



## **PUBLICATION SCHEME**

**Under**

**The Freedom of Information (Scotland) Act 2002**

The council is committed to promoting equality and equity of access to services irrespective of age, race, religion or disability and to tailoring services to suit.\*

**Amended: 2007 08 24**

East Renfrewshire Council  
Council Headquarters  
Eastwood Park  
Giffnock  
G46 6UG

\*Excerpt from the East Renfrewshire Council Policy on Equal Opportunities in Employment and Service Delivery

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## PART 1 - INTRODUCTION

### 1. Introduction

The Freedom of Information (Scotland) Act 2002 deals with access to information held by Public Authorities other than personal information which continues to be managed under the rules of the Data Protection Act 1998.

As part of the Freedom of Information (Scotland) Act 2002, all public authorities in Scotland must have an approved publication scheme.

This publication scheme sets out what information East Renfrewshire Council makes available as a matter of course, how and when this information will be made available and whether it is available free of charge or on payment.

The Council is committed to the principles of openness and transparency in government and has sought to meet its obligations under the Freedom of Information (Scotland) Act 2002 by including as much information as possible within this publication scheme.

The scheme is available on the Freedom of Information page of our website [www.eastrenfrewshire.gov.uk](http://www.eastrenfrewshire.gov.uk) and in hard copy at all libraries and Council offices, details of which are given at section 9 below.

### 2. About East Renfrewshire Council

East Renfrewshire Council is located to the south of the City of Glasgow. Approximately two thirds of the 18,000 hectares covered by East Renfrewshire is rural farmland, although there is also a mix of residential and commercial/industrial areas.

The population of East Renfrewshire is currently 89,311 (Census 2001) an increase of 10.2% from the 1981 Census. Further population growth is also projected for East Renfrewshire in future years.

The Council delivers a full range of services typical of a Scottish local authority including

- Housing
- Education
- Social Services
- Environmental Services
- Libraries
- Leisure and Recreation
- Registration of Births, Marriages and Deaths
- Democratic Services
- Licensing of Taxis, Private Hire Cars, etc.
- District Court
- Licensing Board

Also, East Renfrewshire Council has joined up with other local authorities to provide the following services, which are

- Fire Brigade service, provided by Strathclyde Fire Brigade
  - ◆ Website <http://www.strathclydefire.org/> Telephone 01698-300999
- Police Service, provided by Strathclyde Police
  - ◆ Website [www.strathclyde.police.uk](http://www.strathclyde.police.uk) Telephone 0141 532 2000

- Strathclyde Joint Police Board, responsible for Strathclyde Police’s budget and the management of its resources
  - ◆ Website [www.strathclyde.police.uk](http://www.strathclyde.police.uk) Telephone 0141-287-4167
- Transport provision, provided by Strathclyde Passenger Transport
  - ◆ Website [www.spt.co.uk](http://www.spt.co.uk). Telephone 0141-332-6811
- Assessor, Electoral Registration Officer and Valuation services provided by the Renfrewshire Valuation Joint Board
  - ◆ Website [www.renfrewshire.gov.uk](http://www.renfrewshire.gov.uk) Telephone 0141-842-5000

Each of these service providers has their own publication Scheme, which provides details of information, published by them, some of which will relate to the area of East Renfrewshire.

There are separate publication schemes for East Renfrewshire Licensing Board and East Renfrewshire Justices of the Peace Advisory Committee, both of which are available on our website.

The Council comprises 20 elected Members, each representing a particular part of East Renfrewshire, or electoral Ward.

Following the local government elections in May 2007 the Council’s composition is:-

7 Labour  
 7 Conservative  
 3 Scottish National (SNP)  
 2 Independent  
 1 Liberal Democrat

The Council’s ruling group comprises a Labour/SNP/Independent/Liberal Democrat coalition.

### **3. Political Management Arrangements within East Renfrewshire Council**

In 1999, the Council became the first local authority to move away from the traditional service-based “committee system” to a “Cabinet” model of decision making. The purpose of this change was to increase public accountability and transparency, reflect the cross-departmental nature of much of the Council’s work, and to improve the efficiency of the decision-making process,

Under the new system, a Cabinet comprising the Leader of the Council and 6 Conveners each with a specific cross-departmental area of responsibility or “portfolio” was formed. All 7 members of the Cabinet are members of the ruling coalition.

The Cabinet is an extremely important and powerful part of the Council’s decision-making structure. The Cabinet has considerable delegated authority and has the ability to take many executive decisions on behalf of the Council without the need for the decisions to be ratified by the full Council, comprising all 20 elected Members. However, certain issues, such as approval of new policy, budgets or capital programmes require full Council approval.

As part of the change in the decision-making processes, an Audit Committee was established. The main purpose of this committee, chaired by a member of the opposition group, is to scrutinise the work of the Cabinet, and to investigate areas of the Council’s operations where members have concerns.

In addition to the above, there are a number of other bodies that form part of the decision-making structure. These include the Education Committee, which comprises elected Members, religious representatives and other quasi-judicial and regulatory functions such as the Planning Applications Committee, Licensing Committee and Appeals Committee.

Finally, the Council has established a number of bodies the membership of which comprises elected Members and community representatives. Firstly, there are 4 area forums, the role of which is to strengthen community consultation and participation in the decision-making process. Due to the composition of these committees, they have no executive decision-making powers, but can make recommendations to the Cabinet on any issue

For further information about how the Council makes decisions see the Council's Scheme of Administration on the Council's website, which can be accessed at [www.eastrenfrewshire.gov.uk](http://www.eastrenfrewshire.gov.uk). Copies are also available at each of the Council's offices together with help points at libraries.

See Appendix 2

#### **4. East Renfrewshire Council and Working in Partnership**

Since 1999, community planning in East Renfrewshire has been progressed through the East Renfrewshire Community Planning Partnership. Community planning involves local agencies who deliver public services – such as health services, education or refuse collection – working together to make those services work better for local people and improve their quality of life.

The agencies that make up the East Renfrewshire Community Planning Partnership Board are:

- East Renfrewshire Council
- NHS Greater Glasgow and Clyde, through the East Renfrewshire Community Health and Care Partnership
- Scottish Enterprise Renfrewshire
- Communities Scotland
- Strathclyde Fire Brigade
- Strathclyde Police
- Voluntary Action East Renfrewshire
- Scottish Water
- Strathclyde Partnership Transport (SPT)

East Renfrewshire Council has a special duty to lead on community planning and other agencies, including the health board, Strathclyde Police, Strathclyde Fire and Rescue and Strathclyde Partnership for Transport have a duty to participate in the process.

It is important to note that other agencies will be involved in community planning as and when required including voluntary organisations, Job Centre Plus and Careers Scotland.

And most importantly, local communities are at the heart of community planning and the Partnership has a duty to engage with local people.

The Community Planning Partnership has produced a community planning handbook, which sets out in plain language:

- How community planning works;
- How decisions are made and;
- How local people can get involved in community planning and influence what happens in their community.

Local people can get a copy of the consultation draft of the handbook from:

- East Renfrewshire Council's website  
[www.eastrenfrewshire.gov.uk/communityplanning](http://www.eastrenfrewshire.gov.uk/communityplanning)
- By calling the community planning team on 0141 577 3740

## **5. Formulating the Publication Scheme**

This publication scheme is a guide to the information that the Council routinely publishes. The term publication is not limited to information contained in a bound or printed form (e.g. brochure or a book). Many different forms of information (e.g. Web based information) are just as much part of the publication scheme as a mass-produced leaflet.

The purpose of this publication scheme is to ensure that a significant amount of information is available without the need for a specific request. The Council intends that its scheme will encourage the publication of more information than it is required to publish under existing legislation and to develop a greater culture of openness.

East Renfrewshire Council's publication scheme was prepared by a group of Council officers representing various departments within the Council, who collected information that is already published within their departments. This information was brought together in a draft publication scheme, which was then categorised, under headings, which would be easily understood. The draft publication scheme was then posted on the Council's website and members of the public and staff were asked if they found the scheme easy to understand and if the categories and classes formed is an easy reference guide to this information.

The Council has also consulted with focus groups within the Council area.

The publication scheme is built around making it easier for the person asking information to get access to it. The scheme is divided into general categories, which are designed to be general so that you do not need to know how the Council organisation is structured to find your way through the scheme. The categories are then divided into classes. A class defines in more detail what is available under the scheme.

A contents section is also included which lists the categories and classes of information to assist in finding the information you need.

## **6. Revising the Scheme**

The Council is required under the Act to review the scheme regularly. The first major revision of the scheme was carried out in December 2004, and the Council intends to continue updating and reviewing the content and structure of the scheme.

## **7. Responsibility for the publication scheme**

The person with responsibility for the overall running and review of this publication scheme is

**Jeff Hawkins**  
**Director of Central Services**  
**East Renfrewshire Council**  
**Council Headquarters**  
**Eastwood Park**  
**Giffnock**  
**G46 6UG**

Responsibility for day-to-day management of the scheme rests with

**Craig Geddes**  
**Records Manager**  
**East Renfrewshire Council**  
**Council Headquarters**  
**Eastwood Park**  
**Giffnock**  
**G46 6UG**  
**E-mail: [craig.geddes@eastrenfrewshire.gov.uk](mailto:craig.geddes@eastrenfrewshire.gov.uk)**  
**Telephone: 0141-577 3059**

## **8. Exemptions**

The Council's aim is to be as open as possible. However, there are a number of exemptions under the Freedom of Information (Scotland) Act, and these may apply to certain information which could be described in the broad classes listed here. For example, information may be withheld where we consider that disclosure may seriously prejudice law enforcement, legal proceedings or our regulatory or enforcement activity or where law otherwise prohibits the disclosure. We may also withhold information which may seriously prejudice the commercial interests of any person or organisation. We may also withhold information the release of which would breach Data Protection Act 1998.

In these cases, we will withhold the information and indicate why the information is being withheld. If you wish to complain about how we deal with your request, please read the "complaints" section below.

