

Minute of Meeting

Renfrewshire Appointment Board - Head of Schools and Early Years

Date	Time	Venue
Thursday, 13 September 2018	12:30	Corporate Meeting Room 2, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

Present

Provost Lorraine Cameron, Councillor Michelle Campbell, Councillor Eddie Devine, Councillor John McIntyre, Councillor Iain Nicolson, Councillor Jim Paterson

Chair

Councillor Nicolson, Convener, presided.

In Attendance

S Quinn, Assistant Director Schools and R Laouadi, HR Manager (Finance & Resources)

Apologies

Councillor Bibby

Declarations of Interest

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

EXCLUSION OF PRESS AND PUBLIC

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

1 Head of Schools and Early Years - Short Leet

There were submitted copies of the forms of application for the candidates for the post of Head of Schools & Early Years. The Board agreed that due to an insufficient number of applications being received to proceed with the recruitment exercise, that the post be re-advertised.

DECIDED: That due to an insufficient number of applications being received to proceed with the recruitment exercise, that the post be re-advertised.

Minute of Meeting Leadership Board

Date	Time	Venue
Wednesday, 19 September 2018	13:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

Present

Councillor Derek Bibby, Councillor Jacqueline Cameron, Councillor Eddie Devine, Councillor Andy Doig, Councillor Lisa-Marie Hughes, Councillor James MacLaren, Councillor Eileen McCartin, Councillor Cathy McEwan, Councillor Marie McGurk, Councillor John McIntyre, Councillor John McNaughtan, Councillor Iain Nicolson, Councillor Jim Paterson, Councillor John Shaw

Chair

Councillor Nicolson, Convener, presided.

In attendance

S Black, Chief Executive, M Crearie, Director of Communities, Housing & Planning Services, G McNeil, Director of Environment & Infrastructure, A Russell, Director of Finance & Resources; L McIntyre, Head of Policy & Commissioning; L Mahon, Head of Communications & Marketing and A Armstrong-Walter, Strategic Partnerships and Inequalities Manager (all Chief Executive's); O Reid, Head of Communities & Public Protection (Communities, Housing & Planning Services); G McKinlay, Head of Schools (Children's Services); G Hannah, Interim Head of Operations & Infrastructure (Environment & Infrastructure); K Graham, Head of Corporate Governance, A MacArthur, Head of Finance, E Shields, Business Services Manager and L Belshaw, Democratic Services Manager (all Finance & Resources); D Leese, Chief Officer (Renfrewshire Health & Social Care Partnership) and J McKellar, Chief Executive (Renfrewshire Leisure).

Declarations of Interest

Councillor Andy Doig declared a financial interest in respect of items 10, 11 and 12 of the agenda as he was the husband of an employee of Renfrewshire Leisure Limited. Councillor Doig indicated that it was his intention to leave the meeting and not to take part in any discussion or voting on these items.

Councillor Hughes declared a non-financial interest in respect of Items 4, 5, 6, 10, 11 and 12 of the agenda as she was Chair of the Board of Renfrewshire Leisure Limited. Councillor Hughes indicated that as she had a general dispensation from the Standards Commission which allowed her to take part and to vote in relation to such matters it was her intention to remain in the meeting during consideration of these items.

1 Revenue Budget Monitoring

There was submitted a joint report by the Directors of Finance & Resources; Communities, Housing & Planning Services and the Chief Finance Officer, Renfrewshire Health & Social Care Partnership which summarised the financial position to 22 June 2018 for services reporting to this Board.

DECIDED: That the report be noted.

2 Capital Budget Monitoring

There was submitted a report by the Director of Finance & Resources which summarised the capital expenditure position to 22 June 2018 for services reporting to this Board.

DECIDED: That the report be noted.

Sederunt

Councillor McCartin entered the meeting during discussion of the following item.

3 Update Report - Possible Implications for Renfrewshire of the Vote to leave the European Union

There was submitted a report by the Chief Executive relative to the possible implications for Renfrewshire of the vote to leave the European Union.

The report indicated that the UK and the EU had reached provisional agreement in relation to several key areas of negotiation and that a transition period had been agreed from the proposed EU withdrawal date until 31 December 2020. The report highlighted the key milestone dates which were critical to the finalisation of the withdrawal agreement; provided a summary of all information available currently; and outlined work which officers would progress with community planning partners to prepare effectively for EU withdrawal. The report considered the legal implications, the potential impact on the local economy and local businesses; EU funding; EU nationals and employees, community planning partners and opportunities for local government to engage.

