

**Department of Corporate and Community Services**

**Deputy Chief Executive: Caroline Innes BSc (Hons)**

Council Headquarters, Eastwood Park, Giffnock, East Renfrewshire, G46 6UG

Phone: 0141 577 3000 Fax: 0141 577 3834

website: [www.eastrenfrewshire.gov.uk](http://www.eastrenfrewshire.gov.uk)

Date: 6 September 2019

When calling please ask for: Eamonn Daly (0141-577-3023)

e-mail: [eamonn.daly@eastrenfrewshire.gov.uk](mailto:eamonn.daly@eastrenfrewshire.gov.uk)

TO: Provost Fletcher; Deputy Provost Cunningham; and Councillors Aitken, Bamforth, Buchanan, Convery, Devlin, Gilbert, Grant, Ireland, Lafferty, Macdonald, McLean, Merrick, Miller, O'Kane, Swift and Wallace.

**EAST RENFREWSHIRE COUNCIL**

A meeting of the East Renfrewshire Council will be held within the Council Chamber, Council Headquarters, Eastwood Park, Giffnock, on **Wednesday 11 September 2019 at 7.00 pm.**

The agenda of business is as listed below.

Yours faithfully

**Caroline Innes**

C INNES  
DEPUTY CHIEF EXECUTIVE

**Prior to the commencement of the meeting the Provost will make a statement that the meeting will be webcast live and recorded for later publicly accessible archive viewing.**

**PROGRAMME OF BUSINESS**

1. Report apologies for absence.
2. Declarations of Interest.
3. Submit for approval as a correct record and signature the Minute of meeting of the Council held on 26 June 2019.
4. Submit for approval as a correct record the Minutes of meetings for the period 27 June to 10 September 2019.

5. Items Remitted to the Council

- (i) Annual Treasury Management Report 2018/19 - Report by Head of Accountancy (Chief Financial Officer)(copy attached, pages 5 - 18)(Audit & Scrutiny Committee – 15 August 2019).

Audit & Scrutiny Committee Recommendation

That the Council:-

- (a) note the report; and
- (b) approve the organisations specified in the report for investment of surplus funds/
- (ii) General Fund Capital Programme - Report by Head of Accountancy (Chief Financial Officer)(copy attached, pages 19 - 42)(Cabinet – 29 August 2019).

Cabinet Recommendation

That the amendments to the Programme be approved.

- (iii) Housing Capital Programme – Joint Report by Head of Accountancy (Chief Financial Officer) and Director of Environment (copy attached, pages 43 - 48)(Cabinet – 29 August 2019).

Cabinet Recommendation

That the amendments to the Programme be approved.

6. Notice of Motion

Take up consideration of a notice of motion submitted by Councillor Miller and seconded by Councillor Swift, in the following terms:-

*This council noted the aims of the Give Them Time Campaign, set up by parents, both local and national, to share experiences of applying for a further year of Nursery funding for their child to defer starting P1;*

*understand that the national survey found that only 19% of parents knew about their legal right to defer children born between mid August to December compared to 80% knowing that children born in January and February;*

*notes that East Renfrewshire Council does not offer a guaranteed right to Nursery funding for deferred children born between mid August and December and agrees that, starting with applications for 2020/21 school year, any applications to defer a child's P1 start whose birthday falls between the start of the school year and February will be granted automatically, with a further one years Nursery funding provided,*

*agrees that this Authority will write to the Scottish Government to request Ministers engage with East Renfrewshire Council about the extra funding required within it's 2020/21 budget to finance all additional Nursery placements for children who have a legal right to defer the start of primary education under the terms of the Education Scotland Act (1980)*

7. **Statements by Conveners/Representatives on Joint Boards/Committees.**
8. **Renfrewshire Valuation Joint Board: Appointment of Replacement Representative - Report by Deputy Chief Executive (copy attached, pages 49 - 50).**
9. **Barrhead Housing Association: Nomination of Replacement Co-opted Member - Report by Deputy Chief Executive (copy attached, pages 51 - 56).**
10. **Provost's Engagements – Report by Deputy Chief Executive (copy attached, pages 57 - 58).**
11. **Scheme of Delegated Functions - Report by Deputy Chief Executive (copy attached, pages 59 - 136).**
12. **Review of Standing Orders - Report by Deputy Chief Executive (copy attached, pages 137 - 168).**
13. **Statutory Review of Polling Places and Polling Districts - Report by Deputy Chief Executive (copy attached, pages 169 - 178).**
14. **East Renfrewshire Health and Social Care Partnership Annual Performance Report – Report by Chief Officer, Health and Social Care Partnership (copy attached, pages 179 - 246).**
15. **Early Years Strategy Update – Joint Report by Chief Officer – HSCP and Director of Education (copy to follow).**
16. **Proposed Conservation Areas: Netherlee and Crookfur Cottage Homes – Report by Director of Environment (copy attached, pages 247 - 250).**
17. **May 2020: Early May Bank Holiday - Report by Deputy Chief Executive (copy attached, pages 251 - 252).**

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EAST RENFREWSHIRE COUNCILAUDIT & SCRUTINY COMMITTEE15 August 2019Report by Head of Accountancy (Chief Financial Officer)ANNUAL TREASURY MANAGEMENT REPORT FOR 2018/19**PURPOSE OF REPORT**

1. To advise the Audit & Scrutiny Committee on the Treasury Management activities for the year ending 31 March 2019.

**RECOMMENDATION**

2. It is recommended that the Committee: -

- a) note the Treasury Management Annual Report for 2018/19; and
- b) recommend to the Council that the attached organisations for investment of surplus funds be approved.

**BACKGROUND**

3. In line with the CIPFA Code of Practice on Treasury Management, the Audit & Scrutiny Committee is responsible for ensuring effective inspection of treasury management activities and this report is submitted in accordance with this requirement.

**SUMMARY**

4. Overall the report demonstrates a well-managed treasury function within the Council. The average interest rate on long-term borrowing has decreased slightly over the previous year, reflecting the scheduled maturity of existing borrowing with lower interest rates. The Council continues to adopt a prudent approach to treasury management and in particular the percentage of variable rate loans at 8.02% is well below the Council's approved upper limit of 30%. The resulting stability in borrowing assists the Council in responding to the current national economic pressures.

**RECOMMENDATION**

5. It is recommended that the Committee: -

- a) note the Treasury Management Annual Report for 2018/19; and
- b) recommend to the Council that the attached organisations for investment of surplus funds be approved.

**REPORT AUTHOR**

Further information is available from Barbara Clark, Chief Accountant, 577 3068.

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**KEY WORDS**

Treasury, borrowing , investments

M. McCrossan  
Head of Accountancy (Chief Financial Officer)  
BC

## ANNUAL TREASURY MANAGEMENT REPORT 2018/19

## 1. Actual External Debt

	<b>Borrowing 01/04/18 £M</b>	<b>Average Interest %</b>	<b>Borrowing 31/03/19 £M</b>	<b>Average Interest %</b>	<b>Change in year £M</b>
<b><u>Long Term Borrowing</u></b>					
Public Works Loan Board	67.29	4.72	74.71	4.22	7.42
Local Authority Bonds	14.40	4.60	14.40	4.60	-
PFI / PPP Finance Leases	94.79	7.19	90.48	7.19	(4.31)
SALIX Energy Efficiency Loan	0.07	-	0.04	-	(0.03)
<b>Total Long Term</b>	<b>176.55</b>	<b>6.03</b>	<b>179.63</b>	<b>5.74</b>	<b>3.08</b>
<b><u>Short Term Investments</u></b>					
Temporary Investments	<b>(60.21)</b>	<b>0.63</b>	<b>(67.14)</b>	<b>0.97</b>	<b>(6.93)</b>

## NOTES

- (i) For purposes of this report long-term borrowing means loans taken on a long-term basis. This differs from the Annual Accounts, which have to categorise long-term loans with less than a year until repayment as short-term loans. Loans above totalling £2.15million come into this category.
- (ii) The average interest rate on long-term borrowing has decreased by 0.29%.
- (iii) During the year additional borrowing of £10 million was made with the Public Works Loan Board and loans totalling £2.58 million matured.
- (iv) The Council's net external borrowing position has decreased in total by £3.85 million during the year.
- (v) The Council's activity in the temporary investments market is shown along with the corresponding interest rate movements in Appendices 2 - 5. All sums invested were for periods of less than 1 year. In response to difficulties in the financial markets and as part of a risk managed process designed to protect the principal of the sums invested, during the course of the year the maximum period of investment was restricted to 6 months, with the exception of those investments with the Bank of Scotland which are set at maximum of 1 year.
- (vi) At 31 March 2019, the Council had 8.02% of its total debt outstanding in variable rate loans. For the Council to gain a high level of stability in overall borrowing costs the Council's Treasury Policy Statement requires the exposure to variable rate loans to be less than 30% of the total debt outstanding.

## 2. PWLB

The primary source of medium/long term borrowing is from the UK Government through the Public Works Loan Board (PWLB). The PWLB provides loans to local authorities at rates, which are in general more attractive than loans available from other sources.

## 3. DEBT MATURITY PROFILE

The Council's debt maturity profile at 31 March 2019 is shown both below and in Graph format at Appendix 6.

It was a requirement of the Council's Treasury Policy Statement that the maximum amount of long-term debt maturing in any one year should be no more than 15% of the Council's long-term debt outstanding, at the time of borrowing.

The Council's debt Maturity Profile as at 31 March 2019 was within the agreed limits.

### Long Term Debt Maturity Profile as at 31 March 2019

	PWLB	Local Authority Bond	SALIX	Total	
	£M	£M	£M	£M	%
<b>19/20</b>	2.13		0.02	2.15	2.41
<b>20/21</b>	0.54		0.01	0.55	0.62
<b>21/22</b>	0.36		0.01	0.37	0.42
<b>22/23</b>	0.82		0.00	0.82	0.92
<b>23/24</b>	0.36		0.00	0.36	0.40
<b>24/25</b>	0.01		0.00	0.01	0.01
<b>25/26</b>	0.00		0.00	0.00	0.00
<b>26/27</b>	5.00		0.00	5.00	5.61
<b>27/28</b>	2.00		0.00	2.00	2.24
<b>28/29</b>	0.00		0.00	0.00	0.00
<b>After 2028/29</b>	63.49	14.40	-	77.89	87.37
<b>Total</b>	<b>74.71</b>	<b>14.40</b>	<b>0.04</b>	<b>89.15</b>	<b>100.00</b>

## 4. PRUDENTIAL INDICATORS

In line with the agreed monitoring arrangements for the Prudential Indicators, listed below there is a table showing all the prudential indicators comparing the approved indicator, as reported to the Council on 2 March 2018 along with the actual figures recorded at 31 March 2019, demonstrating that the Council is operating well within the limits set.

Prudential Indicator	Approved indicator	Actual	COMMENT
1. Capital Expenditure	£65,139,000	£41,187,000	Movement is due to revised planning of capital projects to future years, resulting in a commensurate movement of capital expenditure.



2. Ratio of Financing Costs to net Revenue Stream	General 9.32% HRA 38.80%	General 9.0% HRA 34.6%	Resulting from minor variances in both loan charges and net revenue streams.
3. Capital Financing Requirement	£215,890,000	£188,780,000	Movement is due to a reduction in net capital expenditure in both previous and current year .
4. Operational Boundary for External Debt	£221,545,000	£179,626,000	Movement is due mainly to only £10m of the anticipated in year borrowing of £50m from PWLB being undertaken, and existing in year debt being repaid.
5. Authorised Limit For External Debt	£240,558,000	£179,626,000	Approved indicator included an allowance of £50m for new debt and a further allowance to cover any unusual temporary movements, only £10m was required during the year. In addition existing debt was repaid during the year.
6. Gross Debt	£214,628,000	£179,626,000	Movement is mainly due to only £10m of the anticipated in year borrowing of £50m from the PWLB being undertaken.
7. Code of Practice For Treasury Management	The Council has adopted the CIPFA Treasury Management in the Public Services: Code of Practice and Cross-Sectoral Guidance Notes	All of the approved activities within the Council Treasury Management Policy Statement have been complied with.	

## 5. APPROVED ORGANISATIONS FOR INVESTMENT

In line with normal practice the status of all Banks and Building Societies has been reviewed in order to amend the current list of approved organisations for investment (see appendix 7). All lending is in line with the permitted methods of investment which were approved by Council on 2 March 2018 as part of the Treasury Management Strategy report.

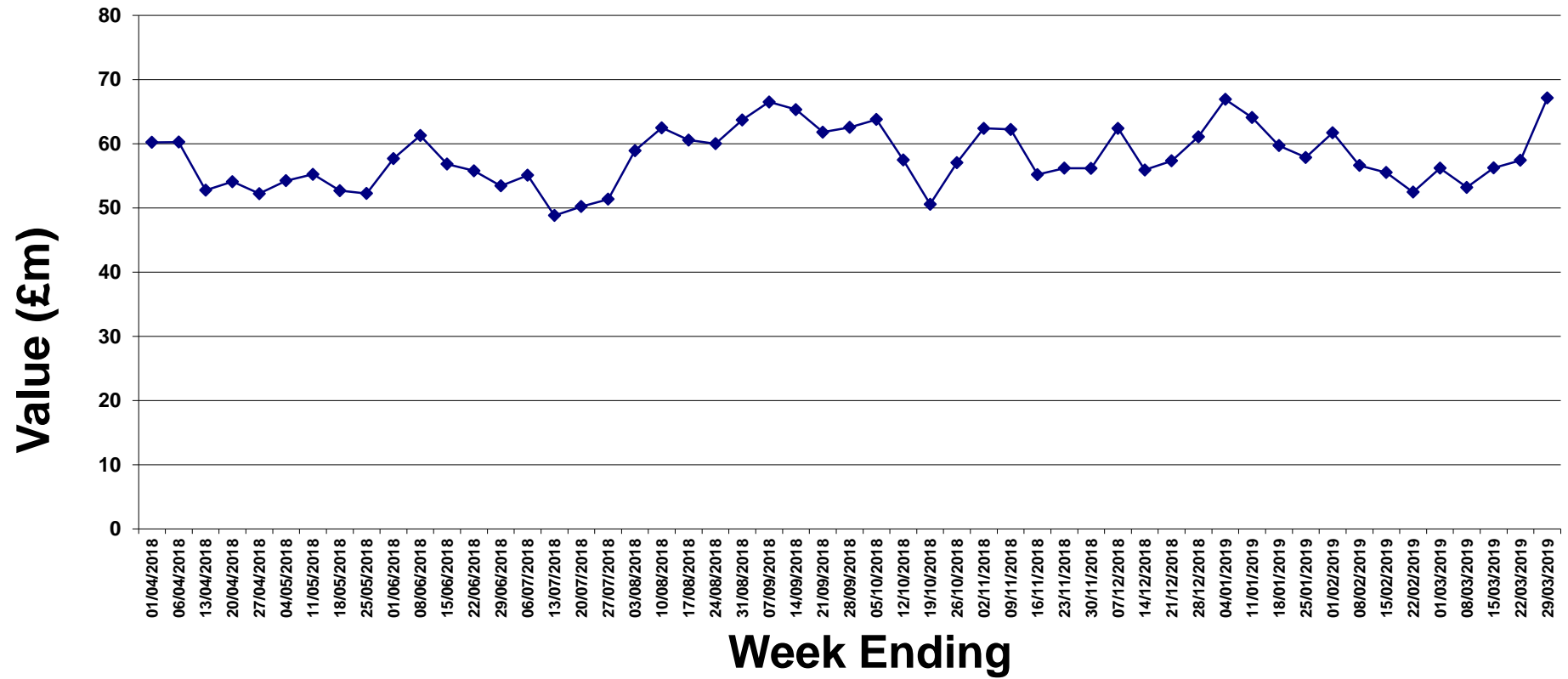
As a result of the banking crisis and in line with prudent financial management, investment has been restricted to UK organisations with high credit ratings. Also, the maximum period of investment was restricted to 6 months, with the exception of loans to the Bank of Scotland, in line with advice from our Treasury Advisers, Link Asset Services. These measures have been taken as part of a risk managed process designed to protect the principal of the sums invested.

Credit ratings of organisations on the counter-party list are subject to continuous monitoring and review to ensure that subject to available professional advice, approved organisations remain sound for investment purposes.

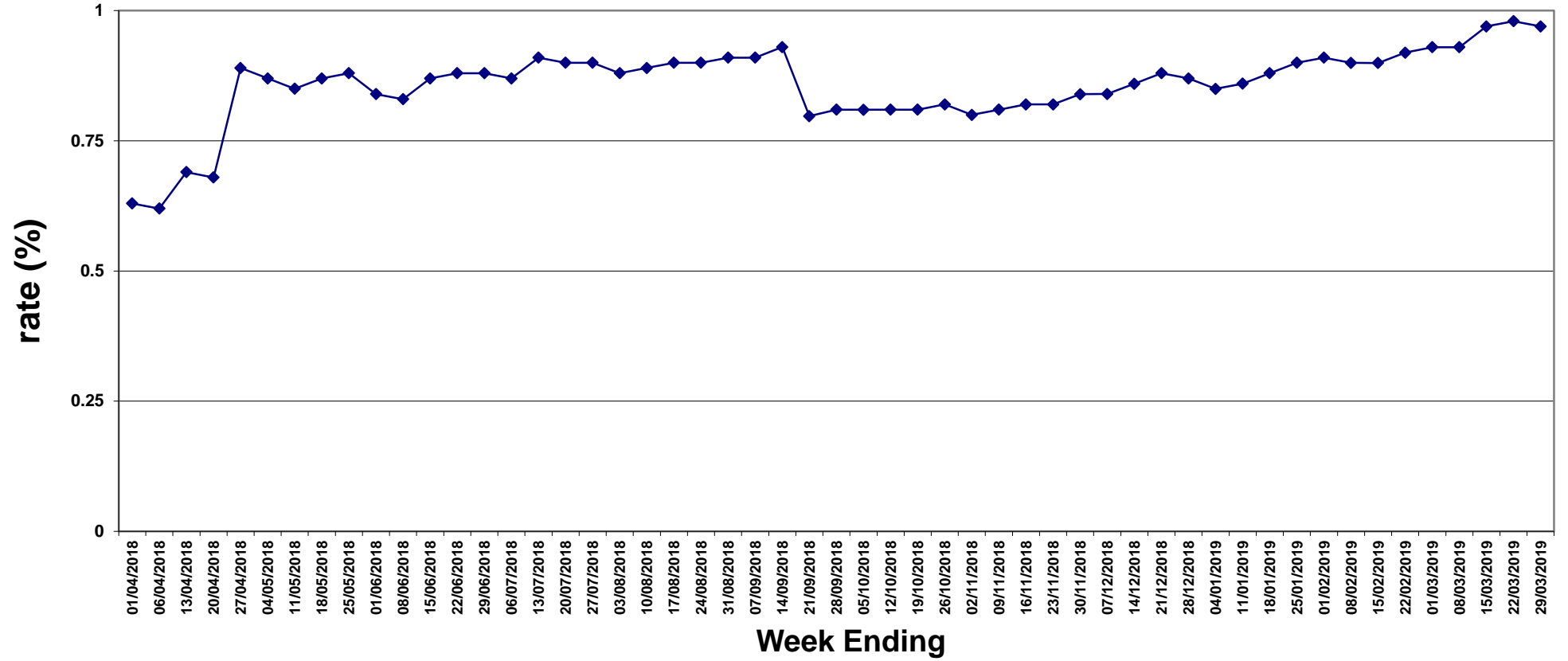
## **6. TREASURY MANAGEMENT RISK**

Within the Operational Risk Register for Accountancy Services there is a risk listed that highlights the difficulty in obtaining sufficient institutions, that meet the Council's criteria, to invest surplus funds with. To minimise this risk the Council has seven Money Market Funds which provide highly diversified investments.

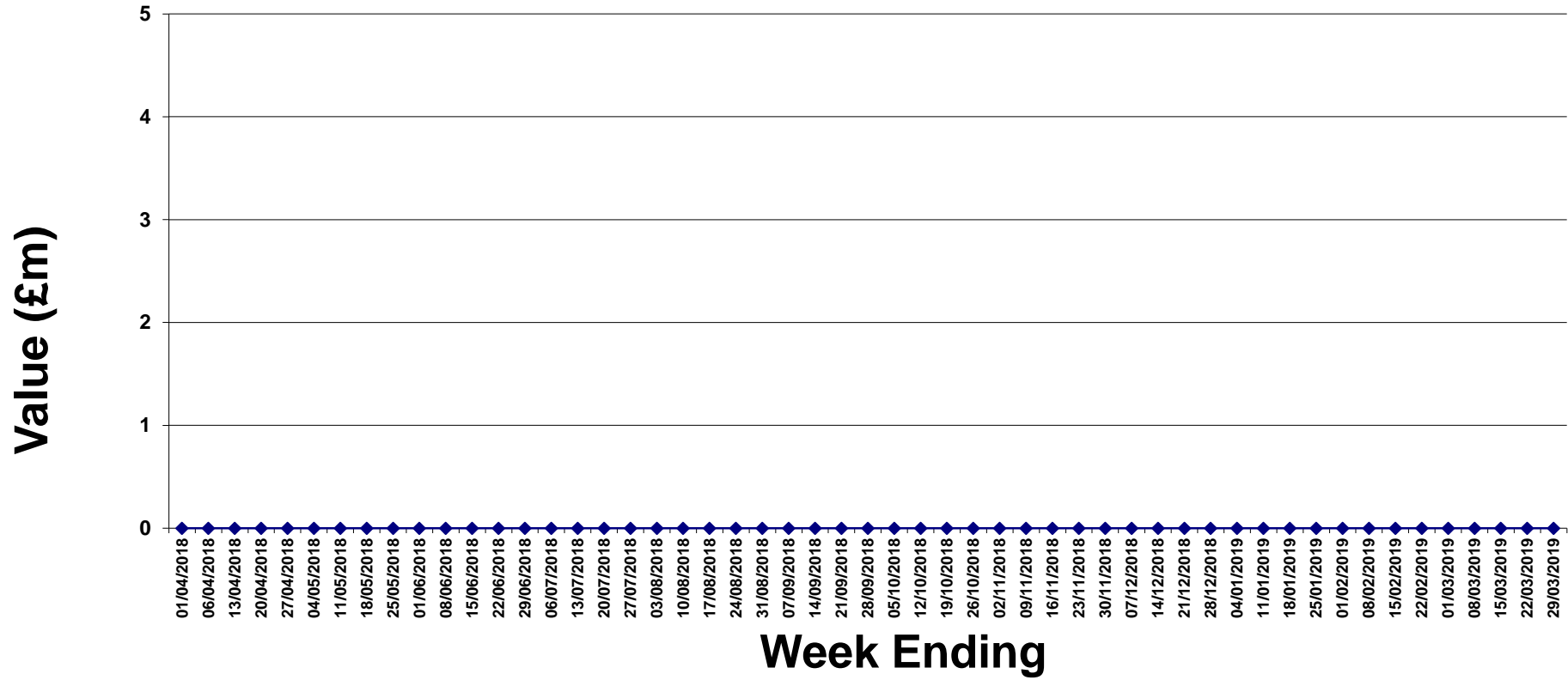
### Temporary Deposits Weekly Movement (April 2018 - March 2019)



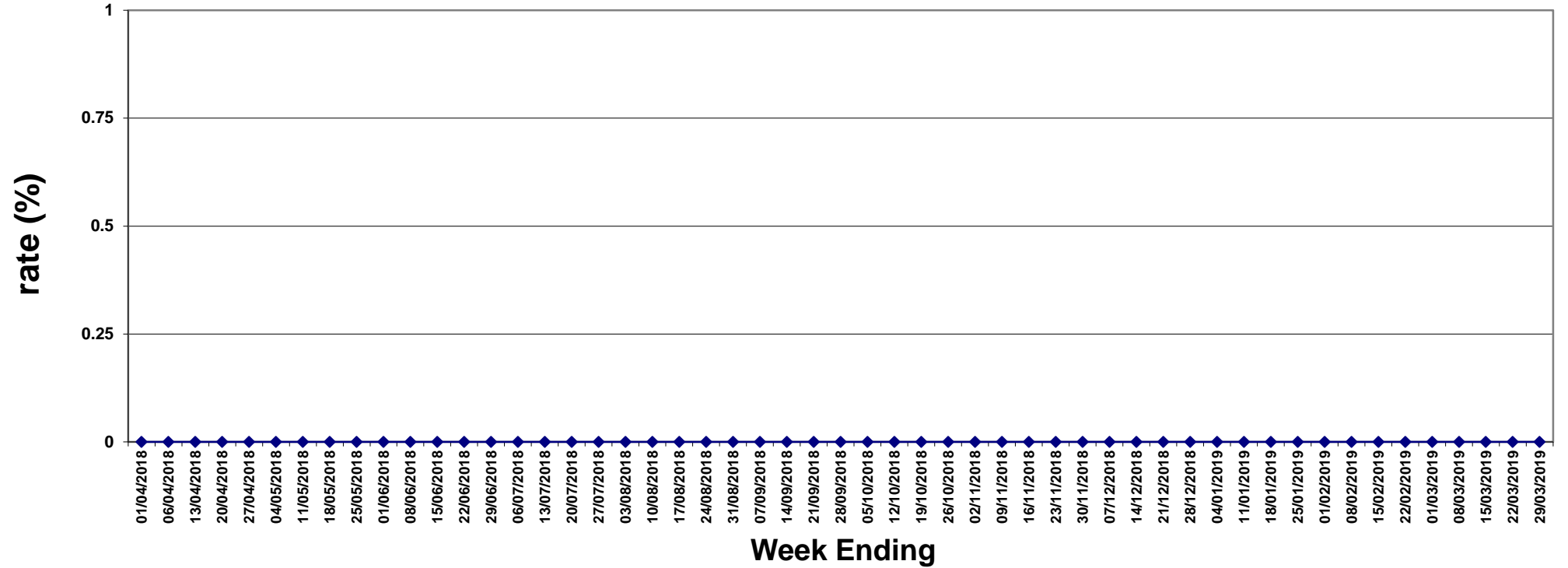
### Temporary Deposit Interest Rate Movements (April 2018 - March 2019)



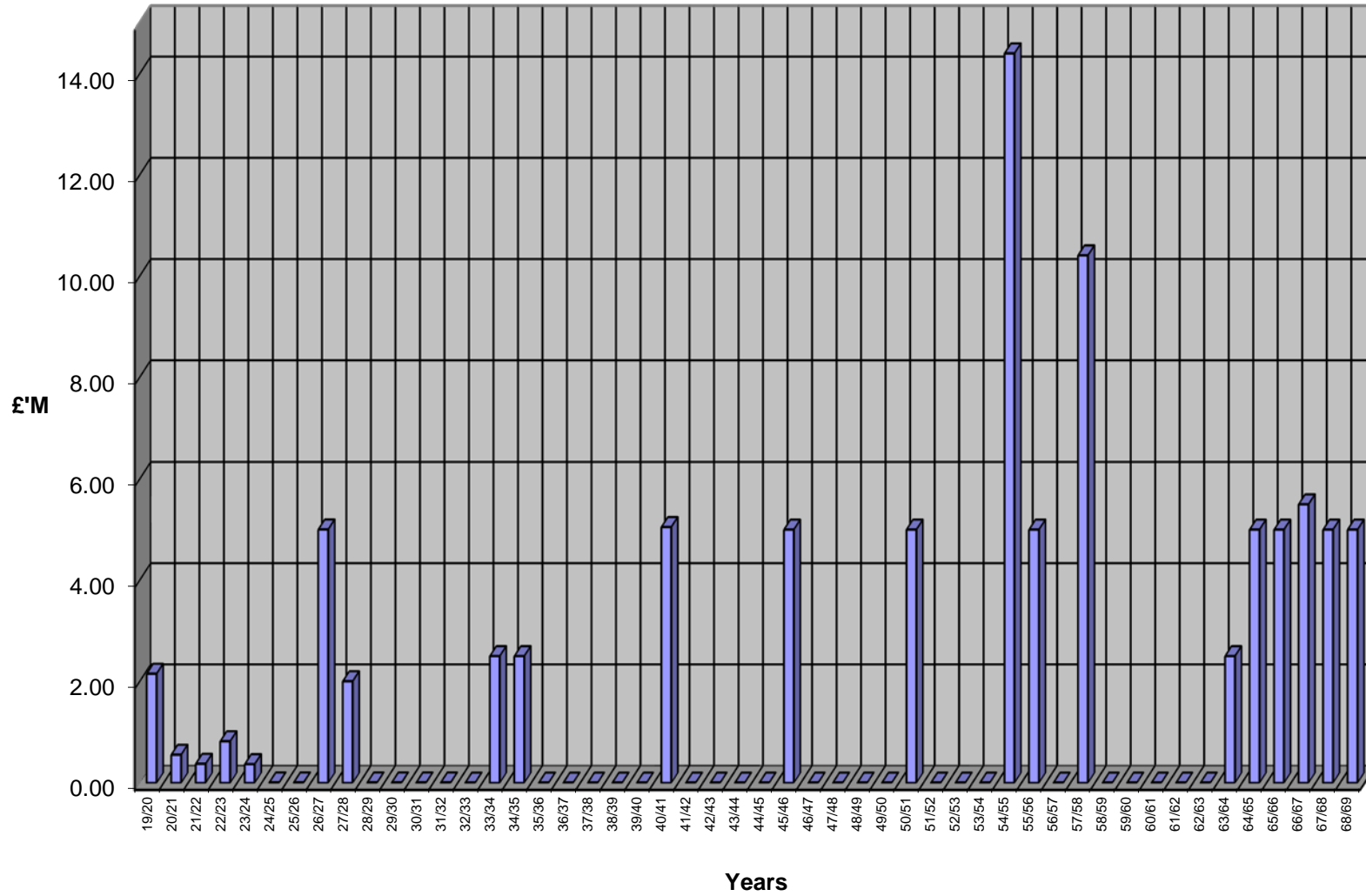
### Temporary Borrowing Weekly Movement (April 2018 - March 2019)



### Temporary Borrowing Interest Rate Movements (April 2018 - March 2019)



Long Term Debt Maturity Profile as at 31/03/19



## EAST RENFREWSHIRE COUNCIL

## ORGANISATIONS APPROVED FOR THE INVESTMENT OF SURPLUS FUNDS

## Limits

Banking Group	Individual Counterparty	Deposit	Transaction
Bank of England	Debt Management Office	£5m	£5m
	UK Treasury Bills		
Goldman Sachs International Bank		£5m	£5m
Lloyds Banking Group:	Bank of Scotland plc	£10m	£10m
	Lloyds Bank plc		
Royal Bank of Scotland Group:	Royal Bank of Scotland plc	£5m	£5m
	National Westminster Bank		
Barclays Banking Group	Barclays Bank plc	£5m	£5m
Standard Chartered Bank		£5m	£5m
Santander Group	Santander UK plc	£5m	£5m
Clydesdale Bank		£0m	£0m
<b>Building Societies</b>			
Nationwide		£5m	£5m
<b>Local Authorities</b>			
All Local Authorities including Police & Fire		£5m	£5m
<b>Money Market Funds</b>			
Maximum limit of £5m per fund, with the exception of Federated which has a maximum limit of £10m		£35m	£5m

## Credit Ratings

	Fitch		Moody's		S&P	
	LT	ST	LT	ST	LT	ST
Minimum Criteria (unless Government backed) (please note credit ratings are not the sole method of selecting counterparty)	A-	F1	A3	P-1/P-2	A	A-1/A-2

## Limit

Investment of surplus funds is permitted in each of the above organisations, limits can only be exceeded or another organisation approved with written permission of the Chief Financial Officer.



**Deposit Periods**

The maximum period for any deposit is based on the Link Asset Services suggested Duration matrix with a maximum of 6 months. The exception to this is deposits with the Bank of Scotland which is set at 1 year. These limits can only be exceeded with the written permission of the Chief Financial Officer.

Hub scheme deposit periods are dependent on the lifetime of the associated scheme.

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EAST RENFREWSHIRE COUNCILCABINET29 August 2019Report by the Chief Financial OfficerGENERAL FUND CAPITAL PROGRAMME**PURPOSE OF REPORT**

1. The purpose of this report is to monitor expenditure as at 30 June 2019 (Quarter 1) against the approved Capital Programme for 2019/20 and to recommend adjustments where necessary.

**RECOMMENDATIONS**

2. The Council is asked to:-
  - (a) note and approve the movements within the programme; and
  - (b) note the shortfall of £0.425m and that this will be managed and reported on a regular basis.

**CURRENT POSITION**

3.	Total anticipated expenditure (Appendix A)	£48.448m
	Total anticipated resources (Appendix B)	<u>£48.023m</u>
	Shortfall	<u>£ 0.425m</u>

**INCOME MOVEMENTS**

4. The main income movements are as follows: -
  - i. Borrowing
 

Planned borrowing in the current financial year has been increased by £3.100m due to a delay in anticipated capital receipts and developers contributions noted below. Borrowing has subsequently been reduced to reflect changes in the timing of expenditure across the programme detailed in this report, along with a managed shortfall, resulting in a net decrease in borrowing of £0.486m.

City Deal  
City Deal grant has been increased from £1.200m to £1.338m to reflect revised estimates from the City Deal project team.

Scottish Environmental Protection Agency  
Expenditure on the White Cart Tributaries Environmental Improvements project is fully funded by grant. As a result of the increase in current year expenditure noted in this report, grant funding has been increased by £0.076m.

## Capital Receipts

The sale of Calderwood Lodge is progressing but is subject to planning with the window stretching into summer 2020, therefore the receipt is now expected to fall into 2020/21. Agreement has yet to be reached on the sale of Shanks Park with this unlikely to be concluded in the current financial year. As such, anticipated capital receipts in year has been reduced by £2.850m. While this has the effect of increased borrowing in 2019/20 it will be offset by a reduction in borrowing in 2020/21.

## Developers Contributions

An element of developers' contributions relating to the Joint Faith PS project is dependent on the timing of the sale of Calderwood Lodge. Should the sale fall into 2020/21, the timing for receipt of a total of £0.250m contributions will also be affected. This has been reflected in this report.

## EXPENDITURE MOVEMENTS

5. The total estimated expenditure has reduced by £2.947m below the level reported to Council on 26 June 2019. The main movements are as follows: -

### Revised Project Timing

i. Property - Schools

Kirkhill Primary School Rewire – phases 1-4 are complete however access to continue the programme is now likely to fall into 2020/21 and as such, £0.106m of expenditure will fall into next year.

Schools Major Maintenance – The window renewal programme at Carolside, Woodfarm, and St Lukes (total cost £0.602m) is dependent on access during school holiday periods. These are non-standard windows and have taken longer to order. They were originally to be installed over the summer holidays (2019). However, they will now be installed over the October holiday this year and the Easter holiday next year. As such a total of £0.171m will fall into 2020/21 to align with this timescale

ii. Property – Other

Eastwood Park Campus Improvements – this is now unlikely to progress in the current year and expenditure has been reduced from £0.213m to zero for 2019/20. This budget will be required in 2020/21.

Office Accommodation – A total of £0.250m is anticipated in the current year as part of the ongoing review of accommodation strategy. The remainder of this budget (£1.859m) will fall into 2020/21.

Capital Investment in Energy Efficiency Measures (NDEE Initiative) – some projects in progress with a number of others proposed however this is likely to spend £0.160m less than the approved budget in year with the remainder falling into 2020/21.

iii. Open Spaces

Land & Property Acquisitions – there are no planned acquisitions in 2019/20 however the approved budget of £0.255m will be required in future years.

White Cart Tributaries Environmental Improvements – work can be brought forward on this project with an increase in anticipated spend in the current year of £0.076m. This will be matched by a reduction in 2020/21.

Cowan Park – Facility improvements at the gatehouse and bowling club will take place this year however a total of £0.100m requires to be carried forward to 2020/21.

iv. Roads, City Deal

Levern Valley Accessibility Project, Aurs Road/Levern Valley Link – some design work on the Levern Valley Link element will now take place in the current year and as such an increase in 2019/20 budget of £0.050m is required with 2020/21 subsequently reduced by that amount.

Roads (General) – a number of timing variances across the programme, along with rescheduling of work at A77 Fenwick Road to 2020/21 has allowed work at B767 Eaglesham Road to be brought forward to 2019/20. There is no change to the total 2019/20 outturn on these projects.

Roads Additional Capital Works – An allocation of £3.000m per annum was approved for improvement works across the council area. An ambitious programme of works is underway however this is currently anticipated to be around £0.200m below budget with the remainder falling into 2020/21. This will remain under review with further projects considered where capacity allows.

Expenditure reductions resulting from revised project timing are not cost savings but simply a transfer of expenditure to future financial years.

## **Expenditure Variances and Transfers**

v. Property – Schools

Crookfur Primary School and Nursery

This project is complete with final retention payment made however some small fees remain outstanding. This is currently £0.006m over budget however this will be covered by a transfer from the Retentions – all services line once the final figure is confirmed.

Early Learning and Childcare Expansion

Following review of tender returns and value engineering, the overall cost to complete the expansion programme has increased by £0.250m.

New Non-Denominational PS (Maidenhill Primary)

Review of costings and progress for this project has identified savings in this project. It is proposed to transfer £0.250m of savings identified to cover the increase in cost of the Early Learning and Childcare Expansion project.

Schools Major Maintenance – Window renewal projects at Hazeldene Family Centre and St Josephs PS will be completed for lower than anticipated. It is proposed to fund a small increase in the cost of rear stair improvements at Mearns Castle HS from this and transfer the remainder (£0.013m) to Provisional Sums to support other works as required.

vi. Property – Other

Auchenback Family Centre & Community Hub – this is now complete with final payments made, resulting in a £0.004m underspend.

Boiler Replacement and Roof Improvements – An increase in costs of £0.040m can be funded by a transfer from Provisional Sums.

Legionella Remedial Improvements – some further work required in this project and a transfer of £0.006m from Provisional Sums is proposed to cover this.

vii. Council Wide ICT

Agile Working Solutions (HSCP) – This is complete with a saving of £0.011m.

**COMMENT**

6. The projected shortfall of £0.425m represents 0.88% of the resources available and is within manageable limits.

**PARTNERSHIP WORKING**

7. This report has been prepared following consultation with appropriate staff from various departments within the Council including Property and Technical Services and Information Technology.

**RECOMMENDATIONS**

8. The Council is asked to:-
- (a) note and approve the movements within the programme; and
  - (b) note the shortfall of £0.425m, and that this will be managed and reported on a regular basis.

Further information is available from Mark Waugh, Principal Accountant – Capital, telephone 0141 577 3123.

Margaret McCrossan  
Head of Accountancy Services (Chief Financial Officer)  
MMcC/PP  
4 September, 2019

**GENERAL FUND CAPITAL PROGRAMME**

**PROGRESS REPORT**

**2019/2020**

	<b>ANNUAL COSTS £'000</b>		
	<b>CURRENT YEAR APPROVED AT 26.06.19</b>	<b>PROJECTED OUTTURN FOR CURRENT YEAR</b>	<b>ACTUAL EXPENDITURE IN YEAR</b>
Property - Schools	22,488	22,217	2,274
Property - Culture & Leisure	1,647	1,647	88
Property - Other	9,621	7,385	312
Open Spaces	3,424	3,145	147
Roads	5,675	5,525	620
Corporate Wide - ICT	6,093	6,082	484
Fleet	2,447	2,447	167
<b>TOTAL</b>	<b>51,395</b>	<b>48,448</b>	<b>4,092</b>

	<b>TOTAL COST £'000</b>	
<i>SPENT PRIOR TO 31.03.19</i>	<i>PREVIOUS TOTAL COST</i>	<i>REVISED TOTAL COST</i>
	37,960	101,117
	3,017	31,314
	14,346	39,025
	699	4,726
	1,635	40,550
	5,340	14,366
	0	2,447
	62,997	233,545
		234,351

**GENERAL FUND CAPITAL PROGRAMME**

**PROGRESS REPORT**

**2019/2020**

Property - Schools

<b>ANNUAL COSTS £'000</b>								<b>TOTAL COST £'000</b>		
<b>COST CODE</b>	<b>PROJECT NAME</b>	<b>APPROVAL DATE</b>	<b>LEG COMM</b>	<b>CURRENT YEAR APPROVED AT 26.06.19</b>	<b>PROJECTED OUTTURN FOR CURRENT YEAR</b>	<b>ACTUAL EXPENDITURE IN YEAR</b>	<b>COMMENT</b>	<b>SPENT PRIOR TO 31.03.19</b>	<b>PREVIOUS TOTAL COST</b>	<b>REVISED TOTAL COST</b>
	Schools Major Maintenance		Y	1,077	906	4	N/A	0	1,077	1,077
3568	Crookfur PS & Nursery Condition Improvements		Y	114	120	120	Complete - retention payments outstanding	8,763	8,877	8,883
3562	Joint Faith Campus (New Denominational PS for Mearns Area & Relocation of Calderwood Lodge PS)	12.02.15	Y	209	209	0	Complete - retention payments outstanding	16,462	16,671	16,671
3588	New Non-Denominational PS For Newton Mearns (2 Stream + 60:60 Nursery)	29.09.16	Y	5,627	5,627	1,890	On site, progressing on target.	9,396	15,300	15,050
	St Cadoc'S Ps Remodelling To Provide Pre-Five Provision For 3 & 4 Years Olds	02.03.18		524	524	189	On site, work in progress	166	690	690
3589	Early Learning & Childcare - Expansion to 1,140 Hours, Phase 1	09.02.17	Y	381	381	71	Ongoing	2,179	2,560	2,560
3605	Early Learning & Childcare - Expansion to 1,140 Hours, Phase 2	02.03.18		13,706	13,706	0	Ongoing	348	22,092	22,342
	Early Years - Crookfur/Fairweather/Overlee Masterplanning	02.03.18		60	60	0	Ongoing	0	60	60
3526	Security (CCTV) Expansion	09.02.12		71	71	0	Ongoing	129	200	200
3587	Kirkhill PS - Rewire	09.03.16	Y	126	20	0	Phases 1 to 4 complete, remainder will fall into 2020/21	365	491	491
3596	Education Provision In Neilston ( Campus Development Study)	09.02.17	Y	14	14	0	Work in progress	151	165	165
	St Ninian's HS Additional Temp Accomodation	28.02.19		29	29	0	Work to be programmed	1	2,200	2,200



**GENERAL FUND CAPITAL PROGRAMME**

**PROGRESS REPORT**

**2019/2020**

Property - Schools

<b>ANNUAL COSTS £'000</b>								<b>TOTAL COST £'000</b>		
<b>COST CODE</b>	<b>PROJECT NAME</b>	<b>APPROVAL DATE</b>	<b>LEG COMM</b>	<b>CURRENT YEAR APPROVED AT 26.06.19</b>	<b>PROJECTED OUTTURN FOR CURRENT YEAR</b>	<b>ACTUAL EXPENDITURE IN YEAR</b>	<b>COMMENT</b>	<b>SPENT PRIOR TO 31.03.19</b>	<b>PREVIOUS TOTAL COST</b>	<b>REVISED TOTAL COST</b>
new code to follow	Learning & Leisure in Neilston	28.02.19		200	200	0	Work to be programmed	0	30,384	30,384
3618	St Mark's Car Park	28.02.19		350	350	0	At design stage	0	350	350
				<b>22,488</b>	<b>22,217</b>	<b>2,274</b>		<b>37,960</b>	<b>101,117</b>	<b>101,123</b>

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Property - Culture & Leisure

							<b>ANNUAL COSTS £'000</b>
<b>COST CODE</b>	<b>PROJECT NAME</b>	<b>APPROVAL DATE</b>	<b>LEG COMM</b>	<b>CURRENT YEAR APPROVED AT 26.06.19</b>	<b>PROJECTED OUTTURN FOR CURRENT YEAR</b>	<b>ACTUAL EXPENDITURE IN YEAR</b>	<b>COMMENT</b>
5211 & 5284	Barrhead Foundry Refurbishment (including Pool & Filtration System)	09.02.17	Y	38	38	0	Complete - retention payments outstanding
	Barrhead Foundry Final Phase Works	02.03.18		516	516	71	Work in progress
5288	Eastwood Park Leisure - Entrance	02.03.18		66	66	17	Work in progress
5131	Education - Theatre Equipment	09.02.17		54	54	0	Work to be programmed
5280	Equipment - Gym and Theatre	28.06.17	Y	277	277	0	Work programmed
5296	Lock & Leave Library Completion	02.03.18	Y	17	17	0	Work in progress
	Eastwood Park Leisure - Refurbishment	28.02.19		100	100	0	At design stage - consultancy costs only this financial year
	ERCLT General Building Improvement Fund	28.02.19		150	150	0	Work to be programmed
	Eastwood HS Sports Centre Changing Rooms/Disabled Facilities	28.02.19		429	429	0	At design stage
				<b>1647</b>	<b>1,647</b>	<b>88</b>	

			<b>TOTAL COST £'000</b>
<b>SPENT PRIOR TO 31.03.19</b>	<b>PREVIOUS TOTAL COST</b>	<b>REVISED TOTAL COST</b>	
2,822	2,860	2,860	
134	650	650	
34	100	100	
0	54	54	
0	277	277	
27	44	44	
0	26,000	26,000	
0	900	900	
0	429	429	
<b>3,017</b>	<b>31,314</b>	<b>31,314</b>	

**GENERAL FUND CAPITAL PROGRAMME**

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Property - Other

							<b>ANNUAL COSTS £'000</b>			<b>TOTAL COST £'000</b>		
<b>COST CODE</b>	<b>PROJECT NAME</b>	<b>APPROVAL DATE</b>	<b>LEG COMM</b>	<b>CURRENT YEAR APPROVED AT 26.06.19</b>	<b>PROJECTED OUTTURN FOR CURRENT YEAR</b>	<b>ACTUAL EXPENDITURE IN YEAR</b>	<b>COMMENT</b>	<b>SPENT PRIOR TO 31.03.19</b>	<b>PREVIOUS TOTAL COST</b>	<b>REVISED TOTAL COST</b>		
	<b>1. HSCP</b>											
3551	Auchenback Family Centre & Community Hub (Joint With Education)	07.02.13	Y	4	0	0	Project Complete	5,265	5,269	5,265		
	<b>2. City Deal</b>											
6662	Barrhead South Access - New Railway Station	09.03.16		100	100	20	Design stage completed, construction to begin in 2020/21	110	10,354	10,354		
6701	Barrhead South Access - Balgraystone Road	09.03.16		1,544	1,544	108	At design stage, site start mid 2019	466	2,210	2,210		
6663/4	Country Park Visitor Centre & Infrastructure	09.03.16		90	90	16	At design stage, progress made on technical and legal fronts	187	4,836	4,836		
6660/5	Greenlaw Business Incubator And Innovation Centre & Employment Support Linked To Barrhead Foundry	09.03.16	Y	374	374	32	Work complete - payments outstanding	5,348	5,722	5,722		
	<b>3. ENVIRONMENT - OTHER PROJECTS</b>											
6685	Thornliebank Depot Mechanical Extraction	09.03.16	Y	39	39	0	Complete - payments outstanding	102	141	141		
	Cowan Park Changing Facilities	09.02.17		289	289	3	Feasibility assessment ongoing	11	300	300		

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Property - Other

							<b>ANNUAL COSTS £'000</b>			<b>TOTAL COST £'000</b>		
<b>COST CODE</b>	<b>PROJECT NAME</b>	<b>APPROVAL DATE</b>	<b>LEG COMM</b>	<b>CURRENT YEAR APPROVED AT 26.06.19</b>	<b>PROJECTED OUTTURN FOR CURRENT YEAR</b>	<b>ACTUAL EXPENDITURE IN YEAR</b>	<b>COMMENT</b>	<b>SPENT PRIOR TO 31.03.19</b>	<b>PREVIOUS TOTAL COST</b>	<b>REVISED TOTAL COST</b>		
	Cathcart Cemetery Welfare Facilities	02.03.18	Y	48	48	0	Work in progress	42	90	90		
6511	Greenhags Access Road	02.03.18	Y	23	23	0	Retention payment outstanding	477	500	500		
	Crookfur Pavilion Changing Upgrade	28.02.19		650	650	0	Work to be programmed	0	805	805		
	Overlee Pavilion Changing	28.02.19		905	905	0	Work to be programmed	0	905	905		
	Bonnyton House	28.02.19		434	434	0	Due to commence January 2020	0	434	434		
	<b>4. COUNCIL WIDE PROPERTY</b>											
	Retentions - All Services	09.02.17		68	68	0		0	68	68		
1646	Vacant (Surplus) Property/ Demolition	12.02.15	Y	134	134	1	Ongoing	142	276	276		
1647	Capelrig House Remedial Works	09.03.16		50	50	0	Work in progress	0	50	50		
1650	Eastwood Park Campus Improvements	09.02.17	Y	213	0	0	Will fall into 2020/21	309	522	522		
2004	Office Accommodation	02.03.18		2,109	250	0	Further work to be programmed	91	2,200	2,200		
1652	Capital Investment In Energy Efficiency Measures (NDEE Initiative)	09.02.17	Y	733	573	0	Work in progress	1,021	1,754	1,754		

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Property - Other

				<b>ANNUAL COSTS £'000</b>			
<b>COST CODE</b>	<b>PROJECT NAME</b>	<b>APPROVAL DATE</b>	<b>LEG COMM</b>	<b>CURRENT YEAR APPROVED AT 26.06.19</b>	<b>PROJECTED OUTTURN FOR CURRENT YEAR</b>	<b>ACTUAL EXPENDITURE IN YEAR</b>	<b>COMMENT</b>
	Property Maintenance			1,814	1,814	132	N/A
				<b>9,621</b>	<b>7,385</b>	<b>312</b>	

			<b>TOTAL COST £'000</b>		
<b>SPENT PRIOR TO 31.03.19</b>	<b>PREVIOUS TOTAL COST</b>	<b>REVISED TOTAL COST</b>			
775	2,589	2,589			
<b>14,346</b>	<b>39,025</b>	<b>39,021</b>			