## **9. Feedback**

The Council welcomes comments and suggestions as to how it can improve the scheme, as it is important that the scheme meets the needs of its users. In particular, please let us know:

- Have you understood the purpose of the publication scheme and are there any other areas of our work that you would like us to include in this scheme?
- Did the structure of the scheme allow you to find the information you need easily?
- Did you receive enough help from our staff when you asked for information?
- How can we improve the publication scheme?

Your replies will help the Council to develop the Scheme AND to make the Council more open in how it works.

Send your reply by e-mail via the website or by handing in a completed Feedback form at a Council Office or Library or by writing to or telephoning or e-mailing:

Craig Geddes, Records Manager  
East Renfrewshire Council  
Council Headquarters  
Eastwood Park  
Giffnock  
G46 6UG  
Telephone: 0141-577 3059  
E-mail: [craig.geddes@eastrenfrewshire.gov.uk](mailto:craig.geddes@eastrenfrewshire.gov.uk)

## 10. Archiving Policy

A corporate policy on records and archive management within the Council is currently being prepared which will be published on the Council website as soon as it has been approved. A records management “strategy” has been drafted and the Council will soon begin the process of developing a corporate retention schedule which will specify how long we keep each type of document that we produce.

## 11. Copyright

Information obtain from this publication scheme can be copied or reproduced without formal permission provided it is copied or reproduced accurately, is not used for commercial purposes, is not used in a misleading context and provided that the source of the material is identified and the copyright status acknowledged.

Where information is marked with a double asterisk, i.e., \*\*, a copyright holder of that information is a third party. Consent of the third party should be sought before this information obtained under the publication scheme is copied.

## 12. Accessing information under the Publication Scheme

**Online:** Most information listed in our publication scheme is available from this website [www.eastrenfrewshire.gov.uk](http://www.eastrenfrewshire.gov.uk) A link will take you to the relevant page or document.

**By e-mail:** If the information you request is not available on this website, but is listed in our publication scheme, we will send it to you by email, wherever practicable.

**By phone:** Information can be requested over the telephone. Please provide full contact details, including a telephone number, so that we can telephone to clarify any details, if necessary.

**By post:** Most information is available in a paper copy form. Please address your request to **the Customer First Service Desk, East Renfrewshire Council, Council Headquarters, Eastwood Park, Giffnock, G46 6UG.**

When requesting information, please include the following details:

- Your name and address,
- The information or documents you want to see

**In libraries:** Much of the information listed in this publication scheme can be inspected at your local library or accessed on the Council website by using the personal computers located in every library. Library staff will help you to locate and access the information you want. The libraries in the East Renfrewshire area are listed below:

Barrhead Library, Glen Street, Barrhead

Busby Library, Duff Memorial Hall, Main Street, Busby

Clarkston Library, Clarkston Road, Clarkston

Eaglesham Library, Montgomerie Hall, Eaglesham

Giffnock Library, Station Road, Giffnock

Mearns Library, McKinlay Place, Newton Mearns

Neilston Library, Main Street, Neilston

Netherlee Library, Netherlee Pavilion, Linn Park Avenue, Netherlee

Thornliebank Library, 1 Spiersbridge Road, Thornliebank

Uplawmoor Library, Mure Hall, Tannoch Road, Uplawmoor

**Personal visits:** For some classes of information, you will need to make an appointment to view the information. Please contact Craig Geddes, Records Manager at the address given above. Please also contact this officer if you have difficulty determining the information you want.

**Format:** Please note that where a broad range of material is described in a class, and that information is described as "Made Available" in a variety of ways, that not all the information will be available in every format specified.

Where information is listed as available only through "website" we can supply you with a paper copy if you require at the standard rate of 10p/A4 page as noted at Section 14 below.

Where information is listed as available only "by inspection" we will endeavour wherever possible to also make it available in hard copy if required. As noted at Section 14 below, this will be at the standard photocopying charge, unless there is a specific charge for a particular document in which case the class will be marked with the £ sign.

### **13. Accessing Personal Information**

The Act does not give a person the right to obtain copies of the personal information which the Council holds about them personally. However, such information is covered by the Data Protection Act 1998. This Act gives a right to individuals to ask any organisation (not just public authorities) whether they hold any personal data relating to that individual, and if so to be given a copy of that data. The Act allows a fee to be charged, up to a maximum of £10 (potentially up to £50 in the case of education records). East Renfrewshire Council currently charges £10 for subject access requests.

Requests under the Data Protection Act in relation to a specific issue should be made in writing and addressed to the Service in question or should be addressed to the Council's Data Protection Officer, Legal Services, Council HQ, Eastwood Park, Giffnock.

Information on subject access requests under the Data Protection Act 1998 is available on the Council website at [www.eastrenfrewshire.gov.uk](http://www.eastrenfrewshire.gov.uk).

The Council will require proof of identity before responding to such a request; please note that telephone and e-mail requests are therefore not acceptable. Further information on data protection issues can be obtained from the (UK) Information Commissioner at Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF, tel 01625 545745, e-mail: [mail@ico.gsi.gov.uk](mailto:mail@ico.gsi.gov.uk), website [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk).

Please note that the UK Information Commissioner is a separate post from that of Scottish Information Commissioner.

The Information Commissioner for the United Kingdom reports directly to the UK Parliament and oversees and enforces compliance with both the Data Protection Act 1998 and the Freedom of Information Act 2000.

The Scottish Information Commissioner reports to the Scottish Parliament and has responsibility for making sure that people are aware of their right to access information under the Freedom of Information (Scotland) Act 2002 and enforcing this right to make sure that people get the information they are entitled to.

## **14. Paying for Information**

Single copies of the information covered by this publication scheme consisting of 20 pages or less are provided free unless marked with a £ sign. If your request means that we have to photocopy or print more than 20 pages, then the first 20 pages will be provided free of charge and thereafter you will be charged 10 pence per sheet. We will let you know the full cost before furthering your request.

Also, if you want a copy of other items such as printed publications or videos or CD's which are indicated with a £ sign in the **Charge** column; we will let you know the cost before furthering your request.

Information shown in our publication scheme on the website is free although you may incur costs from an internet service provider. If you don't have internet access, you can access our website at a local library. Internet access computers are available to use free of charge in all libraries but booking is advisable. There is a list of libraries in Section 12 of this publication scheme.

There is a charge for printing from the computer at libraries, currently 10p. per sheet for black and white, 20p. per sheet for A4 colour, 40p. per sheet for A3.

We reserve the right to charge the basic cost price for copies of maps, plans, or other alternative media.

There is no charge for electronic copies provided by email.

There is no charge for inspecting documents within council offices.

There is no charge for inspecting historical material within East Renfrewshire Council's local studies service.

## **15. Access to information not included in the scheme**

The Publication scheme lists information that we routinely make available. It does not limit your right to request any other information from the Council. If you are unable to find the information you are looking for in the publication scheme, please contact Craig Geddes, Records Manager on 0141-577 3059 or e-mail him on [craig.geddes@eastrenfrewshire.gov.uk](mailto:craig.geddes@eastrenfrewshire.gov.uk).

The Freedom of Information Act gives you the right to see any information held by the Council, subject to certain exemptions and conditions. The Act is fully retrospective, which means you can ask to see information of any date.

If you cannot find the information that you require through the publication scheme there is a form for making a request available on the website or in hard copy from Customer First. On receipt of all the information we require to process your enquiry, we will answer it as soon as possible, and in any event within twenty working days.

## **16. Accessibility**

Assistance with translation of the Scheme, or its provision in alternative formats, may be available. If you wish such assistance, please contact Craig Geddes, Records Manager, East Renfrewshire Council, Council Headquarters, Eastwood Park, Giffnock, G46 6UG or telephone him on 0141-577 3059 or e-mail him on [craig.geddes@eastrenfrewshire.gov.uk](mailto:craig.geddes@eastrenfrewshire.gov.uk).

## 17. Complaints

The Council is determined to make sure that the services it provides are as efficient and as effective as possible and this includes requests for information under the Act.

Any comments about this publication scheme should be submitted through the Council's corporate complaints procedure called "Let Us Know". "Let Us Know" leaflets are available at all Council offices and libraries and other community facilities, and can also be accessed and completed on-line at the council website, which can be accessed at [www.eastrenfrewshire.gov.uk](http://www.eastrenfrewshire.gov.uk).

If you wish to make a complaint about any aspect of how we have dealt with a Freedom of Information request you should write to Director of Central Services, East Renfrewshire Council, Council Headquarters, Eastwood Park, Giffnock, G46 6UG. Mark your letter "Freedom of Information; request for review" stating in as much detail as possible the nature of your complaint.

If we are unable to resolve any complaint, you can then complain to the Scottish Information Commissioner, whose contact details are below.

The Scottish Information Commissioner  
Kilburn Castle  
Doubledykes Road  
St Andrews  
Fife  
KY16 9DS  
Tel: 01334-464610  
Fax: 01334-464611  
E-mail: [enquiries@itspublicknowledge.info](mailto:enquiries@itspublicknowledge.info)

## 18. Date

East Renfrewshire Council approved the publication scheme on 25th February 2004. This amended version was drawn up in July 2006.

## 19. Categories and Classes of Information

The Council decided upon the categories used within the publication scheme after consultation with the public and council employees. These are

- ◆ Advice and Benefits
- ◆ Business and Economic Development
- ◆ Community Safety and Emergencies
- ◆ Cleansing and Waste Management
- ◆ Council and Democracy
- ◆ Education
- ◆ Environment
- ◆ Equalities
- ◆ Health
- ◆ Housing
- ◆ Leisure
- ◆ News
- ◆ Planning and Building Control
- ◆ People and Community
- ◆ Roads and Transport
- ◆ Social Services

- ◆ Works and Careers

PART 2 – THE SCHEME

## Category – Advice & Benefits

The classes of information described below are listed in the contents pages at the beginning of this scheme.

