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**MINUTE**

of

**PLANNING APPLICATIONS COMMITTEE**

**Minute of Special Meeting held at 4.00pm in the Council Chamber, Council Headquarters, Giffnock on 3 May 2018.**

**Present:**

Councillor Annette Ireland (Chair)	Councillor Alan Lafferty
Councillor Betty Cunningham (Vice Chair)	Councillor David Macdonald
Councillor Paul Aitken	Councillor Colm Merrick
Councillor Caroline Bamforth	Councillor Stewart Miller
Councillor Angela Convery	Councillor Paul O'Kane
Councillor Danny Devlin	Councillor Jim Swift
Councillor Charlie Gilbert	Councillor Gordon Wallace

Councillor Ireland in the Chair

**Attending:**

Andy Cahill, Director of Environment; Sean McDaid, Principal Planner; Graham Shankland, Principal Business Intelligence Officer; Ian Walker, Senior Planner; Eamonn Daly, Democratic Services Manager; and Paul O'Neil, Committee Services Officer.

**Apologies:**

Provost Jim Fletcher; and Councillors Tony Buchanan; Barbara Grant; and Jim McLean.

**DECLARATIONS OF INTEREST**

**400.** There were no declarations of interest intimated.

**PRE-DETERMINATION HEARING – PROPOSED RESIDENTIAL DEVELOPMENT WITH ASSOCIATED ENGINEERING WORKS AND LANDSCAPING (PLANNING PERMISSION IN PRINCIPLE) (MAJOR) AT LAND TO THE NORTH OF THE FORMER BOYLESTONE QUARRY AND WEST OF BROWNSIDE AVENUE, BARRHEAD (REF NO: 2017/0784/TP) BY GLADMAN DEVELOPMENTS LIMITED**

**401.** The committee considered a report by the Director of Environment, on an application for planning permission for the proposed residential development with associated engineering works and landscaping (Planning Permission in Principle)(Major) at land to the north of the former Boylestone Quarry and west of Brownside Avenue, Barrhead (Ref No: 2017/0784/TP).

The Chair advised that the applicants, Gladman Developments Limited had intimated that they did not wish to be speak at the hearing. However, Mr Tom Lagan; Ms Kirsty Menzies; and Mr Brian Robb had requested to speak in support of the representations they had submitted against the proposed development.

The Principal Planner explained that the application was a Major development under the terms of the Town and Country Planning (Hierarchy of Developments)(Scotland) Regulations 2009; that it was considered to be a significant departure from the development plan and required a pre-determination hearing by the Planning Applications Committee before being determined by the full Council. He referred to the assessment of the proposal against national and local planning policies as well as material planning considerations which appeared in the "Report of Handling" and to the report's recommendations.

Mr Tom Lagan, Mr Brian Robb; and Ms Kirsty Menzies were heard in support of their representations in the course of which they highlighted that their main concerns related to safety; increased traffic; the adverse impact the development would have on the Green Belt, Wildlife, Recreation, local Bio-Diversity; the application site not being a "windfall" site; and the potential contamination of the proposed site.

At this point the Chair explained that the public part of the hearing had concluded and that Members thereafter had the opportunity to give consideration to the "Report of Handling" and ask questions of officers on any points they had in relation to the assessment of the application.

Councillors Convery and Cunningham were heard in support of and shared the concerns expressed by the objectors in the course of which Councillor Devlin sought clarification about the planning status and history of the site.

In response, the Principal Planner explained that the site was designated as Green Belt in the adopted East Renfrewshire Local Development Plan (LDP) and was also within the Green Network. Furthermore, in 2010 the site was identified as a housing site as a result of a recommendation by the Reporter appointed by Scottish Government who undertook the Examination of the previous Local Plan. He indicated that it was the Reporters' view at that time that the site could assist with topping up the available land supply and would result in a minor adjustment of the Green Belt boundary.

Furthermore, whilst the Council had not supported the promotion of the site for development, the Reporter's findings were binding and the Council was directed to include the site within the then adopted Local Plan. However, the Council had consistently favoured the area being retained as Green Belt and promoted its deletion through the production of the current Local Development Plan. The Reporter who undertook the Examination of the LDP agreed with the Council that the site should be deleted as a housing opportunity and its status returned to Green Belt and Green Network in the currently adopted LDP.

Having heard the Principal Planner's explanation of the planning status and history of the site, Councillor Miller expressed the view that the applicants should have been aware of the designation of the land and that it was contrary to policy as detailed in the report before they submitted their application. In view of this, he supported the recommendation to refuse the application.

Councillor Aitken stated that he also shared the concerns expressed by Ms Menzies, particularly in relation to the adverse impact the proposed development would have on the local bio-diversity in the area and sought clarification whether the application site was a specially protected area or whether it could be designated as such.

In reply, the Principal Planner advised that Ms Menzies had contacted the Council requesting that the natural heritage in the area be extended to protect the area from future development. However, he emphasised that this would not necessarily prevent development taking place although there would have to be good reasons to justify the approval of a development.

Councillor Lafferty sought clarification whether the applicants had entered into discussions with the Council about the proposed development in the course of which the Principal Planner stated that the applicants had not discussed the proposal directly with officers from Development Management.

The Principal Planner also explained in response to a question by Councillor Convery that should the committee decide to refuse the application, the applicants could submit another application and commented that there were the provisions within planning legislation which would permit the Council to decline to determine an application, subject to certain criteria being satisfied.

Whilst commenting on the views expressed by local residents about the proposed development which emphasised that there was no support for the proposal in the local area, Councillor Swift stated that clearly there was no justification for proposed development at the site. Concluding his remarks, he suggested that consideration should be given to the issues that had been raised in respect of the application when giving consideration to identifying suitable sites for housing in the new local development plan.

Councillor Devlin sought clarification whether in the event that the committee refused the application and the applicants were to appeal the decision would the Scottish Government's Reporters' unit automatically dismiss the appeal given what the committee has heard about the planning status and history of the site.

In reply, the Principal Planner referred to the precedent that had been established regarding the decision the Reporters' Unit had reached in relation to the application which the applicants had submitted for a proposed housing development at a site at Waterfoot. He also explained the procedure that a Reporter required to follow in the determination of an appeal which was known as the 'de-novo' approach which meant that the Reporter would also assess the appeal against planning policies and would give consideration to any material considerations associated with the proposal.

Councillor Wallace welcomed the fact that the area around Barrhead had been retained as Green Belt and sought clarification under what circumstances development would be permitted to take place in the Green Belt. In reply, the Principal Planner explained that if there was a lack of land supply for development in an area then this would be a factor in the consideration and possible approval for development to take place.

At this stage, the committee **recommended to the Council** that the Council refuse the application for the reasons outlined in the report.

CHAIR



**MINUTE**  
**of**  
**EAST RENFREWSHIRE COUNCIL**

**Minute of Meeting held at 4.30pm in the Council Chamber, Council Headquarters, Giffnock on 3 May 2018.**

**Present:**

Deputy Provost Betty Cunningham	Councillor Alan Lafferty
Councillor Paul Aitken	Councillor David Macdonald
Councillor Caroline Bamforth	Councillor Colm Merrick
Councillor Angela Convery	Councillor Paul O’Kane
Councillor Danny Devlin	Councillor Stewart Miller
Councillor Charlie Gilbert	Councillor Jim Swift
Councillor Annette Ireland	Councillor Gordon Wallace

Deputy Provost Cunningham in the Chair

**Attending:**

Andy Cahill, Director of Environment; Sean McDaid, Principal Planner, Ian Walker, Senior Planner, Eamonn Daly, Democratic Services Manager; and Paul O’Neil, Committee Services Officer.

**Apologies:**

Provost Jim Fletcher; Tony Buchanan, Barbara Grant and Councillor Jim McLean.

**DECLARATIONS OF INTEREST**

**402.** No declarations of interest were intimated.

**SPECIAL MEETING OF PLANNING APPLICATIONS COMMITTEE – 3 MAY 2018 – PRE-DETERMINATION HEARING - APPLICATION (REF NO: 2017/0784/TP): PROPOSED RESIDENTIAL DEVELOPMENT WITH ASSOCIATED ENGINEERING WORKS AND LANDSCAPING (PLANNING PERMISSION IN PRINCIPLE)(MAJOR) AT LAND TO THE NORTH OF THE FORMER BOYLESTONE QUARRY AND WEST OF BROWNSIDE AVENUE, BARRHEAD, BY GLADMAN DEVELOPMENTS LTD**

**403.** Under reference to the Minute of the Special Meeting of the Planning Applications Committee of 3 May 2018 (Page 373, Item 401 refers), the Council considered a report by the Director of Environment relative to an application for planning permission in respect of proposed residential development with associated engineering works and landscaping(planning permission in principle)(major) at land to the north of the former Boylestone Quarry and west of Brownside Avenue, Barrhead, by Bellway Homes Ltd.

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Having noted the outcome of the pre-determination hearing associated with the application for planning permission in respect of the above development which had been held at the Special Meeting of the Planning Applications Committee immediately prior to the meeting of the Council, the Council agreed to support the recommendation of the committee and refuse the application for the reasons as set out in the report.

PROVOST



**MINUTE**  
**of**  
**EAST RENFREWSHIRE COUNCIL**

**Minute of Meeting held at 7.00pm in the Council Chamber, Council Headquarters, Giffnock on 9 May 2018.**

**Present:**

Provost Jim Fletcher	Councillor Annette Ireland
Councillor Caroline Bamforth	Councillor Alan Lafferty
Councillor Tony Buchanan (Leader)	Councillor Jim McLean
Councillor Angela Convery	Councillor Colm Merrick
Councillor Danny Devlin	Councillor Paul O’Kane
Councillor Charlie Gilbert	Councillor Stewart Miller
Councillor Barbara Grant	Councillor Jim Swift

Provost Fletcher in the Chair

**Attending:**

Lorraine McMillan, Chief Executive; Caroline Innes, Deputy Chief Executive; Mhairi Shaw, Director of Education; Andy Cahill, Director of Environment; Julie Murray, Chief Officer – Health and Social Care Partnership; Margaret McCrossan, Head of Accountancy (Chief Financial Officer); Gerry Mahon, Chief Officer – Legal and Procurement; Jamie Reid, Partnership and Community Services Manager; Eamonn Daly, Democratic Services Manager; and Paul O’Neil, Committee Services Officer.

**Apologies:**

Depute Provost Betty Cunningham; and Councillors Paul Aitken; David Macdonald and Gordon Wallace.

**DECLARATIONS OF INTEREST**

**404.** Councillor O’Kane declared a financial interest in relation to Item 414 – East Renfrewshire Community Plan including Fairer East Ren by virtue of his employment with Enable Scotland.

**MINUTE OF PREVIOUS MEETING**

**405.** The Council considered the Minute of the meeting held on 28 March 2018.

Councillor Ireland referred to the item in relation to the ‘Notice of Motion’ (Page 340, Item

368 refers), and stated that during discussion of the matter, Councillor Macdonald had “....cited an incident in ‘Stamperland’ in summer 2017....” although the reference to ‘Stamperland’ was not recorded in the Minute.

She also indicated that during discussion of the same item, she referred to comments attributed to her in the second last paragraph on page 341 and clarified that the reference to an argument for change should have read “.....it was an argument to change the notification process and the period for public consultation....”. Furthermore, on page 342, in the first paragraph she had made reference to the Health and Safety Executive 2015 Guidance and the Waste Industry Safety and Health Forum Guidance 2015 and noted that although a general comment about documents was made, specific reference to these documents was not recorded in the Minute.

Councillor Ireland asked that the foregoing amendments be made to the Minute.

The Council agreed to approve the Minute, subject to the foregoing amendments.

#### **MINUTE OF SPECIAL MEETING – 3 MAY 2018**

**406.** The Council considered and approved the Minute of the special meeting held on 3 May 2018.

#### **MINUTES OF MEETINGS OF COMMITTEES**

**407.** The Council considered and approved the Minutes of the meetings of the undernoted, except as otherwise referred to in Items 408 to 410 below:-

- (a) Cabinet – 5 April 2018;
- (b) Local Review Body – 11 April 2018;
- (c) Audit and Scrutiny Committee – 19 April;
- (d) Civic Hospitality Committee – 24 April;
- (e) Cabinet – 26 April 2018; and
- (f) Special Planning Applications Committee – 3 May 2018

#### **CIVIC HOSPITALITY COMMITTEE – 24 APRIL 2018 – REQUEST FOR CIVIC HOSPITALITY – RECOVERY ACROSS MENTAL HEALTH (RAMH) FUNDRAISING ANNIVERSARY DINNER AND QUIZ**

**408.** Under reference to the Minute of the meeting of the Civic Hospitality Committee of 24 April 2018 (Page 366, Item 392 refers), when it was agreed amongst other things that the request to purchase a table at the Recovery Across Mental Health (RAMH) fundraising 40<sup>th</sup> Anniversary Dinner and Quiz and the proposal to meet the cost of wine and drinks for those attending from the Council during the meal be declined, Councillor Swift sought clarification of why in view of the nature of the organisation requests of this nature were being considered by the Council and not the East Renfrewshire Health and Social Care Partnership.

In reply, the Democratic Services Manager explained that the Council operated a community grants fund and that if applications for grants met the Council's funding criteria, organisations were entitled to apply for financial assistance from the fund. In addition, the Chief Officer – Health and Social Care Partnership stated that the HSCP did provide funding to RAHM to a significant degree.

Provost Fletcher referred to the remit of the committee highlighting that it tried to accommodate as many requests as possible from a broad range of groups seeking funding within limited budget.

The Council noted the position.

#### **CIVIC HOSPITALITY COMMITTEE – 24 APRIL 2018 – PROTOCOLS FOR THE USE OF THE COUNCIL CAR**

**409.** Under reference to the Minute of the meeting of the Civic Hospitality Committee of 24 April 2018 (Page 366, Item 393 refers), when the committee agreed the protocols for the use of the Council car, Councillor Convery sought clarification whether the Council had a list of those councillors who had used the car in the past.

In reply, the Democratic Services Manager stated that the car had been used so infrequently that no such list existed.

The Council noted the position.

#### **CABINET – 5 APRIL 2018 – OPEN SPACE ASSET MANAGEMENT PLAN 2018/20**

**410.** Under reference to the Minute of the meeting of the Cabinet of 5 April 2018 (Page 354, Item 382 refers), when the Cabinet had approved amongst other things the East Renfrewshire Open Space Asset Management Plan 2018/20, Councillor Bamforth stated that at the meeting she sought clarification why the Mearns Castle High School Outdoor Playing Fields adjacent to Broomburn Park, Newton Mearns did not appear in the Plan and had requested that it be included.

Whilst acknowledging that at the meeting it was explained to her that the park had simply been omitted from the Plan and would be included in the next review, Councillor Bamforth noted however that her request had not been recorded and asked that the Minute be amended accordingly.

The Council agreed that the Minute be amended accordingly.

#### **STATEMENTS BY CONVENERS/REPRESENTATIVES ON JOINT BOARDS/COMMITTEES**

**411.** The following statements were made:-

(a) **Integration Joint Board – Councillor Bamforth**

Councillor Bamforth advised that at the last meeting of the Integration Joint Board on 4 April, the Chief Finance Officer provided details of the budget offer from both the Council and NHS Greater Glasgow and Clyde. She also indicated that the Board received an update on the Health and Social Care Partnership (HSCP) Fit for the Future redesign programme which should deliver staffing savings and efficiencies.

It was noted that work on the Integration Joint Board's Strategic Commissioning Plan continued and that this was the document that set out

how the Integration Joint Board would meet health and wellbeing outcomes over the next three years. The IJB had agreed its strategic priorities and these would be available to any member of the Council who wished to see them.

Concluding her remarks, Councillor Bamforth stated that the Board also received an update on preparations for the implementation of the Carers (Scotland) Act and was reassured that a great deal of partnership working had been undertaken in readiness for the new duties including the development of local eligibility criteria and work with East Renfrewshire Carers, Voluntary Action and Education colleagues on the development of Adult Carer Support Plan and Young Carer Statements. She indicated that all papers were available on line and briefings could be provided for councillors on request.

(b) **Convener for Community Services and Community Safety – Councillor Merrick.**

Councillor Merrick reported that in accordance with the decision taken at the meeting of the Council on 13 December 2017 the public consultation on options in relation to the future of Eastwood Park Leisure had been launched on 8 May 2018. He highlighted that Eastwood Park Leisure complex had been built more than 40 years ago and was, together with Barrhead Foundry, one of the two main sports centres operated by East Renfrewshire Culture and Leisure Trust together with Eastwood High School Sports Centre and Neilston Leisure Centre and accounted for some 65,000 customer visits every year.

Whilst commenting that over a half of the Trust's income was commercially generated, and of that 75% came from the Sports and Leisure Centres, Councillor Merrick stated that the Council's vision for these assets was therefore critical to the success of the Trust but more importantly was a crucial part of its vision for East Renfrewshire as a place to live and work. He outlined details of the consultation in the course of which he indicated that the public would be asked to choose between one of four options as their preferred option for developing leisure provision within the Eastwood area. He provided details of each of the options to the Council and explained that the public consultation would run for a period of six weeks and would close on 19 June 2018.

Concluding his remarks, Councillor Merrick emphasised that only if the public chose option 4 would the Council then move to look at possible sites through the normal planning process. He stated that the consultation would play a key role in helping shape how East Renfrewshire Culture and Leisure Trust continued to provide residents with high quality services and achieve division "to help and inspire people to be actively involved in sport, arts and culture".

The Council noted the position.

## **APPOINTMENT OF REPLACEMENT MEMBERS ON COMMITTEES/BOARDS**

**412.** The Council considered a report by the Deputy Chief Executive, seeking the appointment of replacement members on the Audit and Scrutiny Committee; the Licensing Committee/Licensing Board; the Planning Applications Committee; and Local Review Body following the resignations of Councillors Aitken and Macdonald.

The Council agreed that the following appointments be made:-

- (a) Audit and Scrutiny Committee – Councillor Jim McLean;
- (b) Licensing Committee/Licensing Board – Councillor Charlie Gilbert; and
- (c) Planning Applications Committee and Local Review Body – Councillor Jim Swift.

## **PROVOST'S ENGAGEMENTS**

**413.** The Council considered and noted a report by the Deputy Chief Executive, providing details of civic engagements attended and civic duties performed by Provost Fletcher since the last meeting.

## **EAST RENFREWSHIRE COMMUNITY PLAN INCLUDING FAIRER EAST REN**

**414.** The Council considered a report by the Deputy Chief Executive, seeking approval for the Community Planning Partnership's (CPP) Community Plan, including Fairer East Ren, which set out the Council's vision and aspirations for East Renfrewshire. The report also sought delegation to the Council's Board Members (Councillors Buchanan, O'Kane and Miller) to approve any further refinements to the Plan before the meeting of the CPP Board in June.

Whilst noting that in response to the requirements of the Community Empowerment Act work had been underway to deliver the Local Outcomes Improvement Plan (LOIP) known as Fairer East Ren which had been approved at the meeting of the Council on 28 September 2017 (Page 153, Item 165 refers) and which had replaced the former Single Outcome Agreement, the report explained that there had been significant engagement with community planning partners who had reviewed socio-economic data to refine outcomes and intermediate outcomes for the Community Plan Fair East Ren Plan and the Council's Outcome Delivery Plan. Details of the work carried out had included an extensive programme of community engagement, gathering views from over 2,200 residents as well as data from East Renfrewshire's Citizen's Panel and Voluntary Action East Renfrewshire's Fairer Scotland conversations.