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Open Spaces

							<b>ANNUAL COSTS £'000</b>			<b>TOTAL COST £'000</b>		
<b>COST CODE</b>	<b>PROJECT NAME</b>	<b>APPROVAL DATE</b>	<b>LEG COMM</b>	<b>CURRENT YEAR APPROVED AT 26.06.19</b>	<b>PROJECTED OUTTURN FOR CURRENT YEAR</b>	<b>ACTUAL EXPENDITURE IN YEAR</b>	<b>COMMENT</b>	<b>SPENT PRIOR TO 31.03.19</b>	<b>PREVIOUS TOTAL COST</b>	<b>REVISED TOTAL COST</b>		
	<b>1. Regeneration</b>											
6648 & 6698	Public Realm/Town Centre Resilience	09.03.16	Y	79	79	2	Work in progress	171	250	250		
	Giffnock Town Centre Improvements	02.03.18		10	10	0	Work to be programmed	0	10	10		
6678	Other Public Realm	09.03.16		17	17	0	At design stage	3	20	20		
	Clarkston Town Centre Action And Traffic Management Improvements	09.02.17		192	192	131	Work in progress	25	217	217		
6592	Thornliebank Town Centre Action Plan	09.02.17		117	117	1	At design stage	3	120	120		
6649	Land And Property Acquisitions	12.02.15		255	0	0	Work to be programmed	144	399	399		
6655	Country Park - Tourism Infrastructure And Economic Activity Projects	13.02.14		184	184	0	At design stage	51	235	235		
6694	White Cart Tributaries Environmental Improvements			614	690	10	At design stage - funded by SEPA grant	47	1,264	1,264		
	<b>2. Environment - Other Projects</b>											
6532	Environment Task Force	02.03.18		40	40	0	At design stage	0	40	40		
6530	Town Centre Action	09.03.16		78	78	0	At design stage	0	78	78		
5295	Parks, Cemeteries & Pitch Improvements	02.03.18	Y	300	300	3	Work in progress	0	300	300		

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Open Spaces

<b>ANNUAL COSTS £'000</b>							
<b>COST CODE</b>	<b>PROJECT NAME</b>	<b>APPROVAL DATE</b>	<b>LEG COMM</b>	<b>CURRENT YEAR APPROVED AT 26.06.19</b>	<b>PROJECTED OUTTURN FOR CURRENT YEAR</b>	<b>ACTUAL EXPENDITURE IN YEAR</b>	<b>COMMENT</b>
	Cowan Park	02.03.18		316	216	0	Work to be programmed
6681	Woodfarm - Grass Pitches	12.02.15		2	2	0	Complete - payments outstanding
6693	Mearns Historic Kirkyard Protective Works	09.02.17	Y	3	3	0	Complete - payments outstanding
	Regeneration Projects - Provisional Sums	28.02.19		201	201	0	Work to be programmed
	Town Centre Regeneration			981	981	0	SG Grant funded. Projects to be identified
	<b>3. Education - Other Projects</b>						
3586	St Ninian's HS - Rugby Pitch	09.03.16	Y	35	35	0	final element of work to be completed
				<b>3,424</b>	<b>3,145</b>	<b>147</b>	

<b>TOTAL COST £'000</b>		
<b>SPENT PRIOR TO 31.03.19</b>	<b>PREVIOUS TOTAL COST</b>	<b>REVISED TOTAL COST</b>
0	316	316
57	59	59
81	84	84
0	201	201
0	981	981
117	152	152
<b>699</b>	<b>4,726</b>	<b>4,726</b>

**GENERAL FUND CAPITAL PROGRAMME**

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Roads

							<b>ANNUAL COSTS £'000</b>			
<b>COST CODE</b>	<b>PROJECT NAME</b>	<b>APPROVAL DATE</b>	<b>LEG COMM</b>	<b>CURRENT YEAR APPROVED AT 26.06.19</b>	<b>PROJECTED OUTTURN FOR CURRENT YEAR</b>	<b>ACTUAL EXPENDITURE IN YEAR</b>	<b>COMMENT</b>	<b>TOTAL COST £'000</b>		
								<i>SPENT PRIOR TO 31.03.19</i>	<i>PREVIOUS TOTAL COST</i>	<i>REVISED TOTAL COST</i>
	<b>1. City Deal</b>									
6659	Levern Valley Accessibility Project - Aurs Road Realignment	09.03.16		1,000	1,000	256	Design and investigation work progressing. On site Oct 2019 however majority of work will fall into 20/21. Additional project cost funded by Sustrans (10/20)	907	10,185	10,185
	Levern Valley Accessibility Project - Levern Valley Link	09.03.16		0	50	6	Element of design work will now take place in the current year with construction beginning 2020/21	121	10,320	10,320
	<b>2. ERC Roads</b>									
6692	Lighting - Core Cable & Equipment Replacement	02.03.18	Y	160	160	6	Work in progress	0	160	160
6671	Bridges Refurbishment & Pointing Work	02.03.18	Y	53	53	24	Work in progress	0	53	53
6173	Principal Inspection Group 1-6	02.03.18	Y	21	21	0	Work in progress	0	21	21
6180	Traffic Calming Studies	02.03.18	Y	25	25	4	Work in progress	0	25	25
6175	Road Safety Measures/Equipment at Schools	02.03.18	Y	20	20	1	Work in progress	0	20	20
6251	Safe Routes to School	02.03.18	Y	20	20	8	Work in progress	0	20	20
6246	A77 Ayr Road Reconstruction	02.03.18		125	125	0	Work in progress	216	345	345
6268	B769 Stewarton Rd (Rural) Reconstruction	02.03.18	Y	100	172	2	Work in progress	161	770	770



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Roads

							<b>ANNUAL COSTS £'000</b>			<b>TOTAL COST £'000</b>		
COST CODE	PROJECT NAME	APPROVAL DATE	LEG COMM	CURRENT YEAR APPROVED AT 26.06.19	PROJECTED OUTTURN FOR CURRENT YEAR	ACTUAL EXPENDITURE IN YEAR	COMMENT	SPENT PRIOR TO 31.03.19	PREVIOUS TOTAL COST	REVISED TOTAL COST		
6267	B769 Thornliebank/Spiersbridge Reconstruction	02.03.18	Y	166	120	0	Work in progress	158	324	324		
6152	Cycling, Walking & Safer Streets	02.03.18		155	155	12	Work in progress	0	155	155		
	Roads Retention Works			23	23	4	Retention payments for 2017/18 works	0	23	23		
6254	Roads Online Costing System	13.02.14	Y	120	120	0	Work to be programmed	72	200	200		
	C2 Kingston Road Reconstruction	28.02.19		125	125	0	Work in progress	0	585	585		
	B755 Gleniffer Road	28.02.19		100	95	19	Work in progress	0	716	716		
	B776 ROWBANK ROAD	28.02.19		110	96	95	Work in progress	0	575	575		
	C2 NEILSTON ROAD	28.02.19		100	68	64	Work in progress	0	321	321		
	C3 UPLAWMOOR RD / MAIN ST, NEILSTON	28.02.19		100	90	83	Work in progress	0	470	470		
	A77 Fenwick Road Reconstruction	28.02.19		75	0	0	Rescheduled for 20/21	0	185	185		
	B767 Eaglesham Road Reconstruction	28.02.19		0	110	0	Brought forward to 19/20	0	0	815		
	Provisional Sums - Roads	28.02.19		77	77	0	Work to be programmed	0	77	77		
	Roads Capital Works			3,000	2,800	36	Work in progress	0	15,000	15,000		
				<b>5,675</b>	<b>5,525</b>	<b>620</b>		<b>1,635</b>	<b>40,550</b>	<b>41,365</b>		

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Council Wide - ICT

COST CODE	PROJECT NAME	APPROVAL DATE	LEG COMM	ANNUAL COSTS £'000			COMMENT	TOTAL COST £'000		
				CURRENT YEAR APPROVED AT 26.06.19	PROJECTED OUTTURN FOR CURRENT YEAR	ACTUAL EXPENDITURE IN YEAR		SPENT PRIOR TO 31.03.19	PREVIOUS TOTAL COST	REVISED TOTAL COST
4032	ICT Infrastructure Projects	02.03.18	Y	543	543	49	See Annex 3	0	543	543
4055	Corporate Information Security	11.02.10		73	73	0	Ongoing	607	750	750
4106	GDPR Requirements	02.03.18		110	110	1	Ongoing	22	250	250
3399	Education Network	02.03.18	Y	101	101	13	Work in progress	0	101	101
4080	School Servers Storage	12.02.15		100	100	0	Work to be programmed	145	350	350
4096	Document Repository Refresh	09.02.17	Y	12	12	0	Work programmed	38	50	50
4097	PCI DSS	09.02.17		120	120	0	Work to be programmed	15	135	135
4085*	Public Wifi Network	02.03.18		150	150	0	Pilot scheme in progress.	0	265	265
4071	Agile Working Solution (HSCP)	07.02.13	Y	11	0	0	Project complete	784	795	784
6666	Environment Agile/Mobile Programme	12.02.15	Y	3	3	1	Work in progress	215	218	218
4082	Wireless Local Area Network 2015	12.02.15	Y	100	100	0	Work in progress	890	1,050	1,050
4093	Agile (Rest Of Council)	09.03.16	Y	4	4	0	Ongoing	256	260	260
4079	Software Asset Management	13.02.14	Y	17	17	0	Work programmed	48	65	65
4085	Enterprise Public Access Wifi (Incl BYOD)	09.03.16	Y	4	4	0	Phase 2 in progress	96	100	100

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Council Wide - ICT

COST CODE	PROJECT NAME	APPROVAL DATE	LEG COMM	ANNUAL COSTS £'000			COMMENT	TOTAL COST £'000		
				CURRENT YEAR APPROVED AT 26.06.19	PROJECTED OUTTURN FOR CURRENT YEAR	ACTUAL EXPENDITURE IN YEAR		SPENT PRIOR TO 31.03.19	PREVIOUS TOTAL COST	REVISED TOTAL COST
4090	CCTV Infrastructure Refresh	09.03.16	Y	426	426	279	Work in progress	99	525	525
4089	Licensing And Consultancy Services - Information As An Asset	09.03.16	Y	35	35	8	Work in progress	105	140	140
4098	Modern Smart Forms	09.02.17	Y	52	52	20	Work in progress	98	200	200
4099	Enterprise Mobile Development Management	09.02.17	Y	24	24	15	Work in progress	76	100	100
4100	My Account Middleware & Vendor APIs	09.02.17		153	153	0	Work in progress	7	210	210
4101	Internet/Intranet Presence	09.02.17	Y	27	27	0	Work in progress	23	50	50
4091	Electronic Document Records Management (Rest Of Council)	09.03.16	Y	60	60	0	Consultant work complete, Remaining works in progress	229	353	353
4084	Myaccount Signing In To On-Line Services	12.02.15	Y	56	56	0	Work programmed	150	285	285
4103	The Digital Workplace	09.02.17		147	147	1	Work programmed	228	600	600
4102	HSCP - Responder Service Modernisation & Safety Net Technology	09.02.17		100	100	5	Work to be programmed	0	180	180
4095	Financial Systems	09.02.17	Y	71	71	0	This project linked with Core Corporate, work to be programmed	129	200	200
4107	Major ICT Contract Renewals	02.03.18	Y	300	300	15	Ongoing	146	1,338	1,338
4027	Core Corporate Finance, Payroll & HR	02.03.18		1,975	1,975	77	Ongoing	775	3,500	3,500

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Council Wide - ICT

							<b>ANNUAL COSTS £'000</b>			
<b>COST CODE</b>	<b>PROJECT NAME</b>	<b>APPROVAL DATE</b>	<b>LEG COMM</b>	<b>CURRENT YEAR APPROVED AT 26.06.19</b>	<b>PROJECTED OUTTURN FOR CURRENT YEAR</b>	<b>ACTUAL EXPENDITURE IN YEAR</b>	<b>COMMENT</b>	<b>TOTAL COST £'000</b>		
								<i>SPENT PRIOR TO 31.03.19</i>	<i>PREVIOUS TOTAL COST</i>	<i>REVISED TOTAL COST</i>
3355	Education - Computer Equipment	02.03.18	Y	370	370	0	Ongoing	0	370	370
5129	ERCLT People's Network	02.03.18	Y	29	29	0	Ongoing	0	29	29
5283	Culture & Sport Self-Service Kiosk Hardware Refresh	09.03.16	Y	56	56	0	Work in progress	54	110	110
N/A	IT General Provision	28.02.19		540	540	0	Work to be programmed	0	540	540
4083	Income Management E-Store	28.02.19		100	100	0	Work programmed	105	205	205
4072	HR and Payroll System Deveopment	28.02.19		50	50	0	Work to be programmed	0	50	50
new code to follow	Corporate & Community Debt Recovery System (5 year replacement programme)	28.02.19		39	39	0	Work to be programmed	0	39	39
new code to follow	ERCLT Digital Platform	28.02.19		135	135	0	Work to be programmed	0	410	410
				<b>6,093</b>	<b>6,082</b>	<b>484</b>		<b>5,340</b>	<b>14,366</b>	<b>14,355</b>

**GENERAL FUND CAPITAL PROGRAMME**

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Fleet

<b>ANNUAL COSTS £'000</b>							
<b>COST CODE</b>	<b>PROJECT NAME</b>	<b>APPROVAL DATE</b>	<b>LEG COMM</b>	<b>CURRENT YEAR APPROVED AT 26.06.19</b>	<b>PROJECTED OUTTURN FOR CURRENT YEAR</b>	<b>ACTUAL EXPENDITURE IN YEAR</b>	<b>COMMENT</b>
7026	HSCP - Vehicles	02.03.18		288	288	0	Ongoing
3449	Education - Vehicles	02.03.18		364	364	0	Ongoing
5261	Environment - Vehicles	02.03.18	Y	1,610	1,610	167	Ongoing
	Additional Cleansing/Recycling Vehicles	28.02.19		185	185	0	Ongoing
				<b>2,447</b>	<b>2,447</b>	<b>167</b>	

<b>TOTAL COST £'000</b>		
<b>SPENT PRIOR TO 31.03.19</b>	<b>PREVIOUS TOTAL COST</b>	<b>REVISED TOTAL COST</b>
0	288	288
0	364	364
0	1,610	1,610
0	185	185
0	2,447	2,447

**GENERAL FUND CAPITAL PROGRAMME**

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**2019/2020**

Annex 1 - Schools Major Maintenance Analysis

COST CODE	PROJECT NAME	APPROVAL DATE	ANNUAL COSTS £'000			COMMENT	TOTAL COST £'000		
			CURRENT YEAR APPROVED AT 26.06.19	PROJECTED OUTTURN FOR CURRENT YEAR	ACTUAL EXPENDITURE IN YEAR		SPENT PRIOR TO 31.03.19	PREVIOUS TOTAL COST	REVISED TOTAL COST
3591	Hazeldene Family Centre - Window Renewal	09.02.17	10	3	1	Retention and Fees only to come	0	10	3
	Braidbar PS - Roof Improvements	02.03.18	50	50	0	Complete - payments outstanding.	0	50	50
3576	Carolside PS - Window Renewal	02.03.18	94	23	0	Completion now anticipated Easter 2020	0	94	94
3592	Mearns Castle HS - Window Renewal	09.02.17	54	54	0	Due to complete autumn 2019	0	54	54
3599	Mearns Castle HS - Rear Stair Improvements	02.03.18	2	3	0	Retention and Fees only to come	0	2	3
3598	St Joseph's PS - Window Renewal	02.03.18	11	4	0	Retention and Fees only to come	0	11	4
	St Joseph's PS - Structural Improvements		4	4	0	Retention and Fees only to come	0	4	4
3600	St Joseph's PS - Fabric Improvements	02.03.18	3	3	0	Retention and Fees only to come	0	3	3
3331	St Luke'S HS - Roof Improvements (Gym Hall)	02.03.18	10	10	0	Retention and Fees only to come	0	10	10
3578	Woodfarm HS - Window Renewal	09.03.16	98	23	0	Completion now anticipated Easter 2020	0	98	98
	Provisional Sums	09.03.16	84	97	0	Work to be programmed	0	84	97
	St Cadocs Windows	28.02.19	35	35	0	Work to be programmed	0	35	35
	St Luke's Windows Entrance Area	28.02.19	50	25	0	Completion now anticipated Easter 2020	0	50	50
	St Johns Windows and Gym	28.02.19	45	45	0	Due to complete autumn 2019	0	45	45

**GENERAL FUND CAPITAL PROGRAMME**

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Annex 1 - Schools Major Maintenance Analysis

			<b>ANNUAL COSTS £'000</b>						
<b>COST CODE</b>	<b>PROJECT NAME</b>	<b>APPROVAL DATE</b>	<b>CURRENT YEAR APPROVED AT 26.06.19</b>	<b>PROJECTED OUTTURN FOR CURRENT YEAR</b>	<b>ACTUAL EXPENDITURE IN YEAR</b>	<b>COMMENT</b>	<b>TOTAL COST £'000</b>		
							<i>SPENT PRIOR TO 31.03.19</i>	<i>PREVIOUS TOTAL COST</i>	<i>REVISED TOTAL COST</i>
	St Cadocs water system upgrade	28.02.19	47	47	3	Due to complete autumn 2019	0	47	47
	St Josephs Primary windows and entrance door	28.02.19	80	80	0	Due to complete autumn 2019	0	80	80
	Giffnock Primary windows (original block and ext	28.02.19	125	125	0	Work programmed for October 2019	0	125	125
	School Toilet Improvements	28.02.19	275	275	0	Work programmed for October 2019	0	275	275
			<b>1,077</b>	<b>906</b>	<b>4</b>		0	1,077	1,077

**GENERAL FUND CAPITAL PROGRAMME**

**PROGRESS REPORT**

**2019/2020**

Annex 2 - Property Maintenance Analysis

COST CODE	PROJECT NAME	APPROVAL DATE	LEG COMM	ANNUAL COSTS £'000			COMMENT	TOTAL COST £'000		
				CURRENT YEAR APPROVED AT 26.06.19	PROJECTED OUTTURN FOR CURRENT YEAR	ACTUAL EXPENDITURE IN YEAR		SPENT PRIOR TO 31.03.19	PREVIOUS TOTAL COST	REVISED TOTAL COST
1015	Disability Discrimination Act	02.03.18	Y	136	136	4	Ongoing	0	136	136
1266	HardWire Testing	02.03.18		90	90	0	Ongoing	0	90	90
1258	COSHH Upgrade	02.03.18	Y	103	103	28	Ongoing	0	103	103
1109	Asset Management	02.03.18	Y	302	302	89	Ongoing	0	302	302
1246	Eastwood HQ Lighting Improvements	09.03.16		33	33	0	Ongoing	15	48	48
1300	CEEF/Salix Energy Efficiency	02.03.18	Y	217	217	0	New schedule of works to be programmed	0	217	217
1228	Fire Risk Assessment Adaptations	02.03.18	Y	176	176	0	Work in progress	0	176	176
1260	Structural Surveys & Improvements	02.03.18	Y	86	86	0	Ongoing	0	86	86
1609	Thornliebank Depot Roof Improvements	13.02.14	Y	9	9	8	Complete	760	769	769
5268	Community Facilities Improvements	22.11.07	Y	130	130	0	Ongoing	0	130	130
1160	Boiler Replacement	02.03.18	Y	90	126	1	transfer of funds from provisional sums	0	90	126
1222 & 1660	Roof Improvements	02.03.18	Y	188	192	0	Ongoing	0	188	192
	Legionella Remedial Improvements			0	6	2	Ongoing	0	0	6
	Provisional Sum	02.03.18		254	208	0	Funds transferred to cover boiler, roof and legionella works	0	254	208
	<b>Corporate Total</b>			<b>1,814</b>	<b>1,814</b>	<b>132</b>		<b>775</b>	<b>2,589</b>	<b>2,589</b>



**GENERAL FUND CAPITAL PROGRAMME 2019/20**

**PROGRESS REPORT**

**RESOURCES**

	<b>£'000</b>	<b>£'000</b>
Borrowing		28,649
Grants		
Capital Grant	7,929	
City Deal	1,338	
Early Learning and Childcare - 1140 Hours Expansion	4,600	
Cycling, Walking & Safer Streets	155	
Scottish Environmental Protection Agency	690	
Town Centre Fund	981	
Renewable Energy Fund	0	15,693
Developers Contributions		1,394
Salix/Central Energy Efficiency Fund		217
Sustrans		270
CFCR		0
Capital Reserve		1,200
Capital Receipts		600
		<b>48,023</b>

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EAST RENFREWSHIRE COUNCILCABINET29 August 2019Report by the Chief Financial Officer and Director of EnvironmentHOUSING CAPITAL PROGRAMME**PURPOSE OF REPORT**

1. The purpose of this report is to monitor expenditure as at 30 June 2019 (Quarter 1) against the approved Capital Programme for 2019/20 and to recommend adjustments where necessary.

**RECOMMENDATIONS**

2. The Cabinet is asked to:-
  - (a) note and approve the current movements within the programme; and
  - (b) note that income and expenditure on the programme will be managed and reported on a regular basis.

**CURRENT POSITION**

3.	Total anticipated expenditure (Appendix A)	£ 9.696m
	Total anticipated resources (Appendix B)	£ <u>9.696m</u>
	Shortfall	£ <u>0m</u>

**EXPENDITURE**

4. The total estimated expenditure has been increased by £0.300m due to the revised estimate for IT systems noted below however it has subsequently been decreased by £1.164m due to re-phasing of expenditure on new build projects.

Building Works Programme – Existing Stock

- i. Works are progressing well across the main budget lines with a total of £0.678m expenditure to date (30/06/19).
- ii. Aids & Adaptations – This is demand led and an increased number of referrals is anticipated to create some pressure on the approved budget. This will continue to be monitored closely.

Purchase of Property (CPO/MTR)

- iii. This allocation is used to support Compulsory Purchase Orders and Mortgage to Rent purchases. At this stage no suitable properties have been identified however this is under constant review.

IT Systems

- iv. This is currently at the tender stage and returns are being reviewed, however early indications are the cost is likely to be up to £0.300m higher than budgeted. This additional cost will be met from an increase in borrowing in year.

Capital New Build – Phase 1 & 2

- v. This is a major construction project across a number of sites. Construction at Fenwick Drive and Robertson Street is complete with some residual works and retention payments to follow. Work at Blackbyres Road is progressing and is expected to complete later in the year.

The site start at Balgraystone Road is now anticipated in May 2020 and will continue into summer 2021. As such, expenditure in 2019/20 is restricted to ground investigation and fees and has been reduced by £1.164m.

Phase 2 works will include a number of sites at Maidenhill with the main works not expected to commence until 2021. However some advance spend on the Barrhead Road site is expected late in 2019/20.

**INCOME**

5. Resources to support the Housing Capital Programme have been increased to reflect the additional borrowing required to progress the new IT system. This can be supported by the HRA Business Plan, with borrowing having previously being reduced by £0.300m in 2018/19 through application of revenue surpluses on the Housing Revenue Account.

Due to the revised timing of expenditure on the project at Balgraystone Road, the level of New Build Housing Grant available in year is restricted to the level of spend and as such has been reduced by £1.050m. Borrowing in year has subsequently been reduced by £0.114m, reflecting the total decrease in expenditure of £1.164m. These resources will be available to support the re-phased expenditure in 2020/21.

**RECOMMENDATIONS**

6. The Council is asked to:-
- (a) note and approve the current movements within the programme; and
  - (b) note that income and expenditure on the programme will be managed and reported on a regular basis.

Further information is available from Mark Waugh, Principal Accountant – Capital, telephone 0141 577 3123.

Margaret McCrossan  
 Head of Accountancy Services (Chief Financial Officer)  
 MMcC/PP  
 4 September, 2019

**HOUSING CAPITAL PROGRAMME**

**PROGRESS REPORT**

**2019/2020**

COST CODE	PROJECT NAME	LEG COMM	ANNUAL COSTS £'000			COMMENT	TOTAL COST £'000		
			CURRENT YEAR APPROVED AT 26.06.19	PROJECTED OUTTURN FOR CURRENT YEAR	ACTUAL EXPENDITURE IN YEAR		SPENT PRIOR TO 31.03.19	PREVIOUS TOTAL COST	REVISED TOTAL COST
9487	Rewiring (including smoke/carbon monoxide detectors)	Y	642	642	12	Work in progress	0	642	642
9530	External Structural Works	Y	2,896	2,896	525	Work in progress	0	2,896	2,896
9486	Estate Works	Y	216	216	0	Work in progress	0	216	216
9483	Energy Efficiency (Including Cavity Wall Insulation)	Y	409	409	31	Work in progress	0	409	409
9488	Aids and Adaptations	Y	153	153	8	Ongoing - will be monitored closely due to increased demand from HSCP referrals.	0	153	153
9227	Renewal of Heating Systems	Y	1,202	1,202	68	Work in progress	0	1,202	1,202
9447	Internal Element Renewals (including kitchens, bathrooms and doors) 2018/19	Y	1,180	1,180	0	Work in progress	0	1,180	1,180
9480	Communal Door Entry Systems		42	42	0	Work in progress	0	42	42
9489	Sheltered Housing	Y	542	542	34	Work in progress	0	542	542
9496	Purchase of Property (CPO/Mortgage to Rent Acquisition)		75	75	0	Budget required to support CPO / MTR requirements however no suitable properties identified at this stage.	0	75	75
	IT Systems		250	550	0	At tender stage.	0	250	550
	Capital New Build Phase 1	Y	2,843	1,679	784	Work in progress	4,991	12,921	12,921
	Capital New Build Phase 2		100	100	0	Work to be programmed	0	17,371	17,371
	Retentions		10	10	0		0	10	10

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**EAST RENFREWSHIRE COUNCIL**

Appendix A

**HOUSING CAPITAL PROGRAMME**

**PROGRESS REPORT**

**2019/2020**

COST CODE	PROJECT NAME	LEG COMM	ANNUAL COSTS £'000			COMMENT
			CURRENT YEAR APPROVED AT 26.06.19	PROJECTED OUTTURN FOR CURRENT YEAR	ACTUAL EXPENDITURE IN YEAR	
		-	10,560	9,696	1,462	

TOTAL COST £'000		
SPENT PRIOR TO 31.03.19	PREVIOUS TOTAL COST	REVISED TOTAL COST
4,991	37,909	38,209

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**EAST RENFREWSHIRE COUNCIL**  
**HOUSING CAPITAL PROGRAMME 2019/20**

Appendix B

**PROGRESS REPORT**

**RESOURCES**

	19/20 Revised <b>£'000</b>
Borrowing	8,511
Commuted Sums - New Build Phase 1	220
Grant - New Build Phase 1	150
Grant - New Build Phase 2	100
Recharges to Owner Occupiers (including HEEPS grant)	715
<b>Total</b>	<b><u>9,696</u></b>

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EAST RENFREWSHIRE COUNCIL11 SEPTEMBER 2019Report by Deputy Chief ExecutiveRENFREWSHIRE VALUATION JOINT BOARD – APPOINTMENT OF REPLACEMENT REPRESENTATIVE**PURPOSE OF REPORT**

1. The purpose of this report is to seek the appointment of a replacement for Councillor Devlin on the Renfrewshire Valuation Joint Board.

**RECOMMENDATION**

2. That the Council consider the appointment of a replacement representative for Councillor Devlin on the Renfrewshire Valuation Joint Board.

**REPORT**

3. Due to work commitments Councillor Devlin has had to tender his resignation from the Renfrewshire Valuation Joint Board.

4. The Council has 4 places on the Joint Board, the remaining 3 representatives being Councillors Convery, Gilbert and O’Kane. All other Elected Members have been appointed as substitutes. Councillor O’Kane is the Board’s Vice-Convenor.

5. The Board was established by the Valuation Joint Boards (Scotland) Order 1995 to carry out the valuation functions of Renfrewshire, East Renfrewshire and Inverclyde Councils. It came into existence on 1 April 1996 and was also given the responsibility of carrying out Electoral Registration on behalf of the three constituent authorities.

6. The Board meets on a quarterly basis. Meetings start at 2pm and last approximately 1 hour. The dates and venues that have been agreed for the remainder of 2019 and 2020 are:-

- 22 November 2019 Renfrewshire Council
- 28 February 2020 Renfrewshire Council
- 29 May 2020 East Renfrewshire Council HQ
- 18 September 2020 Inverclyde Council HQ
- 20 November 2020 Renfrewshire Council HQ.

**RECOMMENDATION**

7. That the Council consider the appointment of a replacement representative for Councillor Devlin on the Renfrewshire Valuation Joint Board.

Report Author

Eamonn Daly, Democratic Services Manager  
[eamonn.daly@eastrenfrewshire.gov.uk](mailto:eamonn.daly@eastrenfrewshire.gov.uk)  
0141 577 3023

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EAST RENFREWSHIRE COUNCIL11 SEPTEMBER 2019Report by Deputy Chief ExecutiveBARRHEAD HOUSING ASSOCIATION – NOMINATION OF REPLACEMENT CO-OPTED MEMBER**PURPOSE OF REPORT**

1. The purpose of this report is to seek the nomination of a replacement for Councillor Ireland as a co-opted board member of the Board of Barrhead Housing Association.

**RECOMMENDATION**

2. That the Council consider the nomination of a replacement for Councillor Ireland as a co-opted member of the Board of Barrhead Housing Association.

**REPORT**

3. Due to other commitments Councillor Ireland has had to tender her resignation as a co-opted member on the Board of Barrhead Housing Association.

4. Set up as a registered social landlord in 1986, the initial aim of the Association was to improve the tenemental properties in the centre of Barrhead and soon thereafter the Association started a programme of building new properties for rent. Now the majority of the Association's housing stock is new build. In 2004 the Association became a registered Scottish charity and they are now a key locally controlled housing association owning nearly 920 properties through East Renfrewshire, although mainly in Barrhead, Neilston, Newton Mearns and Thornliebank. This includes 15 new affordable homes that were built in 2016 in Darnley Road, Barrhead.

5. The Association is run by a Governing Board made up of local tenants and residents, housing professionals and local business people. The Council also has a co-opted place on the Governing Board.

6. As a co-opted member of the Governing Board, the Council's nominee needs to meet a series of criteria/requirements as set out in the Association's Co-opted Governing Board Members Policy, a copy of which is attached (Appendix 1)

7. The Governing Board meets on the last Thursday of the month with meetings scheduled from now until March 2020 as follows:-

- 26 September
- 31 October
- 28 November
- 30 January
- 27 February
- 26 March

**RECOMMENDATION**

7. That the Council consider the nomination of a replacement for Councillor Ireland as a co-opted member of the Board of Barrhead Housing Association.

Report Author

Eamonn Daly, Democratic Services Manager

[eamonn.daly@eastrenfrewshire.gov.uk](mailto:eamonn.daly@eastrenfrewshire.gov.uk)

0141 577 3023



<b>Policy on :</b>	<b>Co-opted Governing Board Members Policy</b>
--------------------	--

<b>Compliant with Regulatory Standards:</b>	<b>6. "The governing body and senior officers have the skills and knowledge they need to be effective". Standards 6.1 to 6.3 make reference to the skills and composition of the Governing Board</b>
<b>Compliant with Tenant Participation Strategy :</b>	<b>n/a</b>
<b>Compliant with Equal Opportunities :</b>	<b>Taken into account in the development of the policy</b>
<b>Compliant with Budget/Business Plan :</b>	<b>Yes</b>

<b>Date of Approval :</b>	<b>December 2018</b>
<b>Date for review :</b>	<b>December 2021</b>

<b>Responsible Officer :</b>	<b>Corporate Services Manager</b>
------------------------------	-----------------------------------

## **1. Co-Options**

In accordance with the Rules of the Association, the Governing Board is empowered to co-opt, or remove co-opted members. Co-opted places will be generally used to address the lack of skills and knowledge or experience in particular areas. Any decision to use co-optee places will be made by the Governing Board and they need not be a member of the Association. However, membership will be encouraged. The Association will aim to set aside one co-opted place for use by an elected member from East Renfrewshire Council.

A co-option to the Governing Board shall run until the last meeting before the Annual General Meeting, or until removed by the Governing Board.

Co-opted persons shall not comprise more than one-third of the elected Governing Board Members at any one time and the attendance of such persons at meetings of the Governing Board or Sub-Groups shall not count towards determining a quorum as defined under Rule 48.

A co-optee will have to be an eligible person under the Association's Rules and should preferably bring a specialist expertise or knowledge of the area to the Governing Board. A co-optee shall undertake the role of Governing Board member and accordingly will be subject to the duties and responsibilities of a Governing Board member.

Co-optees can take part in discussions at governing board or sub-groups and vote at Board and Sub-Groups meetings on all matters except those directly affecting the Rules, the membership of the Association, or the election of Office Bearers. Co-optees may not stand for election, nor be elected as one of the Office Bearers of the Governing Board.

## **2. Sub-Groups**

A co-optee can also serve on any sub-Group. The Governing board will consider additional co-opted places for the Audit and Risk sub-group to strengthen the need for financial experience and skills required for this Group. Such appointments will be approved by the governing Board annually following the AGM.

## **3. Involvement in Association's Business**

Co-opted Governing Board Members can take part in all discussions regarding the Association's business and can vote on the decisions to be made.

A Co-opted Member cannot however participate in decisions of membership, or in the election of Office Bearers, or be elected as an Office Bearer. Co-optees may not stand for election, nor be elected as one of the office bearers of the Governing Board.

#### 4. Responsibilities

All co-optees will be required to complete induction and training as part of their role on either the full Board or Sub-Group. The co-optee will commence induction by meeting the Chief Executive and Chairperson. Each co-optee will be required to complete the following information:

- Membership application – for Board approval including eligibility under Rule 43 specifically in relation to bankruptcy/sequestration, convictions of an offence involving dishonesty or offence under the Charities and Trustee legislation, party to legal proceedings against the Association, removal from another RSL within the last 5 years, etc.
- Code of Conduct compliance – at first induction and annual commitment
- Declaration of interest – annual declaration and at each Board meeting
- Equalities monitoring form – annually
- Board appraisal – annually
- Commitment to ongoing training and development
- Declaration for receipt and operation of IPad for receiving electronic communication and Board papers

#### 5. Documentation

Each co-optee as a governing board member will as part of the induction process be provided with the following documentation:

- A copy of our Group Governance Handbook
- A copy of our latest business plan
- A copy of our latest Governance Assurance Statement (from 2019)
- A copy of our annual budget
- A copy of our latest Performance Report
- A copy of our last three Newsletters
- A copy of our subsidiary business plan

#### 6. Board attendance

All co-optees will be invited to join the Governing board and they may also decide to join a sub-group. The commitment to the Board includes attendance of 9 Board meetings of approximately 2 hours per meeting and co-optees are required to submit apologies or request leave of absence should this be required – leave of absence is generally reviewed every three months.

Co-optees will commit to the same responsibilities for Board responsibilities including collective decision making, confidentiality, declarations of interest, and attendance. Specifically, co-optees as Board members are subject to the following rules:

- He/she misses four Governing board meetings in a row without special leave of absence previously being granted by the Board either at his/her request or by exercise of the Board's discretion
- He/she becomes ineligible as a Governing Board members in terms of Rule 43
- He/she is a co-optee whose period of office is ended in accordance with rules 39.1 or 42.2

Co-optees will not be considered where he/she is the spouse, partner, child (including adopted or step child), parent, parent-in-law, grandparent, grandchild or sibling of a governing Board member or a governing body member of any other organisation in the Group

## **7. Scottish Housing Regulator**

The Regulator can, where required, encourage the Governing board to consider appointing co-optees with particular skills and experience in circumstances where the Governing Board has been deemed to require support to meet the Regulatory Standards for Registered social Landlords, this can also mean the Regulator using its powers of intervention to make appointments onto the board of a registered social landlord. Such appointments will be assessed by the Regulator.



EAST RENFREWSHIRE COUNCIL11 September 2019Report by Deputy Chief ExecutivePROVOST'S ENGAGEMENTS**PURPOSE OF REPORT**

1. To advise the Council of a number of civic engagements attended by and civic duties performed by Provost Fletcher since the last meeting.

**RECOMMENDATION**

2. That the report be noted.

**REPORT**

3. Since the last meeting of the Council, the Provost has attended a number of civic engagements on behalf of the Council and carried out a number of civic duties.. Details are as follows:-

29 June – Attended the Scottish Parliament 20<sup>th</sup> Anniversary Event, Edinburgh

16 July – Attended the official opening of ERC new Social Housing Development, Barrhead

8 August – Attended the Green Flag Award Photoshoot, Rouken Glen Pavilion

8 August – Attended the Opening of Auchenback Active Annual Safety Day, Barrhead

12 August – Hosted the Presentation of a British Empire Medal to a local constituent, Council Headquarters

12 August – Attended a Citizenship Ceremony welcoming new people to East Renfrewshire

13 August – Attended the SABS 5<sup>th</sup> Annual Eid Fellowship Dinner, Edinburgh

14 August - Attended the Opening of Foster's Funeral Parlour, Newton Mearns

16 August – Attended the Pride Flag Raising Ceremony, Council Headquarters

21 August – Presented the Living Wage Employer Status Plaque to RAMH, Barrhead

27 August – Attended the 25<sup>th</sup> Anniversary Celebrations of Band F Group, Barrhead

3 September – Attended the Merchant Navy Flag Raising Ceremony, Council Headquarters

5 September – Attended a Ceremony to mark the outbreak of World War 2 in Poland, Edinburgh

5 September – Attended Naval Service Event, Edinburgh

**School Events**

27 June – Attended Giffnock Primary School Summer Service, Giffnock

2 September - OLM P7 Debate, Council Chamber, debating "This House believes that home work should be banned" assisted by Cllr Merrick

6 September - OLM P7 Debate, Council Chamber, debating "This House believes that all game consoles should have a legal built in daily time limit for children under 16" assisted by Cllr Merrick

9 September - OLM P7 Debate, Council Chamber, debating "This House believes that all plastic should be removed from schools"

**RECOMMENDATION**

4. That the report be noted.

Report Author

Eamonn Daly, Democratic Services Manager 577 3023  
[eamonn.daly@eastrenfrewshire.gov.uk](mailto:eamonn.daly@eastrenfrewshire.gov.uk)

Background papers - None

EAST RENFREWSHIRE COUNCIL11 SEPTEMBER 2019Report by Deputy Chief ExecutiveSCHEME OF DELEGATED FUNCTIONS**PURPOSE OF REPORT**

1. To present to the Council an amended Scheme of Delegated Functions that has been prepared in the light of various changes to departmental structures resulting in the transfer of delegated responsibilities and changes in designations. The amended Scheme also contains a number of proposed additional delegated powers for which approval is sought.

**RECOMMENDATION**

2. That the Council:-
- (a) note the alterations that have been made to the Scheme of Delegated Functions to reflect the changes to departmental structures and designations and which have been approved under existing delegated powers; and
  - (b) agree that delegated powers be granted in respect of those new matters as outlined in the Scheme and as listed in Appendix 1.

**REPORT**

3. In terms of Section 56(1) of the Local Government (Scotland) Act 1973, a local authority may arrange for the discharge of any of their functions by an officer of the authority. The Council has agreed that certain powers be delegated to officers, and for that purpose, a Scheme of Delegated Functions has been drawn up and approved.

4. Since the Scheme was last approved in its entirety in September 2015 to reflect the establishment of the Health and Social Care Partnership and the creation of the Culture and Leisure Trust, a number of changes have taken place. These have included changes in legislation, changes in officer designations and also changes in operational management responsibility within departments. As and when these changes have occurred, reports have been submitted to the appropriate bodies and changes in the delegated powers agreed.

5. The Scheme of Delegated Functions already contains provision that empowers the Deputy Chief Executive and Democratic Services Manager to vary the Scheme in 3 particular cases, these being:-

- To reflect changes to job titles and any reorganisations that take place;
- To change references to any pieces of legislation where the legislation is repealed and to insert references to new pieces of legislation where the new legislation largely re-enacts the provisions of the repealed legislation; and
- To remove a delegated power previously granted that is no longer required.

6. Many of the changes made to the new Scheme fall within these 3 categories and so approval is not required for these. However, there are a number of changes, primarily relating to the extension of a previously approved delegated power, where approval is sought. Appendix 1 provides a commentary of the changes contained in the Scheme and whether or not approval is required, whilst the revised Scheme is attached as Appendix 2. To assist Members to identify alterations, the following coding has been used:-

- deletions from the Scheme that have been made under delegated powers and for which no approval is required have been struck through (~~struck through~~);
- deletions for which approval is required have been struck through in bold (**~~struck through in bold~~**);
- additions which have resulted from changes already approved or which have been made under the existing delegated powers are shown in bold;
- proposed new delegated powers for which approval is sought are shown ***in bold, italicised and underlined.***

7. It should be noted that Paragraph 1 in the Scheme of Delegated Functions duplicates Paragraph 5 in the Scheme of Administration and so corresponding changes will be made to the Scheme of Administration.

## IMPLICATIONS OF THE REPORT

### Legal

7. The Scheme addresses the requirement for any delegations to officers to be identified.

### Other

8. There are no financial, human resources, property, IT, equalities or sustainability implications arising from this report.

## CONSULTATION AND PARTNERSHIP WORKING

9. The Corporate Management Team was consulted on proposed amendments to the Scheme.

## CONCLUSIONS

10. The Scheme of Delegated Functions needed to be reviewed in the light of various changes to departmental structures resulting in the transfer of delegated responsibilities and changes in designations. Whilst the Scheme already contains provision that enables it to be amended in certain circumstances without the need for formal approval the revised Scheme contains a number of amendments to existing delegations and new delegations for which approval is sought.

## RECOMMENDATION/...

**RECOMMENDATION**

11. That the Council:-

- (a) note the alterations that have been made to the Scheme of Delegated Functions to reflect the changes to departmental structures and designations and which have been approved under existing delegated powers; and
- (b) agree that delegated powers be granted in respect of those new matters as outlined in the Scheme and as listed in Appendix 1.

Report author

Eamonn Daly, Democratic Services Manager 577 3023  
[eamonn.daly@eastrenfrewshire.gov.uk](mailto:eamonn.daly@eastrenfrewshire.gov.uk)

**BACKGROUND PAPERS**

None

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Paragraph	Change made	Approval required for change
1(i)(iv)	SOA superseded by Community Plan - reference deleted	No
1(j)	Reworded to clarify it relates to Elected Members	No
3(d)	Reworded to clarify that consultation with Local Members will take place on the use of delegated powers when appropriate.	No
4(a)	Reworded to clarify that the use of delegated powers by officers must be subject to adherence to existing policies.	No
5(f)	Paragraph deleted as the delegation related specifically to the 2015-18 CLD Scheme that has now expired	No
5(f)(new)	Paragraph moved from the section of the Scheme relating to the exercise of delegated powers in consultation with Elected Members (in this case the Leader of the Council).	<b>Yes</b>
6(h)	Paragraph deleted as delegations re data protection have transferred to the newly appointed Information Governance Officer	No
10(b)	This paragraph has been moved to extend the delegated power to the Head of HR & Corporate Services.	<b>Yes</b>
11(e)	As the delegation now lies within the Council's special leave policy a stand-alone delegation is no longer required	No
11(h)	As the delegation now lies within the Council's special leave policy a stand-alone delegation is no longer required	No
11(j-l)	These paragraphs have been moved from elsewhere in the Scheme to extend the delegated power to the Head of HR & Corporate Services.	<b>Yes</b>
12(l)	SOA superseded by Community Plan - reference deleted	No
12(m)	Moved from paragraph 14(b) as a result of a structural change.	No
12(m)	Also seeks an additional delegated power that is sought.	<b>Yes</b>
13	New paragraph setting out the delegations to the newly appointed Information Governance Officer	<b>Yes</b>
15(b)	Moved to paragraph 12(m) as a result of a structural change.	No
17(bb)	Change of name from RSAMD to Conservatoire	No
17(cc)(ii and iii)	Seeks extension of delegated powers	<b>Yes</b>
Former 17	Paragraph no longer required as Town Centre Partnerships no longer in operation.	No
18(m)	Paragraph deleted as Right to Buy legislation repealed	No
21	Replaces paragraph in the existing Scheme where delegated power is exercised in consultation with Elected Members, and extends the scope of the delegation.	<b>Yes</b>

22	Extends the delegation to an additional officer	<b>Yes</b>
23	Change relates to a change in officer designation	No
24-26	Paragraphs moved from elsewhere in the Scheme as a result of the structural changes within the service.	No
27	Extends the delegation to an additional officer	<b>Yes</b>
27(c)	Removes the reference to the Economic Development Manager – post deleted	No
23-25 (former)	Paragraphs moved from elsewhere in the Scheme as a result of the structural changes within the service.	No
29	Extends the delegation to additional officers	<b>Yes</b>
29(a)	Extends the terms of the delegation	<b>Yes</b>
29(b)	Paragraph amended as a result of structural changes	No
30	Extends the delegation to additional officers	<b>Yes</b>
30(c)	Paragraph inserted to reflect the separation of Property Services and Technical Services	No
35	Extends the delegation to additional officers	<b>Yes</b>
35(e to g)	Paragraphs moved from paragraph 35 as a result of the structural changes within the service.	No
36	Extends the delegation to additional officers	<b>Yes</b>
36(a, c and g)	Extends the delegation to additional officers	<b>Yes</b>
36 (h to j)	Paragraphs moved to paragraph 34 as a result of the structural changes within the service.	No
36(k)	Legislation deleted as either repealed or superseded	No
36(k) – Statutes Relative to Environmental Health & Trading Standards	The legislation has been reviewed, updated and sub-divided into sections. The amended legislation replaces that previously contained in the Scheme.	<b>Yes</b>
37(b)	Extends the delegation to additional officers	<b>Yes</b>
42 – Chief Executive (a)(former)	Paragraph moved to paragraph 5(f) and requirement to consult with Elected Member removed.	<b>Yes</b>
42 - Deputy Chief Executive and Head of HR & Corporate Services (a)	The delegation relates to a structural change	No
42– Deputy Chief Executive and Head of Communities, Revenues and Change (a)	The delegation is no longer required	No
42 – Deputy Chief Executive and Head of Communities, Revenues and Change	The delegation is no longer required as this related to facilities now provided by the Leisure Trust which is now responsible for the setting of prices.	No



42 – Director of Environment (a)	Paragraph moved to officer section of Scheme, terms of delegation changed and delegation extended to other officers	<b>Yes</b>
42 – Director of Environment (c)	Delegated power no longer required	No
42 – Director of Environment (d)	Delegation to deal with rent reviews moved to paragraph 28(a) and requirement to consult with Elected Members removed.	<b>Yes</b>

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***East Renfrewshire Council  
Scheme of Delegated Functions***



THE COUNCIL

1. The following matters are not subject to delegation and are discharged by the Council itself:-

- (a) approval of the annual estimates of housing and general revenue expenditure which may or may not be the subject of a recommendation by the Cabinet;
- (b) approval of the Housing and General Fund Capital Programmes which may or may not be the subject of a recommendation by the Cabinet;
- (c) determination of the Council Tax;
- (d) determination of rents for Council properties;
- (e) the power to incur capital expenditure which has not been specifically sanctioned or approved or provided for in the approved capital programmes which may or may not have been the subject of a recommendation by the Cabinet;
- (f) the power to incur revenue expenditure which has not been sanctioned or approved or provided for in the annual estimates of the Council, which cannot be contained within the existing overall budgetary position, and for which a supplementary estimate is required, which may or may not have been the subject of a recommendation by the Cabinet;
- (g) determining the objectives of the Council which may or may not have been the subject of a recommendation by the Cabinet;
- (h) determining matters of new policy which may or may not have been the subject of a recommendation by the Cabinet;
- (i) approval and review of the following matters, which may or may not be the subject of a recommendation by the Cabinet:-
  - (i) East Renfrewshire Local Plan
  - (ii) Local Transport Strategy
  - (iii) Outcome Delivery Plan
  - (iv) ~~Single Outcome Agreement~~/Community Plan
  - (v) Chief Social Work Officer's Annual Report
  - (vi) Any other plan or strategy which can be dealt with by the Cabinet, but which the Cabinet wish to be considered by the Council.
- (j) nomination of **Elected Members** ~~members~~ to represent the Council on other bodies;
- (k) to determine whether to co-operate or combine with other local authorities in the discharge of major functions excepting day to day service delivery issues;
- (l) matters reserved to the Council by statute, standing orders and any other schemes which are approved by the Council;
- (m) the making, alteration or revocation of standing orders, bye-laws, management rules or any other orders, rules or regulations required by statute other than those in respect of which delegated authority has been granted by the Council;

- (n) appointment to a committee or sub-committee of persons who are not members of the Council or of the committee;
- (o) to consider lodging objections to applications for licences in terms of the Licensing (Scotland) Act 2005 or the Gambling Act 2005;
- (p) the consideration of all matters arising from the activities of (i) the Boundary Commission for Scotland and (ii) the Local Government Boundary Commission for Scotland.
- (q) the determination of an application for a development of a class mentioned in section 38A(1) of the Town and Country Planning (Scotland) Act 1997 as amended.

### LIMITATIONS ON DELEGATION TO COMMITTEES AND SUB-COMMITTEES

2. Delegation to a committee or sub-committee shall be subject to the following conditions:-

- (a) each committee and sub-committee shall, in discharging the functions, powers and duties referred or delegated to it, observe and comply with the Standing Orders of the Council and with any resolutions, directions or instructions passed by the Council with reference to its business generally;
- (b) Standing Order No.45(b) states that in the case of a committee or sub-committee exercising a delegated function in terms of the Scheme of Administration, where a vote is taken or dissent recorded under Standing Order No.28(e) it shall be competent for at least one quarter of the Members present to require that the delegated powers be not exercised and the matter under discussion be referred for determination to the relevant committee in the case of a sub-committee or to the Council in the case of a committee;
- (c) a committee or sub-committee may in any case direct that the matter be reported to the Council for decision or that its resolution be simply submitted to the Council in the form of a recommendation;

### DELEGATION TO OFFICERS

3. Delegation to officers is subject to:-

- a) compliance with the policies of the Council as determined by it;
- b) there being adequate budgetary provision in the estimates;
- c) the right of any officer to consult with the Chief Executive on any matter even though it has been specifically delegated to him/her or to refer the matter to the appropriate committee or sub-committee of the Council;
- d) an obligation on Directors and Heads of Service to keep the appropriate members of the Cabinet apprised of the use of delegated power in relation to non-recurring or non-routine issues and also to arrange consultation with individual local Members **as appropriate** on the exercise of such delegated power;

- e) the need for Directors and Heads of Service to ensure that they observe the principles of corporate management in exercising any delegated function;
- f) all delegations to be exercised in consultation with elected Members being recorded in a format to be determined by the Democratic Services Manager.
- g) any Member or officer standing to benefit from the exercise of delegated power, in which case the delegated power will not be exercised and the matter shall be referred to the Cabinet or appropriate committee for consideration.

