keeping within the Council.
5.
 - (a) To arrange the preparation and issue of rates notices, the collection of rates, the receiving and settling of claims for exemption from rates, the handling of objections to the amount of rates levied and the abatement, remission or repayment of rates in terms of Part I of the Local Government (Scotland) Act 1975 and any subordinate regulations.
 - (b) To exercise all the powers and duties exercisable by the Council under the Local Government Finance Act 1992 and the Local Government (Scotland) Act 1973 concerning general rates, non domestic rates, Council tax; reserving only to the Council those functions specifically precluded from delegation by legislation.
6.
 - (a) To enter into arrangements with others concerning the collection of rates or Council tax on behalf of Renfrewshire Council and to make arrangements with each agent as to suitable collection points.
 - (b) To make the necessary arrangements concerning terms and commissions payable for services rendered to the Council by other authorities and by private owners, factors or other agents with regard to the collection of rates and/or Council tax and the administration of any Council tax rebate or discount schemes etc.

- (c) To enter into arrangements with Scottish Water for the collection of water and waste water charges with Council tax and to negotiate appropriate terms and commissions with the Water Authority for the services rendered by the Council and its agents.
7. To make arrangements for the appointment on behalf of the Council of investment managers and advisers, tax advisers, insurance brokers and advisers, insurers, underwriters, claims handlers and treasury advisers.
 8. With the Head of Corporate Governance to authorise ex gratia payments up to a maximum of £5,000 relative to recommendations by the Scottish Public Services Ombudsman.
 9. With the Head of Corporate Governance, in consultation with the relevant service Director, and the Convener of the appropriate Board, to settle claims and legal actions against the Council of whatever nature not otherwise covered by the Council's insurance arrangements (and including without prejudice to the foregoing generality planning appeals, employment tribunals and land tribunals) up to a maximum of £50,000 and with the approval of the Chief Executive up to a maximum of £100,000; and in addition to agree appropriate fees and expenses in connection with those settlements.
 10. To write off debts owed to the Council where the recovery of the debt is not possible or that it does not represent best value to the Council to pursue recovery of the debt and when the total debt in respect of any individual debtor does not exceed £10,000.
 11. To agree to the Council making financial guarantees on behalf of Renfrewshire Leisure Limited up to a maximum value of £250,000 in respect of any single guarantee and subject to the total of all guarantees issued on behalf of Renfrewshire Leisure Limited not exceeding £750,000 at the time of giving the guarantee.
 12. In consultation with the Chief Executive, to alter the Financial Codes, except for any matters which are covered by the Financial Regulations
 13. In consultation with the Head of Transformation & Organisational Development to sign compromise agreements (or any statutory replacement thereof) in relation to employment matters on behalf of the Council.
 14. with the Head of Property Services, the primary responsibility for implementing the Council's duties as Client for all projects within the remit of Finance & Resources.
 15. with the Head of Property Services to make any appointments in all projects within the Services' remit where the Council is the Client and on behalf of the Council to accept any appointment and perform the functions of Designer, Principal Designer and/or Principal Contractor, in terms of the Regulations for projects in which the Council can competently act in that capacity.

16. To have overall responsibility for information risk as Senior Information Risk Owner.
17. To exercise the Council's functions in relation to maintaining a register of common good property in terms of section 102 of the Community Empowerment (Scotland) Act 2015.

Head of Business & Customer Services

18. With the Customer Services Operations Manager, in respect of the management and delivery of customer service:
 - (a) to develop, implement and maintain regular review of the Council's Customer Services Strategy;
 - (c) to provide an emergencies telephone helpline to support the Council's statutory obligations as a category 1 responder under the Civil Contingencies Act 2004 (Contingency Planning) (Scotland) Regulations 2005.
19. To make the necessary arrangements concerning the collection of debts owed to the Council and the terms and commissions payable for services rendered to the Council by other authorities and agents with regard to the collection of debts.
20. To administer the rent allowance and housing benefit and Council tax rebates in accordance with Council policy guidelines.
21. In accordance with schedule 2 of the Local Government Finance Act 1992 to administer the Council tax reduction scheme on behalf of the Council.
22. To approve appointments in consultation with Head Teachers/Depute Head Teachers, as appropriate, and where budgetary provision exists, of temporary Business Services staff in schools involved in delegated management of resources, subject to six-monthly review.

Head of Corporate Governance

23. To keep a register of all byelaws and to keep it open to public inspection.
24. To appoint Depute Clerks to the Licensing Board in terms of Schedule 1 of the Licensing (Scotland) Act 2005.
25. In consultation with the Convener and Depute Convener of the Finance, Resources & Customer Services Policy Board to make the necessary arrangements for the implementation of citizenship ceremonies in terms of The Nationality, Immigration and Asylum Act 2002.

26. To update and amend the Scheme of Publication in terms of the Freedom of Information (Scotland) Act 2002 as required by the Scottish Information Commissioner or as circumstances dictate.
27. To approve the renewal of the Council's Partnership Agreement with Children's Hearings Scotland provided there are no material changes to the previously approved terms.

Head of Corporate Governance, the Legal & Democratic Services Manager and the Depute Director City Deal

The Head of Corporate Governance, and the Legal & Democratic Services Manager, are authorised, along with the other officers so specified:

28. To set up, maintain and make available for public inspection, a register of such interests as under the Councillors' Code, Councillors are required to register, including details of any gifts or hospitality received, as required by the Code.
29. To approve representatives of Renfrewshire Licensing Forum in terms of the Forum's Constitution.
30. To receive election materials or documentation not otherwise provided for in terms of the Representation of the People act 1983 or any other equivalent legislation in relation to the conduct of local or national elections and referenda.
31. With the Managing Solicitor (Information Governance) to determine internal reviews of how freedom of information requests have been handled and complaints further to requests for re-use of information.
32. With the Managing Solicitors, Lead Project Solicitor and Assistant Managing Solicitors and/or the Depute Project Director (City Deal), generally to act as solicitor and adviser to the Council on legal matters.
33. With the Managing Solicitors, Assistant Managing Solicitors, Lead Projects Solicitor, and/or Depute Project Director (City Deal) to execute all contracts (excluding contracts of employment), deeds and similar documents which require to be executed.
34. With the Managing Solicitors and Assistant Managing Solicitor (Licensing), after consultation with the Director of Environment & Infrastructure and the Chief Constable to make and execute orders under section 63 of the Civic Government (Scotland) Act 1982 with regard to the holding of public processions, including prohibitions and the imposition of conditions on the procession.
35. With the Managing Solicitors, Lead Projects Solicitor, Assistant Managing Solicitors and/or Depute Project Director (City Deal) to execute all orders made under the relevant sections of the Civic Government (Scotland) Act 1982, and the Housing (Scotland) Act 2006.

36. With the Managing Solicitors, Lead Projects Solicitor, Assistant Managing Solicitors and/or Depute Project Director (City Deal) to sign missives and other similar documents binding the Council.
37. With the Managing Solicitors, Lead Projects Solicitor, Assistant Managing Solicitors and/or Depute Project Director (City Deal), to make arrangements to engage private legal firms for court and other legal work if and when considered to be necessary to enable the legal work of the Council to be carried out.
38. With the Managing Solicitors, Lead Projects Solicitor and/or Depute Project Director (City Deal), to make arrangements to engage Counsel for Court of Session and other business as and when considered necessary to enable the legal work of the Council to be carried out.
39. With the Managing Solicitors and/or Depute Project Director (City Deal), to make arrangements for the appointment of parliamentary agents.
40. With the Managing Solicitors, Lead Projects Solicitor, Assistant Managing Solicitor (Litigation & Advice) and/or Depute Project Director (City Deal) to discharge the functions of the Council in relation to any type of judicial and quasi judicial proceedings and in that regard to initiate, enter, defend and withdraw from such proceedings where considered to be in the interests of the Council to do so and to sign any joint minute or similar documents where settlement has been agreed.
41. With the Managing Solicitors and/or Depute Project Director (City Deal), to settle, without reference to a Board, claims arising in terms of section 27 of the Land Compensation (Scotland) Act 1973, in respect of home loss and disturbance payments following compulsory acquisitions and also to settle any discretionary payments arising from acquisitions by voluntary agreement, provided that the statutory requirements have been met.
42. With the Managing Solicitors and/or Depute Project Director (City Deal), to authorise payments to account to sellers of property to the Council in cases where negotiations through the District Valuer, Director of Communities, Housing & Planning Services or Head of Property Services which are protracted for any reason, up to a value of 90 per cent of the valuation by the District Valuer, Director of Communities, Housing & Planning Services or Head of Property Services.
43. With the Managing Solicitors and/or Depute Project Director (City Deal), to authorise payments to account to sellers of property to the Council in cases where conveyancing procedures are protracted for any reason subject to the exhibition of a good title and the grant of appropriate undertakings.
44. With the Managing Solicitors and/or Depute Project Director (City Deal), to promote and sign byelaws and management rules on behalf of the Council.
45. With the Managing Solicitors, Assistant Managing Solicitor (Licensing) and Senior Solicitor (Litigation and Regulatory Services) and, to grant, renew, vary and issue licences (including temporary licences), permits, approvals and

registrations, as appropriate, under those Acts and Regulations falling within the remit of the Regulatory Functions Board where these accord with Council policy and where neither the Chief Constable, the appropriate officers nor any other person has intimated objections, and/or in relation to a taxi/private hire driver's licence application where a report has been received from the Council's occupational health service that is satisfactory and in the case of registration of private landlords where there are no significant adverse factors to consider in connection with the application. The powers under this paragraph include the power to grant or renew licences, permits, approvals and registrations for a period less than the normal period for the licence permit, approval or registration as may be set out in Council policy.

