

Department of Business Operations and Partnerships

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Date: 9 December 2022

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TO: Provost Montague; Deputy Provost Campbell; and Councillors Anderson, Bamforth, Buchanan, Convery, Cunningham, Devlin, Edlin, Ireland, Lunday, Macdonald, McLean, Merrick, Morrison, O'Donnell, Pragnell and Wallace.

EAST RENFREWSHIRE COUNCIL

A meeting of the East Renfrewshire Council will be held in the Council Chamber, Council Headquarters, Giffnock, on **Wednesday 14 December 2022 at 7.00 pm.**

The agenda of business is as listed below.

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.

Yours faithfully

Louise Pringle

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DIRECTOR OF BUSINESS OPERATION AND PARTNERSHIPS

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 October 2022.**
4. **Submit for approval as a correct record the Minutes of meetings for the period 26 October to 13 December 2022.**

5. Items Remitted to the Council

- (i) Interim Treasury Management Report 2022-23 – Report by Head of Accountancy (Chief Financial Officer)(copy attached pages 5 - 18)(Audit & Scrutiny Committee - 10 November 2022).

Audit & Scrutiny Committee Recommendation

That the Council approve the use of the organisations listed at Appendix II of the report for investment of surplus funds.

- (ii) General Fund Capital Programme – Report by Head of Accountancy (Chief Financial Officer)(copy attached pages 19 - 46)(Cabinet 1 December 2022).

Cabinet Recommendation

That the movements within the 2022/23 programme be approved.

- (iii) Housing Capital Programme – Joint Report by Head of Accountancy (Chief Financial Officer) and Director of Environment (copy attached pages 47 - 54)(Cabinet 1 December 2022).

Cabinet Recommendations

- (a) that the revised level of borrowing required to support the programme from £9.965m to £11.465m, an increase of £1.5m about the level approved by Cabinet on 1 September 2022, be approved; and
- (b) that the current movements within the 2022/23 programme be approved.

6. Notices of Motion

Motion No.1

Council notes the decision of the Supreme Court of 23rd November 2022 stating there is no legal constitutional basis on which the Scottish Government can proceed with their planned re-run referendum on Scotland leaving the United Kingdom.

Council welcomes the certainty offered by this decision, noting recent discussions of the Council's Audit & Scrutiny Committee on the importance of 'horizon scanning' of possible risks to be added to the Council's Strategic Risk Register, following a recommendation by Audit Scotland on 7th April 2022.

Further, Council welcomes this opportunity for public funding, civil service and Scottish Government resources to now focus on public service improvement, enhancing the services provided by local councils, and in the true spirit of devolution, protecting the autonomy of local government in Scotland.

The Council welcomes stronger prospects for good faith cross-party working and better collaboration across all tiers of government in Scotland, to the benefit of all of our residents.

Moved by Councillor Morrison, seconded by Councillor Wallace.

Motion No.2

East Renfrewshire Council is facing unprecedented cuts in budget funding over the next three financial years amounting to over £30m in the core Council budget with additional cuts facing the East Renfrewshire Health and Social Care Partnership (HSCP) of around £20m and East Renfrewshire Culture and Leisure Trust (ERCLT) of £2m. Council acknowledges that this scale of cuts will undoubtedly result in significant job losses and reduction in services to our residents including Education, Social Care and the Environment.

Council notes that no one in the Council wants to implement this level of cuts but the Council and its Officers have no choice but to produce a legally balanced budget. Council further acknowledges that the Council is efficiently managed and controlled as evidenced by Audit Scotland and the results of the Local Authority Benchmarking review where East Renfrewshire is consistently shown to be a top council performer particularly with respect to Education and the East Renfrewshire Health and Social Care Partnership being recognised as one of the best performing Partnerships in Scotland.

In simple terms, this level of cuts is down to a flat cash budget settlement from the Scottish Government when inflation is currently at 11.1% and unlikely to approach close to 2% over the period of this 3 year budget cycle. Council notes that this settlement continues the trend of less than inflationary budget settlements over the last 15 years which makes this year's budget savings targets much harder to deliver.

Council supports and agrees with COSLA's negotiating and budget lobbying position with the Scottish Government as agreed on 25th November and in particular :

- Seeking a meeting of Political Group Leaders with the Deputy First Minister to impress on the Scottish Government the seriousness of the financial situation facing Local Government;***
- Seeking a meeting of Political Group Leaders with local government trade union representatives to discuss a joint approach to budget lobbying and the protection of local public services; and***
- COSLA officers to work up a detailed case for a budget ask based on the need for £1bn+ additional funding to sustain vital local services.***

Council asks for the Chief Executive to write to the Scottish Government, demanding a fairer budget funding settlement for East Renfrewshire that takes account of inflationary pressures, the impact of local government cuts on job losses and local service delivery, and the consequential recessionary impact not just in the local East Renfrewshire economy but across Scotland nationally.

Moved by Councillor O'Donnell, seconded by Councillor Anderson.

Motion No.3

There are very real concerns from East Renfrewshire residents around Climate Change in general and the use of single-use-plastics in particular.

This Council resolves to develop a robust strategy to make East Renfrewshire Council a 'single-use-plastic-free' authority and encourage East Renfrewshire Council's institutions, businesses, tenants and citizens to adopt similar measures.

Council will also engage with teachers and pupils in our Primary and Secondary schools on the climate emergency and the actions which can be taken to tackle it, including which measures can be taken to remove the sale of water in plastic bottles from within our schools and replacing this with a more sustainable alternative.

Moved by Councillor Ireland, seconded by Councillor Macdonald.

7. **Statements by Conveners/Representatives on Joint Boards/Committees.**
8. **Provost's Engagements – Report by Director of Business Operations and Partnerships (copy attached, pages 55 - 56).**
9. **East Renfrewshire Public Access Defibrillator Strategy – Report by Chief Executive (copy attached, pages 57 - 72).**
10. **Council Tax Collection – Report by Director of Business Operations and Partnerships (copy attached, pages 73 - 80).**
11. **The East Renfrewshire Council (Busby)(On-Street)(Waiting and Loading) Order 2022 – Report by Head of Environment (Chief Planning Officer)(copy attached, pages 81 - 122).**
12. **Public Holiday – King's Coronation 2023 – Report by Director of Business Operations and Partnerships (copy attached, pages 123 - 124).**
13. **Change to Council Meeting Time – Report by Director of Business Operations and Partnerships (copy attached, pages 125 - 126).**
14. **Eastwood Leisure Centre/Theatre Options – Report by Chief Executive (copy attached, pages 127 - 136).**

A recording of the meeting will also be made available on the Council's YouTube Channel <https://www.youtube.com/user/eastrenfrewshire/videos>

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EAST RENFREWSHIRE COUNCILAUDIT & SCRUTINY COMMITTEE10 November 2022Report by Head of Accountancy (Chief Financial Officer)INTERIM TREASURY MANAGEMENT REPORT FOR 2022/23**PURPOSE OF REPORT**

1. To advise the Audit and Scrutiny Committee on the treasury management activities for the first 6 months of 2022/23.

RECOMMENDATIONS

2. It is recommended that Members:-

- a) Note the interim Treasury Management Report 2022/23; and
- b) Recommend to the Council that the attached organisations for investment of surplus funds be approved (see Appendix II).

BACKGROUND

3. The treasury management policy statement requires the Chief Financial Officer to report every 6 months on the activities of the Treasury Management operation and on the exercise of the powers delegated to her.

4. In addition, in line with the CIPFA Code of Practice on Treasury Management 2017, the Audit & Scrutiny Committee is responsible for ensuring the effective inspection of treasury management activities.

5. The attached Interim Treasury Management Report for the financial year 2022/23 is submitted in accordance with these requirements.

TREASURY MANAGEMENT ACTIVITIES IN 2022/23

6. The interim report for period 1 April 2022 to 30 September 2022 is attached as Appendix I.

RECOMMENDATIONS

7. It is recommended that Members:-

- a) Note the interim Treasury Management Report 2022/23; and
- b) Recommend to the Council that the attached organisations for investment of surplus funds be approved (see appendix II).

Report Author

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

Key Words

Treasury Management, Interest Rates, Prudential Indicators, investment.

EAST RENFREWSHIRE**INTERIM TREASURY MANAGEMENT REPORT 2022/23**

Table 1

1. Actual External Debt

	Borrowing 01/04/22 £m	Average Interest %	Borrowing 30/09/22 £m	Average Interest %	Change in 6 mths £m
<u>Long Term Borrowing</u>					
Public Works Loan Board	103.67	3.39	113.22	3.32	9.55
LOBO (Lender Option Borrower Option)	14.40	4.60	14.40	4.60	0.00
PFI / PPP Finance Lease	78.71	7.17	78.71	7.17	0.00
Total borrowing	196.78	4.99	206.33	4.88	9.55
<u>Short Term Lending</u>					
Temporary Investments	(78.43)	0.47	(96.50)	2.05	(18.07)

2. During the period new borrowing of £10m was taken from the Public Works Loan Board and there was only a very small repayment of existing borrowing.

3. The opening cash surplus of £78.43 million has increased to £96.50 million due to both revenue and capital cash flows.

4. At 30 September 2022 the Council had 6.98% of its total borrowing outstanding in variable rate loans. The peak of borrowing outstanding in variable rate loans during the period 01/04/22 to 30/09/22 was 7.34%. 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 borrowing outstanding.

5. The attached tables chart the following:

Table 2 The Council's debt maturity profile – which is in line with the Council's Treasury Policy Statement

Table 3 Bank base rate movements

Table 4a and 4b The Council's activity in the temporary market

Table 5a and 5b Interest rate movements in the temporary market

6. Prudential Indicators

In line with the agreed monitoring arrangements for the Prudential Indicators, listed below there is a table showing prudential indicators comparing the approved indicator, as reported to the Council on 3 March 2022, along with the projected outturn figures for the year end, demonstrating that the Council is operating well within the limits set.

Prudential Indicator	Approved indicator	8 Projected Outturn for the year end	COMMENT
1. Capital Expenditure	£83,202,000	£73,664,000	The movement is due to the reprofiling of capital projects in both 2021/22 and 2022/23 within the Housing and General Fund Capital Programmes, moving spend on various projects to later years.
2. Capital Financing Requirement (CFR)	£281,723,000	£246,957,000	The overall CFR is lower than the approved position due to reduced capital expenditure from that planned in both the previous and the current years, as a result of the reprofiling of the Housing and General Fund Capital Programmes.
3. Operational Boundary for External Debt	£286,988,000	£246,195,000	The approved indicator reflects the opening position for the year and the Outturn indicator reflects the closing position. The movement is therefore due to the projected in year net debt repayment of £6.03m being made, in addition to the movement in the Capital Financing Requirement.
4. Authorised Limit For External Debt	£318,230,000	£246,195,000	The approved indicator includes an allowance, over and above the Operational Boundary, to cover any unusual temporary movements. It is anticipated that this additional allowance will not be required during the year.
5. Gross Debt	£256,515,000	£227,515,000	The Projected Outturn reflects the under-borrowing position in 2021/22 and assumes that only £36m of the £55m approved borrowing will be taken in the current year.
6. Gross Borrowing to CFR (Under)/Over (£m)	(£25.208)	(£19.442)	The reduced under borrowing position is due to the reprofiling of both the Housing and General Fund capital programmes.
7. Financing to Net Revenue Stream Non – HRA HRA	7.2% 34.0%	7.1% 31.2%	The reduced percentages reflect increased income from that projected.
8. HRA - Ratio of Debt to Revenue	380.4	309.7	The reduced ratio reflects a combination of reduced debt and increased Income from that projected.
9. HRA – Debt Per Dwelling £	17,165	15,099	The reduced ratio reflects a combination of reduced debt and an increased number of dwellings from that projected.
10. 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.	

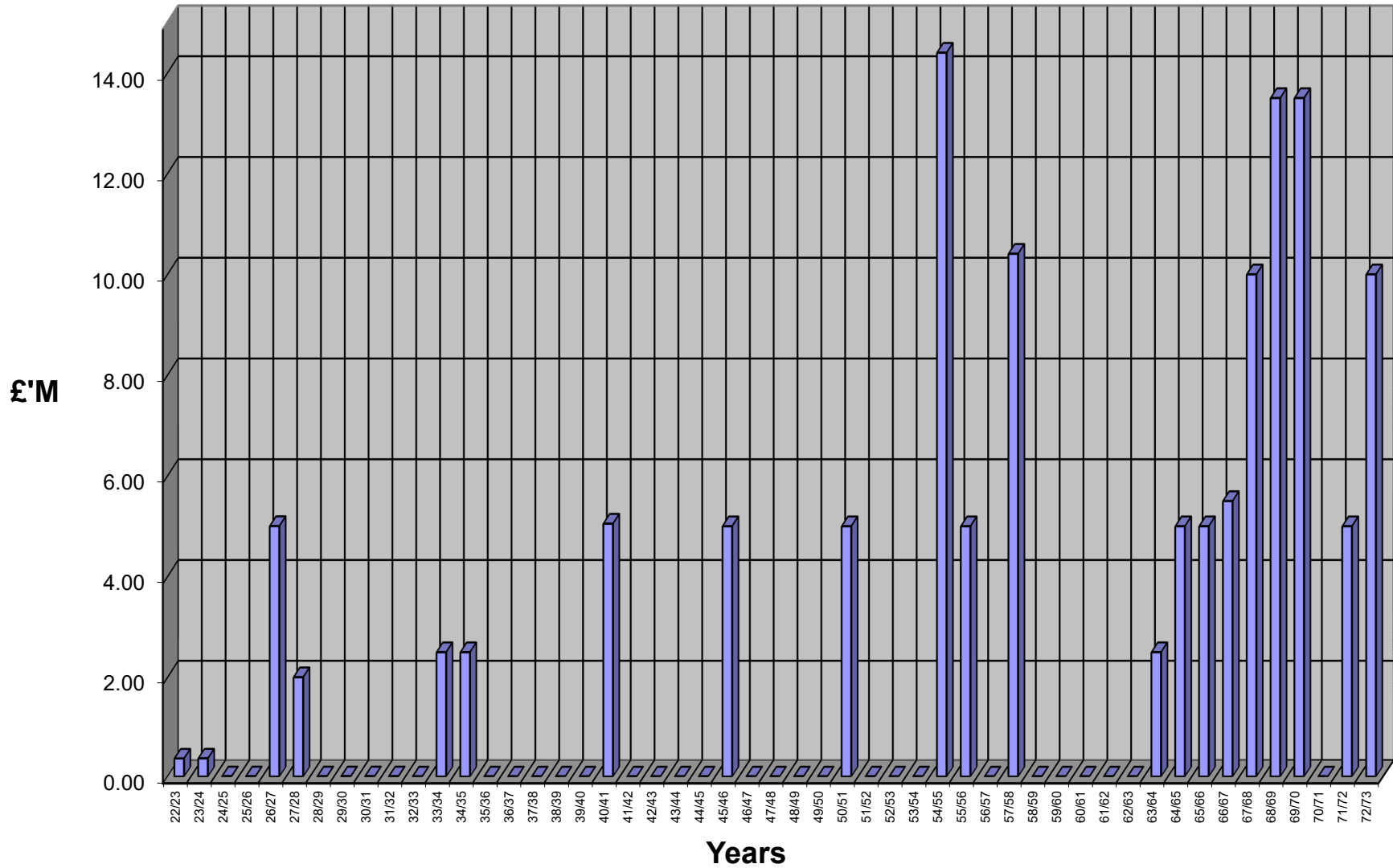
7. **Approved Organisations for Investment**

In line with normal practice the status of all Banks & Building Societies approved on the 11 August 2022 has been reviewed (see Appendix II). In this respect, the deposit limit decreased for Lloyds Banking Group from £12.5m to £10m along with the maximum deposit term from 12 months to 6 months and the deposit limit for Standard Chartered Bank has increased to £10m from £5m. In addition HSCB has been added with a deposit limit of £5m. All lending is in line with the permitted methods of investment which were approved by Council on 3 March 2022 as part of the Treasury Management Strategy report.

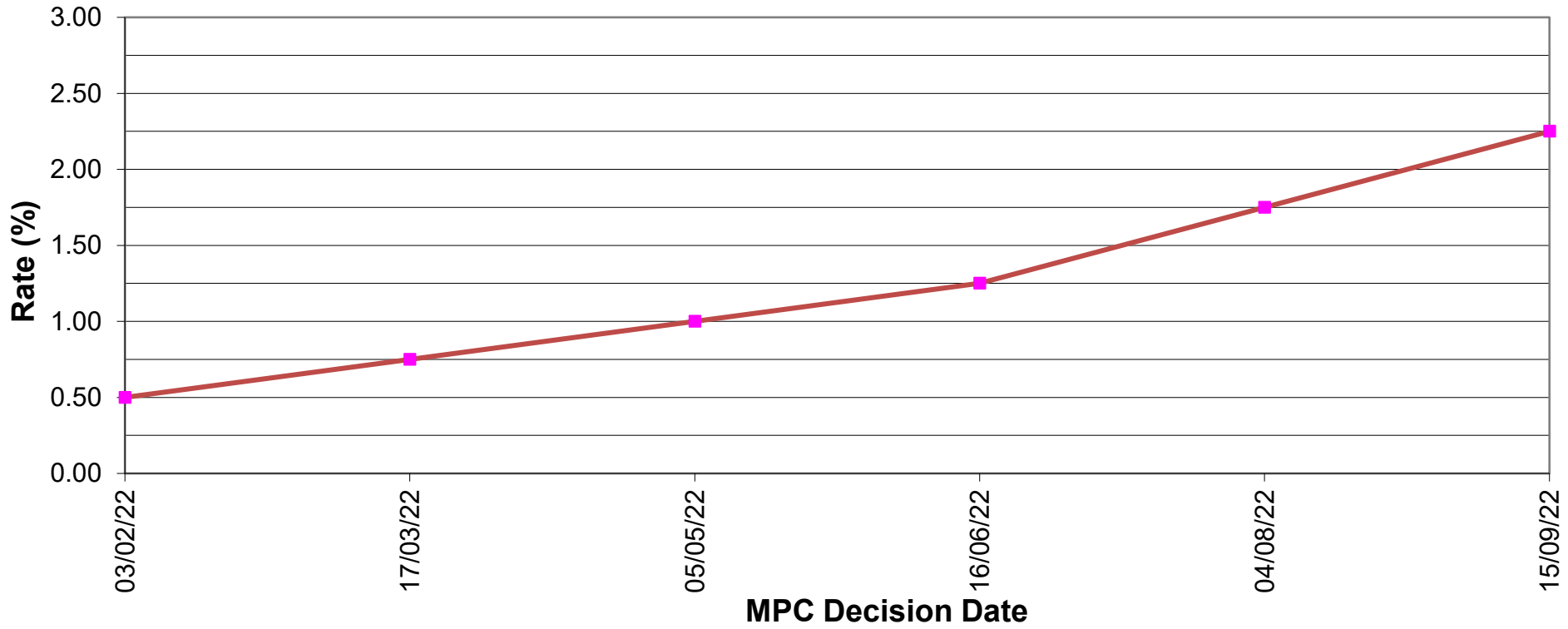
As a result of the banking crisis and in line with prudent financial management, investment has been restricted to UK organisations with high credit ratings. Also, the maximum period of investment was restricted to 6 months, in line with advice from our Treasury Advisers. These measures have been taken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

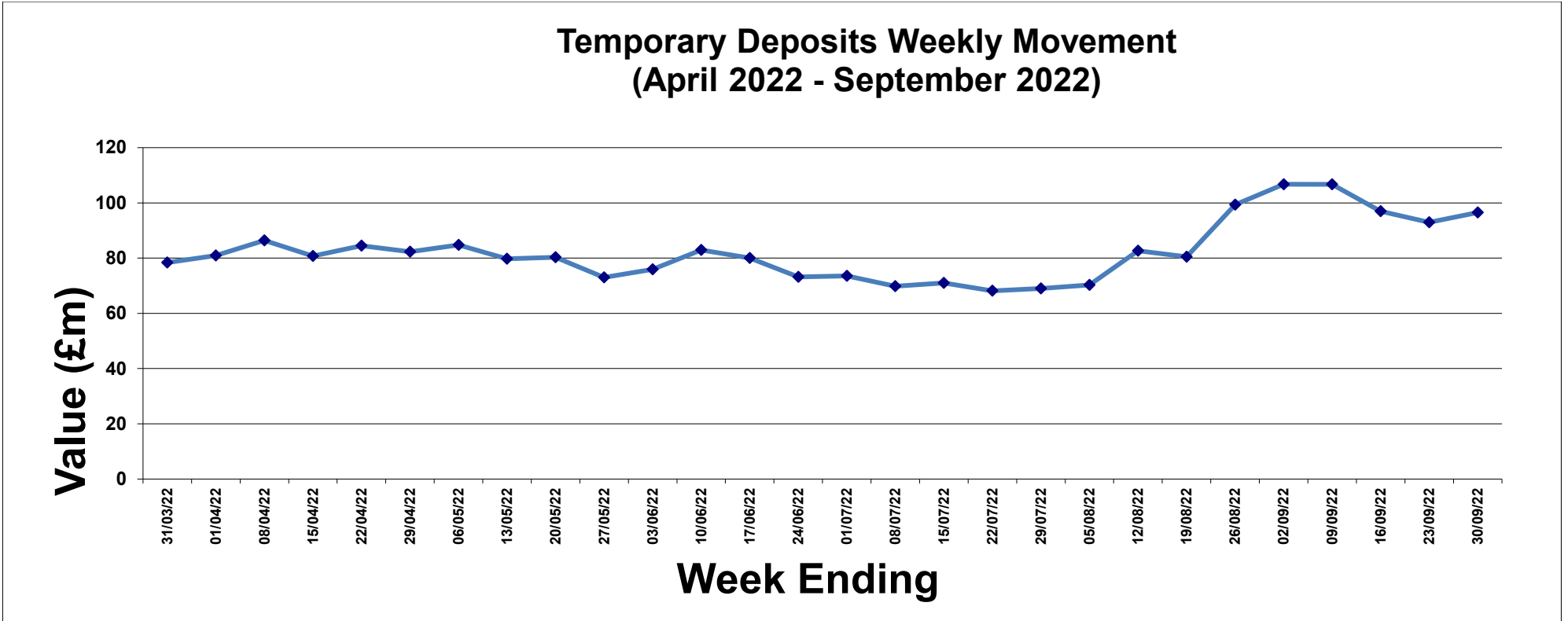
Credit ratings of organisations on the counter-party list are subject to continuous monitoring and review to ensure that subject to available professional advice, approved organisations remain sound for investment purposes.