The report explained that arising from this work four key areas of focus had been identified. These were noted as Reducing the Impact of Child Poverty; Improved Employability; Improving Mental Health and Wellbeing; and Reducing Social Isolation, Loneliness and Increasing Safety.

The Community Plan was intended to set out the Community Planning Partnership's vision for East Renfrewshire, and the report indicated that it also provided a strategic focus with a 10-year horizon highlighting high-level ambition for East Renfrewshire by maintaining the 'golden thread' approach to performance management.

The report concluded by explaining that the Community Plan would remain a draft document until its final approval at the meeting of the Community Planning Partnership Board in June 2018.

Commenting on the strategic priority areas detailed in the Plan and in particular 'Early Years and Vulnerable Young People', Councillor Grant sought clarification whether the Council had made provision to support young people with additional support needs who were over the age of 18 in activities associated with drama and music and suggested that if no such provision was available then the Council should provide some.

In reply, the Partnership and Community Services Manager explained that the Council had a number of groups for young people with additional support needs although he was not aware of the existence of a drama group in the course of which in response to a question by Councillor Ireland he explained that the Council had a statutory obligation to create Locality Plans in communities which had the greatest incidence of multiple deprivation. He stated that at present the Council had prioritised the areas of Auchenback, Arthurlie, Dunterlie and Dovecothill. He also indicated that Neilston and Thornliebank would be the next two areas that would be given priority and that thereafter it was proposed to cascade to those areas in the most need. Whilst noting the comments of the Partnership and Community Services Manager, Councillor Ireland requested that areas within Ward 4 be given consideration in the future.

Commenting on the five key areas of focus in Fairer East Ren and in particular, the problem of 'loneliness', Councillor Swift sought clarification of what measures the Council had in place to tackle this problem.

In reply, the Chief Officer – Health and Social Care Partnership emphasised that this was a significant priority for the Health and Social Care Partnership (HSCP) in the course of which she highlighted that the main thrust was to direct people to community led support organisations such as churches and the 3<sup>rd</sup> Sector.

The Council agreed:-

- (a) to approve the draft Community Plan; and
- (b) delegate responsibility to the Council's Community Planning Partnership Board members to approve any final refinements ahead of the formal approval of the document at the meeting of Community Planning Partnership Board in June 2018.

## **REVIEW OF DATA PROTECTION POLICY**

**415.** The Council considered a report by the Chief Officer – Legal and Procurement seeking approval of a revised Data Protection Policy. A copy of the Data Protection Policy was appended to the report.

The report explained that the adoption of the proposed policy would ensure that the Council's approach to the handling of personal data records with the new legislative requirements in place from 25 May onwards.

The Council agreed that the:-

- (a) revised Data Protection Policy which appeared as Appendix 1 to the report be approved;
- (b) new policy take effect as of 25 May 2018 and
- (c) policy be reviewed on an on-going two yearly basis.

## **CALENDAR OF MEETINGS 2019**

**416.** The Council considered a report by the Deputy Chief Executive, seeking approval for the 2019 Meetings Calendar.

Whilst noting that in terms of the Council's Standing Orders, it was necessary for the full Council to approve the calendar of the Council, subject to the ability of committees to revise dates thereafter, the report highlighted that in recent years, due to the late approval of the Scottish Government Budget and the subsequent late confirmation of Local Government funding levels, it had been necessary for the originally scheduled Budget Meeting to be cancelled and re-arranged at relatively short notice.

The report proposed that given the problems experienced in the past, the scheduled Budget Meeting should take place at the end of February 2019 at which time it was expected that funding levels would have been confirmed before then and so the need for cancelling and re-arranging the meeting would be eliminated or at the very least minimised.

The Council approved the 2019 meetings calendar.

PROVOST





**MINUTE**  
**of**  
**EDUCATION COMMITTEE**

**Minute of Meeting held at 10.00am in the Council Chamber, Council Headquarters, Giffnock on 10 May 2018.**

**Present:**

Councillor Paul O’Kane (Chair)	Councillor Alan Lafferty
Councillor Colm Merrick (Vice Chair)	Councillor Jim Swift
Councillor Caroline Bamforth	Dr Frank Angell
Councillor Tony Buchanan	Ms Dorothy Graham
Councillor Danny Devlin	Mr Des Morris
Councillor Charlie Gilbert	

Councillor O’Kane in the Chair

**Attending:**

Mhairi Shaw, Director of Education; Janice Collins, Head of Education Services (Equality and Equity); Mark Ratter, Head of Education Services (Quality Improvement and Performance); Fiona Morrison, Head of Education Services (Provision and Resources); Tracy Morton, Education Senior Manager; and Jennifer Graham, Committee Services Officer.

**Apology:**

Councillor Jim McLean.

**DECLARATIONS OF INTEREST**

**417.** There were no declarations of interest intimated.

**PARENTAL ENGAGEMENT AND INVOLVEMENT STRATEGY 2018-2021**

**418.** The committee considered a report by the Director of Education seeking approval of the Parental Engagement and Involvement Strategy 2018-2022.

It was reported that local authorities were required to prepare a strategy document setting out policies for parental involvement and the East Renfrewshire Parental Engagement Strategy aimed to strengthen parental involvement and representation; ensure that parents were provided with information and support; reduce barriers which limited involvement of specific groups of parents; improve professionals’ understanding and skills; and improve children’s attainment and achievement. The strategy would build on existing good practice and would be monitored with progress reported to the Education Committee on an annual basis through Standards and Quality reports.

The committee agreed to:-

- (a) approve the Parental Engagement and Involvement Strategy 2018-2021; and
- (b) instruct the Director of Education to support all educational establishments to implement the strategy.

## **TOWARDS 1140 HOURS OF EARLY CHILDCARE PROVISION**

**419.** Under reference to the Minute of the Meeting of 28 September 2017 (Page 139, Item 152 refers), when it was agreed to approve the proposed Early Learning and Childcare Implementation Plan and provide regular updates to committee, the committee considered a report by the Director of Education seeking approval to phase from August 2018 the introduction of 1140 hours of free early learning and childcare provision for some children and families.

It was reported that the proposed delivery model was based on current parental demand, offering degrees of flexibility, and would require to be delivered using available resources. Increased entitlement would be introduced on a phased basis prior to August 2020 but it was anticipated that this provision would take a few years to establish. A banding system would be introduced to identify eligible children from August 2018 and would allow places to be allocated in a transparent and equitable way.

Further information was provided on the phasing process which included additional places at the Arthurlie Family Centre; a planned expansion to Busby Nursery Class; and planned adaptations to the outdoor space at Braidbar Nursery Class. Phasing of 1140 hours of free early learning and childcare for children with additional support needs would be provided at Isobel Mair Family Centre. Demand would be closely monitored to ascertain if changes would be required in daily and weekly working patterns for staff and it was anticipated that the impact of the expansion programme on the number of staff required would be significant. The introduction of full day provision and free school meal entitlement would also have an impact on staffing numbers, including for catering, cleaning and janitorial staff.

In response to questions, the Head of Education Services (Equality and Equity) advised that as wraparound care was already available for many families and payments were made electronically, it would not be possible for parents or members of staff to identify which children received free provision. She also clarified that the Pre-5 Resource Group identified parents who required additional support due to medical or health issues and they would continue to be dealt with separately from the proposed new banding arrangements.

The Head of Education Services (Provision and Resources) confirmed that the Council had received approximately 80% of the capital and 87% of the revenue funding requested from the Scottish Government and the impact of this funding on the proposed models and flexibility would be considered further and reported to the committee in due course. The Director of Education added that the funding figures would be further analysed through discussions with colleagues from The Scottish Government, CoSLA and other local authorities.

The committee agreed to:-

- (a) approve the department's plan to phase the introduction of 1140 hours of early learning and childcare; and

- (b) instruct the Director of Education to take appropriate steps to communicate to residents the proposed changes to the procedures associated with applying for and allocating 1140 hours of free early learning and childcare places.

### **DRAFT NUMERACY AND MATHEMATICS STRATEGY**

**420.** The committee considered a report by the Director of Education seeking approval for the draft Numeracy and Mathematics Strategy.

It was reported that the Council's Local Improvement Plan 2018-2021 had set out the importance of numeracy and mathematics and the draft strategy aimed to make a number of improvements in numeracy and mathematics including, attainment in numeracy and mathematics throughout the years of the broad general education and senior phase; the employability skills of pupils, school leavers and adults; and public attitudes to numeracy and mathematics, amongst other things. The strategy would build on existing good practice and recognised the need to work with parents and partners to improve attitudes.

The committee agreed to:-

- (a) approve the draft Numeracy and Mathematics Strategy; and
- (b) instruct the Director of Education to report to a future meeting on the impact of its implementation.

### **CUSTOMER SERVICE EXCELLENCE AWARD**

**421.** The committee considered a report by the Director of Education advising of the outcome of the most recent Customer Service Excellence assessment for the Education Department.

It was reported that a two-stage assessment was undertaken in February 2018 consisting of a review of the department's self-assessment submission and a review of the actual service delivered on-site. The second part of the review focussed on the vocational programme offered by secondary schools and the assessment report recognised the department's continued commitment to provide excellent services and seek continuous improvement. Seventeen areas were recognised as "compliance plus" which were identified as areas which exceeded the requirements of the standard, with there being no areas of non or partial compliance. Two areas of improvement were identified as, consideration of the possibility of using a generic "how satisfied are you?" questionnaire, and further exploration of technology to support staff who were lone workers.

The committee agreed to:-

- (a) note the continuing high standard of the award in recognition of the department's high quality services; and
- (b) approve the approach to ensuring the department's sustained commitment to continuous improvement.

**FUTURE NON-DENOMINATIONAL EDUCATION PROVISION FOR CHILDREN OF NEILSTON PRIMARY AND MADRAS FAMILY CENTRE; AND FUTURE DENOMINATIONAL (ROMAN CATHOLIC) EDUCATION PROVISION FOR CHILDREN OF ST. THOMAS' PRIMARY, NEILSTON**

**422.** The committee considered a report by the Director of Education seeking approval to carry out a statutory education consultation on a proposal for *Learning in Neilston* to renew both Neilston and St. Thomas' primary schools and Madras Family Centre on a joint site in the locale of Neilston and Madras.

It was reported that although funding was not yet available, the consultative proposal was a necessary step in seeking to establish this new education provision and ensured the Council was prepared to benefit from potential funding opportunities. Further information was provided on the current nursery and primary school provision within Neilston and reference was also made to the facilities currently provided in Neilston by East Renfrewshire Culture and Leisure (ERCL) Trust.

Following detailed condition surveys, both Neilston and St. Thomas' primary schools were assessed to be in poor condition and Madras Family Centre had been assessed as being in fair condition with a backlog of maintenance requirements. In order to improve education provision in Neilston, an informal consultation was held with the Parent Councils of both primary schools in 2017 regarding the potential to establish a campus approach. This proposal had received positive interest, although the proposed site was not yet known at that time.

In addition, detailed condition surveys were undertaken on the ERCL Trust operated facilities and it was found that all properties would benefit from replacement. A site option appraisal was subsequently commissioned, which included consideration of the potential to co-locate library and leisure provision, and it was reported that it would be possible to establish a joint site in the locale of Neilston Primary School and Madras Family Centre with opportunities to include library and sports provision on site. It was also considered that the proposal would have a number of educational benefits including having a positive impact on the motivation, aspirations and enjoyment of children, staff and the wider schools community.

In response to questions, the Head of Education Services (Provision and Resources) confirmed that the inclusion of parking at Pig Square would be beneficial to any development but advised that further discussion with appropriate parties would be required prior to a final decision on this being reached. She added that the shared campus option had been considered as the best value option on this occasion, but added that shared and joint campus options would always be considered on a case by case basis and would not necessarily be the preferred option for a project.

Having heard members welcome the department's continued commitment to improving the school estate throughout East Renfrewshire, the committee agreed to:-

- (a) approve that the Director of Education proceed with a consultation on a proposal to establish a learning campus on a joint site in the locale of Neilston and Madras comprising new build replacements for Neilston Primary School, St. Thomas' Primary School and Madras Family Centre as soon as is practically possible; and
- (b) request that the Director of Education reports the results of the consultation exercise to the Education Committee on 4 October 2018.

**MINUTE**  
**of**  
**LICENSING COMMITTEE**

**Minute of Meeting held at 10.00am in the Council Chamber, Council Headquarters, Eastwood Park, Giffnock, on 15 May 2018.**

**Present:**

Councillor Charlie Gilbert  
Councillor Alan Lafferty

Councillor Stewart Miller

Councillor Miller in the Chair

**Attending:**

Jacqui McCusker, Senior Solicitor; Brian Kilpatrick, Civic Government Enforcement Officer; and Jennifer Graham, Committee Services Officer.

**Also Attending:**

Sergeant Scott Brown, Police Scotland.

**Apologies:**

Councillors Angela Convery (Chair) and Betty Cunningham (Vice Chair).

**APPOINTMENT OF CHAIR**

**423.** In the absence of the Chair and Vice Chair, the Committee Services Officer sought nominations to Chair the meeting. Councillor Lafferty proposed that Councillor Miller be nominated as Chair, seconded by Councillor Gilbert. Councillor Miller assumed the Chair.

**DECLARATIONS OF INTEREST**

**424.** There were no declarations of interest intimated.

**Resolution to Exclude Press and Public**

At this point in the meeting, on the motion of the Chair, the committee unanimously resolved that in accordance with the provisions of Section 50A(4) of the Local Government (Scotland) Act 1973, as amended, the press and public be excluded from the meeting for Items 425 to 431 of business on the grounds that they involved the likely disclosure of exempt information as defined in Paragraphs 6 and 14 of Part 1 of Schedule 7A to the Act.

### **PRIVATE HIRE CAR LICENCE – APPLICATION FOR RENEWAL**

**425.** Under reference to the Minute of the meeting of 3 October 2017 (Page 155, Item 167 refers), when it was agreed to continue consideration of the application to a future meeting to allow the outcome of the applicant's pending court appeal to be known, the committee considered a report by the Chief Officer - Legal & Procurement providing an update regarding an application for the renewal of a Private Hire Car Licence (Agenda Item 3 refers).

The Senior Solicitor explained that Police Scotland had withdrawn their previous objection to the application and, due to the timescale involved, the application had now been approved as a "deemed grant" in terms of the legislation.

The committee noted the report.

### **PRIVATE HIRE CAR DRIVER'S LICENCE – APPLICATION FOR RENEWAL**

**426.** The committee considered a report by the Chief Officer - Legal & Procurement regarding an application for the renewal of a Private Hire Car Driver's Licence (Agenda Item 4 refers). The applicant was present. Sergeant Brown representing the Chief Constable, who had made a representation in respect of the application, was also present.

The report explained that in determining the application it would be for the committee to decide what weight it wished to attach to the representation by the Chief Constable and its relevance to the type of licence being applied for.

Sergeant Brown was heard in respect of the representation submitted by the Chief Constable and in response to questions from Members.

The applicant was then heard in respect of the application and in response to questions from Members.

The committee agreed to a short adjournment to consider the matter.

On reconvening the committee, having taken account of the submission by the applicant, his previous conviction, its seriousness and relevance to the licence being applied for, and also having taken account of the representation by the Chief Constable, agreed that the application be granted for a period of three years subject to standard conditions.

### **PRIVATE HIRE CAR DRIVER'S LICENCE – APPLICATION FOR RENEWAL**

**427.** Under reference to the Minute of the meeting of 3 October 2017 (Page 157, Item 170 refers), when it was agreed to continue consideration of the application to a future meeting to allow the outcome of the applicant's pending court case to be known, the committee considered a report by the Chief Officer - Legal & Procurement regarding an application for renewal of a Private Hire Car Driver's Licence (Agenda Item 5 refers). The applicant, having been invited to the meeting, was not present. Sergeant Brown representing the Chief Constable, who had made a representation in respect of the application, was present.

The report explained that the court case had been delayed and a trial date had now been set for 10 August 2018. As the application had originally been submitted on 26 July 2017, and the Civic Government (Scotland) Act, 1982 allowed 9 months for an application to be

determined from the date of receipt, it was reported that the committee could either determine the application prior to the trial date or instruct Legal Services to apply to Paisley Sheriff Court for an extension of time for determining the application.

Sergeant Brown was heard in respect of the representation submitted by the Chief Constable and in response to questions from Members.

The committee having taken account of the representation by the Chief Constable, agreed that the application be granted for a period of one year subject to standard conditions.

#### **PRIVATE HIRE CAR DRIVER'S LICENCE – APPLICATION FOR GRANT**

**428.** The committee considered a report by the Chief Officer (Legal & Procurement) regarding an application for the grant of a Private Hire Car Driver's Licence (Agenda Item 6 refers). The applicant was present, accompanied by his Solicitor. Sergeant Brown, representing the Chief Constable who had made an objection in respect of the application, was also present.

The report explained that in determining the application it would be for the committee to decide what weight it wished to attach to the objection by the Chief Constable and its relevance to the type of licence being applied for.

Sergeant Brown was heard in respect of the objection submitted by the Chief Constable and in response to questions from Members.

The applicant and his solicitor were then heard in respect of the application and in response to questions from Members.

The committee agreed to a short adjournment to consider the matter.

On reconvening the committee, having taken account of the submission made by the applicant, his previous convictions, their seriousness and relevance to the licence being applied for, and also having taken account of the objection by the Chief Constable, agreed that the application be refused on the grounds that the applicant was not a fit and proper person to be the holder of such a licence by virtue of his previous convictions.

#### **PRIVATE HIRE CAR DRIVER'S LICENCE – APPLICATION FOR GRANT**

**429.** The committee considered a report by the Chief Officer (Legal & Procurement) regarding an application for the grant of a Private Hire Car Driver's Licence (Agenda Item 7 refers). The applicant was present. Sergeant Brown, representing the Chief Constable who had made an objection in respect of the application, was also present.

The report explained that in determining the application it would be for the committee to decide what weight it wished to attach to the objection by the Chief Constable and its relevance to the type of licence being applied for.

Sergeant Brown was heard in respect of the objection submitted by the Chief Constable and in response to questions from Members.

The applicant was then heard in respect of the application and in response to questions from Members.

The committee agreed to a short adjournment to consider the matter.

On reconvening the committee, having taken account of the submission made by the applicant, his previous convictions, their seriousness and relevance to the licence being applied for, and also having taken account of the objection by the Chief Constable, agreed that the application be refused on the grounds that the applicant was not a fit and proper person to be the holder of such a licence by virtue of his previous convictions.

#### **PRIVATE HIRE CAR DRIVER'S LICENCE – REQUEST FOR SUSPENSION**

**430.** Under reference to the Minute of the meeting of 23 January 2018 (Page 252, Item 282 refers), when it was agreed to continue consideration of the request for suspension to a future meeting to allow the outcome of the applicant's pending court case to be known, the committee considered a report by the Chief Officer - Legal & Procurement relative to a request from the Chief Constable for the suspension of a Private Hire Car Driver's Licence on the grounds that the licensee was no longer a fit and proper person to be the holder of a licence by virtue of having been charged with an offence (Agenda Item 8 refers). The licensee, having been invited to the meeting, was not present. Sergeant Brown, representing the Chief Constable who had requested the suspension, was present.

