

## Minute of Meeting Council

Date	Time	Venue
Thursday, 27 June 2019	09:30	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

### Present

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

### Chair

Provost L Cameron presided.

### In Attendance

S Black, Chief Executive; M Crearie, Director of Communities, Housing & Planning Services; A Russell, Director of Finance & Resources; S Quinn, Director of Children's Services; L Mahon, Head of Marketing (Chief Executive's); G Hutton, Head of Operations & Infrastructure (Environment & Infrastructure); K Graham, Head of Corporate Governance), A MacArthur, Head of Finance, M Conaghan, Legal & Democratic Services Manager, L Belshaw Democratic Services Manager and A McNaughton, Senior Committee Services Officer (all Finance & Resources); and D Leese, Chief Officer (Renfrewshire Health & Social Care Partnership).

## Declarations of Interest

Councillor Kennedy declared a financial interest in respect of item 20 of the agenda (Notice of Motion 13) as the matter referred to her and indicated that it was her intention to leave the meeting and take no part in the discussion or voting thereon.

Councillor Devine declared a financial interest in respect of item 20 of the agenda (Notice of Motion 13) as the matter referred to his daughter and indicated that it was his intention to leave the meeting and take no part in the discussion or voting thereon.

## Obituary

Councillor Sharkey intimated that Mr David Haggerty, a local magician and member of the Magic Circle, had died and his funeral would be held at 12.00 noon that day. Councillor Sharkey paid tribute to Mr Haggerty as a dedicated entertainer who brought joy to all and invited members to join him in sending condolences to his family and friends.

Provost Cameron endorsed the sentiments expressed and advised that she would extend sincere condolences to his family and friends on behalf of Renfrewshire Council.

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

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

Appointment Board, 8 May 2019

Council, 9 May 2019

Appointment Board, 21 May 2019

Communities, Housing and Planning Policy Board, 21 May 2019

Regulatory Functions Board, 22 May 2019

Education and Children's Services Policy Board, 23 May 2019

Placing Requests and Exclusions Appeals Panel, 28 May 2019

Audit, Risk and Scrutiny Board, 28 May 2019

Infrastructure, Land and Environment Policy Board, 29 May 2019

Personnel Appeals and Applied Conditions of Service Appeals Panel, 30 May 2019,

Finance, Resources and Customer Services Policy Board, 5 June 2019

Regulatory Functions Board, 6 June 2019

Leadership Board, 19 June 2019

Placing Requests and Exclusions Appeals Panel, 20 June 2019

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

## 2 Annual Accounts 2018/19

There was submitted a report by the Director of Finance & Resources relative to the Council's Accounts and Group Accounts for 2018/19 which were appended to the report and would be submitted for audit by the statutory deadline of June 2019. The report intimated that the Auditor planned to complete the audit process by early September 2019 and that their report would be made available to all members and submitted to the meeting of the Audit, Risk & Scrutiny Board to be held on 23 September 2019 for consideration.

In compliance with charity accounting requirements, the Council's accounts did not incorporate statements relating to Common Good Funds and the charitable trust fund which the Council controlled. Separate accounts had been prepared to account with these requirements.

### **DECIDED:**

- (a) That, subject to audit, the Renfrewshire Council Annual Accounts 2018/19 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, to the Auditor within the relevant timescales;
- (c) That the annual governance statement for 2018/19 be approved;
- (d) That it be noted that Audit Scotland planned to complete the audit of the accounts by early September 2019, that their report would be made available to members and would be submitted to the meeting of the Audit, Risk & Scrutiny Board on 23 September 2019 for detailed consideration;
- (e) 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 transfer of resources as outlined below be approved:

	Opening Balance £m	Contributions to Reserves £m	Reserves Used/ Transferred £m	Closing Balance £m
Insurance Fund	2.543	-	-	2.543
Reservoir Repair Fund	0.315	-	-	0.315
Education Capital Items	1.132	0.246	(0.331)	1.047
Investment Capital Fund	85.785	2.023	(11.075)	76.733
<b>Total</b>	<b>89.775</b>	<b>2.269</b>	<b>(11.406)</b>	<b>80.638</b>

- (g) 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.

### **3 Treasury Management Annual Report 2018/19**

There was submitted a report by the Director of Finance & Resources relative to the Treasury Management Annual Report 2018/19 submitted in accordance with the Local Government Investments (Scotland) Regulations 2010 and outlining treasury management activity over the year.

The report intimated that during 2018/19 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 2019, 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 2018/19 be approved.

### **4 Scottish Government Fiscal Outlook - Medium Term Financial Strategy**

There was submitted a report by the Director of Finance & Resources relative to the medium-term financial strategy published by the Scottish Government on 31 May 2019, a copy of which was appended to the report.

The publication set out the Scottish Government's view of the public finances and its approach to using the financial powers available under the Scotland Acts 2012 and 2016 over the medium term. The document addressed a key recommendation of the Scottish Parliament Budget Process Review Group and would inform the new annual budget cycle. The document would be updated annually.

The strategy outlined key priorities for the Scottish Government and potential scenarios for funding and detailed other areas of public services, including local government, that were likely to face further reductions in funding over the period of the strategy.

**DECIDED:**

(a) That the fiscal outlook published by the Scottish Government and the increased risks emerging to the national budget, driven principally by lower than forecast growth in tax revenues, be noted;

(b) That the implications for the Council in terms of an increased risk of further reductions in grant funding over the medium term be noted; and

(c) That it be noted that an updated financial outlook for the Council would be presented to members in Autumn 2019.

### **5 Governance Arrangements – Membership of Boards**

There was submitted a report by the Director of Finance & Resources relative to proposed changes to the Labour Group membership of the Audit, Risk and Scrutiny Board, Investment Review Board, Leadership Board and Communities, Housing and Planning Policy Board.

**DECIDED:**

- (a) That the appointment of Councillor Hood to replace Councillor Dowling on the Audit, Risk and Scrutiny Board be approved;
- (b) That the appointment of Councillor Sharkey to replace Councillor Dowling on the Investment Review Board be approved;
- (c) That the appointment of Councillors Sheridan and Harte to replace Councillors Bibby and Kennedy on the Leadership Board be approved; and
- (d) That the appointment of Councillor Brown to replace Councillor Hood on the Communities, Housing and Planning Policy Board be approved.

**6 Statutory Review of Polling Places and Polling Districts**

Under reference to item 8 of the Minute of the meeting of Council held on 28 February 2019, there was submitted a report by Director of Finance & Resources relative to a revised timetable for the conduct of the statutory review of polling places and polling districts (the review).

The report intimated that at the time of setting the timetable for the review it was not anticipated that the European Parliamentary Elections would require to be conducted on 23 May 2019 and the results counted on 26 May 2019. Consequently, the alternative polling places suggested by respondents during the first phase of consultation had yet to be assessed. It was therefore necessary to revise the timetable for the review to allow those assessments to be made and for the Returning Officer to comment on the proposals. The revised timetable was detailed in the report.

**DECIDED:** That the revised timetable for the conduct of the statutory review be noted.

**7 Annual Report of the Community Protection Chief Officers Group 2018/19**

There was submitted a report by the Chief Executive relative to the Renfrewshire Community Protection Chief Officers Group Annual Report 2018/19, a copy of which was appended to the report, highlighting the key benefits of partnership working and providing an overview of the main elements of work that those involved in public protection had delivered during 2018/19.

The report explained that, as elsewhere in the country, Renfrewshire faced challenges to address a range of local protection issues. However, the Community Protection Chief Officers Group (the Group) together with local multi-agency partnerships continued to recognise, alongside scrutiny and reflection, the value of a proactive focus on awareness raising and preventative approaches to protect people in the community.

In addition, the annual report set out key priorities that the Group would progress jointly during 2019/20.

**DECIDED:** That the key activities progressed by the Chief Officers Group during 2018/19 and the identified priorities to be taken forward in partnership during 2019/20 be noted.

## **8 Notice of Motion 1 by Councillors McCartin and Andy Doig**

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

“Susan McDonald

Renfrewshire Council congratulates former councillor Susan McDonald on receiving the British Empire Medal (BEM) in this month’s Birthday Honours.

Susan was an outstanding councillor for Paisley North and West for 5 years.

The council should also recognise the seven other Renfrewshire residents who also received awards in the honours list: Maureen Bell, James Campbell, Henrietta Wright, John MacKin, John Reid, Anne Brogan and Jennifer Durward.”

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

**DECIDED:** Susan McDonald -

(a) That Renfrewshire Council congratulates former councillor Susan McDonald on receiving the British Empire Medal (BEM) in this month’s Birthday Honours;

(b) That Susan was an outstanding councillor for Paisley North and West for 5 years; and

(c) That the Council should also recognise the seven other Renfrewshire residents who also received awards in the honours list: Maureen Bell, James Campbell, Henrietta Wright, John MacKin, John Reid, Anne Brogan and Jennifer Durward.

## **ORDER OF BUSINESS**

In terms of Standing Order 16, the Provost intimated that she intended to change the order of business to facilitate the conduct of the meeting by considering together items 9 and 12 of the agenda – Notices of Motion 2 and 5 respectively.

## **9 Notice of Motion 2 by Councillors McCartin and Andy Doig**

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

“Climate Emergency

This council believes that:

1. All governments have a duty to limit the negative impacts of Climate Breakdown, and

local government recognises it cannot and should not wait for national government to act.

2. It is important for the residents of Renfrewshire that the council and other public authorities commit to reducing CO2 eq emissions and work towards carbon neutrality as quickly as possible;

3. Bold climate action can deliver economic benefits by way of new jobs, economic savings, market opportunities and improved well-being.

This council agrees to:

1. Declare a 'Climate Emergency';

2. Pledge to work proactively with others to make Renfrewshire carbon neutral by 2030, taking into account both production and consumption emissions;

3. Continue to work with partners and community groups across Renfrewshire to deliver this new goal through all relevant strategies and plans;

4. Assist communities to become more resilient to the impacts of global warming, particularly to flooding and to drought

5. Ensure that all reports in preparation for the 2020/21 budget will take into account the actions the council will take to address this emergency;

6. Report to Full Council before the end of 2019 with the actions the Council has, and will take, to address this emergency."

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

Councillor Adam-McGregor, seconded by Councillor Don, moved as a first amendment an addition to the motion:

"Environment and Climate Emergency

The Scottish Government on 14 May 2019 declared that there is a global climate emergency. The evidence is irrefutable, and the science is clear. We all have a part to play: Government, councils, individuals, communities, businesses, other organisations.

It is not too late to turn things around.

Council therefore agrees

1. To recognise that there is an environment and climate emergency;

2. That this emergency could impact on all areas of Council policy;

3. That a cross party working group is established to examine in detail what actions could be taken to address this emergency;

4. That officers begin, without delay, to prepare options for the working group to consider."

Councillor McIntyre, seconded by Councillor Graham, moved as a second amendment the insertion of:

“That this Council agrees to:

1. Include climate change in the Council Register of Strategic Risks.
2. Include climate risk as a category in reports to council meetings and boards. This should be introduced as a heading in the implications of report section in the same manner as financial, legal and equality & human rights issues.
3. Ask all electricity suppliers to the council how much of their electricity production is certified by Renewable Energy Guarantees of Origin or has been carbon offset. If electricity is supplied centrally then write to the Scottish Government asking the same question.
4. Investigate the feasibility of setting up a revolving fund for energy efficiency improvements to buildings within the council estate. The fund would be replenished by the savings resulting from the energy improvements”.

Councillor Nicolson further proposed that point 6 of the motion be changed by removing “2019” and inserting “the financial year 2019/20.”

In terms of Standing Order 27, Councillors McCartin and Andy Doig being the mover and seconder of the motion, accepted the further proposed amendment to point 6, accepted the first amendment as an addition and accepted the inclusion of the second amendment. The motion, as duly amended, was agreed unanimously.

**DECIDED:** Climate Emergency -

That this Council believes:

- (a) That all governments have a duty to limit the negative impacts of Climate Breakdown, and local government recognises it cannot and should not wait for national government to act;
- (b) That it is important for the residents of Renfrewshire that the council and other public authorities commit to reducing CO2 eq emissions and work towards carbon neutrality as quickly as possible;
- (c) That bold climate action can deliver economic benefits by way of new jobs, economic savings, market opportunities and improved well-being.

That this council agrees to:

- (d) declare a “Climate Emergency”;
- (e) pledge to work proactively with others to make Renfrewshire carbon neutral by 2030, taking into account both production and consumption emissions;
- (f) continue to work with partners and community groups across Renfrewshire to deliver this new goal through all relevant strategies and plans;
- (g) assist communities to become more resilient to the impacts of global warming,



particularly to flooding and to drought;

(h) ensure that all reports in preparation for the 2020/21 budget will take into account the actions the council will take to address this emergency;

(i) report to Full Council before the end of the financial year 2019/20 with the actions the Council has, and will take, to address this emergency.

The Scottish Government on 14 May 2019 declared that there was a global climate emergency. The evidence was irrefutable, and the science was clear.

We all have a part to play: Government, councils, individuals, communities, businesses, other organisations. It was not too late to turn things around.

Council therefore further agrees:

(j) to recognise that there is an environment and climate emergency;

(k) that this emergency could impact on all areas of Council policy;

(l) That a cross-party working group is established to examine in detail what actions could be taken to address this emergency; and

(m) That officers begin, without delay, to prepare options for the working group to consider.

This Council also further agrees to:

(n) include climate change in the Council Register of Strategic Risks;

(o) include climate risk as a category in reports to council meetings and boards. This should be introduced as a heading in the implications of report section in the same manner as financial, legal and equality & human rights issues;

(p) ask all electricity suppliers to the council how much of their electricity production is certified by Renewable Energy Guarantees of Origin or has been carbon offset. If electricity is supplied centrally then write to the Scottish Government asking the same question; and

(q) investigate the feasibility of setting up a revolving fund for energy efficiency improvements to buildings within the council estate. The fund would be replenished by the savings resulting from the energy improvements.

## **DECLARATIONS OF INTEREST**

Councillor Nicolson declared an interest in item 10 – Notice of Motion 3, and item 11 – Notice of Motion 4, as he was a non-executive member of the Greater Glasgow & Clyde Health Board. He indicated that it was his intention to take part in the discussion relating to these items as the general dispensation from the Standard Commission allowed him to take part in and to vote in relation to these matters.

## 10 Notice of Motion 3 by Councillors K MacLaren and Burns

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

“NHS not for Sale

Council notes with extreme concern the comments by US President Donald Trump that the NHS will be part of a future UK/USA trade agreement.

This would open up the NHS to more privatisation and increased drug prices. Although Scotland has its own NHS there is a danger that any further privatisation in the NHS covering England and Wales would have Barnett consequential on the funding available to Scotland's NHS.

Similarly expected increases in the price of drugs from the USA would also negatively impact on Scotland's NHS. Council believes that the NHS across the UK is a valuable public service. Council will contact the new Prime Minister to express our concern about the NHS being used as a bargaining chip in any trade deal with the USA or anyone else and will ask the Prime Minister to clearly state that the NHS is not up for sale.”

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

Councillor McIntyre, seconded by Councillor Graham, moved as a first amendment:

“Council notes that under the World Trade Organisation Pharmaceutical Tariff Elimination Agreement pharmaceutical products are already subject to Zero per cent tariffs. The price of drugs will therefore be unaffected by a trade agreement with United States of America or any other signatory country.

The council also notes under the WTO Agreement on Government Procurement overseas business already have the right to bid for government contracts, including those in the NHS.

Both the European Union and the UK Government have parties to this agreement since 1994”.

Councillor Harte, seconded by Councillor Sharkey, moved as a second amendment, an addition to the motion:

“Council also notes, with concern, the affect that any trade deal, with the USA, could have on any other aspects of public services, including local authorities, and affecting regulations in a range of areas such as food safety, employment rights and the environment.

We are also aware of the danger that democratic decisions, taken by our governments, could be at severe risk in any free trade deal.

This council should also stress the importance that a TTIP style trade agreement and an Investor State Dispute Settlement mechanism, an Investor Court System or an alternative but similar system should be off the table”.

In terms of Standing Order 27, Councillors K MacLaren and Burns being the mover and seconder of the motion agreed to amend the motion to include the second amendment

and the motion, as amended, became the substantive motion.

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

The following members voted for the motion: Councillors Adam-McGregor, Bibby, Brown, Burns, J Cameron, Provost L Cameron, Councillors Campbell, Davidson, Devine, Andy Doig, Audrey Doig, Don, Dowling, Grady, Harte, Hood, Hughes, Kennedy, Mack, K MacLaren, M MacLaren, McCartin, McCulloch, McEwan, McGurk, McNaughtan, Montgomery, Mylet, Nicolson, Paterson, Rodden, Sharkey, Shaw, Sheridan and Steel

The following member abstained: Councillor Mackay.

7 members having voted for the amendment, 35 members having voted for the motion and 1 member having abstained, the motion was accordingly declared carried.

**DECIDED:** NHS not for sale –

(a) That the Council notes with extreme concern the comments by US President Donald Trump that the NHS will be part of a future UK/USA trade agreement;

(b) That this would open up the NHS to more privatisation and increased drug prices. Although Scotland has its own NHS there is a danger that any further privatisation in the NHS covering England and Wales would have Barnett consequential on the funding available to Scotland's NHS;

(c) That, similarly expected increases in the price of drugs from the USA would also negatively impact on Scotland's NHS. Council believes that the NHS across the UK is a valuable public service. Council will contact the new Prime Minister to express our concern about the NHS being used as a bargaining chip in any trade deal with the USA or anyone else and will ask the Prime Minister to clearly state that the NHS is not up for sale;

(d) That the Council also notes, with concern, the affect that any trade deal with the USA could have on other aspects of public services, including local authorities and affecting regulations in a range of areas such as food safety, employment rights and the environment;

(e) That we are also aware of the danger that democratic decisions taken by our governments could be at severe risk in any free trade deal; and

(f) That this Council should also stress the importance that a TTIP style trade agreement and an Investor State Dispute Settlement mechanism, and Investor Court System or an alternative but similar system should be off the table.

## **11 Notice of Motion 4 by Councillors K MacLaren and Burns**

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

“RAH Car Park

Council notes the problems caused by the recent changes to the main car park at the Royal Alexandra Hospital (RAH) and the impact this has had on staff and local residents. The decision by the Health Board to change the parking policy with little consultation has negatively impacted on local residents as staff seek to find alternative places to park.

Council calls for better communication between the Health Board and council officers to resolve the parking issues within the RAH and surrounding areas.

Council will contact the Chief Executive of Greater Glasgow and Clyde Health Board to express our concern over the impact that these changes to the parking policy has had on Renfrewshire residents and on all the staff at the RAH."

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

Councillor McCartin, seconded by Councillor Mack, moved as an amendment:

"Council further calls on Paisley's MSP, George Adam, to raise this matter in the Scottish Parliament, to access funding to meet the challenges this parking problem faces, and to challenge the Health Board to provide more car parking facilities on site to support visitors, staff and local residents".

In terms of Standing Order 27, Councillors K MacLaren and Burns being the mover and seconder of the motion agreed to accept the amendment as an addition to the motion which was agreed unanimously.

**DECIDED:** RAH Car Park -

- (a) That the Council notes the problems caused by the recent changes to the main car park at the Royal Alexandra Hospital (RAH) and the impact this has had on staff and local residents. The decision by the Health Board to change the parking policy with little consultation has negatively impacted on local residents as staff seek to find alternative places to park;
- (b) That the Council calls for better communication between the Health Board and council officers to resolve the parking issues within the RAH and surrounding areas;
- (c) That the Council will contact the Chief Executive of Greater Glasgow and Clyde Health Board to express our concern over the impact that these changes to the parking policy has had on Renfrewshire residents and on all the staff at the RAH; and
- (d) That the Council further calls on Paisley's MSP, George Adam, to raise this matter in the Scottish Parliament, to access funding to meet the challenges this parking problem faces, and to challenge the Health Board to provide more car parking facilities on site to support visitors, staff and local residents.

## **12 Notice of Motion 5 by Councillors Adam-McGregor and Don**

This item was considered at item 9 above.

### **13 Notice of Motion 6 by Councillors Sheridan and Kennedy**

There was submitted a Notice of Motion by Councillors Sheridan and Kennedy which Provost L Cameron ruled was not competent in terms of Standing Order 28 – rescinding of decisions – as it was contrary to the decision which had been taken at item 7 of page 651 of the Minute of the meeting of the Leadership Board held on 19 June 2019 and there had been no material change in circumstances justifying the matter being reconsidered.

### **14 Notice of Motion 7 by Councillors Paterson and McNaughtan**

There was submitted a Notice of Motion by Councillors Paterson and McNaughtan in the following terms:

“UK Shared Prosperity Fund

Renfrewshire Council notes with disappointment the delay on the consultation for the proposed UK Shared Prosperity Fund, intended to replace EU funding to the regions following Brexit.