The report outlined the opportunities for local government to engage with the UK and Scottish Governments and with EU officials and advised that the Council would remain involved and engaged with CoSLA as they progressed their work with national governments on Brexit.

DECIDED:

- (a) That the updated position provided within the report be noted;
- (b) That the participation of officers in sessions organised by the Home Office and CoSLA in relation to the EU Settlement Scheme as detailed in the report be noted; and
- (c) That it be agreed that regular update reports on the Council's preparations be provided to the Leadership Board prior to the EU withdrawal date of 29 March 2019.

Declaration of Interest

Councillor Hughes having declared an interest in items 4, 5 and 6 remained in the meeting.

4 Cultural Regeneration - Legacy Programme Update

Under reference to item 3 of the Minute of the meeting of the Board held on 21 February 2018, there was submitted a report by the Director of Communities, Housing & Planning Services relative to progress on the action plan to secure the legacy from the UK City of Culture bidding process.

It was noted that there were some typographical errors in the report in that reference in recommendation (ii) to paragraphs 10.10 and 10.13 should be replaced with paragraphs 13.10 to 13.13; and reference in recommendation (iii) to paragraph 10.5 should be replaced with paragraph 13.5.

The report provided the first in a series of updates on the progress of the legacy action plan and on building the capacity, skills and infrastructure which would deliver the Partnership's cultural regeneration ambitions for Paisley and the wider Renfrewshire area. The report intimated that the Council's partners and stakeholders remained committed to the vision and ambitions of the legacy programme and had taken responsibility for key sections and actions in the legacy plan. The report also outlined progress in the areas of promoting Paisley and Renfrewshire as an exemplar for culture and heritage-led regeneration; working to secure the commitment of funders, Trusts and Foundations to maximise available resources to support the legacy programme; cultural approaches in schools and health; creative industries; tourism and visitors; Paisley Pattern commercialisation; image and reputation; events; developing capacity of the cultural sector, investment in the cultural workforce; and in venues and the public realm.

Councillor Nicolson, seconded by Councillor Paterson, moved that the legacy plan, approved by the Partnership Board and the progress to date on both its delivery and that of the associated investment in venues and public realm already approved by the Council be noted; that authority be delegated to the Chief Executive, in consultation with the Director of Finance & Resources, to submit Stage 2 RGCF applications (2019/20) to the Scottish Government as detailed in paragraphs 13.10 to 13.13,

should the Stage 1 applications be successful for the development of the town's public realm, and subsequently accept any grant offer thereof, subject to consideration and approval of the final design proposals by members; to agree to the establishment of a company limited by guarantee with the purpose of attracting investment for Paisley Museum as set out in paragraph 13.5 of the report; that the Council be represented on the Board of the company by one elected member - to be appointed once the company had been established; and that authority be delegated to the Chief Executive to complete all necessary actions and sign documentation to facilitate the establishment of the company including an application for the company to be granted charitable status; and that it be noted that further reports to the Board would be provided throughout the development and delivery phase of the legacy programme by the Partnership Board to keep members informed of progress at key stages.

Councillor Bibby, seconded by Councillor Andy Doig, moved as an amendment that the Board notes that the report details progress on the delivery of cultural regeneration ambitions for Paisley, however expresses concern that there is no detail or reference in the report to the wider Renfrewshire area, in regard to a legacy and investment programme, the promotion of culture and heritage, and how its cultural assets are to be promoted. Accordingly, and in recognition of the importance of these assets, the Board agrees that a report be brought back to the December Leadership Board outlining cultural regeneration proposals for Johnstone and Renfrew towns, and Renfrewshire villages.