Sergeant Brown was heard in respect of the request, in the course of which he advised that the applicant's court date had been delayed until 13 July 2018.

The committee agreed not to suspend the licence.

#### **PRIVATE HIRE CAR DRIVER'S LICENCE – APPLICATION FOR RENEWAL**

**431.** The committee considered a report by the Chief Officer - Legal & Procurement regarding an application for the renewal of a Private Hire Car Driver's Licence (Agenda Item 9 refers). The applicant, having been invited to the meeting, was not present. Sergeant Brown representing the Chief Constable, who had made an objection in respect of the application, was present.

The report explained that in determining the application it would be for the committee to decide what weight it wished to attach to the objection by the Chief Constable and its relevance to the type of licence being applied for.

Sergeant Brown was heard in respect of the objection submitted by the Chief Constable and in response to questions from Members.

The committee agreed to continue consideration of the application to a future meeting to allow the outcome of the applicant's pending court case to be known.

#### **Sederunt**

**The meeting was opened to the press and public at this point.**



## **NOTIFICATION OF PROPOSAL TO HOLD A PUBLIC PROCESSION IN EAST RENFREWSHIRE**

**432.** The committee considered a report by the Chief Officer - Legal & Procurement regarding a Notice of Proposal to hold a Public Procession in East Renfrewshire, submitted by Mr Gary Johnson on behalf of Thornliebank and Pollokshaws LoL 28, which included a request to amend the standard condition for the playing of music prior to 9am (Agenda Item 10 refers). Mr Johnson was present, together with his colleagues Mr Munro, Mr Walker and Mr Kirkland.

Mr Johnson and his colleagues were heard in respect of the request to play music from 8.15am advising that the procession was required to leave Thornliebank earlier than usual as they were meeting up with processions from other areas in a different location this year. The committee was advised that this request would be for this year only as they would revert back to the usual location in future years.

A full discussion took place on alternative proposals for the procession which included marching from 8.15am but not playing music until 8.30am; and playing only a single drum beat between 8.15am and 8.30am, to minimise possible disruption to local people. Mr Munro advised that he would need to put these proposals to the District at their next meeting on 11 June to allow a final decision to be made, as he was not authorised to make that decision on the District's behalf.

The committee agreed to a short adjournment to consider the matter.

On reconvening, the committee agreed:-

- (a) that the standard conditions be amended for this procession only; and
- (b) to grant permission for Thornliebank and Pollokshaws LoL to play music from 8.15am on Saturday 7 July 2018.

CHAIR



**MINUTE**

of

**PLANNING APPLICATIONS COMMITTEE**

**Minute of Meeting held at 2.00pm in the Council Chamber, Council Headquarters, Giffnock on 16 May 2018.**

**Present:**

Councillor Annette Ireland (Chair)  
Councillor Betty Cunningham (Vice Chair)  
Councillor Angela Convery

Provost Jim Fletcher  
Councillor Stewart Miller  
Councillor Jim Swift

Councillor Ireland in the Chair

**Attending:**

Shona Fraser, Operations Manager; Sean McDaid, Principal Planner; Development Management; Graham Shankland, Principal Business Intelligence Officer, Julie Nicol, Principal Strategy Officer (LDP Lead); and Paul O'Neil, Committee Services Officer.

**Apology:**

Councillor Jim McLean.

**DECLARATIONS OF INTEREST**

**433.** There were no declarations of interest intimated.

**NOTIFICATION OF PLANNING APPEALS AND APPEAL DECISIONS**

**434.** The committee considered and noted a report by the Director of Environment, advising of the intimation by the Directorate for Planning and Environmental Appeals (DEPA) of the outcome of one appeal which the Reporter dismissed.

**REVISED POLICY FOR ONLINE PLANNING INFORMATION**

**435.** Under reference to the Minute of the meeting of the committee of 8 October 2014 (Page 1194, Item 1246 refers), when the committee agreed not to display online the personal data and representations of parties making comment on planning applications, the committee considered a report by the Director of Environment, seeking approval to revise the policy regarding the placing of representations to planning applications online.

Whilst noting the background and having noted that recently the Council's Development Management service had received numerous requests to make representations available online, the report highlighted the changes that were about to take place regarding data protection with the introduction of the European Union's General Data Protection Regulation effective from 25 May 2018.

The report outlined the measures the Council would have to take to ensure that no sensitive personal data was published online and indicated that as a result of the additional it would be necessary to increase the number of staff to cater for the increased workload. Details of the two new posts that would be created were outlined in the report. The additional costs of these posts would be met from income derived from planning applications without impacting on the overall Environment Department's budget.

The Operations Manager outlined the procedure that would be followed should the committee agree to make representations available online and clarified the situation regarding a request to have a representation removed. She also explained that the development management IT system would require to be modified

In response to a question by Provost Fletcher and Councillor Cunningham as to how much the proposal would cost the Council to implement, the Operations Manager indicated that it was proposed to introduce a new IT system within the Environment department at a cost of approximately £8,000 and their would also be the costs associated with creating the additional posts. However, these would be offset against the income accrued by the development management service from planning application fees without impacting on the department's budget.

Councillor Miller was heard in support of the proposal in the course of which he sought clarification whether it would be possible to keep representations online for a period of 6 months after the application had been decided rather than removing them as indicated in the report.

In reply, the Principal Business Intelligence Officer explained that representations were automatically removed by the IT system once an application had been decided and that he did not think it would be possible for them to remain on the system.

The committee agreed to instruct the Director of Environment to make representations to planning applications available online in accordance with the procedures set out in the report, subject to:-

- (a) all sensitive personal data being redacted in accordance with Legal Services advice on the EU's General Data Protection Regulation (GDPR);
- (b) the requirements for the new arrangements being put into place with effect from the autumn of 2018; and
- (c) it being noted that the folder containing representations received in respect of applications to be considered at a meeting of the committee would no longer be made available in the Members' Lounge.

## PLANNING PERFORMANCE FRAMEWORK

**436.** The committee considered a report by the Director of Environment, advising of the Council's Planning Performance Framework and the Scottish Government's feedback report. A copy of the feedback report was appended to the report.

Whilst noting that every planning authority in Scotland was required to produce annually a 'Planning Performance Framework' (PPF) which contained statistical information, and summarised positive actions being undertaken during the year and improvement actions planned for the following year, the report explained that the Scottish Government then undertook an assessment of the framework and provided feedback and 'ratings' on how each council had performed against various markers, details of which were outlined in the report.

The report concluded by highlighting that the Planning Performance Framework (PPF) was a significant document which showed the wide range of customer service that the Council was delivering and the numerous improvement actions being implemented. The Scottish Government continued to promote continuous improvement and modernisation and it was considered that the PPF clearly demonstrated the Council's commitment to, and achievement of these aims.

Whilst congratulating the Council on its performance over the last year, Provost Fletcher highlighted that the information in the report provided clear evidence that the Council was one of the best performing councils in Scotland in the course of which Councillor Swift whilst commenting on the performance marker entitled 'Early collaboration with applicants and consultees' commented that he had received complaints about pre-application advice that was given to applicants where in some incidences, applicants had misunderstood the advice that was given insofar as their application had not been given favourable consideration. He sought clarification whether it would be possible to have such advice recorded.

In response, the Principal Planner explained that all pre-application requests that were submitted in writing received a written response although there were situations when individuals would visit the office seeking verbal advice and on those occasions such advice was not recorded.

The committee noted the terms of the Planning Performance Framework and the Scottish Government's feedback on it.

CHAIR



**MINUTE**  
**of**  
**LOCAL REVIEW BODY**

**Minute of Meeting held at 2.30pm in the Council Chamber, Council Headquarters, Giffnock on 16 May 2018.**

**Present:**

Councillor Annette Ireland (Chair)  
Councillor Betty Cunningham  
Councillor Angela Convery

Provost Jim Fletcher  
Councillor Stewart Miller  
Councillor Jim Swift

Councillor Ireland in the Chair

**Attending:**

Graham Shankland, Principal Business Intelligence Officer (Planning Adviser); Julie Nicol, Principal Strategy Officer (LDP Lead); Jacqui McCusker, Senior Solicitor (Legal Adviser); and Paul O'Neil, Committee Services Officer (Clerk).

**Apology:**

Councillor Jim McLean.

**DECLARATIONS OF INTEREST**

**437.** There were no declarations of interest intimated.

**NOTICE OF REVIEW – REVIEW 2018/04 – ALTERATIONS TO ENLARGE ROOF TO FORM GABLE ENDS IN PLACE OF HIPPED ROOF WITH INSTALLATION OF DORMER WINDOWS AT FRONT AND REAR; ERECTION OF SINGLE STOREY REAR EXTENSION WITH RAISED TIMBER DECK AT 9 STRATHEARN ROAD, CLARKSTON (REF NO: 2017/0731/TP)**

**438.** The Local Review Body considered a report by the Deputy Chief Executive, relative to a 'Notice of Review' submitted by Mr and Mrs Brett Cameron, against the decision taken by officers to refuse planning permission in respect of alterations to enlarge roof to form gable ends in place of hipped roof with installation of dormer windows at front and rear; erection of single storey rear extension with raised timber deck at 9 Strathearn Road, Clarkston.

The decision had been made in accordance with the Council's Scheme of Delegation made in terms of Section 43A of the Town and Country Planning (Scotland) Act 1997 as amended.

In accordance with the decision taken at the meeting on 10 August 2016, the Local Review Body had carried out an unaccompanied site inspection of the application site immediately prior to the meeting.

The Local Review Body, having considered the information previously circulated, agreed that it had sufficient information to determine the review without further procedure.

Following discussion, Councillor Ireland, seconded by Provost Fletcher, moved to uphold the decision of the Appointed Officer as set out in the decision notice of 13 February 2018 and refuse planning permission.

Councillor Cunningham, seconded by Councillor Miller, moved as an amendment that the decision of the Appointed Officer as set out in the decision notice of 13 February 2018 be overturned and that planning permission be granted.

On a vote being taken, 2 Members voted for the motion and 4 Members voted for the amendment. The amendment was accordingly declared carried and it was agreed that the decision of the Appointed Officer as set out in the decision notice of 13 February 2018 be overturned and that planning permission be granted.

#### **NOTICE OF REVIEW – REVIEW 2018/05 – ERECTION OF AGRICULTURAL BUILDING AT RIGLAW, ROEBANK ROAD, UPLAWMOOR (REF NO: 2018/0025/TP)**

**439.** The Local Review Body considered a report by the Deputy Chief Executive, relative to a 'Notice of Review' submitted by Mr James Pearson against the non-determination of an application in respect of the erection of an agricultural building at Riglaw, Roebank Road, Uplawmoor.

The report explained that in addition to considering cases where an applicant had submitted a 'Notice of Review' in relation to a decision made by an officer in terms of the Scheme of Delegation, the Local Review Body was also to deal with cases where the Appointed Officer had failed to determine the application within 2 months from the date it was lodged. This was the case in respect of the application submitted by Mr Pearson.

The Local Review Body, having heard the Planning Adviser explain the reasons for the non-determination of the application, agreed that:-

- (a) consideration of the review be continued to allow the Planning service to prepare a review statement giving an assessment of the proposal and for this statement to be circulated to the applicant giving the applicant the opportunity to submit comments to the Local Review Body within 14 days; and
- (b) in accordance with the decision of the Local Review Body on 10 August 2016 to undertake an unaccompanied site visit prior to the next meeting.

CHAIR



**MINUTE**  
**of**  
**CABINET**  
**(POLICE AND FIRE)**

**Minute of Meeting held at 10.00 am in the Council Chamber, Council Headquarters, Giffnock, on 24 May 2018.**

**Present:**

Councillor Colin Merrick (Chair)	Councillor Barbara Grant
Councillor Paul O’Kane (Vice Chair)	Councillor Alan Lafferty
Councillor Caroline Bamforth	Councillor Stewart Miller
Councillor Tony Buchanan	

Councillor Merrick, in the Chair

**Attending:**

Lorraine McMillan, Chief Executive; Caroline Innes, Deputy Chief Executive; Jim Sneddon, Head of Democratic and Partnership Services; and Paul O’Neil, Committee Services Officer.

**Also Attending:**

Chief Superintendent Brian McNulty and Chief Inspector Angela Carty, Police Scotland; and Local Senior Officer Graeme Binning; and Group Manager Colin Martin, Scottish Fire and Rescue Service.

**Apology:**

Councillor Danny Devlin.

**DECLARATIONS OF INTEREST**

**440.** There were no declarations of interest intimated.

**OPENING REMARKS**

**441.** Councillor Merrick welcomed Local Senior Officer Graeme Binning of the Scottish Fire and Rescue Service to his first meeting in his new role following the retirement of Local Senior Officer David Proctor from the service.

**POLICE SCOTLAND – PERFORMANCE REPORT FOR THE FINANCIAL YEAR 2017/18**

**442.** The Cabinet considered a report by the Divisional Commander, Police Scotland, providing details of the performance of the police in East Renfrewshire for the financial year 2017/18. A statistical report giving a breakdown of various categories of crimes and offences committed during the reported period together with comparative statistics for the corresponding period in 2016/17 and against the 5-year average was appended to the report.

Chief Superintendent McNulty advised that this was the final performance report for the financial year 2017/18 in the course of which he highlighted that as noted in the report the partnership working with the Council and other community planning partners continued to go from strength to strength. At this stage, he invited Chief Inspector Carty to provide further details about the information contained in the performance report.

Chief Inspector Carty explained that the crime statistics detailed in the report only covered the period up to February 2018 it being noted that Police Scotland's official year-end figures would be published by the Scottish Government after it had carefully reviewed and ratified them in line with nationally approved crime recording rules.

Whilst summarising the performance of the Police, Chief Inspector Carty highlighted that the East Renfrewshire Police Scotland Youth Volunteers had been in existence for almost one year and the group had become ambassadors for the 'No Knives Better Lives' campaign to take the message to their peers. She highlighted that a young person from the group had addressed her school assembly on the issue and had received a positive response. She also commented on the work of the campus officers in delivering presentations to school pupils and the partnership work of the local authority liaison officer with 'I AM ME' and the Council to implement the Keep Safe Premises initiative throughout East Renfrewshire.

Chief Inspector Carty then reported on the local policing priorities as contained in the Policing Plan 2017-20 and in particular, to the problem of housebreaking. She stated that whilst a significant number of Asian households had been broken into, a number of arrests had been made associated with these crimes. However, it was noted that the number of crimes of associated with houses being broken into had decreased compared to the corresponding period the previous year.

Furthermore, Chief Inspector Carty stated that there had been a significant increase in the number of calls received by the police about anti-social behaviour compared to 2016-17. It was noted that the police were working in partnership with the Scottish Fire and Rescue Service to tackle the problem of the theft and subsequent setting on fire of wheelie bins in the Netherlee area. In addition, officers were giving presentations to secondary school pupils about the dangers and the impact such behaviour had on communities. Reference was also made a number of other types of crime detailed in the report including violent crime, child abuse and child sexual exploitation, serious and organised crime and road safety. Concluding her remarks, she highlighted that the police were still receiving a positive response from members of the public regarding satisfaction with the police in keeping people safe within local communities.

At this stage, Chief Superintendent McNulty commented on the spate of housebreakings of Asian households in the course of which he emphasised that these households were being targeted for cash and gold and re-iterated that a number of arrests had been made. He also clarified that the statistics for robberies included opportunistic thefts such as mobile phones from members of the public in the street. He stated that the police were targeting the perpetrators of such crimes and were trying to educate members of public as to how to keep their possessions safe.

Chief Superintendent McNulty stated that this was Chief Inspector Carty's last meeting before her retirement, and took the opportunity to pay tribute to the significant contributions that she had made in East Renfrewshire. He highlighted that she had been an extremely committed officer who had worked tirelessly to keep people safe throughout her service, and thanked her for all the support she had provided to him, and wished her a very long and happy retirement. He also reported that Chief Inspector McQuilter would be her successor as the new local area commander.

There followed a short question and answer session in the course of which Chief Superintendent McNulty and Chief Inspector Carty provided clarification on a number of operational issues. These included amongst other things how cash and assets seized by the police from individuals involved in serious and organised crime was dealt with by the Scottish Government; whether consideration had been given to the Council and the local police operating from a joint campus; measures being taken to tackle anti-social behaviour by youths during the summer months; and minimising road safety risks in local communities.

The Cabinet noted the terms of the report.

#### **VALEDICTORY – CHIEF INSPECTOR ANGELA CARTY**

**443.** Councillor Merrick referred to the forthcoming retirement of Chief Inspector Carty and paid tribute to the excellent working relationship the Council had enjoyed with her as Local Commander and on behalf of the Council wished her a long and happy retirement.

Chief Inspector Carty replied in suitable terms.

#### **SCOTTISH FIRE AND RESCUE SERVICE – PERFORMANCE REPORT FOR FOURTH QUARTER OF 2017/18**

**444.** The Cabinet considered a report by the Local Senior Officer, Scottish Fire and Rescue Service (SFRS), providing details of the performance of the SFRS in East Renfrewshire during the fourth quarter of 2017/18. An analysis of the incidents in each of the Council's five wards during the reported period was appended to the report.

Local Senior Officer Binning began by giving a brief summary of his career to date in the course of which he explained that in his role as Local Senior Officer, he was responsible for the three council areas covering East Renfrewshire, Inverclyde and Renfrewshire. Since taking up his appointment he had reviewed the governance arrangements that were in place and had decided to restructure them and indicated that the new structure would involve two senior officers being dedicated to East Renfrewshire who would report to Group Manager Martin who in turn would report to him.

Concluding his remarks, Local Senior Officer Binning referred to the engagement activities undertaken by SFRS, particularly in relation to Home Fire Safety Visits and to the terms of the Fairer East Ren Plan. He stated that in his new role he wanted to consult and review arrangements and be accessible to the Council and looked forward to working with partners in the future. At this stage, he invited Group Manager Martin to provide further details on the performance report.

Group Manager Martin explained that the performance of the service was measured against the key performance indicators as contained in the East Renfrewshire Local Fire and Rescue Plan 2017/18. These were noted as Accidental Dwelling Fires; All Non-Fatal Fire Casualties; Deliberate Fire Raising; Fires in Non-Domestic Buildings; Unwanted Fire Alarm Signals; and Road Traffic Collisions. He summarised the performance by comparing each of the indicators against the performance achieved in the corresponding period in 2017.

Whilst noting that the number of incidents of accidental dwelling fires had increased from 15 in the corresponding period in 2016/17 to 26 in the current reported period, Group Manager Martin advised that more than half of these fires had not required intervention by the SFRS and this was a positive outcome. It was further noted that the total number of all non-fatal fire casualties had also increased from three in the corresponding period in 2016/17 to five in the current reported period.