Furthermore, with no date provided for the consultation to commence it is unlikely to be conducted prior to our expected exit date of the 31st of October 2019 leading to a substantial delay in the establishment of a shared prosperity fund.

Therefore, Council agrees to write to the UK Government urging them to bring forward the consultation and get on with establishing a shared prosperity fund to be managed by the relevant devolved administrations should Brexit occur on the 31st of October.”

Councillor Paterson, seconded by Councillor McNaughtan, then moved the motion which was agreed unanimously.

**DECIDED:** UK Shared Prosperity Fund –

(a) That Renfrewshire Council notes with disappointment the delay on the consultation for the proposed UK Shared Prosperity Fund, intended to replace EU funding to the regions following Brexit;

(b) That furthermore, with no date provided for the consultation to commence it is unlikely to be conducted prior to our expected exit date of the 31st of October 2019 leading to a substantial delay in the establishment of a shared prosperity fund; and

(c) That therefore, Council agrees to write to the UK Government urging them to bring forward the consultation and get on with establishing a shared prosperity fund to be managed by the relevant devolved administrations should Brexit occur on the 31st of October.

### **ADJOURNMENT**

The meeting adjourned at 11.00 am and reconvened at 11.10 am.

## 15 Notice of Motion 8 by Councillors Graham and McIntyre

There was submitted a Notice of Motion by Councillors Graham and McIntyre in the following terms:

“Statues in Dunn Square, Paisley

Council agrees that the statue of Queen Victoria and Dr Dunns Memorial in Dunn Square, Paisley are cleaned. Also, the statues of Sir Peter Coats and Thomas Coats Esq be part of the clean-up.

Council also agrees to release a programme in which all statues, monuments and plaques are visited by Council and are assessed for upgrade or clean-up.

Councillor Graham, seconded by Councillor McIntyre, then moved the motion. This was agreed unanimously.

**DECIDED:** Statues in Dunn Square, Paisley –

(a) That the Council agrees that the statue of Queen Victoria and Dr Dunn’s Memorial in Dunn Square, Paisley are cleaned. Also, the statues of Sir Peter Coats and Thomas Coats Esq be part of the clean-up; and

(b) That the Council also agrees to release a programme in which all statues, monuments and plaques are visited by Council and are assessed for upgrade or clean-up

## ORDER OF BUSINESS

In terms of Standing Order 16, the Provost intimated that she intended to change the order of business to facilitate the conduct of the meeting by considering together items 16 and 18 of the agenda – Notice of Motion 9 and Notice of Motion 11 respectively.

## 16 Notice of Motion 9 by Councillors McGurk and Adam-McGregor

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

“Tv Licence

Renfrewshire Council condemns the decision by the BBC to AXE FREE TV licence for most over 75-year-old residents and charge £154.50.”

Councillors McGurk and Adam-McGregor then moved the motion.

Councillor Andy Doig, seconded by Councillor McCartin, moved as a first amendment the addition of:

“BBC and removal of free TV licences for 75-year olds not on pension credit.

Renfrewshire Council condemns the decision by the BBC to remove free TV Licences for 75-year olds not on pension credit and notes that this has been condemned by the National Pensioners Convention, Age UK, and Independent Age as a retrograde step which will increase social isolation amongst pensioners.

Council calls on the Westminster Government to amend the Digital Economy Act (2017) to allow it to finance free TV licences for all pensioners over 75 years to promote the social independence and dignity of older people.

Council also calls on the Westminster government to reinstate the funding which it withdrew from the BBC which has forced the BBC to take this action.”

Councillor Graham, seconded by Councillor McIntyre, moved as a second amendment:

Renfrewshire Council condemns the decision by the BBC to axe free TV licence for most over 75-year-old residents.

In terms of Standing Order 27, Councillors McGurk and Adam-McGregor being the mover and seconder of the motion agreed to accept the first amendment as an addition to the motion and the motion, as amended, became the substantive motion.

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

The following members voted for the motion: Councillors Adam-McGregor, Bibby, Binks, Brown, Burns, J Cameron, Provost L Cameron, Councillors Campbell, Davidson, Devine, Andy Doig, Audrey Doig, Don, Dowling, Grady, Harte, Hood, Hughes, Kennedy, Mack, Mackay, K MacLaren, M MacLaren, McCartin, McCulloch, McEwan, McGurk, McNaughtan, Montgomery, Mylet, Nicolson, Paterson, Rodden, Sharkey, Shaw, Sheridan and Steel.

6 members having voted for the amendment and 37members having voted for the motion, the motion was accordingly declared carried.

**DECIDED:** TV Licence -

(a) That Renfrewshire Council condemns the decision by the BBC to axe free TV licence for most over 75-year-old residents and charge £154.50;

(b) That Renfrewshire Council condemns the decision by the BBC to remove free TV Licences for 75-year olds not on pension credit, and notes that this has been condemned by the National Pensioners Convention, Age UK, and Independent Age as a retrograde step which will increase social isolation amongst pensioners;

(c) That the Council calls on the Westminster Government to amend the Digital Economy Act (2017) to allow it to finance free TV licences for all pensioners over 75 years to promote the social independence and dignity of older people; and

(d) That the Council also calls on the Westminster government to reinstate the funding which it withdrew from the BBC which has forced the BBC to take this action.

## **17 Notice of Motion 10 by Councillors Burns and Hughes**

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

“Council will contact Scottish Water to request Top Up taps are installed in Renfrewshire in all Towns and Villages to help reduce use of single plastic bottles and boost the benefits of drinking water in Renfrewshire.”

Councillor Burns, seconded by Councillor Hughes, then moved the motion.

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

“Council recognises that there are a number of obsolete drinking fountains in council parks and public places and agrees to bring back a report to the ILE Board regarding their number and the cost to refurbish”.

In terms of Standing Order 27, Councillors Burns and Hughes as the mover and seconder of the motion agreed to accept the amendment as an addition to the motion. The motion, as amended, was agreed unanimously.

### **DECIDED:**

(a) That the Council will contact Scottish Water to request Top Up taps are installed in Renfrewshire in all Towns and Villages to help reduce use of single plastic bottles and boost the benefits of drinking water in Renfrewshire; and

(b) That the Council recognises that there are a number of obsolete drinking fountains in council parks and public places and agrees to bring back a report to the ILE Board regarding their number and the cost to refurbish.

## **18 Notice of Motion 11 by Councillors Andy Doig and McCartin**

This matter was considered at item 16 above.

## **19 Notice of Motion 12 by Councillors Sharkey and Kennedy**

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

“Women Against State Pension Inequality (WASPI)

This Council affirms its support for the WASPI women and their campaign.”

Councillor Sharkey, seconded by Councillor Kennedy, then moved the motion.

Provost Cameron proposed that the motion be amended to read that “this Council re-affirms its support for the WASPI women and their campaign” and in terms of Standing Order 27, Councillors Sharkey and Kennedy as the mover and seconder of the motion agreed to this amendment. The motion, as amended, was approved unanimously.



**DECIDED**: Women Against State Pension Inequality (WASPI) –

That this Council re-affirms its support for the WASPI women and their campaign.

## **DECLARATIONS OF INTEREST**

Councillors Kenney and Devine, having declared an interest in the undernoted item, left the meeting and did not take part in the discussion or voting thereon.

## **20 Notice of Motion 13 by Councillors Mack and Andy Doig**

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

“Council Property: 16 Cairngorm Crescent, Paisley

This council insists in an independent inquiry into the allocation of 16 Cairngorm Crescent, Glenburn. SCRN 108744”

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

**DECIDED**: Council Property: 16 Cairngorm Crescent, Paisley –

That this council insists in an independent inquiry into the allocation of 16 Cairngorm Crescent, Glenburn. SCRN 108744.

## **SEDERUNT**

Councillors Kennedy and Devine returned to the meeting prior to consideration of the undernoted item.

## **21 Notice of Motion 14 by Councillors Mack and Andy Doig**

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

“Re-instatement of Plaque: Willie Gallagher

Reinstate the plaque commemorating the life and residency of Willie Gallagher at No.68 Rowan Street, Paisley.”

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

**DECIDED**: Re-instatement of Plaque: Willie Gallagher

That the plaque commemorating the life and residency of Willie Gallagher at No. 68 Rowan Street, Paisley be re-instated.

## **SEDERUNT**

Councillor Davidson left the meeting prior to consideration of the undernoted item.

### **22 Notice of Motion 15 by Councillors Sheridan and Kennedy**

There was submitted a Notice of Motion by Councillors Sheridan and Kennedy which Provost L Cameron ruled was not competent in terms of Standing Order 28 – rescinding of decisions – as it was contrary to the decision which had been taken at item 10 of page 582 of the Minute of the meeting of the Education & Children’s Services Policy Board held on 23 May 2019 and there had been no material change in circumstances justifying the matter being reconsidered.

#### **Motion to Suspend Standing Orders**

Councillor Sheridan, seconded by Councillor Harte, moved in terms of Standing Order 44 that Standing Order 28 – rescinding of decisions – be suspended to allow the Council to consider the Notice of Motion by Councillors Sheridan and Kennedy.

On the roll being called, the following members voted to suspend Standing Order 28: Councillors Begg, Bibby, Binks, Brown, Devine, Dowling, Grady, Graham, Harte, Hood, Kennedy, Kerr, J MacLaren, McCulloch, McIntyre, Montgomery, Sharkey, Sheridan and Strang.

The following members voted against the motion to suspend Standing Order 28: Councillors Adam-McGregor, Burns, J Cameron, Provost L Cameron, Councillors Campbell, Andy Doig, Audrey Doig, Don, Hughes, Mack, K MacLaren, M MacLaren, McCartin, McEwan, McGurk, McNaughtan, Mylet, Nicolson, Paterson, Rodden, Shaw and Steel.

The following member abstained: Councillor Mackay.

19 members having voted for the motion to suspend Standing Order 28, 22 members having voted against the motion to suspend Standing Order 28, and 1 member having abstained, the necessary two-thirds of members present and voting at the meeting was not achieved as required for the suspension of Standing Orders and accordingly the motion to suspend Standing Order 28 was defeated.

## Minute of Special Meeting Council

Date	Time	Venue
Thursday, 27 June 2019	11:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

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

### Chair

Provost L Cameron presided.

### In Attendance

S Black, Chief Executive; M Crearie, Director of Communities, Housing & Planning Services; A Russell, Director of Finance & Resources; S Quinn, Director of Children's Services; L Mahon, Head of Marketing (Chief Executive's); G Hutton, Head of Operations & Infrastructure (Environment & Infrastructure); K Graham, Head of Corporate Governance), A MacArthur, Head of Finance, M Conaghan, Legal & Democratic Services Manager, L Belshaw Democratic Services Manager and A McNaughton, Senior Committee Services Officer (all Finance & Resources); and D Leese, Chief Officer (Renfrewshire Health & Social Care Partnership).

## Declarations of Interest

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

### 1 Review of the Scheme for the Establishment of Community Councils

Under reference to paragraph 1 of page 444 of the Minute of the special meeting of the Council held on 28 February 2019, there was submitted a report by the Director of Finance & Resources relative to the outcome of the second and final phase of statutory public consultation on the Council's proposals to amend the Scheme for the Establishment of Community Councils (the Scheme).

The report explained that the second phase of public consultation had sought the views of community councils and any other interested party on a further proposal to allow self-nomination for membership of community councils and on three further proposals to correct and clarify information about communications between community councils and Council services. The proposals had been published for consultation in an Amended Draft Scheme.

A statutory public consultation exercise was carried out during March/April 2019 and three community councils submitted representations. Of the 21 active community councils in Renfrewshire: two intimated their support for the proposed changes; and one objected to the proposal to simplify the nomination process for membership claiming it might lead to an influx of new members who were concerned only about one specific issue affecting the community. It was noted that reason(s) for joining a community council were not part of the criteria for membership. Residents were free to join or withdraw from a community council without providing a reason.

As the representations received during the consultation showed that there was no strength of opposition to the proposed amendments from community councils or any other interested party, it was recommended that the amendments be accepted and included within a revised Scheme for the Establishment of Community Councils 2019, a copy of which was appended to the report.

Councillor Hood, seconded by Councillor Andy Doig, proposed that the Council agree that the proposed Scheme for the Establishment of Community Councils should be taken back to a full meeting of the RCCF for discussion and a proper vote by that body should be held before any proposal is brought back to this Council. This was agreed, unanimously.

**DECIDED:** That the Council agree that the proposed Scheme for the Establishment of Community Councils should be taken back to a full meeting of the RCCF for discussion and a proper vote by that body should be held before any proposal is brought back to this Council.

## Minute of Meeting

### Regulatory Functions Board

Date	Time	Venue
Thursday, 27 June 2019	14:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

### 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

### Chair

Councillor McNaughtan, Convener, presided.

### In Attendance

D Campbell, Assistant Managing Solicitor (Licensing), E Currie, Senior Committee Services Officer, G McIntosh, Civic Government Enforcement Officer and N Barr, Administrative Assistant (all Finance & Resources).

### Apologies

Councillors Rodden and Strang.

### Declarations of Interest

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

## **EXCLUSION OF PRESS AND PUBLIC**

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

### **1 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:-

Matthew Steel P0185

There was no appearance by or on behalf of Mr Steel. Inspector Glass, representing the Chief Constable, was invited into the meeting. The Convener proposed that the hearing be held in Mr Steel's absence and this was agreed unanimously.

After consideration of all matters before the Board, the Convener proposed that Mr Steel's Private Hire Car Driver's Licence be suspended for the unexpired portion of the duration of his licence with immediate effect. This was agreed unanimously.

**DECIDED:** That Mr Steel's Private Hire Car Driver's Licence be suspended for the unexpired portion of the duration of his licence with immediate effect.

## Minute of Special Meeting Regulatory Functions Board

Date	Time	Venue
Wednesday, 07 August 2019	10:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

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

### Chair

Councillor McNaughtan, Convener, presided.

### In Attendance

D Campbell, Assistant Managing Solicitor (Licensing), A McLaughlin, Senior Solicitor (Litigation and Regulatory Services), P Shiach, Committee Services Officer, N O'Brien, Assistant Committee Services Officer and N Barr, Administrative Assistant (all Finance & Resources).

### Apologies

Councillors Mackay and Rodden.

### Declarations of Interest

Councillor McNaughtan declared a non-financial interest in item 1 as he had prior knowledge of the applicant and indicated his intention to remain in the meeting and participate in any discussion or voting thereon.

Councillors Doig and Steel declared a non-financial interest in item 3(a) as the applicant was known to them and indicated both their intention to leave the meeting during consideration of this item and not to take part in any discussion or voting thereon.

Councillor Montgomery declared a non-financial interest in item 1 of the agenda as he had prior knowledge of the applicant and indicated his intention to leave the meeting during consideration of this item and not to take part in any discussion or voting thereon.

## **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(s) 3, 6 and 12 of part I of schedule 7A of the Local Government (Scotland) Act 1973.

### **Sederunt**

Councillor Montgomery, having declared a non-financial interest in the following item of business, left the meeting and took no part in the discussion or voting thereon.

## **1 Appeal to the First-tier Tribunal for Scotland**

Under reference to item 4 of the Minute of the meeting of this Board held on 13 March 2019, there was submitted a report by the Director of Finance & Resources relative to the removal of Anu Sharma from the Register of Landlords.

The report advised that Ms Sharma had appealed to the First-tier Tribunal for Scotland and an offer to settle the appeal, as detailed in Appendix 1 to the report, had been received.

Having considered all matters before the Board, Councillor Devine, seconded by Councillor Steel, moved that the offer to settle proposed in the report be not accepted. This was agreed unanimously.

**DECIDED:** That the offer to settle not be accepted.

### **Sederunt**

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

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

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

Alan Kane T1571

There was no appearance by or on behalf of Mr Kane, the licence holder. Sergeant Singh, on behalf of the Chief Constable was invited into the meeting.

The Convener proposed that the application be considered in Mr Kane's absence and this was agreed unanimously. After consideration of all matters before the Board, the Convener proposed Mr Kane's Taxi Driver's Licence be suspended for the unexpired portion of the duration of the licence with immediate effect. This was agreed unanimously.



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

## **Sederunt**

Councillors Doig and Steel, having declared an interest in the following item of business left the meeting and took no part in the discussion or voting thereon.

### **3 Hearings into Possible Suspension or Revocation of Private Hire Car Drivers' Licences - Personal Appearances**

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

(a) Colin Rae P0285

Mr Rae, the licence holder, was invited into the meeting together with Sergeant Singh, on behalf of the Chief Constable. After consideration of all matters before the Board, the Assistant Managing Solicitor (Licensing) asked Mr Rae if he wished to address the Board on any period of suspension the Board might impose on his licence prior to any motions being made in relation to his Private Hire Car Driver's Licence. Mr Rae then addressed the Board.

Following consideration of Mr Rae's submissions, the Board adjourned to allow members to consider this matter. The meeting reconvened and the Convener proposed that consideration of the possible suspension or revocation of the licence be continued, and that Mr Rae be invited to a future meeting of the Board pending an update from Police Scotland. This was agreed unanimously. Mr Rae would also be referred to Occupational Health for a further health assessment. This was agreed unanimously.

**DECIDED:** That Mr Rae be referred to Occupational Health for a health assessment and that consideration of the possible suspension or revocation of the licence be continued, and that Mr Rae be invited to a future meeting of the Board pending an update from Police Scotland.

## **Sederunt**

Councillors Doig and Steel re-entered the meeting prior to consideration of the following item of business.

(b) Alisdair Connell P4755

Mr Connell, the licence holder and Mr McGarrell, friend was invited into the meeting together with Sergeant Singh, on behalf of the Chief Constable. After consideration of all matters before the Board, the Assistant Managing Solicitor (Licensing) asked Mr Connell if he wished to address the Board on any period of suspension the Board might impose on his licence prior to any motions being made in relation to his Taxi Driver's Licence. Mr Connell then addressed the Board.

Following consideration of Mr Connell's submissions, the Board adjourned to allow members to consider this matter. The meeting reconvened and the Convener proposed that consideration of the possible suspension or revocation of the licence be continued, and that Mr Connell be invited to a future meeting of the Board pending an update from Police Scotland. This was agreed unanimously.

**DECIDED:** That consideration of the possible suspension or revocation of the licence be continued, and that Mr Connell be invited to a future meeting of the Board pending an update from Police Scotland.

## Minute of Meeting

### Communities, Housing & Planning Policy Board

Date	Time	Venue
Tuesday, 20 August 2019	13:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

### 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 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 and Commissioning and A Armstrong-Walter, Strategic Partnerships & Inequalities Manager (both 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, C Dalrymple, Communities & Regulatory Manager, T Irvine, Homeless & Housing Support Services, S Marklow, Strategy & Place Manager and L Muirhead, Planning & Housing Manager (all Communities, Housing & Planning Services); and A McLaughlin, Senior Solicitor Litigation & Regulatory Services, R Devine, Senior Committee Services Officer and N O'Brien, Assistant Committee Services Officer (all Finance & Resources).

## **Declarations of Interest**

Councillor Mags MacLaren declared a non-financial interest in item 5 as she was a member of the Boards of Linstone Housing Association and Willimsburgh Housing Association and indicated her intention to remain in the meeting during consideration of the matter but not take part in any discussion or voting thereon.

Councillor Rodden declared a non-financial interest in item 8 as she was an employee of Turning Point Scotland and indicated her intention to remain in the meeting during consideration of the matter but not take part in any discussion or voting thereon.

Councillor James MacLaren declared a non-financial interest in item 22(a) as he had previously expressed a view in relation to the planning application and indicated that he would leave the meeting during consideration of this item and not take part in any discussion or voting thereon.

### **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 21 May 2019, which forms the Appendix to this Minute.

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

### **2 Revenue Budget Monitoring Report**

There was submitted a joint revenue budget monitoring report by the Directors of Finance & Resources, Communities, Housing & Planning Services and Children's Services for the period 1 April to 21 June 2019.

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

### **3 Capital Budget Monitoring Report**

There was submitted a joint capital budget monitoring report by the Directors of Finance & Resources and Communities, Housing & Planning Services for the period 1 April to 21 June 2019.

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

## 4 Community Empowerment Fund

There was submitted a report by the Chief Executive relative to the award of grants from the Community Empowerment Fund.

The report outlined the key objectives and aims of the Community Empowerment Fund. The Appendix to the report provided details of two new applications received for funding and five applications, consideration of which had previously been continued by the Board. Recommendations in respect of the determination of each application were detailed within the report. It was highlighted that the deadline for the submission of applications for the next round of funding was 3 September 2019.

