

Department of Business Operations and Partnerships

Director: Louise Pringle

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Date: 15 April 2025

When calling please ask for: Barry Tudhope (Tel: 0141 577 3023)

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

MEETING OF EAST RENFREWSHIRE COUNCIL

A meeting of the East Renfrewshire Council will be held in the Council Chamber, Council Headquarters, Eastwood Park, Giffnock, G46 6UG on **Wednesday 23 April 2024 at 5.00 p.m.**

The agenda of business is as listed below.

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

Yours faithfully

Louise Pringle

LOUISE PRINGLE

DIRECTOR OF BUSINESS OPERATIONS AND PARTNERSHIPS

AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

Members are requested to give notice of any declarations of interest in respect of items of business on the Agenda.

3. MINUTES OF PREVIOUS MEETING

Submit for approval as a correct record and signature the Minute of the Meeting of the Council held on 26 February 2025 (copy attached, pages 5 – 16).

4. MINUTE VOLUME (Issued Under Separate Cover)

Submit for approval as a correct record the Minutes of Meetings for the period 20 February to 10 April 2025.

5. ITEMS REMITTED TO THE COUNCIL

(i) INTERIM TREASURY MANAGEMENT REPORT FOR 2024/25 - QUARTER 4

Report by Head of Finance (Chief Financial Officer) (copy attached, pages 17 – 32) (Audit and Scrutiny Committee – 27 March 2025).

Audit & Scrutiny Committee Recommendation:

- that the proposed increases in the Prudential Indicators, as a result of the introduction of the new financial reporting standard, IFRS16, be approved;
- and that the attached organisations for investment of surplus funds be approved.

(ii) GENERAL FUND CAPITAL PROGRAMME

Report by Head of Finance (Chief Financial Officer) (copy attached, pages 33 – 54) (Cabinet – 6 March 2025).

Cabinet Recommendation:

- note and approve the movements within the programme; and
- note the shortfall of £0.362m and that this will be managed and reported within the final accounts for the year.

(iii) HOUSING CAPITAL PROGRAMME

Report by Head of Finance (Chief Financial Officer) (copy attached, pages 55 - 62) (Cabinet – 6 March 2025).

Cabinet Recommendation:

- note and approve the movements within the programme; and
- note the shortfall of £0.119m and that this will be managed and reported within the final accounts for the year.

6. STATEMENTS BY CONVENERS AND REPRESENTATIVES ON JOINT BOARDS AND COMMITTEES.

7. PROVOST'S ENGAGEMENTS

Report by Director of Business Operations and Partnerships (copy attached, pages 63– 64).

8. EQUALITY AND HUMAN RIGHTS MAINSTREAMING REPORT

Report by Director of Business Operations and Partnerships (copy attached, pages 65– 128).

9. 'A PLACE TO GROW' UPDATE AND YEAR 1 DELIVERY PLAN

Report by the Director of Business Operations and Partnerships (copy attached, pages 129 - 162).

10. SCHEME FOR MEMBERS' REMUNERATION AND EXPENSES 2025/26

Report by the Director of Business Operations and Partnerships (copy attached, pages 163 – 178).

11. REGULATION OF INVESTIGATORY POWERS (SCOTLAND) ACT 2000

Report by Chief Officer – Legal and Procurement (copy attached, pages 179 – 232).

12. EAST RENFREWSHIRE CHILDREN'S SERVICES PROMISE 5TH ANNIVERSARY PROGRESS REPORT

Report by Chief Social Work Officer (copy attached, pages 233 - 254).

13. OUTLINE OF PRESSURES FACING HOMELESSNESS

Report by Director of Environment (copy attached, pages 255 - 260).

14. LOCAL DEVELOPMENT PLAN 3 (DEVELOPMENT PLAN SCHEME AND PARTICIPATION STATEMENT 2025)

Report by Director of Environment (copy attached, pages 261- 296).

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

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MINUTE

of

EAST RENFREWSHIRE COUNCIL

Minute of meeting held at 10.00am in the Council Chamber, Council Headquarters, Giffnock on 26 February 2025.

Present:

Councillor Andrew Anderson
 Councillor Caroline Bamforth
 Councillor Tony Buchanan
 Deputy Provost Kate Campbell
 Councillor Betty Cunningham
 Councillor Danny Devlin
 Councillor Paul Edlin
 Councillor Annette Ireland
 Councillor Chris Lunday

Councillor David Macdonald
 Councillor Jim McLean
 Councillor Colm Merrick
 Provost Mary Montague
 Councillor Andrew Morrison
 Councillor Owen O'Donnell (Leader)
 Councillor Katie Pragnell
 Councillor Gordon Wallace (*)

Provost Montague in the Chair

Attending:

Steven Quinn, Chief Executive; Caitriona McAuley, Director of Environment; Louise Pringle, Director of Business Operations and Partnerships; Mark Ratter, Director of Education; Anthony McReavy, Chief Executive, Culture and Leisure Trust (*); Julie Murray, Chief Officer, Health and Social Care Partnership (HSCP); Lesley Bairden, Head of Finance and Resources, HSCP; Kirsty Stanners, Head of Finance (Chief Financial Officer); Mark Rodgers, Head of Environment (Housing and Property); Gerry Mahon, Chief Officer (Legal and Procurement); Graeme Smith, Communications Manager; Barry Tudhope, Democratic Services Manager; John Burke, Democratic Services Officer; and Lesleyann Burns, Democratic Services Officer.

(*) indicates remote attendance.

DECLARATIONS OF INTEREST

1121. There were no declarations of interest intimated.

PROVOST'S REMARKS – ORDER OF MEETING

1122. The Provost indicated that, to facilitate the smooth running of the meeting, the items would be considered in the order shown below.

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DEFERRAL OF DECISION TO COUNCIL: HEALTH AND SOCIAL CARE PARTNERSHIP – CHARGING FOR NON-RESIDENTIAL CARE SERVICES IN 2025/2026

The lead signatory to the call-in, Councillor Buchanan, outlined the reasons for the call-in of the Cabinet decision on this matter. He stated that he and the other signatories felt that, given the impact on residents and the budgetary position, it was important that the Council look at the matter and find a better way forward. He was pleased to note that, following cross-party discussions, an amendment to the decision had been reached and asked that Councillor O'Donnell be allowed to outline that amendment.

Councillor O'Donnell spoke on the proposed amendment, outlining the difficulties in reaching the decision given the financial challenges facing the Health and Social Care Partnership (HSCP). He indicated that neither the Integrated Joint Board (IJB) or the Cabinet had wanted to make the decision, explaining that Cabinet had deferred the decision initially to give greater analysis to the HSCP budget and to ascertain if further support would become available from Scottish Government. On considering the matter again, no such support had been indicated and they felt it was needed to assure that the HSCP could set a balanced budget.

Councillor O'Donnell conceded that, given the public interest in the proposals, it may have been preferable to defer the issue to a decision of Council.

Councillor O'Donnell went on to outline the proposed amendment to the initial decision, a paper copy of which was circulated to those members present. He also indicated that he would be writing to the First Minister, alongside the Convener of the IJB, in order to request clarity on the Scottish Government's intentions in terms of any potential abolishment of such charges as were proposed.

Councillor O'Donnell, seconded by Councillor Buchanan moved the following:

“That the Council defer the introduction of charging for non-residential care services until 1 April 2026 and ask that the HSCP reviews the impact of the deferral.

The deferral should allow sufficient time for financial assessments to take place alongside income maximisation and right to appeal.

Funding for the deferral of the implementation to 1 April 2026, where appropriate, to be taken from expected current year revenue budget underspends.

By 1 April 2026, we will also know if the Scottish Government intends to abolish or modify such charges in their budget for 2026/27.

We further propose that the IJB prepares a report for October's full Council meeting. That report should:

1. provide an updated equalities impact assessment on those service users actually asked to contribute;
2. provide an analysis of the income maximisation efforts made to support all potentially affected users; and
3. include an analysis of the amount of revenue expected to be generated and the taper level recommended.”

Councillor Buchanan then spoke in support of this motion, indicating that it afforded time for the necessary scrutiny to take place and ensure that the best way forward was found.

Councillor Wallace first received clarity that the amended proposal was the motion that was before the Council. He then proposed an amendment to the motion as follows:

“Council agrees to replace the original motion with the following:

1. that the policy on charges for non-residential care services shall not be reconsidered for the remainder of the current Administration’s term, ensuring clarity and stability for service users and their families;
2. that the Council supports the HSCP by mitigating the costs of non-residential care services through the allocation of predicted underspend from the 2024/25 financial year;
3. that the anticipated review by the Money and Rights Team, in collaboration with other partners, aimed at maximising income for users of non-residential care services, proceeds without delay; and
4. that the Council commits to prioritising the protection of non-residential care service funding when setting the budget for the 2026/27 financial year, ensuring that financial pressures do not undermine the sustainability of this support.

This amendment seeks to reaffirm the Council’s commitment to upholding the principle that living within this Council’s boundaries means being part of a fair, supportive, and compassionate community – one that prioritises the well-being of its residents and protects essential services for those who need them most. By taking this approach, the Council provides certainty to service users while ensuring the sustainability of these vital services. Furthermore, deferring any decision on charges beyond the May 2026 Parliamentary elections will allow the Council to make informed policy choices with a full understanding of the national legislative framework, ensuring that future decisions align with government policy and best serve the needs of our residents.”

In order for the members to receive the text of Councillor Wallace’s amendment, Provost Montague called for the meeting to be adjourned.

Following the adjournment, it was indicated that the amendment proposed by Councillor Wallace initially had been withdrawn and a new amendment proposed. Thereafter, Councillor Wallace, seconded by Councillor Edlin, proposed the new amendment as follows:

“Council agrees to replace the original motion with the following:

1. that the policy on charges for non-residential care services shall not be reconsidered for the remainder of the current Administration’s term, ensuring clarity and stability for service users and their families;
2. that the Council supports the HSCP by mitigating the costs of non-residential care services through the allocation of predicted underspend from the 2024/25 financial year, plus additional savings or income generation opportunities to be found within the Council for the following financial years;
3. that the anticipated review by the Money and Rights Team, in collaboration with other partners, aimed at maximising income for users of non-residential care services, proceeds without delay; and
4. that the Council commits to prioritising the protection of non-residential care service funding when setting the budget for the 2026/27 financial year, ensuring that financial pressures do not undermine the sustainability of this support.

This amendment seeks to reaffirm the Council’s commitment to upholding the principle that living within this Council’s boundaries means being part of a fair, supportive, and compassionate community – one that prioritises the well-being of its residents and protects essential services for those who need them most. By taking this approach, the Council provides certainty to service users while ensuring the sustainability of these vital services. Furthermore, deferring any decision on charges beyond the May 2026 Parliamentary elections will allow the Council to make informed policy choices with a full understanding of the national

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legislative framework, ensuring that future decisions align with government policy and best serve the needs of our residents.”

The Provost asked for a short adjournment while the revised amendment was considered by members. Following that adjournment, the Provost invited the Head of Finance (Chief Financial Officer) to comment on the amendment in terms of Standing Order 29(a), as it could involve the Council incurring expenditure.

The Head of Finance (Chief Financial Officer) outlined the position in terms of reduced income arising from the proposals before the Council. In particular, she indicated that there would be a requirement for further income generation as a result of the proposal.

Councillor Ireland expressed her disappointment that the charges were deferred rather than removed. She stated that the decision should have been delayed until October when further information would be available.

Councillor O'Donnell indicated that the report to Council in October would provide clarity and further information. In his view, the motion did not seek to implement any decision before that information would be considered. He also highlighted that it would allow the income maximisation work and financial assessments to be carried out.

Councillor Buchanan highlighted some points of concern with the amendment as proposed, stating that it lacked specifics in terms of how the additional income requirements would be met. In particular, he felt that the amendment looked to ring fence money in the 2026/27 budget, which was a budget that was not yet known.

Councillor Macdonald, stated that he disagreed with charges being levied at all. He stated that funding was found to pay for the Leisure Centre and for upgrades to Council Headquarters and so the funding should be found to defer those charges.

Thereafter, Councillor O'Donnell summed up the discussion. He recognised that it was a difficult issue and agreed that all parties would prefer not to apply the proposed charges. He expressed disappointment that the cross-party discussions, which he felt had led to agreement on the proposed motion, had not come to fruition in the meeting.

On the roll being called, Councillors Anderson, Bamforth, Buchanan, Convery, Cunningham, Devlin, Lunday, Merrick, O'Donnell, Pragnell and Provost Montague voted for the motion.

Councillors Campbell, Edlin, Ireland, Macdonald, McLean, Morrison and Wallace voted for the amendment.

There being 11 votes for the motion and 7 votes for the amendment, the motion was declared carried and the Council:-

Deferred the introduction of charging for non-residential care services until 1 April 2026 and asked that the HSCP reviewed the impact of the deferral.

The deferral should allow sufficient time for financial assessments to take place alongside income maximisation and right to appeal.

Funding for the deferral of the implementation to 1 April 2026, where appropriate, should be taken from expected current year revenue budget underspends.

By 1 April 2026, the Council would also know if the Scottish Government intended to abolish or modify such charges in their budget for 2026/27.

It was further agreed that the IJB should prepare a report for October's full Council meeting. That report should:

1. provide an updated equalities impact assessment on those service users actually asked to contribute;
2. provide an analysis of the income maximisation efforts made to support all potentially affected users; and
3. include an analysis of the amount of revenue expected to be generated and the taper level recommended.

Councillor Wallace left the meeting following the conclusion of this item of business.

MINUTE OF PREVIOUS MEETING

1123. The Council considered and approved the Minute of the meeting held on 11 December 2024.

MINUTES OF MEETINGS OF COMMITTEES

1124. The Council considered and approved the Minutes of the meetings of the undernoted:-

- (a) Special Licensing Committee – 10 December 2024;
- (b) Cabinet (Police & Fire) – 23 January 2025;
- (c) Audit & Scrutiny Committee – 23 January 2025
- (d) Education Committee – 6 February 2025;
- (e) Cabinet – 6 February 2025;
- (f) Licensing Committee – 11 February 2025;
- (g) Local Review Body – 12 February 2025;
- (h) Special Planning Applications Committee – 13 February 2025;
- (i) Appeals Committee – 14 February 2025;
- (j) Appeals Committee – 18 February 2025

AUDIT AND SCRUTINY COMMITTEE – 23 JANUARY 2025 – INTERIM TREASURY MANAGEMENT REPORT 2024/25 – QUARTER 3

1125. Under reference to the Minute of the meeting of the Audit and Scrutiny Committee of 23 January 2025 (Page 1058, Item 1087 refers), when it had been agreed to recommend to the Council that the organisations for investment of surplus funds be approved in accordance with Appendix 8 to the report, the Council considered a report by the Head of Finance (Chief Financial Officer) on treasury management activities for the third Quarter of 2024/25.

The Council approved the organisations for the investment of surplus funds in accordance with Appendix 8 of the report.

AUDIT AND SCRUTINY COMMITTEE – 20 FEBRUARY 2025 – TREASURY MANAGEMENT STRATEGY 2025/26

1126. Under reference to the Minute of the meeting of the Audit and Scrutiny Committee of 20 February 2025 (Page 1087, Item 1118 refers), when it had been agreed to recommend to the Council that the Treasury Management Strategy for 2025/26 be approved, including the Prudential and Treasury Indicators and the amended list of organisations for investment of surplus funds in accordance with Annex E to the report; that the policy on the repayment of

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loans fund advances as specified in Section 3.4 of the report be approved; and that the forms of investment instruments for use as permitted investments be approved in accordance with Annex C to the report, the Council considered a report by the Head of Finance (Chief Financial Officer) on the Treasury Management Strategy 2025/26.

The Council agreed:-

- (a) that the Treasury Management Strategy for 2025/26 be approved, including the Prudential and Treasury Indicators and the amended list of organisations for investment of surplus funds in accordance with Annex E to the report;
- (b) that the policy on the repayment of loans fund advances as specified in Section 3.4 of the report be approved;
- (c) that the forms of investment instruments for use as permitted investments be approved in accordance with Annex C to the report;

PROVOST'S ENGAGEMENTS

1127. The Council considered a report by the Director of Business Operations and Partnerships, providing details of civic engagements attended and civic duties performed by Provost Montague since the meeting on 23 October 2024.

The Council noted the report.

Following consideration of this item, the Provost adjourned the meeting for a short time to allow members to take a break before reconvening. The meeting was then reconvened.

BEST VALUE – EAST RENFREWSHIRE COUNCIL: REPORT BY CONTROLLER OF AUDIT

1128. The Council considered a report by the Chief Executive on the East Renfrewshire Council's Controller of Audit Report for Best Value, published by the Accounts Commission in February 2025.

Delivery of Best Value was a statutory requirement for all local authorities in Scotland, and this was scrutinised by the Accounts Commission, who reported on whether councils were delivering on this duty.

In 2023, Audit Scotland had announced a change to the national approach to auditing Best Value, integrating it into the wider scope of audit work completed annually by each Council.

The report was attached as Appendix 1 to the report and it concluded that the Council had made consistently good progress with actions from previous Best Value reports, developing action plans to address previous recommendations. The report's headline findings were detailed in the report.

Members welcomed the report and acknowledged the hard work of both officers and the Audit and Scrutiny Committee to deliver on the recommendations of previous reports in this field.

The Council:-

- (a) noted the Controller of Audit's Best Value Report attached as Appendix 1 to the report; and

- (b) commended the positive findings of the Accounts Commission on Best Value delivered by East Renfrewshire Council as detailed on pages 4-5 of Appendix 1.

MEDIUM TERM FINANCIAL STRATEGY 2025-2030

1129. The Council considered a report by the Head of Finance (Chief Financial Officer) on the financial outlook facing the Council and seeking approval of a Medium Term Financial Strategy covering the five years from 2025/26 to 2029/30, which was attached as an appendix to the report.

The Council had undertaken long-term financial planning for a number of years, including producing a Financial Planning document each year, forecasting resource levels for the next 6 years. Capital planning was undertaken over a rolling ten-year period, reflecting the contents of the Capital Investment Strategy and the need to plan infrastructure over a longer period.

The financial planning document had been refreshed to form the Medium Term Financial Strategy (MTFS) 2025-2030. It set out the Council's approach to the management of its finances and the wider context within which those plans had been developed, linking with the Community Planning Partnership's shared vision set out in "A Place to Grow". The MTFS also included the Council's reserves policy, which would no longer be presented as a separate document.

The report went on to summarise the financial outlook for the Council and the key strategic areas that the Council would concentrate on to address the significant challenges it would face over the period of the report.

The strategy would be updated on an annual basis.

The Council:-

- (a) noted the financial outlook, budget projections and key assumptions for financial planning from 2025/26 to 2029/30, set out within the appendix; and
- (b) approved the Medium Term Financial Strategy 2025-2030.

EAST RENFREWSHIRE COUNCIL REVENUE ESTIMATES 2025/26

1130. Councillor O'Donnell delivered a presentation regarding the Council's budget for 2025/26, indicating that there were grounds for cautious optimism regarding the Council's finances, though there were still significant challenges ahead. He believed there was a path to a more positive future for the Council.

He expressed his delight at the Accounts Commission report, discussed in the previous item, that stated that East Renfrewshire Council was an example other local authorities could learn from. Councillor O'Donnell summarised the many areas that were praised, as well as the financial prudence of the Council over many years.

Councillor O'Donnell stated his belief that East Renfrewshire Council was the best run Council in the country, but reiterated that the Council was not complacent and would work to continue to provide the best possible services to residents.

1100

In discussing the financial challenges facing all Councils, Councillor O'Donnell welcomed record levels of funding for Scotland announced in the UK Government's budget and subsequent Scottish Budget, the Council had received the best funding settlement for many years. He stressed that this was key to ensuring the continuation of high quality services. Despite this, he expressed disappointment that, with record Scottish budget funding going into the NHS and social care, none of that money had come to the Health and Social Care Partnerships (HSCP).

In terms of grant settlement, the Council would receive £271.3m, an increase of £14.7m on previous years. It was stressed that the grant remained the biggest source of Council funding, with Council Tax accounting for only 21% of the Council's budget. The additional funding had allowed £1.6m to be passed on to the East Renfrewshire HSCP.

Councillor O'Donnell went on to outline the budget gap, which had reduced from £15m to £7.1m due to the higher than expected funding settlement as well as work carried out by officers and elected members to address the budget gap. He outlined some of the savings proposals which would address the remaining gap. The full details were included in Annex B of the Revenue Estimates report.

Councillor O'Donnell welcomed the decision to lift the Council Tax freeze to allow Councils to raise further funding to pay for vital services. He referenced consultation exercises which had shown residents were prepared to pay a bit more to protect services. To that end, an 8% increase in Council Tax was proposed. Councillor O'Donnell stated that this was more than he would like, however, it would protect the vital services that residents rely on. He subsequently advised that Scottish Water had decided upon an increase in water and sewerage rates of 9.9% and that this was a central decision not made by the Council.

Money from the Council's reserves would also be used to address the remainder of the Council's budget shortfall for the year.

Councillor O'Donnell went on to detail how the Council would continue to support the East Renfrewshire HSCP against a backdrop of increasing demand and complexity of needs driving serious financial challenges for the HSCP. £79.1m would be allocated to HSCP from the Council, more than a fifth of the Council's budget.

Councillor O'Donnell commented on the future challenges facing the Council, with budget gaps for the next 2 years estimated at £5m per year. He called for a 3 year budget cycle which would provide more certainty on budgeting and allow long term projections on funding to be carried out more easily. Councillor O'Donnell took a moment to praise the cross-party work carried out through the Budget Strategy Group.

Councillor O'Donnell went on to detail many projects being carried out across the Council across each Council Department, including improvements to educational facilities, local infrastructure, meeting challenges in housing and the launch of the new East Renfrewshire Community Plan, "A Place to Grow".

After thanking the Council's workforce on their exemplary work to deliver services against the backdrop of financial challenges, Councillor O'Donnell stressed that there would be no compulsory redundancies as a result of the savings proposed within the budget. He concluded that the Council would continue to invest in services and the workforce to improve the lives of all residents of East Renfrewshire.

In response, members joined in praising the work of the Budget Strategy Group in preparing the budget over the year, and agreed with calls for a 3 year budget settlement should it be possible. Some concerns were expressed around the National Insurance Contributions.

Information was also provided relating to points of clarity around producer responsibility income, some reductions in spend around some staff groups, as well as information on crossing guard patrols. The Head of Finance (Chief Financial Officer) also provided further information on the situation with the National Insurance increases.

The Council:-

- (a) noted that the revenue estimates for 2025/26 (Annex A) have been prepared with the budget gap of £7.066m, closed on the basis of a 8% Council Tax increase, the utilisation of £0.385m of resources made available through Service Concession Flexibilities agreed by the Scottish Government and savings proposals of £1.235m (Annex B);
- (b) noted that £0.844m of the listed 2025/26 savings have already been agreed by Council;
- (c) noted that a 1% change to the level of Council Tax set would produce an adjustment of £0.681m to the level of income available;
- (d) noted that the budget gaps for 2026/27 and 2027/28 have been estimated at £5.019m and £5.001m respectively, with a cumulative budget gap of £10.020m over this two year period, on the basis of an assumed 3% Council Tax increase each year but before application of any new savings or draw down from general reserves in those years;
- (e) noted the estimated funding gaps of £0.332m, £5.187m and £5.216m also faced by the Integration Joint Board (IJB) in respect of social care in 2025/26, 2026/27 and 2027/28, with a cumulative budget gap of £10.735 over this three year period;
- (f) noted that where a funding gap is closed through the use of recurring measures, this will reduce the funding gap in the following and subsequent years;
- (g) agreed that the management of the Council's finances and services will continue to be undertaken on a longer term basis;
- (h) agreed the Council Tax Band D level of £1,528.44 for 2025/26;
- (i) agreed the utilisation of reserves and the savings to be implemented for 2025/26; and
- (j) agreed that, where possible, savings for implementation in 2026/27 which require significant preparatory work should be brought back for approval later in the year to permit this to be undertaken timeously.

David Macdonald left the meeting during the consideration of this item of business.

GENERAL FUND CAPITAL PLAN 2025/26 – 2034/35

1131. The Council considered a report by the Head of Finance (Chief Financial Officer) on the General Fund Capital Plan covering the 10 years from 2025/26 to 2034/35, prepared in line with the approach set out in the Capital Investment Strategy.

Details of the funding strategy for the Plan, as well as key projects and programmes planned for the period were detailed in the report and attached appendices.

1102

In response to a question from Councillor Ireland relating to spending which had already taken place on the Eastwood Park Leisure Centre, the Head of Finance (Chief Financial Officer) indicated that she would provide a breakdown on the figure to Councillor Ireland outside of the meeting.

There was also discussion around other aspects of the Plan, including works on Carolside Primary School and the Aurs Road project.

The Council approved the programme for 2025/26 and authorised officers to progress the projects contained therein.

HOUSING REVENUE ACCOUNT – RENT SETTING 2025/26

1132. The Council considered a report by the Director of Environment on proposals to increase rent for council housing for 2025/26.

The report detailed the various drivers and legislative challenges that had led to the proposal to increase rents by 4.9%. It was stated that, following an affordability assessment, it was established that the proposed increase was affordable and that East Renfrewshire Council's housing would remain the most affordable available social housing in the area in comparison with other providers.

There was discussion among members around the figures presented, in particular, around the increase in Void Rent Loss Provision, increase in purchase and hire of equipment as the standard of stock was increased and the increase in payments to sub-contractors.

The Council approved a 4.9% rent increase be applied for 2025/26

HOUSING CAPITAL PROGRAMME 2025/26 – 2035/36

1133. The Council considered a report by the Director of Environment on the Housing Capital Programme 2025/26 and the proposed ten-year programme.

The report detailed the pressures placed upon the current Housing Capital Programme, as well as key areas for investment in the next 10 years. Full details were provided in the appendices to the report.

There was discussion around the limitation on land sites and possible use of the Vacant and Derelict Land Fund to bring some sites into use. There was also discussion of the Shanks site in Barrhead and barriers to development on that site due to issues with landowners.

The Council approved the Housing Capital Programme for 2025/26 to 2034/35 and authorised officers to progress the projects listed in Appendix A for 2025/26.

