

## Minute of Meeting Emergencies Board

Date	Time	Venue
Friday, 19 June 2020	15:00	Skype meeting,

### Present

Councillor Michelle Campbell, Councillor Eddie Devine, Councillor Alistair Mackay, Councillor Marie McGurk, Councillor Iain Nicolson

### Chair

Councillor McGurk, Convener, presided.

### In Attendance

S Black, Chief Executive; S Quinn, Director of Children's Services; 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 P Fara, Web & Multi-media Editor (all Chief Executive's); J Trainer, Head of Childcare & Criminal Justice and Chief Social Work Officer (Children's Services); O Reid, Head of Communities & Public Protection and C Dalrymple, Communities & Regulatory Manager (both Communities, Housing & Planning Services); K Graham, Head of Corporate Governance, P Murray, Head of ICT; L Neary, Head of Transformation, HR & OD, M Conaghan, Legal & Democratic Services Manager and D Low, Democratic Services Manager (all Finance & Resources); D Leese, Chief Officer and S Strachan, Acting Head of Health & Social Care (Paisley) (both Renfrewshire Health & Social Care Partnership); F Naylor, Head of Finance and Corporate Services (Renfrewshire Leisure); and D Mair, Civil Contingencies Officer, Civil Contingencies Service.

### Recording of Meeting

Prior to the commencement of the meeting the Convener intimated that this meeting of the Board would be recorded and that the recording would be available to watch on the Council's website.

## Declarations of Interest

Councillor Campbell declared an interest in item 2 on the agenda as she was an employee of NHS Greater Glasgow and Clyde but not in the Council's area and intimated that she would remain in the meeting during consideration of the item.

## 1 Minute of Previous Meeting

There was submitted the Minute of the meeting of the Board held on 12 June 2020.

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

## 2 Update on Covid 19

There was submitted a report by the Chief Executive relative to the Council's current arrangements and response to the ongoing international Coronavirus, COVID-19 pandemic.

The report provided information on the national position including the number of cases and deaths at both Scottish and UK levels. The recent publication of updated figures and analysis from the National Records of Scotland was also included which showed that the rate of increase in deaths from COVID-19 was beginning to slow. A summary was also given of policy and guidance updates that had been released since the previous meeting of the Board on 12 June 2020. It was noted that as at 18 June 2020 there were 300,469 confirmed cases of COVID-19 in hospitals in the UK up from 291,409 reported on 12 June 2020. In Scotland there were now 18,077 confirmed hospital cases (up from 15,682). Of these, 4,813 cases were within the Greater Glasgow and Clyde Health Board area (up from 3,995). In GGCHB area there were 249 people in hospital (down from 272) with fewer than five in intensive care as either confirmed or suspected cases.

The report intimated that there had now been 42,288 deaths across the UK (up from the 41,279 deaths reported on 12 June 2020). The UK ranked third for overall numbers of recorded deaths, behind both Brazil and the United States where over 120,160 deaths had been recorded (363 per million population). The latest National Records of Scotland report showed that at 14 June 2020, there had been a total of 4,070 deaths registered in Scotland where COVID-19 was mentioned on the death certificate – up 70 from 4,000 deaths registered up to 7 June 2020.

The report highlighted some positive indicators in relation to the response to the outbreak in Scotland. Of the total number of deaths registered in the week from 8 to 14 June 2020, there were 70 where COVID-19 was mentioned on the death certificate, a decrease of 19 from the previous week. There had been a reduction in the weekly increase each week since 26 April 2020. The proportion of all deaths involving COVID-19 had also decreased for the seventh week in a row falling from 8% of all deaths registered in the previous week to 7% of all deaths in week 8-14 June 2020. Appendix 1 provided an overview of all deaths involving COVID-19 in Renfrewshire.

The report outlined a number of Scottish Government policy announcements: the establishment of a Scottish Recovery Tourism Taskforce had been announced, and a provisional date of 15 July had been set for when tourism businesses might be able to

resume, dependent on public health advice; an Aerospace Recovery Group had been established to work together to safeguard as many jobs across the aerospace sector in Scotland as possible; an Expert Reference Group had been set up to better understand the impact on minority ethnic communities of coronavirus; and the Help to Buy scheme had been extended by a year to March 2022 and would provide £55 million of funding for 2021/2022. A number of further funding announcements had also been made, including £27.6 million to continue the provision of school meals during the summer holidays and contribute towards the costs the Council had incurred and would continue to incur to support people experiencing barriers to accessing food when they were required to shield or self-isolate; and a £230 million “Return to Work” package to help stimulate Scotland’s economy.

The report referred to the announcement made by the First Minister on 18 June 2020 that elements of Phase 2 of the routemap for easing lockdown could be introduced on a phased basis. Various restrictions in relation to social distancing, shielding and meeting with other households would be relaxed and registration services for essential purposes could restart on 29 June 2020, when marriages and civil partnerships would be able to be held outdoors and with restricted numbers. Routemap updates in relation to support for local businesses, HSCP and Children’s Services were detailed in the report. In relation to Children’s Services, in line with a Scottish Government announcement, the Council’s local recovery plan would be submitted to Education Scotland by 24 June 2020. The recovery plan submitted would outline the supports that had been put in place for children and families and the model of blended learning that had been designed for August.

The report set out support for communities including care homes. Sadly 113 people had been reported by care homes as dying with COVID-19 since 18 March 2020. Two care homes were reporting residents with symptoms of COVID-19, or had confirmed cases, with a total of two residents now reported as symptomatic or confirmed.

The Chief Executive provided further information in relation to the establishment of the Aerospace Recovery Group, unemployment statistics, the continuation of free school meals and £230 million ‘Return to Work’ package; the Chief Officer, Renfrewshire HSCP in relation to testing; the Head of Childcare & Criminal Justice and Chief Social Work Officer in relation to domestic abuse; the Director of Environment & Infrastructure in relation to the development of spaces for people; and the Director of Children’s Services in relation to the recruitment of teaching staff for the 2020/21 school session.

### **DECIDED:**

- (a) That the current national and local situation with regards to COVID-19 and the impact on communities, businesses and the Council and its partners be noted;
- (b) That the response measures being put in place by the Council and its partners be noted;
- (c) That the Director of Children’s Services, in consultation with the Convener of the Education and Children’s Services Policy Board, be authorised to prepare and submit the Recovery Plan for reopening schools on behalf of the Council by the deadline of 24 June 2020 for review by Education Scotland; and
- (d) That it be noted that the Recovery Plan for reopening schools would be presented to the Emergencies Board on 3 July 2020 for information, together with any feedback received from Education Scotland.

### **3 Items for Decision by the Board**

It was noted that there were no items for decision by the Board.

### **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 confidential information.

### **4 Confidential Updates**

It was noted that there were no confidential updates.

## Minute of Meeting Council

Date	Time	Venue
Thursday, 25 June 2020	09:30	Skype Meeting,

### Present

Councillor Jacqueline Cameron, Provost Lorraine Cameron, Councillor Eddie Devine, Councillor Andy Doig, Councillor Neill Graham, Councillor Jim Harte, Councillor John Hood, Councillor Lisa-Marie Hughes, Councillor Karen Kennedy, Councillor Alistair Mackay, Councillor James MacLaren, Councillor Eileen McCartin, Councillor Cathy McEwan, Councillor Marie McGurk, Councillor John McNaughtan, Councillor Iain Nicolson, Councillor Jim Paterson, Councillor Jim Sharkey, Councillor John Shaw, Councillor James Sheridan, Councillor Andy Steel

### Recording of Meeting

The Provost advised that this meeting would be recorded for subsequent broadcast via the Council's internet site.

### Chair

Provost Cameron presided.

### In Attendance

S Black, Chief Executive; S Quinn, Director of Children's Services; 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 Marketing and Communications, A Morrison, Head of Regeneration and P Fara, Web & MultiMedia Editor, (all Chief Executive's); J Trainer, Head of Child Care & Criminal Justice (Children's Services); K Graham, Head of Corporate Governance, A MacArthur, Head of Finance, P Murray, Head of ICT, M Conaghan, Legal & Democratic Services Manager and L Belshaw and D Low, both Democratic Services Managers (all Finance & Resources); D Leese, Chief Officer and S Strachan, Acting Head of Health & Social Care (Paisley) (both Renfrewshire Health & Social Care Partnership); and V Hollows, Chief Executive (Renfrewshire Leisure Limited).

Prior to the commencement of the meeting the Provost referred to the procedural rules for the operation of the meeting of the Council by Skype which had been issued to members. Members confirmed that they were happy with the rules for the operation of the meeting, which are appended to this Minute.

The Provost referred to the recent fire at a house in the Gallowhill area of Paisley, which had resulted in the deaths of three children, extended her condolences on behalf of the Council to the Gibson family and offered the Council's support to the family and community. Elected members for the area and leaders of the political groups represented on the Council echoed the sentiments expressed. A minute's silence was then observed as a mark of respect to remember those who had died.

The Provost highlighted the impact, both nationally and locally, of the Covid-19 pandemic and made specific reference to the lives that had been lost, changes to the way people lived, local acts of kindness and the responses provided by the Council, partner organisations and members of the community. The opportunity was taken to extend condolences, on behalf of the Council, to all those who had lost a loved one as a result of the virus. Appreciation was also expressed to various Council services, partner organisations and members of the community for the support provided to those in need and the resilience displayed in the face of adversity.

In addition, reference was made to the Black Lives Matter campaign, recent worldwide events, the need to stand up against racism and hate crime and the desirability of undertaking future actions locally to ethically address the issues taking cognisance of all voices represented in the community. An outline of the research and work currently being undertaken, by Renfrewshire Leisure, in connection with the links between the Renfrewshire area and the slave trade was provided.

## **Additional Item**

Councillor Sharkey intimated that he wished to table an emergency motion, seconded by Councillor Devine, which had not been included in the notice calling the meeting and requested that this be taken as an additional item. In terms of Standing Order 14(b), Provost Cameron ruled that the emergency motion by Councillors Sharkey and Devine be considered by the Council as a matter of urgency in order to ensure that the necessary arrangements could be made timeously. The emergency motion would be taken up as an additional item of business at the end of the meeting as agenda item 1.

## **Declarations of Interest**

Councillor Hughes declared a non-financial interest in respect of items 2, 3 and 5 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.

Councillor McCartin declared a non-financial interest in respect of items 2, 3 and 5 of the agenda as she was a member of the Board of Renfrewshire Leisure Limited. 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.

Councillor Nicolson declared an interest in respect of items 2 and 3 of the agenda as he was a non-executive director of the Greater Glasgow & Clyde Health Board. Councillor Nicolson indicated that as he had a general dispensation from the Standards Commission which allowed him to take part and to vote in relation to such matters it was his intention to remain in the meeting during consideration of these items.

## **Apologies**

Due to the closure of Renfrewshire House as a result of the pandemic it was not possible to hold this Council meeting in the Council Chamber. As a result, the meeting was being held remotely by Skype. At the meeting of the Emergencies Board held on 29 May 2020 it had been agreed that, due to the logistical challenges in holding a Skype meeting involving a large number of participants, that attendance be restricted to 21 members representing each political group and party on the Council. The political parties had intimated the names of those to attend and apologies for absence from the meeting were submitted on behalf of those who were not be in attendance as a result of this arrangement: Councillors Adam-McGregor, Begg, Bibby, Binks, Brown, Burns, Campbell, Davidson, Audrey Doig, Don, Dowling, Grady, Kerr, Mack, K MacLaren, M MacLaren, McCulloch, McIntyre, Montgomery, Mylet, Rodden and Strang.

## **1 Emergency Motion by Councillors Sharkey and Devine**

There was submitted an emergency motion by Councillors Sharkey and Devine in the following terms:

“Council resolves to support Black History Month each year. Council recognises that that Black History is so much more than the slave trade and resolves to support both cultural and educational events outside the designated month and will consult with our Black community on how this is to be done.”

Councillor J MacLaren, seconded by Councillor Mackay, moved as an amendment “That the Council recognises the Black Lives Matter movement and the associated protests that have occurred since the appalling death of George Floyd. Calls on members to recognise that statues and buildings are part of our history and culture in our towns and we cannot change our history. Instead, there should be a renewed focus on educating ourselves and future generations on what has happened in Renfrewshire and a realisation that it is through education that we best deal with your history. Council agrees to bring forward a report as soon as possible on the history of Renfrewshire and consult local people on how they wish to proceed with statues, including suitable wording for plaques.”

On the roll being called, the following members voted for the amendment: Councillors Graham, J MacLaren and Mackay.

The following members voted for the motion: Councillor J Cameron, Provost L Cameron and Councillors Devine, Andy Doig, Harte, Hood, Hughes, Kennedy, McCartin, McEwan, McGurk, McNaughtan, Nicolson, Paterson, Sharkey, Shaw, Sheridan and Steel.

3 members having voted for the amendment and 18 members having voted for the motion, the motion was accordingly declared carried.

**DECIDED:** That Council resolves to support Black History Month each year. Council recognises that Black History is so much more than the slave trade and resolves to support both cultural and educational events outside the designated month and will consult with our Black community on how this is to be done.

## **2 Minutes of Meetings of Council, Boards and Panels (attached as separate document)**

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

Council, 27 February 2020

Special Council, 9 March 2020

Communities, Housing and Planning Policy Board, 10 March 2020 Regulatory Functions Board, 11 March 2020

Education and Children's Services Policy Board, 12 March 2020 Audit, Risk and Scrutiny Board, 16 March 2020

Infrastructure, Land and Environment Policy Board, 18 March 2020

Personnel Appeals & Applied Conditions of Service Appeals Panel, 19 March 2020

Emergencies Board, 20 and 27 March

Emergencies Board, 3, 9, 17 and 24 April

Emergencies Board, 1, 7, 15, 22 and 29 May and

Emergencies Board, 5, 12 and 18 June 2020

Under reference to Item 19 of the Minute of the Council meeting held on 27 February 2020, Councillor Kennedy asked for an update on the investigation agreed by Council. The Director of Children's Services advised that the investigation had been delayed due to the Covid-19 pandemic but confirmed that it would be recommenced over the summer and that all members would be advised of the conclusion of the investigation.

### **DECIDED:**

(a) That the Minutes of the Council and Boards held between 27 February and 19 March 2020 be approved; and

(b) That the Minutes of the Emergencies Board held between 20 March and 18 June 2020 be noted.

## **3 Update on Covid 19**

There was submitted a report by the Chief Executive relative to the Council's arrangements and response to the ongoing international Covid-19 pandemic.

The report highlighted that weekly updates had been submitted to the Council's Emergencies Board on all key matters in relation to the Covid-19 response, including key statistics relating to the transmission of the virus, updates to policy and guidance impacting service provision, and the operational position of services.

The current governance arrangements relating to the operation of the Emergencies Board, and the delegated authority provided to the Chief Executive to exercise in specific circumstances during the crisis were outlined. Appendix 1 of the report summarised reports approved, to date, by the Chief Executive using delegated authority.

An overview of the national and local situation in relation to Covid-19, specifically in terms of the number of cases and deaths, was provided, together with a summary of available data from the National Records of Scotland. Appendix 2 of the report detailed the key policy and legislative changes which had impacted the Council during the Covid-19 crisis while Appendix 3 provided details of the Renfrewshire Council submission made as at 12 June 2020 in respect of the Local Government Data Dashboard which detailed local data and information in areas such as support for vulnerable adults and children, shielding and housing and enabled local authorities to benchmark with activity levels at a national level. The report also outlined the impact of the changes resulting from Covid-19 on operational service delivery and provided an overview of recent activity to restart services in line with the Scottish Government's Routemap for Recovery guidance and Appendix 4 of the report summarised the position. The report intimated that the pandemic had, and would continue to have, a significant impact on the Council's financial position. An overview of the current position and future financial outlook was provided, within the report, together with a summary of the wider impacts being experienced across local businesses and communities, which the Council and its partners would require to work collectively to address. An update was also provided on the work being progressed with partners, to take forward local recovery planning arrangements.

**DECIDED:**

- (a) That the update provided on the Council's response to the Covid-19 crisis and the associated impact in terms of local communities and service provision be noted; and
- (b) That the work being undertaken by officers, jointly with partners, businesses and communities, to restart and recover services in line with national guidance be noted.

## **4 Covid 19 Recovery Planning**

There was submitted a report by the Chief Executive relative to the proposed Covid-19 Recovery Plan. The report stated that the emergence of the Covid-19 virus and the resulting pandemic, represented the biggest single event and challenge ever to face the Council. Services had worked in partnership with local and national organisations to respond to the crisis, ensuring that critical frontline services continued to be provided and that vulnerable people were supported. The provision of Council services had been impacted significantly with no service areas being untouched by the lockdown measures and associated national guidance put into place. New services had also been introduced at pace in response to emerging national requirements, such as for individuals who had been required to shield the Scottish Government had published a Routemap to support the country to come through the crisis, which detailed key phases by which lockdown measures could be eased and services and functions could be restarted in line with national guidance. The Council had commenced work to support the short, medium and long-term recovery of services. There were three key stages to this process, namely, Restart, incrementally restarting service provision in line with national guidance; Recovery, rebuilding levels of service capacity, confidence and resilience and supporting reconnection with communities and residents; and Renew, re-imagining building better and re-setting Renfrewshire's ambition and vision for the future.

In progressing the planning arrangements, it was recognised that whilst the commitment of staff had ensured that core services had continued to be delivered during the crisis, it might not be possible for services to restart fully or be delivered as they were prior to the crisis. In addition, it was noted that the presumption was that home working would remain a default position for most employees as set out in the Scottish Government's Routemap;

Services would require to comply with current and emerging guidance in terms of physical distancing and use of personal protective equipment; Services might have to respond to a potential second wave of cases and changes to lockdown measures at a national and local level; Services would need to respond to the changing needs of local citizens and communities impacted by the Covid-19 pandemic, including employability and/or vulnerability; the impact on the Council's financial position was unprecedented and the delivery of services would require to be closely managed in terms of the resources available to the Council. It was highlighted that there remained significant uncertainty in terms of the timeframe associated with working through the phases of the Scottish Government's Routemap, as this was dependent on the suppression of the virus. For planning purposes, Services were working on the basis that Restart and Recovery phases would continue to be the focus for the Council until at least the end of the calendar year, assuming a second wave of the virus did not emerge. Seven key workstreams had been established to drive forward recovery, each of which was led by a Director or Head of Service. Specific details of each workstream was provided within the report. The report indicated that it might be possible, during 2021/22, to progress the Renewal phase in a comprehensive way, with the capacity and stability in place within the Council to undertake further transformation and change work to meet the future needs of local residents, communities and businesses within available resources. It was noted that officers would continue to consolidate and build on the Right for Renfrewshire programme and take full account of the changing context in which the Council now operated. Regular progress reports on recovery planning arrangements would be submitted to the Emergencies Board over the summer period, with more detailed plans brought forward for elected members thereafter.

**DECIDED:**

- (a) That the work being undertaken to develop and take forward recovery planning arrangements for the Council be noted; and
- (b) That it be noted that regular reports would be submitted to the Emergencies Board over the summer period, as Phase 2 and Phase 3 of the Government's routemap were actioned.

## **5 Governance Arrangements until 24 September 2020**

There was submitted a report by the Director of Finance & Resources relative to proposed governance arrangements for the period to 24 September 2020.

The report reminded members that the Council had instigated emergency governance arrangements to enable oversight of the Council's functions and services during the Covid-19 emergency, when it had not been considered possible for physical meetings of the Council's Boards to take place safely. These emergency arrangements, which had been in operation since 20 March 2020, included weekly meetings of the Emergencies Board, held remotely by Skype, extended emergency delegations to the Chief Executive and the cancellation of all Council and Board meetings up to 24 June 2020.

It was highlighted that, in normal circumstances, the Council would go into recess after the Council meeting held during June, with no meetings taking place until the first Board meetings in the August/September cycle of meetings. Due to the ongoing pandemic and its implications for Renfrewshire, it was proposed that this year, the Emergencies Board continue to meet remotely, every fortnight, during the recess. In addition, it was proposed that, as temporary measures, the membership of the Emergencies Board be expanded,

the role of the Board clarified in anticipation of the resumption of Policy Board meetings and the extended delegated authority to the Chief Executive and remit of the Emergencies Board be continued. Full details of the proposed remit and political composition of the Board were provided. The report indicated that the temporary measures would be reviewed at the Council meeting on 24 September 2020.

The meeting of the Council held on 26 September 2019 had agreed dates for meetings of the Council and Boards for the period August 2020 to June 2021. An appendix to the report listed the dates of meetings previously agreed between 18 August and 24 September. The report requested that the Council determine whether, in light of government guidance and legislation to tackle the Covid-19 pandemic currently in force, the previously agreed August/September cycle of meetings take place, and if so, the format of these meetings. The report proposed that the planned meetings take place remotely using video or audio links. It was also recognised that holding meetings in this way meant that the public were excluded from the meetings and could not watch proceedings as they occurred. To partly address this issue, it was proposed that the meetings be recorded and broadcast as soon as possible after the meeting had finished and that ways of enabling public attendance at meetings held by video/audio link and at the potential for streaming each meeting as it happened continue to be investigated. The arrangements for future Council and Board meetings would continue to be reviewed and be the subject of a report to the meeting of the Council to be held on 24 September 2020.

It was proposed that in relation to suggested future meetings of the Emergencies Board, that the dates and timings of these meetings be considered to ensure that there was no clash with the CoSLA Leaders' meetings and that consultation be undertaken with the Leaders of the political groups and Board Members. This was agreed.

**DECIDED:**

- (a) That the temporary governance arrangements for Summer 2020, detailed in section 4 of the report, which included arrangements for the Emergencies Board to meet every two weeks and for the membership and remit of the Emergencies Board to be revised, be approved;
- (b) That the proposed timetable for dates and times of future meetings of the Emergencies Board be subject to further discussion between Leaders of the Political Groups and members of the Board and be intimated to the Head of Corporate Governance;
- (c) That the arrangements for the next cycle of Council and Board meetings as detailed in section 5 of the report be approved; and
- (d) That it be noted that the arrangements for subsequent Board cycles would be the subject of a report to the meeting of the Council to be held on 24 September 2020; and
- (e) That it be agreed that for the purposes of Section 35 of the Local Government (Scotland) Act 1973, where an elected member had been unable to attend a meeting of a Council or Board because it had been cancelled or attendance had been reduced due to the Council's response to the Covid-19 emergency, that would be regarded as an approved reason for not attending by the Council.