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

### Declaration of Interest

Councillor Mags MacLaren having previously declared an interest in relation to the following item of business remained in the meeting but took no part in the any discussion on the matter.

## 5 Draft Strategic Housing Investment Plan 2020/2025

There was submitted a report by the Director of Communities, Housing & Planning Services relative to the draft Strategic Housing Investment Plan 2020/25.

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 2020/25, including a roll-forward of projects from the previous SHIP, taking account of projects which were expected to complete during 2019/20 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. Following consultation, which would be undertaken during August and September 2019, the proposed 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:** That the Director of Communities, Housing & Planning Services be authorised to undertake consultation on the draft Strategic Housing Investment Plan 2020/25, appended to the report, and submit the finalised plan to the next meeting of this Policy Board for approval.

## 6 Scottish Social Housing Charter - Annual Return 2018/19

There was submitted a report by the Director of Communities, Housing & Planning Services relative to the Scottish Social Housing Charter Annual Return 2018/19.

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. A copy of the Annual Return 2018/19 made on behalf of the Council was appended to the report and detailed Renfrewshire's performance in terms of specific indicators. A summary of performance achieved against the Charter indicators, together with comparative information for the previous six-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 and it was also highlighted that following a review of the Regulatory Framework the six-monthly update to the next meeting of this Policy Board would incorporate a new suite of indicators.

It was proposed that the analysis of the reasons for the increased tenancy offer refusal rate in 2018/19 (indicator 18) and the reasons for the increased timescale for completing approved adaptations (indicator 23) be shared with members of the Policy Board.

**DECIDED:** That the Scottish Social Housing Charter performance information submission for 2018/19, as appended to the report, be noted and arrangements be made to share with members of the Policy Board the analysis of the reasons for the increased tenancy offer refusal rate in 2018/19 (indicator 18) and the reasons for the increased timescale for completing approved adaptations (indicator 23).

## **7 Housing Energy Efficiency and Carbon Reduction Programmes: 2019/20 Award of Funding**

Under reference to item 9 of the Minute of the meeting of this Policy Board held on 12 March 2019 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 £1,455,530 for the Renfrewshire Council area in terms of the Scottish Government's Home Energy Efficiency Programme for Scotland (HEEPS:ABS) 2019/20.

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 co-ordinating agents for all HEEPS:ABS programmes within their area. Confirmation had been received, on 28 March 2019, by the Council that Renfrewshire's proposed allocation of the £49 million available nationally was £1,455,530. It was noted that schemes for consideration for this funding from this allocation had required to be submitted by 26 April 2019 and that consequently the proposed projects, which were detailed within the report, and focussed 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, had been submitted on behalf of the Council. Notification had been received, on 7 June 2019, of the outcome of the application which had confirmed the award of £1,455,530 for HEEPS:ABS projects in 2019/20.

**DECIDED:**

(a) That the action taken by the Director of Communities, Housing & Planning Services in accepting grant funding of £1,455,530, 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.

**Declaration of Interest**

Councillor Rodden having previously declared an interest in relation to the following item of business remained in the meeting but took no part in the any discussion on the matter.

**8 Rapid Re-housing Transition Plan for Renfrewshire - Update**

There was submitted a report by the Director of Communities, Housing & Planning Services relative to the production of a Rapid Re-housing Transition Plan (RRTP) for Renfrewshire.

The Scottish Government established a Homelessness & Rough-sleeping Action Group (HARSAG) during October 2017 to produce solutions to help address issues raised by homelessness and rough-sleeping. A key recommendation from the HARSAG, which was accepted by the Scottish Government, was that all local authorities required to consult on and produce a five-year Rapid Re-housing Transition Plan covering the period 2019/24. The Scottish Government had subsequently issued guidance to all local authorities during July 2018 on the production of Rapid Re-housing Transition Plans (RRTP), which were to be developed as a means of demonstrating how each local authority and its partners would ensure that those who were homeless were provided with a settled housing option as quickly as possible, and minimised the need to stay in temporary accommodation. Key partners including local and national Housing Associations, Renfrewshire Health & Social Care Partnership and a range of third sector organisations were fully consulted on the content of a draft RRTP for Renfrewshire which detailed how the local authority would move to a situation where those who were homeless were provided with accommodation more quickly, spent less time in temporary accommodation, had greater access to an up-scaled use of the Housing First model, and/or other support. A copy of the RRTP for Renfrewshire, which outlined the proposals to be implemented between 2019/24 subject to RRTP funding, was appended to the report.

It had originally been proposed that resources would be allocated from the Scottish Government's 'Ending Homelessness Together' fund to support and assist local authorities in the implementation of their RRTP's, once they had been fully evaluated. Currently the Scottish Government were reviewing submissions made by local authorities, and it had been agreed with COSLA meantime that funding would be allocated, for 2019/20 only, using a formula-based distribution model, based on a three-year average of homelessness assessments, rather than on full evaluations of the RRTP's. Renfrewshire had been awarded £186,000 for the implementation of rapid rehousing related initiatives during 2019/20. This funding

would be used locally to increase the number of homeless applicants supported via the 'wraparound' support, which was a key element of the Housing First approach, as well as additional resettlement assistance for those moving from temporary accommodation in order to address the problems that often arose when settled tenancies commenced. These were priority areas identified during the compilation of the RRTP for Renfrewshire.

It was highlighted that implementation of the funding for 2019/20 and progress achieved in relation to the RRTP for Renfrewshire 2019/24 would be reported to future meetings of this Policy Board.

In response to a request it was agreed that a presentation be made at the next meeting of this Policy Board in connection with the specialist services, referred to within the report, available to achieve the best possible outcomes for veterans.

### **DECIDED:**

(a) That the Director of Communities Housing & Planning Services be authorised to manage the implementation of a Rapid Rehousing Transition Plan for Renfrewshire, utilising the allocation of £186,000 of funding received from the Scottish Government for year 1;

(b) That a presentation be submitted to the next meeting of this Policy Board providing further information in connection with the specialist services referred to within the report, available to achieve the best possible outcomes for veterans; and

(c) That otherwise progress be reported to this Policy Board.

## **9 Acquisition of Private Housing**

There was submitted a report by the Director of Communities, Housing & Planning Services relative to the proposed adoption of an Acquisition Scheme for Private Housing.

The report referred to the decision taken at the meeting of the former Housing and Community Safety Policy Board held on 13 May 2014 to dispose of Council properties which became void, at no less than market value, where the property was the last one owned by the Council in a block of five or more flats. In approving this initiative, it was agreed that income generated from these sales should be used to acquire properties which could in turn be made available for rent as part of the Council's Housing Stock. It was highlighted that 39 properties had been sold since approval of the Policy. Members were reminded that at the meeting of the Council held on 28 February 2019 it had been agreed that proposals would be developed to reinvest these funds to supplement the overall housing stock.

The report outlined proposals for implementing a scheme for the acquisition of private housing which would utilise the funding generated to date along with additional funding which might become available in the future. The Acquisition Scheme would target the purchase of properties which would meet identified needs and increase the supply of good quality Council housing in areas where there was need and recognised demand. Under the proposed scheme, properties would only be considered for purchase where they were advertised for sale on the open market. Full details of the criteria to be used to identify properties which the Council



might seek to acquire were detailed within the report.

Arrangements would be made to consider funding provision for the Acquisitions Scheme in future years as part of the annual review of the Housing Revenue Account Capital Investment Programme submitted to the Council for consideration.

**DECIDED:**

- (a) That the Acquisition Scheme, as detailed in section 4 of the report, be approved;
- (b) That the Director of Communities, Housing & Planning Services be authorised to oversee the management of the scheme; and
- (c) That it be agreed that the acquisition of properties would be undertaken in consultation with the Head of Property Services and Head of Corporate Governance and in full accordance with the approved Council Scheme of Delegation and Financial Regulations.

## **10 Disposal of land adjacent to 70 Montgomery Road, Paisley**

There was submitted a report by the Director of Finance & Resources relative to the proposed declaration of an area of land located adjacent to 70 Montgomery Road, Paisley, 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, comprised a total area of 115 square metres and was an area of open space, maintained by Environment & Infrastructure. An offer to purchase the land for use as a private garden and car parking space, had been received from the owner of the property at 70 Montgomery Road, Paisley. 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. It was highlighted that the proposed purchaser would require to obtain the necessary planning consents for the change of use from open space.

**DECIDED:**

- (a) That the area of land located adjacent to 70 Montgomery Road, Paisley, 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 70 Montgomery Road, Paisley, 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.

## **11 Disposal of land adjacent to 5m North Road, Johnstone**

There was submitted a report by the Director of Finance & Resources relative to the proposed declaration of an area of land located adjacent to 5m North Road, Johnstone, 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, comprised a total area of 127 square metres and was an area of open space, maintained by Environment & Infrastructure. An offer to purchase the land for use as a private garden and car parking space, had been received from the owner of the property at 5m North Road, Johnstone. 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. It was highlighted that the proposed purchaser would require to obtain the necessary planning consents for the change of use from open space and that Environment & Infrastructure had advised that should the applicant wish to fence the outer boundaries of the space all fence heights required to be at a maximum height of one metre from the ground to preserve sightlines for the junction at North Road, Johnstone.

### **DECIDED:**

(a) That the area of land located adjacent to 5m North Road, Johnstone, 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 5m North Road, Johnstone, 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 Disposal of land adjacent to 4 Elm Drive, Johnstone**

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 Elm Drive, Johnstone, 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, comprised a total area of 72 square metres and was an area of open space, maintained by Environment & Infrastructure. An offer to purchase the land for use as a private garden and car parking space, had been received from the owner of the property at 4 Elm Drive, Johnstone. 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. It was highlighted that the proposed purchaser would require to obtain the necessary planning consents for the change of use from open space.

### **DECIDED:**

- (a) That the area of land located adjacent to 4 Elm Drive, Johnstone, 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 Elm Drive, Johnstone, 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.

## **13 Allocation of Houses in terms of Housing Rules 10.7 and 2.5**

There was submitted intimation by the Director of Communities, Housing & Planning Services in terms of Housing Rules 10.7 and 2.5 which required all housing allocations which involved either (i) Council members or their immediate families or (ii) members of staff of the Housing Division or their immediate families to be notified to the relevant Policy Board.

- (a) Address: 28 Fereneze Drive, Paisley  
Size: Three bedroom

Allocated to: Member of Councillor's family

(b) Address: 3 Reid Avenue, Linwood

Size: Two bedroom

Allocated to: Member of staff

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

## **14 Community Justice Renfrewshire Annual Report 2018/19**

There was submitted a report by the Director of Children's Services relative to the Community Justice Renfrewshire Annual Report 2018/19. A copy of the Annual Report 2018/19 Reporting template 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 2018 to 31 March 2019, required to be published by 30 September 2019 and thereafter submitted to Community Justice Scotland. A revised 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 2018/19, which was appended to the report, be approved; and

(b) That it be noted that the Community Justice Renfrewshire Annual Report 2018/19 required to be published by 30 September 2019.

## **15 Your Home, Your Street, Our Community**

There was submitted a report by the Director of Communities, Housing & Planning Services relative to the Your Home, Your Street, Our Community initiative undertaken in the Shortroods area of Paisley.

The report advised that the Building Safer & Greener Communities multi-agency tasking group had been co-ordinating and delivering local initiatives in identified communities since 2016. These initiatives have focussed on delivering the National Building Safer Communities outcomes, in particular, the reduction in the number of victims of crime. National and local groups had also been established with the aim of reducing unintentional physical and psychological harm that could have been predicted or prevented.

The National Building Safer & Greener Communities agenda had been renamed 'Your Home, Your Street, Our Community' with the aim of creating a more community focussed brand to encourage engagement, support, empowerment and

a better level of understanding.

The report detailed some of the high-level outcomes delivered within the Shortroods area of Paisley as part of the initiative over the previous year and demonstrated how the programme continued to evolve.

**DECIDED:** That the report and work undertaken as part of the Building Safer & Greener Communities working group since May 2018 be noted.

#### **16(a) The Energy Efficiency (Private Rented Property)(Scotland) Regulations 2019: Housing - Draft Regulations and Guidance**

There was submitted a report by the Director of Communities, Housing & Planning Services relative to the consultation exercise, being undertaken by the Scottish Government, on Energy Efficiency and Condition Standards in Private Rented Housing and associated draft regulations and guidance.

The report stated that the aim of the consultation was to raise awareness within the sector and obtain views in relation to draft Regulations and associated Guidance developed to facilitate improved energy efficiency within privately rented accommodation. The deadline for submissions to the consultation was 13 September 2019.

A copy of the draft response, prepared on behalf of the Council, was appended to the report for consideration. In summary the response expressed support for the Regulations and the aim of improving energy efficiency within the private rented housing sector. The potential significant resource implications for local authorities in enforcing the Regulations and the proposed exemptions was also acknowledged.

#### **DECIDED:**

(a) That the Scottish Government consultation on Energy Efficiency and Condition Standards in Private Rented Housing and the requirement to submit responses by 13 September 2019 be noted; and

(b) That the response appended to the report be approved for submission to the Scottish Government.

#### **16(b) Response to Online Harms White Paper**

There was submitted a report by the Director of Communities, Housing & Planning Services relative to the consultation exercise, being undertaken by the UK Government in connection with the Online Harms White Paper, which detailed plans for a package of online safety measures that would also support innovation and a thriving digital economy.

The report stated that the White Paper proposed the establishment, in law, of a new duty of care towards users, which would be overseen by an independent regulator. The consultation sought views on various aspects of the government's plans for regulation and tackling online harms. The deadline for submissions to the consultation had been 1 July 2019. A copy of the response prepared and submitted,

prior to the deadline on behalf of the Council, was appended to the report.

The response welcomed the opportunity to respond to the white paper and was supportive of the approach and proposals that were outlined to strengthen the process for reducing on-line harm to vulnerable people. In particular, the response acknowledged the challenges involved in taking forward the agenda and was in favour of increased regulation in relation to the expectations and responsibilities placed on companies operating online services and to the creation of a proportionate and supportive enforcement approach that would enable the digital economy to develop while protecting vulnerable service users.

**DECIDED:**

(a) That the consultation on the UK Government Online Harms White Paper be noted; and

(b) That the consultation response submitted on behalf of the Council, a copy of which was appended to the report, be homologated.

**16(c) Section 38 of the Human Trafficking and Exploitation (Scotland) Act 2015 - Duty to notify and provide information about victims**

There was submitted a report by the Director of Communities, Housing & Planning Services relative to the consultation exercise, being undertaken by the Scottish Government in connection with Section 38 of the Human Trafficking and Exploitation (Scotland) Act 2015 and the associated duty to notify and provide information about victims.

The report intimated that the legislation specified that Scottish public authorities were required to provide information to Police Scotland about a person(s) who was, or appeared to be, a victim of human trafficking or of slavery, servitude and forced or compulsory labour. The consultation sought views on the nature of information and information sharing that would assist in improving the understanding of the issue.

The deadline for submissions to the consultation was 6 September 2019. A copy of the draft response, prepared on behalf of the Council, was appended to the report. The draft response was broadly supportive of the proposals being made by the Scottish Government on how the duty to notify and provide information about victims would operate and the potential to help tackle the illegal trade of human beings, both adult and children, for exploitation.

**DECIDED:**

(a) That the consultation by the Scottish Government on section 38 of the Human Trafficking and Exploitation (Scotland) Act 2015 be noted; and

(b) That the response appended to the report be approved for submission to the Scottish Government.

## **16(d) Influenza Pandemic Preparedness: Guidance for Health and Social Care Services in Scotland**

There was submitted a report by the Director of Communities, Housing & Planning Services relative to the consultation exercise, being undertaken by the Scottish Government entitled Influenza Pandemic Preparedness: Guidance for Health and Social Care Services in Scotland.

The report advised that the consultation had been launched on 19 July 2019 and focussed on the guidance and preparedness of Councils and Health & Social Care Partnerships and outlined the legislative background requirements for stakeholders. The deadline for submissions was 13 September 2019, which was prior to the next meeting of this Policy Board, and delegated authority was sought to enable the Director of Communities, Housing & Planning Services to prepare and submit a response on behalf of the Council, following discussion and input from relevant Council services and the Convener of this Policy Board; and to submit a copy of the response to the next meeting of this Policy Board for members information.

### **DECIDED:**

(a) That the consultation by the Scottish Government on Influenza Pandemic Preparedness: Guidance for Health and Social Care Services in Scotland be noted;

(b) That the Director of Communities, Housing and Planning Services be authorised to submit a response to the Scottish Government (Health Resilience Unit) by 13 September 2019 following discussion and input from relevant Services and the Convener of this Policy Board; and

(c) That a copy of the response be submitted to the next meeting of this Policy Board.

## **17 Planning (Scotland) Bill - Update**

There was submitted a report by the Director of Communities, Housing & Planning Services relative to the Planning (Scotland) Bill which was passed by the Scottish Parliament on 20 June 2019.

During September 2015, the Scottish Ministers had appointed a panel to undertake an independent review of the Scottish Planning System. The Panel had reported in May 2016 and its findings contained 48 recommendations. The Scottish Government's response was issued during July 2016 and a further consultation document on the future of the Planning System in Scotland, entitled 'Places, People and Planning' was issued by the Scottish Government. Taking into account the wide range of views expressed in the consultation, the Scottish Government subsequently published a Position Statement on the 29 June 2017. This Statement proposed both legislative and non-legislative changes to the Planning System.

The key provisions of the Planning (Scotland) Bill, were detailed, together with the main implications for planning authorities and the next steps. The report stated that the Planning Bill presented a package of measures intended to strengthen the planning system's contribution to promoting inclusive growth and empowering communities. The Bill outlined high-level changes to the Planning System. The detail of how the new provisions would work in practice would be contained within

secondary legislation and guidance provided by the Scottish Government.

Councillor McGurk, seconded by Councillor McNaughtan, moved that it be noted that the Planning (Scotland) Bill had been passed by the Scottish Parliament on 20 June 2019.

Councillor Doig, seconded by Councillor McCulloch, moved as an amendment (i) that it be noted that the Planning (Scotland) Bill had been passed by the Scottish Parliament on 20 June 2019; and (ii) that the Board writes to the Cabinet Secretary for Planning and requests that the Scottish Government reviews its position on the Community Rights to Appeal, if need be by enacting supplementary legislation to that effect to give communities the same rights as developers.

On the roll being called the following members voted for the motion: Councillors Binks, Don, James MacLaren, McGurk, McNaughtan and Strang. The following members voted for the amendment Councillors Brown, Burns, Doig, Kenny MacLaren, Mags MacLaren, McCulloch, Montgomery and Rodden. 6 members having voted for the motion and 8 members having voted for the amendment, the amendment was accordingly declared carried.

**DECIDED:**

(a) That it be noted that the Planning (Scotland) Bill had been passed by the Scottish Parliament on 20 June 2019; and

(b) That the Board writes to the Cabinet Secretary for Planning to request that the Scottish Government review its position on the Community Rights to Appeal, if need be by enacting supplementary legislation to that effect, to give communities the same rights as developers.

## **18 Renfrewshire Planning Performance Framework 2018/19**

There was submitted a report by the Director of Communities, Housing & Planning Services relative to the Renfrewshire Planning Performance Framework 2018/19 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 2018/19, a copy of which was appended to the report, demonstrated that that the Council continued to perform well in terms of the Scottish average.

**DECIDED:** That the Renfrewshire Planning Performance Framework 2018/2019, as



appended to the report and which had been submitted to the Scottish Government on 31 July 2019, be noted.

### **19(a) Renfrewshire Local Development Plan: Development Plan Scheme 2019**

There was submitted a report by the Director of Communities, Housing & Planning Services relative to the annual Renfrewshire Development Plan Scheme 2019.

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 Minister on 24 July 2017, and the adopted Renfrewshire Local Development Plan 2014. In preparing to replace the current adopted Renfrewshire Local Development Plan, the Proposed Renfrewshire Local Development Plan 2019 had been approved at the meeting of this Policy Board held on 12 March 2019. The Development Plan Scheme 2019 outlined the remaining stages and timetable for the adoption of the next Renfrewshire Local Development Plan and it was highlighted that the Development Plan Scheme 2019 would be submitted to Scottish Ministers and made available for public inspection. A copy of the Renfrewshire Development Plan Scheme 2019 and Participation Statement was appended to the report.

**DECIDED:** That the Renfrewshire Development Plan Scheme 2019 and Participation Statement be approved.

### **19(b) Renfrewshire Local Development Plan Proposed Plan - Consultation Summary**

There was submitted a report by the Director of Communities, Housing & Planning Services relative to the outcome of the consultation undertaken in connection with the Renfrewshire Local Development Plan Proposed Plan.