46. With the Managing Solicitors, Assistant Managing Solicitor (Licensing) and Senior Solicitor (Litigation and Regulatory Services) to extend the statutory time period of three months set out in Schedule 1, paragraph 8(3) of the Civic Government (Scotland) Act 1982 on application of the Executor for an extension subject to such application meeting the statutory requirements.
47. With the Managing Solicitors, Lead Projects Solicitor, Assistant Managing Solicitors and Senior Solicitor (Litigation and Regulatory Services) to determine as set out in section 129A of the Housing (Scotland) Act 2006, within 21 days of an application for an HMO (house in multiple occupation) licence, to refuse to consider an application if it is considered that occupation of the living accommodation concerned as an HMO would constitute a breach of planning control for the purposes of the Town and Country Planning (Scotland) Act 1997.
48. With the Managing Solicitors, Lead Projects Solicitor, Assistant Managing Solicitors and Senior Solicitor (Litigation and Regulatory Services) to determine where Registered Private Landlords should be referred to Board for consideration of revocation of registration or other measures set out in the Antisocial Behaviour etc. (Scotland) Act 2004.
49. With the Managing Solicitors, Lead Projects Solicitor, Assistant Managing Solicitors and Senior Solicitor (Litigation and Regulatory Services) to approve, after consultation with the Convener of the Regulatory Functions Board:
 - (a) the make/model of vehicles, including MPVs, to be used as taxi/private hire cars;
 - (b) the make/model of taxi meters to be used in taxis/private hire cars;
 - (c) the make/model of any camera equipment to be used to record incidents occurring in taxis and private hire cars;
 - (d) any changes to the form of plate, roof-sign or other identifying mark to be displayed on taxis/private hire cars; and
 - (e) any matter which requires approval in terms of the conditions attached to taxi/private hire car licences.

50. With the Managing Solicitors, Lead Projects Solicitor, Assistant Managing Solicitors and Senior Solicitor (Litigation & Regulatory Services), in consultation with the Convener of the Regulatory Functions Board to approve requests for advertisements as regards content and format in terms of the Board's approved regulatory scheme for advertising and thereafter to grant applications for variation of Taxi/Private Hire licences in relation to advertising where such advertisements satisfy the requirements of the Board's regulatory scheme or where the Board has previously determined that a particular application for advertising be granted as an exception to policy and further applications are made for the same advertising on other vehicles.
51. With the Managing Solicitors, Lead Projects Solicitor, Assistant Managing Solicitors and Senior Solicitor (Litigation & Regulatory Services) to grant applications for renewal of Taxi/Private Hire Car Booking Office Licences requesting removal of local condition 4 where the booking office was not open to the public.
52. With the Managing Solicitors, Lead Projects Solicitor, Assistant Managing Solicitors and Senior Solicitor (Litigation and Regulatory Services) and in consultation with the Convener of the Regulatory Functions Board to direct that an event similar in nature to a traditional gala day or local event be exempted from the requirement to pay a fee for a Public Entertainment Licence in terms of the Civic Government (Scotland) Act 1982.
53. With the Managing Solicitors, Lead Projects Solicitor, Assistant Managing Solicitors, Senior Solicitor (Litigation and Regulatory Services) and in consultation with the Director of Environment & Infrastructure and the Convener of the Regulatory Functions Board to consider and determine applications by taxi/private hire car licensees to fit liquid petroleum gas tanks to their vehicles.
54. With the Managing Solicitors, Lead Projects Solicitor, Assistant Managing Solicitors and Senior Solicitor (Litigation & Regulatory Services), and in consultation with the Convener of the Regulatory Functions Board to determine whether to hold a hearing to consider the suspension of a licence in terms of paragraph 11 of Schedule 1 to the Civic Government (Scotland) Act 1982.
55. With the Managing Solicitors, Lead Projects Solicitor, Assistant Managing Solicitors and Senior Solicitor (Litigation & Regulatory Services), and in consultation with the Convener of the Regulatory Functions Board to immediately suspend a licence in terms of paragraph 12 of Schedule 1 to the Civic Government (Scotland) Act 1982 when requested by the Chief Constable to do so or where otherwise a serious threat to public order or public safety is considered to exist.
56. With the Managing Solicitors, Lead Projects Solicitor, Assistant Managing Solicitors and Senior Solicitor (Litigation & Regulatory Services), and in consultation with the Convener of the Regulatory Functions Board, in terms of paragraph 13 of Schedule 1 to the Civic Government (Scotland) Act 1982, to quash or recall a suspension made in terms of paragraph 12 of the Act and to reissue the licence.

57. With the Managing Solicitors, Lead Projects Solicitor, Assistant Managing Solicitors and Senior Solicitor (Litigation and Regulatory Services), and in consultation with the Convener of the Regulatory Functions Board, to determine whether to serve a notice of proposed revocation in relation to a house in multiple occupation in terms of section 139 of the Housing (Scotland) Act 2006.
58. With the Managing Solicitors, Lead Projects Solicitor, Assistant Managing Solicitor (Litigation and Regulatory Services), to determine whether to serve a notice of proposed variation in relation to a house in multiple occupation in terms of section 138 of the Housing (Scotland) Act 2006.
59. With the Managing Solicitors, Lead Projects Solicitor, Assistant Managing Solicitors and Senior Solicitor (Litigation & Regulatory Services), be authorised to exempt, on application made to the licensing authority, the use of premises requiring a late hours catering licence from the requirement to have such a licence:
 - (i) in respect of any particular occasion; or
 - (ii) during a specified period not exceeding two months in any period of 12 months;

and, where appropriate, to attach to such exemption any of the standard conditions applying to late hours catering licences.
60. With the Managing Solicitors, Lead Projects Solicitor, Assistant Managing Solicitors and Senior Solicitor (Litigation & Regulatory Services) to determine whether good cause had been shown to deem an application for renewal of a licence made up to 28 days after the expiry of the licence to be treated as an application made prior to its expiry.
61. With the Managing Solicitors, Lead Projects Solicitor, Assistant Managing Solicitors and/or Depute Project Director (City Deal), to terminate leases of heritable property where the property is required for use by the Council or for clearance or demolition or to permit development by or on behalf of the Council; and also, to terminate leases of heritable property and to serve all other requisite notices in accordance with the provisions of leases entered into by the Council.
62. With the Managing Solicitors and/or the Depute Project Director (City Deal), on the instructions of the Director of Communities, Housing & Planning Services to raise proceedings for the recovery of possession of dwelling-houses and to serve all necessary notices preliminary thereto in terms of the appropriate legislation and to implement and enforce decrees granted by the courts in pursuance of such actions.
63. With the Managing Solicitors and/or the Depute Project Director (City Deal), to serve Enforcement Notices in conjunction with the Director of Communities, Housing & Planning Services.

64. With the Managing Solicitors and/or the Depute Project Director (City Deal), to act as custodian for the title deeds and similar documents held by the Council.
65. With the Managing Solicitors and/or the Depute Project Director (City Deal), to grant servitudes for rights over Council property for particular purposes.
66. With the Managing Solicitors and/or the Depute Project Director (City Deal) and Assistant Managing Solicitors, to grant wayleaves for rights over Council property for particular purposes.
67. With the Managing Solicitors and/or the Depute Project Director (City Deal), in relation to the provisions of the Abolition of Feudal Tenure etc. (Scotland) Act 2000 and the Title Conditions (Scotland) Act 2003:
 - (a) in consultation with the Head of Planning & Housing Services to register deeds of conditions over groups of related properties where this was considered to be in the interests of the Council;
 - (b) To serve compensatory payment notices in respect of feu duties payable to the Council; and
 - (c) In consultation with the Head of Property Services to register notices, where this was considered to be in the interests of the Council, preserving;
 - (i) rights of pre-emption and redemption;
 - (ii) economic development burdens;
 - (iii) sporting rights;
 - (iv) development value by burdens; and
 - (v) real burdens.
68. With the Managing Solicitors and/or the Depute Project Director (City Deal), to consider and determine applications from grant recipients for a waiver of specific condition of grant where it is reasonable to do so.
69. With the Managing Solicitors, and Assistant Managing Solicitor (Licensing) to grant authorisation to officers within Legal & Democratic Services to undertake enforcement action in terms of the Civic Government (Scotland) Act 1982.
70. With the Democratic Services Manager, to act as adviser to the Council on procedural and administrative matters and in this capacity, ensure the provision of adequate administrative and other support for Boards of the Council and other bodies in respect of which the Council is the lead authority.
71. With the Democratic Services Manager, to submit comments to the Scottish Public Services Ombudsman and the Pensions Ombudsman into alleged maladministration after consultation with interested parties.
72. With the Democratic Services Manager, to co-ordinate and issue property certificates.