Long Term Debt Maturity Profile as at 30/09/22

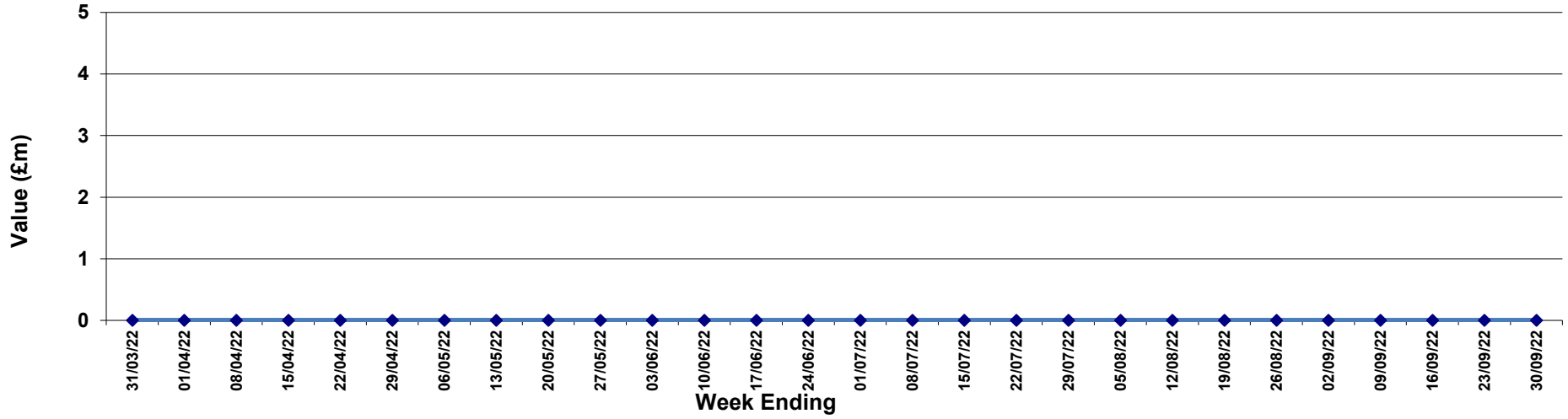


**Bank of England
Base Rate Movements
January 2022 to September 2022**

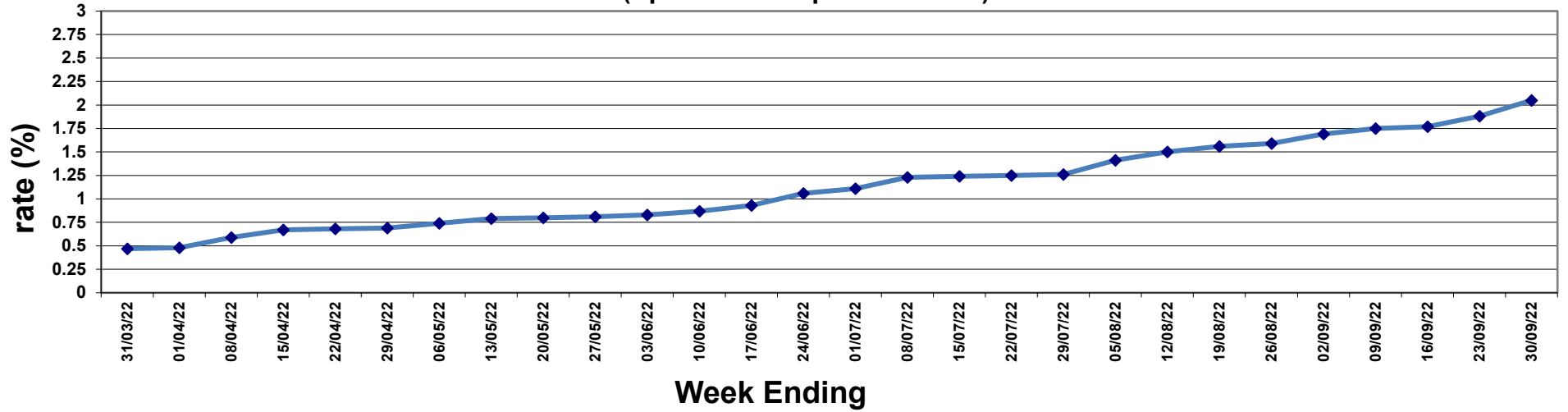


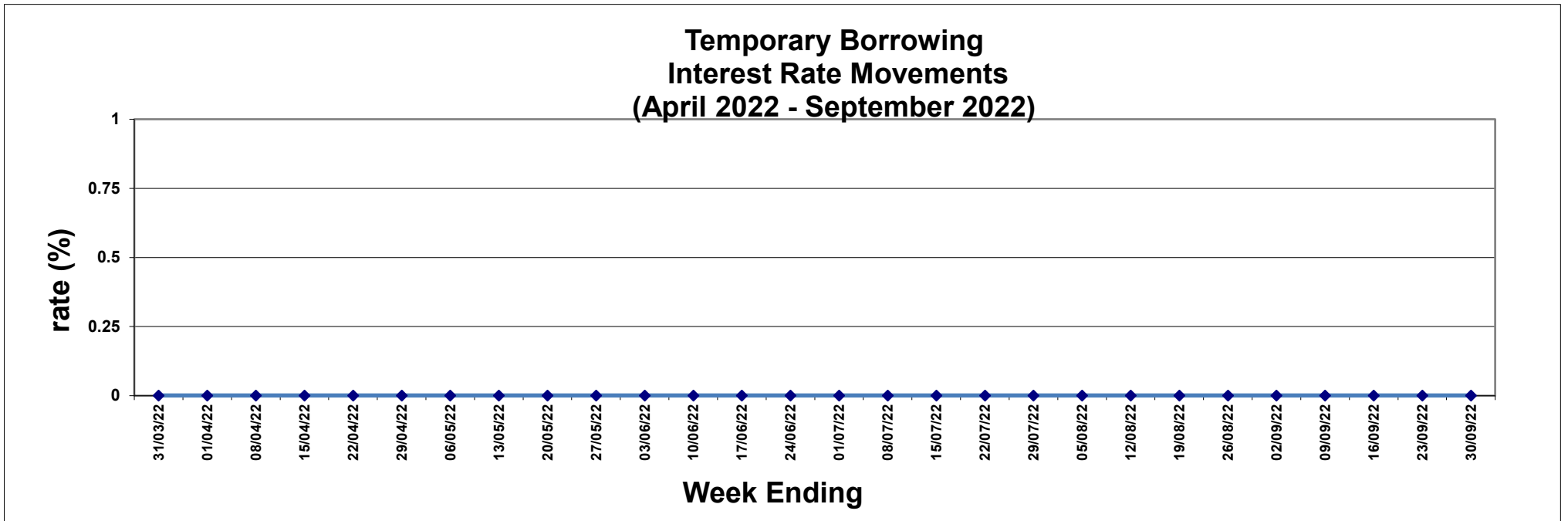


**Temporary Borrowing Weekly Movement
(April 2022 - September 2022)**



**Temporary Deposit
Interest Rate Movements
(April 2022 - September 2022)**





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ORGANISATIONS APPROVED FOR THE INVESTMENT OF SURPLUS FUNDS

Banking Group	Individual Counterparty	Limits	
		Deposit	Transaction
Bank of England	Debt Management Office	£30m	£30m
	UK Treasury Bills	£5m	£5m
Barclays Banking Group	Barclays Bank	£5m	£5m
Goldman Sachs International Bank		£10m	£10m
HSBC		£5m	£5m
Lloyds Banking Group:	Bank of Scotland	£5m	£5m
	Lloyds Bank Corporate Mkt (NRF)	£5m	£5m
Royal Bank of Scotland Group:	Royal Bank of Scotland	£5m	£5m
	National Westminster Bank PLC		
Santander Group	Santander UK PLC	£10m	£10m
Standard Chartered Bank		£10m	£10m
Clydesdale Bank		£5m	£5m
Building Societies			
Nationwide		£10m	£10m
Local Authorities			
All Local Authorities including Police & Fire		£5m	£5m
Money Market Funds			
Maximum limit of £10m per fund		£60m	£10m

Credit Ratings

	Fitch		Moody's		S&P	
	LT	ST	LT	ST	LT	ST
Minimum Criteria (Unless Government backed)	A-	F1	A3	P-1/P-2	A	A-1/A-2

(please note credit ratings are not the sole method of selecting a counterparty)

Limit

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

Deposit Periods

The maximum period for any deposit is based on the LINK Suggested Duration matrix with a maximum of 6 months. 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 COUNCILCabinet1 December 2022Report by Head of Accountancy (Chief Financial Officer)GENERAL FUND CAPITAL PROGRAMME**PURPOSE OF REPORT**

1. The purpose of this report is to monitor both income and expenditure as at 30 September 2022 against the approved General Fund Capital Programme and to recommend adjustments where possible.

RECOMMENDATIONS

2. The Cabinet is asked to recommend that Council:-
 - note and approve the movements within the 2022/23 programme; and
 - note the shortfall of £0.345m and that income and expenditure on the programme will be managed and reported on a regular basis.

BACKGROUND

3. The General Fund Capital Programme for 2022-2032 was approved by Council on 3 March 2022.
4. Movements on the 2021/22 programme were approved by Cabinet on 10 March 2022, including a number of changes not reflected in the 10 year programme.
5. Further movements in project phasings across the 10 year programme and movements within the 2022/23 programme were approved by Cabinet on 1 September 2022.
6. This report updates project costs and phasings based on progress to date and anticipated to 31 March 2023.
7. As highlighted in previous reports, in general, construction costs are rising faster than general inflation due to shortages of materials and labour and to bidders factoring in additional risk in their pricing. Across Scotland, many authorities are reporting costs increases of 20% to 50% on some projects.
8. Consequently, we are constantly monitoring project expenditure so that additional cost pressures on key projects can be covered by deferring or reducing other projects to compensate. Where we have general provision for regular capital expenditure (such as on ICT, Roads, or Schools Major Works) officers are expected to prioritise spend on such schemes to remain within the budgeted level. It is recognised that this may mean that fewer such schemes will progress in year.

CURRENT POSITION

9.	Total anticipated expenditure (Appendix A)	£40.245m
	Total anticipated resources (Appendix B)	<u>£39.900m</u>
	Shortfall	<u>£ 0.345m</u>

This report provides an update on a number of projects impacted by COVID-19 and other factors including increased energy and fuel prices and the ongoing impact of the Ukraine crisis. These factors continue to have a significant impact on the market with shortages of material and labour along with associated cost pressures. This is anticipated to continue for some time with longer lead times and price increases being experienced across projects. Backlogs are also delaying tender processes and site start dates.

Some inflationary costs for new and not yet tendered projects were built into the 10 year programme however some tender returns are still significantly over original estimates. Officers will seek to minimise that through value engineering and design changes, however where approved, additional costs will be managed within existing resources wherever possible with transfers of funding made from other projects identified for deferment or assessed as lower priority.

Project lines that sit as a general fund or provision haven't been increased and officers will seek to prioritise projects within these limits.

Officers will continue to review the position and will provide further updates on project timings and anticipated tender cost increases as part of the regular reporting process.

INCOME MOVEMENTS

10. The main income movements are as follows: -

- **Borrowing**
Borrowing in the current financial year has been reduced by £11.400m due to timing variances in expenditure and other adjustments noted below.
- **City Deal & Sustrans Grants**
As reported to Cabinet on 1 September 2022 the grant support available for drawdown during 2022/23 had not been confirmed. The drawdown of further grant support is dependent on the submission and approval of a more detailed business case to support specific city deal projects, submission is now expected during 2023/24. In light of both this requirement and the reduced level of expenditure on city deal projects during the current year the previous estimate of £0.300m has been deferred to 2023/24.

In addition the Sustrans grant of £2.277m also related to city deal projects has also been deferred to 2023/24.

The funding from both sources remains available to support the expenditure transferred to future years and the overall level of grant support for city deal projects remains unchanged

- **Developers Contributions**
The previously approved drawdown of contributions has been increased by £0.025m to fund initial works at St John's Primary which form part of the early learning and childcare initiative outlined in this report under expenditure movements.
- **Renewal of Playparks**
Phase 2 works on this project are now scheduled for 2023/24 and the grant support in the current year has been reduced by £0.101m accordingly. Again the grant support remains available to support the expenditure transfer between years.

EXPENDITURE MOVEMENTS

11. The estimated expenditure has reduced by £14.151m below the level reported to Cabinet on 1 September 2022. The main income movements are as follows:-

Property, Schools

- **Schools Major Maintenance**
In the main this work needs to be scheduled around the school term and while a number of projects are now complete some priority window replacements and roof improvements need to be rescheduled to 2023/24. In addition a saving of £100k has been achieved against budget on the window projects procured through existing framework agreements. Expenditure in the current year has been reduced by £0.364m.
- **Maidenhill Primary School**
This main works are complete but some external lighting works and snagging works are outstanding. Expenditure in the current year has been reduced by £0.306m.
- **Learning & Childcare Expansion to 1,140 Hours**
Again the main works are complete with the payments to contractors being finalised. Expenditure in the current year has been reduced by £0.206m.
- **Neilston Learning Campus**
The contract has been awarded and work is now in progress. The estimated expenditure reflects the payment plan agreed with the successful contractor and is dependent on satisfactory progress during the project. Expenditure during the year has been reduced by £0.416m.
- **Crookfur Primary School Extension & Isobel Mair External Classrooms**
Tenders have been returned for both these projects and exceed the approved budgets. The schemes are now being reassessed and are unlikely to start this financial year. Expenditure in the year has been reduced by £1,509m Crookfur and £0.460m Isobel Mair. Planned expenditure during the year represent initial works and fees associated with the schemes.
- **Mearns Castle High School Sports Facility**
It is expected the main works will be delivered this calendar year but certain ancillary works including landscaping and access road will be completed during spring 2023. Expenditure in the year has been reduced by £0.148m.

- St John's Primary School Early Learning & Childcare Places
This project will be the subject to an application for inclusion in the long term capital programme during 2023 in order to meet statutory provision requirements. However it is necessary to conduct some structural survey works to inform the design and ensure the works are delivered on time. A provision of £0.025m has been added to the programme to address this work and will be funded by developer contributions.

Property, Culture & Leisure

- Eastwood Park Leisure
This project was placed on hold at the meeting of Council on 26th October 2022. Expenditure in the year has been reduced by £0.800m. Planned expenditure during the year represents initial design work and fees associated with the scheme.

Property, Other

- City Deal - Barrhead South Access, Balgraystone Rd & Railway Station
While the design report has been received from Network Rail, it is considered prudent not to risk incurring further significant expenditure until formal approval of the STAG2 (Strategic Transport Analysis Guidance) report is received from Transport Scotland and the business case approved by City Deal. While the engagement with Transport Scotland on this issue is ongoing and progressing positively the formal approval remains outstanding. Expenditure in the year has been reduced by £0.211m.
- Country Park Visitor Centre & Infrastructure
This project is dependent on the Levern Valley Accessibility (Aurs Road) project which will not complete this financial year. Expenditure in the year has been reduced by £0.347m.
- Overlee Extension
This project is at design stage and unlikely to start during this financial year. Expenditure during the year has been reduced by £0.200m.
- Property Maintenance
In the main the movement on this project relates to Ventilation Works. In response to a number of returned tenders exceeding the expected levels a number of schemes were placed on hold until the project approach was reassessed. Where appropriate the work is now targeted at specific rooms within schools as opposed to replacing the whole ventilation system. As a consequence of this decision expenditure in the year has been reduced by £1.403m. In addition £60,000 has been transferred to Property Culture & Leisure to cover final costs relating to works at Duff Memorial Hall and Busby Library.
- Eastwood Park Campus Improvements & Office Accommodation
Both projects remain at the design stage and no major works are likely to start this financial year. Expenditure during the year has been reduced by £0.212m Eastwood Park and £1.825m Accommodation.
- Capelrig House
Tenders returned exceed the approved budget and the scheme is subject to review. As a result the project is not expected to start until the next calendar year. Expenditure during the year has been reduced by £0.160m.

Open Spaces

- **Country Park Tourism Infrastructure & Economic Activity Projects**
This project is dependent on the Levern Valley Accessibility project (Aurs Road) which will not complete this financial year. Expenditure in the year has been reduced by £0.166m.
- **Regeneration Projects Provisional Sums**
The provisional sums have not been allocated in full to specific projects. There is a possible use of £180,000 to support further works at Cowan Park but this would be subject of a separate report to Cabinet for approval. Expenditure in the year has been reduced by £0.129m.
- **Renewal of Playparks**
Further works on this project have been placed on hold until the Scotland Xcel framework is renewed and works are not expected to start until 2023/24. Consequently expenditure in the year has been reduced by £0.101m.
- **Neilston Regeneration**
These works are related to the Neilston Learning Campus (see Property, Education) and Neilston Leisure (See Property, Culture & Leisure) projects. While progress has been made on the learning campus the regeneration schemes remain at design stage and no significant expenditure anticipated this financial year. Expenditure in the year has been reduced by £0.293m.
- **Land & Property Acquisitions**
No sites are currently being progressed and expenditure during the current year has been reduced by £0.255m.

Roads

- **Levern Valley Accessibility Project**
This project involves the acquisition of various land sites. Two are expected to conclude before the financial year end with one site now expected to conclude during 2023/24. Expenditure in the year has been reduced by £0.500m.
- **A736 Main Street/Levern Road Barrhead**
This project is split into two separate phases. The first phase is complete but the timing of the second phase is linked to a City Deal levelling up bid and is now scheduled for 2023/24. Expenditure in the year has been reduced by £0.125m.

Council Wide ICT

- **Infrastructure Projects, IT General Provision & Public Wifi Network**
These projects are the subject of a savings review across the current and future financial years. This exercise is ongoing and any savings identified will be reflected in the long term capital programme submitted to Council for approval during March 2023. In the meantime expenditure in the current year has been reduced by £0.225m Infrastructure (net of £20,000 transfer to Education Network), £0.800m IT General Provision and £0.144m Public Wifi Network.

- Education CCTV
These works are now likely to start later this year and continue into 2023/24. Expenditure in the year has been reduced by £0.526m.
- Telecare Service & Peripherals
This is a third phase of a wider modernisation initiative around the responder service and is approximately 3 months behind schedule with work continuing into 2023/24. Expenditure in the year has been reduced by £0.688m.

Fleet

- HSCP Vehicles
The vehicle fleet requirement for the Health and Social Care service is subject to review and expenditure in the year has been reduced by £0.200m.
- Environment Vehicles
Following a condition and age assessment, orders have been placed for the replacement vehicles required. However a number will not be delivered until 2023/24 and expenditure in the year has been reduced by £0.576m.

COMMENT

12. The projected shortfall of £0.345m represents 0.86% of the resources available and is within manageable limits.

PARTNERSHIP WORKING

13. 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

14. The Cabinet is asked to recommend that Council:-
- note and approve the movements within the programme; and
 - note the shortfall of £0.345m and that income and expenditure on the programme will be managed and reported on a regular basis.

Further information is available from Paul Parsons, Principal Accountant – Capital, telephone 0141 577 3123.

Margaret McCrossan
Head of Accountancy Services (Chief Financial Officer)
MMcC/PP
8 December, 2022

GENERAL FUND CAPITAL PROGRAMME

PROGRESS REPORT

2022/2023

	ANNUAL COSTS £'000			TOTAL COST £'000		
	CURRENT YEAR APPROVED AT 01.09.22	PROJECTED OUTTURN FOR CURRENT YEAR	ACTUAL SPEND TO 30.09.22	SPENT PRIOR TO 31.03.22	PREVIOUS TOTAL COST	REVISED TOTAL COST
Property - Schools	19,440	16,046	1,875	45,350	84,018	84,034
Property - Culture & Leisure	3,171	2,352	590	5,937	68,980	68,980
Property - Other	9,404	5,012	1,331	15,681	44,912	44,878
Open Spaces	5,667	4,674	2,034	4,485	13,225	13,225
Roads	6,471	5,863	1,314	12,388	38,064	38,088
Corporate Wide - ICT	8,493	5,430	689	9,327	18,595	18,495
Fleet	1,750	868	541	47	1,797	1,787
TOTAL	54,396	40,245	8,374	93,215	269,591	269,487

GENERAL FUND CAPITAL PROGRAMME

PROGRESS REPORT

2022/2023

Property - Schools

COST CODE	PROJECT NAME	ANNUAL COSTS £'000			COMMENT	TOTAL COST £'000		
		CURRENT YEAR APPROVED AT 01.09.22	PROJECTED OUTTURN FOR CURRENT YEAR	ACTUAL SPEND TO 30.09.22		SPENT PRIOR TO 31.03.22	PREVIOUS TOTAL COST	REVISED TOTAL COST
Grouped	Schools Major Maintenance	1,405	1,041	828	See Annex 1	109	1,514	1,514
800050031	Maidenhill Primary School	381	75	15	Complete - payments outstanding	14,168	15,050	15,050
800050033	St Cadoc'S Ps Remodelling To Provide Pre-Five Provision For 3 & 4 Years Olds	4	4		Complete - payments outstanding	870	874	874
800050030	Kirkhill PS - Rewire	0	1	1	Deferred	368	491	491
Grouped	Early Learning & Childcare - Expansion to 1,140 hours	1,006	800	87	Retention	25,707	26,712	26,713
N/a	Early Years - Crookfur/Fairweather/Overlee Masterplanning	10	0		No longer required	0	10	0
800050039	St Ninian's HS Additional Temp Accomodation	106	105	47	Complete - payments outstanding	2,078	2,183	2,183
800050057	Neilston Learning Campus	12,132	11,716	69	Work in progress	1,686	30,000	30,000
800050038	St Mark's Car Park	316	316	7	Demolition works complete. Main Works - tender returned	104	420	420
800050063	Uplawmoor PS Upgrade	91	91	30	Complete - payments outstanding	9	100	100
800050064	Crookfur PS Extension	1,609	100	20	Tender returned over budget. Alternative options being considered	25	2,638	2,638
800050058	MCHS Sports Facility	1,648	1,500	767	Work in progress	58	1,726	1,726

GENERAL FUND CAPITAL PROGRAMME

PROGRESS REPORT

2022/2023

Property - Schools

		ANNUAL COSTS £'000				TOTAL COST £'000		
COST CODE	PROJECT NAME	CURRENT YEAR APPROVED AT 01.09.22	PROJECTED OUTTURN FOR CURRENT YEAR	ACTUAL SPEND TO 30.09.22	COMMENT	SPENT PRIOR TO 31.03.22	PREVIOUS TOTAL COST	REVISED TOTAL COST
800050065	Improving Learning	200	200		Work to be programmed	0	1,600	1,600
new code	Isobel Mair External Classrooms	480	20	4	tendered return over budget. Retender with revised options being prepared	20	500	500
800050012	Security (CCTV) Expansion	52	52		Work to be programmed	148	200	200
	St John's PS - Early Learning & Childcare Places	0	25		Initial structural survey work - funded by Developer Contributions	0	0	25
		19,440	16,046	1,875		45,350	84,018	84,034

GENERAL FUND CAPITAL PROGRAMME

PROGRESS REPORT

2022/2023

Property - Culture & Leisure

COST CODE	PROJECT NAME	ANNUAL COSTS £'000			COMMENT	TOTAL COST £'000		
		CURRENT YEAR APPROVED AT 01.09.22	PROJECTED OUTTURN FOR CURRENT YEAR	ACTUAL SPEND TO 30.09.22		SPENT PRIOR TO 31.03.22	PREVIOUS TOTAL COST	REVISED TOTAL COST
800200019	Eastwood Park Leisure - Refurbishment	2,000	1,200	541	Project on hold per Council meeting 26 Oct 2022	1,838	55,000	55,000
800200021	Neilston Leisure	167	167	28	Fees only in 2022/23	74	7,825	7,825
800200020	ERCLT General Building Improvement Fund	0	60	17	Works complete - £60k transferred from Property Maintenance Annex	514	1,496	1,496
800050049	Eastwood HS Sports Centre Changing Rooms/Disabled Facilities	786	786	4	Work in progress	31	854	854
800200015	Equipment - Gym and Theatre	79	0		Deferred	0	79	79
805600002	Theatre Equipment	106	106		Tender being prepared	3	216	216
800200007	Barrhead Foundry Refurbishment (including Pool & Filtration System)	1	1		Retention only	2,859	2,860	2,860
800200013	Barrhead Foundry Final Phase Works	32	32		Retention only	618	650	650
		3,171	2,352	590		5,937	68,980	68,980

GENERAL FUND CAPITAL PROGRAMME

PROGRESS REPORT

2022/2023

Property - Other

COST CODE	PROJECT NAME	ANNUAL COSTS £'000			COMMENT	TOTAL COST £'000		
		CURRENT YEAR APPROVED AT 01.09.22	PROJECTED OUTTURN FOR CURRENT YEAR	ACTUAL SPEND TO 30.09.22		SPENT PRIOR TO 31.03.22	PREVIOUS TOTAL COST	REVISED TOTAL COST
	1. City Deal							
Grouped	Barrhead South Access - Balgraystone Road & Railway Station	461	250	25	Balgraystone Road main works complete, Railway station - design report received from Network Rail and awaiting STAG approval from Transport Scotland	4,687	22,348	22,348
804000009	Country Park Visitor Centre & Infrastructure	347	0		Work planned. Project dependent on progress on Aurs Road (Levern Valley Access project)	303	2,800	2,800
804000006	Greenlaw Business Incubator And Innovation Centre & Employment Support Linked To Barrhead Foundry	89	89	35	Complete, retention only	5,633	5,722	5,722
	2. Environment Other Projects							
800420010	Cowan Park Changing Facilities	30	30		Complete- payment outstanding	138	168	168
800420009	Upgrade 7s Pav Cowan Park	0	0	0		8	8	8
800200018	Crookfur Pavilion Changing Upgrade	105	105		Complete - final payment & retention	700	805	805
802200018	Muirend Synthetic	0	0		Project complete. Remaining bduget transferred to RGP Toilet upgrade	109	109	109

GENERAL FUND CAPITAL PROGRAMME

PROGRESS REPORT

2022/2023

Property - Other

COST CODE	PROJECT NAME	ANNUAL COSTS £'000			COMMENT	TOTAL COST £'000		
		CURRENT YEAR APPROVED AT 01.09.22	PROJECTED OUTTURN FOR CURRENT YEAR	ACTUAL SPEND TO 30.09.22		SPENT PRIOR TO 31.03.22	PREVIOUS TOTAL COST	REVISED TOTAL COST
802200017	RGP Toilets Upgrade	126	151	135	Complete	136	262	287
800420019	St Andrews House Refurbishment	100	101	101	Complete	0	100	101
800420028	Flooding Prevention	31	31		Grant funded	0	31	31
800420016	Overlee House Extension	200	0		At design stage. Estimated start 2023/24	0	630	630
	3. Council Wide Property							
Grouped	Retentions - All Services	65	65	32	Retentions on other projects	0	65	65
Grouped	Property Maintenance	5,004	3,541	980	See Annex 2	774	5,778	5,718
800420013	Eastwood Park Campus Improvements	212	0		Work to be programmed	310	522	522
800404017	Office Accommodation	1,875	50	17	At design stage	265	2,140	2,140
800420014	Capital Investment In Energy Efficiency Measures (NDEE Initiative)	115	115		Work in progress	1,639	1,754	1,754
800420005	Thornliebank Depot Mechanical Extraction	0	0		To be reviewed	102	141	141
800050044	Overlee Pavilion Changing	218	218		Complete - payments outstanding	687	905	905

GENERAL FUND CAPITAL PROGRAMME

PROGRESS REPORT

2022/2023

Property - Other

COST CODE	PROJECT NAME	ANNUAL COSTS £'000			COMMENT	TOTAL COST £'000		
		CURRENT YEAR APPROVED AT 01.09.22	PROJECTED OUTTURN FOR CURRENT YEAR	ACTUAL SPEND TO 30.09.22		SPENT PRIOR TO 31.03.22	PREVIOUS TOTAL COST	REVISED TOTAL COST
800404015	Vacant (Surplus) Property/ Demolition	16	16		Part of this budget line transferred to cover demolition works at St Marks car park	190	206	206
800420020	Capelrig House Upgrade	410	250	6	Tender returned	0	418	418
		9,404	5,012	1,331		15,681	44,912	44,878

GENERAL FUND CAPITAL PROGRAMME

PROGRESS REPORT

2022/2023

Open Spaces

COST CODE	PROJECT NAME	ANNUAL COSTS £'000			COMMENT	TOTAL COST £'000		
		CURRENT YEAR APPROVED AT 01.09.22	PROJECTED OUTTURN FOR CURRENT YEAR	ACTUAL SPEND TO 30.09.22		SPENT PRIOR TO 31.03.22	PREVIOUS TOTAL COST	REVISED TOTAL COST
	1. REGENERATION							
802000008	Country Park - Tourism Infrastructure And Economic Activity Projects	166	0		Work will follow completion of main Aurs Road works (Levern Valley Access project)	69	235	235
802000015	White Cart Tributaries Environmental Improvements	2,647	2,647	975	Work in progress, funded by grant	301	2,948	2,948
802000032	Regeneration Projects - Provisional Sums	309	180		Projects to be brought forward	0	309	309
	2. Environment - Other Projects							
802200010	Environment Task Force	65	15		Work to be programmed	35	100	100
802000018	Town Centre Action	59	59	-7	Work to be programmed	79	318	318
802200007	Parks, Cemeteries & Pitch Improvements	287	287	76	Work in progress	772	1,655	1,655
802200020	Renewal of Playparks	203	102	102	Phase 1 works complete. Further works on hold until Scotland Xcel fraemwork is renewed.	3	206	206
802200021	Nature Restoration	55	55	5	Work in progress	29	84	84
Grouped	Artificial Pitch Replacements	650	650	411	Complete - payments outstanding	0	650	650
Grouped	Place Based Investment Programme	333	333	287	Complete - payments outstanding	302	635	635