However, it was noted that the total number of incidents involving deliberate fire raising had decreased from 22 in 2016/17 to 16 in the current reported period. Furthermore, the total number of fires in non-domestic buildings remained unchanged and that in terms of the total number of unwanted fire alarm signals this had increased from 61 in the same period in 2016/17 to 63 in the current reported period.

Group Manager Martin highlighted that the SFRS was aware of who the repeat offenders were in relation to unwanted fire alarm signals such as shopping centres with the main cause being faulty alarms. The total number of road traffic casualty incidents attended by SFRS which resulted in non-fatal casualties had decreased from 11 in the same period in 2016/17 to 7 in the current reported period and this figure was very good when compared to the Scottish average. Details of the range of partnership and targeted engagement activities undertaken by SFRS during the course of the fourth quarter of 2017/18 were also outlined in the report.

There followed a short question and answer session in the course of which Local Senior Officer Binning and Group Manager Martin provided clarification on a number of operational issues. It was noted that accidental dwelling fires were mainly caused by individuals losing concentration whilst cooking in kitchens, and that despite previous publicity campaigns to highlight the problem it was noted that a multi-agency approach was required. However, it was hoped that the number of incidents of this type of fire would decrease in the future. Details of the measures proposed to combat deliberate fire raising were outlined including strengthening the work being carried out in schools by engaging further with young people about the risks involved of deliberate fire raising.

The Cabinet noted the terms of the report.

CHAIR

**MINUTE**  
**of**  
**CABINET**

**Minute of Meeting held at 11.30am in the Council Chamber, Council Headquarters, Giffnock on 24 May 2018.**

**Present:**

Councillor Tony Buchanan (Leader)  
Councillor Caroline Bamforth  
Councillor Alan Lafferty

Councillor Colm Merrick  
Councillor Paul O’Kane

Councillor Buchanan, Leader, in the Chair

**Attending:**

Lorraine McMillan, Chief Executive; Caroline Innes, Deputy Chief Executive; Mhairi Shaw, Director of Education; Andy Cahill, Director of Environment; Margaret McCrossan, Head of Accountancy (Chief Financial Officer); Louise Pringle, Head of Business Change and Revenues; Jim Sneddon, Head of Democratic and Partnership Services; Candy Millard, Head of Strategic Services; Debbie Hill, Principal Category Manager; Kim Gear, Corporate Policy Officer, and Paul O’Neil, Committee Services Officer.

**Apology:**

Councillor Danny Devlin.

**DECLARATIONS OF INTEREST**

**445.** There were no declarations of interest intimated.

**JOINT CONSULTATIVE COMMITTEE (FIRST TIER)**

**446.** The Cabinet considered and noted the Minute of the meeting of the Joint Consultative Committee (First Tier) held on 15 February 2018, which forms Appendix 1 accompanying this Minute.

**DRAFT OUTCOME DELIVERY PLAN 2018/21**

**447.** The Cabinet considered a report by the Chief Executive, providing details of the Council’s draft Outcome Delivery Plan (ODP) 2018/21. A copy of the ODP was appended to the report.

Whilst noting that the ODP was the Council's contribution to the Community Plan with the additional organisational outcomes of Customer, Efficiency and People, the report explained that the purpose of the ODP was to communicate the Council's priority on how it was going to deliver on its strategic outcomes in the Community Plan and the Council's vision 'to be a modern, ambitious Council creating a fairer future with all'. The plan set out the key critical activities services were planning to carry out to achieve better outcomes for Council customers and residents, with the ultimate aim being to make people's lives better.

The report explained that there was a new set out of outcomes and intermediate outcomes in the ODP, and details of how the ODP was structured were outlined in the report. Furthermore, it was noted that targets were still in the process of being finalised for some indicators in the plan, and these were set for a 3-year period. Details of the performance monitoring arrangements for the targets set in the ODP were outlined in the report.

The report concluded by indicating that the approach to developing the ODP demonstrated that the Council had a clear sense of strategic direction and was integrated with the Community Planning Partnership's Community Plan. It was noted that services had been working hard to develop their contribution to the ODP, demonstrating what the Council was trying to achieve to make people's lives better in East Renfrewshire.

The Cabinet:-

- (a) approved the content of the draft Outcome Delivery Plan 2018/21 and noted that the plan might be subject to amendment as a result of the work of the Fairer East Ren Delivery Groups; and
- (b) agreed to **recommend to the Council** that the draft Outcome Delivery Plan 2018/21 be approved.

## **LOCAL SCRUTINY PLAN 2018/19**

**448.** The Cabinet considered a report by the Deputy Chief Executive, providing details of the Local Scrutiny Plan (LSP) for 2018/19. A copy of the plan was appended to the report.

Having referred to the Local Area Network (LAN) which brought together the main scrutiny bodies, including Audit Scotland, the Care Inspectorate, Education Scotland and the Scottish Housing Regulator with the aim of improving the co-ordination of strategic scrutiny activity amongst these bodies, the plan set out the planned external scrutiny activity of the Council over the next year. The report provided details of the Shared Risk Assessment (RSA) which had concluded that no specific areas of risk had been identified that required additional scrutiny beyond routine planned work programmes.

In addition, the plan also provided details of the planned scrutiny activity including a performance audit of the Council's Housing Benefit service which was scheduled to take place during May to June 2018 together with a follow up audit on the Council's Best Value Assurance Report.

The report concluded by indicating that the Local Scrutiny Plan 2018/19 presented a positive external risk assessment of the Council's key services. Furthermore, it provided external validation of the Council's approaches to managing high quality services and served to demonstrate the Council's ongoing commitment to making people's lives better and delivering positive outcomes for its customers and residents across East Renfrewshire.

The Cabinet:-

- (a) noted the assessment by the Local Area Network (LAN) of external bodies that no specific risk areas had been identified which required additional scrutiny beyond routine planned work programmes; and
- (b) noted the areas that would be subject to external monitoring in 2018/19 (i.e. financial sustainability, housing and homelessness) and the planned external scrutiny activities by bodies in the LAN in 2018 which were detailed in Appendix 1 of the Local Scrutiny Plan.

### **SCOTTISH FIRE AND RESCUE SERVICE – CONSULTATION – ‘YOUR SERVICE – YOUR VOICE’**

**449.** The Cabinet considered a report by the Deputy Chief Executive, seeking approval of the Council’s response to the Scottish Fire and Rescue’s consultation entitled ‘Your Service – Your Voice’. A copy of the consultation document was appended to the report.

The Cabinet approved the Council’s response to Scottish Fire and Rescue Service consultation on transformation entitled ‘Your Service – Your Voice’.

### **ADVANCED BUSINESS SOLUTIONS – FINANCE AND PROCUREMENT SYSTEM - E-FINANCIALS**

**450.** The Cabinet considered a report by the Chief Executive, seeking an exemption from tendering in accordance with Standing Order 15 (ii) of the Council’s Standing Orders Relating to Contracts, in relation to the provision of an extended licence including support and maintenance to the Finance and Procurement system, eFINANCIALS, for a period of 12 months from 1 April 2019 until 31 March 2020.

The Cabinet agreed that in accordance with Contract Standing Order 15 (ii) of the Council’s Standing Orders Relating to Contracts, an extension to contract be offered to ADVANCED BUSINESS SOLUTIONS, who currently provided licences and support and maintenance to the finance and procurement system, eFINANCIALS, to the Council at a total cost of £167,000, for a period of 12 months from 1 April 2019 until 31 March 2020.

### **Resolution to Exclude Press and Public**

At this point in the meeting, on the motion of the Leader, the Cabinet unanimously resolved that in accordance with the provisions of Section 50A(4) of the Local Government (Scotland) Act 1973, as amended, the press and public be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in Paragraphs 6 and 8 of Part I of Schedule 7A to the Act.

### **PROPOSED ACQUISITION OF LAND AT AURS ROAD, NEWTON MEARNS – BARRHEAD**

**451.** The Cabinet considered a report by the Director of Environment, seeking approval for the acquisition of 8.47 acres of land over five plots of land adjacent to Aurs Road, Newton Mearns – Barrhead for the sum detailed in the report. The report also sought approval for delegated powers to be granted to the Director of Environment, in consultation with the Chief Officer – Legal and Procurement to progress and complete the necessary acquisitions.

The report explained that the proposed acquisitions would enable the upgrading of Aurs Road, with wider benefits for the Council's City Deal Programme and strategic development opportunity sites and that control of these land holdings would strengthen the Council's forthcoming City Deal full business case.

The Cabinet:-

- (a) approved the acquisition of 8.47 acres of land over five plots of land adjacent to Aurs Road from three owners at a total cost as detailed in the report; and
- (b) agreed that delegated powers be granted to the Director of Environment, in consultation with the Chief Officer – Legal and Procurement to progress and complete the necessary acquisitions.

CHAIR



**MINUTE**

of

**JOINT CONSULTATIVE COMMITTEE (FIRST TIER)**

**Minute of Meeting held at 2.00pm in the Council Chamber, Council Headquarters, Giffnock on 15 February 2018.**

**Present:**

Councillor Caroline Bamforth  
Councillor Tony Buchanan

Councillor Stewart Miller  
Councillor Paul O’Kane

**Union Representatives:**

Ms Sharon Kelly (EIS)  
Mr Mark Kirkland (UNISON)  
Mr Steven Larkin (UNISON)

Mr Gordon Lees (UNISON)  
Mr Joe Lynch (UNISON)  
Mr Des Morris (EIS)

Mr Morris in the Chair

**Attending:**

Lorraine McMillan, Chief Executive; Andy Cahill, Director of Environment; Margaret McCrossan, Head of Accountancy (Chief Financial Officer); Iain Maclean, Head of Environment; Sharon Beattie, Head of HR, Customer and Communications; Tracy Morton, Education Senior Manager; Hugh Friel, Senior HR Officer; and Linda Hutchison, Senior Committee Services Officer.

**Apologies:**

Allison Cairns (GMB); and James O’Connell (UNITE).

**PRELIMINARY REMARKS**

1. The chair confirmed that Mr Martin Doran would no longer be the lead officer for the GMB in East Renfrewshire and, on behalf of the committee, wished him well for the future.

**MINUTE OF PREVIOUS MEETING**

2. The committee considered and approved as a correct record the Minute of the meeting held on 28 September 2017.

**REVENUE BUDGET 2018/19**

3. The committee considered a report by the Head of Accountancy on progress regarding the 2018/19 revenue budget. It confirmed that 2018/19 was the first year of the new three year budget period and that the Council would approve the revenue budget for

that year and indicative budgets for 2019/20 and 2020/21 in March. In keeping with the longer term approach adopted by the Council to manage the financial challenges it faced, it would also consider proposed savings measures for 2018/19 to 2020/21. Reference was made to related consultation in autumn 2017 based on grant assumptions at that time and the intention to keep forecasts and assumptions under review and present updated budgets to the Council for approval annually as figures were confirmed.

Having clarified that the Council's provisional grant figures for 2018/19 issued in December had been updated following associated checks and parliamentary debate, the report referred to a revised core grant of £177.047m. for that year which represented a cash increase of £1.259m. compared to 2017/18 and was less severe than predicted. However the Council was expected to meet new expenditure burdens, examples of which were provided. Taking account of this, the settlement was estimated to be close to a flat cash position on a like for like basis whilst the Council had to find efficiencies to compensate for other pay and price increases and service demand pressures which were not funded through the grant. It was reported that the overall grant figures for Councils remained provisional as some grant elements remained to be distributed, with confirmation of the final settlement due on 21 February.

In terms of financial impact, it was clarified that the Council was expected to address an overall budget gap of £23.8m. over the three year period 2018/19 to 2020/21. Reference was made to consultation with the Trade Unions on savings options of around £28m. for that period, and how the latest settlement position provided options to reduce or defer some of the savings required and/or increase investment in priority areas. The public budget consultation had already indicated that it was proposed to increase Council Tax by 3% in each of the next three financial years. The report explained that the Council had the option to utilise an element of its reserves to help manage the transition to the budget reduction.

Regarding the eight year Capital Plan for 2018/19 to 2025/26 for the General Fund to be considered by the Council in March, the report clarified that the final capital grant settlement would not be known by then as resources for early learning and child care expansion would not be confirmed until later in spring 2018. However, the Plan would reflect the Council's investment needs, the latest estimates of receipts from the realisation of capital assets, and utilisation of an appropriate level of the Council's Capital Reserve which could be applied over the coming years to help maintain capital investment levels. However, a significant element of increased borrowing was required to support the Plan which had been factored into future revenue budget plans. The intention to review the Plan when further financial information was available was referred to, as was the Housing Capital Plan.

It was clarified that the three year budget exercise had begun in summer 2017 and had been carried out in full consultation with Trade Unions, including at a departmental level and through other meetings. Furthermore the Council had actively engaged with its communities, employees and partners to provide details of budget savings proposals. The submission of views had been encouraged, feedback had informed the savings to be proposed to the Council, and further Trade Union consultation was planned on potential savings and efficiencies as financial plans for 2019/20 onwards were developed. Other communication issues were referred to, including plans to provide a further briefing on the full budget to the Trade Unions immediately prior to the publication of the budget papers and also to brief staff.

Whilst highlighting key aspects of the report and a related graph appended to it, the Head of Accountancy referred to the financial settlement from the Scottish Government, clarifying that following further revision the core grant for 2018/19 currently stood at £177.065m. She also referred to the overall budget gap for the three year period to 2020/21; new cost burdens; the proposed 3% increase in Council Tax in each of the next 3 financial years and related assumptions made; and how using reserves was not a permanent solution to the

financial challenges the Council faced. She confirmed that a further briefing would be provided on a confidential basis to the Trade Unions at the Trade Union/management meeting on 21 February.

Regarding the Capital Grant settlement, the Head of Accountancy confirmed that the information provided on this in December had not included details of the final settlement for the early learning and childcare initiative on which clarification was expected in the spring. However assumptions had been made on what the final level of grant for that would be and the position would be reviewed in due course.

Mr Lees expressed concern regarding the funding of the early learning and child care provision expansion, and sought a commitment regarding the delivery of the related, ambitious plan for East Renfrewshire drawn up in consultation with the Trade Unions. In reply, Councillor O'Kane referred to the Council's support for the plan, but also concerns about the initiative such as at a national level expressed in the *Early Learning and Childcare* report just published by Audit Scotland. He reported that these would be pursued through discussion with the Scottish Government, clarifying he would be happy to report back on the outcome. Having heard Mr Lees refer to the importance of the quality of such provision, Councillor Buchanan referred to the commitment that existed to the plan for East Renfrewshire which was intended to deliver quality provision at a reasonable price. He expressed hope that the final settlement would match that considered required by the authority. In reply to Mr Lees who referred to the challenges associated with securing a sufficient workforce across Scotland to support the initiative, Councillor Buchanan referred to work already being progressed to address this such as through training and work with the college sector. Councillor O'Kane also referred to ongoing discussions on this issue at a regional level.

In response to Mr Larkin, the Head of Accountancy confirmed that the part of the total funding gap attributable to 2018/19 was £6.75m., which reduced to under £5m. when the proposed Council Tax increase for that year was taken into account. In reply to Mr Kirkland, she referred to favourable interest rates the authority could secure for loans through the Public Works Loans Board (PWLB), current low rates of interest, and the wide range of interest rate levels associated with debt the Council was servicing taking account of when loans had been taken out.

It was agreed to note the position and comments made.

## **ENVIRONMENT DEPARTMENT CHANGE PROGRAMME**

4. Under reference to the Minute of the meeting of 28 September 2017 (Paragraph 4 refers) when the position on the Environment Department change programme and use of consultants had been noted, Mr Lynch reported that there were ongoing concerns and difficulties still being encountered, which was why it had been requested that the issue be a standard agenda item. Having clarified that the concerns included, from a professional perspective, him not being invited to meetings, insufficient Trade Union consultation and an excessive use of consultants, he expressed the opinion that the Environment Department had adopted a particular approach on consultants regarding which concerns had been raised with the Director of Environment, Head of Environment and Procurement. He referred to difficulties and frustrations securing information sought and expressed concern regarding the level of expenditure on external consultants, querying if value for money had been achieved. Referring to a forthcoming meeting on Service Redesign 3 within the Environment Department, he added that the Trade Unions had not been involved or negotiated with properly, suggesting that decisions had been made without appropriate involvement with them on concerns.

Mr Larkin also voiced concerns regarding how some issues had been progressed, suggesting it was unacceptable to spend the level of funds it was intended to on the Spiersbridge Office which he considered to be the responsibility of the proprietor. He also queried why the number of Heads of Service in the department had been reduced to two, seeking confirmation on the consultant's recommendation on this.

Referring to the Spiersbridge Office, Councillor Buchanan referred to concerns he held regarding the working conditions there; and the active involvement of staff in and views sought from them on the proposals and related feedback he had heard which seemed positive, adding that he considered the proposed expenditure reasonable. Regarding the use of consultants, he reported that this was anticipated to decrease as a result of which that concern was being addressed. He considered it inevitable that issues were raised during any change process, referred to the Council's desire to provide services and protect jobs, and referred to the latest initiatives being progressed under the modern ambitious programme. Councillor Buchanan also referred to comments he had received from the Director of Environment on savings proposals which protected staff and future proofed his service, arguing that benefits were already being seen and that some other authorities were in a worse financial position. He disagreed on there being a need for this item to be a standard one, clarifying that the Trade Unions had the option to raise issues in future if they considered it necessary.

The Head of Environment confirmed that no decision had been taken about the accommodation proposals, referred to the ongoing staff consultation on this feedback from which would be considered, and plans to discuss accommodation with the Trade Unions at a forthcoming second tier JCC meeting linked to which the Trade Unions could provide feedback. Regarding the consultation related concerns, he referred to guidance to departments associated with the change programme and the great extent to which it had been adhered to in relation to Service Redesign 3, including on consultation arrangements agreed between the Trade Unions and management through which it had been agreed by all to channel issues through Mr Kirkland representing UNISON. Notwithstanding this, he clarified that a request had been received about including Mr Lynch in correspondence in future which had now been agreed.

Regarding the accommodation expenditure, the Director of Environment clarified that the landlord was not responsible for the type of expenditure being considered. Regarding work undertaken by Castlerigg, he clarified that it had recommended the retention of three Heads of Service, but he had taken the decision to reduce the number to two given the budget challenges faced.

In more general terms, the Chief Executive referred to the ongoing review of accommodation across the Council, the poor state of some buildings many of which were not currently fit for purpose regarding which she cited examples, and responsibilities towards staff. She clarified that resources for addressing accommodation issues were limited, but that some work was required. Referring to the commitment that existed to work with the Trade Unions on issues, she expressed hope that a common agenda could be found and compromise reached. Mr Kirkland expressed his uneasiness about incurring expenditure on buildings in the face of job losses.

Having welcomed the forthcoming discussions to take place at the second tier JCC meeting, referring more generally to budget savings, Mr Lynch expressed the view that the Trade Unions had only received headline figures which lacked sufficient detail. He referred also to the importance of treating the Trade Unions professionally and expressed hope that the Director of Environment would adopt a change of approach, referring to concerns raised by the Trade Unions as legitimate.

It was agreed to note the position and comments made.

## **HEALTH AND SAFETY COMMITTEE**

**5.** The committee considered the Minutes of the meetings of the Council's Health and Safety Committee held on 6 September and 8 November 2017.