73. With the Democratic Services Manager, to grant the use of the Council Chambers to outside bodies for the purpose of holding meetings and functions, etc., if within the scope of any approved scheme and not otherwise provided for.
74. With the Democratic Services Manager, to issue work permits in relation to the employment of children.
75. With the Democratic Services Manager, on behalf of the Director of Children's Services to exercise all functions in relation to the irregular attendance of pupils at school in terms of sections 36 to 41 and section 43(2) of the Education (Scotland) Act 1980 and specifically to do the following:-
 - (a) to serve a notice under section 36(1);
 - (b) to serve a notice under section 37(1);
 - (c) to make an attendance order under section 36 or 37;
 - (d) to serve an attendance order under section 38(4);
 - (e) to serve a notice under section 39(1) or (2) amending an attendance order;
 - (f) to decide whether to amend or revoke an attendance order; on the request of a parent in terms of section 39(4); and
 - (g) to raise prosecutions under section 43(2).
76. With the Democratic Services Manager, to liaise where appropriate with petitioners to bring a petition within the competency provisions.
77. With the Democratic Services Manager and the District Registrar to interpret Council policies and Registrar General directives with regard to provision of registration services.
78. In terms of the Smoking, Health & Social Care (Scotland) Act 2005, Enforcement of the Ban on Smoking in Enclosed Public Places, Hearings in Respect of the Service of Fixed Penalty Notices, the Legal & Democratic Services Manager is authorised to consider and determine appeals.

Managing Solicitor (Data Protection Officer)

79. The Managing Solicitor (DPO) is authorised to discharge the role of statutory DPO, which includes autonomy in advising on all issues which involve the protection of personal data and monitoring compliance.

Civic Government Enforcement Officer and Licensing Standards Officer

80. All Civic Government Enforcement and Licensing Standards Officers are appointed as authorised officers in terms of the Civic Government (Scotland) Act 1982 to carry out enforcement activities as required in relation to the licensing provisions of the Act and also as regards any conditions of licence attached to licences granted under the Act, all as directed by the Head of

Corporate Governance, Legal & Democratic Services Manager, and Assistant Managing Solicitor (Licensing).

Head of Finance

The Head of Finance is authorised:

81. In respect of loans and banking:
 - (a) To make the necessary arrangements for duly authorised borrowing by all means sanctioned by schedule 3 of the Local Government (Scotland) Act 1975 or the Local Authority (Capital Finance and Accounting) (Scotland) Regulations 2016, subject to any statutory limitations;
 - (b) To make application for any necessary consents for borrowing in terms of Regulation 2 of the Local Authority (Capital Finance and Accounting) (Scotland) Regulations 2016;
 - (c) To ensure a placing with the Bank of England for negotiable bonds;
 - (d) To authorise the signature, receipts and loan documents and any other financial documents and discharges on behalf of the Council; and
 - (e) To carry out temporary investment of surplus funds by making deposits with organisations approved by the Finance, Resources & Customer Services Policy Board.
82. In respect of insurance to make arrangements with insurance companies concerning the settlement of claims.
83. To make the necessary arrangements for the payment of remunerations, expenses and allowances to elected members and to monitor those arrangements.
84. To operate and implement the Council's loans fund in accordance with the regulations relating thereto and the Council's Financial Regulations, including the taking of all decisions as to the mode of borrowing or lending by the Council, the terms of loan and rates of interest etc., including the negotiations and issue of bonds and all necessary ancillary duties as registrar of stocks, bonds and mortgages.
85. In consultation with the Director of Children's Services and Head of Corporate Governance to:
 - (a) apply to the Court under section 57 of the Adults With Incapacity (Scotland) Act 2000 seeking the appointment of a financial guardian where there is no relative or responsible person who is willing or able to act on behalf of any person in respect of whom the Council is obliged to so act; and

- (b) apply to the Court under section 53 of the Adults with Incapacity (Scotland) Act 2000 for an Intervention Order in respect of the financial affairs of such a person where it is necessary and appropriate to do so and thereafter to undertake the intervention authorised by the Order.
86. To make an election to waive exemption from Value Added Tax in respect of the sale or lease of any heritable property where it is in the interests of the Council to do so and to notify that election to HM Revenues and Customs.

Head of Transformation & Organisational Development

The Head of Transformation & Organisational Development and the appropriate HR Managers are authorised:-

- 87. To ensure the implementation of effective and equitable HR policies throughout the Council.
- 88. To undertake on behalf of the Council negotiations and discussions with trade unions and other employee organisations concerned with the interests of Council employees.
- 89. To co-ordinate implementation of the Council's learning and development policy.
- 90. To instruct the immediate implementation of any circular from any officially recognised body which allows no discretion to the Council.
- 91. To approve salary placings within the agreed salary scales in consultation with the appropriate Director.
- 92. To approve and apply all matters which conform to the national conditions of service and local conditions of service of all categories of employees of the Council.
- 93. To apply national agreements and legislative requirements and where appropriate the amendment of local conditions of service and contracts of employment of employees unless there exists opposition to such changes from management, employees or trade unions or where such changes involve matters of principle or policy.
- 94. In consultation with the appropriate Director to approve the acceleration of increments within existing salary scales to employees.
- 95. In consultation with the appropriate Director, to approve applications for the termination of employment on medical grounds where such recommendation is made by the Council's occupational physicians.
- 96. To exercise the discretionary powers available in implementation of the conditions of service in respect of all employees and in conjunction with the Director of Children's Services, in respect of teachers, who are in the employment of the Council.

97. In consultation with the appropriate Director to authorise payment in terms of the Council's scheme for reimbursement of removal/relocation expenses.
98. To oversee the implementation by Council services of the Corporate Health and Safety Policy and Corporate Health and Safety Plans to ensure, so far as reasonably practicable, the health, safety and well-being at work of Council employees.
99. To pay salary and wages and make associated arrangements for payment of Council paid employees.
100. In consultation with the appropriate Director to provide to the Local Government Adjudicator for Scotland on behalf of the Council certificates required for the purposes of section 3(3) of the Local Government and Housing Act 1989 in relation to exemption of posts from political restrictions.

Head of ICT

The Head of ICT is authorised:

101. To develop, implement and maintain regular review of the Council's business ICT strategy.
102. To determine the Council's approved ICT products.
103. To ensure the availability and integrity of the Council's ICT infrastructure and establish robust ICT disaster recovery plans.
104. To establish a corporate framework of policy and standards for the acquisition of ICT services and assets.
105. To ensure that all products to be added to the corporate network have the prior approval of ICT services (excluding consumables).
106. To ensure, in consultation with the Head of Corporate Governance that all computer information processing conforms to the Data Protection Act 2018.
107. To determine in consultation with Chief Executive's Communications Service and Legal and Democratic Services, the Council's policy on internet access for staff.
108. To make arrangements for the safe disposal of redundant ICT equipment.
109. To provide information on any aspect of the Council's information and technology assets, to the Head of Corporate Governance and Chief Auditor as required to support decisions by the Council's Senior Information Risk Owner.

Head of Property Services

110. To administer the estate management policies of the Council's non-housing stock.
111. To collect rent for non-domestic properties.
112. In consultation with the Head of Corporate Governance to approve the terms and conditions of and to sign missives for leases or licences to occupy by or to the Council for periods not exceeding one year and to approve the renewal of leases or licences to occupy by the Council for up to a maximum overall term of 9 years.
113. In consultation with the Head of Corporate Governance to determine requests for minutes of waiver.
114. To determine requests for rent abatement up to a maximum amount equivalent to 50% of the total annual rental.
115. In consultation with the Head of Corporate Governance to approve the creation of a security over leased subjects and on such terms and conditions as the Director considers appropriate.
116. In consultation with the Head of Corporate Governance to consider and determine applications by tenants to assign, sub-lease or change the use of subjects where such assignment, sub-let or change of use is in accordance with the whole provisions of a lease entered into by the Council or is otherwise in accordance with the Council's policy and on such terms and conditions as the Director considers appropriate and to consider and determine requests for landlord's consent submitted by tenants in accordance with the provisions of a lease granted by the Council.
117. In consultation with the Head of Corporate Governance, where the Council is the tenant to seek approval from the landlord on the Council's behalf to the assignment, sub-let or change of use under an existing lease where such assignment, sub-let or change of use is in the interests of the Council, and to seek landlord's consent required in terms of a lease where the Council is a tenant.
118. In consultation with the Head of Corporate Governance to consider and determine applications by tenants of non-housing properties for the renunciation of leases and on such terms and conditions as the Director considers appropriate.
119. To determine Asset Transfer Requests made in terms of Part 5 of the Community Empowerment (Scotland) Act 2015 and to make all necessary arrangements to comply with the statutory procedures for dealing with such requests.