EAST RENFREWSHIRE CULTURE AND LEISURE TRUST 2025/26 BUSINESS PLAN

1134. The Council considered a report by the Director of Education on the East Renfrewshire Culture and Leisure Trust 2025/26 Business Plan.

The Business Plan was attached as Appendix 1 to the report and was presented to the Council for approval. The operational highlights within the plan were detailed in the report.

Members welcomed the report and the work of the Culture and Leisure Trust, which was performing well.

The Council approved the proposed Business Plan for 2025/26.

UPDATED CIVIC EVENT PROTOCOL (INCORPORATING FLAG FLYING PROTOCOL)

1135. The Council considered a report by the Director of Business Operations and Partnerships on the updated Civic Events Protocol (incorporating Flag Flying Protocol).

Officers responded to members questions regarding the flying of the Union Flag during Workers' Memorial Day, indicating that this was the flag traditionally flown on that day.

The Council approved the updated Civic Event Protocol (incorporating Flag Flying Protocol).

LICENSING COMMITTEE – APPOINTMENT OF VICE CHAIR

1136. The Council considered a report by the Director of Business Operations and Partnerships on the appointment of a Vice-Chair of the Licensing Committee.

The Council approved the appointment of Councillor Colm Merrick as the Vice-Chair of the Licensing Committee.

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EAST RENFREWSHIRE COUNCIL

AUDIT & SCRUTINY COMMITTEE

27 March 2025

Report by Head of Finance (Chief Financial Officer)

INTERIM (QUARTER 4) TREASURY MANAGEMENT REPORT FOR 2024/25

PURPOSE OF REPORT

1. To advise the Audit & Scrutiny Committee on the Treasury Management activities for the period ending 28 February 2025.

RECOMMENDATION

2. It is recommended that the Committee:
 - note the Interim Treasury Management Report for Quarter 4 2024/25;
 - recommend to Council that the proposed increases in the Prudential Indicators, as a result of the introduction of the new financial reporting standard, IFRS16, be approved; and
 - recommend to Council that the attached organisations for investment of surplus funds be approved.

BACKGROUND

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

SUMMARY

4. Overall, the report demonstrates a well-managed treasury function within the Council. The average interest rate on long-term borrowing has increased slightly from that reported in January due to the inclusion of assets in-line with the new financial reporting standard. The Council continues to adopt a prudent approach to treasury management and, in particular, highlights that 5.59% of loans held as at 28 February 2025 had variable interest rates, which is well below the Council's approved upper limit of 15%. The resulting stability in borrowing assists the Council in responding to the current national economic pressures.

RECOMMENDATION

5. It is recommended that the Committee:
 - note the Interim Treasury Management Report for Quarter 4 2024/25;
 - recommend to Council that the proposed increases in the Prudential Indicators, as a result of the introduction of the new financial reporting standard, IFRS16, be approved; and
 - recommend to Council that the attached organisations for investment of surplus funds be approved.

REPORT AUTHOR

Head of Finance (Chief Financial Officer):
Chief Accountant:
Telephone Number:
E-mail:
Report Date:

Kirsty Stanners
Barbara Clark
0141 577 3068
barbara.clark@eastrenfrewshire.gov.uk
03 March 2025

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EAST RENFREWSHIRE COUNCIL

Appendix 1

INTERIM TREASURY MANAGEMENT REPORT QUARTER 4 2024/25

Table 1

1. Actual External Debt

	Borrowing 01/12/24 £M	Average Interest %	Borrowing 28/02/25 £M	Average Interest %	Change in Qtr £M
<u>Long Term Borrowing</u>					
Public Works Loan Board	137.48	3.54	137.48	3.54	0.00
Local Authority Bonds	14.40	4.60	14.40	4.60	0.00
PFI / PPP Finance Leases	68.13	7.17	101.38	7.17	33.25
IFRS16 Asset Leases	-		4.14	5.09	4.14
Total Long Term	220.01	4.73	257.40	5.05	37.39

Net Short Term Investments/Borrowing

Temporary Investments/Borrowing (38.13)	4.78	(35.92)	4.51	2.21
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NOTES

- (i) For the purposes of this report, long-term borrowing means loans taken on a long-term basis. This differs from the Annual Accounts, which have to categorise long-term loans with less than a year until repayment as short-term loans. Loans above totalling £0.003 million come into this category.
- (ii) The Treasury Strategy approved by the Council on 28 February 2024, ratified external borrowing of £62m from the Public Works Loan Board. No further borrowing has been undertaken since Quarter 3, when £25m borrowing was agreed with the Public Works Loan Board (PWLB).
- (iii) There has been a slight increase to the average interest rate on long-term borrowing from that reported previously due to the inclusion of assets in-line with the new financial reporting standard.
- (iv) The Council's net external borrowing position has increased in total by £39.60 million during the quarter mainly due to the inclusion of the new financial reporting standard in addition to both the revenue and capital cash flows.
- (v) The Council's activity in the temporary investments market is shown along with the corresponding interest rate movements in Appendices 2 – 5. In response to difficulties in the financial markets and as part of a risk managed process designed to protect the principal of the sums invested, the maximum period of investment was restricted to 6 months.
- (vi) As at 28 February 2025, the Council had 5.59% of its total debt outstanding in variable rate loans. For the Council to gain a high level of stability in overall borrowing costs, the Council's Treasury Policy Statement requires the exposure to variable rate loans to be less than 15% of the total debt outstanding.
- (vii) Appendix 6 shows the Bank of England MPC base rate covering the period April 2022 to the date of this report.

2. PWLB

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

3. DEBT MATURITY PROFILE

The Council's debt maturity profile at 28 February 2025 is shown both below and in Graph format at Appendix 7.

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

The Council's Debt Maturity Profile as at 28 February 2025 was within the agreed limits.

Long Term Debt Maturity Profile as at 28 February 2025

	PWLB	Local Authority Bond	Total	
	£M	£M	£M	%
24/25	0.00	0.00	0.00	0.00
25/26	0.00	0.00	0.00	0.00
26/27	5.01	0.00	5.01	3.30
27/28	2.01	0.00	2.01	1.32
28/29	10.00	0.00	10.00	6.58
29/30	15.00	0.00	15.00	9.88
30/31	0.00	0.00	0.00	0.00
31/32	0.00	0.00	0.00	0.00
32/33	0.00	0.00	0.00	0.00
33/34	0.00	0.00	0.00	0.00
After 2034/35	105.46	14.40	119.86	78.92
Total	137.48	14.40	151.88	100.00

4. PRUDENTIAL INDICATORS

In line with the agreed monitoring arrangements for the Prudential Indicators, listed below there is a table showing all the prudential indicators comparing the approved indicator, as reported to the Council on 28 February 2024 along with the projected outturn figures recorded at 30 June 2024, 30 September 2024, 30 November 2024 and 28 February 2025.

As explained in February 2024 when the Treasury Management Strategy was presented to this committee, a new financial reporting standard was due to be implemented during the current financial year and that all assets that are leased, rented or hired and were previously off balance sheet, now had to be included. Detailed data gathering to identify these assets has now been substantially completed and, as anticipated, this data has impacted on the levels of most of the Prudential Indicators. The Prudential Indicators that have been reviewed to incorporate the requirements of the recently adopted standard are highlighted in the table below.

Prudential Indicator	Approved indicator £'000s	Projected Outturn @ 30/06/24 £'000s	Projected Outturn @ 30/09/24 £'000s	Projected Outturn @ 30/11/24 £'000s	Projected Outturn @ 28/02/25 £'000s
Capital Expenditure: Approval is requested to the level set as at 28/02/25	75,740	77,738	77,657	74,588	104,794
Comment	<p>Movement from the projected outturn at 30 November is due to the revised planning of capital projects within both the Housing and General Fund Capital Programmes, moving capital spend (£7,156k) from the current to the following financial year.</p> <p>This indicator has also been revised to include the assets (£37,362k) that relate to the new financial reporting standard (IFRS 16) and approval is requested at this revised level.</p>				
Capital Financing Requirement (CFR): Approval is requested to the level set as at 28/02/25	312,313	296,331	294,569	288,010	318,630
Comment	<p>Movement from the projected outturn at 30 November is due to the revised planning of capital projects within both the Housing and General Fund Capital Programmes, moving capital spend from the current to the following financial year, along with changes to the repayment of loans fund principal resulting from a move in the repayment method from Equal Instalment of Principal to Annuity, as approved by Council. (£4,699k)</p> <p>This indicator has also been revised to include the assets (£35,319k) that relate to the new financial reporting standard (IFRS 16) and approval is requested at this revised level.</p>				
Operational Boundary for External Debt: Approval is requested to the level set as at 28/02/25	317,144	301,163	299,400	292,842	327,200
Comment	<p>Movement from the projected outturn as 30 November is due to a reduction in permitted borrowing from that last reported due to a reduction in capital spend in the current year, along with changes to the repayment of loans fund principal resulting from a move in the repayment method from Equal Instalment of Principal to Annuity, as approved by Council. (£3,004k)</p> <p>This indicator has also been revised to include the assets (£37,362k) that relate to the new financial reporting standard (IFRS 16) and approval is requested at this revised level.</p>				

Authorised Limit For External Debt: Approval is requested to the level set as at 28/02/25	354,496	336,116	334,090	326,548	360,455
Comment	<p>In addition to the explanation for the Operational Boundary for External Debt movement from 30 November above, the Authorised limit for External Debt also includes a further allowance to cover any unexpected temporary movements.(£3,455k)</p> <p>This indicator has also been revised to include the assets (£37,362k) that relate to the new financial reporting standard (IFRS 16) and approval is requested at this revised level.</p>				
Gross Debt: Approval is requested to the level set as at 28/02/25	262,188	237,688	237,688	237,688	271,313
Comment	<p>This indicator has been revised to include the assets (£33,625k) that relate to the new financial reporting standard (IFRS 16) and approval is requested at this revised level.</p>				
Gross Debt to CFR (Under) / Over	(50,125)	(58,643)	(56,881)	(50,322)	(47,317)
Comment	<p>Movement from the projected outturn at 30 November is as a result of a reduction in net capital expenditure in the current year along with changes to the repayment of loans fund principal resulting from a move in the repayment method from Equal Instalment of Principal to Annuity, as approved by Council.</p>				
Financing to Net Revenue Stream Non – HRA HRA: Approval is requested to the level set as at 28/02/25	6.3% 35.1%	5.9% 35.0%	5.9% 35.3%	5.9% 35.4%	7.5% 35.0%
Comment	<p>Movements from the projected outturn at 30 November relates to changes in the repayment of loans fund principal as a result of moving from an Equal Instalment of Principal to an Annuity repayment method, as approved by Council, along with increases to both revenue streams.</p> <p>This indicator has also been revised to include the assets that relate to the new financial reporting standard (IFRS 16) and approval is requested at this revised level.</p>				

HRA - Ratio of Debt to Revenue	334.8%	324.0%	326.2%	324.6%	324.7%
Comment	Movement from the projected outturn at 30 November relates to marginal movements within the Housing Capital Programme, moving capital spend from the current to the following financial year along with changes to the repayment of loans fund principal as a result of moving from an Equal Instalment of Principal to an Annuity repayment method, as approved by Council.				
HRA – Debt Per Dwelling £	16,891	16,575	16,080	16,032	16,030
Comment	Movement from the projected outturn at 30 November relates to marginal movements within the Housing Capital Programme, moving capital spend from the current to the following financial year along with changes to the repayment of loans fund principal as a result of moving from an Equal Instalment of Principal to an Annuity repayment method, as approved by Council.				
Code of Practice For Treasury Management	<p>The Council has adopted the CIPFA Treasury Management in the Public Services: Code of Practice and Cross-Sectoral Guidance Notes.</p> <p>All of the approved activities within the Council Treasury Management Policy Statement have been complied with.</p>				

The movement between the Capital Financing Requirement and the Gross Debt indicates the amount of internal borrowing required. This means that the capital borrowing need (the Capital Financing Requirement), has not been fully funded by external loan debt as the cash supporting the Council's reserves, balances and cash flow has been used as a temporary measure. This strategy remains both prudent and cost effective as borrowing costs are currently relatively high and the Head of Finance has requested that borrowing, where possible, is not undertaken until interest rates come down from their current level.

	Approved Indicator £'000s	Projected Outturn @ 30/06/24 £'000s	Projected Outturn @ 30/09/24 £'000s	Projected Outturn @ 30/11/24 £'000s	Projected Outturn @ 28/02/25 £'000s
Capital Financing Requirement	£312,313	£296,331	£294,569	£288,010	£318,630
Gross Debt	£262,188	£237,688	£237,688	£237,688	£271,313
Internal Borrowing Required	£50,125	£58,643	£56,881	£50,322	£47,317

5. DEBT PERFORMANCE INDICATOR

The Treasury Strategy sets out the following debt performance indicator:

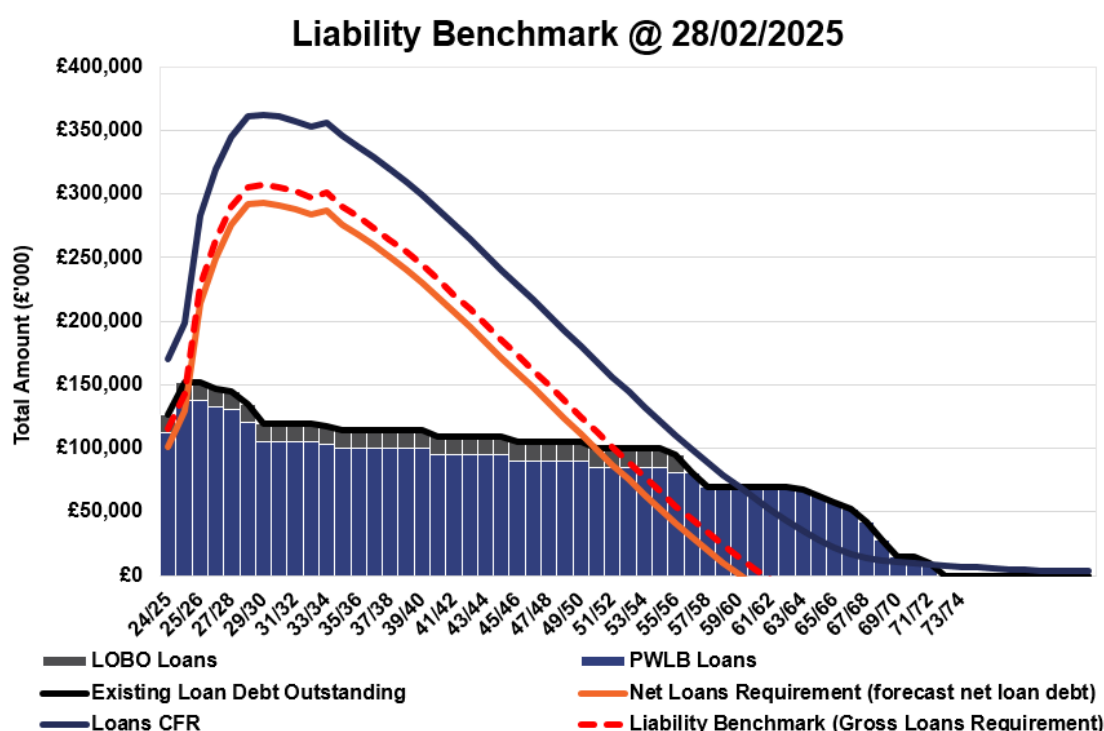
- i) Average “pool rate” compared to Scottish average:
This information is only available after the year end.

6. LIABILITY BENCHMARK

The Council is required to estimate and measure the Liability Benchmark (LB) for the forthcoming financial year and the following two financial years, as a minimum. It is a projection of the amount of loan debt outstanding that the Council needs to fund its existing debt liabilities, planned prudential borrowing and other cashflows.

There are four components to the LB: -

1. **Existing loan debt outstanding:** the Authority’s existing loans that are still outstanding in future years.
2. **Loans CFR:** this is calculated in accordance with the loans CFR definition in the Prudential Code and projected into the future based on approved prudential borrowing and planned Loans Fund principal repayments.
3. **Net loans requirement:** this shows the Authority’s gross loan debt less treasury management investments at the last financial year-end, projected into the future and based on its approved prudential borrowing, planned Loans Fund principal repayments and any other major cash flows forecast.
4. **Liability benchmark (or gross loans requirement):** this equals net loans requirement plus short-term liquidity allowance.



7. APPROVED ORGANISATIONS FOR INVESTMENT

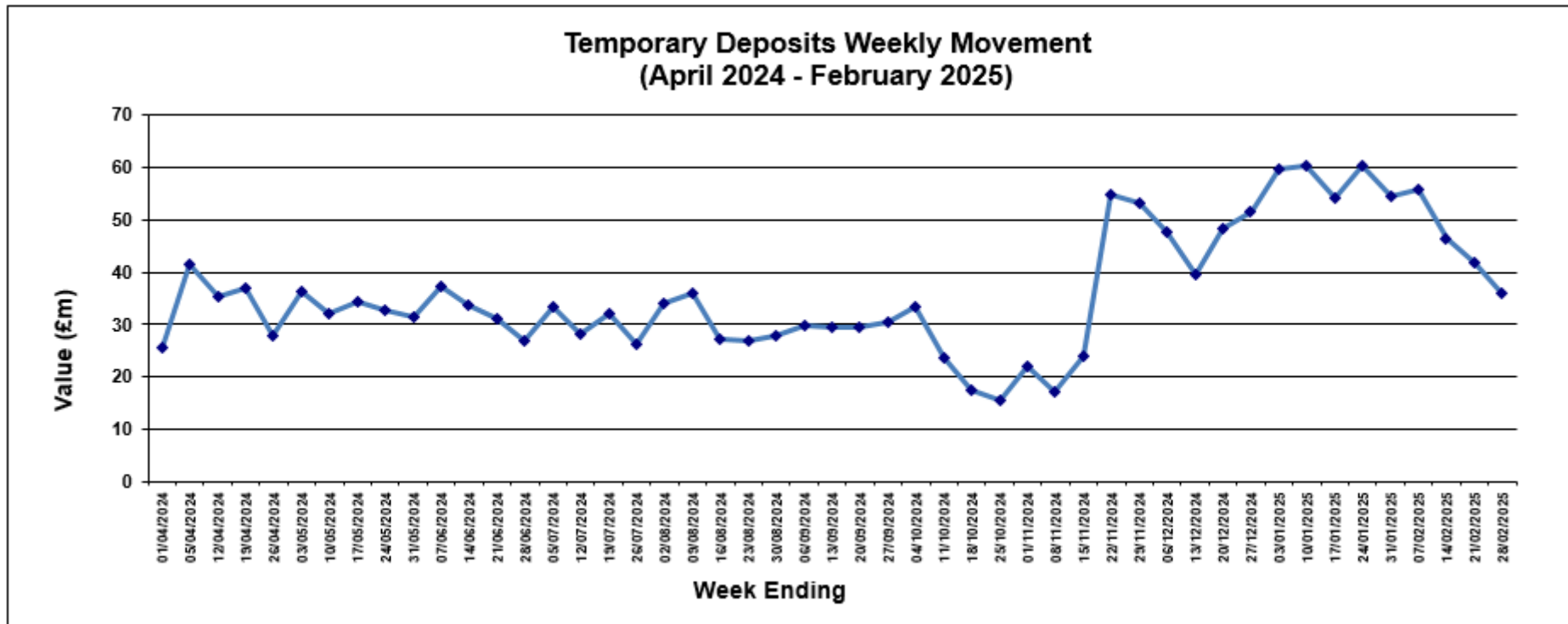
In line with normal practice, the status of all Banks and Building Societies has been reviewed in order to amend the current list of approved organisations for investment (see appendix 8). No changes have been made since that last reported on 23 January 2025. All lending is in line with the permitted methods of investment, which were approved by Council on 28 February 2024 as part of the Treasury Management Strategy report.

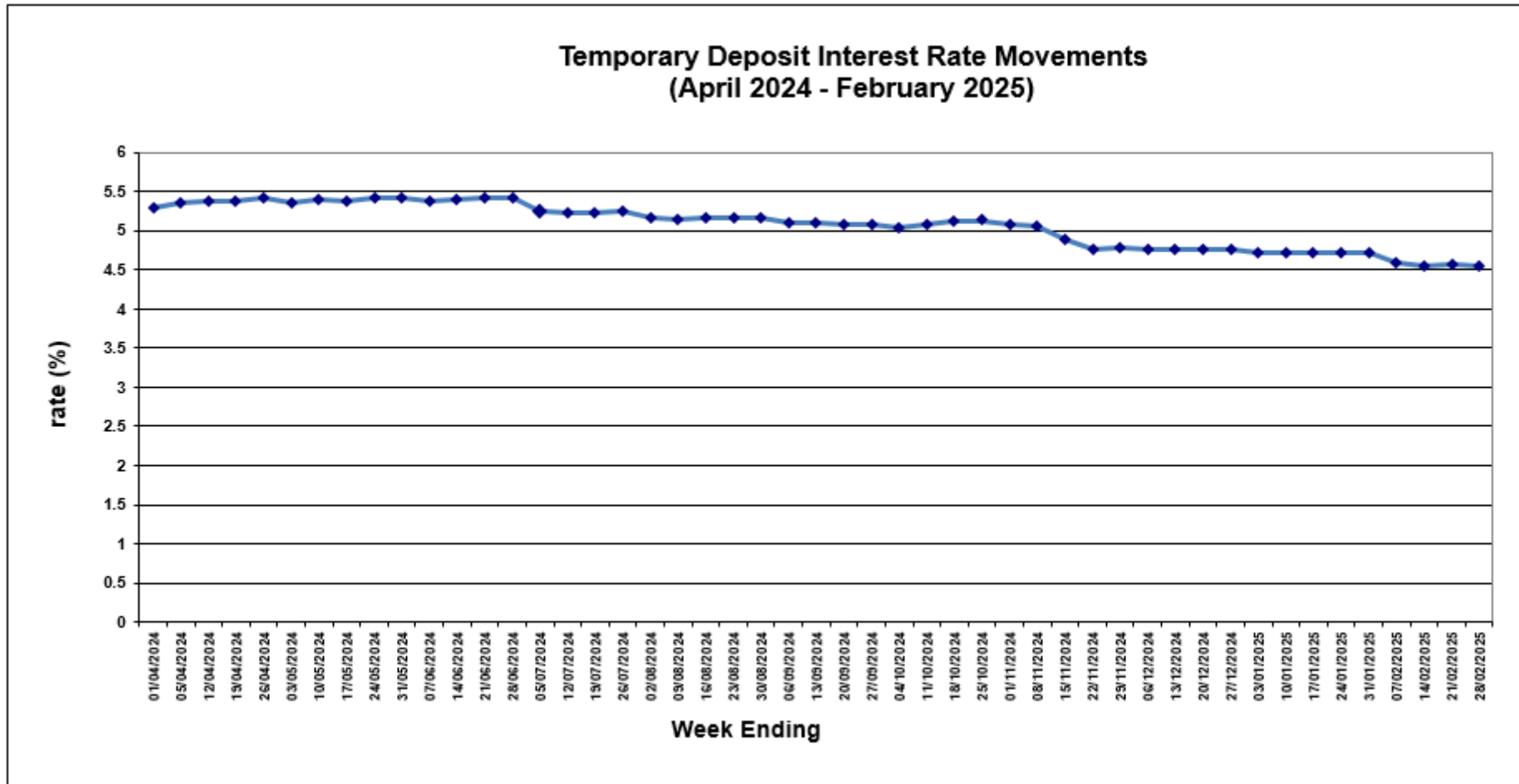
As a result of the banking crisis and in line with prudent financial management, investments have been restricted to UK organisations with high credit ratings. Also, the maximum period of investment was restricted to 6 months, in line with advice from our Treasury Advisers, MUFG Corporate Markets (previously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

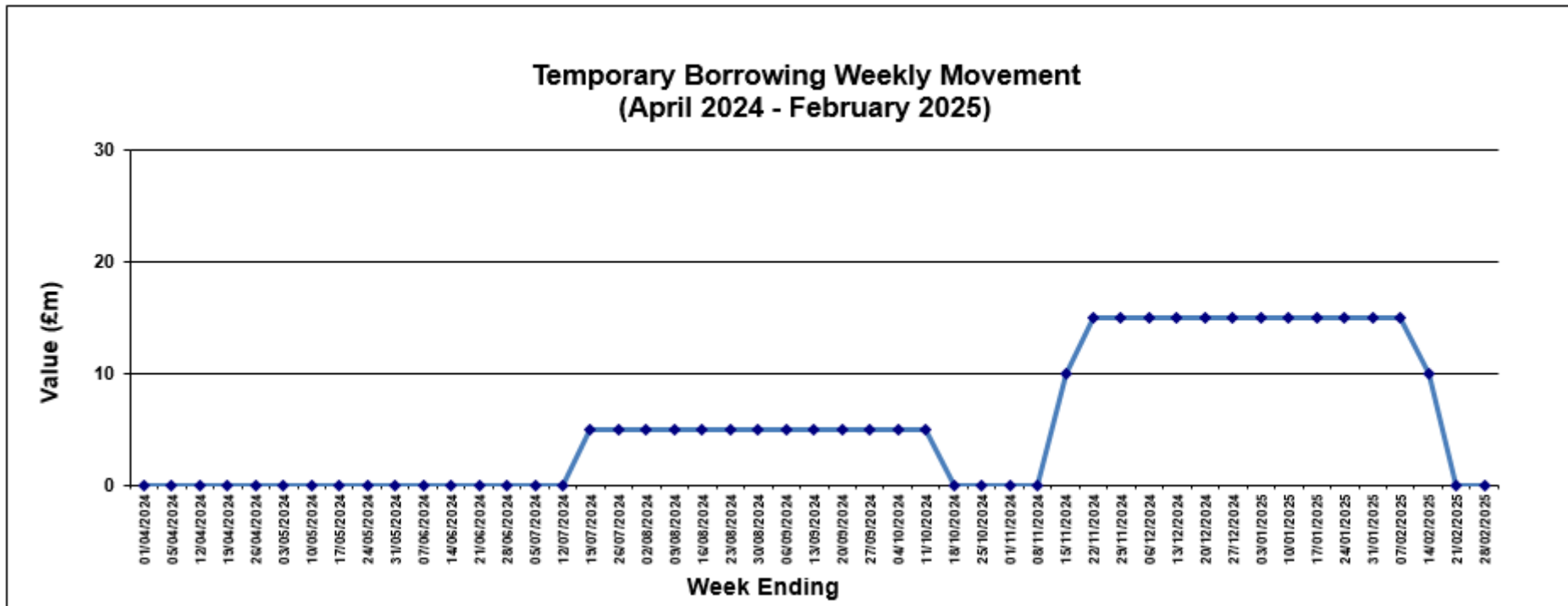
Credit ratings of organisations on the counter-party list are subject to continuous monitoring and review to ensure that subject to available professional advice, approved organisations remain sound for investment purposes.