DELEGATION TO CHIEF EXECUTIVE, ALL DIRECTORS AND HEADS OF SERVICE

4. The Chief Executive, all Directors and Heads of Service are authorised:-
- a) to deploy resources as they think fit for the best execution of functions under their management, **adhering to appropriate policies**;
  - b) to appoint employees up to the level below head of service within their approved establishments except where the Council specifically determines otherwise;
  - c) to authorise the attendance of employees on courses of study and payment of appropriate fees;
  - d) to authorise the working of overtime by employees within their departments up to the approved grade ceiling and to approve the payment of overtime in exceptional circumstances to employees above the overtime ceiling;
  - e) to sign all documents on behalf of the Council relevant to the functions for which the Director is responsible and to authorise other officers so to do, subject to the requirements in terms of Contract Standing Orders for all goods and services contracts for sums between £50,000 and £150,000 inclusive to be accepted by the Chief Procurement Officer and all contracts over £150,000 to be accepted by the Chief Officer - Legal & Procurement or Principal Solicitor, and also subject to the exclusion of documents that require to be formally executed on behalf of the Council;
  - f) to act in any emergency situation and take such measures as may be required subject to advising the Chief Executive and the Cabinet as soon as possible thereafter;
  - g) to approve appointments of temporary, sessional and casual employees, where considered necessary and where budgetary provision exists, subject to six monthly review;
  - h) to approve the establishment of temporary posts funded under departmental Capital budgets;
  - i) to approve the establishment of temporary posts which are fully funded by an external agency;
  - j) to approve the secondment of employees to external agencies where the total cost of the secondment is recoverable from the external agency and to approve the appointment where necessary of a temporary replacement for the duration of the secondment;
  - k) to grant, in accordance with the guidelines previously approved, unpaid leave of absence up to a maximum of two years in accordance with the Career Break Scheme for Local Government Employees;
  - l) to grant authorisations under sections 6 and 7 of the Regulation of Investigatory Powers (Scotland) Act 2000 and to sign all other forms, as necessary, under the said Act.



CHIEF EXECUTIVE

5. The Chief Executive is authorised:-

- a) to give a direction in special circumstances that an officer shall not exercise a delegated function;
- b) to secure the efficient and effective implementation of the Council's programmes and policies and the deployment of resources towards that end;
- c) to deal with any operational matter not otherwise delegated in the period between the last meeting of an administration and prior to the setting up of a new Council following elections;
- d) to approve the settlement of current and future equal pay claims in the most financially efficient manner;
- e) to make minor changes at meetings of the East Renfrewshire Community Planning Partnership Board to items previously agreed by the Council; and
- ~~f) to further refine and strengthen the 2015-18 Community Learning and Development Strategy over its lifetime without the need for approval by elected members~~
- f) to determine the appointment of employees to outside bodies.**

CHIEF OFFICER - LEGAL & PROCUREMENT

6. The Chief Officer - Legal & Procurement is authorised:-
- a) to grant applications for wayleave consents from statutory undertakers and other bodies;
  - b) in consultation with the Director of Environment to serve Enforcement Notices, Stop Notices, Amenity Notices, Planning Contravention Notices and Breach of Condition Notices (all in terms of the Town & Country Planning (Scotland) Act 1997) and Building Preservation Notices in terms of the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997 in cases of urgency and emergency;
  - c) to make provisional Tree Preservation Orders or other Notices or Orders under the Town and Country Planning (Scotland) Act 1997 where necessary to maintain the Council's interest and to preserve the status quo;
  - d) to terminate on behalf of the Council any contract which the Council is entitled to terminate where satisfied that it is in the interests of the Council so to do;
  - e) to issue statutory notices and to institute proceedings on behalf of the Council and to defend all actions raised against it;
  - f) to promote and sign Management Rules and Bye-Laws on behalf of the Council;
  - g) to act as proper officer for the purposes of the Local Government (Contracts) Act 1997;
  - ~~h) to ensure that all Council information processing conforms to the Data Protection Act 1984;~~
  - h) to add to or remove from the East Renfrewshire Council Publication Scheme, prepared in accordance with the Freedom of Information (Scotland) Act 2002, references to publications;
  - i) to be responsible for the oversight of the Council's activities relative to the Freedom of Information (Scotland) Act 2002;
  - j) to consider requests for review of responses provided to Freedom of Information requests;
  - k) to grant authorisations under the Regulation of Investigatory Powers Act 2000;
  - l) to make any necessary Orders, prepare and negotiate contracts and enter into legal agreements necessary to progress the M77/GSO project; and
  - m) to make the necessary arrangements concerning the services provided by Scotland Excel for all purchases made by the Council.
  - n) to vary Standing Orders Relating to Contracts to reflect changes in job titles, departmental restructuring, vacancies in posts or any changes in the financial values of the E.U. Thresholds. In all other respects the Standing Orders may be varied or revoked only by decision of the Council.

7. The Chief Officer - Legal & Procurement or Principal Solicitor is authorised:-
- a) to engage private legal firms to undertake work on behalf of the Council whenever it is considered necessary to enable the legal work of the Council to be carried out;
  - b) to engage Counsel whenever this is deemed necessary to protect the Council's interests;
  - c) to undertake or arrange for the undertaking of prosecutions on behalf of the education authority in relation to the irregular attendance of pupils at school in terms of the Education (Scotland) Act 1980;
  - d) to carry out the functions of the Council in terms of Section 80 of the Social Work (Scotland) Act 1968, in respect of Contribution Orders relating to any maintainable child being looked after by the Council;
  - e) to carry out the functions of the Council in terms of Section 82 of the Social Work (Scotland) Act 1968 relating to the recovery of arrears of contributions due to be paid in terms of Sections 80 and 81 of the said Act;
  - f) after consultation with the relevant Director, to carry out the functions of the Council in terms of Section 47 of the National Assistance Act 1948 relating to the removal to suitable premises of persons who are suffering from grave chronic disease or being aged, infirm or physically incapacitated persons who are living in unsanitary conditions;
  - g) after consultation with the relevant Director, to carry out the functions of the Council in terms of Section 50 of the National Assistance Act 1948 relating to the burial or cremation of the bodies of any person who has died or been found dead in the East Renfrewshire area in any case, where it appears to the Council that no suitable arrangements for the disposal of the body have been or are being made;
  - h) in consultation with the Chief Officer – Health and Social Care Partnership to enter into all contractual arrangements relating to community care issues;
  - i) to place Charging Orders to secure payment of debts to the Council in respect of charges for residential/nursing home care;
  - j) to execute all deeds and similar documents which require to be executed and act as proper officer in terms of Section 193 of the Local Government (Scotland) Act 1973;
  - k) to act as the proper officer in terms of Section 190 of the Local Government (Scotland) Act 1973 for the receipt of notices of any legal proceedings served on the Council;
  - l) to sign Watercourse Notices served under Section 78 of the Roads (Scotland) Act 1984, as proper officer of the Council;
  - m) to grant applications for licences, permits, approvals etc. in terms of the Civic Government (Scotland) Act 1982 (with the exception of licences for houses in multiple occupation and second hand-hand vehicle dealers), The Gambling Act 2005, or other acts falling within the remit of the Licensing Committee;

- n) to determine the duration of any temporary licences granted up to the maximum permitted.
- o) after consultation with the Chief Constable and the Director of Environment, to make and execute Orders under Section 63 of the Civic Government (Scotland) Act 1982 with regard to the holding of public processions, including prohibitions and the imposition of conditions on the processions;
- p) to deal with applications for dispensations to use fireworks outwith the prescribed periods as detailed in the Fireworks (Scotland) Regulations 2004;
- q) to deal with requests from organisations to be added to the list of organisations exempt from the requirement to pay an application fee in respect of applications for a Public Entertainment Licence, or for the application to be advertised;
- r) prior to a hearing being held and following receipt of a hearing request by the recipient of a fixed penalty notice issued in terms of the Smoking, Health and Social Care (Scotland) Act 2005, to decide whether or not to withdraw the fixed penalty notice; and
- s) to arrange and conduct any hearings requested by the recipient of a fixed penalty notice issued in terms of the Smoking, Health and Social Care (Scotland) Act 2005 and following the hearing to decide whether to uphold or overturn the decision to issue the fixed penalty.
- t) to take all necessary actions to deal with any requests for changes/amendments to the Testing Specification for Licensed Taxi/Private Hire Vehicles and to take decisions arising from such requests.
- u) to take decisions in respect of Paragraph 12 of Schedule 1 of the Civic Government (Scotland) Act 1982 in respect of the immediate suspension of licences.
- v) to dispose of applications for licences in terms of the Civic Government (Scotland) Act 1982 where a representation in respect of the application had been received, and to carry out the necessary administrative procedures required.

HEAD OF ACCOUNTANCY (CHIEF FINANCIAL OFFICER)

8. The Head of Accountancy (Chief Financial Officer) is authorised:-
- a) to enter into hub scheme investments but only where the Council is a major participant, and with the Council's take up of investment offered to public sector participants being restricted to a pro-rata share of the Council's interest in each scheme.
  - b) to progress the West Territory Hub Initiative on behalf of the Council.
  - c) to issue a letter to the East Renfrewshire Culture and Leisure Trust each year confirming the Council's ongoing financial support for the Trust's activities, subject to the Trust's accounts showing a surplus for the year in question.

HEAD OF ACCOUNTANCY (CHIEF FINANCIAL OFFICER) AND CHIEF ACCOUNTANT

9. Head of Accountancy (Chief Financial Officer) or Chief Accountant is authorised:-
- a) in respect of loans and banking:
    - i) to act as the proper officer in the completion of certificates in terms of Section 92 of the Local Government (Scotland) Act 1973 (transfer of securities);
    - ii) to make the necessary arrangements for duly authorised borrowing by all means specified in Schedule 3 of the Local Government (Scotland) Act 1975, subject to any statutory limitations;
    - iii) to make application for the necessary consents for the issue of Stock and foreign borrowing in terms of the Local Government (Scotland) Acts 1973 and 1975 and Regulations made thereunder;
    - iv) to ensure a placing with the Bank of England relative to Negotiable Bonds;
    - v) to act as Registrar of Stocks, Bonds and Mortgages, except for Negotiable Bonds and to appoint, if deemed advisable, any United Kingdom or foreign bank as Registrar of Stocks, Bonds and Mortgages raised either within or outwith the United Kingdom and whether in sterling or in a foreign currency;
    - vi) to authorise the signature on cheques, receipts, loan documents and any other financial documents and discharges on behalf of the Council;
    - vii) to carry out temporary investment of surplus funds by making deposits with organisations previously approved;
    - viii) to manage movements between borrowing and other long-term liabilities;

- ix) to operate and implement the Council's Loans Fund in accordance with the regulations relating thereto and the Council's Financial Regulations, including the taking of all decisions as to the mode of borrowing or lending by the Council, the terms of loan and rates of interest etc., including the negotiations and issue of bonds and local bonds and all necessary ancillary duties as Registrar of Bonds and Mortgages;
- b) to sell surplus plant, furniture and equipment following consultation with the appropriate Director for the best price obtainable and to write off such plant, furniture and equipment which have become unfit for use and are unsaleable, except where separate arrangements are delegated for the disposal of such items;
- c) to arrange and sign all operating leases for vehicles, plant, equipment or other capital assets on behalf of the Council;
- d) in consultation with the relevant Director, to receive and determine applications for disbursements of funds in accordance with the provisions of the Trust Schemes vested in the Council and any endowments administered by these Trusts;
- e) in consultation with the appropriate Director, is authorised to accept and administer any new Trusts or endowments offered to the Council.

DEPUTY CHIEF EXECUTIVE (DIRECTOR OF CORPORATE AND COMMUNITY SERVICES)

10. The Deputy Chief Executive is authorised:-
- a) to arrange for the issue of publicity related to the promotion of the Council's interests including the issue of press releases and pamphlets; and
  - ~~b) to approve redesignations, regradings, redundancies and the establishment of additional posts within existing budgets, up to the level below head of service, for which Council approval shall be required.~~
  - b) to further refine and strengthen the 2018/2021 Community Learning & Development Plan over its lifetime without further recourse to the Cabinet.
11. The Deputy Chief Executive is authorised in consultation with the relevant Director:-
- a) to approve increases in the establishment of posts in departments, where the increase is in line with staffing ratios previously approved, subject to provision being available in departmental Revenue budgets;
  - b) to approve ex-gratia payments to employees where the circumstances of the payment are not covered by the Council's Conditions of Service;
  - c) to approve the retrospective application of the terms of a report where the report has previously been approved in principle by the Cabinet subject to consultations with the appropriate Trade Union(s);
  - d) to instruct the immediate implementation of any Circular from any officially recognised body which allows no discretion to the Council;
  - ~~e) to consider and determine applications for extension of leave for overseas visits from employees who have not completed the necessary period of continuous service in terms of the Local Government Employees' Conditions of Service;~~
  - e) to approve special leave with or without pay where the period of leave is in excess of the provision in the Local Government Employees' Conditions of Service;
  - f) to approve unpaid leave of absence for employees to undertake courses of further education where attendance at such courses is not covered by the Council's Policy on Post-Entry Training and Education;
  - ~~h) in exceptional cases where a service requirement rule is not met, to approve an extension to a holiday period but without pay;~~
  - g) to exercise the discretionary powers available in implementation of the conditions of service in respect of all employees in the employment of the Council;
  - ~~j) to approve requests for application of discretionary provisions in terms of the Local Government Pension Scheme (Scotland) Regulations 1998 and other associated pensions legislation;~~

- ~~k) — to approve initial placing within approved salary scales; and~~
- ~~l) — to review salary placing in appropriate circumstances, within approved salary scales in conformity with accepted practice.~~



DEPUTY CHIEF EXECUTIVE AND HEAD OF COMMUNITIES, REVENUES & CHANGE

12. The Deputy Chief Executive or Head of Communities, Revenues & Business or where indicated by an asterisk (\*) the Senior Revenues Manager is authorised:-

- a) to act as the proper officer in terms of the Local Government (Scotland) Acts of 1973 and 1975, the Abolition of Domestic Rates Etc. (Scotland) Act 1987, the Local Government Finance Act 1992 and associated delegated legislation for all administrative purposes including arranging the preparation and issue of Non-Domestic Rates Notices, the collection of such rates, the receiving and settling of claims for exemption from such rates, the handling of objections to the amount of such rates levied and the abatement, remission or repayment of such rates under the various rating provisions; (\*)
- b) to act as the proper officer in terms of the Local Government Finance Act 1992 and associated delegated legislation for all administrative purposes including the preparation and issue of Council Tax Notices, the collection of the aforementioned tax, the handling of objections to the assessments and the exemption, abatement or remission of charges; (\*)
- c) to arrange for the recovery of arrears of rates, Council Tax and Community Charge; (\*)
- d) in accordance with Schedule 2 of the Local Government Finance Act 1992 to administer Council Tax rebates and discounts on behalf of the Council; (\*)
- e) to enter into arrangements with Scottish Water for the collection of water and waste water charges and to negotiate a fee for providing this service; (\*)
- f) to enter into arrangements with others concerning the collection of non-domestic rates, or Council Tax on behalf of the Council and to make arrangements with each agent as to suitable collection points;
- g) to make the necessary arrangements concerning terms and commissions payable for services rendered to the Council by other authorities and by private owners, factors or other agents with regard to the collection of Non-Domestic Rates, and/or Council Tax and the administration of any Council Tax rebate or discount schemes etc. (\*)
- h) in respect of insurance: (\*)
  - i) to take out the necessary insurance to protect the interests of the Council;
  - ii) to make arrangements with insurance companies concerning the settlement of claims.
- i) in respect of housing finance to administer the housing benefit schemes in accordance with the Council's policy guidelines; (\*)
- j) to make the necessary arrangements concerning the collection of debts owed to the Council and the terms and commissions payable for services rendered to the Council by other authorities and agents with regard to the collection of debts. (\*)

- k) to develop mechanisms to promote partnership working through agreed community planning structures;
- l) to produce, in association with community planning partners, a ~~Single Outcome Agreement~~ Community Plan from which all other Council strategies and action plans are derived;
- m) **to take all necessary action, with a view to fulfilling the Council's legal obligations under the various pieces of equality legislation, to ensure that in carrying out its functions, the Council has due regard to the need to:-**
  - **eliminate unlawful discrimination; and**
  - **promote equality of opportunity and good relations between all persons regardless of their gender, race, disability, faith, age and sexual orientation**
  - **meet the Fairer Scotland Duty to reduce inequalities in outcomes caused by socio-economic disadvantage**

#### **INFORMATION GOVERNANCE OFFICER**

**13. The Information Governance Officer is authorised to undertake the formal tasks and duties of the Data Protection Officer (DPO) as defined within the Data Protection Act 2018, European General Data Protection Regulation 2016 and any other successor legislation and regulations.**

#### DEPUTY CHIEF EXECUTIVE AND HEAD OF DIGITAL & COMMUNITY SAFETY

14. The Deputy Chief Executive or Head of Digital & Community Safety is authorised:-
- a) to determine the Council's approved IT products and suppliers.
  - b) to authorise appropriate investigations and action to be taken in pursuit of Anti-Social Behaviour Orders, under the terms of the Crime and Disorder Act 1998 and Antisocial Behaviour etc. (Scotland) Act 2004;
  - c) to operate a system of public space Closed Circuit Television to aid the prevention and detection of crime;
  - d) to appoint officers concerned with enforcement activity associated with the Environmental Protection Act 1990 and the Smoking, Health and Social Care (Scotland) Act 2005;
  - e) to appoint officers to discharge duties under the Control of Dogs (Scotland) Act 2010; and

DEPUTY CHIEF EXECUTIVE AND HEAD OF HR & CORPORATE SERVICES

15. The Deputy Chief Executive or Head of HR & Corporate Services is authorised:-
- a) to operate facilities for the registration of birth, deaths and marriages; the conduct of civil marriages, citizenship ceremonies, renewal of vows and other activities promoted by the Registrar General for Scotland;
  - ~~b) to take all necessary action, with a view to fulfilling the Council's legal obligations under the various pieces of equality legislation, to ensure that in carrying out its functions, the Council has due regard to the need to:-~~
    - ~~• eliminate unlawful discrimination; and~~

~~promote equality of opportunity and good relations between all persons regardless of their gender, race, disability, faith, age and sexual orientation~~

- b) to approve redesignations, regradings, redundancies and the establishment of additional posts within existing budgets, up to the level below head of service, for which Council approval shall be required.**
- c) to approve requests for application of discretionary provisions in terms of the Local Government Pension Scheme (Scotland) Regulations 1998 and other associated pensions legislation;**
- d) to approve initial placing within approved salary scales; and**
- e) to review salary placing in appropriate circumstances, within approved salary scales in conformity with accepted practice.**

DEPUTY CHIEF EXECUTIVE AND DEMOCRATIC SERVICES MANAGER

16. The Deputy Chief Executive or Democratic Services Manager is authorised:-
- a) to advise on the applicability of the Scheme of Delegated Functions to an officer in any specific case;
  - b) to vary this Scheme but only in the following circumstances:-
    - (i) to reflect changes in job titles and any reorganisations that take place;
    - (ii) to change references to any pieces of legislation where the legislation is repealed and to insert references to new pieces of legislation where the new legislation largely re-enacts the provisions of the repealed legislation; and
    - (iii) to remove a delegated power previously granted which is no longer required .
  - c) to submit to the Scottish Public Services Ombudsman the Council's comments on investigations into alleged maladministration after consultation with interested parties;
  - d) to grant the use of Council accommodation to outside bodies for the purpose of holding meetings and functions etc. falling outwith the letting arrangements managed by other departments;
  - e) to determine issues relating to expenses in respect of the Children's Hearings system;
  - f) to renew the Partnership Agreement between the Council and Children's Hearings Scotland, subject to the existing support arrangements continuing to work well.

DIRECTOR OF EDUCATION

17. The Director of Education or each Education Department Head of Service is authorised:-
- a) to determine applications for the provision of footwear and clothing for pupils at local authority schools, in terms of Section 54 of the Education (Scotland) Act 1980 outwith the guidelines approved by the Council;
  - b) to grant leave of absence with salary to enable teachers to undertake part-time or full-time courses approved by the Director, provided such leave of absence will not give rise to, nor increase the incidence of, part-time education in schools;
  - c) to arrange programmes of in-service training for teachers;
  - d) to arrange in-service courses for Chaplains to schools as and when considered desirable;
  - e) to carry out the functions of the Council as education authority in relation to the provision of education for children with additional support needs in terms of Sections 1 and 60 of the Education (Scotland) Act 1980 including placement in day and residential schools;
  - f) to appoint and supervise teaching staff within complements approved by the Council;
  - g) to transfer teachers within the policy established by the education authority and, where appropriate, to pay transfer expenses;
  - h) in conjunction with the Director of Corporate and Community Services, to exercise the discretionary powers available in implementation of conditions of service in relation to teachers in the employment of the authority;
  - i) to decide from time to time which courses will be supported by the Council's bursary scheme;
  - j) to carry out the administration, assessment and award of higher school and further education bursaries for colleges outside of Scotland in accordance with Council policy;
  - k) where it is within the discretion of the Council, to determine the circumstances when the "elsewhere" rate of maintenance is payable;
  - l) to exercise the power to disregard parental income in part or in total where the parents of the students are divorced or living apart;
  - m) to exercise the power to include within the administration of bursary awards, financial assistance towards the running costs of appropriate student associations;
  - n) to exercise the power, after consultation with the education establishment the student is attending, to include within the assessment of the award an allowance for essential books, instruments, tools and materials and special clothing;

- o) to amend the levels of tuition fees, examination expenses, dependants' allowances, maintenance allowances and contribution scales;
- p) to ensure that dance and drama courses are at an establishment accredited by the approved national body and that support for them is reasonable;
- q) to exercise discretion in deciding whether theology courses may be supported;
- r) to carry out the administration, assessment and award of Education Maintenance Allowances (EMAs) in accordance with Council policy;
- s) to approve premature retirement under Section 46 of the Superannuation Regulations without enhancement of salary;
- t) to make grants to pupils to enable them to attend courses and conferences and to undertake educational visits and excursions at home and abroad within the approved estimates and policies of the Council;
- u) to make the necessary arrangements for the boarding out of pupils and for the allocation of hostel accommodation;
- v) to make the necessary arrangements for the phasing of secondary school zoning in accordance with the Council's approved policy;
- w) to issue licences in terms of the Children (Performances) Regulations 1968;
- x) to approve or refuse applications received from schools for arrangements to be made for visits during school terms in accordance with approved policy;
- y) to provide courses in educational training as requested by outside agencies and to negotiate appropriate charges for these services;
- z) to ensure that requisite provision is made for any pupil entitled in terms of Section 53(3) of the Education (Scotland) Act 1980 to receive refreshment in the middle of the day;
- aa) to make grants to pupils who are selected to join the National Youth Orchestra of Scotland in respect of fees and attendance at courses related to their membership of the Orchestra in accordance with the Council's policy;
- bb) to increase, in cases of hardship, the amount of grant awarded to local authority school pupils within the Council area attending part-time courses at the **Royal Conservatoire of Scotland** ~~Scottish Academy of Music and Drama~~ and the Scottish Ballet School up to a maximum of the cost of fees and travelling expenses in accordance with the Council's policy;
- cc) in consultation with the local Members and Parent Council concerned, to permit parent/teacher associations or such other organisations or persons as considered appropriate to execute works of construction or improvement within the curtilage of an educational establishment subject to:-
  - i) being satisfied that the works are relevant to the function of and will not prejudice the operation of the educational establishment;

- ii) the Head of Environment (Strategic Services or Operations) being satisfied that the works are acceptable;
  - iii) the execution of the works being supervised by the Head of Environment (Strategic Services or Operations); and
  - iv) the Chief Officer - Legal & Procurement and the Head of Accountancy (Chief Financial Officer) being satisfied with the contractual and financial arrangements relating to the execution of the works.
- dd) to exercise the powers available to the Council as education authority, in terms of Section 23 of the Education (Scotland) Act 1980, with regard to the provision by the Council of education for pupils belonging to the areas of other education authorities and incur outwith area fees and to pay the negotiated cost-related rate to any other education authority which has provided education for pupils normally resident in the area of the Council but who are, for various reasons, placed in schools outwith the Council area;
  - ee) to consider and determine all placing requests under Section 28 of the Education (Scotland) Act 1980 in accordance with the guidelines formulated by the Council;
  - ff) to accept placing requests in terms of the Education (Scotland) Act 1980 and to make whatever transport arrangements are deemed to be appropriate in individual cases where supporting documentation indicates that the child concerned has serious emotional or psychological problems;
  - gg) to authorise the employment in appropriate circumstances of teachers in receipt of occupational pensions;
  - hh) to exercise, in accordance with Council policy and the relevant statutory provisions, the powers available to the Council as education authority in relation to the exclusion of pupils from schools;
  - ii) to carry out the functions of the Council in terms of Section 58 of the Education (Scotland) Act 1980 relating to the cleanliness of pupils at schools;
  - jj) to carry out the functions of the Council in implementing the Education (Additional Support for Learning)(Scotland) Act 2004 and the associated Code of Practice;
  - kk) to approve the participation of schools, pupils and supervising employees in cultural social and recreational visits within and outwith the United Kingdom and the reception of visiting pupils and supervisors;
  - ll) to approve the taking up of temporary posts by teaching staff of posts outwith the area of the Council and the taking up of temporary positions within the area of the Council by teaching staff from elsewhere;
  - mm) to approve the level of fees payable to establishments outwith the area of the Council in respect of the education of children with additional support needs;

- nn) to exercise the powers available to the Council as education authority, in terms of the Standards in Scotland's Schools etc. Act 2000, with regard to the right of a child to school education; the duty of the authority to raise standards in schools; the exercising of delegation schemes by head teachers; co-operating fully with any inspection of the authority or any of its schools; the presumption that education be provided in mainstream schools unless in exceptional circumstances; and the number of places to "reserve" in a particular school to accommodate pupils likely to become resident in the school's catchment;
- oo) within the limits of the Council's Scheme of Delegated Functions, to determine and implement all matters within the terms of reference of the East Renfrewshire Joint Negotiating Committee;
- pp) to develop and deliver programmes of community learning, in accordance with Sections 1 and 6 of the Education (Scotland) Act 1980, as amended in the Scottish Executive Working and Learning Together Guidance, February 2004.



DIRECTOR OF ENVIRONMENT

~~17. The Director of Environment, in consultation with the relevant Town Centre Partnership, is authorised to take decisions relative to the regeneration and redevelopment of the various town centres.~~

HOUSING

18. The Director of Environment or Head of Environment (Strategic Services) is authorised:-

- a) to operate the system of allocation of houses within the policy determined by the Council;
- b) to consider and control sub-tenancies in houses belonging to the Council;
- c) to control and abate overcrowding;
- d) to control the conduct and standard of tenancies;
- e) to assess responsibility for repairs and replacements in accordance with the policy determined by the Council;
- f) to determine applications by tenants for alterations to Council houses and by owner/occupiers for alterations to former Council houses in accordance with the terms of policy guidelines for such alterations laid down by the Council;
- g) to deal with all applications received in terms of the Housing (Scotland) Act 1987 Part II and to take all necessary action to implement the duties placed upon the Council by the said Act, including the grant of temporary accommodation and the issue of all notices in terms of the Act;
- h) to award permanent tenancy of decants provided for repairs in appropriate circumstances;
- i) in cases of emergency, to approve requests for the provision of temporary housing;
- j) to consider and determine cases where an applicant's circumstances are not taken into account within the approved Allocations Policy or where a combination of factors occurs creating a situation that merits special consideration;
- k) to exercise the Council's functions in relation to the improvement or removal of unsatisfactory housing conditions in respect of properties not in Council ownership;
- l) to determine applications within the schemes of financial assistance whether by way of grant or loan or otherwise to assist in improvement in the quality of housing in the area of the Council generally;
- ~~m) to exercise and undertake the operation of statutory schemes for the sale of council housing stock in terms of the Right to Buy legislation;~~

- m) to liaise with other agencies in relation to meeting the needs and priorities of the Council in the provision of resources for housing.
- n) to determine applications for housing grants in terms of the Housing (Scotland) Act 2006;
- o) to authorise surveillance activity under the terms of the Regulation of Investigatory Powers (Scotland) Act 2000;
- p) to grant licences for houses in multiple occupation in terms of the Housing (Scotland) Act 2006, as amended;
- q) to grant applications for registration as a private landlord in terms of the Antisocial Behaviour etc (Scotland) Act 2004, as amended.
- r) to negotiate and agree affordable housing packages in terms of the application of the Council's Affordable Housing Policy in relation to individual planning applications, and to secure the packages through planning conditions or legal agreements as appropriate;
- s) to participate in the Scottish Government's Mortgage to Rent Scheme and to purchase suitable properties in mixed tenure blocks where the Council retains an interest as landlord;
- t) in consultation with the Head of Accountancy (Chief Financial Officer), to amend the Strategic Housing Investment Plan as appropriate to facilitate the take up of funding and the provision of affordable housing;
- u) to make all necessary arrangements to purchase suitable properties relative to the Council's participation in a "rental off the shelf" programme;
- v) in respect of housing finance:-
  - (i) to administer the Rent Allowance Scheme in accordance with the Council's policy guidelines; and
  - (ii) to arrange for the collection of council house rents and for the recovery of arrears.
- w) to raise proceedings for recovery of possession of dwelling houses and to serve all necessary notices preliminary thereto in terms of the Housing (Scotland) Act 1987 or otherwise, and to take all appropriate actions necessary to implement and enforce decrees granted by the courts in pursuance of such actions, including the acceptance of suitable offers of payment of arrears of rent in lieu thereof.

19. The Director of Environment or the Head of Environment (Strategic Services) and the officers listed below are authorised to sign leases on behalf of the Council for the let of houses:-

- Property Services Manager
- Housing Maintenance Team Manager
- Supported Housing and Private Sector Manager
- Senior Housing Officer (Allocations & Sheltered)
- Principal Officer (Tenancy Management and Customer Care)
- Tenancy Services and Service Improvement Manager

#### DEVELOPMENT MANAGEMENT

20. The Director of Environment is authorised to carry out all necessary procedures associated with Stopping-up Orders carried out under the terms of the Town and Country Planning (Scotland) Act 1997, including authority to confirm an Order.

**21. The Director of Environment or Head of Environment (Operations), in the event of a breach of planning control which requires immediate action, is authorised to initiate whatever action is deemed necessary and for the action to reported to the next available meeting of the Planning Applications Committee;**

22. The Director of Environment or Head of Environment (Operations) **or Operations Manager, or Principal Planner** is authorised in relation to development management matters, to determine the categories of applications set out below:-

A Applications for Advertisement Consent

- (a) All applications

B Applications for Listed Building Consent

- (a) All applications other than significant alterations to Category A buildings

C Conservation Area consents

- (a) All applications

D Prior notifications by statutory undertakers

- (a) All applications

E Other Applications and Submissions

- (a) All other applications and submissions including courtesy submissions by Government departments, consultations from adjacent local authorities, applications for overhead lines, Certificates of Lawful Use or Development.
- (b) Provisions contained in the Town and Country Planning (General Permitted Development)(Scotland) Order 1992; e.g. demolition, proposals from gas and electricity suppliers, agricultural applications.

23. The Director of Environment or Head of Environment (Operations) or the Operations Manager or the Principal ~~Planning Officer~~ **Planner** is further authorised:
- a) to carry out Screening Opinions under the provisions of the Environmental Impact Assessment (Scotland) Regulations 1999 in respect of planning applications for Schedule 2 developments and to determine whether Environmental Impact Assessments are required;
  - b) to remove or obliterate placards and posters erected without consent in accordance with the terms of Section 187 of the Town and Country Planning (Scotland) Act 1997;
  - c) In consultation with the Chief Officer - Legal & Procurement, to negotiate and conclude agreement in relation to planning applications in terms of Section 69 of the Local Government (Scotland) Act 1973 and planning obligations under Section 75 of the Town and Country Planning (Scotland) Act 1997;
  - d) to authorise:-
    - (i) Notices under Section 179 of the Town and Country Planning (Scotland) Act 1997;
    - (ii) Planning Contravention Notices under Section 125 of the 1997 Act; and
    - (iii) Breaches of Conditions Notices under Section 145 of the 1997 Act.
  - e) to carry out pre-application screening on receipt of a pre-application screening notice from an applicant to determine whether an application is a “National” or “Major” application and whether pre-application consultation with the community is required;
  - f) to determine treeworks applications required for works on trees in areas covered by Tree Preservation Orders or in Conservation Areas;
24. **The Director of Environment or Head of Environment (Operations) in consultation with the Chief Officer - Legal & Procurement is authorised to issue a Fixed Penalty notice in respect of a failure to comply with the requirements of an Enforcement Notice or Breach of Condition Notice.**
25. **The Director of Environment or Head of Environment (Operations) is further authorised to appoint officers for the purposes of the administration and enforcement of Fixed Penalty Notices.**
26. **The Director of Environment or Head of Environment (Operations) is authorised to determine applications and take any associated action, including enforcement action, under the High Hedges (Scotland) Act 2013.**

PLANNING

27. The Director of Environment or Head of Environment (Strategic Services) **or the Strategic Services Manager** is authorised:-
- a) to determine applications for financial assistance from the Environmental Small Grants, Tree Planting Grants, and Shop Front Improvement Grants Schemes;

- b) to determine applications for financial assistance from the Heritage Fund established in terms of the Local Authorities (Historic Buildings) Act 1962;
- c) to approve grants and loans for economic development purposes. ~~For sums up to £5,000, for the same purposes, the delegated power will be exercisable by the Economic Development Manager in addition to the aforesaid two officers;~~
- d) following consultation with the relevant councillors, to exercise the functions of the Council in relation to the naming of streets;
- e) to enter into Public Path Creation Agreements under the terms of the Countryside (Scotland) Act 1967;
- f) to take the necessary action to encourage tourism;
- g) to serve Notices under Section 14 of the Land Reform (Scotland) Act 2003 to require remedial action by land owners who are preventing or deterring any person entitled to exercise their access rights, from doing so.

~~23. The Director of Environment or Head of Environment (Operations) in consultation with the Chief Officer – Legal & Procurement is authorised to issue a Fixed Penalty notice in respect of a failure to comply with the requirements of an Enforcement Notice or Breach of Condition Notice.~~

~~24. The Director of Environment or Head of Environment (Operations) is further authorised to appoint officers for the purposes of the administration and enforcement of Fixed Penalty Notices.~~

~~25. The Director of Environment or Head of Environment (Operations) is authorised to determine applications and take any associated action, including enforcement action, under the High Hedges (Scotland) Act 2013.~~

## BUILDING STANDARDS

28. The Director of Environment or Head of Environment (Operations) or the officers shown against each function are authorised:-

### Building Warrant applications

To determine all applications to grant, refuse or determine building warrant applications to erect, extend, alter convert and/or demolish buildings referred to in the Building (Scotland) Act 2003 (as amended) and associated legislation.

### Enforcement

To determine the following measures referred to in the Building (Scotland) Act 2003 (as amended) and associated legislation

- a) to exercise the power and duties of the Operations Manager  
Council as an inspector or authorised All Building Standards Surveyors  
officer including the powers of entry,  
and inspection;

- b) to submit reports to the Procurator Fiscal under such legislation as may from time to time be referred by the Cabinet; Operations Manager  
All Building Standards Surveyors
- c) to issue notices, orders, registrations and licences as appropriate to the statutes listed hereunder and in respect of any other relevant legislation and to take such action is necessary following the service of such Notices; Operations Manager  
All Building Standards Surveyors
- d) to appoint officers for the purposes of the administration and enforcement of the statutes listed hereunder;

#### Statutes Relative to Building Standards

The Building (Procedure) (Scotland) Regulations 2004  
 The Building (Scotland) Acts 1959, 1970 & 2003  
 The Building (Scotland) Act 2003 (Commencement No. 1, Transitional Provisions and Savings) Order 2004  
 The Building (Scotland) Regulations 2004  
 Boiler (Efficiency) Regulations 1993 and 1994  
 Cinematographic (Safety) (Scotland) Regulations 1955; Part 1  
 Civic Government (Scotland) Act 1982 - Order 2000  
 Clean Air Act 1993  
 Construction (Design and Management) Regulations 2007  
 Construction (Health, Safety and Welfare) Regulations 1996  
 Control of Pollution (Oil Storage) (Scotland) Regulations 2004  
 Control of Pollution Act 1974  
 Dangerous Substances and Explosive Atmosphere Regulations 2002  
 Disability Discrimination Act 1995 and 2005  
 Disability Discrimination (Providers of Services)(Adjustment of Premises)(Amendment) Regulations 2005  
 Electricity Act 1989  
 Electricity at Work Regulations 1989  
 Electricity Safety, Quality and Continuity Regulations 2002  
 Energy Act 1983  
 Environment Act 1995  
 Environmental Protection Act 1990  
 Factories Act 1961  
 Fire Safety and Safety of Places of Sport Act 1987  
 Fire (Scotland) Act 2005 as amended  
 Fire (Scotland) Regulations 2006  
 Gas Appliance (Safety) Regulations 1995  
 Gas Safety (Installation and Use) Regulations 1998  
 Groundwater Regulations 1998  
 Health and Safety (Safety Signs and Signals) Regulations 1996  
 Health and Safety at Work etc Act 1974  
 Ionising Radiations Regulations 1999  
 Licensing (Scotland) Act 1976 and 2005  
 Management of Health and Safety at Work Regulations 1999  
 Mines and Quarries Act 1954  
 Registration of Care (Scotland) Act 2001  
 Safety of Sports Grounds Act 1975

School Premises (General Requirements and Standards) (Scotland) Regulations 1967 to 1979  
 Sewage (Scotland) Act 1968  
 Technical Standards for compliance with the Building Standards (Scotland) Regulations 1990, as amended  
 Water Byelaws 2004  
 Water Environment (Controlled Activity) Regulations 2005  
 Water Environment and Water Services (Scotland) Act 2003  
 Working at Height Regulations  
 Workplace (Health, Safety and Welfare) Regulations 1992

#### PROPERTY AND TECHNICAL SERVICES

29. The Director of Environment or Head of Environment (~~Strategic Services Operations~~), Operations Manager or Property and Technical Services Manager Principal Officer Asset Management is authorised:-

- a) to determine all routine and non-contentious lease related requests in respect of the Council's commercial and industrial properties and Council-owned land **including rent reviews**;
- b) to take whatever steps are necessary, including the appointment of consultants, agency staff, or the utilisation of overtime in the ~~Property & Technical Services Division~~, to ensure that the Council's approved Housing and General Fund Capital Programmes ~~are~~ **is** achieved;
- c) to be responsible for the Council's activities in relation to energy conservation and management in the Council's property; and
- d) to be responsible for the maintenance of the Council's central land register.

#### TECHNICAL SERVICES

30. The Director of Environment or Head of Environment (Strategic Services) or ~~Property and Technical Strategic Services Manager~~ or Principal Officer Technical Services is authorised:-

- a) in terms of the Construction (Design and Management) Regulations 1994 made under the Health and Safety at Work etc. Act 1974, to act as the client's agent and appoint a Designer, Planning Supervisor, Principal Contractor and other contractors where more than one contractor is to be employed;
- b) in terms of the aforesaid Regulations where the Council itself is appointed as Designer and/or Planning Supervisor, to carry out the duties appropriate to such appointment(s); and-
- c) **to take whatever steps are necessary, including the appointment of consultants, agency staff, or the utilisation of overtime in Technical Services, to ensure that the Council's approved Housing and general Fund Capital Programmes are achieved.**

ROADS & TRANSPORTATION

31. The Director of Environment or Head of Environment (Strategic Services) is authorised to alter inspection charges for roads in new developments in accordance with charges agreed through the Charging for Services review process.
32. The Director of Environment or Head of Environment (Strategic Services) is authorised to appoint officers for the purposes of the administration and enforcement of the New Roads and Street Works Act 1991 and the Roads (Scotland) Act 1984 both as amended by the Transport (Scotland) Act in relation to fixed penalty notices.
33. The Director of Environment or Head of Environment (Strategic Services) is authorised to appoint officers for the purposes of the administration and enforcement of the Road Traffic Act 1991 in relation to penalty charge notices.
34. The Director of Environment, or Head of Environment (Strategic Services) or other senior officers in the Roads & Transportation Service as listed are authorised to carry out the functions shown below.

**STATUTORY**

1. To carry out the following functions of the Council in terms of the Roads (Scotland) Act, 1984:- STRATEGIC SERVICES MANAGER
  - a. After consultation with the Chief Constable and the Chief Officer - Legal & Procurement, and after informing the Convener for Environment and the local Members, under Sections 36 and 37 in relation to the construction of road humps
  - b. To exercise the functions of the Council under Section 12 in relation to the stopping up of and diversion of roads crossings or entering routes of proposed new roads.
  - c. To exercise the functions of the Council under Section 152(2) to re-determine the exercise of a public right of passage over a road.
  
2. To exercise the following functions of the Council in terms of the Roads Traffic Regulation Act, 1984:- STRATEGIC SERVICES MANAGER

Under Section 23 in relation to pedestrian crossings.



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| <p>3. After consultation with the Chief Constable and the Chief Officer - Legal &amp; Procurement, and after informing the Convener for Environment and the local Members, to arrange for the advertisement of any proposal for the making, revocation, or variation of Orders and Schemes under:-</p> <p>a. The Roads Traffic Regulation Act, 1984; and</p> <p>b. Sections 68, 69, 70 and 71 of the Roads (Scotland) Act 1984</p>   | <p>STRATEGIC SERVICES MANAGER</p> |
| <p>4. To exercise the following functions of the Council in terms of the Road Traffic Act 1991:-</p> <p>(a) The duties contained in Schedule 6, Paragraph 2(7) of the Act, to consider representations and any supporting evidence provided in relation to grounds set out in Schedule 6.</p> <p>(b) To make a decision in relation to such representations and supporting evidence and to serve on the person making representations notice of their decision as to whether they accept that the ground in question has been established</p> <p>(c) To decide upon any other representations which may be made to the Council outwith the statutory appeal process.</p> | <p>STRATEGIC SERVICES MANAGER</p> |
| <p>5. To exercise the road safety functions in conjunction with the Chief Constable and the Scottish Government.</p>   | <p>STRATEGIC SERVICES MANAGER</p> |
| <p>6. After consultation with the Chief Officer - Legal &amp; Procurement, to agree terms for Bridge Agreements with Network Rail and terms of agreement of the Council's liability for annual maintenance and renewal charges in that connection.</p>   | <p>STRATEGIC SERVICES MANAGER</p> |
| <p>7. After consultation with the Chief Constable, to consider, and, where acceptable in road safety terms, approve locations for advertisements on road safety barriers and similar structures.</p>   | <p>STRATEGIC SERVICES MANAGER</p> |

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|---|---|
| <p>8. To make arrangements for the management of car parks, etc. including, subject to consultation with the Chief Officer - Legal &amp; Procurement, granting the use of part thereof to other persons or bodies and following consultation with the Head of Accountancy the imposition or waving of charges for such use.</p>   | <p>STRATEGIC SERVICES MANAGER</p>   |
| <p>9. To exercise the following functions of the Council in terms of the Roads (Scotland) Act, 1984:-</p> <p>Under Section 79 and after consultation with the Chief Officer - Legal &amp; Procurement, to negotiate terms and enter into agreements with bridge owners in relation to future maintenance obligations</p>  | <p>STRATEGIC SERVICES MANAGER</p>   |
| <p>10. To exercise the following functions of the Council in terms of the Roads (Scotland) Act, 1984:-</p> <p>a. Under Section 13 in relation to the imposition of frontagers of the requirements to make up and maintain private roads including the service of appropriate notices.</p> <p>b. Under Section 16(1)(b) in relation to the consideration and determination of applications for the adoption of private roads.</p> <p>c. After consultation with the Chief Constable and the Chief Officer - Legal &amp; Procurement, and after informing the Convener for Environment and the local Members, under Section 62 in relation to the temporary prohibition or restriction of traffic on roads for reasons of public safety or convenience.</p> | <p>STRATEGIC SERVICES MANAGER<br/>ROADS AND TRANSPORTATION<br/>CONTROLLER</p> |
| <p>11. To exercise the following functions of the Council in terms of the Roads (Scotland) Act 1984:-</p> <p>a. Under Section 15 in relation to the completion of necessary work on private roads occasioned by an emergency (other than an emergency constituted by a danger as defined in Section 91)</p> <p>b. Under Section 18 in relation to the adoption of footpaths associated with development.</p> <p>c. Under Section 21 in relation to applications for construction consent.</p> <p>d. Under Section 23 in relation to stopping up or temporarily closing any new road constructed without consent or in contravention of, or in non-compliance with, a condition imposed by a construction consent.</p>                                     | <p>ROADS AND TRANSPORTATION<br/>CONTROLLER</p>                                |

- e. Under Section 35(1) and (4) and after giving notice in terms of Section 35(5) in relation to the provision of road lighting and related structures.
- f. Under Section 51 in relation to the authorisation and withdrawal of authorisation for the planting and maintenance of trees, shrubs, grass or other plants within a public road.
- g. Under Section 57 in relation to the prevention or termination of dangerous works or excavations in or under a public road.
- h. Under Section 59 in relation to the control of obstructions in roads.
- i. Under Section 60 in relation to the issuing of consent for marking, lighting and fencing obstruction on roads works and for shoring buildings requiring protection in similar circumstances.
- j. Under Section 61 in relation to granting permission to place and thereafter maintain apparatus in or under a public road.
- k. Under Section 63 in relation to the imposition of the requirement to construct new accesses across road verges or footways where appropriate.
- l. Under Section 64(2) in relation to the issue of consents to statutory undertakers for work on footways, footpaths or cycle tracks in connection with their apparatus in terms of Section 64(1)(b).
- m. Under Section 66 in relation to enforcing maintenance of vaults, cellars and related structures within the vicinity of a road.
- n. Under Section 67 in relation to enforcing safety provisions countering outward opening doors, gates, windows, window shutters or bars interfering with the safety or convenience of road users.
- o. Under Section 83 in relation to the prevention of sight obstructions in the view of road users.
- p. Under Section 87 in relation to the removal from roads of unauthorised structures and the consequent reinstatement of the site.
- q. Under Section 88 in relation to the removal of projections interfering with safe or convenient passage along a road.

- r. Under Section 89 in relation to the removal of accidental obstructions from roads.
  - s. Under Section 90 in relation to the granting of consent for fixing or placing over or across a road any overhead bridge, beam, rail, pipe, cable, wire or other similar apparatus.
  - t. Under Section 91 in relation to the prevention of danger to road users or road from nearby vegetation and fences etc. or from retaining walls being inadequate.
  - u. Under Section 92 in relation to granting consent for planting trees or shrubs within 5 metres of the edge of the made up carriageway.
  - v. Under Section 93 in relation to the protection of road users from dangers near a road.
  - w. Under Section 94 in relation to dangerous ditches on land adjoining or near to a public road.
  - x. Under Section 96 in relation to
    - (i) the issue as proper officer of the authority of a certificate in respect of extraordinary expenses in repairing roads damaged by heavy vehicles etc.;
    - (ii) the recovery of said extraordinary expenses.
  - y. Under Section 97 in relation to the issue of consent for trading.
  - z. Under Section 99(2) in relation to the issue of consent to persons undertaking works or excavations necessary to ensure compliance with Section 99(1).
  - aa Under Section 99(3) in relation to the service of notices on owners or occupiers requiring works or excavations to be undertaken to ensure compliance with Section 99(1).
12. To carry out the following functions of the Council terms of the Roads (Scotland) Act, 1984:-
- a. Under Section 56 in relation to the authorisation of works and excavations in or under a public road.
  - b. Under Section 58 in relation to the granting of permission for the deposit of building materials on roads.
- STRATEGIC SERVICES MANAGER  
ROADS AND TRANSPORTATION  
CONTROLLER  
PROJECT COORDINATOR,  
PRINCIPAL PROJECTS OFFICER

- c. Under Section 85 in relation to granting permission for the location of builders' skips on roads.
- d. Under Section 86 in relation to the removal or repositioning of any builder's skip which is causing, or is likely to cause a danger or obstruction.

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

STRATEGIC SERVICES MANAGER  
ROADS AND TRANSPORTATION  
CONTROLLER

- a. Under Section 14 in relation to the temporary prohibition or restriction of traffic on roads.
- b. Under Section 65 in relation to the placing of traffic signs.
- c. Under Section 68 in relation to the placing of traffic signs in connection with the exercise of other powers of the Authority as defined in sub-section (1) thereof.
- d. Under Section 69 in relation to the removal of unauthorised signs.
- e. Under Section 71(1) in relation to the power to enter land in connection with the placing of traffic signs.

14. To grant wayleaves in respect of public utilities.

STRATEGIC SERVICES MANAGER  
ROADS AND TRANSPORTATION  
CONTROLLER

15. To carry out the functions of the Council under the Public Utilities Street Work Act 1950 and the New Roads & Street Works Act 1991 in relation to roads for which the Council is responsible.

STRATEGIC SERVICES MANAGER  
ROADS AND TRANSPORTATION  
CONTROLLER

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

STRATEGIC SERVICES MANAGER  
ROADS AND TRANSPORTATION  
CONTROLLER

- a. Under Section 30 in relation to the service of notices, subject to Section 31(3), in connection with carrying out works for protecting roads against hazards of nature.
- b. Under Section 31(3) in relation to the service of notices in connection with the drainage of public roads.