In response to Mr Kirkland and Mr Lynch who suggested it was possible, based on some statistics viewed, that procedures for reporting accidents and incidents might not have been fully adhered to in a school, the Education Senior Manager expressed surprise that this was being raised, referred to close working arrangements that existed between management and the Teaching Unions and UNISON on this issue and, supported by Mr Morris, referred to the wide circulation of guidance on this issue to head teachers, teachers and schools and related coverage at in-service events. She confirmed that the level of incidents could depend on the size of a school, confirming that all staff were encouraged to report incidents in the appropriate manner.

In response to Mr Lees, the Head of HR, Customer and Communications undertook to provide information to the Trade Unions at the forthcoming second tier JCC meeting on the interim arrangements put in place for employees who used the old guardian angel system until the new lone workers system was up and working.

## **DATE OF NEXT MEETING**

**6.** The committee noted that the next meeting was scheduled to take place on Thursday, 10 May 2018.



**MINUTE**  
**of**  
**LICENSING COMMITTEE**

**Minute of Meeting held at 2.00pm in the Council Chamber, Council Headquarters, Eastwood Park, Giffnock, on 12 June 2018.**

**Present:**

Councillor Angela Convery (Chair)  
Councillor Alan Lafferty

Councillor Stewart Miller

Councillor Convery in the Chair

**Attending:**

Jacqui McCusker, Senior Solicitor; and Jennifer Graham, Committee Services Officer.

**Also Attending:**

Chief Inspector John McQuilter and Sergeant Scott Brown, Police Scotland.

**Apologies:**

Councillors Betty Cunningham (Vice Chair) and Charlie Gilbert.

**DECLARATIONS OF INTEREST**

**452.** There were no declarations of interest intimated.

**Resolution to Exclude Press and Public**

At this point in the meeting, on the motion of the Chair, the committee unanimously resolved that in accordance with the provisions of Section 50A(4) of the Local Government (Scotland) Act 1973, as amended, the press and public be excluded from the meeting for the undernoted items of business on the grounds that they involved the likely disclosure of exempt information as defined in Paragraphs 6 and 14 of Part 1 of Schedule 7A to the Act.

**PRIVATE HIRE CAR DRIVER'S LICENCE – APPLICATION FOR GRANT**

**453.** The committee considered a report by the Chief Officer (Legal & Procurement) regarding an application for the grant of a Private Hire Car Driver's Licence (Agenda Item 3 refers). The applicant was present together with his Solicitor. Chief Inspector McQuilter and Sergeant Brown, representing the Chief Constable who had made an objection in respect of the application, were also present.

The report explained that in determining the application it would be for the committee to decide what weight it wished to attach to the objection by the Chief Constable and its relevance to the type of licence being applied for.

Sergeant Brown was heard in respect of the objection submitted by the Chief Constable and in response to questions from Members.

The applicant and his Solicitor were then heard in respect of the application and in response to questions from Members, in the course of which the applicant volunteered to sit a Driving Standards Agency Assessment.

The committee agreed to a short adjournment to consider the matter.

On reconvening, having taken account of the submission made by the applicant, his previous convictions, their seriousness and relevance to the licence being applied for, and also having taken account of the objection by the Chief Constable, the committee:-

- (a) noted that the applicant had volunteered to undertake a Driving Standards Assessment; and
- (b) agreed that the application be granted for a period of one year subject to the applicant undertaking and passing, at his own cost, a Driving Standards Assessment within 6 months.

#### **PRIVATE HIRE CAR DRIVER'S LICENCE – APPLICATION FOR GRANT**

**454.** The committee considered a report by the Chief Officer (Legal & Procurement) regarding an application for the grant of a Private Hire Car Driver's Licence (Agenda Item 4 refers). The applicant was present. Chief Inspector McQuilter and Sergeant Brown, representing the Chief Constable, who had made an objection in respect of the application, were also present.

The report explained that in determining the application it would be for the committee to decide what weight it wished to attach to the objection by the Chief Constable and its relevance to the type of licence being applied for.

Sergeant Brown was heard in respect of the objection submitted by the Chief Constable and in response to questions from Members.

The applicant was then heard in respect of the application and in response to questions from Members.

The committee agreed to a short adjournment to consider the matter.

On reconvening the committee, having taken account of the submission made by the applicant, his previous convictions, their seriousness and relevance to the licence being applied for, and also having taken account of the objection by the Chief Constable, agreed that the application be refused on the grounds that the applicant was not a fit and proper person to be the holder of such a licence by virtue of his previous convictions.



**MINUTE**

of

**PLANNING APPLICATIONS COMMITTEE**

**Minute of Meeting held at 2.00pm in the Council Chamber, Council Headquarters, Giffnock on 13 June 2018.**

**Present:**

Councillor Annette Ireland (Chair)  
Councillor Angela Convery  
Provost Jim Fletcher

Councillor Stewart Miller  
Councillor Jim Swift

Councillor Ireland in the Chair

**Attending:**

Sean McDaid, Principal Planner and Ian Walker, Senior Planner, Development Management; Graham Shankland, Principal Business Intelligence Officer; and Paul O'Neil, Committee Services Officer.

**Apologies:**

Councillors Betty Cunningham (Vice Chair); and Jim McLean.

**DECLARATIONS OF INTEREST**

**455.** There were no declarations of interest intimated.

**APPLICATIONS FOR PLANNING PERMISSION**

**456.** The committee considered reports by the Director of Environment on applications for planning permission requiring consideration by the committee.

It was agreed that the applications be determined as indicated at Appendix 1 accompanying this Minute, particular reference being made to the following:-

- (i) 2017/0585/TP – Erection of 48 dwellinghouses (amendment to planning permission 2016/0712/TP to alter house types, numbers and layout at part of the site) at land at Maidenhill (to the east of the old Ayr Road) Newton Mearns by Taylor Wimpey Limited

The Principal Planner explained the reasons why the application required to be considered by the committee in the course of which he highlighted a minor amendment to the wording of Condition 13. He indicated that the maximum

discharge rate from the site should be 6.5 litres per second per hectare and not 8 litres per second per hectare as detailed in the report.

Following discussion, the committee agreed that it was disposed to grant the application, subject to:-

- (a) conditions following the extant legal agreement being amended to include this planning application (2017/0585/TP) in order to ensure that the affordable housing and development contributions required were delivered; and
  - (b) the wording of Condition 13 being amended to the effect that the maximum discharge rate from the site should be 6.5 litres per second per hectare and not 8 litres per second per hectare as detailed in the report.
- (ii) 2017/0586/TP – Erection of 49 dwellinghouses (amendment to planning permission 2016/0712/TP to alter house types, numbers and layout at park of the site) at land at Maidenhill (to the east of Highover and Marlin Lodge), Newton Mearns by Taylor Wimpey Limited

The Principal Planner explained the reasons why the application required to be considered by the committee in the course of which he highlighted a minor amendment to the wording of Condition 13. He indicated that the maximum discharge rate from the site should be 6.5 litres per second per hectare and not 8 litres per second per hectare as detailed in the report.

Following discussion, the committee agreed that it was disposed to grant the application, subject to:-

- (a) conditions following the extant legal agreement being amended to include this planning application (2017/0586/TP) in order to ensure that the affordable housing and development contributions required were delivered; and
  - (b) the wording of Condition 13 being amended to the effect that the maximum discharge rate from the site should be 6.5 litres per second per hectare and not 8 litres per second per hectare as detailed in the report.
- (iii) 2017/0587/TP – Erection of 9 dwellinghouses (amendment to planning permission 2016/0712/TP to alter house types, numbers and layout at part of the site) at land at Maidenhill (to the east of Highover and Marlin Lodge), Newton Mearns by Taylor Wimpey Limited

The Principal Planner explained the reasons why the application required to be considered by the committee in the course of which he highlighted a minor amendment to the wording of Condition 12. He indicated that the maximum discharge rate from the site should be 6.5 litres per second per hectare and not 8 litres per second per hectare as indicated in the report.

Following discussion, the committee agreed that it was disposed to grant the application, subject to:-

- (a) conditions following the extant legal agreement being amended to include this planning application (2017/0587/TP) in order to ensure that the affordable housing and development contributions required were delivered; and
- (b) the wording of Condition 12 being amended to the effect that the maximum discharge rate from the site should be 6.5 litres per second per hectare and not 8 litres per second per hectare as detailed in the report.

CHAIR



**TOWN AND COUNTRY PLANNING (SCOTLAND) ACT 1997  
AS AMENDED BY THE PLANNING ETC (SCOTLAND) ACT 2006  
PLANNING (LISTED BUILDINGS AND CONSERVATION AREAS) (SCOTLAND) ACT 1997**

Decision index of applications under the above acts considered by Planning Applications  
Committee on 13th June 2018

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**Reference No:** 2017/0585/TP

**Ward:** 5

**Applicant:**

Taylor Wimpey Ltd  
Unit C, Cirrus Building  
Marchburn Drive  
Paisley  
PA3 2SJ

**Agent:**

**Site:** Land at Maidenhill (to the east of the Old Ayr Road) Newton Mearns, East  
Renfrewshire

**Description:** Erection of 48 dwellinghouses (amendment to planning permission 2016/0712/TP to alter  
house types, numbers and layout at part of the site)

**Decision:** Disposed to grant subject to conditions following the extant legal agreement being  
amended to include this planning application in order to ensure that the affordable housing and  
development contributions required are delivered.

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**Reference No:** 2017/0586/TP

**Ward:** 5

**Applicant:**

Taylor Wimpey Ltd  
Unit C, Cirrus Building  
Marchburn Drive  
Paisley  
PA3 2SJ

**Agent:**

**Site:** Land at Maidenhill (to the east of Highover and Marlin Lodge) Newton Mearns, East  
Renfrewshire

**Description:** Erection of 49 dwellinghouses (amendment to planning permission 2016/0712/TP to alter  
house types, numbers and layout at part of the site)

**Decision:** Disposed to grant subject to conditions following the extant legal agreement being  
amended to include this planning application in order to ensure that the affordable housing and  
development contributions required are delivered.

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424

**Reference No:** 2017/0587/TP

**Ward:** 5

**Applicant:**

Taylor Wimpey Ltd  
Unit C, Cirrus Building  
Marchburn Drive  
Paisley  
PA3 2SJ

**Agent:**

**Site:** Land at Maidenhill (to the east of Highover and Marlin Lodge) Newton Mearns, East Renfrewshire

**Description:** Erection of 9 dwellinghouses (amendment to planning permission 2016/0712/TP to alter house types, numbers and layout at part of the site)

**Decision:** Disposed to grant subject to conditions following the extant legal agreement being amended to include this planning application in order to ensure that the affordable housing and development contributions required are delivered.

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**MINUTE**  
**of**  
**LOCAL REVIEW BODY**

**Minute of Meeting held at 2.30pm in the Council Chamber, Council Headquarters, Giffnock on 13 June 2018.**

**Present:**

Councillor Annette Ireland (Chair)  
Councillor Angela Convery  
Provost Jim Fletcher

Councillor Stewart Miller  
Councillor Jim Swift

Councillor Ireland in the Chair

**Attending:**

Graham Shankland, Principal Business Intelligence Officer (Planning Adviser); Siobhan Wilson, Solicitor (Legal Adviser); and Paul O'Neil, Committee Services Officer (Clerk).

**Apologies:**

Councillors Betty Cunningham (Vice Chair); and Jim McLean.

**DECLARATIONS OF INTEREST**

**457.** There were no declarations of interest intimated.

**NOTICE OF REVIEW – REVIEWS 2018/03 AND 06 – CHANGE OF USE OF INDUSTRIAL BUILDING/WORKSHOP TO DOG CENTRE INCLUDING DOG CARE, GROOMING AND TRAINING CENTRE (IN RETROSPECT) AT UNIT 4, 6 COGAN STREET, BARRHEAD (REF NO: 2017/0605/TP)**

**458.** The Local Review Body considered a report by the Deputy Chief Executive, relative to two 'Notices of Review' submitted by Ms Elizabeth Polson, against the decision taken by officers to grant planning permission subject to conditions in respect of the change of use of an industrial building/workshop to dog centre, including day care, grooming and training centre (in retrospect) at Unit 4, 6 Cogan Street, Barrhead.

The decision had been made in accordance with the Council's Scheme of Delegation made in terms of Section 43A of the Town and Country Planning (Scotland) Act 1997 as amended.

In accordance with the decision taken at the meeting on 10 August 2016, the Local Review Body had carried out an unaccompanied site inspection of the application site immediately prior to the meeting.

The Local Review Body, having considered the information previously circulated, agreed that it had sufficient information to determine the review without further procedure.

Following discussion, Councillor Ireland seconded by Provost Fletcher, moved to amend the decision of the Appointed Officer as detailed in the decision notice of 3 January 2018 and grant planning permission, subject to the following conditions:-

1. The development hereby approved shall cease on 31 January 2019. At the end of the period of permission, the use shall be discontinued unless a further planning permission is granted.

Reason: To allow the Council to monitor the impact of the development on residential amenity.

2. The use hereby approved shall operate only within the hours of 08.00 – 19.00 Monday to Friday, 08.00 – 17.30 on a Saturday, and at no time on a Sunday unless otherwise agreed in writing by the planning authority.

Reason: To protect adjacent residents from noise/disturbance.

Councillor Miller, seconded by Councillor Swift, moved as an amendment to amend the decision of the Appointed Officer as set out in the decision notice of 3 January 2018 and grant planning permission, subject to the following conditions:-

1. The development hereby approved shall cease on 31 January 2019. At the end of the period of permission, the use shall be discontinued unless a further planning permission is granted.

Reason: To allow the Council to monitor the impact of the development on residential amenity.

2. The use hereby approved shall operate only within the hours of 08.00 – 19.00 Monday to Friday, 08.00 – 17.30 on a Saturday, permit opening on one evening each week until 21.30, and at no time on a Sunday unless otherwise agreed in writing by the planning authority.

Reason: To protect adjacent residents from noise/disturbance.

On a vote being taken two Members voted for the motion and three Members for the amendment. The amendment was accordingly declared carried and it was agreed to amend the decision of the Appointed Officer as set out in the decision notice of 3 January 2018 and grant planning permission, subject to the following conditions:-

1. The development hereby approved shall cease on 31 January 2019. At the end of the period of permission, the use shall be discontinued unless a further planning permission is granted.

Reason: To allow the Council to monitor the impact of the development on residential amenity.

2. The use hereby approved shall operate only within the hours of 08.00 – 19.00 Monday to Friday, 08.00 – 17.30 on a Saturday, permit opening on one evening each week until 21.30, and at no time on a Sunday unless otherwise agreed in writing by the planning authority.

Reason: To protect adjacent residents from noise/disturbance.



**NOTICE OF REVIEW – REVIEW 2018/05 – ERECTION OF AGRICULTURAL BUILDING AT RIGLAW, ROEBANK ROAD, UPLAWMOOR (REF NO: 2018/0025/TP)**

**459.** Under reference to the Minute of the meeting of 16 May 2018 (Page [ ] Item [ ] refers), the Local Review Body considered a report by the Deputy Chief Executive, relative to a 'Notice of Review' submitted by Mr James Pearson against the non-determination of an application in respect of the erection of an agricultural building at Riglaw, Roebank Road, Uplawmoor.

The Local Review Body had carried out an unaccompanied site visit immediately before the meeting in accordance with the decision taken at the meeting on 10 August 2016.

The Local Review Body, having considered the information previously circulated, agreed that it had sufficient information to determine the review without further procedure.

Following discussion, it was agreed that the application for planning permission dated 15 January 2018 be refused.

CHAIR



**MINUTE**  
**of**  
**EDUCATION COMMITTEE**

**Minute of Meeting held at 10.00am in the Council Chamber, Council Headquarters, Giffnock on 14 June 2018.**

**Present:**

Councillor Paul O’Kane (Chair)	Councillor Jim McLean
Councillor Colm Merrick (Vice Chair)	Councillor Jim Swift
Councillor Caroline Bamforth	Ms Dorothy Graham
Councillor Tony Buchanan	Ms Mary McIntyre
Councillor Danny Devlin	Mr Des Morris
Councillor Alan Lafferty	

Councillor O’Kane in the Chair

**Attending:**

Mhairi Shaw, Director of Education; Janice Collins, Head of Education Services (Equality and Equity); Mark Ratter, Head of Education Services (Quality Improvement and Performance); Fiona Morrison, Head of Education Services (Provision and Resources); Tracy Morton, Education Senior Manager; and Eamonn Daly, Democratic Services Manager.

**Apology:**

Dr Frank Angell.

**DECLARATIONS OF INTEREST**

**460.** There were no declarations of interest intimated.

**REVISED STANDARD CIRCULAR 12 - INCLUSION**

**461.** The committee considered a report by the Director of Education providing an update in relation to the department’s approach to inclusion and seeking approval for a revised policy (Standard Circular 12).

Having outlined the background to the department’s approach, the report explained that with national guidance supporting a presumption of mainstream schooling for all children, the department had reflected upon progress and achievement in this area in order to improve further and continue to support the central aim of promoting inclusion in all schools and in the work of all of its services.

The report explained that the revised Standard Circular, a copy of which accompanied the report, took account of all current legislation. However it recognised that this was not what delivered inclusion and the circular contained 4 key principles which underpinned the strategic vision of inclusion and which could be used to measure whether or not an inclusive education was being delivered for East Renfrewshire pupils.

Details of the 4 key principles having been summarised, the report explained that the guidance would provide clear and consistent advice on ensuring children and young people were accessing high quality learning and teaching that supported their needs. Furthermore, school staff were supported to be innovative, creative and solution focussed when meeting the needs of all learners.

The report further explained that to support the implementation of the policy a comprehensive Career Long Professional Learning programme had been developed, the delivery of which would be supported by the Quality Improvement Team in partnership with Educational Psychology.

In response to questions from Ms McIntyre and Councillor Swift, the Head of Education Services (Equality and Equity) referred to the quality of existing staff, confirmed that the terms of the revised circular would be delivered within the available financial envelope, and that there were no reductions in the numbers of pupil support assistants (ASN) supporting those children with additional needs.

In response to further questions from Councillor Bamforth, she confirmed that parents could request an assessment for a Co-ordinated Support Plan although defined criteria needed to be met before an assessment would be carried out. She further confirmed that there were a number of Additional Support Needs Parents Forums in operation across East Renfrewshire.

Councillor Merrick sought clarification of whether or not any collaborative work in respect of additional support needs was taking place in response to which it was explained that although additional support needs did not feature in the West Partnership Regional Plan, officers from authorities in the partnership area did meet to discuss collaborative opportunities, where it was seen to enhance practice in a local authority.

Councillor Buchanan having been heard on how inclusion was a key aspect of Getting it Right for Every Child and to the preventative nature of the approach, and Councillor O’Kane on the funding decisions taken by the Council, the committee:-

- (a) approved Standard Circular 12; and
- (b) instructed the Director of Education to take appropriate steps to ensure its implementation in all schools and early years settings.

## **EARLY LEARNING AND CHILDCARE ANNUAL REPORT**

**462.** The committee considered a report by the Director of Education providing an update on the approaches taken to develop Early Learning and Childcare services, and outlining the steps taken to improve further the quality, flexibility, accessibility and affordability of provision and experiences for young children.