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

DECIDED:

- (a) That the legacy plan, approved by the Partnership Board and the progress to date on both its delivery and that of the associated investment in venues and public realm already approved by the Council be noted;
- (b) That authority be delegated to the Chief Executive, in consultation with the Director of Finance & Resources, to submit Stage 2 RGCF applications (2019/20) to the Scottish Government as detailed in paragraphs 13.10 to 13.13, should the Stage 1 applications be successful for the development of the town's public realm, and subsequently accept any grant offer thereof, subject to consideration and approval of the final design proposals by members;
- (c) That a company limited by guarantee be established with the purpose of attracting investment for Paisley Museum as set out in paragraph 13.5 of the report;
- (d) That the Council be represented on the Board of the company by one elected member - to be appointed once the company had been established; and that authority be delegated to the Chief Executive to complete all necessary actions and sign documentation to facilitate the establishment of the company including an application for the company to be granted charitable status;
- (e) That it be noted that further reports to the Board would be provided throughout the development and delivery phase of the legacy programme by the Partnership Board to keep members informed of progress at key stages; and

(f) That the Board noted that the report detailed progress on the delivery of cultural regeneration ambitions for Paisley, however expressed concern that there was no detail or reference in the report to the wider Renfrewshire area, in regard to a legacy and investment programme, the promotion of culture and heritage, and how its cultural assets were to be promoted. Accordingly, and in recognition of the importance of these assets, the Board agreed that a report be brought back to the December Leadership Board outlining cultural regeneration proposals for Johnstone and Renfrew towns, and Renfrewshire villages.

5 Cultural Organisations Development Fund and Management of Cultural Grant Programmes

There was submitted a report by the Director of Housing, Communities & Planning Services relative to the proposed establishment of a Cultural Organisations Development Fund and management of cultural grant programmes.

The report intimated that it was proposed to establish a Cultural Organisations Development Fund, which was an action arising from the legacy plans from Paisley's bid for UK City of Culture 2021. The objectives of the fund would be to provide core funding to organisations to allow them to be better sustained, more resilient and capable of expanding and/or improving the quality of their operations and programmes. The report proposed that the management and administration of the new Fund and that of the established Culture, Events and Heritage Fund were undertaken by Renfrewshire Leisure on behalf of the Council with decisions on funding continuing to be made by the Leadership Board.

DECIDED:

(a) That the establishment of the Cultural Organisations Development Fund as set out in section 4 of the report be approved; and

(b) That it be agreed that the management and administration of the application and assessment processes for awards for the Cultural Organisations Development Fund and the Culture, Events and Heritage Fund be the responsibility of Renfrewshire Leisure with decisions on the award of funding from both Funds being made by the Leadership Board.

Declaration of Interest

Councillor McCartin declared an interest in items 6, 10, 11 and 12 of the agenda as she was a member of the Board of Renfrewshire Leisure. Councillor McCartin indicated that as she had a general dispensation from the Standards Commission which allowed her to take part and to vote in relation to such matters it was her intention to remain in the meeting during consideration of these items.

6 Paisley Town Centre Regeneration - Consent for Temporary Closure of Cultural Assets Managed by Renfrewshire Leisure

There was submitted a report by the Chief Executive relative to consent for the temporary closure of cultural assets managed by Renfrewshire Leisure.

The report referred to the Paisley Heritage Asset Strategy which set out the vision for

Paisley including investment in the cultural infrastructure within Paisley Town Centre. In implementing the Strategy, the Council had approved plans to undertake major redevelopment works to Paisley Museum, Paisley Town Hall, Paisley Arts Centre and St James' Playing Fields. These works would involve the closure of facilities and the relocation of some of the services provided by Renfrewshire Leisure. The report intimated that in terms of the Services Agreement between the Council and Renfrewshire Leisure, Renfrewshire Leisure required the Council's consent to suspend provision of the services from the various venues and to restrict public access to the collections.

DECIDED:

(a) That the Board consented to the request from Renfrewshire Leisure to suspend temporarily provision of services from Paisley Museum and Art Gallery (including Paisley Central Library) and to limit access to the collections held on the Council's behalf; and

(b) That it be delegated to the Chief Executive to consent to requests from Renfrewshire Leisure in terms of the Services Agreement to suspend provision of services from Paisley Town Hall; Paisley Arts Centre and St James' Playing Fields, provided that any such consent was in line with the Paisley Heritage Asset Strategy and any other proposals approved by the Council in respect of those venues and was restricted to the duration of the redevelopment projects for each of those venues.

7 Fairer Scotland Duty

There was submitted a report by the Chief Executive relative to the socio-economic duty referred to as the Fairer Scotland Duty which commenced in April 2018.