<b><i>Class</i></b>	<b><i>Class Description</i></b>	<b><i>How Information is made available</i></b>	<b><i>Contact</i></b>	<b><i>Charge</i></b>
<b>Benefit Fraud</b>	Benefit fraud helpline number.	Poster, Website	Recovery and Billing Manager 0141 577 3286 <a href="mailto:fiona.caldwell@eastrenfrewshire.gov.uk">fiona.caldwell@eastrenfrewshire.gov.uk</a>	
<b>Benefit</b>	Information on benefit rates, benefits advice and tribunal representation.  Information on service standards relating to welfare rights service.	Leaflet	Recovery and Billing Manager 0141 577 3286 <a href="mailto:fiona.caldwell@eastrenfrewshire.gov.uk">fiona.caldwell@eastrenfrewshire.gov.uk</a>	
<b>Council Tax Benefit</b>	Information on Council Tax benefit and how to claim.	Paper	Recovery and Billing Manager 0141 577 3286 <a href="mailto:fiona.caldwell@eastrenfrewshire.gov.uk">fiona.caldwell@eastrenfrewshire.gov.uk</a>	
<b>Housing Benefit</b>	Information on housing benefit and how to claim.	Leaflet	Recovery and Billing Manager 0141 577 3286 <a href="mailto:fiona.caldwell@eastrenfrewshire.gov.uk">fiona.caldwell@eastrenfrewshire.gov.uk</a>	

## Category - Business & Economic Development

<b><i>Class</i></b>	<b><i>Class Description</i></b>	<b><i>How Information is made available</i></b>	<b><i>Contact</i></b>	<b><i>Charge</i></b>
<b>Commercial Property</b>	Details of Council commercial properties for lease/rent.	Paper	Senior Economic Development Officer 0141 577 3791 <a href="mailto:david.kermack@eastrenfrewshire.gov.uk">david.kermack@eastrenfrewshire.gov.uk</a>	
<b>Business Support</b>	Information on Council business and economic development support schemes and how to apply.	Leaflet, Website	Senior Economic Development Officer 0141 577 3791 <a href="mailto:david.kermack@eastrenfrewshire.gov.uk">david.kermack@eastrenfrewshire.gov.uk</a>	
<b>Liquor Licensing</b>	See East Renfrewshire Licensing Board Publication Scheme on Council website.	Website, Paper	Legal Office Supervisor 0141 577 3021 <a href="mailto:dorothy.mclaren@eastrenfrewshire.gov.uk">dorothy.mclaren@eastrenfrewshire.gov.uk</a>	
<b>Licensing</b>	Registers of applications for licences under Civic Government (Scotland) Act. Information on how to apply for licences.	Inspection, Paper and/or e-mail	Head of Administrative Services 0141 577 3025 <a href="mailto:tony.watt@eastrenfrewshire.gov.uk">tony.watt@eastrenfrewshire.gov.uk</a>	

## Category - Cleansing & Waste Management

<b><i>Class</i></b>	<b><i>Class Description</i></b>	<b><i>How Information is made available</i></b>	<b><i>Contact</i></b>	<b><i>Charge</i></b>
<b>Cleansing Management</b>	Information on street cleaning and refuse collection, including costs of service and standards set.	Paper	Senior Clerical Assistant 0141 577 3137 <a href="mailto:david.fleming@eastrenfrewshire.gov.uk">david.fleming@eastrenfrewshire.gov.uk</a>	
<b>Recycling</b>	General guidance.	Leaflet, Website	Senior Clerical Assistant 0141 577 3137 <a href="mailto:david.fleming@eastrenfrewshire.gov.uk">david.fleming@eastrenfrewshire.gov.uk</a>	
<b>Refuse Collection</b>	Public holiday uplifts and special arrangements.	Local Press, Leaflets	Senior Clerical Assistant 0141 577 3137 <a href="mailto:david.fleming@eastrenfrewshire.gov.uk">david.fleming@eastrenfrewshire.gov.uk</a>	

## Category - Community Safety & Emergencies

<b><i>Class</i></b>	<b><i>Class Description</i></b>	<b><i>How Information is made available</i></b>	<b><i>Contact</i></b>	<b><i>Charge</i></b>
<b>CCTV</b>	Information about CCTV system in East Renfrewshire including location of cameras.	Paper, Public Signage. Tapes may be view by appointment only.	Senior Clerical Assistant 0141 577 3137 <a href="mailto:david.fleming@eastrenfrewshire.gov.uk">david.fleming@eastrenfrewshire.gov.uk</a>	
<b>Community Safety Team</b>	Information on members and role of Community Safety Team.	Website, Paper	Senior Clerical Assistant 0141 577 3137 <a href="mailto:david.fleming@eastrenfrewshire.gov.uk">david.fleming@eastrenfrewshire.gov.uk</a>	
<b>Emergency Planning and Civil Contingencies</b>	General description of emergency planning and civil contingencies within area.	Leaflet, Website	Senior Personnel Officer 0141 577 8489 <a href="mailto:jane.wilson@eastrenfrewshire.gov.uk">jane.wilson@eastrenfrewshire.gov.uk</a>	
<b>Strathclyde Fire Brigade</b>	See Publication Scheme of Strathclyde Fire Brigade.		<a href="http://www.strathclydefire.org">www.strathclydefire.org</a> or telephone 01698 300999	
<b>Strathclyde Police</b>	See Publication Scheme of Strathclyde Police.		<a href="http://www.strathclyde.police.uk">www.strathclyde.police.uk</a> or telephone 0141 532 2000	

## Category - Council & Democracy

<b>Class</b>	<b>Class Description</b>	<b>How Information is made available</b>	<b>Contact</b>	<b>Charge</b>
<b>Access Panel</b>	Information on East Renfrewshire Access Panel, details of office bearers and agendas and minutes of meetings.	Website, Paper	Head of Administrative Services 0141 577 3025 <a href="mailto:tony.watt@eastrenfrewshire.gov.uk">tony.watt@eastrenfrewshire.gov.uk</a>	
<b>Annual Accounts</b>	Financial performance of East Renfrewshire Council.	Paper	Business Manager 0141 577 8535 <a href="mailto:jacqueline.martin@eastrenfrewshire.gov.uk">jacqueline.martin@eastrenfrewshire.gov.uk</a>	
<b>Annual Report</b>	Financial and operational performance information from Council departments.	Bound document available for inspection at HQ	Business Manager 0141 577 8535 <a href="mailto:jacqueline.martin@eastrenfrewshire.gov.uk">jacqueline.martin@eastrenfrewshire.gov.uk</a>	
<b>Area Committees</b>	Information on area committee membership, agendas and minutes of meetings.	Website, Paper	Senior Clerical Assistant 0141 577 3137 <a href="mailto:david.fleming@eastrenfrewshire.gov.uk">david.fleming@eastrenfrewshire.gov.uk</a>	
<b>Assessor</b>	See Publication Scheme for Renfrewshire Valuation Joint Board.		<a href="http://www.renfrewshire.gov.uk">www.renfrewshire.gov.uk</a> or telephone 0141 842 5211	
<b>Best Value – Improving Services</b>	Reports on Best Value reviews of specific Council services.	Paper	Senior Personnel Officer 0141 577 8489 <a href="mailto:jane.wilson@eastrenfrewshire.gov.uk">jane.wilson@eastrenfrewshire.gov.uk</a>	
<b>Byelaws</b>	Copies of byelaws made by East Renfrewshire Council.	Press Notices, Paper, Inspection	Assistant Principal Solicitor 0141 577 3012 <a href="mailto:joe.abrami@eastrenfrewshire.gov.uk">joe.abrami@eastrenfrewshire.gov.uk</a>	
<b>Central Government</b>	Quarterly reports to the Scottish Executive on progress of Modernising Government Agenda.	Website	<a href="http://www.scotland.gov.uk">www.scotland.gov.uk</a>	
<b>Charges</b>	Information on Council charges for services	Paper	Senior Personnel Officer 0141 577 8489 <a href="mailto:jane.wilson@eastrenfrewshire.gov.uk">jane.wilson@eastrenfrewshire.gov.uk</a>	
<b>Committees</b>	Membership of Council committees and agendas, reports and minutes of meetings.	Website, Paper	Head of Administrative Services 0141 577 3025 <a href="mailto:tony.watt@eastrenfrewshire.gov.uk">tony.watt@eastrenfrewshire.gov.uk</a>	
<b>Community Councils</b>	Minutes and other records of community councils.	Website	Senior Clerical Assistant 0141 577 3137 <a href="mailto:david.fleming@eastrenfrewshire.gov.uk">david.fleming@eastrenfrewshire.gov.uk</a>	
<b>Community Planning</b>	Community Plan and progress reports.	Paper, Website, Reference copies in local libraries	Senior Clerical Assistant 0141 577 3137 <a href="mailto:david.fleming@eastrenfrewshire.gov.uk">david.fleming@eastrenfrewshire.gov.uk</a>	