The report advised that the Renfrewshire Local Development Plan Proposed Plan represented the Council's 'settled view' setting out policies and proposals for the next ten-year period. At the meeting of this Policy Board held on 12 March 2019 the Renfrewshire Local Development Plan Proposed Plan had been approved for consultation. 1478 representations were submitted during the 12-week consultation period and a summary of these representations and the key feedback received as a result of engagement was provided within Appendix 1 to the report, together with details of the future timeline and actions to be taken as part of the Local Development Plan process.

Councillor McGurk, seconded by Councillor McNaughtan, moved: -

(a) That the representations, feedback and comments made through the Renfrewshire Local Development Plan Proposed Plan Environmental Report Consultation and the engagement process be noted;

(b) That the progress made towards adoption of the Plan be noted; and

(c) That the Board note that the Burnfoot Road area of Lochwinnoch is recorded in the Renfrewshire Strategic Flood Risk Assessment (2017) as a potential flood risk and resolves that this matter be considered through the examination process.

Councillor Doig, seconded by Councillor Kenny MacLaren, moved as an amendment: -

(a) That the representations, feedback and comments made through the Renfrewshire Local Development Plan Proposed Plan Environmental Report Consultation and the engagement process be noted;

(b) That the progress made towards adoption of the Plan be noted; and

(c) That the Board note that the Burnfoot Road area of Lochwinnoch is recorded in the Renfrewshire Strategic Flood Risk Assessment (2017) as a potential flood risk and resolves that this area is not suitable for housing land supply and should be retained and designated as greenbelt.

On the roll being called the following members voted for the amendment: Councillors Doig and Kenny MacLaren. The following members voted for the motion Councillors Binks, Brown, Burns, Don, Mags MacLaren, James MacLaren, McCulloch, McGurk, McNaughtan, Montgomery, Rodden and Strang. 2 members having voted for the amendment and 12 members having voted for the motion, the motion was accordingly declared carried.

#### **DECIDED:**

(a) That the representations, feedback and comments made through the Renfrewshire Local Development Plan Proposed Plan Environmental Report Consultation and the engagement process be noted;

(b) That the progress made towards adoption of the Plan be noted; and

(c) That the Board note that the Burnfoot Road area of Lochwinnoch was recorded in the Renfrewshire Strategic Flood Risk Assessment (2017) as a potential flood risk and resolved that this matter be considered through the examination process.

## **20 Greenspace, Parks and Play Areas and Villages Investment Fund**

There was submitted a report by the Director of Communities, Housing & Planning Services relative to the Greenspace, 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 £5000. The report stated that six applications seeking more than £5000 had been assessed in this round and met the criteria. A summary of each application was provided within the report. Details of a further application, which had sought less than £5000 and had been approved in terms of the delegated authority were provided.

**DECIDED:**

- (a) That the work currently being undertaken to support communities as they develop projects to be funded using the Greenspaces, Parks & Play Areas and Villages Investment Fund be noted;
- (b) That the award of a grant of £4875, in terms of delegated authority, to Langcraigs Parents Council detailed in Appendix 1 of the report be noted; and
- (c) That the projects detailed in Section 3 of the report and the Appendix, awarding grant funding totalling £209,088 to support community groups, be agreed.

**21 Proposal of Application Notices**

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

Following discussion it was agreed that the following issues be added to the identified key issues detailed within the individual reports and be assessed should prospective applications be submitted ;-

19/0152/NO – Education and transport provision, access parking and traffic issues and the requirement to respect the density and character of the surrounding area including the greenbelt.

19/0292/NO - Education and transport provision.

19/0361/NO -- Education and transport provision.

19/0384/NO – Education and transport provision and the impact on the greenbelt.

19/0398/NO - Education and transport provision.

19/0399/NO - Education and transport provision and the requirement to respect the density and character of the surrounding area including the greenbelt.

19/0482/NO - Education and transport provision.

19/0497/NO - Education and transport provision.

**DECIDED:** That the key issues identified to date be noted.

**22 Planning Applications**

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

**DECLARATION OF INTEREST**

Councillor James Maclaren having declared a non-financial interest in the following item, left the meeting and took no part in the discussion or voting thereon.

**(A) 18/0570/LB – WARD 6: DEMOLITION OF FORMER HOSPITAL BUILDING (CATEGORY B LISTED) AT HAZELWOOD, DYKEBAR HOSPITAL, GRAHAMSTON ROAD, PAISLEY PA2 7DE BY NHS GREATER GLASGOW AND CLYDE.**

The Convener indicated that she intended to invite Councillor Mack to address the Policy Board in connection with the application.

Legal advice was provided to the Board indicating that if the Board was to allow an individual to address the Board the same opportunity must be given to the applicant. It was further advised that it would be inappropriate to allow an individual who had not submitted written representations to address the Board in respect of the planning application and the potential implications should this be allowed were highlighted.

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

Councillor Doig, seconded by Councillor Kenny MacLaren, moved as an amendment that consideration of the application be continued for a hearing to which the applicants and Councillor Mack be invited to attend.

On the roll being called the following members voted for the amendment: Councillors Doig, Kenny MacLaren and Mags MacLaren. The following members voted for the motion Councillors Binks, Brown, Burns, Don, McCulloch, McGurk, McNaughtan, Montgomery, Rodden and Strang. 3 members having voted for the amendment and 10 members having voted for the motion, the motion was accordingly declared carried.

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

**SEDERUNT**

Councillor James MacLaren returned to the meeting.

**(B) 19/0277/PP – WARD 4: ERECTION OF RESIDENTIAL DEVELOPMENT COMPRISING 68 DWELLINGHOUSES AND 31 FLATS WITH ASSOCIATED ROADS, PARKING, OPEN SPACE AND LANDSCAPING AT LAND TO NORTH EAST OF JUNCTION WITH FERGUSLIE MILLARSTON DRIVE, PAISLEY BY COLLECTIVE ARCHITECTURE.**

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.

**(C) 19/0327/PP – WARD 6: ERECTION OF RESIDENTIAL DEVELOPMENT COMPRISING 131 DWELLINGHOUSES WITH ASSOCIATED PARKING AND LANDSCAPING AT SITE BETWEEN BUTE CRESCENT AND SKYE CRESCENT, PAISLEY BY SANCTUARY HOMES.**

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.

**(D) 19/0899/PP – WARD 5: CHANGE OF USE FROM FIRE STATION TO MIXED COMMERCIAL USE ON THE GROUND FLOOR AND RESIDENTIAL USE ON THE UPPER FLOORS, INTERNAL AND EXTERNAL ALTERATIONS AND ERECTION OF THREE STOREY FLATTED DEVELOPMENT TO THE SIDE AT UNIT A, 21 GORDON STREET, PAISLEY PA1 1XD BY FERENZE 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.

**(E) 19/0900/LB – WARD 5: CHANGE OF USE FROM FIRE STATION TO MIXED COMMERCIAL USE ON THE GROUND FLOOR AND RESIDENTIAL USE ON THE UPPER FLOORS, INTERNAL AND EXTERNAL ALTERATIONS AND ERECTION OF THREE STOREY FLATTED DEVELOPMENT TO THE SIDE AT UNIT A, 21 GORDON STREET, PAISLEY PA1 1XD BY FERENZE 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.



## Minute of Meeting

### Police and Fire & Rescue Scrutiny Sub-Committee

Date	Time	Venue
Tuesday, 21 May 2019	15:00	Corporate Meeting Room 1, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

#### Present

Councillors Binks, Don, M MacLaren and McNaughtan.

#### Chair

Councillor McNaughtan, Vice Convener, presided.

#### In Attendance

M Crearie, Director of Communities, Housing & Planning Services; O Reid, Head of Communities & Public Protection and C Dalrymple, Communities and Regulatory Manager (both Communities, Housing and Planning Services); and K O'Neill, Assistant Democratic Services Officer (Finance & Resources).

#### Also in Attendance

S Wright, Chief Inspector (Police Scotland); and G Binning, Local Senior Officer and S Murdoch, Station Manager (both Scottish Fire & Rescue Service).

#### Apology

Councillor Hood.

#### Declarations of Interest

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

## 1 Police Scotland Scrutiny Report

The report summarised the key performance indicators and provided statistics for the period 1 April 2018 to 31 March 2019, relating to the specific key objectives detailed in the Renfrewshire Local Policing Plan 2017/20, together with comparative data.

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 information be noted.

## 2 Police Scotland - Presentation on Group 1 Crime 2018-2019 update

There was submitted a report by Police Scotland, relative to statistical data for the period 1 April 2018 to 31 March 2019 concerning robberies (theft accompanied by violence, threatened or actual) in Renfrewshire.

The report indicated that in 2018/19, 92 robberies were recorded in Renfrewshire - an increase of 35.3% on the previous year, which equated to an additional 24 victims of this type of crime. The detection rate for robberies within this period was 73.9%, an increase on the previous year's rate of 60.3%.

While robberies occurring in public spaces increased by approximately 10% on the preceding five year average, the primary issue underlying the 35.3% increase in robberies was determined to relate to private space robberies. Private space robberies increased by more than 60% against the preceding five year average volume, and nearly 55% compared to the previous year. Over 40% occurred in private spaces such as dwelling houses in the 2018/19 period and this was representative of the general 'shift' from public space violence towards violence occurring within private settings. Several factors were assessed to underlie this shift, including the cultural shift towards alcohol consumption within the home setting in recent years - driven by the rising cost of alcohol and ever increasing, technology driven home entertainment options. Private space violence (including robbery and assault with intent to rob) presented additional challenges to traditional preventative policing approaches, due to its 'hidden' nature, and lack of detection opportunities which were more often present in public spaces.

While robberies targeting commercial premises continued to comprise only a small proportion of robberies overall, crimes of this type reached the highest volume recorded since 2013/14 in Renfrewshire in the most recent year.

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

## 3 Police Scotland - Annual Police Plan 2019-2020

There was submitted a report by the Director of Communities, Housing and Planning Services relative to the development of Police Scotland's Annual Police Plan 2019/20.

The plan detailed the Policing priorities for 2019/20 policing which were:- protecting vulnerable people; tracking cyber-related harm; working with communities and



support for operational policing.

The plan also summarised the planned activities which would address these priorities and included:- supporting people considered vulnerable and working with partners to reduce harm; building capability to address the threat from cyber related crime; public and communities engagement to build resilience and prevent crime and deliver change that enabled Police Scotland to deliver an effective and sustainable service.

**DECIDED:** That the publication of the Police Scotland Annual Police Plan 2019/20 be noted.

#### **4 HM Inspectorate of Constabulary in Scotland (HMICS) Scrutiny Plan 2019-2020**

There was submitted a report by the Director of Communities, Housing & Planning Services relative to consultation on HM Inspectorate of Constabulary in Scotland's (HMICS) Scrutiny Plan 2019/20.

The report advised that HMICS had undertaken strategic engagement with Police Scotland, Force Executive and Divisional Commanders between November 2018 and January 2019 which allowed them to maintain a good understanding of current issues which affected policing and to ensure that their future scrutiny activity focused on the right issues in the right areas.

To support the process, HMICS had sought the views of key stakeholders, including local councils, to ascertain whether there were any topical, high-risk or emerging areas in policing that should be included within the 2019/20 Scrutiny Plan.

At K Division level, Police Scotland had worked closely with the Council and with the Scottish Fire & Rescue Service to develop an innovative collaborative learning approach shared across key agencies and which sought to integrate local actions and priorities into the Local Outcome Improvement Plan to develop shared accountability across strategic objectives for the benefit of communities across Renfrewshire.

It was highlighted that local relationships with Police Scotland and the Scottish Police Authority were excellent and the response highlighted the strength of the relationship.

**DECIDED:** That the HMICS Annual Scrutiny Plan 2019/20 be noted.

#### **5 Scottish Fire and Rescue Service Scrutiny 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 Quarter 4 - 1 January - 31 March 2019.

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 Accidental Dwelling Fires and Casualties, Unintentional Injury and Harm, Deliberate Fire Setting, Non-Domestic Fire Safety and Unwanted Fire Alarm Signals.

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

## **6 Local Issues**

Chief Inspector Wright advised that staff resources identified to cover any Brexit issues had reverted to previous roles and that further information on the potential impact of Brexit on services, if any, would be provided when available.

He also advised that youth issues involving anti-social behaviour continued to be ongoing across Renfrewshire and that multi-agency partnerships were working together to create preventative measures to address this quickly.

The Local Senior Officer, Scottish Fire & Rescue advised that arrangements were in place to commemorate James Mair, a firefighter who had lost his life while attending a fire at Ferguslie Fireclay Works, Paisley in 1899. The commemorative service would be held at 111 Ferguslie and thereafter within Tweedie Halls, Linwood on Saturday 29 June 2019. A stone memorial plinth would be put in place as near as possible to where the firefighter had fallen. The Local Senior Officer, Scottish Fire & Rescue Service thanked partners for their support in the organisation of this memorial service event.

He advised that the Collaborative Leader Programme which involved 17 officers from different organisations was now winding down and that a Thematic Action Plan would be presented to the Community Protection Chief Officers Group thereafter.

The Local Senior Officer advised the Sub-committee of the requirement for Scottish Fire and Rescue Service to have a new 3-year Strategic Plan in place by October 2019 and extended an invitation to members to review the draft Strategic Plan and provide views on its content.

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

## **7 Valedictory**

On behalf of the Sub-Committee, C Dalrymple extended thanks to S Wright, Chief Inspector for the significant contribution he had made and for the advice and assistance he had provided and wished him well for the future. These sentiments were echoed by all members present.

## Minute of Meeting

### Regulatory Functions Board

Date	Time	Venue
Wednesday, 21 August 2019	10:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

#### Present

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

#### Chair

Councillor McNaughtan, Convener, presided.

#### In attendance

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

#### Apology

Councillor Audrey Doig.

#### Declarations of Interest

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

## **Additional Item**

The Convener intimated that there was an additional item in relation to an application for the grant of a Market Operator's Licence which had not been included in the notice calling the meeting. The Convener, being of the opinion that the item which is dealt with at item 14 below was urgent, authorised its consideration.

### **1 Climate Emergency Extinction Rebellion - Proposed Public Procession - 24 August 2019 - Personal Appearance**

The Assistant Managing Solicitor (Licensing) advised the Board that the notification of public procession had been withdrawn.

**DECIDED:** That it be noted that the notification of public procession had been withdrawn.

### **2 Landlord Repairing Standard Enforcement Order**

There was submitted the undernoted application for the grant of Landlord Registration following the completion of a Landlord Repairing Standard Enforcement Order: -

Gurjit Kaur Lally

The Convener proposed that the application be granted for a period of three years. This was agreed unanimously.

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

### **3 Application for Surrender and Re-issue of a Taxi Licence**

There were submitted the undernoted applications for the surrender and re-issue of Taxi Licences: -

(a) Present operator: Malcolm Mearns  
Proposed Operator: Mark Stevenson  
Licence: TX203

The Convener proposed that the application be granted, and this was agreed unanimously.

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

(b) Present Operator: Kenneth Barns  
Proposed Operator: Stuart McLean  
Licence TX005

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

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

#### **4 Application for Renewal of a Taxi Operator's Licence - TX191**

There was submitted the undernoted application for renewal of a Taxi Driver's Licence:-

Graham Anderson

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

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

#### **5 Application for Grant of a Late Hours Catering Licence - Personal Appearance**

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

Applicant: Tim Hortons

Premises: Unit DT1, Paisley Retail Park, Renfrew Road, Paisley

Operating Hours: Monday to Sunday 11.00pm – 5.00am

Mr Amrit on behalf of the applicant was invited into the meeting.

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

**DECIDED:** That the applicant be allowed to be an exception to the Board's policy on trading hours and that the application be granted for a period of one year.

#### **6 Application for Variation to a Late Hours Catering Licence - Personal Appearance**

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

Applicant: Tim Hortons

Premises: Linwood Road, Paisley

Operating Hours: Monday to Sunday 11.00pm – 5.00am

Mr Amrit on behalf of the applicant was invited into the meeting.

After consideration of all matters before the Board, the Convener proposed that the applicant be allowed to be an exception to the Board's policy on trading hours and that the application be granted for the remainder of the current Licence. This was agreed unanimously.

**DECIDED:** That the applicant be allowed to be an exception to the Board's policy on trading hours and that the application be granted for the remainder of the current licence.

## **7 Application for Grant of a Street Trader's Licence - Personal Appearance**

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

Applicant: Andrew Hume Donaldson

Authorised goods: hot and cold food and beverages, milk

Trading from: Huntly Road and Watt Road, Hillington and Maxwell Street, Paisley

Operating hours: Huntly Road and Watt Road, Hillington – Monday – Friday 6.00am-2.30pm and Maxwell Street, Paisley – Monday – Sunday 9.00pm – 4.00am

There was no appearance by or on behalf of Mr Donaldson.

The Convener proposed that consideration of the application be continued to a future meeting of the Board to allow the applicant to attend. This was unanimously agreed.

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

## **8 Applications for Grant of Private Hire Car Drivers' Licences - Personal Appearances**

There was submitted the undernoted applications for grant of Private Hire Car Drivers' Licences. The applicants had been asked to appear personally for the first time:-

(a) Soe Lwin

Mr Lwin together with Mr Anwar, Translator were invited into the meeting.

After consideration of all matters before the Board, the Board adjourned to allow members to consider the application. The meeting was reconvened, and the Convener proposed that the application be granted for a period of one year. This was agreed unanimously.

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

(b) Andrew Fraser

There was no appearance by or on behalf of Mr Fraser. The Convener proposed that the application be considered in Mr Fraser's absence and this was agreed unanimously. After consideration of all matters before the Board, the Convener proposed that the application be granted for a period of one year. This was agreed unanimously.

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

(c) Keith Robertson Napier

Mr Napier was invited into the meeting.

The Convener indicated his intention to consider this application along with application 9 (a), of the agenda, Application for the grant of a Private Hire Operator's Licence. This was agreed unanimously. After consideration of all matters before the Board, the Board adjourned to allow members to consider the applications. The meeting was reconvened, and the Convener proposed that both applications be granted for a period of one year. This was agreed unanimously.

**DECIDED:** That the applications for a Private Hire Car Driver's Licence and a Private Hire Car Operator's Licence be granted for a period of one year.

(d) Mohammad Amjad Khan

The Convener indicated his intention to consider this application together with application 9(b) of the agenda, Application for a Private Hire Car Operator's Licence. This was agreed unanimously. Mr Khan and Mr McKissock, Solicitor were invited into the meeting. After consideration of all matters before the Board, the Board adjourned to allow members to consider the applications. The meeting was reconvened, and the Convener proposed that the application be granted for a period of one year. This was agreed unanimously.

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

## **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(s) 3, 6 and 12 of part I of schedule 7A of the Local Government (Scotland) Act 1973.

## **9 Application for Renewal of a Private Hire Car Driver's Licence P0560 - Personal Appearance**

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

Scott Robert Young

Mr Young was invited into the meeting. After consideration of all matters before the Board, the Board adjourned to allow members to consider the application. The meeting was reconvened, and the Convener proposed that the application be granted for a period of two years. This was agreed unanimously.

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

## Adjournment

The meeting adjourned at 11.10am and reconvened at 1.30pm.

### 10 Application for Renewal of a Skin Piercing and Tattooing Service - Personal Appearance

Under reference to item 8 of the Minute of the meeting of this Board held on 6 June 2019 there was submitted the undernoted application for renewal of a Skin Piercing and Tattooing Licence. The applicant had been asked to appear personally for the second time together with the Director of Communities, Housing & Planning Services who had submitted an objection to the application: -

Applicant: Shona Weir

Licence No: SP031

Premises: mobile service – Renfrewshire area

Ms Weir, the applicant was invited into the meeting together with R Marshall, Business Regulations Manager on behalf of the Director of Communities, Housing & Planning Services, who had submitted an objection to the application. After consideration of all matters before the Board, the Board adjourned to allow members to consider the application. The meeting was reconvened, and the Convener proposed that the application be granted subject to an additional condition that Ms Weir provided to the Director of Communities, Housing & Planning Services a list of the premises she was likely to use, within 28 days of Licence being renewed and provide an updated list as further premises were used. This was agreed unanimously.

**DECIDED:** That the application be granted subject to an additional condition that Ms Weir provided to the Director of Communities, Housing and Planning Services a list of premises she is likely to use, within 28 days of licence being renewed and provide an updated list as further premises are used.