120. To take such measures as are necessary to protect the Council's interests should a community body register an interest in any Council property in the register held by the Scottish Government under the Land Reform (Scotland) Act 2003.
121. To establish, publish and maintain the register of land under section 94 of the Community Empowerment (Scotland) Act 2015.
122. To establish, publish and maintain the list under section 111 of the Community Empowerment (Scotland) Act 2015 of persons who make a request to lease or sublease an allotment.
123. To prepare and publish the annual allotments report in terms of section 121 of the Community Empowerment (Scotland) Act 2015.
124. In consultation with the Head of Planning and Housing, to make arrangements to promote allotments in Renfrewshire and where appropriate arrange for the provision of training to tenants, or potential tenants, of allotments about the use of allotments.
125. In consultation with the Head of Corporate Governance to determine requests for the granting of leases or sub-leases for allotments and to determine the terms and conditions applicable to those leases or sub-leases.
126. To determine applications for compensation for disturbance or for deterioration of an allotment or for loss of crops in terms of sections 133, 134 and 135, respectively, of the Community Empowerment (Scotland) Act 2015, up to a maximum of £50,000 in respect of each application.
127. In consultation with the Head of Corporate Governance to arrange for the removal of any building or other structure on an allotment within the circumstances prescribed by Section 122 of the Community Empowerment (Scotland) Act 2015 and for the disposal of the material that formed the building or other structure and where appropriate to seek to recover the costs of removal and disposal from the liable tenant.
128. To deal with requests for use of premises in terms of Section 125 of the Community Empowerment (Scotland) Act 2015.
129. In consultation with the Head of Corporate Governance where title deeds to land in the ownership of the Council are inaccurate in terms of section 65 of the Land Registration etc. (Scotland) Act 2012 to apply to the Registers of Scotland for rectification, and where the boundary between land in the ownership of the Council and adjoining land is affected by alluvion, to approve and conclude an agreement with the proprietor of the adjoining land that the common boundary (or part of it) is not to be so affected, in terms of section 66 of the said 2012 Act.
130. In consultation with the Head of Corporate Governance where title deeds to land in the ownership of the Council and to adjoining land disclose an inaccuracy as to the common boundary, to agree to rectification of the respective title deeds in accordance with section 81 of the Land Registration etc. (Scotland) Act 2012.

131. In consultation with the Director of Finance & Resources and the Head of Corporate Governance, to agree the terms and conditions of rent reviews.
132. Except in the case of office accommodation being used or to be used for Council purposes, and subject to the Council's Standing Orders relating to Contracts to arrange for any necessary alterations or adaptations, excluding maintenance, up to a value of £50,000 on any one project for the purpose of realising the service or commercial potential of a property owned or leased by the Council.
133. Subject to the Council's Standing Orders relating to Contracts to arrange for the demolition and clearance of buildings declared surplus by the Council or Policy Board where this is considered to be in the interests of the Council, and subject to advising the relevant Convener and local elected members.
134. To grant leases to statutory bodies who require rights over land for particular purposes.
135. To make arrangements for the disposal on the open market of any heritable property identified as surplus to the requirements of the Council, in accordance with the Council's approved procedures and to instruct the Head of Corporate Governance to conclude any sales to the highest offerer provided that this is considered acceptable and the value of the offer does not exceed £100,000; and where it is considered to be in the Council's interests, to negotiate with adjoining proprietors, and/or existing commercial tenants regarding the disposal by the Council of heritable property of a value not exceeding £100,000.
136. To negotiate provisional terms for the acquisition and disposal of heritable property.
137. In consultation with the Head of Corporate Governance to approve and conclude the acquisition of any interests in heritable property where the value of the interest does not exceed £100,000 and with the additional approval of the Chief Executive where the value of the interest in heritable property does not exceed £200,000, subject always to confirmation being required from the appropriate Director regarding budget provision for the acquisition. Where there is a series of related transactions or where a number of properties are purchased as part of the same transaction, the financial thresholds referred to above relate to the value of each individual property and not to the aggregate value of the properties involved in that transaction or series of transactions.
138. To apportion office accommodation amongst Council services and to arrange for any necessary alterations or adaptations to such accommodation.
139. To reallocate property between services once it has been declared surplus to the requirements of the Council or Policy Board.
140. To authorise the installation of commemorative structures on Council property, including parks, in consultation with the local members.

141. In consultation with the Head of Corporate Governance to pay claims for compensation up to £50,000 and with the additional approval of the Chief Executive to up to £100,000 under Flood Prevention Compensation Schemes.

Chief Auditor

142. To refer matters relating to fraud to the Procurator Fiscal for consideration of proceedings.
143. To authorise the offer of an administrative penalty in relation to Housing Benefit fraud.

G Chief Officer, Renfrewshire Health & Social Care Partnership

The Chief Officer, Renfrewshire Health & Social Care Partnership, Renfrewshire Health & Social Care Partnership and the Head of Adult Services are authorised, as appropriate:-

1. To carry out the functions of the Council in so far as they relate to adults in terms of the Social Work (Scotland) Act 1968.
2. To carry out the functions of the Council in terms of the Social Care (Self-directed Support) (Scotland) Act 2013 with regard to a person who is to choose (or has chosen) one of the options for self-directed support.
3. To instruct the Head of Corporate Governance to apply to the Court for appointment of the Chief Social Work Officer as Guardian with welfare powers under section 57 of the Adults with Incapacity (Scotland) Act 2000 or for an appointee under an Intervention Order under section 53 of the 2000 Act or to apply in relation to financial or property affairs for the appointment of a Guardian or person appointed under an Intervention Order in the circumstances as required by section 57(2) or section 53(3) of the 2000 Act respectively.
4. To arrange the temporary storage of furniture in certain circumstances on behalf of certain persons in terms of the National Assistance Act 1948.
5. To carry out the functions of the Council under sections 25 (care and support services), 26 (services designed to promote well-being and social development) and 27 (assistance with travel) of the Mental Health (Care & Treatment) (Scotland) Act 2003.
6. To appoint Mental Health Officers in terms of section 32 of the Mental Health (Care and Treatment) (Scotland) Act 2003 and to terminate such appointments, but only in the circumstances set out in section 32(5).
7. To instruct inquiries to be made regarding a person aged 16 years or over who has a mental disorder in the circumstances covered by section 33 of the Mental Health (Care and Treatment) (Scotland) Act 2003.
8. To make grants to lunch clubs for the elderly for the initial purchase of equipment up to a value of £500 in any one case.
9. To provide aids and adaptations for the homes of persons with physical or learning disabilities up to a maximum of £10,000.
10. To approve grants for any adaptation costing less than £1000.
11. To accept or reject applications for installations of telephones for persons with physical or learning disabilities based on approved criteria.
12. To make revenue grants to client-based organisations up to £500 in any one case.

13. To carry out the functions of the Council under the National Assistance (Assessment of Resources) Regulations 1992 as amended and the National Assistance (Sums for Personal Requirements) Regulations 2005 as varied by the Scottish Government from time to time.
14. To approve individual packages of care for adults with a value up to and including £5000 per week involving the purchase of community-based care and support services but subject to the provisions of the Council's Standing Orders relating to Contracts and to adequate budgetary provision having been made.
15. To approve the provision of entertainment and events within the remit of the Service in accordance with the policies, practices and procedures of the Council.

Locality Managers and Fieldwork Managers

16. To vary the cost of packages for adults purchased from registered care providers of residential care on the basis of rates previously approved by the Council, where the contract allows for this, and where due to exceptional circumstances additional or extraordinary costs have been identified as a result of client needs which do not warrant a fuller re-commissioning of the care package.
17. Senior social workers are authorised to make loans and/or grants in accordance with any notes of guidance approved by the Council under section 12 of the Social Work (Scotland) Act 1968, or where relevant section 22 of the Children (Scotland) Act 1995, up to a limit of £100 in any one month in respect of any one family. In calculating the amount given or lent for the purposes of this provision, account shall be taken of any additional payment made in terms of section 12, otherwise authorised by the Council.
18. To authorise the payment of travelling, subsistence or other expenses, up to a limit of £1000, incurred by a relevant person for the purpose of attending the funeral of any child who, immediately before death, was being looked after by the Council, in accordance with section 88 of the Burial and Cremation (Scotland) Act 2016,

Mental Health Officers are authorised

19. For the purposes of making inquiries under section 33 of the Mental Health (Care and Treatment) (Scotland) Act 2003 to apply to the Sheriff or a Justice of the Peace for a Warrant or Warrants under section 35 of the said Act to gain entry to premises to detain a person for a period of 3 hours for a medical examination or to obtain access to that person's medical record.
20. Under section 293 to apply to the Sheriff for a Removal Order where it is considered that a person over 16 years of age who has a mental disorder is at risk of significant harm.
21. Under section 63 to apply to the Mental Health Tribunal for a Compulsory Treatment Order.