## 6 Annual Accounts 2019/20

There was submitted a report by the Director of Finance & Resources relative to the Council's Accounts and Group Accounts for 2019/20, which were appended to the report, and which would be submitted for audit by the statutory deadline of 30 June 2020.

The unaudited accounts and associated working papers would, subject to approval, be passed to the external auditor (Audit Scotland) for review. Their report on the accounts would be submitted to a future meeting of the Audit, Risk & Scrutiny Board for consideration prior to the audited accounts being presented to Council for approval. The report intimated that as a result of the ongoing Covid-19 pandemic, flexibility in terms of the timescales for approval of the audited annual accounts had been provided under the Coronavirus (Scotland) Act 2020. However Scottish Ministers had indicated their expectation that audited annual accounts would be published by 30 November 2020.

The Annual Governance Statement had been incorporated into the annual accounts document and this also required specific approval by Council.

In compliance with charity accounting requirements, the Council's accounts did not incorporate statements relating to Common Good Funds and the Charitable Trust fFnds which the Council controlled. Separate accounts had been prepared to meet with these requirements.

### **DECIDED:**

- (a) That, subject to audit, the Renfrewshire Council Annual Accounts 2019/20 be approved;
- (b) That the Director of Finance & Resources be authorised to submit the Group accounts, once completed as outlined in paragraph 7 of the report and modified to reflect typographical errors identified, to the Auditor within the relevant timescales;
- (c) That the Annual Governance Statement for 2019/20 be approved;
- (d) That it be noted that Audit Scotland would endeavor to complete the audit of the annual accounts in line with the timescales indicated by Scottish Ministers and that an update on this position would be submitted to the next meeting of the Council;
- (e) That the revenue outturn position for the Council be noted and that the sums earmarked within the General Fund reserves and Housing Revenue Account reserves, as outlined in paragraph 3.3 of the report, be approved;
- (f) That the deployment of unallocated reserves to support costs incurred in relation to the Covid-19 pandemic be approved and that it be noted that a planned actions/plan of action, to rebuild unallocated reserves, would require to be developed, as part of a revised financial strategy, for the Council and be considered as part of a report to be submitted to the meeting of the Council to be held on 24 September 2020;
- (g) That the transfer of resources as outlined in Table 1 of the report be approved;
- (h) That, subject to audit, the annual accounts for the Renfrew, Paisley and Johnstone Common Good Funds and the Coats Observatory Trust Fund, copies of which were attached, which under accounting regulations required to be prepared and audited separately from the Council's accounts, be approved; and

(i) That the findings of the Accounts Commission in relation to the 2019/20 annual accounts as outlined in paragraph 9.2 of the report be noted.

## **7 Treasury Management Annual Report 2019/20**

There was submitted a report by the Director of Finance & Resources relative to the Treasury Management Annual Report 2019/20 submitted in accordance with the Local Government Investments (Scotland) Regulations 2010 and outlining treasury management activity over the year.

The report intimated that during 2019/20 all aspects of the Treasury Policy Statement were complied with and provided an overview of Treasury activities, including the Treasury Portfolio Position as at 31 March 2020, reviews of borrowing and investment outturn, borrowing strategy and new borrowing, investment strategy and investment outturn. Details of debt rescheduling and compliance with Treasury limits was also provided.

**DECIDED:** That the Treasury Management Annual Report 2019/20 be approved.



## Minute of Meeting

### Placing Requests and Exclusions Appeals Panel

Date	Time	Venue
Monday, 29 June 2020	09:15	Teams meeting,

#### Present

Councillor Jennifer Adam-McGregor, Councillor Eddie Devine and Mrs Elaine McNamara, Lay Member.

#### Chair

Councillor J Adam-McGregor, Convener, presided.

#### In Attendance

D Briggs, Senior Solicitor (Litigation) and P Shiach, Committee Services Officer (both Finance and Resources).

#### Declarations of Interest

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

#### EXCLUSION OF PRESS AND PUBLIC

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

## 1 **Newmains Primary School - Appeal against the Refusal of a Placing Request - NP/20/01**

The Senior Solicitor (Litigation) advised that appeal NP/20/01 had been withdrawn.

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

## 2 **Newmains Primary School - Appeal against the Refusal of a Placing Request - NP 20/02**

Consideration was given to appeals against the refusal of placing requests at Newmains Primary School.

All participants had been invited to attend virtually by means of MS Teams. C Adam, Senior Solicitor, (Finance and Resources), S Gorman, Resource Support Manager (Children's Services) both representing the Education Authority, were invited to attend the meeting together with Mrs C Cooke, Headteacher. The appellants in relation to appeals, NP/20/02 and NP/20/03 were invited into the meeting. The Panel was advised that the appellant in relation to appeal NP/20/01 had withdrawn her appeal. The appellant in relation to appeal NP/20/04 had expressed her wish that her appeal be heard by way of written submissions.

The Senior Solicitor (Litigation) outlined the procedure to be followed in hearing the appeals.

C Adam then presented the case for the Education Authority and led evidence from S Gorman and J McGown in relation to the circumstances surrounding the refusal of the placing requests.

The appellant in relation to appeal NP/20/03, then left the hearing.

The appellants in relation to appeal NP/20/02 then presented their case.

Each side having been given the opportunity to cross-examine and sum up, were thanked for their attendance and left the hearing.

**DECIDED:** That one or more of the grounds of refusal specified in Section 28(A) (3) and (3A) of the Education (Scotland) Act 1980 existed and that in all the circumstances, it was appropriate to confirm the Education Authority's decision and that the appeal be not upheld.

## 3 **Newmains Primary School - Appeal against the Refusal of a Placing Request - NP 20/03**

Consideration was given to appeal NP/20/03 against the refusal of a placing request to Newmains Primary School.

C Adam, Senior Solicitor, (Finance and Resources), S Gorman, Resource Support Manager (Children's Services), and C Cooke, Headteacher were invited into the meeting together with the appellants.

The appellants in relation to appeal NP/20/03 then presented their case.

Each side having been given the opportunity to cross-examine and sum up, were thanked for their attendance and left the hearing.

**DECIDED:** That one or more of the grounds of refusal specified in Section 28(A) (3) and (3A) of the Education (Scotland) Act 1980 existed and that in all the circumstances, it was appropriate to confirm the Education Authority's decision and that the appeal be not upheld.

#### **4 Newmains Primary School - Appeal against the Refusal of a Placing Request - NP 20/04 Written Submissions only**

Consideration was given to appeal NP/20/04 against the refusal of a placing request to Newmains Primary School.

The applicant in relation to NP/20/04 was not in attendance, having requested that the appeal be determined by way of written submissions.

**DECIDED:** That one or more of the grounds of refusal specified in Section 28(A) (3) and (3A) of the Education (Scotland) Act 1980 existed and that in all the circumstances, it was appropriate to confirm the Education Authority's decision and that the appeal be not upheld.



## Minute of Meeting

### Placing Requests and Exclusions Appeals Panel

Date	Time	Venue
Wednesday, 01 July 2020	09:15	Teams meeting,

#### Present

Councillor Jennifer Adam-McGregor, Councillor Edward Grady and Mrs Elaine McNamara (Lay Member).

#### Chair

Councillor J Adam-McGregor, Convener, presided.

#### In Attendance

D Briggs, Senior Solicitor (Litigation) and P Shiach, Committee Services Officer (both Finance and Resources).

#### Declarations of Interest

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

#### EXCLUSION OF PRESS AND PUBLIC

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

## **1 Ralston Primary School - Appeal against Refusal of a Placing Request - RP/20/01**

Consideration was given to appeals against the refusal of placing requests at Ralston Primary School.

All participants had been invited to attend virtually by means of MS Teams. C Adam, Senior Solicitor, (Finance and Resources), S Gorman, Resource Support Manager (Children's Services) both representing the Education Authority, were invited to attend the meeting together with Mrs J McGown, Headteacher. The appellants in relation to appeals, RP/20/01, RP/20/02, RP/20/03 and RP/20/04 were invited into the meeting. The appellants in relation to appeals RP/20/05 and RP/20/06 had expressed their wish that their appeals be heard by way of written submissions.

The Senior Solicitor (Litigation) outlined the procedure to be followed in hearing the appeals.

C Adam then presented the case for the Education Authority and led evidence from S Gorman and C Cooke in relation to the circumstances surrounding the refusal of the placing requests.

The appellants in relation to appeals RP/20/02, RP/20/03 and RP/20/04 then left the hearing.

The appellants in relation to appeal RP/20/01 then presented their case.

Each side having been given the opportunity to cross-examine and sum up, were thanked for their attendance and left the hearing.

**DECIDED:** That one or more of the grounds of refusal specified in Section 28(A) (3) and (3A) of the Education (Scotland) Act 1980 existed and that in all the circumstances, it was appropriate to confirm the Education Authority's decision and that the appeal be not upheld.

## **2 Ralston Primary School - Appeal against Refusal of a Placing Request - RP/20/02**

Consideration was given to appeal RP/20/02 against the refusal of a placing request to Ralston Primary School.

C Adam, Senior Solicitor, (Finance and Resources), S Gorman, Resource Support Manager (Children's Services), and J McGown, Headteacher were invited into the meeting together with the appellants.

The appellant in relation to appeal RP/20/02 then presented her case.

Each side having been given the opportunity to cross-examine and sum up, were thanked for their attendance and left the hearing.

**DECIDED:** That one or more of the grounds of refusal specified in Section 28(A) (3) and (3A) of the Education (Scotland) Act 1980 existed and that in all the circumstances, it was appropriate to confirm the Education Authority's decision and that the appeal be not upheld.

### **3 Ralston Primary School - Appeal against Refusal of a Placing Request -RP/20/03**

Consideration was given to appeal RP/20/03 against the refusal of a placing request to Ralston Primary School.

C Adam, Senior Solicitor, (Finance and Resources), S Gorman, Resource Support Manager (Children's Services), and J McGown, Headteacher were invited into the meeting together with the appellants.

The appellant in relation to appeal RP/20/03 then presented her case.

Each side having been given the opportunity to cross-examine and sum up, were thanked for their attendance and left the hearing.

**DECIDED:** That one or more of the grounds of refusal specified in Section 28(A) (3) and (3A) of the Education (Scotland) Act 1980 existed and that in all the circumstances, it was appropriate to confirm the Education Authority's decision and that the appeal be not upheld.

### **4 Ralston Primary School - Appeal against Refusal of a Placing Request - RP/20/04**

Consideration was given to appeal RP/20/04 against the refusal of a placing request to Ralston Primary School.

C Adam, Senior Solicitor, (Finance and Resources), S Gorman, Resource Support Manager (Children's Services), and J McGown, Headteacher were invited into the meeting together with the appellants.

The appellant in relation to appeal RP/20/04 then presented her case.

Each side having been given the opportunity to cross-examine and sum up, were thanked for their attendance and left the hearing.

**DECIDED:** That one or more of the grounds of refusal specified in Section 28(A) (3) and (3A) of the Education (Scotland) Act 1980 existed and that in all the circumstances, it was appropriate to confirm the Education Authority's decision and that the appeal be not upheld.

### **5 Ralston Primary School - Appeal against Refusal of a Placing Request (Written Submissions) RP/20/05**

Consideration was given to appeal RP/20/05 against the refusal of a placing request to Ralston Primary School.

The applicant in relation to RP/20/05 was not in attendance, having requested that the appeal be determined by way of written submissions.

**DECIDED:** That one or more of the grounds of refusal specified in Section 28(A) (3) and (3A) of the Education (Scotland) Act 1980 existed and that in all the circumstances, it was appropriate to confirm the Education Authority's decision and that the appeal be not upheld.

## **6 Ralston Primary School - Appeal against Refusal of a Placing Request (Written Submissions) RP/20/06**

Consideration was given to appeal RP/20/06 against the refusal of a placing request to Ralston Primary School.

The applicant in relation to RP/20/06 was not in attendance, having requested that the appeal be determined by way of written submissions.

**DECIDED:** That one or more of the grounds of refusal specified in Section 28(A) (3) and (3A) of the Education (Scotland) Act 1980 existed and that in all the circumstances, it was appropriate to confirm the Education Authority's decision and that the appeal be not upheld.

## Minute of Meeting

### Placing Requests and Exclusions Appeals Panel

Date	Time	Venue
Friday, 03 July 2020	09:15	Teams meeting,

#### Present

Councillors Jennifer Adam-McGregor and Jane Strang, and Ms Elaine McNamara (Lay Representative).

#### Chair

Councillor Adam-McGregor, Convener, presided.

#### In Attendance

D Briggs, Senior Solicitor (Litigation) and P Shiach, Committee Services Officer (both Finance & Resources).

#### Declarations of Interest

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

## **EXCLUSION OF PRESS AND PUBLIC**

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

### **1 St Andrew's Academy - Appeal against the Refusal of a Placing Request - SAA/20/01**

Consideration was given to appeals against the refusal of placing requests at Saint Andrew's Academy.

All participants had been invited to attend virtually by means of MS Teams. E Clements, Senior Solicitor (Finance and Resources) and A Gallagher, Operations Manager (Children's Services) both representing the Education Authority, were invited to attend the meeting. The appellants in relation to appeals SAA/20/01 and SAA/20/02, were invited into the meeting.

The Senior Solicitor (Litigation) outlined the procedure to be followed in hearing the appeals.

E Clements then presented the case for the Education Authority and led evidence from A Gallagher in relation to the circumstances surrounding the refusal of the placing requests.

The appellants in relation to appeal SAA/20/02, then left the hearing.

The appellants in relation to appeal SAA/20/01 then presented their case.

Each side having been given the opportunity to cross-examine and sum up, were thanked for their attendance and left the hearing.

**DECIDED:** That one or more of the grounds of refusal specified in Section 28(A) (3) and (3A) of the Education (Scotland) Act 1980 existed and that in all the circumstances, it was appropriate to confirm the Education Authority's decision and that the appeal be not upheld.

### **2 St Andrew's Academy - Appeal against Refusal of a Placing Request - SAA/20/02**

Consideration was given to appeal SAA/20/02 against the refusal of a placing request to Saint Andrew's Academy.

E Clements, Senior Solicitor (Finance and Resources) and A Gallacher Operations Manager (Children's Services), were invited into the meeting together with the appellants.

The appellants in relation to appeal SAA/20/02 then presented their case.

Each side having been given the opportunity to cross-examine and sum up, were thanked for their attendance and left the hearing.

**DECIDED:** That one or more of the grounds of refusal specified in Section 28(A) (3) and (3A) of the Education (Scotland) Act 1980 existed and that in all the circumstances, it was appropriate to confirm the Education Authority's decision and that the appeal be not upheld.



## Minute of Meeting Emergencies Board

Date	Time	Venue
Friday, 03 July 2020	14:00	Skype meeting,

### Present

Councillor Jacqueline Cameron, Councillor Michelle Campbell, Councillor Eddie Devine, Councillor Jim Harte, Councillor Alistair Mackay, Councillor Eileen McCartin, Councillor Cathy McEwan, Councillor Marie McGurk, Councillor John McIntyre, Councillor Iain Nicolson, Councillor Jim Paterson, Councillor John Shaw, Councillor James Sheridan, Councillor Andy Steel

### Chair

Councillor McGurk, Convener, presided.

### In Attendance

S Black, Chief Executive; S Quinn, Director of Children's Services; 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 and L Mahon, Head of Communications & Marketing (both Chief Executive's); J Trainer, Head of Childcare & Criminal Justice and Chief Social Work Officer (Children's Services); O Reid, Head of Communities & Public Protection and C Dalrymple, Communities & Regulatory Manager (both Communities, Housing & Planning Services); P Murray, Head of ICT; L Neary, Head of Transformation, HR & OD, M Conaghan, Legal & Democratic Services Manager and D Low, Democratic Services Manager (all Finance & Resources); S Strachan, Acting Head of Health & Social Care (Paisley) (Renfrewshire Health & Social Care Partnership); V Hollows, Chief Executive (Renfrewshire Leisure); and D Mair, Civil Contingencies Manager, Civil Contingencies Service.

## Recording of Meeting

Prior to the commencement of the meeting the Convener intimated that this meeting of the Board would be recorded and that the recording would be available to watch on the Council's website.

## Apology

Councillor Andy Doig.

## Declarations of Interest

Councillor Campbell declared an interest in item 2 on the agenda as she was an employee of NHS Greater Glasgow and Clyde but not in the Council's area and intimated that she would remain in the meeting during consideration of the item.

## 1 Minute of Previous Meeting

There was submitted the Minute of the meeting of the Board held on 19 June 2020.

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

## 2 Update on Covid 19

There was submitted a report by the Chief Executive relative to the Council's current arrangements and response to the ongoing international Coronavirus, COVID-19 pandemic.

The report intimated that, locally, one COVID-19 death had been recorded in hospital in Renfrewshire in the week to 29 June 2020. Three COVID-19 deaths had been recorded in hospital in the previous week to 22 June 2020. Both figures represented a significant reduction from the peak recorded in the week to 27 April 2020 when 40 deaths were recorded in Renfrewshire. During the previous week, up to 29 June 2020, there were four successive days when no COVID-19 deaths were reported in Scotland. Since 1 June 2020 overall numbers of deaths in Renfrewshire had been in line with the 5-year average. This represented a significant reduction from the peak recorded during the week to 27 April 2020 when almost 60 deaths above average levels were recorded in Renfrewshire. Deaths in Care Homes in Renfrewshire were below the 5-year average up to 30 March 2020, but then peaked during the pandemic remaining above average levels till week commencing 25 May 2020.

The report advised that new cases identified in the UK peaked around 7 May 2020 at approximately 6,000 cases per day and since then numbers identified had declined steadily. Currently just under 1,000 new cases per day were being identified in the UK. New cases identified in Scotland peaked twice, in late April and in early May at just over 270 new cases per day. Since then cases identified had declined steadily and currently around 10 new cases were being identified per day across Scotland.

The report provided information on the national position including the number of cases and deaths at both Scottish and UK levels. The recent publication of updated figures and analysis from the National Records of Scotland was also included which showed that the rate of increase in deaths from COVID-19 was beginning to slow. A summary was also given of policy and guidance updates that had been released since the previous meeting of the Board on 19 June 2020. It was noted that there were currently 313,483 confirmed cases of COVID-19 in hospitals in the UK up from 300,469 reported on 19 June 2020. In Scotland there were now 18,259 confirmed hospital cases (up from 18,077). Of these, 4,858 cases were within the Greater Glasgow and Clyde Health Board area (up from 4,813). In GGCHB area there were 199 people in hospital (down from 249) with fewer than five in intensive care as either confirmed or suspected cases.

The report intimated that there had now been 43,906 deaths across the UK (up from the 42,288 deaths reported on 19 June 2020). The UK ranked third for overall numbers of recorded deaths, behind both Brazil and the United States. The latest National Records of Scotland report showed that at 14 June 2020, there had been a total of 4,155 deaths registered in Scotland where COVID-19 was mentioned on the death certificate – up 35 from 4,070 deaths registered up to 21 June 2020. In Renfrewshire, a total of 205 people had died with COVID-19 since the outbreak of the virus. Of this total figure, 98 had died in care homes, 98 in hospital and nine at home or other non-institutional locations.

The report detailed the work being done nationally to make the case for additional funding and/or financial flexibility to support local authorities in meeting the financial implications arising from COVID-19 over coming years. Current estimates indicated a possible full year impact for 2020/21 of up to £55 million for the Council, with additional funding announced of around £9.5 million to begin to address this impact.

The report provided an update on the Council's services in terms of the Scottish Government's recovery plan including the full reopening of schools and early years services in August, under guidance expected soon from the Scottish Government, with the plans already made to deliver a blended model being retained as a contingency. A firm decision on which approach to follow would be based on wider progress with suppressing the virus and the decision would be made by the Scottish Government by the end of July 2020. A copy of the Education Recovery Plan submitted to Education Scotland on 24 June 2020 was attached as Appendix 3 to the report. The report also provided information in relation to support for businesses; household waste recycling; grass cutting; spaces for people and cycling; support for care at home, and for shielded and vulnerable people and oversight of care homes; test and protect arrangements; and support for employees.

The report referred to plans being put in place for the next round of Local Partnership meetings to take place using an online platform such as Skype or MS Teams. The Partnerships and Inequalities Team, along with other Council services, would work with the Chair of each Local Partnership to develop arrangements to support participation and the Head of Policy and Commissioning would contact all Local Partnership Chairs to schedule the next round of meetings from mid-September 2020.

Members heard from the Chief Executive in response to Members' questions on Council contracts and funding issues; from the Director of Finance and Resources in relation to the administration and repurposing of funding available to the Council; from the Director of Environment and Infrastructure in relation to the grass cutting programme, the cleaning of schools and the operation of Household Waste Recycling Centres; from the Acting Head of Health & Social Care (Paisley) in relation to testing arrangements in care homes;

from the Head of Policy and Commissioning in relation to the resumption of Local Partnership meetings; and from the Head of Childcare & Criminal Justice and Chief Social Work Officer in relation to domestic abuse.

**DECIDED:**

(a) That the current national and local situation with regards to COVID-19 and the impact on communities, businesses and the Council and its partners be noted;

(b) That the response measures being put in place by the Council and its partners be noted;

(c) That the Education Recovery Plan submitted to Education Scotland on 24 June 2020 and attached as Appendix 3 to this report be noted; and

(d) That it be agreed that the next round of Local Partnership meetings take place virtually through an online platform such as Skype or MS Teams with arrangements being made to support participation as set out in Section 7 of the report.

### **3 Arrangements for Meetings of the Emergencies Board**

There was submitted a report by the Director of Finance and Resources relative to the arrangements for future meetings of the Emergencies Board.