- c. Under Section 78(2) in relation to the service of notice prior to the diversion of waters, where necessary, in connection with the construction, improvement or protection of a public road.
  - d. Under Section 140 in relation to the authorisation of persons taking entry to land for the purposes specified therein.
  - e. Under Section 140 in relation to the recovery of expenses reasonably incurred.
  - f. Under Section 141 in relation to the carrying out of works or excavations previously the subject of a Notice under the Act.
17. To carry out the following functions of the Council in terms of the Strathclyde Regional Council Order Confirmation, Act 1991:-
- STRATEGIC SERVICES MANAGER  
ROADS AND TRANSPORTATION  
CONTROLLER
- a. Under part II, Roads, Section 4, in relation to the erection and keeping in position barriers on roads for the purpose of securing public order or public safety.
18. To carry out the following functions of the Council in terms of The Security for Private Road Works (Scotland) Regulations 1985:-
- STRATEGIC SERVICES MANAGER
- a. Under Regulation 7, and subject to the agreement of the Chief Officer - Legal & Procurement, in relation to -
    - (i) apportioning Security between associated persons;
    - (ii) granting or refusing an application to commence to a person who has lodged Security when others have not.
  - b. Under Regulation 8, and subject to the agreement of the Chief Officer - Legal & Procurement, in relation to agreeing to other than joint owners lodging Security in joint names
  - c. Under Regulation 9, in relation to the return of Security where there is a delay in commencing building works.
  - d. Under Regulation 12, and subject to the agreement of the Chief Officer - Legal & Procurement, in relation to arrangements for Security where land is sold or transferred after Security is lodged.

- e. Under Regulation 13, where Security has been provided in relation to –
  - (i) the completion by the Council of a private road which has not been completed within the required period;
  - (ii) the serving of notices for remedial works where a private road has deteriorated since completion in accordance with a Construction Consent;
  - (iii) the carrying out by the Council of such remedial works if not carried out within the specified time.
- f. Under Regulation 14, and subject to consultation with the Chief Officer - Legal & Procurement, in relation to calling up of Bonds or application of Deposit where private roads have been completed by the Council under Regulation 13.
- g. Under Regulation 15, in relation to the release of any part of any Security or the return of any Bond for cancellation or the refund of the Deposit or any part thereof.

19. To carry out the following functions of the council in terms of The Security for Private Road Works (Scotland) Regulations 1985:-

STRATEGIC SERVICES MANAGER  
ROADS AND TRANSPORTATION  
CONTROLLER

- a. Under Regulation 6, in relation to calculating and notifying persons as to the amount of Security required.
- b. Under Regulation 11, in relation to the provision of additional Security.

**CONTRACTS**

- 1. To take such measures as may be required in emergency situations, subject to advising the Director of Environment as soon as possible thereafter on any items for which Council approval would normally be necessary. This includes any contract for the execution of works which are urgently required for the prevention of damage to life or property.
- 2. In accordance with the Council's Quick quote procedures, to select four or more persons whose names appear on the appropriate list of contractors to whom invitations to tender for a contract shall be sent.

STRATEGIC SERVICES MANAGER  
ROADS AND TRANSPORTATION  
CONTROLLER

STRATEGIC SERVICES MANAGER

- 3. Acting as Engineer's Representative, to be responsible for the control of contracts under NEC3 Conditions of Contract STRATEGIC SERVICES MANAGER  
ROADS AND TRANSPORTATION  
CONTROLLER
- 4. To issue to the Contractor the letter of appointment of the Resident Engineer. STRATEGIC SERVICES MANAGER  
ROADS AND TRANSPORTATION  
CONTROLLER

**CDM REGULATIONS 2015**

- 1. In terms of the Construction (Design & Management) Regulations 2015 as follows:- STRATEGIC SERVICES MANAGER  
ROADS AND TRANSPORTATION  
CONTROLLER
  - a. To act as Client, and appoint CDM Co-ordinator, Designer, Principal Contractor and/or Contractor:-
  - b. In the case of contracts in which the Council acts as agent of the Scottish Government in terms of Section 4 of the Roads (Scotland) Act 1984, to consent to the Council being appointed as a partner or (joint) Client, CDM Co-ordinator, and/or Designer;
  - c. In the case of contracts where the Council is appointed as a partner or (joint) Client CDM Co-ordinator, Designer, Principal Contractor and/or Contractor, to carry out the duties appropriate to each such appointment.



ENVIRONMENTAL SERVICES (PARKS, PLAYING FIELDS AND CEMETERIES)

35. The Director of Environment or Head of Environment (Operations) **or Operations Manager or the officers shown against each function are** authorised:-

- a) to arrange for the routine maintenance and repair of equipment and parks infrastructure, together with the grounds maintenance of parks and open spaces, all within budgetary levels;
- b) to take all necessary action with regard to the supervision and management of the Council's cemeteries and burial grounds, including the sale of lairs and the giving of titles thereto etc;
- c) to negotiate franchises, estimated to be valued under £10,000 per annum; and
- d) to let or arrange for the letting, hire and use of those playing fields, sports pitches and outdoor leisure facilities which are the responsibility of the Environment Department and also the provision of entertainment, promotions and events within the remit of the Environment Department in accordance with the policies, practices and procedures and subject to the charges fixed from time to time by the Council.

e) to issue graffiti removal notices in accordance with Section 58 of the Antisocial Behaviour etc. (Scotland) Act 2004      **Operations Manager  
Cleansing & Waste Strategy  
Manager  
Principal Environment Officer  
(Regulations and Compliance)**

f) to make the necessary arrangements for the provision of the Council's refuse collection and street cleaning services      **Operations Manager  
Cleansing & Waste Strategy  
Manager  
Senior Environment Officer  
(Cleansing)  
Area Supervisor  
Principal Environment Officer  
(Regulations and Compliance)**

g) to issue litter fixed penalty notices in accordance with Section 88 of the Environmental Protection Act 1990      **Cleansing & Waste Strategy  
Manager  
Cleansing Supervisor**

ENVIRONMENTAL SERVICES (ENVIRONMENTAL AND PREVENTION SERVICES – TRADING STANDARDS AND ENVIRONMENTAL HEALTH)

36. The Director of Environment or the Head of Environment (Operations) or **Operations Manager or** the officers shown against each function are authorised:-
- a) to exercise the power and duties of the Council as an inspector or authorised officer including the powers of entry, inspection, sampling, purchase of goods and services, opening containers; **Prevention Services Managers**  
All Environmental Health and Trading Standards Officers
  - b) to submit reports to the Procurator Fiscal under such legislation as may from time to time be referred by the Cabinet; Prevention Services Managers  
All Environmental Health and Trading Standards Officers
  - c) to issue notices, fixed penalty notices, orders, registrations, and certificates as appropriate to the statutes listed hereunder and in respect of any other relevant legislation; **Prevention Services Managers**  
All Environmental Health and Trading Standards Officers
  - d) to appoint consultants in public health medicine for the purposes of exercising all functions of the Council where the Council is required to appoint Medical Officers; Prevention Services Managers
  - e) to revoke Closing Orders where the property in question has been brought up to the tolerable standard; Prevention Services Managers and Senior Environmental Health Officers
  - f) to grant second-hand vehicle dealer's licences in terms of the Civic Government (Scotland) Act 1982 Prevention Services Managers
  - g) to deal with applications for licences to sell fireworks outwith the prescribed periods as specified in the Fireworks Regulations 2004 **Prevention Services Managers**  
All Trading Standards and Environmental Health Officers
  - ~~h) to issue graffiti removal notices in accordance with Section 58 of the Antisocial Behaviour etc. (Scotland) Act 2004~~ ~~Operations Manager~~  
~~Cleansing & Waste Strategy Manager~~  
~~Principal Environment Officer~~  
~~(Regulations and Compliance)~~
  - ~~i) to make the necessary arrangements for the provision of the Council's refuse collection and street cleaning services~~ ~~Operations Manager~~  
~~Cleansing & Waste Strategy Manager~~  
~~Senior Environment Officer~~  
~~(Cleansing)~~  
~~Area Supervisor~~  
~~Principal Environment Officer~~  
~~(Regulations and Compliance)~~

- j) ~~to issue litter fixed penalty notices in accordance with Section 88 of the Environmental Protection Act 1990~~ Cleansing & Waste Strategy Manager  
Cleansing Supervisor
- k) to appoint officers for the purposes of the administration and enforcement of the statutes listed below including any Regulations or Orders made thereunder;

Statutes Relative to Environmental Health

Agriculture (Miscellaneous Provisions) Act 1968  
 Animal Boarding Establishments Act 1963  
 Animal Health Act 1981  
 Animal Health and Welfare (Scotland) Act 2006  
 Antisocial Behaviour etc. (Scotland) Act 2004 Parts 5 and 6  
 Breeding of Dogs Act 1973 and 1991  
**Building (Scotland) Act 2003**  
 Caravan Sites and Control of Development Act 1960  
 Civic Government (Scotland) Act 1982  
 Clean Air Act 1993  
 Contaminated Land (Scotland) Regulations 2000  
 Control of Pollution Act 1974  
 Control of Pollution (Amendment) Act 1989  
 Dangerous Dogs Act 1991  
 Dangerous Wild Animals Act 1976  
 Deer (Scotland) Act 1996  
 Diseases of Animals Act 1950 – 1975  
 Dog Fouling (Scotland) Act 2003  
 Environment Act 1995  
 Environmental Protection Act 1990  
 European Communities Act 1972 and all Food Safety and Food Standards legislation made thereunder  
**Food (Scotland) Act 2015**  
 Food Information (Scotland) Regulations 2014  
 Food Safety Act 1990  
 Guard Dogs Act 1975  
 Health and Safety at Work etc. Act 1974  
 Housing (Scotland) Acts 1987 **and 2006**  
 Licensing (Scotland) Act 2005 (Section 50)  
 Medicines Act 1968  
 Methylated Spirits (Sale by Retail) (Scotland) Act 1937  
 National Assistance Act 1948 (Section 50)  
 Noise & Statutory Nuisance Act 1993  
 Offices, Shops and Railway Premises Act 1963  
 Official Feed and Food (Scotland) Controls Regulations 2009  
 Pet Animals Act 1951  
 Prevention of Damage by Pests Act 1949  
**Private Rented Housing (Scotland) Act 2011**  
**Private Water Supplies (Scotland) Regulations 2006**  
 Public Health (Scotland) Act 1897-1945  
 Public Health (Scotland) Act 2008 (Parts 3, 5, 8 and 9)  
 Radioactive Substances Act 1960  
 Refuse Disposal (Amenity) Act 1978  
 Removal and Disposal of Vehicles Regulations 1986

Riding Establishments Act 1964/70  
Road Traffic (Scotland) Act 1991  
 Sale of Venison (Scotland) Act 1968  
 Sewerage (Scotland) Act 1968  
 Shops Act 1950-1980  
 Slaughterhouses Act 1958<sup>74</sup>  
 Slaughter of Animals (Scotland) Act 1980  
 Slaughter of Poultry Act 1967  
 The Smoking, Health and Social Care (Scotland) Act 2005  
 Water (Scotland) Act 1980  
Water Industry (Scotland) Act 2002  
Water Services etc (Scotland) Act 1990  
 Zoo Licensing Act 1981

***Statutes Relative to Environmental Health and Trading Standards***

***1 Consumer Advice and Fair Trading***

***Accommodation Agencies Act 1953***  
***Advanced Television Services Regulations 2003***  
***Business Protection from Misleading Marketing Regulations 2008***  
***Cancer Act 1939***  
***Companies Act 2006***  
***Companies (Trading Disclosures) Regulations 2008***  
***Consumer Contracts (Information, Cancellations and Additional Charges) Regulations 2013***  
***Consumer Protection (Distance Selling) Regulations 2000***  
***Consumer Protection Act 1987***  
***Consumer Rights Act 2015***  
***Consumer Protection from Unfair Trading Regulations 2008***  
***Consumer Rights (Payment Surcharges) Regulations 2012***  
***Enterprise Act 2002***  
***Estate Agents Act 1979***  
***European Communities Act 1972***  
***Electronic Commerce (EC Directive) Regulations 2002***  
***Footwear (Indication of Composition) Labelling Regulations 1995***  
***Package Travel and Linked Travel Arrangements Regulations 2018***  
***Provision of Services Regulations 2009***  
***Radio Equipment and Telecommunications Terminal Equipment Regulations 2000***  
***Radio Equipment Regulations 2017***  
***Rights of Passengers in Bus and Coach Transport (Exemptions and Enforcement) Regulations 2013***  
***Single Use Carrier Bags Charge (Scotland) Regulations 2014***  
***Textile Products (Labelling and Fibre Composition) Regulations 2012***  
***Unsolicited Goods and Services Act 1971***  
***European Union (Withdrawal) Act 2018 (and relevant regulations made thereunder)***

**2 Consumer Credit and Prices****Consumer Credit Acts 1974 and 2006****Debt Arrangement and Attachment (Scotland) Act 2002****Development of Tourism Act 1969****European Communities Act 1972****Prices Act 1974****Price Indications (Bureau de Change) (No. 2) Regulations 1992****Price Marking Order 2004****Timeshare, Holiday Products, Resale and Exchange Contracts  
Regulations 2010****Financial Services Act 2012****Financial Services Act 2012 (Consumer Credit) Order 2013****Financial Services (Distance Marketing) Regulations 2004****Financial Services and Markets Act 2000****Legal Services Act 2007****3 Petroleum and Dangerous Substances****Clean Air Act 1993****Civic Government (Scotland) Act 1982****European Communities Act 1972****Explosives Acts 1875 and 1923****Explosives Regulations 2014****Fireworks Act 2003****Fireworks Regulations 2004****Health and Safety at Work etc. Act 1974 (sections 20, 21, 22 and 25) and,  
by virtue of section 19(1) of the Act, any other related Health and Safety  
Regulation for which North Lanarkshire Council is responsible****Petroleum (Consolidation) Regulations 2014****Pyrotechnic Articles (Safety) Regulations 2015****Volatile Organic Compounds in Paints, Varnishes and Vehicle  
Refinishing Products Regulations 2012****4 Consumer Safety and Poisons****Aerosol Dispensers Regulations 2009****Antisocial Behaviour etc. (Scotland) Act 2004****Biocidal Products and Chemicals (Appointment of Authorities and  
Enforcement) Regulations 2013****Biofuel (Labelling) Regulations 2004****Cat and Dog Fur (Control of Import, Export and Placing on the Market)  
Regulations 2008****Chemicals (Hazard Information and Packaging for Supply) Regulations  
2009****EC No. 1272/2008 Classification, Labelling and Packaging Regulations****Children and Young Persons (Protection from Tobacco) Act 1991****Cigarette Lighter Refill (Safety) Regulations 1999****Construction Products Regulations 2013****Cosmetic Products Enforcement Regulations 2013**

**Consumer Protection Act 1987**  
**Detergents Regulations 2010**  
**Electrical Equipment (Safety) Regulations 2016**  
**Electromagnetic Compatibility Regulations 2016**  
**Energy Act 1976**  
**Energy Conservation Act 1996**  
**Energy Information Regulations 2011**  
**Food Imitations (Safety) Regulations 1989**  
**Furniture and Furnishings (Fire)(Safety) Regulations 1988**  
**Gas Appliances (Safety) Regulations 1995**  
**Gas Appliances (Enforcement) and Miscellaneous Amendments Regulations 2018**  
**General Product Safety Regulations 2005**  
**Household Appliances (Noise Emission) Regulations 1990**  
**Medical Devices Regulations 2002**  
**Motorcycle Noise Act 1987**  
**Motor Fuel (Composition and Content) Regulations 1999**  
**Motor Vehicle Tyres (Safety) Regulations 1994**  
**Nightwear (Safety) Regulations 1985**  
**N-nitrosamines and N-nitrosatable Substances in Elastomer or Rubber Teats and Dummies (Safety) Regulations 1995**  
**Oil Heaters (Safety) Regulations 1977**  
**Packaging (Essential Requirements) Regulations 2015**  
**Passenger Car (Fuel Consumption and CO2 Emissions Information) Regulations 2001**  
**Pedal Bicycles (Safety) Regulations 2010**  
**Personal Protective Equipment Regulations 2002**  
**Personal Protective Equipment (Enforcement) Regulations 2018**  
**Pesticides (Fees and Enforcement) Act 1989**  
**Plant Protection Products Regulations 2011**  
**Plugs & Sockets etc. (Safety) Regulations 1994**  
**Poisons Act 1972**  
**Pressure Equipment (Safety) Regulations 2016**  
**REACH Enforcement Regulations 2008**  
**Recreational Craft Regulations 2004**  
**Regulation 765/2008/EC on Accreditation and Market Surveillance**  
**Road Traffic Act 1988 (sections 17 and 18)**  
**Road Vehicles (Brake Linings Safety) Regulations 1999**  
**Standardised Packaging of Tobacco Products Regulations 2015**  
**Tobacco Advertising and Promotion Act 2002**  
**Tobacco for Oral Use (Safety) Regulations 1992**  
**Tobacco and Primary Medical Services (Scotland) Act 2010**  
**Tobacco and Related Products Regulations 2016**  
**Tobacco Products (Manufacture, Presentation and Sale) (Safety) Regulations 2002**  
**Toys (Safety) Regulations 2011**  
**Simple Pressure Vessels (Safety) Regulations 2016**  
**Supply of Machinery (Safety) Regulations 2008**

**5 Trade Descriptions and Hallmarking****Copyright, Designs and Patents Act 1988****Copyright, etc. and Trade Marks (Offences and Enforcement) Act 2002****Energy Conservation Act 1996****European Communities Act 1972****Hallmarking Act 1973****Housing (Scotland) Act 2006****Intellectual Property Act 2014****Olympic Symbol etc. (Protection) Act 1995****Trade Descriptions Act 1968****Trade Marks Act 1994****Registered Designs Act 1949****Video Recording Acts 1984 and 2010****The Consumer Protection (Enforcement) (Amendment etc.) (EU Exit)****Regulations 2018****The Consumer Protection (Amendment etc.) (EU Exit) Regulations 2018****6 Quality Control, Food and Agriculture****Agriculture Act 1970****Animal By-Products (Enforcement) (Scotland) Regulations 2013****Animal Feed (Scotland) Regulations 2010****EC Fertilisers (Scotland) Regulations 2006****European Communities Act 1972****Feed (Hygiene and Enforcement) (Scotland) Regulations 2005****Food and Environment Protection Act 1985****Food Safety Act 1990****Genetically Modified Animal Feed (Scotland) Regulations 2004****Medicines Act 1968****Official Feed and Food Controls (Scotland) Regulations 2009****Trade in Animals and Related Products (Scotland) Regulations 2012****7 Quantity Control****European Communities Act 1972****Measuring Container Bottles (EEC Requirements) Regulations 1977****Measuring Instruments Regulations 2016****Measuring Instruments (EEC Requirements) Regulations 1988****Non-automatic Weighing Instruments Regulations 2016****Weights and Measures Acts 1976 and 1985****Weights and Measures (Packaged Goods) Regulations 2006****8. Animal Health and Welfare****Animal Boarding Establishments Act 1963****Animal Health Act 1981****Animal Health and Welfare (Scotland) Act 2006****Animals (Scotland) Act 1987****Anthrax Order 1991****Avian Influenza (Preventive Measures in Zoos) (Scotland) Regulations 2005****Avian Influenza (Preventive Measures) (Scotland) Order 2007**

*Avian Influenza and Influenza of Avian Origin in Mammals (Scotland) Order 2006*  
*Avian Influenza (Slaughter and Vaccination) (Scotland) Regulations 2006*  
*Avian Influenza (H5N1 in Poultry) (Scotland) Order 2007*  
*Avian Influenza (H5N1 in Wild Birds) (Scotland) Order 2007*  
*Breeding of Dogs Act 1973*  
*Breeding and Sale of Dogs (Welfare) Act 1999*  
*Cattle Identification (Scotland) Regulations 2007*  
*Civic Government (Scotland) Act 1982*  
*Dangerous Wild Animals Act 1976*  
*Disease Control (Interim Measures) (Scotland) Order 2002*  
*Diseases of Animals (Approved Disinfectants) (Scotland) Order 2008*  
*Diseases of Poultry (Scotland) Order 2003*  
*Diseases of Swine Regulations 2014*  
*Equine Animal (Identification) (Scotland) Regulations 2019*  
*Foot-and-Mouth Disease (Scotland) Order 2006*  
*Foot-and-Mouth Disease (Slaughter and Vaccination) (Scotland) Regulations 2006*  
*Importation of Animal Pathogens Order 1980*  
*Importation of Animals Order 1977*  
*Infectious Diseases of Horses Order 198*  
*Local Government (Scotland) Act 1992*  
*Microchipping of Dogs (Scotland) Regulations 2016*  
*Non-Commercial Movement of Pet Animals Order 2011*  
*Pet Animals Act 1951*  
*Pigs (Records, Identification and Movement) (Scotland) Order 2011*  
*Rabies (Control) Order 1974*  
*Rabies (Importation of Dogs, Cats and other Mammals) Order 1974*  
*Riding Establishments Act 1964*  
*Sheep and Goats (Records, Identification and Movement) (Scotland) Order 2009*  
*Sheep Scab (Scotland) Order 2010*  
*Trade in Animals and Related Products (Scotland) Regulations 2012*  
*Transmissible Spongiform Encephalopathies (Scotland) Regulations 2010*  
*Transport of Animals (Cleansing and Disinfection) (Scotland) Regulations 2005*  
*Tuberculosis (Scotland) Order 2007*  
*Welfare of Animals at Markets Order 1990*  
*Welfare of Animals (Transport) (Scotland) Regulations 2006*  
*Welfare of Farmed Animals (Scotland) Regulations 2010*  
*Welfare of Horses at Markets (and Other Places of Sale) Order 1990*  
*Wildlife and Countryside Act 1981*  
*Zoo Licensing Act 1981*



## **9 Health and Safety at Work etc. Act 1974**

*The officer is empowered to authorise any person to accompany him/her, if necessary on visits to premises for the purpose of carrying out his/her duties in terms of the Health and Safety at Work, etc. Act 1974. This officer is also hereby authorised to exercise the power of an inspector specified in:-*

- (a) Sections 20, 21, 22 and 25 of the Health and Safety at Work etc Act 1974;*
- (b) Any health and safety regulations made under the above Act; and*
- (c) The provisions specified in the third column of Schedule 1 of the Act which and of the regulations, orders or other instruments of a legislative character made or having effect under any provision so specified.*

## **Statutes Relative to Consumer Protection & Trading Standards**

### **Acts of Sederunt**

~~Agricultural Produce (Grading and Marking) Acts 1928 & 1931~~  
~~Agriculture Act 1967 (Meat and Livestock Commission's schemes for classification and price marking)~~  
~~Agriculture Act 1970~~  
~~Agriculture (Miscellaneous Provisions) Act 1968~~  
~~Agriculture and Horticulture Act 1964~~  
~~Animal Health Act 1981~~  
~~Animal Health and welfare (Scotland) Act 2006~~  
~~Antisocial Behaviour etc. (Scotland) Act 2004 Sections 122-125~~  
~~Banking Act 1987~~  
~~Bankruptcy (Scotland) Act 1993~~  
~~Building Societies Act 1986~~  
~~Business Names Act 1985~~  
~~Cancer Act 1939~~  
~~Children and Young Persons (Protection from Tobacco) Act 1991~~  
~~Children & Young Persons (Scotland) Act 1937~~  
~~Civic Government (Scotland) Act 1982~~  
~~Civil Jurisdiction & Judgements Act 1982~~  
~~Clean Air Act 1993~~  
~~Climate Change (Scotland) Act 2009~~  
~~Companies Act 1985~~  
~~Companies Act 1985 (Business ownership disclosure)~~  
~~Company Directors Disqualification Act 1986~~  
~~Competition Act 1980~~  
~~Consumer Arbitration Agreements Act 1988~~  
~~Consumer Credit Act 1974~~  
~~Consumer Protection Act 1987~~  
~~Consumer Rights Act 2015~~  
~~Control of Pollution Act 1974~~  
~~Copyright Acts 1956 and 1983~~  
~~Copyright, Designs & Patents Act 1988~~  
~~Courts and Legal Services Act 1990~~  
~~Credit Unions Act 1979~~  
~~Criminal Justice (Scotland) Act 1980~~  
~~Criminal Justice (Scotland) Act 1980 (Compensation Orders)~~

~~Customs and Excise Management Act 1979~~  
~~Debtors (Scotland) Act 1987~~  
~~Development of Tourism Act 1969 (Price Display)~~  
~~Education Reform Act 1988~~  
~~Emergency Laws (Re-enactments and Repeals) Act 1964~~  
~~Energy Act 1976~~  
~~Energy Conservation Act 1981~~  
~~Enterprise Act 2002~~  
~~Environment and Safety Information Act 1988~~  
~~Environmental Protection Act 1990~~  
~~Estate Agents Act 1979~~  
~~European Communities Act 1972~~  
~~Explosives Act 1875 and 1923~~  
~~Fair Trading Act 1973~~  
~~Farm and Garden Chemicals Act 1967~~  
~~Feeding Stuffs (Scotland) Regulations 2000 as amended~~  
~~Feeding Stuffs and the Feeding Stuffs (Enforcement) Amendment (Scotland) Regulations 2001~~  
~~Financial Services Act 1986~~  
~~Fireworks Act 1964 (Labelling)~~  
~~Fireworks Act 2003~~  
~~Food and Environment Protection Act 1985~~  
~~Food Safety Act 1990~~  
~~Hallmarking Act 1973~~  
~~Health and Safety at Work etc. Act 1974 (Sections 19, 20, 21, 22 and 25)~~  
~~(Petroleum, Packaging and Labelling of Dangerous Substances)~~  
~~Hire Purchase Act 1964~~  
~~Housing (Scotland) Act 2006~~  
~~Insolvency Acts 1985 and 1986~~  
~~Insurance Brokers (Registration) Act 1977~~  
~~Insurance Companies Acts 1981 and 1982~~  
~~Law Reform (Miscellaneous Provisions) (Scotland) Act 1990~~  
~~Medicines Act 1968~~  
~~Mock Auctions Act 1961~~  
~~Motor Cycle Noise Act 1987~~  
~~Motor Vehicles (Safety Equipment for Children) Act 1991~~  
~~Olympic Symbols etc (Protection) Act 1995~~  
~~Pesticides (Fees and Enforcement) Act 1989~~  
~~Petroleum (Consolidation) Act 1928~~  
~~Petroleum (Transfer of Licence) Act 1936~~  
~~Plant Varieties and Seeds Act 1964~~  
~~Poisons Act 1972~~  
~~Prices Acts 1974 and 1975~~  
~~Protection of Children (Tobacco) Act 1991~~  
~~Resale Prices Act 1976~~  
~~Restrictive Trade Practices Act 1976 and 1977~~  
~~Road Traffic Act 1988 (Safety of Crash Helmets)~~  
~~Sale & Supply of Goods Act 1984~~  
~~Sale of Goods Act 1979~~  
~~Scotch Whisky Act 1988~~  
~~Single Use Carrier Bags Charge (Scotland) Regulations 2014~~  
~~Supply of Goods (Implied Terms) Act 1973~~  
~~Telecommunications Act 1984~~  
~~The Dangerous Substances and Explosives Atmospheres Regulations 2002~~  
~~Timeshare Act 1992~~

~~Tobacco Advertising and Promotion Act 2002~~  
~~Tobacco and Primary Medical Services (Scotland) Act 2010~~  
~~Trade Descriptions Act 1968~~  
~~Trade Marks Act 1994~~  
~~Trading Representations (Disabled Persons) Acts 1958 and 1972~~  
~~Trading Stamps Act 1964~~  
~~Unfair Contract Terms Act 1977~~  
~~Unsolicited Goods and Services Acts 1971 and 1975~~  
~~Video Recordings Act 1984 and 1993~~  
~~Weights and Measures Acts 1976 and 1985~~

#### PREVENTION SERVICES MANAGER

37. (a) In respect of Consumer & Trading Standards, the Prevention Services Manager is authorised to act as Chief Inspector of Weights & Measures for the purposes of the Weights and Measures Act 1985.

**(b) any suitably qualified officer is authorised to act for the Chief Inspector of Weights and Measures for the purposes of the Weights and Measures Act 1985.**

#### TRADING STANDARDS SCOTLAND

38. With effect from 4 December 2014, All Trading Standards Officers employed by Trading Standards Scotland are appointed as officers of the Council. Individuals becoming employed by Trading Standards Scotland after that date are automatically, by virtue of their appointment as Trading Standards Officers of Trading Standards Scotland, appointed as officers of the Council.

#### TRADING STANDARDS SCOTLAND – CHIEF OFFICER

39. The Chief Officer of Trading Standards Scotland is authorised

- a) to discharge the Council's functions as a local weights and measures authority under the legislation listed in the Schedule below;
- b) to act as an authorised officer for the purposes of that legislation in fulfilment of all functions granted to local weights and measures authorities thereunder; and
- c) to delegate the functions delegated to the Chief Officer by virtue of paragraph 37(a) to grant authorisations to all or any Trading Standards Officers employed by trading Standards Scotland to act as authorised officers for the purposes of the legislation listed in the Schedule below, provided that:-
  - (i) the authorisations of individual officers shall not take effect until such times as their names appear on the list of authorised officers maintained by the Chief Officer of Trading Standards Scotland, a copy of which shall be provided to the Council and kept up to date at all times.

#### SCHEDULE

- Trade Descriptions Act 1968
- European Communities Act 1972 (section 2)
- Consumer Credit Act 1974

- Prices Act 1974
- Consumer Protection Act 1987
- Copyright, Designs and Patents Act 1988
- Trade Marks Act 1994
- Unfair Terms in Consumer Contracts Regulations 1999
- Consumer protection (Distance Selling) Regulations 2000
- Financial Services and Markets Act 2000
- Enterprise Act 2002
- Electronic Commerce (EC Directive) Regulations 2002
- Financial Services (Distance Marketing) Regulations 2004
- Counter-Terrorism Act 2008
- Business Protection from Misleading Markets Regulations 2008
- Cancellation of Contracts made in a Consumer's Home or Place of Work etc. Regulations 2008
- Consumer protection from Unfair Trading Regulations 2008
- Consumer Rights (Payment Surcharges) Regulations 2012
- Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013
- Financial Services Act 2012 (Consumer Credit) Order 2013
- Consumer Rights Act 2015

## CHIEF OFFICER – HEALTH AND SOCIAL CARE PARTNERSHIP

40. The Chief Officer – Health and Social Care Partnership or HSCP Heads of Service are authorised:-

- a) to carry out the functions of the Council in terms of the following sections of the Social Work (Scotland) Act 1968:-
  - (1) Section 65(1) which empowers or requires the Council in certain circumstances to remove a person from certain residential or other establishments; and
  - (2) Section 68, which requires the Council to make arrangements for periodic visits to persons in establishments in the Council's area, in the interests of the well-being of those persons.
- b) to provide aids and adaptations for the homes of persons with physical or learning disabilities;
- c) to accept or reject applications for installation of telephones for persons with physical or learning disabilities based on approved criteria;
- d) to carry out the functions of the Council under the Disabled Persons (Badge for Motor Vehicles) Regulations 1982 and subsequent legislation;
- e) to undertake all statutory functions incumbent upon the Council in terms of the Children (Scotland) Act 1995.
- f) in accordance with Standing Orders relating to Contracts, to decide on the procedure to be used to award any contract for Social and other Specific Services falling under their remit
- g) to waive a charge for a service dependent on individual circumstances

## CHIEF SOCIAL WORK OFFICER

41. The Chief Social Work Officer is authorised:-

- a) to appoint Mental Health Officers in terms of the Mental Health (Scotland) Act 1984;
- b) to carry out the functions of the Council in relation to the adoption of children in terms of the Adoption (Scotland) Act 1978;
- c) following the appointment by the Council of a Fostering and Adoption Panel in terms of the Adoption Agencies (Scotland) Regulations 1996, to carry out the remaining functions of the Council as care authority under the Regulations;
- d) to consider and determine recommendations made by the Adoption and Fostering Review Panel in reviewing original decisions made in connection with fostering and adoption matters;

- e) to consider and determine recommendations by the Adoption Panel which are approved by the Adoption Panel for assistance with legal fees (up to an amount considered reasonable by the Director of Corporate and Community Services) and medical expenses;
- f) to make applications for all appropriate Orders in terms of the Children (Scotland) Act 1995, in particular the following:-
  - (i) Exclusion Orders
  - (ii) Child Protection Orders
  - (iii) Child Assessment Orders
  - (iv) Parental Responsibilities Orders

42. DELEGATION TO OFFICERS IN CONSULTATION WITH ELECTED MEMBERSCHIEF EXECUTIVE, AND ALL DIRECTORS

**N.B. Any reference to Convener/Chair in this section should be taken to refer to the appropriate Vice Convener/Vice Chair in the absence of the Convener/Chair.**

- a) in consultation with the appropriate Convener/Chair, to take any necessary action during any of the Council's recess periods which would normally require approval by the Cabinet or other Committee.

CHIEF EXECUTIVE

- ~~a) the Chief Executive, in consultation with the Leader of the Council, is authorised to determine the appointment of employees to outside bodies.~~

DEPUTY CHIEF EXECUTIVE AND DEMOCRATIC SERVICES MANAGER

- a) The Deputy Chief Executive or Democratic Services Manager, in consultation with the appropriate Convener is authorised to agree the level of annual grant to community councils in line with the formula previously agreed by the Council;
- b) The Deputy Chief Executive or Democratic Services Manager in consultation with the appropriate Convener, is authorised to determine applications for financial assistance from national and local organisations, except those which fall to be determined by other Directors in consultation with the appropriate Convener;
- c) The Deputy Chief Executive or Democratic Services Manager, in consultation with the Leader of the Council and the local Members (provided they are not a member of the Licensing Board), is authorised to determine whether to lodge an objection to an application for a licence in terms of the Licensing (Scotland) Act 2006 or the Gambling Act 2005, where the Council, which would normally deal with this matter, does not meet until after the last date for the lodging of objections;
- d) The Deputy Chief Executive or Democratic Services Manager, in consultation with the Provost, is authorised to disburse funds from the Provost's Appeal Fund subject to information being issued to other members of the Council on request;
- e) The Deputy Chief Executive or Democratic Services Manager, in consultation with the Provost, is authorised to deal with all matters in relation to the civic and ceremonial arrangements of the Council up to an estimated value of £400; and

- f) The Deputy Chief Executive or Democratic Services Manager, in consultation with the Leader of the Council, or in his absence the Deputy Leader, is authorised to determine elected Member attendance at conferences etc.

**DEMOCRATIC SERVICES MANAGER**

- a) The Democratic Services Manager, in consultation with the Provost, is authorised to decide whether to fly a flag at any time other than that set out in the agreed protocol, should a national or international event deem it necessary.

**DEPUTY CHIEF EXECUTIVE AND HEAD OF HR & CORPORATE SERVICES COMMUNITIES, REVENUES & BUSINESS CHANGE**

- a) The Deputy Chief Executive or Head of **HR & Corporate Services Communities, Revenues & Business Change**, in consultation with the appropriate Convener and the Head of Accountancy (Chief Financial Officer), is authorised to set or adjust prices for specific promotions and joint ventures

**DEPUTY CHIEF EXECUTIVE AND HEAD OF COMMUNITIES, REVENUES AND CHANGE**

- ~~a) The Deputy Chief Executive or Head of Communities, Revenues & Business Change, in consultation with the appropriate Convener, is authorised to agree charges for facilities provided on behalf of the Council by other bodies.~~

**CHIEF OFFICER - LEGAL & PROCUREMENT**

- a) The Chief Officer - Legal & Procurement or the Principal Solicitor, in consultation with the Chair of the Licensing Committee, is authorised to determine requests for advertising on licensed taxis and private hire cars.

**DIRECTOR OF EDUCATION**

- a) The Director of Education, in consultation with the Chair of the Education Committee, is authorised to operate a special case premature retiral scheme for the teaching profession including the determination of the level of any pension enhancement;
- b) The Director of Education, in consultation with the Chair of the Education Committee, is authorised to determine requests for financial assistance for education purposes;
- c) The Director of Education and Deputy Chief Executive are authorised in consultation with the Chair of the Education Committee to determine the dates of local school holidays within East Renfrewshire after seeking the views of parent councils and trade unions; and
- d) The Director of Education, in consultation with the Convener for Community Services and Community Safety, is authorised to modify the conditions for eligibility for the Theatre Tickets for Armed Forces scheme, based on experience and future comments from relevant organisations.



DIRECTOR OF ENVIRONMENT

- ~~a) The Director of Environment or Head of Environment (Operations), in the event of an emergency situation, is authorised to initiate whatever action is deemed necessary in consultation with the Chair and Vice Chair of the Planning Applications Committee and the local Members in whose ward the breach of planning control has taken place;~~
- a) The Director of Environment or Head of Environment (Operations) is authorised, following consultation with the Chair of the Planning Applications Committee, to determine applications to remove or vary conditions imposed by the Planning Applications Committee;
- ~~(c) The Director of Environment or Head of Environment (Operations) is authorised, following consultation with the Chair of the Planning Applications Committee, to hold a public hearing in respect of any planning application when it is believed that the application raises wide issues, that it would be of benefit to the Committee when determining the application, or where there is a recommendation to grant an application which is contrary to the development plan and which has attracted a substantial number of objections; and~~
- ~~(d) The Director of Environment is authorised, in consultation with the relevant local Members, to determine all rent reviews for shop premises with the exception of any cases which the Director considers requires Council approval.~~

CHIEF OFFICER – HEALTH AND SOCIAL CARE PARTNERSHIP/CHIEF SOCIAL WORK OFFICER

- a) The Chief Officer – Health and Social Care Partnership or the Chief Social Work Officer, in consultation with the Convener for Social Work and Health, is authorised to appoint Curators ad litem in terms of the Children (Scotland) Act 1995 and associated regulations made thereunder.

## DELEGATED POWERS IN RELATION TO TENDERS AND CONTRACTS

43. The delegated powers in relation to the acceptance of tenders and the awarding of contracts, including contracts for the appointment of consultants, shall be as set out in the Council's Standing Orders Relating to Contracts.

## RENFREWSHIRE VALUATION JOINT BOARD

44. East Renfrewshire Council has agreed that its electoral registration function should be discharged by the Renfrewshire Valuation Joint Board with a consequent delegation of powers in respect of electoral registration to the Joint Board.

## POLICE SCOTLAND

45. The Chief Constable of Police Scotland is authorised to discharge the functions of East Renfrewshire Council under Section 19 (Appointment of Inspectors) of the Health & Safety at Work Act 1974 for the purposes of the enforcement of the Explosive Acts of 1875 and 1923 in so far as they relate to the licensing, registration and regulation of stores or registered premises.

## EAST RENFREWSHIRE INTEGRATION JOINT BOARD

46. East Renfrewshire Council has agreed to delegate to the Integration Joint Board those functions associated with the delivery of adult, criminal justice and children's social care services as set out in Appendix to this scheme.

### Functions delegated by the Council to the Integration Joint Board

Set out below is the list of functions delegated by the Council to the Integration Joint Board. Part 1 of the list reflects those functions which must be delegated in terms of the Public Bodies (Joint Working) (Prescribed Local Authority Functions etc) (Scotland) Regulations 2014.

Further local authority functions can be delegated as long as they fall within the relevant sections of the Acts set out in the Schedule to the Public Bodies (Joint Working) (Scotland) Act 2014 . Part 2 of the list reflects those functions which the Council has delegated on this discretionary basis.

### PART 1 – FUNCTIONS WHICH MUST BE DELEGATED

Column A Enactment conferring function	Column B Limitation
<b>National Assistance Act 1948</b>	
Section 48 (Duty of councils to provide temporary protection for property of persons admitted to hospitals etc.)	
<b>The Disabled Persons (Employment) Act 1958</b>	
Section 3 (Provision of sheltered employment by local authorities)	
<b>The Social Work (Scotland) Act 1968</b>	
Section 1 (Local authorities for the administration of the Act.)	So far as it is exercisable in relation to another integration function.
Section 4 (Provisions relating to performance of functions by local authorities.)	So far as it is exercisable in relation to another integration function.
Section 8 (Research.)	So far as it is exercisable in relation to another integration function.
Section 10 (Financial and other assistance to voluntary organisations etc. for social work.)	So far as it is exercisable in relation to another integration function.
Section 12 (General social welfare services of local authorities.)	Except in so far as it is exercisable in relation to the provision of housing support services.

Column A Enactment conferring function	Column B Limitation
Section 12A (Duty of local authorities to assess needs.)	So far as it is exercisable in relation to another integration function.
Section 12AZA (Assessments under section 12A - assistance)	So far as it is exercisable in relation to another integration function.
Section 13 (Power of local authorities to assist persons in need in disposal of produce of their work.)	
Section 13ZA (Provision of services to incapable adults.)	So far as it is exercisable in relation to another integration function.
Section 13A (Residential accommodation with nursing.)	
Section 13B (Provision of care or aftercare.)	
Section 14 (Home help and laundry facilities.)	
Section 28 (Burial or cremation of the dead.)	So far as it is exercisable in relation to persons cared for or assisted under another integration function.
Section 29 (Power of local authority to defray expenses of parent, etc., visiting persons or attending funerals.)	
Section 59 (Provision of residential and other establishments by local authorities and maximum period for repayment of sums borrowed for such provision.)	So far as it is exercisable in relation to another integration function.
<b>The Local Government and Planning (Scotland) Act 1982</b>	
Section 24(1) (The provision of gardening assistance for the disabled and the elderly.)	
<b>Disabled Persons (Services, Consultation and Representation) Act 1986</b>	
Section 2 (Rights of authorised representatives of disabled persons.)	
Section 3 (Assessment by local authorities of needs of disabled persons.)	
Section 7 (Persons discharged from hospital.)	In respect of the assessment of need for any services provided under functions contained in welfare enactments within the meaning of section 16 and which have been delegated.

Column A Enactment conferring function	Column B Limitation
Section 8 (Duty of local authority to take into account abilities of carer.)	In respect of the assessment of need for any services provided under functions contained in welfare enactments (within the meaning set out in section 16 of that Act) which are integration functions.
<b>The Adults with Incapacity (Scotland) Act 2000</b>	
Section 10 (Functions of local authorities.)	
Section 12 (Investigations.)	
Section 37 (Residents whose affairs may be managed.)	Only in relation to residents of establishments which are managed under integration functions.
Section 39 (Matters which may be managed.)	Only in relation to residents of establishments which are managed under integration functions.
Section 41 (Duties and functions of managers of authorised establishment.)	Only in relation to residents of establishments which are managed under integration functions
Section 42 (Authorisation of named manager to withdraw from resident's account.)	Only in relation to residents of establishments which are managed under integration functions
Section 43 (Statement of resident's affairs.)	Only in relation to residents of establishments which are managed under integration functions
Section 44 (Resident ceasing to be resident of authorised establishment.)	Only in relation to residents of establishments which are managed under integration functions
Section 45 (Appeal, revocation etc.)	Only in relation to residents of establishments which are managed under integration functions
<b>The Housing (Scotland) Act 2001</b>	
Section 92 (Assistance for housing purposes.)	Only in so far as it relates to an aid or adaptation.
<b>The Community Care and Health (Scotland) Act 2002</b>	
Section 4 (Accommodation more expensive than usually provided)	
Section 5 (Local authority arrangements for residential accommodation outwith Scotland.)	

Column A Enactment conferring function	Column B Limitation
Section 14 (Payments by local authorities towards expenditure by NHS bodies on prescribed functions.)	
<b>The Mental Health (Care and Treatment) (Scotland) Act 2003</b>	
Section 17 (Duties of Scottish Ministers, local authorities and others as respects Commission.)	
Section 25 (Care and support services etc.)	Except in so far as it is exercisable in relation to the provision of housing support services.
Section 26 (Services designed to promote well-being and social development.)	Except in so far as it is exercisable in relation to the provision of housing support services.
Section 27 (Assistance with travel.)	Except in so far as it is exercisable in relation to the provision of housing support services.
Section 33 (Duty to inquire.)	
Section 34 (Inquiries under section 33: Co-operation.)	
Section 228 (Request for assessment of needs: duty on local authorities and Health Boards.)	
Section 259 (Advocacy.)	
<b>The Housing (Scotland) Act 2006</b>	
Section 71(1)(b) (Assistance for housing purposes.)	Only in so far as it relates to an aid or adaptation.
<b>The Adult Support and Protection (Scotland) Act 2007</b>	
Section 4 (Council's duty to make inquiries.)	
Section 5 (Co-operation.)	
Section 6 (Duty to consider importance of providing advocacy and other.)	
Section 11 (Assessment Orders.)	

Column A Enactment conferring function	Column B Limitation
Section 14 (Removal orders.)	
Section 18 (Protection of moved persons property.)	
Section 22 (Right to apply for a banning order.)	
Section 40 (Urgent cases.)	
Section 42 (Adult Protection Committees.)	
Section 43 (Membership.)	
<b>Social Care (Self-directed Support) (Scotland) Act 2013</b>	
Section 5 (Choice of options: adults.)	
Section 6 (Choice of options under section 5: assistances.)	
Section 7 (Choice of options: adult carers.)	
Section 9 (Provision of information about self-directed support.)	
Section 11 (Local authority functions.)	
Section 12 (Eligibility for direct payment: review.)	
Section 13 (Further choice of options on material change of circumstances.)	Only in relation to a choice under section 5 or 7 of the Social Care (Self-directed Support) (Scotland) Act 2013.
Section 16 (Misuse of direct payment: recovery.)	
Section 19 (Promotion of options for self-directed support.)	



**PART 2 – ADDITIONAL FUNCTIONS TO BE DELEGATED ON A DISCRETIONARY BASIS**

**National Assistance Act 1948**

Section 45  
(Recovery in cases of misrepresentation or non-disclosure)

**Matrimonial Proceedings (Children) Act 1958**

Section 11  
(Reports as to arrangements for future care and upbringing of children)

**Social Work (Scotland) Act 1968**

Section 5  
(Powers of Secretary of State).

Section 6B  
(Local authority inquiries into matters affecting children)

Section 27  
(supervision and care of persons put on probation or released from prison etc.)

Section 27 ZA  
(advice, guidance and assistance to persons arrested or on whom sentence deferred)

Section 78A  
(Recovery of contributions).

Section 80  
(Enforcement of duty to make contributions.)

Section 81  
(Provisions as to decrees for aliment)

Section 83  
(Variation of trusts)

Section 86  
(Adjustments between authority providing accommodation etc., and authority of area of residence)

**Children Act 1975**

Section 34  
(Access and maintenance)

Section 39  
(Reports by local authorities and probation officers.)

Section 40  
(Notice of application to be given to local authority)

Section 50  
(Payments towards maintenance of children)

**Health and Social Services and Social Security Adjudications Act 1983**

Section 21  
(Recovery of sums due to local authority where persons in residential accommodation have disposed of assets)

Section 22  
(Arrears of contributions charged on interest in land in England and Wales)

Section 23  
(Arrears of contributions secured over interest in land in Scotland)

**Foster Children (Scotland) Act 1984**

Section 3  
(Local authorities to ensure well being of and to visit foster children)

Section 5  
(Notification by persons maintaining or proposing to maintain foster children)

Section 6  
(Notification by persons ceasing to maintain foster children)

Section 8  
(Power to inspect premises)

Section 9  
(Power to impose requirements as to the keeping of foster children)

Section 10  
(Power to prohibit the keeping of foster children)

**Children (Scotland) Act 1995**

Section 17  
(Duty of local authority to child looked after by them)

Sections 19  
(Local authority plans for services for children)

Section 20  
(Publication of information about services for children)

Section 21  
(Co-operation between authorities)

Section 22  
(Promotion of welfare of children in need)

Section 23  
(Children affected by disability)

Section 24  
(Assessment of ability of carers to provide care for disabled children)

Section 24A  
(Duty of local authority to provide information to carer of disabled child)

Section 25  
(Provision of accommodation for children etc)

Section 26  
(Manner of provision of accommodation to children looked after by local authority)

Section 27  
(Day care for pre-school and other children)

Section 29  
(After-care)

Section 30  
(Financial assistance towards expenses of education or training)

Section 31  
(Review of case of child looked after by local authority)

Section 32  
(Removal of child from residential establishment)

Section 36  
(Welfare of certain children in hospitals and nursing homes etc)

Section 38  
(Short-term refuges for children at risk of harm)

Section 76  
(Exclusion orders)

**Criminal Procedure (Scotland) Act 1995**

Section 51  
(Remand and committal of children and young persons).

Section 203  
(Reports)

Section 234B  
(Drug treatment and testing order).

Section 245A  
(Restriction of liberty orders).

**Adults with Incapacity (Scotland) Act 2000**

Section 40  
(Supervisory bodies)

**Community Care and Health (Scotland) Act 2002**

Section 6  
(Deferred payment of accommodation costs)

**Management of Offenders etc (Scotland) Act 2005**

Section 10  
(Arrangements for assessing and managing risks posed by certain offenders)

Section 11  
(Review of arrangements)

**Adoption and Children (Scotland ) Act 2007**

Section 1  
(Duty of local authority to provide adoption service)

Section 4  
(Local authority plans)

Section 5  
(Guidance)

Section 6  
(Assistance in carrying out functions under sections 1 and 4)

Section 9  
(Assessment of needs for adoption support services)

Section 10  
(Provision of services)

Section 11  
(Urgent provision)

Section 12  
(Power to provide payment to person entitled to adoption support service)

Section 19  
(Notice under section 18: local authority's duties)

Section 26  
Looked after children: adoption not proceeding

Section 45  
Adoption support plans

Section 47  
Family member's right to require review of plan

Section 48  
Other cases where authority under duty to review plan

Section 49  
Reassessment of needs for adoption support services

Section 51  
Guidance

Section 71  
Adoption allowance schemes

Section 80  
Permanence orders

Section 90  
Precedence of court orders and supervision requirements over order

Section 99  
Duty of local authority to apply for variation or revocation

Section 101  
Local authority to give notice of certain matters

Section 105  
Notification of proposed application for order

**Adult Support and Protection (Scotland) Act 2007**

Section 7  
(Visits)

Section 8  
(Interviews)

Section 9  
(Medical examinations)

Section 10  
(Examination of records etc)

Section 16  
(Right to move adult at risk)

**Children's Hearings (Scotland) Act 2011**

Section 35  
(Child assessment orders)

Section 37  
(Child protection orders)

Section 42  
(Parental responsibilities and rights directions)

Section 44  
(Obligations of local authority)

Section 48  
(Application for variation or termination)

Section 49  
(Notice of application for variation or termination)

Section 60  
(Local authority's duty to provide information to Principal Reporter)

Section 131  
(Duty of implementation authority to require review)

Section 144  
(Implementation of compulsory supervision order: general duties of implementation authority)

Section 145  
(Duty where order requires child to reside in certain place)

Section 153  
(Secure accommodation: regulations)

Section 166  
(Review of requirement imposed on local authority)

Section 167  
(Appeals to sheriff principal: section 166)

Section 180  
(Sharing of information: panel members)

Section 183  
(Mutual assistance)

Section 184  
(Enforcement of obligations on health board under section 183)

## **Social Care (Self- Directed Support)(Scotland) Act 2013**

Section 8  
(Choice of options: children and family members)

Section 10  
(Provision of information: children under 16)

**Carers (Scotland) Act 2016**

Section 6  
(Duty to prepare Adult Carer Support Plan)

Section 24  
(Duty to provide support)

Section 25  
(Provision of support to carers: breaks from caring)

Section 31  
(Duty to prepare local carer strategy)

Section 34  
(Information and advice for carers)

Section 35  
(Short breaks services statements)



EAST RENFREWSHIRE COUNCIL11 September 2019Report by Deputy Chief ExecutiveREVIEW OF STANDING ORDERS**PURPOSE OF REPORT**

1. To seek approval for amended Standing Orders for the Council.

**RECOMMENDATION**

2. (a) That the amended East Renfrewshire Council Standing Orders be approved;  
and  
(b) That the amended East Renfrewshire Council Standing Orders take effect from 30 September 2019.