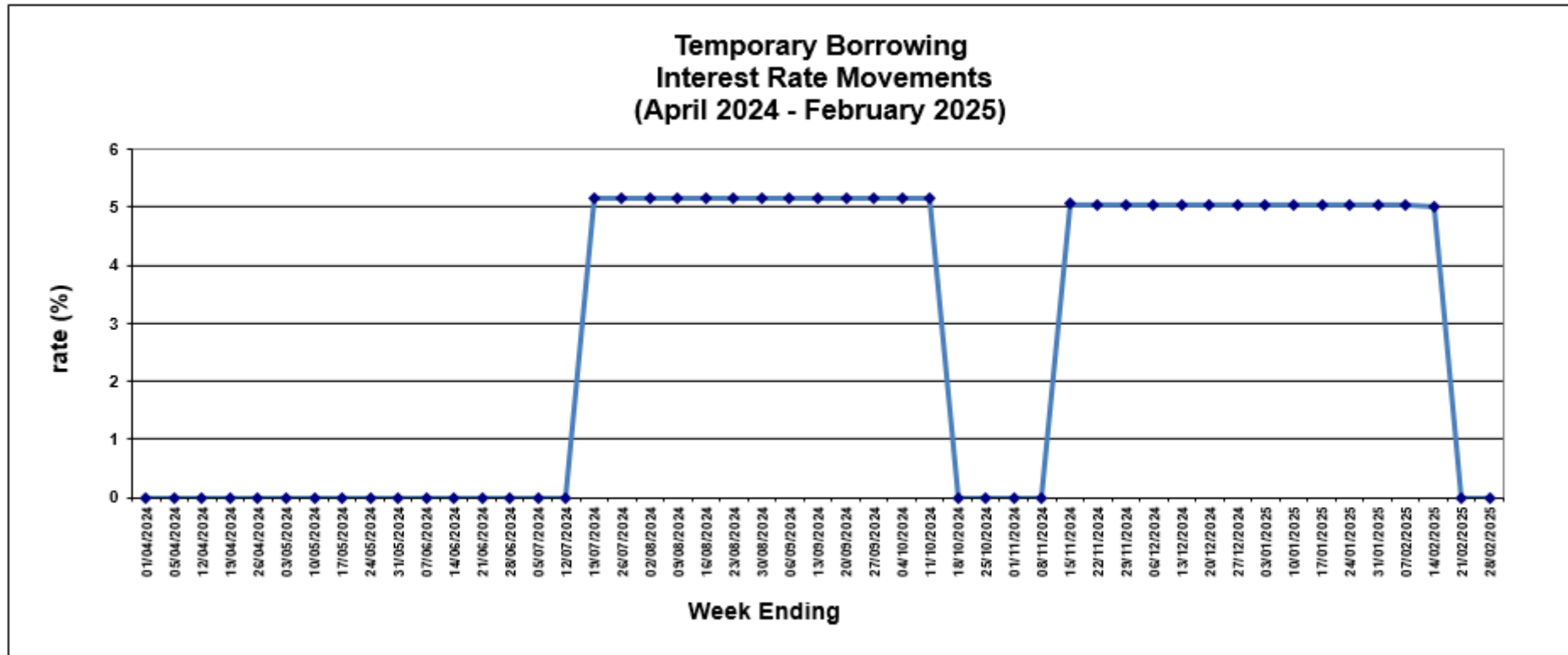
8. TREASURY MANAGEMENT RISK

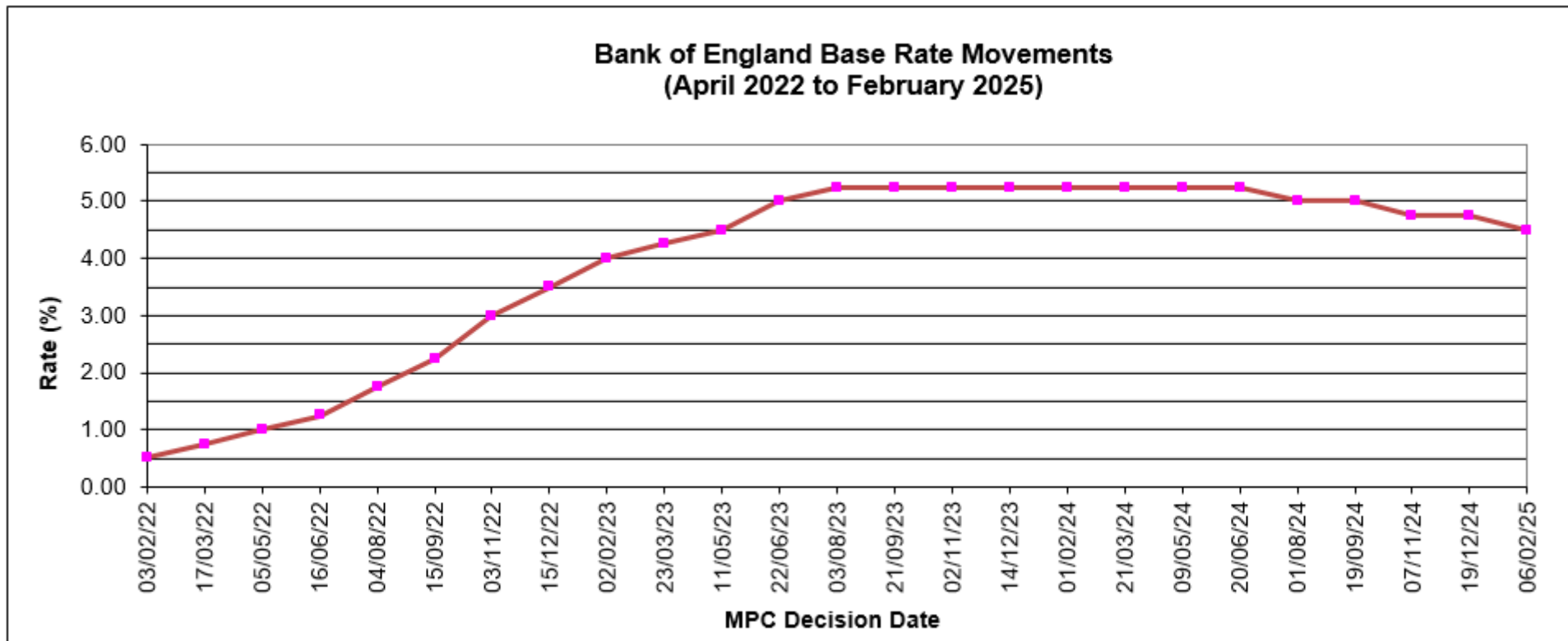
Within the Operational Risk Register for Accountancy Services there is a risk listed that highlights the difficulty in obtaining sufficient institutions, that meet the Council's criteria, to invest surplus funds with. To minimise this risk, the Council has six Money Market Funds which provide highly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



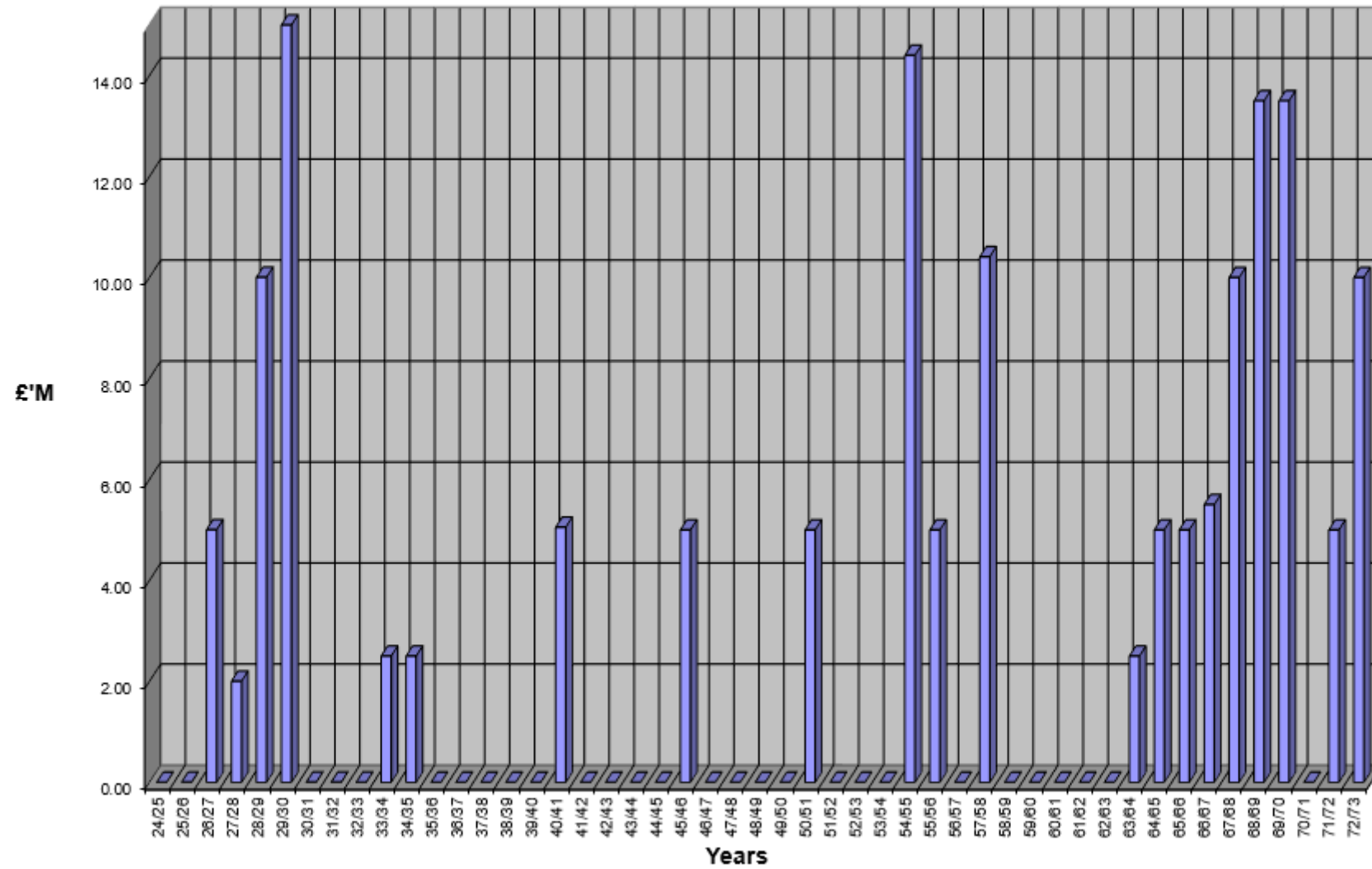








Long Term Debt Maturity Profile as at 28/02/2025



EAST RENFREWSHIRE COUNCIL
ORGANISATIONS APPROVED FOR THE INVESTMENT OF SURPLUS FUNDS
Limits

Banking Group	Individual Counterparty	Deposit	Transaction
Bank of England	Debt Management Office	£30m	£10m
	UK Treasury Bills	£5m	£5m
Barclays Banking Group	Barclays Bank plc	£5m	£5m
Goldman Sachs International Bank		£10m	£10m
Lloyds Banking Group:	Bank of Scotland plc	} £10m	£10m
	Lloyds Bank Corporate Mkt (NRF)		
Royal Bank of Scotland Group:	Royal Bank of Scotland plc	} £10m	£10m
	National Westminster Bank		
Santander Group	Santander UK plc	£10m	£10m
Standard Chartered Bank		£10m	£10m
Nationwide BS Group	Nationwide BS	} £10m	£10m
	Virgin Money plc (Clydesdale)		
Local Authorities			
All Local Authorities including Police & Fire		£5m	£5m
Money Market Funds and Ultra-Short Dated Bond funds			
Maximum limit of £10m per fund		£60m	£10m

Credit Ratings

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

Limit

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

Deposit Periods

The maximum period for any deposit is based on the Link Asset Services suggested duration matrix, with a maximum of 6 months. These limits can only be exceeded with the written permission of the Chief Financial Officer.

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

Item remitted to Council
from Cabinet meeting
held on 6 March 2025.

EAST RENFREWSHIRE COUNCIL

Cabinet

6 March 2025

Report by the Head of Finance

GENERAL FUND CAPITAL PROGRAMME

PURPOSE OF REPORT

1. The purpose of this report is to monitor both income and expenditure as at 31 December 2024 against the approved General Fund Capital Programme and to recommend adjustments where required.

RECOMMENDATIONS

2. The Cabinet is asked to recommend that Council:
 - note and approve the movements within the 2024/25 programme; and
 - note shortfall of £0.362m and that income and expenditure on the programme will be managed and reported within the final accounts for the year.

BACKGROUND

3. The General Fund Capital Programme for 2024-2034 was approved by Council on 28 February 2024.
4. Movements on the 2024/25 programme were approved by Council on 26 June 2024, and Cabinet on 3 October and 21 November 2024.
5. This report updates project costs and phasings based on progress to date and anticipated to 31 March 2025.
6. The programme is being constantly monitored to ensure any additional cost pressures on key projects can be covered by deferring or reducing other projects to compensate. Where there is general provision for regular capital expenditure (such as on ICT, Roads, or Schools Major Works) officers are expected to prioritise spend on such schemes to remain within the budgeted level. It is recognised that this may mean that fewer such schemes will progress in the year.

CURRENT POSITION

- | | | |
|----|--|-----------------|
| 7. | Total anticipated expenditure (Appendix A) | £44.815m |
| | Total anticipated resources (Appendix B) | <u>£44.453m</u> |
| | Shortfall | <u>£ 0.362m</u> |

INCOME MOVEMENTS

8. The main income movements are as follows: -

- **Borrowing**
Since the last monitoring report submitted to Cabinet on 21 November 2024, borrowing has been reduced by £5.465m due to the various income and expenditure movements within the programme.
- **Capital Reserve**
As outlined in paragraph 9 below, expenditure on the Purchase of Additional Housing Units during the current year has been reduced. This project is being funded from the Capital Reserve and the drawdown has been rescheduled in line with the revised expenditure plan. The drawdown during the current year has been reduced by £0.150m. This sum will now be drawdown during 2025/26.

EXPENDITURE MOVEMENTS

9. The estimated expenditure has reduced by £5.739m below the level reported to Cabinet on 21 November 2024. The main expenditure movements are as follows:

Property, Schools

- **Neilston Learning Campus**
This is a large value capital project and main works are now complete. The process of agreeing and settling final payments with the contractor will continue beyond the end of the financial year. Expenditure in the current year has been reduced by £0.637m.
- **Improved Learning**
This project encompasses various works, including Emotionally Based Learning schemes and pool improvements at Isobel Mair. Anticipated expenditure in 2024/25 has decreased by £0.173m. This is principally due to the hydrotherapy pool works at Isobel Mair School, which will now commence later than previously envisaged. This is to allow for full details of this specialist pool to be assessed before the works commence.
- **Free School Meals Expansion**
Additional grant funding for this project was reported to Cabinet on 21 November 2024. It was envisaged that the funding could be used to deliver improvements at a number of locations across the school estate. However, following further consideration on where best value may be obtained, these funds will now be predominantly used to deliver improvements at Giffnock Primary School. Due to the intrusive nature of the works intended, the project will need to be scheduled outwith the school term. Expenditure in the year has been reduced by £0.270m.
- **Maidenhill Primary School Extension**
The design and construction of this project is scheduled over the current and next financial year. The main construction works are now expected to be on site during March with delivery scheduled for August 2025. Expenditure in the current year has been reduced by £0.291m.

Property, Other

- **Barrhead South Access – Railway Station**
The process of finalising legal agreements is in progress and expenditure this financial year is now likely to be limited to design costs and fees, with main construction works now scheduled to start during 2025/26. As a result, anticipated expenditure in the current financial year has been reduced by £0.800m.
- **Country Park Visitor Centre & Infrastructure**
This initiative is linked to the larger Aurs Road construction project, with various utility design and construction works being progressed as part of the Aurs Road project. The Visitor Centre is currently at design stage with the main construction work now scheduled for future years. Expenditure in the current year has been reduced by £0.170m.
- **Purchase of Additional Housing Units (Homelessness)**
There has been significant progress in identifying and purchasing further additional Housing units to help address homelessness in the area. Three homes have been purchased to date and the purchase of a further three is expected to be completed before the end of the financial year. However, the project is likely to continue into the early part of the next financial year. Expenditure in the year has been reduced by £0.150m.
- **Eastwood HQ Refurbishment**
This project was the subject of a detailed report to Council on 11 December 2024. The main construction works are now planned to take place across 2025 and 2026. Expenditure in the current year has been reduced by £0.200m.

Open Spaces

- **Country Park Tourism Infrastructure and Economic Activity Projects**
This initiative is also linked to the larger Aurs Road construction project. Expenditure in the current year has been reduced by £0.124m. Funding from Developer Contributions has been secured to fund Balgray Reservoir path works and will be progressed as part of this project. As a result, the total cost has been increased by £0.059m.

Roads

- **A736 Main Street Barrhead**
In light of the current construction activity in the wider Barrhead area, this project has been deferred to future years. Expenditure in the year has been reduced by £0.175m.
- **Active Travel Infrastructure Fund**
The process of finalising the approvals required to progress a number of projects, particularly regarding 20mph works, has taken longer than originally anticipated. Expenditure in the current financial year has been reduced by £0.422m.

Council Wide ICT

- **ICT General**
It is expected that costs associated with the SWAN 2 (Scottish Wide Area Network) migration will fall in to the next financial year. This area of work is subject to national timescales and scheduling is dependent on the progress of other authorities. As a result, costs in the current year have been reduced by £0.210m.
- **Education CCTV**
There have been supply chain issues with equipment, with the lead time being longer than anticipated. Work will be completed at a number of sites this financial year but will continue into the next. Expenditure in the current financial year has been reduced by £0.233m.
- **Full Fibre Digital Transformation**
This project involves the replacement of the wide area network at most Council locations including schools. Although the implementation works are in progress, the expenditure incurred is dependent on both progress by the contractor and successful testing at each site. It is anticipated that work will continue into the next financial year. Expenditure in the current year has been reduced by a further £0.339m.
- **ICT Infrastructure Review**
Funding for this project was approved by Cabinet on 3 October 2024. The expenditure profile has been revised following completion of the detailed scheme design. Expenditure in the current financial year has been reduced by £0.270m.

Fleet

- **Vehicles**
Specialised fleet vehicles have a significant lead time between the point of order and the date of delivery. A small number of vehicles ordered this financial year will not be delivered until after the year-end. Expenditure in the current year has been reduced by £0.233m.

COMMENT

10. The projected shortfall of £0.362m represents 0.8% of the resources available and is within manageable limits.
11. The projected expenditure figure of £44.815m exceeds the actual outturn achieved during the previous financial year (£42.446m). However the actual outturn is dependent on the progress achieved by the contractors.

PARTNERSHIP WORKING

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

RECOMMENDATIONS

13. The Cabinet is asked to recommend that Council:

- note and approve the movements within the 2024/25 programme; and
- note the shortfall of £0.362m and that income and expenditure on the programme will be managed and reported within the final accounts for the year.

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

Kirsty Stanners
Head of Finance
KS/PP
11 April, 2025

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GENERAL FUND CAPITAL PROGRAMME

PROGRESS REPORT

2024/2025

	ANNUAL COSTS £'000			TOTAL COST £'000		
	CURRENT YEAR APPROVED AT 21.11.24	PROJECTED OUTTURN FOR CURRENT YEAR	ACTUAL EXPENDITURE TO 31.12.24	SPENT PRIOR TO 31.03.24	PREVIOUS TOTAL COST	REVISED TOTAL COST
Property - Schools	9,069	7,491	5,222	43,164	64,731	64,760
Property - Culture & Leisure	2,527	2,432	1,446	5,072	58,973	58,973
Property - Other	8,081	6,402	4,390	12,533	44,043	45,716
Open Spaces	3,146	2,831	1,335	8,050	13,989	14,048
Roads	19,773	19,060	12,102	6,016	29,488	29,463
Corporate Wide - ICT	5,394	4,268	2,393	6,909	13,954	13,959
Fleet	2,564	2,331	581	10	3,270	3,270
TOTAL	50,554	44,815	27,469	81,754	228,448	230,189

GENERAL FUND CAPITAL PROGRAMME

PROGRESS REPORT

2024/2025

Property - Schools

		ANNUAL COSTS £'000				TOTAL COST £'000		
COST CODE	PROJECT NAME	CURRENT YEAR APPROVED AT 21.11.24	PROJECTED OUTTURN FOR CURRENT YEAR	ACTUAL EXPENDITURE TO 31.12.24	COMMENT	SPENT PRIOR TO 31.03.24	PREVIOUS TOTAL COST	REVISED TOTAL COST
Grouped	Schools Major Maintenance	1,259	1,259	599	See Annex 1	0	1,259	1,259
800050031	Maidenhill Primary School	151	0	0	Complete - payments outstanding	14,192	14,343	14,343
800050057	Neilston Learning Campus	3,637	3,000	2,638	Complete - payments outstanding	23,937	29,164	29,164
800050038	St Mark's Car Park	267	296	271	Complete - payments outstanding	153	420	449
800050058	MCCHS Sports Facility	71	50	37	Complete - payments outstanding	2,096	2,167	2,167
800050065	Improving Learning	308	135	116	Work in progress	17	1,325	1,325
	Isobel Mair External Classrooms	35	35	15	Complete - payments outstanding	889	1,022	1,022
800050068	Free School Meals Expansion	300	30	8	Work to be programmed - project at design stage	228	2,643	2,643
800000023	St John's PS - Early Learning & Childcare Places	992	1,016	911	Work in progress	968	2,030	2,030
800050072	Gaelic Medium PS	98	98	93	Complete - payments outstanding	667	780	780
800050076	Maidenhill Primary School Extension	1,091	800	104	Work programmed	17	3,426	3,426
	Mearns Castle High School Extension	600	600	429	Internal alterations - work in progress. External extension - at design stage.	0	5,372	5,372
800050081	Crookfur PS Games Area	180	132	1	Work in progress	0	180	180
	Eastwood HS Dining Area	80	40	2	Work to be programmed	0	600	600
		9,069	7,491	5,222		43,164	64,731	64,760

GENERAL FUND CAPITAL PROGRAMME

PROGRESS REPORT

2024/2025

Property - Culture & Leisure

		ANNUAL COSTS £'000				TOTAL COST £'000		
COST CODE	PROJECT NAME	CURRENT YEAR APPROVED AT 21.11.24	PROJECTED OUTTURN FOR CURRENT YEAR	ACTUAL EXPENDITURE TO 31.12.24	COMMENT	<i>SPENT PRIOR TO 31.03.24</i>	<i>PREVIOUS TOTAL COST</i>	<i>REVISED TOTAL COST</i>
800200019	Eastwood Park Leisure	1,810	1,810	1,322	Work in progress	3,316	55,700	55,700
800200020	ERCLT General Building Improvement Fund	243	200	26	Work in progress	588	1,631	1,631
800050049	Eastwood HS Sports Centre Changing Rooms/Disabled Facilities	42	42	0	Complete - payments outstanding	1,062	1,104	1,104
800200015	Equipment - Gym and Theatre	277	277	0	Work in progress	0	277	277
805600002	Theatre Equipment	52	0	0	Work to be programmed	0	52	52
8002 00023	Barrhead Foundry Works	103	103	99	Complete - payments outstanding	106	209	209
		2,527	2,432	1,446		5,072	58,973	58,973

GENERAL FUND CAPITAL PROGRAMME

PROGRESS REPORT

2024/2025

Property - Other

		ANNUAL COSTS £'000				TOTAL COST £'000		
COST CODE	PROJECT NAME	CURRENT YEAR APPROVED AT 21.11.24	PROJECTED OUTTURN FOR CURRENT YEAR	ACTUAL EXPENDITURE TO 31.12.24	COMMENT	SPENT PRIOR TO 31.03.24	PREVIOUS TOTAL COST	REVISED TOTAL COST
	1. City Deal							
Grouped	Barrhead South Access - Railway Station	1,200	400	273	Work programmed	2,280	18,331	18,331
804000009	Country Park Visitor Centre & Infrastructure	300	130	43	Design stage completed and OBC approved by Glasgow City Region.	321	2,800	2,800
804000006	Greenlaw Business Incubator	46	0	0	Complete - payment outstanding	5,497	5,543	5,543
	2. Environment Other Projects							
800420016	Overlee House Extension	50	0	0	Work to be programmed - increase in total cost (£297k) approved by Council 11th December 2024	77	630	927
800420032	Purchase of Additional Housing Units (Homelessness)	1,000	850	163	Work in progress	0	1,000	1,000
	3. Council Wide Property							
Grouped	Retentions - All Services	50	50	46	Work in progress	0	50	50
Grouped	Property Maintenance	2,850	2,791	2,093	See Annex 2	2,431	6,281	6,296
800420013	Eastwood Park Campus Improvements	40	30	26	Work in progress	310	522	522
800404017	Office Accommodation Barrhead	950	950	942	Complete - payments outstanding	1,202	2,252	2,252

GENERAL FUND CAPITAL PROGRAMME

PROGRESS REPORT

2024/2025

Property - Other

		ANNUAL COSTS £'000				TOTAL COST £'000		
COST CODE	PROJECT NAME	CURRENT YEAR APPROVED AT 21.11.24	PROJECTED OUTTURN FOR CURRENT YEAR	ACTUAL EXPENDITURE TO 31.12.24	COMMENT	SPENT PRIOR TO 31.03.24	PREVIOUS TOTAL COST	REVISED TOTAL COST
800420020	Capelrig House Upgrade	934	795	472	Complete - payments outstanding	266	1,200	1,200
	Thornliebank Depot Electricity Sub Station	25	0	0	Work to be programmed - deferred to 2025/26	0	400	400
800420030	Eastwood House Roof	176	176	163	Work complete, payments outstanding	149	325	325
800404025	Eastwood HQ Refurbishment	400	200	169	Work in progress increase in total cost (£1.3m) approved by Council 11th December 2024	0	4,520	5,820
	Response Centre Refurbishment	60	30	0	At design stage - increase in total cost (£61k) approved by Council 11th December 2024	0	189	250
		8,081	6,402	4,390		12,533	44,043	45,716