The report intimated that councils and other public bodies would now be required to consider how inequalities of outcome caused by socio-economic disadvantage could be reduced. It was noted that interim guidance had been produced in March 2018 and was part of a three-year implementation phase and that a national coordinator would be funded at the Improvement Service to support implementation and examine how the Public Sector Equality Duty and the Fairer Scotland Duty were working together. The new duty only applied to strategic-level decisions. Work had been undertaken to review the current impact assessment process within the Council and to make appropriate amendments to support compliance with the new Duty.

DECIDED:

(a) That the implementation of the Fairer Scotland Duty, and interim guidance published in March 2018, be noted; and

(b) That the required changes to the impact assessment tool used by officers in order to meet the Duty, along with changes to the board reporting template be noted.

8 Renfrewshire Citizens' Advice Bureau

Under reference to item 14 of the Minute of the meeting of the Board held on 20 June 2018 there was submitted an update report by the Chief Executive relative to the outcome of further engagement undertaken by Council officers with Renfrewshire Citizens' Advice Bureau (RCAB). It was noted that reference in paragraph 4.5 of the report to '2021' should be '2020'.

The report referred to the review of funded advice provision and to the tendering exercise undertaken in December 2017 to enable a contract to be put into place for the provision of general advice and specialist legal advice services by an external provider and the award of a contract to RCAB to deliver these specific services. RCAB subsequently expressed concern about the ability of the organisation to deliver on the contract requirements. The report intimated that a thorough assessment of RCAB's current and projected financial position had been jointly agreed by Council officers, Citizens Advice Scotland and RCAB. A number of specific actions had been agreed by RCAB which would allow both Citizens Advice Scotland and RCAB to continue to work together to support the ongoing development and financial sustainability of RCAB. Council officers would continue to work with RCAB and Citizens Advice Scotland to continue to strengthen relationships and identify further opportunities to work together.

Councillor Nicolson, seconded by Councillor Paterson, moved that the Board note the engagement activity being progressed by officers in partnership with RCAB and Citizens Advice Scotland regarding recent concerns raised in relation to RCAB's ongoing funding; note that following this engagement activity the Council would now formally reissue the contract for External Advice Services to RCAB; note that following the direct negotiations, the original contract scope had been amended to remove the requirement to provide the Advice Renfrewshire phonenumber; agree that one-off grant funding of £38.4k should be allocated through the Tackling Poverty programme to support RCAB in delivering the Advice Renfrewshire phonenumber to 31 March 2020; and agree that £30,000 of grant funding be awarded to RCAB to mitigate potential pressures which may arise from the implementation of Universal Credit. This would be available to be drawn down by RCAB in a flexible manner over a three-year period from 1 October 2018, in response to demand being experienced and would be subject to ongoing review.

Councillor Devine, seconded by Councillor Bibby, moved as an amendment that the Leadership Board welcomes the U turn by the SNP administration however notes an undisputed funding shortfall within RCAB, and will address this shortfall by way of an additional grant to the proposed funding in the report of £15,355 per annum over the next three years to secure the future of the service.

On the roll being called the following members voted for the amendment: Councillors Bibby, Devine, Andy Doig, J MacLaren and McIntyre.

The following members voted for the motion: Councillors J Cameron, Hughes, McCartin, McEwan, McGurk, McNaughtan, Nicolson, Paterson and Shaw.

5 members having voted for the amendment, and 9 members having voted for the motion, the motion was accordingly declared carried.

DECIDED:

- (a) That the engagement activity being progressed by officers in partnership with RCAB and Citizens Advice Scotland regarding recent concerns raised in relation to RCAB's ongoing funding be noted;
- (b) That it be noted that following this engagement activity the Council would now formally reissue the contract for External Advice Services to RCAB;
- (c) That it be noted that following the direct negotiations, the original contract scope had been amended to remove the requirement to provide the Advice Renfrewshire phonenumber;
- (d) That it be agreed that a one-off grant funding of £38.4k should be allocated through the Tackling Poverty programme to support RCAB in delivering the Advice Renfrewshire phonenumber to 31 March 2020; and
- (e) That it be agreed that £30,000 of grant funding be awarded to RCAB to mitigate potential pressures which might arise from the implementation of Universal Credit. This would be available to be drawn down by RCAB in a flexible manner over a three-year period from 1 October 2018, in response to demand being experienced and would be subject to ongoing review.