**BACKGROUND**

3. In terms of the Local Government (Scotland) Act 1973, a local authority may make standing orders for the regulation of its proceedings and business, and may vary or revoke such standing orders.
4. East Renfrewshire Council has had standing orders in place since its inception in 1995.
5. The Standing Orders contain a provision that they should be reviewed once in the lifetime of the Council. The last full review of Standing Orders took place in June 2013 during the term of the previous Council.

**REPORT**

6. The Council's Standing Orders have now been reviewed and an amended copy is attached (Appendix 1). This shows amendments, additions and deletions as appropriate. To assist Members to identify alterations additions are shown **in bold**, whilst deletions have been struck through (~~struck through~~).
7. The following provides more a more detailed commentary on the proposed changes as outlined in the Appendix.

## Standing Orders

**Standing Order No.2** – The Standing Order has been amended to remove the requirement for meetings of the Council to be held on Wednesdays.

**Standing Order No.5** – The Standing Order has been amended to remove the requirement for meetings of the Council to be held at 7pm.

**Standing Order No.6** – This is a new Standing Order to introduce procedures for the cancelling of meetings in extreme circumstances.

**Standing Order No.19** – This Standing Order has been amended to include the requirement for Elected Members to declare any interests they may have in any of the items on an agenda.

**Standing Order No.20(e)** – This Standing Order has been amended to clarify that the ability to ask questions on any of the committee Minutes in the Minute Volume does not extend to those Minutes that had been submitted to the previous meeting of the Council but had been included in the Volume for completeness.

**Standing Order No.20(k)** – This Standing Order has been amended to delete the reference to the North Strathclyde Community Justice Authority which no longer exists.

**Standing Order No.22** – The Standing Order has been amended to clarify the process for the consideration of the Minute of the previous meeting of the Council.

**Standing Order No.23** – This is a new Standing Order to confirm that there is no discussion of or questions on the Minute of the previous meeting of the Council other than in respect of accuracy as a true record, and which sets out the process for seeking an amendment to the Minute.

**Standing Order No.24** - This Standing Order has been amended to clarify the process for the approval of committee Minutes and the process for seeking an amendment.

**Standing Order No.25** – The Standing Order has been amended to be consistent with the amendment made to Standing Order 20(e) in respect of questions on committee Minutes contained in the Minute Volume.

**Standing Order No.26** – The Standing Order has been amended to introduce the ability of questions to be submitted by email and to reduce the number of days prior to a meeting by which the question must be submitted.

**Standing Order No.27(a)** – This Standing Order has been amended to introduce the ability for notices of motion to be submitted by email and to reduce the number of days prior to a meeting by which they must be submitted.

**Standing Order No.28** – This is a new Standing Order that introduces a requirement for any alternative budget proposals to the proposed annual budget to be submitted to the Chief Financial Officer in advance of the budget meeting to enable her to confirm that any financial implications would be manageable in the event the alternative proposals were agreed by the Council.

**Standing Order No.29(a)** – This is a new Standing Order associated with new Standing Order 28. This new Standing Order introduces a requirement for full expenditure details and the nature of the expenditure to be included in any budget proposals/amendments.

**Standing Order No.29(b)** – This is also a new Standing Order associated with new Standing Order 28. This Standing Order places an obligation on the Chief Financial Officer to advise the Council on the financial implications of any proposals being considered and the procedure in the event further time is required.

**Standing Order No.32(f)** – This Standing Order has been amended to remove the specific requirement for the Deputy Chief Executive to read out any motion or amendment, reflecting the fact that the Democratic Services Manager would normally read out any motion or amendment on request.

**Standing Order No.32(l)** – This is an additional Standing Order further amending Standing Order No.32 and clarifying that it will be at the discretion of the Provost whether or not to allow the mover and seconder of an unopposed motion to speak to the terms of their motion.

**Standing Order No.33** – The Standing Order has been amended to clarify that the raising of points of order relates to other Elected Members.

**Standing Order No.36(c)** – This is an additional Standing Order that has been added introducing a change to the procedure for the taking of a vote to call for those who are abstaining from the vote.

**Standing Order No.36(d)** – This Standing Order has been amended to clarify that issues relating to an equality of votes apply only to a motion or amendment and does not take into account any abstentions.

**Standing Order No.38(a)** – This is a new addition to the Standing Order which clarifies that the Council will only hear deputations if the matter that the deputation wishes to raise lies within the remit of the Council.

**Standing Order No.39** – This Standing Order has been amended to clarify the process for declarations of interest and to highlight the need for Members to completely leave the meeting room for the duration of the item in which the interest was declared.

**Former Standing Order No.36** – This Standing Order has been deleted as the process does not relate to conduct at meetings and therefore does not to be set out in Standing Orders.

**Standing Order No.40** – The Standing Order has been amended to clarify that staffing matters associated with former employees relate not only to dismissal but to cessation of employment in general.

**Standing Order No.41** – The Standing Order has been amended to clarify that the Scheme of Administration and Scheme of Delegated Functions will form appendices.

**Standing Order No.43** – The Standing Order has been amended to clarify that committee meetings are held in accordance with the meetings calendar, subject to the ability of committees to amend dates and times.

**Standing Order No.45** – This is a new Standing Order that empowers the Deputy Chief Executive to cancel meetings on the grounds of insufficient business, or otherwise to postpone or reschedule meetings in consultation with the relevant meeting Chair.

**Standing Order No.46** – This Standing Order has been amended to delete the reference to the Community Health and Care Partnership Committee, the predecessor to the Integration Joint Board. As the IJB is a separate entity it operates under its own Standing Orders.

**Standing Order No.50** – This is a new Standing Order that clarifies the position regarding attendance at quasi-judicial committees and the impact of absence or non-attendance on a Member's ability to take part in any vote.

**Standing Order No.51** – The Standing Order has been amended to clarify the procedure for the call-in of a Cabinet decision to the Audit & Scrutiny Committee, including the introduction of the ability to submit the call-in request by email.

**Standing Order No.52** – The Standing Order has been amended to clarify the procedure for the call-in of a Cabinet decision to the Council, including the introduction of the ability to submit the call-in request by email.

**Standing Order No.53(a)** – The Standing Order has been amended to clarify the process by which an Elected Member who is not a member of a committee may seek an invitation to attend a meeting.

**Standing Order No.53(b)** – The Standing Order has been amended to make it clear that the requirement to leave a meeting following the passing of a resolution to exclude the press and public does not apply to any Elected Members viewing the meeting from the public gallery, unless specifically requested to do so.

**Standing Order No.56** – This is a new Standing Order that reinforces the need for permission to be obtained for any photographic, audio or video recording of meetings and the timescales within which requests must be submitted.

## **FINANCE AND EFFICIENCY**

8. There are no financial or efficiency implications of the proposed changes.

## CONSULTATION

9. The draft Standing Orders have been discussed by the Standing Orders Review Group (comprising Elected Members, the Chief Officer – Legal & Procurement and the Democratic Services Manager) and the CMT have been consulted in the proposals.

## IMPLICATIONS OF THE PROPOSALS

10. There are no staffing, property, legal, IT equalities or sustainability implications associated with the proposed changes.

## CONCLUSIONS

11. Standing Orders require that the existing Standing Orders be reviewed once in the lifetime of the Council. Conducting the review fulfils that requirement. The proposed revisions bring Standing Orders up to date, clarify a number of matters where there was considered ambiguity or lack of clarity, introduce some new processes, particularly around electronic submission of documents, and take account of internal and external changes.

12. Subject to approval, arrangements will be made to circulate copies to all councillors and other relevant parties.

## RECOMMENDATION

13. (a) That the amended East Renfrewshire Council Standing Orders be approved; and
- (b) That the amended East Renfrewshire Council Standing Orders take effect from 30 September 2019.

Local Government (Access to information) Act 1985

Report Author

Eamonn Daly, Democratic Services Manager

Tel 0141 577 3023

e-mail:- [eamonn.daly@eastrenfrewshire.gov.uk](mailto:eamonn.daly@eastrenfrewshire.gov.uk)

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***East Renfrewshire Council***  
***Standing Orders***

Approved by Council 26 June 2013-11 September 2019

Standing Orders  
of the  
East Renfrewshire Council

1. These Standing Orders are made by the East Renfrewshire Council in terms of powers conferred on the Council by paragraph 8 of Schedule 7 to the Local Government (Scotland) Act 1973.
2. The Interpretation Act 1978 applies to the interpretation of these Standing Orders as it applies to the interpretation of an Act of Parliament.
3. These Standing Orders shall apply and have effect on and after ~~4 July 2013~~ **30 September 2019**.

**DEFINITIONS**

4. In these Standing Orders, the following words and expressions shall have the following meanings:-

“The 1973 Act” means the Local Government (Scotland) Act 1973 as amended

“The 1989 Act” means the Local Government and Housing Act 1989

“The 1994 Act” means the Local Government etc. (Scotland) Act 1994

“Council” means the East Renfrewshire Council incorporated under the 1994 Act

“Member” means:

- a) in relation to the Council a Member elected at an election, bye-election or elected to fill a Council vacancy and who has made a Declaration of Acceptance of Office in terms of Section 33A of the 1973 Act; and
- b) in relation to any committee or sub-committee, a person appointed as a member of that committee or sub-committee whether or not entitled to vote.

“Chief Officer” means a statutory or non-statutory chief officer as defined in Section 2 of the 1989 Act.

“proper officer” means the person designated for a specific purpose by the Council **in the Council’s Scheme of Delegated Functions.**

“The Councillors’ Code of Conduct” means the code of conduct issued under Part 1 of the Ethical Standards in Public Life etc. (Scotland) Act 2000.



<u>Standing Order No.</u>	<u>Statutory Reference</u>
1	Local Government (Scotland) Act 1973 Schedule 7 Paragraph 1(1)
2	-
3	-
4	-
5	-
6	-
7	Local Government (Scotland) Act 1973 Schedule 7 Paragraph 2(1)
8	Local Government (Scotland) Act 1973 Sections 50A & 50B
9	Local Government (Scotland) Act 1973 Schedule 7 Paragraph 2(3)
10	Local Government (Scotland) Act 1973 Schedule 7 Paragraph 4
11	Local Government (Scotland) Act 1973 Schedule 7 Paragraph 4
12	Local Government (Scotland) Act 1973 Schedule 7 Paragraph 4
13	Local Government (Scotland) Act 1973 Schedule 7 Paragraph 6
14	Local Government (Scotland) Act 1973 Section 35
15	Local Government etc (Scotland) Act 1994 Section 4(3)
16	Local Government (Scotland) Act 1973 Schedule 7 Paragraph 3
17	-
18(a)	Local Government (Scotland) Act 1973 Section 50B(4)(a)
18(b)	Local Government (Scotland) Act 1973 Section 50B(3)(b)
18(c)	Local Government (Scotland) Act 1973 Section 50B(3)(a)
18(d)	Local Government (Scotland) Act 1973 Section 50B(4)(b)
19	Local Government etc (Scotland) Act 1994 Section 4
20	-
21	Local Government (Scotland) Act 1973 Section 50A
22	Local Government (Scotland) Act 1973 Schedule 7 Paragraph 7(1)
23	Local Government (Scotland) Act 1973 Schedule 7 Paragraph 7(1)
24-35	-
36	Local Government (Scotland) Act 1973 Schedule 7 Paragraph 5
37-38	-
39	Ethical Standards in Public Life etc (Scotland) Act 2000 Section 1
40	Local Government (Scotland) Act 1973 Sections 50A(4) and 50J
41	Local Government (Scotland) Act 1973 Section 56
42	Local Government (Scotland) Act 1973 Section 62
43-52	-
53	Local Government (Scotland) Act 1973 Sections 50A(2) and 50A(4)
54-55	-
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## STANDING ORDERS

### MEETINGS OF THE COUNCIL

#### FIRST MEETING OF THE COUNCIL AFTER **ORDINARY ELECTIONS (STATUTORY MEETING)**

1. The first meeting of East Renfrewshire Council after an ordinary election of councillors shall be held within 21 days from the date of the election as required by paragraph 1(1) of Schedule 7 to the 1973 Act. The date and time of the meeting will be determined by the Chief Executive following consultation with political groups and independent councillors.

#### DATES OF ORDINARY MEETINGS

2. Subject to the preceding Standing Order and unless otherwise agreed to in terms of the following Standing Order, ordinary meetings of the Council shall be held on **those days as set out in the calendar of meetings as approved** ~~Wednesdays as determined~~ by the Council.

#### SPECIAL MEETINGS

3. A special meeting of the Council may be called at any time by decision of the Council. A special meeting may also be called at any time by the Deputy Chief Executive on being required so to do by **(a)** the Provost (or in his/her absence by the Deputy Provost) or **(b)** on receiving a written requisition specifying the business proposed to be transacted at the meeting and signed by at least one quarter of the whole number of Members of the Council (5), in which latter case the meeting shall be held within 14 days of the receipt of the requisition, on such day and at such time and such place as the Provost shall determine.

#### YEAR OF ORDINARY ELECTION

4. In the year of an ordinary election an additional meeting of the Council shall be held, if necessary, on the Wednesday of the week preceding the election to conclude the business of the outgoing Council.

#### PLACE AND TIME OF MEETING

5. Meetings of the Council shall be held either in the Council Chamber, Council Offices, Eastwood Park, Rouken Glen Road, Giffnock, East Renfrewshire ~~at 7.00 p.m.~~ **in accordance with the calendar of meetings approved by the Council** or at such other place or time as the Council, or the Deputy Chief Executive in consultation with the Provost, may specify.

6. **In extreme circumstances (for example severe weather conditions preventing Members and/or the public from travelling safely to the meeting place), meetings may be cancelled or postponed by the Chief Executive or Deputy Chief Executive in consultation with the Provost, Leader of the Council, and Leader of the Opposition.**

NOTICE OF MEETINGS

7. All meetings of the Council shall be called by:-

- a) a notice published by the Deputy Chief Executive at the Council's principal offices, at least three clear days before the meeting specifying the time and place of the meeting except, where the meeting has been requisitioned by Members of the Council in accordance with Standing Order No.3 above, when the notice shall be signed by those Members and shall specify the business proposed to be transacted thereat; AND
- b) a summons to attend the meeting specifying the business to be transacted and signed by or on behalf of the Deputy Chief Executive shall be left at or sent at least three clear days before the meeting of the Council to the usual place of residence of every Member of the Council or to such other address as any Member may notify.

8. If a meeting is convened at shorter notice than three clear days, the notice and summons referred to in the preceding Standing Order shall in accordance with the terms of Sections 50A and 50B of the 1973 Act, be published and posted as soon as the meeting is convened.

WANT OF SERVICE OF SUMMONS

9. Want of service of a summons on any Member shall not affect the validity of a meeting of the Council.

QUORUM

10. Subject to paragraph 4(2) of Schedule 7 to the 1973 Act, no business shall be transacted at a meeting of the Council unless at least one quarter (5) of the whole number of Members of the Council are present. If 10 minutes after the time stated in the summons to attend the meeting a quorum is not present, the meeting shall stand adjourned until such date and time as may be determined by the Deputy Chief Executive in consultation with the Provost. The Deputy Chief Executive will minute the reason for the adjournment of the meeting.

11. If after a meeting has been started the number of members able to participate falls below the quorum, and after the lapse of 5 minutes, during which time no business shall be conducted or transacted, a quorum cannot be found, the meeting shall be adjourned and the Deputy Chief Executive will minute the reason for the adjournment.

12. If less than a quorum of the Council is entitled to vote on an item because of declarations of interest, that item cannot be dealt with at the meeting.

SEDERUNT AND APOLOGIES

13. The names of the Members present at a meeting of the Council shall be recorded in the Minute of the meeting. Members who intimate apologies for non-attendance at a meeting of the Council shall have their apologies recorded in the Minute.

## FAILURE TO ATTEND MEETINGS

14. Subject to the provisions of Section 35 of the 1973 Act, if a Member of the Council fails throughout a period of six consecutive months to attend any meeting of the Council, he/she shall, unless the failure was due to any reason approved by the Council, cease to be a Member of the Council.

## CONVENER/PROVOST

15. The Convener of the Council, upon being elected, shall be known as Provost and shall hold office until the next ordinary election of the Council or until ceasing to be a councillor, or resigning from office, whichever is the earlier. Notwithstanding the provisions of the foregoing, the Council may effect the early removal from office of the Provost providing that:-

- (i) the Deputy Chief Executive receives at least ten days prior to the meeting a written requisition signed by at least one quarter of the whole number of Members of the Council (5) requesting the early removal from office of the Provost; and
- (ii) not less than two thirds of councillors present and entitled to vote at the meeting agree that the Provost should be removed from office.

The provisions relating to the early removal from office of the Provost shall also apply to the post of Vice-Convener of the Council if the Council determines to make such an appointment. Upon being elected, the holder of the office of Vice-Convener shall be known as Deputy Provost.

## ROLE OF THE PROVOST

16. At a meeting of the Council, the Provost or, in his/her absence, the Deputy Provost shall preside. If the Provost and Deputy Provost are both absent from a meeting, another Member of the Council chosen by those Members present shall preside.

It shall be the duty of the Provost -

- to preserve order and ensure fairness in debate
- to decide all matters of order, competency and relevancy
- with the assistance of the Democratic Services Manager to ensure that Standing Orders are observed
- to determine any questions of procedure for which no express provision has been made in these Standing Orders
- to adjourn a meeting in the event of disorder arising to a time which the Provost may then or afterwards fix (the quitting of the chair by the Provost shall be the signal that the meeting is adjourned). In the event the Provost quits the Chair in other circumstances, the meeting shall not be adjourned, and the Deputy Provost, or in his/her absence another Member of the Council chosen by those Members present, shall assume the Chair.

The decision of the Provost on all matters within his/her responsibility shall be final and shall not be open to question or discussion.

**OBSTRUCTIVE AND OFFENSIVE CONDUCT**

17. Any Member disregarding the authority of the Provost or obstructing the meeting or conducting him/herself offensively shall be suspended from the remainder of the meeting if a resolution for suspension, moved and seconded, is carried. There shall be no discussion on such a motion. The Member concerned shall forthwith leave the Council Chamber or meeting place. The Council Officer shall act on any instruction he/she may receive from the Provost in pursuance of such a decision.

**RESTRICTION ON BUSINESS**

18. An item of business shall not be considered at a meeting of the Council unless, taking into account the exclusion provisions as provided for in terms of Section 50(B)(2) of the 1973 Act either:-
- a) a copy of the agenda including the item is open to inspection by members of the public at the Council's principal offices at least three clear days before the meeting; or
  - b) the item has been added to an agenda in which case an amended agenda and a copy of the item added shall be made available; or
  - c) where the meeting is convened at shorter notice, from the time the meeting is convened; or
  - d) by reason of special circumstances, which shall be specified in the Minutes, the Provost is of opinion that the item should be considered at the meeting as a matter of urgency.



ORDER OF BUSINESS: FIRST MEETING OF THE COUNCIL AFTER AN ORDINARY ELECTION

19. At the first meeting of the Council after an ordinary election of councillors the Council shall deal with the business in ~~accordance with~~ the following order:-

- the Returning Officer shall assume the Chair until the Provost is elected
- to note the election of Councillors
- to record those Councillors present, noting which Councillors have executed the declaration of acceptance of office
- **Members will be invited to declare any interests they may have in any of the items on the agenda**
- to elect the Provost of the Council
- to elect the Deputy Provost of the Council
- to elect the Leader of the Council
- to elect the Deputy Leader(s) of the Council
- to appoint Conveners/Deputy Conveners
- to appoint Chairs and Vice Chairs of committees
- to appoint Members to committees
- to appoint representatives to outside bodies
- to deal with any other business specified in the notice calling the meeting

## ORDER OF BUSINESS: ORDINARY MEETINGS

20. At all meetings of the Council other than the meeting held in accordance with Standing Order No.19 immediately above, the order of business shall be:-

- a) the Chair shall be taken in accordance with the provisions of Standing Order No.16;
- b) the names of those Councillors present shall be recorded, and apologies for absence intimated;
- c) Members will be invited to declare any interests they may have on any of the items on the agenda;
- d) the Minutes of the previous ordinary meeting and of any special meeting of the Council shall be submitted for approval as a correct record;
- e) the Minutes of meetings of the Cabinet and other committees shall be submitted for approval as a correct record, **with Members having the opportunity to ask questions in relation to any of the items in the Minutes with the exception of any Minutes included in the Minute Volume that have already been approved by a previous meeting of the Council;**
- f) reports relative to recommendations made to the Council by the Cabinet or other committees shall be submitted for approval or otherwise;
- g) business (if any) remaining from the last meeting;
- h) motions of which notice have been given in accordance with Standing Order No.27 - shall be considered in the order in which they have been received;
- i) questions to Conveners of which written notice in accordance with Standing Order No.26 below has been given;
- j) statements by Conveners;
- k) statements by representatives on Joint Boards/Committees ~~and the North Strathclyde Community Justice Authority;~~
- l) appointments which may arise from time to time;
- m) other business, if any, specified in the summons relating to the meeting; and
- n) matter(s) of urgency accepted by the Provost.

Notwithstanding the foregoing, the Provost at ordinary meetings of the Council may, at his/her discretion, alter the order of business to facilitate the conduct of the meeting.

## 21. RIGHTS OF ACCESS FOR THE PUBLIC AND PRESS

- a) Meetings of the Council are open to the public and the press. Subject to Standing Orders 21b, 21c, and 21d below, while meetings are open to the public and press, the Council shall not have power to exclude the public or press from the meeting.
- b) Members of the public and press may be denied access to a meeting, or asked to leave a meeting, if they are preventing (or are likely to prevent) the meeting from carrying out its business. If a member of the public or press interrupts any meeting, the Provost may warn that person about their conduct. If they continue to interrupt the meeting, the Provost may order the person to be removed from the meeting room. If there is general disturbance in any part of the meeting room that is open to the public, the Provost may order that part of the room to be cleared.
- c) The public and press shall be excluded from a meeting, or part thereof, if it is considered ~~if it is~~ likely that confidential information would be disclosed to them in breach of the obligation of confidence, contrary to the 1973 Act.
- d) The public and press shall be excluded from a meeting, or part thereof, if it is considered that in view of the nature of the item under consideration, "exempt" information, as set out in the 1973 Act, would be disclosed.
- e) Before the press and public can be excluded from a meeting in accordance with (d) above, it will be necessary for the Council to pass a resolution identifying those items to which the resolution applies, and state the description of the exempt information.

## MINUTES - COUNCIL

22. Minutes of Council meetings shall be prepared by the Deputy Chief Executive. **The Provost will move that the Minutes of the meeting of the Council are a true record.** Subject to approval as a ~~true correct record or amendment as the case may be~~, the Minutes shall be signed at the next suitable meeting of the Council by the person presiding at that meeting. However, the Minutes of the last meeting of the Council prior to an ordinary election shall be signed by the person presiding at that meeting as being a correct record of the proceedings.

**23. There will be no discussion of or questions on the Minutes except on their accuracy. Any question of accuracy must be raised by amendment to the Provost's motion and voted on without discussion. In the event an amendment is moved, both the Provost's motion and the amendment must be seconded.**

## MINUTES – COMMITTEES

24. **The Minutes of all meetings of all committees that are submitted to the Council for approval as a true record, as incorporated in the Minute Volume (and any supplementary Volume) shall, unless an amendment is moved and seconded, be taken as approved. In the event an amendment is moved and seconded to any of the Minutes contained in the Minute Volume, unless the amendment is accepted the Minute shall require to be moved by the person presiding at the meeting and**

~~seconded by another person who was present at the meeting~~ Member presiding at a meeting of a committee the Minutes of which are submitted to the Council shall move approval of those Minutes as a correct record with or without amendment. In the absence of the Member presiding at that committee any other Member who was present may so move. No seconder shall be necessary unless intimation is made that an amendment to the motion to approve the Minutes as a correct record is proposed, in which case the motion must be seconded by another Member who was present at the meeting.

#### ORAL QUESTIONS

25. Any Member may put a question to a member of the Cabinet or Chairman of a committee concerning any item of business dealt with by the Cabinet or other committee when that item is under consideration as a report or recommendation to the Council. Any Member may also put a question concerning any business dealt with by the Cabinet or other committee under delegated powers and included in the **Minute Volume** volume of Minutes for that meeting of the Council **with the exception of any Minutes included in the Minute volume that have already been approved by a previous meeting of the Council.**

#### WRITTEN QUESTIONS

26. Any Member may submit a written question for consideration at any meeting of the Council. The question shall be delivered to the Deputy Chief Executive by 4.45pm at least 7 clear days prior to the meeting at which the question is to be submitted. **Questions may be delivered by hand, post or e-mail. Questions delivered by e-mail must be sent from a councillor's email address ending in "eastrenfrewshire.gov.uk".**

~~The date of submission of the question and the date of the meeting shall be excluded for the purposes of calculating the number of clear days.~~ On receipt of a written question, the Deputy Chief Executive will forward a copy of the question to the Leader of the Council and/or relevant Convener(s) and the relevant Director(s) to allow a reply to be prepared. At the meeting, once a reply to a question has been given, the Member who submitted the question will be entitled to ask a supplementary question, which must be relevant to the original question submitted. **No discussion shall be allowed on any question, principal or supplementary, so put.** A Member will be entitled to submit up to a maximum of two written questions per meeting.

#### PROCEDURE FOR NOTICE OF MOTION

27. a) A Member may submit a notice of motion for consideration at any meeting of the Council. Such notice shall **either** be in writing, **and** shall be signed and dated by the Member giving the notice, countersigned by one other Member and shall be delivered to the Deputy Chief Executive by 4.45pm at least 14 clear days prior to the meeting of the Council at which the motion is to be considered, **or e-mailed to the Deputy Chief Executive by the Member submitting the notice from his/her "eastrenfrewshire.gov.uk" email address advising of the name of the Member who is countersigning the motion ("the seconder"), with the seconder confirming in writing or by email from his/her "eastrenfrewshire.gov.uk" email address that he/she is seconding the motion, all in accordance with the timescales outlined above.** ~~The date of submission of the notice of motion and the date of the meeting shall be excluded for the purposes of calculating the number of clear days.~~

- b) All valid motions of which notice has been duly given shall be included in the agenda of the meeting of the Council in the order in which they were received by the Deputy Chief Executive who will record both the date and time of receipt on the original notice
- c) Motions shall be printed in the summons for the meeting of the Council without prejudice to the right of the Provost to rule as to its competency.
- d) A motion may be moved by the Member who submitted the notice of motion or in his/her absence by any other Member present at the meeting. If it be not so moved at the appropriate stage of the meeting it shall, unless postponed by leave of the Council, be considered as withdrawn.
- e) A Member shall be entitled to submit no more than 3 notices of motion for consideration at a meeting of the Council.

### **MOTIONS – BUDGETS**

**28. Any motion or amendment which seeks to add to, take from or otherwise alter or amend the annual budgets submitted to the Council shall require to take the form of an alternative budget which shall detail the cost of the proposal(s) being advanced or the savings proposed to be achieved and the consequential impact of that cost or those savings on the annual budget. Any such motion or amendment must be submitted to the Chief Financial Officer no later than 12 noon 2 days before the meeting takes place, to enable the Chief Financial Officer to consider the financial implications thereof.**

- 29 a) Motions or amendments which, if approved, would involve the Council incurring revenue or capital expenditure must:-**
- (i) contain information regarding the full amount of such expenditure; and**
  - (ii) state whether the expenditure is one-off or recurring.**
- b) The Chief Financial Officer shall advise, where possible, on the financial implications for the Council of any such motion or amendment. In the event that the Chief Financial Officer is unable to give advice on the matter at the meeting, the matter will be continued until such time as the Chief Financial Officer has had the opportunity to consider the financial implications and give advice on them.**

### **MOTION CONTRARY TO PREVIOUS DECISION**

**30. A motion which is contrary to a previous decision of the Council shall not be competent within six months from the date of that decision unless a notice of motion has been submitted in accordance with Standing Order No.27 and the motion bears the names of at least half of the Members of the Council. The Council may however decide to consider such a motion if new information is available or if some change in circumstances has taken place.**

## MOTIONS AND AMENDMENTS WHICH MAY BE MOVED WITHOUT NOTICE

31. The following motions and amendments may be moved without notice:-
- a) appointment of a Chairman of the meeting at which the motion is made;
  - b) motions relating to the accuracy of the Minutes;
  - c) that an item of business specified in the summons has precedence;
  - d) remission to a committee;
  - e) appointment of a committee or sub-committee or Members thereof, occasioned by an item mentioned in the summons for the meeting;
  - f) adoption of reports and recommendations of committees or sub-committees or officers or any consequent resolutions;
  - g) that leave be given to withdraw a motion;
  - h) that the Council proceed to the next business;
  - i) that the question be now put;
  - j) that the debate be now adjourned;
  - k) that the Council does not adjourn;
  - l) suspending Standing Orders in accordance with Standing Order No.57; and
  - m) motion under Standing Order No.17 to suspend a Member.

## 32. RULES OF DEBATE

- a) The first proposition on any particular subject shall be known as the original motion and all succeeding propositions on the subject shall be called amendments.
- b) Any Member desiring to propose a motion or amendment shall state precisely its terms to enable the Provost to rule as to its competency.
- c) Subject to the provisions of Standing Order No.31 before any discussion takes place a motion or amendment must be duly seconded.
- d) Any motion or amendment which is not seconded shall fall and shall be recorded in the Minutes of that meeting to that effect.
- e) A Member who has moved a motion or amendment but failed to find a seconder may if he/she so requests have his/her dissent to a decision recorded in the Minutes.
- f) The Provost may require that any motion or amendment shall be reduced to writing and a copy thereof circulated to each Member, or may require ~~the Deputy Chief Executive to read to Members~~ any motion or amendment **to be read to Members** prior to it being put to the meeting.

- g) A motion or amendment once moved and seconded shall not be altered nor withdrawn without the consent of the mover and seconder.
- h) No Member shall move or second more than one motion or amendment upon a particular issue, although a Member who has moved or seconded a motion or amendment shall not be precluded from moving or seconding a fresh amendment if the original motion or amendment is withdrawn.
- i) A mover of a motion shall be allowed to speak for not more than ten minutes. All other speakers in debate shall be allowed to speak for not more than five minutes. With the exception of the mover of a motion, who shall be allowed five minutes to reply to the debate during which time he/she shall not introduce any new matter, no Member shall speak more than once unless on a point of order or, with the consent of the Provost, to explain something which he/she believes to have been misunderstood.
- j) The time limits specified in paragraph (i) above may be exceeded with the consent of the majority of Members present and the Provost may determine without taking a vote whether such consent has been obtained.
- k) After the mover of a motion has replied to the debate, the discussion shall be held to be closed after which no Member shall be permitted to offer an opinion or to ask a question or otherwise interrupt the proceedings or to speak, except with regard to the manner of taking a vote.
- l) **Without prejudice to the above, a motion duly moved and seconded to which no amendment is moved and seconded will be declared carried and will not be the subject of debate unless the Provost, at their sole discretion, allows the mover and seconder of the motion to speak in explanation if the subject matter is considered by the Provost to be of special interest to the meeting. No other speeches will be permitted.**

#### POINTS OF ORDER

33. Should a Member indicate a desire to raise a point of order, he/she shall state at the outset the Standing Order or rule of debate considered to have been infringed. A Member shall cease speaking when a point of order is raised **by another Member** until the point in question has been decided by the Provost. The decision of the Provost shall be final and shall not be discussed

#### 34. ADJOURNMENT

- a) At the conclusion of any speech a Member may move that the meeting be adjourned. If such a motion is moved and seconded there will be no further debate and a vote shall be taken immediately in the form of "adjournment" or "not adjournment". If the motion to adjourn is carried then unless times of adjournment and resumption are specified in the motion, adjournment shall take effect immediately and the meeting shall stand adjourned until such time as is decided by the Provost in consultation with the Deputy Chief Executive. A motion for adjournment shall take precedence over all other motions.
- b) A second or subsequent motion to adjourn may not be made within 30 minutes unless it is moved by the Provost when it will be dealt with

## CLOSURE OF DEBATE – PROCEDURE

35. At the close of any speech any Member who has not spoken on the question before the meeting may move “that the question be now put”. If this is seconded a vote will be taken without further debate. No speeches may be made on this motion. If it is carried the mover of the original motion will have the right to reply to the debate on that original motion, in accordance with Standing Order 32(i), following which the vote will immediately be taken.

## 36. VOTING

- a) All questions concerning or arising before the Council shall be decided by a simple majority of the Members present and voting except for the following three matters in which case the decision must be supported by not less than two thirds of the Members present and voting:-
  - i) Suspension of Standing Orders (Standing Order No.57)
  - ii) Early removal from office of Provost or Deputy Provost (Standing Order No.15)
  - iii) Award of the Freedom of East Renfrewshire
- b) Voting shall be by a show of hands unless at least three Members present require a roll call vote in which case the vote shall be taken by calling the roll.
- c) **On a vote being taken the order shall be:-**
  - i) **Those voting for the motion**
  - ii) **Those voting for the amendment**
  - iii) **Those abstaining**
- d) In the case of an equality of votes **between the motion and the amendment** the Provost shall have a second or casting vote except where the matter relates to the appointment of a Member of the Council to any particular office or committee in which case the decision shall be by lot.
- e) When a motion and two or more amendments have been proposed and seconded, the vote shall be taken in the first instance between the motion and the amendment first proposed. The successful proposition from that vote shall be taken against the amendment next proposed and so forth until there remains only one amendment to be taken against the surviving proposition and whichever is carried shall be the decision of the meeting.
- f) When a vote has been taken and the accuracy of the count is immediately challenged it shall be at the discretion of the Provost to call for a recount.

## 37. VOTING ON APPOINTMENTS OF MEMBERS

- a) In the case of an appointment when only one vacancy requires to be filled and there are only two candidates, a vote shall be taken between the candidates and the one receiving the majority of votes shall be declared duly appointed. When, however, there are more than two candidates and the first voting does not produce an absolute majority in favour of any one candidate, the candidate having the least number of votes shall be removed from the list



and fresh voting shall take place until one candidate has secured an absolute majority of the Members of the Council present and voting and he/she shall thereupon be declared duly appointed. In the event of a final equality of votes the candidate selected by lot shall be declared duly appointed.

- b) In the case of appointments where more than one vacancy requires to be filled and the number of candidates nominated exceeds the number of vacancies, voting shall take place on the nominations, with each Member being entitled to vote for one candidate for each vacancy and the candidates receiving the highest number of votes shall be appointed to the number of vacancies to be filled provided that in each case that number exceeds the total votes cast for the remaining candidates. When no clear result emerges from the first voting either because one or more of the candidates receiving the highest number of votes has not secured an overall majority or because of an equality of voting for two or more of the candidates, the candidate having the lowest number of votes shall be removed from the list. Where there is an equality of votes between candidates having the lowest number of votes further voting shall take place between these candidates until one receives a majority of votes. The voting shall then be repeated until the requisite majority is received by the number of candidates corresponding to the number of vacancies. In the event of a final equality of votes the candidates selected by lot shall be declared duly appointed.

### 38. DEPUTATIONS

- a) **Deputations will only be considered if they relate to matters within the remit of the Council and not be in respect of planning applications where there is already a process in place**
- b) Any written request received by the Deputy Chief Executive that a deputation be received on a particular matter shall be referred, in the first instance, to the Convener for the appropriate service and the Director of the relevant Department, who shall give consideration to meeting with representatives of those submitting such a request in order to discuss the subject at issue. In the event of the Convener and the relevant Director deciding to arrange such a meeting, an invitation to attend shall be given to the Local Members. Thereafter where the relevant Director in consultation with the relevant Convener considers it appropriate to do so in a particular case, arrangements will be made for hearing deputations either at a subsequent meeting of the relevant committee or, subject to consultation with, and agreement by, the Provost at a meeting of the Council.
- c) Unless decided otherwise in advance, the members of any deputation shall not exceed three and shall present their case within a period not exceeding 15 minutes.
- d) When a deputation is received it shall be competent for Members to put to the deputation any questions pertinent to the subject on which they ask to be heard but no Member shall express an opinion upon or discuss the subject until the deputation has withdrawn from the floor of the Chamber or other meeting place.

DECLARATION OF INTERESTS BY MEMBERS

39. Any Member who, in terms of the Councillors' Code of Conduct, has an interest (whether financial or non-financial) in a matter which requires declaration and is present at a meeting of the Council at which such matter is the subject of consideration, shall ~~declare~~ ~~is~~ ~~close~~ that interest as soon as practicable at the meeting where the interest arises. The declaration shall be **sufficient to enable the meeting to understand the nature of the interest and shall be recorded in the Minute** ~~in with the words "I declare an interest". If, in terms of the Councillors' Code, the nature of the interest has the effect of prohibiting any participation in discussion and voting on the matter, the Member shall leave the meeting room until discussion upon and deliberation on the item of business is concluded.~~

**If, in terms of the Code, the nature of the interest means that the Member cannot participate in discussion and voting on the matter, the Members shall retire from the meeting and leave the meeting room until the business concerning that matter is concluded.**

REVENUE ESTIMATES

~~36. The detailed procedures for the preparation of annual revenue estimates shall be determined by the Director of Finance in accordance with general directions set by the Cabinet.~~

STAFF MATTERS – PUBLICITY

40. If any question arises at a meeting of the Council where the public or representatives of the press are present as to the appointment, promotion, **cessation of employment** ~~dismissal~~, salary or conditions of service of named officers or as to the conduct of any persons employed by the Council, the Council shall forthwith consider a resolution to meet in private in terms of Sections 50A(4) and 50J of the 1973 Act as read with paragraph 1 of part I of Schedule 7A thereof.

COMMITTEES

41. The Council may arrange for the discharge of its functions by way of appropriate management arrangements as are permitted by Section 56 of the Local Government (Scotland) Act 1973, and shall prepare and adopt a Scheme of Administration on the terms of reference and powers delegated to any bodies established and a Scheme of Delegated Functions to officers for the purpose of arranging for the discharge of the functions of the Council. **Copies of both Schemes form appendices to these Standing Orders**

APPLICATION OF STANDING ORDERS OF THE COUNCIL TO THE CABINET AND OTHER COMMITTEES

42. The provisions of the Standing Orders of the Council, except as outlined in Standing Orders Nos.43 to 52 shall, so far as applicable and not inconsistent with any Standing Orders expressly applicable to the Cabinet and other committees, apply to the Cabinet and other committees of the Council and to sub-committees of committees in like manner as they apply to the Council.

## ORDINARY MEETINGS

43. Ordinary meetings of the Cabinet, other committees and sub-committees shall be held on such days and at such times and places as **set out in the calendar of meetings approved by the Council** ~~the Council may from time to time determine~~. Once these dates have been agreed, the Cabinet, other committees and sub-committees will be entitled to amend meeting dates and times in order to facilitate the conduct of business

## SPECIAL MEETINGS

44. A special meeting of the Cabinet, other committees or sub-committees may be called at any time by decision of the Cabinet, other committee or sub-committee or on receipt by the Deputy Chief Executive of a written instruction from the Leader of the Council or Chairman of the relevant committee or sub-committee, specifying the business to be transacted.

## CANCELLATION OF MEETINGS

45. **The Deputy Chief Executive will have the power to cancel any meeting (subject to Standing Orders Nos.43 & 44) if it appears that there is insufficient business to justify the holding of the meeting. The Deputy Chief Executive may also postpone/reschedule a meeting in consultation with the relevant Chair.**

## QUORUM

46. At all meetings of the Cabinet, other committees and sub-committees, 3 Members shall form a quorum, ~~with the exception of the Community Health and Care Partnership Committee, where the quorum shall be 2.~~

## MINUTES - SIGNATURE

47. At every meeting of the Cabinet or other committee, the Minute of the previous meeting(s) as approved by the Council shall be signed by the Chairman of the meeting to which it is submitted with the exception of the Minutes of those meetings which do not always occur within the meetings cycle, to be signed by the Chairman following approval of the Minute by the Council.

## NUMBER OF MEMBERS

48. The number of Members on the Cabinet and each committee shall be determined by the Council. The number of Members on a sub-committee shall be determined by the parent committee.

## 49. SCHEME OF ADMINISTRATION

- a) Subject to the terms of Standing Order No.49(b), the business to be transacted at the Cabinet and other committees, the arrangements for committee meetings, and the functions delegated to committees shall be regulated in accordance with the Scheme of Administration referred to in Standing Order No.41 above.
- b) In the case of the Cabinet or other committee or sub-committee exercising a delegated function in terms of the Scheme of Administration, where a vote is taken or dissent recorded under Standing Order No.32(e) it shall be competent for at least one quarter of the Members present to require that the delegated powers be not exercised and the matter under discussion be referred for determination to the relevant committee in the case of a sub-committee or to the Council in the case of the Cabinet or a committee.
- c) Paragraph (b), above will not apply in respect of decisions taken relative to judicial and quasi-judicial matters such as planning, licensing, disciplinary and grievance appeals etc.

## 50. COMMITTEES ACTING IN A QUASI-JUDICIAL CAPACITY

- a) **Where a committee is dealing with an item of business in a quasi-judicial capacity, a Member shall not be entitled to move a motion or amendment, take part in debate, or vote on a motion or amendment unless that Member has been present at all times throughout any consideration of that item of business, any continuation of that item of business, or any site visits in relation to that item of business.**
- b) **Absences for brief periods during consideration of business will be disregarded.**
- c) **For the avoidance of doubt, if a committee is dealing with an item of business in a quasi-judicial capacity and agrees to continue an item prior to any substantive discussion, any Members not present at that meeting will be entitled to participate in any continuation, subject to taking part in any subsequent intermediate deliberation by the committee such as attendance at site visits.**

## CALL-IN ARRANGEMENTS

### 51. CALL-IN TO AUDIT AND SCRUTINY COMMITTEE

- a) Notice of Cabinet decisions will be circulated to all Elected Members by close of business on the day of the meeting.
- b) The call-in procedure can only be used in relation to final decisions taken by the Cabinet. Consequently all matters that are remitted by the Cabinet to the full Council for approval, or where the Cabinet is only being asked to note an operational decision that has been made, cannot be called-in.

- c) Requests for a ~~Cabinet~~ decision to be called-in to the Audit and Scrutiny Committee **must** ~~should~~ be made ~~on in writing, to the Deputy Chief Executive, using the appropriate call-in notice~~ **and lodged with the Deputy Chief Executive** ~~The request must be received by no later than~~ by 4.45pm, 2 working days after the meeting of the Cabinet at which the decision was made. The deadline for the submission of a call-in request will be extended in the event public holidays form part of the original call-in period.
- d) **The call-in notice must be signed by 5 councillors, and provide the reason for call-in. In the event the call-in notice does not comply with agreed procedure the request for call-in will be deemed invalid and the signatories to the call-in will be advised accordingly.**
- e) **A copy of the call-in notice can be submitted electronically from an “eastrenfrewshire.gov.uk” e-mail address.**
- f) **In the event the call-in notice submitted is not signed by 5 councillors, supporting emails from other councillors from their “eastrenfrewshire.gov.uk” email address, confirming that they are a signatory to the call-in, will be accepted no later than 4.45pm, 2 working days after the meeting of the Cabinet at which the decision was made.**
- g) **In the event the call-in does not comply with agreed procedure the request for call-in will be deemed invalid and the signatories to the call-in will be advised accordingly.**
- ~~e). In terms of agreed procedure, the call-in notice must be signed by 5 councillors, and provide the reason for call-in. In the event the call-in notice does not comply with agreed procedure the request for call-in will be deemed invalid and the signatories to the call-in will be advised accordingly.~~
- h). Once it has been established that a request for call-in is valid, the matter will be referred to the Audit and Scrutiny Committee for scrutiny.
- i). The Clerk will contact the Audit and Scrutiny Committee Chair, and other Committee members thereafter, to arrange a meeting to consider the matter that has been called-in. The meeting shall be held as soon as possible after receipt of the request for the decision to be called-in, with due regard being paid to the statutory timescales associated with the issue of committee papers.
- j). Once the meeting has been arranged, the Clerk will issue an agenda for the meeting. The agenda will include the report considered by the Cabinet.
- k). At the meeting, the Committee will consider the report and hear from those parties invited to the meeting to give evidence. These parties will be:-
- The lead signatory to the call-in
  - The relevant Convener for the matter that is the subject of the call-in
  - Appropriate officers

- l) In the event the relevant Convener is unable to attend the meeting, the Leader of the Council will be invited to attend as substitute.
- m) Having considered the report and having heard the evidence, the Committee will reach a decision:-
  - 1 If the Committee agrees with the Cabinet's decision, the Cabinet's decision will be implemented immediately.
  - 2 If the Committee disagrees with the Cabinet's decision, a report, giving details of the Committee's recommended changes and the reasons for them, will be prepared and submitted to the first available meeting of the Cabinet. In the event that a minority view in support of the Cabinet's decision has been expressed by members of the Committee, this will be reflected in the report. The Chair of the Committee will present the report to the Cabinet.
  - 3 If, having heard from the Chair of the Committee, the Cabinet accepts the Committee's recommendations, this will become the decision of the Cabinet. In these circumstances, the amended Cabinet decision cannot be the subject of a further call-in.
  - 4 If, having heard from the Chair of the Committee, the Cabinet is not prepared to accept the Committee's recommendations, the matter will be referred to the next available meeting of the Council to decide whether either the Cabinet's original decision, or the Committee's proposals, should be approved.
- n). Minutes of all meetings will be prepared in the normal manner and submitted to the Council.

## 52. CALL-IN TO COUNCIL

- a). Requests for delegated powers not to be exercised by the Cabinet, and for a Cabinet decision to be deferred to the full Council for determination ~~should~~ **must** be made **on the appropriate call-in notice and lodged with** ~~, in writing, to the Deputy Chief Executive by no later than , using the appropriate notice. The request must be received by 4.45pm, 2 working days after the meeting of the Cabinet at which the decision was made. The deadline for the submission of the request will be extended in the event public holidays form part of the original notification period.~~
- b) ~~In terms of agreed procedures, the call-in notice must be signed by 5 councillors, provide the reason why the decision should be deferred, and also provide an alternative proposal to that agreed by the Cabinet. In the event the request does not comply with agreed procedure the request for the Cabinet's decision to be deferred will be deemed to be invalid and the signatories will be advised accordingly.~~
- c) **A copy of the call-in notice can be submitted electronically from an "eastrenfrewshire.gov.uk" e-mail address.**

- d) **In the event the call-in notice submitted is not signed by 5 councillors, supporting emails from other councillors from their “eastrenfrewshire.gov.uk” email address, confirming that they are a signatory to the call-in, will be accepted no later than 4.45pm, 2 working days after the meeting of the Cabinet at which the decision was made.**
- e) **In the event the call-in does not comply with agreed procedure the request for call-in will be deemed invalid and the signatories to the call-in will be advised accordingly.**
- f). Once it has been established that a request for deferral of a Cabinet decision is valid, the matter will be placed on the agenda for the next available meeting of the Council.

### 53. RIGHTS OF ACCESS FOR ELECTED MEMBERS

- a) Except where ~~the Cabinet~~, a committee or sub-committee is dealing with an item of business in a judicial or quasi-judicial capacity, any Member who is not a member **of the committee or sub-committee** may **request that they** be invited by the Convener, **or in their absence the** ~~and/or~~ Vice Convener, to attend a meeting while there is under discussion any item in which that Member has a local or other special interest. **If it is agreed to extend an invitation to attend the meeting,** Such Member shall be entitled to participate in the discussion of the item but shall not be entitled to vote.
- b) Where the Cabinet, other committee, or sub-committee resolves to exclude the public in terms of Sections 50A(2) or 50A(4) of the 1973 Act, as amended, **any Elected Members in the public gallery** who are not members of the Cabinet, other committee, or sub-committee will not be required to withdraw except where expressly required to do so by the Leader of the Council or Chairman of the committee or sub-committee as appropriate.
- c) If a Member has an interest, whether financial or non-financial, in any matter he/she shall not have the rights conferred by Standing Order No.53(a).

### SPEECHES AT COMMITTEES

54. There shall be no formal restriction upon the length of time a Member may speak at the Cabinet, other committee, or sub-committee subject, however, to the Chairman of the Cabinet, committee or sub-committee having the power to require any person speaking to limit his/her speech in order to facilitate the conduct of the meeting and the discharge of business.

### REMITTS BETWEEN COMMITTEES

55. Any decision by the Cabinet or other committee to remit consideration of a matter to another committee shall, where practicable, be considered at the next meeting of the committee to which the remit is made without the approval of the Council being required for such remit.

**RECORDING OF PROCEEDINGS**

**56. With the exception of the Council's webcasting arrangements, no audio, video or photographic recording of the proceedings of any meeting may be made without the prior approval of the Council or the committee concerned.**

**A request for such permission should be made to the Council by 4.45pm on the last business day prior to the date of the meeting and will be considered as part of the business of the meeting.**

**SUSPENSION, ALTERATION AND REVIEW OF STANDING ORDERS ETC.**

57. So far as not inconsistent with any statutory provisions, any one or more of the Standing Orders may be suspended at any meeting, but so far only as regards the business at such a meeting, provided that two-thirds of the Members of the Council present so decide.