GENERAL FUND CAPITAL PROGRAMME

PROGRESS REPORT

2022/2023

Open Spaces

COST CODE	PROJECT NAME	ANNUAL COSTS £'000			COMMENT	TOTAL COST £'000		
		CURRENT YEAR APPROVED AT 01.09.22	PROJECTED OUTTURN FOR CURRENT YEAR	ACTUAL SPEND TO 30.09.22		SPENT PRIOR TO 31.03.22	PREVIOUS TOTAL COST	REVISED TOTAL COST
800200017	Cowan Park	250	250	147	Work in progress	868	1,118	1,118
Grouped	Town Centre Regeneration	22	22	10	Retentions	1,312	1,335	1,334
802000005	Public Realm/Town Centre Resilience	6	6		Work to be programmed	218	224	224
802000029	Neilston Regeneration	293	0		At planning stage	21	2,610	2,610
802000011	Land And Property Acquisitions	255	0		Projects to be identified	144	399	399
802000028	Giffnock Town Centre Improvements	10	10		Work to be programmed	0	10	10
802000007	Other Public Realm	17	17	17	Complete	3	20	20
802000002	Clarkston Town Centre Action And Traffic Management Improvements	31	31	1	Work to be programmed	186	217	217
800050029	St Ninian's HS - Rugby Pitch	9	10	10	Complete	143	152	153
		5,667	4,674	2,034		4,485	13,225	13,225

GENERAL FUND CAPITAL PROGRAMME

PROGRESS REPORT

2022/2023

Roads

COST CODE	PROJECT NAME	ANNUAL COSTS £'000			COMMENT	TOTAL COST £'000		
		CURRENT YEAR APPROVED AT 01.09.22	PROJECTED OUTTURN FOR CURRENT YEAR	ACTUAL SPEND TO 30.09.22		SPENT PRIOR TO 31.03.22	PREVIOUS TOTAL COST	REVISED TOTAL COST
	1. City Deal							
804000001	Levern Valley Accessibility Project	1,291	791	12	Reprofiling of project - land costs, legal and design this year.	2,310	19,995	19,995
	2. ERC Roads							
803000004	Lighting - Core Cable & Equipment Replacement	143	144	91	Work in progress	0	143	144
803000012	Bridges Refurbishment & Pointing Work	51	51	27	Work in progress	0	51	51
803000015	Principal Inspection Group 1-6	29	29		Work in progress	0	29	29
803000025	Traffic Calming Studies	4	67	4	Work in progress - increase funded from transfer from Provisional Sums	0	4	67
803000016	Road Safety Measures/Equipment at Schools	20	42	4	Work in progress	0	20	42
803000018	Safe Routes to School	20	20	7	Work in progress	0	20	20
803000030	A77 Ayr Road Reconstruction	175	225		Phase 1 complete. Phase 2 work in progress	418	593	643
803000033	B767 Clarkston Road Reconstruction	100	63		Complete - payments outstanding	4	104	67

GENERAL FUND CAPITAL PROGRAMME

PROGRESS REPORT

2022/2023

Roads

COST CODE	PROJECT NAME	ANNUAL COSTS £'000			COMMENT	TOTAL COST £'000		
		CURRENT YEAR APPROVED AT 01.09.22	PROJECTED OUTTURN FOR CURRENT YEAR	ACTUAL SPEND TO 30.09.22		SPENT PRIOR TO 31.03.22	PREVIOUS TOTAL COST	REVISED TOTAL COST
803000089	A736 Main Street/Levern Road Barrhead	225	100		Phase 1 complete. Phase 2 works dependent on outcome of Levelling Up Bid	121	346	346
803000247	B759 Carmunnock Road	110	120		Complete - payments outstanding	0	110	120
803000038	C1 Mearns Road - Phase 1	150	165	32	Complete - payments outstanding	0	150	165
803000106	C1 Mearns Road - Phase 2	100	100		Work programmed	287	387	387
803000024	Cycling, Walking & Safer Streets	615	615	174	Work in progress	0	615	615
803000197	Fenwick Rd Carriageway Resufac	5	5	5	Complete	27	32	32
803000242	B773 Darnley Road, Barrhead	100	80		Complete - payments outstanding	0	100	80
803000267	B764 Eaglesham Moor Road	120	130	1	Work in progress	0	120	130
803000171	B764 Eaglesham Rd Carriageway	2	2	2	Complete	144	146	146
803000093	Clarkston Rd Netherlee Carriag	1	1	1	Complete	0	1	1
803000189	Provisional Sums - Roads	98	8		Work to be programmed - £67k transferred to Traffic Calming Studies, £22k to Road Safety Measure & £1k to Lighting	0	98	8
Grouped	Roads Capital Works	3,112	3,105	954	Work in progress	9,077	15,000	15,000

GENERAL FUND CAPITAL PROGRAMME

PROGRESS REPORT

2022/2023

Roads

COST CODE	PROJECT NAME	ANNUAL COSTS £'000			COMMENT	TOTAL COST £'000		
		CURRENT YEAR APPROVED AT 01.09.22	PROJECTED OUTTURN FOR CURRENT YEAR	ACTUAL SPEND TO 30.09.22		SPENT PRIOR TO 31.03.22	PREVIOUS TOTAL COST	REVISED TOTAL COST
		6,471	5,863	1,314		12,388	38,064	38,088

GENERAL FUND CAPITAL PROGRAMME

PROGRESS REPORT

2022/2023

Council Wide - ICT

COST CODE	PROJECT NAME	ANNUAL COSTS £'000			COMMENT	TOTAL COST £'000		
		CURRENT YEAR APPROVED AT 01.09.22	PROJECTED OUTTURN FOR CURRENT YEAR	ACTUAL SPEND TO 30.09.22		SPENT PRIOR TO 31.03.22	PREVIOUS TOTAL COST	REVISED TOTAL COST
805000002	ICT Infrastructure Projects	985	740	176	Work in progress - £20k transferred to Education Network	0	985	965
805000025	IT General Provision	2,000	1,200	227	Work in progress	0	2,626	2,626
805000023	GDPR Requirements	30	0		Deferred	70	250	250
805000003	Education Network	175	195	8	Purchase order placed - £20k transferred from ICT Infrastructure Projects	0	175	195
805000017	PCI DSS	98	60	8	£38k deferred. Work being scoped.	37	135	135
805000031	Public Wifi Network	244	100		Work scheduled Q4	0	244	244
805000010	Wireless Local Area Network 2015	19	6	3	Complete - payments outstanding	1,031	1,050	1,037
805000026	Income Management E-Store	20	15	15	Complete	186	205	201
805400002	Corporate GIS	60	60	2	Work in progress	140	200	200
805000018	Modern Smart Forms	48	48		Work in progress	152	200	200
805100002	Electronic Document Records Management (Rest Of Council)	124	124		Work to be programmed	229	353	353
805000020	Myaccount Signing In To On-Line Services	14	14		Work in progress	150	164	164

GENERAL FUND CAPITAL PROGRAMME

PROGRESS REPORT

2022/2023

Council Wide - ICT

COST CODE	PROJECT NAME	ANNUAL COSTS £'000			COMMENT	TOTAL COST £'000		
		CURRENT YEAR APPROVED AT 01.09.22	PROJECTED OUTFURN FOR CURRENT YEAR	ACTUAL SPEND TO 30.09.22		SPENT PRIOR TO 31.03.22	PREVIOUS TOTAL COST	REVISED TOTAL COST
805000028	HSCP - Responder Service Modernisation & Safety Net Technology	166	166	64	Work in progress	14	180	180
805000022	The Digital Workplace	311	311	59	Work in progress	289	600	600
805000032	Flexi Time Application Replacement	40	40		Work to be programmed	40	80	80
805000024	Major ICT Contract Renewals	33	0		Complete	1,305	1,338	1,305
805000001	Core Corporate Finance, Payroll &	316	150	7	Work in progress	3,434	3,750	3,750
800050004	Education - Computer Equipment	206	206	62	Work in progress	0	206	206
805000033	Corporate & Community Debt Recovery System (5 year replacement programme)	39	0		Complete	0	39	0
805600001	ERCLT People's Network	34	34	50	Work in progress	0	34	34
805000029	ERCLT Digital Platform	285	50	8	Main works to 2023/24	125	410	410
805000009	School Servers Storage	169	169		Work in progress	181	350	350
805500004	Social Work Case Management System	110	0		Work to be programmed	0	110	110
805300003	Education CCTV	626	100		Work to be programmed	0	626	626
805000027	Telecare Service and Peripherals	938	250		Work in progress	212	1,150	1,150
805100003	Agile (Rest Of Council)	2	0		Complete	258	260	258

GENERAL FUND CAPITAL PROGRAMME

PROGRESS REPORT

2022/2023

Council Wide - ICT

COST CODE	PROJECT NAME	ANNUAL COSTS £'000			COMMENT	TOTAL COST £'000		
		CURRENT YEAR APPROVED AT 01.09.22	PROJECTED OUTTURN FOR CURRENT YEAR	ACTUAL SPEND TO 30.09.22		SPENT PRIOR TO 31.03.22	PREVIOUS TOTAL COST	REVISED TOTAL COST
805000008	Software Asset Management	4	0		Complete	61	65	61
800200008	Culture & Sport Self-Service Kiosk Hardware Refresh	5	0		Complete	105	110	105
805000034	Full Fibre Digital Transformation	1,392	1,392		Work in progress	1,308	2,700	2,700
		8,493	5,430	689		9,327	18,595	18,495

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EAST RENFREWSHIRE COUNCIL

Appendix A

GENERAL FUND CAPITAL PROGRAMME

PROGRESS REPORT

2022/2023

Fleet

COST CODE	PROJECT NAME	ANNUAL COSTS £'000			COMMENT	TOTAL COST £'000		
		CURRENT YEAR APPROVED AT 01.09.22	PROJECTED OUTTURN FOR CURRENT YEAR	ACTUAL SPEND TO 30.09.22		SPENT PRIOR TO 31.03.22	PREVIOUS TOTAL COST	REVISED TOTAL COST
806000004	HSCP - Vehicles	200	0		Subject to review	0	200	200
806000002	Environment - Vehicles	1,442	866	539	Orders placed	0	1,442	1,442
806000005	Environment - GPRS System	98	2	2	Deferred to 2023/24	7	105	105
806000007	Rolling Road Test Facility	10	0		Complete	40	50	40
		1,750	868	541		47	1,797	1,787

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EAST RENFREWSHIRE COUNCIL

Appendix A

GENERAL FUND CAPITAL PROGRAMME

PROGRESS REPORT

2022/2023

Annex 1 - Schools Major Maintenance Analysis

COST CODE	PROJECT NAME	ANNUAL COSTS £'000			COMMENT	TOTAL COST £'000		
		CURRENT YEAR APPROVED AT 01.09.22	PROJECTED OUTTURN FOR CURRENT YEAR	ACTUAL SPEND TO 30.09.22		SPENT PRIOR TO 31.03.22	PREVIOUS TOTAL COST	REVISED TOTAL COST
Grouped	Window Renewal	1,012	700	552	Work in progress	109	1,121	1,121
Grouped	Roof Improvements	0	341	276	Work in progress	0	0	341
800050066	Provisional Sums	393	0	0	£341k transferred to roof improvements	0	393	52
		1,405	1,041	828		109	1,514	1,514

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EAST RENFREWSHIRE COUNCIL

Appendix A

GENERAL FUND CAPITAL PROGRAMME

PROGRESS REPORT

2022/2023

Annex 2 - Property Maintenance Analysis

COST CODE	PROJECT NAME	ANNUAL COSTS £'000			COMMENT	TOTAL COST £'000		
		CURRENT YEAR APPROVED AT 01.09.22	PROJECTED OUTTURN FOR CURRENT YEAR	ACTUAL SPEND TO 30.09.22		SPENT PRIOR TO 31.03.22	PREVIOUS TOTAL COST	REVISED TOTAL COST
800401001	Disability Discrimination Act	0	0		N/A	0	0	0
800404001	HardWire Testing	1	4	1	Complete - now funded from repairs	116	117	120
800404003	COSHH Upgrade	0	44	2	Work in progress	0	0	44
Grouped	Asset Management	86	86	16	Work in progress	0	86	86
800404009	Fire Risk Assessment Adaptations	373	373	224	Work in progress	0	373	373
800404012	Structural Surveys & Improvements	40	47	26	Work in progress	0	40	47
800600001	CEEF/Salix Energy Efficiency	75	75		Work programmed	0	75	75
800404006	Roof Improvements	55	374	268	Work in progress	0	55	374
800404014	Legionella Remedial Improvements	15	78	66	Work in progress	0	15	78
800420017	Ventilation Works (including CO2 Monitors)	3,203	1,800	266	St Lukes HS - work in progress. Further schemes being developed	658	3,861	3,861
800404005	Boiler Replacement	0	173	93	Work in progress	0	0	173
800200005	Community Facility Improvements	0	20	17	Complete - payments outstanding	0	0	20

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EAST RENFREWSHIRE COUNCIL

Appendix A

GENERAL FUND CAPITAL PROGRAMME

PROGRESS REPORT

2022/2023

Annex 2 - Property Maintenance Analysis

COST CODE	PROJECT NAME	ANNUAL COSTS £'000			COMMENT	TOTAL COST £'000		
		CURRENT YEAR APPROVED AT 01.09.22	PROJECTED OUTTURN FOR CURRENT YEAR	ACTUAL SPEND TO 30.09.22		SPENT PRIOR TO 31.03.22	PREVIOUS TOTAL COST	REVISED TOTAL COST
800420018	Provisional Sum	1,156	467	1	to be allocated to above projects on priority basis - £60 transferred to Property, Culture & Leisure	0	1,156	467
		5,004	3,541	980		774	5,778	5,718

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GENERAL FUND CAPITAL PROGRAMME 2022/2023

PROGRESS REPORT

RESOURCES

	£'000	£'000
Borrowing		29,958
Grants		
Capital Grant	5,351	
City Deal	0	
Cycling, Walking & Safer Streets	615	
Scottish Environmental Protection Agency	1,563	
Town Centre Fund	22	
Regeneration Capital Grant Fund	200	
Place Based Investment Programme	333	
Renewal of Playparks	102	
Low Carbon Fund - Levern Water	1,084	
Nature Restoration Fund	21	
Flood Prevention	31	
COVID related grant funding	26	9,348
Developers Contributions		379
Salix/Central Energy Efficiency Fund		75
Sustrans		0
Capital Receipts		140
		39,900

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EAST RENFREWSHIRE COUNCILCabinet1 December 2022Report by Head of Accountancy (Chief Financial Officer) and
Head of Environment (Strategic Services)HOUSING CAPITAL PROGRAMME**PURPOSE OF REPORT**

1. The purpose of this report is to monitor both income and expenditure as at 30 September 2022 against the approved Housing Capital Programme and to recommend adjustments where required.

RECOMMENDATIONS

2. The Cabinet is asked to:-
 - approve the revised level of borrowing required to support the programme from £9.965m to £11.465m, an increase of £1.500m above the level approved by Cabinet on 1 September 2022.
 - note and approve the current movements within the programme;
 - note the shortfall of £0.205m and that income and expenditure on the programme will be managed and reported on a regular basis.

BACKGROUND

3. The revised Housing Capital Programme for 2022-2032, reflecting changes to the programme detailed in the updated Strategic Housing Investment Programme (SHIP) was approved by Council on 3 March 2022.
4. The affordability and sustainability of capital plans including borrowing levels for the Housing Capital Programme were the subject of a separate Treasury Management Strategy Report for 2022/23 to both the Audit and Scrutiny Committee and subsequently to Council. The report submitted to the Audit and Scrutiny Committee on 17th February 2022 and subsequently approved by Council on 3 March 2022 estimated the annual borrowing required to support the Housing Capital Programme at £13.726m.
5. Further movements within the 2022/23 programme were approved by Cabinet on 1 September 2022.
6. This report updates project costs and phasings based on progress to date and anticipated to 31 March 2023. This report also revises the levels of grant, commuted sums and borrowing required to support the programme.
7. As highlighted in previous reports, in general, construction costs are rising faster than general inflation due to shortages of materials and labour with bidders also factoring in additional risk into their pricing. Across Scotland, many authorities are reporting costs increases of 20% to 50% on some projects.

8. Consequently, we are constantly monitoring project expenditure so that additional cost pressures on key projects can be covered by deferring or reducing other projects to compensate.

CURRENT POSITION

9.	Total anticipated expenditure (Appendix A)	£ 16.132m
	Total anticipated resources (Appendix B)	£ <u>15.927m</u>
	Shortfall	£ <u>0.205m</u>

EXPENDITURE

10. The estimated expenditure has reduced by £3.136m below the level reported to Cabinet on 1 September 2022. The main expenditure movements are as follows:-

Revised Project Timing

- **Renewal of Central Heating Systems**
Only essential works are being progressed and less urgent works deferred while management await revised energy efficiency guidance from the Scottish Government. As a consequence, expenditure in the year has been reduced by £248,000.
- **Rewiring (including smoke/carbon monoxide detectors)**
Work on this project was delayed as a result of a management decision to change the contractor. A new contractor is now in place and the works are being progressed. Expenditure in the year has been reduced by £125,000.
- **Sheltered Housing**
This project covers a range of works at various sheltered complexes including lift replacement, warden call systems and central heating systems. In the main the reduced level of expenditure relates to the warden call system and central heating systems.

The warden call system is dependent on wider IT initiatives within the Council and is now likely to start during 2023/24. The central heating tender for two complexes was placed on hold while alternative options were investigated. The alternatives proved too costly and while the tender will be issued this financial year the work is now likely to start during 2023/24. Expenditure in the year has been reduced by £1.542m.

- **Capital New Build – Phases 1 and 2**
Work is progressing at various sites within the authority and following a review of units estimated to be completed this year expenditure has been reduced by £1.173m across both phases. Work on all the approved sites will continue and further additions to the socially rented housing stock will be delivered in future years.

Budget Transfer

- **External Structural Works/Energy Efficiency (Incl. Cavity Wall Insulation)**
In response to the increased expenditure on external wall insulation £500,000 has been transferred from energy efficiency to external structural improvements. This will be the subject of a separate report to Cabinet in January 2023.

INCOME

11. Resources to support the Housing Capital Programme have been adjusted as follows:-

- **Grant New Build Phase 2 & Commuted Sums**
Expenditure on new builds is supported by specific government grants and commuted sums with the balance being funded by borrowing. Following a review of the sites being progressed this year, taking into account those expected to be completed and ensuring the grant income is properly aligned with the expenditure incurred the estimated grant income has been reduced by £4.256m and the commuted sums by £426,000.

The expenditure on new builds progressed in future years will still be supported in part by government grant and commuted sums.

- **Borrowing**
In light of the expenditure movements and the reduced levels of income from grant and commuted sums outlined above it is necessary to increase borrowing. The borrowing required to support the programme approved by Cabinet on 1 September 2022 was £9.965m. The level of borrowing required to support the revised programme is £11.465m, an increase of £1.500m.

The revised level of annual borrowing remains below the £13.726m within the Treasury Management Strategy Report for 2022/23 approved by Council on 3 March 2022.

COMMENT

12. The projected shortfall of £0.205m represents 1.3% of the resources available and is within manageable limits.

PARTNERSHIP WORKING

13. This report has been prepared following consultation with appropriate staff from Housing Services.

RECOMMENDATIONS

14. The Cabinet is asked to:-

- approve the revised level of borrowing required to support the programme from £9.965m to £11.465m, an increase of £1.500m above the level approved by Cabinet on 1 September 2022.
- note and approve the current movements within the programme;
- note the shortfall of £0.205m and that income and expenditure on the programme will be managed and reported on a regular basis

Further information is available from Paul Parsons, Principal Accountant – Capital, telephone 07741 701 451.

Margaret McCrossan

Head of Accountancy Services (Chief Financial Officer)

MMcC/PP

8 December, 2022

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EAST RENFREWSHIRE COUNCIL

HOUSING CAPITAL PROGRAMME

PROGRESS REPORT

2022/2023

COST CODE	PROJECT NAME	ANNUAL COSTS £'000			COMMENT	TOTAL COST £'000		
		CURRENT YEAR APPROVED 01.09.22	PROJECTED OUTTURN FOR CURRENT YEAR	ACTUAL EXPENDITURE IN YEAR to 30.09.22		SPENT PRIOR TO 31.03.22	PREVIOUS TOTAL COST	REVISED TOTAL COST
835000002	Renewal of Heating Systems	799	551	181	Work in progress	0	799	799
832000001	Rewiring (including smoke/carbon monoxide detectors)	470	345	60	Work in progress	0	470	470
831000002	External Structural Works	1,899	2,399	1,329	Work in progress - £500k transferred from Energy Efficiency	0	1,899	2,399
835000008	Estate Works	116	100	50	Work in progress	0	116	116
835000006	Energy Efficiency (Including Cavity Wall Insulation)	803	303	8	Work in progress - transferred £500k to External Structural Works	0	803	303
835000009	Aids and Adaptations	250	268	193	Work in progress - £18k funded from Internal Elements	0	250	268
831500001	Internal Element Renewals (including kitchens, bathrooms and doors) 2018/19	1,878	1,828	334	Work in progress - £18k transferred to Aids & Adaptations	0	1,878	1,860
835000005	Communal Door Entry Systems	99	99		Work scheduled Q4 2022/23	0	99	99
835000012	Sheltered Housing	2,417	875	372	Work in progress	0	2,417	2,417
830500003	Purchase of Property (CPO/Mortgage to Rent Acquisition)	100	100		Schemes to be identified	0	100	100
835000003	IT Systems	53	53		Work in progress	200	256	256
Grouped	Capital New Build Phase 1	2,730	1,214	984	Work in progress	13,285	16,015	16,015
Grouped	Capital New Build Phase 2	7,644	7,987	3,893	Work in progress	5,324	48,010	48,010
N/A	Retentions	10	10	2		0	10	10

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EAST RENFREWSHIRE COUNCIL

HOUSING CAPITAL PROGRAMME

PROGRESS REPORT

2022/2023

COST CODE	PROJECT NAME	ANNUAL COSTS £'000			COMMENT
		CURRENT YEAR APPROVED 01.09.22	PROJECTED OUTTURN FOR CURRENT YEAR	ACTUAL EXPENDITURE IN YEAR to 30.09.22	
		19,268	16,132	7,406	

TOTAL COST £'000		
SPENT PRIOR TO 31.03.22	PREVIOUS TOTAL COST	REVISED TOTAL COST
18,809	73,122	73,122

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EAST RENFREWSHIRE COUNCIL

HOUSING CAPITAL PROGRAMME 2022/23

PROGRESS REPORT

RESOURCES

	£'000
Borrowing	11,465
Commuted Sums - New Build	285
Grant - New Build Phase 1	-
Grant - New Build Phase 2	3,887
Recharges to Owner Occupiers (including HEEPS grant)	240
Capital Receipts	-
Rental off the Shelf (ROTS)	50
Total	15,927

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EAST RENFREWSHIRE COUNCIL14 December 2022Report by Director of Business Operations and PartnershipsPROVOST'S ENGAGEMENTS**PURPOSE OF REPORT**

1. To advise the Council of the civic engagements carried out by Provost Montague since the meeting of the Council in October.

RECOMMENDATION

2. That the report be noted.

REPORT

3. Since the meeting in October Provost Montague has carried out the following civic engagements:

28 October – Attended the Wee Wood Tree Planting, Thornliebank Playing Fields

28 October – Attended the IncludeMe2 Club Halloween Gala Ball, Glasgow

4 November – Attended a Co-op Celebration Event, Mearns Kirk Church Hall

11 November – Attended the opening of Cross Arthurlie Nursery, Barrhead

11 November – Attended the 120th Anniversary of Giffnock Primary School

13 November – Attended the British Legion Newton Mearns Branch Remembrance Service at Newton Mearns Cenotaph

13 November – Attended a Remembrance Service at Newton Mearns Synagogue

13 November – Attended a Remembrance Service Lunch with the British Legion, Newton Mearns Bowling Club

13 November – Attended the Council's Remembrance Service, Cowan Park, Barrhead

18 November – Attended Archbishop Mario Conti's Funeral, St Andrew's Cathedral, Glasgow

18 November – Attended the Showman's Guild Annual Lunch, Glasgow Grosvenor Hotel

18 November – Attended a Tarang Dance Academy Event, Clarkston

20 November – Attended a Girlguiding Thanks and Recognition Evening, Stamperland

24 November – Official welcome to the Square Go Start Up Village, Young Enterprise Scotland, Rouken Glen

25 November – Attended a Glasgow Council Rape Crisis Event, Glasgow

8 December – Attended a Senior Citizens Lunch, Crookfur

9 December – Attended the Commercial Sexual Exploitation Position Statement, Eastwood Health and Care Centre

10 December – Opened Cross Arthurlie Primary School Christmas Fayre, Barrhead

10 December – Opened the Young Enterprise Scotland (YES) YES'MAS Event, Rouken Glen

10 December – Opened the Ukrainian Centre, Clarkston

10 December – Visited the Barrhead Rotary Warm Room Project, St Andrew's Church, Barrhead

13 December – Attended the Sounds International Choir Concert, Netherlee

RECOMMENDATION

4. That the report be noted.

Report Author

Liona Allison, Assistant Committee Services Officer 0141 577 3033

liona.allison@eastrenfrewshire.gov.uk

Background papers - None

EAST RENFREWSHIRE COUNCIL14th December 2022Report by Chief ExecutiveEAST RENFREWSHIRE PUBLIC ACCESS DEFIBRILLATOR (PAD) STRATEGY 2022 -
2027**PURPOSE OF REPORT**

1. This report set out information in relation to the deployment and maintenance of Public Access Defibrillators (PADs) including the current position, current costs involved in the purchase and maintenance of a defibrillator and the options of funding to support this.

RECOMMENDATIONS

2. It is recommended that the Council
- consider and approve the East Renfrewshire Public Access Defibrillator Strategy 2022 – 2027 and
 - agree to encourage the Scottish Government to provide additional funding to support purchase, installation and ongoing maintenance of additional defibrillators across East Renfrewshire.

BACKGROUND

3. On 26th October 2022 East Renfrewshire Council agreed the following motion

Council is asked to agree that, in the absence of any support, funding or strategy for deploying PAD's (Public Access Defibrillators) in Scotland from the Scottish Government, to instruct officers to formulate a council-wide strategy for the deployment and maintenance of public access defibrillators (PADs), and to lobby the Scottish Government to provide additional funding to allow it to partner with voluntary, charity, and community groups to implement this policy.

4. It is recognised that in the event of an out of hospital cardiac arrest (OHCA) the availability of an Automated External Defibrillator (AED) prior to the arrival of the ambulance service has a significant effect on likely survival rates.