9 Welfare Reform Update - Universal Credit

Under reference to item 13 of the Minute of the meeting of the Board held on 20 June 2018 there was submitted an update report by the Director of Finance and Resources relative to the roll-out of Universal Credit Full (Digital) Service across the UK which went live in Renfrewshire on 19 September 2018.

The report outlined the Council's plans to support customers access and maintain their Universal Credit claim and mitigate the anticipated increase in demand on Council services. The report also detailed the intended deployment of welfare resources set aside by the Council to allow responsive interventions to be in place to ensure the needs of communities impacted by changes in welfare provision. The report proposed the allocation of resources of £140,000 and £48,000 to Discretionary Housing Payments and to the Scottish Welfare Fund respectively. It was noted that the Department for Work and Pensions had provided the Council with additional resources in 2018/19 of £23,000 to mitigate 'additional burdens' and also intended to provide £47,000 of additional resources to the Council to provide Universal Support, comprising personal budgeting support and assisted digital support for people who required it.

DECIDED:

- (a) That the intended deployment of welfare reform resources set aside to assist in managing the impact on Renfrewshire's residents of the UK Government programme of welfare reform be noted, in particular the rollout of Universal Credit, and that it be noted that further updates would be provided as Universal Credit went live and the rollout progressed;
- (b) That the allocation of £140,000 of resources to the Discretionary Housing Payment for the remainder of 2018/19 be approved; and

(c) That the allocation of £48,000 of resources to the Scottish Welfare Fund be approved.

Declarations of Interest

Councillors Hughes and McCartin having declared an interest in items 10, 11 and 12 remained in the meeting.

Councillor Andy Doig having declared an interest in items 10, 11 and 12 left the meeting and took no part in the discussion thereon.

10 Appointment of Council Observers at Meetings of Renfrewshire Leisure

There was submitted a report by the Director of Finance & Resources relative to the appointment of two senior Council officers as observers at Board meetings of Renfrewshire Leisure Limited (RLL) in accordance with RLL's Articles of Association.

The report intimated that RLL was a company limited by guarantee which managed and operated leisure and cultural facilities on behalf of the Council. The Council was the sole member of the Company although decisions by the Company were undertaken by a Board of Directors which included representatives from the Council, RLL's workforce and representatives from the community and other stakeholders. The Company's Articles of Association enabled the Council to appoint no more than two observers with the right to participate and speak at a Directors' meeting and at any committee of RLL. The observers would not have the right to vote and their attendance would not count towards a quorum for the meeting. The report proposed that the Heads of Finance and Policy & Commissioning be appointed as observers.

DECIDED: That the appointment of the Head of Policy & Commissioning and the Head of Finance as the Council's observers to attend and participate in meetings of the Board of Directors of Renfrewshire Leisure Limited and any committee of RLL be approved.

11 Active Schools Funding April 2019 to March 2023

There was submitted a report by the Chief Executive relative to the expiry on 31 March 2019 of the current four-year Partnership Agreement with Sportscotland.

The report intimated that the active schools programme was responsible for increasing the number and range of opportunities for children and young people to participate in sport and physical activity and made a positive contribution to the Renfrewshire Sport Strategy. Currently 13.2 active schools co-ordinators and 341 volunteers worked directly with the programme. The report highlighted the programme's 2017/18 performance and the future programme for 2019/23. It was noted that Sportscotland had agreed to an in principle commitment to the Active Schools and Community Sport Hub network and were committed to the partnership with the Council and to the development of a new partnership agreement.

DECIDED:

(a) That the performance for 2017/18 be noted;

(b) That the preliminary discussions with Sportscotland and the indication that funding for staffing would be offered to Renfrewshire Council at the same level as 2017/18 for up to four years from 1 April 2019 to 31 March 2023 be noted;

(c) That it be noted that Sportscotland's in principle commitment was subject to continued partnership funding from Renfrewshire Council; and

(d) That the Board commit to the offer in principle of £1,557,280 and the Partnership Agreement with Sportscotland with the continuation of the employment of the Active Schools Team and Community Support Hub Officer; and

(e) That the partnership funding required from Renfrewshire Council of around £922,625, dependant on pay awards, over the four year period 1 April 2019 to 31 March 2023, be agreed.