58. These Standing Orders may be varied or revoked by the Council. No alteration of the Standing Orders shall be effected except on a resolution adopted by a majority of the Members present and voting.

59. The Council shall review its Standing Orders at least once during its lifetime.



**EAST RENFREWSHIRE COUNCIL****11 September 2019****Report by Deputy Chief Executive****Statutory Review of Polling Districts and Polling Places****PURPOSE OF REPORT**

1. To advise the Council of the responses to the second consultation stage of the review of polling districts and polling places, following approval by the Council in June of a new draft scheme.

**RECOMMENDATION**

2. That the Council:-
- (a) notes the additional comments received and the responses;
  - (b) approves the new polling scheme ; and
  - (c) agrees that delegated powers be granted to the Chief Executive to alter or amend any polling place should it become unavailable or unviable for example due to fire or flood.

**BACKGROUND**

3. At the meeting on 26 June the Council approved a new draft polling scheme as the basis for further consultation, noting that a final version of the scheme would be submitted to this meeting for consideration. The draft scheme that was approved contained a number of polling place changes and some minor boundary changes.

**REPORT**

6. Following approval of the draft scheme a second stage of consultation has taken place. Contact was made with all those who were contacted as part of the first phase of the review, as well as the details of the consultation exercise being publicised on the Council's website.

7. In response to this second phase of consultation a further 17 comments were received. The comments are summarised and responses provided below.

**Ward 1 – Barrhead, Liboside & Uplawmoor****The Foundry**

1 further comment has been received about the possibility of using The Foundry as an alternative to all polling places in Barrhead. However as was explained in the previous report, notwithstanding the fact that this would not be convenient for the vast majority of voters who would be moving to a polling place further away than their existing polling place,

it does not satisfy the legal requirement for wards to be divided into smaller polling districts and for there to be a polling place in each polling district unless in exceptional circumstances. In view of this it is not proposed to make any further changes to the draft scheme.

### **Ward 3 – Giffnock & Thornliebank**

#### **Thorntree Hall/Thornliebank Primary School**

A further comment was received again suggesting Thorntree Hall as an alternative to Thornliebank Primary School to remove the requirement for parents and carers to make arrangements for childcare on polling days.

In particular it was suggested that temporary disabled parking be created at the front of the building on polling day to address the issue of the steep slope from the car park and that the Council take action to address the drainage issues in the car park.

A full description of Thorntree Hall and the advantages/disadvantages of moving there were provided in the previous report.

Notwithstanding, further investigation has taken place into the additional comments made.

Arrangements have been made with the Roads Service to carry out the necessary drainage works in the car park to ensure that all spaces are available for hall users.

Due to the location of the building and the potential impact on road safety it would not be possible to create parking immediately outside. There is short stay parking (30 mins between 8am to 6pm Monday – Saturday) in the parking bay in front of the buildings next to the hall but this is heavily used by regular traffic and it would not be practical to restrict its use to voters. In any case it would not be possible to police these restrictions.

The previous report also outlined the steps that would be taken in conjunction with the Director of Education to mitigate the effects of polling day by trying to harmonise polling days and in-service days.

The previous report suggested that whilst Thorntree Hall could be used, on balance Thornliebank Primary School remained a better option. The comments made have been investigated and relevant action taken. However, it is not considered that the remedial action taken makes such a significant difference to justify moving from Thornliebank Primary School to Thorntree Hall.

#### **Giffnock Primary School**

It was commented that no alternatives were considered to Giffnock Primary School. The challenge facing East Renfrewshire in general is that in some areas, due to their makeup, suitable alternative premises are not available. This is the case with Giffnock Primary School. The school holds 5 polling stations and there are no suitable alternative premises that could accommodate that number of stations within the particular polling district.

It was also suggested that the review should have considered the more fundamental issue of whether or not schools should be used as polling stations at all. However this is not the purpose of the review, the point of which is to identify suitable premises within polling districts to enable polling to take place, and which is carried out from the perspective of what is best for the voter. As has been mentioned elsewhere, it has always been acknowledged that using schools as polling stations may require parents and carers to make alternative

childcare arrangements, but as has been demonstrated in this review, every effort has been made to move out of schools where possible, even where it has been considered that the school remains the most appropriate premises.

### **OLM Primary School**

A comment has been received suggesting the use of Woodfarm Education Centre as an alternative to OLM Primary School. It should be pointed out that the Council does not have the power to simply commandeer premises but can only use them with the agreement of the owner. In the June report it was explained that discussions were ongoing about the possibility of using Woodfarm Educational Centre as an alternative to OLM Primary School, the issue being whether or not the centre would be able to provide exclusive use of their premises on polling day. I am pleased to report that this has now been confirmed and it is therefore recommended that the Council no longer use OLM Primary School as a polling place but use Woodfarm Educational Centre as an alternative.

### **Ward 4 – Clarkston, Netherlee & Wiliamwood**

#### **Carolside Primary School**

5 further comments have been received expressing disappointment that it is proposed to continue to use Carolside Primary School.

One of the comments suggests that alternatives “...have not been given appropriate consideration on balance, with the inconvenience of using the school.” This comment is not accepted. It has always been acknowledged that using schools for polling places will cause inconvenience and where **suitable** alternatives have been identified these are used. All known alternatives to Carolside Primary School were fully investigated and the reasons for rejection were clearly outlined in the previous report.

It has also been commented that the nursery that was rejected as an option has 2 buildings. Further clarification has been sought from the Director of Education who has confirmed that the second building “The Cabin” is an outdoor play building that would not be suitable for use as a polling place.

The comments have further highlighted that one of the original responses was from the Parent Council and that more weight should therefore be attached to the comments.

Again the comments made in respect of Carolside Primary School do not acknowledge the steps that would be taken in conjunction with the Director of Education to mitigate the effects of polling day by trying to harmonise polling days and in-service days.

The comments also refer to the need for processes to be put in place in respect of payment for wraparound care and that these should not be a reason for not using the nursery. It should be noted that the original comments regarding payment processes were expressed by the Director of Education, and that whilst acknowledged were not the main factor in deciding that the school remained the most appropriate location for the polling place. This was down to the suitability of the premises.

The comments also refer to extension works to be carried out at the nursery in 2020 and seeking assurances that the use of the nursery would be revisited in any future review. This will be the case

None of the comments made raise any new issues over and above those reported previously. In conclusion there are no material changes which would lead to a change in the previous recommendation to continue to use the school as a polling place.

### **Busby Primary School**

Comments were received suggesting 3 alternatives to Busby Primary School; Duff Memorial Hall; Busby Masonic Hall and Busby Parish Church Hall. Contact was made with Busby Parish Church and Busby Masonic Club who have both advised that due to heavy usage by them they would not be able to permit the use of their premises. A visit was made to the remaining facility and an analysis is given below.

### **Duff Memorial Hall**

Duff Memorial Hall sits on Main Street/East Kilbride Road. It is located relatively near to the current polling place and so would not be much of an inconvenience to voters having to go there. Due to its location there is no on-street parking in the vicinity of the hall. However there is a car park on Riverside Terrace which can take approximately 14 cars plus a further 2 spaces for blue badge holders. This is a busy car park used by visitors to the library and neighbouring commercial and residential properties.

The hall is attached to Busby Library, and shares the same access from the pavement although it has a separate entry door. The hall comprises a main hall and 2 separate committee rooms, and also has adequate facilities for staff if required.

There are 4 polling stations located at Busby Primary School. The main hall could accommodate 2 whilst each of the committee rooms could accommodate one of the remaining 2 stations.

However, whilst the main hall is easily accessible for disabled voters, both of the committee rooms require to be accessed via a set of stairs.

Taking account of the above, in particular disabled access issues and also the lack of adequate parking, it is not proposed to change the scheme to use Duff Memorial Hall as an alternative to Busby Primary School.

## **Ward 5 – Newton Mearns South and Eaglesham**

### **Kirkhill Primary School**

5 comments have been received expressing disappointment at the proposed continued use of Kirkhill Primary School, the reasons given being the loss of teaching time for pupils and the need for parents/carers to arrange childcare.

In all cases the use of Broom Parish Church as an alternative is suggested. However, the reasons behind the choice of Broom Parish Church as an alternative to Crookfur Pavilion were explained in the previous report, in that those potential alternative premises that lay within the polling district were either unsuitable or were not able to be used due to conditions attached to their use.

One of the comments further suggests that Broom Parish Church could be used as a polling place for 2 polling districts and replace both Crookfur Pavilion **and** Kirkhill Primary School, and that this would help shared election staffing. In conducting the review officers visited the church to assess its suitability and regardless of the fact that the suggestion does not meet

the test for polling places to be within the polling district they serve unless there are exceptional circumstances, housing 8 polling stations simply would not be possible. The number of voters allocated to polling stations is based on directions issued by the Electoral Management Board and so it would not be possible to reduce the number of polling stations with the consequent increase in elector numbers per station.

The comment also refers to a lack of evaluation of other alternatives but does not identify what these might be. The challenge in this area, as in other areas is that there are few if any suitable alternatives. As part of this and previous reviews, where alternative suggestions have been made that have not already been considered these have been taken into account and assessed for their suitability. This will continue to be the case.

2 further alternatives to Kirkhill Primary School were suggested; Maxwell Mearns Church and Broom Scout Hall. Contact has been made with both in order to arrange visits to assess the suitability of the premises. No response has been received to date from the Scout Hall. An assessment of the church hall is given below.

### **Maxwell Mearns Castle Church Hall**

Maxwell Mearns Castle Church Hall lies to the west of Mearns Castle High School. Whilst the church hall would be more convenient for those voters from houses to the west travelling by car, it is less convenient for those voters who stay in the vicinity of Kirkhill Primary School. It is approximately equidistant for those voters from Waterfoot.

Disabled access into the hall is good. Access into the hall is along a short corridor from a foyer area, with double doors at both ends of the corridor. Whilst the hall is of a reasonable size the access into the hall for all 4 stations along the short corridor has the potential for voter congestion. There are adequate facilities for staff within the building. Whilst there is a good sized car park outside the church, access to the church is off Waterfoot Road down a long single track road. This would cause significant problems with constant two-way traffic to and from the church during the course of the day. On the day of the visit, traffic coming in the opposite direction was encountered both on the way in and out of the car park. In addition there is no footpath leading down to the church from Waterfoot Road. Pedestrian access would be via the single track road. The only other pedestrian access to the hall is via a steep staircase through the trees at the side of the hall down to Castlehill Drive. A large section of the path is not illuminated. On the day of the visit the path was wet and with leaf fall has the potential to be unsafe.

In conclusion notwithstanding the potential suitability of the Church hall itself, due its location and access issues, particularly pedestrian access and safety, it is not recommended that Maxwell Mearns Castle Church be used as an alternative to Kirkhill Primary School.

Notwithstanding, that it has not been possible to inspect the hall a preliminary inspection of the surrounding area has been made and an analysis is given below.

### **Broom Scout Hall**

Lying in polling district EE14, Broom Scout Hall actually lies outwith the polling district served by Kirkhill Primary School (EE15). As such it cannot be considered as an alternative for the school. However, were it considered to be a suitable alternative to Broom Parish Church, then the Church could be used as an alternative to Kirkhill Primary School.

Broom Scout Hall lies on the west side of Broom Road. It is situated on the one-way section of Broom Road and access is taken from the north off Sandringham Avenue or off

Roddinghead Road. The section of Broom road on which the hall is sited is a narrow single lane road with no adjacent footpath. Pedestrian access is limited. There is adequate parking outside the hall with dedicated disabled parking although this is limited.

In conclusion notwithstanding the potential suitability of the Scout Hall itself, due its location and access issues, particularly pedestrian access and safety, it is not recommended that Broom Scout Hall be used as an alternative to Broom Parish Church.

### **Eaglesham Primary School**

2 comments have been received supporting the proposals to move from Eaglesham Primary School to Montgomerie Halls.

### **Proposed Boundary Changes**

It should be noted that no comments have been received in relation to the proposals as outlined in the previous report, to make adjustments to the polling district boundaries between polling districts EE05 and EE06 (Giffnock & Thornliebank Ward); and ES05 and ES06 (Barrhead Ward).

It should further be noted that in the event the polling scheme is approved, it will be used for any election called thereafter until the next review has been completed. However, should for any reason an approved polling place not be available at the time of an election, delegated authority is also sought for the Chief Executive to alter or amend any polling place should it become unavailable or unviable. This delegation was used in the European elections in May when Lygates House was used as a substitute for Mearns Parish Church Hall which was undergoing refurbishment.

### **FINANCE AND EFFICIENCY**

8. The cost of carrying out the review relates to officer time and are being met from existing resources.

### **CONSULTATION**

9. As part of the exercise, consultation has taken place as detailed in Paragraph 6 above.

### **IMPLICATIONS OF THE PROPOSALS**

10. There is a legal requirement to conduct a review by April 2020 and failure to do so would mean the Council was in breach of its legal obligations. There are staffing implications associated with the conduct of the review, but it is being carried out using existing staff resources. There are implications for the scheme depending on the continuing availability of the Council premises currently in use as polling places. There are no implications in terms of equalities or IT.

### **CONCLUSIONS**

11. The Council is required to conduct a review of polling places and polling districts by

2020. The review that has been conducted takes into account future population growth, the Council's own development plans and, where possible, the concerns of parents and carers about needing to arrange alternative childcare on polling day. This has seen the number of schools used as polling places reduced by 3. It is recognised that the proposals to continue to use a number of schools will be disappointing to many parents. However every effort has been made to move to non-school premises where there were premises that were considered suitable. Arrangements to harmonise polling days and in-service days will further reduce the inconvenience to parents and carers.

12. Once the final scheme has been approved, a further review will not be required until October 2023. Further consideration was given to the additional comments received and the alternative venues investigated and the responses to the comments are contained in the report. For the reasons given, with the exception of the use of Woodfarm Education Centre instead of OLM Primary School it is not proposed to make any further changes to the draft scheme approved by the Council in June.

## RECOMMENDATION

13. That the Council:-

- (a) Notes the further comments that have been received and the responses in respect of those comments;
- (b) Approves the amended polling scheme as outlined in Appendix 1, including the change to the polling district boundaries between polling districts EE03 and EE06, and between ES05 and ES06 as outlined in the previously approved draft scheme; and
- (c) agrees that delegated authority be granted for the Chief Executive to alter or amend any polling place should it become unavailable or unviable.

Local Government (Access to Information) Act

Report Author

Eamonn Daly, Democratic Services Manager 577 3023

e-mail:- [eamonn.daly@eastrenfrewshire.gov.uk](mailto:eamonn.daly@eastrenfrewshire.gov.uk)

Background papers

None

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## Appendix 1 – Proposed Polling Scheme

<b>Polling District Ref.No.</b>	<b>Ward</b>	<b>Polling Place</b>	<b>No. of Stations</b>
ES01	Barrhead, Liboside & Uplawmoor	Mure Hall Uplawmoor G78 4AD	1
ES02	Barrhead, Liboside & Uplawmoor	Cross Arthurlie P.S. Fern Drive Barrhead G78 1JF	4
ES03	Barrhead, Liboside & Uplawmoor	Dalmeny Community Centre Barnes Street Barrhead G78 1EH	2
ES04	Barrhead, Liboside & Uplawmoor	St Andrew's Parish Church Ralston Road Barrhead G78 2QQ	3
ES05	Barrhead, Liboside & Uplawmoor	Carlibar P.S. Carlibar Road Barrhead G78 1BD	3
ES06	Barrhead, Liboside & Uplawmoor	Auchenback Resource Centre 64 Aurs Drive Barrhead G78 2LW	3
ES07	Newton Mearns North & Neilston	Glen Halls Main Street Neilston G78 3NL	4
EE01	Newton Mearns North & Neilston	St. Cadoc's P.S. Crookfur Road Newton Mearns G77 6TT	4
EE02	Newton Mearns North & Neilston	Crookfur P.S. Capelrig Road Newton Mearns G77 6LF	4
EE03	Giffnock & Thornliebank	Thornliebank P.S. Main Street Thornliebank G46 7RW	2
EE04	Giffnock & Thornliebank	Giffnock P.S. Academy Road Giffnock G46 6JL	5
EE05	Giffnock & Thornliebank	Braidbar P.S. Kyle Drive Giffnock G46 6ES	3
EE06	Giffnock & Thornliebank	Woodfarm Education Centre 1 Burns Grove Thornliebank G46 7HF	2
EE07	Giffnock & Thornliebank	Carmichael Hall Eastwood Park Giffnock G46 7JS	2

EE08	Clarkston, Netherlee & Williamwood	Netherlee Pavillion Linn Park Avenue Netherlee G44 3PL	4
EE09	Clarkston, Netherlee & Williamwood	Clarkston Hall Clarkston Toll Clarkston G76 8NE	4
EE10	Clarkston, Netherlee & Williamwood	Williamwood Parish Church 4 Vardar Avenue Clarkston G76 7QP	3
EE11	Clarkston, Netherlee & Williamwood	Carolside P.S. Ashfield Road Clarkston G76 7TX	4
EE12	Clarkston, Netherlee & Williamwood	Busby P.S. Church Road Busby G76 8EB	4
EE13	Newton Mearns South & Eaglesham	Fairweather Hall Barrhead Road Newton Mearns G77 6BB	2
EE14	Newton Mearns South & Eaglesham	Broom Parish Church Mearns Road Newton Mearns G77 5HN	4
EE15	Newton Mearns South & Eaglesham	Kirkhill P.S. Kirkhill Road Newton Mearns G77 5RJ	4
EE16	Newton Mearns South & Eaglesham	Mearns Kirk Church Hall Eglesham Road Newton Mearns G77 5DE	3
EE17	Newton Mearns South & Eaglesham	Montgomerie Hall Gilmour Street Eglesham G76 0LH	4

EAST RENFREWSHIRE COUNCIL11 September 2019Report by Chief Officer – Health and Social Care PartnershipEAST RENFREWSHIRE HEALTH AND SOCIAL CARE PARTNERSHIP  
ANNUAL PERFORMANCE REPORT 2018/19**PURPOSE OF REPORT**

1. This report advises the Council of the Annual Performance Report for the Health and Social Care Partnership for 2018/19.

**RECOMMENDATION**

2. The Council is asked to note and comment on the contents of the report.

**BACKGROUND**

3. The Public Bodies (Joint Working) (Scotland) 2014 Act requires each Integration Joint Board to publish an Annual Performance Report setting out an assessment of performance in planning and carrying out the integration functions for which they are responsible. The Integration Joint Board must also provide a copy of this report to each constituent authority (East Renfrewshire Council and NHS Greater Glasgow & Clyde).

4. The required content of the performance reports is set out in The Public Bodies (Joint Working) (Content of Performance Reports) (Scotland) Regulations 2014. In addition the Scottish Government has issued guidance for the preparation of performance reports, which should comprise:

- Performance against national health and wellbeing outcomes;
- Performance in relation to integration planning and delivery principles;
- Performance in relation to strategic planning and any review of strategic plan during year;
- Financial planning, performance and best value;
- Performance in respect of locality arrangements;
- Inspections of services;
- Details of any review of the strategic plan.

**REPORT**

5. This year is the first year of the HSCP Strategic Plan 2018-21 and this is our third Annual Performance Report. The Annual Performance Report is a high level report and more detail on local targets and activities is available in our quarterly and six-monthly performance reports to the Integration Joint Board Performance and Audit Committee.

6. The Annual Performance Report sets out how we have delivered on our vision and commitments over 2018/19. We review our performance against agreed local and national performance indicators and against the commitments set out in our second Strategic Plan, which covers the period 2018-21. The report is principally structured around the priorities set out in our strategic plan, linked to the National Health and Wellbeing Outcomes as well as those for Criminal Justice and Children and Families.

7. The main elements of the report set out: the current strategic approach of the East Renfrewshire Health and Social Care Partnership; how we have been working to deliver our strategic priorities over the past 12 months; our financial performance; detailed performance information illustrating data trends against key performance indicators; and, key work areas we will be focusing on as we move forward.

8. National performance indicators can be grouped into two types of complementary measures: outcome measures and organisational measures.

9. The national outcome measures are based on survey feedback available every two years from a national survey of people taken from a random sample based on GP practice populations. These people have not necessarily used HSCP services. The survey was last carried out in 2017 and as such no current data is available for these measures. The HSCP collects local data of people who have used our services and supports. This is included in the report as it is collected throughout the year and can be tracked over a longer time period. We believe this better reflects outcomes achieved by the Health and Social Care Partnership.

10. The national organisational measures are taken from data that is collected across the health and care system for other reasons. In all cases we have included the latest available data. Full end year data was not available for some national indicators. In line with Scottish Government guidance we have reported calendar year data (Jan-Dec 2018) for these measures and identified these in the report.

11. The remaining performance information in the report relates to the key local indicators and targets developed to monitor progress against our Strategic Implementation Plan 2018-21. Our performance indicators illustrate progress against each of our seven strategic priorities. Chapter 4 of the report gives trend data from 2016/17 and uses a Red, Amber, Green status key to show whether we are meeting our targets.

12. In addition to activity and performance in relation to the seven strategic priorities the report includes sections on:

- Public protection;
- Our hosted Specialist Learning Disability Service;
- How we support our staff.

13. Performance indicators that have seen the greatest improvement in 2018/19 include:

- Outcomes for children following support from our parenting programmes.
- Outcomes for people using addiction services moving through support services to recovery.
- Helping older people and people with long-term condition maintain independence at home.
- Reducing unplanned hospital care by reducing emergency admissions and attendance/admission from care homes.
- Supporting the needs of unpaid carers.

14. The report was approved by the Integration Joint Board on 26 June 2019.

## **FINANCE AND EFFICIENCY**

15. This report includes some high level end of year financial performance information. A separate Health and Social Care Annual Accounts Report is available.

## CONSULTATION AND PARTNERSHIP WORKING

16. The Health and Social Care Partnership Strategic Plan makes a commitment to working together:

- With individuals as partners in planning their own care and support.
- With carers and families as partners in the support they provide to the people they care for. We will ensure the supports carers and families can sometimes require themselves are recognised.
- With communities as partners in shaping the care and supports available and in providing opportunities for people to get involved in their communities.
- With organisations across sectors, including our Community Planning partners and the Third Sector. We will work in partnership to co-commission, forecast, prioritise and take action together.

17. There are multiple examples of this commitment in action throughout the report.

## IMPLICATIONS OF THE PROPOSALS

### Staffing

18. One of the national outcomes is 'People who work in health and social care services feel engaged with the work they do and are supported to continuously improve the information, support, care and treatment they provide. There is a section in the report on this outcome.

### Legal

19. The Annual Performance Report is a statutory requirement of the Integration Joint Board.

### Equalities

20. The Integration planning and delivery principles include a requirement that Integration Joint Boards:

- Take account of the particular needs of different service users.
- Takes account of the particular needs of service users in different parts of the area in which the service is being provided.
- Take account of the particular characteristics and circumstances of different service users.

21. There are examples of this throughout the report.

22. There are no implications in relation to risk, policy, property, or IT.

## CONCLUSIONS

23. The Annual Performance Report is the third performance report for East Renfrewshire Health and Social Care Partnership. This report provides a comparison of our performance against Scotland and the previous baseline year.

**RECOMMENDATIONS**

24. The Council is asked to note and comment on the contents of the report.

**REPORT AUTHOR AND PERSON TO CONTACT**

Steven Reid, Policy, Planning and Performance Manager  
Steven.reid@eastrenfrewshire.gov.uk  
0141 451 0749  
August 2019

HSCP Chief Officer: Julie Murray

**BACKGROUND PAPERS**

<https://www2.gov.scot/Resource/0047/00473516.pdf>  
[Annual Performance Report 2017/18](#)  
[Annual Performance Report 2016/17](#)



# East Renfrewshire Health and Social Care Partnership

## Annual Performance Report

2018/19



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# 1. Introduction

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## 1.1 Purpose of Report

The Public Bodies (Joint Working) (Scotland) Act 2014 requires Integration Joint Boards to publish an Annual Performance Report, setting out an assessment of performance in planning and carrying out those functions for which they are responsible.

This is the third report for the East Renfrewshire Integration Joint Board. It sets out how we have delivered on our vision and commitments over 2018/19. We review our performance against agreed local and national performance indicators and against the commitments set out in our second Strategic Plan, which covers the period 2018-21.

The main elements of the report set out:

- the current strategic approach of the East Renfrewshire Health and Social Care Partnership (HSCP);
- how we have been working to deliver our strategic priorities over the past 12 months;
- our financial performance; and,
- key work areas we will be focusing on as we move forward.

Detailed performance information illustrating data trends against key performance indicators is included in the Chapter 4 of the report.

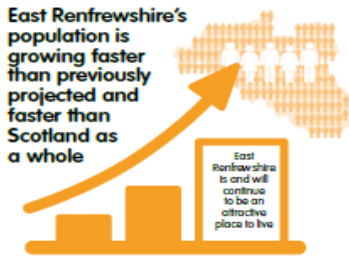
## 1.2 Local context

East Renfrewshire covers an area of 174 square kilometres and borders the city of Glasgow, East Ayrshire, North Ayrshire, Renfrewshire and South Lanarkshire.

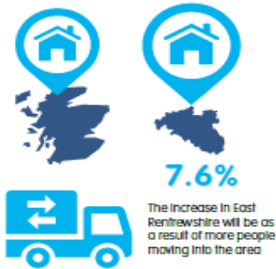
Our population is growing and reached 94,760 in 2017. 74% of the population live in the Eastwood area (Busby, Clarkston and Williamwood, Eaglesham and Waterfoot, Giffnock, Netherlee and Stamperland, Newton Mearns and Thornliebank) and 26% live in the Barrhead area (Barrhead, Neilston and Uplawmoor).

East Renfrewshire has an increasing ageing population with a 44% increase in the number of residents aged 85 years and over during the last decade.

EAST RENFREWSHIRE'S POPULATION – WHAT TO EXPECT



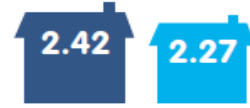
The number of people living in East Renfrewshire is projected to increase by 7.6% by the year 2025 (this is higher than previous projection of 5.7% and higher than the Scottish rate of growth of 3.2%)



**The two age groups that will grow the most**



East Renfrewshire currently has the highest average household size in Scotland, but this is projected to shrink as more people live alone



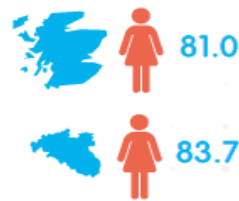
**More houses are needed for three reasons**



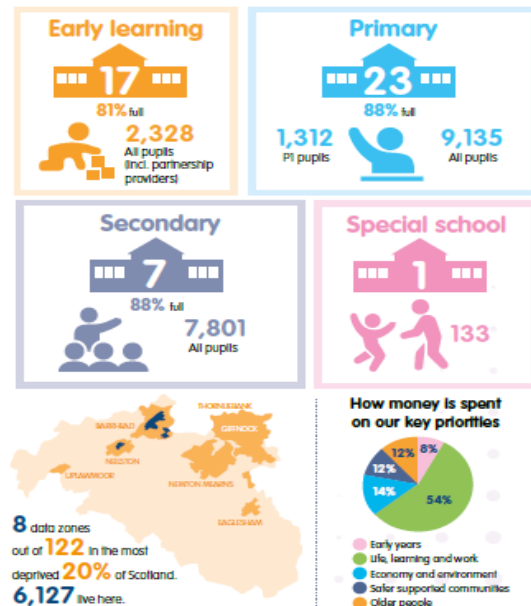
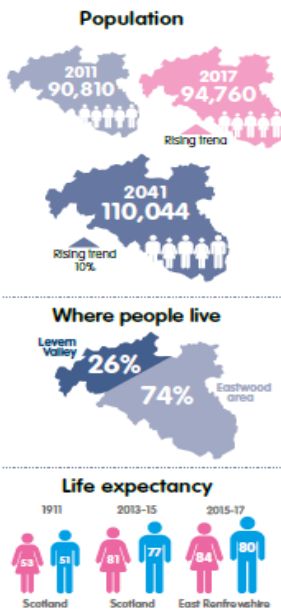
**Demand will increase for services**



East Renfrewshire now has the highest female life expectancy at birth in Scotland, and the second highest male life expectancy



EAST RENFREWSHIRE FAST FACTS



East Renfrewshire Health and Social Care Partnership (HSCP) was established in 2015 under the direction of East Renfrewshire's Integration Joint Board (IJB) and it has built on the Community Health and Care Partnership (CHCP), which NHS Greater Glasgow and Clyde and East Renfrewshire Council established in 2006.

Our Partnership has always managed a wider range of services than is required by the relevant legislation. Along with adult community health and care services, we provide health and social care services for children and families and criminal justice social work.

During the last 13 years our integrated health and social care management and staff teams have developed strong relationships with many different partner organisations. Our scale

and continuity of approach have enabled these relationships to flourish. We have a history of co-production with our third sector partners and we are willing to test new and innovative approaches.

East Renfrewshire HSCP is one of six partnerships operating within the NHS Greater Glasgow and Clyde Health Board area. We work very closely with our fellow partnerships to share good practice and to develop more consistent approaches to working with our colleagues in acute hospital services.

## 1.3 Our Approach

### 1.3.1 Our Strategic Vision and Priorities

In East Renfrewshire we have been leading the way in integrating health and care services. From the outset of the CHCP we have focused firmly on outcomes for the people of East Renfrewshire, improving health and wellbeing and reducing inequalities. Under the direction of East Renfrewshire's IJB, our new HSCP builds on this secure foundation. Throughout our integration journey during the last 13 years, we have developed strong relationships with many different partner organisations. Our longevity as an integrated partnership provides a strong foundation to continue to improve health and social care services.

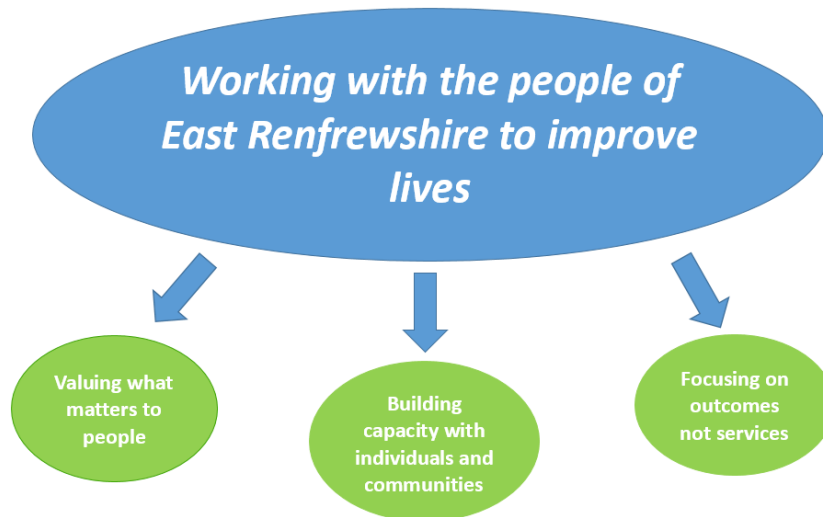
#### Our Vision

Our vision statement, "*Working together with the people of East Renfrewshire to improve lives*", was developed in partnership with our workforce and wider partners, carers and members of the community. This vision sets our overarching direction through our Strategic Plan. At the heart of this are the values and behaviours of our staff and the pivotal role individuals, families, carers, communities and wider partners play in supporting the citizens of East Renfrewshire.

We developed integration touchstones to progress this vision. These touchstones, which are set out below, are used to guide everything we do as a partnership.

- *Valuing what matters to people*
- *Building capacity with individuals and communities*
- *Focusing on outcomes, not services*

The touchstones keep us focused when we are developing and improving the quality of our service delivery.



## Our Strategic Plan

Our first Strategic Plan covered the period 2015-18 and took its priorities from the National Health and Wellbeing Outcomes. It set our high level planning intentions for each priority and was underpinned by an Annual Implementation Plan reviewed and monitored at HSCP level.

In 2017-18 we reviewed our Strategic Plan in collaboration with our partners and local communities and began developing the priorities for our second plan. We considered our current performance using the national outcomes and indicators over the period of the first plan and sought feedback from our communities through national and local surveys. Our engagement activity was led by the third sector interface in partnership with Thrive, a commissioned external agency. We also looked at changes in the community planning, regional planning and the NHS Greater Glasgow and Clyde wider partnership landscape.

Through a series of workshops with our Strategic Planning Group, we recognised the need to reduce our strategic priorities in order to give more focus to areas of improvement. Much of our work from our previous strategic plan has continued. However, it was recognised that to meet the range of challenges presented by pressures on our finances and our growing and ageing population, we must fundamentally change the way we work together.

Our new plan that has been developed recognises that the partnership must extend beyond traditional health and care services to a real partnership with local people and carers, volunteers and community organisations, providers and community planning partners. We must place a greater emphasis on addressing the wider factors that impact on people's health and wellbeing, including activity, housing, and work; supporting people to be well, independent and connected to their communities.

The plan recognises that emergency admissions, out of hours pressures and carer stress are signs that we do not yet have all the right systems in place. We are committed to increasing the opportunities for people to talk with us earlier, exploring what matters to them and supporting them to plan and take action to anticipate and prevent problems and crises. By putting in place the right support at the right time we believe that we can improve lives and reduce demands on the health and care system.

Moving forward, hospitals will provide highly specialist treatment for people who are acutely unwell, with more locally provided rehabilitation and recuperation services. We have strong relationships with GPs in East Renfrewshire and over the course of the current strategic plan will be investing in primary care services to support people to better manage health conditions. We know that people staying in hospital longer than necessary makes them deteriorate and lose their independence and by reaching out to hospitals and providing a range of local supports we will get people back to East Renfrewshire sooner.

The strategic plan for 2018-21 sets out seven strategic priorities where we need to make significant change or investment during the course of the plan. These are:

- Working together with **children, young people and their families** to improve mental wellbeing
- Working together with our community planning partners on new **community justice** pathways that support people to prevent and reduce offending and rebuild lives
- Working together with our communities that experience shorter life expectancy and **poorer health** to improve their wellbeing
- Working together with people to maintain their **independence at home** and in their local community
- Working together with people who experience **mental ill-health** to support them on their journey to recovery
- Working together with our colleagues in primary and acute care to care for people to reduce **unplanned admissions** to hospital
- Working together with **people who care for someone** ensuring they are able to exercise choice and control in relation to their caring activities

### 1.3.2 Locality planning in East Renfrewshire

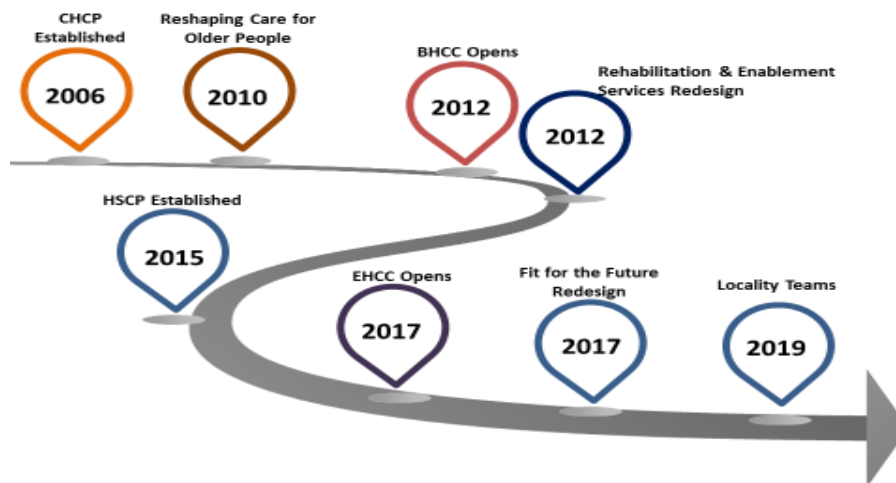
In the East Renfrewshire HSCP Strategic Plan 2015-18 we divided the area into three localities based around our GP clusters. Since the last plan, our GP clusters for the Eastwood area have changed with the GPs in the Eastwood Health and Care campus forming one cluster and the GP practice in Newton Mearns and Clarkston forming the other. As GP practice populations do not reflect natural communities, we found it difficult to co-ordinate this approach. As a result we have moved to two localities: one for Eastwood and another for Barrhead.

Our new localities also reflect our hospital flows, with the Eastwood Locality linking to South Glasgow hospitals and the Barrhead Locality to the Royal Alexandra Hospital in Paisley. The Barrhead Locality and Eastwood Locality Managers came into post in 2018. They have responsibility for both locality-based teams and services hosted on behalf of the entire HSCP.

Our locality planning arrangements continue to develop and will be supported by new planning and market facilitation posts and financial reporting at a locality level.



### 1.3.3 Realising the strategy through operational delivery



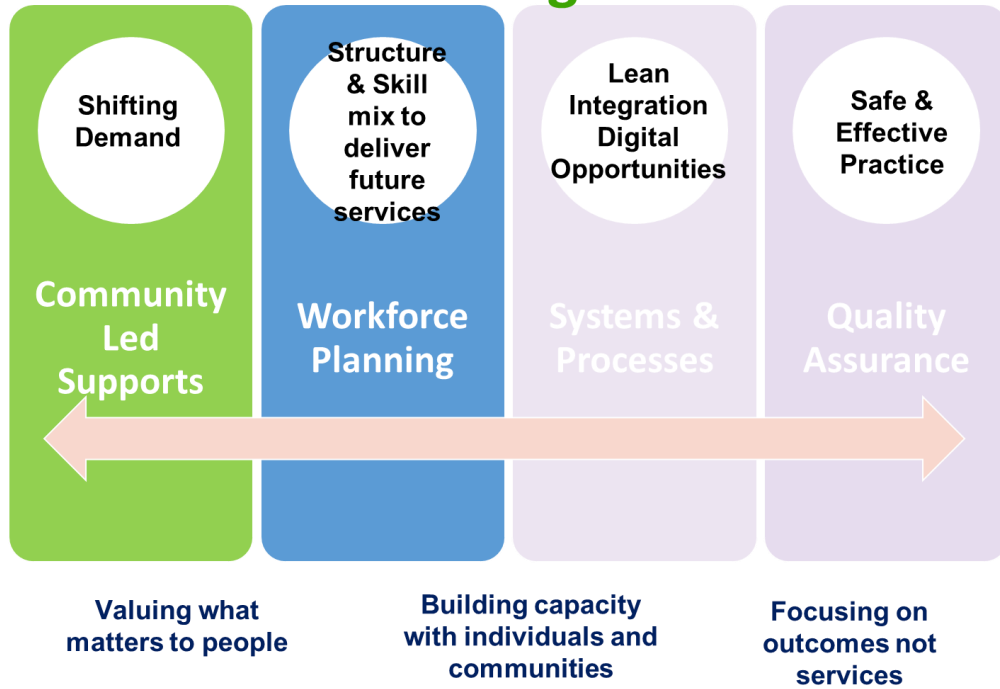
Developing our integrated Health and Care Centres at Barrhead and Eastwood provided us with an ideal opportunity to facilitate a fundamental change in the operational delivery of health and social care for people in East Renfrewshire. Eastwood Health and Care Centre was designed to support the further integration of health and care, along with wider Council and third sector services, in a setting that promotes wellbeing.

In order to prepare for the move to the Eastwood facility (opened 2017), a significant transformation programme was undertaken. We worked with staff groups to design zones that collocated workers and teams, in environments that supported their ways of working and fostered collaboration. Before finalising the physical design in Eastwood, we tested our new working environment in Barrhead Health and Care Centre. Reassuringly, both users and staff have evaluated the building design and functionality of the Eastwood Health and Care Centre very positively and it remains a reference design for future centres.

More recently our Fit for the Future change programme (FFTF) has included end to end operational service reviews in conjunction with a review of our organisation structure and in line with our vision.

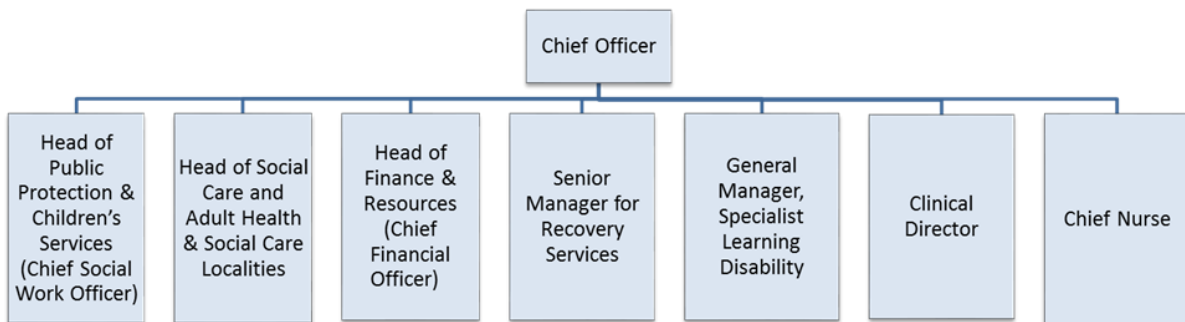


# Fit for the Future Programme



The Chief Financial Officer (CFO) is responsible for ensuring that all project work and service designs are properly supported and that sound financial and risk governance is in place. This includes modelling and monitoring the FFTF programme.

This new structure modelled through FFTF recognised the need to strengthen the link between strategy and operations, and to develop a stronger locality focus. Strategic planning, market facilitation and improvement capacity are being embedded in the locality structure. As the new teams come into place over the coming year, they will undertake self-evaluation and planning activity to support the strategic direction. The structure of our leadership team is shown below.



Our partnership provides a wide range of health and social care service for local people including the examples given below.

## Our resources include:



### 1.3.4 Our integrated performance management framework

Since the establishment of the Community Health and Care Partnership in 2006, there has been a commitment to integrated performance management.

Our performance management framework is structured around our new Strategic Plan, with all performance measures and key activities clearly demonstrating their contribution to each of our seven strategic planning priorities. The framework also demonstrates how these priorities link to the National Health and Wellbeing Outcomes and East Renfrewshire's Community Planning Outcomes.

An Implementation Plan and a supporting performance framework accompany our 3-year Strategic Plan. Working with key stakeholders, we developed these through outcome-focused planning. The plan is presented as a series of 'driver diagrams'. These diagrams show how we will achieve our strategic outcomes through 'critical activities' measured by a suite of performance indicators. This is the basis for strategic performance reporting to the Integration Joint Board (IJB) and it also feeds into East Renfrewshire Council's Outcome Delivery Plan and NHS Greater Glasgow and Clyde's Operational Plan. Our Strategic Performance Reports are presented to the IJB Performance and Audit Committee every six months (at mid and end year). We also provide quarterly updates (at Q1 and Q3) when data updates are available.

Every six months we hold an in-depth Performance Review meeting which is jointly chaired by the Chief Executives of NHS Greater Glasgow and Clyde and East Renfrewshire Council. At these meetings both organisations have the opportunity to review our Strategic Performance Report and hear presentations from Heads of Service, which set out performance progress and key activities across service areas.

The HSCP draws on qualitative and quantitative information from a range of sources. Our main sources of performance data include ISD Scotland, Scottish Public Health Observatory and National Records Scotland. We also use local service user data and service data from NHS Greater Glasgow and Clyde.

We gather service user feedback from a variety of sources. These include patient/service user surveys through for example, our Primary Care Mental Health Team; day centres and community groups; and users of our integrated health and social care centres. We also gather local feedback from East Renfrewshire Council's Citizens' Panel, Talking Points data and the National Health and Wellbeing Survey. We support a Mental Health Carers Group, where carers are able to raise issues about their needs and the support they receive.

## 2. Delivering our key priorities

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### 2.1 Introduction

This section looks at the progress we have made over the past 12 months to deliver the key priorities set out in our new Strategic Plan. We also set out performance for cross-cutting areas that support our strategic priorities including public protection and staff engagement. For each area we present headline performance data showing progress against our key local and national performance indicators. In addition to an analysis of the data we provide qualitative evidence including case studies and feedback from local people engaging with our services. We also illustrate which of the National Health and Wellbeing Outcomes we are contributing to through each area of activity.

A full performance assessment covering the period 2016/17 to 2018/19 is given in Chapter 4 of the report.

### 2.2 Working together with children, young people and their families to improve mental wellbeing

<b>National Outcomes for Children and Young People contributed to:</b>
Our children have the best start in life and are ready to succeed
Our young people are successful learners, confident individuals, effective contributors and responsible citizens
We have improved the life chances for children, young people and families at risk

#### 2.2.1 Our strategic aim

We provide ongoing support to children who are described as vulnerable due to being looked after and in our care, or on the edges of care, who need targeted interventions to safeguard their wellbeing.<sup>1</sup> Our new Strategic Plan established a targeted priority of improving mental wellbeing of children and young people. We have been aware for some time of the pressures on our Child and Adolescent Mental Health Services (CAMHS), our disproportionate use of mental health inpatient beds and the number of GP consultations for mental wellbeing. Local community consultation also confirmed this as an area of concern for local residents.

Research suggests that half of adult mental health problems have begun by the age of 15, and thrh problems, and once acquired they tend to persist. Mental ill health in children, young people and adults is strongly correlated with exposure to childhood adversity and trauma of various kinds. Adverse Childhood Experiences (ACEs) are an established indicator of exposure to such trauma. ACEs range from verbal, mental and physical abuse, to being exposed to alcoholism, drug use and domestic violence at home.

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<sup>1</sup> Our main activities to support children and young people in East Renfrewshire are set out in "Getting it right with you" East Renfrewshire's Children's Services Plan 2017-2020.

Our aim is to **improve mental wellbeing among children, young people and families in need**, by:

- Providing the appropriate and proportionate mental health responses for children and young people;
- Increasing confidence among parents most in need of support as a result of targeted interventions;
- Improving maternal health and wellbeing;
- Strengthened family capacity through prevention and early intervention.

## 2.2.2 The progress we've been making

- 89% increase in improved outcomes for children after parent/carer completion of our Psychology of Parenting Project (PoPP)
- 100% positive response to Viewpoint question "Do you feel safe at home?"
- 90% of children/young people attending our Family Wellbeing Service with improved emotional health at end of programme in 2018/19
- Balance of Care for looked after children - 94% of children being looked after in the Community (5<sup>th</sup> best in Scotland)
- 100% of all accommodated children waited no longer than 6 months for a Looked After Review meeting to make a permanence decision
- 0% Child Protection re-registrations within 18 months (best in Scotland)

## 2.2.3 How we've been delivering

The Integration Joint Board are aware that many East Renfrewshire children and young people are presenting at GP services with requests for support around anxiety, depression, and distress. Parents expressing worry about the wellbeing of children and young people have been calling upon specialist and clinical services such as CAMHS, or Educational Psychology to respond.

We are aware that these traditional service have been experiencing high demand resulting in longer waiting times. And in many cases this is not the most appropriate support for the young person and their family.

As an alternative approach we have established our **Family Wellbeing Service**, to support these children and young people who present with a range of significant mental and emotional wellbeing concerns. Children 1st have been commissioned to deliver this service since September 2017. The Family Wellbeing Service works with the HSCP to deliver holistic support based in GP surgeries to:

- Improve the emotional wellbeing of children and young people aged 8–16;
- Reduce the number of inappropriate referrals to CAMHS and other services;
- Support appropriate and timely recognition of acute distress in children and young people accessing clinical help if required;
- Improve family relationships and help build understanding of what has led to the distress and concerns;
- Engage, restore and reconnect children and young people with school and their wider community.



The service has been delivering positive outcomes for those accessing support. In 2018/19, 90% of the children and young people were recorded as having improved emotional health at the end of the programme. At November 2018, 100% of parents completing our feedback questionnaire stated that they felt more positive about the future for their family as a result of the Family Wellbeing Service.

Although we continue to experience very high demand for our **CAMHS service**, we are seeing the impact of putting in place more appropriate and proportionate support through a reduction in rejected CAMHS referrals (14.9% in 2018/19; down from 34.9% in 2017/18) and a reduction in missed CAMHS appointments (8.3% - down from 16.7%).

As part of our preventative approach, we are committed to strengthening family capacity and building confidence among parents where this is required. We continue to invest in and develop our **Psychology of Parenting Project (PoPP)** which offers support to families experiencing difficulties with behaviour. Families can access one-off interventions (discussion groups) focusing on a specific topic. There are also two high quality, evidence-based programmes - Triple P and Incredible Years – offering more intensive support for parents due to challenging developmental behaviours and distress.

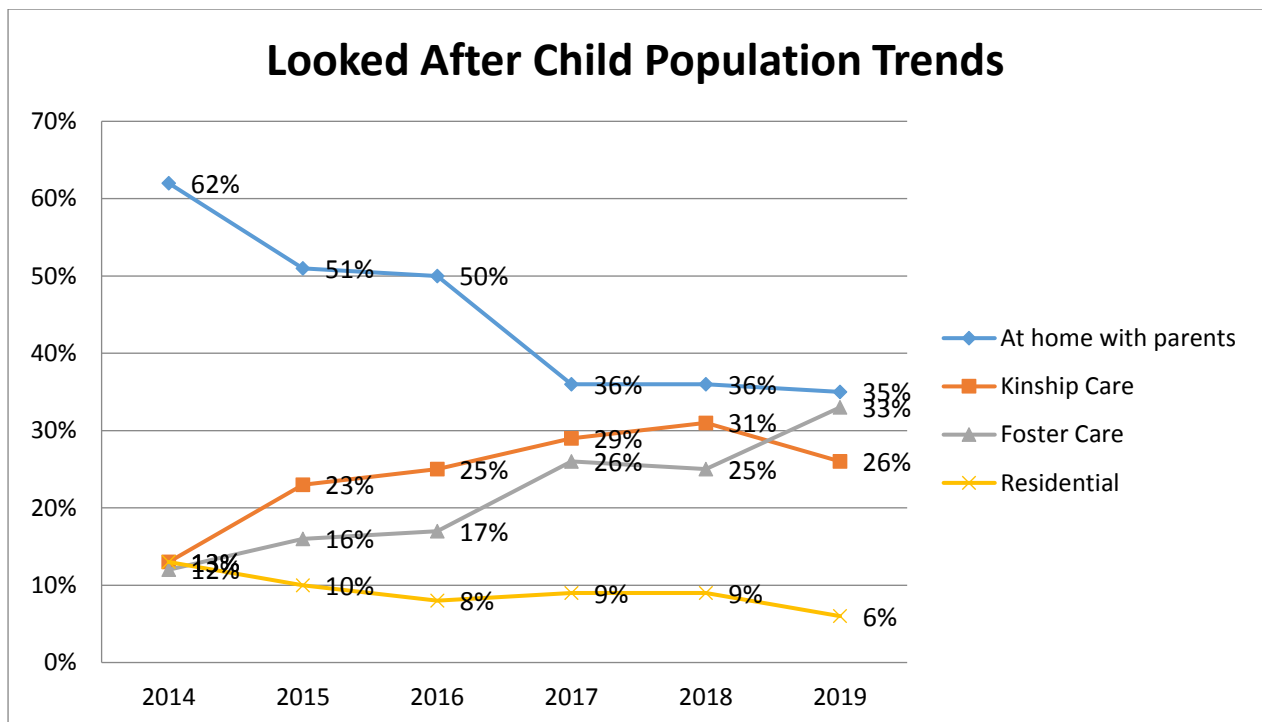


In 2018, 89% of the children participating demonstrated improved outcomes as measured by SDQ (Strengths and Difficulties Questionnaire) – higher than the national average 82% and a significant improvement from 79% in 2017/18. 60% of parents/carers who start the PoPP programme go on to complete - again this is higher than the national average of 53%.