The report referred to the meeting of Council held on 25 June 2020 when it was agreed that arrangements for the Emergencies Board should be finalised by agreement with members of the Board on two issues: the time for the start of the board meetings and the arrangement of dates of the meetings to avoid clashing with the dates of COSLA Leaders meetings and the Paisley Fair holiday weekend.

To address these issues, paragraph 3.6 of the report proposed that after the planned meetings on 3 and 17 July, the Emergencies Board meeting on 31 July be postponed until the following Friday, 7 August 2020. Subsequent meetings of the Board would take place every two weeks following that date up until the Council meeting on 24 September 2020. This would mean that there were no meetings of the Emergencies Board on the dates of the COSLA Leaders meetings. All of the meetings would take place at 2 pm.

**DECIDED:** That the arrangements for dates of future meetings of the Board set out in paragraph 3.6 of the report with all meetings of the Board starting at 2.00 pm be approved.

### **4 Items for Decision by the Board**

It was noted that there were no items for decision by the Board.

### **5 Date of Next Meeting**

It was noted that the next meeting of the Emergencies Board would be held at 2.00 pm on 17 July 2020.

## **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 confidential information.

### **6 Confidential Updates**

It was noted that there were no confidential updates.



## Minute of Meeting

### Placing Requests and Exclusions Appeals Panel

Date	Time	Venue
Monday, 06 July 2020	09:15	Teams meeting,

#### Present

Councillors Jennifer Adam-McGregor and Bill Binks, and Ms Elaine McNamara (Lay Representative).

#### Chair

Councillor Adam-McGregor, Convener, presided.

#### In Attendance

D Briggs, Senior Solicitor (Litigation) and P Shiach, Committee Services Officer (both Finance & Resources).

#### Declarations of Interest

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

## **EXCLUSION OF PRESS AND PUBLIC**

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

### **1 Gryffe High School - Appeal against the Refusal of a Placing Request - GH/20/01**

Consideration was given to appeals against the refusal of placing requests at Gryffe High School.

All participants had been invited to attend virtually by means of MS Teams. C Adam, Senior Solicitor (Finance and Resources) A Gallagher, Operations Manager (Children's Services) both representing the Education Authority, and C Johnson, Headteacher, were invited to attend the meeting together with the appellant.

The Senior Solicitor (Litigation) outlined the procedure to be followed in hearing the appeals.

C Adam then presented the case for the Education Authority and led evidence from A Gallagher in relation to the circumstances surrounding the refusal of the placing requests.

The appellant in relation to appeal GH/20/01 then presented her case.

Each side having been given the opportunity to cross examine and sum up, were thanked for their attendance and left the hearing.

**DECIDED:** That one or more of the grounds of refusal specified in Section 28(A) (3) and (3A) of the Education (Scotland) Act 1980 existed and that in all the circumstances, it was appropriate to confirm the Education Authority's decision and that the appeal be not upheld.

## Minute of Meeting Emergencies Board

Date	Time	Venue
Friday, 17 July 2020	14:00	Skype meeting,

### Present

Councillor Jacqueline Cameron, Councillor Michelle Campbell, Councillor Eddie Devine, Councillor Andy Doig, Councillor Jim Harte, Councillor Alistair Mackay, Councillor Eileen McCartin, Councillor Marie McGurk, Councillor John McIntyre, Councillor Iain Nicolson, Councillor Jim Paterson, Councillor John Shaw, Councillor James Sheridan, Councillor Andy Steel

### Chair

Councillor McGurk, Convener, presided.

### In Attendance

S Black, Chief Executive; S Quinn, Director of Children's Services; G McNeil, Director of Environment & Infrastructure; A Russell, Director of Finance & Resources; L McIntyre, Head of Policy & Commissioning, A Morrison, Head of Regeneration; L Mahon, Head of Communications & Marketing; and P Fara, Web & Multi-media Editor (all Chief Executive's); J Trainer, Head of Childcare & Criminal Justice and Chief Social Work Officer (Children's Services); O Reid, Head of Communities & Public Protection and C Dalrymple, Communities & Regulatory Manager (both Communities, Housing & Planning Services); K Graham, Head of Corporate Governance, P Feeney, Enterprise Architect, L Mullin, Principal HR & OD Adviser and D Low, Democratic Services Manager (all Finance & Resources); D Leese, Chief Officer and S Strachan, Acting Head of Health & Social Care (Paisley) (both Renfrewshire Health & Social Care Partnership); V Hollows, Chief Executive (Renfrewshire Leisure); D Mair, Civil Contingencies Manager (Civil Contingencies Service); Superintendent D Lang (Police Scotland); and Group Commander M Hill (Scottish Fire and Rescue Service).

### Recording of Meeting

Prior to the commencement of the meeting the Convener intimated that this meeting of the Board would be recorded and that the recording would be available to watch on the Council's website.

## Apology

Councillor McEwan.

## Declarations of Interest

Councillor Campbell declared an interest in item 2 of the agenda as she was an employee of NHS Greater Glasgow and Clyde but not in the Council's area and intimated that she would remain in the meeting during consideration of the item.

Councillor McCartin declared a non-financial interest in respect of item 2 of the agenda as she was a member of the Board of Renfrewshire Leisure Limited. 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 the item.

## 1 Minute of Previous Meeting

There was submitted the Minute of the meeting of the Board held on 3 July 2020.

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

## 2 Update on COVID-19

There was submitted a report by the Chief Executive relative to the Council's current arrangements and response to the ongoing international Coronavirus, COVID-19 pandemic.

The report intimated that, locally, no COVID-19 deaths had been recorded in Renfrewshire in the week to 12 July 2020 and no deaths from COVID-19 had been recorded in Scotland on seven successive days during the week up to 15 July 2020. No new deaths from COVID-19 have been reported in Renfrewshire Care Homes since 10 June 2020 and no care homes have reported residents with symptoms of COVID-19 or confirmed cases since 19 June 2020. No Care at Home service users had reportedly died with COVID-19 since 9 May 2020. Since 1 June 2020 overall numbers of deaths in Renfrewshire had been in line with the 5-year average. This was a significant reduction from the peak recorded during the week to 27 April 2020 when almost 60 deaths above average levels were recorded in Renfrewshire. Deaths in care homes in Renfrewshire were below the 5-year average up to 30 March 2020, but then peaked during the pandemic remaining above average levels until the week commencing 25 May 2020.

The report advised that new cases identified in the UK peaked around 7 May 2020 at approximately 6,000 cases per day and since then numbers identified had declined steadily. Currently just under 600 new cases per day were being identified in the UK. New cases identified in Scotland peaked twice, in late April and in early May at just over 270 new cases per day. Since then cases identified had declined steadily and currently around 9 new cases were being identified per day across Scotland. National Records of Scotland figures showed that the total number of deaths registered in Scotland in the week to 12 July 2020 was 969. The average number of deaths registered in the corresponding week over the previous five years was 1,025 meaning there were 5% fewer deaths (56) registered in the week to 12 July 2020 compared to the average. This was the third week in a row the total number of deaths had been lower than the average.

The report intimated that there were currently 291,313 confirmed cases of COVID-19 in hospitals in the UK up from 313,483 reported on 3 July 2020. In Scotland there were now 18,373 confirmed hospital cases (up from 18,259). Of these, 4,890 cases were within the Greater Glasgow and Clyde Health Board area (up from 4,858). In GGCHB area there were 187 people in hospital (down from 199) with fewer than five in intensive care as either confirmed or suspected cases.

The report intimated that there had now been 44,968 deaths across the UK (up from the 43,906 deaths reported on 3 July 2020). The UK ranked third for overall numbers of recorded deaths, behind both Brazil and the United States. The latest National Records of Scotland report showed that at 14 June 2020, there had been a total of 4,187 deaths registered in Scotland where COVID-19 was mentioned on the death certificate – up 13 from 4,155 deaths registered up to 5 July 2020. In Renfrewshire, a total of 206 people had died with COVID-19 since the outbreak of the virus. Of this total figure, 99 had died in care homes, 98 in hospital and nine at home or other non-institutional locations.

The report provided updates from Police Scotland and the Scottish Fire and Rescue Service. The Police Scotland service update highlighted a falling number of warnings and associated enforcement activity associated with compliance with social distancing and coronavirus legislation. Similarly, the movement into Phase 3 and the compulsory use of face masks had resulted in minimal complaints to the police. The Scottish Fire and Rescue Service (SFRS) continued to deliver all statutory obligations throughout Renfrewshire whilst following both organisational and Government guidance in relation to the COVID-19 pandemic. The report provided an overview of Police Scotland and SFRS activities since their last updates and indicated the beginning of a return to more normal patterns of working as the lockdown measures were eased. M Hill (Scottish Fire and Rescue Service) updated Elected Members on the impact of COVID-19 on SFRS resources and resilience; the work of the Service's Community Action Teams; and recent operational activity. D Lang (Police Scotland) provided an update on the effects of the easing of lockdown upon operational activities, including visits to licensed premises and the wearing of facemasks.

The report set out the results of a recent Business Survey which revealed that 92% of Renfrewshire business had been closed or operating at only partial capacity and that 44% had been completely closed throughout lockdown; that about half of all businesses had most of their workforce on furlough at one point, almost 27,000 employees across Renfrewshire, just under 1 in 3 of their total workforce; and that 40% of businesses believed that redundancies may be likely over the next three months. A number of business support measures, specifically directed to assisting businesses cope with the unique pressures arising from the COVID-19 pandemic were presented for the Board's approval. These measures are based on feedback from businesses as well as the local

knowledge of the Council and Chamber in terms of the local economy and what it is believed will make the biggest difference in the short term. In order to respond flexibly and quickly to such developments, the report sought delegated authority to appropriately adjust resources across each of the individual measures in response to changes in demand. Details of any such adjustments that were actioned would be provided in subsequent update reports to this Board. There would be no change to the overall level of funding proposed in the report without subsequent Board approval.

The Scottish Government was due to respond to the recommendations of the Advisory Group on Economic Recovery (AGER) report 'Towards a robust, resilient wellbeing economy for Scotland' by the end of July and an update would be provided at the next meeting of the Emergencies Board following their response. The report anticipated that the Council would wish to consider its proposed economic recovery plan in light of the Scottish Government's response. The AGER recommendations included a range of measures including fiscal, enterprise and labour market interventions as well as considering new models for economic development focused on place-based and regional solutions.

The Head of Regeneration provided an update to this section of the report, highlighting £100 million of additional Government funding for new employment support and training packages.

The report referred to the Scottish Government's announcement on 23 June 2020 that schools would reopen for all children and young people on a full-time basis from 11 August 2020, conditional on ongoing scientific and health advice. A final decision would be made by 30 July 2020 with the blended model of learning and teaching remaining as a contingency plan should this be required. The Council's recovery plan had been submitted to Education Scotland for scrutiny as previously noted. A copy of the Education Scotland response was attached to the report as Appendix 2. The response highlighted a number of key strengths and provided assurance that the approach being taken would effectively support the return to face to face learning and teaching for children and young people.

The Director of Children's Services advised members of further Scottish Government guidance on the reopening of schools which removed the need for social distancing for students both in school and on dedicated school transport.

The report provided an update on the Council's services including community learning and development, including Street Stuff; support for businesses; the operation of the Renfrewshire Community Safety Hub; sheltered housing; the re-opening of non-essential office accommodation; the cancellation of the winter 2020 events programme, including the Paisley Fireworks and Paisley Lights switch-on events; progress on the creation of temporary cycle lanes utilising Spaces for People Funding; the limited re-opening of the library service; and the operation of the Health and Social Care Partnership.

Members heard from the Director of Finance and Resources in relation to the Council's cycle to work scheme; from the Director of Environment and Infrastructure in relation to the grass cutting programme and the creation of the temporary cycle lanes; from the Head of Regeneration in relation to the level of support afforded to Renfrewshire businesses under the UK Government's furlough scheme and other funding issues; from the Head of Communities & Public Protection in relation to the operation of the Street Stuff programme of activities and the resumption of non-essential repairs and letting service for Council housing; from the Head of Policy and Commissioning in relation to the resumption of Local Partnership meetings; and from the Chief Executive, Renfrewshire

Leisure relative to any future re-opening of community centres.

**DECIDED:**

(a) That the current national and local situation with regard to COVID-19 and the impact on communities, businesses, the Council and its partners be noted;

(b) That the response and recovery measures being put in place by the Council and partners as set out in the report be noted;

(c) That the programme of business support measures detailed in paragraphs 5.32 to 5.44 of the report and their allocated budgets be agreed; and

(d) That, in line with the details outlined in paragraph 5.29 of the report, authority be delegated to the Head of Regeneration, in consultation with the Director of Finance and Resources, to appropriately adjust resources between each of the individual Business Support Measures according to demand as required, with subsequent update reports to Members.

### **3 Items for Decision by the Board**

It was noted that there were no items for decision by the Board.

### **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 confidential information.

### **4 Confidential Updates**

It was noted that there were no confidential updates.



## Minute of Meeting

### Communities, Housing & Planning Policy Board

Date	Time	Venue
Tuesday, 18 August 2020	13:00	Microsoft Teams Platform,

#### Present

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

#### Chair

Councillor McGurk, Convener, presided.

#### In Attendance

M Crearie, Director of Communities, Housing & Planning Services; L McIntyre, Head of Policy & Commissioning, A Armstrong-Walter, Strategic Partnerships & Inequalities Manager and G Crawford, Communications Officer (all Chief Executive's); J Trainer, Head of Child Care & Criminal Justice (Children's Services); F Carlin, Head of Planning & Housing Services, O Reid, Head of Communities & Public Protection, S Marklow, Strategy & Place Manager and L Muirhead, Planning & Housing Manager (all Communities, Housing & Planning Services); and K Graham, Head of Corporate Governance, J Lynch, Head of Property Services, M Conaghan, Legal & Democratic Services Manager, G Dickie, Partnering & Commissioning Manager, D Pole, End User Technician, A McLaughlan, Solicitor Litigation & Licensing, S Muir, Finance Business Partner and R Devine and T Slater, both Senior Committee Services Officers (all Finance & Resources).

#### Recording of Meeting

Prior to the commencement of the meeting the Convener intimated that this meeting of the Board would be recorded and that the recording would be available to watch on the Council's website.

## Declarations of Interest

Councillor Mags MacLaren declared an interest in respect of agenda item 6 of the agenda – Strategic Housing Investment Plan 2021/26 – and indicated that she would remain in the meeting but take no part in the discussion or decision.

Councillor James MacLaren declared an interest in respect of agenda item 15(c) of the agenda - Planning Application 19/0843/PP – and indicated that he would remain in the meeting but take no part in the discussion or decision.

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

There was submitted the Minute of the meeting of the Police and Fire & Rescue Scrutiny Sub-committee held on 10 March 2020, which forms the Appendix to this Minute.

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

### 2 Housing Revenue Account, Revenue and Capital Budget Monitoring Report

There was submitted a Housing Revenue Account, Revenue and Capital Budget Monitoring report by the Director of Finance & Resources for the period 1 April to 26 June 2020.

The report stated that the projected revenue outturn at 31 March 2021 for all services reporting to this Policy Board was an overspend position of £2.466 million against the revised budget for the year. The projected capital outturn at 31 March 2021 for projects reporting to the Board was a breakeven position of £21.096 million against the revised budget for the year. Summaries were provided over the relevant services in the tables within the report, together with further analysis. It was noted that for financial year 2020/21 the projected outturn position was split into core and Covid-19 related variances. It was highlighted that budget adjustments, totalling £2.440 million, comprising £1.915 million of government grant settlement for discretionary payments and £0.525 million of government grant settlement for Criminal Justice services had been processed since the start of the financial year.

**DECIDED:**

(a) That the projected Housing Revenue Account (HRA) and Revenue outturn position, detailed in table 1 of the report, be noted;

(b) That the projected Capital outturn position, detailed in table 2 of the report, be noted; and

(c) That the budget adjustments, detailed in sections 4 and 6 of the report, be noted.

### 3 Community Empowerment Fund

There was submitted a report by the Chief Executive relative to applications received for funding from the Community Empowerment Fund.

The report outlined the key objectives and aims of the Community Empowerment Fund. A summary of five applications for funding in terms of the Fund, consideration of three of which had previously been continued by the Policy Board, was provided. The recommendations of the cross-service panel of officers, for determination in respect of each application were detailed within Section 4 of the report and the Appendix.

**DECIDED:** That the recommendations made in relation to the applications received and detailed in Section 4 of the report and the Appendix, be approved namely;

- (i) That the award of £8,500 to Finding Your Feet be approved;
- (ii) That the award of £9,450 to Erskine Music and Media be approved;
- (iii) That the award of £9,650 to Spateston Tenants and Residents Association be approved;
- (iv) That the award of £9,625 to Values into Action Scotland be approved; and
- (v) That the award of £10,000 to Friends of Howwood Park be approved.

### Greenspaces, Parks and Play Areas and Villages Investment Fund

There was submitted a report by the Director of Communities, Housing & Planning Services relative to the Greenspaces, Parks & Play Areas and Villages Investment Fund.

A cross-service panel of officers had been established to review and assess applications against agreed objectives and criteria. The Director of Communities, Housing & Planning Services had delegated authority to make grant awards under £5,000.

The report stated that activity had been restricted and progress slower than anticipated due to the Covid-19 pandemic. Updates were provided in respect of specific projects currently in development. One application which met the criteria, from Kilbarchan Community Council, which sought more than £5000, had been assessed during this funding round. A summary of this project was provided within the report with full details included within an Appendix.

**DECIDED:**

- (a) That the work currently being undertaken to support communities as they developed projects to be funded using the Greenspaces, Parks & Play Areas and Villages Investment Fund be noted; and
- (b) That the project detailed in Section 3 of the report and the Appendix, be awarded grant funding totalling £50,000 to support Kilbarchan Community Council.

## **5 Covid-19 Service Update : Communities, Housing & Planning Services**

There was submitted a report by the Director of Communities, Housing & Planning Services relative to the impact of the Covid-19 pandemic on areas within the responsibility of this Policy Board, the key priorities and short-term potential areas of risk.

The report detailed changes to service provision within (a) Planning and Housing Services; and (b) the Communities and Public Protection division following the introduction of lockdown and then the subsequent easing of lockdown restrictions in terms of the Scottish Government's route map for recovery. In terms of risk, the report noted that the Corporate Risk Management Group (CRMG) was reviewing the Council's risk profile in terms of the pandemic. It was anticipated that many of the existing strategic and corporate risks would be impacted. A report in this connection would be submitted to a future meeting of the Audit, Risk & Scrutiny Board.

In response to an enquiry, the Board was advised that an update on housing allocations would be issued to all Councillors in due course.

### **DECIDED:**

(a) That it be noted that planning policies would be reviewed to take account of any new guidance and emerging legislation having regard to the impact of Climate Change and Covid-19;

(b) That arrangements be made, in due course, to issue an update on housing allocations to all Councillors; and

(c) That otherwise the report be noted.

### **Declaration of Interest**

Councillor Mags MacLaren having previously declared an interest in the following item of business remained in the meeting but took no part in the discussion or decision.

## **6 Draft Strategic Housing Investment Plan 2021/26**

There was submitted a report by the Director of Communities, Housing & Planning Services relative to the draft Strategic Housing Investment Plan 2021/26. The report indicated that the Strategic Housing Investment Plan (SHIP), which detailed how funding for affordable housing would be targeted to achieve the objectives contained within Renfrewshire's Local Housing Strategy, was reviewed and updated annually. A draft SHIP for the five-year period 2021/26, including a roll-forward of projects from the previous SHIP, taking account of projects which were expected to complete during 2020/21 alongside estimates of when new projects could potentially be brought forward, had been developed for consultation, following discussion with local housing

associations in Renfrewshire. A copy of the draft Plan was appended to the report.

Due to the Covid-19 pandemic and the closure of all construction sites in March 2020, the delivery of projects within the current programme had been affected. This had resulted in delays to the completion of projects that were already under construction and an underspend of Scottish Government grant. The Council would continue to work with the Scottish Government and partners to manage the development programme and facilitate delivery of the affordable housing programme.

The report proposed that following consultation, which would be undertaken during August and September 2020, the finalised Plan would be submitted to the next meeting of this Policy Board for consideration and, if appropriate approval, prior to submission to the Scottish Government.

**DECIDED:**

- (a) That the draft Strategic Housing Investment Plan 2021/26, appended to the report, be approved;
- (b) That the Director of Communities, Housing & Planning Services be authorised to undertake consultation on the draft Strategic Housing Investment Plan 2021/26; and
- (c) That the finalised plan be submitted to the next meeting of this Policy Board for consideration.

## **7 Paisley West End: Regeneration Update**

There was submitted a report by the Director of Communities, Housing & Planning Services relative to progress achieved in implementing the regeneration masterplan, in partnership with Sanctuary Scotland, for the West End area of Paisley and seeking authority to initiate a Compulsory Purchase Order (CPO) application to facilitate the purchase of 17 privately-owned properties located at 26-34 Well Street, Paisley.

The report provided updates in relation to actions taken to date to implement the regeneration masterplan, approved at the meeting of the Council's Leadership Board held on 12 December 2017. All Council tenants within the masterplan area had been rehoused. The ownership of vacant Council owned properties and land in the masterplan area would be transferred to Sanctuary Scotland on a phased basis in line with their acquisition and demolition phasing strategy. The delivery of the masterplan required the demolition of 129 residential properties and 31 commercial properties, including the 17 privately owned properties located at 26-34 Well Street, Paisley and detailed in table 1 of the report. Despite ongoing attempts to negotiate mutually acceptable terms 17 of these properties remained in private ownership, details of which were provided together with a summary of the challenges encountered in negotiating acceptable terms for their acquisition and actions taken to resolve the situation. Authority was sought to initiate CPO proceedings in respect of these properties, where it was not possible to voluntarily acquire them, through the promotion and submission of an appropriate application to the Scottish Government.