## Category - Council & Democracy, cont.

<b><i>Class</i></b>	<b><i>Class Description</i></b>	<b><i>How Information is made available</i></b>	<b><i>Contact</i></b>	<b><i>Charge</i></b>
<b>Community Planning Partnership, incorporating Levern Valley Social inclusion Partnership</b>	Details of rules of operation applying to funding; details of amount of Social Inclusion Partnership fund allocated; returns to Communities Scotland; SIP funding; details of partners and board membership. Details of how we monitor and report the Partnership's activities; areas included within SIP boundaries; agendas, reports and minutes of board and sub-group meetings. Newsletters and press release.	Paper	Senior Clerical Assistant 0141 577 3137 <a href="mailto:david.fleming@eastrenfrewshire.gov.uk">david.fleming@eastrenfrewshire.gov.uk</a>	
<b>Complaints and Compliments</b>	Information on the "Let Us Know" scheme for recording complaints, comments or compliments including reports and statistics.	Leaflet, Website, Paper, Electronic reports	Personnel Officer 0141 577 8489 <a href="mailto:jane.wilson@eastrenfrewshire.gov.uk">jane.wilson@eastrenfrewshire.gov.uk</a>	
<b>Consultation and Citizen Participation</b>	Information about joining East Renfrewshire Council Citizen's Panel and Panel survey findings.	Leaflet, Paper, Website, Newsletters	Senior Personnel Officer 0141 577 8489 <a href="mailto:jane.wilson@eastrenfrewshire.gov.uk">jane.wilson@eastrenfrewshire.gov.uk</a>	
<b>Corporate Performance</b>	Information on Council performance and service delivery.	Paper, Website	Senior Personnel Officer 0141 577 8489 <a href="mailto:jane.wilson@eastrenfrewshire.gov.uk">jane.wilson@eastrenfrewshire.gov.uk</a>	
<b>Council Strategies and Plans</b>	Information on Council's policy and Financial Plan, Code of Corporate Governance and Corporate Strategy.	Paper, Website	Senior Personnel Officer 0141 577 8489 <a href="mailto:jane.wilson@eastrenfrewshire.gov.uk">jane.wilson@eastrenfrewshire.gov.uk</a>	
<b>Council Structure</b>	Information on departments of Council and their areas of responsibility.	Website, Paper	Head of Administrative Services 0141 577 3025 <a href="mailto:tony.watt@eastrenfrewshire.gov.uk">tony.watt@eastrenfrewshire.gov.uk</a>	
<b>Council Tax</b>	Information about current levels and how to pay.	Leaflet, Website	Recovery and Billing Manager 0141 577 3286 <a href="mailto:fiona.caldwell@eastrenfrewshire.gov.uk">fiona.caldwell@eastrenfrewshire.gov.uk</a>	
<b>Councillors</b>	Names and contact details of East Renfrewshire Councillors.  Councillors' allowances and expenses.  Details of locations and times of councillors surgeries  Register of Councillors' interests	Website, Paper, Inspection	Head of Administrative Services 0141 577 3025 <a href="mailto:tony.watt@eastrenfrewshire.gov.uk">tony.watt@eastrenfrewshire.gov.uk</a>	
<b>Efficiency</b>	Information about Council cash and time releasing efficiencies and future plans	Website, Paper	Senior Personnel Officer 0141 577 8489 <a href="mailto:jane.wilson@eastrenfrewshire.gov.uk">jane.wilson@eastrenfrewshire.gov.uk</a>	

## Category - Council & Democracy, cont.

<b><i>Class</i></b>	<b><i>Class Description</i></b>	<b><i>How Information is made available</i></b>	<b><i>Contact</i></b>	<b><i>Charge</i></b>
<b>Elections</b>	Information on Elections taking place within the Council area and about the Returning Officer.	Local Press	Head of Administrative Services 0141 577 3025 <a href="mailto:tony.watt@eastrenfrewshire.gov.uk">tony.watt@eastrenfrewshire.gov.uk</a>	£
<b>Register of Electors</b>	See Publication Scheme of Renfrewshire Valuation Joint Board.		<a href="http://www.renfrewshire.gov.uk">www.renfrewshire.gov.uk</a> or telephone 0141 842 5000	
<b>Finances</b>	Council Annual Report and Accounts and Trading Accounts; Budgets, Revenues and Capital Programme.	Paper, Advert in Local Press	Business Manager 0141 577 8535 <a href="mailto:jacqueline.martin@eastrenfrewshire.gov.uk">jacqueline.martin@eastrenfrewshire.gov.uk</a>	
<b>Management Rules</b>	Information about the rules for the management of Council sports centres and swimming pools, parks and open spaces, cemeteries.	Paper, Press Notices, Poster, Public Signage, Inspection at Council Offices	Senior Clerical Assistant 0141 577 3137 <a href="mailto:david.fleming@eastrenfrewshire.gov.uk">david.fleming@eastrenfrewshire.gov.uk</a>	
<b>Non-Domestic Rates</b>	Information about payment and how rates are calculated.	Leaflet, Website	<a href="http://www.renfrewshire.gov.uk">www.renfrewshire.gov.uk</a> or telephone 0141 842 5211	
<b>Standards</b>	Information on Council Services Standards	Booklet, website, Reference copies in Libraries.	Senior Personnel Officer 0141 577 8489 <a href="mailto:jane.wilson@eastrenfrewshire.gov.uk">jane.wilson@eastrenfrewshire.gov.uk</a>	
<b>Statistics</b>	Information on annual labour market statements and information on local economic performance, 1991 and Census Profiles, and annual Voluntary Population Survey.	Website, Paper	Senior Personnel Officer 0141 577 8489 <a href="mailto:jane.wilson@eastrenfrewshire.gov.uk">jane.wilson@eastrenfrewshire.gov.uk</a>	
<b>Trade Unions</b>	List of Trade Unions recognized by Council for pay and bargaining negotiations.	Paper	Senior Personnel Officer 0141 577 8489 <a href="mailto:jane.wilson@eastrenfrewshire.gov.uk">jane.wilson@eastrenfrewshire.gov.uk</a>	
<b>Transformation</b>	Information about the Council's transformation and efficiency programme	Paper	Senior Personnel Officer 0141 577 8489 <a href="mailto:jane.wilson@eastrenfrewshire.gov.uk">jane.wilson@eastrenfrewshire.gov.uk</a>	
<b>Valuation Joint Board</b>	See Publication Scheme of Renfrewshire Valuation Joint Board.		<a href="http://www.renfrewshire.gov.uk">www.renfrewshire.gov.uk</a> or telephone 0141 842 5211	
<b>Wards</b>	Information on locations and numbers of Wards in East Renfrewshire.	Website, Paper	Head of Administrative Services 0141 577 3025 <a href="mailto:tony.watt@eastrenfrewshire.gov.uk">tony.watt@eastrenfrewshire.gov.uk</a>	

## Category - Education

<b><i>Class</i></b>	<b><i>Class Description</i></b>	<b><i>How Information is made available</i></b>	<b><i>Contact</i></b>	<b><i>Charge</i></b>
<b>Admissions</b>	Information on pupil entry to schools.	Leaflet	Principal Officer 0141 577 3435 <a href="mailto:mary.hart@eastrenfrewshire.gov.uk">mary.hart@eastrenfrewshire.gov.uk</a>	
<b>Adult Education</b>	Adult Learning Opportunities, programmes, action plans, annual reports, statistical returns.	Website, Leaflet	Principal Officer 0141 577 3435 <a href="mailto:mary.hart@eastrenfrewshire.gov.uk">mary.hart@eastrenfrewshire.gov.uk</a>	
<b>Catering</b>	Information about catering to functions, meetings, etc. Menu brochures, price lists.	Leaflet	Principal Officer 0141 577 3435 <a href="mailto:mary.hart@eastrenfrewshire.gov.uk">mary.hart@eastrenfrewshire.gov.uk</a>	
<b>Childcare Information</b>	Information on Out of School Care, including childminders, nurseries, after-school care collated by the Childcare Information Service.	Leaflet	<a href="http://www.childcarelink.gov.uk">www.childcarelink.gov.uk</a>	
<b>Grants and Bursaries</b>	Information about Clothing Grants, Education Maintenance Allowance, free school meals and pupil bursaries. Information on eligibility and how to apply.	Leaflet, Paper	Principal Officer 0141 577 3435 <a href="mailto:mary.hart@eastrenfrewshire.gov.uk">mary.hart@eastrenfrewshire.gov.uk</a>	
<b>Instrumental Music Service</b>	Information on instrumental music tuition in schools, charges and eligibility.	Website, Leaflet	Principal Officer 0141 577 3435 <a href="mailto:mary.hart@eastrenfrewshire.gov.uk">mary.hart@eastrenfrewshire.gov.uk</a>	
<b>Performance</b>	Information for parents on school performance.	Booklet	Principal Officer 0141 577 3435 <a href="mailto:mary.hart@eastrenfrewshire.gov.uk">mary.hart@eastrenfrewshire.gov.uk</a>	
<b>Placing Requests</b>	Information for parents on how to make a placing request.	Leaflet	Principal Officer 0141 577 3435 <a href="mailto:mary.hart@eastrenfrewshire.gov.uk">mary.hart@eastrenfrewshire.gov.uk</a>	
<b>School Boards</b>	Information on School Boards and how to become a member, allocation of funds and how to access agendas and minutes of meetings.	School Board Handbooks, Paper	Principal Officer 0141 577 3435 <a href="mailto:mary.hart@eastrenfrewshire.gov.uk">mary.hart@eastrenfrewshire.gov.uk</a>	
<b>School Crossing Patrol</b>	Information on locations.	Paper	Principal Officer 0141 577 3435 <a href="mailto:mary.hart@eastrenfrewshire.gov.uk">mary.hart@eastrenfrewshire.gov.uk</a>	
<b>School Holiday Arrangements</b>	Information on school term dates and holidays.	Paper, Handbook, Website	Principal Officer 0141 577 3435 <a href="mailto:mary.hart@eastrenfrewshire.gov.uk">mary.hart@eastrenfrewshire.gov.uk</a>	
<b>School Lunch Menus</b>	Typical local menus.	Leaflet	Principal Officer 0141 577 3435 <a href="mailto:mary.hart@eastrenfrewshire.gov.uk">mary.hart@eastrenfrewshire.gov.uk</a>	
<b>School Standards</b>	Service standards for schools in East Renfrewshire.	Leaflet	Principal Officer 0141 577 3435 <a href="mailto:mary.hart@eastrenfrewshire.gov.uk">mary.hart@eastrenfrewshire.gov.uk</a>	

## Category – Education, cont.

<b><i>Class</i></b>	<b><i>Class Description</i></b>	<b><i>How Information is made available</i></b>	<b><i>Contact</i></b>	<b><i>Charge</i></b>
<b>School Transport</b>	Information on school transport provided by Education authority.	Leaflet	Principal Officer 0141 577 3435 <a href="mailto:mary.hart@eastrenfrewshire.gov.uk">mary.hart@eastrenfrewshire.gov.uk</a>	
<b>Schools</b>	Information on schools in area, school handbooks, school operational and strategic plans and school standards and quality reports.	Paper, Website	Principal Officer 0141 577 3435 <a href="mailto:mary.hart@eastrenfrewshire.gov.uk">mary.hart@eastrenfrewshire.gov.uk</a>	
<b>Special Educational Needs</b>	Information about the Schools' Psychological Service.	Leaflet	Principal Officer 0141 577 3435 <a href="mailto:mary.hart@eastrenfrewshire.gov.uk">mary.hart@eastrenfrewshire.gov.uk</a>	