Renfrewshire Council

Guidance and Constitutional Documents

Audit, Risk & Scrutiny Board

Guidelines for Operation of the Audit, Risk & Scrutiny Board

1. Guidelines

1.1 Membership

The Audit, Risk & Scrutiny Board shall comprise nine members drawn from all the political parties represented on the Council having regard to the party balance on the Council. Members who are Conveners of another Board or members of the Leadership Board may not be members of the Audit, Risk & Scrutiny Board. Where a member of the Audit, Risk & Scrutiny Board is also a Depute Convener and has specific responsibility for an issue being investigated by the Board, that member shall declare an interest and take no part in the Board's deliberations on the issue.

1.2 Convener and Depute Convener

The Council shall appoint the Convener and Depute Convener of the Audit, Risk and Scrutiny Board who cannot both be from the same political party.

1.3 Secretariat

The Director of Finance & Resources shall provide the secretariat to the Audit, Risk and Scrutiny Board.

1.4 Advisors

The Director of Finance & Resources shall appoint an officer to provide legal advice to the Audit, Risk and Scrutiny Board as and when required.

The Director of Finance & Resources shall appoint an officer to provide financial advice to the Audit, Risk and Scrutiny Board as and when required.

The Chief Executive shall appoint other officer advisers as required by the Audit, Risk and Scrutiny Board for specific investigations including the appointment of a lead officer if this is deemed necessary. In certain cases, advisers may be appointed from external organisations.

1.5 Meetings

The Audit, Risk and Scrutiny Board shall meet at least once in each cycle of meetings. Special meetings shall be arranged to deal with specific investigations as and when required in terms of the Council's Procedural Standing Orders.

Meetings of the Audit, Risk and Scrutiny Board will be open to the press and public subject only to the requirements of the Local Government (Access to Information) Act 1985. Therefore, given the intended broad remit of the Board, there will be occasions when the press and public will require to be excluded. Whilst meetings will normally be held within the HQ complex, the Board may decide to meet elsewhere, for example, if discussing an issue affecting a specific locality where it may be more appropriate to meet in a local hall or similar venue.

1.6 Functions

The Audit, Risk and Scrutiny Board shall undertake the functions detailed in the terms of reference. In the majority of cases, the Audit, Risk and Scrutiny Board will make recommendations to the Council following the completion of its investigations.

In view of the proposed range of its functions, the Audit, Risk and Scrutiny Board could have different methods of operation depending on the particular issue involved. For example, as a traditional committee when considering routine reports: as an investigatory hearing when investigating specific issues; as an open forum when looking at issues of local significance/concern.

Certain areas of the Audit, Risk and Scrutiny Board's remit will be dealt with by written submissions, for example, Ombudsman reports, external audit reports and performance management issues. The Audit, Risk and Scrutiny Board may wish to question officers on the content of such reports and officers will be notified in advance of each meeting if they are required to attend.

In other cases, the Audit, Risk and Scrutiny Board may wish to take evidence from both members and officers who will be notified in advance if they are required to attend. The Audit, Risk and Scrutiny Board may also wish to take evidence from other organisations and/or individuals although attendance could not be insisted upon.

In taking evidence, whether from members, officers, outside agencies or the public, the Board members, and particularly the Convener, should avoid confrontation. This is not to say that difficult questions cannot be asked but they should relate to the issue being investigated. Members and officers appearing before the Board should be ready to respond to proper questions without fear of recrimination or prejudice. Officers should not be questioned as to the validity or appropriateness of Council policy and such questions should be directed to members.

Where the Audit, Risk and Scrutiny Board is reviewing a decision of a Policy Board, the Convener of that Board should be questioned on all matters relating to the rationale behind the decision and should only refer technical/professional matters to officers.

The Audit, Risk and Scrutiny Board should specify as precisely as possible the areas for investigation to ensure that witnesses are able to prepare their evidence. The Board may wish to issue set questions in advance and may elect to accept written submissions.

Should the Audit, Risk and Scrutiny Board be monitoring other public bodies, it will have no authority to compel attendance and would rely, rather, on the co-operation of the bodies concerned. However, by concentrating on a desire to obtain positive outcomes from such scrutiny, it should be possible to secure co-operation. Rather than predetermine how such scrutiny should be progressed, it may be appropriate to arrange a meeting of the Audit, Risk and Scrutiny Board with the senior executives/representatives of the other public bodies involved to agree procedures.

1.7 Party Whips

The party whip will not apply to meetings of the Audit, Risk and Scrutiny Board.

1.8 Annual Programme

The Audit, Risk and Scrutiny Board shall prepare an annual programme of activities which shall include consideration of routine reports as well as areas for specific investigations.

In addition, matters may also be referred by the Council or the Leadership Board to the Audit, Risk and Scrutiny Board for investigation.

1.9 Written Intimation Procedure

Any member of the Board may submit a written intimation requesting that a particular matter be considered by the Board provided that it lies within the terms of reference of the Board, and must specify the reasons for the request. All written intimations must be submitted no later than 14 days prior to a meeting of the Board and shall be included in the agenda for that meeting, without prejudice to the right of the Convener to rule as to their competence. The Board may agree:-

- (i) that the matter be considered immediately
- (ii) that the matter be considered as part of a future review
- (iii) that the matter be referred to officers for investigation
- (iv) that the matter be not considered.

1.10 Findings

The findings of the Audit, Risk and Scrutiny Board may be made either via the minutes of each meeting and/or by specific reports to the Council. These reports will be prepared by the secretariat or the lead officer, as appropriate, for approval by the Audit, Risk and Scrutiny Board prior to their submission to the next ordinary meeting of the Council. Minority or dissenting views shall be recorded either in the minutes or the reports as appropriate.

1.11 Confidentiality

It is likely that the Audit, Risk and Scrutiny Board will have access to confidential and/or sensitive information and it must at all times respect that confidentiality in accordance with the requirements of the Councillors' Code of Conduct.

1.12 Role of the Convener/Depute-Convener

The Convener or in his/her absence, the Depute Convener, shall be responsible for the conduct of meetings of the Audit, Risk and Scrutiny Board.

1.13 Role of Members

Members of the Audit, Risk and Scrutiny Board shall consider all matters objectively and impartially.

1.14 Role of Secretariat and Lead Officers

The secretariat will make the necessary administrative arrangements for meetings of the Audit, Risk and Scrutiny Board and advise on matters of procedure. The secretariat or the relevant lead officer will prepare draft reports on behalf of the Board.

2. Terms of Reference

- 2.1 The following paragraphs clarify how particular elements of the terms of reference should be progressed.

Audit Scrutiny

It is suggested that the Board should consider reports by the external auditors and submit recommendations to the Council where this is considered appropriate.

To ensure the integrity of the internal audit function, the annual internal audit strategy and plan is determined by the Chief Auditor in consultation with the Chief Executive and Director of Finance & Resources. The Audit, Risk and Scrutiny Board will have an overview of the internal audit role and ensure that resources are being targeted effectively.

Monitoring and Reviewing Service Delivery; Performance; Policies and Practices

It is envisaged that there will still be performance management reports to the relevant Policy Board. The Audit, Risk and Scrutiny Board may select particular areas for investigation as part of its annual programme previously referred to. The Audit, Risk and Scrutiny Board would make recommendations to the Council.

It is suggested that the Audit, Risk and Scrutiny Board would consider Ombudsman reports issued after formal investigations and approve any action which may be required. The Audit, Risk and Scrutiny Board would also receive the Ombudsman's annual report.

In relation to the scrutiny of service delivery and performance, it is suggested that the Audit, Risk and Scrutiny Board would select particular areas for investigation as part of its annual programme.

Community Leadership through Monitoring of Other Public Bodies etc

However, the Council's role in community leadership is not clear cut and requires to be considered carefully to ensure that the respective functions and responsibilities of other public bodies are not compromised. The Council, via the Audit, Risk and Scrutiny Board, could provide the forum for an informed public debate on particular issues, although this will require to be done in consultation with the other bodies involved where possible to ensure the necessary degree of co-operation is provided.

Standards and Ethics

In relation to elected members, any alleged contraventions of the Ethical Standards in Public Life etc (Scotland) Act 2000 would be referred for investigation to the Chief Investigating Officer and thereafter for consideration by the Standards Commission appointed by Scottish Ministers.