GENERAL FUND CAPITAL PROGRAMME

PROGRESS REPORT

2024/2025

Open Spaces

		ANNUAL COSTS £'000				TOTAL COST £'000		
COST CODE	PROJECT NAME	CURRENT YEAR APPROVED AT 21.11.24	PROJECTED OUTTURN FOR CURRENT YEAR	ACTUAL EXPENDITURE TO 31.12.24	COMMENT	<i>SPENT PRIOR TO 31.03.24</i>	<i>PREVIOUS TOTAL COST</i>	<i>REVISED TOTAL COST</i>
	1. REGENERATION							
802000008	Country Park - Tourism Infrastructure And Economic Activity Projects	124	0	0	Work to be programmed - increase in total cost funded by Developer Contributions	111	235	294
802000015	White Cart Tributaries Environmental Improvements	204	154	1	Work programmed	3,086	3,895	3,895
802000032	Regeneration Projects - General Provision	230	204	169	Work in progress	0	230	230
	2. Environment - Other Projects							
8022 00010	Town Centre & Neighbourhood Regeneration	25	0	0	Work to be programmed	0	173	173
802200007	Parks, Cemeteries & Pitch Improvements	216	216	138	Work in progress	1,243	1,659	1,659
802200020	Renewal of Playparks	310	310	3	Work in progress	301	1,120	1,120
802200021	Nature Restoration	20	20	2	Work to be programmed	66	265	265
802000002	Clarkston Town Centre Action And Traffic Management Improvements	20	0	0	Work to be programmed	197	217	217

GENERAL FUND CAPITAL PROGRAMME

PROGRESS REPORT

2024/2025

Open Spaces

		ANNUAL COSTS £'000				TOTAL COST £'000		
COST CODE	PROJECT NAME	CURRENT YEAR APPROVED AT 21.11.24	PROJECTED OUTTURN FOR CURRENT YEAR	ACTUAL EXPENDITURE TO 31.12.24	COMMENT	<i>SPENT PRIOR TO 31.03.24</i>	<i>PREVIOUS TOTAL COST</i>	<i>REVISED TOTAL COST</i>
802200032	Artificial Pitch Replacements	650	650	545	Complete - payments outstanding	0	1,033	1,033
802200030/31	Place Based Investment Programme	126	126	102	Complete - payments outstanding	1,448	2,343	2,343
Grouped	Town Centre Regeneration	22	0	0	Work to be programmed	1,312	1,334	1,334
802200015	Braidbar Quarries	20	20	0	Work to be programmed	0	20	20
Grouped	UK Shared Prosperity Fund	829	829	266	Work in progress	286	1,115	1,115
800420031	Cathcart Cemetery Wall	350	302	108	Work in progress	0	350	350
		3,146	2,831	1,335		8,050	13,989	14,048

GENERAL FUND CAPITAL PROGRAMME

PROGRESS REPORT

2024/2025

Roads

		ANNUAL COSTS £'000			COMMENT	TOTAL COST £'000		
COST CODE	PROJECT NAME	CURRENT YEAR APPROVED AT 21.11.24	PROJECTED OUTTURN FOR CURRENT YEAR	ACTUAL EXPENDITURE TO 31.12.24		SPENT PRIOR TO 31.03.24	PREVIOUS TOTAL COST	REVISED TOTAL COST
	1. City Deal							
804000001	Levern Valley Accessibility - Aurs Road Project	13,587	13,587	8,128	Work in progress	5,100	21,939	21,939
	2. ERC Roads							
803000004	Lighting - Core Cable & Equipment Replacement	160	160	59	Work in progress	0	160	160
803000012	Bridges Refurbishment & Pointing Work	53	67	66	Work in progress	0	53	67
803000015	Principal Inspection Group 1-6	21	21	13	Work in progress	0	21	21
803000025	Traffic Calming Studies/Road Safety	70	70	2	Work programmed	0	70	70
803000369	A77 Ayr Road Reconstruction	225	225	213	Complete - payments outstanding	0	250	225
803000265	A736 Main Street Barrhead	175	0	0	Work programmed	0	175	175
803000390	B764 Eaglesham Moor Road	200	171	171	Work complete	0	200	171
803000391	B771 Paisley Road, Barrhead	72	66	66	Works complete	0	72	66
803000370	A736 Lochlibo Road, Neilston	104	126	126	Works complete	0	104	126
	C3 Uplawmoor Road	200	105	105	Works complete	0	200	105
	General Provision	175	269	0	Work programmed	0	175	269
Grouped	Roads Capital Works	2,789	2,789	2,175	Work in progress	0	3,071	3,071
	Street Lighting Column Replacement & Lumenaries	860	760	520	Work in progress	0	860	860

GENERAL FUND CAPITAL PROGRAMME

PROGRESS REPORT

2024/2025

Roads

		ANNUAL COSTS £'000				TOTAL COST £'000		
COST CODE	PROJECT NAME	CURRENT YEAR APPROVED AT 21.11.24	PROJECTED OUTTURN FOR CURRENT YEAR	ACTUAL EXPENDITURE TO 31.12.24	COMMENT	SPENT PRIOR TO 31.03.24	PREVIOUS TOTAL COST	REVISED TOTAL COST
803000328	A77 Active Corridor	145	129	112	Complete - payments outstanding	805	950	950
803000334	Road Safety Improvement Funds	139	139	39	Work in progress	111	250	250
803000024	Active Travel Infrastructure Fund (formerly Cycling, Walking and Safer Streets)	672	250	284	Work in progress	0	672	672
803000400	Traffic Signals - School Routes	100	100	25	Work in progress	0	240	240
803000380	People and Places	26	26	0	Work to be programmed	0	26	26
		19,773	19,060	12,102		6,016	29,488	29,463

GENERAL FUND CAPITAL PROGRAMME

PROGRESS REPORT

2024/2025

Council Wide - ICT

ANNUAL COSTS £'000						TOTAL COST £'000		
COST CODE	PROJECT NAME	CURRENT YEAR APPROVED AT 21.11.24	PROJECTED OUTTURN FOR CURRENT YEAR	ACTUAL EXPENDITURE TO 31.12.24	COMMENT	SPENT PRIOR TO 31.03.24	PREVIOUS TOTAL COST	REVISED TOTAL COST
805000002	ICT Infrastructure Projects	500	500	346	Work in progress	0	500	500
805000025	IT General Provision	1,600	1,390	381	Work in progress	0	2,218	2,218
805000003	Education Network	250	250	151	Work in progress	0	250	250
805000028	HSCP - Responder Service Modernisation & Safety Net Technology	32	37	37	Complete	148	180	185
805000022	The Digital Workplace	65	25	14	Work in progress	381	464	464
805000001	Core Corporate Finance, Payroll & HR	105	86	33	Work in progress	3,500	3,750	3,750
800050004	Education - Computer Equipment	490	490	490	Complete	0	490	490
805600001	ERCLT People's Network	20	20	8	Work in progress	0	20	20
805000029	ERCLT Digital Platform	42	42	30	Work in progress	368	410	410
805500004	Social Work Case Management System	110	110	93	Work in progress	0	110	110
805300003	Education CCTV	403	170	14	Work in progress	23	626	626
805000027	Telecare Service and Peripherals	222	222	202	Work in progress	928	1,150	1,150
805000034	Full Fibre Digital Transformation	1,139	800	521	Work in progress	1,561	2,700	2,700
	Response Centre CCTV	96	96	73	Work in progress	0	96	96
805000037	ICT Infrastructure Review	300	30	0	Work programmed		850	850

GENERAL FUND CAPITAL PROGRAMME

PROGRESS REPORT

2024/2025

Council Wide - ICT

		ANNUAL COSTS £'000				TOTAL COST £'000		
COST CODE	PROJECT NAME	CURRENT YEAR APPROVED AT 21.11.24	PROJECTED OUTTURN FOR CURRENT YEAR	ACTUAL EXPENDITURE TO 31.12.24	COMMENT	SPENT PRIOR TO 31.03.24	PREVIOUS TOTAL COST	REVISED TOTAL COST
	The Way We Work Monitors/Conference Screens	20	0	0	Work to be programmed	0	140	140
		5,394	4,268	2,393		6,909	13,954	13,959

GENERAL FUND CAPITAL PROGRAMME

PROGRESS REPORT

2024/2025

Fleet

		ANNUAL COSTS £'000				TOTAL COST £'000		
COST CODE	PROJECT NAME	CURRENT YEAR APPROVED AT 21.11.24	PROJECTED OUTTURN FOR CURRENT YEAR	ACTUAL EXPENDITURE TO 31.12.24	COMMENT	SPENT PRIOR TO 31.03.24	PREVIOUS TOTAL COST	REVISED TOTAL COST
806000004	HSCP - Vehicles	401	321	0	Work in progress	0	401	401
806000001	Education - Vehicles	327	352	0	Work in progress	0	495	495
806000002	Environment - Vehicles	1,836	1,658	581	Work in progress	0	2,269	2,269
806000005	Environment - GPRS System	0	0	0	Deferred to 2025/26	10	105	105
		2,564	2,331	581		10	3,270	3,270

GENERAL FUND CAPITAL PROGRAMME

PROGRESS REPORT

2024/2025

Annex 1 - Schools Major Maintenance Analysis

		ANNUAL COSTS £'000				TOTAL COST £'000		
COST CODE	PROJECT NAME	CURRENT YEAR APPROVED AT 21.11.24	PROJECTED OUTTURN FOR CURRENT YEAR	ACTUAL EXPENDITURE TO 31.12.24	COMMENT	SPENT PRIOR TO 31.03.24	PREVIOUS TOTAL COST	REVISED TOTAL COST
Grouped	Window Renewal	49	49	33	Complete - payments outstanding	0	49	49
Grouped	Roof Improvements	1,210	1,210	565	Work in progress	0	1,210	1,210
		1,259	1,259	599		0	1,259	1,259

GENERAL FUND CAPITAL PROGRAMME

PROGRESS REPORT

2024/2025

Annex 2 - Property Maintenance Analysis

		ANNUAL COSTS £'000				TOTAL COST £'000		
COST CODE	PROJECT NAME	CURRENT YEAR APPROVED AT 21.11.24	PROJECTED OUTTURN FOR CURRENT YEAR	ACTUAL EXPENDITURE TO 31.12.24	COMMENT	SPENT PRIOR TO 31.03.24	PREVIOUS TOTAL COST	REVISED TOTAL COST
800404001	HardWire Testing	105	70	37	Work in progress	0	200	70
800404003	COSHH Upgrade	40	45	41	Work in progress	0	100	45
Grouped	Asset Management	220	320	317	Work in progress	0	250	320
800404009	Fire Risk Assessment Adaptations	370	300	195	Work in progress	0	405	300
800404012	Structural Surveys & Improvements	40	15	8	Work in progress	0	40	15
800600001	CEEF/Salix Energy Efficiency	75	0	0	Schemes to be identified	0	75	75
800404005-6	Boiler, Heating & Roof Works	1,500	1,535	1,024	Work in progress	0	1,250	1,535
800404014	Legionella Remedial Improvements	120	126	121	Work in progress	0	150	125
800420017	Ventilation Works (including CO2 Monitors)	380	380	351	Work in progress	2,431	3,811	3,811
		2,850	2,791	2,093		2,431	6,281	6,296

EAST RENFREWSHIRE COUNCIL
GENERAL FUND CAPITAL PROGRAMME
PROGRESS REPORT
2024/2025
RESOURCES

	£'000
Grants	
General Capital Grant - Main	5,049
General Capital Grant - Free School Meals Expansion	1,742
Gaelic Medium Primary Schools	33
Active Travel Infrastructure Fund	672
Road Safety Improvement Fund	129
Active Travel Transformation Fund	145
People and Places	26
Low Carbon Fund (White Cart Tributaries Environmental Improvements)	154
City Deal	1,000
Sustrans - Levern Valley Accessibility	4,700
Place Based Investment Programme	126
Shared Prosperity Fund	818
Miscellaneous	56
	<hr/> 14,650
Capital Reserve	850
Investment for Future Reserve	30
Developers Contributions	1,223
Capital Receipts	1,400
Borrowing	26,300
	<hr/> 44,453

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Item remitted to Council
from Cabinet meeting
held on 6 March 2025.

EAST RENFREWSHIRE COUNCIL

Cabinet

6 March 2025

Report by the Chief Financial Officer and Director of Environment

HOUSING CAPITAL PROGRAMME

PURPOSE OF REPORT

1. The purpose of this report is to monitor both income and expenditure as at 31 December 2024 against the approved Housing Capital Programme and to recommend adjustments where required.

RECOMMENDATIONS

2. The Cabinet is asked to recommend that Council:
 - note and approve the movements within the programme; and
 - note the shortfall of £0.119m and that this will be managed and reported within the final accounts for the year.

BACKGROUND

3. The Housing Capital Programme for 2024-2034 was approved by Council on 28 February 2024.
4. Movements on the 2024/25 programme were approved by Council on 26 June 2024, and Cabinet on 3 October 2024 and 21 November 2024, including a number of changes resulting from the finalisation of the outturn position for the previous financial year.
5. This report updates project costs and phasings based on progress to date and anticipated to 31 March 2025.
6. The programme is being constantly monitored to ensure any additional cost pressures on key projects can be covered by deferring or reducing other projects to compensate.

CURRENT POSITION

7.	Total anticipated expenditure (Appendix A)	£ 22.617m
	Total anticipated resources (Appendix B)	£ <u>22.498m</u>
	Shortfall	£ <u>0.119m</u>

EXPENDITURE

8. The estimated expenditure has reduced by £1.417m below the level reported to Council on 21st November 2024. The main expenditure movements are as follows:-

- **Renewal of Heating Systems**
Only essential works are being progressed and less urgent works deferred while management await revised energy efficiency guidance from the Scottish Government. As a consequence, expenditure in the year has been reduced by £0.075m.
- **External Structural Works**
This project covers works such as roofing, rendering and cavity wall installation. Principal project works started on site during November 2024 but have been hampered by poor weather conditions at the beginning of this calendar year. As a result, works will now be completed early in the new financial year. Expenditure in the year has therefore been reduced by £0.150m.
- **Internal Element Renewals**
This project covers works such as replacement windows, doors, kitchens and bathrooms, and much of this work is progressing well. However, kitchen and bathroom upgrades have been delayed due to the contractor increasing costs and a subsequent termination of contract. The process to establish an alternative contractor is in progress. Expenditure in the year has therefore been reduced by £0.175m.
- **Aids and Adaptations**
Expenditure in this area relates to alterations necessary to ensure the Housing stock complies with statutory provisions. This work includes adaptation work on bathrooms and showers and is covered by the same contract referred to in the paragraph above. Again, following termination of the contract, the process to establish an alternative supplier is in progress and expenditure in the year has been reduced by £0.100m.
- **Communal Door Entry Systems**
This project is currently at procurement stage and the main project works have been rescheduled for 2025/26. Expenditure in the year has been reduced by £0.135m.
- **Sheltered Housing**
This project involves a range of works at various sheltered complexes, including the improvements to the warden call system, which itself forms part of a wider corporate analogue to digital initiative. The work on the warden call system is now in progress. However, based on experience of the wider corporate initiative, it is likely to continue into the next financial year. As a result, expenditure in the current year has been reduced by £0.325m.
- **Site Investigations and possible acquisitions**
This is part of a long term initiative aimed at delivering further additions to the socially rented housing stock in future years. Work on identifying, investigating and acquiring sites is in progress and will continue into future years. Expenditure in the current year has been reduced by £0.318m. It is envisaged that this sum will be utilised in future years.

INCOME

9. Resources to support the Housing Capital Programme have been adjusted to reflect the changes noted above. The main movements are as follows:-

- **Commuted Sums – New Build**
This income source has been revised in line with the proposed amendments to the new build and site investigations projects. The drawdown of income from commuted sums has been reduced by £0.205m. In the main, this relates to the deferral of site investigations and possible acquisitions.
- **Capital Receipts/Use of Capital Reserve**
In response to the expenditure movements outlined in this report, the planned drawdown from the Capital Reserve has been reduced by £1.080m.

COMMENT

10. The projected shortfall of £0.119m represents 0.5% of the resources available and is within manageable limits.

PARTNERSHIP WORKING

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

RECOMMENDATIONS

12. The Cabinet is asked to recommend that Council:

- note and approve the movements within the programme; and
- note the shortfall of £0.119m and that this will be managed and reported within the final accounts for the year.

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

Kirsty Stanners
Head of Finance
KS/PP
11 April, 2025

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EAST RENFREWSHIRE COUNCIL**HOUSING CAPITAL PROGRAMME****PROGRESS REPORT****2024/25**

		ANNUAL COSTS £'000			COMMENT	TOTAL COST £'000		
COST CODE	PROJECT NAME	CURRENT YEAR APPROVED 21.11.24	PROJECTED OUTTURN FOR CURRENT YEAR	ACTUAL EXPENDITURE TO 31.12.24		SPENT PRIOR TO 31.03.24	PREVIOUS TOTAL COST	REVISED TOTAL COST
835000002	Renewal of Heating Systems	300	225	122	Work in progress	0	300	300
832000001	Rewiring (including smoke/carbon monoxide detectors)	300	275	162	Work in progress	0	342	342
831000002	External Structural Works	1,000	850	184	Work in progress	0	1,000	1,000
835000008	Estate Works	100	80	1	Works in progress	0	100	100
835000006	Energy Efficiency Standard for Social Housing	50	50	28	Works in progress	0	125	125
835000010	Aids and Adaptations	350	250	130	Work in progress	0	350	350
831500001	Internal Element Renewals (including kitchens, bathrooms and doors)	1,250	1,075	619	Work in progress	0	1,250	1,250
835000005	Communal Door Entry Systems	150	15	5	Work to be programmed	137	287	287
835000012	Sheltered Housing	634	309	108	Work in progress	168	1,702	1,702
830500003	Purchase of Property (CPO/Mortgage to Rent Acquisition)	50	10	10	Complete	0	50	10
835000003	IT Systems	70	70	20	Work in progress	0	170	170
	Maidenhill Areas A1-A3 (105 units)	19,337	19,283	17,090	Work in progress		19,337	19,337

EAST RENFREWSHIRE COUNCILHOUSING CAPITAL PROGRAMMEPROGRESS REPORT2024/25

COST CODE	PROJECT NAME	ANNUAL COSTS £'000			COMMENT
		CURRENT YEAR APPROVED 21.11.24	PROJECTED OUTTURN FOR CURRENT YEAR	ACTUAL EXPENDITURE TO 31.12.24	
	Site Investigations and possible acquisitions	413	95	3	Work in progress
	Retentions/Other	30	30	19	
		24,034	22,617	18,501	

TOTAL COST £'000		
SPENT PRIOR TO 31.03.24	PREVIOUS TOTAL COST	REVISED TOTAL COST
0	413	413
0	30	30
305	25,456	25,416

EAST RENFREWSHIRE COUNCILHOUSING CAPITAL PROGRAMME 2024/25PROGRESS REPORTRESOURCES

	£'000	£'000
Borrowing		8,570
Commuted Sums - New Build		1,145
Grant - New Build		
- 2024/25 Allocation	4,791	
- 2025/26 Allocation	4,257	
- 2026/27 Allocation	<u>790</u>	9,838
Recharges to Owner Occupiers		25
Capital Receipts/Use of Capital Reserve		2,920
Total		<u>22,498</u>

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EAST RENFREWSHIRE COUNCIL23 April 2025Report by Director of Business Operations and PartnershipsPROVOST'S ENGAGEMENTS**PURPOSE OF REPORT**

1. To advise the Council of the civic engagements carried out by Provost Montague, or Deputy Provost Campbell where indicated, since the meeting of the Council on 26 February 2025.

RECOMMENDATION

2. It is recommended that the Council notes the report.

REPORT

3. Since the Council meeting on 26 February, Provost Montague, or Deputy Provost Campbell where indicated, have carried out the civic engagements as listed below:-

27 February	Hosted P7 School Debates, Council Headquarters
1 March	Attended Unveiling of Friends of Huntly Park Lectern, Giffnock
1 March	Attended National Association of Councillors Dinner, Normandy Hotel, Glasgow
3 March	Hosted P7 School Debates, Council Headquarters
4 March	Hosted P7 School Debates, Council Headquarters
5 March	Hosted P7 School Debates, Council Headquarters
7 March	Hosted International Women's Day Flag Raising and Preview of Heritage Group Film, Council Headquarters
9 March	Attended Annual Scottish Ethnic Minority Sports Association (SEMSA) International Women's Day Event, Glasgow
10 March	Attended Commonwealth Flag Raising Event, Council Headquarters
19 March	Hosted Afternoon Tea for Local Residents, Council Headquarters
19 March	Attended East Renfrewshire Instrumental Music Service Spring Showcase Concert, Paisley
22 March	Attended Diamond Wedding Celebration of Local Residents
24 March	Attended Queen Elizabeth II Memorial Tree and Coronation Tree Planting, Rouken Glen Park, Giffnock

25 March	Hosted Citizenship Ceremony, Council Headquarters
26 March	Attended Education Convener Awards for Outstanding Achievement, Clarkston
28 March	Attended Iftar Party, Stamperland
28 March	Attended All About Barrhead Awards, Barrhead
29 March	Attended Tagore Festival, Clarkston
5 April	Attended Stamperland Bowling Club Opening Day, Stamperland
5 April	Attended Busby Bowling Club Opening Day, Busby
5 April	Attended Diamond Wedding Celebration of Local Residents
9 April	Attended Photoshoot for Defibrillator Installation at Orchard Park Shops, Giffnock
10 April	Attended Photoshoot for Defibrillator Installation at Co-op Funeral Home, Thornliebank
12 April	Attended Thornliebank Bowling Club Opening Day, Thornliebank
12 April	Attended Giffnock Bowling Club Opening Day, Giffnock
16 April	Deputy Provost Campbell hosted Citizenship Ceremony, Council Headquarters
19 April	Attended Glasgow Hutchesons' Aloysians (GHA) Rugby Scottish Club Final game, Murrayfield, Edinburgh

RECOMMENDATION

4. It is recommended that the Council notes the report.

Louise Pringle
Director of Business Operations and Partnerships

Report Author

Linda Hutchison, Senior Democratic Services Officer (Tel 0141 577 8388)
 E-mail linda.hutchison@eastrenfrewshire.gov.uk

Background papers - None

EAST RENFREWSHIRE COUNCIL23 April 2025Report by Director of Business Operations and PartnershipsEQUALITY AND HUMAN RIGHTS MAINSTREAMING REPORT**PURPOSE OF REPORT**

1. The purpose of this report is to present the East Renfrewshire Council Equality and Human Rights Mainstreaming Report for approval.

RECOMMENDATIONS

2. It is recommended that Council:
 - (a) acknowledges the duties of the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012;
 - (b) approves the content of the Equality and Human Rights Mainstreaming report prior to publication (Annex 1); and
 - (c) approves the new Equality Outcomes for 2025-2029 (Annex 2).

BACKGROUND AND CONTEXT

3. East Renfrewshire Council continues to strive towards eliminating discrimination, advancing equality of opportunity and fostering good relations between those from different protected characteristic groups.

4. East Renfrewshire is one of the most ethnically and culturally diverse communities in Scotland. According to the most recent census data, East Renfrewshire is home to 13 faith groups. The Muslim population has grown significantly since the last census, making up 5.5% of the local population, which is the second highest local population in Scotland. The Hindu population has also seen an increase, particularly amongst younger age groups. The Jewish population has seen a decline since the last census, but it remains the highest proportion in Scotland.

5. We have the fifth highest proportion of residents from minority ethnic backgrounds in Scotland. Just over 16% of East Renfrewshire residents are from minority ethnic backgrounds; this is a significant increase from 8.9% in 2011. One quarter of our school pupils are from minority ethnic groups; this has nearly doubled in the last decade.

6. Less than 2% of our population identify themselves as LGBTQ+, the 2nd lowest rate in Scotland, whilst almost 89% identify as straight or heterosexual. The remaining 9% chose not to respond to this census question.

7. We have the highest proportion of children and young people, along with a growing ageing population. Life expectancy here is higher than the Scottish average but we have seen a 20.5% increase in those with a health problem that limits their day-to-day activities a lot. We

are proud of our diverse population and, through A Place to Grow, we are building a future where people from all backgrounds are supported to flourish, thrive and live well.

8. Under the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012, East Renfrewshire Council is required to:

- report on progress on making the Public Sector Equality Duty integral to the exercise of its functions (Regulation 3);
- update on progress to meet equality outcomes set in 2021 (Regulation 4);
- outline the composition of the workforce, and use of that information (Regulation 6), and;
- provide information on the gender pay gap (Regulation 7).

REPORT

9. The Equalities and Human Rights Mainstreaming report (Annex 1) demonstrates how we are meeting our duties under the Equality Act. The report is split into three sections:

- Detailing the actions we have taken to ensure equalities and human rights are embedded throughout the organisation
- Providing an update on the progress we have made towards our 2021 Equality Outcomes, over the last 2 years. This builds on the progress report published in 2023; and
- Focussing on how we have supported employees, including workforce composition and pay gap information by gender, disability status and ethnicity.

10. The report is structured in line with the statutory requirements (as noted in point 8) and mirrors the Scottish Government reporting under the six principles of mainstreaming. This has resulted in a substantial level of detail within the report, and some areas of repetition. We have tried to minimise this as much as possible but also need to ensure we meet requirements as set out by statute and the Equality and Human Rights Commission best practice.

11. The 2025 – 2029 Equalities Outcomes report (Annex 2) sets out our new outcomes for the next four-year period 2025 – 2029.