12 Disposal of a Group of Collections Items

There was submitted a report by the Chief Executive relative to the proposed disposal of a group of collections items which were beyond conservation, deemed unsafe to store or were multiple examples of the same object.

The report referred to the Museums' Collections Development Policy which informed the proposal to de-accession and remove from Renfrewshire Museums the objects set out in the appendix to the report.

DECIDED: That the disposal of the objects listed in the appendix to the report in line with the Museums' Collections Development Policy be authorised.

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Councillor Andy Doig returned to the meeting.

13 Green Spaces, Parks and Play Areas and Villages Investment

There was submitted a report by the Director of Communities, Housing & Planning Services relative to the £1.870 million programme of investment committed by the Council at its meeting held on 2 March 2018 for green spaces, including parks and play areas and villages investment.

The report set out the approach that would be used to work with and support communities to identify and deliver improvement projects for local communities, to improve their local green spaces, including parks and play areas and strengthen the identity, heritage, uniqueness and integrity of village life. The report identified five key areas of support to be made available to communities over the next five years, including to make physical and environmental improvements; for asset condition and development surveys; to access third party funding; to work up ideas and projects, carry out engagement and consultation and form constituted bodies; and to deliver projects on the ground, developing local green spaces, allotments or growing grounds, parks, play areas and villages.

The report outlined the funding application process, and the support which would be made available to communities, including the recruitment of two new posts.

DECIDED:

- (a) That the allocation of the Green Spaces, Parks & Play Areas and Villages Investment Fund, using the resources committed by the Council on 2 March 2018 as set out in sections 3 and 4 of the report be noted;
- (b) That it be noted that the support for communities outlined in the report would support distribution of the agreed neighbourhood parks investment of £0.25 million as detailed in paragraph 3.3 of the report;
- (c) That the funding application process and key objectives of the fund as set out in section 5 of the report be agreed;
- (d) That the guidance for applicants as appended to the report be approved which would be used by officers to guide the application process;
- (e) That it be agreed that allocations of the Green Spaces, Parks & Play Areas and Villages Investment Fund should be approved as set out in paragraph 5.8 of the report, including delegating authority to the Director of Communities, Housing & Planning Services to approve grant applications where the value did not exceed £5,000;
- (f) That the support that would be provided to communities, including the establishment of two posts to support communities to access practical and professional assistance and maximise external resources and funds, as set out in section 66 of the report, be noted; and
- (g) That it be agreed that further reports on progress be brought back to future meetings of the Communities, Housing & Planning Policy Board.

14 British Sign Language Plan

There was submitted a report by the Chief Executive relative to the Council's British Sign Language (BSL) Plan that had been developed to ensure that the Council could better meet the needs of BSL users.

The report intimated that the Council was required by the British Sign Language (Scotland) Act 2015 to publish a BSL plan by the end of October 2018. The plan, which was appended to the report, had been developed in line with guidance by the Scottish Government, which required local authorities to include specific actions from the national plan in local authority plans, and in consultation with BSL users in Renfrewshire. The plan was available in BSL and English. The actions covered a range of Council services, from improving BSL content on the Council's website to encouraging BSL-using parents onto Parent Councils.

It was proposed that members be provided with information in relation to whether schools provided the opportunity to undertake BSL qualifications and also what facilities were available to provide transcription of the Council's webcasts. This was agreed.

DECIDED:

- (a) That the Council's BSL Plan be approved for implementation;

- (b) That the summary of feedback from Renfrewshire BSL users be noted;
- (c) That it be agreed that Renfrewshire BSL users continue to be involved in monitoring the implementation of the plan and that goals and activities be adjusted according to local need when appropriate; and
- (d) That members be provided with information in relation to whether schools provided the opportunity to undertake BSL qualifications and also what facilities were available to provide transcription of the Council's webcasts.

Minute of Meeting

Renfrewshire Appointment Board - Head of Operations and Infrastructure

Date	Time	Venue
Wednesday, 19 September 2018	14:00	Corporate Meeting Room 2, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

Present

Councillor Eddie Devine, Councillor Natalie Don, Councillor John Hood, Councillor James MacLaren, Councillor Cathy McEwan, Councillor Iain Nicolson, Councillor Jim Paterson

Chair

Councillor Nicolson, Convener, presided.