1. **Petitions**

Procedure for Dealing with Petitions

1.1 **Introduction**

The purpose of petitions is to allow individual members of the public to raise issues of concern with the Council either as an individual or on behalf of an organisation. Elected members may not submit petitions but everyone else is free to do so and as long as the petitions comply with the following procedures they will be considered by the members of the Petitions Board.

Petitions will be considered at specified ordinary meetings of the Board which are open to members of the public and the press.

1.2 **Role of the Board**

The role of the Board is to consider each petition, to hear and ask questions of petitioners and take the appropriate action in respect of each petition which will be one of the following:-

- That no action be taken in which case the reasons will be specified and formally intimated to the petitioners.
- That the petition be referred to the relevant Director and/or Policy Board for further investigation with or without any specific recommendation.
- That, where the petition relates to another public body, it may be referred to that body with or without any specific recommendation.

It is emphasised that the Board cannot overturn decisions taken by the Council although it may ask, for example, for a particular policy or procedure to be reviewed.

1.3 **Valid Petitions**

Petitions should be concerned with the functions of the Council or issues which are of concern to some or all of the residents in Renfrewshire. Petitions may therefore relate to services provided by other bodies e.g. police and health, and petitioners should recognise that the Board has limited influence over these bodies.

There are certain areas where petitions would not be valid, namely:-

- Petitions relating to complaints or grievances which should be progressed through the established Council procedures.

- Petitions concerning individual planning, licensing or other applications (including decisions already taken) where there are already procedures in place to hear representations and/or objections and also to appeal against decisions.
- Petitions relating to personal or commercial interests.
- Petitions relating to complaints about the conduct of individual officers or members which should be progressed through the established procedures.
- Petitions relating to employees' terms and conditions of employment which should be progressed through the established procedures.
- Petitions which are potentially defamatory or discriminatory or contain offensive or inappropriate language.
- Petitions which allege breaches of the law or codes of practice.
- Petitions which are, or are from petitioners who are, vexatious or frivolous.
- Petitions which are the same or substantially similar to petitions considered by the Board within the previous 12 months.
- Petitions relating to any decision of the Council, or any Board, Committee, Joint Committee/Joint Board or officer within the previous 6 months.
- Petitions which are clearly designed to affect support for one or more political party.

1.4 Format of Petitions

Petitions should be submitted using the template which forms the appendix to these procedures. Petitioners must be individuals and will require to provide the following information:-

- Details of the principal petitioner including name, contact address, telephone and/or e-mail address.
- Text of the petition which should state clearly and concisely the issue and what action or remedy is being sought.
- Additional information in support of the petition which is not mandatory but if submitted should not be more than 4 sides of A4 paper.
- Any action taken to date to have the matter resolved.

- The names of other petitioners, if any.

1.5 **How are petitions processed?**

All petitions will be checked by Finance & Resources staff to ensure that they comply with the procedures. All valid petitions will be submitted to the Board for consideration. The Director of Finance & Resources will prepare a summary report to the Board on any petitions which are considered to be not valid in terms of these procedures. The Board will then determine the validity of such petitions.

- 1.6 Any minor omissions, for example, no contact address will be corrected in consultation with the petitioner. In addition, if necessary, the Head of Corporate Governance may liaise, as appropriate, with the petitioner(s) on the terms of their petition to bring it within the scope of the competency provisions.
- 1.7 All valid petitions will be acknowledged and allocated a reference number. Petitioners will be provided with 5 working days notice of the date of the meeting which will consider their petition.
- 1.8 Subject to the statutory provisions relating to access to information all petitions will be considered in public. The principal petitioner will be invited to make a statement lasting no more than 10 minutes in support of the petition. The principal petitioner may be accompanied by one supporter who may speak on the petitioner's behalf. The principal petitioner and/or supporter should be prepared to respond to questions from the Board.
- 1.9 The Board will have the right to stop a petitioner or his/her supporter speaking on a matter if they raise any matter which would have made the petition invalid if included in the petition or if they conduct themselves in an inappropriate manner in the presentation of their petition/statement.
- 1.10 The Board may decide to consider two or more petitions together where they are similar or deal with the same subject. The petitioners will be advised in advance and will be invited to make either a joint statement by one of the principal petitioners or individual statements in respect of each petition.
- 1.11 Where appropriate, officers of the Council will be present to provide, if required, any factual information pertaining to the petition.
- 1.12 The Board will reach its decision on the petitions at the meeting and this will be confirmed in writing to the petitioner. The Board can continue consideration of a petition for further information.
- 1.13 The foregoing procedures are subject to the Council's Procedural Standing Orders.

2 Annual Report

Details of each petition considered by the Board will be made available on the Council's website. In addition, the Board will consider an annual report in relation to the petitions considered and the outcomes achieved.

3 Review of Procedures

The Board will review these procedures on an annual basis.

Petitions Board

Public Petition: Ref (for office use)

Before completing this petition you should read the procedures for dealing with petitions. Please complete all sections.

If you require any further information or advice, please contact Finance & Resources (Tel 0141 618 7112).

Details of Principal Petitioner	
Please enter the name of person raising the petition. Please include a contact address to which correspondence may be sent and a contact telephone number. Only the principal petitioner's name and no other details will be made public.	
Name:	
Address:	
Tel No:	
e-mail:	

Petition Statement

Please state clearly the purpose of your petition and what action you wish the Council to take.

Action taken to resolve issues of concern before submitting the Petition

Before a petition is submitted, you may have already raised the issue in question with the relevant Council service or other agency and it would be helpful if you could briefly outline what measures if any you have taken. This could include, for example, details of any individuals or organisations approached. Please limit any information to no more than 4 sides of A4 paper.

Presenting your Petition

As the principal petitioner you will be invited to appear before the Board to speak in support of the petition and also to answer any questions which members of the Board may wish to put to you and assist them in reaching their decision.

You may be accompanied by one supporter who may speak on your behalf.

Signature of Principal Petitioner

When satisfied that the petition meets all the criteria outlined in the procedures for dealing with petitions, the principal petitioner should sign and date the form in the box below.

All other signatures gathered should be appended to the form.

Signature **Date**

Name in block capitals

Appended Information

Please ensure that the following items are appended to this form:

- Signatures to the petition
- Copies of relevant correspondence
- Any additional information for consideration

Submission

Please submit this form and attachments – by mail or in person – to:-

The Director of Finance & Resources,

Renfrewshire Council,

Renfrewshire House,

Cotton Street,

Paisley. PA1 1TR

JOINT CONSULTATIVE BOARD NON-TEACHING

Constitution and Functions

Administrative, Professional,

Technical & Clerical Staff

and

Manual Workers & Craft Operatives

1. Title

The Board shall be called the Employees' Joint Consultative Board, hereinafter called the Employees' JCB.

2. Membership

- 2.1 The Employees' JCB shall consist of five elected members, six representatives of former APT&C staff and five representatives of former manual workers and craft operatives, employed by Renfrewshire Council. The Unison Branch Secretary and Manual & Craft Spokesperson will be included within this delegation.
- 2.2 Members representing the Council shall be appointed by the Finance, Resources & Customer Services Policy Board.
- 2.3 Members representing the trade unions shall be appointed by the trade unions recognised for negotiating purposes on the Scottish Joint Council for Local Government Employees.
- 2.4 Members representing the Craft trade unions shall be appointed by the trade unions recognised for negotiating purposes on the Scottish Joint Negotiating Committees for Local Authorities Services (Craft Operatives).
- 2.5 The trade unions will take account of their membership distribution when appointing representatives to the JCB. The Unison Branch Secretary and Manual & Craft Spokesperson will act as conveners for their membership for the purpose of notifying business and requisitioning special meetings.

- 2.6 A member representing the Council shall cease to hold office in the event of him/her ceasing to be a member of Renfrewshire Council or ceasing to be a member of the Finance, Resources & Customer Services Policy Board.
- 2.7 A member representing a particular trade union shall cease to hold office on leaving the service of Renfrewshire Council or ceasing to be a member of that union, or the respective trade unions determining a change in their JCB representation.
- 2.8 Any member of the Employees' JCB who is unable to attend a particular meeting may appoint a substitute representative subject to notification having been given to the Director of Finance & Resources prior to the commencement of the meeting. Member substitutes will require to be members of the Finance, Resources & Customer Services Policy Board and trade union substitutes will be appointed by the respective trade unions as JCB substitute delegates.
- 2.9 Full-time officials of trade unions and officers of the Council may attend meetings in an advisory capacity.

3. **Chairperson**

The Chairperson at each meeting shall be appointed alternately by the Council members and by the employees' representatives.

4. **Secretariat**

The Director of Finance & Resources shall act as secretary to the Employees' JCB.