12. In East Renfrewshire, we want to ensure everyone is treated fairly, has equality of opportunity and is empowered to contribute to their community. We are fortunate to have a diverse local population and we believe this diversity benefits all of us. We want to learn from the different experiences, perspectives, and skills that different individuals and communities bring to the area.

FINANCIAL IMPLICATIONS

13. There are no specific financial implications arising from this report. Costs associated with implementing the commitments detailed will be met through individual departments and services. An Equalities Fairness and Rights Impact Assessment has been completed. This

identified positive impacts on protected characteristic groups, socioeconomic disadvantage and the Rights of the Child (UNCRC). The completed EFRIA can be found [here](#).

RECOMMENDATIONS

14. It is recommended that Council:

- a. acknowledges the duties of the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012;
- b. approves the content of the Equality and Human Rights Mainstreaming report prior to publication (Annex 1); and
- c. approves the new Equality Outcomes for 2025-2029 (Annex 2).

Director of Business Operations & Partnerships
March 2025

REPORT AUTHOR

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BACKGROUND PAPERS

[Equality and Human Rights Mainstreaming: Progress Report 2023](#)

[Equality and Human Rights Mainstreaming Report 2021](#)

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Equality and Human Rights Mainstreaming Report 2025



EQUALITY & HUMAN RIGHTS

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Executive Summary

This report is split into three sections. The key findings from each section are summarised here.

Section 1: Mainstreaming

This section highlights the progress made to integrate equality into everything we do. We have seen positive progress in many areas, including:

Strengthening Leadership

- Elected Members have supported the development of new **community groups and networks** and been involved in a range of **community events**.
- Elected members have participated in **equality training and workshops** to enhance their understanding of equalities work.
- Our corporate management team worked with an external organisation to consider **cultural awareness and support diversity** and are now responding to the recommendations proposed.
- Across the council, several teams have used their leadership meeting time to undertake **equality training tailored to their own departmental needs**.

Capability and Culture

- We have undertaken a **review of Equality, Diversity and Inclusion (EDI) training** across the organisation and developed a **new suite of materials** designed to best meet the needs of all employees.
- We have launched our new People Strategy with a clear **commitment to equality, diversity, inclusion and belonging**.
- Our new Dignity at Work Policy **protects employees from bullying, harassment, victimisation and discrimination**.

Effective Regulation

- We have reviewed and enhanced our Equality, Fairness and Rights Impact Assessment process to **support decision-making and identify any potential impacts of policy decisions**.
- Our budget setting process ensures **budget decisions are being made with a clear understanding of any potential impacts on equality, fairness and rights**.
- We have **reviewed the membership and purpose** of the Equality Officer Working Group.
- Our Social Justice Strategy works to create a **school culture which promotes equality, respects rights and preserves human dignity**.
- We published our British Sign Language Plan which sets out how we ensure **BSL users are involved and empowered**.

Accountability and Transparency

- We published our Education Department Quality and Standards Report which outlines **progress being made against the commitments in the Education Social Justice Strategy**.
- We published details of the **progress being made against the commitments in our BSL Plan**.
- We improved the process to ensure all Equality Fairness and Rights Impact Assessments are **being scrutinised and published**.

Evidence and Lived Experience

- We have worked with community members to develop a Community Equalities Forum to **help influence local decision-making** and **raise awareness about equality issues**.
- Our Employee EDI Network continues to **advocate for an inclusive and fair working environment**.
- The Deaf Community Network helped **develop the BSL Plan** and the group continues to meet, **monitor progress** and identify **ongoing need**.

Improving Capacity

- We have taken steps to make our **recruitment processes more inclusive** and help us **attract a more diverse range of candidates**.
- We have created some specialist staffing roles in Education, including a **Deaf role model teacher**, a **Gaelic head teacher and class teacher** and a new Principal Teacher post with a **remit for equalities training and development**.

Section 2: 2021-2025 Equality Outcomes progress

In 2021, we set out six new Equality Outcomes and in 2023, we published details of how we had progressed against each of these. This section provides a further update on progress made since 2023. Some key highlights include:

- *“Minority ethnic residents are represented in public life and have their needs recognised and addressed in decision-making”*: We have supported the establishment of a **Community Equality Forum** and worked with Community Councils to better **understand the profile of their membership**.
- *“Minority Ethnic, disabled and younger residents are able to access services and feel connected to their communities”*: We have introduced **neurodiverse sensory equipment** and **dyslexia friendly books** in libraries and delivered **BSL interpreted performances** in our theatres. We have delivered **BSL and Trauma Skills training** to frontline staff to help make services more accessible. And we have published new guidance for **Inclusive and Accessible Communications** to help ensure information about all our services is shared in a way that meets people's needs.
- *“Domestic abuse survivors are protected from harm and abuse”*: We have enhanced the domestic abuse **training and tools** available to employees and ensured they are aware of the **referral pathways** and support available. We have promoted support services to ensure **victims know what help is available and how to access it**. And we successfully delivered a **new programme with a focus on children** experiencing domestic abuse recovery.
- *“The mental health and wellbeing of LGBT+ children and young people is improved”*: We continue to deliver a needs-led LGBT+ Youth Group which provides a **safe, supportive environment** and opportunity to take part in activities together. LGBT+ young people have also joined our youth rights association to **ensure their voices are heard**.
- *“The diversity of East Renfrewshire Council workforce at all levels better reflects the local population”*: We have made several changes to our recruitment policy and practice including: extending the **guaranteed interview scheme**; creating **guidance for applicants**; providing **interview questions on arrival**; and **advertising our jobs in a variety of ways and places**. **Five**

teachers of a **minority ethnic background** have also completed a **leadership mentoring programme**.

- *“Younger residents and Disabled residents are able to participate and are supported to sustain good quality employment opportunities”*: We have delivered a **range of specialised employment supports** to Disabled people and younger residents. We launched a **Health, Disability and Employability group** to get the right support to the right people. Schools have seen an **increase in the number of young carers being identified and supported**, and primary schools came together to **celebrate Young Carers Actions Day**.

We have developed new Equality Outcomes for 2025-2029 and these can be found in the accompanying report.

Section 3: Employees

This section provides details of how we have supported our employees, including details about our workforce profile.

As noted in the previous sections, there has been key progress in the launch of our **People Strategy and Vision**, improvements in our **recruitment policy and practice**, and the launch of our **Dignity at Work** policy. In addition, we have maintained our accreditation for **Disability Confident**, **Carer Positive** and the **Living Wage** and we continue to support the **Miscarriage Association’s pregnancy loss charter**. We have also offered employees a **range of wellbeing supports** including Health Checks, team wellbeing events, walking clubs and book groups.

Our workforce profile information tells us:

- The largest proportion of our employees are aged **45-54 years**.
- There has been an **increase in the percentage of minority ethnic employees**, from 3.56% to 5.24%.
- There has been a **slight increase in the percentage of Disabled employees**, from 2.18% to 2.85%.

With regards to our pay gap data:

- The **gender pay gap is 4.9%** which is slightly higher than last year (4.6% in 22/23). This equates to an average of £1 difference per hour and the main reason for this disparity is the higher percentage of women in lower graded posts.
- The **disability pay gap is 11%** which is a slight increase compared with the previous year (10.7% in 22/23).
- The **ethnicity pay gap is 18.7%** which is an increase compared with the previous year (17.3% in 22/23).

Mainstreaming Equality

East Renfrewshire Council is committed to fostering an inclusive and equitable environment for all residents, employees, and partners. Our dedication to mainstreaming equality is reflected in our ongoing efforts to integrate equality principles into every aspect of our policies and services. We believe that by embedding equality into our everyday functions, we can enhance the quality of life for all residents and build a stronger, more cohesive community. By mainstreaming equality, we aim to create a place where everyone feels valued, respected, and empowered. This report highlights the key initiatives, achievements, and challenges we have encountered in our journey towards equality.

Mainstreaming equality ensures that we:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010.
- Advance equality of opportunity between people who share a relevant protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

The report sets out the progress we have made to mainstream equality within six key areas:

- (1) **Strengthening Leadership:** ensuring leaders all levels have the skills and capacity to champion equalities.
- (2) **Capability and Culture:** building the right skills and ethos within the workforce.
- (3) **Effective Regulation:** putting in place the appropriate policies and frameworks to support equalities.
- (4) **Accountability and Transparency:** reporting progress and being held to account on this.
- (5) **Evidence and Lived Experience:** making sure decisions are informed by data and feedback from people from protected characteristic groups.
- (6) **Improving Capacity:** ensuring we have the ability to deliver on our commitments.

Strengthening Leadership

Since publishing our 2023 Mainstreaming report, East Renfrewshire Council has had significant leadership changes, with a new administration settling in and changes to the Corporate Management Team, including a new Chief Executive. Throughout this time, equality has remained a key priority across the organisation.

The Council, along with our Community Planning Partners, recently launched the Place to Grow Vision, the biggest strategic development in 15 years. The vision sets out our shared hopes and aspirations between now and 2040 so that in East Renfrewshire:

- children and young people flourish;
- communities and places thrive; and
- we all live well.

Integral to this vision is a commitment for **‘Lifting All’** by tackling and reducing the inequalities and barriers that some of our people experience, so that everyone can flourish, thrive and live well.

Elected Members

As part of the suite of induction materials, all Elected Members are provided with Equality and Diversity e-learning modules. These set out the basic principles and legislation and provide the foundations to ensure equality, diversity and human rights underpin everything they do in their roles. In August 2023, Elected Members received additional bespoke training. This training focussed on best practice guidance and the role of Elected Members in relation to mainstreaming, equality outcomes, policy development and scrutiny.

Since being appointed, the Convenor of Education, Equalities, Culture & Leisure has regular briefings from key officers around the current, pertinent issues. These have included but are not limited to: the employee Equality Diversity and Inclusion (EDI) Network; staff training; national/statutory changes; consultation and engagement findings; upcoming events or celebrations; and the development of a community equality forum.

The Provost has worked with local community members to establish the Diversity Friendship Group. This is a multicultural friendship group where people can come together to enjoy activities, have lunch and make new connections. This new group was led by the community, but championed by the Provost, demonstrating a strong and committed leadership approach.

Corporate Management Team

Our Corporate Management Team (CMT) continues to take a proactive approach to mainstreaming equalities and provides the organisational support for many of the approaches detailed throughout this report. This includes ensuring EDI is a key focus of our new People Strategy, commissioning new EDI training materials, supporting the employee EDI network and inter-departmental working groups, and developing and embedding the Impact Assessment process.

In 2023, we commissioned CEMVO Scotland (a national intermediary organisation and strategic partner of the Scottish Government Equality Unit) to create a high-level report with recommendations for our senior leadership and management staff. This was to complement the creation of a new training package and to set the context of influencing change across the organisation and how to support all staff to participate. This followed a series of workshops with frontline employees, managers and the Corporate Management Team (CMT) to better understand the learning needs of the organisation in relation to cultural awareness and supporting diversity.

In 2024, CMT reviewed the findings of the CEMVO report and agreed how best to implement and embed their recommendations. This included making clear commitments in our new People Strategy and committing resource within organisational development to deliver the new training materials. Further information on these can be found throughout this report.

Leadership across the organisation

Whilst the Corporate Management Team have overall responsibility for equalities and human rights across the organisation, leadership teams within each department have also taken ownership of the role they play in mainstreaming.

Some departments have undertaken specific training with their leadership teams around Equality Fairness and Rights Impact Assessments (EFRIA). These training sessions focussed on the value of assessing impact and the importance of doing this well to support their decision-making processes. The leadership teams used these sessions to consider how to keep a focus on equalities, fairness and rights when making strategic decisions and policy level changes to their services, particularly when doing so under challenging financial circumstances. These sessions also highlighted potential cumulative impacts of multiple service level changes, and the leadership teams acknowledged their role in monitoring and responding to this, and the most appropriate way to manage this within their own department.

In addition, the leadership teams have been supportive and encouraging of their staff being involved in the EDI network and the various working groups such as the Equality Officer Working Group and the Inclusive and Accessible Communications Group.

Capability and Culture

We recognise that to ensure equalities and human rights are mainstreamed within East Renfrewshire Council, we need to invest in our staff and ensure that across all roles and departments, people are equipped with the right skills and understanding. This is a multi-faceted issue and therefore we have taken a range of steps to continue to improve capability and culture.

Equality Diversity and Inclusion training evaluation

Equality Diversity and Inclusion (EDI) training for staff is critical for improving our capability. Over the last two years, we have invested resource (both staff and financial) to better understand how adept our workforce is in relation to equalities and, in turn, target specific supports to address areas of need.

As part of their work, CEMVO Scotland completed a comprehensive review of our existing equality, diversity and human rights training, and worked in partnership with us to develop a new values-based training resource. CEMVO engaged with staff at all levels and across all departments to understand how the current training materials met their needs and any gaps. They developed a new suite of training materials in a variety of formats and undertook some user testing with staff and adjusted the materials accordingly based on this feedback.

This process has resulted in the development of an enhanced equality, diversity and inclusion training package. The package consists of a range of accessible training sessions designed with flexibility in mind and which can be delivered in different ways, including short 'bite-size' sessions. Some of the materials relate to cultural awareness and understanding communities and are aimed at all members of staff; whilst others relate to inclusive recruitment and unconscious bias and are aimed at managers and Human Resource staff.

People Strategy 2024-2027

In 2024, we launched our new People Strategy. The vision is to have engaged employees who are motivated to deliver quality services, which includes being an organisation that promotes and values equality, diversity, inclusion and belonging. Our People Strategy sets out our commitment to: working collaboratively with our employees to ensure we create an open environment where they feel valued and respected; to promote an inclusive and fair work environment that promotes equality and challenges discrimination; and to help people feel able to 'bring their authentic self' to work, knowing their unique perspective and experiences are valued as essential to the organisation, and are part of our shared organisational identity.

Dignity at Work Policy

Our new Dignity at Work Policy was introduced in 2024 and has a focus on creating a respectful and inclusive workplace. The policy is founded on five key principles:

- Respect: Treat everyone with courtesy and consideration.
- Inclusion: Embrace diversity, equality, inclusion and ensure everyone feels included.
- Support: Offer help and support to colleagues when needed
- Communication: Communicate in a respectful way, without using discriminatory or offensive language
- Lead by Example: Demonstrate respectful behaviour in all interactions.

The Dignity at Work Policy is designed to protect employees from bullying, harassment, sexual harassment, victimisation and discrimination, and provide support and resources for those who may need them. However, the policy also highlights the responsibilities of all employees to be aware, to speak up and support others. This is an intentional decision to further support a culture that ensures everyone has a role to play in mainstreaming equalities and human rights across the organisation and beyond.

Community Events

Creating an inclusive culture across East Renfrewshire Council goes beyond our own employees and includes the way we celebrate equality, diversity and inclusion publicly. We created and promoted a video to celebrate South Asian Heritage month, in partnership with our local South Asian community, and we have created displays within our council buildings for Black History Month featuring inspiring stories of prominent Black people in the UK. Through the Scottish Government Anti-Racism in Education Programme Fund we have supported an intergenerational project between Thornliebank Primary School and the Women of Colour Heritage Group to create an oral history project.

Civic Event Protocol

In 2025, we introduced a new Civic Event Protocol which provides support and guidance for civic and ceremonial events. This protocol sets out the key dates throughout the year, including International Women's Day and Pride, when the council will fly a flag, to celebrate specific occasions or events. These celebrations will be promoted to all employees and to the wider public, through a range of communications channels.

Effective Regulation

The people element of mainstreaming – both the leadership and wider culture – is vital, but it also requires effective policies and guidance to provide the structure within which to operate. Since 2023, we have made some changes to elements of our regulation, including updates to our Equality Fairness and Rights Impact Assessment process, embedding equality considerations into our budget setting process and introducing a new Social Justice Strategy in Education. We have also reviewed our Equality Officer Working Group to ensure it is best able to support the structures.

Equality Fairness and Rights Impact Assessment (EFRIA)

We have had an integrated impact assessment process in East Renfrewshire for several years. The Equalities Fairness and Rights Impact Assessment (EFRIA) includes the Public Sector Equality Duty, the Fairer Scotland Duty and, more recently, the United Nations Convention of the Rights of the Child (UNCRC) Act. The EFRIA tool is designed to support decision-making by identifying any potential impacts of policy decisions, and officers/managers received support through written guidance materials and training sessions delivered throughout the year.

Since our last report in 2023, we have listened to feedback from officers/managers and taken steps to review and improve the EFRIA process. This has included:

- Clarifying our screening process - this has supported officers to understand when an EFRIA is and is not required. The screening also provides officers with clear instructions on what to do next;
- Updating the EFRIA template - the template has been adapted to make it more user-friendly and intuitive;
- Updating the written guidance - the supporting guidance information has been updated in line with the new template;
- Creating new supporting materials - this includes video tutorials and good practice examples to help guide people to undertake good quality impact assessments;
- Introducing support sessions - we are running monthly drop-in sessions which are open to anyone needing advice around a specific issue, or more general information; and
- Additional training for Departmental Equality Officers - we ran a training session specifically designed to better equip the departmental officers to respond to EFRIA queries or support requests within their own departments.

Budget setting process

The Budget Strategy Group (BSG) considers all budget proposals templates submitted by the relevant departments. The budget proposal template includes reference to any potential impacts on equality, fairness or rights. As part of the EFRIA review process, we created a stronger link between the EFRIA and budget setting templates to ensure that potential and any accumulative impacts could be assessed as part of the decision-making process.

Equality Officer Working Group

Our Equality Officer Working Group (EOWG) was established several years ago, to support our mainstreaming approach and ensure equalities and human rights issues are embedded across all departments. In 2024, we worked with the Corporate Management Team to review the membership and role of the group to ensure it was fit for purpose. The refreshed group then reviewed the Terms of Reference, agreed ways of working and discussed relevant training needs. We will continue to develop and support this group, understanding their critical role in our mainstreaming efforts.

Education Social Justice Strategy and Framework

In 2023, we launched 'Beyond Equity: A Social Justice Framework for Education in East Renfrewshire'. This framework highlights the need for all educators to have an in-depth understanding of the political, cultural and socio-economic issues affecting learners and their families to create a school culture which promotes equality, respects rights and preserves human dignity. This approach not only allows children and young people to thrive in their communities but also contributes to their understanding and appreciation of diversity and helps build a more just society.

The strategy is laid out through the following principles:

- **Use of Resources:** We support and empower schools to use resources to deliver activities, interventions and experiences which will improve equity in education outcomes.
- **Learning, Teaching and Assessment:** We implement socially and culturally responsive Learning, Teaching and Assessment practices that reflect the experiences and perspectives of our pupils and reduce barriers to learning and attainment.
- **Curriculum Design:** All children and young people see positive representations of themselves and diverse others in what they read, see, and hear. The curriculum recognises and reflects the diversity of society and takes account of global perspectives.
- **Professional Learning and Development:** As educators we are able to recognise our own racial and social identities. We work proactively to understand our own bias and develop cultural competence, continually updating our practice to meet all learners' needs.
- **Recruitment and Retention:** We are improving staff diversity to better represent and support our pupil population.
- **Relationships with Learners, Families and the Community:** We promote family and community partnerships that value and involve all our pupils, parents and partners, and we work together to develop a socially just climate.

British Sign Language Plan

We published our new British Sign Language (BSL) Plan for 2024 – 2030. This plan will ensure that those whose first or preferred language is BSL are fully involved in daily and public life as active, healthy citizens and are empowered to make informed choices about their lives. The East Renfrewshire BSL Plan sets out our aims:

- To improve outcomes for BSL users by embedding the needs of BSL users in relevant Council and partnership policies, plans and strategies in order to develop solutions to the barriers faced by BSL users in their daily lives.
- To remove accessibility as a barrier for BSL users in all aspects of life, recognising the importance of having accessible information in the right format at the right time, utilising technology and increasing people's awareness of communication tools.
- The Getting it Right for Every Child (GIRFEC) approach will be fully embedded, with a deaf or deafblind child and their family offered the right information and support at the right time to engage with BSL. We will strengthen partnerships between relevant organisations to overcome barriers for BSL users and deaf/deafblind children to ensure they have the support they need at all stages of their learning, so that they can reach their full potential.
- BSL users will receive person-centred support to develop their skills, consider what route to employment is right for them and to enter the workforce so that they can fulfil their potential and improve Scotland's economic performance. They will be provided with support to enable them to progress in their chosen career.
- BSL users will have access to the information and services they need to live active, healthy lives, and to make informed choices at every stage of their lives.
- BSL users will have access to the cultural life of East Renfrewshire, active opportunities to enjoy and contribute to culture and the arts and are encouraged to share BSL and deaf culture with other people in the area.
- To better understand the evidence and data on the BSL community in East Renfrewshire and use this to inform decision making and service planning that meets people's needs.
- BSL users will have safe, fair and inclusive access to public and active transport and the systems that support transport use in East Renfrewshire.
- BSL users will have fair and equal access to the civil, criminal and juvenile systems in Scotland.
- BSL users will be fully involved in democratic and public life in Scotland, as active and informed citizens, as voters, as elected politicians and as board members of our public bodies

Accountability and Transparency

We have well-established processes in place for reporting on progress and being held to account and have created some new processes more recently. These processes ensure we are open and transparent, which supports the mainstreaming efforts across East Renfrewshire Council.

Education Standards and Quality Reporting

Our Standards and Quality Report, published in 2025, provides a comprehensive overview of the progress made under the Social Justice Strategy. Some key highlights include:

- 170 teachers and Child Development Officers (CDOs) attended an anti-racism training session; the Equalities Coordinators Network took part in a focused session on anti-bullying and anti-racism with support from national anti-bullying organisation RespectMe; and all head teachers and heads of centre participated in a discussion led by Education Scotland on anti-racism. As a result, practitioners report increased confidence in discussing and responding to challenging issues around race and promoting anti-racism in their establishments. This work is also helping schools to ensure establishment policies and processes are robust, up-to-date, and lead to positive learning environments for all.
- Over 260 practitioners attended, and highly evaluated equality and diversity-focused twilight professional learning sessions led by the Quality Improvement Team.
- The development of an Early Years Outreach Service with a focus on additional support needs particularly affecting language and communication, learning and emotional regulation.
- Working in partnership with the Violence Against Women (VAW) and Girls Partnership to provide guidance on dealing with Gender-Based Violence in Schools, to raise awareness of and reduce incidences of gender-based violence. All secondary schools have staff and senior pupils trained in delivering the Mentors in Violence Prevention programme.

This report was shared to the Education Committee for scrutiny and review.

British Sign Language Plan reporting

As part of our British Sign Language (BSL) Plan, we report on key progress on the previous plan. In 2024, we published progress against the 2018-2024 plan. Some key successes include:

- Over 60 members of staff and third sector colleagues received BSL Awareness training throughout 2023 and 2024. This was delivered by a Deaf person and outlined some of the barriers people who use BSL face in their daily lives and ways hearing people could better support BSL users accessing services, as well as teaching some basic finger spelling.
- BSL interpreted events were offered to support community engagement and participation in culture, including ERCL's Remembering Together Community Covid Memorial, where the final sharing event and discussion was facilitated with BSL interpretation.

- East Renfrewshire Culture and Leisure developed and delivered Creative Scotland funded 'Storytelling with BSL' sessions for young people aged 9-12 to learn BSL skills, as part of Eastwood Park Theatre's aim to make theatre accessible to all.
- Many schools have engaged in learning some basic BSL such as signing a song, finger spelling names and learning the days of the week in BSL.

This report was shared to Council for scrutiny and review. Progress on the current plan will be reported again in 2027.

Equality Fairness and Rights Impact Assessments

All Equality Fairness and Rights Impact Assessments (EFRIAs) should be made publicly available on our website. They are published in a central repository which is searchable by department, date, protected characteristic group and assessment outcome to ensure they are as easily accessible as possible. As part of the EFRIA review process, we identified some improvement actions to ensure that all EFRIAs are published in the correct place and in a timely manner. We will continue to work to embed this process, supported by the Equality Officer Working Group.

In addition, as part of the EFRIA process review we have introduced a new screening tool. We are currently working to link this screening tool with the Committee Report process. This will ensure that all papers going to committee explicitly state the EFRIA screening outcome and links to the completed EFRIA where relevant. This aims to enhance transparency and reduce the risk of EFRIAs being overlooked.

Evidence and Lived Experience

We continue to ensure decisions are informed by data and feedback from people from protected characteristic groups. We have worked to facilitate a new Community Equalities Forum, strengthened the role of our staff network and staff monitoring data, and ensured lived experience feedback is embedded within our strategic planning processes.

Community Equalities Forum

In 2023, we commissioned a community development organisation to facilitate the development of a community-led equalities network. They actively engaged with community members and professionals across East Renfrewshire through community events, online surveys and one-to-one meetings (both in-person and online). This engagement included representatives from community groups, Community Councils, Parent Councils, faith leaders, political representatives as well as many individuals with a personal interest.

A new Community Equalities Forum was established and launched in May 2024. The group established a Terms of Reference which included five key things the Forum will do. Two of these are:

- Take part in consultations and help to influence local decision-making. The Forum will work with organisations to help shape and design plans and services.
- Raise awareness about issues around equality and share experiences to promote more understanding.

This shows a commitment from the Forum to ensure decisions are informed by data and feedback from those with lived experience. We are continuing to work with the Forum and since it was launched; there have been three further network meetings which we have facilitated with the aim of the forum becoming fully community led in the future.

Staff evidence and experiences

We continue to review the quality of the data we hold about our staff profile, recognising the importance in helping us understand the diversity across our workforce. We have developed a new dashboard to provide improved data and monitoring of workforce protected characteristics.

Our employee Equality Diversity and Inclusion (EDI) Network was established as an employee-led, safe space for staff to share experiences and advocate for an inclusive and fair work environment that promotes equality and challenges discrimination. Members of the EDI Network have brought their own lived experiences to help shape the range of work which goes on across the council. This has included:

- Policy Development; providing feedback on the new People Strategy
- Training materials; taking part in staff focus groups around training needs and undertaking user-testing of the new training materials developed by CEMVO as noted above
- Event planning and promotion; developing materials for wider communication with staff around cultural events such as Pride

Deaf Community Network

Since 2023, we have been regularly meeting a steering group of eight residents that use BSL, to understand their experiences of services and what their needs are. We worked with them to co-produce the BSL Plan to ensure it is reflective of their priorities and the changes they wish to see, to make East Renfrewshire a better place to live for all people that use BSL. We continue to meet with this steering group at least every 3 months to monitor progress, sense check actions and understand ongoing need and this includes identifying intergenerational networking.