The report referred to the contribution made by Early Learning and Childcare services to the Single Outcome Agreement and to the continuing focus on early years by both national and local government. In particular the report referred to the publication in 2016 of *A Blueprint for*

*2020: The Expansion of Early Learning and Childcare in Scotland*, which along with a subsequent report and action plan outlined the elements required to deliver the planned expansion of Early Learning and Childcare (ELC) almost doubling provision from 600 hours to 1,140 hours by 2020.

Having highlighted the importance placed on the provision of high quality ELC as demonstrated in the department's ELC Strategy and the 2016 departmental paper *Advancing Excellence and Equity in Education in East Renfrewshire* the report provided detailed statistical information in relation to both the quality of provision, improving outcomes for children and the quality of the early years workforce, as well as setting out the next steps in each area.

In addition, the report provided information on the work being taken forward to maximise flexibility for parents in choosing their ELC provision and to ensure accessibility to services across the entire East Renfrewshire area, referring to the decision taken by the Council to reduce by 50% from August 2017 the hourly cost of wraparound care.

Councillor Swift having welcomed the report and referred to the increasing demand for extended care and to the financial challenges of meeting this demand, Councillor Bamforth sought clarification of the information relating to inspection grades. In reply the Head of Education Services (Equality and Equity) acknowledged that the information provided was possibly not as clear as it could have been but that the intention was to demonstrate that overall inspection grades achieved by both council and partner provider establishments were improving year on year.

Mr Morris welcomed that the report highlighted the quality of the Early Years workforce and the Council's continuing commitment to provide qualified teachers for children.

In the course of further discussion around service demand and flexibility, the Director of Education confirmed that there was an increased demand for extended provision and that it needed to be recognised that this was driven significantly by the personal economic circumstances of parents.

Councillor Buchanan having welcomed the report and highlighted that it showed the Council and partners continued to deliver quality services in the face of increasing demand, the committee noted the report.

## **REVISED STANDARD CIRCULAR 8 – INCLUDED, ENGAGED AND INVOLVED**

**463.** The committee considered a report by the Director of Education seeking approval for a revised policy in relation to managing school exclusion (Standard Circular 8).

Having referred to the publication by the Scottish Government in June 2017 of new national guidance on managing school exclusions, the report explained that the revised policy, a copy of which accompanied the report, updated and refreshed the previous policy statement and included a refreshed focus on prevention, early intervention and response to individual need in line with the principles of Getting it Right for Every Child (GIRFEC).

It was further highlighted that schools and early learning and childcare settings already placed a greater importance on inclusion, setting out how this was achieved, and that this was reflected in exclusion rates in East Renfrewshire educational establishments which continued to remain low and compared very favourably against the national rate.

Having heard Mr Morris welcome that in terms of the circular teachers should be kept informed of correspondence or correspondence relating to police enquiries in relation to serious offences committed by pupils, the committee approved the revised Standard Circular 8 and instructed the Director of Education to take appropriate steps to ensure its implementation in all schools and early learning and childcare settings.

## **LEADERSHIP STRATEGY**

**464.** The committee considered a report by the Director of Education seeking approval of a Leadership Strategy.

The report referred to the Education Department's ambition to provide excellent schools and Early Learning and Childcare (ELC) settings to ensure all learners had the skills, capabilities and motivation to reach their aspirations and fulfil their potential, and to a variety of Scottish Government plans that underpinned the department's work to achieve excellence in schools/ELC settings and raise the bar for all learners.

It explained that in line with the outcomes set out in various Scottish Government documents the department recognised that a major challenge was how to ensure East Renfrewshire schools and centres stayed ambitious and built on what had already been accomplished in a way that could achieve greater equity for all learners.

The report explained that to achieve this it was important to develop and build capacity in leaders at every level, a key part of this process being the production of a Leadership Strategy.

The strategy, a copy of which accompanied the report, proposed a move beyond the traditional view of succession planning as a risk management strategy to mitigate the loss of leaders from the organisation, developing a different notion for succession planning, the details of which were outlined.

The report further explained that the strategy proposed an ambitious approach to leadership, reflective of contemporary thinking and informed by outcomes from educational initiatives that recognised distributive leadership (bottom up) rather than distributed leadership as pivotal to creating "great" establishments and delivering excellent experiences for all.

Having set out the 6 key aims of the strategy, the report explained that critical indicators and outcomes were set out in the strategy and would measure the impact of activities to be undertaken in its delivery. Furthermore, it was explained that school and departmental annual Standards and Quality reports would include details of progress in meeting the priorities of the National Improvement Framework, of the steps taken to develop distributive leadership at all levels and the impact of career long professional learning in the classroom. It was noted that annual reports to committee and Education Scotland and Care Inspectorate reports would provide further evidence of progress in implementing the actions set out in the strategy.

In response to questions from Councillor Bamforth the Education Senior Manager provided further information in respect of student retrieval placements, following which Councillor Buchanan welcomed the report which he stated would help to keep East Renfrewshire at the forefront of delivering quality opportunities and outcomes for children.

The committee approved the Leadership Strategy and instructed the Director of Education to bring reports to future meetings of the committee on the impact of its implementation.

## REVISED STANDARD CIRCULAR 57 – CHILD PROTECTION

**465.** The committee considered a report by the Director of Education seeking approval for a revised policy in relation to the department's guidance to staff on child protection (Standard Circular 57).

Having referred to the publication by the Scottish Government in 2014 of revised guidelines on child protection to reflect the changed landscape in this field, and to the subsequent publication in 2017 of the *West of Scotland Child Protection Procedures* the report explained that the revised circular, a copy of which accompanied the report, set out guidance for staff working in education settings. Details of those areas on which the circular provided advice and guidance were outlined.

Councillor O'Kane having referred to the importance of raising awareness of the need to keep children safe, the committee approved the revised Standard Circular 57 and instructed the Director of Education to take appropriate steps to ensure its implementation in all schools and early learning and childcare settings, following consultation with the East Renfrewshire Child Protection Committee.

## EARLY LEARNING AND CHILCARE EXPANSION - PROGRESS

**466.** The committee considered a report by the Director of Education providing an update on the progress of the expansion of Early Learning and Childcare (ELC) entitlement to 1140 hours per year for every 3 and four year old child, and every eligible 2 year old child, by August 2020.

By way of background, the report referred to the Scottish Government's vision to expand ELC provision as outlined above, to be underpinned by the key principles of Quality, Flexibility, Accessibility and Affordability. It explained the steps that had been taken locally to deliver the vision including the establishment of an ELC Expansion Board which reported to the Council's Corporate Management Team, the Board having 4 workstreams with specific remits; Quality, Workforce, Expansion Plan and Service Models, and Provision and Resources

The report also referred to the requirement for local authorities to submit their implementation plans to the Scottish Government by 29 September 2017 the East Renfrewshire Implementation Plan having been approved by the committee on 28 September.

Thereafter, the report summarised progress across the 4 workstreams and proposed plans moving forward. With particular regard to the Provision and Resources workstream, it was explained that East Renfrewshire Council had been awarded £12.27 million (capital) over the period 2017/18 to 2020/21 with annual recurring revenue funding of £6.862 million from 2021/22. This was in addition to annual allocations for the period 2018/19 to 2020/21 to support phased introduction of the expanded service and the development and expansion of the workforce. It was noted that the revenue funding fell short of the £7,916,954 that had been identified as revenue costs for full implementation of the Council's proposals.

The report also referred to the Council's Capital Plan approved in March 2018, to the investment of ELC expansion agreed at that time based on estimated funding, and that the plan, taking account of the actual levels of Scottish Government funding, was being revised. Details of the proposed new build and extensions that could take place on the basis of the available funding were outlined.

The report also provided an analysis of the implications of the shortfall in revenue funding of £1,587,573 for full implementation, it being noted that the populations and uptake of childcare assumptions used by the Scottish Government did not properly reflect the position in East Renfrewshire for calculating revenue funding levels. It was noted that revenue funding levels were to be the subject of annual review to provide reassurance that funding levels were adequate, taking account of both total population and 2 year-old uptake. Details of 8 feasible options to help meet the impact of reduced revenue were outlined in the report, along with 7 scenarios that could meet all or part of the revenue funding gap, it being noted that in only 2 of the 7 scenarios would quality of provision be unaffected whilst flexibility and choice would also be affected in some cases.

Full discussion took place in the course of which Mr Morris highlighted that this report like the earlier ELC annual report emphasised the quality of the workforce and that he supported all steps to achieve the full staff complement to deliver the Council's preferred option.

Councillor Swift was heard on the demonstrable improvements in literacy and numeracy amongst children, to the increasing demands for service provision by parents, and expressed concern that with the levels of the additional Scottish Government revenue funding being provided there may be a need to dilute the quality and flexibility of the service on offer.

In response the Head of Education Services (Provision and Resources) explained that in negotiations with the Scottish Government, the focus had been on service delivery up to 2020. However the report recognised that there would be increasing demand beyond that date and that and proposals for this could be brought back to the committee for consideration at an appropriate time.

Councillor Swift having commented further on the increasing pressures being placed on local authorities by the Scottish Government to deliver services but without the provision of adequate funding to do this, Councillor O'Kane highlighted that there was no disagreement on the principles of delivering increased childcare; that the funding challenges were recognised; that a number of other authorities with similar demographics were facing the same challenge; and there were opportunities to work collaboratively with these authorities to make the case for increased funding to the Scottish Government.

Councillor Buchanan was also heard on universal support to extend the available hours and confirmed that he would continue to make the case for increased funding at every opportunity.

Councillor Merrick having welcomed the key "grow our own" strategy of the Workforce workstream, Councillor O'Kane highlighted that the scale of the challenge was such that whilst this would go some way to addressing the issue, other collaborative working with partners in the Further Education sector would also be required.

The committee:-

- (a) noted progress in relation to the expansion planning for 1140 hours of free ELC for August 2020; and
- (b) noted the position on funding allocated and its impact;
  - (i) noting that a paper on the 8-Year Capital plan would be taken forward by the Chief Financial Officer which would include consideration of Early Years;



- (ii) the possible implications of receiving less revenue for full implementation (2021/22) of the Council's preferred delivery model; and
- (iii) ask that officers and Elected Members continue to take steps to lobby the Scottish Government and COSLA to understand the impact of this funding on East Renfrewshire, its children and families.

CHAIR



## MINUTE

of

### PLANNING APPLICATIONS COMMITTEE

**Minute of Special Meeting held at 2.00pm in the Council Chamber, Council Headquarters, Giffnock on 14 June 2018.**

**Present:**

Councillor Annette Ireland (Chair)	Councillor David Macdonald
Councillor Paul Aitken	Councillor Jim McLean
Councillor Caroline Bamforth	Councillor Colm Merrick
Councillor Tony Buchanan	Councillor Stewart Miller
Councillor Angela Convery	Councillor Paul O’Kane
Provost Jim Fletcher	Councillor Jim Swift
Councillor Alan Lafferty	

Councillor Ireland in the Chair

**Attending:**

Lorraine McMillan, Chief Executive; Andy Cahill, Director of Environment; Sean McDaid, Principal Planner; Graham Shankland, Principal Business Intelligence Officer; Karen Barrie, Principal Strategy Officer; Ian Walker, Senior Planner; Richard Mowatt, Environmental Health Officer; John Marley, Transportation Co-ordinator; Eamonn Daly, Democratic Services Manager; and Paul O’Neil, Committee Services Officer.

**Apologies:**

Councillors Betty Cunningham; Danny Devlin; Charlie Gilbert; Barbara Grant; and Gordon Wallace.

### **DECLARATIONS OF INTEREST**

**467.** There were no declarations of interest intimated.

### **PRE-DETERMINATION HEARING – ERECTION OF RETIREMENT RESIDENTIAL COMMUNITY, CARE HOME AND MULTI-PURPOSE VILLAGE CENTRE AND FORMATION OF NEW ACCESS ROAD FROM AURS ROAD (MAJOR) AT NETHERPLACE WORKS, NETHERPLACE ROAD, NEWTON MEARNS BY NEWTON MEARNS PROJECTS LIMITED (REF NO: 2017/0359/TP)**

**468.** The committee considered a report by the Director of Environment, on an application for planning permission for the proposed erection of a retirement residential community, care home and multi-purpose village centre and formation of new access road from Aurs Road (Major) at Netherplace Works, Netherplace Road, Newton Mearns by Newton Mearns Projects Limited (Ref.No: 2017/0359/TP).

The Principal Planner explained that the application was a Major development under the terms of the Town and Country Planning (Hierarchy of Developments) (Scotland) Regulations 2009; in the course of which it was noted that the site was identified in the adopted East Renfrewshire Local Plan to be retained for business/industrial purposes. He stated that as the re-development of the site was for residential development and a care home it was therefore considered that the proposal was a significant departure from the development plan and had to be the subject of a pre-determination hearing by the Planning Applications Committee before being determined by the full Council. He referred to the assessment of the proposal as outlined in the Report of Handling and to the report's recommendation.

At this stage, the Chair invited the applicant's representatives, Mr Robert Booth and Mr Jon Jewitt, to speak in support of the application.

Mr Booth began by stating that the developer was a resident of East Renfrewshire and had a range of business interests including some in the Far East. Whilst highlighting that the application site had been an abandoned industrial site, he stated that the proposed development if approved, would offer employment opportunities in accordance with strategic policy SG6. He also highlighted that an economic impact analysis had been carried out which concluded that there would be significant economic benefit to the area both during and after construction. Concluding his remarks, he explained that in developing the proposal consideration had been given to the Council's local plan policies and that should the proposal be approved the developer would work in partnership with the Council.

Mr Jewitt then commented on the design of the project in the course of which he highlighted that it was a wholly new approach to the one that had previously been approved by the Council. He stated that by working with the Council's Planning Department and the Health and Social Care Partnership a far more sensitive approach had been taken to the proposed development.

Whilst noting that the scheme density had been reduced from 320 in the previously approved scheme to 252 dwellings, Mr Jewitt stated that as a result the development consisted of much larger apartments, terraced cottages and retained the central features of the village centre and care home, with the residential form acting as an acoustic barrier and green wall to the M77 motorway. Furthermore, he stated that the design had been heavily influenced by a similar specialist dementia village at Hogeweyk, near Amsterdam.

Mr Jewitt then stated that whilst the perimeter blocks provided inward looking acoustic protection from the M77 motorway, the central area of the village had intimate pedestrian spaces with both private and common gardens leading to a bowling green and village centre. He also explained that the proposed care home, providing both nursing care and dementia care was immediately adjacent to the village centre so that there was no feeling of isolation to the resident, who could enjoy the facilities as much as anyone else. He provided details of the village centre highlighting that it would also feature a nursery not only to assist the staff with child care, but to attract the local community to use the village, an idea that was proposed by the Health and Social Care Partnership during pre-application consultations. He also indicated that to ensure direct contact with the local community and amenities there would be regular bus shuttle services provided to Patterton train station and shopping centres such as The Avenue and Silverburn. In addition, several electric pool cars would be available at the village centre to provide residents with car club facilities as part of the project's sustainable transport plan.

Concluding his remarks, Mr Jewitt stated that the proposals represented the cutting edge in residential design for the over 55s and that this was a proposal that focussed directly on their wide variety of needs. He stated that aging in place was the key to the proposals. Few people had the luxury of remaining in their own homes, if they could not be adapted to meet their increasing needs. As a result, this subsequently left little option but to move to direct nursing care, where the average stay was only two years. He stressed that retirement villages throughout the world were showing that this style of development extended independent quality of living in a safe and dignified environment by between 10 to 15 years and provided bespoke, adaptable housing for over twice this length of time.

At this stage Members had an opportunity to question the applicant's representatives.

In response to a question by Councillor Bamforth regarding the types of jobs that would be created at the proposed development, Mr Booth explained that a variety of jobs would be created including care, ground maintenance, bar, catering and nursing staff. Whilst noting Councillor Bamforth's comments about the difficulties the Council had experienced in recruiting appropriate staff for Council operated care homes and the costs associated with using staff from agencies, he stated that the proposal would be a luxury development and in view of this his client would be looking to recruit the very best staff to work at the development with associated high pay levels.

Mr Booth also responded to a point made by Councillor McLean in the course of which he explained that his client did have the necessary permission to use the farmer's field to construct the access road from Aurs Road.

In response to a question by Councillor Convery, Mr Jewitt stated that the first phase of the construction would involve the installation of the acoustic barrier between the site and the M77 motorway. He also emphasised Netherplace Road was not a suitable road to use as access to the site. Furthermore he indicated that two acres of farmer's land had been granted to the applicant and it was proposed to align the access road as close to the M77 motorway so as to minimise the impact to the farmer's field.

Councillor Swift commented on the proposal to provide electric cars at the proposed development and sought clarification of how many parking spaces would be made available. In reply, Mr Jewitt stated that parking would be provided throughout the site and that a ratio of 0.25 per dwelling had been used. He further indicated and that the proposals complied with the requirements of the Council's roads service. However, he stressed that it was proposed to use shuttle buses to transport residents to and from local shopping centres and transport links.

At this stage, the Principal Planner confirmed that 225 parking spaces would be provided at the site in the course of which Mr Jewitt re-iterated that there would be 252 houses at the site.

Councillor Swift sought clarification as to how many parking spaces would be provided for staff working at the development in the course of which Mr Jewitt explained that there one of the features of the development was not to rely on cars being brought into the site given that it was proposed to make use of shuttle buses and car pools.

In response to a question by Councillor Macdonald regarding whether the apartments would be air conditioned, Mr Jewitt stated that the development would be naturally ventilated although air conditioning might be required for the care home. Having noted the response, Councillor Macdonald suggested that if residents were to leave their windows open there might be problems of noise given the close proximity of proposed development to the M77 motorway.

In reply, Mr Jewitt explained that the only windows facing towards the motorway would be those in kitchens or store rooms in the course of which he reiterated the proposals to install an acoustic barrier at the site to minimise noise coming from the motorway. In response to a further question, it was noted that the nearest transport link was approximately was 2.5 miles from the site although that he stressed that the shuttle buses would be used to transport residents to and from shopping centres and the railway station and that they would also be used to transport staff to and from the site.

At this stage, the Chair invited Ms Audrey Gilbride to speak in support of her representation.

Ms Gilbride referred to the location of her house in relation to the application site. She expressed concern about the volume of traffic using Netherplace Road on a daily basis which in her opinion was a dangerous road and that the proposed development was likely to increase the traffic on the road. She also referred to the boundary of the application site in relation to her garden and expressed concern about the potential for her property to be overlooked given that it was proposed to erect two and four storey buildings at the development. Furthermore, the trees that were in her garden on the boundary of the site were nearly at the end of their lifespan and in her opinion, the boundary would need to be enhanced. Concluding her remarks, she expressed concerns about the adverse impact the proposed development would have on services provided by the Health and Social Care Partnership (HSCP).

At this stage members of the committee had an opportunity to question the objector.

In reply to a question by Councillor Swift as to whether she would be satisfied if the applicant was to plant more trees on the boundary of her property, Ms Gilbride confirmed this would address her concerns.

Councillor Aitken sought clarification how the proposed development would have an adverse impact on HSCP resources to which Ms Gilbride replied that there would be additional demands on GP resources from residents living at the development.