5. **Functions**

The functions of the Employees' JCB will be:-

- 5.1 To act as a forum for consultation between the Council and the trade unions representing all non-teaching employees on employment/service conditions matters which are not specifically determined by their respective national negotiating bodies;
- 5.2 To secure the greatest possible measures of joint action between the Council and the trade unions for the development and improvement of the work of the Council;
- 5.3 To consider any reference from the Council or the trade union side on matters affecting the mutual interests of the Council and its employees and to make recommendations thereon to the appropriate Board of the Council;

- 5.4 To consider measures for safeguarding the health and welfare of the Council's employees; and
- 5.5 The Employees' JCB will not consider questions of individual appointment or other matters which are more properly the province of the Council's grievance or disciplinary procedures.

6. **Meetings**

- 6.1. The Employees' JCB shall meet as and when required but not less than four times per year.
- 6.2 In addition, the Convener of the Council's Finance, Resources & Customer Services Policy Board, the Unison Branch Secretary and the Manual & Craft Spokesperson may together requisition a meeting by written notice given to the secretary, specifying the business to be discussed. The secretary shall call such a meeting within 10 working days of receipt of such a requisition.
- 6.3 Each side shall notify the secretary of any matters to be discussed at an ordinary meeting of the Employees' JCB not later than 10 days prior to the meeting.
- 6.4 The secretary shall issue an agenda of business to be discussed at any meeting of the Employees' JCB not later than 5 working days prior to the meeting.
- 6.5 Except with the consent of the Chairperson of the meeting and with the agreement of the majority of the Employees' JCB members present, no business other than stated in the agenda shall be discussed at the meeting.

7. **Quorum**

The quorum of the Employees' JCB shall be two representatives from the Council's side and two representatives from the trade union side.

8. **Voting**

- 8.1 No resolution shall be regarded as carried unless it has been approved by a majority of the members present on each side of the Employees' JCB. The Chairperson of the meeting shall not have a casting vote.
- 8.2 In the event of the Employees' JCB being unable to arrive at an agreement, the matters in dispute may, at the instigation of either side, be referred to the appropriate Board of the Council. This does not preclude either side referring the matter in a dispute to the Scottish Joint Council for Local Government Employees or Scottish Joint Negotiating Committees for Local Authorities Services (Craft Operatives) in accordance with its constitution.
- 8.3 Decisions of the Employees' JCB shall be reported, via the Minutes, to the Finance, Resources & Customer Services Policy Board of the Council to consider whatever action is required.

9. **Amendments to Constitution**

This constitution may be altered by agreement between the Council and the relevant trade unions subject to the matter being submitted for discussion at an Employees' JCB meeting in accordance with Section 6 above and agreement being reached on any such alteration.

10. **Agreed Consultative Procedure**

As contained in Appendix 1 (attached).

Appendix 1

Employees Joint Consultative Board

(non - teaching)

Agreed Consultative Procedure

In terms of the Council's consultation process, it is the intention to have issues resolved as quickly and as close to a local level as possible. It is when the undernoted process has been exhausted that unresolved issues would be referred for discussion to the Employees' JCB.

It is intended that adherence to this procedure will assist in achieving a quick resolution to issues, as well as enhancing communication and employee relations between the relevant parties.

1. All issues should be raised in the first instance with line management. If the issue is still unresolved or is not progressed within an agreed timescale, then:
2. The issue should be raised with the appropriate senior officer within the service and/or at the departmental liaison meeting (depending on the timescale) for discussion.

If there is a failure to agree on a specific issue or no progress has been achieved in reaching a resolution within an agreed timescale, the issue must be raised with Finance & Resources, HR Services. Prior to the progression of the issue/s to this stage, consideration requires to be given to the complexity of the issue and time reasonably required to investigate the facts etc.

If raised with Finance & Resources, HR Services, the issue may then be added to the agenda of the HR Joint Trade Union Liaison Meeting or, in special circumstances, a special meeting may be convened.

3. When an issue has been discussed at officer level and the process has been fully exhausted but remains unresolved, it will be included on the agenda of the Employees' JCB or referred to the Appeals Board. The relevant forum will be determined having regard to the particular circumstances of each case.
4. Where issues require to be researched and investigated, parties should reach agreement on the timescale for reporting. This is particularly relevant to steps 2 and 3 of this process.
5. Exceptionally, issues which may be considered urgent by the relevant trade unions can be raised immediately with their Branch Secretary/Spokesperson, who may contact the Head of Transformation & Organisational Development.

C RENFREWSHIRE JOINT NEGOTIATING COMMITTEE FOR TEACHING STAFF



Renfrewshire Council: Children's Services

Local Recognition and Procedure Agreement

Between

Renfrewshire Council

and

**the Educational Institute of Scotland, the Scottish Secondary Teachers' Association,
the Professional Association of Teachers, the National Association of School Masters Union of Women Teachers, the Head Teachers Association of Scotland and the Association of Head Teachers in Scotland**

1. Renfrewshire Council hereby recognises the EIS, SSTA, PAT and NASUWT, HAS and AHTS as the sole representatives of the teaching staff, music instructors, education advisers and educational psychologists employed by the Council on all matters relating to conditions of service as defined in paragraph 3 of this Recognition and Procedure Agreement and other matters not subject to national bargaining.
2. The Council and the recognised unions jointly affirm their commitment to the maintenance of good industrial relations and accept that this Recognition and Procedure Agreement and any formal agreements which arise from it will be binding on the signatory parties.
3. All agreements, orders, settlements and determinations of the Scottish Negotiating Committee for Teaching Staff in School Education dealing with:
 - cover agreements
 - appointment procedures
 - particulars of employment
 - working time arrangements
 - arrangements for school based negotiation/agreement
 - expenses of candidates for appointment
 - transfer of temporary teachers to permanent staff
 - promotion procedures
 - staff development arrangements
 - specific duties and job remits
 - arrangements for school based consultation
 - other leave and absence arrangements
 - notice periods
 - housing
 - indemnification procedures

- other allowances
- discipline and grievance procedures

shall be adopted as the base for negotiations under the procedures established by this Recognition and Procedure Agreement.

4. The purpose of this Recognition and Procedure Agreement is to establish bargaining machinery and a negotiating procedure between the Council and the signatory unions whereby relevant conditions of service can be determined for all teaching staff, music instructors, education advisers and educational psychologists.
5. The Council hereby recognises the unions who are signatories to this Recognition and Procedure Agreement as the sole bargaining agents for the matters covered by this Recognition and Procedure Agreement.
6. The Council will negotiate through a Management Side appointed by itself. The recognised unions will negotiate through a joint union side appointed by them collectively which will reflect, on a pro-rata basis, the respective membership strengths of each organisation. The Management Side and the Joint Union Side will each appoint a secretary for their respective sides.
7. Negotiations between the two sides shall be conducted within a Committee to be known as the Renfrewshire Council Joint Negotiating Committee for Teaching Staff. Meetings of the Committee shall be held as and when requested by either side with the proviso that there will be six timetabled meetings in each calendar year. One of the meetings shall be designated the Annual General Meeting for the purpose of approving the membership of the JNC and reviewing any standing sub-committees. Administrative support to the Committee shall be provided to take responsibility, in consultation with the Joint Secretaries, for making the arrangements for meetings. Extraordinary meetings shall normally be arranged within 10 working days of a request being lodged, or otherwise by mutual agreement.
8. The composition of each side of the Committee shall be determined by the sides separately, but shall not exceed ten members of each side. The Committee may, from time to time, appoint from among its own members a sub-committee or sub-committees to discharge such of the functions of the Committee as the Committee may specify. Substitutes will be permitted and it is for the respective side to determine an appropriate substitute.
9. The quorum for a meeting of the Committee shall be four from each side. In the case of a sub-committee, the quorum shall be determined by the Committee when the sub-committee is first established. The chair of the Committee will alternate between the sides from meeting to meeting. The Committee/sub-committees shall meet in private. Each side shall be entitled to authorise the presence of persons who are not members of the Committee to act as advisers, and who may with agreement, address the Committee. The names of any advisers attending will normally be intimated in advance.