The Convener proposed that, in addition to the recommendations detailed within the report, the following recommendation be added: -

That prior to the commencement of formal compulsory purchase procedures in relation

to the properties in table 1 that a further report be submitted to this Board providing an update on efforts to voluntarily acquire and seeking the approval of the Communities, Housing & Planning Board to such CPO procedures. This was agreed.

**DECIDED:**

(a) That the progress being made in implementing the Regeneration Masterplan for the West End of Paisley in partnership with Sanctuary Scotland be noted;

(b) That the Director of Communities, Housing & Planning Services be authorised to pursue the compulsory acquisition, by the promotion and submission for confirmation to the Scottish Ministers of compulsory purchase orders in respect of 17 properties, identified in table 1 of the report, to enable the properties to be demolished; and

(c) That prior to the commencement of formal compulsory purchase procedures in relation to the properties in table 1 a further report be submitted to a future meeting of this Policy Board providing an update on efforts to voluntarily acquire and seeking the approval of the Board to such CPO procedures.

## **8 Scottish Social Housing Charter: Annual Return 2019/20**

There was submitted a report by the Director of Communities, Housing & Planning Services relative to the Scottish Social Housing Charter Annual Return 2019/20. The report intimated that Local Authorities and Registered Social Landlords were required to submit an Annual Return relating to their performance to the Scottish Housing Regulator (SHR) by the end of May each year. The report highlighted that due to the COVID-19 pandemic, the SHR had extended the deadline for submission of the Annual Return 2019/20 to 31 July 2020. A copy of the Annual Return 2019/20 made on behalf of the Council was appended to the report and detailed Renfrewshire's performance in terms of specific indicators. Comparative information for the previous four-year period, core contextual data submitted as part of the return and additional service and performance management information was incorporated. The report highlighted that the SHR published all social landlords' performance on its website and, in common with other social landlords, the Council was required to report its performance against the Charter to all tenants. In accordance with guidance issued by the SHR tenants would be consulted on the preferred format for the tenants' report.

**DECIDED:** That the Scottish Social Housing Charter performance information Annual Return 2019/20, as appended to the report, be noted.

## **9 Housing Energy Efficiency and Carbon Reduction Programmes 2020/21**

There was submitted a report by the Director of Communities, Housing & Planning Services relative to the Housing Energy Efficiency and Carbon Reduction Programmes and the allocation of £1,654,486 for the Renfrewshire Council area in terms of the Scottish Government's Home Energy Efficiency Programme for Scotland (HEEPS:ABS) 2020/21.

The key objectives of the Programme were detailed within the report, together with the potential benefits and it was highlighted that local authorities acted as coordinating

agents for all HEEPS: ABS programmes within their area. Confirmation had been received, on 20 April 2020, that Renfrewshire's proposed allocation of the £49 million available nationally was £1,654,486 confirmation of which had been received on 13 July 2020 and accepted by the Director of Communities, Housing & Planning Services. It was noted that, as in previous years, the proposed projects, which were detailed within the report, had focused on mixed tenure blocks of solid wall construction type to support social landlords in meeting the requirements of the Energy Efficiency Standard for Social Housing.

**DECIDED:**

(a) That the action taken by the Director of Communities, Housing & Planning Services in accepting grant funding of £1,654,486, awarded as part of the Scottish Government's HEEPS: ABS programme for qualifying projects within the Renfrewshire Council area, be homologated; and

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

## **10 Community Justice Annual Report**

There was submitted a report by the Director of Children's Services relative to the Community Justice Renfrewshire Annual Report 2019/20, a copy of the template for which was appended to the report. The report advised that the Renfrewshire Community Justice Outcomes Improvement Plan 2018/21, published on 1 April 2018, had outlined how the Community Justice Renfrewshire Partnership would reduce re-offending locally. The document also highlighted key local priorities, which had been identified through needs assessment and interaction with stakeholders and national priorities. The Community Justice Renfrewshire Annual Report, covering the period 1 April 2019 to 31 March 2020, required to be published by 30 September 2020 and thereafter submitted to Community Justice Scotland. The template for the annual report had been produced by Community Justice Scotland to assist local partnerships to capture a range of data in a way that allowed local partners to highlight key aspects of community justice activities, outcomes and improvements over the specified period without it being onerous or time/resource demanding.

**DECIDED:**

(a) That the content of the Community Justice Renfrewshire Annual Report Reporting Template 2019/20, which was appended to the report, be approved; and

(b) That it be noted that the Community Justice Renfrewshire Annual Report 2019/20 required to be published by 30 September 2020 and thereafter submitted to Community Justice Scotland.

## **11 Disposal of Land adjacent to 4 Iona Road, Renfrew**

There was submitted a report by the Director of Finance & Resources relative to the proposed declaration of an area of land located adjacent to 4 Iona Road, Renfrew, identified on a plan appended to the report, as surplus to the Council's requirements.

The area of land involved, which was held on the Housing Revenue Account, extended to 19 square metres or thereby and was an area of open space, maintained by Environment & Infrastructure. The applicant, the owner of the property at 4 Iona Road, Renfrew had expressed an interest in purchasing the land for incorporation into their garden ground. Provisional agreement had been reached in terms of a purchase price subject to the ground being declared surplus to the Council's requirements. The area of land concerned was such that the purchase price/value of the land would be at a level upon which delegated powers granted to the Head of Property Services for the disposal of surplus property would be utilised. The Head of Planning & Housing Services had confirmed that the area of land involved had no operational requirement and was not opposed to the land being declared surplus. It was highlighted that the proposed purchaser would require to obtain the required planning consents for the change of use from open space and be liable to meet the Council's reasonable professional and legal expenses incurred in processing the transaction.

**DECIDED:**

(a) That the area of land located adjacent to 4 Iona Road, Renfrew, identified on the plan attached to the report, be declared surplus to the Council's requirements, with a view to disposing to the adjacent owner;

(b) That the sale, to the adjoining proprietor of 4 Iona Road, Renfrew, of the land referred to above on such terms and conditions as may be negotiated by the Head of Property, utilising delegated powers, be authorised;

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

(d) That it be noted that the Head of Housing & Planning Services would advertise the proposed sale of the area of open space in the local press in terms of the Town and Country Planning (Scotland) Act 1959.

## **12 Renfrewshire Local Development Plan - Development Plan Scheme**

There was submitted a report by the Director of Communities, Housing & Planning Services relative to the annual Renfrewshire Development Plan Scheme 2020 and participation statement which were appended to the report. The report stated that the Development Plan Scheme detailed the programme for preparation and review of the Local Development Plan and provided a participation statement indicating when, how and with whom consultation on the Plan would take place. The current Development Plan for Renfrewshire consisted of the Clydeplan Strategic Development Plan, approved by Scottish Ministers in 2017, and the adopted Renfrewshire Local Development Plan 2014.

The Development Plan Scheme 2020 outlined the remaining stages and timetable for the adoption of the next Renfrewshire Local Development Plan. The report also highlighted that the Development Plan Scheme 2020 would be submitted to Scottish Ministers and made available for public inspection.

**DECIDED:** That the Renfrewshire Development Plan Scheme 2020 be approved.

### 13 Renfrewshire Planning Performance Framework

There was submitted a report by the Director of Communities, Housing & Planning Services relative to the Renfrewshire Planning Performance Framework 2019/20 which was appended to the report. The report stated that a system of performance management for planning had been established by local authorities and the Scottish Government, where all planning authorities required to produce an annual Planning Performance Framework. The Framework had been developed by the Heads of Planning Scotland to capture and highlight a balanced measurement of planning performance, showing commitment to speed of decision making; providing certainty through timescales, process and advice; delivery of good quality development; project management; communication and engagement; and an overall 'open for business' attitude. It was noted that the Framework was not a policy document but provided planning authorities with an opportunity to demonstrate continuous improvement, achievements and successes. The Renfrewshire Planning Performance Framework 2019/20, a copy of which was appended to the report, demonstrated that the Council continued to perform well in terms of the Scottish average.

It was proposed that the Board consider the Renfrewshire Planning Performance Framework document and the Red, Amber, Green (RAG) assessments at a future meeting of the Policy Board.

**DECIDED:**

(a) That the Renfrewshire Planning Performance Framework 2019/20, as appended to the report and which had been submitted to the Scottish Government on 31 July 2020, be noted; and

(b) That arrangements be made to submit the Renfrewshire Planning Performance Framework document and the RAG assessments, to a future meeting of the Policy Board for consideration.

### 14 Proposal of Application Notices

There were submitted reports by the Director of Communities, Housing & Planning Services relative to proposal of application notices.

It was proposed that the planning history of the site for 20/0365/NO be taken into consideration in the assessment of any subsequent planning application that may follow and that otherwise the key issues identified to date be noted. This was agreed.

**DECIDED:** That the planning history of the site for 20/0365/NO be taken into consideration in the assessment of any subsequent planning application that may follow and that otherwise the key issues identified to date be noted.

## 15 Planning Applications

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

**(A) 19/0184/PP – WARD 12: ERECTION OF RESIDENTIAL DEVELOPMENT COMPRISING 246 DWELLINGHOUSES AND FLATS WITH ASSOCIATED INFRASTRUCTURE, OPEN SPACE AND LANDSCAPING AT ERSKINE BRIDGE HOTEL, ERSKINE HARBOUR, ERSKINE PA8 6AN BY PERSIMMON HOMES LIMITED.**

It was proposed that the Planning Authority hold a hearing under section 38A of the Town and Country Planning (Scotland) Act 1997 to allow the applicant and any person who had made a representation or objections to the application to address the Planning Authority on planning issues which arose from the following matters: environmental impact including flooding risks and impact on Local Environmental Designations (SINCs) and the impact on infrastructure including roads and education facilities (bearing in mind the Planning Authority's role in Getting It Right for Every Child). This was agreed.

**DECIDED:** That the Planning Authority hold a hearing under section 38A of the Town and Country Planning (Scotland) Act 1997 to allow the applicant and any person who had made a representation or objections to the application to address the Planning Authority on planning issues which arose from the following matters: environmental impact including flooding risks and impact on Local Environmental Designations (SINCs) and the impact on infrastructure including roads and education facilities.

**(B) 19/0843/PP – WARD 4: ERECTION OF HOTEL WITH CAR PARKING, ACCESS, LANDSCAPING AND OTHER ASSOCIATED WORKS AT LAND TO EAST OF NO 1 MARCHBURN DRIVE, GLASGOW AIRPORT, PAISLEY BY CAIRN HOTELS GROUP.**

It was proposed that consideration of the application be continued for a site visit. This was agreed.

**DECIDED:** That consideration of the application be continued for a site visit.

### DECLARATION OF INTEREST

Councillor James MacLaren having previously declared an interest in the following item of business remained in the meeting but took no part in the discussion or decision.

**(C) 20/0102/PP – WARD 11: FORMATION OF COMMERCIAL FISHERY WITH ASSOCIATED ACCESS, PARKING, MODULAR BUILDING AND LANDSCAPING AT LAND AT HADDOCKSTON ESTATE, WEST GLEN ROAD, HOUSTON, JOHNSTONE BY MR CAMPBELL.**

It was proposed that consideration of the application be continued for a site visit. This was agreed.

**DECIDED:** That consideration of the application be continued for a site visit.

**(D) 20/0120/PP – WARD 2: ERECTION OF CLASS 4 (BUSINESS), CLASS 5 (GENERAL INDUSTRIAL) AND CLASS 6 (STORAGE & DISTRIBUTION) DEVELOPMENT, WITH ASSOCIATED ACCESS, PARKING AND LANDSCAPING (IN PRINCIPLE) AT 127 WRIGHT STREET, RENFREW PA4 8AN BY 3663 DEVELOPMENTS LTD.**

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

**DECIDED:** That the application be granted subject to conditions.

**(E) 20/0171/PP – WARD 8: FORMATION OF VEHICLE DELIVERY AND STORAGE COMPOUND WITH ASSOCIATED WORKS, INCLUDING BOUNDARY FENCING AT LAND AT PHOENIX PARK, LINWOOD ROAD, PAISLEY BY ARNOLD CLARK AUTOMOBILES LIMITED.**

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

**DECIDED:** That the application be granted subject to conditions.

**(F) 20/0217/PP – WARD 4: ERECTION OF STUDENT ACCOMODATION, PARTIAL DEMOLITION OF EXISTING BUILDING WITH FAÇADE RETENTION AND ASSOCIATED EXTERNAL ALTERATIONS AND ERECTION OF BIN STORE AT TA CENTRE, 76 HIGH STREET, PAISLEY PA1 2BA BY JR CONSTRUCTION SCOTLAND LIMITED.**

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

Councillor K MacLaren, seconded by Councillor Andy Doig, moved as a first amendment that the application be refused.

Councillor Burns, seconded by Councillor Mags MacLaren, moved as a second amendment that consideration of the application be continued for a site visit.

On the roll being called between the motion and the first amendment, the following members voted for the motion: Councillors Brown, McCulloch, McGurk, McNaughtan, Montgomery, Nicolson and Rodden.

The following members voted for the first amendment: Councillors Binks, Burns, Andy Doig, Don, J MacLaren, K MacLaren, M MacLaren; and Strang.

8 members having voted for the first amendment and 7 members having voted for the motion, a vote was then taken between the first amendment and second amendment. On the roll being called between the first amendment and the second amendment, the following members voted for the first amendment: Councillors Binks, Andy Doig and K MacLaren.

The following members voted for the second amendment: Councillors Brown, Burns, Don, J MacLaren, M MacLaren, McCulloch, McGurk, McNaughtan, Montgomery,

Nicolson, Rodden and Strang.

12 members having voted for the second amendment and 3 members having voted for the first amendment, the second amendment was accordingly declared carried.

**DECIDED**: That consideration of the application be continued for a site visit.

**(G) 20/0218/LB – WARD 4: ERECTION OF STUDENT ACCOMODATION, PARTIAL DEMOLITION OF EXISTING BUILDING WITH FAÇADE RETENTION AND ASSOCIATED EXTERNAL ALTERATIONS AND ERECTION OF BIN STORE AT TA CENTRE, 76 HIGH STREET, PAISLEY PA1 2BA BY JR CONSTRUCTION SCOTLAND LIMITED.**

It was proposed that in view of the decision taken in respect of (F) above consideration of this application be continued. This was agreed.

**DECIDED**: That consideration of the application be continued.

**(H) 20/0278/PP – WARD 9: ERECTION OF TEN GLAMPING PODS AT BOWFIELD HOTEL AND COUNTRY CLUB, BOWFIELD ROAD, HOWWOOD, JOHNSTONE PA9 1DZ BY MANORVIEW GROUP.**

Councillor McGurk, seconded by Councillor Rodden, moved that consideration of the application be continued for a site visit.

Councillor Andy Doig, seconded by Councillor Binks, moved as an amendment that the application be refused as: (a) The proposal was contrary to Policy E4 – Tourism, as the additional visitors generated from the proposal would have a significant impact on existing infrastructure, in particular sewerage and the local road network; and (b) There would also be an adverse impact on the amenity of the area, which was within the Green Belt.

On the roll being called the following members voted for the amendment: Councillors Binks, Andy Doig, Don, J MacLaren, K MacLaren, M MacLaren, McCulloch, McNaughtan, Montgomery and Strang.

The following members voted for the motion: Councillors Brown, Burns, McGurk, Nicolson and Rodden.

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

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

(a) The proposal was contrary to Policy E4 – Tourism, as the additional visitors generated from the proposal would have a significant impact on existing infrastructure, in particular sewerage and the local road network; and

(b) There would also be an adverse impact on the amenity of the area, which was within the Green Belt.

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

Date	Time	Venue
Tuesday, 18 August 2020	15:00	Microsoft Teams Meeting,

### Present

Councillors McGurk, Kenny MacLaren, McNaughtan and Strang.

### Chair

Councillor McGurk, Convener, presided.

### In Attendance

M Crearie, Director of Communities, Housing & Planning Services; and O Reid, Head of Communities & Public Protection (both Communities, Housing and Planning Services); G Dickie, Partnership & Commissioning Manger; D Pole, End User Technician; Robert Devine, Senior Committee Services Officer and K O'Neill, Assistant Democratic Services Officer (both Finance & Resources).

### Also in Attendance

A Murray, Chief Superintendent and D Leitch, Superintendent (both Police Scotland); J McNeill, Area Commander and M Hill, Group Manager, (Scottish Fire & Rescue Service).

### Declarations of Interest

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

### Recording of Meeting

Prior to the commencement of the meeting the Convener intimated that this meeting of the Sub-committee would be recorded and that the recording would be available to watch on the Council's website.

## **Welcome**

The Convenor welcomed James McNeil, Area Commander, Scottish Fire & Rescue Service to his first meeting of the Police and Fire & Rescue Scrutiny Sub-committee.

## 1 Renfrewshire Scrutiny Board Report June 2020

There was submitted a report by the Chief Superintendent, Police Scotland, relative to service performance and activities in the Renfrewshire area for the period 1 April - 30 June 2020.

The report summarised the key performance indicators and provided statistics relating to the specific key objectives detailed in the Renfrewshire Local Policing Plan 2017/20, together with comparative data.

Complaints relative to disorder increased by 58.2% for the same period in the previous year a high proportion of which related to perceived or actual breaches of Covid-19 guidelines. The report also provided, in an infographics format, local updates in relation to the Police Scotland priorities of violence and anti-social behaviour; acquisitive crime; public protection; major crime & terrorism and road safety & road crime.

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

## 2 Spotlight - Covid Operational Response and Stop Search

D Leitch (Police Scotland) provided information relative to the operational response of Police Scotland to the Covid-19 pandemic. A Covid-19 team had been established comprising sergeants from all area which met on a daily basis.

The Police presence had increased during the period March - June due to non-essential training and court proceedings being cancelled and as no citations had been issued, this facilitated an increase in officer numbers on the street to monitor members of the public during lockdown.

D Leitch also advised that the media had been supportive during the period since lockdown was imposed and that Community Partners and Elected Members had also provided a high level of support.

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

## 3 Renfrewshire Performance Report

There was submitted a report, in an infographics format, by the Local Senior Officer, Scottish Fire and Rescue Service (SFRS) relative to SFRS performance and activities in the Renfrewshire area during the reporting period 1 April – 30 June 2020.

The report had been developed to compliment key partnership activity embedded across Renfrewshire Community Plan and associated Delivery and Thematic plans. The report also provided updates in relation to Renfrewshire activity summary; accidental dwelling fires and casualties, unintentional injury and harm, deliberate fire setting, non-domestic fire safety and unwanted fire alarm signals.

A high level of proactive work had been undertaken by Scottish Fire & Rescue Service which included home fire safety visits and literature being issued which helped reduce figures during the reporting period.

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

#### **4 Spotlight - The Fire & Rescue Response to the COVID-19 Pandemic within Renfrewshire.**

M Hill (Scottish Fire and Rescue Service) provided information relative to measures implemented in response to the Covid-19 pandemic. He advised that daily meetings had been held by the Senior Manager Group to identify and address issues.

The sub-committee was advised that the Scottish Fire & Rescue Service had been able to offer and provide a significant level of support to nursing staff. A number of staff had been impacted by the pandemic with three staff members testing positive and 65 shielding, during this period a high level of service was maintained.

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

## Minute of Meeting Regulatory Functions Board

Date	Time	Venue
Wednesday, 19 August 2020	10:00	Remotely by MS Teams ,

### Present

Councillor Eddie Devine, Councillor Audrey Doig, Councillor Lisa-Marie Hughes, Councillor Alistair Mackay, Councillor John McNaughtan, Councillor Emma Rodden, Councillor Andy Steel, Councillor Jane Strang

### Chair

Councillor McNaughtan, Convener, presided.

### In Attendance

M Conaghan, Legal & Democratic Services Manager, D Campbell, Assistant Managing Solicitor (Licensing), A McLaughlin, Senior Solicitor (Litigation and Regulatory Services), E Currie, Senior Committee Services Officer, P Shiach, Committee Services Officer, A Easdon, Licensing Officer/Paralegal, N Barr, Administrative Assistant and G McIntosh, Civic Government Enforcement Officer (for items 1 to 5 only) (all Finance & Resources).

### Recording of Meeting

Prior to the commencement of the meeting the Convener intimated that this meeting of the Board would be recorded and that the recording would be available to watch on the Council's website.

### Apologies

Councillors McEwan and Montgomery.

## Declarations of Interest

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

## Order of Business

In terms of Standing Order 16, the Convener intimated that he proposed to alter the order of business to facilitate the conduct of the meeting by considering item 5 of the agenda before item 2 of the agenda; item 6 of the agenda after item 5 of the agenda; item 2 of the agenda after item 6 of the agenda; and item 4 of the agenda after item 2 of the agenda.

### 1 Grant of Temporary Late Hours Catering Licence and Grant of Late Hours Catering Licence - Personal Appearance

There were submitted the undernoted applications for grant of a temporary Late Hours Catering Licence and grant of a Late Hours Catering Licence. The applicant had been asked to appear personally for the first time:-

Applicant: WH Smith Travel Holdings Limited  
 Authorised goods: general retail consumable items  
 Trading from: WH Smith Airside Main, Glasgow Airport, Paisley  
 Operating hours: Monday to Sunday –11.00 pm to 5.00 am

Mr McDougall, the applicant's Solicitor, joined the meeting by video call and requested that the Board consider his client's application for grant of a Late Hours Catering Licence in the first instance. He advised that, depending on the outcome of the application, he would then be in a position to withdraw his client's application for grant of a temporary Late Hours Catering Licence.

The Convener proposed that members consider the application for grant of a Late Hours Catering Licence first, then, if required, consider the application for grant of a temporary Late Hours Catering Licence. This was agreed unanimously.

After consideration of all matters before the Board, the Convener proposed that the application for grant of a Late Hours Catering Licence be granted for a period of one year and that the applicant be made an exception to the Board's policy on trading hours. This was agreed unanimously.

Thereafter, Mr McDougall withdrew his client's application for grant of a temporary Late Hours Catering Licence, which was noted.