5. An AED is a machine designed to be used by a member of the public who has not received any training which analyses the heart's electrical rhythm and if it detects a rhythm likely to respond to a defibrillation shock it will charge itself ready to deliver this. Cardiac arrest (when the heart stops beating normally) can affect people of any age and without warning. If this happens, swift action in the form of Cardio-Pulmonary Resuscitation (CPR) (chest compressions alternated with rescue breaths) and prompt defibrillation can help to save a person's life.

6. Defibrillation is one crucial stage in a sequence of events that need to occur for the resuscitation of the victim of sudden cardiac arrest. This sequence, or "Chain of Survival" starts by summoning the emergency services as soon as possible. The second stage is providing basic Cardio-Pulmonary Resuscitation (CPR) to keep the individual alive until the third stage (defibrillation) can be performed. Only 1 in 10 people survive an OHCA in the UK.

7. For every minute it takes to find a defibrillator and shock a person in cardiac arrest, their chances of survival reduces by 10%. With Cardio-Pulmonary Resuscitation (CPR) and defibrillation, chances of survival can increase ten-fold. Cardiac arrest can happen to anyone – of any age. If CPR is performed and a defibrillator provided within 3 – 5 minutes survival chances can increase from 6% to 74%. The annual incidence of Out of Hospital Cardiac Arrest (OHCA) is approximately 55 per 100,000 inhabitants with most cardiac arrests (72%) occurring at home or a workplace (15%). Cardiac arrest can occur at any age with 12% affecting those under 45, 28% between age 45 – 64, 24% between age 65 – 74 and 36% occurring in those over 75.

8. The National Defibrillator Network Project “The Circuit” developed by the British Heart Foundation in partnership with the Association of Ambulance Chief Executives, Resuscitation Council UK and St John Ambulance is a UK wide register of defibrillators. It integrates with the existing Scottish Ambulance Service defibrillator database. In an incident of cardiac arrest, the Scottish Ambulance Service call handlers use the database to locate nearby devices and direct bystanders to them so that in those crucial moments after an out of hospital cardiac arrest, the closest defibrillator can be quickly accessed to help save lives.

9. This Strategy sets out the Public Access Defibrillators (PADs) known to be currently available across East Renfrewshire Council owned property, current cost considerations and possible funding arrangements when considering a PAD programme across East Renfrewshire to facilitate an increase in the number of defibrillators available in an emergency to the public to increase the chances of survival after an out of hospital cardiac arrest.

REPORT

Current locations of Defibrillators across East Renfrewshire

10. At present (December 2022) there are 26 Public Access Defibrillators known to be located across East Renfrewshire Council property including 3 within or adjacent to educational establishments (Appendix 2) and funded by the Council. These defibrillators are checked on a 4 weekly basis and maintained as required (including replacement pads every 3 years where the defibrillator has not been used or after an incident where the defibrillator was required) by the Council’s Property and Technical Services Team although no specific budget has been identified for this work.

11. In addition a further five defibrillators are located inside a school building and accessible only when the building is open and in use. As these were purchased and installed by schools/parent councils these are not available for public access outwith school opening hours and checks and maintenance would be undertaken by the individual school.

12. A further four defibrillators are located at East Renfrewshire Culture and Leisure Trust Buildings (Appendix 2) and are included in the daily building checks/maintenance programme.

13. The National Defibrillator Network Project “The Circuit” developed by the British Heart Foundation in partnership with the Association of Ambulance Chief Executives, Resuscitation Council UK and St John Ambulance is a UK wide register of defibrillators. At present there are 80 defibrillators registered on The Circuit within East Renfrewshire of which 62 are Public Access Defibrillators available 24/7. The 80 defibrillators include the 26 Public Access Defibrillators mentioned above and others are located at fire stations, medical centres, supermarkets and in private organisations and local community groups.

Purchasing a defibrillator and associated costs

14. To purchase and install a new PAD the total cost is around £2,000. This comprises the cost of the defibrillator (£700), Steel locked cabinet with heating (£550), case for the defibrillator (£20.00), installation costs to be fixed to a building (approximately £500 but this could be significantly more depending on the location from the power source) and ongoing maintenance costs as the battery must be replaced every 5 years (£170) and the pads every 3 years or when used (£55.00).

15. The purchase of the defibrillator itself is only part of the costs associated with other items such as adult and paediatric pads, an AED wall sign to indicate location, carry case, user manual and AED prep kit (including items such as face shield, clothing scissors, preparation razor, gloves and towel) – these may come as part of a “package” but may have to be purchased separately.

Funding for additional Public Access Defibrillators (PADs)

16. Given the initial costs and ongoing cost of maintenance for a defibrillator the Council is committed to lobbying the Scottish Government to provide additional funding to support the purchase, installation and ongoing maintenance of additional PADs.

17. The Council is committed to work jointly through our community planning network with Scottish Government, local communities, voluntary/charity organisations, School Parent Councils, faith groups, private sector organisations, businesses and individuals to identify other sources of funding and suitable locations for additional defibrillators which would be available to the public.

18. The location of future PADs will be subject to an assessment taking into account considerations such as location of current defibrillators locally, availability for deployment (including the likely time required to gain access), health and safety issues (risk of trips/slips or falls) and general health and safety issues such as how well-lit an area is, possibility of tampering or vandalism of the defibrillator. Scotland’s Out of Hospital Cardiac Arrest Strategy 2022-2026 refers to “mathematical modelling” to help ensure that PADs are placed in locations that maximise their usefulness and such a tool, when available, should be used to support identification of a suitable location prior to deploying a PAD to ensure greatest benefit.

19. Subject to further investigation, consultation and funding being identified consideration will be given to moving the defibrillators currently located inside school establishments to an external location within the curtilage of the school to increase the public access to that defibrillator.

Using a Defibrillator

20. In practical terms when dialling 999 (or 112) in an emergency and asking for an “ambulance” the call handler will provide information about the nearest registered defibrillator and how to access it (eg if a code is required) while ensuring that professional help is on route. The call handler will give basic life-saving instructions over the phone, including step by step guidance on how to perform CPR.

21. Defibrillators can be used by any member of the public. Untrained people have used devices successfully to save a life and lack of training should not be a barrier. Provided someone is prepared to use a defibrillator they should not be inhibited from doing so. A defibrillator will not allow a shock to be given unless it is needed, meaning it is extremely unlikely that it will do any harm to the person who has collapsed. There are a number of videos available which go through the steps on how to use a defibrillator and what to expect

to allay any fears and provide reassurance and encourage bystanders to step in and use a defibrillator.

IMPLICATIONS OF THE PROPOSAL

22. A Climate Change Impact Assessment (CCIA) was completed and it was concluded that there are no climate change implications of this Strategy.

23. As this Strategy will have an impact on people a full Equality, Fairness and Rights Impact Assessment (EFRIA) is currently being undertaken to consider how the Strategy could potentially impact on the needs with reference to the Public Sector Equality Duty, the Fairer Scotland Duty and the UN Convention of the Rights of the Child and any amendments identified as a result of this will be made to the Strategy.

24. Any proposal for additional defibrillators or to support moving any existing defibrillators identified which are not available for public access to be relocated (subject to risk assessment, consultation etc) would require sufficient funding to cover all costs to be identified prior to any purchase or work being undertaken.

25. Any new defibrillators should be routinely checked and maintained with pads and batteries replaced as recommended by the manufacturer. It is important that sufficient funding for any new defibrillator is identified as part of the purchase process for the lifetime of the device to cover these costs.

CONCLUSION

26. There are currently 80 registered defibrillators across East Renfrewshire of which 62 are available 24/7 for Public Access. These include 26 Public Access Defibrillators on Council owned property, including 3 on or adjacent to education establishments, which are regularly checked and maintained by the Council Property and Technical Services Team. There are 4 defibrillators located inside East Renfrewshire Culture and Leisure Trust buildings which will be registered on "The Circuit" shortly and a further 5 defibrillators are located inside school establishments.

27. It is recognised that in the event of an out of hospital cardiac arrest the availability of a defibrillator prior to the arrival of the ambulance service has a significant effect on likely survival rates.

28. Given the costs associated with purchase of the defibrillator, additional equipment and installation and ongoing maintenance these can only be met, and therefore additional Public Access Defibrillators installed, by working in partnership with Scottish Government, local communities, voluntary/charity organisations, School Parent Councils, faith groups, private sector organisations, businesses and individuals.

RECOMMENDATIONS

29. It is recommended that the Council

- consider and approve the East Renfrewshire Public Access Defibrillator Strategy 2022 – 2027 and
- agree to encourage the Scottish Government to provide additional funding to support purchase, installation and ongoing maintenance of additional defibrillators across East Renfrewshire.

REPORT AUTHOR

- Lorraine McMillan, Chief Executive 0141 577 3009
- Gill Darbyshire, Chief Executive's Business Manager 07718 4252 036
gill.darbyshire@eastrenfrewshire.gov.uk
- Report Date: 7th December 2022

BACKGROUND PAPERS

- Scottish Government "Out of Hospital Cardiac Arrest Strategy for Scotland 2021 – 2026"
- Scottish Ambulance Service - <https://www.scottishambulance.com/YourCommunity/pad.aspx>
- British Heart Foundation - <https://www.gofundme.com/en-gb/c/blog/how-much-does-a-defibrillator-cost-uk>
- How to use a defibrillator – Instructions from St John Ambulance
- <https://www.youtube.com/AEDinstructionsStJohnAmbulance>
- BHF How to use a defibrillator <https://www.youtube.com/watch?v=8A0kljQU48U>
- British Heart Foundation – RevivR Learn CPR in 15 minutes - <https://www.bhf.org.uk/revivrlearnCPR>

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East Renfrewshire Council Public Access Defibrillator (PAD) Strategy 2022 – 2027

1 Introduction

1.1 On 26th October 2022 East Renfrewshire Council agreed the following motion

Council is asked to agree that, in the absence of any support, funding or strategy for deploying PAD's (Public Access Defibrillators) in Scotland from the Scottish Government, to instruct officers to formulate a council-wide strategy for the deployment and maintenance of public access defibrillators (PADs), and to lobby the Scottish Government to provide additional funding to allow it to partner with voluntary, charity, and community groups to implement this policy.

1.2 This Strategy sets out information in relation to the deployment and maintenance of Public Access Defibrillators (PADs) including the current position, current costs involved in the purchase and maintenance of a defibrillator and the options of funding to support this.

1.3 A “cardiac arrest” is an electrical problem with the heart and happens when the heart stops beating, the person is unconscious and not breathing - actions including calling 999/112, starting Cardio-Pulmonary Resuscitation (CPR) and using a defibrillator. This is in contrast to a “heart attack” which is a circulation problem with the heart and blood flow to the heart muscle is blocked, the person is conscious and breathing and likely to be in pain – actions including calling 999/112 and reassuring the person until professional help arrives.

1.4 It is recognised that in the event of an out of hospital cardiac arrest (OHCA) the availability of an Automated External Defibrillator (AED) prior to the arrival of the ambulance service has a significant effect on likely survival rates.

1.5 An AED is a machine designed to be used by a member of the public who has not received any training which analyses the heart's electrical rhythm and if it detects a rhythm likely to respond to a defibrillation shock it will charge itself ready to deliver this. Cardiac arrest (when the heart stops beating normally) can affect people of any age and without warning. If this happens, swift action in the form of Cardio-Pulmonary Resuscitation (CPR) (chest compressions alternated with rescue breaths) and prompt defibrillation can help to save a person's life.

1.6 Defibrillation is one crucial stage in a sequence of events that need to occur for the resuscitation of the victim of sudden cardiac arrest. This sequence, or “Chain of Survival” starts by summoning the emergency services as soon as possible. The second stage is providing basic Cardio-Pulmonary Resuscitation (CPR) to keep the individual alive until the third stage (defibrillation) can be performed. Only 1 in 10 people survive an OHCA in the UK.

1.7 This Strategy sets out the Public Access Defibrillators (PADs) known to be currently available across East Renfrewshire, current cost considerations and possible funding arrangements when considering a PAD programme across East Renfrewshire to improve the accessibility and therefore increase the chances of survival after an out of hospital cardiac arrest.

2 Contribution to Community Planning Outcomes

2.1 The East Renfrewshire Public Access Defibrillator (PAD) Strategy supports the vision for East Renfrewshire set out in the Community Plan of “An attractive and thriving place to grow up, work, visit, raise a family and enjoy later life” by ensuring that the Council works with local communities to provide PADs in appropriate and accessible locations across East Renfrewshire to increase the likelihood that a PAD will be available in the event of an out of hospital cardiac arrest (OHCA) before the arrival of professional medical teams.

2.2 The Public Access Defibrillator (PAD) Strategy demonstrates the Council’s value of “kindness” in seeking to care for our community and increase the number of people who may survive an OHCA.

3 Context and Evidence Base

3.1 The Scottish Government “Out of Hospital Cardiac Arrest Strategy for Scotland 2021 – 2026” sets a clear aim of increasing the number of out of hospital cardiac arrests which have a defibrillator applied before the ambulance service arrive from 8% to 20% and that the survival rate from OHCA will increase to 15%.

3.2 For every minute it takes to find a defibrillator and shock a person in cardiac arrest, their chances of survival reduces by 10%. With Cardio-Pulmonary Resuscitation (CPR) and defibrillation, chances of survival can increase then-fold. Cardiac arrest can happen to anyone – of any age. If CPR is performed and a defibrillator provided within 3 – 5 minutes survival changes can increase from 6% to 74%.

3.3 The National Defibrillator Network Project “The Circuit” developed by the British Heart Foundation in partnership with the Association of Ambulance Chief Executives, Resuscitation Council UK and St John Ambulance is a UK wide register of defibrillators. It integrates with the existing Scottish Ambulance Service defibrillator database. In an incident of cardiac arrest, the Scottish Ambulance Service call handlers use the database to locate nearby devices and direct bystanders to it so that in those crucial moments after a cardiac arrest, the closest defibrillator can be quickly accessed to help save lives.

3.4 Although defibrillators are standalone devices and do not require any particular type of enclosure or mounting if they are to be kept in normal indoor conditions it may be helpful if they are kept in a specially designated wall mount or cabinet. If the defibrillator is to be located outdoors it is recommended that it is kept in a heated cabinet. This is because the electrode pads may not function as effectively if they fall below a certain temperature (normally 0C). A heated cabinet will require a power supply.

3.5 Lockable/alarmed cabinets are available to deter tampering or indeed theft of the device but security considerations need to be balanced against the need to access the defibrillator quickly in the event of an emergency. The standard sign for a defibrillator should be used to show where it is stored.

3.6 It is recognised that the availability of defibrillators across East Renfrewshire has grown over the last few years, primarily through voluntary organisations such as the Levern Valley

Defibrillator Community Partnership/parent councils fundraising for the purchase and installation of them at schools, charity and faith organisations, private sector organisations and by the Council accessing one off funding to support the purchase of devices for Council offices but accessible to the public.

3.7 At present (December 2022) there are a total of 26 Public Access Defibrillators known to be located across East Renfrewshire Council property (Appendix 1) and funded by the Council. This includes 3 defibrillators located on or adjacent to Education establishments. These are checked on a 4 weekly basis and maintained as required (including replacement pads every 3 years where the defibrillator has not been used or after an incident where the defibrillator was required) by the Council's Property and Technical Services Team.

3.8 A further 4 defibrillators are located inside East Renfrewshire Culture and Leisure Trust buildings and are inspected in line with daily building checks/maintenance programme.

4 What we want to achieve and how we will do it

4.1 The Public Access Defibrillator (PAD) Strategy aim, outlined below, is a long-term commitment and subject to the identification of funding.

4.2 Our aim is to facilitate an increase in the number of defibrillators available in an emergency to the public at Council owned buildings by working with community groups, community planning partners, local stakeholders and private sector organisations.

4.3 The provision of defibrillators is not the responsibility of the Council and the Scottish Government Out of Hospital Cardiac Arrest Strategy 2021 - 2026 does not identify one organisation with overall responsibility or money to implement this. However, through the Council's power of wellbeing, it does have the power if required to contribute to the achievement of the strategy.

4.4 To achieve these aims we will:

- Ensure that Council owned defibrillators continue to be maintained and registered on the British Heart Foundation "The Circuit" database.
- Where possible and subject to funding being available, consideration to be given to relocate the defibrillators currently locate inside school buildings to a public accessible location within the curtilage of the school.
- Seek to set up a "Provost Community Defibrillation Fund" to allow donations and funding for public access defibrillators to be collected and to raise the awareness of life saving skills including CPR and how to use a defibrillator
- Identify a "Defibrillator Community Champion" to lead work with community planning partners and local stakeholders in this area of work across East Renfrewshire
- Work with East Renfrewshire Council Provost to facilitate a meeting of Community Planning Partners and local stakeholders interested in working together to raise awareness of defibrillators and identify possible funding across East Renfrewshire.
- Encourage the Scottish Government to provide additional funding to support purchase, installation and ongoing maintenance of additional defibrillators across East Renfrewshire.

- Through our community planning network work with Scottish Government, local communities, voluntary sector and private sector organisations, community planning partners, local stakeholders and the Chamber of Commerce to support them to identify funding to allow further purchase and ongoing maintenance of new additional defibrillators in public access locations.
- Work with colleagues in the HSCP and NHS to identify the next priority locations for defibrillators ensuring these are in line with the mathematical modelling (as outlined in the Scottish Government OHCA Strategy 2021-2026) to ensure greatest benefit should additional funding become available to the Council.
- Encourage the registration of any current and new defibrillators which are not already registered to be added to the British Heart Foundation “The Circuit” to facilitate maximum awareness of availability.
- Work with the Scottish Government, voluntary, charity and community partners to give our residents, school learners and Council employees the opportunity to be equipped with CPR skills.
- Through our Communications Team seek to increase awareness of the location of defibrillators and what to do if you are a bystander when someone has a cardiac arrest. This could include promotion of videos on how to use a defibrillator and how to learn CPR.
- Corporate Health and Safety Unit will contact Building Responsible Persons to determine locations and maintenance arrangements for Council owned defibrillators across East Renfrewshire.

▪ Current location of a Public Access Defibrillator (PAD) across East Renfrewshire

4.5 As awareness of the significant difference a defibrillator can make to the chance of survival after a cardiac arrest a number of businesses and supermarkets now have available a defibrillator on site. These are not necessarily publicly available at all times and therefore may not be available when required but should be considered as it may be the nearest defibrillator. The Emergency Services will advise of the closest available registered defibrillator when calling 999 (or 112) for professional help.

4.6 Within East Renfrewshire there are 26 Council owned and maintained PADs located across the area (Appendix 1) including 3 within education establishments. These defibrillators are located in accessible, well lit positions, within suitable powered cabinets and with appropriate signage. They are subject to 4 weekly maintenance to ensure that the power supply is working, pads are in date or replaced if required.

4.7 In addition it is known that a further 5 defibrillators are located inside a school building and accessible only when the building is open and in use. As these were purchased and installed by schools/parent councils these are not available for public access 24 hours a day. Consideration, subject to funding and feasibility, will be given to relocating these defibrillators to public access locations within the curtilage of the school.

4.8 A further 4 defibrillators are located in East Renfrewshire Culture and Leisure Trust buildings and are included in daily checks/maintenance programme

4.9 The National Defibrillator Network Project “The Circuit” developed by the British Heart Foundation in partnership with the Association of Ambulance Chief Executives, Resuscitation

Council UK and St John Ambulance is a UK wide register of defibrillators. At present there are 80 defibrillators registered on “The Circuit” within East Renfrewshire of which 62 are Public Access Defibrillators available 24/7. The 80 defibrillators include the 26 Public Access Defibrillators mentioned above and others are located at fire stations, medical centres, supermarkets and in private organisations and local community groups.

Purchasing a defibrillator and associated costs

4.10 In view of the vital roles that a defibrillator can play in saving lives the Council could encourage other organisations to consider the purchase of a device as part of first aid equipment.

4.11 It is important to note that the purchase of a defibrillator is only part of the cost associated and that the following are usually included in the “package” (or should be purchased separately) –

- Automated External Defibrillator (AED)
- Adult and Paediatric Pad Pack (combined unit of battery and electrodes)
- AED Wall sign
- Carry Case
- User Manual
- Quick Reference Card
- AED Prep Kit (including items such as CPR face shield, clothing scissors, preparation razor, gloves and towel)

4.12 If the defibrillator is to be available for public access it will require a suitable and secure cabinet and importantly power to ensure it is heated during the colder months as these devices do not operate unless kept at a suitable temperature. At present the total cost for the purchase and installation of a defibrillator is around £2,000. This comprises the cost of the defibrillator (£700), Steel locked cabinet with heating (£550), case for the defibrillator (£20.00), installation costs to be fixed to a building (approximately £500 but this could be significantly more depending on the location from the power source) and ongoing maintenance costs as the battery must be replaced every 5 years (£170) and the pads every 3 years or when used (£55.00).

Guidance for using a defibrillator

4.13 There are a wide range of different defibrillators available. It is noted that formal first aid training (such as First Aid At Work) now includes instruction on how and when to use a defibrillator when responding to a suspected cardiac arrest.

4.14 In addition to providing a shock to try to restart/regulate the heart most defibrillators are designed to optimise the performance of CPR by providing simple and accurate responses to the rescuer in real time. When switched on, the device will automatically link to the pad placed on the patient’s chest and will measure the depth and frequency of the compressions performance during CPR and will send feedback to regulate the timing and depth of compressions.

4.15 Standard defibrillators are suitable for use on people of all ages, except small children aged under 12 months. For children aged 1 – 8, it is recommended that defibrillators be used in paediatric mode or with paediatric pads. However, adult pads may be used if paediatric pads are not available.

4.16 Defibrillators can be used by any member of the public and there is no need to waste time waiting for anyone formally trained. Untrained people have used devices successfully to save a life and lack of training should not be a barrier. Provided someone is prepared to use a defibrillator they should not be inhibited from doing so. There are a number of short videos available online which show how to use a defibrillator and provide assurance that the device will take the bystander through the process step by step.

4.17 A defibrillator will not allow a shock to be given unless it is needed, meaning it is extremely unlikely that it will do any harm to the person who has collapsed.

Funding for additional Public Access Defibrillators (PADs)

4.18 The initial cost of a defibrillator is only part of the overall cost. At present 26 PADs are maintained by the Council's Property and Technical Team. There is no specific budget identified to support this work.

4.19 Given the initial cost and ongoing cost of maintenance for a defibrillator the Council is committed to lobbying the Scottish Government to provide additional funding to support the purchase, installation and ongoing maintenance of additional PADs.

4.20 The Council is committed to work jointly with local communities, voluntary and charity organisations and School Parent Councils, local stakeholders and public sector organisations to identify other sources of funding and suitable locations for additional defibrillators.

4.21 In future the funding for a defibrillator, regardless of the location, should include sufficient to support ongoing maintenance and, as part of initial discussions, it should be agreed that a defibrillator is as accessible as possible and registered to increase its visibility and availability.

Future locations of Public Access Defibrillators

4.22 In order for a defibrillator to be publicly available it will need to be located in a suitable position which is accessible 24 hours a day. The Scottish Government Out of Hospital Cardiac Arrest Strategy 2021-2026 supports the use of mathematical modelling to ensure PADs are placed in locations that maximise their usefulness. Locations are identified in consultation with the local community ensuring appropriate footfall and accessibility as well as practical considerations. The precise location for any PAD would be determined at the time funding for a defibrillator has been identified.

4.23 All proposed PAD locations should be subject to an assessment taking into account considerations such as the location and number of other devices already in the area, availability for deployment (including the likely time required to gain access), health and safety issues (risk of trips/slips or falls) and general health and security issues (such as how well lit the area is, possibility of tampering or vandalism of the defibrillator).

4.24 It is proposed that any future deployment of PADs is undertaken by working in consultation with the Council's Property and Technical Services Team and liaising with the Corporate Health & Safety Team as appropriate to ensure that the device purchased is suitable and that arrangements and funding are in place to support ongoing maintenance of the device to maximise its potential to save lives.

How to find and access a Defibrillator

4.25 In practical terms when dialling 999 (or 112) in an emergency and asking for an "ambulance" the call handler will provide information about the nearest registered defibrillator and how to access it (if a code is required for example) while ensuring that professional help is on route.

4.26 It is important to know the location of the incident in order to accurately find the closest defibrillator or to direct professional medical help. The app "*What3words*" (when downloaded to a personal device and linked to online maps) provides a unique combination of 3 random words to give a 3-meter square location anywhere in the world. This can be used by the emergency services to both find someone in need of assistance and to locate the nearest defibrillator.

4.27 The British Heart Foundation website www.defibfinder.uk provides a list of the 10 nearest defibrillators to the postcode entered. This indicates which devices are publicly access defibrillators with 24 hr access and which are located in a more restricted location. If an individual defibrillator location is selected further information including time to reach it on foot, by car and by bike from the current postcode and details as to when it is available (all day or 9 am – 5 pm etc) are also provided. It is important to note that this information is only accurate at the time the postcode is entered "live". It will not include any defibrillators which are not registered on the British Heart Foundation "The Circuit" database.

4.28 East Renfrewshire Council's website (www.eastrenfrewshire.gov.uk) has a full list of the Public Access Defibrillators (PADs) maintained by the Property and Technical Services Team.

- Increasing awareness of CPR and using a Public Access Defibrillator

4.29 It is important to note that if a bystander is worried about the risk of infection (including Covid-19) there is no need to give "rescue breaths" and hands-only CPR can be performed instead.

4.30 Within Education the Curriculum for Excellence includes the following Experience and Outcome, which spans all levels within the curricular area of Health and Wellbeing: "I know and can demonstrate how to keep myself and others safe and how to respond in a range of emergency situations." All learners will therefore be made aware of the importance of first aid. In many of our schools, there are opportunities for pupils to learn how to administer CPR and how to use a defibrillator. Learners can also gain accreditation such as *Heartstart*.

4.31 The British Heart Foundation have a free, interactive, online CPR training course called "RevivR" (<https://revivr.bhf.org.uk/>) It takes just 15 minutes and teaches how to save a life as well as receiving a CPR certificate. The course is very straightforward and requires only a

mobile phone or tablet and a firm cushion to practise on. It includes a mock 999 call and step by step instructions on how to undertake CPR and a short video on the step-by-step way to use a defibrillator. Taking the time to learn these skills could help to save a life.