In Attendance

G McNeil, Director of Environment & Infrastructure and R Laouadi, HR Manager (Finance & Resources)

Declarations of Interest

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

EXCLUSION OF PRESS AND PUBLIC

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

1 Head of Operations and Infrastructure - Short Leet

There were submitted copies of the forms of application for the candidates for the post of Head of Operations & Infrastructure. The Board considered the applications in detail and agreed the short leet of candidates who would be invited to attend interviews to be held on 23 October 2018.

DECIDED: That the short leet of candidates as agreed be invited to attend interviews on 23 October 2018.

Minute of Meeting Audit, Risk and Scrutiny Board

Date	Time	Venue
Tuesday, 25 September 2018	10:00	Corporate Meeting Room 2, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

Present

Councillor Tom Begg, Councillor Bill Binks, Councillor Stephen Burns, Councillor Michelle Campbell, Councillor Neill Graham

Chair

Councillor Binks, Convener, presided.

Apologies

Councillors Dowling, Harte, Rodden and Sharkey.

In Attendance

L McIntyre, Head of Policy & Commissioning (Chief Executive's); G Hannah, Interim Head of Operations & Infrastructure (Environment & Infrastructure); A MacArthur, Head of Finance, K Locke, Risk Manager and C MacDonald, Senior Committee Services Officer (all Finance & Resources).

Also Attending

M Ferris and A Haahr (both Audit Scotland).

Declarations of Interest

Councillor Campbell declared a non-financial interest in Item 1 of the agenda as she worked for NHS Greater Glasgow and Clyde and indicated that it was her intention to remain in the meeting and take part in any discussion and voting thereon.

1 Audited Accounts 2017/18

There was submitted a report by the Director of Finance & Resources relative to the audit of Annual Accounts 2017/18.

The report intimated that the audit process was now complete and the Assistant Director of Audit (Local Government) had provided an audit opinion which was free from qualification. A copy of the annual accounts 2017/18; the annual audit report to Members and the Controller of Audit; and a copy of the accounts for charities controlled by the Council were attached as appendices to the report.

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. The report intimated that the Audited Annual Accounts 2017/18 would be presented to Council for approval at the meeting on 27 September 2018.

DECIDED: That it be agreed that the report and attached audited annual accounts 2017/18 be noted and recommended to the Council for approval at the meeting to be held on 27 September 2018.

2 Audit Scotland Report to those Charged with Governance and Annual Audit Report - 2017/18 Renfrewshire Council Annual Accounts

There was submitted a report by the Director of Finance & Resources relative to Audit Scotland's findings from the audit of the 2017/18 Renfrewshire Council financial statements; the findings from the audit of the annual accounts; and their other audit activity over the course of 2017/18.

The report intimated that each year the Council's appointed external auditors (Audit Scotland) carried out an audit of the Council's financial statements and provided an opinion as to whether those statements provided a fair and true view of the financial position of the Council and its income and expenditure for the year and also whether the accounts had been prepared in accordance with the Local Government (Scotland) Act 1973.

In accordance with International Auditing Standards (ISA260) Audit Scotland were obliged to report to those charged with the governance of the organisation matters which had arisen in the course of the audit. A copy of the findings from the audit of the 2017/18 financial statements along with Audit Scotland's findings from the audit of the annual accounts and their other audit activity over the course of 2017/18 were attached as appendices to the report.

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. The report intimated that the audited financial statements would be presented to Council for approval at the meeting on 27 September 2018.

DECIDED: That the report and attached Audit Scotland reports be noted.

3 Audited Annual Accounts 2017/18 - Common Good Funds and Charities controlled by the Council

There was submitted a report by the Director of Finance relative to the audited annual accounts of the Common Good Funds and charities controlled by the Council for 2017/18.

The report intimated that each year the Council's appointed external auditors (Audit Scotland) carried out an audit of the Council's financial statements of the Common Good funds and charities controlled by the Council and provided an opinion as to whether those statements provided a fair and true view of the financial position of the charities and their income and expenditure for the year and also whether they had been prepared in accordance with the relevant regulations.

The report advised that there were no significant changes to the annual accounts required over the course of the audit process. A copy of the 2017/18 audited Annual Accounts for the Common Good funds and charities controlled by the Council was attached as an appendix to the report.