### **DECIDED:**

(a) That the application for grant of a Late Hours Catering Licence be granted for a period of one year and that the applicant be made an exception to the Board's policy on trading hours; and

(b) That it be noted that the application for grant of a temporary Late Hours Catering Licence had been withdrawn.

## **2 Civic Government (Scotland) Act 1982: Review of Taxi Fares within Renfrewshire**

There was submitted a report by the Director of Finance & Resources relative to a review of taxi fares within Renfrewshire.

The report intimated that the Council, as licensing authority, was obliged to fix scales for the fares and other charges in its area in connection with the hire of a taxi. Legislation provided that fares should be fixed within 18 months beginning with the date on which scales last came into effect and it was noted that this report had originally been due to be considered by the Board at a meeting on 26 March 2020 which had been cancelled due to the coronavirus pandemic. The last taxi fares review had been carried out during 2018/19 with a revised taxi fares scale being fixed and effective from 25 March 2019.

Preliminary consultation had taken place with persons or organisations representative of taxi operators and a number of individual taxi operators on the current taxi fares scale. The responses received were detailed in paragraphs 3.4.1 to 3.4.3 of the report.

Appendix 1 to the report detailed the current taxi fares scale operating in Renfrewshire together with the proposed taxi fares scales. A report on the Review of Taxi Tariff in Renfrewshire carried out by Vector Transport Consultancy formed Appendix 2 to the report. Appendix 3 to the report detailed the tariffs operating in surrounding areas and a table detailing current fares tariff and proposed fares formed Appendix 4 to the report.

The report stated that the existing scales required to be reviewed and new scales proposed by the Board. Thereafter, formal notification of the proposed new scales would be advertised in the local press in order that representations could be made on the agreed proposal by a specified date at least one month from the date of the newspaper advertisement. A further report would thereafter be submitted to the Board to consider any representations received and the new taxi fares scale could be fixed. The date for the new taxi fares to come into effect required to be decided by the Board.

The Assistant Managing Solicitor advised that Mr Norton, Glasgow Airport Limited, had recently requested officers to note a change to his proposal, proposal 3, in that: (i) he would now like the fares scale to reflect 'pick up drop off' charges as may be determined by the Airport, from time to time, as opposed to a determined £3; and (ii) having read the document by Vector Transport Consultancy, he now concurred with the increase in charges proposed by J Tannahill, proposal 2, in relation to the additional distance charge.

The Convener proposed (i) that proposal 2 be proposed as the new taxi fares scale for Renfrewshire and included in the newspaper advertisement as detailed in paragraph 1.4 of the report; (ii) that it be agreed that the proposed date for the proposed revised fare scale to come into effect be 14 December 2020; (iii) that it be noted that the proposals would be advertised in the local press; and (iv) that it be agreed that the last date for lodging representations following on the proposed scale being advertised be one calendar month after the date of publication of that advertisement. This was agreed unanimously.

**DECIDED:**

- (a) That proposal 2 be proposed as the new taxi fares scale for Renfrewshire and included in the newspaper advertisement as detailed in paragraph 1.4 of the report;
- (b) That it be agreed that the proposed date for the proposed revised fare scale to come into effect be 14 December 2020;
- (c) That it be noted that the proposals would be advertised in the local press; and
- (d) That it be agreed that the last date for lodging representations following on the proposed scale being advertised be one calendar month after the date of publication of that advertisement.

### **3 Taxi Licensing: Unmet Demand**

There was submitted a report by the Director of Finance & Resources relative to recent observations by the Civic Government Enforcement Officer in relation to the demand for taxis.

The report advised that the Council had a policy of limiting the number of taxis within Renfrewshire and kept the demand for taxis under review. Section 10 (3) of the Civic Government (Scotland) Act 1982 empowered the Council as licensing authority to refuse to grant new taxi licences in its area in order to limit the number of taxis in the area provided it was satisfied that there was no significant demand for taxi services in its area which was unmet.

The report indicated that in May 2016, the Board had considered a detailed report, carried out externally by Vector Transport Consultancy, in relation to demand for taxi services in Renfrewshire. The Board had agreed at that time to increase the limit in relation to the number of taxis in Renfrewshire to 235. On 1 November 2017 and 7 June 2018 the Board considered a report by the Civic Government Enforcement Officer setting out her findings following taxi stance observations at Gilmour Street, Paisley and at Glasgow Airport and following consideration of these reports, the policy maintaining the limit of 235 taxis was maintained.

The report stated that between October and December 2019, the Civic Government Enforcement Officer carried out rank observations at Gilmour Street, Paisley and at Glasgow Airport to assess whether there was any significant unmet demand. A copy of the Civic Government Enforcement Officer's findings was appended to the report. The conclusions from the Civic Government Enforcement Officer's findings was that there was no significant demand for the services of taxis which was unmet.

**DECIDED:** That the report be noted and that the numbers limit be kept under review.

### **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.

#### **4 House in Multiple Occupation Licence- Personal Appearance**

There was submitted the undernoted application for grant of a House in Multiple Occupation Licence. The applicant had been asked to appear personally for the first time together with the Director of Communities, Housing & Planning Services, Renfrewshire Council:-

Applicant: Clachan Residential Property Partnership  
Property: Flat 1/L 5 Townhead Terrace, Paisley

The Assistant Managing Solicitor (Licensing) advised that this application had been withdrawn.

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

#### **5 Surrender and Re-issue of Taxi Operator's Licence**

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

Present Operator: Executors of James Murray  
Proposed Operator: Elizabeth Taylor  
Licence No.: TX 127

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

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

#### **Adjournment**

The meeting adjourned at 10.35 and resumed at 10.50 am.

#### **6 Grant of Private Hire Car Driver's Licence - Personal Appearance**

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

Ivie Speirs

Mr Speirs, the applicant, joined the meeting by telephone call together with Sergeant Robertson, Police Scotland, on behalf of the Chief Constable who had submitted an objection to the application, who also joined by telephone call. After consideration of all matters before the Board, the Board adjourned to allow members to consider this application. The meeting was reconvened.

Councillor McNaughtan, seconded by Councillor Mackay, moved that the application be refused.

Councillor Devine, seconded by Councillor Rodden, moved as amendment that the application be granted for a period of one year.

On the roll being called the following members voted for the amendment: Councillors Devine, Audrey Doig, Rodden, Steel and Strang.

The following members voted for the motion: Councillors Hughes, McNaughtan and Mackay.

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

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

## Minute of Meeting

### Education and Children's Services Policy Board

Date	Time	Venue
Thursday, 20 August 2020	13:00	Teams Meeting,

#### Present

Councillor Derek Bibby, Ms Mary Jane Bird, Provost Lorraine Cameron, Councillor Carolann Davidson, Councillor Natalie Don, Councillor Edward Grady, Councillor Neill Graham, Councillor Lisa-Marie Hughes, Councillor Karen Kennedy, Councillor Scott Kerr, Councillor John McNaughtan, Councillor Will Mylet, Mr Jack Nellaney, Councillor Iain Nicolson, Councillor Jim Paterson, Councillor Emma Rodden, Councillor John Shaw, Mr Ravinder Singh, Councillor Jane Strang

#### Chair

Councillor Paterson, Convener, presided.

#### In Attendance

S Quinn, Director of Children's Services, J Calder, Head of Service (Curriculum and Quality), G McKinlay, Head of Schools and J Trainer, Head of Childcare & Criminal Justice (all Children's Services); C Dalrymple, Communities & Regulatory Manager (Communities, Housing & Planning Services); and K Graham, Head of Corporate Governance, M Conaghan, Legal & Democratic Services Manager, D Low, Democratic Services Manager, G McLachlan, Senior Finance Manager, R Devine, Senior Committee Services Officer and T Slater, Senior Committee Services Officer (all Finance & Resources).

#### Recording of Meeting

Prior to the commencement of the meeting the Convener intimated that this meeting of the Board would be recorded and that the recording would be available to watch on the Council's website.

## Welcome

The Convener welcomed Ms Mary Jane Bird, who was the new Church of Scotland representative to her first meeting of the Policy Board.

## Declarations of Interest

Councillor Bibby declared a non-financial interest in respect of Item 9 of the agenda – Changes in Residential Children’s Houses - as he had previously been the External Manager for both Roneil and Longcroft Children’s Houses. He intimated that he would remain in the meeting and would take part in any discussion or voting thereon.

Councillor Davidson declared a non-financial interest in Item 9 of the agenda – Changes in Residential Children’s Houses – as she had a family member who worked for one of the services. She intimated that she would remain in the meeting and would take part in any discussion or voting thereon.

## 1 Revenue and Capital Budget Monitoring

There was submitted a joint Revenue and Capital Budget Monitoring report by the Directors of Finance & Resources and Children's Services for the Service to 26 June 2020.

### **DECIDED:**

(a) That the projected Revenue outturn position for Children’s Services, detailed in Table 1 of the report be noted; that it be noted that the further forecast position was based on best estimates and confirmed government support at this point in time; and that it be noted that forecasts were likely to be subject to considerable fluctuation as the full service implications and associated cost of the pandemic became clear;

(b) That the projected Capital outturn position for Children’s services, detailed in Table 2 of the report, be noted; and

(c) That the budget adjustments, detailed in sections 4 and 6 of the report, be noted.

## 2 Covid-19 - Service Update

There was submitted a report by the Director of Children’s Services providing an update on the impact of the Covid-19 pandemic on the service areas within the Policy Board’s remit.

The report commended colleagues within Children’s Services and across the Council who had shown great commitment and resilience in delivering essential services, volunteering to support frontline services and helping others to remain safe at home during this time. The report also acknowledged the impact of the pandemic on our communities. These sentiments were echoed by the Convener and members of the Policy Board.

The report outlined the actions taken to support school closures and re-opening, including provision for home-based learning, additional support for key workers and vulnerable children and families through childcare hubs, more individualised support through services such as Home Link and the measures in place to ensure a safe return to school.

The report also highlighted the work undertaken by Children and Families Social Work and Criminal Justice Social Work to support service users with the highest levels of needs and risks.

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

### **3 Amendment to Agreed School Holiday Arrangements School Session 2020/2021**

Under reference to Item 7 of the Minute of the meeting of this Policy Board held on 31 October 2019, there was submitted a report by the Director of Children's Services relative to the requirement to amend school holiday arrangements for school session 2020/2021.

The report advised that, due to the Covid-19 pandemic, the Scottish Government Guidance Document entitled "The Strategic Framework for the Reopening of School and ELC Provision", confirmed that the start date of the new term would be standardised to 11 August 2020, across all councils in Scotland on an exceptional basis for the purposes of managing Covid-19.

The report further advised that, following consultation with staff, parent councils, pupil councils, teaching and other trade unions, arrangements were made that required teachers to return to work on Monday, 10 August 2020 and pupils returning to school on Wednesday, 12 August 2020. The additional two days worked in August would be moved to the Christmas break. The amended school holiday arrangements were attached as Appendix 1 to the report and a summary of consultation responses attached as Appendix 2 to the report.

**DECIDED:** That the revised school holiday arrangements for academic year 2020/2021, as outlined in Appendix 1 to the report, be noted.

### **4 School Holiday Arrangements School Session 2021/2022**

There was submitted a report by the Director of Children's Services relative to the proposed local school holiday arrangements for the school session commencing in August 2021.

The report intimated that, in line with the normal consultation arrangements, three potential options had been circulated to staff, parent councils, pupil councils, teaching and other trade unions for consideration. These proposals were detailed in appendices to the report. The school holiday proposal preferred by the majority of those who had submitted responses to the consultation was detailed in Appendix 1 to the report, with Appendices 2 and 3 outlining the proposals less favoured and Appendix 4 providing a summary of the consultation responses.

**DECIDED:** That the Director of Children’s Services be authorised to set local school holiday arrangements for academic year 2021/2022, as detailed in Appendix 1 to the report.

## **Sederunt**

Mr Singh joined the meeting prior to consideration of the following item of business.

### **5 Naming of New Non-Denominational Primary School in Dargavel Village, Bishopton**

There was submitted a report by the Director of Children’s Services relative to the naming of a new non-denominational primary school in Dargavel Village, Bishopton.

The report intimated that parents, pupils and staff from Bishopton Primary School had been asked to make suggestions for the name of the new school. They had been requested to consider their suggestions in the context of a Council provision to educate non-denominational primary school children within the new Dargavel Village estate. The responses made advised of the reasons for and relevance of the suggested name.

A total of 321 ballot forms had been returned and the report detailed the scoring model used. The name Dargavel Primary School received the highest cumulative score of 828 votes. This option related to Dargavel House, which was a large 16th Century mansion close to the school. The housing development within which the school would be situated was named after the house.

Names of the runners-up were Barrangary Primary School, which received a cumulative score of 575 votes and Antonine Primary School, which received a cumulative score of 523 votes.

**DECIDED:** That Dargavel Primary School be approved as the name of the new non-denominational primary school in Dargavel Village, Bishopton.

### **6 Response to Proposal to Consult on Admissions to Schools and Placing Request Policy**

Under reference to Item 4 of the Minute of the meeting of this Board held on 16 January 2020, there was submitted a report by the Director of Children’s Services relative to the response to the consultation on the Admissions to Schools and Placing Request Policy.

The issues raised during the consultation, which was undertaken between 27 January 2020 and 31 March 2020, were detailed in Appendix 1 to the report and demonstrated support for the proposed Admissions to School and Placing Request Policy, which was attached as Appendix 2 to the report.

The response from Education Scotland, which had also been consulted on the proposals in accordance with legislative requirements, was attached as Appendix 3 to the report and was supportive of the educational benefits of the recommendation.

Councillor Davidson wished it to be noted that her concerns raised at the meeting of the Board held on 16 January 2020 in relation to the inclusion of single parents as a priority had not been included in the minute of the meeting or as part of the consultation and requested a meeting with the Convener and officers at a future date to determine the impact on single parents. The Convener apologised that the comments had not been captured as part of the consultation process and agreed to the meeting requested.

**DECIDED:**

- (a) That the issues raised through the formal consultation, as detailed in Appendix 1 to the report, be noted;
- (b) That the comments made by Education Scotland in relation to the educational benefits of the proposals, as detailed in Appendix 3 to the report, be noted;
- (c) That the revised Admissions to Schools and Placing Request Policy, attached as Appendix 2 to the report, be approved;
- (d) That the Policy be implemented for requests for August 2021 intakes onwards; and
- (e) That it be agreed that the Convener and officers from Children's Services would meet with Councillor Davidson to determine the impact of the Policy on single parents.

**7 Response to Proposal to Consult on Catchment Reviews Affecting: Kilbarchan and East Fulton Primary Schools; Kilbarchan and Woodlands Primary Schools; St Margaret's and Our Lady of Peace Primary Schools; and Johnstone and Linwood High Schools**

Under reference to Item 8 of the Minute of the meeting of this Board held on 31 October 2019, there was submitted a report by the Director of Children's Services relative to the response to the consultation on a catchment review affecting Kilbarchan and East Fulton Primary Schools; Kilbarchan and Woodlands Primary Schools; St Margaret's and Our Lady of Peace Primary Schools; and Johnstone and Linwood High Schools.

Copies of the consultation documents were attached as Appendix 2 to the report. The issues raised during the consultation, which was undertaken between 18 November 2019 and 21 January 2020, were detailed in Appendix 1 to the report and indicated support for the recommendation to alter the catchment areas, which would assist in managing the school rolls in all affected schools.

The response from Education Scotland, which had also been consulted on the proposals in accordance with legislative requirements, was attached as Appendix 4 to the report and was supportive of the educational benefits of the recommendation.

**DECIDED:**

- (a) That the issues raised during the formal consultation, as detailed in Appendix 1 to the report, be noted;
- (b) That the comments made by Education Scotland in relation to the educational benefits of the recommendation, as detailed in Appendix 4 to the report, be noted;
- (c) That the revised catchment arrangements for Kilbarchan and East Fulton Primary Schools, Kilbarchan and Woodlands Primary Schools, St Margaret's and Our Lady of Peace Primary Schools, and Johnstone and Linwood High Schools be approved; and
- (d) That the implementation of the catchment changes, from August 2021, be approved.

## **8 Revised Consultation Arrangements Regarding the Proposal to Relocate Paisley Grammar School to a New Build Community Campus at Renfrew Road in Paisley**

Under reference to Item 10 of the Minute of the meeting of this Board held on 12 March 2020, there was submitted a report by the Director of Children's Services relative to revised consultation arrangements for the proposal to relocate Paisley Grammar School to a new build community campus at Renfrew Road in Paisley.

The report advised that, in terms of Standing Order 28 – rescinding of decisions – that the Covid-19 lockdown restrictions represented a material change of circumstances and it was not possible to progress the consultation arrangements previously agreed.

A revised timetable to take forward the consultation was detailed in the report, together with changes to the public consultation arrangements to comply with current physical distancing measures.

The 'procedures for consultation' and the consultation document entitled 'The relocation of Paisley Grammar School to a new build Community Campus at Renfrew Road in Paisley' had been updated and were attached to the report as appendices 1 and 2, respectively.

**DECIDED:**

- (a) That the revised timetable for the consultation and alternative arrangements for the public consultation meeting be approved;
- (b) That the revised consultation procedures document, attached as Appendix 1 to the report, be approved;
- (c) That the revised consultation document, attached as Appendix 2 to the report, be approved; and
- (d) That a report on the outcome of the consultation be submitted to the meeting of the Education and Children's Services Policy Board to be held on 21 January 2021.

## Declarations of Interest

Councillors Bibby and Davidson having previously declared an interest in the following item of business remained in the meeting.

## 9 Changes in Residential Children's Houses

There was submitted a report by the Director of Children's Services relative to proposed changes to residential children's houses.

The report intimated that Renfrewshire had reviewed and upgraded its residential estate over the last 15 years by reducing the number of registered placements provided from 58 to 28, investing in three purpose-designed and built houses and had launched the 'Philosophy of Care', which was a relationship and trauma-informed approach to supporting the young people in children's houses.

The report advised that through the development of alternative supports, the demand for residential childcare beds had reduced each year since 2014. Renfrewshire currently had five children's houses and capacity to accommodate 28 children, with 18 children and young people accommodated across four of those establishments. The fifth establishment, Longcroft Children's House, had been temporarily closed since December 2019. The report further advised that Roneil Children's House had been closed and its registration with the Care Inspectorate cancelled, in accordance with a decision made at a previous meeting of the Board.

The report, therefore, proposed that Longcroft Children's House be closed on a permanent basis, its registration with the Care Inspectorate cancelled and the property declared surplus to requirements. It was further proposed that Roneil Children's House also be declared surplus to requirements.

### **DECIDED:**

- (a) That the improvements made within residential childcare in Renfrewshire be noted;
- (b) That the progress made to reduce numbers of accommodated children within Renfrewshire's children's houses be noted;
- (c) That the closure of Longcroft Children's House and cancellation of its registration with the Care Inspectorate be approved; and
- (d) That both Longcroft and Roneil Children's House properties be declared surplus to requirements.



## Minute of Meeting Audit, Risk and Scrutiny Board

Date	Time	Venue
Monday, 24 August 2020	10:00	Remotely via Microsoft Teams,

### Present

Councillor Bill Binks, Councillor Stephen Burns, Councillor Michelle Campbell, Councillor Neill Graham, Councillor Emma Rodden, Councillor Jim Sharkey

### Apologies

Councillors Begg and Hood.

### In Attendance

L Neary, Head of Transformation, HR and OD and M Moran, Assistant Economic Development Manager and Lead Officer (both Chief Executive's); J Mackie, Placement Team Leader and Lead Officer, Communities, Housing & Planning Services; G Hutton, Head of Operations and Infrastructure and G Hannah, Infrastructure, Transportation & Strategic Change Manager (both Environment & Infrastructure Services); A MacArthur, Head of Finance; A McMahon, Chief Auditor, M Conaghan, Legal & Democratic Services Manager, G Dickie, Partnering & Commissioning Manager, D Pole, End User Technician, D Head, End User Technician and C MacDonald and R Devine, both Senior Committee Services Officer (all Finance & Resources).

### Also Attending

A Haar (Audit Scotland).

### Declarations of Interest

Councillor Campbell declared a non-financial interest in Item 4 on the agenda as she was an employee with NHS Greater Glasgow & Clyde but not in the Council's area and intimated that she would remain in the meeting.

## **1 Summary of Internal Audit Reports for period 1 January to 30 June 2020**

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

The Appendix to the report detailed the category of assurance, service, engagement and assurance rating and gave recommended risk ratings for each engagement as either critical, important, good practice or service improvement. A summary of findings was also provided in relation to final reports issued for those engagements completed during the period 1 January to 30 June 2020.

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

**DECIDED:** That the summary of Audit findings report for the period 1 January to 30 June 2020 be noted.

## **2 Internal Audit and Counter Fraud Progress & Performance for Period to 30 June 2020**

There was submitted a report by the Chief Auditor relative to Internal Audit and Counter Fraud performance from 1 April to 30 June 2020 in terms of the delivery of the Audit Plan for the year and outlining actual performance against targets set by the Director of Finance & Resources.

No formal performance targets for fraud investigation had been established as a major part of the team's work involved being the single point of contact for the Department for Work and Pensions (DWP) Single Fraud Investigation Service. It was noted that the focus over the last year had been on increasing fraud awareness amongst employees to prevent fraud from occurring against the Council. The types of fraud referrals received to date were wide-ranging and the team's objective was to concentrate on investigating those referrals considered to contain the greatest fraud risk. The report also detailed the progress made against local and national initiatives involving Internal Audit and the Counter Fraud Team.

**DECIDED:** That the Internal Audit and Counter Fraud Team progress and performance to 30 June 2020 be noted.

### **3 Internal Audit Annual Report 2019-20**

There was submitted a report by the Chief Auditor relative to the annual report on the activities of the Council's Internal Audit section.

The report intimated that the Public Sector Internal Audit Standards (PSIAS) required that the Chief Auditor prepared a report at least annually to senior management and the Board on internal audit activity, purpose, authority and responsibility as well as performance relative to its plan. The annual report also provided an annual audit opinion on the overall adequacy and effectiveness of the Council's internal control environment and included details of any significant risk exposures, control issues and other matters that could be used to inform the governance statement. The annual report for 2019/20 was appended to the report and outlined the role of internal audit; its performance; the strategic and operational issues which influenced the nature of the work carried out; the key audit findings; and contained the annual audit assurance statement.