4.32 CPR needs to be performed at 100 -120 beats per minute and the rhythm of Stayin' Alive by the Bee Gees is often used but there are a wide range of songs which can be used from "Nellie the Elephant", Kate Bush to Kasabian or Liam Gallagher! Songs from all genres and decades can be used to learn CPR. At <https://lifesavingbeats.com/quiz> users can generate a playlist of their most listened to songs at the correct tempo for CPR.

5 Conclusion

5.1 This Strategy sets out information in relation to the deployment and maintenance of Public Access Defibrillators (PADs) including the current position, current costs involved in the purchase and maintenance of a defibrillator and the options of funding to support this

5.2 Our aim is to facilitate an increase in the number of defibrillators available in an emergency to the public at Council owned buildings across East Renfrewshire by working with community groups, community planning partners, local stakeholders and private sector organisations to increase the likelihood that a defibrillator will be used on a person who has suffered an out of hospital cardiac arrest before the arrival of professional medical teams and therefore increase the chance of survival.

6 Supporting Materials

- Scottish Government "Out of Hospital Cardiac Arrest Strategy for Scotland 2021 – 2026"
- Scottish Ambulance Service - <https://www.scottishambulance.com/media/pqfkbe1c/ohca-2021-strategy-refresh-strategy-2021-2026.pdf>
- British Heart Foundation - <https://www.gofundme.com/en-gb/c/blog/how-much-does-a-defibrillator-cost-uk>
- British Heart Foundation - The Circuit <https://www.thecircuit.uk/>
- Finding your nearest defibrillator www.defibfinder.uk
- How to use a defibrillator – Instructions from St John Ambulance <https://www.youtube.com/AEDinstructionsStJohnAmbulance>
- BHF How to use a defibrillator <https://www.youtube.com/watch?v=8A0kljQU48U>
- British Heart Foundation – RevivR Learn CPR in 15 minutes <https://www.bhf.org.uk/revivrlearnCPR>

7 Report Author

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East Renfrewshire Council - Public access defibrillator locations

- **Barrhead Community Museum**, 126 Main Street, Barrhead, G78 1SG
- **St Andrews House**, Barrhead, Cross Arthurlie Street G78 1EB
- **Cross Arthurlie Primary School**, Fern drive, Barrhead, G78 1JF
- **Glen Halls**, Main Street, Neilston, G78 3NL
- **Duff Hall**, Main Street, G76 8DX
- **Fairweather Hall**, Barrhead Road, Newton Mearns, G77 6BD
- **Mearns Library**, McKinley Place, Newton Mearns, G77 6EZ
- **Rouken Glen Park**, Picnic Pavilion. Rouken Glen Road. G46 7JL
- **Rouken Glen, Boaters Café**. Davieland Road. G46 7UG
- **Huntly Pavilion**, Huntly Avenue, Giffnock, G64 6LP
- **Muirend Pavilion**, Hazeldene Gardens, Muirend, G44 3HQ
- **Netherlee Pavilion**, Linnpark Avenue, Netherlee, G44 3PL
- **Thorntree Hall**, Main Street, Thornliebank, G46 7SF
- **Woodfarm Sports Pavilion**, Robslee Road, Giffnock, G46 7HG
- **Eastwood House**, Rouken Glen Road, G46 7JS
- **Eastwood Headquarters**, Rouken Glen Road, G46 6UG
- **Spiersbridge Office**, 2 Spiersbridge Way, Thornliebank, G46 8NG
- **Montgomerie Hall**, Gilmour Street, Eaglesham, G76 0LH
- **Thornliebank Depot**, 190 Carnwadric Road, Thornliebank, G46 8HR
- **Clarkston Hall**, Clarkston Road, Clarkston. G76 8NE
- **Mure Hall**, Tannoch Road, Uplamoor, G78 4AD
- **John Kelly Sports Pavilion**, Aurs Road, Barrhead, G78 2SJ
- **Barrhead Council Office**, 211 Main Street, Barrhead, G78 1SY
- **Carolside Primary School & Nursery**, Ashfield Road, Clarkston, G76 7TX
- **Overlee Family Centre**, Moray Drive, Clarkston. G76 8NL
- **Giffnock Library**, Station Road, Giffnock. G46 6JF

East Renfrewshire Culture & Leisure Trust – Defibrillator locations

- Barrhead Foundry
- Eastwood Park Leisure Centre/Carmichael Hall
- Eastwood High Sports Centre
- Neilston Leisure Centre

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EAST RENFREWSHIRE COUNCIL14 DECEMBER 2022Report by Director of Business Operations and PartnershipsCOUNCIL TAX COLLECTION**PURPOSE OF REPORT**

1. To provide an update on Council Tax collection for East Renfrewshire Council and clarify the process of Council Tax arrears recovery and mitigations in place to support those in financial hardship.

RECOMMENDATIONS

2. Council is asked to:
- a) Note the steps of the debt recovery process for Council Tax;
 - b) Recognise the key supports already in place to support vulnerable customers experiencing Council Tax arrears, especially noting the role of MART and CAB in assisting customers with advice, financial assessments and income maximisation;
 - c) Support the suggested further mitigations for cases of exceptional financial hardship, recognising that there may be impact to deliverability of proposed savings if demand outstrips staff capacity or there are additional system development costs to be incurred on a cost/benefit basis.

BACKGROUND

3. East Renfrewshire Council has a statutory duty, under the Local Government Finance Act 1992, to bill and collect Council Tax. These are national processes where councils have little discretion.

4. In 2022/23 £62.2m has been billed for collection from approximately 40,000 households. This income provides 18.3% of the funding required to run the Council. Collection rates for East Renfrewshire are consistently among the highest in Scotland and demographics of an area do play a strong part in collection levels (e.g. lower deprivation tends to correlate with higher collection). In 2021/22 collections were 96.76%, which is in the top quartile of performance in Scotland. The Council budget for a 98% collection rate, with debt pursued beyond the financial year end. 4,500 low income households receive £4.2m of support with Council tax bills through Council Tax Reduction (CTR).

5. Pre-pandemic East Renfrewshire ranked either 3rd or 4th in Scotland for collections, but during the pandemic that dropped to 6th in Scotland. Whilst all councils in Scotland were impacted by the pandemic, the impact in East Renfrewshire was worsened by implementation of a new Council Tax and Benefits ICT system in December 2020. Recovery activity recommenced in November 2021, with 2022/23 collections expected to be back to pre-pandemic levels.

6. The Council faces two contradictory requirements: firstly to ensure that the statutory duty is fulfilled following national processes, income collection maximised and debt minimised; and secondly a duty to do everything possible to support vulnerable customers. Given the Council's budgetary pressures the first is a priority and, given the wider cost of living crisis, so too is the second. These are not always easy duties to reconcile.

7. In line with councils across the country, we aim to maximise collection of debt, whilst taking into account the individual circumstances of the customer. In so doing, the desired outcome is to break the customer's cycle of debt and minimise debt recovery costs. Legislation dictates how the Council should recover unpaid Council Tax – these are nationally prescribed.

8. East Renfrewshire Council does all it can to assist its customers with their financial circumstances. This can include referring customers onto the Council's Money Advice and Rights Team (MART) who can assist the customer to maximise income and potentially reduce levels of arrears through forms of debt relief. The team can also provide budgeting skills to residents. There are close working relationships between the teams collecting income and the financial assistance services in the Council. These connections also extend to the Citizens Advice Bureau (CAB) and DWP. All teams work together to get the best outcome for the customer and financial statements are prepared by MART to ensure any payment arrangement is realistic in terms of the customer's income and other outgoings.

9. In the case of a small number of debts, all viable means of collection can be exhausted with no or less than full payment being received. Therefore the Cabinet will consider annually writing off debts which are considered irrecoverable. These include situations where the:

- Debtor is deceased and has left no estate
- Debtor is no longer resident at the address where the debt occurred, and all available tracing options have been exhausted
- Debtor has been sequestered
- Sheriff Officer advises low probability of debt recovery
- Small balance outstanding under £20
- Some exceptional circumstances, such as an approach by HSCP regarding a nursing home resident or terminally ill customer with no assets.

REPORT

Debt Recovery Process

10. Council tax bills are sent to households (or accessed via Council Tax online) from March each year. Bills include details of the various discounts and exemptions possible; where to phone for help with the bill or to discuss Benefits; details of the range of payment methods possible; and the various follow-up steps that will be taken in the event of non-payment.

11. Council Tax collection is monitored closely throughout the year. As at October 2022, there were 2,500 households, £2.5m of debt, where payments have either not been made at all, or the expected payment has not been received for 2022/23 Council Tax. This equates to approximately 6.3% of households, with an average debt of £1,000 per household. The Council has a legal duty to pursue this debt with the aim of maximising income collection from Council Tax within the financial year.

12. There are several stages to debt recovery and these are outlined in legislation. East Renfrewshire's process involves 3 reminder letters prior to any further action being taken. Several other councils take fewer steps and move to take formal action more quickly to secure

recovery of debt. Our process is however designed to give additional chances to encourage customers to interact with us about their circumstances.

13. Council Tax bills outline the following steps, which are aligned to the requirements of the Local Government Finance Act 1992:

If you ignore this notice and don't pay the outstanding balance by the due date, you will receive a reminder to pay within 7 days. If you do not pay the amount owing within 7 days your entitlement to pay by instalments will be withdrawn and the full amount will be due within a further 7 days. Where 2 reminders have been issued and you have not paid a Final Reminder will be sent to each liable person. We will also take further action to recover the full amount owing on your Council Tax. This may require Sheriff Officers being involved in recovering the debt which would make you liable for any expenses incurred including an extra 10% added to the amount you owe. We may also take action through bank or earnings arrestment or deductions being made from your benefit entitlement.

14. It can be a significant challenge to get customers to engage with the collection and recovery process and often customers ignore bills and reminders until the final stages of debt recovery.

15. The Council regularly prepares a certified list of Council Tax debtors and this is sent to the court for sign off by the Sheriff. The signed document is known as a "summary warrant" and is a form of court order authorising enforceable recovery of debt. It authorises recovery of a further statutory 10% administration fee on top of the arrears owed. This summary warrant is then notified to the customer and, failing payment or a satisfactory arrangement, a Sheriff Officer then pursues the debt in line with the relevant legislation and the Council's instructions. The Council appoints a firm of Sheriff Officers to act on their behalf. The cost of any enforcement mechanisms used by the Sheriff Officers (known as "diligence") is added in legal fees.

16. Customers are strongly encouraged to engage with our services and pay what they can, and to seek support from either MART or Citizens Advice Bureau (CAB) if they are struggling to pay their bills. MART and CAB consider the individual circumstances and review all applicable discounts/exemptions and whether the customer is receiving appropriate benefits.

17. If customers make contact with the Council, by whatever means (e.g. via the Council Tax or Benefits teams, MART, Customer First or via councillors), we have the power to pause the debt recovery process to seek further information on the customer's circumstances or to give time for the customer to make the necessary payments.

18. Unless paused by the Council Tax team, failure to pay at the Final Reminder stage results in cases either being referred to Sheriff Officers (as per paragraph 15 above) or to the Department of Work and Pensions (DWP) in cases where the customer has a deductible benefit.

19. Under the Council Tax (Administration and Enforcement) Scotland Regulations 1992, regulation 30, the Council regularly prepares a list of Council Tax debtors and this is sent to the court for sign off by the Sheriff. This Summary warrant is then served on the customer and a Sheriff Officer then pursues the debt in line with the relevant legislation, with legal fees set down in statute. Sheriff Officers are officers of the court and can be employed by private firms

or are self-employed and they take instructions to enforce a court order. The Council appoints a firm of Sheriff Officers to act on their behalf.

20. The Sheriff Officers' set process includes writing to the customer and calling (where contact information is known). They then serve a 'charge for payment'. This legal document is served at the customer's address by a Sheriff Officer, accompanied by a witness, and is used as a further opportunity to engage with the customer and provide them with the opportunity to put forward proposals for payment. A Debt Advice and Information pack (DAIP) is served at the same time as the 'charge for payment' and includes information to help the customer seek financial assistance.

21. After a period of 14 days, should the customer still fail to engage, enforcement action can be taken. A variety of legal processes or diligences exist and the use of one as opposed to another will depend on the circumstances of the case. An earnings arrestment or a bank arrestment can be lodged. Both of these actions have in-built protection for the customer in that there is a protected minimum sum which cannot be arrested.

22. Legal powers also allow for what is known as an 'attachment'. This is very seldom used and this requires the approval of the Council. This allows for assets outwith the home to be attached (e.g. a caravan or a vehicle). Other potential action would be to petition for the customer's bankruptcy. In this case the debt owed must be over £5,000 and Sheriff Officers require the Council's permission to pursue that course of action.

23. For avoidance of doubt, the legal system for debt recovery in Scotland is different to that in England. The term 'bailiff' does not apply in Scotland and Sheriff Officers do not remove goods from people's homes or force evictions.

24. In respect of Council Tax debt for 2022/23, 1,430 cases have been referred to Sheriff Officers; 1,017 will be referred to DWP; and there are a further 90 debt recovery cases that have been paused pending further engagement on the customer's financial circumstances. There are also a further 1,937 cases of 2021/22 debt, with 1,171 at Sheriff Officer stage and 748 which will be referred to DWP. A total of 1,371 cases have debt across both years (54% of cases).

Recent Changes

25. In December 2020 the Revenues and Benefits ICT system was replaced, with a market leading system, procured following a robust tender exercise. This replaced a long-standing legacy system which had been used for many years and was at end of life. The new system has a number of benefits, with improved functionality and data reporting, bringing East Renfrewshire into line with industry standard processes followed by other councils. Sixteen other councils in Scotland now use the same system to collect Council Tax.

26. The new system has also enabled the introduction of Council Tax online in May 2022, which allows residents to view bills online; make changes (e.g. address details); and apply for discounts, which all contributes to faster turnaround times. Approximately 3000 households have already signed-up to Council Tax online. This has efficiency benefits for the Council in terms of reduced paper-billing and less re-keying and is enabling us to manage with the current staffing complement following several years of cuts to the processing teams in order to meet budget targets and efficiencies.

27. Whilst there are substantial benefits of the new system, there are however challenges in terms of how the system joins-up data on prior years' debt for each customer and also the functionality for monitoring payment arrangements made in-house. Such payment arrangements would have been by officers made at any point in the Council Tax collection process, where a customer needed to make a specific arrangement to vary the amount they paid, with the goal of maximising collection across the year. These are time-consuming to administer and can often result in customers defaulting throughout the year and needing to start the process again, sometimes several times. This has impact both in terms of workload and capacity but also in reduced income collection for this statutory charge.

28. The previous legacy ICT system, which was 20 years old, was designed at a time when it was cost effective to manage payment arrangements in-house, rather than through external agents. The new system follows an industry standard design and follows more modern debt collection processes. This means that formal payment arrangements are only made at the last stages of the collection process and, are most efficiently handled by external agents (i.e. Sheriff Officers). This is especially the case where a customer has prior years' debt and where debt is unlikely to be recovered within the current financial year. For the customer however, debt passed to Sheriff Officers incurs a Statutory Addition penalty of 10%.

29. This is the model followed by councils including Renfrewshire, East Dunbartonshire and South Ayrshire, none of which offer in-house payment arrangements.

Mitigations

30. The Council has a duty to bill and collect Council Tax and debt recovery is a necessary part of the aim to maximise collection. Any mitigations may have consequence for the Council's cashflow in-year and care must be taken not to undermine our statutory obligations.

31. Under the previous system, staff spent significant amounts of time working with customers to identify payment arrangements and resolve issues when those arrangements were broken. However, budgetary challenges and cost savings over the past several years (over £700K of savings have been delivered from Revenues & Benefits services in the past 5 years), and the expectation of significant cost cuts in the near future, leave the Council in a difficult situation. However, in line with our Council values (Ambition, Kindness, Trust) we remain committed to supporting our vulnerable customers, particularly at this time of cost-of-living crisis. A number of mitigations are in place and can be further strengthened.

32. Key supports already in place include:

- Promotion of key discounts and exemptions including Council Tax Reduction and Single Person Discount (25%).
- Encouragement of personalised money advice and income maximisation reviews through MART and CAB.
- Extended recovery process based on 3 reminder letters to customers; this goes beyond what many councils currently do.
- Where a customer requests it, allowing payment of Council Tax over 12 months rather than the usual 10 month period, although this applies primarily to Direct Debit payers.
- Referral of any debt recovery cases where a customer is on Benefits to DWP rather than Sheriff Officers. While these cases still incur the Statutory Addition, assessment of the customer's Benefits status and affordability is a key part of any recovery arrangement.
- Pausing debt recovery arrangements where a customer has notified us that they are in financial hardship to enable us to consider their circumstances.

- Negotiation of a Common Standard for debt management so that the Sheriff Officers now work to the same income/expenditure assessment standard as MART. This is a more lenient standard than their previous framework.

33. Recognising the additional pressure that the 10% Statutory Additions penalty causes to customers, we can strengthen these supports further for exceptional cases, where there is financial hardship and the customer contacts the Council – we will rely on the expertise of the MART and CAB services to define this:

- In such cases, we will pause recovery activity, refer the customer for a full review by MART or CAB and then seek to enter into a locally-administered payment arrangement.
- If the case has already been passed to Sheriff Officers we will recall the case, cancel the Statutory Addition, bringing the case back in-house.

34. There are some caveats:

- Resources will only allow for this in a relatively small number of cases (c.5-10%).
- This will delay Council Tax income recovery in such cases, therefore impacting Council cashflow to a degree in-year.
- Sheriff Officers can better handle complex, multi-year debt and therefore it is likely that, after initial review by MART or CAB, most multi-year debt cases will still end up with Sheriff Officers.
- This may impact the achievability of an element of proposed savings for 2023-26 for teams including Revenues, MART and Customer First.
- If caseload is too significant, we would need to look again at system options with the current supplier or to reinstate our former, separate Corporate Arrears Recovery System (which is what Perth & Kinross have done). Costs for that could be over £200K for the next 3 years and these are currently unbudgeted.
- The Council *does* have the legal power to write-off Statutory Additions, but this is not recommended as it would place East Renfrewshire in a precarious position in terms of national debt recovery procedures.

35. It is impossible at this stage to give estimations of the scale of impact of these caveats, but this will be monitored over time and a report brought back to Cabinet in the event that demand outstrips available resources. Customer volumes are likely to be higher in the current financial year than normal due to the Scotland-wide pause on debt recovery during the pandemic and the prolonging of that period in East Renfrewshire due to the impact of the ICT system changeover. However the cost of living crisis makes it difficult to predict what arrears levels will look like into 2023/24.

36. The above mitigations will only be possible with early and continued engagement with customers. The sooner we know that a household is struggling with Council Tax payments, the sooner we can find ways to support them across the financial year. We will also therefore amend Council Tax bills for 2023/24 to give greater prominence to the help and support available to customers who are struggling to pay.

37. Direct Debits (DD) are the most efficient way to collect Council Tax. We have seen DD numbers fall in recent years and will undertake a campaign to drive further DD uptake, including the offer to pay over 12 rather than 10 months for 2023/24 bills.

38. In addition, we will continue to work with our ICT system suppliers to look at potential for better linking historical customer records in the system, making it easier to handle multi-year debt. There may be costs for this work and these are currently being assessed and would require additional financial resources.

39. The system supplier continues to develop the system functionality. We understand that debt management data analytics are currently in development, which would provide better insights into the customer base. It is anticipated that this will predict customer repayment issues and allow early intervention to prevent customers falling into debt. This functionality is expected in 2023/24, but is dependent on the external supplier. This is likely to bring additional cost, which is yet to be announced by the supplier and still to be factored into budgets.

FINANCE AND EFFICIENCY

40. The Council has a statutory duty to collect Council Tax and pursue appropriate enforcement action to tackle debt and maximise income. Council Tax makes up 18.3% of the funding required to run the Council. There is a potential risk to Council Tax collection rates if debt recovery is not pursued efficiently and effectively. Delays to Council Tax recovery, including even the spreading of payments over 12 rather than 10 months, all impacts Council cashflow.

41. It is hard to predict what future arrears levels will look like into 2023/24, especially with the current cost of living crisis. With current staffing levels we will be able to manage in-house payment arrangements by exception in cases of financial hardship as long as volume of customers stays manageable. There may be impact to deliverability of savings for 2023-26 if demand outstrips staff capacity.

42. There are significant unknowns in terms of onward system development costs. Cost/benefit business cases will be developed for any new functionality and proposals taken through governance as part of the Council's Digital Transformation Programme. Given that budgetary resource has not been built into the current budget process, it is likely that the earliest we could commence system development where there are new costs attached would be April 2024.

CONSULTATION

43. Consultation with Money Advice & Rights Team, Legal and Accountancy has taken place and with the NEC supplier externally and benchmarking has taken place with other councils.

PARTNERSHIP WORKING

44. Not applicable.

IMPLICATIONS OF THE PROPOSALS

45. An Equality Fairness and Rights Impact Assessment (EFRIA) has been undertaken and identified some impacts in relation to socio-economic disadvantage under the Fairer Scotland Duty. Residents experiencing socio-economic disadvantage may see this worsened through the additional 10% statutory charge. This can be mitigated by various actions

including, application of Council Tax Reduction where applicable, invitation to contact MART/CAB for support and introduction of data analytics to allow early engagement and intervention.

CONCLUSIONS

46. When it comes to Council Tax collection, the Council and indeed the Business Operations & Partnerships Department has conflicting responsibilities. Firstly our duty to bill and collect Council Tax, aiming to maximise income which represents a substantial proportion of the Council's revenue budget. But secondly, our duty to support vulnerable local residents who are experiencing financial hardship, doing everything we can to minimise the pressure of arrears can cause and providing advice and practical support.

47. Our processes for debt recovery for Council Tax follow standard industry practice and additional steps have been built into the recovery journey to encourage customers to seek support early. Savings taken in recent years and challenging budgetary targets ahead mean the need for efficient and effective processes that minimise workload and maximise income, but mitigations have been put in place to lessen the impact for customers in real financial hardship and there are steps we can take to further strengthen these arrangements, making full use of the excellent support and advice provided by services like MART and CAB. We will also continue to work closely with system suppliers and other councils to refine our processes and take advantage of new functionality wherever that is affordable.

RECOMMENDATIONS

48. Council is asked to:

- a) Note the steps of the debt recovery process for Council Tax;
- b) Recognise the key supports already in place to support vulnerable customers experiencing Council Tax arrears, especially noting the role of MART and CAB in assisting customers with advice, financial assessments and income maximisation;
- c) Support the suggested further mitigations for cases of exceptional financial hardship, recognising that there may be impact to deliverability of proposed savings if demand outstrips staff capacity or there are additional system development costs to be incurred on a cost/benefit basis.

REPORT AUTHORS

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EAST RENFREWSHIRE COUNCIL14 DECEMBER 2022Report by Head of Environment (Chief Planning Officer)THE EAST RENFREWSHIRE COUNCIL(BUSBY)(ON-STREET) (WAITING AND LOADING) ORDER 2022**PURPOSE OF REPORT**

1. The purpose of the Report is to recommend the Council approve the making and confirmation of "The East Renfrewshire Council (Busby) (On-Street) (Waiting and Loading) Order 2022".

RECOMMENDATIONS

- 2 It is recommended that the Council approve the making and confirmation of "The East Renfrewshire Council (Busby) (On-Street) (Waiting and Loading) Order 2022" and delegate to the Director of Environment the implementation of the Order in accordance with the associated statutory procedures.

BACKGROUND

3. The Council introduced Decriminalised Parking Enforcement (DPE) in April 2013 and became the Parking Authority for East Renfrewshire.

REPORT

4. A review of current restrictions was undertaken to assess the demands on the transport network taking into consideration changes to road layouts, increased volumes of vehicular and pedestrian traffic and associated road safety issues as a precursor to a formal consultation process and making of a new Order.
5. A formal consultation was carried out between 1 June and 30 June 2022 in compliance with "The Local Authorities' Traffic Orders (Procedure) Scotland Regulations 1999 (and subsequent amendments)". Public Notices were posted on light columns and sign poles located on every road included or within close proximity to the proposed restrictions advising of the consultation, where drawings showing the proposals could be viewed and where any representations or objections could be sent. Police Scotland, emergency services and other organisations / persons likely to be affected by any provision in the order were notified by email of the proposals. A Public Notice informing of the public consultation on the proposals was also published in the Evening Times newspaper, the Tell Me Scotland website and the Council's website.
8. The key proposals in the Draft Order are summarised in the table in [Appendix 1](#). The list is not comprehensive and the full details of proposals are contained within the Draft Order. Copies of the existing and Draft Orders were made available in the Members' Lounge and on the Council Website. The main points of note are:-

- Introduction of 'No Waiting and No Loading at Any Time' restrictions on Oliphant Crescent and Ellisland Road opposite the access to the adjacent St. Joseph's Primary School,
 - Introduction of 'No Waiting and No Loading at Any Time' restrictions on Church Road and Hawthorn Road to address irresponsible and dangerous parking taking place close to and adjacent to Busby Primary School.
 - Introduction of 'No Waiting at Any Time' restrictions along the full length of Field Road and on its side road junctions,
 - Introduction of 'No Waiting and No Loading at Any Time' restrictions to replace the limited parking bays on Riverside Terrace,
 - Introduction of "No Waiting at Any Time" restrictions on the roundabout at Glenville Gate / Westerton Avenue, adjacent to the Busby train station pedestrian access.
 - Introduction of "No Waiting at Any Time" restrictions on Newford Grove between Eaglesham Road and the Cart Mill Family Centre, adjacent to Williamwood High School.
9. A total of 6 representations were received, 5 of which were objections to proposals on various roads and 1 fully supportive of the proposals specific to Newford Grove and Field Road. A reply acknowledging receipt of each representations received was issued.
- Two objections related to the proposed introduction of restrictions on Woodyett Road / Woodyett Park from residents who were concerned at the loss of on-street parking space when there was already a shortage of parking space for residents.
 - One objection related to the proposed introduction of restrictions on Westerton Avenue / Glenville Gate from a resident who was concerned at the loss of on-street parking space when there was already a shortage of parking space for residents.
 - One objection related to the proposed introduction of restrictions on Westerton Avenue directly opposite its junction with Westerton Court from a resident who was concerned at the loss of on-street parking space when there was already a shortage of parking space for residents.
 - One objection related to the proposed extension to an existing restriction on Cartside Drive from a resident who was concerned at the loss of on-street parking space when there was already a shortage of parking space for residents.
 - Following subsequent amendments made to the initial proposals and notification of these amendments to the objectors, all 5 objections were formally withdrawn.
 - [Appendix 2](#) of this Report gives a summary of all objections received, comments by the Roads Service on the objections and the proposed resolution for each.
10. In accordance with the statutory procedures, none of the objections require the Council to hold a Hearing by an Independent Reporter.