### 11 Applications for Grant of Private Hire Car Drivers' Licences - Personal Appearances

Under reference to item 5 of the Minute of the meeting of this Board held on 6 June 2019, there were submitted the undernoted applications for grant of Private Hire Car Drivers' Licences. Applicants (a) and (b) had been asked to appear personally for the second time together with Police Scotland who had submitted representations in respect of applications (a) and (b). Applicants (c), (d) and (e) had been asked to appear personally for the first time together with Police Scotland who had submitted representations in respect of applications (c), (d) and (e):-

(a) Mohammad Dahdal

There was no appearance by or on behalf of Mr Dahdal. Sergeant Singh, on behalf of the Chief Constable who had submitted a representation in respect of the application was invited into the meeting. The Convener proposed that the application be considered in Mr Dahdal's absence and this was agreed unanimously. After consideration of all matters before the Board, the Convener proposed that the application be refused. This was agreed unanimously.



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

(b) James Murphy

Mr Murphy, the applicant was invited into the meeting together with Sergeant Singh, on behalf of the Chief Constable who had submitted a representation in respect of the application. After consideration of all matters before the Board, the Board adjourned to allow members to consider the application. The meeting was reconvened, and Councillor cNaughtan seconded by Councillor Devine, moved that the application be granted for a period of one year with Mr Murphy being referred to Occupational Health within the next few months.

Councillor McEwan, seconded by Councillor Hughes, moved as an amendment that the application be refused.

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

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

**DECIDED:** That the application be granted for a period of one year with an additional condition that Mr Murphy be referred to Occupational Health within the next few months. This was agreed unanimously.

(c) Ali Shah Khamoosh

There was no appearance by or on behalf of Mr Khamoosh. Sergeant Singh, on behalf of the Chief Constable who had submitted a representation to the application was invited into the meeting. The Convener proposed that the application be considered in Mr Khamoosh's absence and this was agreed unanimously. After consideration of all matters before the Board, the Convener proposed that the application be refused. This was agreed unanimously.

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

(d) Paul Duncan Bain

Mr Bain, the applicant, was invited into the meeting together with Sergeant Singh, on behalf of the Chief Constable who had submitted a representation to the application. After consideration of all matters before the Board, the Board adjourned to allow members to consider the application. The meeting was reconvened, and the Convener proposed that the application be granted for a period of one year. This was agreed unanimously.

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

(e) Azam Matloob

Mr Matloob, the applicant, was invited into the meeting together with Sergeant Singh, on behalf of the Chief Constable who had submitted a representation in respect of the application. After consideration of all matters before the Board, the Board adjourned to allow members to consider the application. The meeting was reconvened, and the Convener proposed that the application be granted for a period of one year. This was agreed unanimously.

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

## **12 Application for Grant of a Taxi Driver's Licence - Personal Appearance**

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

William Hutchison

Mr Hutchison, the applicant and Mr Banks, Solicitor were invited into the meeting together with Sergeant Singh on behalf of the Chief Constable who had submitted a representation in respect of the application.

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

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

## **13 Application for Renewal of a Taxi Operator's Licence - TX063 - Personal Appearance**

There was submitted the undernoted application for renewal of a Taxi Operator's Licence. The applicant had been asked to appear personally for the first time together with Police Scotland who had submitted a representation in respect of the application:-

Duncan Colville

Mr Colville, the applicant was invited into the meeting together with Sergeant Singh, on behalf of the Chief Constable who had submitted a representation in respect of the application. After consideration of all matters before the Board, the Board adjourned to allow members to consider the application. The meeting was reconvened, and the Convener proposed that the application be granted for a period of two years. This was agreed unanimously.

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

## 14 Application for Grant of a Market Operator's Licence

There was submitted the undernoted application for a Market Operator'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: -

Applicant: A Helping Hand

Premises: Kelburn Cricket Club

Goods to be sold: Ice cream, snacks, handmade items, jewellery, craftwork

Date and time: - Sunday 1 September 2019, 11.00am – 5.00 pm

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

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



## Minute of Meeting

### Education and Children's Services Policy Board

Date	Time	Venue
Thursday, 22 August 2019	13:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

### Present

Councillor Derek Bibby, Provost Lorraine Cameron, Councillor Carolann Davidson, Councillor Natalie Don, Councillor Edward Grady, Councillor Neill Graham, Councillor Lisa-Marie Hughes, Councillor Karen Kennedy, Councillor Paul Mack, Councillor John McNaughtan, Councillor Will Mylet, Mr Jack Nellaney, 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 Trainer, Head of Childcare & Criminal Justice, L McAllister, Acting Head of Early Years & Broad General Education and G McKinlay, Head of Schools (all Children's Services); and G McLachlan, Senior Finance Manager, D Low, Democratic Services Manager and T Slater, Senior Committee Services Officer (all Finance & Resources).

### Apologies

Councillors Kerr and Nicolson and Mr I Keith.

### Declarations of Interest

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

## 1 Revenue Budget Monitoring Report

There was submitted a joint Revenue Budget Monitoring report by the Directors of Finance & Resources and Children's Services for the Service to 21 June 2019.

Councillor Paterson proposed that an update report on the Early Years 1140 hours expansion programme be submitted to the next meeting of the Education and Children's Services Policy Board to be held on 31 October 2019. This was agreed.

### **DECIDED:**

(a) That the report be noted; and

(b) That an update report on the Early Years 1140 hours expansion programme be submitted to the next meeting of the Education and Children's Services Policy Board to be held on 31 October 2019.

## 2 Capital Budget Monitoring Report

There was submitted a joint Capital Budget Monitoring report by the Directors of Finance & Resources and Children's Services for the Service to 21 June 2019.

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

## 3 Parental Engagement in Family Learning

There was submitted a report by the Director of Children's Services relative to the parental engagement strategy 'Walking Together with Parents in Renfrewshire'. A copy of the strategy was attached as Appendix 1 to the report.

Following the launch, in 2018, of the Scottish Government national action plan 'Learning together: national action plan on parental involvement, engagement, family learning and learning at home 2018 – 2012', a working group was convened to refresh the parental engagement strategy in Renfrewshire. The national action plan, which provided a national vision for parental involvement and engagement from pre-birth to age 18 and took account of national and international evidence base and Scottish education system expertise, provided a national vision while allowing for local and community innovation and flexibility.

Renfrewshire's refreshed parental engagement strategy, which had been developed taking cognisance of the key messages in the national action plan and findings from a series of consultation activities, had four strategic priorities as outlined in the report, and set out the Service's commitment to supporting and encouraging parental involvement in children's learning across the Council's learning establishments and at home, and to continue working together to build strong, trusting partnerships. A 'plan on a page', which was attached as Appendix 2, would support the strategy along with a digital resource which would include links to national and local documents and best practice case studies.

**DECIDED:** That the report and the parental engagement strategy 'Walking Together with Parents in Renfrewshire' be noted.

#### **4 Tackling Bullying in Renfrewshire's Schools**

Under reference to Item 9 of the Minute of the meeting of this Board held on 23 August 2018, there was submitted a report by the Director of Children's Services providing an update on the recording and monitoring of bullying incidents.

The report advised that, since the 2017/2018 school session, Renfrewshire schools had adopted electronic recording and monitoring of bullying incidents which provided more detailed information than the annual counts previously undertaken. Also, in May 2018, the Scottish Government issued supplementary guidance for schools entitled 'Recording and Monitoring of Bullying Incidents in Schools'. This guidance recommended that the recording and monitoring of incidents on the SEEMIS system be included as soon as possible after the incident occurred.

Due to the awareness raising work undertaken and the improved recording process, a rise in the reported number of incidents had been expected. In 2018/2019, 141 bullying incidents were reported across Renfrewshire schools, including three which were unfounded. Most incidents involved name-calling and teasing. The number of cyber-bullying incidents reported remained low at seven during 2018/2019, compared to six during 2016/2017.

The report confirmed that Children's Services would continue to monitor bullying statistics.

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

#### **5 Amendment to School Holiday Arrangements School Session 2019/2020**

There was submitted a report by the Director of Children's Services relative to proposals to amend school holiday arrangements for school session 2019/2020.

The report advised that, on 25 April 2019, the Scottish Negotiating Committee for Teachers (SNCT) agreed a three-year pay deal for teachers. As part of the package of wider measures, it was agreed that two additional in-service days should be made available within the academic year 2019/2020 to support professional learning. Following a consultation exercise, the additional in-service days were identified as Wednesday, 12 February 2020 and Thursday, 30 April 2020.

Subsequently, the UK Government announced that the May Day 2020 public holiday should be changed from Monday, 4 May 2020 to Friday, 8 May 2020 to support VE Day celebrations. Should the change to the May Day public holiday be approved by the Council, there would be an impact on the April and May 2020 in-service days.

Appendix 1 to the report outlined the proposed school holiday arrangements should the May Day 2020 public holiday remain as Monday, 4 May 2020. Appendix 2 outlined the proposed school holiday arrangements should the May Day 2020 public holiday be changed to Friday, 8 May 2020.

**DECIDED:** That the Director of Children's Services be authorised to amend the school holiday arrangements for academic year 2019/2020 as outlined at Appendix 1 of the report, should the May Day 2020 public holiday remain as Monday, 4 May 2020, or as outlined in Appendix 2 of the report, should the May Day 2020 public holiday be moved to Friday, 8 May 2020.

## **6 Inspection of Todholm Primary School and Early Learning Childcare Class**

There was submitted a report by the Director of Children's Services relative to the inspection of Todholm Primary School and Early Learning Centre Childcare Class by Education Scotland.

The report intimated that the purpose of the inspection was to evaluate the quality of education, focussing on four quality indicators: leadership of change; learning, teaching and assessment; raising attainment and achievement; and ensuring wellbeing, equality and inclusion. In the nursery class, the focus was on leadership of change; learning, teaching and assessment; securing children's progress; and ensuring wellbeing, equality and inclusion.

The outcome of the inspection had been extremely positive, with an evaluation of 'excellent' for leadership of change, an evaluation of 'good' for learning, teaching and assessment within the nursery class and an evaluation of 'very good' for all other quality indicators.

The letter to parents, appended to the report, identified six key strengths and two areas for improvement. Children's Services would continue to monitor the improvement in the school and the inspection report would be used by the school and Service to support and develop the quality of educational provision.

**DECIDED:** That the key strengths and the areas for improvement in the Education Scotland report on Todholm Primary School and Early Learning Centre Childcare Class be noted.

## **7 Proposal to Consult on a Catchment Review Affecting Inchinnan Primary School and Rashielea Primary School**

Under reference to Item 3 of the Minute of the meeting of this Board held on 23 May 2019, there was submitted a report by the Director of Children's Services relative to the proposal to consult on a catchment review affecting Inchinnan and Rashielea Primary Schools.

The report advised that the proposed consultation, which was being requested in terms of the Schools (Consultation) (Scotland) Act 2010, was required due to the construction of a new housing development within the area.

The 'procedures for consultation' and the consultation document entitled 'The revision of catchment areas affecting Inchinnan and Rashielea Primary Schools' were attached to the report as appendices 1 and 2, respectively.



Subject to the necessary agreements, it was anticipated that the new catchment arrangements would take effect from April 2020.

**DECIDED:**

- (a) That the consultation procedures, attached as Appendix 1 to the report, be approved;
- (b) That the consultation document entitled 'The revision of catchment areas affecting Inchinnan and Rashielea Primary Schools', attached as Appendix 2 to the report, be approved; and
- (c) 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 12 March 2020.

## **8 Response to Consultation on a Catchment Review Affecting Bishopton Primary School and a New Primary School to be Built at Dargavel Village**

Under reference to Item 3 of the Minute of the meeting of this Board held on 17 January 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 Bishopton Primary School and a new primary school to be built at Dargavel Village. A copy of the consultation document was attached as Appendix 2 to the report.

The issues raised during the consultation, which was undertaken between 5 February and 26 March 2019, were detailed in Appendix 1 to the report and indicated support for the recommendation to alter the catchment areas to create a natural geographical boundary which would allow all non-denominational pupils the opportunity to attend a local non-denominational school in Dargavel Village.

The response from Education Scotland, who had also been consulted on the proposals in accordance with legislative requirements, was attached as Appendix 6 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 6 to the report, be noted;
- (c) That the revised catchment arrangements affecting Bishopton Primary school and a new primary school to be built at Dargavel Village be approved; and
- (d) That the implementation of the catchment changes, following construction of the new school, be approved.

## 9 Inspection of a Registered Service - Throughcare Housing Support

Under reference to Item 15 of the Minute of the meeting of this Board held on 23 August 2018, there was submitted a report relative to the inspection of the Throughcare Housing Support Service by the Care Inspectorate.

The purpose of the inspection, which took place on 31 May 2019, was to evaluate the quality of care with a specific focus on three quality indicators: care and support; staffing; and management and leadership. The inspection, which was unannounced, was assessed as 'good' for each of the quality indicators. The Care Inspectorate's report made 2 recommendations and no requirements.

The report advised that, following an inspection of the service in May 2018, when the service had been graded as 'weak' for each of the quality indicators, Children's Services acted immediately to address the requirements and recommendations made by the Care Inspectorate. During the recent inspection, the Care Inspectorate found that all requirements had been met within timescale.

**DECIDED:** That the outcome of the inspection of the Throughcare Housing Support Service by the Care Inspectorate and improvements in each of the quality indicators, be noted.

## 10 Inspection of Registered Children's Residential Houses by the Care Inspectorate

There was submitted a report by the Director of Children's Services relative to the inspection of registered children's residential houses by the Care Inspectorate.

The report advised that the Care Inspectorate used a proportionate risk model of inspection, as outlined in the report, with services assessed on up to four quality themes: quality of care and support; quality of environment; quality of staffing; and quality of management and leadership. Renfrewshire's children's residential houses were assessed against two quality indicators: quality of care and support; and quality of environment.

All five of Renfrewshire's children's residential houses were assessed as 'very good' for the quality of care and support they provided. Three were assessed as 'very good' for the quality of environment, with the remaining two being assessed as 'good'.

Two recommendations were made for one of the children's residential houses and no requirements were made.

**DECIDED:** That the strong performance of Renfrewshire Council's children's residential houses, with all services graded as 'good' or 'very good' in the areas inspected, be noted.

## **11 Children's Services Health, Safety and Well Being Plan 2019-2022**

Under reference to Item 18 of the Minute of the meeting of the Finance, Resources and Customer Services Policy Board held on 14 November 2018, there was submitted a report relative to the Children's Services Health, Safety and Well Being Strategy 2019-2022.

In terms of Council policy, health and safety policies required to be reviewed and updated at least every three years or following significant changes in a Service. The Children's Services Strategy had been revised to reflect standard health and safety industry guidance on effective policies which set a clear direction for the Service to follow.

**DECIDED:** That the Children's Services Health and Well Being Strategy 2019-2022 be approved.



## Minute of Meeting

### Audit, Risk and Scrutiny Board

Date	Time	Venue
Monday, 26 August 2019	10:00	Corporate Meeting Room 1, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

### Present

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

### In Attendance

N Irvine-Brown, Policy Lead, Performance & Quality, P Moss, Acting Strategic Planning & Policy Development Manager (both Chief Executive's Service); J Mackie, Placement Team Leader and Lead Officer, C Doogan, Energy Team Leader and Lead Officer (all Communities, Housing & Planning Services); G Hannah, Strategic Change Manager and D Kerr, Service Co-ordination Manager and Lead Officer (both Environment & Infrastructure Services); L Neary, Head of Transformation & Organisational Development, A McMahon, Chief Auditor; K Campbell, Assistant Chief Auditor, S Fanning, Principal HR & OD Adviser, E Shields, Business Services Manager, G Caldwell, Service Delivery Manager, M Conaghan, Legal & Democratic Services Manager, and C MacDonald, Senior Committee Services Officer (all Finance & Resources).

### Apologies

Councillors Hart, Hood and Rodden.

### Declarations of Interest

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

## **1 Training for Audit, Risk & Scrutiny Board Members**

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

The report intimated that in line with national guidance produced by the Chartered Institute of Public Finance and Accountancy (CIPFA) on the implementation of Audit Committee Principles in Scottish Local Authorities, training on audit and risk related matters was being provided to members of the Audit, Risk & Scrutiny Board. A copy of the proposed programme of training briefings was attached as an Appendix.

The Policy Lead, Performance & Quality, gave a briefing to members on Performance Reporting.

### **DECIDED:**

- (a) That the programme of training briefings be approved; and
- (b) That the briefing provided be noted.

## **2 Summary of Internal Audit Reports for Period 1 May to 30 June 2019**

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 May to 30 June 2019.

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 May to 30 June 2019 be noted.

## **3 Internal Audit and Counter Fraud Progress & Performance for period to 30 June 2019**

There was submitted a report by the Chief Auditor relative to Internal Audit and Counter Fraud performance from 1 April to 30 June 2019 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 from 1 April to 30 June 2019 be noted.

#### **4 Accounts Commission - Safeguarding Public Money: Are You Getting it Right?**

There was submitted a report by the Director of Finance & Resources relative to a series published by the Accounts Commission on "How Councils Work", aimed at supporting councils' drive for continuous improvement. Topics were selected from current themes arising from their Best Value assurance work, performance audits, the work of councils' external auditors and their annual review of local government.

The report advised that in April 2019, the Accounts Commission published their latest report "Safeguarding Public Money: are you getting it right?" which aimed to reinforce the importance of councils having effective internal controls and to help elected members and officers ensure that their Council had adequate internal controls and risk management processes in place to protect public money. The report also provided eight checklists to assist elected members when they were considering the internal controls and risk management arrangements within their Council. The full report was attached as an Appendix.

**DECIDED:**

(a) That the key messages in the report "Safeguarding Public Money: are you getting it right?" which was attached as an Appendix to the report be noted; and

(b) That it be noted that the main processes and arrangements operated within Renfrewshire Council were outlined in detail in the main body of the report in direct response to the key checklist points outlined in the Accounts Commission report.

#### **5 Absence Statistics - 2019/20 - 26 March 2019 to 24 June 2019**

There was submitted a report by the Director of Finance & Resources relative to the Council's absence statistics for the period 26 March to 24 June 2019.

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.

It was proposed that a report be submitted to the next meeting of the Board which included information used to generate the absence report including demographics and age-related information. This was agreed.

**DECIDED:**

(a) That the report on absence statistics for the period 26 March to 24 June 2019 be noted; and

(b) That a report be submitted to the next meeting of the Board which included information used to generate the absence report including demographics and age-related information.

## **6 Audit, Risk & Scrutiny Board Annual Report 2018/19**

There was submitted a report by the Director of Finance & Resources relative to the Board's 2018/19 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 2018 to June 2019.

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 2018/19 be noted.

## **7 Audit, Risk & Scrutiny Board Annual Programme - 2019/20**

There was submitted a report by the Director of Finance & Resources relative to the Board's annual programme for 2019/20. 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 three of the reviews from the 2017/18 programme were completed during the 2018/19 programme, namely: fly-tipping in the countryside and known fly-tipping spots; housing repairs by Council and outside contractors; and the newly introduced speed limit in Brookfield (A761) and a report on the reserve topic of Japanese Knotweed had been submitted to the Board on 25 September 2018.

The report noted that at present three reviews were underway, namely: bus deregulation and its effect on transport services in Renfrewshire; maintenance of multi-occupancy accommodation; and the effectiveness of Fair Trade. At the meeting of the Audit, Risk & Scrutiny Board held on 6 November 2018, it was agreed that the 2018/19 programme also include an investigation of conversion of grassed areas to parking. No suggestions had been submitted for areas of investigation for the 2019/20 annual programme.

**DECIDED:** That the commencement of the reviews of bus deregulation and its effect on transport services in Renfrewshire; maintenance of multi-occupancy accommodation; the effectiveness of FairTrade; and conversion of grassed areas to parking form the Board's 2019/20 Annual Programme be noted.



## **8 Review of Bus Deregulation & Effect on Transport Services within 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 outlined the progress to date; existing and emerging legislation; key trends in bus services; deregulation; and the next steps.

### **DECIDED:**

- (a) That the progress of the review be noted;
- (b) That the information presented at this stage of the review be noted; and
- (c) That the next steps of the review be noted.

## **9 The Effectiveness of Fair Trade within Renfrewshire - Lead Officer Craig Doogan**

There was submitted a report by Craig Doogan, Lead Officer relative to an update on the review of the Effectiveness of Fair Trade within Renfrewshire.

The report outlined the progress to date; detailed the outcome of meetings with East Dunbartonshire Council and Just Trading Scotland; and outlined the next steps. A copy of East Dunbartonshire's Fair Trade Steering Group Communications Plan was attached as an appendix to the report.

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

## **10 Maintenance of Multi-Occupancy Accommodation (Mixed Tenure Buildings) - Lead Officer Dorothy Kerr**

There was submitted a report by Dorothy Kerr, Lead Officer relative to an update on progress on the review of maintenance of multi-occupancy accommodation (mixed tenure buildings).

The report advised that meetings had taken place with officers from Communities, Housing and Planning Services and Legal Services in relation to the maintenance process of multi-occupancy accommodation within Renfrewshire. The report proposed that senior officers of the Council be invited to attend the next meeting of the Board to discuss the maintenance process of multi-occupancy accommodation (mixed tenure buildings) within Renfrewshire which would assist the Board in reaching conclusions on the review.