Developing the new Equality Outcomes

In developing our new Equality Outcomes for 2025-2029, we gathered a range of relevant evidence and lived experience feedback. This included a comprehensive review of existing sources of evidence such as the recent Census release, Citizen's Panel survey results, and NHS Greater Glasgow and Clyde Health and Wellbeing Survey results. We also gathered feedback through a specific new survey, and we engaged with a range of community groups representing different protected characteristics groups, and many with intersectionality. All these sources informed the new outcomes and ensured they are shaped by evidence and lived experience feedback.

Improving Capacity

To deliver on our commitments to mainstreaming, we need to ensure we have appropriate capacity. Despite the ongoing challenges arising from financial constraints and budget cuts, we have managed to improve capacity in some areas since the last progress report in 2023.

Inclusive recruitment

We have taken steps to make our recruitment processes more inclusive. To help attract a more diverse range of candidates, we have created more accessible information about East Renfrewshire Council as an employer and we have produced and published guidance to support applicants to complete application forms. To help remove barriers for applicants, we have introduced a guaranteed interview scheme for Veterans and Care Experienced Young People. This is in addition to the existing Disability Confident accreditation which guarantees interviews for Disabled applicants. To make our interview process more inclusive, we provide candidates with interview questions in advance. This approach aims to support candidates with hidden disabilities such as mental health conditions or neurodiversity, where English is an additional language or where the candidate may have a condition which affects speech.

As noted above, we have also developed a new package of Equality Diversity and Inclusion training materials, including materials specifically focused on inclusive recruitment and unconscious bias. We will roll these out across the organisation with the intention of continuing to drive improvement in our recruitment practices.

Specialist staffing resources

Across the organisation, we have created some specialist roles to enhance our ability to deliver on our equality commitments. Some of these posts are currently filled, whilst others are still in development. The relevant roles include:

- A Deaf role model teacher to work with the Teacher of the Deaf in schools to provide lived experience support to young people experiencing hearing loss
- A Gaelic Language Primary Education facility opened in 2022 with a Gaelic head teacher and classroom teacher
- The creation of a new Organisational Development post with a remit for equalities training and development, based on the Corporate Management Team commitment to the recommendations from the external report mentioned previously

British Sign Language videos

A dedicated budget has been used to create and publish a series of British Sign Language information videos on our website. These videos cover a range of topics including how to make a complaint, applying for financial supports or entitlements such as free school meals and information about services such as Money Advice and Rights Team and employability service Work EastRen. These topics

are based on feedback from the Deaf community and are intended to enhance capacity by providing information in an accessible format.

Equality Outcomes 2021-2025: Progress update

This section provides an update on the progress of our 2021-2025 Equality Outcomes.

Our 2021 – 2025 Outcomes are:

- ◆ Minority ethnic residents are represented in public life and have their needs recognised and addressed in decision-making
- ◆ Minority Ethnic, disabled and younger residents are able to access services and feel connected to their communities
- ◆ Domestic abuse survivors are protected from harm and abuse
- ◆ The mental health and wellbeing of LGBT+ children and young people is improved
- ◆ The diversity of East Renfrewshire Council workforce at all levels better reflects the local population
- ◆ Younger residents and Disabled residents are able to participate and are supported to sustain good quality employment opportunities

For each outcome, we describe the progress made over the last 2 years; this builds on the [2023 Progress Report](#). Each outcome has some associated measures to help monitor progress. Where possible, we have included:

- The baseline measure (2021)
- The mid-point progress measure (2023)
- The most recent measure (2025)

In some instances, there have been changes in data collection processes, or the most recent data is not yet available. This is referenced in the relevant sections.

The progress against each of the existing outcomes, has been considered in developing our new Equality Outcomes for 2025 – 2029. This means some of these outcomes, or elements of them, are still a key priority and we will continue to work on them for the next four years.

Outcome 1: Minority ethnic residents are represented in public life and have their needs recognised and addressed in decision-making

Why is this outcome important?
<p>2020/21 engagement findings showed that minority ethnic residents felt less involvement in public life and were therefore less likely to influence decision-making.</p> <p>This feedback was supported by local data which showed a lack of minority ethnic representatives on Council Boards, within the Administration or in senior management positions.</p>
What did we say we would do?
<ul style="list-style-type: none"> • Empower and encourage minority ethnic residents to get involved in public life • Increase the influence minority ethnic residents have on strategic decision making
What progress have we made?
<p>Since the last progress report, we have worked in partnership with communities to establish a community-led equalities network. The East Renfrewshire Equality Forum brings local residents and community groups from all backgrounds together to raise awareness of equality issues, share knowledge and information and to give voice to our diverse and underrepresented communities. The Equality Forum aims to:</p> <ul style="list-style-type: none"> • Share good practice and ideas locally and nationally and connect with other equalities forums to help support this. • Share information, resources, opportunities, funding, and events. • Take part in consultations and help to influence local decision-making. The Forum will work with organisations to help shape and design plans and services. • Raise awareness about issues around equality and share experiences to promote more understanding. • Provide opportunities for members to take part in relevant training. <p>The Equality Forum was launched in May 2024 and meets approximately four times a year.</p> <p>We have worked with local Community Councils to try to better understand the profile of their membership. We worked to gather demographic information for Community Council members however the response rate was low and the limited numbers created issues around anonymity of the data. We will continue to engage with Community Councils and will work with the Equality Forum to help identify any potential barriers which may limit involvement and consider ways to reduce these.</p>

The following measures are intended to highlight progress against this outcome. Where baseline data is available, this has been included.

Critical Indicators	Baseline data	Mid-point data	Current data
Number of minority ethnic members on council boards (this data is not currently	1 member (11%) of ERCLT Board of Directors	1 member (11%) of ERCLT Board of Directors	1 member (11%) of ERCLT Board of Directors

collected for Community Councils)			
Number of Equality, Fairness and Rights Impact Assessments making use of local data and/or engaging with the Equality Forum	2	47 (between baseline and midpoint)	33 (between midpoint and current)

Outcome 2: Minority Ethnic, Disabled and younger residents are able to access services and feel connected to their communities

Why is this outcome important?
<p>2020/21 engagement suggested that minority ethnic residents felt access to services could be restricted due to language barriers.</p> <p>Engagement suggested the Disabled residents felt access to some services was restricted due to a lack of information in alternative formats.</p> <p>Engagement suggested that young carers may feel a lack of support, and therefore feel a disconnect with their communities.</p> <p>Engagement findings suggested that young people in East Renfrewshire were likely to feel disconnected from their communities due to lack of jobs and affordable housing.</p>
What did we say we would do?
<ul style="list-style-type: none"> • Make services more accessible to minority ethnic, Disabled and younger residents • Ensure the services offered meet the needs of residents • Build stronger community connections for minority ethnic, Disabled and younger residents
What have we done so far?
<p>To make leisure services more accessible to younger residents, East Renfrewshire Culture and Leisure (ERCL) Trust continues to deliver the For Your Entertainment (FYE) Scheme for young people. The Health and Social Care Partnership approve referrals into the scheme, and this provides eligible young people with access across ERCL services free of charge.</p> <p>To ensure our services meet the wide needs of our residents, we have introduced neurodiverse sensory equipment at libraries and dyslexia friendly books in libraries. We have also provided British Sign Language (BSL) interpreted performances at Eastwood Park Theatre, BSL Arts and Heritage events, BSL drama classes for children and created online BSL videos.</p> <p>We have developed a series of British Sign Language information videos on our website that includes information on bin collections and Council Tax. This followed a series of discussions with Deaf community network members who highlighted the importance of equal access to receiving information about Council services.</p> <p>To ensure services are welcoming, ERCL staff have been trained in Trauma Skills Level 2 to help understand and support anyone who has experienced trauma to use their service. Similarly, frontline staff have been trained in Neurodivergent Audiences and Events planning to help remove access and participation barriers.</p> <p>We have considered how we support key staff in education establishments to be more trauma-informed so that they have improved knowledge, skills, understanding and confidence to support our children and young people. We have developed and offered supervision provision in identified</p>

schools. There was an improvement in knowledge, confidence and skills as evidenced through the pre and post training evaluation.

We established a cross-departmental working group to develop Good Practice Guidance for Inclusive and Accessible Communications (IAC). The guidance supports staff to make communications more inclusive and accessible to everyone, regardless of their abilities, languages spoken, or other factors. The guidance includes information about communicating effectively with:

- those who do not have English as a first language
- people who have a hearing or visual impairment
- people who have global learning disabilities or specific learning difficulties

This IAC guidance has only recently been launched. We hope to see it have a positive impact on how we communicate in future and for best practice to become embedded.

We continue to work closely with our external partners to improve the accessibility of services and features on the website. Last year, we increased the accessibility score of our website to 97%, an increase of 6% on the previous period. This ensures our website will be available to a wide range of customers including those with additional needs such as visual or hearing impairments.

The measures below are intended to demonstrate the progress against this outcome.

Critical Indicators	Baseline data (2021)	Midpoint data (2023)	Current data (2025)
Percentage of minority ethnic residents who feel a sense of belonging to their community*	54%	40%	58%
Percentage of Disabled residents who feel a sense of belonging to their community*	43%	54%	50%
Percentage of younger residents who feel connected to their communities*	Sample size too small	Sample size too small	Sample size too small

*Data gathered from Citizen Panel Survey

Outcome 3: Domestic abuse survivors are protected from harm and abuse

Why is this outcome important?
<p>In 2021-22, 593 domestic abuse incidents were reported to the Police; which is a 10% increase compared to the previous year. This means that there is domestic abuse happening every day in homes across the authority and a growing confidence in reporting these incidents.</p> <p>We know that the majority of domestic abuse survivors are women and the majority of perpetrators are men – 98% of high risk victims were female and 83% of domestic abuse incidents involved a female victim. At least one in five women will experience domestic abuse in their lifetime. Just over four in five domestic abuse incidents involved a male suspected perpetrator and female victim.</p> <p>We also know there are additional risk factors relating to the protected characteristic groups including disability and victims from a minority ethnic background face additional barriers to seeking help. 58% of high risk victims recorded a disability which includes mental ill health, 19% of high risk victims were from minority ethnic communities and 45% of women and children supported in refuge were from minority ethnic communities.</p>
What did we say we would do?
<ul style="list-style-type: none"> ▪ Ensure employees can identify and respond to domestic abuse appropriately and effectively ▪ Implement policies and strategies which support the strategic response to domestic abuse
What have we done so far?
<p>We have implemented domestic abuse induction training to all new employees. This was introduced in January 2024 and since then 1040 employees have completed the e-learning module and 28 employees have attended the managers training.</p> <p>We have made domestic abuse resources tools available, including:</p> <ul style="list-style-type: none"> • a Safe and Together gold standard child protection domestic abuse training • a Multi-Agency Risk Assessment Conference (MARAC) to provide a structured, partnership response to high-risk cases of domestic abuse • a comprehensive risk assessment (DASH Risk checklist) to support decision making on cases referred to MARAC <p>We have ensured employees are aware of the referral pathways and supports available through:</p> <ul style="list-style-type: none"> ▪ a comprehensive training programme on Domestic Abuse/MARAC and Safe and Together practice ▪ regular communications to all employees ▪ monthly domestic abuse advice sessions for any member of staff to discuss and seek advice <p>We have delivered comprehensive awareness and media campaigns to ensure victims are aware of the range of services and supports available and to raise awareness of gender-based violence.</p>

Each year we participate and co-ordinate 16 Days of Action Against Gender Based Violence this includes delivering a range of media communications and wide variety of targeted events and workshops with staff and wider partners.

International Women's Day on the 8th March 2023 provided a further opportunity to celebrate social, economic, cultural, and political achievements of women and raise awareness and collective action on gender equality and the work to end gender-based violence. To celebrate Women's Aid hosted a successful open day at the Foundry, Barrhead with over 50 people in attendance throughout the afternoon. The event was supported by key senior officers and elected members across the HSCP, Council and Police Scotland. [Domestic abuse service to mark International Women's Day - East Renfrewshire Council](#)

We have developed and launched two new domestic abuse policies for employees and housing services. The policies have involved consultation with domestic abuse survivors, partner organisations and the Violence Against Women Partnership. Both policies ensure a sensitive and consistent approach to supporting victims of domestic abuse. The policies have been widely shared and promoted across the organisation with comprehensive training to senior managers and employees across the council to support implementation.

During this period Women's Aid launched a new programme Children Experiencing Domestic Abuse Recovery (CEDER) programme. This 10-week group work programme is an educational, recovery focused, multi-agency initiative for women, children and young people affected by domestic abuse. To date 2 programmes were delivered which included 13 families and 17 children. This was positively received and evaluated by all participants.

We have progressed our approaches to gender-based violence in schools and have established a local team of pastoral staff who have been trained in the delivery of the Mentors in Violence Prevention (MVP) programme ensuring that all secondary schools are involved in the delivery of this programme with young people. Further, we have established a team of staff who will support primary schools to use MVP as appropriate. To provide ongoing support, we have established a network for MVP practitioners to share national updates in relation to gender-based violence and offer opportunities for key staff to share good practice.

The measures for this outcome are intended to demonstrate some of the key data which can indicate progress. It is important to note that the issue of domestic abuse is complex and we need to understand the story beneath the figures. For example, an increase in the number of incidents could show an increase in confidence in reporting or an increase in incidents, therefore a measure of change could be either positive or negative.

Critical Indicators	Baseline data (April 2021)	April 2021- 2022	April 2022-23	April 2023-24
Number of Domestic Abuse incidents*	537 (2020-21)	593 (2021-22)	553 (2022-23)	579 (2023-24)
Number of staff undertaking Domestic Abuse training**	239	225	227	181

Number of Referrals to Domestic Abuse support services in East Renfrewshire	RFA HSCP (children only) 365	RFA HSCP (children only) 219	RFA HSCP (children only) 152	RFA HSCP (children only) 115
	-	Number of DA Enquiries 130	Number of DA Enquiries 316	Number of DA Enquiries 407
	Women's Aid (Women & Children) 288	Women's Aid (Women & Children) 335	Women's Aid (Women & Children) 336	Women's Aid (Women & Children) 334
	MARAC 292	MARAC 330	MARAC 329	MARAC 415
	Total 945	Total 884	Total 817	Total 864
	Women's Aid Helpline Calls 517	Women's Aid Helpline Calls 891	Women's Aid Helpline Calls 750	Women's Aid Helpline Calls 725
Proportion of supported women and children who report improvement in domestic abuse outcomes.***	84% women	87% women	90% women	94% women
	87% children	84% children	82% children	84% children

* this data is sourced from Police Scotland whose most up-to date figures at the time of writing are for 2023-24

** Domestic Abuse, Stalking and Honour Based Violence Risk Assessment (DASH) and Safe and Together

*** Source is self-reported outcomes by women and children in Women's Aid

Outcome 4: The mental health and wellbeing of LGBT+ children and young people is improved

Why is this outcome important?
<p>2020/21 engagement findings indicated a need for increased mental health support for young people in East Renfrewshire; this was raised both by young people directly and parents and carers of young people. The Children's Plan had already identified this as a priority action.</p> <p>Data at a national level also indicates that LGBT+ young people are at a higher risk of mental health problems than heterosexual people.</p> <p>National data suggests that LGBT+ residents are much more likely than others to feel isolated and/or lonely.</p>
What did we say we would do?
<ul style="list-style-type: none"> ▪ Increase preventative mental health and wellbeing support for LGBT+ children and young people ▪ Increase early intervention mental health and wellbeing support for LGBT+ children and young people
What have we done so far?
<p>The Community Learning and Development Team continue to deliver a needs-led LGBT+ youth group. The group provides young people with a safe space, opportunity to share their experiences, gain support from each other and build relationships with youth work staff. This group ensures a supportive environment where young people can take part in fun and educational activities that positively impacts on their mental health and wellbeing and makes them feel safe, accepted and included. The group have participated in PRIDE, Leap sports residential and weekly group work sessions. In addition to this we have LGBT+ young people as part of our youth rights association which provides a platform to ensure LGBT+ young people's voices are heard.</p> <p>The Equalities Coordinators Network are members of school leadership teams with responsibility for leading on equality and social justice in every establishment. They met regularly to undertake professional learning on current equality issues and share effective practice to promote equality and social justice. Facilitated by the Quality Improvement Team and third sectors partners, focused sessions took place on a range of topics including culturally and socially responsive practice, and Gender and LGBTQ Equality. This continued professional learning offer has provided all establishments with the knowledge to review their practice and update policies as appropriate. Schools have recently been encourage to engage with TIE (Time for Inclusive Education) who provide a self-directed e-learning modules and deliver CPD directly to teaching staff. We don't yet have engagement data available for this.</p>

The measures for this outcome are intended to present some key data around areas of progress. Where baseline data is available, this is included.

Critical Indicators	Baseline data (2021)	Midpoint data (2023)	Current data (2025)
% schools and centres engaging with UNICEF's Rights Respecting School framework		100%	100%
Number of interactions with the LGBT+ Helpline	1	4	0*
Number of people accessing the LGBT+ Youth Group for support	18	43	31**

*The helpline was established during lockdown to provide a safe and confidential space for young LGBT+ people who may have felt isolated. However, the demand for this service has been low

**Programmes run on the school calendar year

Outcome 5: The diversity of East Renfrewshire Council workforce at all levels better reflects the local population

Why is this outcome important?
<p>Employment opportunities was a key theme identified by the Equalities and Human Rights Commission and our 2020/21 engagement found this was important at a local level too.</p> <p>As the largest local employer, ERC should be leading the way in providing good quality employment and advancement opportunities for staff within the protected characteristic groups.</p>
What did we say we would do?
<ul style="list-style-type: none"> ▪ Ensure our recruitment policy and practice is inclusive ▪ Improve access to career pathways for employees from minority groups ▪ Improve retention of employees from minority groups
What have we done so far?
<p>To improve our recruitment policy and practice, we have:</p> <ul style="list-style-type: none"> • Extended the guaranteed interview scheme to include Looked After People and Veterans for Local Government roles, which means they will be invited to interview where they meet the essential criteria for the role. • Updated our job application form to make the questions simpler and less repetitive so that it is clearer for applicants to complete • Created guidance for applicants explaining how to complete the Local Government job application. This guidance is included as a link on job adverts and is published on our Council website. • We provide candidates with the interview questions on arrival at their interview so they have them to read in advance and they can have them in front of them during the interview. This approach supports all applicants and was in particular those candidates who may be neurodiverse, where English is an additional language, or who have a condition that affects communication or where candidates feel excessive stress around the interview process. • Job advert posters are now used in public places to reach members of the public who may not automatically use the internet for job searches. The posts include QR codes for ease of access. • In addition to job posters, we now include the QR code in a weekly email to staff regarding job vacancies so that this can be shared more easily. • Jobs continue to be promoted via social media including Facebook and LinkedIn. • A Jobs & Careers page has been created on the Council website which contains more information for applicants and key policies. • Proactive communications have been issued to employees to ask that they update their equality data and the positive reasons for this. • Five minority ethnic teachers have completed a leadership mentoring programme with Scottish Association for Minority Ethnic Educators (SAMEE).

Critical Indicators	Baseline data (2021)	Midpoint data (2023)	Current data (2025)
Percentage of ERC employees from minority groups (ERC population 6%)	2.98%	3.56%	5.24%
Percentage of teaching staff/Child Development Officers from minority ethnic groups	3.53%	3.55%	3.48%
Percentage of promoted* teaching staff/Child Development Officers from minority ethnic groups	2.92%	3.27%	3.21%

**Promoted staff are Principal Teacher, Depute Head Teacher or Head Teacher*

Outcome 6: Younger residents and Disabled residents are able to participate and are supported to sustain good quality employment opportunities

Why is this outcome important?
<p>2020/21 engagement and data identified issues relating to employment opportunities for both younger people and those with a disability.</p> <p>Data indicated that younger people were more likely to face employment challenges in the current climate, with out-of-work benefit claims increasing by the largest proportion in 18-24 year olds.</p> <p>Data also showed that adults with a learning disability were less likely to be in employment than the national average. The engagement findings support these concerns; they noted reduced opportunities to find good quality employment for Disabled individuals and those with caring responsibilities.</p> <p>Young carers have lower participation rates and the main reason given for reduced school attendance is due to at home caring responsibilities.</p>
What did we say we would do?
<ul style="list-style-type: none"> ▪ Increase good quality employment opportunities for Disabled residents ▪ Increase employability support for younger residents ▪ Increase support for young carers
What have we done so far?
<p>Through the No One Left Behind Approach, we have provided a range of employability supports for Disabled people. These include:</p> <ul style="list-style-type: none"> • Enable Works, Progress for Parents: employability support aimed at parents with disabilities or parents of children with disabilities • Values into Action Scotland: Triple E Supported Employment Programme for adults with disabilities • Scottish Action on Mental Health: Individual Placement & Support Programme for those with mental health conditions • Scottish Action on Mental Health: Individual Placement & Support Programme (co-located with Community Mental Health Team) for those with severe and enduring mental health issues • Health Employability programme: employability support aimed at anyone with a health condition within the locality <p>Alongside employability programmes, the East Renfrewshire Local Employability Partnership (LEP) launched a Health, Disability & Employability subgroup in September 2024. The group aims to bring together relevant stakeholders to ensure that support is getting to the right people at the right time. Free neurodiversity training has also been delivered to a wide range of LEP partners.</p>

This is in addition to Diversity, Inclusion and Equality Training delivered to local businesses by Enable (January to March 2025).

Employability supports offered for younger residents include:

- Youth Employability Programme: aimed at 16-24 yr olds who are not in education, employment or training
- Care Experienced Employability Programme: aimed at care experienced young people between the ages of 16-29 yrs old
- Positive Pathways Programme: aimed at 16-19 yr olds school leavers with no positive destination
- Enable Works – Next Steps Programme: employability support aimed at 16-24 yr olds with Additional Support Needs
- Community Justice & Employability Programme: support for those with criminal convictions
- Modern Apprenticeship Programme: support for young people

Regular caseload meetings occur between Work EastRen, Developing the Young Workforce, Education and Skills Development Scotland to target those young people most in need.

To support Young Carers, all education establishments put the needs of care experienced children and young people at the heart of their improvement agenda. Ongoing awareness raising sessions with Head Teachers, Deputy Headteachers, and Additional Support Needs Coordinators on our Corporate Parenting duties and what it means to be ‘a good parent’ are pivotal. We have been working with the West Partnership to provide a suite of training materials for staff in schools to ensure that our care experienced children and young people receive the right support and nurture from all staff in our educational establishments. Training for Trainers has been provided for key staff in all establishments who will deliver the Keeping the Promise Award to all staff in all settings.

Most primary and all secondary schools continue to engage with Young Carer development workers who deliver at assemblies, provide workshops and drop-in sessions for pupils, and training for staff. This engagement has led to an increase in the number of carers being identified by schools and being supported by the Carers Centre. In March 2024, primary schools participated in an event held at Eastwood Theatre to celebrate Young Carers Action Day, sharing their experiences and hearing from other supporters and contributors.

Critical Indicators	Baseline data (2021)	Midpoint data (2023)	Current data (2025)
Out of work claimant rates for young people*	405	175	150 (18-24 yr olds) NOMIS December 2024
Success measures re Youth Employability programmes	427	675 (March 2023)	425 (March 2023-April 2024)

offered through Young Persons Guarantee**			510 (April 2024 - Jan 2025)
Number of positive, sustained School Leaver Destinations at 12 month follow up	97.4%	97.5% (April 2023)	97.5% (April 2024)
Percentage of young carers leaving school with a positive destination	Not available	100%	99% (April 2024)
An increase in the number of identified young carers in schools		19.7% increase between September 2021 and September 2022	20.7% increase between September 2022 and September 2024
Average % attendance of young carers in school over the school year	90.01% (All ERC pupils 95.53%) (2020-2021)	85.36% (All ERC pupils 92.36%) (2021- 2022)	83.19% (All ERC pupils 93.1%) (2023-24)

Employees

Organisations like the Council cannot flourish and grow if everyone thinks and behaves the same way. We must create an environment where the Council benefits from the existing diversity of the workforce, while working towards the ambition of having an equality profile that more closely reflects the population it serves. Such an approach should also go beyond legal compliance and seek to add value to the organisation by contributing to employee well-being and engagement.

Diverse teams perform better and solve problems faster by encouraging creativity and fostering innovation. All employee-related actions should ensure that, regardless of anyone's ethnic identity or background, everyone deserves the opportunity to develop their skills and talents to their full potential, work in a safe, supportive and inclusive environment, be fairly rewarded and recognised for their work and to have a meaningful voice on matters that affect them. The following section on workforce culture will explore how the Council aims to achieve that.

These areas are viewed as examples of an approach to establish equality and diversity as integral to how our Council operates, as we foster activities at both the corporate and operational level. They are not viewed as the ultimate destination but as routes towards developing equality of opportunity for those who share a protected characteristic and those who do not.

Key improvements since the last report include:

Our People Strategy 2024 – 2027

In East Renfrewshire we want to make people's lives better. The Place to Grow Partnership Vision for 2040 informs all Council plans including our People Strategy.

Our employees are our greatest asset, and we recognise the need to invest in them, seek their feedback, and ensure they can work efficiently and effectively. By supporting and developing our employees we will continue to live our values and develop progressive, people-orientated policies and practices.

Our aspiration is to be a learning organisation; one that continuously transforms through the learning and development of our people. Learning has a clear link to growth, innovation and motivation. Becoming a learning organisation means we can respond faster to change through effective problem solving and the introduction of talent strategies to develop and retain and attract the best people. This will lead to improvements in performance and customer satisfaction.

We want inspirational and effective leaders who ensure employees are supported and developed to build the necessary knowledge, skills and understanding required for their roles. This includes supporting all newly appointed leaders, managers and employees to develop into their roles. We will encourage our people to seek out high quality learning experiences within and beyond local government by engaging individually and collaboratively relevant to their role.

Our leaders will recognise the importance of employee engagement and ensure employees are clear on work priorities, have the information and skills they need to excel in their job, support them to

communicate their views on key issues affecting them and set clear expectations on their contributions. We will utilise the experience and skills of our employees and engage with them to inform improvements in the way we work and the services we provide to deliver a customer focused, One Council approach.