FINANCE AND EFFICIENCY

11. The financial implications of instigating the Traffic Regulation Order will be met from the Parking Account. This is an account held under the terms of the Road Traffic Regulation Act 1984 and it is a requirement under Section 55 of the Road Traffic Regulation Act that the Parking Account income and expenditure are reported annually to the Scottish Government.

12. There will be a requirement to renew / refresh lining and signing, update the Parking Attendants' hand held computers and carry out appropriate publicity. There will also be the standard maintenance costs associated with occasional renewal/refreshing of lining and signing when required, which is estimated to be in the region of approximately £1,000 every 8-10 years. All these requirements will be met from the Parking Account.

CONSULTATION

13. A Public Consultation on the proposals was undertaken between 1 June and 30 June 2022 and was carried out in compliance with "The Local Authorities' Traffic Orders (Procedure) Scotland Regulations 1999 (and subsequent amendments)". Public Notices were posted on light columns and sign poles located in every road included or within close proximity to a proposed restriction advising of the consultation, where drawings showing the proposals could be viewed and where any representations or objections could be sent. Police Scotland, emergency services and other organisations / persons likely to be affected by any provision in the order were notified by email of the proposals. A Public Notice informing of the public consultation on the proposals was also published in the Evening Times newspaper, the Tell Me Scotland website and the Council's website.

PARTNERSHIP WORKING

14. The Council's parking enforcement is a joint working arrangement between the Environment Department (Roads & Transportation Services) and the Business Operations & Partnerships Department (Corporate & Community Services).

IMPLICATIONS OF THE PROPOSALS

15. There will be no staffing, property, legal, IT, Subsidy Control, equalities, sustainability or climate change implications arising from the proposals.

CONCLUSIONS

16. "The East Renfrewshire Council (Busby) (On-Street) (Waiting and Loading) Order 2022", will introduce new and/or amended on-street waiting and loading restrictions in the Busby area to help balance the demands placed on the transport network taking into consideration changes to road usage, volumes of vehicular and pedestrian traffic and associated road safety issues.

RECOMMENDATIONS

17. It is recommended that the Council approve the making and confirmation of "The East Renfrewshire Council (Busby) (On-Street) (Waiting and Loading) Order 2022" and delegate to the Director of Environment the implementation of the Order in accordance with the associated statutory procedures.

REPORT AUTHOR

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12 October 2022

BACKGROUND PAPERS

East Renfrewshire Council Local Transport Strategy 2008-2011

- Section 12.5

The East Renfrewshire Council (Clarkston & Busby) (Waiting and Loading) (Consolidation)
Order 2013

**APPENDIX 1
SUMMARY OF KEY PROPOSALS**

BUSBY AREA WAITING AND LOADING RESTRICTION PROPOSALS 2022		
LOCATION	EXISTING RESTRICTION	PROPOSED NEW AND/OR AMENDED RESTRICTION
Bankholm Place	None	'No waiting at any time' at its junction with Field Road
Bon Accord Road	None	'No waiting at any time' at its junction with Bull Road
Bull Road	None	'No waiting at any time' from its junction with Bon Accord Road to Main Street
Bull Road	None	'No waiting and no loading at any time' at its junction with Church Road.
Carmunnock Road	None	'No waiting at any time' at junction with The Crescent
Cartside Drive	'No waiting and no loading at any time' at its junction with East Kilbride Road	'No waiting at any time' for a further 17m on the eastern side of the road
Cartside Road	None	'No waiting and no loading at any time' at its junction with Hawthorn Road
Church Road	None	'No waiting and no loading at any time' at its various junctions
Ellisland Road	None	'No waiting and no loading at any time' at its junction with the school access lane
Field Grove	None	No waiting at any time' at junction with Field Road
Field Road	'No waiting and no loading at any time' from its junction with East Kilbride Road for approximately 70m	'No waiting at any time' over the remainder of its length
Glenville Gate	None	'No waiting at any time' on the roundabout at its junction with Westerton Avenue

Glenville Terrace	None	No waiting at any time' at junction with Westerton Avenue
Hawthorn Road	None	'No waiting and no loading at any time' at various sections between Church Road and Cartside Road
Newford Grove	None	'No waiting at any time' between Eaglesham Road and the Cart Mill Family Centre
Oliphant Crescent	None	'No waiting and no loading at any time' at its junction with the school access lane
Printersland	Waiting and loading restrictions from its junction with East Kilbride Road for approximately 50m.	'No waiting at any time' for a further 20m on the north side of the road, adjacent to Happy Days Too Children's Nursery
Riverside Terrace	No Waiting at any time restrictions on both sides of the road and a limited parking area on the south eastern side of the road only.	Replace the limited parking area with No waiting and no loading at any time.
South Road	No waiting and no loading at any time on both sides for 10m from its junction with East Kilbride Road	'No waiting and no loading at any time' extended for a further 5m on both sides
Southview Avenue	None	'No waiting and no loading at any time' around the bend in the road at the top of the footpath leading to/from Ellisland Road
Station Road	No waiting and no loading at any time on both sides for 10m from its junction with East Kilbride Road	'No waiting and no loading at any time' extended for a further 5m on both sides
The Crescent	None	'No waiting at any time' at it junctions with Carmunnock Road and East Kilbride Road.
Westerton Avenue	None	'No waiting at any time' at its junctions with Glenville Terrace and Westerton Court
Woodyett Park	None	'No waiting at any time' around all it junctions
Woodyett Road	None	'No waiting at any time' around its junction with Cathkin Drive

Note: The above list is not a detailed list of the extents of the proposals on each section of road; the full proposals are detailed within the Draft Order.
A copy of the Existing and Draft Orders were made available in the Members Lounge and on the Council Website.

APPENDIX 2
SUMMARY OF REPRESENTATIONS

BUSBY AREA WAITING AND LOADING RESTRICTION PROPOSALS 2022

Public Consultation

1st June – 30th June 2022

	TYPE	Representation relates to (road)	Summary of Representation received	Comments on representations received	Proposed Resolution	Subsequent Objection Status
1	OBJECTION	Woodyett Road / Woodyett Park	Driveways for the houses on Woodyett Road date back to the 60s and in a number of cases are not fit for purpose, especially for modern cars, so the residents need to park on the street. Restricting any parking in this area will only cause problems, where there aren't any to begin with.	<p>When constructed, the properties on Woodyett Road benefited from the provision of a driveway and garage, however over the years many residents have chosen to convert their garages to living accommodation resulting in a loss of off-street parking and an increased demand for on-street parking space on the public road.</p> <p>The restrictions proposed around the junction of Woodyett Road with Woodyett Park were intended to help protect access and the safe use of the junction, especially for larger vehicles including bin lorries, delivery lorries and emergency service vehicles such as ambulances and fire trucks and merely reflects Rule 243 of the Highway Code that states: 'parking should not take place within 10m of a junction', which every motorist is obliged to adhere to.</p>	Taking into account the objection received and the impact the Scottish Governments impending footway parking ban will inevitably have on available on-street parking space in the future, it is considered appropriate to remove the proposed restriction around the junction of Woodyett Road and Woodyett Park.	OBJECTION WITHDRAWN
2	SUPPORT	Newford Grove & Field Road	Resident of Newford Grove wanted to note their support for the new proposals for Newford Grove and Field Road.	N/A	N/A	N/A

3	OBJECTION	Woodyett Road	The objection relates to the access to Woodyett Road from its junction with Field Road - States there is no issue with vehicles parking at this location and the restrictions are not required except at the junction with Field Road. Believes the restrictions proposed beyond the junction will be discriminating for the adjacent properties and may adversely affecting the sale value of the houses.	The restrictions proposed around the junction of Woodyett Road with Field Road and the secondary junction with Woodyett Road were intended to help protect access and the safe use of the junctions, especially for larger vehicles including bin lorries, delivery lorries and emergency service vehicles such as ambulances and fire trucks and merely reflects Rule 243 of the Highway Code that states 'parking should not take place within 10m of a junction', which every motorist is obliged to adhere to.	Taking into account the objection received and the impact the Scottish Governments impending footway parking ban will inevitably have on available on-street parking space in the future, it is considered appropriate to remove the proposed restriction around the secondary junction of Woodyett Road. However, the restrictions proposed around the main access junction into the estate from Field Road will be retained.	OBJECTION WITHDRAWN
4	OBJECTION	Glenville Gate / Westerton Avenue	Objects to proposals on Glenville Gate due to the existing shortage of on-street parking space available for residents, most specifically for the properties closest to the roundabout - which is located adjacent to the train station access.	The restrictions in Glenville Gate around the roundabout were proposed to address irresponsible parking which causes difficulties for vehicles negotiating the roundabout, particularly larger vehicles including bin lorries, delivery lorries and emergency service vehicles such as ambulances and fire trucks etc., and consequently resulted in several complaints being received over a number of years from nearby residents.	Taking into account the objection received and the existing limited availability of on-street space for residents parking, it is considered appropriate to remove the restrictions proposed beyond the roundabout, i.e. on the approach to and exit from the roundabout on Glenville Gate and Westerton Avenue. The restrictions around the roundabout itself however will remain as proposed.	OBJECTION WITHDRAWN

5	OBJECTION	Cartside Drive	Objects to the proposed extension to the existing restriction on the entry lane to Cartside Drive due to the loss of essential on-street parking space for residents.	The extension to the restrictions on the entry lane to Cartside Drive was proposed following the introduction of traffic signals to control and manage vehicle movements to and from its junction with East Kilbride Road. However, considering the loss of parking space available for residents and the limited vehicle movements in and out of the road, removal of the proposed extension to the restrictions is deemed acceptable.	Taking into account the objection received and the very low number of daily vehicle movements in and out of Cartside Drive, combined with the existing limited on-street parking space available for residents parking, it is considered appropriate to remove the proposed extension to the existing restriction on the entry lane into Cartside Drive.	OBJECTION WITHDRAWN
6	OBJECTION	Westerton Avenue	Objects to the restrictions proposed for Westerton Avenue directly opposite the access to Westerton Court due to the loss of essential parking space for residents and states there is no access problems caused to Westerton Court when vehicles park there.	The restrictions on Westerton Avenue directly opposite the access to Westerton Court were proposed following concerns raised by a resident of Westerton Court who often encountered difficulties manoeuvring a caravan to & from the Court. However, considering the likely frequency of such movements, the new restrictions proposed on either side of the access to Westerton Court should be sufficient to address this problem.	Taking into account the objection received and the existing limited on-street parking space available for residents parking, it is considered appropriate to remove the proposed restrictions on Westerton Avenue directly opposite the access to Westerton Court.	OBJECTION WITHDRAWN

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THE EAST RENFREWSHIRE COUNCIL

(BUSBY)

(ON-STREET)(WAITING AND LOADING)

ORDER 2022

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THE EAST RENFREWSHIRE COUNCIL
(BUSBY) (ON-STREET) (WAITING AND LOADING) ORDER 2022

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The East Renfrewshire Council in exercise of the powers conferred on them by Sections 1(1), 2(1) to (3) Section 32 and Part IV of Schedule 9 of the Road Traffic Regulation Act 1984 (“the Act”) and of all other enabling powers and after consultation with the Chief Constable of Police Scotland in accordance with Part III of Schedule 9 to the Act, hereby make the following Order:-

1. This Order may be cited as “The East Renfrewshire Council (Busby) (On-Street) (Waiting and Loading) Order 2022” and shall come into operation on ***(Date to be advised)***.
2. If referred to In this order, the following expressions have the meanings hereby assigned to them:-

“bus service” has the same meaning as in Schedule 1(1) of the Transport Act of 1985;

“bus stop” means a bus service stopping place which is appropriately signed as per Traffic Signs Regulations and General Directions 2016;

“Council” means the East Renfrewshire Council;

“disabled person’s badge” has the same meaning as in the Local Authorities Traffic Orders (Exemptions for Disabled Persons) (Scotland) Regulations 2002;

“disabled person’s vehicle” means a vehicle lawfully displaying a disabled person’s badge in the relevant position;

“emergency service vehicle” means a vehicle being used by the police, fire brigade or ambulance services;

“load” means to wait for the purpose of placing or removing any object of any description into or from a vehicle;

“local authority” means East Renfrewshire Council;

“parking attendant” has the same meaning as in Section 63A of the Road Traffic Regulation Act 1984;

“parking bay” means a space in a parking place which is provided for the leaving of a vehicle and is appropriately signed as per the Traffic Signs Regulations and General Directions 2016;

“Plan” means the plans numbered B1 to B6 respectively annexed and signed as part of this order;

“relevant position” has the same meaning as in Regulation 3 of the Local Authorities Traffic Orders (Exemptions for Disabled Person’s) (Scotland) Regulations 2002;

“school days” means East Renfrewshire school term days and excludes school holidays and In-Service days;

“stopping place”-, in relation to a bus service, has the same meaning as in Part VI (Section 137 (1)) of the Transport Act of 1985;

“taxi” has the same meaning as in Section 23(1) of the Civic Government (Scotland) Act 1982;

“universal postal service provider” has the same meaning as in Part 3 of the Postal Services Act 2011;

“universal postal service” shall be construed in accordance with Part 3 of the Postal Services Act 2011;

“vehicle”, unless the context otherwise requires, means a vehicle of any description and includes a machine or implement of any kind drawn or propelled along roads whether or not by mechanical power;

Note:

(i) All words importing the singular also include the plural and vice versa where the context requires.

(ii) Except where the context otherwise requires, references to any enactment include any such enactment as amended, extended or applied or re-enacted by or under any other enactment for the time being in force. Enactment means orders, rules, regulations, directions, bylaws and other instruments made or to be made, issued or given under any Act or deriving validity therefrom.

(iii) All signs, carriageway markings etc. shall comply with the Traffic Signs Regulations and General Directions 2016.

Section 1: No Waiting and No Loading at Any Time

For the lengths of road listed in Schedule 1 to this Order there is no waiting and no loading at any time.

1/01 Save as provided in Articles 1/02, of this Order no person shall, except upon the direction or with the permission of a police constable in uniform or a parking attendant in uniform cause or permit any vehicle to wait or load at any time in any of the lengths of road specified in Schedule 1 to this Order and indicated by double orange lines and double orange blips and marked "Schedule 1" on the Plan.

1/02 Nothing in Article 1/01 of this Order shall:

- (a) prevent any person from causing or permitting a vehicle to wait or load in any of the lengths of road referred to in these Articles :-
 - (i) for so long as may be necessary to enable a person together with his/her personal luggage to board or alight from the vehicle;
 - (ii) for so long as may be necessary to enable the vehicle if it cannot be conveniently used for such purposes in any other road, to be used in connection with any building operation or demolition, the removal of any obstruction to traffic, the maintenance, improvement or reconstruction of any of the length of the road so referred to, or the laying, erection, alteration or repair in or near to any of the said length of the road, of any sewer or of any main, pipe or apparatus for the supply of gas, water or electricity, or of any telecommunications apparatus, as defined in the Telecommunications Act, 1984;
 - (iii) to enable the vehicle, if it cannot conveniently be used for such purpose in any other road, to be used in pursuance of statutory powers and duties and in particular, but without prejudice to the generality of the foregoing, to enable the vehicle to be used in connection with police, fire brigade and ambulance purposes;
 - (iv) if the vehicle is waiting owing to the driver being prevented from proceeding by circumstances beyond his/her control or to such waiting being necessary in order to avoid an accident;
 - (v) if the vehicle bearing the livery of a universal postal service provider is in the service of or employed by a universal postal service provider in the course of the provision of a universal postal service and is stationary only for so long as may be reasonably necessary for postal packets to be collected or delivered to or from adjacent premises or posting boxes;
 - (vi) for the purpose of loading or unloading the vehicle while the vehicle is standing at the kerb and is in actual use in connection with the removal of furniture from one office or dwelling house to another or the removal of furniture from such premises to a depository or to such premises from a depository;
 - (vii) to enable the vehicle to be used wholly and necessarily by the principal participants in connection with funeral operations and weddings.

- (b) apply to an emergency service vehicle.
- (c) apply to a bus stop.

Section 2: No Waiting at Any Time

For the lengths of road listed in Schedule 2 there is no waiting at any time.

2/01 Save as provided in Articles 2/02, 2/03 and 2/04 of this Order no person shall, except upon the direction or with the permission of a police constable in uniform or a parking attendant in uniform, cause or permit any vehicle to wait at any time in any of the lengths of road specified in Schedule 2 to this Order and indicated by double orange lines and marked "Schedule2" on the Plan.

2/02 Nothing in Article 2/01 of this Order shall:

- (a) prevent any person from causing or permitting a vehicle to wait in any of the lengths of road referred to in these Articles :-
 - (i) for so long as may be necessary to enable a person together with his/her personal luggage to board or alight from the vehicle;
 - (ii) for so long as may be necessary to enable the vehicle if it cannot be conveniently used for such purposes in any other road, to be used in connection with any building operation or demolition, the removal of any obstruction to traffic, the maintenance, improvement or reconstruction of any of the length of the road so referred to, or the laying, erection, alteration or repair in or near to any of the said length of the road, of any sewer or of any main, pipe or apparatus for the supply of gas, water or electricity, or of any telecommunications apparatus, as defined in the Telecommunications Act, 1984;
 - (iii) to enable the vehicle, if it cannot conveniently be used for such purpose in any other road, to be used in pursuance of statutory powers and duties and in particular, but without prejudice to the generality of the foregoing, to enable the vehicle to be used in connection with police, fire brigade and ambulance purposes;
 - (iv) if the vehicle is waiting owing to the driver being prevented from proceeding by circumstances beyond his/her control or to such waiting being necessary in order to avoid an accident;
 - (v) If the vehicle bearing the livery of a universal service provider is in the service of or employed by a universal service provider in the course of the provision of a universal postal service and is stationary only for so long as may be reasonably necessary for postal packets to be collected or delivered to or from adjacent premises or posting boxes;
 - (vi) for the purpose of loading or unloading the vehicle while the vehicle is standing at the kerb and is in actual use in connection with the removal of furniture from one office or dwelling house to another or the removal of furniture from such premises to a depository or to such premises from a depository;
 - (vii) to enable the vehicle to be used wholly and necessarily by the principal participants in connection with funeral operations and weddings.

- (b) apply to a licenced taxi waiting in a taxi stance during any period for which that stance has been appointed as a taxi stance by the licensing authority under the Civic Government (Scotland) Act 1982.
- (c) apply to an emergency service vehicle.
- (d) apply to a bus stop.

2/03 Nothing in Article 2/01 of this Order shall apply to any disabled person's vehicle which is not causing an obstruction and which displays in the relevant position a disabled person's badge.

2/04 Nothing in Articles 2/01 of this Order shall prevent any person from causing or permitting a vehicle to wait in the roads specified:

- (a) for as long as may be necessary for the purpose of delivering or collecting goods or merchandise or loading or unloading the vehicle at premises adjoining that road provided that:
 - (i) no vehicle shall wait for longer than a period of 10 minutes in the same place without goods being physically loaded onto or unloaded from the vehicle and;
 - (ii) no vehicle engaged in delivering or collecting goods or merchandise or loading or unloading shall wait for a longer period than 30 minutes in the same place;
- (b) notwithstanding anything in paragraph (a) of this Article the driver of a vehicle waiting for the purpose of delivering or collecting goods or merchandise or loading or unloading the vehicle shall move the same on the instruction of a police constable in uniform or a parking attendant in uniform whenever such moving may be reasonably necessary for the purpose of preventing an obstruction.

Section 3 Orders Revoked and/or Amended

3/01 Those Orders specified in Schedule 3 to this Order are hereby revoked.

IN WITNESS WHEREOF this Order consisting of this and the Eleven preceding pages, together with the Schedules and the plans numbered B1 – B6, annexed are sealed with the Common Seal of the said The East Renfrewshire Council and subscribed for them for them and on their behalf by Joseph George Abrami, Principal Solicitor and Proper Officer, at Giffnock on ***(Date to be advised)***.

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List of Schedules

List of Schedules

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|-----------------|----------|---------------------------------------|
| Schedule | 1 | No Waiting and No Loading at Any Time |
| Schedule | 2 | No Waiting at Any Time |
| Schedule | 3 | Orders to be revoked |

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BUSBY				
1	Bull Road			
1/1		Church Road	From the extended northeast kerbline of Church Road northeast for a distance of 10 metres or thereby.	Both
2	Cartside Road			
2/1		Hawthorn Road	From a point 10 metres or thereby northwest of the extended north western kerbline of Hawthorn Road, to a point 13 metres or thereby southeast of the extended south eastern kerbline of Hawthorn Road.	Northeast
3	Church Road			
3/1		Riverside Terrace	From the extended northwest kerbline of Riverside Terrace northwest for a distance of 42 metres or thereby.	Northeast
3/2		Riverside Terrace	From the extended northwest kerbline of Riverside Terrace northwest for a distance of 10 metres or thereby.	Southwest
3/3		Access lane between property No. 26 Riverside Terrace & No. 2 Church Road	From the extended northeast kerbline of the main carriageway of Church Road north eastwards along the access lane between property No's. 26 Riverside Terrace & 2 Church Road for a distance of 8 metres or thereby.	Both
3/4		Access lane between property No's 10 & 32 Church Road	From a point 16 metres or thereby southeast of the extended south eastern kerbline of the access lane between property No's 10 & 32 Church Road to a point 10 metres or thereby northwest of the extended northwest kerbline of the access lane between property No's 10 & 32 Church Road.	Northeast
3/5		Access lane between property No's 10 & 32 Church Road	From the extended northeast kerbline of the main carriageway of Church Road north eastwards along the access lane between property No's. 10 - 32 Church Road for a distance of 10 metres or thereby.	Both
3/6		Bull Road	From a point 10 metres or thereby southeast of the extended south eastern kerbline of Bull Road to a point 10 metres or thereby northwest of the extended northwest kerbline of Bull Road.	Northeast

BUSBY				
3/7	Church Road (cont.)	Bull Road	From a point 21 metres or thereby northwest of the extended northwest kerbline of Bull Road northwest for a distance of 14 metres or thereby.	Northeast
3/8		Hawthorn Road	From the extended south eastern kerbline of Hawthorn Road south eastwards for a distance of 81 metres or thereby.	Southwest
4	Ellisland Road			
4/1		Oliphant Crescent	From its juncture with Oliphant Crescent (the extended boundary between No 58 Oliphant Road and 35 Ellisland Road) east then south east for a distance of 24 metres or thereby.	North / Northeast
4/2		Oliphant Crescent	From a point 5 metres or thereby east of its juncture with Oliphant Crescent (the extended boundary between No 58 Oliphant Road and 35 Ellisland Road) east then south east for a distance of 10 metres or thereby.	Southwest
5	Hawthorn Road			
5/1		Church Road	From the extended southwest kerbline of Church Road south west for a distance of 10 metres or thereby.	Southeast
5/2		Cartside Road / access to Busby Primary School car park	From the extended northeast kerbline of Cartside Road northeast to a point 21 metres or thereby northeast of the extended northeast kerbline of the access to Busby Primary School car park.	Southeast
5/3		Access to Busby Primary School car park	From a point 13 metres or thereby northeast of the extended northeast kerbline of the access to Busby Primary School car park northeast for a distance of 12 metres or thereby.	Northwest
5/4		Cartside Road	From the extended northeast kerbline of Cartside Road northeast for a distance of 29 metres or thereby.	Northwest
5/5	Hawthorn Road (side road)	Hawthorn Road (main span)	From the extended northeast kerbline of the main span of Hawthorn Road north eastwards into Hawthorn Road for a distance of 10 metres or thereby.	Both

BUSBY				
6	Oliphant Crescent			
6/1		Ellisland Road	From its juncture with Ellisland Road (the extended boundary between No 58 Oliphant Road and 35 Ellisland Road) west then south west for a distance of 18 metres or thereby.	Northwest
6/2		Ellisland Road	From a point 8 metres or thereby west of its juncture with Ellisland Road (the extended boundary between No 58 Oliphant Road and 35 Ellisland Road) west then south west for a distance of 10 metres or thereby.	South / Southwest
6/3		School access lane between property No's 47 - 57 Oliphant Crescent	From the extended northeast kerbline of the main carriageway of Oliphant Crescent northwards between property No's 47 – 57 for a distance of 16 metres or thereby.	Both
7	Riverside Terrace			
7/1		Church Road	From a point 10 southwest of the extended south western kerbline of Church Road to a point 10 metres northeast of the extended northeast kerbline of Church Road.	Northwest
7/2		Main Street / Riverside Gardens	From a point 10 metres southwest of the extended south western kerbline of Main Street to a point 10 metres or thereby northeast of the extended north eastern kerbline of Riverside Gardens,	Southeast
8	South Road			
8/1		East Kilbride Road	From a point 10 metres or thereby south of the extended southern kerbline of East Kilbride Road south for a distance of 5 metres or thereby.	Both
9	Southview Avenue			
9/1		Cartside Road	From a point 45 metres or thereby southwest of the extended south western kerbline of Cartside Road southwest then southeast for a distance of 33 metres or thereby.	Both
10	Station Road			
10/1		East Kilbride Road	From a point 10 metres or thereby southwest of the extended south western kerbline of East Kilbride Road southwest for a distance of 5 metres or thereby.	Both

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BUSBY				
11	Bankholm Place			
11/1		Field Road	From the extended northwest kerbline of Field Road, northwest for a distance of 10 metres or thereby.	Both
12	Bon Accord Road			
12/1		Bull Road	From the extended northwest kerbline of Bull Road, northwest for a distance of 10 metres or thereby.	Both
13	Bull Road			
13/1		Bon accord Road / Main Street	From a point 5 metres southwest of the extended south western kerbline of Bon Accord Road north east to a point 23 metres or thereby southwest of the extended south western kerbline of Main Street.	Northeast
13/2		Bon accord Road / Main Street	From a point 5 metres southwest of the extended south western kerbline of Bon Accord Road north east to a point 49 metres or thereby southwest of the extended south western kerbline of Main Street.	Southeast
14	Carmunnock Road			
14/1		The Crescent	From a point 10 metres or thereby southwest of the extended south western kerbline of The Crescent to a point 10 metres or thereby northeast of the extended north eastern kerbline of The Crescent	Both
15	Cartside Drive			
15/1		East Kilbride Road	From a point 10 metres north of the extended northern kerbline of East Kilbride Road north for a distance of 17 metres or thereby.	East
16	Field Grove			
16/1		Field Road	From the extended south eastern kerbline of Field Road for a distance of 5 metres or thereby.	Both