Benchmarking with North Lanarkshire Council had also taken place and it was noted that North Lanarkshire Council had a similar mix of housing stock to Renfrewshire

Council and the purpose of the meeting was to gain an understanding of their maintenance processes to discuss benchmarking standards and to explore examples of best practice.

The report noted that a Scottish Parliament working group review of the Maintenance of Tenement Scheme Property had recently been undertaken by a cross party group of MSPs and the final recommendations report was published in June 2019, a copy of which was attached as an appendix to the report.

**DECIDED:**

- (a) That the content of the report be noted;
- (b) That the next steps for the review process be agreed; and
- (c) That the attendance of relevant Council officers to the meeting of the Audit, Risk & Scrutiny Board on 23 September 2019 be agreed.

## **EXCLUSION OF PRESS AND PUBLIC**

The Board resolved that the press and public be excluded from the meeting during consideration of Item 11 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.

## **11 Summary of Exempt Internal Audit Reports for Period 1 May to 30 June 2019**

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 May to 30 June 2019 be noted.

## Minute of Meeting

### Infrastructure, Land and Environment Policy Board

Date	Time	Venue
Wednesday, 28 August 2019	13:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

#### Present

Councillor Jennifer Marion Adam-McGregor, Councillor Stephen Burns, Councillor Jacqueline Cameron, Councillor Michelle Campbell, Councillor Eddie Devine, Councillor Audrey Doig, Councillor Natalie Don, Councillor Neill Graham, Councillor Karen Kennedy, Councillor Cathy McEwan, Councillor Will Mylet

#### In Attendance

G McNeil, Director of Environment & Infrastructure; S McFadden, City Deal Project Director, B Walker, Depute Project Director (City Deal) and C Grainger, Planning & Performance Manager (all Chief Executive's); O Reid, Head of Communities & Public Protection and C Dalrymple, Communities & Regulatory Manager (both 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, L Rennie, Operations Manager, S Blyth, Fleet Solutions & Social Transport Manager, J Nicolson, Waste Strategy Officer, G Heaney, Environmental Health Officer (all Environment & Infrastructure); and J Lynch, Head of Property Services, M Conaghan, Legal & Democratic Services Manager, D Farrell, Finance & Business Partner, F Hughes, Asset Manager and R Devine, Senior Committee Services Officer (all Finance & Resources).

#### Apologies

Councillors Hood, Kerr and J MacLaren.

## **Declarations of Interest**

Councillor Campbell declared a non-financial interest in Item 5 – Business Regulation Service Plan 2019/20 - as she was an employee of NHS Greater Glasgow and Clyde and indicated her intention to remain in the meeting during consideration of the matter and to take part in any discussion or voting thereon.

### **1 Revenue Budget Monitoring Report**

There was submitted a joint revenue budget monitoring report by the Directors of Finance & Resources, Communities, Housing & Planning Services and Environment & Infrastructure for the period 1 April to 21 June 2019 in respect of services reporting to this Policy Board.

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

### **2 Capital Budget Monitoring Report**

There was submitted a joint capital budget monitoring report by the Directors of Finance & Resources and Environment & Infrastructure for the period 1 April to 21 June 2019 in respect of services reporting to this Policy Board.

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

### **3 Operational Performance Report**

There was submitted an update report by the Director of Environment & Infrastructure relative to operational performance of services and key projects since the report submitted to the meeting of the Policy Board held on 29 May 2019.

The report detailed the main projects and activities delivered by roads and StreetScene; fleet and social transport services; waste services; transportation and infrastructure services; environment and place/Team Up to Clean Up and service developments.

**DECIDED:** That the operational performance update detailed within the report be approved.

### **4 Waste Service Change - Improving Re-cycling in Renfrewshire: Progress Report**

Under reference to Item 3 of the Minute of the meeting of the Infrastructure, Land & Environment Policy Board held on 23 January 2019, there was submitted a report by the Director of Environment & Infrastructure relative to the impact of the service changes implemented in respect of waste services.

The report detailed the objectives of the Council's waste strategy, together with external drivers impacting on the strategy, summarised the service changes implemented to the local waste collection service and outlined the outcomes achieved. It was highlighted that it was proposed that following implementation of phase 2 rollout of the service change the Service would focus on supporting householders to increase their recycling and reduce contamination. A revision, to suit the needs of residents, of the recycling infrastructure in non-standard properties would also be undertaken.

**DECIDED:**

(a) That the overall success of the Renfrewshire-wide service change and the ongoing activities to support and improve recycling across Renfrewshire be noted; and

(b) That the report be otherwise noted.

## **5 Business Regulation Service Plan 2019/20**

There was submitted a report by the Director of Communities, Housing & Planning Services relative to the statutory Business Regulation Service Plan 2019/20.

The report advised that the Community Business Regulation team, within the Communities & Public Protection division, provided statutory, regulatory services on behalf of the Council in relation to food safety, food standards and occupational health & safety at work. Food Standards Scotland required a Business Regulation Service Plan to be produced each year detailing activity undertaken and/or planned to enforce food law and food safety in Renfrewshire.

A copy of the 2019/20 Business Regulation Service Plan, which detailed objectives, activity, service delivery methods, resources allocated and quality assurance in a framework that complied with the requirements of Food Standards Scotland, together with planned and programmed activity for 2019/20 was appended to the report.

**DECIDED:** That the Business Regulation Service Plan 2019/20, a copy of which was appended to the report, be approved.

## **6 Community Empowerment (Scotland) Act 2015: Community Asset Transfer Report 2018/19**

There was submitted a report by the Director of Environment & Infrastructure relative to the Community Asset Transfer Report 2018/19.

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 1st April 2018 until 31st March 2019. 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. Fourteen Community Asset Transfer requests had been received during 2018/19 however not all were considered by the Community Asset Transfer Panel, as nine of the applications did not comply with the requirements of the Act. The

remaining five requests had been approved, one of which was the transfer of ownership of land to a community transfer body and the others related to the lease of assets to community transfer bodies. There were no requests received for rights in land other than ownership or leases. A summary of the applications approved was provided within the report.

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 refusals or conditional acceptances of asset transfer requests, nor of delays in providing decision notices etc. 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 2018/19 be approved and published on the Council's website.

## **7 Lease of Property**

### **7(a) 27 Byres Road, Elderslie**

There was submitted a report by the Director of Finance & Resources relative to the proposed lease of the property at 27 Byres Road, Elderslie.

The report advised that Mr Arthur O'Malley had leased the property at 27 Byres Road, Elderslie, identified on the plan appended to the report, since December 2010 for use as a place of worship by East Gate Church and on occasion by a variety of community and charitable groups. The current rental was £1, if asked, and the lease operated on a short-term month-to-month basis. Mr O'Malley had requested security of tenure to facilitate investment in the property. Discussions had taken place with Mr O'Malley and the main terms and conditions of the lease, which were detailed in the report, had been agreed provisionally.

**DECIDED:** That the Heads of Property Services and Corporate Governance be authorised to conclude a new lease of the property at 27 Byres Road, Elderslie on the main terms and conditions detailed within the report.

### **7(b) 34a Foxbar Road, Paisley**

There was submitted a report by the Director of Finance & Resources relative to the proposed lease of the shop property at 34a Foxbar Road, Paisley.

The report advised that Mrs Susan Ku had leased the property at 34a Foxbar Road, Paisley, identified on the plan appended to the report, since 2007 for use as a hot food takeaway. The current annual rental fee, reviewed in May 2019, was £10,200 and the existing short-term lease was due to expire in April 2020. Mrs Ku had requested security of tenure. Discussions had taken place with Mrs Ku and the main terms and conditions of the lease, which were detailed in the report, had been agreed provisionally.

**DECIDED:** That the Heads of Property Services and Corporate Governance be authorised to conclude a new lease of the shop property at 34A Foxbar Road, Paisley on the main terms and conditions detailed within the report.

### **7(c) 9b Gilmour Street, Paisley**

There was submitted a report by the Director of Finance & Resources relative to the proposed lease of the property at 9b Gilmour Street, Paisley.

The report advised that the property at 9b Gilmour Street, Paisley, identified on the plan appended to the report, had been leased to Renfrewshire Council since 2015. Invest in Renfrewshire had taken a short-term licence of the premises for the purpose of having a retail outlet to support the new InCube business incubator facility. The original licence was procured in terms of delegated authority and operated on a monthly basis. It was proposed that a longer-term lease be entered into between the Council and landlord to reflect the nature of the occupation. Discussions had taken place and the main terms and conditions of the lease, which were detailed in the report, had been agreed provisionally.

**DECIDED:** That the Heads of Property Services and Corporate Governance be authorised to enter into a new lease on the terms and conditions outlined in section 4 of the report, for the premises at 9b Gilmour Street, Paisley, identified on the plan appended to the report.

## **8 Disposal of land adjacent to Kilbarchan Scout Hall, Steeple Street, Kilbarchan**

There was submitted a report by the Director of Finance & Resources relative to the proposed disposal of land adjacent to Kilbarchan Scout Hall, Steeple Street, Kilbarchan.

The report advised that Kilbarchan Scout Group had expressed an interest in acquiring the Council's title for land, identified on the plan appended to the report, adjacent to the scout hall. The area of land, which was held on the General Services Account, comprised a total area of 401m<sup>2</sup> and was an area of open space comprising of a car parking area and grass verge. It was highlighted that currently the scouts owned the majority of the car park but access to the area was held by the Council. The proposed acquisition would facilitate an extension to the scout hall, improvement works to the hall building and clear ownership of the car parking area.

The Head of Planning & Housing had confirmed that the area of land had no operational requirement and he was not opposed to the land being declared surplus to the Council's requirements. Discussions had taken place with the scout group and a purchase price agreed subject to the ground being declared surplus to the Council's requirements by the Policy Board. It was noted that the Head of Property Services would utilise his delegated authority, in view of the value of the land, should it be deemed surplus by the Policy Board.

**DECIDED:**

- (a) That the area of land located adjacent to the Kilbarchan Scout Hall, Steeple Street, Kilbarchan, shown on the attached plan, be declared as surplus to requirements, with a view to disposing to the adjacent owner;
- (b) That the sale thereof to the Kilbarchan Scout Group, Kilbarchan, on such terms and conditions as may be negotiated by the Head of Property utilising delegated powers be authorised;
- (c) That the Head of Corporate Governance be authorised to conclude the sale incorporating into the bargain such terms and conditions as may be deemed necessary to protect the Council's interest; and
- (d) That it be noted that the Head of Planning & Housing would place an advert in the local press, in terms of the Town and Country Planning (Scotland) Act 1959, for the proposed sale of an area of open space.

**9 Disposal of land for Replacement Sub-station**

There was submitted a joint report by the Chief Executive and Director of Finance & Resources relative to the proposed disposal of property, required for the creation of a replacement electricity sub-station, within the Advanced Manufacturing Innovation District Scotland (AMIDS).

The Board was reminded that that the City Deal Glasgow Airport Investment Area (GAIA) project comprised the re-alignment of Abbotsinch Road and Arran Avenue and Greenock Road/Inchinnan Road, a new bridge across the White Cart and improved facilities for cyclists and pedestrians aimed at improving connections between the Westway, Inchinnan and Airport Business Parks and as an enabler for the delivery of the Advanced Manufacturing Innovation District (AMIDS) a world-class business and commercial offering located around the Airport. The report also referred to other significant financial investment and development proposed in the surrounding area. The existing electricity sub-station at the junction of Abbotsinch Road/Greenock Road/Inchinnan Road required to be replaced and re-located to facilitate delivery of the new GAIA infrastructure. It was proposed that the Board declare property and land, identified on the plan appended to the report, as surplus to the Council's requirements and sell them together with associated servitude rights to SP Distribution plc.

**DECIDED:**

- (a) That the property outlined in red on the plan (number 613351422-(1)-002), appended to the report be declared surplus to the Council's requirements;
- (b) That the Property be sold to SP Distribution plc along with servitude rights over the area shaded blue on the plan, subject to the terms and conditions detailed within the report; and
- (c) That authority be granted to the Head of Corporate Governance in conjunction with the Head of Property Services to conclude the disposal of the Property as detailed in the Report.



## **10 Disposal of Barnbrock Farm**

There was submitted a report by the Director of Finance & Resources relative to the ongoing review of Muirshiel Regional Park assets and, in particular, to the proposed disposal of the Park's former operational headquarters, Barnbrock Farm.

The report advised that during 2015 the Clyde Muirshiel Park Joint Committee had agreed to review assets and resources within the Park. A key outcome of the review had been to refocus service accommodation and provision from Barnbrock Farm to Castle Semple Visitor Centre owing to its improved accessibility and potential for enhancement. Barnbrock Farm was located approximately 5km north of Lochwinnoch, the rural site extended to 1.96 hectares and consisted of a farmhouse, office, storage facilities and a campsite. The Joint Committee recently declared Barnbrock Farm surplus to operational requirements and agreed that Renfrewshire Council arrange to market the site for sale.

It was noted that engagement with stakeholders had identified a desire for investment in Castle Semple Country Park and that LEADER funding had been granted to Renfrewshire Council in December 2018 to deliver a feasibility and design exercise to enhance visitor accommodation at Castle Semple Visitor Centre.

### **DECIDED:**

- (a) That the decision taken by the Clyde Muirshiel Regional Park Joint Committee to declare Barnbrock Farm surplus to the Park's operational requirements be acknowledged;
- (b) That it be agreed that Barnbrock Farm be declared surplus to the Council's requirements and that the site be marketed for sale; and
- (c) That the concurrent project to enhance the visitor infrastructure at Castle Semple Visitor Centre be noted.

## **EXCLUSION OF PRESS AND PUBLIC**

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

## **11 Proposed land sale - Former school sites off Beith Road, Johnstone**

There was submitted a report by the Director of Finance & Resources providing an update in respect of the progress of the land sale at the former school sites off Beith Road, Johnstone and detailing changes required in terms of the phasing of the development proposal and site sales.

**DECIDED:** That the recommendations detailed in the report be approved.

**12 Disposal of land within the Advanced Manufacturing Innovation District Scotland**

There was submitted a joint report by the Chief Executive and Director of Finance & Resources relative to the proposed disposal of property required for the creation of the National Manufacturing Institute Scotland within the Advanced Manufacturing Innovation District Scotland.

**DECIDED:** That the recommendations detailed within the report be approved.

## Minute of Meeting

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

Date	Time	Venue
Thursday, 29 August 2019	09:30	Corporate Meeting Room 1, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

#### Present

Councillor Jennifer Marion Adam-McGregor, Councillor Bill Brown, Councillor Andy Doig, Councillor Audrey Doig, Councillor Lisa-Marie Hughes, Councillor Cathy McEwan, Councillor John McNaughtan

#### Chair

Councillor Adam-McGregor, Convener, presided.

#### In Attendance

L Mullin, Principal HR Adviser and R Devine, Senior 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 Finance & Resources

Consideration was given to an appeal submitted by an employee of Finance & Resources following her dismissal from the Council's employment on the grounds of lack of capability.

The appellant appeared together with J Boylan (UNISON) in relation to the appeal. A MacArthur, Head of Finance and K Clark, Principal HR Adviser (both Finance & Resources) represented management.

Following a request, it was agreed by the Panel and representatives of the management side that supplementary papers submitted on behalf of the appellant be circulated to those present.

A MacArthur presented the management case.

### **ADJOURNMENT**

The meeting adjourned at 11.25am and resumed at 11.35am

L Dickie, Finance Manager, was called as a witness and the appellant's side and members of the Panel had an opportunity to question the witness and evidence presented.

In response to a request from the appellant's representatives the Panel and management representatives agreed to a change in the meeting procedure to allow the evidence of J McIntyre, Assistant Business Partner, one of the witnesses for the appellant, to be heard prior to the appellant's case being formally presented as he was unavailable to attend in the afternoon. Thereafter, the management side and members of the Panel had an opportunity to question the witness and evidence presented.

### **ADJOURNMENT**

The meeting adjourned at 12.50pm and resumed at 13.30pm.

J Boylan, UNISON, presented the appellant's case and called S Hicks, Branch Officer UNISON as a witness. Thereafter, the management side and members of the Panel had an opportunity to question the witness and evidence presented.

Both sides summed up their position and then withdrew 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-entered the meeting room 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

### Finance, Resources and Customer Services Policy Board

Date	Time	Venue
Wednesday, 04 September 2019	14:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

#### Present

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

#### Chair

Councillor J Shaw, Convener, presided.

#### In Attendance

A Russell, Director of Finance & Resources; L McIntyre, Head of Policy & Commissioning, A Morrison, Head of Regeneration, S McFadden, Project Director (City Deal), B Walker, Depute Project Director (City Deal), and B Lambert, Strategic Procurement Manager (all Chief Executive's); D Gillies, Head of Facilities Management and G Hannah, Strategic Change Manager (both Environment & Infrastructure); and K Graham, Head of Corporate Governance, J Lynch, Head of Property Services, A MacArthur, Head of Finance, E Shields, Business Services Manager, G Innes, Customer Services Manager, A McNaughton, Senior Committee Services Officer and N O'Brien, Assistant Committee Services Officer (all Finance & Resources).

#### Apologies

Councillors Harte and Hood.

## **Declarations of Interest**

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

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

There was submitted the Minute of the meeting of the Joint Consultative Board (Non-teaching) held on 5 June 2019 as attached at Appendix I.

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

### **2 Investment Review Board**

There was submitted the Minute of the meeting of the Investment Review Board held on 12 June 2019 as attached at Appendix II.

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

### **3 Revenue Budget Monitoring Report**

There was submitted a revenue budget monitoring report by the Director of Finance & Resources in respect of Finance & Resources, Environment & Infrastructure and Miscellaneous expenditure for the period to 21 June 2019.

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

### **4 Revenue Budget Monitoring Report - Council Overview**

There was submitted a revenue budget monitoring report by the Director of Finance & Resources relative to an overview of expenditure on general fund services and the Housing Revenue Account for the period to 21 June 2019.

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

### **5 Capital Budget Monitoring Report**

There was submitted a capital budget monitoring report by the Director of Finance & Resources relative to expenditure on corporate issues for the period to 21 June 2019.

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

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

There was submitted a capital budget monitoring report by the Director of Finance & Resources relative to an overview of expenditure on the Housing and Non-housing Capital Programmes to 21 June 2019.

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

## **7 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 £124,610.26.

It was proposed that Councillors receive a briefing on the debt recovery process. This was agreed.

**DECIDED:**

(a) That the sum of £124,610.26 as detailed in the report, be written off; and

(b) That Councillors receive a briefing on the debt recovery process.

## **8 Housing Benefit 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 £29,910.75.

**DECIDED:** That the sum of £29,910.75 as detailed within the report, be written off.

## **9 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 £168,122.92.

**DECIDED:** That the sum of £168,122.92 as detailed within the report, be written off.

## **10 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 Debtor accounts for sums over £10,000 where recovery was no longer viable. The value of the debt to be written off was £14,278.09.

**DECIDED:** That the sum of £14,278.09 as detailed within the report, be written off.

## 11 Annual Efficiency Statement 2018/19

There was submitted a report by the Director of Finance & Resources relative to the publication of the Annual Efficiency Statement 2018/19. An appendix to the report summarised the efficiencies achieved during 2018/19.

Councillor Shaw, seconded by Councillor Paterson, moved that the Annual Efficiency Statement 2018/19 be approved.

Councillor Sharkey, seconded by Councillor Sheridan, moved as an amendment, that the report be noted.

On the roll being called the following members voted for the amendment: Councillors Brown, Sharkey and Sheridan.

The following members voted for the motion: Councillor Begg, Provost Cameron, Councillors Audrey Doig, K MacLaren, McNaughtan, Nicolson, Paterson, Shaw, Steel and Strang.

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

**DECIDED:** That the Annual Efficiency Statement 2018/19 be approved.

## 12 Customer & Business Service Performance Report

There was submitted a report by the Director of Finance & Resources relative to the performance of key functions of Customer & Business Services including revenue collection and benefit administration for the period to 28 July 2019.

The report included an update on the funding and expenditure position for Discretionary Housing Payments and the Scottish Welfare Fund and appendices to the report provided information on revenue collection and key performance indicators.

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

## 13 Operational Performance - Facilities Management

There was submitted an update report by the Director of Environment & Infrastructure relative to the performance of services delivered by Integrated Facilities Management (Hard & Soft Services) since June 2019.

The report provided performance information on building services; overall repairs; compliance testing; housing repairs satisfaction levels; building services training and development activity; and facilities management – soft services.

**DECIDED:** That the operational performance update be approved.



## 14 Public Holidays for Employees 2020

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 2020.