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

### **Declaration of Interest**

Councillor Campbell having previously declared an interest in the following item of business remained in the meeting.

### **4 Absence Statistics – Quarter 4 of 2019/2020**

There was submitted a report by the Director of Finance & Resources relative to the Council's absence statistics for the period 1 January to 31 March 2020.

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

**DECIDED:** That the report on absence statistics for the period 1 January to 31 March 2020 be noted.

### **5 Audit, Risk & Scrutiny Annual Report 2019/20**

There was submitted a report by the Director of Finance & Resources relative to the Board's 2019/20 annual report, prepared in terms of the Council's Code of Corporate Governance, which highlighted the issues considered by the Board during the period August 2019 to March 2020. It was noted that this was a reduced reporting period as the meeting of the Board which was due to be held on 20 March 2020 was cancelled due to the situation in relation to Covid-19.

The report intimated that during the period, the Board examined different topics including the programme of reviews; training; audit related matters; and annual reports by other bodies.

**DECIDED:** That the Audit, Risk & Scrutiny Board Annual Report 2019/20 be noted.

## **6 Audit, Risk & Scrutiny Board Annual Programme 2020/21**

There was submitted a report by the Director of Finance & Resources relative to the Board's annual programme for 2020/21. The report intimated that in terms of the guidelines for its operation the Board was required to prepare an annual programme of activities.

The report advised that 2 of the reviews from the 2019/20 programme were completed, namely: maintenance of multi-occupancy accommodation and the effectiveness of Fair Trade, the latter of which was scheduled to be submitted to a future meeting of the Council.

The conversion of grassed areas to parking review has just commenced and the scoping report was considered at the meeting of the Board held on 4 November 2019.

The final report on de-regulation of buses was presented to the Board on 16 March 2020 but was continued for further information. However, given the situation with Covid-19, it was noted that the report which was on the agenda for this meeting of the Board had made a recommendation to pause the review to allow future consideration of the impact of the pandemic on bus services in Renfrewshire.

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

## **7 Conversion of Grassed Areas to Parking - Lead Officer Michael Moran**

Under reference to Item 9 of the Minute of the meeting of the Audit, Risk & Scrutiny Board held on 4 November 2019, there was submitted a report by the Lead Officer relative to an update on the review of conversion of grassed areas to parking.

The report outlined the purpose of the review and the current arrangements in respect of open space maintenance and repurposing of open spaces.

**DECIDED:** That the progress of the review be noted.

## **8 Review of Bus Deregulation and Effect on Transport Services in Renfrewshire - Lead Officer Jamie Mackie**

There was submitted a report by Jamie Mackie, Lead Officer relative to an update on the Review of Bus Deregulation and the Effect on Transport Services in Renfrewshire.

The report advised that at the meeting of 16 March 2020, the Board had requested that the Lead Officer provide further information from the Traffic Commissioner to inform the final report. However, since the meeting of 16 March 2020 the landscape of public transport and particularly bus services had changed significantly as a result of the Covid-

19 outbreak. It was considered that many of the issues previously identified within the review, for example traffic congestion affecting the efficient running of bus services, were now less relevant in the current circumstances. In view of this and given that the landscape around bus services was likely to change further in the coming months, it was proposed to continue the review to allow future consideration of the impact of Covid-19 outbreak on bus services in Renfrewshire.

**DECIDED:**

(a) That the significant change in the landscape of public transport and particularly bus services as a result of the Covid-19 outbreak be noted; and

(b) That it be agreed that the review be continued to allow future consideration of the impact of the Covid-19 outbreak on bus services in Renfrewshire.

### **Exclusion of Press and Public**

The Board resolved that the press and public be excluded from the meeting during consideration of item 9 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 2 of Part I of Schedule 7A of the Local Government (Scotland) Act 1973.

## **9 Summary of Internal Audit Investigations Report for Period 01 January to 30 June 2020**

There was submitted a report by the Chief Auditor relative to the requirement in terms of the Public Sector Internal Audit Standards (PSIAS) that Internal Audit reported on the findings and conclusions of audit engagements to the Board. The Appendix to the report provided a summary of the findings of an internal audit investigation.

**DECIDED:** That the summary of the Internal Audit Investigation finalised during the period from 1 January to 30 June 2020 be noted.



## Minute of Meeting Infrastructure, Land and Environment Policy Board

Date	Time	Venue
Wednesday, 26 August 2020	13:00	Microsoft Teams Platform,

### Present

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

### Chair

Councillor McEwan, Convener, presided.

### In Attendance

G McNeil, Director of Environment & Infrastructure; G Crawford, Senior Communications Officer (Chief Executive's); F Carlin, Head of Housing & Planning Services, O Reid, Head of Communities & Public Protection and C Dalrymple, Communities & Regulatory Manager (all Communities, Housing & Planning Services); G Hutton, Head of Operations & Infrastructure, K Anderson, Amenity Services Manager - Waste, G Hannah, Strategic Change Manager, K Gray, StreetScene Manager, D Kerr, Service Co-ordination Manager and L Rennie, Operations Manager (all Environment & Infrastructure); and J Lynch, Head of Property Services, K Graham, Head of Corporate Governance, M Conaghan, Legal & Democratic Services Manager, D Low, Democratic Services Manager, F Hughes, Asset Manager, D Farrell, Finance & Business Partner and R Devine and T Slater, both Senior Committee Services Officers (all Finance & Resources).

### Recording of Meeting

Prior to the commencement of the meeting the Convener intimated that this meeting of the Board would be recorded and that the recording would be available to watch on the Council's website.

## Declarations of Interest

Councillor Audrey Doig declared an interest in agenda item 7 - Proposal to Dissolve Clyde Muirshiel Park Joint Committee - as she was Chair of Clyde Muirshiel Park Authority Joint Committee. Councillor Doig indicated that she would remain in the meeting and participate in any discussion or voting thereon.

## SEDERUNT

Councillor Davidson joined the meeting during consideration of the following item of business.

### 1 Revenue and Capital Budget Monitoring Report

There was submitted a Revenue and Capital Budget Monitoring report by the Director of Finance & Resources for the period 1 April to 26 June 2020.

The report stated that the projected revenue outturn at 31 March 2021 for all services reporting to this Policy Board was an overspend position of £3.512 million against the revised budget for the year. The projected capital outturn at 31 March 2021 for projects reporting to the Board was a breakeven position against the revised budget for the year. Summaries were provided over the relevant services in the tables within the report, together with further analysis. It was noted that for financial year 2020/21 the projected outturn position was split into core and Covid-19 related variances. It was highlighted that budget adjustments, totalling £1.837 million, comprising increases of £1.225 million of Strathclyde Passenger Transport grant, £0.250 million to improve priority markings across Renfrewshire's road network, £0.100 million for improvements to cemetery estate, transfers of £0.080 million for Underwood Road Recycling Plant and £0.200 million for Core Pathways and Cycleways had been processed since the previous report.

#### **DECIDED:**

(a) That the projected Revenue outturn position as detailed in table 1 of the report, acknowledging that the forecast position was based on best estimates and confirmed government support at this point in time, that forecasts were likely to be subject to considerable fluctuation as the full service implication and associated costs of the pandemic became clearer, be noted;

(b) That the projected Capital outturn position, detailed in table 2 of the report, be noted; and

(c) That the budget adjustments, detailed in section 5 of the report, be noted.

## 2 Infrastructure, Land & Environment - Service Update

There was submitted a report by the Director of Environment & Infrastructure relative to the impact of the Covid-19 pandemic on areas which were the responsibility of this Policy Board, within both the Environment & Infrastructure and Communities, Housing & Planning Service on the key priorities and potential areas of risk.

The report provided updates in terms of key service areas impacted by the Covid-19 crisis; the service areas paused and restarted following the introduction and subsequent easing of lockdown restrictions in terms of the Scottish Government's route map for recovery; those areas of particular focus for the Services currently and in the immediate future, together with specific risks and priorities. Updates were provided in respect of the Household Waste and Recycling; Roads, Fleet and Social Transport; StreetScene and Team Up to Clean Up; and Regulatory Services and Communities divisions.

The report highlighted that the roads capital investment programme 2020/21 had been paused due to the outbreak of the Covid-19 pandemic and the subsequent lockdown. In accordance with Scottish Government guidance no planned works had been permitted on the public highway until 22 June 2020. This included all programmed carriageway and footway resurfacing and surface dressing. It was noted that all works originally programmed for the period April to June 2020 had been rescheduled for September onwards based on their road condition score. The roads and footway resurfacing programmes were appended to the report. The report also stated that as part of the development of the capital investment programme 2020/21, an Assets and Infrastructure Community Investment Fund would be established, with an allocation of money set aside for each Local Partnership area. Preparatory work on engagement with elected members and communities had started with consultation planned for Autumn 2020. Once the infrastructure projects had been confirmed works were planned to take place in Spring 2021. A separate report on this matter would be submitted to the meeting of this Policy Board scheduled to be held on 4 November 2020. In addition, reference was made within the report to various funding streams made available to local authorities to support active travel and public transport.

In terms of risk, the Board noted that the Corporate Risk Management Group (CRMG) was reviewing the Council's risk profile in terms of the pandemic. It was anticipated that many of the existing strategic and corporate risks would be impacted. A report in this connection would be submitted to a future meeting of the Audit, Risk & Scrutiny Board.

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

## 3 Transportation Transition Recovery Plan

There was submitted a report by the Director of Environment & Infrastructure relative to the impact of the Covid-19 pandemic on public transport in the Renfrewshire and wider Glasgow City region area and the steps taken to support the recovery of public transport.

The report highlighted that as well as a reduction in demand, there was a significant reduction in service provision in line with government guidelines that only essential journeys be taken. There had been a significant increase in walking and cycling journeys as people stayed in their own local areas for exercise. This had been supported by the £30 million Scottish Government Spaces for People fund to support the delivery of temporary active travel improvements. Renfrewshire Council was successful in securing £700,000 to implement measures to increase active travel opportunities in Renfrewshire.

The report noted that the Service was reviewing and incorporating feedback received following the consultation exercise on the proposed temporary cycling infrastructure. Once the final designs were formulated these would be shared with elected members and key stakeholder groups prior to implementation.

The demand for public transport had increased as the country moved into Phase 3 of the Covid-19 route map and physical distancing reduced to one metre. Transport operators faced the challenge of meeting this increased demand with the capacity restraints that physical distancing provided. In order to address this challenge local authorities had worked in partnership with Transport Scotland, city region partner authorities, SPT, Scotrail and bus operators to manage the increased demand while prioritising the safety of passengers and ensuring the supply of services matched demand. Renfrewshire Council and city region partner authorities had developed a Transport Transition Recovery Plan, a copy of which was appended to the report, which detailed a range of interventions that supported the recovery of public transport across the region and mitigated the potential for an increased reliance on private car journeys. These interventions would be supported by the £10 million Bus Priority Rapid Deployment Fund which had been established by Transport Scotland and provided funding for temporary bus priority infrastructure. The principles of the initiative were outlined within the report and it was noted that the main areas of infrastructure under consideration included the reallocation of road space and parking provision to buses, reallocation of parking provision to buses, implementation of bus lanes and bus gates and consideration of traffic light prioritisation.

The report highlighted that the Council intended to submit a bid to the fund as part of a city region submission with the list of priority interventions being agreed between the city region authorities, SPT and bus operators.

**DECIDED:**

- (a) That the report be noted; and
- (b) That it be noted that further progress update reports would be submitted to future meetings of this Policy Board.

**SEDERUNT**

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

#### **4 Community Engagement on Biodiversity Areas**

There was submitted a report by the Director of Environment & Infrastructure relative to the Council's grass cutting service and advising of the intention to undertake an engagement exercise seeking the views of communities on the creation of biodiversity panels across Renfrewshire.

The report referred to the decision taken at the meeting of the Council held on 27 June 2019 to declare a climate emergency and highlighted that the actions required to respond to the climate emergency were complex and multi-faceted, could not be tackled in isolation and required full collaboration and support by organisations across all of society. The report indicated that the Council's green spaces had a key role to play in supporting the increase in biodiversity, enhancing environments and in the delivery of the Council's

ambitions to tackle climate change.

The report intimated that a specific focus on the Council's current and planned activities, and the subsequent actions that the Council could take to lead and drive change across all of Renfrewshire, had been agreed by the Climate Emergency Working Group. The Council's grass cutting service had been suspended as the country entered lockdown in March 2020 due to the Covid-19 pandemic and was only able to restart, on 1 June 2020, in terms of the Government's Route map for Recovery. The Emergencies Board had previously been advised on the programme of activities to restart cutting grass within communities, with 97% of grass panels now being maintained and being reinstated into their normal grass cutting frequency. The unique circumstances of the pandemic had provided the Council with an opportunity to undertake a biodiversity and wildflower assessment of the grass panels to note what the natural biodiversity was and whether any additional sowing of wildflower seeds to increase biodiversity would be beneficial, as a number of the panels were dominated by common grass species. An important part of this assessment would be the input and views of local communities on the panels that had been left as potential biodiversity panels and suggestions of other panels and areas that they thought would merit consideration as biodiversity areas. The appendix to the report detailed by area the panels to be included within the survey and it was noted that between three and ten potential biodiversity areas had been identified per electoral ward. The report proposed that community engagement on this matter be undertaken, starting on 26 August 2020, through an online survey. The views of local partnerships, elected members and community councils, would also be sought.

Councillor McEwan, seconded by Councillor Don, moved that the biodiversity community engagement survey, to be undertaken as outlined in section 5 of the report be noted; and that it be noted that the outcomes of the survey would be submitted to the next meeting of this Policy Board for consideration.

Councillor Devine, seconded by Councillor Hood, moved as an amendment that the recommendations set out in Section 2 be deleted and that a wider assessment be carried out to include the following:

- A definition of bio-diversity to ensure that it does not become just a by-word for non-maintenance.
- Consideration should be made where safe walking routes to school pass through proposed areas.
- Similarly, areas close to roads, should be examined for the impact on road safety.
- Details of how the Council proposes to engage with those communities who don't have access to online materials.
- The consultation period should be longer than three weeks.
- Explanation as to why this is not just a cost saving exercise.

with the further assessment being submitted to the next meeting of this Policy Board.

On the roll being called the following members voted for the amendment: Councillors Davidson, Devine, Graham, Hood, Kennedy, Kerr, and J MacLaren.

The following members voted for the motion: Councillors Adam-McGregor, Burns, Cameron, Campbell, Audrey Doig, Don and McEwan.

7 members having voted for the motion and 7 members having voted for the amendment the Convener used her second and casting vote in favour of the motion which was thereafter declared carried.

**DECIDED:**

(a) That the biodiversity community engagement survey, to be undertaken as outlined in section 5 of the report be noted; and

(b) That it be noted that the outcomes of the above survey would be submitted to the next meeting of this Policy Board for consideration.

## 5 Common Good Register

Under reference to item 13 of the Minute of the meeting of this Policy Board held on 22 January 2020 there was submitted a report by the Director of Finance & Resources relative to the outcome of consultation undertaken in respect of Renfrewshire Council's draft Common Good Register following advertisement of the draft Register in accordance with the provisions of the Community Empowerment (Scotland) Act 2015. The draft Register reflected assets held by the Council as part of the Common Good. It was noted that no comments or amendments to the Register had been received following consultation.

The report advised that the Community Empowerment (Scotland) Act 2015 sought to increase transparency about the existence of Common Good assets and ensure there was community involvement in decisions taken about their identification, use and disposal. A summary of the Council's duties arising from the Act in relation to Common Good property was provided. Renfrewshire Council acted as sole trustee for Paisley, Renfrew and Johnstone Common Good Funds. The Common Good Funds included both heritable and moveable property and comprised land granted by the Crown, grants of land and buildings by local industrialists and other landowners and the rental income and sale proceeds from such property. In addition, the Paisley and Renfrew Common Good Funds held property portfolios as part of their overall investment holdings which were leased to a range of tenants including the Council, other public bodies, voluntary and community associations and the private sector. Several of the property assets leased to the Council had thereafter been sub-leased to Renfrewshire Leisure Limited (RLL) and RLL now had operational responsibility for the management of these assets.

It was noted that the Register included only those properties which had been assessed by Council officers as meeting the legal tests for Common Good property. It was recognised however, that the law of the Common Good was complex and often subjective. As such, the Council might require, to undertake further detailed research on any representation received concerning an asset to establish if it met the Common Good criteria or not. Where detailed legal investigation remained inconclusive, the identification of a potential Common Good asset might require reference to case law and the courts for a final determination. In circumstances where there were numerous or complex representations a note would be made to this effect in the Register to record that the property was still under investigation. In addition, it was noted that in the event of a planned disposal or change of use of Common Good property, the Council would publish details of the proposal and invite representations from local community councils and community bodies before any final decision.

### **DECIDED:**

(a) That the Head of Property Services be authorised to publish Renfrewshire Council's Common Good Register and note that the Register would be a live document and change as further representations from interested parties were received;

(b) That the Head of Property Services be authorised to amend the Common Good

Register, following any necessary investigation of the legal position, to verify representations received from interested parties with regard to common good property; and

(c) That the requirement for the Council to publish details and invite representations from local community councils and other relevant community bodies before any amendment was made relating to the proposed disposal, or change of use, of a Common Good asset be noted.

## **6 Proposed Renfrewshire Allotment Site Regulations in terms of the Community Empowerment (Scotland) Act 2015**

Under reference to item 10 of the Minute of the meeting of this Policy Board held on 18 March 2020 there was submitted a report by Director of Finance & Resources relative to the proposed Renfrewshire Allotment Site Regulations.

The report referred to Part 9 of the Community Empowerment (Scotland) Act 2015, which related to allotments and which encouraged Councils to support the development of allotments and community growing spaces, aimed at improving health and well-being along with the creation of a sustainable food strategy. The report highlighted that the Council had a statutory duty to provide allotments and the Act imposed several additional requirements on the Council including an obligation to introduce Allotment Site Regulations. The report outlined the mandatory and discretionary matters which should be provided for within the Regulations. A copy of the Council's proposed Allotment Site Regulations were appended to the report. The requirement for the Council to consult with persons appearing to the local authority to have an interest before finalising the Regulations was highlighted and it was noted that a one-month consultation period had been undertaken, commencing on 8 April 2020, during which one comment had been received requesting that the Council appoint an Allotments Officer, and that the Council take full control of the day to day management of the existing Allotments, setting charges and Regulations for the day to day operation of these facilities. The report intimated that this was deemed contrary to the ethos of Community Empowerment, whereby it was the Communities that ran and managed the facilities on a day to day basis. It was anticipated that the Renfrewshire Allotment Site Regulations would provide a consistent approach for each of the six Allotment Associations within Renfrewshire that occupied Council owned ground while enabling the Associations to retain a degree of autonomy which accorded with Community Empowerment.

### **DECIDED:**

(a) That the Renfrewshire Allotment Site Regulations, appended to the report and prepared in accordance with Part 9 of the Community Empowerment (Scotland) Act 2015, be approved; and

(b) That the Head of Property Services and the Head of Corporate Governance be authorised to make appropriate arrangements to bring the Regulations into force.

## **7 Community Asset Transfer Return 2019/20**

There was submitted a report by the Director of Finance & Resources relative to the Community Asset Transfer Return 2019/20. The report advised that the Council was required in terms of Section 95 of the Community Empowerment (Scotland) Act 2015 to

publish a Community Asset Transfer report for the period 1 April 2019 until 31 March 2020. It was highlighted that Renfrewshire Council had actively been promoting requests to transfer assets to local communities under medium/long term leases and full ownership where appropriate. Nine Community Asset Transfer requests had been received during 2019/20 however not all were considered by the Community Asset Transfer Panel, as eight of the applications were either at an initial enquiry stage or did not comply with the requirements of the Act.

One request has been approved during the period, this Policy Board having approved at the meeting held 29 May 2019 the request for a 30-year lease to Kustom Kruizers a Community Interest Company, who sought to lease the former toilets at the Inchinnan Road entrance to Robertson Park Renfrew. The Head of Corporate Governance was in the process of concluding this lease. Two applications, submitted by Linwood Community Development Trust and Western Dessert Recce Group, had been refused. A summary of these applications was provided within the report. Consideration of the remaining six applications had been continued for further information.

It was noted that during the reporting period, no appeals in terms of section 85, or reviews in terms of section 86, of the Act were received in respect of the refusals. In addition, there had been no reviews of decisions by the Scottish Ministers in terms of section 87 of the Act.

**DECIDED:** That the Community Asset Transfer Return 2019/20 be approved and published on the Council's website.

## **8 Proposal to Dissolve Clyde Muirshiel Regional Park Authority Joint Committee**

Under reference to Item 9 of the Minute of the meeting of the Policy Board held on 18 March 2020 there was submitted a report by the Director of Communities, Housing & Planning Services relative to the withdrawal of North Ayrshire Council from the Clyde Muirshiel Park Authority Joint Committee.

The report advised that at the meeting of the Clyde Muirshiel Park Authority Joint Committee held on 14 December 2018 the Council's Head of Planning & Housing Services, in consultation with relevant Council officers, had been authorised to progress the review and revision of the Minute of Agreement and supporting governance documents. Subsequent to this decision, following an evaluation of its role in the Regional Park Authority, North Ayrshire Council at its meeting on 12 February 2020, had agreed to serve notice of withdrawal from the Park Authority. Notice of withdrawal had been formally submitted by North Ayrshire Council on 17 February 2020. The period of notice would end on 31 March 2022 and after that date North Ayrshire Council would cease to be a member of the Park Authority. Discussions had since taken place with representatives of Inverclyde Council on the future operating model for the Regional Park. These discussions had concluded that the governance arrangements as they currently stood were disproportionate to the size and operation of activities within the Park and that the most appropriate option was to terminate the Minute of Agreement and for the Park Authority to be dissolved. Thereafter, the three councils would make investment and operational decisions separately regarding the parts of the Regional Park lying within their respective boundaries. It was highlighted that these arrangements would not affect the designation of Clyde Muirshiel as a Regional Park and that liaison with Inverclyde and North Ayrshire Councils would continue to ensure the protection and enhancement of the Regional Park's natural environment, while opportunities for ongoing community

involvement in park activities would be encouraged.