We are focused on developing our workforce, supporting our employees' health and wellbeing, valuing equality and the advancement of diversity, recruiting, retaining and developing employees with the correct skills and making the best use of technology and enhancing the way we work to support our local residents.

Vision and Outcomes

Our People vision is to have engaged employees who are motivated to deliver quality services for our customers. This means:



This will be delivered by



Under each of the pillars above we have associated actions which will be the focus to support us to achieve our People Strategy.

Accreditation



The Council has maintained its accreditation for Disability Confident, Carer Positive and the Living Wage. We continue to support the Miscarriage Association's pregnancy loss charter by treating miscarriage in line with bereavement and allowing employees time off under this process. The Council has Silver accreditation from the Ministry of Defence's Defence Employer Recognition Scheme and has submitted its application for the Gold award.

Values

The Council's Values continue to be communicated with all employees and are integrated into our employment policies and practice.

Recruitment Improvements

Updates have been made to our recruitment processes to support them to be more inclusive for all. The key changes include:

- The creation of a Jobs and Careers page on the Council Internet which includes relevant policies and information for employees and prospective employees to learn more about the Council and our terms and conditions of employment.
- Guidance has been written for job applicants to help them complete the Local Government job application forms. A link to the guidance is provided in job adverts and is also published on our Jobs and Careers page on our website.
- We have extended our guaranteed interview scheme beyond Disabled applicants to include Veterans and Looked After Children, so applicants can make us aware through the recruitment process. Where applicants meet the essential criteria for the job they are applying for they will be guaranteed an interview.
- Interview questions are now provided to candidates on arrival at interview so they can read them and refer to them during the interview as required. This approach has specifically been taken to support those candidates with hidden disabilities such as mental health or neurodiversity, where English isn't the first language or where the candidate may have a condition which affects speech.
- As of 1st April 2025, all Modern Apprenticeship roles are paid at the Real Living Wage rate.

Sexual Harassment Prevention

We implemented a new Dignity at Work policy, to replace the previous Bullying and Harassment policy, which aligns with the new duty to prevent Sexual Harassment in the workplace and by third parties. A letter was issued to all employees to highlight the new policy with a leaflet explaining the key points.

In addition, we have added text into our procurement contracts with third party suppliers to ensure they are aware of our stance on Sexual Harassment of employees.

To support the new policy, we have implemented a confidential reporting method for employees to use to raise concerns which will then be investigated.

Family Friendly Practice

We have updated our policies in line with legislation changes for Carers and Paternity leave. We continue to offer above the statutory entitlements for Carers leave and provide special leave for a range of reasons to support employees. We continue to offer bereavement leave for miscarriage and we will implement the Neonatal Care Pay & Leave when this is introduced this year.

Fair Work First

The Scottish Government Fair Work policy asks employers to provide secure employment with fair pay and conditions, to ensure workers are heard and represented, treated with respect and have opportunities to progress. These measures have been identified as being essential in tackling poverty, balancing the rights of employers and workers and benefiting society and the economy. East Renfrewshire Council was one of the first local authorities in Scotland to agree our Fair Work statement with our Trade Unions and publish it on our website. The full statement can be accessed through this link [Fair Work Statement](#) and demonstrates our commitment to Fair Work practices and evidences the processes used to support this. From 1st April 2025 all Modern Apprentices will be paid the Real Living Wage which supports Fair Work principles.

Wellbeing

Wellbeing and healthy working practices and initiatives are central to our culture, to ensure we work in a modern, safe environment where employee health and wellbeing is actively promoted. A range of wellbeing approaches have been offered to employees including Health Checks which gives employees the opportunity to have a general health check-up, team events to focus on wellbeing, walking clubs and book groups. Training has been developed and delivered on Spotting & Managing Mental Health Issues. A Wellbeing survey was undertaken with employees in 2024, with an overall satisfaction score of 72.46% achieved.

Engagement

The Council has an Equality, Diversity and Inclusion (EDI) Network which is open to all employees with lived experience and/or an interest in equality issues. The Network is an employee led, safe-space for staff to share experiences, celebrate diversity, and advocate for an inclusive and fair work environment that promotes equality and challenges discrimination.

Training

Becoming a learning organisation is a key priority for the Council over the coming years, including training for our Leadership and Management employees to ensure they understand our Council values, behaviours and are resilient and able to support their teams. Trauma informed training has been facilitated by our HSCP colleagues for managers across the Council to raise awareness of how trauma can negatively impact on employees or people we may come into contact with.

In the mainstreaming section, we have reported on the work with external partners to increase cultural competence and awareness of employees. As part of these recommendations, we are progressing an inclusive leadership programme for our senior leaders. There will be different levels of training focusing first on our Corporate Management Team. Their training will concentrate on the organisational approach to equality, as well as their own equality awareness. This training will be followed up with wider leadership sessions for managers and senior managers which will cover the responsibilities for equalities at their level. Finally, will be an update of all equality training for employees, to ensure all training is up to date and relevant.

In addition to Inclusive Leadership, Neurodiversity training will be developed and rolled out, to raise awareness for all employees.

Employee Equality Monitoring

This report details the current equality monitoring requirements of the Council in line with the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012, while paying due regard to the general duties. Under these regulations, all public authorities in Scotland are required to publish a set of equality outcomes, a mainstreaming report containing employee information and/or profile. In addition, where an authority has 20 employees or more, a statement on equal pay, occupational segregation and gender pay gap information should be published.

The employment section of this report takes into account the following authorities and partnerships that are covered by the Specific Duties under the Public Sector Equality Duty for East Renfrewshire Council, which includes:

- East Renfrewshire Education Department
- East Renfrewshire Health and Social Care Partnership
- East Renfrewshire Licensing Board

The statistics have been produced in respect of the years 2023-2024 with comparative data provided for previous years where this is available.

The Education Department is an integral part of East Renfrewshire Council with a remit that covers a range of services from schools to facilities management. Their statistics are included in the data provided for the Council as a whole.

East Renfrewshire Licensing Board does not have any employees and therefore there are no separate statistics listed.

The statistics produced do not include the East Renfrewshire Culture and Leisure Trust. [The Culture and Leisure data is published separately.](#)

Current Monitoring Arrangements

Currently an analysis is undertaken of the following:

- Employees in post
- Applications for employment

- Applications for training
- Formal reporting of bullying and harassment cases
- Grievance procedures
- Disciplinary cases
- Termination of employment

The data collected is in line with the classification requirements for protected characteristics, which are: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

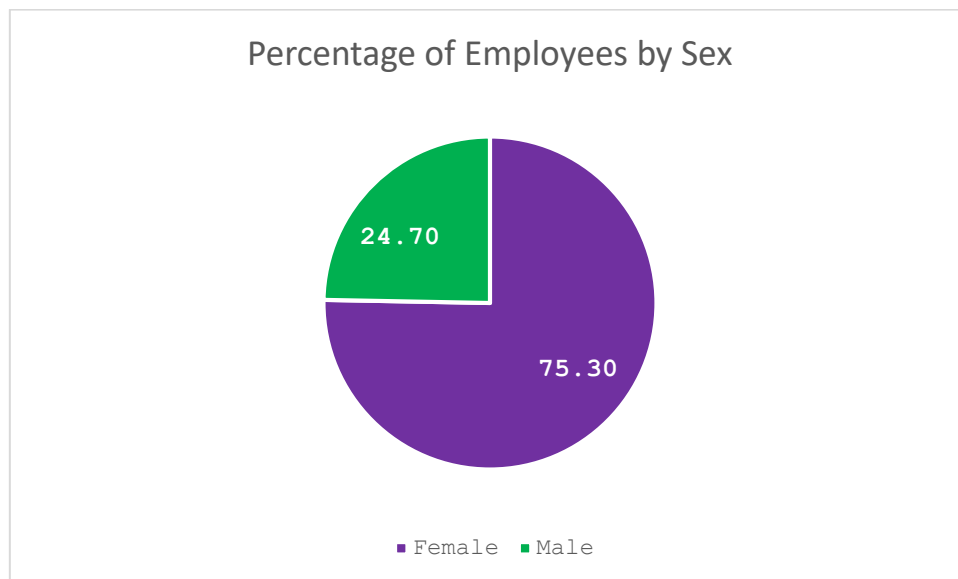
Workforce Equality Data

Employees with multiple posts have been counted once in all the demographic data.

- The full-time equivalent employee figure is 3927.17.
- The employee headcount figure is 4963.

Sex of Employees

The percentage of employees by sex remains mainly unchanged since the last mainstreaming report in 2023, where the female percentage was 76%.



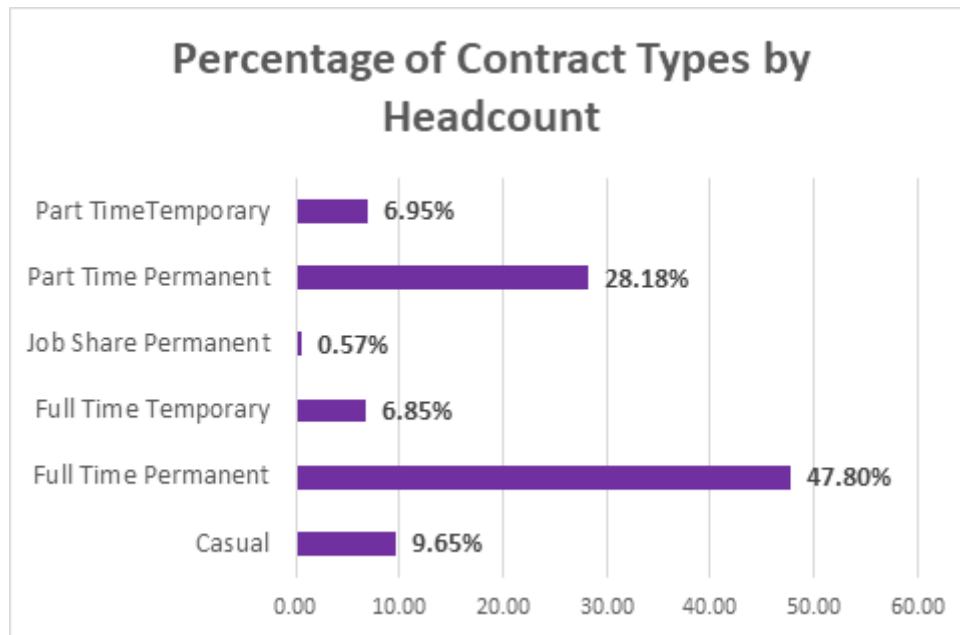
Contracts Based on Full Time Equivalent Employees

The following information does not include casual workers.

- 3386.06 employees, which is 84% of our FTE are on permanent contracts.
- 541.12 employees, which is 16% of our FTE are on temporary (fixed term) contracts.
- The proportion of permanent to temporary contracts remains unchanged since last report (2023).

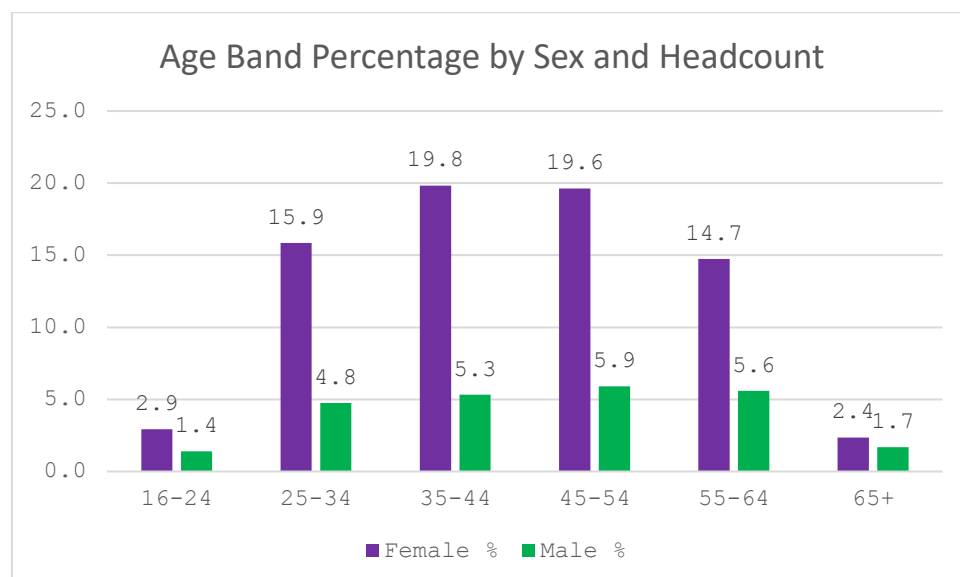
Contracts Based on Headcount - includes casual workers.

Contracts based on headcount includes all the various contract types currently offered by East Renfrewshire Council. 76.55% of our headcount are on permanent contracts, 13.8% of our headcount are on temporary (fixed term) contracts and 9.65% of our headcount are on casual contracts.



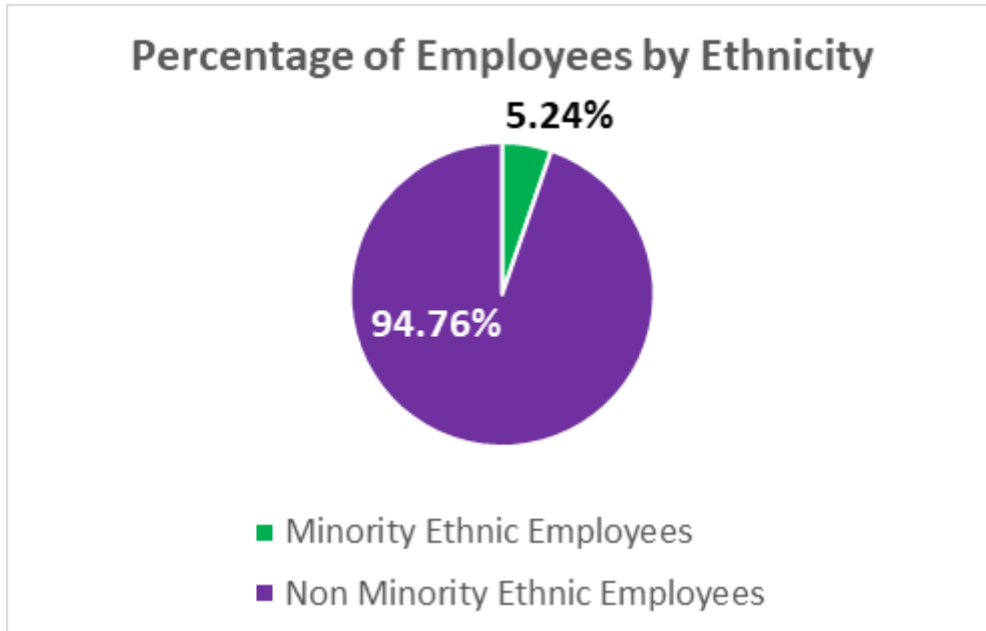
Age Bands

The age bands with the highest proportion of employees remains unchanged from the last mainstreaming report in 2023, with the age group 45-54 containing the highest proportion of employees.



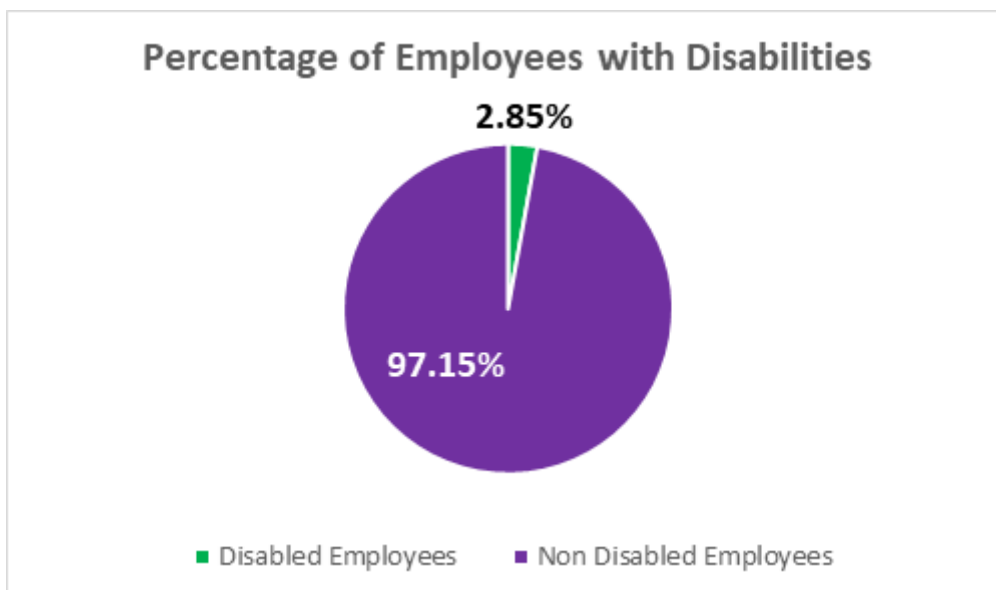
Ethnicity/Race

The percentage of employees who are minority ethnic has increased since 2023 from 3.56% to 5.24%.



Disability

The number of employees who are disabled has increased since 2023 from 2.18% to 2.85%. The disclosure rate is still very low for disabilities, with the majority of employee data showing as unknown.



East Renfrewshire Council Equal Pay Statement 2025-2027

East Renfrewshire Council supports the principle of equal opportunities in employment and believes that male and female employees should receive equal pay for work of equal value.

We understand that equal pay between men and women is a legal right under both domestic and European Law and that the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012 concerning equal pay, which covers race and disability in addition to gender.

The Council recognises that in order to achieve equal pay it must have a pay, grading and benefits structure that is transparent, flexible, based on objective criteria and free from bias. It is in the Council's interest to ensure that it has a fair and just pay system.

The Council understands that to deliver equal pay for its employees it is also necessary to consider all the causes of the gender pay gap and that these go beyond discrimination within pay systems. We recognise that our training and employment practices can affect employees of different genders, disabled employees and those employees from a minority ethnic background, in different ways. We are committed to tackling these types of segregation both horizontally and vertically in occupations across the Council by providing an environment that promotes equality of opportunity by removing incidents of stereotyping about skill and capabilities, changing the culture associated with different jobs, removing barriers to accessing training courses and apprenticeships and promoting a healthy work-life balance.

Our objectives to achieve equal pay and address the pay gap in employment for these groups include:

- Ensuring that those individuals doing work of equal value receive the same level of pay, unless an objective reason exists for any difference
- Reducing the pay gap for both full-time and part-time employees
- Having a workforce in which women and men, employees with disabilities and those from minority ethnic groups are represented at all levels
- Having recruitment and employment practices that promote equality and are free from discrimination
- Ensuring all employees have fair and equal access to training and development opportunities

In order to achieve our objectives, we will undertake a range of actions including:

- Introducing arrangements for the ongoing monitoring of the pay grading, benefits structure, and take remedial action where appropriate.
- Providing training and guidance for those involved in determining pay
- Informing employees of how these practices work and how their own pay is determined.
- Identifying where there is occupational segregation and take positive action to reduce it
- Monitoring the uptake of training and development opportunities and improving access to training programmes
- Examining any barriers that may impact, (on the grounds of gender, race and disability), employees advancing to more senior level posts and take positive action to remove them

- Consulting with Trade Unions and review the current mechanisms for consulting with all employees.

The Council will report annually on its progress and review its Equal Pay Policy Statement every two years.

The Director of Business Operations and Partnerships is responsible for implementing, monitoring and reviewing the operation of the policy across the Council and ensuring that due consideration is given to the resources required to achieve equal pay.

Pay Gap information

The gender pay gap is the difference in average pay between men and women in the workforce. It is different to equal pay, which means you must pay men and women the same for equal or similar work.

Under the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012, the Council, as a listed authority, must publish information on the percentage difference among its employees between men's average hourly pay (excluding overtime) and women's average hourly pay (excluding overtime). From 2017, the pay gap information was extended to include the equal pay gap between the following:

- Persons who are minority ethnic and persons who are not
- People who are disabled and those who are not

In these situations, as we have a significant number of employees in the workforce where this information about them is not known, these are not included in the calculation. Annual reminders are sent out to employees asking them to update their personal data, which includes ethnicity and disability information, to help us to produce a pay gap which is more accurate and reflective of the actual situation in the workforce and to allow us to identify actions to address the gaps. We are aware that the normal reasons for pay gaps can include the below points and we monitor these areas:

- Occupational Segregation, which is the distribution of employees across and within different occupations based upon demographic characteristics, most often gender.
- A lack of flexible working opportunities
- Discrimination in pay and grading structures

Gender pay gap

The gender pay gap has been calculated by totalling total basic pay for males and females and dividing by the total contracted hours. In 23/24 the gender pay gap increased slightly compared to the previous year.

The Council is part of a national initiative to ensure consistency in the calculation of pay gaps. We currently only include basic salary in the gender pay gap shown below. We are part of a pilot to include all fixed allowances, which are paid to employees based on their work patterns (excluding overtime). This calculation this would result in a reduction in our gender pay gap for 23/24 to around 4%.

Gender Pay Gap and Analysis

Year	Percentage Gap
23/24	4.9%
22/23	4.6%
21/22	5.71%
20/21	6.48%
19/20	6.32%

- The difference in pay is 4.9% which equates to an average of £1 difference per hour for male employees.
- The main reason for the pay gap is a high percentage of women in lower graded posts rather than the high percentage of males in higher graded posts.
- Our average salaries are some of the highest in Scottish Local Authorities, and our lowest grade point for LG is £12.82 based on April 2024 pay award. In comparison the 2024 Real Living Wage is £12 per hour and will increase to £12.60 per hour in our Council in April 2025.
- We do use the Scottish Joint Council's job evaluation scheme, which ensures jobs are evaluated fairly and doesn't evaluate roles based on gender.
- For LG there are males in receipt of higher salaries across LG grades compared to females in the same grade, however this is due to males either being in post longer and are therefore on a higher salary point within the grade, or they have joined the Council and been placed on a higher grade due to demonstrating they are already in receipt of a higher salary.
- There are pay gaps in the teacher pay scales, this is likely to be due to their pay being calculated differently as teachers (not probationers) may receive incremental progression through their pay structure which is based on individual experience.

Disability Pay Gap

The pay gap for 23/24 was 11.0%. The figure is calculated by excluding data which is unknown or prefer not to say. The pay gap in 22/23 was 10.7%. Therefore, there has been a slight increase in the pay gap compared with the previous year.

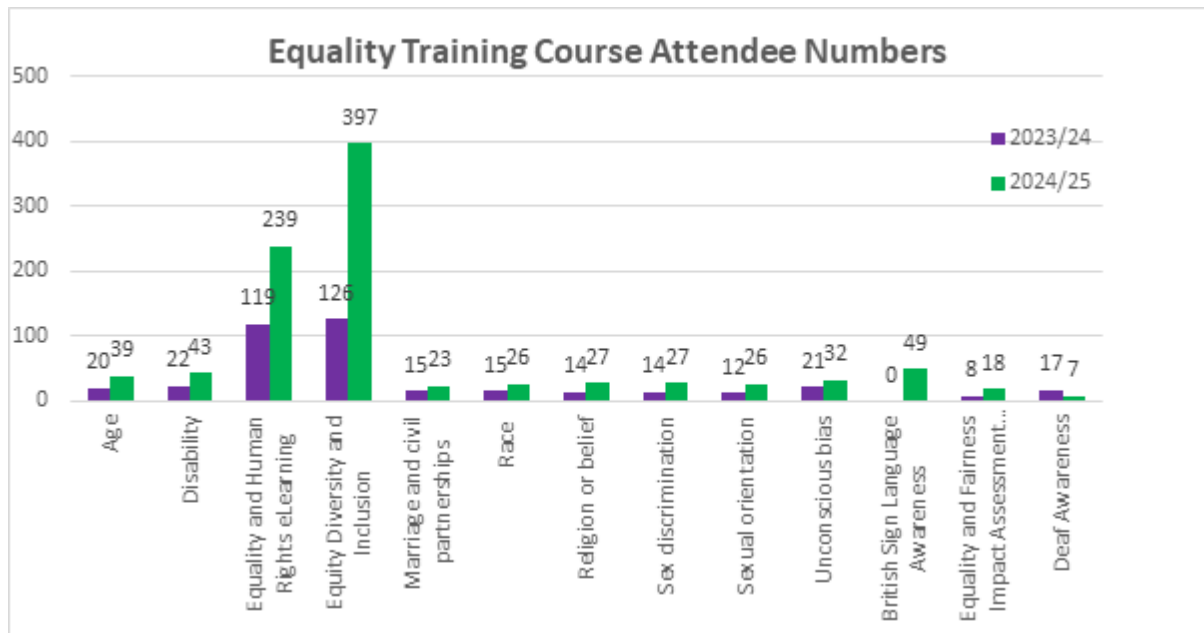
Ethnicity Pay Gap

The pay gap for 23/24 was 18.7%. The figure is calculated by excluding data which is unknown or prefer not to say. The pay gap in 22/23 was 17.3%. Therefore, there has been an increase in the pay gap compared to the previous year.

The Council recognises improvement is required in the Disability and Ethnicity Pay Gaps and will continue to encourage employees to disclose protected characteristics to help identify improvement actions that can be taken.

TRAINING DATA

The Council provides employees with a range of equality courses through a mixture of e-learning and classroom-based sessions. Equality and Human Rights training and Equality, Diversity and Inclusion training are recommended to all employees which is why the attendance numbers are higher.