The report explained that following a Royal Proclamation issued on 12 July 2019 announcing that the early May Day Bank Holiday would be held on Friday, 8 May 2020 instead of Monday, 4 May 2020 to coincide with VE celebrations, it was proposed that the early May Day public holiday for Council employees was also celebrated on Friday, 8 May 2020 and not Monday, 4 May 2020, with all other public holidays following the pattern set over previous years and as listed in the appendix to the report.

### **DECIDED:**

(a) That it be agreed that the early May Day Public Holiday be held on Friday, 8 May 2020 instead of Monday, 4 May 2020 to reflect the bank holiday arrangements and to celebrate VE Day; and

(b) That the 12 public holidays and day of no work requirement for Renfrewshire Council employees for 2020, as detailed in the appendix, be approved.

## 15 Civic Hospitality

There was submitted a report by the Director of Finance & Resources relative to requests received by the Provost for civic hospitality from individuals and organisations for specific events as detailed within the report.

The report proposed the type and cost of civic hospitality to be provided in respect of each event and sought authorisation for the Director of Finance & Resources, in consultation with the Provost, to make the necessary arrangements or, in the case of events that had already been arranged, to homologate the action taken by the Director of Finance & Resources, in consultation with the Provost, to provide civic hospitality.

### **DECIDED:**

(a) That the action taken by the Director of Finance & Resources, in consultation with the Provost, to provide civic hospitality in the form of a contribution of £1,000 towards a reception for the 102 Field Squadron Family Day on 17 August 2019 be homologated; and

(b) That the Director of Finance & Resources, in consultation with the Provost, be authorised to make the necessary arrangements for civic hospitality at the approximate cost indicated, as follows:

Gleniffer High School - German Exchange Programme - £350

Renfrew Community Council - re-instatement of flagpole at Ferry Green - £800

## CONTRACT AUTHORISATION

### 16 Business Gateway Core & Specialist Workshops and Expert Help 2020

There was submitted a report by the Chief Executive relative to the award of a contract for Business Gateway Core and Specialist Workshops and Expert Help 2020 (RC-CPU-19-002).

Five tenders were received and after evaluation the tender from Lanarkshire Enterprise Services Limited was found to be the most economically advantageous.

**DECIDED:** That the Head of Corporate Governance be authorised to award a contract for Business Gateway Core and Specialist Workshops and Expert Help 2020 to Lanarkshire Enterprise Services Limited for a period of two years from 1 January 2020 or as confirmed in the letter of acceptance, at a cost of £194,400.00 excluding VAT.

### 17 Landscape Design for AMIDS Site (Netherton Campus)

There was submitted a report by the Chief Executive relative to the award of a contract for landscape design for AMIDS core site at Netherton Campus, Paisley (RC-CPU-19-102).

Five tenders were received and after evaluation the tender from Optimised Environments Limited was found to be the most economically advantageous.

**DECIDED:** That the Head of Corporate Services be authorised to award the contract for landscape design for AMIDS core site at Netherton Campus, Paisley to Optimised Environments Limited at a cost of £220,000.00 exclusive of VAT, for an anticipated period of three years, subject to the programme for construction of the landscape associated with Netherton Campus, the start date to be confirmed in the letter of acceptance.

### 18 Paisley Learning & Cultural Hub - hub West Scotland Award of Main Works Contract

There was submitted a report by the Chief Executive relative to the award of a main works contract to hub West Scotland, as the main contractor and to CCG (Scotland) Limited as the sub-contractor, to refurbish and repurpose the four storeys and basement of 22 High Street, Paisley into the Paisley Learning and Cultural Hub as part of the flagship Paisley Museum Re-imagined project and in accordance with the Paisley Town Centre Heritage Asset Strategy, Paisley Town Centre Action Plan 2016/26 and the Renfrewshire Local Development Plan.

The report advised that hub West Scotland had been appointed previously as lead contractor for the Paisley Museum Re-imagined project and the creation of the Paisley Learning and Cultural Hub was part of that project. A budget of £6,686,245.00 had also been approved for the flagship project.

It was noted that, during an earlier contract for enabling and soft strip out works at the

Paisley Learning and Cultural Hub site, additional asbestos had been discovered increasing the cost of that contract by 29% from £433,590.00 excluding VAT, plus contingency allowance of £20,000.00 excluding VAT, to £584,713.59 excluding VAT.

Councillor Shaw, seconded by Councillor Paterson, moved that the award of the main works contract to hub West Scotland as the main contractor and to CCG (Scotland) Limited as the sub-contractor, at a cost of £4,527,654.00 excluding VAT with a contingency allowance of up to £522,431.00 excluding VAT for an anticipated period of 64 weeks from 2 December 2019 to 22 March 2021, subject to completion of the enabling works contract, be authorised; and that it be noted that the cost of the enabling works contract had increased from £433,590.00 excluding VAT, plus contingency allowance of £20,000.00 excluding VAT, to £584,713.59 excluding VAT.

Councillor Sharkey, seconded by Councillor Sheridan, moved as an amendment that paragraph 2.1 of the report be replaced with: (a) This Policy Board agrees that we cease to use hub West Scotland on the Paisley Learning and Cultural Hub Project, and, instead, use our own procurement, when seeking tenders for future construction projects.

On the roll being called the following members voted for the amendment: Councillors Brown, Sharkey and Sheridan.

The following members voted for the motion: Councillor Begg, Provost Cameron, Councillors Audrey Doig, K MacLaren, McNaughtan, Nicolson, Paterson, Shaw, Steel and Strang.

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

#### **DECIDED:**

(a) That the award of the main works contract to hub West Scotland as the main contractor and to CCG (Scotland) Limited as the sub-contractor, at a cost of £4,527,654.00 excluding VAT with a contingency allowance of up to £522,431.00 excluding VAT for an anticipated period of 64 weeks from 2 December 2019 to 22 March 2021, subject to completion of the enabling works contract, be authorised; and

(b) That it be noted that the cost of the enabling works contract had increased from £433,590.00 excluding VAT, plus contingency allowance of £20,000.00 excluding VAT, to £584,713.59 excluding VAT.

## **19 Paisley Town Centre Public Realm Design Works - Multi-disciplinary Design Team**

There was submitted a report by the Chief Executive relative to the award of a contract for the Paisley Town Centre Public Realm Design Works – Multi-disciplinary Design Team (RC-CPU-19-059).

Seven tenders were received and after evaluation the tender from Ironside Farrar Limited was found to be the most economically advantageous.

**DECIDED:** That the Head of Corporate Governance be authorised to award a contract for the Paisley Town Centre Public Realm Design Works – Multi-disciplinary Design

Team to Ironside Farrar Limited at a cost of £299,040.00 excluding VAT, with a contingency allowance of an additional 10% excluding VAT, for a period of 35 months from 4 October 2019 to September 2022, or as confirmed in the letter of acceptance, and subject to the provision of collateral warranties as indicated in tender documents.

## **20 Scottish Procurement Agency Agreement relating to the supply of Water and Waste Water Billing Services**

There was submitted a joint report by the Chief Executive and the Director of Finance & Resources seeking approval to enter into an agency agreement that would permit the Scottish Ministers to enter into a successor framework agreement with suppliers of water and waste water billing services under the terms of which water and waste water billing services would be supplied to the Council.

The report explained that the current Scottish Government framework for the supply of these services would expire on 29 February 2020 and that the Scottish Procurement & Commercial Directorate was tendering its replacement. Consequently, a new agency agreement between the Council and Scottish Ministers was required.

The new agency agreement was 'evergreen', meaning that it would remain in force for all subsequent contracts on this or future framework agreements for the supply of water and waste water billing services until terminated by either party.

Councillor Shaw, seconded by Councillor Paterson, moved that the Head of Policy & Commissioning be authorised to enter into an agency agreement with Scottish Ministers to allow the Scottish Procurement & Commercial Directorate to enter into any contract for the supply of water and waste water billing services, on the Council's behalf, from 1 March 2020 until such time as the agency agreement was terminated in accordance with Clause 11 Termination of the Agreement; and that it be noted that spend on the current contract for supply of water and waste water billing services was approximately £900,000.00 per annum.

Councillor Sharkey, seconded by Councillor Sheridan, moved as an amendment that no agency agreement be entered into at this time.

On the roll being called the following members voted for the amendment: Councillors Brown, Sharkey and Sheridan.

The following members voted for the motion: Councillor Begg, Provost Cameron, Councillors Audrey Doig, K MacLaren, McNaughtan, Nicolson, Paterson, Shaw, Steel and Strang.

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

### **DECISION:**

(a) That the Head of Policy & Commissioning be authorised to enter into an agency agreement with Scottish Ministers to allow the Scottish Procurement & Commercial Directorate to enter into any contract for the supply of water and waste water billing services, on the Council's behalf, from 1 March 2020 until such time as the agency agreement was terminated in accordance with Clause 11 Termination of the Agreement; and

(b) That it be noted that spend on the current contract for supply of water and waste water billing services was approximately £900,000.00 per annum.

## 21 Urban Traffic Control System

There was submitted a joint report by the Chief Executive and the Director of Environment & Infrastructure relative to the award of a contract for an Urban Traffic Control System to replace the life-expired system operating 64 of the 175 traffic signal installations in Renfrewshire.

Three tenders were submitted and following evaluation, the tender from Siemens Mobility Limited was found to be the most economically advantageous.

**DECIDED:** That the Head of Corporate Governance be authorised to award a contract for an Urban Traffic Control System to Siemens Mobility Limited at a cost of up to £1,900,000.00 excluding VAT of which £900,000.00 excluding VAT would be met by Strathclyde Partnership for Transport, for a contract period of 10 years with an estimated start date of 6 October 2019.

## 22 Ferguslie New Build Housing Development

There was submitted a joint report by the Chief Executive and the Director of Communities, Housing & Planning Services relative to the award of a works contract to design and build up to 101 new social housing properties, together with associated landscaping and infrastructure within Ferguslie, Paisley (RC-CPU-19-067).

Five tenders were received and following evaluation, the tender from A S Homes (Scotland) Limited was found to be the most economically advantageous.

**DECIDED:** That the Head of Corporate Governance be authorised to award a design and build contract for Ferguslie Park New Build Council Housing to A S Homes (Scotland) Limited at a cost of £13,220,000.05 excluding VAT, to commence 9 October 2019 or as confirmed in the letter of award, subject to provision of collateral warranties as indicated within the tender documents.

## 23 Johnstone South West New Build Housing Development

There was submitted a joint report by the Chief Executive and the Director of Communities, Housing & Planning Services relative to the award of a works contract to design and build 39 new homes for Council rental at Auchengreoch Road, Johnstone (RC-CPU-18-280).

Six tenders were received and following evaluation, the tender from McTaggart Construction Limited was found to be the most economically advantageous.

**DECIDED:** That the Head of Corporate Governance be authorised to award a design and build contract for Johnstone South West, New Build Housing to McTaggart Construction Limited at a cost of £6,086,648.37 excluding VAT to commence 9 October

2019 or as confirmed in the letter of award, subject to provision of collateral warranties as indicated within the tender documents.

## **24 Lead Consultant Glasgow Airport Investment Area (GAIA) South Project**

There was submitted a report by the Chief Executive relative to the award of a contract for the lead consultant on Glasgow Airport Investment Area (South) (GAIA South) Project (RC-CPU-19-081).

The procurement process was conducted via a mini competition using the Scotland Excel Engineering and Technical Consultancy framework agreement, Lot 1 Roads and Infrastructure and four tenders were received. Following evaluation, the tender from Amey OW Limited was found to be the most economically advantageous.

**DECIDED:** That the Head of Corporate Governance be authorised to award a contract for Lead Consultant on the Glasgow Airport Investment Area (South) (GAIA South) Project to Amey OW Limited at a cost of £3,000,000.00 excluding VAT for a period of up to eight years subject to the GAIA (South) project gaining subsequent approvals from the Council and progressing to the construction stage

## Minute of Meeting

### Joint Consultative Board (Non-Teaching)

Date	Time	Venue
Wednesday, 05 June 2019	15:30	Corporate Meeting Room 2, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

#### Present

**REPRESENTING RENFREWSHIRE COUNCIL MANAGEMENT** - Councillor Tom Begg; Councillor Jim Harte; Councillor John McNaughtan; Councillor Jim Paterson; and Councillor Andy Steel.

**REPRESENTING TRADE UNIONS** - M McIntyre (UNISON)

**REPRESENTING APT & C STAFF** - S Hicks (UNISON)

#### In Attendance

G McKinlay, Head of Schools (Childrens' Services); A Bennett, Housing Services Manager (Communities, Housing and Planning Services); E Scott, Building Services Operation Manager (Environment & Infrastructure); and R Laouadi, HR Manager, R Cree, OD & Workforce Planning Manager, S Fanning, Principal HR Adviser and A McNaughton, Senior Committee Services Officer (all Finance & Resources).

## **Apologies**

S McAllister (UNITE); J McMenemy (GMB); and M Ferguson (UNISON)

## **Declarations of Interest**

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

### **1 Appointment of Chairperson**

It was proposed and agreed that S Hicks chair the meeting.

**DECIDED:** That S Hicks chair the meeting.

## **Additional Item**

The Chairperson indicated that there was an additional item relative to Grievances which had not been included in the notice calling the meeting. The Chairperson, being of the opinion that the item, which was dealt with at item 5 below, was competent and relevant, authorised its consideration.

### **2 Minute of Previous Meeting**

There was submitted the Minute of the previous meeting of the Joint Consultative Board (Non-teaching) held on 27 March 2019.

Under reference to paragraph 4, Children's Services – ASNA Review and Administration of Medicines, S Hicks intimated that as ongoing engagement had not yet resolved the matter, employees may commence a boycott of duties should a swift resolution not be forthcoming. It was noted that no specific trigger or date for commencement of such a boycott was available.

**DECIDED:**

(a) That the Minute be approved; and

(b) That information about a potential boycott of duties be noted.

### **3 Developments in Health, Safety and Wellbeing**

There was submitted a report by the Director of Finance & Resources relative to developments in health, safety and well-being activities that had taken place since the last meeting of this Board on 27 March 2019. A copy of the 2018/19 End of Year Report on the Health and Safety activities within Renfrewshire was appended to the report for information.

The report highlighted progress made by Council services to reduce accident/incidents and ill health and demonstrated commitment to ensuring the health, safety and wellbeing of employees.



Progress to identify suitable venues/locations where staff such as home care workers could take work breaks safely and the challenges presented by this task were also noted.

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

#### **4 Agency Workers**

There was submitted a report by the Director of Finance & Resources relative to the service area, job category and number of agency workers employed by the Council as at April 2019. The report advised that 117 agency workers were employed across all services.

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

#### **5 Grievance Report**

There was submitted a report by the Director of Finance & Resources relative to the number of grievances received.

The report provided information on grievances at both the informal and formal stages indicating that there was a total of 14 grievances as at May 2019, which was an increase of two since March 2019.

It was noted that one grievance, currently at the informal stage, was racial in nature.

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

#### **6 Absence Statistics – 1 October 2018 to 31 March 2019**

There was submitted a report by the Director of Finance & Resources relative to absence statistics by service and by category of staff.

The overall absence rate was 2.84 days lost per full-time equivalent (FTE) employee, 0.15 days above the target of 2.69 days. The absence level for teachers was 1.87 days lost per FTE employee, 0.43 below the target of 2.30 days.

The report advised that psychological (non-work related) and musculoskeletal and joint disorders continued to be the illness categories causing the highest levels of absence. The report also detailed the range of support services available to assist attendance at work.

It was noted that the provision of e-bikes was being considered as part of the employee benefits scheme and the provision of gender-neutral facilities, whilst not in great demand, would be addressed as required.

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

## **7 Date of Next Meeting**

The next meeting of the Joint Consultative Committee (Non-teaching) was scheduled to take place at 3.30 pm on 4 September 2019.

**DECIDED:** It was noted that the next meeting of the Joint Consultative Board Non-Teaching was scheduled to be held at 3.30 pm on 4 September 2019.

## Minute of Meeting Investment Review Board

Date	Time	Venue
Wednesday, 12 June 2019	11:00	Corporate Meeting Room 1, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

### Present

Councillor John McIntyre, Councillor Iain Nicolson, Councillor Jim Paterson, Councillor John Shaw

### Chair

Councillor Shaw, Convener, presided.

### In Attendance

A MacArthur, Head of Finance and A McNaughton, Senior Committee Services Officer (both Finance & Resources).

### Also Attending

D Millar, Senior Investment Analyst, Hymans Robertson LLP; and M Connor and G Brisbane, Portfolio Managers (both Aberdeen Standard Capital).

### Declarations of Interest

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

## 1 Note of Inquorate Meeting

There was submitted a note of inquorate meeting, dated 21 November 2018.

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

## 2 Minute of Previous Meeting

There was submitted the Minute of the meeting of the Investment Review Board held on 5 December 2018.

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

## 3 Investment Manager Tender Exercise

There was submitted a report by the Director of Finance & Resources relative to the outcome of a tender exercise to appoint Investment Managers. The report outlined the procurement process and advised that Aberdeen Standard Capital Limited (formerly Standard Life Wealth Limited) had been appointed as the Council's Investment Manager with effect from 1 July 2019 for a period of three years, with the option to extend the contract for up to a further two years.

**DECIDED:** That the appointment of Aberdeen Standard Capital Limited as the Council's Investment Manager be noted.

## 4 Information Session

D Miller, Consultant (Hymans Robertson LLP) delivered a briefing relative to the performance of Renfrewshire Council's investment portfolios giving an update on current market and other economic news; equities; investing as a long-term activity; bond markets; property; currencies and infrastructure. He explained that despite a difficult trading period, Q4 had shown good returns. The multi-asset approach to investment adopted by the Council's Investment Manager had provided steady growth and performance, in terms of income generation, was ahead of the benchmark.

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

## Sederunt

M Connor and G Brisbane, Portfolio Managers (both Aberdeen Standard Capital Limited) entered the meeting during consideration of the undernoted item.

## 5 Paisley and Renfrew Common Good Funds: Review of Investment and Income Performance

There was submitted a report by the Director of Finance & Resources relative to the performance of the Paisley and Renfrew Common Good Funds during the six-months to

31 March 2019. A performance review by Hymans Robertson LLP was attached as an appendix to the report.

M Connor and G Brisbane provided commentary on the performance of world markets; the global macroeconomic environment; Brexit; investment guidelines for Common Good Funds; long-term performance of Common Good Funds; asset contribution to Common Good Funds; stock contribution to Common Good Funds; and a rationale for remaining invested in risk assets.

The report advised that the value of the Paisley Common Good Fund had reduced slightly from £4.182 million in 2018 to £4.160 million in 2019 and estimated income was now £147,780 (£149.218 last quarter) against a target of £113,000.

The value of the Renfrew Common Good Fund had also reduced slightly from £14.140 million in 2018 to £14.061 million in 2019 and estimated income was now £479,834 (£504,264 last quarter) against a target of £380.000.

**DECIDED:** That performance of investments be noted.

## **6 Date of Next Meeting**

It was noted that the next meeting of the Investment Review Board would be held in Renfrewshire House on Wednesday 20 November 2019 at 11am.

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



## Minute of Meeting

### Regulatory Functions Board

Date	Time	Venue
Thursday, 05 September 2019	10:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

### Present

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

### Chair

Councillor McNaughtan, Convener, presided.

### In attendance

D Campbell, Assistant Managing Solicitor (Licensing) (for items 1 and 2 only); A McLaughlin, Senior Solicitor (Licensing and Regulatory Services); R Graham, Solicitor (Litigation); A Easdon, Licensing Officer; G McIntosh, Civic Government Enforcement Officer (in respect of items 1-7 only); P Shiach, Committee Services Officer; and N O'Brien, Assistant Committee Services Officer (all Finance & Resources).

### 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 7 of the agenda prior to item 1 of the agenda. The Assistant Managing Solicitor (Licensing) advised the Board that item 8 of the agenda, Application for Grant of a Second Hand Dealer's Licence had been withdrawn.

## **Exclusion of the 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 3, 6 and 12 of part I of schedule 7A of the Local Government (Scotland) Act 1973.

### **1 Renewal of Taxi Operator's Licence - Personal Appearance**

There was submitted the undernoted application for the renewal of a Taxi Operator's licence. The applicant had been asked to appear personally for the first time together with Police Scotland who had submitted a representation to the application: -

Duncan Colville TX178.

Mr Colville, the applicant was invited into the meeting together with Sergeant Brooks on behalf of the Chief Constable who had submitted a representation to the application.

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

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

## **Re-admittance of the Press and Public**

Members of the press and public were invited into the meeting.