BUSBY				
17	Field Road			
17/1		East Kilbride Road	From a point 36 metres or thereby southwest of the extended south western kerblines of East Kilbride Road for a distance of 10 metres or thereby.	West
17/2	Field Road	East Kilbride Road / Birchview Drive	From a point 70 metres or thereby southwest of the extended southern kerblines of East Kilbride Road to a point 13 metres or thereby northeast of the extended north eastern kerblines of Birchview Drive.	Southeast
17/3		East Kilbride Road / Field Grove	From a point 57 metres or thereby southwest of the extended southern kerblines of East Kilbride Road to the extended north eastern kerblines of Field Grove.	Northwest
18	Glenville Gate			
18/1		Glenville Gate / Westerton Ave Roundabout	The inscribed circle of the of Glenville Gate / Westerton Avenue Roundabout	All
19	Glenville Terrace			
19/1		Westerton Avenue	From the extended western kerblines of Westerton Avenue for a distance of 10 metres or thereby.	Both
20	Newford Grove			
		East Kilbride Road	From the extended south eastern kerblines of East Kilbride Road south eastwards to a point 20 metres or thereby south west of the extended south western kerblines of the access to the Cart Mill Family Centre car park.	Both
21	Printersland			
21/1		East Kilbride Road	From a point 58 metres or thereby northeast of the extended north eastern kerblines of East Kilbride Road north eastwards for a distance of 20 metres or thereby.	Northwest

BUSBY				
22	The Crescent			
22/1		East Kilbride Road	From the extended northern kerbline of East Kilbride Road for a distance of 15 metres or thereby.	Both
22/2		Carmunnock Road	From the extended south eastern kerbline of Carmunnock Road for a distance of 10 metres or thereby.	Both
23	Westerton Avenue			
23/1		Glenville Terrace	From a point 10 metres or thereby south of the extended southern kerbline of Glenville Terrace to a point 10 metres or thereby north of the extended northern kerbline of Glenville Terrace.	West
23/2		Westerton Court	From a point 4 metres or thereby southwest of the extended south western edge line of the access lane to Westerton Court to a point 4 metres or thereby north eastwards of the extended north eastern edge line of the access lane to Westerton Court.	East
24	Woodyett Road			
24/1		Field Road	From the extended south eastern kerbline of Field Road south west for a distance of 10 metres or thereby.	Both

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Name of Order

Extent of Revocation

1. The East Renfrewshire Council (Clarkston and Busby Area) (On-Street) (Waiting and Loading) Order 2014

Ref. 11/1 in Schedule 4, reference to the following road:-

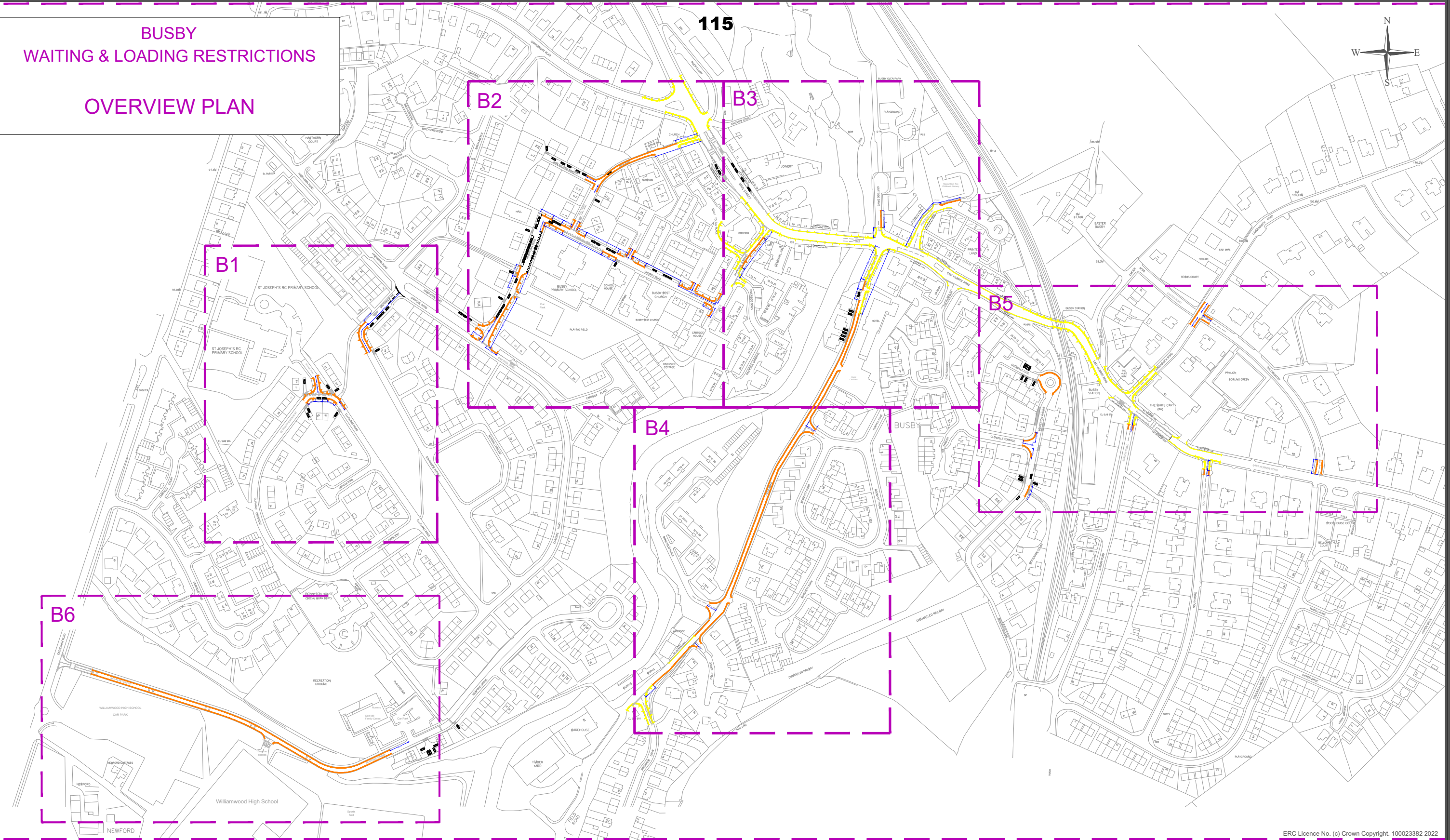
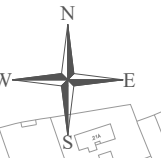
Riverside Terrace, Busby.

From a point 10 metres or thereby southwest of the extended south western Kerbline of Main Street south-westwards to a point 10 metres or thereby northeast of the extended north-eastern kerbline of Riverside Gardens.

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**BUSBY
WAITING & LOADING RESTRICTIONS
OVERVIEW PLAN**

115



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Drawing Info.

Existing restrictions

No Waiting and No Loading at Any Time



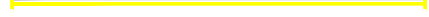
No Waiting at Any Time



No Waiting and No Loading
(During Specified Times)



No Waiting (During Specified Times)



New / additional restrictions

SCHEDULE 1: No Waiting and No Loading at Any Time



SCHEDULE 2: No Waiting at Any Time



Note: Existing restrictions are covered by:
"The East Renfrewshire Council (Clarkston and Busby Area) (On-Street) (Waiting and Loading) Order 2014".

EAST RENFREWSHIRE COUNCIL - ENVIRONMENT DEPARTMENT
Roads Service - 2 Spiersbridge Way, Spiersbridge Business Park, Thornliebank, G46 8NG
Head of Service - G. McCarney

Drawing Title

**THE EAST RENFREWSHIRE COUNCIL
(BUSBY) (ON-STREET)
(WAITING & LOADING) ORDER 2022**

Date

AUG 2022

Scale

Not to scale

Dwg No.

EN-58-40-340 - (OVERVIEW)

Rev.

-

Dwg By

PAD

File Ref.

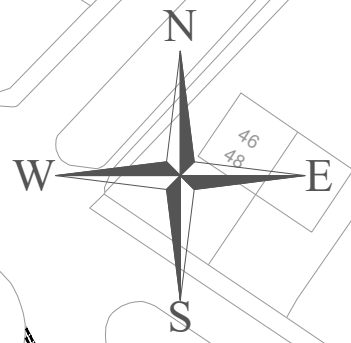
EN-58-40-340

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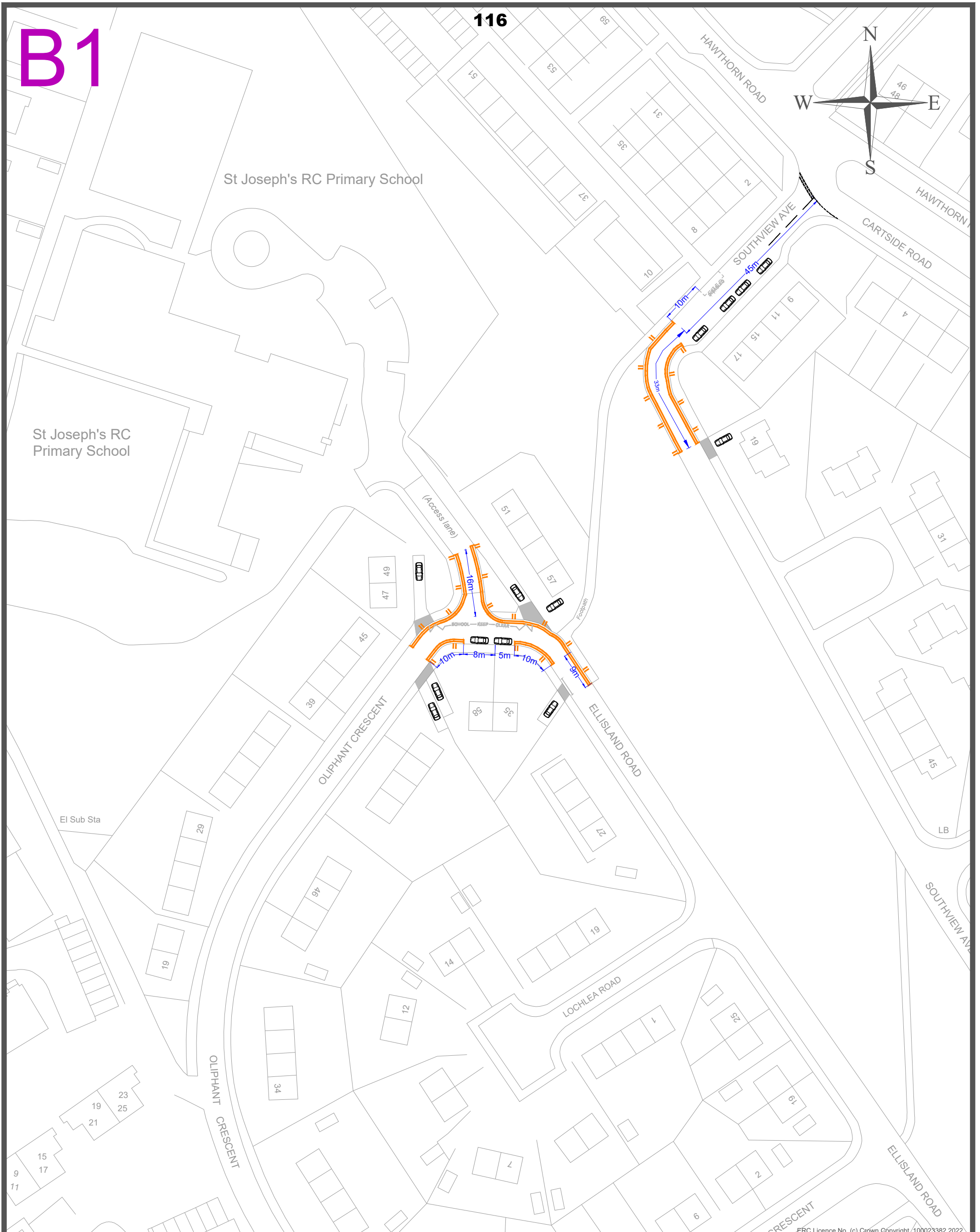
B1

116



St Joseph's RC Primary School

St Joseph's RC Primary School



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Drawing Info.

New / additional restrictions

SCHEDULE 1: No Waiting and No Loading at Any Time



EAST RENFREWSHIRE COUNCIL - ENVIRONMENT DEPARTMENT
Roads Service - 2 Spiersbridge Way, Spiersbridge Business Park, Thornliebank, G46 8NG
Head of Service - G. McCarney

Drawing Title THE EAST RENFREWSHIRE COUNCIL
(BUSBY) (ON-STREET)
(WAITING & LOADING) ORDER 2022

Date AUG 2022

Scale Not to scale

Dwg No. EN-58-40-340 (B1)

Rev. -

Dwg By PAD

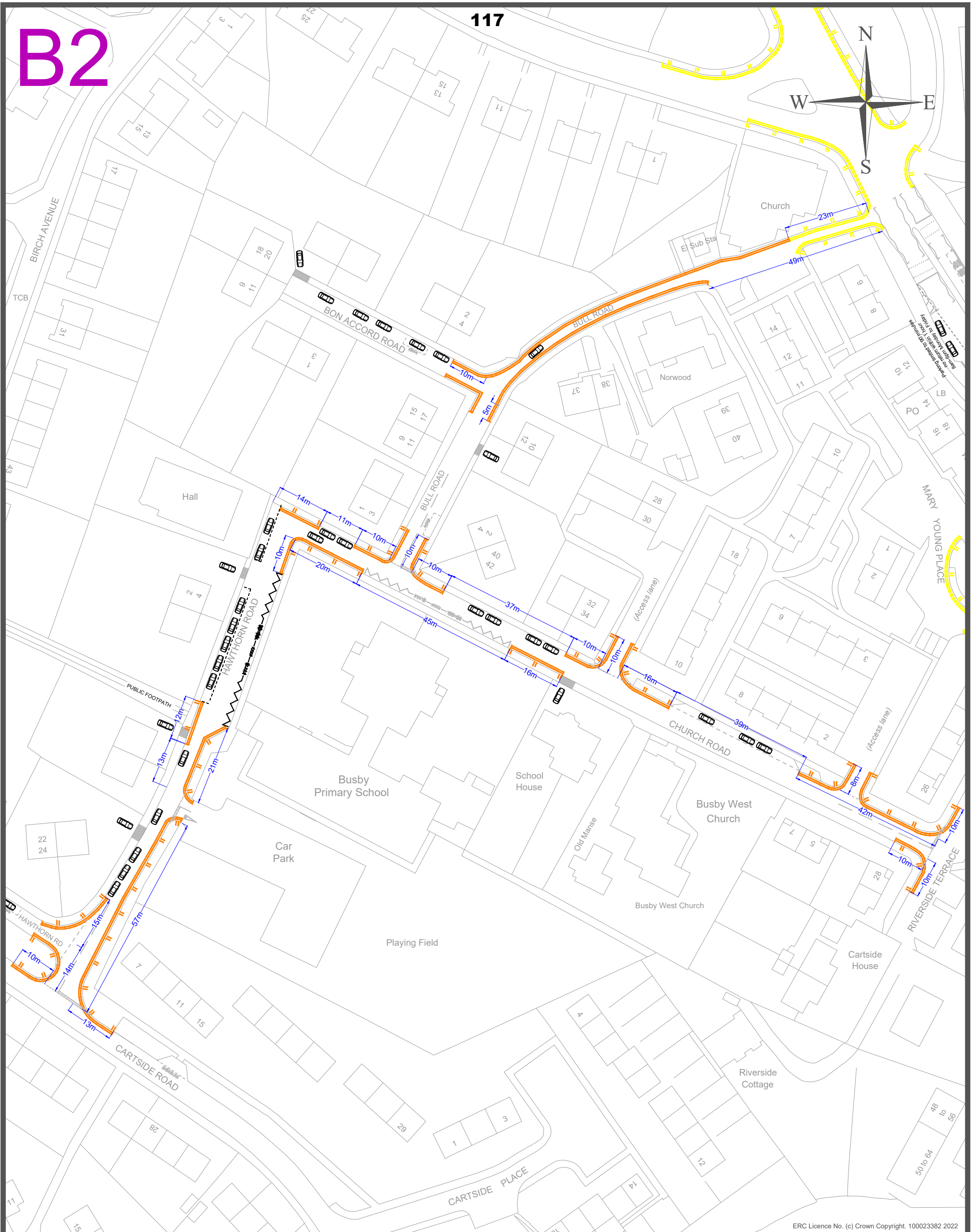
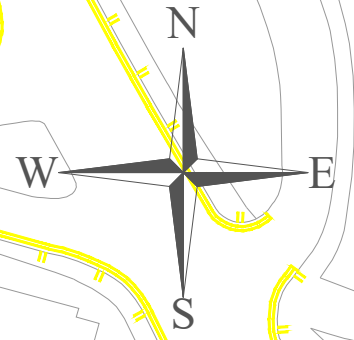
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117



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Drawing Info.

Existing restrictions

No Waiting and No Loading at Any Time



New / additional restrictions

SCHEDULE 1: No Waiting and No Loading at Any Time



SCHEDULE 2: No Waiting at Any Time



EAST RENFREWSHIRE COUNCIL - ENVIRONMENT DEPARTMENT

Roads Service - 2 Spiersbridge Way, Spiersbridge Business Park, Thornliebank, G46 8NG

Head of Service - G. McCarney

Drawing Title

**THE EAST RENFREWSHIRE COUNCIL
(BUSBY) (ON-STREET)
(WAITING & LOADING) ORDER 2022**

Date

AUG 2022

Scale

Not to scale

Dwg No.

EN-58-40-340 (B2)

Rev.

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Dwg By

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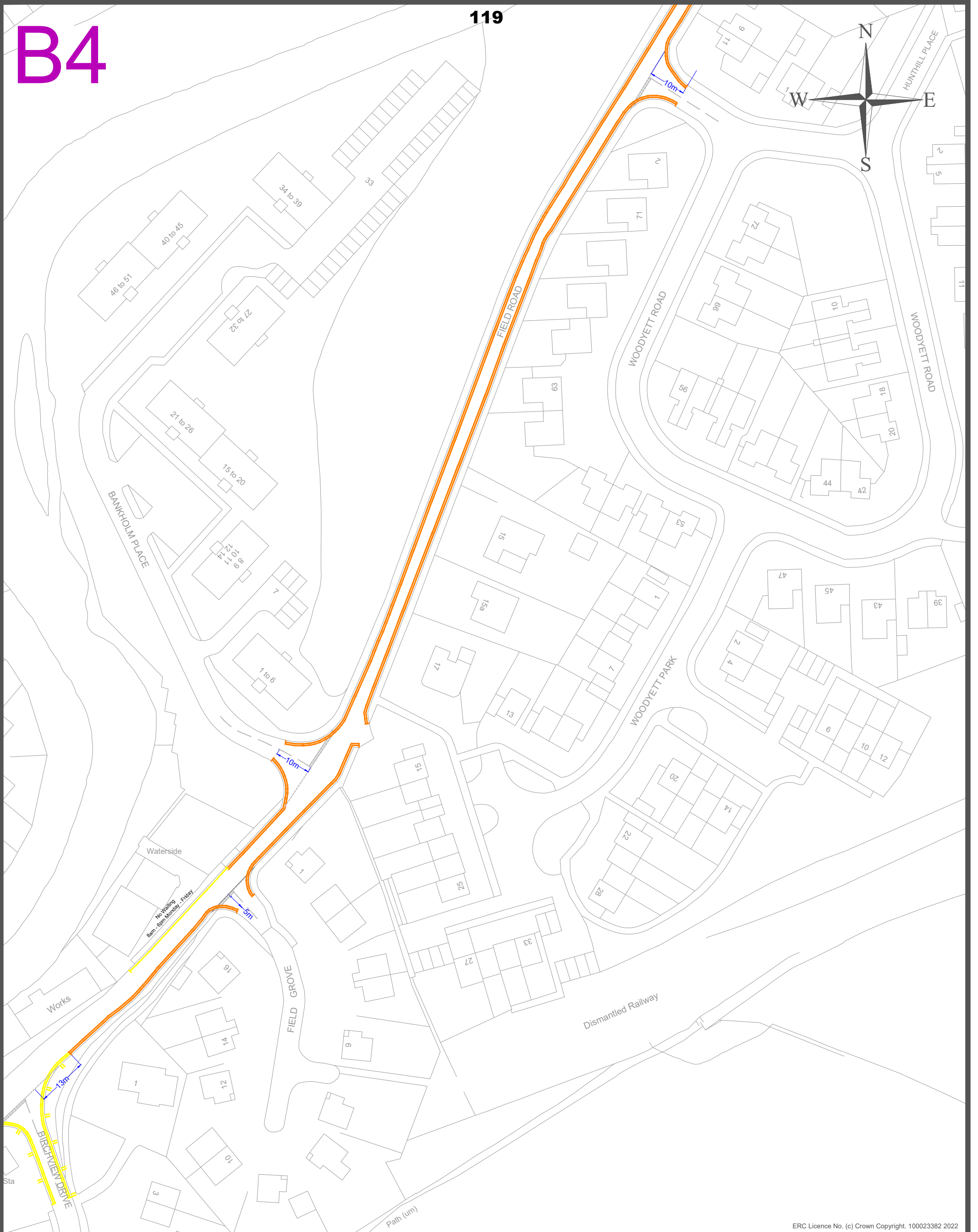
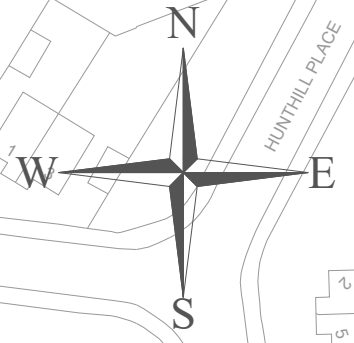
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Drawing Info.

Existing restrictions

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No Waiting
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New / additional restrictions

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EAST RENFREWSHIRE COUNCIL - ENVIRONMENT DEPARTMENT
Roads Service - 2 Spiersbridge Way, Spiersbridge Business Park, Thornliebank, G46 8NG
Head of Service - G. McCarney

Drawing Title

**THE EAST RENFREWSHIRE COUNCIL
(BUSBY) (ON-STREET)
(WAITING & LOADING) ORDER 2022**

Date

AUG 2022

Scale

Not to scale

Dwg No.

EN-58-40-340 (B4)

Rev.

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Dwg By

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File Ref.

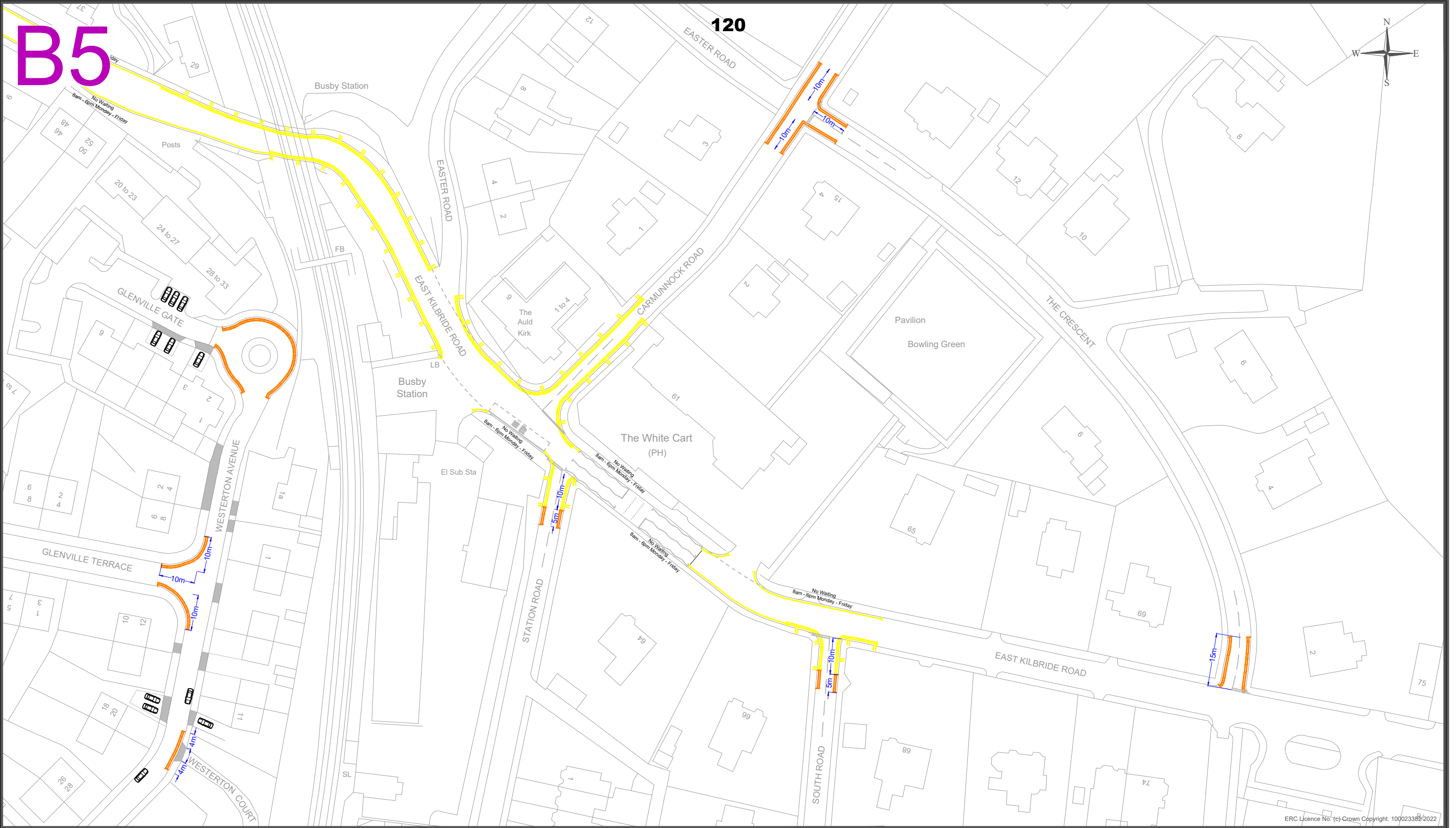
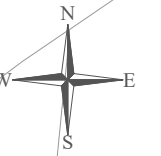
EN-58-40-340

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Drawing Info.