## Category – Environment

<b><i>Class</i></b>	<b><i>Class Description</i></b>	<b><i>How Information is made available</i></b>	<b><i>Contact</i></b>	<b><i>Charge</i></b>
<b>Air Quality</b>	Strategy of East Renfrewshire.	Paper	Senior Clerical Assistant 0141 577 3137 <a href="mailto:david.fleming@eastrenfrewshire.gov.uk">david.fleming@eastrenfrewshire.gov.uk</a>	
<b>Animals</b>	Advice on dogs and noise nuisance.	Leaflet, Booklet	Senior Clerical Assistant 0141 577 3137 <a href="mailto:david.fleming@eastrenfrewshire.gov.uk">david.fleming@eastrenfrewshire.gov.uk</a>	
<b>Conservation</b>	Carts Greenspace Project.  Environmental Small Grants Scheme, including information on the purpose of the scheme and how to apply.  Information on the Joint Local Biodiversity Action Plan with Renfrew and Inverclyde Councils  Nature Conservation Strategy. Habitat surveys and information on sites of importance for nature conservation.  Sites of Special Scientific Interest (SSSIs)	Leaflet, Paper, Inspection	Administrative Assistant 0141 577 3896 <a href="mailto:mae.campbell@eastrenfrewshire.gov.uk">mae.campbell@eastrenfrewshire.gov.uk</a>	
<b>Contaminated Land</b>	Information on Council Strategy and Register of Contaminated Land, reports.	Paper, Inspection	Senior Clerical Assistant 0141 577 3137 <a href="mailto:david.fleming@eastrenfrewshire.gov.uk">david.fleming@eastrenfrewshire.gov.uk</a>	£
<b>Environmental Health and Trading Standards</b>	Guidance, Notices and reports of Environmental Health and Trading Standards	Paper, Website, Leaflet	Senior Clerical Assistant 0141 577 3137 <a href="mailto:david.fleming@eastrenfrewshire.gov.uk">david.fleming@eastrenfrewshire.gov.uk</a>	
<b>Food Safety</b>	Information about training, drafting food handling Policies etc.	Website, Leaflet	Senior Clerical Assistant 0141 577 3137 <a href="mailto:david.fleming@eastrenfrewshire.gov.uk">david.fleming@eastrenfrewshire.gov.uk</a>	
<b>Land</b>	Information about audit of available land for housing.  Summary of survey results of sites considered to be vacant or derelict over 0.1ha in size.  Summary of survey results of available land for business and economic development.	Inspection, Paper, Booklet	Administrative Assistant 0141 577 3896 <a href="mailto:mae.campbell@eastrenfrewshire.gov.uk">mae.campbell@eastrenfrewshire.gov.uk</a>	
<b>Noise Nuisance</b>	Information on how to deal with noise.	Leaflet	Senior Clerical Assistant 0141 577 3137 <a href="mailto:david.fleming@eastrenfrewshire.gov.uk">david.fleming@eastrenfrewshire.gov.uk</a>	
<b>Property</b>	Property Enquiry Certificates and non-standard reports.	Certificates and Reports	Administrative Assistant 0141 577 3896 <a href="mailto:mae.campbell@eastrenfrewshire.gov.uk">mae.campbell@eastrenfrewshire.gov.uk</a>	£

## Category – Environment, cont.

<b><i>Class</i></b>	<b><i>Class Description</i></b>	<b><i>How Information is made available</i></b>	<b><i>Contact</i></b>	<b><i>Charge</i></b>
<b>Registers</b>	Register of Mineral Sites (under section 96 of Environment Act 1995).	Inspection, Paper	Senior Clerical Assistant 0141 577 3137 <a href="mailto:david.fleming@eastrenfrewshire.gov.uk">david.fleming@eastrenfrewshire.gov.uk</a>	
<b>Tree Preservation</b>	Information on tree preservation orders including areas covered by TPOs.  Register of Tree Works.  Tree Works decision notices.  Application form for tree preservation order.	Inspection, Paper, Leaflets	Administrative Assistant 0141 577 3896 <a href="mailto:mae.campbell@eastrenfrewshire.gov.uk">mae.campbell@eastrenfrewshire.gov.uk</a>	

## Category - Equalities

<b><i>Class</i></b>	<b><i>Class Description</i></b>	<b><i>How Information is made available</i></b>	<b><i>Contact</i></b>	<b><i>Charge</i></b>
<b>Disability</b>	Information on guaranteed interview scheme (double tick).	Paper, Website	Senior Personnel Officer 0141 577 8489 <a href="mailto:jane.wilson@eastrenfrewshire.gov.uk">jane.wilson@eastrenfrewshire.gov.uk</a>	
<b>Equal Opportunities</b>	Details of Council policy on equal opportunities in service delivery and employment.	Paper, Website	Senior Personnel Officer 0141 577 8489 <a href="mailto:jane.wilson@eastrenfrewshire.gov.uk">jane.wilson@eastrenfrewshire.gov.uk</a>	
<b>Race Equality</b>	Race equality scheme.	Paper, Website	Senior Personnel Officer 0141 577 8489 <a href="mailto:jane.wilson@eastrenfrewshire.gov.uk">jane.wilson@eastrenfrewshire.gov.uk</a>	
<b>Statistics</b>	Statistical information on Council's progress on social justice targets and profile of Council employees.	Paper, Website	Senior Personnel Officer 0141 577 8489 <a href="mailto:jane.wilson@eastrenfrewshire.gov.uk">jane.wilson@eastrenfrewshire.gov.uk</a>	

## Category - Health

<b><i>Class</i></b>	<b><i>Class Description</i></b>	<b><i>How Information is made available</i></b>	<b><i>Contact</i></b>	<b><i>Charge</i></b>
<b>Health Improvement/Promotion</b>	Joint Health Improvement Plan (JHIP) for council area and Joint Health Improvement Plan (JHIP) monitoring. Aims, actions, key partners, source of resources, progress and outcomes.	Paper, and/or e-mail	Support Services Manager 0141 577 6108 <a href="mailto:craig.bell@eastrenfrewshire.gov.uk">craig.bell@eastrenfrewshire.gov.uk</a>	

## Category - Housing

<b><i>Class</i></b>	<b><i>Class Description</i></b>	<b><i>How Information is made available</i></b>	<b><i>Contact</i></b>	<b><i>Charge</i></b>
<b>Homelessness</b>	Information on homelessness in council area and who to contact.	Website, Paper	Principal Officer (Information & Monitoring) 0141 577 3209 <a href="mailto:kim.wilson@eastrenfrewshire.gov.uk">kim.wilson@eastrenfrewshire.gov.uk</a>	
<b>Housing Allocation</b>	Information about allocation policy	Website, Paper	Principal Officer (Information & Monitoring) 0141 577 3209 <a href="mailto:kim.wilson@eastrenfrewshire.gov.uk">kim.wilson@eastrenfrewshire.gov.uk</a>	
<b>Housing Policy</b>	Information on development of the Council's Housing Strategy.	Website, Paper	Principal Officer (Information & Monitoring) 0141 577 3209 <a href="mailto:kim.wilson@eastrenfrewshire.gov.uk">kim.wilson@eastrenfrewshire.gov.uk</a>	
<b>Private Sector Housing Matters</b>	Information on membership dates of meetings and minutes of meetings.  Information on private sector housing grants, landlord registration and houses in multiple occupation	Website, Leaflet, Paper	Principal Officer (Information & Monitoring) 0141 577 3209 <a href="mailto:kim.wilson@eastrenfrewshire.gov.uk">kim.wilson@eastrenfrewshire.gov.uk</a>	
<b>Property Services</b>	Information on repairs and improvements to Council properties.	Website, Leaflet, Paper	Principal Officer (Information & Monitoring) 0141 577 3209 <a href="mailto:kim.wilson@eastrenfrewshire.gov.uk">kim.wilson@eastrenfrewshire.gov.uk</a>	
<b>Rents</b>	Information on how to pay rent and rent arrears.	Tenant Handbook	Recovery and Billing Manager 0141 577 3286 <a href="mailto:fiona.caldwell@eastrenfrewshire.gov.uk">fiona.caldwell@eastrenfrewshire.gov.uk</a>	
<b>Statistics</b>	Housing services and provision.	Paper	Principal Officer (Information & Monitoring) 0141 577 3209 <a href="mailto:kim.wilson@eastrenfrewshire.gov.uk">kim.wilson@eastrenfrewshire.gov.uk</a>	
<b>Tenant Participation</b>	Information on the work of the Tenant and Resident Groups and the Council strategy for tenant participation.	Website, Paper, Newsletter	Principal Officer (Information & Monitoring) 0141 577 3209 <a href="mailto:kim.wilson@eastrenfrewshire.gov.uk">kim.wilson@eastrenfrewshire.gov.uk</a>	
<b>Tenants</b>	General information for tenants	Tenant Handbook, Newsletter, Leaflets	Principal Officer (Information & Monitoring) 0141 577 3209 <a href="mailto:kim.wilson@eastrenfrewshire.gov.uk">kim.wilson@eastrenfrewshire.gov.uk</a>	