We continue to perform well in keeping children safe in their local community wherever possible and acting quickly to make decisions. Through this work and work with our care experienced young people we aim to improve life chances.

Through **PACE (Permanence and Care Excellence)** we have seen positive joint working, a strong commitment to change, and a developing 'common understanding' of permanence across the whole system. We have streamlined our processes to ensure that children, young people and their families/carers are included throughout the process in decision-making and care planning. Our commitment to supporting permanence is reflected in the achievement that all accommodated children in East Renfrewshire waited no longer than 6 months for a Looked After Review meeting to make a permanence decision in 2018 (100% - target 80%).

To support the wellbeing of our looked after children we work to ensure they access the most appropriate destinations possible. We are proud that 94% of our looked after children are supported in the community rather than institutional settings (up from 91.5% for the previous available year).



On 31 March 2019, 112 children and young people in East Renfrewshire were looked after in a range of settings. 62 of the children were boys (55%) and 50 were girls (45%). This constitutes approximately 0.5% of the total children's population of the area and is one of the smallest proportions in Scotland. We have continued to consolidate the PACE Programme, working to improve outcomes for children by securing permanent destinations for them. This can be seen in a continued overall reduction of looked after children, in particular those looked after at home by birth parents.

Further analysis of our reduction in children who are looked after at home has shown that from March 2018 to March 2019 a total of 17 Compulsory Supervision Orders for children and young people at home with parents were terminated. Of the 17 children and young people, 53% of their cases have been closed to social work.

In 2018/19 we have seen fantastic levels of engagement with our looked after children. 45% of East Renfrewshire's looked after children (aged 10 and over) are participating in activities through the East Renfrewshire Champions Board. This compares with a national benchmark of 10% participation (Life Changes Trust).

The Champions Board continues to go from strength to strength. The first theme in 2018 focused on mental health issues and generated actions including recruitment of new staff and training across departments. The Board also worked on issues around housing and accommodation, with a residential event taking place in May involving 24 young people. The Mini Champs initiative, involving younger children aged 8-11 years, is developing further with 12 younger children attending and participating from across local primary schools.

The overall aim of **East Renfrewshire Champions Board** is to improve life chances of looked after young people both within our community planning partnership and in the wider community. A central focus is on inclusion and participation allowing looked after young people a meaningful forum to directly influence and, through time, redesign services that affect them in a co-produced way by influencing their corporate parents.



Through our Champions Board we offer looked after young people leadership opportunities, develop relationship-based practice and the opportunity to change practice and policy. Our aim is to demystify and challenge misconceptions about looked after children and young people and strengthen awareness of the barriers that they face whilst offering opportunities to develop policy and practice to overcome these. Moreover we aim to reduce stigma and ensure that our looked after young people flourish and become all that they can be so that they move into adulthood and beyond, achieving their aspirations.

We continue to support the safety of **children at risk** in East Renfrewshire through strong multi-agency working. Last year, 100% of child protection investigations and associated safety plans were agreed by an Initial Referral Discussion involving Police, Social Work and Health. We are also the best performing partnership in Scotland for minimising Child Protection re-registrations with no re-registrations (within 18 months) in 2017/18. Overall, we have a 100% positive response rate to the Viewpoint question, “Do you feel safe at home?”

To support children, young people and families at risk from domestic abuse we work in partnership with a range of agencies including Women’s Aid. Outcomes reporting for children and young people is aligned to GIRFEC wellbeing indicators. 87% of all children and young people supported in the service noted an overall improvement in their outcomes. 77% noted an improvement in their health and wellbeing, 57% noted improvement in their confidence and self-esteem and 70% reported improvement in their safety.



## 2.3 Working together with our community planning partners on new community justice pathways that support people to prevent and reduce offending

### National Outcomes for Community Justice contributed to:

Prevent and reduce further offending by reducing its underlying causes

Safely and effectively manage those who have committed offences to help them reintegrate into the community and realise their potential for the benefit of all

### 2.3.1 Our strategic aim

The East Renfrewshire Community Justice Outcome Improvement Plan sets out our core outcomes, what we will deliver as partners and how this will contribute to and improve the lives of people with lived experience of the community justice system from point of arrest through to returning from custody.

Over the course of this plan the East Renfrewshire HSCP will strengthen links with other community services and programmes to provide greater access and support for people to prevent and reduce offending. Through this work we will ensure that people moving through the criminal justice system have better access to the services they require, including welfare, health and wellbeing, addiction services, housing and employability.

Our aim is to **support people to prevent and reduce offending and rebuild their lives**, by:

- Reducing the risk of offending is through high quality person centred interventions;
- Ensuring people have improved access to through-care and comprehensive range of recovery services;
- Ensuring effective interventions are in place to protect people from harm.

### 2.3.2 The progress we've been making

- 100% of people reported that their community payback order helped to reduce their offending.
- 84% of community payback work placements were completed within court timescale.
- 55% of people with convictions referred to employability services demonstrated a positive employability outcome.
- 64% of women and 87% of children accessing domestic abuse support services demonstrated a positive improvement in their outcomes.
- 94% of people were able to access alcohol and drug services that support their recovery within three weeks.
- 22% of people moved from drug/alcohol treatment into recovery and 23% demonstrated a positive improvement in their alcohol and drug recovery outcomes.

### 2.3.3 How we've been delivering

We work with our partners to lead, develop, support and promote **Smart Justice** measures that work for those who have offended, those who have been harmed and for our community at large

In 2018/19, East Renfrewshire's **Community Payback Team** completed 10,779 hours of activity equating to £88,496 of unpaid work which directly benefited the local community. The Community Payback Team have been involved in a range of new projects during the year bringing benefits to the environment, local community and service user groups including local people with learning and physical disabilities. We continue to receive regular feedback from the public on the positive impact that community payback has had on their local community.



- *“Our charity shop has had a fantastic service from unpaid work this year. Two people who completed placements have remained as volunteers following the completion of their hours.”*
- *“The support that has been provided by the team has ensured that the families we work with (some of which are the most disadvantaged in society) are able to maintain their tenancies appropriately.”*
- *“I feel that the service is pivotal in the work that I do with families and that its value is of great significance.”*



#### Bee-Haven

A great example of the team's work that will be of benefit to the community and wider environment is the Bee-Haven project. This innovative project has seen the Community Payback Team working in partnership with staff and service users at the Thornliebank Resource Centre to prepare a site at Eastwood Health and Care Centre for a new community-led bee-keeping project. We hope to see the project fully operational in 2019/20.



FREE FOOD FOR ALL

## DUNTERLIE FOODSHARE

Fridays 11.30am-1.30pm

Dunterlie Resource Centre, 36a Stewart  
Street, Barrhead, G78 1AL

### Dunterlie Foodshare

The Community Payback Team worked in partnership with Dunterlie Community Hub to deliver a new food share project. This has seen the team processing and delivering food parcels to those in need.

### Corner space

This project brings together the Community Payback Team with local voluntary agencies including Men's shed and disability groups to create a new community space and sensory garden in Eastwood.

Across the partnership we have made significant progress to ensure we have a suitably qualified workforce supported by a clear pathway for domestic abuse referrals. As part of our community planning work to protect people from harm we implemented a multi-agency risk assessment conference (MARAC) for high risk domestic abuse victims. The MARAC is now fully operational as of March 2019. East Renfrewshire is also one of the first local authorities recognised in Scotland as accredited Safe and Together Champions delivering gold standard child protection domestic abuse training to staff.

We provide a high level of support for women and children who have experienced **domestic abuse**. Working in partnership with East Renfrewshire Women's Aid Service a total of 1025 women, children and young people accessed the helpline, drop in and direct support services. Demand continues to grow year on year with a 100% increase in support provided over the last 5 years of operation. In the past year we have seen two-thirds (64%) of domestic abuse victims and 87% of children receiving support reporting improving their personal outcomes with safety, health and wellbeing, and empowerment and self-esteem scoring highly.

We continue to deliver a comprehensive range of services to support people recovering from **drug and alcohol addiction**. Our local Community Addictions and Recovery Team provide tailored support including planning for recovery, one-to-one and group support, family support and links to other agencies and resources to help people in their recovery journey.

Our local recovery community is continuing to grow from strength to strength with the P.A.R.T.N.E.R. Group (People Achieving Recovery Together Now East Renfrewshire) being instrumental to achieving this. The group provides mutual aid support and is run by people who are in recovery and have life experiences which they can pass on to any one struggling with addiction. In the last year P.A.R.T.N.E.R. expanded and groups run weekly including both day and evening meetings in Barrhead. In September last year P.A.R.T.N.E.R. participated in the Recovery Walk Scotland in Glasgow with over 3,000 people taking part from across Scotland.

## 2.3 Working together with our communities that experience shorter life expectancy and poorer health to improve their wellbeing

<b>National Health and Wellbeing Outcomes contributed to:</b>
NO1 - People are able to look after and improve their own health and wellbeing and live in good health for longer.
NO3 - People who use health and social care services have positive experiences of those services, and have their dignity respected
NO4 – Health and social care services are centred on helping to maintain or improve the quality of life of people who use those services
NO5 – Health and social care services contribute to reducing health inequalities

### 2.4.1 Our strategic aim

East Renfrewshire’s Community Planning Partnership has developed locality plans for the two localities (Arthurlie, Dunterlie and Dovecothall and Auchenback) that have areas within the 20% most deprived areas in Scotland, with significantly poorer outcomes in health, education, housing and employment. A third locality plan is being developed for Neilston. Plans have been developed using a community-led approach, which supported local residents to form steering groups to drive the process. Most of this work has been led by the Council’s community planning team but health improvement staff have been involved in supporting the process.

Each plan has a set of priorities that reflect the unique needs of that locality. The plans form a basis for further work to which we are committed as a community planning partner. We will continue to support targeted health improvement interventions in our communities that experience the greatest health inequalities.

Our aim is to **improve wellbeing in our communities that experience shorter life expectancy and poorer health**, by:

- Reducing health inequalities by working with our communities;
- Mitigating health inequalities through targeted interventions.

### 2.4.2 The progress we’ve been making

- Our premature mortality rate remains significantly below the national average at 301 per 100,000 (Scotland 425)
- Male life expectancy at birth in our 15% most deprived communities is 73.9 compared to 69.7 for Scotland.
- Female life expectancy at birth in our 15% most deprived communities is 79.2 compared to 75.7 for Scotland.

### 2.4.3 How we've been delivering

Our **Health Improvement Team** promote self-help and information campaigns throughout the year via face to face events, social media and information resources. Information about self-help and community support is provided via the 'Your Voice' Bulletin which is sent directly to individuals on our database and also available in public places and online. Information materials and health campaign information are also available in Eastwood Health and Care Centre and in other local public and community facilities.



During 2018/19 Health Improvement have delivered and coordinated a range of training and information sessions to build staff/partner capacity to address health behaviour and raise awareness of health related issues. Topics included sexual health, breastfeeding awareness, Childsmile training, mental health, breast health, bowel screening, cancer screening for people with additional needs, second hand smoke training, smokefree training, health behaviour change training and physical activity.

Specialist **smoking cessation** services have been promoted across East Renfrewshire with particular emphasis on reaching those in our most deprived communities. A drop-in service and support group continues to be delivered weekly in Barrhead Health and Care Centre and one-to-one support is also available for individuals either face to face or by telephone.



We promoted the 2018 No Smoking Day in March 2018 by having staff present in the Auchenback Resource Centre and all Barrhead and Neilston pharmacies. In August 2018 we supported the local community in

Auchenback to promote smoke free play areas at their local Health and Safety event to reduce children's exposure to smoking and second hand smoke.

Strength and balance **exercise sessions** are being delivered in the Dunterlie area of Barrhead to encourage local people to access physical activity and walking groups have been set up in Barrhead and Neilston. Chair based exercise groups for older adults are also provided in Barrhead and other venues.

The Live Active programme funded by ERHSCP and NHSGGC is being actively promoted in Barrhead to increase referrals and we have strengthened links with East Renfrewshire Culture and Leisure Trust (ERCLT) and other exercise providers to develop smooth referral pathways between services.



East Renfrewshire HSCP provided funding for an active health and wellbeing manager within ERCLT. This post has been developing the **Ageing Well** brand and has supported projects in Barrhead such as Dunterlie Tenancy Sustainability Project. Health Improvement staff have continued to provide information resources for community projects and events.

We have undertaken breast cancer awareness promotion in Barrhead, delivered Bowel Cancer UKs 'Good Bowel Health' Screening Workshops to Learning Disability Teams and ran a communication campaign to promote bowel screening in 2018 as part of bowel cancer awareness month.

## 2.4 Working together with people to maintain their independence at home and in their local community

<b>National Health and Wellbeing Outcomes contributed to:</b>
NO2 - People, including those with disabilities or long term conditions or who are frail are able to live, as far as reasonably practicable, independently and at home or in a homely setting in their community
NO3 - People who use health and social care services have positive experiences of those services, and have their dignity respected
NO4 – Health and social care services are centred on helping to maintain or improve the quality of life of people who use those services

### 2.5.1 Our strategic aim

A key strategic aim for our partnership is to ensure that people with support needs continue to enjoy a good quality of life in their own home and local community. We do this through a wide range of community-led supports and interventions to ensure that individuals have choice and control in the decisions that affect their life.

We are working together with local people, community groups and organisations to redesign a new ‘front door’ and new ways of engaging with people in their communities. We have set up new local Talking Points, where people can talk to different health and care staff and community volunteers about what matters to them. Through this approach we ensure that people have access to the right conversation at the right time and have the right support to maintain their independence.

Through our partnership with East Renfrewshire Culture and Leisure Trust we have put in place a great service for older people under the Ageing Well programme, with a range of activities that support and encourage older people to be physically and mentally active and maintain their independence. For those people who require support for their daily lives, we are moving to a model of “the right amount of support”. In 2019 we are introducing a new individual budget calculator for self-directed support. This will remove the barriers and potential inequity of our current equivalence model and provide a more simple and transparent approach. We want to make sure that all our systems support choice and control and we are also introducing outcome focused support plans that move away from the task and time approach and allow more innovation and flexibility. This different approach will require support, training and a culture change across our partnership.

We will continue to work in partnership to increase the day opportunities available to people, and community involvement in our resource and health and care centres. Our work in localities will build on our strong local partnerships and social enterprise approach, encouraging innovation that supports people to live independently in the community and offers alternatives to residential care.

Our aim is to **support people to maintain their independence at home and in their local community**, by:

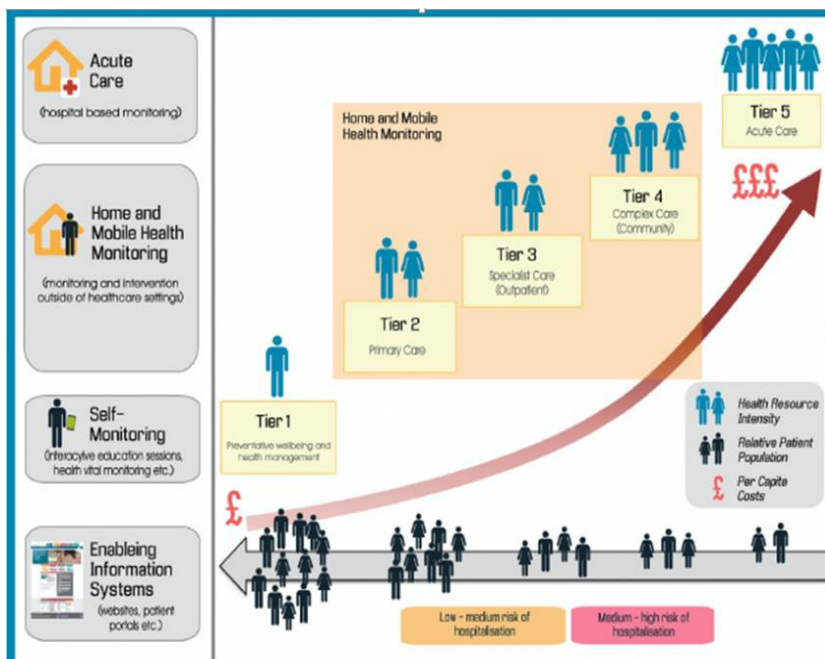
- Ensuring the people we work with have choice and control over their lives and the support they receive;
- Helping more people stay independent and avoid crisis through early intervention work;
- Ensuring people can maintain health and wellbeing through a range of appropriate activities.

### 2.5.2 The progress we've been making

- 74% of those receiving reablement (homecare) support have seen their care needs reduced
- 92% of people reported that their 'living where you/as you want to live' needs were being met
- 7.5% of adult social work spend is spent through SDS Options 1 and 2 (5<sup>th</sup> best in Scotland)
- 62.5% of people aged 65+ with intensive needs are receiving care at home

### 2.5.3 How we've been delivering

We have been modernising our approaches to support independence. This has seen the



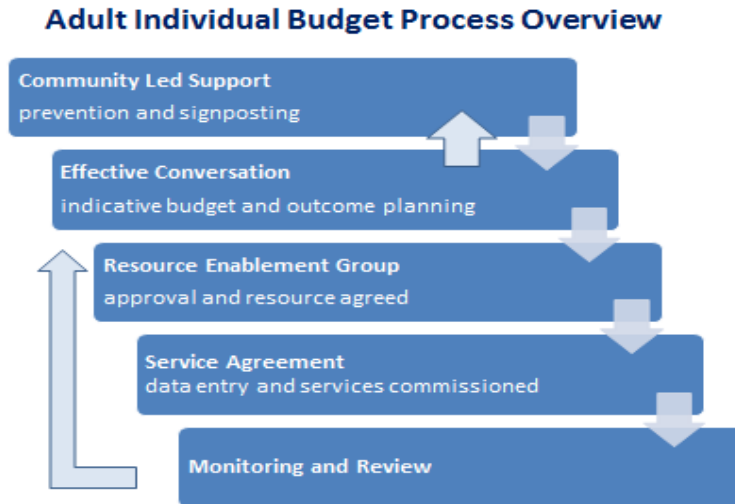
development of our **Home and Mobile Health Monitoring (HMHM)** service. Almost 90% of East Renfrewshire's GP practices now use HMHM to support the management of hypertension and some practices also offer it for the management of COPD. Since the service began in 2017 over 600 patients have been enrolled to the service which has saved over 1800 face to face appointments.

Throughout 2018/19 we have continued to expand our **telecare** provision. Through active promotion of the service, new marketing materials and refreshed web pages including online application, over 2,000 residents have benefitted from Telecare over the course of the 3 year national Technology Enabled Care (TEC) programme. We continue to work in close partnership with other teams and organisations to support independence at home.





We have developed a new way of planning with people who need support so that they have greater choice and control over their lives. Our current method of **resource allocation** for adults is based on equivalency. The equivalency model uses an hourly value of care cost as the basis of calculation of the individual budget for a support package. We have reviewed this approach and developed a new method for agreeing an individual budget that fits with our new ways of planning with people and allows more innovation and flexibility to meet their desired outcomes.



The ‘right amount of support’ individual budget calculator will be used for all types of resource provision from modest one-off interventions through to a complex care package. This removes the barriers and potential inequity of traditional eligibility criteria and recognises the importance of prevention. The individual budget calculator will be rolled out across adult care over the course of 2019/20.

In 2018/19 we redesigned the way people can access support and information at the first point of contact – our “front door”. Our new **Initial Contact Team** came into place in May 2019.

Our team have been trained in good conversations that focus on what matters to each person and what assets and community supports could help them achieve this.

Occupational Therapy Rapid Access is also part of our new Initial Contact Team. This redesigned service has reduced waiting times for occupational therapy assessment and more efficient access to e-advice and equipment to support independence. The response from the public has been positive.





To support early intervention and ensure people get the right support before reaching a crisis point we have been delivering a series of **Talking Points** information and signposting sessions across East Renfrewshire. Talking Points 'are places in your community where you can come along and get information, support and advice about adult health, wellbeing and community activities going on where you live'. The Talking Points Core Partners Group consists of 12 cross-sector partners; Voluntary Action East Renfrewshire, Carers Centre, Care and Repair, Recovery Across Mental Health, East Renfrewshire Disability Alliance, Enable Scotland, HSCP, ERC Communications Team, Self-Directed Support Forum, Neilston Development Trust, East Renfrewshire Culture and Leisure Trust/Libraries, and Community Volunteers.

In 2018/19 we delivered 21 'Talking Points' engagement events supporting early intervention to 124 people – only 6 required direct referral to HSCP services.



We continue to support people with **learning disabilities** to live independently in our communities. There are approximately 150 people living independently with support and 85 living at home with their family with some support. Only one person was admitted to the specialist learning disability inpatient service in 2018/19 and is now back being supported in the community.

We support a wide range of meaningful activities in the community for people with learning disabilities. This includes social enterprise groups delivering bike workshops, jewellery making, gardening groups and kitchen/café training. We support a foodbank which provide opportunities for people with learning disabilities to develop skills for moving on to more formal training and potential employment. We also support a range of community groups, e.g. social/leisure groups that allow people to follow their interests as well as health groups.

For **older people**, we support a range of health and leisure activities in the community under our Ageing Well programme to help people keep their bodies and minds as active as possible.

**1565** attendances  
at **Live Active**  
group gym sessions

**141** new **Live Active**  
fitness members **526**  
new referrals



**14844**  
attendances at our  
**Vitality** classes



**219**  
new  
referrals

**702** regular users

**557**  
attendances at our  
singing groups

**2093**

visits to our dancing  
groups

**4031**  
walking group  
attendances

**1277**



walking football  
attendances

**17544**

Attendances at other group  
fitness activities



## 2.5 Working together with people who experience mental ill-health to support them on their journey to recovery

National Health and Wellbeing Outcomes contributed to:
NO1 - People are able to look after and improve their own health and wellbeing and live in good health for longer.
NO3 - People who use health and social care services have positive experiences of those services, and have their dignity respected
NO4 – Health and social care services are centred on helping to maintain or improve the quality of life of people who use those services

### 2.6.1 Our strategic aim

Health and Social Care Partnerships across Greater Glasgow and Clyde are committed to working together to develop a whole system five-year strategy for adult mental health. Delivering on our strategy will involve a whole series of actions and service changes.

Our local services in partnership with third sector organisations like Recovery Across Mental Health (RAMH) will move to recovery-oriented care, supporting people with the tools to manage their own health. A recovery-based approach has the potential to improve quality of care, reduce admissions to hospital, shorten lengths of stay and improve quality of life. While service users will always have access to the clinical and therapeutic services they need, a recovery approach will require services to embrace a new way of thinking about illness, and innovative ways of working. Those changes include:

- A change in the role of mental health professionals and professional expertise, moving from being ‘on top’ to being ‘on tap’: not defining problems and prescribing treatments, but rather making their expertise and understandings available to those who may find them useful.
- A recognition of the equal importance of both ‘professional expertise’ and ‘lived experience’ and a breaking down of the barriers that divide ‘them’ from ‘us’. This must be reflected in a different kind of workforce (one that includes peer workers), and different working practices founded on co-production and shared decision making at all levels.

We will work together across Greater Glasgow and Clyde to improve responses to crisis and distress, and unscheduled care. This strategy signals a further shift in our balance of care moving away from hospital wards to community alternatives for people requiring longer term, 24/7 care with mental health rehabilitation hospital beds working to a consistent, recovery-focused model.

Our aim is to **support people experiencing mental ill-health on their journey to recovery**, by:

- Ensuring East Renfrewshire residents who experience mental ill-health can access appropriate support on their journey to recovery.

### 2.6.2 The progress we've been making

- 54% accessing psychological therapies within 18 weeks (improving).
- Link Workers in all GP Practices
- 49% reduction in bed days for individuals accessing Dialectic Behavioural Therapy (DBT)

### 2.6.3 How we've been delivering

Our Primary Care Mental Health Team (PCMHT) have been working to reduce our waiting times for psychological therapies which we acknowledge are currently too high due to capacity issues in the service. The proportion of people accessing psychological therapies within the 18 week target has fallen to 54% this year from 80% last year. However, we have seen improved performance in the second half of the year with the figure rising from 49% at mid-year 2018/19.

We have agreed to use some of our Action 15 monies to recruit extra capacity in the PCMHT to reduce the waiting times.

To support appropriate responses to individuals with mild to moderate mental health issues we have put in place alternative pathways for people needing supports. This includes the expansion of Link Workers to all GP surgeries in East Renfrewshire. Delivered in partnership with RAMH, the **Link Workers** signpost people to a wide range of support providers offering physical, social and psychological interventions. The workers have provided support to more than 800 local people.

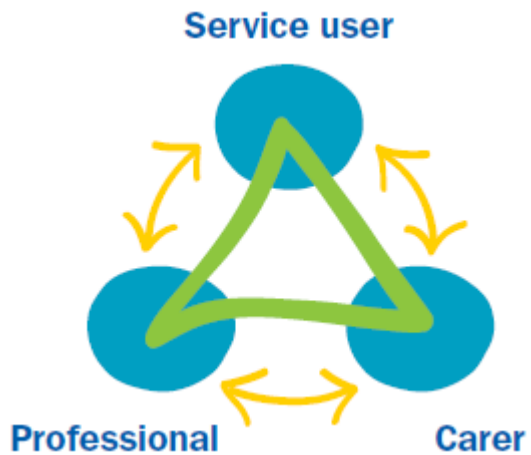


We have also been promoting the use of computerised cognitive behavioural therapy (cCBT) through our GPs, with people referred to an online course of therapy. There has been good uptake of this alternative model with 394 referrals from GPs to cCBT in 2018/19.

Although early days, these alternative approaches are having a positive impact on managing demand for our services and we saw a 15% reduction in GP referrals to the PCMHT in the second half of 2018/19.

We have been referring individuals who have a Borderline Personality Disorder to the Dialectic Behavioural Therapy (DBT) service in South Glasgow and have seen a 49% reduction in the use of acute mental health days following the intervention compared to the average use in the previous three years.

We are focused on supporting carers and family members affected by mental health issues. In 2018/19 we undertook a Test of Change using national funding for carers to look at creative



approaches to managing times of crisis and supporting the ongoing caring role. We have supported the establishment of a **Mental Health Carers Group** which is now up and running. The group is focused on implementing the Triangle of Care good practice model. The model sets out key standards and provides resources to support mental health service providers to ensure carers are fully included and supported when the person they care for has an acute mental health episode.

## 2.7 Working together with our colleagues in primary and acute care to care for people to reduce unplanned admissions to hospital

### National Health and Wellbeing Outcomes contributed to:

NO2 - People, including those with disabilities or long term conditions or who are frail are able to live, as far as reasonably practicable, independently and at home or in a homely setting in their community

NO4 – Health and social care services are centred on helping to maintain or improve the quality of life of people who use those services

### 2.7.1 Our strategic aim

We are committed to a programme of work with colleagues in acute services to ensure that only those people who require urgent or planned medical or surgical care go to hospital. Together we are looking at the most frequent preventable causes of admission and putting in place new services and pathways to support people in the community wherever possible, including at the end of life. Our aim will always be to return people home as quickly as possible and to support people at home wherever possible. However sometimes people require additional supports. Over the lifetime of our plan we intend to develop Bonnyton House using six beds as an intensive rehabilitation resource to prevent hospital admission and to ensure a safe return home for people discharged from hospital. We will also create a further six beds so that people who need end of life care, who can't be supported to die at home, could also be supported at Bonnyton.

We have been concerned that the building of new care homes in East Renfrewshire has led to an increase in our most frail and complex older population. This places many demands on our local services including GPs and out of hours services. We want to work together with local care homes, the people who live there and their families to ensure that they get the best care for this final stage of their lives. Over the course of our strategy we will redesign our services to focus on this, ensuring that our most skilled nurses and staff are available to offer specialist advice and support.

We will work together with our colleagues in primary care to put in place the new GP contract and Primary Care Improvement Plan. This will see GPs as the Expert Medical Generalist senior clinical decision maker in an extended primary health care team. The new contract will support local GPs to spend more time in managing patients with complex care needs. Over the course of our strategy we will support primary care teams to grow to support more patients in the community, with additional pharmacy, community treatment (e.g. phlebotomy), other health professionals and link workers.

Our aim is to **reduce unplanned admissions to hospital (through working together with our colleagues in primary and acute care)**, by:

- Supporting people at greatest risk of admission to hospital;
- Working with local partners to reduce attendances and admissions;
- Ensuring our services support rehabilitation and end-of-life care.

### 2.7.2 The progress we've been making

- Average of 4 delayed discharges per month
- 20,212 A&E attendances (adults) - 4% increase from 2017/18
- 7,320 emergency hospital admissions (adults) – a 1.5% reduction from 2017/18 (and down 9.7% from 2016/17)

### 2.7.3 How we've been delivering

During 2018/19 we invested in our improvement function by adding the role of Unscheduled Care Programme Implementation and Development Officer. This is providing extra capacity to engage closely with our GP practices, care homes and locality teams.

Reducing **Accident and Emergency attendances** continues to be a challenging area for us. Over the course of 2018/19 there were 20,212 attendances by adults, above our target of 18,332. We have been engaging with GPs at cluster level and individual practice level and we have been using data to highlight those patients with 9 or more attendances in the last year. Findings to date have demonstrated that Anticipatory Care Plans, Link Workers and closer working with the Community Addiction Team could offer support to a number of these patients.

A similar approach has been taken to collaborating with our local care homes. Annual A&E attendances from care homes have fallen to 429 this year from 541 in 2017/18. Care homes have agreed to share performance reports provided by the Improvement team. Performance and improvement actions are also discussed at the Care Home Provider Forum with an Unscheduled Care item within each agenda.

Adult emergency **hospital admissions** have reduced from 7,432 in 2017/18 (and 8,032 in 2016/17) to 7,320<sup>2</sup>. Annual emergency admissions from care homes have fallen to 261 this year from 338 in 2017/18.

In 2018/19 we have been developing our approaches to supporting frailty and reducing the risk of falls. In December we introduced a new monitoring tool for frailty, the Rockwood Frailty assessment tool, with training for staff delivered by the HSCP Falls Lead Officer. Since its introduction, 417 scores have been recorded on our Care First system. Monthly reports are provided. Using data from our monthly monitoring reports, we are developing information pathways to support signposting and referral to the most appropriate supports throughout an individual's frailty journey.

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<sup>2</sup> Figure relates to calendar year Jan-Dec 2018 due to incomplete data for 2018/19.



Frail Elderly NHS continuing care for East Renfrewshire residents was historically provided in Mearns Kirk House, a 72 bed, PFI funded building owned and managed by Walker Healthcare. Due to changes in national guidance for 'Hospital Based Complex Clinical Care' this facility was no longer required and during 2018/19 we moved the remaining East Renfrewshire residents to alternative facilities. The IJB agreed to invest the funding released from this change of model to expand the range of community based supports within East Renfrewshire. In 2018 we focused on the development of intensive rehabilitation to prevent admission and to ensure a safe return home for people discharged from hospital supported by the skills of the residential staff and the rehabilitation teams in the community.



Over the course of the last Strategic Plan we tested a number of changes to the way we support people back to East Renfrewshire as soon as possible following a stay in hospital. In 2018 we developed the Home for Hospital Team as part of our Adult Health and Care Localities. The team will develop strong links with hospital sites to enable early identification and referral of East Renfrewshire residents. The team work with residents and their families to plan support for discharge from hospital, which may include intermediate care arrangements. During 2019/20 more work will take place to improve links between the team and community nursing, rehabilitation and care at home.

**Anticipatory Care Planning (ACP)** is about individual people thinking ahead and understanding their health. It helps people make informed choices about how and where they want to be treated and supported in the future. Ultimately, it means that health and care practitioners will work with people and their carers to ensure that the right thing is done at the right time by the right person. The ACP approach led by East Renfrewshire HSCP has now been implemented across the six HSCPs in Greater Glasgow.

We remain committed to strengthening **End of Life** provision in our communities. During 2018/19 greater collaboration with Prince and Princess of Wales and Accord Hospices has resulted in a shared Palliative Action Plan being developed. Focused work has taken place to explore East Renfrewshire residents dying within the hospital setting in last 6 months of life using data and case file reviews. An event attended by a wide range of stakeholders including care at home providers, care homes, Macmillan, District Nurses, GPs, carers, hospices and staff from GG&C and HSCP identified a number of things we do well and improvement opportunities. Our Palliative Forum are taking this work forward, chair shared by HSCP and Hospice.

### **Primary Care Improvement Plan**

2018/19 was the first year of implementing East Renfrewshire's Primary Care Improvement Plan. The plan will enable the role of the GP moving forward to evolve into the expert medical generalist. The new GP role will be achieved by embedding multi-disciplinary

primary care staff to work alongside and support GPs and practice staff to reduce GP practice workload and improve patient care.

Key impacts of the plan in its first year include:

- Community Link Workers now rolled out to all GP practices in East Renfrewshire and have provided support to 800 people.
- We provided a community nurse based service for housebound patients (not on existing District Nurse caseloads) requiring the Influenza Vaccine to reduce GP workload. A total of 170 vaccines were administered to the housebound patients by six District Nursing staff across eleven GP surgeries.
- 13 of our 15 practices have pharmacotherapy input (at a level of at least 0.4WTE) - a breadth of cover not matched in any other HSCP.
- At the end of last year 100% of GP practices had agreed to use Home and Mobile Health Monitoring (HMHM) for hypertension management. So far all but two practices have recruited patients to the service. Just over 640 patients have benefitted from the service with an estimation of over 1800 face-to-face appointments saved. We will upscale the provision of this type of support moving forward.
- We have put in place Advanced Practice Physiotherapists as the first point of contact. There is evidence that this approach has resulted in a direct release of GP time and streamlining of the patient journey. During March and April 2019, 465 appointments were made available with 92% uptake. This is a great example of Seeing the Right Person, at the Right Time.
- Community Healthcare Support Workers are now in every practice providing phlebotomy, support for B12 deficiency, blood pressure monitoring and new patient registrations.
- Our Know Who to Turn To campaign continues to direct people to the right person, right place at the right time.
- Data and understanding demand patterns - It's essential that we have data to evidence the shift in activity to the new roles within the extended primary care team, freeing the GP to develop the expert medical generalist role. Working collaboratively with Practice Managers in each locality we developed our template to gather baseline data. Regular reports will be provided to monitor shifts in demand and how the freed capacity has been re-shaped to support our complex individuals.

## 2.8 Working together with people who care for someone ensuring they are able to exercise choice and control in relation to their caring activities

### National Health and Wellbeing Outcomes contributed to:

NO6 - People who provide unpaid care are supported to look after their own health and wellbeing, including support to reduce any negative impact of their caring role on their own health and wellbeing

### 2.8.1 Our strategic aim

Working together, stakeholders including HSCP staff, the Carers Centre, Voluntary Action East Renfrewshire (VAER), the Care Collective and people with experience as carers have considered information and guidance for the Carers (Scotland) Act 2016 as it emerged from Scottish Government along with our local context and implications for implementation of the Act, including local people's thoughts and experiences of caring and support for carers. They have identified the following conditions for success:

- Carers can participate in the decisions and the design of services that affect them;
- Stigma associated with the challenges of caring is reduced;
- Accurate information in relation to rights, eligibility criteria, statutory and non- statutory support is available and accessible.

Over the course of our strategic plan we will work together to improve access to accurate, timely information that meets carers' needs and awareness of the range of supports for carers. We will continue to encourage collaboration between providers of supports to carers ensuring local provision best meets carers' needs. We will provide information and training to raise awareness of the impact of caring responsibilities and ensure we have trained advisers in a range of organisations who can develop plans with and for carers.

Through our work on self-directed support we will develop and implement a consistent and clear prioritisation framework and ensure that carers and support organisations are aware of the availability of suitable respite care and short-break provision. Working together with education we have been developing support systems that appreciate young carers and build resilience through opportunities for peer support. This includes implementing a process for a young carers statement that has been designed by young carers for young carers and is owned by the young carer.

Our aim is to **ensure people who care for someone are able to exercise choice and control in relation to their caring activities**, by:

- Ensuring staff are able to identify carers and value them as equal partners;
- Helping carers access accurate information about carers' rights, eligibility criteria and supports;
- Ensuring more carers have the opportunity to develop their own carer support plan.

## 2.8.2 The progress we've been making

- 78% of people reported 'quality of life for carers' needs fully met
- 37% of carers feel supported to continue in their caring role (2017/18 - in line with Scottish average)

## 2.8.3 How we've been delivering

Our local indicator shows 78% of carers reporting satisfaction with their quality of life and this indicator has improved by 8% since 2016/17. However, the 2017/18 Scottish Health and Care Experience Survey showed that just 37% of carers felt supported in their caring role. While this is in line with the Scottish average, we would like to see this indicator improve and remain focused on ensuring that local people who provide unpaid care are valued and supported.

Working in partnership with the Care Collective (East Renfrewshire Carers and Voluntary Action East Renfrewshire), the HSCP has undertaken a range of activities to support the implementation of the Carers Act and establish a holistic approach to supporting local carers. We believe we have developed a sound continuum of support for improving outcomes for carers of all ages. To support this the HSCP has agreed to create a specific lead role on carer related work to promote the understanding and uptake of the legislation within East Renfrewshire. The role of the Carers Lead will develop over 2019/20.

## A CONTINUUM OF SUPPORT



Development of **community-based integrated support** for carers in East Renfrewshire includes access to advice, support, planning and community activities. In 2018/19 we developed our Sci Gateway referral pathway (which went live May 2019) – GP practices will be able to make direct referrals to the local carers centre. This will support the early identification and support of carers.





We have continued to develop and improve our approach to **assessment and planning** of support for carers. In 2018/19 we finalised our Eligibility Framework (launched June 2018). In line with the Carers Act, East Renfrewshire has produced an eligibility framework for both adults and young carers. It is clear about the no charging position for eligible services. The framework is designed around the principles of supporting the carer in their carer role, seeking to understand the impact of

being a carer and planning appropriate supports.

We are working closely with partners to ensure we develop the appropriate range of creative **short breaks and respite** options as support for families with their caring role. We previously undertook a comprehensive 'market comparison' of short break opportunities including cost and eligibility as appropriate. In January 2019 we launched our Short Breaks Statement. This statement will form the basis of how we develop short breaks for carers within East Renfrewshire. It provides useful links to sources of advice, information and support and will be reviewed annually as per the Act with partners from the carers centre.



## 2.9 Public protection

### National Health and Wellbeing Outcomes contributed to:

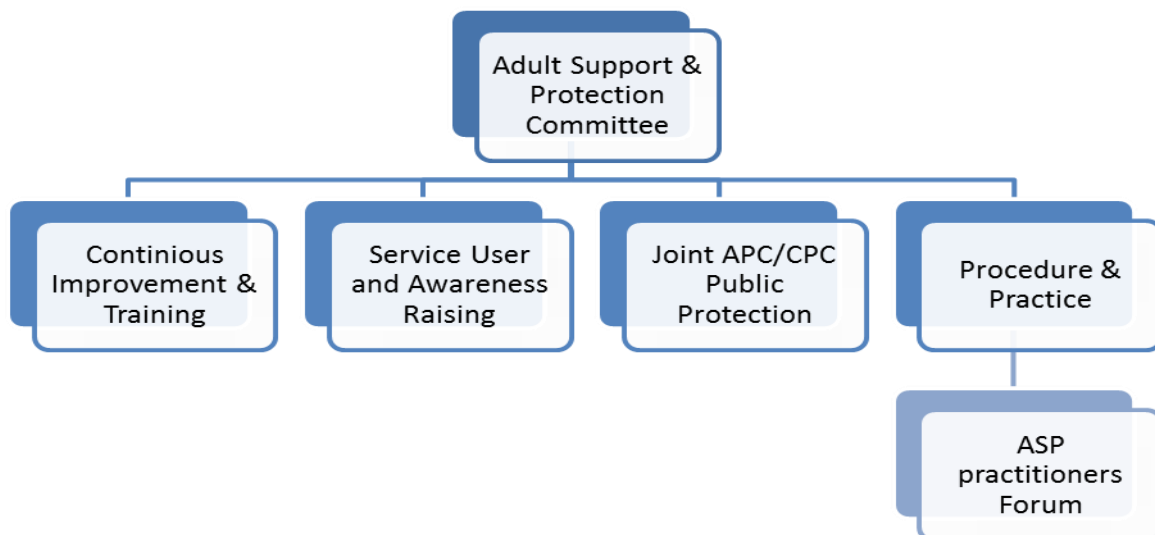
NO7 - People using health and social care services are safe from harm

#### 2.9.1 Our strategic aim

Ensuring people are safe is a vital part of our work. We take a multi-agency approach to deliver our community planning outcomes:

- Residents are safe and supported in their communities;
- Children and adults at risk are safer as a result of our intervention.

Following a period of self-evaluation of Adult Support and Protection (ASP) practice within East Renfrewshire HSCP we developed an action plan to address areas for improvement and we have been delivering on this over the course of 2018/19. This work is supported by a subcommittee structure with oversight by the Adult Support and Protection Committee and Chief Officers Public Protection Group.



Our aim is to **ensure residents are safe and supported in their communities**, through:

- Prevention - People, communities and services actively promote public protection;
- Identification and Risk Assessment - Services know who is most at risk and understand their needs;
- Interventions - Communities and individuals are supported to manage and reduce risk;
- Monitoring and Reviewing Risk - Services effectively measure progress and identify further problems quickly.

#### 2.9.2 The progress we've been making

- 82% of adults supported at home agreed they felt safe (2017/18)

### 2.9.3 How we've been delivering

The HSCP has been working to develop its process in relation to Adult Support and Protection and continue to improve our practice, systems and compliance. Over the course of 2018/19 we have also been working to improve the robustness and accuracy of our data monitoring.

There has been significant work undertaken within the HSCP to develop our practice, including wide ranging consultation with staff at all levels, the issuing of clear and concise practice guidance for staff, and the introduction of a number of forums to allow regular dialogue with key staff groups.



In 2018/19 100% of adults at risk reported that they had their views taken into account when attending case conferences. And in terms of participation 100% of agencies provided written reports when requested for ASP case conferences in East Renfrewshire.

We continue to raise awareness of adult protection issues and available support. We deliver protective information in local communities and have developed new ASP leaflets. In 2018/19 we delivered a wide range of training including ASP Council Officer Training, ASP Risk Assessment Training and ASP Basic Awareness Training.

We have been improving our data collection with the introduction of new paperwork in October 2018. This improved approach is helping us build our intelligence and understanding of public protection issues and trends in East Renfrewshire. From this we can see that 58% of ASP inquiries were completed within 5 working days and 36% of ASP investigations completed within 8 working days from date of referral. We are now working on improving our timescales by streamlining our pathways.

Our feedback survey in March 2019 found that 81% of staff were confident in decision-making in relation to Adult Support and Protection.

## 2.10 Hosted Services – Specialist Learning Disability Service

We continue to host the **Specialist Learning Disability Inpatient Service** that supports people requiring a hospital admission. The service works in partnership to manage demand and ensure appropriate support is available in the community on discharge.

Over the course of 2018/19 we have seen an improvement in the number of people without an arranged placement to move on to after staying in hospital. At year end, of the 27 beds occupied, 14 people had placements identified (up from 3 in July 2018), 12 people were recorded as delayed (down from 16 in July 2018) and 0 people were waiting for transfer from mental health services (down from 9 in July 2018). Bed occupancy was 100% with a waiting list throughout 2018 - average waiting time was 42 days. Waiting time improved due to increased rates of discharge.



We continue to focus on delivering resettlement and retraction for our long stay service users. In 2018/19 there were three discharges of people previously considered as unable to live successfully in community settings. We continue to develop our approaches to resettlement in partnership with other HSCPs in Greater Glasgow.

In 2018/19 we became only the second Learning Disability service in Scotland to achieve the Royal College of Psychiatrists, Accreditation for Inpatient Mental Health Services (AIMS). The process of working towards accreditation led to around 50 service improvement initiatives. We also received a positive Mental Welfare Commission inspection report highlighting good care.





## 2.11 Supporting our staff

### National Health and Wellbeing Outcomes contributed to:

NO8 – People who work in health and social care services feel engaged with the work they do and are supported to continuously improve the information, support, care and treatment they provide

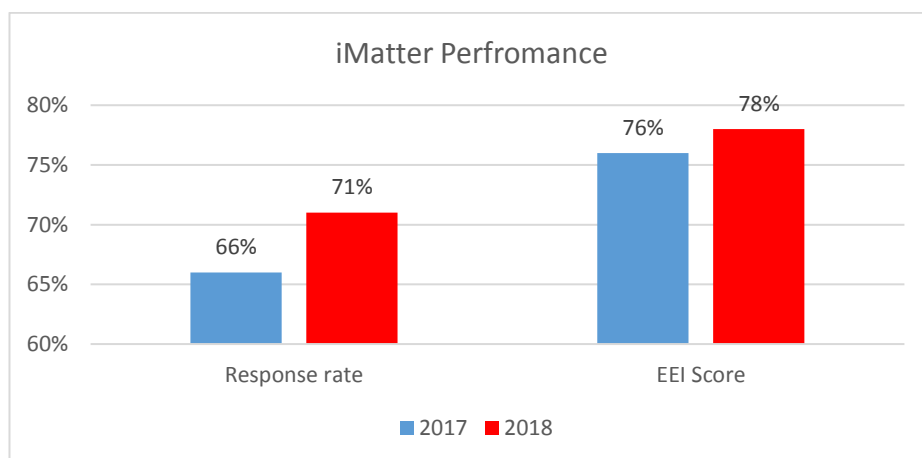
#### 2.11.1 Our strategic aim

We are focused on developing and maintaining a workforce that is engaged and fully committed to delivering the outcomes and key objectives of the HSCP. 2018 was the second year that the HSCP participated in the iMatter survey and team planning. This is a staff experience continuous improvement tool designed with staff in NHS Scotland to help individuals, teams and Boards understand and improve staff experience.



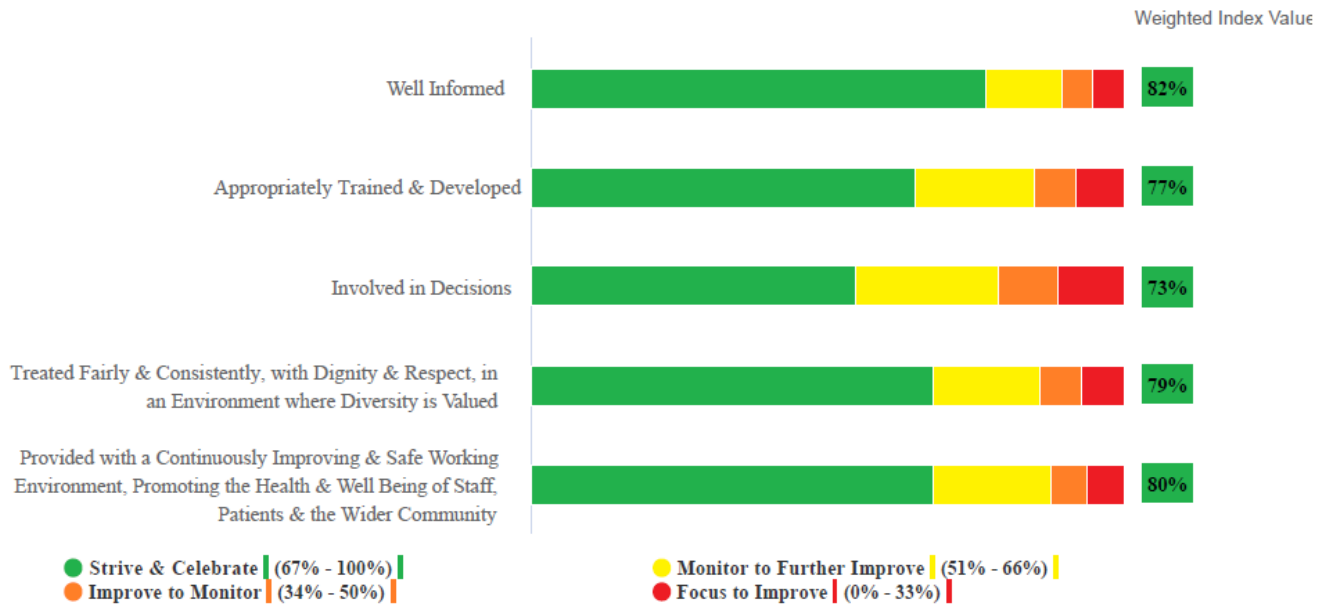
#### 2.11.2 The progress we've been making

In 2018 we saw even better participation in iMatter than we had in 2017. The chart below shows that in the last year participation grew by 5% to 71% and that our Employee Engagement Index (an aggregated score relating to key employee engagement measures) also increased to 78%. iMatter is increasingly being used as a development tool with a high level of teams completing Action Plans in response to the survey results.



In 2018 there were improved scores across all of the 28 iMatter questions (with the exception of one that remained the same). The 'strand scores' given below show performance against the main employee engagement topics. 'Appropriately trained and developed' improved by 5% from 2017 while the other four topics all showed improvement by 2-3%.