### **2 Taxi and Private Hire Car Specification: Proposals for Consultation**

There was submitted a report by the Director of Finance & Resources relative to a review by officers of the Council's vehicle specifications for taxis and private hire cars and seeking approval of proposed revised specifications for these vehicles for the purpose of consultation. The report also sought the Board's approval to consult on a proposal to increase the current number of passengers able to be carried in suitable wheelchair accessible taxis and private hire cars, from seven to eight.

The report set out the background and current position for the Council as licensing authority in relation to it being satisfied that a taxi or private hire car to be licensed was suitable in terms of type, size and design for use as a taxi or private hire car and was safe for that use.



The Council as licensing authority was therefore entitled to determine the suitability of vehicles for use as a taxi or private hire car and to develop a policy in this regard.

The report advised that the Council's existing standards for taxi and private hire cars were agreed in 1998 on the basis that they would fully take effect in 2002, to include the requirements in relation to wheelchair accessibility, particularly in relation to taxis. The requirement for wheelchair accessibility in respect of taxis was the subject of legal challenge and as such the policy was not fully implemented until 2010. The Council's current requirements were contained in condition 22 of the Council's standard conditions for taxis and condition 1 of the standard conditions for private hire cars and were detailed in the report.

The report indicated that these conditions had not been substantially reviewed by the Board since 2002 except in that (i) the upper age limit (previously five years) applicable to private hire cars was extended to seven years by the Board in 2012, and (ii) the previous requirement for a minimum engine capacity (1600cc) was removed by the Council on 27 September 2017, when it was also agreed that officers would undertake a comprehensive review of licensing conditions reflecting developments in electric vehicle technology.

The report intimated that on 27 June 2019, the Council agreed to declare a climate emergency, to pledge to work proactively to make Renfrewshire carbon neutral by 2030 and to continue to work with partners and community groups to deliver this goal through all relevant strategies and plans. In addition, there had been a number of developments in the construction of vehicles for use in the taxi and private hire car trades generally. Changes to the design of vehicles together with the removal of the minimum engine size - to recognise the availability of electric and hybrid vehicles and vehicles with more efficient engines – had resulted in relatively small vehicles being licensed.

The report stated that given the above, it was the view of officers that the Council's existing regulatory standards required to be reviewed in terms of the vehicles which may be licensed as taxis and private hire cars and the age of these vehicles. Sections 4 and 5 of the report detailed further considerations in relation to taxis and private hire cars respectively. Appendices 1 to 3 of the report detailed the proposed new taxi licence condition; the proposed new private hire car licence condition; and the consultation questions respectively.

### **DECIDED:**

- (a) That the terms of the proposed revised condition in relation to taxi licences, detailed in Appendix 1, as suitable for the purpose of consultation be approved;
- (b) That the terms of the proposed revised condition in relation to private hire car licences, detailed in Appendix 2, as suitable for the purpose of consultation be approved;
- (c) That the consultation questions, detailed in Appendix 3 to the report, be approved;
- (d) That consultation on a proposal that wheelchair accessible MPVs to be licensed as taxis or private hire cars, which were suitable for the carriage of eight passengers, may be licensed to carry a maximum of eight passengers, be approved; and

(e) That officers be instructed to undertake a public consultation on the proposed conditions at Appendices 1 and 2, and the questions at Appendix 3, to include all taxi and private hire car licence holders in Renfrewshire, representatives of those licence holders, Renfrewshire Access Panel, relevant Council Services and such other persons or groups as officers considered appropriate; and to report the responses to the consultation to the Board thereafter.

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

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

Maciej Kozlowski

There was no appearance by or on behalf of Mr Kozlowski. The Convener proposed that the application be considered in Mr Kozlowski's absence and this was agreed unanimously. After consideration of all matters before the Board, the Convener proposed that the application be refused. This was agreed unanimously.

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

### **4 Variation of Taxi Operators' Licences - Personal Appearances**

There were submitted the undernoted applications for variation of Taxi Operators' licences. The applicants had been asked to appear personally for the first time: -

Applicant: Partnership of J & T Taxis

Variation: To be exempt from standard condition 22 to operate saloon cars

Licence TX096 and TX199

J Healy and J Barclay, on behalf of the applicants were invited into the meeting. After consideration of all matters before the Board, the Board adjourned to allow members to consider the applications. The meeting was reconvened, and the Convener proposed that the applications be refused. This was agreed unanimously.

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

### **5 Temporary Public Entertainment Licence - Personal Appearance**

There was submitted the undernoted application for a temporary Public Entertainment Licence. The applicant had been asked to appear personally for the first time together with Stuart McLevy who had submitted a representation to the application: -

Applicant: Renfrewshire Council

Activity: Paisley Halloween Festival 2019

Operating dates and times: Friday 25 October 2019 – 4.00pm – 10 pm – Town centre activities, kids' workshops and street theatre: Saturday 26 October 2019 – 12 noon to 10.00 pm – parades, silent disco activities, kids' workshops, street theatre, aerial performances, live stage

Location: Gauze Street, Abbey Close, County Square, Gilmour Street, Dunn Square, Causeyside Street, Paisley Arts Centre, Thomas Coats Memorial Church.

P Allan, Operational Events Manager representing Renfrewshire Council, the applicant was invited into the meeting together with Mr S McLevy who had submitted a representation to the application.

After consideration of all matters before the Board, the Convener proposed that the application be granted subject to standard conditions and a further additional condition relating to noise monitoring. This was agreed unanimously.

**DECIDED:** That the application be granted subject to standard conditions and a further additional condition relating to noise monitoring.

## **Adjournment**

The meeting adjourned at 11.15 am and reconvened at 11.25 am.

## **Sederunt**

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

Councillor Rodden left the meeting and returned during consideration of the following item of business. However she returned and took no part in the consideration or voting thereon.

## **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(s) 3, 6 and 12 of part I of schedule 7A of the Local Government (Scotland) Act 1973.

## **6 Grant of Booking Office Licence - Personal Appearance**

There was submitted the undernoted application for grant of a Booking Office Licence. The applicant had been asked to appear personally for the first time together with 663 objectors to the application and the objector who had submitted an objection received outwith the statutory timescale to the application (all as named on the appendix to the agenda): -

Applicant: Renfrewshire Cab Company  
Premises: 21 High Street, Johnstone

Miss H McCulloch, and Ms A McCracken, solicitor, representing the applicant were invited into the meeting together with the following who had submitted objections to the application.

T McGarrell  
L Inde  
R Elliot  
C Kelly  
A Semple  
V Hamilton  
L Muir  
A Doughty  
J McDougall  
I Waddell  
M Kane  
J Baxter  
S Chapman  
A Johns  
D Anderson  
P Anderson  
M Grady  
D Burt  
L Lang  
I Anderson

There was submitted a representation to the application by Johnstone Community Council. C Johnstone, representing Johnstone, was invited into the meeting.

The objector, who had submitted an objection outwith the statutory timescale to the application, was not present.

The Convener intimated that it was for the Board to determine whether the objection submitted outwith the statutory timescale should be considered and proposed that in the absence of the objector, no compelling reason could be given for the objection being received outwith the statutory timescale to the application, and that the objection should not be considered. This was agreed unanimously.

After consideration of all matters before the Board, the Board adjourned to allow members to consider the application. The meeting was reconvened, and the Convener, seconded by Councillor Steel, moved that the application be refused.

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

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

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

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

## 7 Renewal of Booking Office Licence - Personal Appearance

There was submitted the undernoted application for renewal of a Booking Office licence. The applicant had been invited to appear together with Ms A McCormack who had submitted an objection received outwith the statutory timescale to the application.

Applicant: Renfrewshire Cab Company  
Premises: 33A New Sneddon Street, Paisley  
Licence No.: BO-003

Miss H McCulloch representing the applicant together with Ms A McCracken, Solicitor, were invited into the meeting. Ms A McCormack, objector, was not in attendance.

The Convener intimated that it was for the Board to determine whether the objection should be considered and proposed that in the absence of the objector, no compelling reason could be given for the objection being received outwith the statutory timescale to the application, and that the objection should not be considered. This was agreed unanimously.

The Senior Solicitor (Licensing and Regulatory Services) advised the Board that in the absence of any objection, the application would be granted under delegated authority by the Head of Corporate Governance for a period of two years. The Board noted the information.

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

### Sederunt

Councillors Audrey Doig and McEwan left the meeting prior to consideration of the following item of business.

## 8 Application for Landlord Registration - Personal Appearance

Under reference to item 9(iii) of the Minute of the meeting of this Board held on 6 June 2019, the Board resumed consideration of the undernoted application for registration in the Register of Private Landlords. The applicant had been asked to appear personally for the second time together with the Directors of Communities, Housing & Planning Services, and Children's Services, Renfrewshire Council: -

James Campbell

There was no appearance by or on behalf of Mr Campbell. The Convener proposed that the application be considered in Mr Campbell's absence and this was agreed unanimously. B Kettle, Public Health Enforcement Officer on behalf of the Director of Communities, Housing & Planning Services, who had submitted a referral, and N Kirkwood, Social Worker on behalf of the Director of Children's Services who had submitted a statement, were invited into the meeting.

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

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

## **Sederunt**

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

## **Sederunt**

Councillor Audrey Doig re-entered the meeting prior to consideration of the following item of business.

### **9 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: -

Martin Anikpeh

There was no appearance by or on behalf of Mr Anekpeh. The Convener proposed that the application be considered in Mr Anekpeh's absence and this was agreed unanimously. After consideration of all matters before the Board, the Convener proposed that the application be granted for a period on one year. This was agreed unanimously.

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

### **10 Grant of Private Hire Car Operator's Licence - Personal Appearance**

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

Essam Aljanadi

Mr Aljanadi, the applicant and Mr Aloklat were invited into the meeting. After consideration of all matters before the Board the Convener proposed that the application be granted for a period of one year. This was agreed unanimously.

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

## 11 Renewal of Taxi Operators' Licences

There were submitted the undernoted applications for renewal of Taxi Operators' Licences: -

(a) Vincent Dobbins.

The Convener proposed that the application be granted for a period of two years. This was agreed unanimously.

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

(b) Alexander Gordon

The Convener proposed that the application be granted for a period of two years. This was agreed unanimously.

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





## Minute of Meeting

### Placing Requests and Exclusions Appeals Panel

Date	Time	Venue
Thursday, 05 September 2019	10:00	Johnstone Town Hall, Ludovic Square, Johnstone, PA5 8EG

#### 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 R Devine, Senior Committee Services Officer (both Finance & Resources).

#### Also in Attendance

S Gorman, Resources Support Manager (Children's Services) attended as an observer.

#### 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 Renfrew High - Appeal against the refusal of a Placing Request

Consideration was given to an appeal against the refusal of a placing request at Renfrew High School.

E Clements, Senior Solicitor (Finance & Resources) and A Gallagher, Operations Manager (Children's Services) representing the Education Authority, were invited into the meeting together with W Burke, Headteacher Renfrew High School and the appellant together with the child's father.

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

E Clements, Senior Solicitor (Finance & Resources), intimated that subsequent to the issue of the letter of refusal on 25 June 2019 further material information regarding the placing request had been received from the headteacher at Govan High School. The additional information resulted in the Education Authority's grounds for refusal of the request being amended from those detailed in the letter. This information indicated that the child was a child with additional support needs and accordingly the refusal should have been made under the Education (Additional Support for Learning) (Scotland) Act 2004. It was proposed and agreed that it was competent for the Panel to consider the amended grounds for the decision in terms of paragraph 6(1) of Schedule 2 of the Education (Additional Support for Learning) (Scotland) Act 2004. Accordingly, the Panel noted that the Education Authority's decision to refuse the placing request was on the basis of paragraphs 3(1)(a)(iii)(iv) and (v) of Schedule 2 of the Education (Additional Support for Learning) (Scotland) Act 2004.

The representatives of the Education Authority were heard in connection with the reasons for the refusal of the application.

The appellant then presented the case for the appeal.

Members of the Panel were given the opportunity to ask questions of both the representatives of the Education Authority and the appellant. Each side having been given the opportunity to cross examine and sum up, were then thanked for their attendance and left the hearing.

**DECIDED:** The Appeals Panel agreed that the appeal not be upheld as in terms of paragraphs 3 (1) (a) (iii),(iv) and (v) of Schedule 2 of the Education (Additional Support for Learning) (Scotland) Act 2004 agreeing to the request (i) would be seriously detrimental to the continuity of the child's education; (ii) would be seriously detrimental to order and discipline in the school; and (iii) would be likely to be seriously detrimental to the educational well-being of pupils attending the school and that in all the circumstances, it was appropriate to reject the appeal.

## Minute of Meeting Local Review Body.

Date	Time	Venue
Tuesday, 10 September 2019	14:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

### Present

Councillor Bill Binks, Councillor Stephen Burns, Councillor Natalie Don, Councillor Marie McGurk, Councillor Iain Nicolson

### In Attendance

K Dalrymple, Development Plans & Housing Strategy Team Leader (Planning Adviser to the Local Review Body); N Young, Assistant Managing Solicitor, Litigation and Advice (Legal Adviser to the Local Review Body); and P Shiach, Committee Services Officer (Clerk to the Local Review Body).

### 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 LRB.19.04 - Erection of a detached dwellinghouse (in principle) at site 20 metres west of number 3 Rossland Crescent, Bishopton (Planning Application reference 18/0825/PP)

Consideration was given to a Notice of Review in respect of the refusal to grant planning permission for the erection of a detached dwellinghouse (in principle) at the site 20 metres west of number 3 Rossland Crescent, Bishopton.

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

- (i) Planning Application (18/0825/PP) together with accompanying documents.
- (ii) Planning Authority's Submissions which included the report of handling, accompanying documents and decision notice.
- (iii) Representations received.
- (iv) The Notice of Review, together with supporting statement and productions submitted by the applicant's agent.

The Convener confirmed that the LRB required to decide whether it had enough information before it to make a decision on this matter or whether further procedure was required to allow the LRB to determine Planning Application 18/0825/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 18/0825/PP be refused for the following reason:

The proposed development will result in the loss of part of an area of recreation and amenity open space which provides an outlook to neighbouring properties, and is an intrinsic part of the residential environment in which it is located. The loss of part of this open space will have a detrimental impact on the amenity of the neighbouring properties, and will erode the value of the open space as a recreational resource. The loss of open space cannot be compensated for by alternative provision in another location. On this basis the proposed development is not considered to comply with Policy P8 of the Adopted Local Development Plan 2014, Policy P6 of the Proposed Local Development Plan 2019, and the associated New Development Supplementary Guidance on Open Space.

## Minute of Meeting

### Cross Party Sounding Board

Date	Time	Venue
Thursday, 12 September 2019	12:30	Corporate Meeting Room 1, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

### Present

Councillor Tom Begg, Councillor Paul Mack, Councillor Eileen McCartin, Councillor Iain Nicolson

### Chair

Councillor Nicolson, Convener, presided.

### In Attendance

L McIntyre, Head of Policy & Commissioning; L Adamson, Communications & Public Affairs Manager and A Armstrong-Walter, Strategic Partnerships & Inequalities Manager (all Chief Executive's); K Graham Head of Corporate Governance and L Belshaw, Democratic Services Manager (both Finance & Resources).

### Apologies

Councillor Paterson

### Declarations of Interest

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

## Sederunt

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

### 1 Exempt Items

There was submitted a report by the Director of Finance & Resources relative to a proposed change to the distribution of exempt reports.

The report intimated that the Council and its Boards could decide that any of the reports submitted on an agenda should be exempt from the over-riding requirement that all Council and Board meetings and the consideration of any items at a meeting were held in public. The grounds on which such a decision could be taken were limited to the 15 categories set out Schedule 7A of the Local Government (Scotland) Act 1973. The number of reports that were exempt was relatively small. The recommendation from officers that a report should be exempt would be made based on the risk to the Council but also in some circumstances to the business affairs of a person or organisation which wished to undertake business with the Council. In 2019 there had been three incidents of exempt reports being released to the local press.

The report set out why it was important that such reports be protected from publication and the consequences for any person who had deliberately released such information. In order to reduce the risk of exempt information being released into the public domain, the report proposed that any proposal to have a report classified as exempt be agreed with the Head of Corporate Governance in the first instance, prior to the report being discussed with the relevant Convener. In addition the report proposed that access to exempt reports was given only to Board members, the Leader and Depute Leader of the Council and appropriate officers; that these be available on an electronic basis only; and that any elected member who was not on the Board and who wished access to the relevant report, would be required to justify to the Head of Corporate Governance why they should have access.

The Board recommended that the proposals as outlined in the report be agreed, with the addition of the leaders of the opposition groups and parties to the proposed distribution; and that the Head of Corporate Governance would consider requests from any elected members not on the distribution list to be given access to the relevant report. In addition it was suggested that these proposals be provided to the leaders of the opposition groups and parties for their consideration prior to the suggested actions being implemented.

#### **DECIDED:**

(a) That the following proposals to reduce the risk of exempt information being released be recommended for implementation, and provided to the leaders of the opposition groups and parties for their consideration prior to implementation:

(i) That any proposal to have a report classified as exempt be agreed with the Head of Corporate Governance in the first instance, prior to the report being discussed with the relevant convener;

(ii) That access to exempt reports is given only to Board members, the Leader and Depute Leader of the Council, leaders of the opposition groups and parties, and appropriate officers;

(iii) That exempt reports be available on an electronic basis only; and

(iv) That the Head of Corporate Governance would consider requests from any elected members not on the distribution list to be given access to the relevant report.

## 2 Participatory Budgeting

There was submitted a report by the Chief Executive relative to the most suitable methods for raising awareness of participatory budgeting amongst elected members in order that suitable training arrangements could be made.

The report intimated that participatory budgeting was the distribution of small grants to community and voluntary organisations via community voting events. Mainstream participatory budgeting enabled local people to directly influence the spending of mainstream council budgets. CoSLA and the Scottish Government had worked together to develop a framework that at least one per cent of local government budgets would be subject to participatory budgeting by the end of 2021. This was calculated from the revenue budget, less council tax intake, which was estimated to be approximately £3.2 million in Renfrewshire.

It was noted that in Renfrewshire a pilot participatory budgeting exercise was currently underway with the Youth Challenge Fund grants, formerly distributed by Local Area Committees. This exercise would be completed by Autumn 2019 and an evaluation would be available by the end of 2019. Officers were working to develop an approach for mainstream participatory budgeting within the Council in order to meet the one percent requirement by the end of March 2021.

It was proposed that as a first step to raising members' awareness of participatory budgeting, briefing sessions, lasting no more than ten minutes, be arranged prior to Council meetings. This was agreed.

It was further proposed that member development, more generally, be considered at a future meeting of the Cross Party Sounding Board. This was agreed.

### **DECIDED:**

- (a) That as a first step to raising members' awareness of participatory budgeting, briefing sessions, lasting no more than 10 minutes, be arranged prior to Council meetings; and
- (b) That member development be considered at a future meeting of the Cross Party Sounding Board.

## 3 Climate Change Emergency

Under reference to item 9 of the Minute of the meeting of the Council held on 27 June 2019, there was submitted a report by the Chief Executive relative to the Council decision to declare a climate emergency and the establishment of a cross-party working group to explore options for action and to make recommendations to the Council by the end of financial year 2019/20.

The report sought views of members on the establishment of the working group, including membership, frequency of meetings and specific areas of interest/focus in order to ensure that this group had the right approach and membership and was able to work at pace to report back with recommendations to the Council within the agreed timescale.

It was proposed that the members of the Cross Party Sounding Board form the core membership of the climate emergency working group; that group leaders be asked if they wish to nominate a substitute or alternative member to the group, that officers make

recommendations to the group in terms of which key stakeholders should be invited to become members of the group; that the group determine its timetable to allow it to meet frequently, in order that its findings may be reported to the Council as soon as possible; that in terms of key areas for discussion, in the first instance there be a definition of 'climate emergency'; that officers undertake an audit of all work being done by Council services in terms of climate activities for presentation to the working group; that other areas for consideration could be recycling/disposal of waste; the extent of what could be achieved by planning/building control; and the implications of increased flooding and plant growth arising from climate change. This was agreed.

**DECIDED:**

- (a) That the members of the Cross Party Sounding Board form the core membership of the climate emergency working group; that group leaders be asked if they wish to nominate a substitute or alternative member to the group;
- (b) That officers make recommendations to the group in terms of which key stakeholders should be invited to become members of the group;
- (c) That the group determine its timetable to allow it to meet frequently in order that its findings may be reported to the Council as soon as possible;
- (d) That in terms of key areas for discussion, in the first instance there be a definition of 'climate emergency'; that officers undertake an audit of all work being done by Council services in terms of climate activities for presentation to the working group; that other areas for consideration could be recycling/disposal of waste; the extent of what could be achieved by planning/building control; and the implications of increased flooding and plant growth arising from climate change.