## Category - Leisure

<b><i>Class</i></b>	<b><i>Class Description</i></b>	<b><i>How Information is made available</i></b>	<b><i>Contact</i></b>	<b><i>Charge</i></b>
<b>Archaeology</b>	Information on sites of archaeological interest, and on Archaeological Trigger Sites.	Inspection, Paper	Senior Clerical Assistant 0141 577 3137 <a href="mailto:david.fleming@eastrenfrewshire.gov.uk">david.fleming@eastrenfrewshire.gov.uk</a>	
<b>Art in the Community</b>	Information on Arts Development and Support for community arts organization.	Leaflets, Posters, Fliers, Website	Senior Clerical Assistant 0141 577 3137 <a href="mailto:david.fleming@eastrenfrewshire.gov.uk">david.fleming@eastrenfrewshire.gov.uk</a>	
<b>Children's Activities</b>	Information on sports coaching courses for children including football, rugby, hockey, netball, athletics and basketball. Information on holiday programmes.	Booklet, Website, Local Press	Senior Clerical Assistant 0141 577 3137 <a href="mailto:david.fleming@eastrenfrewshire.gov.uk">david.fleming@eastrenfrewshire.gov.uk</a>	
<b>Drama</b>	Information on Drama in the community classes.	Leaflet, Website, Local Press	Senior Clerical Assistant 0141 577 3137 <a href="mailto:david.fleming@eastrenfrewshire.gov.uk">david.fleming@eastrenfrewshire.gov.uk</a>	
<b>Football Coach Development</b>	Information on promoting SFA coach education for adults working with children and youths.	Booklet, Poster, Paper	Senior Clerical Assistant 0141 577 3137 <a href="mailto:david.fleming@eastrenfrewshire.gov.uk">david.fleming@eastrenfrewshire.gov.uk</a>	
<b>Football Development</b>	Information on various courses, programmes and initiatives.	Booklet, Poster, Paper	Senior Clerical Assistant 0141 577 3137 <a href="mailto:david.fleming@eastrenfrewshire.gov.uk">david.fleming@eastrenfrewshire.gov.uk</a>	
<b>Libraries</b>	Acceptable Use Policy for users of PC's and the internet in libraries. Statistical information on usage.	Leaflet, Poster, Website, Electronic Format & Council Intranet	Senior Clerical Assistant 0141 577 3137 <a href="mailto:david.fleming@eastrenfrewshire.gov.uk">david.fleming@eastrenfrewshire.gov.uk</a>	
<b>Local Studies</b>	Broad range of historical and reference material.	Available for inspection at Giffnock Library	Senior Clerical Assistant 0141 577 3137 <a href="mailto:david.fleming@eastrenfrewshire.gov.uk">david.fleming@eastrenfrewshire.gov.uk</a>	
<b>Outdoor Access Strategy</b>	Information on Outdoor Access Strategy. Information on Access Forum, Core Path Network Plan, Path Planning Projects, Footpath Network and database of Rights of Way.	Website, Inspection, Paper	Senior Clerical Assistant 0141 577 3137 <a href="mailto:david.fleming@eastrenfrewshire.gov.uk">david.fleming@eastrenfrewshire.gov.uk</a>	
<b>Rugby</b>	Information on local and national rugby events. Information on rugby coaching in ERC.	Leaflet, Paper	Senior Clerical Assistant 0141 577 3137 <a href="mailto:david.fleming@eastrenfrewshire.gov.uk">david.fleming@eastrenfrewshire.gov.uk</a>	
<b>Sport</b>	Information on courses, programmes and initiatives.	Leaflet, Paper, Local Press	Senior Clerical Assistant 0141 577 3137 <a href="mailto:david.fleming@eastrenfrewshire.gov.uk">david.fleming@eastrenfrewshire.gov.uk</a>	
<b>Sports Centres</b>	Information on locations and facilities at Council sports centres.	Website, Paper	Senior Clerical Assistant 0141 577 3137 <a href="mailto:david.fleming@eastrenfrewshire.gov.uk">david.fleming@eastrenfrewshire.gov.uk</a>	
<b>Swimming</b>	Information on locations of Council pools and organized coaching and activities.	Website, Paper	Senior Clerical Assistant 0141 577 3137 <a href="mailto:david.fleming@eastrenfrewshire.gov.uk">david.fleming@eastrenfrewshire.gov.uk</a>	

## Category – Leisure, cont.

<b><i>Class</i></b>	<b><i>Class Description</i></b>	<b><i>How Information is made available</i></b>	<b><i>Contact</i></b>	<b><i>Charge</i></b>
<b>Theatres</b>	Information about what's on at Eastwood Theatre.	Leaflet, Website, Local Press, Information /Booking Pack	Senior Clerical Assistant 0141 577 3137 <a href="mailto:david.fleming@eastrenfrewshire.gov.uk">david.fleming@eastrenfrewshire.gov.uk</a>	
<b>Youth Work</b>	Programme of youth work.	Website, Leaflet	Senior Clerical Assistant 0141 577 3137 <a href="mailto:david.fleming@eastrenfrewshire.gov.uk">david.fleming@eastrenfrewshire.gov.uk</a>	

## Category - News

<b><i>Class</i></b>	<b><i>Class Description</i></b>	<b><i>How Information is made available</i></b>	<b><i>Contact</i></b>	<b><i>Charge</i></b>
<b>Press Release</b>	Archive of press releases by Council.	Website, Newspapers	Senior Personnel Officer 0141 577 8489 <a href="mailto:jane.wilson@eastrenfrewshire.gov.uk">jane.wilson@eastrenfrewshire.gov.uk</a>	
<b>Publications</b>	Activities brochure giving details of all activities being run by departments over school holidays.	Brochure, Website, Local Press	Senior Personnel Officer 0141 577 8489 <a href="mailto:jane.wilson@eastrenfrewshire.gov.uk">jane.wilson@eastrenfrewshire.gov.uk</a>	

## Category - People & Community

<b><i>Class</i></b>	<b><i>Class Description</i></b>	<b><i>How Information is made available</i></b>	<b><i>Contact</i></b>	<b><i>Charge</i></b>
<b>Birth Deaths Marriages</b>	Information on locations of Registrar's offices and how to register.	Website, Paper	Senior Clerical Assistant 0141 577 3137 <a href="mailto:david.fleming@eastrenfrewshire.gov.uk">david.fleming@eastrenfrewshire.gov.uk</a>	
<b>Burials</b>	Information on locations of cemeteries, costs of burials and who to contact; searches.	Website, Paper	Senior Clerical Assistant 0141 577 3137 <a href="mailto:david.fleming@eastrenfrewshire.gov.uk">david.fleming@eastrenfrewshire.gov.uk</a>	
<b>Children's Panel</b>	Information on East Renfrewshire Children's Panel and how to become a member.	Information Pack, Website, Local Press	Head of Administrative Services 0141 577 3025 <a href="mailto:tony.watt@eastrenfrewshire.gov.uk">tony.watt@eastrenfrewshire.gov.uk</a>	
<b>Community Councils</b>	Information on Community Councils.	Website, Paper	Senior Clerical Assistant 0141 577 3137 <a href="mailto:david.fleming@eastrenfrewshire.gov.uk">david.fleming@eastrenfrewshire.gov.uk</a>	
<b>Community Groups</b>	Information about local groups, organisations, clubs and societies.	Posters, Leaflets, Website	Senior Clerical Assistant 0141 577 3137 <a href="mailto:david.fleming@eastrenfrewshire.gov.uk">david.fleming@eastrenfrewshire.gov.uk</a>	
<b>Community Work</b>	Programming, action plans, annual reports, statistical returns.	Website, Intranet, Leaflet.	Senior Clerical Assistant 0141 577 3137 <a href="mailto:david.fleming@eastrenfrewshire.gov.uk">david.fleming@eastrenfrewshire.gov.uk</a>	
<b>Data Protection</b>	Data protection policy for East Renfrewshire Council.	Website, Paper	Principal Solicitor 0141 577 3801 <a href="mailto:gerry.mahon@eastrenfrewshire.gov.uk">gerry.mahon@eastrenfrewshire.gov.uk</a>	
<b>Grants</b>	Database of national organizations providing grants to voluntary groups.	Website, Paper	Senior Clerical Assistant 0141 577 3137 <a href="mailto:david.fleming@eastrenfrewshire.gov.uk">david.fleming@eastrenfrewshire.gov.uk</a>	
<b>District Court</b>	Information for customers attending or using court facilities and information regarding applications to the court re. Annoying creatures (e.g. barking dogs).	Website Pages, Leaflets, Information Sheet.	Legal Office Supervisor 0141 577 3021 <a href="mailto:dorothy.mclaren@eastrenfrewshire.gov.uk">dorothy.mclaren@eastrenfrewshire.gov.uk</a>	
<b>Panel of Safeguarders</b>	Information on becoming a member of the Panel of Safeguarders	Information Pack	Head of Administrative Services 0141 577 3025 <a href="mailto:tony.watt@eastrenfrewshire.gov.uk">tony.watt@eastrenfrewshire.gov.uk</a>	
<b>Surveillance Procedure</b>	East Renfrewshire Council's procedure on covert surveillance under the Regulation of Investigatory Powers (Scotland) Act.	Website, Paper	Head of Legal Services 0141 577 3024 <a href="mailto:anne.leonard@eastrenfrewshire.gov.uk">anne.leonard@eastrenfrewshire.gov.uk</a>	
<b>Transport</b>	See Strathclyde Passenger Transport's publication scheme.		<a href="http://www.spt.co.uk">www.spt.co.uk</a> or phone 0141 332 6811	

## Category - Planning & Building Control

<b><i>Class</i></b>	<b><i>Class Description</i></b>	<b><i>How Information is made available</i></b>	<b><i>Contact</i></b>	<b><i>Charge</i></b>
<b>Building Control Service</b>	Information on Service Standards, on building control. Registers of Building Warrants, weekly lists of Building Warrant Applications.	Inspection, Website, Leaflet, Paper	Administrative Assistant 0141 577 3896 <a href="mailto:mae.campbell@eastrenfrewshire.gov.uk">mae.campbell@eastrenfrewshire.gov.uk</a>	
<b>Development Control</b>	Planning advice and guidance, application forms and fee information.  Registers of Planning and other applications and assessments.  Register of enforcements, breach of conditions, contravention notices. Register of Minerals.  Register of Appeals.  Register of Section 75 agreements.	Inspection, Paper, Leaflet, Website	Administrative Assistant 0141 577 3896 <a href="mailto:mae.campbell@eastrenfrewshire.gov.uk">mae.campbell@eastrenfrewshire.gov.uk</a>	£
<b>Environmental Impact Assessments</b>	Information on Environmental Impact Assessments, including screening opinions (in Part 1 Planning Applications Register) and copies of assessments.	Inspection, Paper	Administrative Assistant 0141 577 3896 <a href="mailto:mae.campbell@eastrenfrewshire.gov.uk">mae.campbell@eastrenfrewshire.gov.uk</a>	
<b>Listed Buildings and Conservation Areas</b>	Guidance and advice.	Paper, Leaflet	Administrative Assistant 0141 577 3896 <a href="mailto:mae.campbell@eastrenfrewshire.gov.uk">mae.campbell@eastrenfrewshire.gov.uk</a>	
<b>Local and Structure Plans</b>	Eastwood District Local Plan. Renfrew District Local Plan. Local Plan Charter. Information on stages in Local Plan preparation. East Renfrewshire Local Plan intended for adoption. Statement of Publicity and Consultation. Objections to Local Plan, evidence put before Local Plan Inquiry. Local Plan Inquiry Report. Council response and new proposed modifications. Statement of Responses to new proposed modifications. Statutory Notice.	Inspection, Paper, Booklet, Leaflet, Website, CD	Administrative Assistant 0141 577 3896 <a href="mailto:mae.campbell@eastrenfrewshire.gov.uk">mae.campbell@eastrenfrewshire.gov.uk</a>	£
<b>Planning Information</b>	Miscellaneous Planning Advise and Guidance, application forms and fee information, reports.	Paper, Leaflet	Administrative Assistant 0141 577 3896 <a href="mailto:mae.campbell@eastrenfrewshire.gov.uk">mae.campbell@eastrenfrewshire.gov.uk</a>	£