At this stage, the Chair invited the applicant's representative to sum up.

Mr Booth stated that the business model of the proposed development was well developed in England and Wales; that it would be a luxury development with health support provided on site. He also commented on the provision of a workplace nursery and the range of events that would be planned at the village centre. Whilst emphasising that the applicant proposed to work in partnership with the Council, he stated that subject to the approval of the application, it was proposed to move to construction as soon as possible. Concluding his remarks, he referred to commitments that had been made to the site's neighbour and to the significant number of jobs that would be created.

At this point the Chair explained that the public part of the hearing had concluded, that members now had the opportunity to give consideration to the Report of Handling and ask questions of officers on any points they had in relation to the assessment of the application.

The Principal Planner exhibited a plan to the committee showing the various buildings proposed to be erected at the development in the course of which he explained the differing heights of each of the buildings and advised that the care home would be two storeys in height.

Commenting on the plan that was exhibited to the committee, Councillor Swift expressed the view that judging from the contours on the plan it appeared that the ground was rising towards from the centre of the site towards the boundary of the site.

In reply, the Principal Planner stated that the application site which was formerly Netherplace Works lay in a dip. He also referred Councillor Swift to the terms of Condition 6 proposed to be attached to the consent regarding the proposed landscaping arrangements at the site.

Councillor Lafferty commented that given the concerns that had been expressed when consideration was given to the previous application about the potential for an increase in care provision, enquired whether any representations had been received from the Health and Social Care Partnership. In reply, the Principal Planner stated that no such representations had been received from the HSCP.

Councillor Convery sought clarification why officers were recommending approval of the application given that it was a significant departure from the local development plan,

In reply, the Principal Planner outlined the assessment of the application against policy and stated that whilst consideration had to be given to the Council's local plan policies in the assessment consideration also required to be given to any material considerations associated with the application. He explained that one of the material considerations was whether there was going to be a realistic prospect of employment occurring on the site for industrial purposes in the future in the course of which he stressed that most of the new employment opportunities were being offered at the business incubator units at Greenlaw. Concluding his remarks, he also stated that the recommendation to approve the application was in line with the recommendation for the proposal that had been previously approved by the committee. He also cited the employment opportunities that would arise from the proposed development and the intended land use at the site.

Provost Fletcher commented on the fact that the site had been derelict for a considerable period of time and that there were safety concerns about the site. He stated that in the event that the committee approved the application he hoped that this would not set a precedent in terms of allowing future development to take place in the Greenbelt. Concluding his remarks, he also enquired whether an application for a traditional housing development at the site would have been supported in a similar way to the application under consideration.

In reply, the Principal Planner stated that the proposed development was different from a traditional housing development insofar as it was designed for the elderly whereas major developers normally built houses that were designed for families. He also indicated that if a traditional house builder had submitted an application for housing at the site it was unlikely that it would have been supported given the fact that the Council had a sufficient housing land supply elsewhere in East Renfrewshire.

In response to a question by Councillor Miller, the Principal Planner stated that subject to the application being approved it would not set a precedent and that it would be subject to a legal agreement in the course of which the Principal Strategy Officer stated that heads of terms had been agreed with the applicant in relation to a Section 75 agreement. However, she stated that if no Section 75 agreement was achieved then the proposed development would not proceed.

In response to a question by Councillor McLean about the terms of Condition 14 and where the drains would feed into, the Principal Planner stated that this was a requirement by Transport Scotland. He stated that the drainage connection would go out to the north of the site. Responding to a question by Councillor Buchanan as to whether the current application was better compared to the previous application that was approved by the Council for a similar development at the site, the Principal Planner stated that the current application was a much more considered proposal insofar as it was an interesting concept in terms of its design and how it mitigated the noise from the M77 motorway.

Councillor O'Kane acknowledged the comments made about the demographics in East Renfrewshire in terms of the growing elderly population although in the course of which he emphasised that the committee's decision had to be based on planning grounds. Concluding his remarks, he expressed the view that it would be difficult to refuse the application on this basis.

Councillor Bamforth expressed concerns about the adverse impact the proposed development would have on services provided by the Health and Social Care Partnership and their associate costs in the course of which Councillor Aitken sought clarification whether concerns of this nature were a planning issue.

In reply, the Principal Planner stated that such concerns were not a planning issue and that in assessing the application limited weight would be given to such issues

At this stage, Councillor Swift, seconded by Councillor Miller, moved that it be **recommended to the Council** that subject to the conclusion of a legal agreement(s) relating to affordable housing and developer contributions, the application be granted subject to conditions as set out in the report; and that it be remitted to the Director of Environment to modify Condition 6 to address the concerns of the objector.

Councillor Bamforth, seconded by Councillor Lafferty, moved as an amendment that the application be refused on the grounds of the adverse impact the proposed development would have on services provided by the Health and Social Care Partnership.

On a vote being taken 8 members voted for the motion and 5 members voted for the amendment. The motion was accordingly declared carried and it was agreed to **recommend to the Council** that subject to the conclusion of a legal agreement(s) relating to affordable housing and developer contributions, the application be granted, subject to conditions as set out in the report; and that it be remitted to the Director of Environment to modify Condition 6 to address the concerns of the objector.

CHAIR



**MINUTE**  
**of**  
**EAST RENFREWSHIRE COUNCIL**

**Minute of Meeting held at 2.30pm in the Council Chamber, Council Headquarters, Giffnock on 14 June 2018.**

**Present:**

Provost Jim Fletcher	Councillor David Macdonald
Councillor Paul Aitken	Councillor Jim McLean
Councillor Caroline Bamforth	Councillor Colm Merrick
Councillor Tony Buchanan	Councillor Paul O’Kane
Councillor Angela Convery	Councillor Stewart Miller
Councillor Annette Ireland	Councillor Jim Swift
Councillor Alan Lafferty	

Provost Fletcher in the Chair

**Attending:**

Lorraine McMillan, Chief Executive, Andy Cahill, Director of Environment; Sean McDaid, Principal Planner, Ian Walker, Senior Planner, Eamonn Daly, Democratic Services Manager; and Paul O’Neil, Committee Services Officer.

**Apologies:**

Deputy Provost Betty Cunningham and Councillors Danny Devlin, Barbara Grant, Charlie Gilbert, and Gordon Wallace.

**DECLARATIONS OF INTEREST**

**469.** No declarations of interest were intimated.

**SPECIAL MEETING OF PLANNING APPLICATIONS COMMITTEE – 14 JUNE 2018 – PRE-DETERMINATION HEARING - APPLICATION (REF NO: 2017/0359/TP): ERECTION OF RETIREMENT RESIDENTIAL COMMUNITY, CARE HOME AND MULTI-PURPOSE VILLAGE CENTRE AND FORMATION OF NEW ACCESS ROAD FROM AURS ROAD (MAJOR) BY NEWTON MEARNES PROJECTS LTD**

**470.** Under reference to the Minute of the Special Meeting of the Planning Applications Committee of 14 June 2018 (Page 437, Item 468 refers), the Council considered a report by the Director of Environment relative to an application for planning permission in respect of the erection of a retirement residential community, care home and multi-purpose village centre and formation of new access road from Aurs Road (major) by Newton Mearns Projects Ltd.

Having noted the outcome of the pre-determination hearing associated with the application for planning permission in respect of the above development which had been held at the Special Meeting of the Planning Applications Committee immediately prior to the meeting of the Council, the Council agreed that subject to the conclusion of a legal agreement(s) relating to affordable housing contributions and developer contributions the application be granted, subject to conditions as set out in the report; and that it be remitted to the Director of Environment to modify Condition 6 to address the concerns of the objector.

PROVOST

**MINUTE**  
**of**  
**CABINET**

**Minute of Meeting held at 10.00am in the Council Chamber, Council Headquarters, Giffnock on 21 June 2018.**

**Present:**

Councillor Tony Buchanan (Leader)	Councillor Alan Lafferty
Councillor Paul O’Kane (Deputy Leader)	Councillor Colm Merrick
Councillor Danny Devlin	

Councillor Buchanan, Leader, in the Chair

**Attending:**

Caroline Innes, Deputy Chief Executive; Andy Cahill, Director of Environment; Margaret McCrossan, Head of Accountancy (Chief Financial Officer); Phil Daws, Head of Environment (Strategic Services); Louise Pringle, Head of Business Change and Revenues; Sharon Dick, Head of HR, Customer and Communications; Brian Dunigan, Senior Welfare Rights Officer; and Jennifer Graham, Committee Services Officer.

**Apology:**

Councillor Caroline Bamforth.

**DECLARATIONS OF INTEREST**

**471.** There were no declarations of interest intimated.

**Variation in Order of Business**

In accordance with Standing Order 19, it was agreed to vary the order of business as printed on the agenda and supplementary agenda in order to facilitate the conduct of the meeting.

**UPDATE ON MODERN, AMBITIOUS PROGRAMME (MAP) AND DIGITAL STRATEGY**

**472.** The Cabinet considered a report by the Deputy Chief Executive, providing a high level update on the Modern, Ambitious Programme (MAP) including core systems, and seeking approval of the Digital Strategy. A copy of the strategy was appended to the report.

The report gave a flavour of the pace and scale of change across the Council, through the MAP, which had been focused this year principally towards furthering the Council’s digital agenda and gearing up for a significant change to the Council’s underpinning core systems.

The Head of Business Change and Revenues confirmed that tenders for the new finance/procurement and HR/payroll systems had been issued and it was expected that the contracts for these would be awarded in September. An overview of the key progress areas on digital were provided, setting out the building blocks for all work in this area, and it was reported that the Council was working closely with the Scottish Local Government Digital Partnership to take advantage of opportunities which had been tried and tested elsewhere. She added that a further report on the Annual Efficiency Statement for 2017/18 would be issued to Cabinet in August.

In response to questions, the Head of Business Change and Revenues advised that work to introduce online payment systems throughout the Council and Leisure Trust was ongoing and a new governance model would allow officers to determine if digital service scores were improving.

The Cabinet:-

- (a) noted the high level progress update on the core systems programme of work, including the high level road map taking the Council towards award of contract in September 2018;
- (b) noted that work was currently underway to develop and enhance the Council's approach to reporting on the Modern, Ambitious Programme;
- (c) approved the digital strategy which would run until 2019/20 noting the focus on user-centred design; agreeing the stated delivery principles; and noting that the strategy would be used to influence the development of other departmental digital strategies and projects at a more detailed level as part of the departmental change programme; and
- (d) agreed to **recommend to the Council** that the Convener remits be expanded to include the role of Advocates/Champions of Digital within each to enhance digital leadership in East Renfrewshire.

## UNIVERSAL CREDIT IMPLEMENTATION

**473.** The Cabinet considered a report by the Deputy Chief Executive providing an update on the Council's preparations for the full roll-out of Universal Credit in East Renfrewshire in 2018 and seeking approval of a proposal for further use of welfare reform contingency funding to mitigate some of the impact for local residents.

The report explained that welfare benefits continued to be a complex landscape with a range of UK reserved benefits, digitally driven, and an emerging agenda for the new Scottish Social Security Agency, which was planning very much a face to face service. It was noted that the Council was very much at the mercy of nationally driven timelines on this and there had been significant UK slippage in the roll out of Universal Credit.

Whilst noting that the caseload seen by both the Council's Money Advice and Rights Team and the Citizens Advice Team continued to increase and both were delivering valued and vital services to vulnerable local residents, the report explained that the work linked closely to the wider poverty agenda which was being pursued both nationally and locally through the Fairer East Ren plan. Furthermore, it was noted that whilst the roll out of Universal Credit in East Renfrewshire was predicted to cause further hardship for some local residents, the Council could mitigate some of this through an organised approach, including good joined up

communication to signpost support from the various Council services and Citizens Advice and also provision of appropriate digital support and that the use of welfare reform contingency funding would be critical to support this work.

In response to questions, the Head of Environment (Strategic Services) advised that there may be a need to further increase staffing levels to facilitate increased face to face time with clients, particularly in the first two years of implementation.

The Cabinet:-

- (a) noted the update on the Universal Credit (UC) implementation in East Renfrewshire and the project approach being taken to prepare the Council and partner services for the September roll-out;
- (b) noted that £200,000 of welfare contingency funding had been made available in the revenue estimates for each of the next three years, with previous approval by the Cabinet for contributions of £40,000 in both 2018/19 and 2019/20 to East Renfrewshire Citizens Advice Bureau;
- (c) approved the Money Advice and Rights Team's bid for £69,251 of welfare contingency funding over the next two years for a project to build community capacity and resilience in the area of personal budgeting; and
- (d) approved the Scottish Welfare Fund Team's bid for £41,320 for an 18 month post to assist in dealing with project case load increases in Crisis and Community Care Grants.

## **EAST RENFREWSHIRE COUNCIL WORKFORCE PLAN 2018/21**

**474.** The Cabinet considered a report by the Deputy Chief Executive providing details of the Council's Workforce Plan for 2018/21.

The report explained that the Council's Workforce Plan now took a longer term approach which was aligned with the Financial Plan and that by focusing on the critical activities identified this would ensure that there was an established workforce with the right employees with the correct skills, tools, environment and knowledge who were engaged and motivated and who supported digital transformation.

Having heard the Head of HR, Customer and Communications advise that further consideration would be given to automation of services and upskilling of staff in future, the Cabinet:-

- (a) noted the Workforce Plan for 2018/21 and the three intermediate outcomes identified to ensure the Council's workforce supported a forward thinking and high performing Council; and
- (b) noted the alignment of the financial plan with workforce planning over the period to better predict potential changes to workforce shape and size.

## **ASSESSMENT OF WINTER MAINTENANCE ARRANGEMENTS**

**475.** The Cabinet considered a report by the Director of Environment providing details of the performance of the Council during the adverse weather conditions experienced in 2018 and advising on proposals to review the current winter maintenance regime.

The report explained that the weather experienced in East Renfrewshire in 2017/18 was the worst, from a perspective of freezing conditions and snow fall, for a number of years. Although the Council in the main coped well there were a number of areas for potential improvement that had been identified and these would be further explored in the coming months.

However, the report highlighted that it had to be noted that public expectations could sometimes exceed the practical and financial capacity of local authorities to deliver high volume services for a short period of time when these services were only infrequently required. It was noted that all the areas for review that had been identified would be reported back to a future meeting of the Cabinet.

In response to questions, the Director of Environment confirmed that options for the future winter maintenance regime would be presented to the Cabinet in due course, some of which may require consideration of additional resources. The Head of Accountancy (Chief Financial Officer) confirmed that additional resources for winter maintenance in 2017/18 had been provided through the Repairs and Renewal Fund.

Having heard the Leader report that the Winter Maintenance Team had been named as "Team of the Year" at the recent We Are East Ren Awards as recognition for their excellent service during the recent bad weather, the Cabinet noted:-

- (a) the successful outcomes for the Council during several periods of unusually extreme weather;
- (b) that a review of gritting routes was currently underway;
- (c) the proposal to implement digital technology which would permit the public to identify the location of gritters operating in their area;
- (d) the proposal to review the location and extent of grit bins and to assess whether this required to be changed;
- (e) the intention to review the manner in which the winter maintenance workforce was organised and deployed as part of the Environment Department's Change Programme; and
- (f) that a further report would be submitted to a future meeting of the Cabinet with regard to the review of gritting routes and grit bins.

## **PROPOSED PLANNING GUIDANCE – WASTE STRATEGY FOR NEW DEVELOPMENTS**

**476.** The Cabinet considered a report by the Director of Environment seeking approval of proposed Planning Guidance – Waste Strategy for New Developments for publication and consultation. A copy of the guidance was appended to the report.

The report explained that the proposed Planning Guidance – Waste Strategy for New Developments, provided detailed information and guidance for considering planning applications and proposals. Furthermore, the Strategic Environmental Assessment screening process informed the details of the document and relevant details had been included in the proposed Planning Guidance.

The Cabinet approved the proposed Planning Guidance – Waste Strategy for New Developments, for formal publication and consultation with the development industry.

## **REVIEW OF HOUSING SERVICES ALLOCATION POLICY AND THE INTRODUCTION OF A CHOICE-BASED LETTING SCHEME**

**477.** The Cabinet considered a report by the Director of Environment seeking approval of a new allocation policy and implementation of a Choice Based Letting (CBL) scheme.

The report explained that Housing Services proposed to introduce the new Allocations Policy and the CBL scheme in summer 2018 and that the proposed changes to the way in which Council homes were let had been the subject of public consultation. It was noted that over 80% of tenants and waiting list applicants who had responded to the consultation were in favour of the new policy and choice based letting. A copy of the new Allocations Policy was appended to the report.

The new Allocations Policy and CBL scheme would be easier for customers to understand, fairer and lettings outcomes more transparent and informative.

The report concluded by indicating that the implementation of the new Allocations Policy and CBL scheme was designed to embrace the Council's five capabilities, especially in relation to modernising how we work and digital. The expansion of online services was a key part of proposals for the development of the service.

Having heard the Head of Environment (Strategic Services) advise that he could meet with Elected Members, individually or in groups, if they required clarification on any aspects of the policy, the Cabinet approved the:-

- (a) new Housing Allocations Policy; and
- (b) introduction of a Choice Based Letting scheme.

## **FINANCIAL PERFORMANCE FOR YEAR-ENDED 31 MARCH 2018**

**478.** The Cabinet considered a report by the Chief Financial Officer providing details of the financial results for 2017/18 and to compare the out-turn with a final budgetary control statement for that year which was submitted to the meeting of the Cabinet on 5 April 2018.

The report demonstrated the continuing excellent financial performance of the Council and that subject to audit, the financial results contained within the accounts were satisfactory. Whilst noting that the Council's financial affairs had again been managed within its operational budget, the report highlighted that an overall surplus for the financial year of £5,057,000 had been recorded in the accounts.

The report highlighted that after transfers to earmarked reserves, the Council's non-earmarked General Fund reserve had increased by £364,000 resulting in a balance of

£10,118,000 as at 31 March 2018. This represented 4.3% of the annual budgeted net revenue expenditure which complied with the Council's policy and included £681,000 in respect of Scottish Government grant received at the end of 2017/18 for use in 2018/19.

The report also provided details of transfers totalling £4,600,000 that had been made from the General Fund balance to the Capital Reserve, Modernisation Fund, Repairs and Renewals Fund, and Equalisation Reserve. Furthermore, the Housing Revenue Account recorded an operational surplus of £385,000 thus increasing accumulated surpluses brought forward on that account to £1,629,000.

The Cabinet:-

- (a) noted the out-turn position compared to the previous budgetary control report;
- (b) noted that the unaudited accounts were being reported to the meeting of the Audit and Scrutiny Committee later that day;
- (c) approved the transfers to be made from the General Fund to the Capital Reserve, Modernisation Fund, Repairs and Renewal Fund and Equalisation Reserve after the Audit and Scrutiny Committee's consideration; and
- (d) noted that once the audit had been completed the final accounts would be submitted to a future meeting of the Council along with the External Auditor's report.

### **Resolution to Exclude Press and Public**

At this point in the meeting, on the motion of the Leader, the Cabinet unanimously resolved that in accordance with the provisions of Section 50A(4) of the Local Government (Scotland) Act 1973, as amended, the press and public be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in Paragraphs 6 and 9 of Part I of Schedule 7A to the Act.