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 and the financial statements would be presented to Council for approval at the meeting on 27 September 2018.

DECIDED

(a) That it be agreed that the report and attached audited annual accounts for the charities controlled by the Council 2017/18 be approved for consideration to the Council meeting on 27 September 2018;

(b) That the report and attached appendix be noted.

4 Audit Scotland Report to those Charged with Governance - 2017/18 Common Good Funds and Charities Annual Accounts

There was submitted a report by the Director of Finance & Resources relative to Audit Scotland's findings from the audit of the 2017/18 Common Good Funds and Charities annual accounts.

The report intimated that each year the Council's appointed external auditors (Audit Scotland) carried out an audit of the Council's financial statements of the Common Good Funds and Charities controlled by Renfrewshire Council and provided an opinion as to whether those statements provided a fair and true view of the financial position of the Council and its income and expenditure for the year and also whether they had been prepared in accordance with the relevant regulations.

In accordance with International Auditing Standards (ISA260) Audit Scotland were obliged to report to those charged with the governance of the organisation matters which had arisen in the course of the audit. A copy of the report outlining the findings from the audit of the 2017/18 Common Good Fund and Charities financial statements was attached as an appendix to the report.

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 and the financial statements would be presented to Council for approval at the meeting on 27 September 2018.

DECIDED: That the report and attached appendix be noted.

5 Maintaining Scotlands Roads - A follow-up Report 2016 - Impact Report 2018

There was submitted a report by the Director of Environment & Infrastructure relative to the impact made by the Accounts Commission and Auditor General for Scotland's performance audit "Maintaining Scotland's Roads: A follow-up report" which was published in 2016.

The report outlined the recommendations arising from the report and summarised the implications for Renfrewshire with a progress update as to how each of the recommendations had been taken forward.

DECIDED: That the report and the implications contained within the report be noted.

6 Japanese Knotweed

Under reference to Item 11 of the Minute of the meeting of the Audit, Risk & Scrutiny Board held on 28 August 2017, there was submitted a report by the Director of Environment & Infrastructure relative to Japanese Knotweed which had been agreed as part of the Annual Programme 2017/18.

The report outlined the seven key areas which the review sought to investigate and clarify, including the enforcement measures which were currently in place, and the powers available to the Council and others. A copy of the easy guidance leaflet available to members of the public was appended to the report.

DECIDED: That the report be noted.

7 Fly Tipping in the Countryside and at known Fly Tipping Spots (Lead Officer Karen Locke)

Under reference to Item 12 of the Minute of the meeting of the Audit, Risk & Scrutiny Board held on 29 May 2018, there was submitted a report by the Lead Officer relative to the review of fly tipping in the countryside and at known fly tipping spots.

The report advised that the review was undertaken as part of the annual programme of activity for 2017/18. The report detailed the findings and overall conclusions and a copy of the report to be submitted to Council on 27 September was attached as an appendix to the report.

DECIDED: That it be agreed that the draft report attached as an appendix be approved for consideration by the Council on 27 September 2018.

Minute of Special Meeting Regulatory Functions Board

Date	Time	Venue
Tuesday, 25 September 2018	10:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

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

Chair

Councillor McNaughtan, Convener, presided.

In Attendance

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

Apologies

Provost Cameron, Councillor McEwan and Councillor Rodden.

Declarations of Interest

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

EXCLUSION OF PRESS AND PUBLIC

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

1 Civic Government (Scotland) Act 1982 - Hearing into the Possible Suspension or Revocation of a Taxi Driver's Licence T1563

Under reference to item 3 of the Minute of the meeting of this Board held on 6 September 2018, the Board resumed consideration of the possible suspension or revocation of the undernoted Taxi Driver's Licence. The licence holder had been asked to appear personally for the second time together with Police Scotland:-

Bryan MacEwan, 11 Breck Avenue, Paisley.

There was no appearance by or on behalf of Mr MacEwan. Sergeant Hay, on behalf of the Chief Constable, was invited into the meeting.

The Assistant Managing Solicitor, (Licensing) indicated that the Licence holder had requested that the hearing be continued. The Convener proposed that the matter be considered in the Licence holder's absence. This was agreed unanimously.

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

DECIDED: That Mr MacEwan's Taxi Driver's Licence be suspended for the unexpired portion of the duration of his licence with immediate effect.