## Category - Roads & Transport

<b><i>Class</i></b>	<b><i>Class Description</i></b>	<b><i>How Information is made available</i></b>	<b><i>Contact</i></b>	<b><i>Charge</i></b>
<b>Bridges</b>	Register of bridges in area.	Inspection, Paper and/or e-mail	Senior Structural Engineer 0141 577 3468 <a href="mailto:barry.scott@eastrenfrewshire.gov.uk">barry.scott@eastrenfrewshire.gov.uk</a>	
<b>Icy Roads</b>	Information on winter gritting.	Paper	Maintenance and Operations Controller 0141 577 3422 <a href="mailto:robert.thomson@eastrenfrewshire.gov.uk">robert.thomson@eastrenfrewshire.gov.uk</a>	
<b>Public Transport</b>	Public Transport timetables.	Leaflets	Principal Engineer 0141 577 3415 <a href="mailto:fred.abercrombie@eastrenfrewshire.gov.uk">fred.abercrombie@eastrenfrewshire.gov.uk</a>	
<b>Reservoirs</b>	Reservoirs register etc.	Inspection, Paper and/or e-mail	Principal Engineer 0141 577 3415 <a href="mailto:fred.abercrombie@eastrenfrewshire.gov.uk">fred.abercrombie@eastrenfrewshire.gov.uk</a>	
<b>Road Maintenance</b>	Road Condition Survey. General information about roads maintenance service. Register of publicly adopted roads and supporting material.	Inspection, Paper	Network Manager 0141 577 3440 <a href="mailto:charles.armstrong@eastrenfrewshire.gov.uk">charles.armstrong@eastrenfrewshire.gov.uk</a>	
<b>Road Safety</b>	Information on school crossing patrols.	Paper	Senior Engineer 0141 577 3425 <a href="mailto:dermot.mcgonigle@eastrenfrewshire.gov.uk">dermot.mcgonigle@eastrenfrewshire.gov.uk</a>	
<b>Service Standards</b>	Information regarding statutory performance topics relating to roads.	Paper	Principal Administrative Officer 0141 577 3476 <a href="mailto:murray.hood@eastrenfrewshire.gov.uk">murray.hood@eastrenfrewshire.gov.uk</a>	
<b>Street Lighting</b>	Lighting equipment inventory.	Paper	Senior Engineer 0141 577 3420 <a href="mailto:andrew.carlin@eastrenfrewshire.gov.uk">andrew.carlin@eastrenfrewshire.gov.uk</a>	
<b>Traffic Calming</b>	Traffic calming assessments, traffic calming priority list.	Paper, Inspection	Senior Engineer 0141 577 3437 <a href="mailto:david.little@eastrenfrewshire.gov.uk">david.little@eastrenfrewshire.gov.uk</a>	
<b>Traffic Lights</b>	Traffic signal inventory.	Paper	Senior Engineer 0141 577 3437 <a href="mailto:david.little@eastrenfrewshire.gov.uk">david.little@eastrenfrewshire.gov.uk</a>	
<b>Traffic Orders</b>	Information on temporary and permanent traffic orders.	Inspection, Paper and/or e-mail	Traffic, Lighting and Road Safety Controller 0141 577 3432 <a href="mailto:shona.fraser@eastrenfrewshire.gov.uk">shona.fraser@eastrenfrewshire.gov.uk</a>	
<b>Transport Planning</b>	Information on the new M77/GSO road.	Leaflets and Booklets	Transportation Manager 0141 577 4865/3447 <a href="mailto:jain.shields@eastrenfrewshire.gov.uk">jain.shields@eastrenfrewshire.gov.uk</a>	

## Category - Roads & Transport, cont

<b><i>Class</i></b>	<b><i>Class Description</i></b>	<b><i>How Information is made available</i></b>	<b><i>Contact</i></b>	<b><i>Charge</i></b>
<b>Transport Strategy</b>	Detailed transport proposals for area and how this links into the strategy for surrounding areas.	Booklet	Senior Transport Officer 0141 577 8431 <a href="mailto:alex.knox@eastrenfrewshire.gov.uk">alex.knox@eastrenfrewshire.gov.uk</a>	
<b>Traffic Surveys</b>	Individual traffic surveys.	Paper	Traffic, Lighting and Road Safety Controller 0141 577 3432 <a href="mailto:shona.fraser@eastrenfrewshire.gov.uk">shona.fraser@eastrenfrewshire.gov.uk</a>	£
<b>Water Courses &amp; Flooding</b>	Flooding reports and gully cleaning routes.	Inspection, Paper and/or email	Maintenance and Operations Controller 0141 577 3422 <a href="mailto:robert.thomson@eastrenfrewshire.gov.uk">robert.thomson@eastrenfrewshire.gov.uk</a>	

## Category - Social Services

<b><i>Class</i></b>	<b><i>Class Description</i></b>	<b><i>How Information is made available</i></b>	<b><i>Contact</i></b>	<b><i>Charge</i></b>
<b>Adoption</b>	Information on adoption and overseas adoption of children.	Paper	Support Services Manager 0141 577 6108 <a href="mailto:craig.bell@eastrenfrewshire.gov.uk">craig.bell@eastrenfrewshire.gov.uk</a>	
<b>Adults and Older People</b>	Information on the Community Alarm Service, then "Mr Fixit" home maintenance assistance service, the "Mr. Diggit" garden assistance service.	Leaflets	Support Services Manager 0141 577 6108 <a href="mailto:craig.bell@eastrenfrewshire.gov.uk">craig.bell@eastrenfrewshire.gov.uk</a>	
<b>Carer Support</b>	Information for carers on legislation, carers rights strategy etc. Through Carers Project, Community Care Plan, respite and day care resources and shared care.	Booklet, Paper	Support Services Manager 0141 577 6108 <a href="mailto:craig.bell@eastrenfrewshire.gov.uk">craig.bell@eastrenfrewshire.gov.uk</a>	
<b>Charging for Services</b>	Information on Social Work charges and concessions and on free personal care.	Leaflets, Paper	Support Services Manager 0141 577 6108 <a href="mailto:craig.bell@eastrenfrewshire.gov.uk">craig.bell@eastrenfrewshire.gov.uk</a>	
<b>Child Protection</b>	East Renfrewshire Child Protection procedures. East Renfrewshire Child Protection Annual reports	Leaflets, Paper	Support Services Manager 0141 577 6108 <a href="mailto:craig.bell@eastrenfrewshire.gov.uk">craig.bell@eastrenfrewshire.gov.uk</a>	
<b>Children</b>	Befriending and group work and how to become a befriender.	Paper, Information Packs	Support Services Manager 0141 577 6108 <a href="mailto:craig.bell@eastrenfrewshire.gov.uk">craig.bell@eastrenfrewshire.gov.uk</a>	
<b>Commissioning</b>	List of services available.	Paper, Website	Support Services Manager 0141 577 6108 <a href="mailto:craig.bell@eastrenfrewshire.gov.uk">craig.bell@eastrenfrewshire.gov.uk</a>	
<b>Community Care</b>	Information about community care assessments and how care services are provided.	Leaflet, Paper	Support Services Manager 0141 577 6108 <a href="mailto:craig.bell@eastrenfrewshire.gov.uk">craig.bell@eastrenfrewshire.gov.uk</a>	
<b>Consultation</b>	Summaries of findings of various consultations. Detailed findings from reports for participants/respondents and consultation materials.	Paper, Website	Support Services Manager 0141 577 6108 <a href="mailto:craig.bell@eastrenfrewshire.gov.uk">craig.bell@eastrenfrewshire.gov.uk</a>	
<b>Criminal Justice</b>	Information on services provided by the Criminal Justice Team and how to access them.  Information on Drug Treatment and Testing Orders.	Paper, Leaflet	Support Services Manager 0141 577 6108 <a href="mailto:craig.bell@eastrenfrewshire.gov.uk">craig.bell@eastrenfrewshire.gov.uk</a>	
<b>Fostering</b>	Information on how to become a foster carer.	Paper	Support Services Manager 0141 577 6108 <a href="mailto:craig.bell@eastrenfrewshire.gov.uk">craig.bell@eastrenfrewshire.gov.uk</a>	
<b>Housing Support</b>	Supporting people strategy. Information on Housing Support and how to access it, and on charges for Housing Support services. Commissioning strategy for Housing Support Services.	Paper, Website	Support Services Manager 0141 577 6108 <a href="mailto:craig.bell@eastrenfrewshire.gov.uk">craig.bell@eastrenfrewshire.gov.uk</a>	