Renfrewshire Council was the employing and servicing authority for the Joint Committee. Prior to termination of the Minute of Agreement, agreement between the three Councils, on financial and employment arrangements would be required, including how the liabilities and moveable assets of the Park Authority were to be shared. It was intended that agreement on these matters be reached prior to the end of the current financial year in order that there was a clear alignment of the cessation of the Joint Committee with the end of the financial year. Heritable assets were and would continue to be, owned by the Council in whose area these were situated. It was noted that given the employee skills and experience Renfrewshire Council would continue to have available, there might be opportunities to generate income by providing services, under service level agreements, to organisations, to support the ongoing provision and development of activities within the Regional Park.

**DECIDED:**

(a) That the termination of the Minute of Agreement covering Clyde Muirshiel Regional Park and the dissolution of the Park Authority Joint Committee with effect from 31 March 2021 be approved;

(b) That the Head of Finance be authorised, in consultation with the Head of Corporate Governance, to agree appropriate arrangements to formally terminate the Minute of Agreement in relation to the Clyde Muirshiel Regional Park and to dissolve the Park Authority;

(c) That the Director of Finance & Resources be authorised, as Treasurer to the Joint Committee, to submit the 2020/21 unaudited accounts of the Joint Committee for external audit and note that the audited accounts would be submitted to a future meeting of the Policy Board for approval; and

(d) That the Director of Communities, Housing & Property Services be authorised to identify partnership opportunities in relation to marketing and promotion of the recreational and environmental education role of the Regional Park.

**EXCLUSION OF PRESS AND PUBLIC**

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

**9 Proposed Sale of Kersland School, Paisley**

Under reference to item 16 of the Minute of the meeting of this Policy Board held on 29 May 2019, there was submitted a report by the Director of Finance & Resources relative to the proposed disposal of the former Kersland School, Ben Nevis Road, Paisley, and in particular to the amended offer made by the approved purchaser. A map appended to the report identified the site involved.

The report advised that as a result of the impact of Covid-19 on the plans of the approved

purchaser, who had indicated that they still wished to proceed with the acquisition for the same purpose as previously indicated, the approved purchasers had requested an initial three-year lease with the rental paid during this period being deducted from the sale price.

**DECIDED:** That the Director of Finance & Resources and the Head of Corporate Governance be authorised to accept the amended offer to purchase which had been received and to progress the proposed three-year lease and sale of this asset in the best interests of the Council.

## Minute of Meeting Personnel Appeals and Applied Conditions of Service Appeals Panel.

Date	Time	Venue
Thursday, 27 August 2020	09:30	Microsoft Teams Platform,

### Present

Councillor Jennifer Marion Adam-McGregor, Councillor Bill Binks, Councillor Stephen Burns, Councillor Jacqueline Cameron, Councillor Jim Paterson

### Chair

Councillor Adam-McGregor, Convener, presided.

### In Attendance

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

The appellant and A Scobie (UNITE) and E Scott, Facilities Manager (Hard Services) (Environment & Infrastructure) and Y MacLachlan, HR Adviser (Finance & Resources), representing management, joined the meeting.

### Declarations of Interest

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

### Convener's Statement

In accordance with the decision taken at the meeting of the Council held on 25 June 2020 this meeting of the Personnel Appeals & Applied Conditions of Service Panel was held remotely, using the Microsoft TEAMS platform.

## EXCLUSION OF PRESS AND PUBLIC

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

### 1 Environment & Infrastructure Services

Consideration was resumed of an appeal submitted by an employee of Environment & Infrastructure following dismissal from the Council's employment.

The Minutes of the meetings of the Panel held on 23 January and 19 March 2020 had been submitted together with the procedure to be employed at the hearing.

E Scott, Facilities Manager (Hard Services) (Environment & Infrastructure) presented the management case.

The appellant, his trade union representative and members of the Panel had an opportunity to question the management representatives and the evidence presented.

A Scobie (UNITE) presented the appellant's case. Thereafter the management representatives and members of the Panel had an opportunity to question the appellant and the evidence presented.

Both sides summed up their position and then withdrew from the meeting to allow the Panel to consider the matter and reach a decision.

Following discussion, it was the Panel's decision that the grounds of the appeal had not been substantiated and that the appeal was not upheld.

Both parties re-joined the meeting and were informed of the decision by the Convener.

**DECIDED:** That the grounds of the appeal were not substantiated and that the appeal was not upheld.

## Minute of Meeting Regulatory Functions Board

Date	Time	Venue
Thursday, 27 August 2020	10:00	Remotely by MS teams,

### Present

Councillor Eddie Devine, Councillor Audrey Doig, Councillor Lisa-Marie Hughes, Councillor Alistair Mackay, Councillor Cathy McEwan, Councillor John McNaughtan, Councillor Kevin Montgomery, Councillor Andy Steel, Councillor Jane Strang

### Chair

Councillor McNaughtan, Convener, presided.

### In Attendance

M Conaghan, Legal & Democratic Services Manager, D Campbell, Assistant Managing Solicitor (Licensing), A McLaughlin, Senior Solicitor (Litigation and Regulatory Services), E Currie, Senior Committee Services Officer, P Shiach, Committee Services Officer, N Barr, Administrative Assistant, C Lamb, Administrative Assistant and G McIntosh, Civic Government Enforcement Officer (all Finance & Resources).

### Recording of Meeting

Prior to the commencement of the meeting the Convener intimated that this meeting of the Board would be recorded and that the recording would be available to watch on the Council's website.

### Apology

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

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

Mark Kennedy

Mr Kennedy, the applicant, joined the meeting by telephone call together with Sergeant Robertson, Police Scotland, on behalf of the Chief Constable who had submitted an objection to the application, who also joined by telephone call. After consideration of all matters before the Board, the Board adjourned to allow members to consider this application. The meeting was reconvened and the Convener proposed that the application be granted for a period of one year from 27 August 2020. This was agreed unanimously

**DECIDED:** That the application be granted for a period of one year from 27 August 2020.

### 2 Grant of Private Hire Car Driver's Licence - Personal Appearance

There was submitted the undernoted application for grant of a Private Hire Car Driver's Licence. The applicant had been asked to appear personally for the first time together with Police Scotland who had submitted an objection to the application and a further letter containing additional information:-

Harris Mohammed

Mr Mohammed, the applicant, joined the meeting by telephone call together with Sergeant Robertson, Police Scotland, on behalf of the Chief Constable who had submitted an objection to the application and a further letter of objection containing additional information, who also joined by telephone call.

The Assistant Managing Solicitor (Licensing) advised that the objection and further letter of objection from Police Scotland was in the form of two letters, one of which had not been circulated to members of the Board. Mr Mohammed agreed that the Board should consider the matters contained in the second letter of objection.

After consideration of the age, nature and seriousness of the matters contained in the second letter of objection, the Convener proposed that the Board consider these matters as the interests of justice so required. This was agreed unanimously.

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

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

### **3 Hearing into Possible Suspension or Revocation of Private Hire Car Driver's Licence - Personal Appearance**

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

Allan Denholm P0533

The Assistant Managing Solicitor (Licensing) advised that Police Scotland had withdrawn the letter of complaint therefore the hearing into the possible suspension or revocation of the licence would not be heard.

**DECIDED:** That it be noted that Police Scotland had withdrawn the letter of complaint therefore the hearing into the possible suspension or revocation of the licence would not be heard.

### **Adjournment**

The meeting adjourned at 11.45 am and reconvened at 12.30 pm.

### **Sederunt**

Councillors Mackay, Steel and Strang were not in attendance when the meeting reconvened.

### **4 Hearing into Possible Suspension or Revocation of Taxi Driver's Licence and Taxi Operator's Licence - Personal Appearance**

The Board considered the possible suspension or revocation of the undernoted Taxi Driver's Licence and Taxi Operator's Licence. The licence holder had been asked to appear personally for the first time together with Police Scotland:-

Gordon Muir T0596 and TX148

Mr Muir, the licence holder, joined the meeting by telephone call together with Sergeant Robertson, Police Scotland, on behalf of the Chief Constable, who also joined by telephone call. The Convener proposed that both matters be considered together but that separate decisions be made. This was agreed unanimously. Mr Muir also agreed to this.

After consideration of all matters before the Board, the Convener asked Mr Muir if he wished to address the Board on any penalty the Board might impose prior to any motions being made in relation to his Taxi Driver's Licence and Taxi Operator's Licence. Mr Muir then addressed the Board.

Following consideration of Mr Muir's submission, the meeting adjourned to allow members to consider the matter. The meeting was reconvened and the Convener proposed (i) that Mr Muir's Taxi Driver's Licence be suspended for the unexpired portion of the duration of the licence with immediate effect and (ii) that Mr Muir's Taxi Operator's Licence be suspended for the unexpired portion of the duration of the licence with immediate effect. This was agreed unanimously.

**DECIDED:**

- (a) That Mr Muir's Taxi Driver's Licence be suspended for the unexpired portion of the duration of the licence with immediate effect; and
- (b) That Mr Muir's Taxi Operator's Licence be suspended for the unexpired portion of the duration of the licence with immediate effect.

## Minute of Reconvened Meeting Placing Requests and Exclusions Appeals Panel

Date	Time	Venue
Tuesday, 01 September 2020	09:15	Teams Meeting,

**Present:** Councillor Jennifer Marion Adam-McGregor, Councillor Bill Brown, Ms Elaine McNamara

### Chair

Councillor Adam-McGregor, Convener, presided.

### In Attendance

D Briggs, Senior Solicitor (Litigation) and P Shiach, Committee Services Officer (both Finance & Resources).

### Declarations of Interest

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

## **EXCLUSION OF PRESS AND PUBLIC**

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

### **1 Gryffe High School - Appeal against Refusal of a Placing Request - GH 20/02**

Consideration was given to appeals against the refusal of placing requests at Gryffe High School.

All participants had been invited to attend virtually by means of MS Teams. C Adam, Senior Solicitor, (Finance and Resources), S Gorman, Resources Manager (Children's Services) both representing the Education Authority, and C Johnson, Headteacher, were invited to attend the meeting together with the appellant.

The Senior Solicitor (Litigation) outlined the procedure to be followed in hearing the appeals.

C Adam then presented the case for the Education Authority and led evidence from S Gorman and C Johnson in relation to the circumstances surrounding the refusal of the placing request.

The appellant in relation to appeal GH/20/02 then presented her case.

Each side having been given the opportunity to cross-examine and sum up, were thanked for their attendance and left the hearing.

**DECIDED:** That one or more of the grounds of refusal specified in Section 28(A) (3) and (3A) of the Education (Scotland) Act 1980 existed and that in all the circumstances, it was appropriate to confirm the Education Authority's decision and that the appeal be not upheld.

### **2 Gryffe High School - Appeal against Refusal of a Placing Request - GH/20/03**

The Clerk advised the Appeal Panel that appeal GH/20/03 had been withdrawn by the appellant.

**DECIDED:** That it be noted that appeal GH/20/03 had been withdrawn by the appellant.

## Minute of Meeting

### Finance, Resources & Customer Services Policy Board

Date	Time	Venue
Wednesday, 2 September 2020	14:00	Virtual Meeting via Teams

#### PRESENT

Councillor Tom Begg, Councillor Bill Brown, Provost Lorraine Cameron, Councillor Audrey Doig, Councillor James Harte, Councillor K MacLaren, Councillor John McNaughtan, Councillor Iain Nicolson, Councillor Jim Paterson, Councillor Jim Sharkey, Councillor James Sheridan, Councillor Andy Steel and Councillor Jane Strang.

#### CHAIR

Councillor J Shaw, Convener, presided.

#### IN ATTENDANCE

A Russell, Director of Finance & Resources; L McIntyre, Head of Policy & Commissioning and B Lambert, Strategic Procurement Manager (both Chief Executive's); D Gillies, Head of Facilities Management (Environment & Infrastructure); and K Graham, Head of Corporate Governance, J Lynch, Head of Property Services, A MacArthur, Head of Finance, A Black, Managing Solicitor – Information Governance (Data Protection Officer), R Cree, OD & Workforce Planning Manager, L Robson, Principal HR & OD Adviser, E Shields, Business Services Manager, M Conaghan, Legal & Democratic Services Manager, C MacDonald, Senior Committee Services Officer and P Shiach, Committee Services Offices (all Finance & Resources).

#### APOLOGY

Councillor Hood.

## **RECORDING OF MEETING**

Prior to the commencement of the meeting the Convener intimated that this meeting of the Board would be recorded and that the recording would be available to watch on the Council's website.

## **DECLARATIONS OF INTEREST**

Councillor Shaw declared a non-financial interest in Item 11 of the agenda – Annual Procurement Report – as he had a family member who worked for one of the services included in the report. He intimated that he would remain in the meeting and would take part in any discussion or voting thereon.

Councillor Nicolson declared a non-financial interest in Item 11 of the agenda – Annual Procurement Report – as he had a family member who worked for one of the services included in the report. He intimated that he would remain in the meeting and would take part in any discussion or voting thereon.

Councillor Audrey Doig declared a non-financial interest in Item 11 of the agenda – Annual Procurement Report – as she had a family member who worked for one of the services included in the report. She intimated that she would remain in the meeting and would take part in any discussion or voting thereon.

### **1. JOINT CONSULTATIVE BOARD (NON-TEACHING)**

There was submitted the Minute of the meeting of the Joint Consultative Board (Non-teaching) held on 29 January 2020, as attached hereto.

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

### **2. REVENUE & CAPITAL BUDGET MONITORING TO 26 JUNE 2020**

There was submitted a revenue and capital budget monitoring report by the Director of Finance & Resources relative to revenue and capital budget expenditure and adjustments for the period to 26 June 2020.

**DECIDED:**

(a) That it be noted that the projected revenue outturn position detailed in Table 1 of the report was based on a best estimates forecast and confirmed government support at this point in time, and that forecasts were likely to be subject to considerable fluctuation as the full service implications and associated costs of the pandemic became clear;

(b) That the projected capital outturn position detailed in Table 2 of the report be noted; and

(c) That the budget adjustments detailed at sections 4 and 6 of the report be noted.

### **3. REVENUE AND CAPITAL BUDGET MONITORING REPORT – COUNCIL OVERVIEW**

There was submitted a revenue and capital budget monitoring report by the Director of Finance & Resources relative to an overview of revenue and capital expenditure for the period to 26 June 2020.

#### **DECIDED:**

(a) That it be noted that the projected revenue outturn position detailed in Table 1 of the report was based on a best estimates forecast and confirmed government support at this point in time, and that forecasts were likely to be subject to considerable fluctuation as the full service implications and associated costs of the pandemic became clear:

(b) That the projected Capital outturn position detailed in Table 2 of the report be noted; and

(c) That the details of employees leaving the Council at Appendix 4 to the report be noted.

### **4. COUNCIL TAX: ACCOUNTS FOR WRITE OFF**

There was submitted a report by the Director of Finance & Resources relative to a proposal to write off Council Tax accounts for sums over £10,000 where recovery was no longer viable. The value of the debt to be written off was £55,712.37

**DECIDED:** That the sum of £55,712.37 as detailed in the report, be written off.

### **5. NON-DOMESTIC RATES: ACCOUNTS FOR WRITE OFF**

There was submitted a report by the Director of Finance & Resources relative to a proposal to write off Non-domestic Rates accounts for sums over £10,000 where recovery was no longer viable. The value of the debt to be written off was £635,741.64.

**DECIDED:** That the sum of £635,741.64 as detailed within the report, be written off.

### **6. HOUSING BENEFIT OVERPAYMENTS: ACCOUNTS FOR WRITE OFF**

There was submitted a report by the Director of Finance & Resources relative to a proposal to write off Housing Benefit accounts for sums over £10,000 where recovery was no longer viable. The value of the debt to be written off was £26,668.90.

**DECIDED:** That the sum of £26,668.90 as detailed within the report, be written off.

## **7. SUNDRY DEBTORS: ACCOUNTS FOR WRITE OFF**

There was submitted a report by the Director of Finance & Resources relative to a proposal to write off Sundry Debtors accounts for sums over £10,000 where recovery was no longer viable. The value of the debt to be written off was £18,684.58.

**DECIDED:** That the sum of £18,684.58 as detailed within the report, be written off.

## **8. SERVICE UPDATE – CHIEF EXECUTIVE’S SERVICE**

There was submitted a report by the Chief Executive relative to a Service update for the Chief Executive’s Service.

The report advised that the Chief Executive’s Service had played a critical role in terms of supporting the Council’s response to the Covid-19 pandemic. At a strategic level this had involved coordinating activity with community planning partners and across Council services, including leading on all communications and public information activities both internally and externally. As with other Council services, the majority of staff working across the service were now doing so from home, delivering services and working in new ways to meet the needs of customers, both internal and external. Staff had responded with great commitment and flexibility to establish new services and undertake new activities required as a result of the pandemic, including the administration of new business support funds, the establishment of neighbourhood hubs and the critical focus on ensuring supply of Personal Protective Equipment (PPE) for the Council’s workforce. A summary of key activities was provided within the report.

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

## **9. SERVICE UPDATE – FINANCE AND RESOURCES**

There was submitted a report by the Director of Finance and Resources relative to a Service update for the Finance & Resources Service.

The report advised that the Finance & Resources Service had moved quickly to respond to the emerging coronavirus pandemic, protecting and supporting employees and communities, particularly vulnerable people across the area. The report intimated that staff working across the Council had shown great commitment and resilience during the pandemic delivering essential services, volunteering to support frontline services and helping others to remain safe at home.

The report provided a broad overview of the key areas impacted by the Covid-19 crisis; the service areas paused and restarted, the particular areas of focus now and in the near future and specific risks and priorities.

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

## **10. SERVICE UPDATE – FACILITIES MANAGEMENT**

There was submitted a report by the Director of Environment & Infrastructure relative to a Service update for the Environment & Infrastructure Service.

The report advised that Facilities Management had moved quickly to respond to the emerging coronavirus pandemic, protecting and supporting employees and communities and particularly vulnerable people across the area. It was noted that staff working across the Council had shown great commitment and resilience during the pandemic delivering essential services, volunteering to support frontline services and helping others to remain safe at home.

The report provided a broad overview of the key areas impacted by the Covid-19 crisis; the service areas paused and restarted and particular areas of focus now and in the near future.

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

## **DECLARATIONS OF INTEREST**

Councillors Shaw, Nicolson and Audrey Doig having previously declared an interest in the following item of business remained in the meeting.

## **11. ANNUAL PROCUREMENT REPORT 2019/20**

There was submitted a report by the Chief Executive relative to the Annual Procurement Report 2019/20 (Annual Report) required by the Procurement Reform (Scotland) Act 2014. A copy of the Annual Report was appended to the report.

The Annual Report provided an update on procurement activity over 2019/20 and summarised the regulated procurements that had been completed; the community benefit fulfilled; the steps taken to facilitate the involvement of supported businesses in regulated procurements; and the regulated procurements that the Council expected to commence in the next two financial years. The Annual Report also provided an update on key indicators set out in the Corporate Procurement Strategy.

**DECIDED:**

(a) That the content of the Annual Report 2019/20 be noted; and

(b) That it be noted that an Annual Procurement Report 2020/23 would be submitted to this Board in 2021.

## 12. INSPECTION BY THE INVESTIGATORY COMMISSIONER'S OFFICE

There was submitted a report by the Director of Finance & Resources relative to the outcome of the recent inspection by the Investigatory Powers Commissioner's Office (IPCO), (formerly Office of Surveillance Commissioners (OSC)), of the Council's covert surveillance activities and procedures under the Regulation of Investigatory Powers (Scotland) Act 2000 (RIPSA).

The report advised that since the work of the former OSC has been assumed by the IPCO there had been scope for desktop inspections if the IPCO did not consider an on-site inspection to be necessary. On this occasion, a preliminary telephone discussion took place between the Inspector and the Managing Solicitor (DPO). The discussion was structured around a detailed questionnaire about the Council's policies, procedures and guidance, which would subsequently inform the focus of the on-site inspection. Further to the telephone interview and the provision of supporting documentation, the IPCO confirmed that the remote desktop inspection would suffice and no on-site inspection was necessary.

The report on the inspection was issued to the Chief Executive which confirmed that the level of compliance demonstrated removed the need for a physical inspection, on this occasion and various positive aspects of the Council's procedures were highlighted.

**DECIDED:** That the positive outcome of the IPCO inspection be noted.

## 13. SALARY ADJUSTMENT POLICY

There was submitted a report by the Director of Finance & Resources relative to the Council's new salary adjustment policy.

The report advised that the Council had a duty to pay employees accurately and timeously and to maintain effective systems of internal controls to ensure protection of public funds. It was noted that salary overpayments featured in the Audit Scotland Report, Safeguarding Public Money on 11 April 2019. As a result, the Council committed to review its procedures for recovery of overpayments and had developed a Salary Adjustment Policy, which was appended to the report. The purpose of the Policy was to outline the steps which Payroll Services would take to recover any overpayment of salaries/wages and identify the actions to be taken should an underpayment occur.

**DECIDED:**

(a) That the report be noted; and

(b) That the Salary Adjustment Policy appended to the report be approved.

#### 14. DATA PROTECTION POLICY

There was submitted a report by the Director of Finance & Resources relative to a review of the Data Protection Policy that outlined roles and responsibilities for data protection compliance.

The report advised that the proposed changes were minor and mainly consisted of explicit reference to the Council's compliance with the Information Commissioner's Office (ICO) CCTV Code of Practice. A copy of the revised policy was appended to the report and a further appendix outlined the Council's approach to Special Category Data (formerly known as "Sensitive Personal Data").