Existing restrictions

No Waiting and No Loading at Any Time



No Waiting

(During Specified Times)



New / additional restrictions

No Waiting at Any Time



EAST RENFREWSHIRE COUNCIL - ENVIRONMENT DEPARTMENT

Roads Service - 2 Spiersbridge Way, Spiersbridge Business Park, Thornliebank, G46 8NG
Head of Service - G. McCarney

Drawing Title

**THE EAST RENFREWSHIRE COUNCIL
(BUSBY) (ON-STREET)
(WAITING & LOADING) ORDER 2022**

Date

AUG 2022

Scale

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Dwg No.

EN-58-40-340 - (B5)

Rev.

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Dwg By

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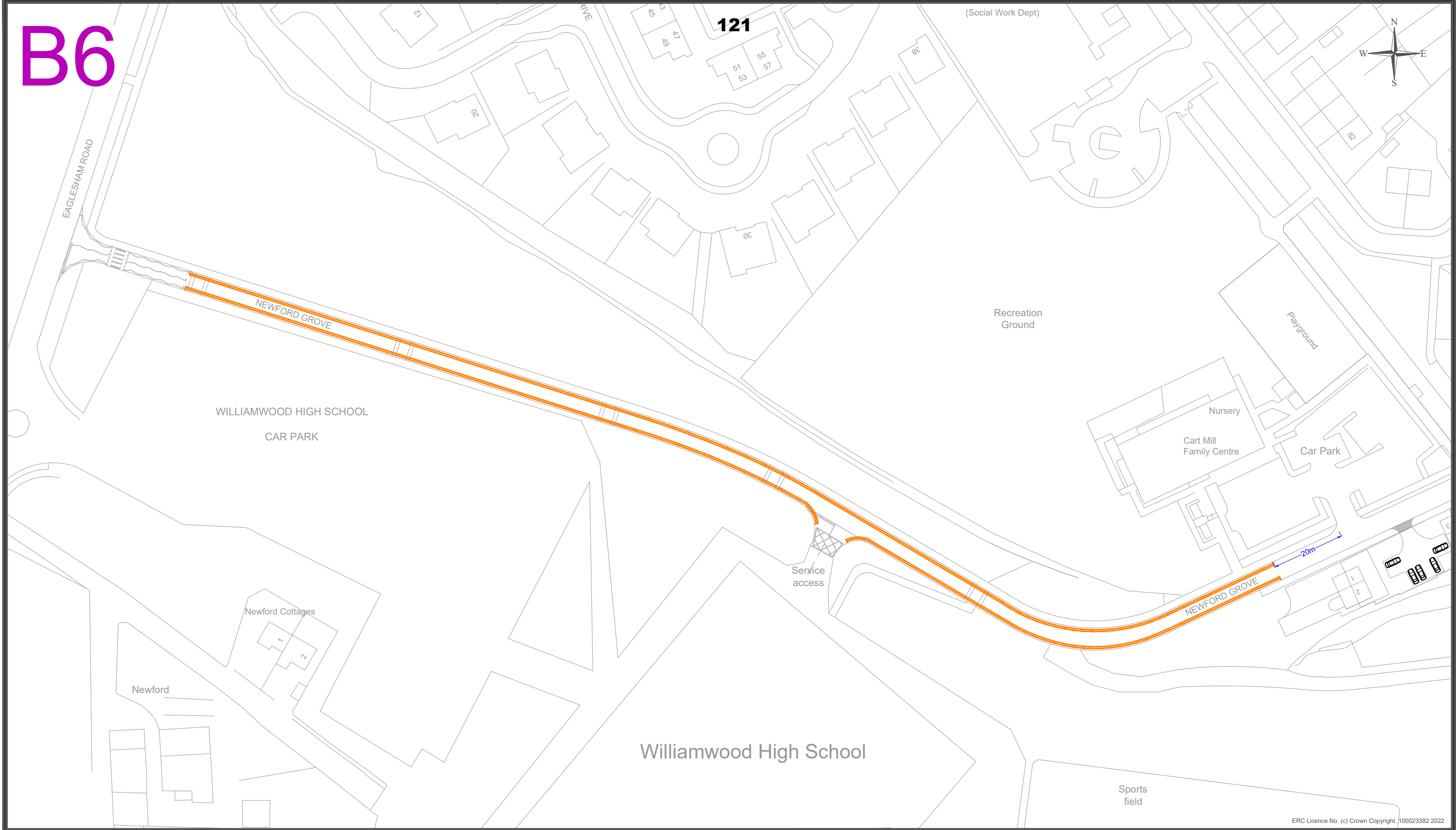
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Head of Service - G. McCarney

Drawing Title THE EAST RENFREWSHIRE COUNCIL
(BUSBY) (ON-STREET)
(WAITING & LOADING) ORDER 2022

Date AUG 2022
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Rev. -

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EAST RENFREWSHIRE COUNCIL14 December 2022Report by Director of Business Operations & PartnershipsPUBLIC HOLIDAY – KING’S CORONATION 2023**PURPOSE OF REPORT**

1. The purpose of this report is to gain approval from the Council for the public holiday on Monday 8 May 2023 created to mark the coronation of King Charles III

RECOMMENDATION

2. That Council approve the decision to treat Monday 8 May 2023 as a public holiday for employees to mark coronation of King Charles III

KING’S CORONATION

3. In November the Prime Minister announced the UK Government’s plans to mark the Coronation of His Majesty King Charles III with an additional bank holiday.

4. In Scotland, national holidays are a devolved matter however the Scottish Government confirmed that the extra holiday on Monday 8 May 2023 would also apply to Scotland.

5. Bank or public holidays do not have to be given as paid leave and there is no statutory entitlement to time off. These can be included as part of a worker’s statutory annual leave and it is for the Council to determine. In previous years the approach has been to align with the Scottish Government’s position on bank holidays related to such events.

6. In line with other organisations employees required to work on 8 May will be eligible for the rates of pay and all other terms and conditions applicable on a designated public holiday. All employee conditions of service that apply to public holidays (such as overtime for Local Government Employees) were therefore applied on Monday 8 May 2023.

7. In line with previous events where additional public holidays have been granted local authority schools will require to apply for consent for an exceptional closure from the Scottish Government. This has been granted for all previous events.

RECOMMENDATIONS

8. That Council approve the decision to treat Monday 8 May 2023 as a public holiday for employees to mark coronation of King Charles III

REPORT AUTHOR:

Sharon Dick, Head of HR and Corporate Services, Tel 07741 235242

CONVENER:

Councillor Owen O’Donnell

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EAST RENFREWSHIRE COUNCIL

14 December 2022

Report by Director of Business Operations and Partnerships

CHANGE TO COUNCIL MEETING TIME

PURPOSE OF REPORT

1. To propose a change to the timing of those meetings of the Council that normally take place at 7pm.

RECOMMENDATION

2. That those meetings of the Council that were scheduled to start at 7pm start at 5pm in future.

REPORT

3. In terms of Standing Orders, meetings of the Council shall be held 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 (now Director of Business Operations and Partnerships) in consultation with the Provost, may specify.

4. The currently approved calendar of meetings has meetings of the Council taking place at 7pm on Wednesday, with the exception of the budget meeting which takes place at 10am on Thursday.

5. Recent meetings of the Council have become lengthy. To mitigate the late finish it is proposed to start meetings earlier at 5pm. As a result, even with meetings of an extended duration, they should still finish at a reasonable time. If approved, as the meeting of the Council on 1 March is the budget meeting at 10am on Thursday, the first meeting where the time will change will be the meeting on Wednesday 26 April 2023.

RECOMMENDATION

6. That those meetings of the Council that were scheduled to start at 7pm start at 5pm in future.

Report Author

Eamonn Daly, Democratic Services Manager, 0141 577 3023

eamonn.daly@eastrenfrewshire.gov.uk

Background papers - None

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EAST RENFREWSHIRE COUNCIL14th December 2022Report by Chief ExecutiveEASTWOOD LEISURE CENTRE / THEATRE OPTIONS**PURPOSE OF REPORT**

1. The purpose of this report is to advise the Council of the impact of construction cost inflation, energy price inflation and increased interest rates on a range of options with regard to the delivery of a new Eastwood Leisure Centre and Theatre.

RECOMMENDATION

2. It is recommended that the Council:-
- Notes that a figure of £55m has previously been approved by Council to be included in the capital plan for the purpose of building a replacement Eastwood Leisure Centre;
 - Notes that since the capital plan was approved, there has been considerable instability in construction prices, interest rates, and energy prices and that a centre of the scale originally envisaged would require additional investment;
 - Consider a range of options for the provision of leisure facilities in Eastwood and identify a preferred option to allow the Head of Accountancy to make changes to the capital plan (if necessary) in preparation for the Council meeting in March 23; and
 - Consider the timing of the preferred option.

BACKGROUND

3. The Council in February 2021 considered a report ([Here](#)) providing an update on the Eastwood Leisure Centre and Theatre options and costs.

4. The report explained that the opportunity is unique given the blend of civic, education, leisure, culture, heritage, landscape and community within Eastwood Park. The Leisure Centre/Theatre has the potential to deliver wide benefits, reinforcing the success of the surrounding areas as attractive places to live with excellent facilities including schools, local shops, restaurants, places of worship, sports clubs and good public transport. 5. The report highlighted the opportunity for a high quality, visually attractive and state-of-the-art facility.

5. The focus was on customer appeal, future flexibility and income generating opportunities. Key examples included pool facilities which offer scope for lessons alongside public swimming and training, extended hours of access to the gym and fitness suites, a gymnastics facility, the potential to incorporate a library, agile workspace, office accommodation, a studio theatre and rehearsal space to complement the main theatre auditorium, address waiting lists and demand for service, and offer an outdoor

cinema/theatre area as well as being able to host a wide range of events

6. The report in February 2021 advised that the overall development cost was estimated to be £55 million. Council agreed that the project could proceed and an investment of £55 million was built into the Council's capital plan.

7. A further report was brought to Council on 26th October 2022 ([Here](#)). This noted that the Royal Institute of British Architects (RIBA) stage 3 market review of the cost plan showed that the updated budget estimate had risen to £74 million. The project has been affected mainly by the high level of inflation being experienced across the construction sector. A value engineering exercise was then carried out which identified that the estimate of £74 million could be reduced to £67 million, without reducing quality and/or functionality and without adversely affecting whole life costs.

8. Council noted the effect of construction inflation on the projected cost of a replacement Eastwood Leisure Centre, the recent volatility in interest rates and energy prices, and that a further report would be brought to Council in the near future, once an analysis of the impact of interest rates and energy prices on the cost of options for the Eastwood Leisure Centre and the overall capital plan had been completed. This report is the result of that further analysis.

REPORT

Interest Rates

9. The October report highlighted that interest rates had risen sharply making borrowing more costly. Prior to recent increases the Council's loans fund interest rate for 2023/24 was budgeted at 3.04%. As at 7 December, the estimated 2023/24 rate is now 3.93%.

10. The Council does not borrow against specific capital projects but borrows as required to fund the capital programme, taking into account other sources of income such as Capital grants from the Scottish Government. Therefore, this increase in interest rates influences the total capital financing costs of the Council. It should be noted however that in recent years the Council's capital financing costs have been low at circa £9m per annum as compared to £13.6m per annum in 2012/2013.

11. The Council has taken advice for our external Treasury advisors who are expecting interest rates to reduce in a year or two. They have therefore recommended that we defer new borrowing for a year or two until rates reduce again. This could be achieved by delaying capital projects or alternatively, the Head of Accountancy has identified that the Council could utilise "internal borrowing" from its cash balances as a temporary measure to fund key capital expenditure and avoid incurring higher interest rates. When interest rates reduce, the internal borrowing would be replaced by long term external borrowing. A revised cost of borrowing is identified for each option below, assuming that this approach is taken.

12. By taking this approach outlined, the impact of high interest rates on the Council's capital financing costs should be reduced and therefore should not be considered as a significant factor in Council's decision on which option for the leisure centre to progress.

Energy Costs

13. With regard to energy, the new build leisure centre and theatre have a *Net Zero Ready* all-electric design, whose carbon emissions will lower as the electricity grid decarbonises. Operational Energy Use analysis predicts a 63% reduction in operational energy

consumption per m² compared to the existing building. Even taking into account that electricity per unit presently has a significantly higher cost than gas, the cost of energy per m² for the new build options will be slightly lower than for the existing building.

14. The electric air source heat pumps (ASHPs) and energy efficient pool filtration equipment add a premium of £1.2m to the project cost but this is considered good value for money because of the reduced running costs and the greater efficiency (>300%), carbon credentials and the resilience of ASHPs compared to conventional gas/oil fired boilers.

15. Energy prices have also increased recently and advice has been taken on the likely long term costs of electricity and gas. We understand that in the medium term, higher prices may remain and therefore we have made a prudent assumption that the unit price for electricity will stay at around 34p per kWh. Estimated energy costs are provided for each option.

16. An initial analysis has been carried out to assess if an upgrade to full Passivhaus accreditation would provide an additional saving in the cost of energy and provide good value for money. Passivhaus is the gold standard in energy efficiency and refers to buildings created to rigorous energy efficient design standards so that they maintain an almost constant temperature. The initial analysis suggests that the design of the leisure centre is already close to Passivhaus standards and that additional investment would not provide value for money.

17. While high energy costs will affect the running costs of the new leisure centre, they are already impacting the running costs of the existing centre. The largest option for the leisure centre will incur higher energy costs but for some of the other options the difference will be marginal in the medium term.

Revenue costs of the Leisure Centre

18. East Renfrewshire Culture and Leisure Trust (ERCLT) operate Eastwood Leisure Centre under a management agreement. The Council does not specifically identify the funding for Eastwood Leisure Centre but the Trust have identified that the subsidy per annum to the centre is in the region of £500k. The Trust have analysed the impact of the different options on the revenue projections and required subsidy. The previously preferred option of centre of over 10,000 sqm would be effective in maximising income generation opportunities and the Trust expected to be able to operate the centre with an unchanged level of subsidy.

19. For options 2, 3 and 4, the balance between staff costs and income changes slightly and the deficit is likely to increase slightly.

Construction Costs

20. Construction costs have suffered from very significant inflation caused by a number of factors. It is difficult to predict future construction inflation but it appears that inflation will continue for a period but with the rate of inflation reducing. In the future prices may stabilise but it seems unlikely that prices will reduce especially due to the impact of the war in Ukraine on steel prices.

21. All options outlined below include a significant level of contingency to reflect potential inflation in construction costs and project risk. Options 1, 2 and 3 have a contingency of circa 20%, Option 4 27% and Option 5 41%. The increased contingency for Options 4 and 5 is primarily due to the risks associated with refurbishment of an existing building.

22. A delay in the start date of construction of a new facility is likely to increase the cost of the project further. Based on Option 2 -

- A 1 year delay would add an additional 9.5% to project costs (circa £5m)
- A 2 year delay would add an additional 13.8% to project costs (circa £7m)
- A 3 year delay would add an additional 15.3% to project costs (circa £8m)

Options

23. The following options are detailed below:-

- **Option One - Maintain the original Full Project Brief** - this includes a theatre, a 50M pool, a 20M pool and a family fun pool, a six court games hall with an overall capacity of 800,000 customers per year. This would be an ambitious project which would meet the needs of a growing population, especially for swimming lessons, as well as attracting visitors from outside of the area with a resulting economic benefit to the area. This has a capital cost of circa £67M.

The next 3 options have been prepared to identify what could be done within the approved cost envelope of £55m whilst retaining as much as possible of the original vision and design of Option 1.

- **Option Two - Build a New Leisure Centre with Theatre - with less pool and games hall provision:** The design would be similar to Option 1 but with a 25m pool, 10m learner pool, 4 court games hall and reduced specification. This would have a capacity of 650,000 customers per year and a capital cost of circa £52M.
- **Option Three - New Leisure Centre with Theatre** - the design would be similar to Option 1 but with a 25m pool, 10m learner pool, no games hall or library and reduced building specification. This would have a capacity of 450,000 customers per year. This has a capital cost of circa £50M.
- **Option Four - New Leisure Centre only with refurbished theatre** - the design would be similar to Option 1 but with a 25m pool, 10m learner pool, no games hall or library and reduced building specification. This would have a capacity of 450,000 customers per year. The refurbishment of the theatre would involve its closure for a period of time, the works would carry considerable financial risk with the refurbished building having a 30 year lifespan. This has a capital cost of circa £51M with a total 40-year cost of £98M.

The next 2 options retain the existing facility. Refurbishment will extend the life of existing assets by 30 years whereas a new facility will have a life of more than 40 years.

- **Option Five – Refurbish the Existing Facilities** - this would have a capacity of 285,000 customers per year. This has a capital cost of circa £44M. This has previously been discounted as providing poor value for money due to the more limited lifespan of a refurbished building. The inability to meet customer demand due to size and the poor green credentials should also be considered. The leisure centre would also have to be closed for a considerable period of time with very limited alternative provision for residents.

- **Option Six –Retain existing facility and carry out essential maintenance**
- this building and the pool is already near end of life and is likely to be required to be permanently closed at some time in the future. This would have a capacity of 285,000 customers per year whilst the building was operational. If this option was selected the capital costs already incurred in the design of the new building could no longer be classed as capital expenditure and would instead have to be borne by the revenue budget.

24. The following data has been gathered for each option:-

- a) Capital costs
- b) Annual loan charges
- c) Annual cost of energy at current prices
- d) Expected visitor numbers
- e) Trust's annual running and income costs
- f) The date that the facility could be operational
- g) Any risks or issues

25. The table contained within the appendix provides the necessary data for each of the options.

CONSIDERATIONS

26. The existing centre does not have the capacity to meet current demand from the existing population, let alone facilitate further growth. At-285k visits per year, the current centre has oversubscribed spaces such as the theatre and the pool and this generates considerable dissatisfaction from residents.

27. Leisure centres play an important part in the health and wellbeing of local residents. The importance of all forms of exercise in terms of wellbeing and mental health has become even more prominent during the pandemic. Public sector leisure centres play a vital role in ensuring that all residents can access physical activities. ERCLT works very closely with the HSCP in a number of areas but rehabilitation after illness is a particular area worthy of highlighting.

28. The do-nothing option also comes with substantial risk in terms of the potential requirement to replace important or costly plant at short notice in the event of failure with consequential closures likely. The current plant is beyond its current life capacity and as such there is a risk of plant failure and therefore a possible temporary closure whilst broken plant was fixed. Backlog maintenance has been estimated at circa £14m. It would also mean that the costs incurred so far in relation to the design would need to become a revenue cost.

29. To refurbish the existing centre would involve closure for up to 24 months. The closure could mean the end of a number of local clubs, groups and companies which currently use the centre. Residents are likely to join other leisure centres whilst the centre is closed and it will take some time before membership numbers and revenue return to pre closure levels leading to an increased subsidy requirement. Residents in our more vulnerable groups may not have the opportunity to join other leisure centres. This option

was previously considered and rejected by Council in 2018.

30. Options one, two and three (and to an extent option four) would result in a building with low carbon emissions assisting the council in working towards its Net Zero commitments. The options would be 'net zero' in operations once the electricity grid is fully decarbonised.

31. The working assumption is that were options 2-4 chosen, a new planning application would not be required. However, detailed designs would need to be submitted in order to confirm this assumption. In order to comply with the approved planning consent works would need to start by 19 January 2025.

32. All new build options could be built by mid-2026/27 with the refurbished theatre or refurbished leisure centre and theatre complete slightly later in 2027.

FINANCE AND EFFICIENCY

33. There is currently provision of £55M within the Council's General Fund Capital Programme.

34. The financial implications of each option are noted in the appendix. The assumptions around interest rates, construction inflation and energy rates are the same for each option and have been noted in the appendix.

35. In addition to determining a preferred option, Council could consider delaying the start date for construction.

36. Even if, as noted at paragraph 11, internal borrowing is utilised temporarily to avoid increased interest rates, other revenue pressures facing the Council are severe for the next few years. A deferral could lessen the immediate revenue pressures. This however would need to be balanced against the potential increase in overall construction costs as a result of construction inflation in the next two years.

37. The impact of deferring the options for a period of up to two years would include:-

- leading to more certainty that lower interest rates are achievable.
- Increasing the overall cost of the project as construction inflation is expected to continue for some time.
- Contributing to reducing the costs of borrowing for the overall capital programme (loan charges) which will reduce pressure on the revenue budget.
- Increasing the risk that the existing leisure centre pool will fail, leaving residents with significantly reduced access to swimming.

CONSULTATION AND PARTNERSHIP WORKING

38. There has been considerable partnership working, mainly with the East Renfrewshire Culture and Leisure Trust in developing these proposals, alongside internal Council teams. HubWest have provided the detailed technical and financial appraisal work of the options under consideration.

IMPLICATIONS OF THE PROPOSALS

39. Each option has a variety of financial and non-financial implications. Figures are provided for the build and running costs for each option over a forty-year period. The implications of each option are noted.

RECOMMENDATION

40. It is recommended that the Council:-

- Notes that a figure of £55m has previously been approved by Council to be included in the capital plan for the purpose of building a replacement Eastwood Leisure Centre;
- Notes that since the capital plan was approved, there has been considerable instability in construction prices, interest rates, and energy prices and that a centre of the scale originally envisaged would require additional investment;
- Consider a range of options for the provision of leisure facilities in Eastwood and identify a preferred option to allow the Head of Accountancy to make changes to the capital plan (if necessary) in preparation for the Council meeting in March 23; and
- Consider the timing of the preferred option.

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Eastwood Options Analysis

Option Description Key Metrics <u>Summary Programme</u>	GIFA (m ²)	Capital Cost (£k)	Annual Energy Cost (£k)	Subsidy (£k)	Debt Repayment (Average p.a.)	40 Year Total Cost Energy + Subsidy + Debt Repayment (£k)	Commentary
1: Original Project Brief (inc. 50m pool, 6 court games hall) - 800,000 customers / visits p.a. (inc. theatre) - 2,750 members - 1800 Learn to Swim members - Theatre 250 Professional performances / 56,000 attendances <u>Enabling Q1 23; Phase 1 Main Works Q1 24 - Q2 26;</u> <u>Phase 2 Demo & External Complete Q1 27</u>	10,145	£67,768	£1,205	£500	£3,076	£191,247	Trading £2.8M income / £3.23M Costs Membership based on industry metrics for membership (20 members/station - gym only; 25 members/station - gym + studios; 35 members/station - gym + studios + other offers) Swimming / wet side £750k income Arts & Theatre £661k income Gyms & Fitness £1,111 income Increased staffing includes Library staff & Resources Uplift in water consumption, cleaning and consumables
2: Reduced Project Brief (inc. 25m pool, 4 court games hall) - 650,000 customers / visits p.a. (inc. theatre) - 1,950 members - 1264 Learn to Swim members - Theatre 250 Professional performances / 56,000 attendances <u>Enabling Q1 23; Phase 1 Main Works Q2 24 - Q2 26;</u> <u>Phase 2 Demo & External Works Complete Q1 27</u>	7,560	£52,718	£845	£750	£2,385	£159,192	Trading £2.14M income / £2.89 Costs No arts classes (-£80k) Reduced wet side (Learn to swim/casual/other) Reduced café/ancillary spend Reduced coaching (gymnastics and sports hall; sports hall as per BHF)
3: Reduced Project Brief (inc. 25m pool. Games hall and library removed) - 450,000 customers / visits p.a. - 2,160 members - 1200 Learn to Swim Members - Theatre 250 Professional performances / 56,000 attendances <u>Enabling Q1 23; Phase 1 Main Works Q2 24-Q1 26;</u> <u>Phase 2 Demo & External Works Complete Q1 27</u>	7,150	£50,716	£800	£700	£2,293	£151,720	Trading: £2.09M income / £2.78 M costs No Sports Hall - contrary to ERC Sports Facilities Strategy (approved 2018) - no dry side sports clubs provision No library - removes significant element of family visit offer. - Library omission (25% of projected attendances) reduces footfall, dwell-time, ancillary spend and membership sales opportunities, slightly offset by allowing increase in fitness space sizes. Income impact slightly offset by reinstatement of arts classroom. - No school / study space or library provision
4: New Leisure Centre (as option 3) + refurbish existing theatre - 400,000 customers / visits p.a. - 1,935 members - 1200 Learn to Swim members - 200 Professional performances / 40,000 attendances <u>Enabling Q1 23; Phase 1 Leisure Centre Q2 24 - Q3 26;</u> <u>Phase 2 Refurb Theatre Q3 25 - Q1 27</u>	4,793 new 2,296 refurb 7,089 total	£51,673	£1,120	£800-1000	£2,336	£170,740	Trading: £1.92M Income / Costs £2.85M As above plus:- Reduced footfall to leisure site (dual-building site) allow 10% reduction membership sales . Theatre house remains 330 but studio added on site of Carmichael Hall. Likely most current amateur drama groups and dance schools fold with no revenue stream for 2 yrs Increased supervision / running costs for two buildings impacts negatively on subsidy Subsidy - increased by £500k to £1000 during refurb, £800k thereafter
5) Refurbish Existing Facilities (Extend life by 30 yrs) After 2-3 year closure and 5 year recovery capacity and offer remains unchanged - 285,000 customers / visits p.a. (inc. Theatre) - 900 members (offer is outdated with no classes, and small gym) - 1,000 Learn to Swim members - 160 Professional Theatre shows / 28,000 attendances (52% house occ.) <u>Main Works Q2 24 - Q1 27</u>	4,841	£44,376	£768	£1,000 - £800	£2,379	£163,130	5 yr recovery period for gyms, fitness and theatre hires Redundancy programme for current staff Impact on overall viability of Trust Refurbished centre has no additional capacity, and does not address current deficiencies No improvements to theatre back-stage, storage, access, fly-tower etc. Fitness offer remains badly outdated and unable to compete with increasing competition. No pool capacity increase means 2 year waiting list for East Renfrewshire children to learn to swim remains Main auditorium / theatre limitations not addressed. Subsidy - £2,500k during refurb, £1,000 reducing to £800k thereafter
6) Do Nothing	4,841	-	£747	£500	-	£49,880 + unknown additional capital investment	Risk of breakdowns resulting in loss of service Requirement for ongoing investment in a building that is beyond its life expectancy Backlog Maintenance priced in 2017 £11M - current estimated cost £14+M

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