## Category - Social Services, cont.

<b><i>Class</i></b>	<b><i>Class Description</i></b>	<b><i>How Information is made available</i></b>	<b><i>Contact</i></b>	<b><i>Charge</i></b>
<b>Independent Living Services</b>	Information on the development of services for independent living and direct payments within the area. Information about publicity and promotion of service.	Leaflet, Information Packs, Website	Support Services Manager 0141 577 6108 <a href="mailto:craig.bell@eastrenfrewshire.gov.uk">craig.bell@eastrenfrewshire.gov.uk</a>	
<b>Mental Health</b>	Framework document on development of mental health services in East Renfrewshire. Information on mental health services in area.	Website, Leaflet	Support Services Manager 0141 577 6108 <a href="mailto:craig.bell@eastrenfrewshire.gov.uk">craig.bell@eastrenfrewshire.gov.uk</a>	
<b>Occupational Therapy</b>	Information on occupational therapy services.	Leaflet	Support Services Manager 0141 577 6108 <a href="mailto:craig.bell@eastrenfrewshire.gov.uk">craig.bell@eastrenfrewshire.gov.uk</a>	
<b>Performance</b>	Statistical information on service provision and performance.	Leaflets, Website	Support Services Manager 0141 577 6108 <a href="mailto:craig.bell@eastrenfrewshire.gov.uk">craig.bell@eastrenfrewshire.gov.uk</a>	
<b>Service Planning</b>	Information on Community Care Plan, Service Plan, Children's Service Plan, service standards and Community Care Advisory Group.	Paper, Website	Support Services Manager 0141 577 6108 <a href="mailto:craig.bell@eastrenfrewshire.gov.uk">craig.bell@eastrenfrewshire.gov.uk</a>	
<b>Services</b>	Range of general information on specific Social Work services.	Paper	Support Services Manager 0141 577 6108 <a href="mailto:craig.bell@eastrenfrewshire.gov.uk">craig.bell@eastrenfrewshire.gov.uk</a>	
<b>Supporting People</b>	Strategy document and information for tenants.	Website, Leaflet	Support Services Manager 0141 577 6108 <a href="mailto:craig.bell@eastrenfrewshire.gov.uk">craig.bell@eastrenfrewshire.gov.uk</a>	
<b>Young People</b>	Information for Throughcare service users and their carers. Information on changes being developed/DWP/new assessment functions etc.	Paper, Leaflet, Information Pack	Support Services Manager 0141 577 6108 <a href="mailto:craig.bell@eastrenfrewshire.gov.uk">craig.bell@eastrenfrewshire.gov.uk</a>	

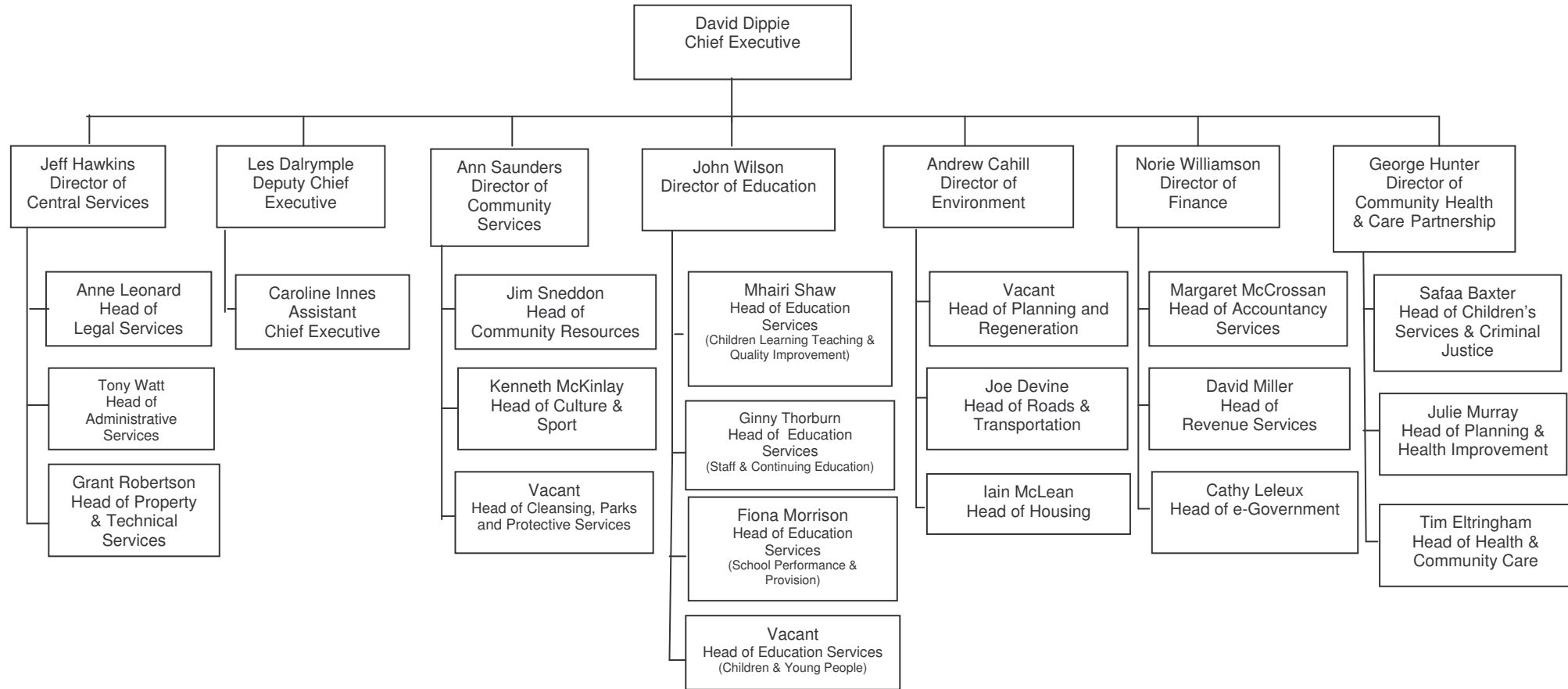
## Category - Work & Careers

<b><i>Class</i></b>	<b><i>Class Description</i></b>	<b><i>How Information is made available</i></b>	<b><i>Contact</i></b>	<b><i>Charge</i></b>
<b>Health Safety &amp; Welfare</b>	Corporate Health and Safety Policy statement (summary).	Paper	Senior Personnel Officer 0141 577 8489 <a href="mailto:jane.wilson@eastrenfrewshire.gov.uk">jane.wilson@eastrenfrewshire.gov.uk</a>	
<b>Information and Statistics</b>	Information and Statistics about the Council's Health and Safety performance	Website	Senior Personnel Officer 0141 577 8489 <a href="mailto:jane.wilson@eastrenfrewshire.gov.uk">jane.wilson@eastrenfrewshire.gov.uk</a>	
<b>Personnel</b>	Recruitment information	Website, Leaflet	Senior Personnel Officer 0141 577 8489 <a href="mailto:jane.wilson@eastrenfrewshire.gov.uk">jane.wilson@eastrenfrewshire.gov.uk</a>	
<b>Recruitment</b>	Job vacancies. Recruitment policies and procedures. Council complaints policy on recruitment and selection. Information on nationally agreed terms and conditions of employment.	Website, National & Local Press, Paper	Senior Personnel Officer 0141 577 8489 <a href="mailto:jane.wilson@eastrenfrewshire.gov.uk">jane.wilson@eastrenfrewshire.gov.uk</a>	
<b>Social Services Jobs</b>	Information on jobs vacancies in Social Services. Statistics for Social Services on staffing, staff absence, manpower and disability in employment.	SWSI Bulletin, National Press, Paper	Support Services Manager 0141 577 6108 <a href="mailto:craig.bell@eastrenfrewshire.gov.uk">craig.bell@eastrenfrewshire.gov.uk</a>	





## COUNCIL MANAGEMENT STRUCTURE



# Political Management Structure

Council (20)  
Provost – Alex Mackie  
Deputy Provost – Betty Cunningham

CABINET (7)  
Jim Fletcher, Leader of the Council - Chair  
Alan Lafferty, Deputy Leader of the Council  
Douglas Yates, Deputy Leader of the Council  
Tony Buchanan  
Danny Devlin  
Mary Montague  
Eddie Phillips

AREA FORUMS  
**Review ongoing.**  
**Future of forums to be determined.**

JOINT CONSULTATIVE COMMITTEE  
Jim Fletcher – Chair  
Charlie Gilbert  
Alan Lafferty  
Ralph Robertson  
Gordon Wallace  
Trade union reps

EDUCATION COMMITTEE (16)  
Alan Lafferty – Chair  
Elaine Green – Vice Chair  
Tony Buchanan  
Danny Devlin  
Jim Fletcher  
Charlie Gilbert  
Alex Mackie  
Gordon McCaskill  
Mary Montague  
Eddie Phillips  
Gordon Wallace  
Douglas Yates  
Rev Maureen Leitch (CoS rep)  
**Vacancy** (Catholic Church rep)  
Mrs Diana Wolfson (Jewish rep)  
Mr Alan Munro (teachers' rep)

LICENSING COMMITTEE (5)  
(also Licensing Board)  
Elaine Green - Chair  
Alastair Carmichael – Vice Chair  
Danny Devlin  
Charlie Gilbert  
Stewart Miller

APPEALS COMMITTEE (5)  
Tony Buchanan – Chair  
Danny Devlin – Vice Chair  
Betty Cunningham  
Jim Fletcher  
Barbara Grant

CONDITIONS OF SERVICE COMMITTEE (3)  
Jim Fletcher - Chair  
1 Administration councillor  
1 Opposition councillor  
(to be determined when a committee is to be convened)

TEACHING STAFF APPEALS COMMITTEE (5)  
Alan Lafferty - Chair  
Elaine Green  
1 Administration councillor  
2 opposition councillors  
(to be determined when a committee is to be convened)

PLANNING APPLICATIONS COMMITTEE (7)  
Ian McAlpine - Chair  
Ralph Robertson – Vice Chair  
Alastair Carmichael  
Barbara Grant  
Gordon McCaskill  
Eddie Phillips  
Leslie Rosin

AUDIT COMMITTEE (7)  
Jim Swift - Chair  
Charlie Gilbert – Vice Chair  
Alastair Carmichael  
Betty Cunningham  
Barbara Grant  
Gordon McCaskill  
Ralph Robertson

CHCP COMMITTEE (5)  
Douglas Yates (Chair)  
Jim Fletcher  
Barbara Grant  
Ian McAlpine  
Jim Swift