### **13 LOWNDES STREET, BARRHEAD**

**479.** The Cabinet considered a report by the Director of Environment submitting for consideration the options regarding the future of the flatted property at 13 Lowndes Street, Barrhead.

The Cabinet:-

- (a) agreed to recommendation (a)(i) as outlined in the report; and
- (b) that delegated powers be granted to the Director of Environment, in consultation with the Chief Officer – Legal and Procurement to implement the chosen option.



**MINUTE**  
**of**  
**AUDIT & SCRUTINY COMMITTEE**

**Minute of Meeting held at 2.00pm in the Council Chamber, Council Headquarters, Giffnock on 21 June 2018.**

**Present:**

Councillor Stewart Miller (Chair)  
Councillor Barbara Grant (Vice Chair)  
Provost Jim Fletcher

Councillor Charlie Gilbert  
Councillor Jim Swift

Councillor Miller in the Chair

**Attending:**

Margaret McCrossan, Head of Accountancy (Chief Financial Officer); Phil Daws, Head of Environment (Strategic Services); Michelle Blair, Chief Auditor; Barbara Clark, Chief Accountant; Kim Gear, Corporate Policy Officer; Linda Hutchison, Clerk to the Committee; and Jennifer Graham, Committee Services Officer.

**Also Attending:**

Gillian McConnachie, Audit and Risk Manager, East Dunbartonshire Council; and Elaine Barrowman and Morven Fraser, Audit Scotland.

**Apologies:**

Councillors Annette Ireland and Jim McLean.

**DECLARATIONS OF INTEREST**

**480.** There were no declarations of interest intimated.

**CHAIR'S REPORT**

**481.** The following matters were raised during the Chair's report:-

(i) Membership of Committee

Under reference to the Minute of the meeting of 19 April 2018 (Page 359, Item 386 refers), when it had been reported that Councillor Macdonald had resigned from the committee, Councillor Miller confirmed that Councillor McLean had been appointed to the vacant position.

(ii) Specialisation Arrangements for Dealing with External and Internal Audit Reports

Under reference to Item (i) above, having made reference to the committee's arrangements for dealing with external and internal audit reports, Councillor Miller proposed that Councillor McLean take over the remit Councillor Macdonald had held for Corporate and Community Services Department issues working with Councillor Swift. More generally, he confirmed it had already been agreed that the specialisation arrangements would be reviewed following their first full year of operation to determine if any refinements were considered required on which work would be progressed in due course.

(iii) Future Work

Under reference to the Minute of the meeting of 19 April 2018 (Page 359, Item 386 refers), when the committee's future work programme had been discussed, it was reported that Councillor Grant had suggested seeking an update on the rationalisation of Council property and buildings. He proposed that a report on this issue be requested for consideration in September regarding which he intended to ask the Clerk to seek clarification from all members of the committee on any specific issues they would want commented on within that report.

Referring to the feedback requested on potential topics for future work by the committee, Councillor Miller asked members to continue to consider this further and contact him or the Clerk regarding suggestions.

(iv) Self-Directed Support

Under reference to the Minute of the meeting of 25 January 2018 (Page 263, Item 295 refers), when it had been agreed that further statistical information on self-directed support within East Renfrewshire be sought, Councillor Miller confirmed that the Clerk had been pursuing this on the committee's behalf and had updated him periodically. He added that it had been clarified recently that the information would be sent to the Clerk shortly for circulation.

The committee agreed:-

- (a) regarding the specialisation arrangements for dealing with external and internal audit reports, that Councillor McLean lead on Corporate and Community Services Department issues with Councillor Swift;
- (b) to note that the specialisation arrangements were to be reviewed after their first full year of operation;
- (c) that a report be sought on the rationalisation of Council property and buildings regarding which the Clerk would seek clarification from members of the committee on any specific issues they would want commented on;
- (d) also regarding the committee's future work programme, that members of the committee consider further potential future topics for consideration and contact either him or the Clerk regarding suggestions; and
- (e) to note that the further statistical information requested on self-directed support within East Renfrewshire was to be sent to the Clerk shortly and would be circulated by her on receipt.

## CODE OF CORPORATE GOVERNANCE

**482.** Under reference to the Minute of the meeting of 17 August 2017 (Page 89, Item 95 refers), when the Code of Corporate Governance updates and actions for 2017/18 had been approved, the committee considered a report by the Deputy Chief Executive on progress against improvement actions and seeking approval of a revised code for 2018/19.

The report reiterated the Council's responsibilities for the conduct of its business, defined what the Code of Corporate Governance was, and explained that the proposed updates took account of guidance from the Chartered Institute of Public Finance and Accountancy (CIPFA) and Society of Local Authority Chief Executives (SOLACE). The report referred to key requirements with which the Council had to comply and summarised progress on 2017/18 actions, highlighting that eight of the nine actions had been completed. It was clarified that the action on the web subscription tool had been postponed and would instead be linked to the wider implementation of a new Council website.

The updated Code of Corporate Governance for 2018/19, setting out arrangements which fulfilled the seven governance principles outlined in national guidance, was included as an appendix to the report. Self-assessment of the 2017/18 Code against nationally prescribed criteria had found the Council to be fully compliant across all principles with one exception under the principle of managing risks and performance through robust internal control and strong public financial management where there was considered to be partial compliance. Regarding this it was confirmed that action was being taken to update the Council's policies on information security and anti-money laundering and review its counter fraud and anti-corruption arrangements. All scores were reported to be supported by a positive external 2018/19 Local Scrutiny Plan prepared by a Local Area Network of external scrutiny bodies.

Having itemised actions to be taken in 2018/19 to further improve compliance and commented on the Annual Governance Statement to be published in the 2017/18 Annual Report, the report concluded that the Council continued to be governed by sound and effective management controls and to demonstrate compliance with the requirements of the CIPFA/SOLACE framework *Delivering Good Governance in Local Government*. Progress on planned actions for 2017/18 had been posted on the Council's website, as would the 2018/19 Code subject to it being approved by the committee.

The Corporate Policy Officer commented on the report during which she reiterated the key requirements with which the Council had to comply, and commented on the extent of the compliance against nationally prescribed criteria and the actions to be taken to further improve compliance with the Code in 2018/19.

In response to questions and comments regarding the section under Principle A, Sub-Principle 1 *Behaving with Integrity* which referred to 'ensuring members and officers behaved with integrity and led a culture where acting in the public interest was visibly and consistently demonstrated thereby protecting the reputation of the organisation' and regarding which there was considered to be full compliance, regarding the specific reference to the Code of Conduct for Members, the Corporate Policy Officer clarified that the evaluation score reflected that this Code was amongst documents in place rather than reflecting to what extent there was compliance with the content.

Regarding Sub-Principle 3, Councillor Swift questioned the full compliance score given on effective stakeholder engagement or listening. He cited an example of the outcome of consultation on the Local Development Plan which he stated reflected that local residents did not support building development on Broom Park but shortly after which that land had been referred to as a potential site of a new Leisure Centre. The Corporate Policy Officer

clarified that the evaluation was based on work carried out regarding the Community Plan, but that the evaluation score could be reviewed again to confirm if the score was deemed appropriate or not.

The committee:-

- (a) noted progress on the 2017/18 Code of Corporate Governance improvement actions; and
- (b) approved the Code of Corporate Governance updates and actions for 2018/19, subject to the evaluation on stakeholder engagement being rechecked on which feedback would be provided for circulation.

### **EAST RENFREWSHIRE COUNCIL COMPLIANCE WITH PUBLIC SECTOR INTERNAL AUDIT STANDARDS (PSIAS)**

**483.** The committee considered a report by the Chief Auditor providing a summary of the outcome of an independent external assessment of the Council's Internal Audit service, a copy of which was attached to the report.

It was explained that the Internal Audit function required to adhere to the Public Sector Internal Audit Standards (PSIAS) to ensure quality and consistency across the public sector. Having specified that a related independent external assessment of this required to be carried out at least once every 5 years and outlined related arrangements developed to do so, the report referred to the outcome of a recent such assessment of the Council's Internal Audit service by the Audit and Risk Manager of East Dunbartonshire Council. This was based on reviews over 13 headings as specified within the PSIAS, the findings being that the service was fully compliant in 11 categories and generally compliant in the remaining 2. Having clarified that 4 recommendations that had been made had been accepted, the report referred to the related Action Plan to be implemented. The overall conclusion reached by the external assessor was that the service had sound documentation standards and reporting procedures in place and complied with the main requirements of PSIAS.

Councillor Miller welcomed the Audit and Risk Manager, East Dunbartonshire Council, to the meeting who commented further on the report, the assessment framework, the key findings, recommendations made and the related Action Plan prepared.

Having heard Councillor Miller, supported by other members of the committee, commend and congratulate the Internal Auditor and her team on the outcome of the assessment, the Chief Auditor confirmed that she considered the assessment to be fair. She clarified that all of the recommendations made would be implemented, such as the provision of additional information on internal audit findings which had been agreed beforehand also.

The committee noted the report and the proposed Action Plan.

### **UNAUDITED ANNUAL ACCOUNTS 2017/18**

**484.** Under reference to the Minute of the meeting of 8 March 2018 (Page 313, Item 338 refers), when the 2017/18 Annual Audit Plan and timetable for the publication of related documents had been noted, the committee considered a report by the Head of Accountancy (Chief Financial Officer) on the unaudited Annual Accounts for 2017/18 which had been submitted to Audit Scotland and which were attached for consideration in line with the Local Authority Accounts (Scotland) Regulations 2014.

It was reported that the financial position of the Council remained satisfactory with an overall General Fund surplus for the financial year of £5,057k recorded in the Accounts. After transfers to earmarked reserves, the balance of the Council's non-earmarked General Fund at 31 March 2018 was £10,118k representing 4.3% of the annual budgeted net revenue expenditure which complied with Council policy. This took account of £681k in respect of Scottish Government grant received at the end of the financial year for use in 2018/19.

It was clarified that transfers totalling £4,600k had been made from the General Fund balance to the Capital Reserve, Modernisation Fund, Repairs and Renewal Fund, and Equalisation Reserve; and that capital expenditure of £53,207k had been invested. There had also been an operating surplus of £385k on the Housing Revenue Account which had increased the accumulated surplus balance to carry forward to £1,629k.

Whilst referring to key aspects of the report including on reserves, the Chief Accountant commented on the submission of the unaudited Accounts to the committee earlier than in previous years and the intention to do so in future. The Head of Accountancy commented on the volume of work involved in doing so, not only in the Accountancy Section but also across departments, following which she thanked colleagues for the work they had done to a high standard and the result achieved.

In response to Councillor Miller, the Head of Accountancy commented on the financial outcome for the year compared to that predicted earlier, referring to issues such as departmental underspends, Scottish Government grant issues and the use of reserves including to support the Capital Programme. She reiterated that a report on the Audited Accounts would be submitted to the committee in September.

Councillor Swift thanked those involved in preparing the Accounts and welcomed the result achieved, following which he stated he would welcome information on the valuation of surplus assets and confirmation on how long they had been held for sale in the report the committee had requested on the rationalisation of Council property and buildings. The Chief Accountant advised that information on this issue could be provided.

Also in reply to Councillor Swift who sought clarification on the Strathclyde Pension Fund deficit, the Chief Accountant referred to the organisation that provided information to the Council on this issue and a reduction in pension liabilities compared to the previous year.

The committee agreed:-

- (a) to note the content of the unaudited Annual Accounts for 2017/18 and that a report on the final Accounts and related documents would be submitted to the committee in September; and
- (b) that information on the valuation of surplus assets and how long they had been for sale should be amongst the specific information requested on the rationalisation of Council property and buildings.

## **ASSESSMENT OF WINTER MAINTENANCE ARRANGEMENTS**

**485.** Under reference to the Minute of the meeting of 8 March 2018 (Page 309, Item 335 refers), when it had been confirmed that the report the committee had requested on the current position on gritting and how the service might be delivered in future would be submitted to this meeting, the committee considered a report by the Clerk summarising why the report had been requested, and confirming that a report by the Director of Environment on the same matter had been submitted to the Cabinet earlier in the day, a copy of which was therefore included as an appendix to the report.

The report by the Director of Environment provided details of the performance of the Council during the adverse weather conditions experienced in 2018 and advised on proposals to review the current winter maintenance regime.

The report explained that the weather experienced in East Renfrewshire in 2017/18 had been the worst, from a perspective of freezing conditions and snow fall, for a number of years. Although the Council in the main had coped well, a number of areas for potential improvement had been identified and these would be further explored in the coming months.

However, the report highlighted that it had to be noted that public expectations could sometimes exceed the practical and financial capacity of local authorities to deliver high volume services for a short period of time when these services were only infrequently required. It was clarified that all the areas for review that had been identified would be reported back to a future meeting of the Cabinet.

Whilst highlighting key aspects of the report and recommendations approved by the Cabinet earlier in the day, the Head of Environment (Strategic Services) commented that the severe weather conditions earlier in 2018 had been dealt with appropriately overall, clarified why the review had not begun until the weather conditions had eased, and outlined when various aspects of the winter maintenance service had last been reviewed and reasons for doing so now. Related considerations, including workforce related issues, were commented on.

Various Members advised that they had received many compliments about the Council's response to the extreme weather conditions, but also commented on various complaints they had received some of which related to the poor condition of footpaths, including near schools. They commented on the impact this could have, such as on vulnerable elderly residents walking to local facilities. The Head of Environment clarified the position on school paths and related support provided by school caretakers when they commenced duty in the morning. Members highlighted that increasing grit bins might ease the situation as residents could help clear footpaths and that there were problems accessing Patterson Station and children attending schools due to the conditions of some pavements during the heavy snow.

In response to further questions, the Head of Environment reported that it was not intended that the review would lead to a reduction in the routes currently gritted, but that it could increase the number treated which would have budgetary implications. Having added that the recent extreme winter conditions were not normal, he referred to the need to bear that in mind and carefully consider changes to the maintenance schedule to ensure that the workforce and operational procedures in place were effective and efficient. He referred to his intention to submit costed options on the way forward.

Having heard Provost Fletcher suggest that accessing good, long-range weather forecast models could be merited, the Head of Environment confirmed he would welcome any further comments from Members for consideration during the review. He added that one reason why regular updates had been provided to Members during the severe weather was because it was acknowledged they would receive related questions from constituents.

The committee noted:-

- (a) that any further comments Members had on the issues to be covered as part of the review of the winter maintenance arrangements could be submitted directly to the Head of Environment (Strategic Services) at any time during which it was ongoing; and
- (b) otherwise, the report and the outcome of the review thus far which would be the subject of a further report to the Cabinet in due course.

## **LOCAL EXTERNAL AUDIT REPORT – EAST RENFREWSHIRE COUNCIL MANAGEMENT REPORT 2017/18**

**486.** The committee considered a report by the Clerk on the publication by the Council's External Auditor of a local report entitled *East Renfrewshire Council Management Report 2017/18* which under the committee's specialisation arrangements had been sent to Councillors Miller and Grant for review.

The report summarised key issues identified during the interim audit work carried out at the Council. This work included testing of key controls within financial systems to gain assurance over the processes and systems used in preparing the Annual Accounts, the results of which would be considered by the External Auditor during the audit of the 2017/18 Accounts. Having outlined the External Auditor's responsibilities, the report clarified that testing during 2017/18 covered key controls in a number of areas including bank reconciliations; payroll validation and exception reporting; authorisation of journals; change of supplier bank details; and IT access controls. Controls were also tested on budget monitoring and control; feeder system reconciliations; and controls for preventing and detecting fraud in areas such as taxations receipts, welfare benefits, grants and other claims.

No significant control weaknesses had been found but, as itemised and summarised in Exhibit 1 of the report, several areas had been identified where controls could have been strengthened on which limited additional work would be carried out to allow the External Auditor to take planned assurance for the audit of the 2017/18 financial statements.

Whilst reviewing and summarising the key findings and related action to be taken, Ms Fraser confirmed that it was clear that progress on improving procedures within creditors had been made but that further action was merited and would be taken. Issues identified and referred to in the associated action plan included procedures on recovering duplicate payments; segregation of duties within the creditors team; and changes to supplier bank details. Other issues commented on were matters relating to the main ledger and changes to the staff leavers process.

Having heard Councillor Grant refer to the importance of having effective procedures in place within creditors on an on-going basis, Councillor Swift asked if it was known if all the payroll overpayments referred to in the report had been recovered from staff leavers.

The committee agreed:-

- (a) that confirmation be sought and circulated on the extent to which the payroll overpayments to staff leavers referred to in the report had been recovered; and
- (b) otherwise, to note the report.

## **NATIONAL EXTERNAL AUDIT REPORT – EARLY LEARNING AND CHILDCARE**

**487.** The committee considered a report by the Clerk on the publication by Audit Scotland of a report entitled *Early Learning and Childcare* (ELC) which under the committee's specialisation arrangements had been sent to Councillors Gilbert and Ireland for review. The Director of Education had been asked to provide comments and a copy of her feedback was attached to the report.

The report referred to key messages and recommendations set out for the Scottish Government and local authorities in the Audit Scotland report. Comments were provided by

the Director of Education on the findings and implications for East Renfrewshire's delivery of 600 hours of funded ELC which had been introduced in 2014 in East Renfrewshire and on which work had continued to introduce a range of options to build flexibility as new provision was introduced. It was clarified that a number of surveys had been carried out with parents to respond to family needs and that opening hours had been extended in East Renfrewshire facilities to introduce additional flexibility. Further information was provided on planning which was ongoing for the expansion to 1140 hours in East Renfrewshire. It was clarified that it was expected that the associated infrastructure would be in place by August 2020.

Provost Fletcher referred to the capital investment required to expand to 1140 hours and meet parental expectations, expressing concern that a lack of land and buildings in East Renfrewshire could impact on this. He expressed the view that creativity was needed on the use of buildings in the area, such as church halls if they were available, to ensure provision. He referred to the importance of certainty about related financial provision such as that provided by the Scottish Government. Councillor Swift referred to the lack of sufficient capital and revenue resources provided by the Scottish Government for the expansion and the need for flexible provision to meet the needs of families.

The Head of Accountancy (Chief Financial Officer) reported that an update on the associated capital allocation, which was more favourable than assumed at one stage, was to be submitted to the next meeting of the Council. Regarding the Revenue budget, she added that a need to lobby the Scottish Government further had been identified as the current settlement was not considered to take account sufficiently of needs and the quality of provision for example.

Councillor Swift referred to a lecture he and Councillor Miller had attended the previous day delivered by a Professor of Education, at which the Professor had referred to a lack of evidence in support of Early Years education. Councillor Swift added that what might be needed therefore was further childcare and supervision of play rather than having more teachers than might be necessary. Referring to the committee's request for information on surplus properties, Ms Barrowman commented that a review of buildings by the Council was a key enabler project for the ELC initiative. The Head of Accountancy added that the report requested by the committee was not just about properties that may be used for ELC and that the Director of Education had been considering the provision required for the expansion of ELC in the local area.

The committee:-

- (a) agreed that the comments made be relayed to the Director of Education for her information; and
- (b) otherwise, noted the report.

CHAIR