10. Agreements reached by the Committee shall be binding on the Council and the signatory unions where these arrangements are within the delegated powers of the Director of Children's Services. Otherwise, these arrangements will require to be referred to the appropriate Board of the Council and the full teachers' side for ratification.
11. Where either side does not ratify the agreement it will be referred back to the JNC for further consideration.
12. Agreements reached between the two sides shall be set out in a text jointly approved by the two sides and the text will be subscribed by the Joint Secretaries. All local agreements shall be reported to the SNCT.
13. The Joint Secretaries will be available to advise their respective sides on matters relating to agreements reached by the Committee. In formulating such advice the Joint Secretaries may consult with each other whenever they think it appropriate.
14. This Recognition and Procedure Agreement shall take effect as soon as it has been signed on behalf of the Council and on behalf of the Teachers' Side.
15. No variation to this Recognition and Procedure Agreement may be made except with the consent of the Sides to this agreement.
16. The Council hereby agrees to ensure that adequate paid time off work shall be granted to all union representatives on the Joint Negotiating Committee and that particular consideration shall be given to the amount of paid time off work required by the person appointed as union side Joint Secretary, as well as the necessary facilities covered by ACAS Code of Practice No. 3.
17. The signatory parties to this Recognition and Procedure Agreement acknowledge the importance of establishing and maintaining confidence in the negotiating arrangements established under this Agreement and recognise the need to negotiate in good faith.
18. In the event of any dispute being declared between the two sides or where there is a failure to agree at school level on any relevant matter, the Council and the signatory unions should seek to resolve the matter, without delay through discussion in the Committee. The Council further agrees not to implement any change which is the subject of dispute until the matter has been considered by the Committee. The signatory unions, likewise, further agree not to implement any form of industrial action unless and until the Committee has failed to achieve a resolution of the matter in dispute.
19. Where agreement between the two sides of the local negotiating committee is not possible, either side may refer the failure to agree to the Joint Chairs of the SNCT for conciliation. If the conciliation is unsuccessful the Joint Chairs of the SNCT may recommend further procedures for resolution of the difference, including external conciliation, mediation or binding arbitration.

20. In addition to its principle function of constituting a forum for the negotiation of relevant conditions of service, the functions of the Committee will include consultation on other relevant matters. Any conclusion to such consultation shall not be binding on the parties to this agreement unless a joint undertaking is expressly stated by both parties.

Signed on behalf of the Council**Signed on behalf of the Teachers' Side**

Name

Name

Designation

Designation

Date

Date



To: Council

On: 26 September 2019

Report by: Director of Finance & Resources

Heading: Timetable of Meetings

1. Summary

- 1.1 The Council at its meeting held on 27 September 2018 agreed its timetable of meetings until June 2020. This report sets out a proposed timetable from August 2020 until June 2021, on the basis of current governance arrangements.
- 1.2 As usual, the following recess periods have been incorporated:
- Summer – 7 weeks to accommodate the Paisley Fair
 - October – 2 weeks
 - Christmas/New Year – 2 weeks
 - Spring – 2 weeks
- 1.3 As previously, meetings of the Appeals Board and Local Review Body have been timetabled. However, it may be that these meetings are not required and will be cancelled in consultation with the respective convener.
- 1.4 There is an additional meeting of the Audit, Risk and Scrutiny Board on 21 September 2020 to allow the Board to consider the Council's Audited Annual Accounts.

- 1.5 The Renfrewshire Joint Negotiating Committee for Teaching Staff (JNC) at their meeting held on 3 September agreed that an additional meeting be held at 2pm on Tuesday 12 May 2020.

2 Recommendations

- 2.1 That the Council determines the timetable of meetings of the Council and its Boards to June 2021, including the dates during which there are to be recesses, as detailed in the appendix to this report;
- 2.2 That it be noted that meetings of the Appeals Board and Local Review Body, although timetabled, will be cancelled in consultation with the respective convener, if there is no substantive business; and
- 2.3 That an additional meeting of the Renfrewshire Joint Negotiating Committee for Teaching Staff (JNC) be held at 2pm on Tuesday 12 May 2020.

Implications of the Report

1. **Financial** – none
2. **HR & Organisational Development** - none
3. **Community/Council Planning** – none
4. **Legal** - none
5. **Property/Assets** - none.
6. **Information Technology** – none
7. **Equality & Human Rights**
The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
8. **Health & Safety** – none
9. **Procurement** – none
10. **Risk** – none
11. **Privacy Impact** – none
12. **CoSLA Policy Position** – not applicable
13. **Climate Risk** - none

List of Background Papers – none

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August 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Public Holiday	4 recess	5 recess	6 recess	7 recess	8
9	10 recess	11 recess	12 recess	13 recess	14 recess	15
16 - 1/1	17	18– 1pm: Communities, Housing & Planning 3pm: - Police and Fire & Rescue Scrutiny	19 – 10am: Regulatory Functions	20 - 1pm: Education & Children’s Services	21	22
23 - 2/1	24 – 10am: Audit, Risk & Scrutiny	25	26 – 1pm: Infrastructure, Land & Environment	27 - 9.30am: Appeals	28	29
30 - 3/1	31 – 2pm: Petitions					
September 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 – 2pm: JNC	2 – 2pm: Finance, Resources & Customer Services	3 - 10am: Regulatory Functions	4	5
6 - 4/1	7	8 – 2pm: Local Review Body	9	10	11	12
13 - 5/1	14	15	16 – 1pm: Leadership	17	18	19
20 - 6/1	21 - 10am: Audit Risk & Scrutiny	22	23	24 – 9.30 am Council	25 Public Holiday	26
27 - 7/1	28 Public Holiday	29	30			
October 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 recess	6 recess	7 recess	8 recess	9 recess	10
11	12 recess	13 recess	14 recess	15 recess	16 recess	17
18	19	20	21	22	23	24
25 – 1/2	26	27– 1pm: Communities, Housing & Planning 3pm: - Police and Fire & Rescue Scrutiny	28 - 10am: Regulatory Functions	29 - 1pm: Education & Children’s Services	30	31
November 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 - 2/2	2 - 10am: Audit Risk & Scrutiny	3	4 – 1pm: Infrastructure, Land & Environment	5 – 9.30am: Appeals	6	7
8 - 3/2	9 – 2pm: Petitions	10 – 2pm: JNC	11 – 2pm: Finance, Resources & Customer Services	12 – 10am: Regulatory Functions	13	14
15 - 4/2	16	17 – 2pm: Local Review Body	18 – 11am: Investment Review Board	19	20	21
22 - 5/2	23	24	25	26	27	28

29 - 6/2	30					
December 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2 – 1pm: Leadership	3	4	5
6 - 7/2	7	8	9		11	12
13 - 8/2	14	15	16	17 – 9.30am Council	18	19
20	21 recess	22 recess	23 recess	24 recess	25 public holiday	26
27	28 public holiday	29 recess	30 recess	31 recess		
January 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 public holiday	2
3	4 public holiday	5 public holiday	6	7	8	9
10	11	12	13	14	15	16
17 - 1/3	18	19 – 1pm: Communities, Housing & Planning 3pm: Police and Fire & Rescue Scrutiny	20 – 10am: Regulatory Functions	21 – 1pm: Education & Children’s Services	22	23
24 - 2/3	25 – 10am: Audit, Risk & Scrutiny	26	27 – 1pm: Infrastructure, Land & Environment	28	29	30
31 - 3/3						
February 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 – 2pm: Petitions	2 – 2pm: Local Review Body	3 – 2pm: Finance, Resources & Customer Services	4 – 10am: Regulatory Functions	5	6
7 - 4/3	8	9 – 2pm: JNC	10	11	12	13
14 - 5/3	15	16	17	18	19	20
21 - 6/3	22	23	24 – 1pm: Leadership	25	26	27
28 - 7/3						
March 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4 – 9.30am: Council	5	6
7	8	9	10	11	12	13
14 - 1/4	15	16 – 1pm: Communities, Housing & Planning 3pm: Police, Fire & Rescue Scrutiny	17 – 10am: Regulatory Functions	18 – 1pm: Education & Children’s Services	19	20

21 - 2/4	22 – 10am: Audit, Risk & Scrutiny	23 – 2pm: JNC	24 – 1pm: Infrastructure, Land & Environment	25 – 9.30am: Appeals	26	27
28 - 3/4	29 – 2pm: Petitions	30 – 2pm: Local Review Body	31 – 2pm: Finance, Resources & Customer Services			
April 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 – 10am: Regulatory	2 Public Holiday	3
4	5 Public Holiday	6 recess	7 recess	8 recess	9 recess	10
11	12 recess	13 recess	14 recess	15 recess	16 recess	17
18	19	20	21	22	23	24
25 - 5/4	26	27 – 2pm: JNC	28 – 1pm: Leadership	29	30	
May 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2 - 6/4	3 Public Holiday	4	5	6 – 9.30am: Council	7	8
9	10	11	12	13	14	15
16 - 1/5	17	18 – 1pm: Communities, Housing & Planning 3pm: Police and Fire & Rescue Scrutiny	19 – 10am: Regulatory Functions	20 – 1pm: Education & Children’s Services	21	22
23 - 2/5	24 – 10am: Audit, Risk & Scrutiny	25	26 - 1pm: Infrastructure, Land & Environment	27 – 9.30am Appeals	28	29
30 - 3/5	31 Public Holiday					
June 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 - 2pm: Local Review Body	2 - 2pm: Finance, Resources & Customer Services	3 – 10am: Regulatory Functions	4	5
6 - 4/5	7 – 2pm: Petitions	8 – 2pm: JNC	9 – 11am: Investment Review	10	11	12
13 - 5/5	14	15	16 – 1pm: Leadership	17	18	19
20 - 6/5	21	22	23	24 – 9.30 am Council	25	26
27	28 recess	29 recess	30 recess			