## Staff Governance Standards - Strand Scores



**87%**

“I am clear about my duties and responsibilities”

**83%**

“I understand how my role contributes to the goals of my organisation”

**84%**

“I am treated with dignity and respect as an individual”

**89%**

“My direct line manager is sufficiently approachable”

**82%**

“My work gives me a sense of achievement”

### 3. Financial performance and Best Value

<b>National Health and Wellbeing Outcomes contributed to:</b>
NO9 - Resources are used effectively and efficiently in the provision of health and social care services

#### 3.1 Introduction

Within this section of the report we aim to demonstrate our efficient and effective use of resources. Our Annual Report and Accounts 2018/19 is our statutory financial report for the year. We regularly took finance reports to the IJB throughout the year.

#### 3.2 Financial Performance 2018/19

The annual report and accounts for the IJB covers the period 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019, with comparable figures shown for 2017/18.

In addition to the net funding of £132.951 million received from our partners and other income we had also planned to use up to £0.954 million from reserves to bridge our Fit for the Future change programme to balance our budget for 2018/19. The budgets and outturns for the operational services as reported during the year to the IJB are summarised below.

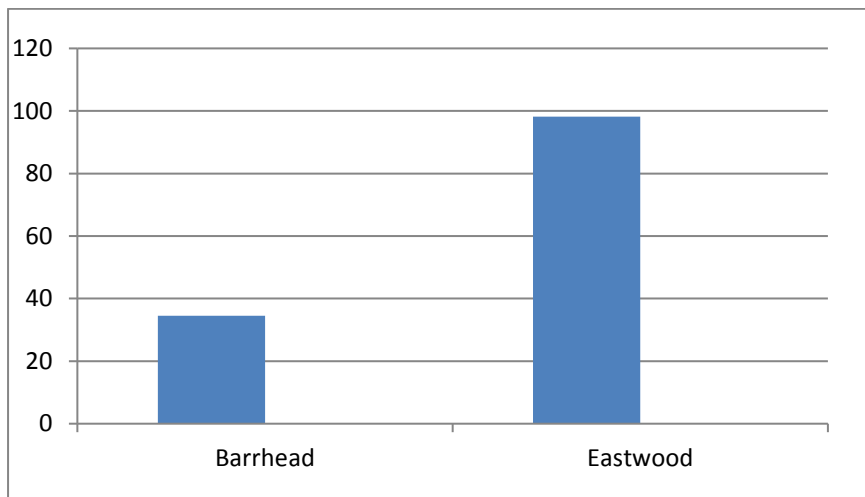
Service	Budget	Spend	Variance (Over) / Under	Variance (Over) / Under
	£ Million	£ Million	£ Million	%
Children and Families	10.508	9.708	0.800	7.61%
Older Peoples Services	28.995	29.223	(0.228)	(0.79%)
Physical / Sensory Disability	4.664	4.608	0.056	1.20%
Learning Disability – Community	12.091	12.138	(0.047)	(0.39%)
Learning Disability – Inpatients	8.085	7.962	0.123	1.52%
Mental Health	4.377	3.958	0.419	9.57%
Addictions / Substance Misuse	1.554	1.522	0.032	2.06%
Family Health Services	22.217	22.209	0.008	0.04%
Prescribing	15.766	16.194	(0.428)	(2.71%)
Criminal Justice	0.039	-	0.039	100%
Planning and Health Improvement	0.299	0.225	0.074	24.75%
Management and Administration	8.396	8.586	(0.190)	(2.27%)
Planned Contribution from Reserves	0.954	0.556	(0.398)	(41.69%)
<b>Net Expenditure Health and Social Care</b>	<b>116.037</b>	<b>115.777</b>	<b>0.260</b>	<b>0.22%</b>
Housing	0.290	0.290	-	0.00%
Set Aside for Large Hospital Services	16.624	16.624	-	0.00%
<b>Total Integration Joint Board</b>	<b>132.951</b>	<b>132.691</b>	<b>0.260</b>	<b>0.22%</b>
<b>Barrhead Locality</b>	<b>34.567</b>	<b>34.500</b>	<b>0.192</b>	
<b>Eastwood Locality</b>	<b>98.384</b>	<b>98.192</b>	<b>0.068</b>	

The £0.260 million underspend (0.22%) is in line with the reporting taken to the IJB during the year and this is added to our reserves.

The main variances to the budget were:

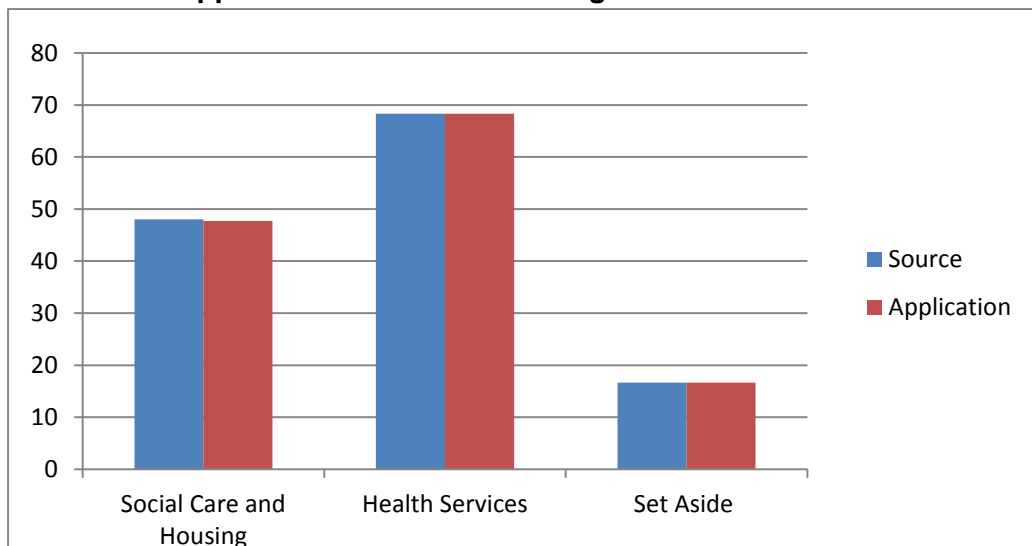
- Underspends in a number of services from staff turnover and vacant posts during the year, in part relating to the implementation of our structure but also reflecting recruitment and retention issues within health and social care.
- Care package costs were less than committed as we did not have a difficult winter.
- The overspend in prescribing is a result of both cost and volume, with a number of drugs on short supply during the year.
- East Renfrewshire IJB hosts the Specialist Learning Disability Services on behalf of the other five IJBs who are coterminous with Greater Glasgow and Clyde. The service achieved £0.125 million savings early from the ongoing bed redesign model.

**Expenditure of £132.691 million by Locality**



The expenditure split by Locality is shown using a combination of support plans and population.

**Source and Application of our Net Funding of £132.951million**



In addition to the expenditure above a number of services are hosted by the other IJBs who partner NHS Greater Glasgow and Clyde and our use of those hosted services is shown below; this not a direct cost to the IJB.

<b>SERVICES PROVIDED TO EAST RENFREWSHIRE IJB BY OTHER IJBs WITHIN NHS GREATER GLASGOW AND CLYDE</b>	<b>2018/19 £ Million</b>
Physiotherapy	0.434
Retinal Screening	0.053
Podiatry	0.452
Primary Care Support	0.295
Continence	0.293
Sexual Health	0.613
Mental Health	0.876
Oral Health	0.858
Addictions	0.335
Prison Health Care	0.184
Health Care in Police Custody	0.163
Psychiatry	3.811
<b>NET EXPENDITURE ON SERVICES PROVIDED</b>	<b>8.367</b>

### 3.3 Reserves

We used £0.802 million of reserves in year to balance our budget and we also invested new monies into earmarked reserves. The year on year movement in reserves is summarised below.

	<b>£ Million</b>	<b>£ Million</b>
Reserves at 31 March 2018		4.809
Planned use of existing reserves during the year	(0.902)	
Funds added to existing reserves during the year	0.338	
New reserves created during the year	1.092	
Net increase in reserves during the year	0.528	
Reserves at 31 March 2019		5.337

### 3.4 Prior Year Financial Performance

The table below shows a summary of our year-end under / (over) spend by service and further detail can be found in the relevant Annual Report and Accounts and in year reporting.

	2018/19	2017/18	2016/17	2015/16
SERVICE	(Over) / Under £ Million	(Over) / Under £ Million	(Over) / Under £ Million	(Over) / Under £ Million
Children and Families	0.800	0.083	0.537	0.604
Older Peoples Services	(0.228)	0.153	(0.046)	1.763
Physical / Sensory Disability	0.056	(0.167)	(0.280)	(0.345)
Learning Disability - Community	(0.047)	(0.214)	0.986	(1.801)
Learning Disability - Inpatients	0.123	-	-	-
Mental Health	0.419	0.409	0.393	0.354
Addictions / Substance Misuse	0.032	0.018	0.1229	0.085
Family Health Services	0.008	-	-	-
Prescribing	(0.428)	-	-	-
Criminal Justice	0.039	0.011	0.013	0.027
Planning and Health Improvement	0.074	0.001	0.039	0.029
Management and Admin	(0.190)	0.483	(0.144)	(0.335)
Planned Contribution to / from Reserves	(0.3976)	(0.9536)	**	-
<b>Net Expenditure Health and Social Care</b>	<b>0.260</b>	<b>(0.177)</b>	<b>1.622</b>	<b>0.381</b>

\*\* In 2016/17 we agreed to carry forward our planned underspend to reserves to provide flexibility to allow us to phase in budget savings including our change programme.

### 3.5 Future Challenges

The IJB continues to face a number of challenges, risks and uncertainties in the coming years. The Medium Term Financial Plan sets out the potential cost pressures of c £5.1 to £5.7 million per year for the five years 2019/20 to 2023/24.

For 2019/20 the cost pressure was £5.7 million and when we applied the available funding from our partners for uplifts and pressures the remaining gap and therefore savings requirement was £3.1 million. We have an agreed plan for these savings for 2019/20 however a similar scale of challenge in future years will mean an impact on our frontline services and care packages.

Demographic pressures remain a very specific challenge for East Renfrewshire as we have an increasing elderly population with a higher life expectancy than the Scottish average and a rise in children with complex needs resulting in an increase in demand for services.

A number of wider issues such as the economy; the impact of Brexit, Regional Planning, potential reform of NHS boards and local government could all impact on the future of the service we provide and our ability to meet the needs of the communities we serve.

As we have successfully operated integrated services for a number of years we have already faced a number of challenges and opportunities open to newer partnerships, however our funding and savings challenge take no account of this history. Whilst we have agreed a population based approach for future (NHS) financial frameworks and models this does not address the base budget.

Prescribing Costs; the cost of drugs prescribed to the population of East Renfrewshire by GPs and other community prescribers is delegated to the IJB. This is a complex and volatile cost base of around £16 million per year. Financial year 2018/19 was the first year without any risk share or underwriting of this cost and despite increasing our budget by 5% we ended the year with an £0.428 million overspend.

Developing our performance and financial reporting in more detail at a locality level will allow fuller reporting and understanding of future trends and service demands.

We plan to deal with these challenges by:

- We have an agreed Medium Term Financial Plan and will maintain this with updates at least annually. We will also continue to use scenario based financial planning and modelling to assess and refine the impact of different levels of funding, pressures and possible savings.
- We have identified and prioritised savings proposals for 2019/20 and have indicated that future year savings proposals may require us to move to the adoption of a criteria based model for care package support.
- We will realign our financial reporting to reflect our new service structure.
- We have recognised the challenges in the medium term and will continue to use “invest to save” and “test of change” models. Our reserves strategy allows us to smooth the impact of change and to implement savings on a phased basis. Some examples include:
  - Investment in an additional pharmacy technician to mitigate prescribing pressures
  - Implementing our Digital Programme
  - Care at Home to support recruitment and retention and service improvement
  - Partnership Framework development
  - Organisational Learning and Development
- The IJB continues to operate in a challenging environment and our financial, risk and performance reporting will continue to be a key focus of each IJB agenda to ensure efficient and effective use of resources and best value in delivering health and social care service.

## 4. Performance summary




### 4.1 Introduction

In the previous chapter of this report we outlined key areas of work carried out by the HSCP over the course of 2018/19. In this final chapter we draw on a number of different sources to give a more detailed picture of how the partnership is performing.



The sections below set out how we have been performing in relation to our suite of Key Performance Indicators structured around the strategic priorities in our Strategic Plan 2018-21. We also provide performance data in relation to the National Integration Indicators and Ministerial Steering Group (MSG) Indicators. Finally, we provide summary information on performance reporting during Inspections carried out in 2018/19.

### 4.2 Performance indicators

Key to performance status	
<b>Green</b>	Performance is at or better than the target
<b>Amber</b>	Performance is close (approx 5% variance) to target
<b>Red</b>	Performance is far from the target (over 5%)
<b>Grey</b>	No current performance information or target to measure against

Direction of travel*	
	Performance is IMPROVING
	Performance is MAINTAINED
	Performance is WORSENING

\*For consistency, trend arrows always point upwards where there is improved performance or downwards where there is worsening performance including where our aim is to decrease the value (e.g. if we successfully reduce a value the arrow will point upwards).

Strategic Priority 1 - Working together with children, young people and their families to improve mental wellbeing					
Indicator	2018/19	Current Target	2017/18	2016/17	Trend from previous year
Percentage of children looked after away from home who experience 3 or more placement moves ( <i>DECREASE</i> )	<b>1.4%</b>	11.0%	1.2%	7.1%	
Percentage of positive response to Viewpoint question "Do you feel safe at home?" ( <i>INCREASE</i> )	<b>100%</b>	91%	94%	85%	



### Strategic Priority 1 - Working together with children, young people and their families to improve mental wellbeing

Indicator	2018/19	Current Target	2017/18	2016/17	Trend from previous year
Accommodated children will wait no longer than 6 months for a Looked After Review meeting to make a permanence decision <i>(INCREASE)</i>	83%	80%	100%	n/a	↓
Children and young people starting treatment for specialist Child and Adolescent Mental Health Services within 18 weeks of referral <i>(INCREASE)</i>	74%	90%	89%	90%	↓
Child & Adolescent Mental Health - longest wait in weeks at month end <i>(DECREASE)</i>	34	18	35	31	↑
100% of parents of children who have received an autism diagnosis have opportunity to access Cygnet post diagnostic programme within 12 months of receiving diagnosis. <i>(INCREASE)</i>	100%	100%	97%	n/a	↑
% of children/ young people attending Family Wellbeing Service with improved emotional health at end of programme <i>(INCREASE)</i>	90%	100%	100%	n/a	↓
% Mothers confirming they have received information about close and loving relationships from staff <i>(INCREASE)</i>	100%	80%	n/a	n/a	-
Increase in improved outcomes for children after parent/carer completion of POPP <i>(INCREASE)</i>	89%	81%	79%	78%	↑
Balance of Care for looked after children: % of children being looked after in the Community (LGBF) <i>(INCREASE)</i>	n/a	Data only	93.6%	91.5%	↑
% Child Protection Re-Registrations within 18 months (LGBF) <i>(DECREASE)</i>	n/a	Data only	0%	9%	↑

### Strategic Priority 2 - Working together with our community planning partners on new community justice pathways that support people to prevent and reduce offending and rebuild lives

Indicator	2018/19	Current Target	2017/18	2016/17	Trend from previous year
Community Payback Orders - Percentage of unpaid work placement completions within Court timescale. <i>(INCREASE)</i>	84%	80%	92%	96%	↓

<b>Strategic Priority 2 - Working together with our community planning partners on new community justice pathways that support people to prevent and reduce offending and rebuild lives</b>					
<b>Indicator</b>	<b>2018/19</b>	<b>Current Target</b>	<b>2017/18</b>	<b>2016/17</b>	<b>Trend from previous year</b>
Criminal Justice Feedback Survey - Did your Order help you look at how to stop offending? <i>(INCREASE)</i>	100%	100%	100%	100%	↑
% of service users moving from drug treatment to recovery service <i>(INCREASE)</i>	22%	9%	12%	9%	↑
% Change in individual drug and alcohol Recovery Outcome Score <i>(INCREASE)</i>	23%	17%	n/a	17%	↑
% Change in women's domestic abuse outcomes <i>(INCREASE)</i>	64%	70%	65%	66%	↓
% Positive employability and volunteering outcomes for people with convictions. <i>(INCREASE)</i>	55.0%	60.0%	n/a	n/a	▬
People agreed to be at risk of harm and requiring a protection plan have one in place. <i>(INCREASE)</i>	100%	100%	n/a	n/a	▬

<b>Strategic Priority 3 - Working together with our communities that experience shorter life expectancy and poorer health to improve their wellbeing</b>					
<b>Indicator</b>	<b>2018/19</b>	<b>Current Target</b>	<b>2017/18</b>	<b>2016/17</b>	<b>Trend from previous year</b>
Increase the number of smokers supported to successfully stop smoking in the 40% most deprived SIMD areas. (This measure captures quits at three months and is reported 12 weeks in arrears.) <i>(INCREASE)</i>	n/a	24	20	27	↓
Health and Social Care Integration - Core Suite of Indicators NI-11: Premature mortality rate per 100,000 persons aged under 75. (European age-standardised mortality rate) <i>(DECREASE)</i>	n/a	Data Only	301	297	▬

<b>Strategic Priority 4 - Working together with people to maintain their independence at home and in their local community</b>					
<b>Indicator</b>	<b>2018/19</b>	<b>Current Target</b>	<b>2017/18</b>	<b>2016/17</b>	<b>Trend from previous year</b>
Number of people self directing their care through receiving direct payments and other forms of self-directed support. <i>(INCREASE)</i>	n/a	500	491	364	↑
Percentage of those whose care need has reduced following re-ablement <i>(INCREASE)</i>	74%	60%	62%	64%	↑
Percentage of people aged 65+ who live in housing rather than a care home or hospital <i>(INCREASE)</i>	95.9%	97%	96.6%	96.8%	↓
People reporting 'living where you/as you want to live' needs met (%) <i>(INCREASE)</i>	92%	90%	84%	79%	↑
SDS (Options 1 and 2) spend as a % of total social work spend on adults 18+ (LGBF) <i>(INCREASE)</i>	n/a	Data Only	7.5%	6.6%	↑
Percentage of people aged 65+ with intensive needs receiving care at home. (LGBF) <i>(INCREASE)</i>	n/a	62.0%	62.5%	61.1%	↑

<b>Strategic Priority 5 - Working together with people who experience mental ill-health to support them on their journey to recovery</b>					
<b>Indicator</b>	<b>2018/19</b>	<b>Current Target</b>	<b>2017/18</b>	<b>2016/17</b>	<b>Trend from previous year</b>
Mental health hospital admissions (age standardised rate per 1,000 population) <i>(DECREASE)</i>	n/a	2.3	-	1.5	↑
Percentage of people waiting no longer than 18 weeks for access to psychological therapies <i>(INCREASE)</i>	54%	90%	80%	56%	↓
Primary Care Mental Health Team (Bridges) wait for referral to 1st appointment within 4 weeks (%) <i>(INCREASE)</i>	14%	100%	21%	n/a	↓
Primary Care Mental Health Team (Bridges) wait for referral to treatment appointment within 9 weeks (%) <i>(INCREASE)</i>	8%	100%	30%	33%	↓

<b>Strategic Priority 6 - Working together with our colleagues in primary and acute care to care for people to reduce unplanned admissions to hospital</b>					
<b>Indicator</b>	<b>2018/19</b>	<b>Current Target</b>	<b>2017/18</b>	<b>2016/17</b>	<b>Trend from previous year</b>
People (18+) waiting more than 3 days to be discharged from hospital into a more appropriate care setting including AWI ( <i>DECREASE</i> )	4	0	4	4	—
Acute Bed Days Lost to Delayed Discharge (Aged 18+ including Adults with Incapacity) ( <i>DECREASE</i> )	2,284	1,893	1,860	2,704	↓
No. of A & E Attendances (adults) ( <i>DECREASE</i> )	20,212	18,332	19,344	18,747	↓
Number of Emergency Admissions: Adults ( <i>DECREASE</i> )	7,320*	7,130	7,432	8,032	↑
Emergency admission rate (per 100,000 population) for adults ( <i>DECREASE</i> )	10,368*	11,492	10,482	11,419	↑
Emergency bed day rate (per 100,000 population) for adults ( <i>DECREASE</i> )	114,744*	117,000	120,419	122,193	↑
Emergency readmissions to hospital within 28 days of discharge (rate per 1,000 discharges) ( <i>DECREASE</i> )	79*	100	79	83	—
A & E Attendances from Care Homes (NHSGGC data) ( <i>DECREASE</i> )	429	360	541	n/a	↑
Emergency Admissions from Care Homes (NHSGGC data) ( <i>DECREASE</i> )	261	204	338	166	↑
% of last six months of life spent in Community setting ( <i>INCREASE</i> )	88%	92%	85%	86%	↑

\* Full year data not available for 2018/19. Figure relates to 12 months Jan-Dec 2018.

<b>Strategic Priority 7 - Working together with people who care for someone ensuring they are able to exercise choice and control in relation to their caring activities</b>					
<b>Indicator</b>	<b>2018/19</b>	<b>Current Target</b>	<b>2017/18</b>	<b>2016/17</b>	<b>Trend from previous year</b>
People reporting 'quality of life for carers' needs fully met (%) ( <i>INCREASE</i> )	78%	72%	72%	70%	↑

Organisational measures					
Indicator	2018/19	Current Target	2017/18	2016/17	Trend from previous year
Percentage of days lost to sickness absence for HSCP NHS staff ( <i>DECREASE</i> )	6.8%	4.0%	8.5%	7.2%	↑
Sickness absence days per employee - HSCP (LA staff) ( <i>DECREASE</i> )	16.4	10.9	13.0	13.6	↓
Percentage of HSCP (NHS) complaints received and responded to within timescale (5 working days Frontline, 20 days Investigation) ( <i>INCREASE</i> )	80%	70%	100%	63%	↓
Percentage of HSCP (local authority) complaints received and responded to within timescale (5 working days Frontline; 20 days Investigation) ( <i>INCREASE</i> )	72%	100%	81%	68%	↓

### 4.3 National Integration Indicators

The Core Suite of 23 National Integration Indicators was published by the Scottish Government in March 2015 to provide the basis against which Health and Social Care Partnerships can measure their progress in relation to the National Health and Wellbeing outcomes. As these are derived from national data sources, the measurement approach is consistent across all Partnerships.

The Integration Indicators are grouped into two types of measures: 9 are based on feedback from the biennial Scottish Health and Care Experience survey (HACE) and 10 are derived from Partnership operational performance data. A further 4 indicators are currently under development by NHS Scotland Information Services Division (ISD). The following tables provide the most recent data for the 19 indicators currently reportable, along with the comparative figure for Scotland, and trends over time where available.

#### 4.3.1 Scottish Health and Care Experience Survey (2017/18)

Information on 9 of the National Integration Indicators are derived from the biennial Scottish Health and Care Experience survey (HACE) which provides feedback in relation to people's experiences of their health and care services. The most recent survey results for East Renfrewshire are summarised below.

National indicator	2017/18	Scotland 2017/18	2015/16	East Ren trend from previous survey	Scotland trend from previous survey
NI-1: Percentage of adults able to look after their health very well or quite well	94%	93%	96%	↓	↓
NI-2: Percentage of adults supported at home who agreed that they are supported to live as independently as possible	74%	81%	80%	↓	↓
NI-3: Percentage of adults supported at home who agreed that they had a say in how their help, care, or support was provided	64%	76%	77%	↓	↓
NI-4: Percentage of adults supported at home who agreed that their health and social care services seemed to be well co-ordinated	60%	74%	69%	↓	↓
NI-5: Total % of adults receiving any care or support who rated it as excellent or good	77%	80%	82%	↓	↓
NI-6: Percentage of people with positive experience of the care provided by their GP practice	84%	83%	88%	↓	↓
NI-7: Percentage of adults supported at home who agree that their services and support had an impact on improving or maintaining their quality of life	76%	80%	79%	↓	↓
NI-8: Total combined % carers who feel supported to continue in their caring role	37%	37%	45%	↓	↓
NI-9: Percentage of adults supported at home who agreed they felt safe	82%	83%	82%	—	—

Data from ISD release, 7 June 2019

## 4.3.2 Operational performance indicators

National indicator	2018/19	Scotland 2018/19	2017/18	2016/17	Trend from previous year
NI-11: Premature mortality rate per 100,000 persons	n/a	425	301	297	▬
NI-12: Emergency admission rate (per 100,000 population) for adults	10,368*	12,201	10,484	11,419	↑
NI-13: Emergency bed day rate (per 100,000 population) for adults	114,744*	118,646	120,419	122,193	↑
NI-14: Emergency readmissions to hospital within 28 days of discharge (rate per 1,000 discharges)	79*	102	79	83	▬
NI-15: Proportion of last 6 months of life spent at home or in a community setting	88%	89%	85%	86%	↑
NI-16: Falls rate per 1,000 population aged 65+	24.1*	22.6	22.4	21.2	↓
NI-17: Proportion of care services graded 'good' (4) or better in Care Inspectorate inspections	84%	82%	88%	88%	↓
NI-18: Percentage of adults with intensive care needs receiving care at home	n/a	61%	63%	58%	↑
NI-19: Number of days people spend in hospital when they are ready to be discharged (per 1,000 population)	171	805	117	228	↓
NI-20: Percentage of health and care resource spent on hospital stays where the patient was admitted in an emergency	22%*	24%	24%	23%	↑

Data from ISD release, 7 June 2019

\* Full year data not available for 2018/19. Figure relates to 12 months Jan-Dec 2018.

The indicators below are currently under development by NHS Scotland Information Services Division (ISD).

National indicators in development
NI-10: Percentage of staff who say they would recommend their workplace as a good place to work
NI-21: Percentage of people admitted to hospital from home during the year, who are discharged to a care home
NI-22: Percentage of people who are discharged from hospital within 72 hours of being ready
NI-23: Expenditure on end of life care, cost in last 6 months per death

#### 4.4 Ministerial Strategic Group Indicators

A number of indicators have been specified by the Ministerial Strategic Group (MSG) for Health and Community Care which cover similar areas to the above National Integration Indicators.

MSG Indicator	2018/19	2017/18	2016/17	2015/16	Trend from 2017/18
Number of emergency admissions (adults)	7,320*	7,432	8,032	7,922	↑
Number of emergency admissions (all ages)	8,313*	8,513	9,199	9,123	↑
Number of unscheduled hospital bed days (acute specialties) (adults)	61,383*	62,967	62,901	58,271	↑
Number of unscheduled hospital bed days (acute specialties) (all ages)	62,875*	64,769	64,455	60,064	↑
A&E attendances (adults)	20,212	19,344	18,747	18,332	↓
A&E attendances (all ages)	27,850	27,011	25,888	25,300	↓
Acute Bed Days Lost to Delayed Discharge (Aged 18+ including Adults with Incapacity)	2,284	1,860	2,704	2,366	↓
% of last six months of life spent in Community setting (all ages)	88%**	85.2%	85.8%	85.6%	↑
Balance of care: Percentage of population at home (supported and unsupported) (65+)	n/a	95.9%	95.7%	95.6%	↑
Balance of care: Percentage of population at home (supported and unsupported) (all ages)	n/a	99.1%	99.0%	99.0%	—

Data from ISD release, 5 July 2019 (MSG Indicators)

\* Full year data not available for 2018/19. Figure relates to 12 months Jan-Dec 2018.

\*\* Data from ISD release, 7 June 2019 (Core Suite of Integration Indicators)

#### 4.5 Inspection performance 2018/19

East Renfrewshire HSCP delivers a number of in-house services that are inspected by the Care Inspectorate. The following table show the most up to date grades as of 31 March 2019.

Key to Grading:

1 – Unsatisfactory, 2 – Weak, 3 – Adequate, 4 – Good, 5 – Very Good, 6 – Excellent

Service	Date of Last Inspection	Quality of Care and Support	Quality of Environment	Quality of Staffing	Quality of Management & Leadership
Adoption Service	02/11/2016	5	Not Assessed	Not Assessed	5
Barrhead Centre	23/02/2018	6	Not Assessed	Not Assessed	6
Fostering Service	08/11/2016	5	Not Assessed	Not Assessed	5
Housing Support Unit (Care at Home)	19/03/2019	1	Not Assessed	2	1



HSCP Holiday Programme	21/07/2017	6	Not Assessed	Not Assessed	5
Kirkton Service	24/10/2014	4	5	5	4
Thornliebank Resource Centre	07/04/2016	4	Not Assessed	Not Assessed	4

The Care Inspectorate launched the new self-evaluation framework for care homes for older people in July 2018, which is based on the Health and Social Care Standards. The last inspection for Bonnyton House was under the new quality inspection framework. Frameworks for other service types will be introduced during 2019.

Service	Date of Last Inspection	How well do we support people's wellbeing?	How good is our leadership?	How good is our staff team?	How good is our setting?	How well is care and support planned?
Bonnyton House	01/11/2018	4	3	4	3	3

#### 4.6 Key performance achievements

The table below gives the indicators where performance has shown the most significant improvement over the past 12 months (April 2018 – March 2019).

Indicator	2018/19	2017/18
<b>Children and Young People</b>		
100% of parents of children who have received an autism diagnosis have opportunity to access Cygnet post diagnostic programme within 12 months of receiving diagnosis.	<b>100%</b>	97%
Increase in improved outcomes for children after parent/carer completion of POPP	<b>89%</b>	79%
<b>Recovery from alcohol and drug addiction</b>		
% of service users moving from drug treatment to recovery service	<b>22%</b>	12%
% Change in individual drug and alcohol Recovery Outcome Score	<b>23%</b>	17% (16/17)
<b>Living independently</b>		
Percentage of those whose care need has reduced following re-ablement	<b>74%</b>	62%
People reporting 'living where you/as you want to live' needs met (%)	<b>92%</b>	84%
SDS (Options 1 and 2) spend as a % of total social work spend on adults 18+ (LGBF)	<b>7.5%</b> (17/18)	6.6% (16/17)
Percentage of people aged 65+ with intensive needs receiving care at home. (LGBF)	<b>62.5%</b> (17/18)	61.1% (16/17)
Percentage of adults with intensive care needs receiving care at home	<b>63%</b> (17/18)	58% (16/17)
<b>Reducing unplanned hospital care</b>		
Number of Emergency Admissions: Adults	<b>7,320</b> (2018)	7,432

Emergency admission rate (per 100,000 population) (adults)	<b>10,368</b> (2018)	10,482
Emergency bed day rate (per 100,000 population) (adults)	<b>114,744</b> (2018)	120,419
A & E Attendances from Care Homes (NHSGGC data)	<b>429</b>	541
Emergency Admissions from Care Homes (NHSGGC data)	<b>261</b>	338
% of last six months of life spent in Community setting (all ages)	<b>88%</b>	85%
<b>Supporting carers</b>		
People reporting 'quality of life for carers' needs fully met (%)	<b>78%</b>	72%

#### 4.7 Indicators we are seeking to improve

Ongoing improvement is sought across all services within the HSCP and the performance management arrangements in place are designed to facilitate this. There are specific areas we would like to improve going forward and these are set out in our current Strategic Plan.

Key indicators we would like to improve on include the following:

##### Children and Young People

- Children and young people starting treatment for specialist Child and Adolescent Mental Health Services within 18 weeks of referral
- Child and Adolescent Mental Health - longest wait in weeks at month end

##### Criminal Justice

- % Positive employability and volunteering outcomes for people with convictions

##### Adult Support and Protection

- % Change in women's domestic abuse outcomes

##### Living independently

- Increase the percentage of people aged 65+ who live in housing rather than a care home or hospital.

##### Mental Health services

- Percentage of people waiting no longer than 18 weeks for access to psychological therapies
- Waiting times for Primary Care Mental Health Team (Bridges)

##### Unscheduled care: Working in partnership with NHS acute services

- People waiting more than 3 days to be discharged from hospital into a more appropriate care setting
- Number of A&E Attendances

## 5. Looking forward / Improvement activity

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### 5.1 Introduction

As a partnership we are continuously monitoring and evaluating our performance and seeking to improve the services and support we provide to local people. This section highlights a few of the key areas we will be focusing on in 2019/20 to develop our approaches and bring necessary improvements.

### 5.2 Care at Home

A recent inspection of our in-house Care at Home service highlighted a number of concerns and areas for improvement which we have been working on and will continue to deliver in 2019/20. We have established a comprehensive improvement plan which will see a wide range of activity including improvement to the following areas:

- Care and Support Personal Plans – new quality processes and documentation.
- Medication Management – updated policy, training module and assessment tool.
- Review of Personal Plans – improved planning and review processes.
- Complaints Handling – improved quality in our handling of complaints through training, better processes for compliance and more learning/analysis from complaints.
- Service Delivery Times – in consultation with service users and analysing visit time data we will aim to deliver the most appropriate scheduling for homecare.
- Staffing levels – addressing recruitment and retention issues within the service.
- Staff training and supervision – improving supervision and staff development within the service.

### 5.3 Unscheduled care - A&E attendances; delayed discharges

Reducing demand on the hospital sector remains a key priority for the partnership and we will work to reduce our A&E attendances that remain high.

We will continue to work closely with GPs at cluster and practice level to focus on data to identify parts of the system where there are high levels of A&E attendance. We will continue to develop our preventative approaches including developing and promoting the use of Anticipatory Care Plans and supporting the role of Link Workers in our GP practices. We will also work closely with other community-based services where they are in a position to provide earlier support to individuals likely to be frequent attenders at A&E.

We will work to minimise delayed discharge from hospital. In order to achieve the target time of 72 hours we continue to require more community based provision. The medium term aspiration is that the costs of increased community services will be met by shifting the balance of care from hospital services. The work to agree a funding mechanism to achieve this remains ongoing with NHS Greater Glasgow and Clyde and its partner IJBs.

## 5.4 Adult Support and Protection

We are continuing to develop our model and processes for supporting people at risk of and experiencing harm. In 2019/20 this will see specific focus on areas for improvement identified in a recent audit of ASP including: how we report significant events (chronologies); our approach to risk assessment and management; making best use of advocacy; and strengthening multi-agency working.

## 5.5 Improving data, intelligence and strategic planning

We are developing our Data and Management Information Strategy and have strengthened performance and governance reporting in our new staffing structure. This is an ongoing focus for the partnership and will support informed planning and decision making.

We have refreshed the membership of our Strategic Planning Group and we are commencing work to support development of our future contractual frameworks for Care at Home and Care and Support to develop sustainable, outcome focused services. We have identified funding to support this development.

## 5.6 Reducing staff absence

Staff absence affects the delivery of services and we continue to focus our efforts on maximising attendance. We will continue to take a targeted approach to absence management analysing absence data by service area. Absence panels will continue to monitor compliance with our Maximising Attendance policy and the HR Advice and Support Unit will provide dedicated support to service and teams identified as having specific challenges with absence.

## Appendix One - National Outcomes

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The National Health and Wellbeing Outcomes prescribed by Scottish Ministers are:

1. People are able to look after and improve their own health and wellbeing and live in good health for longer.
2. People, including those with disabilities or long term conditions or who are frail are able to live, as far as reasonably practicable, independently and at home or in a homely setting in their community.
3. People who use health and social care services have positive experiences of those services, and have their dignity respected.
4. Health and social care services are centred on helping to maintain or improve the quality of life of people who use those services.
5. Health and social care services contribute to reducing health inequalities.
6. People who provide unpaid care are supported to look after their own health and wellbeing, including support to reduce any negative impact of their caring role on their own health and wellbeing.
7. People using health and social care services are safe from harm.
8. People who work in health and social care services feel engaged with the work they do and are supported to continuously improve the information, support, care and treatment they provide.
9. Resources are used effectively and efficiently in the provision of health and social care services.

The National Outcomes for Children are:

- Our children have the best start in life and are ready to succeed.
- Our young people are successful learners, confident individuals, effective contributors and responsible citizens.
- We have improved the life chances for children, young people and families at risk.

The National Outcomes for Criminal Justice are:

- Prevent and reduce further offending by reducing its underlying causes.
- Safely and effectively manage those who have committed offences to help them reintegrate into the community and realise their potential for the benefit of all.

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EAST RENFREWSHIRE COUNCIL11 September 2019Report by Director of EnvironmentPROPOSED CONSERVATION AREAS – NETHERLEE & CROOKFUR COTTAGE HOMES**PURPOSE OF REPORT**

1. The purpose of this report is to seek the Council's approval to formally designate Conservation Areas at Netherlee and Crookfur Cottage Homes as proposed in the adopted East Renfrewshire Local Development Plan.

**RECOMMENDATIONS**

2. The Council is asked to authorise the Director of Environment to proceed with the formal designation of Conservation Areas at Netherlee and Crookfur Cottage Homes.

**BACKGROUND**

3. Local Authorities can designate conservation areas to protect the character and appearance of areas that they consider to be of special architectural or historic interest. At present there are 5 conservation areas within East Renfrewshire at Eaglesham, Busby, Giffnock, Upper Whitecraigs and Lower Whitecraigs.

4. Policy D12: New Conservation Areas of the adopted East Renfrewshire Local Development Plan states that the Council will promote the designation of new conservation areas at Netherlee and Crookfur Cottage Homes. The areas are shown in Appendices 1 and 2.

**REPORT**

5. The proposed Netherlee Conservation Area is characterised by 2 storey, red sandstone terraces. It is an attractive and distinctive area, with a broadly uniform and coherent character and appearance. The area is already covered by a longstanding Article 4 Direction which makes certain classes of permitted development subject to planning controls.

6. Changes introduced through the 2011 Town and Country Planning (General Permitted Development) (Scotland) (Amendment) (Order) increased the extent of planning controls in conservation areas and as a result of these legislative changes, the current Article 4 Direction for Netherlee is now outdated. It is considered that conservation area designation would be the most effective way of ensuring that the area's character and appearance is preserved and enhanced.

7. Crookfur Cottage Homes Conservation Area includes groups of cottages and buildings positioned around a central green, designed by Sir Basil Spence, Glover and Ferguson. They are predominantly of traditional construction and incorporate materials such as white harling and slate, as well as other elements of more modern design, such as mono-pitched roofs. The cottages sit in pleasant wooded grounds, have a uniform and coherent character and appearance and are unique in East Renfrewshire.

8. The designation of conservation areas is subject to the terms of the “Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997” as amended and the guidance within Historic Environment Scotland (HES), Policy Statement & Circular 1.

9. Before proceeding to designate a conservation area local authorities are expected to have carried out local consultation. Where conservation areas have been included in an adopted Local Development Plan, as applies in this case, then local consultation can be deemed to have been carried out through the Local Development Plan process. The adopted East Renfrewshire Local Development Plan was the subject of examination by Scottish Government and no change to the built environment section was required as a result of this.

10. The steps required to designate the conservation areas are outlined below:

- a) a notice of designation will be published in the Edinburgh Gazette and at least one local paper. The notice should highlight the additional powers and should describe the streets affected.
- b) concurrently with this the Scottish Ministers and Historic Environment Scotland will be formally notified and provided with :-
  - a copy of the published notice
  - a copy of a 1:2500 scale map showing the boundaries.
  - a list of the properties affected (i.e. a street index complete with house numbers).

11. Whilst owners and occupiers do not have to be notified individually of the effect of designation, publicity will be undertaken to ensure residents are aware that the designation is in place and the implications of this.

12. In relation to the proposed Crookfur Cottages Conservation Area 108 residential properties will be affected. In relation to the proposed Netherlee Conservation Area 683 residential properties and 30 commercial or community premises will be affected. Affected parties will have fewer permitted development rights to develop their properties. Planning permission will be required to build extensions and outbuildings over a certain size, demolish front boundary walls and gate piers, form driveways in front gardens or change traditional windows and doors to upvc windows and doors.

## **FINANCE AND EFFICIENCY**

13. The conservation area status will result in planning fees for works which may otherwise have not required planning permission. This is the case in our other conservation areas.

## **CONSULTATION**

14. The proposal to designate both conservation areas has been the subject of consultation through the adopted East Renfrewshire Local Development Plan.

## **PARTNERSHIP WORKING**

15. The proposal to designate both conservation areas forms part of the adopted East Renfrewshire Local Development Plan which was been prepared in consultation with a range of stakeholders.



**IMPLICATIONS OF THE PROPOSALS**

16. There are no other staffing, property, IT, sustainability or equalities issues at this point in time.

**CONCLUSIONS**

17. The designations are progressed as soon as is practical.

**RECOMMENDATIONS**

18. The Council is asked to authorise the Director of Environment to proceed with the formal designation of Conservation Areas at Netherlee and Crookfur Cottage Homes.

Director of Environment

For further information contact: Phil Daws, Head of Environment (0141 577 3186)  
[Phil.Daws@eastrenfrewshire.gov.uk](mailto:Phil.Daws@eastrenfrewshire.gov.uk)

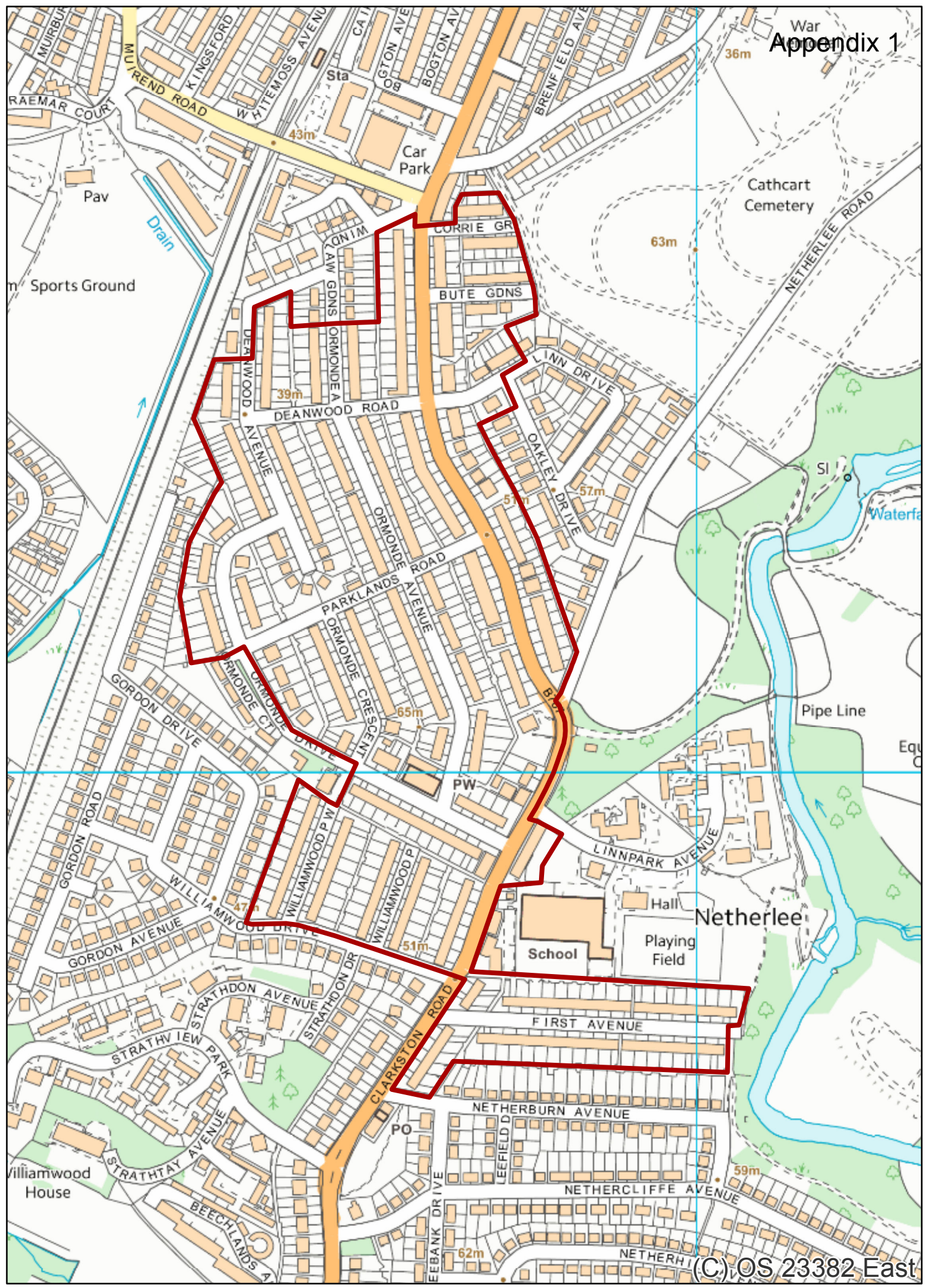
Convener contact details

Councillor Alan Lafferty  
(Convener for Environment)

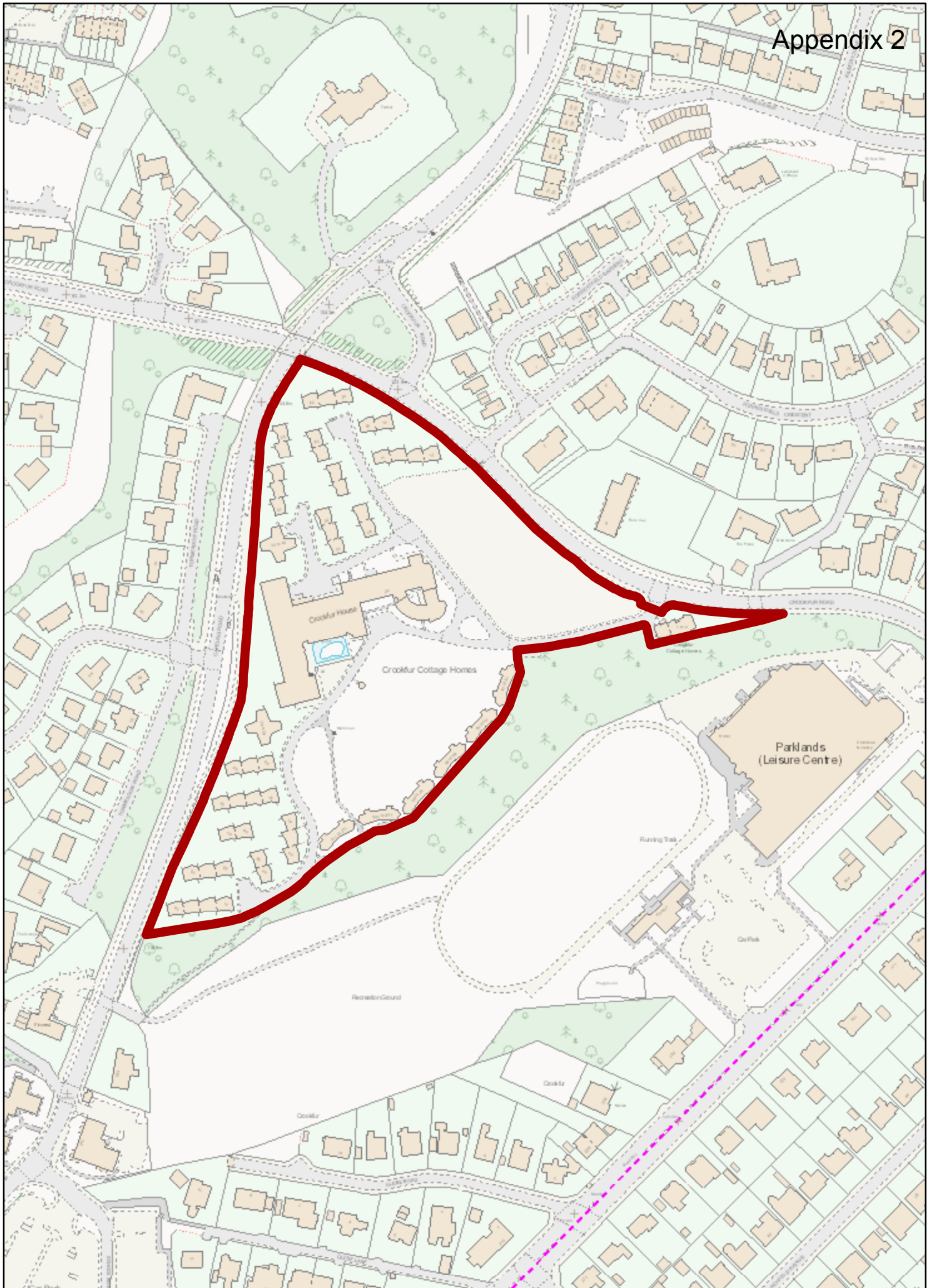
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Mobile: 07812 214366

August 2019

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### D12.1 Proposed Netherlee Conservation Area



## D12.2 Proposed Crookfur Cottage Homes Conservation Area

EAST RENFREWSHIRE COUNCIL11 September 2019Report by Deputy Chief ExecutiveMAY 2020-EARLY MAY BANK HOLIDAY**PURPOSE OF REPORT**

1. The purpose of this report is to seek approval by the Council for the Early May Bank Holiday to move from the first Monday in May to Friday 8 May for 2020 only. This is to mark the 75th anniversary of Victory in Europe (VE) Day.

**RECOMMENDATION**

2. It is recommended that Council agree to move the holiday on Monday 4 May 2020 to Friday 8 May 2020 to mark the 75th anniversary of Victory in Europe (VE) Day.

**VICTORY IN EUROPE DAY**

3. Earlier this year, the Secretary of State for Business, Energy and Industrial Strategy, announced the UK Government's plans to move the early May Bank Holiday in 2020 from Monday 4 May to Friday 8 May to mark the 75th anniversary of VE Day which takes place on 8 May.

4. In Scotland, Bank Holidays are a devolved matter and the Scottish Government has made the decision to change the May Bank Holiday from 4 May to 8 May to commemorate VE Day. A number of other local authorities in Scotland have also announced their plans to move the early May holiday to the 8 May.

5. Historically the Council and school holidays are aligned with the dates of public holidays of neighbouring authorities. In order to facilitate planning within schools and to notify parents, the school holiday planner is already issued for 2020 and schools plan to be closed on 8 May.

6. In line with the UK Government, Scottish Government and a number of other councils it is proposed therefore to change the early May bank holiday to Friday 8 May 2020 to mark the 75<sup>th</sup> anniversary of VE day.

7. All employee conditions of service that apply to public holidays (such as overtime for Local Government Employees) will therefore no longer apply on 4 May but will on the 8th.

**RECOMMENDATIONS**

8. It is recommended that Council agree to move the holiday on Monday 4 May 2020 to Friday 8 May 2020 to mark the 75th anniversary of Victory in Europe (VE) Day.

Caroline Innes, Deputy Chief Executive  
August 2019

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