**DECIDED:** That the revised Data Protection Policy, as appended to the report, be approved and thereafter reviewed every two years.

#### 15. PUBLIC HOLIDAYS FOR EMPLOYEES 2021

There was submitted a report by the Director of Finance & Resources relative to public holidays and one day of no work requirement for Renfrewshire Council employees in 2021.

The proposed holidays followed the pattern set over previous years and were listed in an appendix to the report.

**DECIDED:** That the public holidays and day of no work requirement for Renfrewshire Council employees for 2021, as detailed in the report, be approved.

#### 16. TOWN TWINNING – RENFREW COUNTY, ONTARIO, CANADA

Under reference to Item 15 of the Minute of the meeting of this Board held on 13 November 2019 there was submitted a report by the Director of Finance & Resources on the outcome of discussions with representatives of Renfrew County, Ontario, Canada and setting out the terms of a proposed town twinning agreement. The proposed agreement was appended to the report.

**DECIDED:**

(a) That, following dialogue between officers on behalf of the Council and representatives from Renfrew County, Ontario, Canada, the terms of the town twinning agreement and terms of reference, appended to the report, be approved;

(b) That it be agreed that officers on behalf of the Council and representatives from Renfrew County collaborate to mark a virtual twinning between the respective Counties in lieu of an official visit;

(c) That the Director of Finance & Resources in consultation with the Provost be authorised to make the necessary arrangements to provide hospitality for the official visit on a date still to be arranged; and

(d) That it be noted that the cost of the arrangements would be met from within the 2020/21 budget provision for International Links.

## 17. INSPECTION OF SALMON FISHINGS – RIVER CLYDE

There was submitted a report by the Director of Finance & Resources relative to authority for the Provost and other representatives of the Council to take the necessary actions to maintain the Council's salmon fishing rights on the River Clyde.

The report advised that due to the coronavirus pandemic, the usual salmon fishing event with invited guests and the provision of civic hospitality had not been possible. Alternative arrangements had been made for the Provost to cast the net from the Renfrew ferry. The event had been filmed and this would be included in a short film which would encapsulate the unique history of this tradition and its importance for the town and people of Renfrew.

**DECIDED:** That the actions taken by the Director of Finance & Resources in consultation with the Provost in relation to the maintenance of the Salmon Fishing Rights, including the creation of a short film, be homologated and that the costs involved, of up to £1,000 be met from the Renfrew Common Good Fund.

## CONTRACT AUTHORISATION REPORTS

### 18. EMPLOYEE BENEFITS

There was submitted a joint report by the Chief Executive and the Director of Finance & Resources relative to the award of a contract for employee benefits (RC-CPU-18-396).

The report explained that the recommendation to award a Contract to Edenred (UK Group) Limited followed a procurement exercise which was conducted in accordance with the Crown Commercial Services Employee Benefits Framework Agreement RM6133 and the Renfrewshire Council's Standing Orders Relating to Contracts for an above EU Threshold Services Contract. The contract strategy document was approved by the Head of Transformation, HR and OD, the Strategic Procurement Manager and the Procurement Operations Manager on 12 August 2020.

#### **DECIDED:**

(a) That the Head of Corporate Governance be authorised to award the Contract for Employee Benefits which was a direct award Call Off Contract made under the Crown Commercial Services Employee Benefits Framework Agreement (RM6133) to Edenred (UK Group) Limited, subject to the Framework Order Form procedures;

(b) That the initial Contract period of two years with the Council's option to extend for up to a further twelve months and the anticipated contract commencement date of 21 September 2020 be noted; however if there were any changes to these dates prior to

award, the actual start date would be confirmed in the Council's letter of acceptance and Order Form;

(c) That the anticipated initial two-year contract value of £2,345,500 excluding VAT; with a further anticipated value of £1,103,000 excluding VAT where the extension period was utilised be noted. If the extension period was utilised the anticipated value over the 36-month period was £3,448,500 excluding VAT;

(d) That it be noted that the anticipated value set out in decision (c) above was based on the cumulative amount of requests processed through the Contract and included Edenred (UK Group) Limited's administration fee payable by the Council for managing the online portal. There would be an initial outlay made by the Council for relevant employee benefits salary sacrifice schemes. These outlays would be recouped from employees in accordance with the relevant salary sacrifice scheme; and

(e) That it be noted that for the salary sacrifice schemes, automated pay deductions would be set up by the Council's payroll department for employees participating in the schemes to make the relevant repayments to the Council. The anticipated value was higher in the initial year as it was envisaged that the percentage uptake would be higher in the first year.

## **19. ADVANCED AUTOMATION TECHNOLOGY**

There was submitted a joint report by the Chief Executive and the Director of Finance & Resources relative to the award of a contract for advanced automation technology (RC-CPU-20-074).

The report explained that the Crown Commercial Services G-Cloud 11 Framework Agreement had been used to identify that one supplier, Blue Prism Cloud Limited (formerly known as Thoughtonomy Limited), met the Council's requirements via a call off contract.

### **DECIDED:**

(a) That the Head of Corporate Governance be authorised to award the Call Off Contract for Advanced Automation Technology following a direct award under Lot 2 of the Crown Commercial Services G-Cloud 11 Framework Agreement (RM1557.11) to Blue Prism Cloud Limited (formerly known as Thoughtonomy Limited) and subject to the Call Off Contract award process under this Framework;

(b) That the initial contract term of 24 months with the Council option to extend on two separate occasions up to 12 months and the anticipated Call Off start date of no later than 24 September 2020 to replace the existing contract, with the actual date to be confirmed in the Order Form accompanying the Council's letter of acceptance be noted; and

(c) That the initial value for the 24-month contract, which would not exceed £207,000 excluding VAT, be noted. Where the options to extend were utilised, the additional value would not exceed £105,000 excluding VAT for each 12-month period, therefore

if the full extension was taken up, the total value excluding VAT for 48 months would be £417,000 excluding VAT.

## **20. REFURBISHMENT/UPGRADE OF TRAFFIC SIGNAL EQUIPMENT AT 7 JUNCTIONS WITHIN RENFREWSHIRE**

There was submitted a joint report by the Chief Executive and the Director of Environment and Infrastructure relative to the award of a contract for the refurbishment/upgrade of traffic signal equipment at seven junctions within Renfrewshire.

Three tenders were received and following evaluation the tender submitted by Hillhouse Quarry Group Limited T/A MacAsphalt was found to be the most economically advantageous.

### **DECIDED:**

(a) That the Head of Corporate Governance be authorised to award a contract for the Refurbishment/Upgrade of Traffic Signal Equipment at 7 Junctions within Renfrewshire to Hillhouse Quarry Group Limited T/A MacAsphalt;

(b) That the intended starting date of 1 October 2020 with an anticipated completion date of 31 March 2021 be noted. However, the actual date would be confirmed in the Council's Letter of Acceptance; and

(c) That a cumulative spend under the Contract of up to £600,000 excluding VAT be noted.

## Minute of Meeting Joint Consultative Board (Non-Teaching)

Date	Time	Venue
Wednesday, 29 January 2020	15:00	Corporate Meeting Room 2, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

### Present

Councillor Tom Begg, Councillor Jim Harte, Councillor John McNaughtan, Councillor Andy Steel

### In Attendance

G McKinlay, Head of Schools (Children Services); A Bennett, Housing Services Manager (Communities, Housing & Planning Services); D Kerr, Service Co-ordinator Manager (Environment & Infrastructure); L Kilicaslan, Service Manager (Renfrewshire Health & Social Care Partnership); and L Neary, Head of Transformation HR &OD, R Cree, OD & Workforce Planning Manager, S Fanning, Principal HR Adviser (Health Safety and Absence) and R Devine, Senior Committee Services Officer, (all Finance & Resources).

### Apologies

Councillor J Paterson.

### Quorum

Ten minutes after the appointed time for the meeting a quorum was not present and in terms of Paragraph 7 of the Constitution the meeting stood adjourned.



## Minute of Meeting Regulatory Functions Board

Date	Time	Venue
Thursday, 03 September 2020	10:00	Remotely by MS Teams ,

### Present

Councillor Eddie Devine, Councillor Audrey Doig, Councillor Lisa-Marie Hughes, Councillor Alistair Mackay, Councillor John McNaughtan, Councillor Kevin Montgomery, Councillor Emma Rodden, Councillor Andy Steel, Councillor Jane Strang

### Chair

Councillor McNaughtan, Convener, presided.

### In Attendance

M Conaghan, Legal & Democratic Services Manager (for items 1 and 4 only), D Campbell, Assistant Managing Solicitor (Licensing), A McLaughlin, Senior Solicitor (Litigation and Regulatory Services), E Currie, Senior Committee Services Officer, R Devine, Senior Committee Services Officer, A Easdon, Licensing Officer/Paralegal, N Barr, Administrative Assistant and G McIntosh, Civic Government Enforcement Officer (for item 1 only) (all Finance & Resources).

### Recording of Meeting

Prior to the commencement of the meeting the Convener intimated that this meeting of the Board would be recorded and that the recording would be available to watch on the Council's website.

### Apology

Councillor McEwan.

## Declarations of Interest

Councillor Devine declared a non-financial interest in item 4 of the agenda as one of the directors in the company was known to him and indicated his intention to leave the meeting during consideration of this item and not to take part in any discussion or voting thereon.

### 1 Variation of Booking Office Licence - Personal Appearance

There was submitted the undernoted application for variation of a Booking Office Licence. The applicant had been asked to appear personally for the first time:-

Applicant: Paisley Cab Co. Ltd.

Booking Office: 33A New Sneddon Street, Paisley

Variation: increase public permitted from 3 to 10; increase private hire vehicles from 530 to 800; and include 33B New Sneddon Street, Paisley in premises licensed

Licence No.: BO-003

Ms McCulloch, on behalf of the applicant, joined the meeting by video call. After consideration of all matters before the Board, the Board adjourned to allow members to consider this application. The meeting was reconvened and the Convener proposed that the application for variation be granted in so far as the number of members of the public permitted within the booking office be increased from 3 to 10; that the number of private hire vehicles be increased from 530 to 700; and that the licence now include the premises at 33B New Sneddon Street, Paisley. This was agreed unanimously.

**DECIDED:** That the application for variation be granted in so far as the number of members of the public permitted within the booking office be increased from 3 to 10; that the number of private hire vehicles be increased from 530 to 700; and that the licence now include the premises at 33B New Sneddon Street, Paisley.

## 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.

## Sederunt

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

## 2 Grant of House in Multiple Occupation Licence - Personal Appearance

There was submitted the undernoted application for grant of a House in Multiple Occupation Licence. The applicant had been asked to appear personally for the first time together with the Director of Communities, Housing & Planning Services, Renfrewshire Council, who had submitted a report in relation to the application:-

Applicant: Key Housing Association  
Premises: 41 Craigielea Road, Renfrew

Mr Burr and Mr Rolfe, on behalf of the applicant, joined the meeting by video call together with Ms McEwen, on behalf of the Director of Communities, Housing & Planning Services. After consideration of all matters before the Board, the Board adjourned to allow members to consider this application. The meeting was reconvened and the Convener proposed that the application be granted for a period of three years subject to the usual conditions including the additional condition that the outstanding works be completed to the satisfaction of the Director of Communities, Housing & Planning Services within a period of four weeks. This was agreed unanimously.

**DECIDED:** That the application be granted for a period of three years subject to the usual conditions including the additional condition that the outstanding works be completed to the satisfaction of the Director of Communities, Housing & Planning Services within a period of four weeks.

## 3 Grant of Private Hire Car Driver's Licence - Personal Appearance

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

Ian MacDonald

Mr MacDonald, the applicant, joined the meeting by video call together with Inspector Glass, on behalf of the Chief Constable who had submitted an objection to the application, who joined the meeting by telephone call. After consideration of all matters before the Board, the Board adjourned to allow members to consider this application. The meeting was reconvened and the Convener proposed that the application be refused. This was agreed unanimously.

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

### Adjournment

The meeting adjourned at 11.50 am and reconvened at 12 noon.

### Sederunt

Councillor Strang was not in attendance when the meeting reconvened.

## Declaration of Interest

Councillor Devine having declared a non-financial interest in the following item of business was not present when the meeting was reconvened.

### 4 Grant of Public Entertainment Licence - Personal Appearance

There was submitted the undernoted application for grant of a Public Entertainment Licence. The applicant had been asked to appear personally for the first time together with J McKay and Craig MacFadyen; Nancy Winchester; Thomas Toye; and Letitia Stewart who have submitted objections to the application:-

Applicant: Amigo Leisure Ltd.

Premises: 5 Wellmeadow Street, Paisley

Authorised Activity: live music, comedy nights, charity fundraising events, private functions, dance classes and community events

Operating hours: Wednesday and Thursday – 7.00 pm to 11.00 pm; Friday – 7.00 pm to 1.00 am; Saturday – 11.00 am to 1.00 am; and Sunday – 12 noon to 11.00 pm

Licence No.: PE-300

Mr Williamson, on behalf of the applicant, joined the meeting by video call. There was no appearance by J McKay, Mr MacFadyen, Ms Winchester, Mr Toye or Ms Stewart, the objectors to the application. The Convener proposed that the application be considered in the absence of the objectors and this was agreed unanimously.

After consideration of all matters before the Board, the Board adjourned to allow members to consider this application. The meeting was reconvened and the Convener proposed that the application be granted for a period of one year subject to the usual conditions including the additional condition that details of public liability insurance be submitted to the Council's licensing section within a period of two weeks and the additional condition requested by the Council's Director of Communities, Housing & Planning Services regarding noise which had been accepted by the applicant. This was agreed unanimously.

**DECIDED:** That the application be granted for a period of one year subject to the usual conditions including the additional condition that details of public liability insurance be submitted to the Council's licensing section within a period of two weeks and the additional condition requested by the Council's Director of Communities, Housing & Planning Services regarding noise, which had been accepted by the applicant.

## Minute of Meeting Emergencies Board

Date	Time	Venue
Friday, 04 September 2020	14:00	Teams meeting,

### Present

Councillor Michelle Campbell, Councillor Eddie Devine, Councillor Jim Harte, Councillor Alistair Mackay, Councillor Eileen McCartin, Councillor Cathy McEwan, Councillor Marie McGurk, Councillor John McIntyre, Councillor Iain Nicolson, Councillor Jim Paterson, Councillor John Shaw, Councillor James Sheridan, Councillor Andy Steel

### Chair

Councillor McGurk, Convener, presided.

### In Attendance

S Black, Chief Executive; S Quinn, Director of Children's Services; 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 and L Mahon, Head of Communications & Marketing; (both Chief Executive's); J Trainer, Head of Childcare & Criminal Justice and Chief Social Work Officer (Children's Services); O Reid, Head of Communities & Public Protection and C Dalrymple, Communities & Regulatory Manager (both Communities, Housing & Planning Services); K Graham, Head of Corporate Governance, S Fanning, Principal HR and OD Adviser and D Low, Democratic Services Manager (all Finance & Resources); D Leese, Chief Officer and S Strachan, Acting Head of Health & Social Care (Paisley) (both Renfrewshire Health & Social Care Partnership); V Hollows, Chief Executive (Renfrewshire Leisure); and D Mair, Civil Contingencies Manager (Civil Contingencies Service).

### Recording of Meeting

Prior to the commencement of the meeting the Convener intimated that this meeting of the Board would be recorded and that the recording would be available to watch on the Council's website.

## Apologies

Councillor J Cameron and Councillor Andy Doig.

## Declarations of Interest

Councillor Campbell declared an interest in item 2 of the agenda as she was an employee of NHS Greater Glasgow and Clyde but not in the Council's area and intimated that she would remain in the meeting during consideration of the item.

## 1 Minute of Previous Meeting

There was submitted the Minute of the meeting of the Board held on 7 August 2020.

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

## 2 Update on Covid 19

There was submitted a report by the Chief Executive relative to the Council's current arrangements and response to the ongoing international Coronavirus, COVID-19 pandemic.

The report intimated that, locally, no COVID-19 deaths had been recorded in Renfrewshire for the last five weeks with a total of 206 people sadly having died in Renfrewshire since the outbreak of the virus. Two COVID-19 deaths had been recorded in Scotland since 16 July 2020. No deaths from COVID-19 had been reported in Renfrewshire Care Homes since 10 June 2020 and no care homes had reported residents with COVID-19 since 19 June 2020. No Care at Home service users had died with COVID-19 since 9 May 2020. One care home was currently reporting one resident with suspected symptoms of COVID-19, while 2 care at home residents were currently reported as having COVID-19 like symptoms.

Although the number of reports of positive COVID-19 cases from tests in Renfrewshire remained low the daily trend had increased during August. This upward trend in numbers of cases was more pronounced in the wider Greater Glasgow and Clyde Health Board Area. The last week of August saw a particularly sharp increase and on 1 September 2020 the Scottish Government imposed local restrictions in Glasgow, West Dunbartonshire and East Renfrewshire Council areas initially intended to last for two weeks but subject to review in one week. Residents were being asked not to host anyone in their homes or travel to visit anyone else in their home in another area; care homes would revert to only outside visits and hospitals would minimise all visits during this period. In Renfrewshire, plans for the reintroduction of visits in care homes had been paused with any indoor visiting stopped with immediate effect for the next two weeks. Public Health would review this position again in two weeks.

The report advised that new cases identified in the UK peaked around May 2020 at approximately 6,000 cases per day, declined steadily until June and had since started

increasing again. Currently around 1,300 new cases per day were being identified in the UK. New cases identified in Scotland peaked twice, in late April and in early May at just over 270 new cases per day. The number of cases identified had declined steadily to July when around 9 new cases were being identified per day across Scotland. This number had also started to increase and in the 24 hours to 1 September a total of 154 new cases were identified.

The report intimated that in Scotland there had been 20,632 confirmed hospital cases, 264 were currently in hospital of which 6 are in intensive care. Of these, 5,597 cases had been within the Greater Glasgow and Clyde Health Board area. 66 new cases were identified in the GGCHB area overnight from 31 August to 1 September 2020. The most recent National Records of Scotland showed that at 9 August 2020, there had been a total of 4,213 deaths registered in Scotland where COVID-19 was mentioned on the death certificate – up 5 from 2 August 2020.

The report highlighted a number of policy and guidance updates including additional powers that had been given to Police Scotland to ensure indoor hospitality complied with guidance and to disperse large house parties; guidance on the use of face coverings in schools in light of the most recent World Health Organisation advice; and guidance on the opening of gyms and leisure centres.

The report set out details of funding announcements by the Scottish Government and outlined actions for economic recovery, including a number of key actions which were of direct interest to Renfrewshire.

The report provided an update on Council Services' continuing response to the COVID-19 pandemic. The Director of Environment & Infrastructure responded to questions relating to the operation of Renfrewshire's Household Waste Recycling Centre and specifically in relation to a number of issues associated with the operation of the Underwood Road facility. Councillor Nicolson gave an assurance that proposals to minimise the impact of the Underwood Road Household Waste Recycling Centre site on local residents and the local roads infrastructure would be investigated. The Director of Finance and Resources responded to a question on the financial pressures on the Council arising from the pandemic; and the Director of Children's Services on lunchtime provisions for pupils during periods of inclement weather.

#### **DECIDED:**

- (a) That the current national and local situation with regard to COVID-19 and the impact on communities, businesses, the Council and its partners be noted;
- (b) That the response and recovery measures being put in place by the Council and partners as set out in the report be noted; and
- (c) That the review of the operation of Household Waste Recycling Centres as reported in Section 5 of the report be noted and that it be agreed that proposals to minimise the impact of the Underwood Road Household Waste Recycling Centre site on local residents and the local roads infrastructure be investigated and reported back to local elected members in the first instance.

### **3 Items for Decision by the Board**

It was noted that there were no items for decision by the Board.

### **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 confidential information.

### **4 Confidential Updates**

The Chief Executive provided a confidential update to members.

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

## Minute of Meeting Local Review Body.

Date	Time	Venue
Tuesday, 08 September 2020	14:00	Microsoft Teams Platform,

### Present

Councillor Bill Brown, Councillor James MacLaren, Councillor Marie McGurk, Councillor John McNaughtan, Councillor Iain Nicolson

### Chair

Councillor McGurk, Convener, presided.

### In Attendance

K Dalrymple, Development Plans & Housing Strategy Team Leader (Planning Adviser to the Local Review Body); A McLaughlan, Solicitor Litigation & Licensing (Legal Adviser to the Local Review Body); and M Conaghan, Legal & Democratic Services Manager, R Devine, Senior Committee Services Officer (Clerk to the Local Review Body) and T Slater, Senior Committee Services Officer (all Finance & Resources).

### Recording of Meeting

Prior to the commencement of the meeting the Convener intimated that this meeting of the Board would be recorded and that the recording would be available to watch on the Council's website.

### Declarations of Interest

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

## 1 Procedure Note

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

## 2 Notice of Review 01.20

Consideration was given to a Notice of Review in respect of the refusal to grant planning permission for the erection of four detached dwelling houses, formation of access road and associated parking at land to east of Brown Street, Stoney Brae, Paisley.

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

- (i) Planning Authority's Submissions which included the report of handling, accompanying documents and decision notice; and
- (ii) The Notice of Review, together with supporting statement and productions submitted by the applicant.

The Convener confirmed that the LRB required to decide whether it had sufficient information before it to make a decision on this matter or whether further procedure was required to allow the LRB to determine Planning Application 18/0433/PP. It was agreed that the LRB had sufficient information before it to reach a decision.

The Convener then advised that the LRB must determine the application in accordance with the provisions of the development plan, including any supplementary guidance, unless material considerations indicated otherwise.

There then followed a general discussion in relation to the Notice of Review. The Convener proposed that the application should be refused for the reasons detailed in the report of handling. This was agreed unanimously.

**DECIDED:** That Planning Application 18/0433/PP be refused for the following reasons:

The proposed means of access to the site is considered to be unsafe for vehicles to access and egress the site, posing a risk to pedestrian and road safety; and

The proposals are contrary to Policy I1 – Connecting Places given the inadequacy of good accessibility and connectivity to/from the site to the surrounding area.