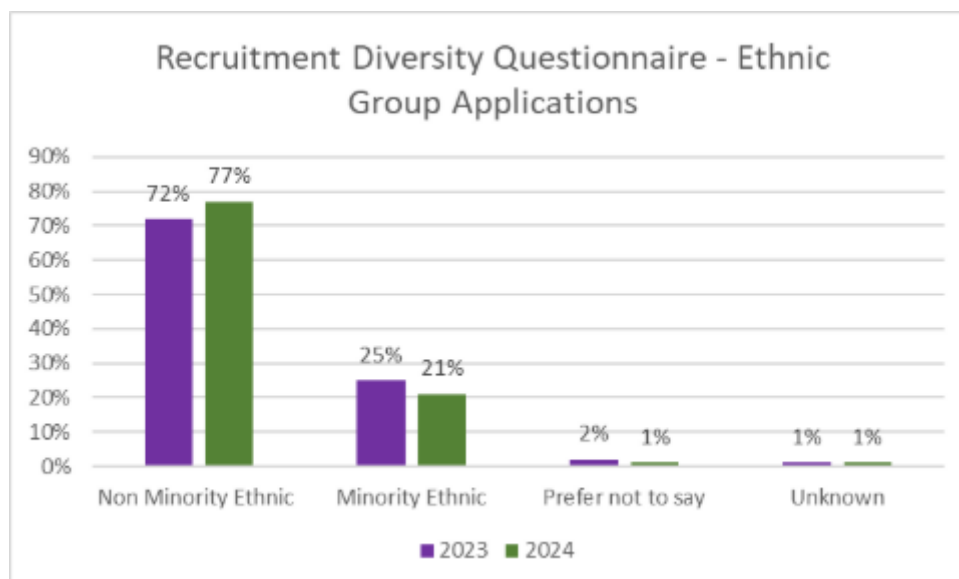


RECRUITMENT DATA

The following data was taken from our recruitment system Talentlink which is branded as My Job Scotland. Candidates applying for roles are asked to provide their equality data however it is not mandatory.

Ethnicity of Applicants

Based on the ethnicity of job applicants applying for roles, the percentage of minority ethnic applicants reduced by 4% between 2023 and 2024.



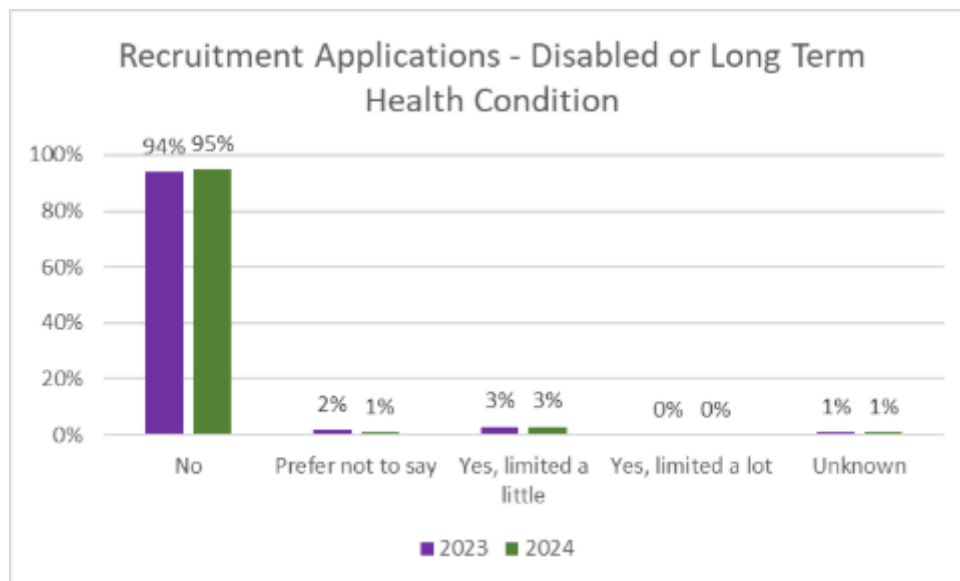
Ethnicity Applicants Hired

Based on the ethnicity of job applicants applying for roles, the percentage of minority ethnic applicants hired appears to have reduced from 13% to 9%. However, our overall percentage of minority ethnic employees has increased which means that more of our employees are disclosing their ethnic origin.



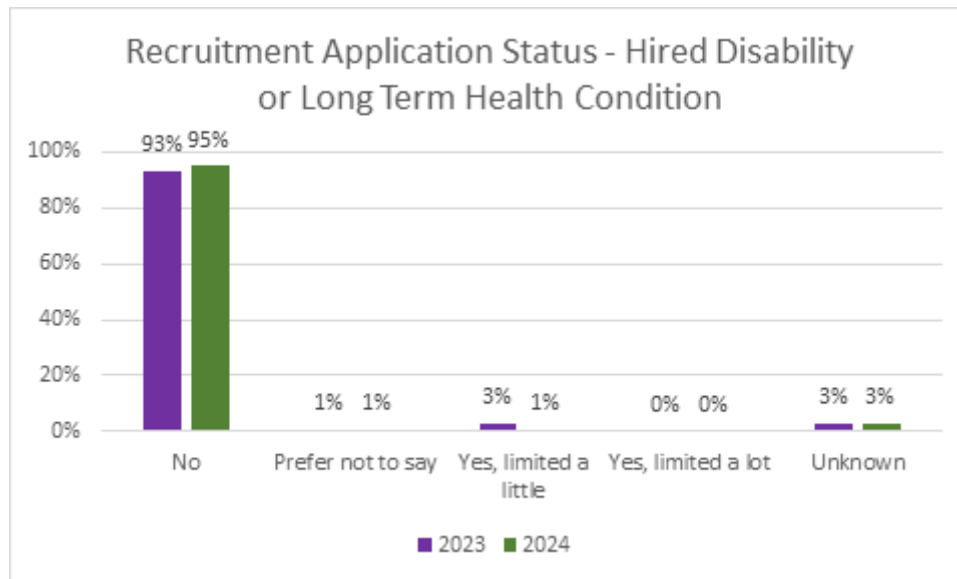
Disability Status of Applicants

Based on the disability status of job applicants applying for roles, the percentage of disabled applicants who informed us they are disabled remains unchanged at 3% between 2023 and 2024.



Disability Status of Hired Applicants

Based on the disability status of job applicants hired by the Council, the percentage of disabled hires appeared to reduce between 2023 and 2024 by 2% however the overall percentage of disabled employees has increased which we believe is due to better disclosure rates by employees.



Equality Outcomes

2025 - 2029



EQUALITY & HUMAN RIGHTS

Introduction

As we continue to advance our commitment to equality and inclusion, it is essential to establish clear and measurable outcomes that reflect our dedication to creating a fair and equitable environment for all. This document outlines our new equality outcomes, which are designed to address discrimination, advance equality of opportunities and foster good relations.

Our new equality outcomes are the result of extensive consultation with stakeholders, thorough analysis of current data, and a deep understanding of the unique challenges faced by different groups across East Renfrewshire. These outcomes are aligned with our broader strategic goals, set out in our vision document A Place to Grow, and are intended to drive meaningful change.

The following sections of this document will detail each of our new equality outcomes, the rationale behind them, and the specific actions we will take to achieve them. We will also outline how we will monitor progress and evaluate the impact of our efforts.

By setting these new equality outcomes, we reaffirm our commitment to fostering an inclusive culture where diversity is celebrated, and people from all backgrounds can flourish, thrive and live well.

Steven Quinn

Chief Executive, East Renfrewshire Council

Background

Equality outcomes should help us to meet our equality duties to:

- Eliminate unlawful discrimination, harassment and victimisation
- Advance equality of opportunity between people who share a relevant protected characteristic and those who do not
- Foster good relations between people who share a protected characteristic and those who do not.

The Equality and Human Rights Commission (EHRC) provide guidance on outcome setting, and this has supported us to identify and develop our outcomes. Critical to this is understanding the experiences of people from different protected characteristic groups. The new outcomes have been guided and developed by an engagement and evidence gathering process between September 2024 and January 2025. This included:

- **Desk Based Research:** We reviewed existing research findings including Citizens Panel surveys, NHSGGC Health and Wellbeing survey, Nomis, Stat-Xplore, Census Data 2022 and others.
- **Community Event:** We hosted an event which looked at the desk-based research findings and whether they provided a good reflection of life in East Renfrewshire based on their own experiences. Community representatives, including members of the Equality Forum, attended this event
- **Focus groups:** We attended several existing community groups to better understand the issues which were important to them. This included groups representing minority ethnic, older people, different faiths, youths, neurodiversity and LGBTQ+
- **Survey:** Between November 2024 and January 2025, we ran a public online consultation to identify what was most important for local people in terms of equalities. The survey was hosted online, with paper copies available, and was promoted via social media, digital notice boards, flyers and posters. We received 146 responses.

We presented the findings from these sources at two workshops - one with officers from the Council and HSCP and the other our Elected Members, IJB and Corporate Management Team. Together we shaped the following outcomes that will help us deliver our equality duties

OUTCOMES



1

There is equitable access to information and meaningful participation for all.



2

People are supported to age well with dignity.



3

Domestic abuse survivors are protected from further harm and abuse.



4

Our workforce, at all levels, better reflects the diversity of the local population, and our staff are culturally aware.



5

There is strong community cohesion among our diverse communities and people feel safe and included.



6

Individuals facing barriers have access to meaningful employment.

There is equitable access to information and meaningful participation for all

Link to General Equality Duties:

- ✓ Eliminate unlawful discrimination
- ✓ Advance equality of opportunity

Link to Place to Grow:

- Our communities will be stronger, more connected and collaborative and will be leading on solutions to support people to live well
- The voice of every child and young person will be heard and their rights recognised, respected and nurtured

Link to HSCP Strategic Plan:

- Our communities are resilient and there are better opportunities for health & wellbeing

WHY THIS IS A PRIORITY IN EAST RENFREWSHIRE

Some groups experience more barriers to accessing information or having their voices heard than others. People tell us they want to be able to have influence over decisions which affect them, but they also tell us that they feel they can't do this currently. Disabled people are most likely to feel disempowered, expressing a distrust with council decision-making processes and frustration with lack of involvement and influence.

We are increasingly seeing more services and support go online but digital exclusion means that certain groups, particularly older adults and those who speak English as an additional language can be left behind.

HOW WE WILL DELIVER THIS OUTCOME

We will take steps to improve access to information and participation, with a focus on the groups facing the most barriers. This includes:

- **Enhancing inclusive and accessible communications (IAC) across all services:** We will listen to feedback from people about the ways they want to communicate with us and take steps to meet these needs.
- **Taking a more pro-active and consistent approach to engagement aligned to decision-making;** We will involve people and listen to their views when making decisions which could impact on them and their families. We will develop processes and best practice in ensuring Children's Rights through our UNCRC implementation group.
- **Increasing employee awareness of the needs of different groups;** Through training, community engagement and a robust Equality Fairness and Right Impact Assessment process, our staff will be more aware of the diverse range of needs and be able to support people in the way which best suits them.

HOW WE WILL MEASURE THIS OUTCOME

We will gather data through the Citizens Panel around how people rate communications and whether they feel services are accessible to them. We will also look at perceptions of being able to influence decision making. Where possible, we will look at each of these by protected characteristic group. We will also look at the number of outputs on IAC resources e.g. BSL videos.

People are supported to age well with dignity

Link to General Equality Duties:

- ✓ Eliminate discrimination, harassment and victimisation
- ✓ Advance equality of opportunity
- ✓ Foster good relations

Link to Place to Grow:

- Our older population will be supported to live healthy, active lives and have opportunities to participate, contribute and thrive
- Our residents will have access to creative and vibrant cultural experiences and have opportunities to celebrate their diversity of heritage.

Link to HSCP Strategic Plan:

- Our communities are resilient and there are better opportunities for health & wellbeing

WHY THIS IS A PRIORITY IN EAST RENFREWSHIRE

There is an ageing demographic in East Renfrewshire; around 1 in 5 residents are aged 65 or older. Older people can often face double discrimination due to growing older with a protected characteristic, for example those ageing with a disability.

Just over 16% of our people are from minority ethnic backgrounds. We are seeing an increase in minority faith communities, particularly Muslim, Hindu and Sikh and it is important that we are culturally sensitive to the needs of people as they age particularly in relation to care.

Evidence at a national level tells us that ageing LGBTQ+ community are more likely to live alone and be isolated, and in some cases still carry the stigma and trauma of social and legislative discrimination.

This means the needs of our older people are becoming more varied, and therefore our services need to be adept and responsive to ensure they meet these needs, and that people can age well with dignity.

HOW WE WILL DELIVER THIS OUTCOME

Enabling people to age well with dignity requires action in a number of different areas:

- **Improving awareness of frontline employees;** We will work with frontline employees to increase awareness of different cultures, religions and other backgrounds to ensure staff are responsive to differing needs.
- **Improving community awareness;** We will run targeted awareness campaigns which promotes the diversity of our older population and challenges stereotypes
- **Encouraging local social support networks;** We will work with partners to consider the existing range of support networks, including intergenerational supports. We will monitor whether they meet the diverse range of needs, and help develop new networks as and when required.

HOW WE WILL MEASURE THIS OUTCOME

We will look at data from relevant surveys to monitor quality of life perceptions by age. We will also consider data around feelings of loneliness. And we will monitor local social support networks, including any changes in membership of existing groups and any establishment of new groups.

Domestic abuse survivors are protected from further harm and abuse

Link to General Equality Duties:

- ✓ Eliminate unlawful discrimination, harassment and victimisation

Link to Place to Grow:

- Health inequalities will have significantly reduced and residents will have routes out of poverty

Link to HSCP Strategic Plan:

- People are safe and protected

WHY THIS IS A PRIORITY IN EAST RENFREWSHIRE

Domestic abuse is a growing concern in East Renfrewshire. It is the main reason for referrals to Children and Families Social Work, making up a third of all referrals; and there is an increasing number of domestic abuse referrals to Adult Support and Protection Social Work.

Domestic abuse is a gendered issue, with women being significantly more likely to be subject to abuse than men. We know that there are high levels of coercive control and an increase in financial abuse, which increase women's vulnerability to homelessness and poverty.

Women from minority ethnic backgrounds and Disabled women are at an even higher risk of domestic abuse, and these numbers have also increased over recent years. Ethnic minority women and Disabled women can face multiple barriers to seeking help, making them even more vulnerable.

HOW WE WILL DELIVER THIS OUTCOME

When taking action to address domestic abuse, we need to take a range of actions each aimed at different elements of this complex issue. These include:

- **Increase the number of women empowered to report abuse;** We will run awareness raising campaigns of gender-based violence, and ensure women are aware of the referral pathways and supports available.
- **Increase employee awareness and ability to support victims;** We will provide domestic abuse induction training to all new employees make domestic abuse resource tools available, ensure employees are aware of the referral pathways and target money advice and right support for victims
- **Tackle the underlying causes of domestic abuse;** We will implement a domestic abuse perpetrator programme and implement gender-based violence prevention programme in schools

HOW WE WILL MEASURE THIS OUTCOME

We will monitor the changes in outcomes for women and children who have suffered domestic abuse. We will gather data on the number of people participating in training and programmes, and we will track the number of referrals to support services.

Our workforce, at all levels, better reflects the diversity of the local population, and our employees are culturally aware

Link to General Equality Duties:

- ✓ Eliminate unlawful discrimination
- ✓ Advance equality of opportunity

Link to Our People Vision:

- An organisation that promotes and values equality, diversity, inclusion and belonging
- Inspirational and effective leaders at all levels

Link to HSCP Strategic Plan:

- People are enabled to live healthy and fulfilling lives

WHY THIS IS A PRIORITY IN EAST RENFREWSHIRE

Creating a diverse and inclusive workplace is a top priority for us. This isn't just about legal compliance; it's about acknowledging and valuing our differences and treating everyone with fairness and respect. We believe that when people feel appreciated, valued, and supported, they can truly be themselves and perform at their best.

Scotland's councils are facing significant challenges in maintaining and developing workforce capacity caused by a range of factors including financial pressures; an ageing workforce; increased service demand; recruitment difficulties; differing population changes across the country; skills gaps and pay competition from other sectors.

Our current workforce profile does not reflect the local population profile in terms of diversity. The most recent census data tells us that around 16% of our residents are from minority ethnic backgrounds, compared with just over 5% of our staff. Around three quarters of our staff are female, and less than 3% of employees have a disability. Currently only a small number of employees record monitoring information so it is challenging to get a clear picture of the diversity of our workforce through employee data

HOW WE WILL DELIVER THIS OUTCOME

We will strive to attract a diverse range of applicants and become an 'employer of choice' in the local area. We will promote the varied range of roles and opportunities available and will ensure we provide the required learning and development to support staff to progress within our organisation.

We will focus on:

- **Inclusive recruitment policy and practice;** We will ensure our recruitment processes are fully inclusive and address any barriers which might exist
- **Increasing access to career pathways;** We will work with our leadership team to promote the importance and benefits of a diverse workforce, including at a promoted level
- **Improving retention of employees from minority groups;** We will identify actions, within financial constraints, to promote staff retention based on leaver data and existing staff feedback
- **Increasing knowledge of equality, diversity and inclusion issues amongst managers;** We will ensure our managers are educated about diversity, are culturally competent and empowered to support staff from all backgrounds

HOW WE WILL MEASURE THIS OUTCOME

We will use staff profile data to monitor changes in diversity over time. This will include looking at the profile of employees in leadership/promoted roles; the pay gap data; employee turnover levels; and the participation in equality and diversity training.

There is strong community cohesion among our diverse communities and people feel safe and included

Link to General Equality Duties:

- ✓ Foster good relations
- ✓ Eliminate harassment and victimisation

Link to Place to Grow:

- Our children and young people will experience love, safety, happiness and good physical and emotional health, have friends they can trust and hope for the future
- We will have attractive places that encourage wellbeing and strong community bonds
- Our residents will have access to creative and vibrant cultural experience and have opportunities to celebrate their diversity of heritage

Link to HSCP Strategic Plan:

- Our communities are resilient and there are better opportunities for health & wellbeing

WHY THIS IS A PRIORITY IN EAST RENFREWSHIRE

East Renfrewshire has an increasingly diverse population. Just over 16% of our people are from Minority Ethnic backgrounds, and a quarter of school pupils with over 70 languages spoken. The area is home to 13 faith groups, including the largest proportion of Jewish population in Scotland and growing populations of both Muslim and Hindu. East Renfrewshire is also considered one of the safest areas in Scotland, with one of the lowest crime rates in the country.

Recent global circumstances have spotlighted issues around community connections and people feeling safe, and we have recognised the impact of this in our local area. While we have a growing diverse population, some people don't feel a strong sense of belonging to their community or neighbourhood, or a sense of trust. And despite our low crime rates, some groups don't feel safe in their communities or at home.

HOW WE WILL DELIVER THIS OUTCOME

We want to celebrate East Renfrewshire as a diverse and inclusive place to live, and ensure all people living here feel safe, connected, involved and welcome within their local communities. We will work in partnership with the Equality Forum to take action in line with the current community need.

This will include:

- **Enhancing interfaith dialogue;** We will support those from different faiths and no faith to engage meaningfully and openly
- **Encouraging diverse representation across communities and forums;** We will identify and remove barriers which prevent or hinder people from having a voice in their community
- **Positive promotion of community safety;** We will better understand the basis of the safety concerns and work in partnership with communities to address these

HOW WE WILL MEASURE THIS OUTCOME

We will look at data from our Citizen's Panel survey to monitor how people are feeling about their sense of belonging and feelings of safety. In particular, we will look at this for underrepresented groups. Where possible, we will also gather data about who is participating in relevant groups and forums.

Individuals facing barriers have access to meaningful employment

Link to General Equality Duties:

- ✓ Eliminate unlawful discrimination
- ✓ Advance equality of opportunity

Link to Place to Grow:

- We will have strong, diverse local businesses, encouraging investment, developing skills and providing a wide range of fair work opportunities
- Achievement will continue to improve in all our establishments, with every child and young person in East Renfrewshire learning successfully and being well prepared for their future

WHY THIS IS A PRIORITY IN EAST RENFREWSHIRE

East Renfrewshire is a desirable place to live and attracts a diverse group of people. We have the highest proportion of young people in Scotland and also one of the highest populations of people living with one or more long-term health conditions.

Young people and Disabled people are more likely to face barriers to employment. For young people, this can include a lack of post-university career opportunities locally or a lack of beyond school pathways for those who choose not to enter further or higher education. For Disabled people, this means being significantly less likely to be employed than those without a disability, or that that employment is limited to lower-paid jobs.

Businesses in East Renfrewshire are mainly small, and do not employ a large number of people, therefore, local job prospects are limited. A lack of suitable jobs opportunities means our young people and Disabled people can face disadvantage in accessing meaningful employment.

HOW WE WILL DELIVER THIS OUTCOME

To address this outcome, we will look at both the employability supports offered and the local economic profile. Specifically:

- **Continuing to deliver specialist employability programmes;** Through the No-one Left Behind programme, we will offer employability supports to young people and Disabled people
- **Working to promote good quality, meaningful employment opportunities;** As a local employer, we will lead by example to consider and promote a varied range of employment opportunities, within budgetary limitations. We will also engage with local businesses and encourage them to do the same.
- **Directing and targeting support to young people;** Through the Positive Pathways/Youth Employability programme, we will support young people to achieve positive and sustainable post school destinations

HOW WE WILL MEASURE THIS OUTCOME

We need to acknowledge that for many young people and Disabled people, the move into meaningful work can take some time and may not be reflected in overall employment rates. Therefore, we intend to monitor short-term changes such as: the number of Disabled Work East Ren clients entering employment and the number of positive outcomes for those engaged in Specialist Employability programmes.

Summary of activities

Outcome	Activities
There is equitable access to information and meaningful participation for all	Enhancing inclusive and accessible communications across all services
	Taking a more pro-active and consistent approach to engagement aligned to decision-making
	Increasing staff awareness of the needs of different groups
People are supported to age well with dignity	Improving awareness of frontline staff
	Improving community awareness
	Encouraging local social support networks
Domestic abuse survivors are protected from further harm and abuse	Increasing the number of women empowered to report abuse
	Increasing staff awareness and ability to support victims
	Tackling the underlying causes of domestic abuse
Our workforce, at all levels, better reflects the diversity of the local population, and our employees are culturally aware and competent	Inclusive recruitment policy and practice
	Increasing access to career pathways
	Improving retention of employees from minority groups
	Increasing knowledge of equality, diversity and inclusion issues amongst managers
There is strong community cohesion among our diverse communities and people feel safe and included	Enhancing interfaith dialogue
	Encouraging diverse representation across communities and forums
	Positive promotion of community safety
Individuals facing barriers have access to meaningful employment	Continuing to deliver specialised employability programmes
	Working to promote good quality, meaningful employment opportunities
	Directing and targeting support to young people

Summary of indicators

Outcome	Indicator
There is equitable access to information and meaningful participation for all	Rating of communication with ERC/HSCP
	%age of Disabled people who agree they can influence decisions affecting their local area
	No. of outputs of IAC resources
People are supported to age well with dignity	Adults feeling lonely in the past week
	Quality of life perceptions
Domestic abuse survivors are protected from further harm and abuse	%age change in women's domestic abuse outcomes
	Participation in training and programmes
	Number of referrals to services
Our workforce, at all levels, better reflects the diversity of the local population, and our staff are culturally aware and competent	%age of minority ethnic staff in leadership grade roles
	%age of Disabled staff in leadership grade roles
	Participation in E&D training
There is strong community cohesion among our diverse communities and people feel safe and included	%age who feel a sense of belonging to community
	%age who feel their neighbourhood is a safe place to live
Individuals facing barriers have access to meaningful employment	Number of Disabled Work East Ren clients entering employment
	Number of positive outcomes for those engaged in Specialist Employability Programmes

EAST RENFREWSHIRE COUNCIL23 April 2025Report by Director of Business Operations & Partnerships'A PLACE TO GROW' UPDATE AND YEAR 1 DELIVERY PLAN**PURPOSE OF REPORT**

1. The purpose of this paper is to ask Council to agree the first-year delivery plan (2025/26) for 'A Place to Grow', the Council and Community Planning Partnership's vision for East Renfrewshire by 2040, and to set out how this will progress further over the coming months.

RECOMMENDATIONS

2. Council is asked to:
- a) Note the progress to share 'A Place to Grow' with stakeholders and develop a delivery plan in line with its vision and ambition;
 - b) Agree the year-one delivery plan and measurement framework attached at Annex 1 and 2, replacing the previous 'Outcome Delivery Plan' (ODP) and introducing a new "Organisational Healthcheck" section, noting that these will continue to evolve over the coming year and beyond; and
 - c) Note that work is ongoing to develop Community Planning Partnership (CPP) leadership and governance structures to oversee delivery of the plan.

BACKGROUND & RECENT PROGRESS

3. The Council approved the new 15-year strategic vision, 'A Place to Grow' in September 2024. This serves as East Renfrewshire's Community Plan, having been shaped by broad-based community engagement and developed alongside our community planning partners. It was approved by the Community Planning Partnership (CPP) Board in October 2024.

4. This report sets out the start of the 15-year journey to deliver 'A Place to Grow'. Our approach will iterate and evolve over the coming months and years. The approach set out below should be seen as the start of that journey.

5. The vision document is built on three pillars, a future where:

- Our Children and Young People Flourish
- Our Communities and Places Thrive
- We all Live Well

6. Since the plan was approved, work has been ongoing to share and promote 'A Place to Grow' with a range of stakeholders, including our employees, pupils, parent councils and various community stakeholders.

7. The next stage of this engagement work will be a Community Conference in Carlibar Primary School on Saturday 26 April 2025 at 11:00 a.m.

8. 'A Place to Grow' has been well received. A launch video was produced and has received over 1,200 views since the plan was publicly launched in December. The plan was also cited as a strength in the Council's recent, very positive, Best Value Audit report by the Accounts Commission.

9. The plan is built around East Renfrewshire's key attributes, opportunities and challenges. Each pillar outlines our ambitions for the area and has sections referred to as 'lifting' that represent our partnership commitment to tackling inequalities and reducing the barriers that some of our residents experience so that there is equity for all. The 'Lifting' sections serve as the statutory Local Outcome Improvement Plan required by the Community Empowerment Act, 2015. This will enable East Renfrewshire to fulfil its statutory duties while also streamlining and simplifying the reporting landscape.

RATIONALISATION OF PLANS & STREAMLINING OF REPORTING

10. 'A Place to Grow' is a long-term strategic vision, not a target-based document nor detailed costed-plan. It will be a live document that remains relevant by being periodically reviewed and updated in response to local, national and global developments and events. 'A Place to Grow' replaces and combines the Community Planning Partnership's previous Community Plan and the statutory Local Outcome Improvement Plan (LOIP), called FairER. It also replaces the Council's previous vision called 'Vision for the Future'.

11. While 'A Place to Grow' is not a target-based document it will be underpinned by a new delivery plan and measurement framework that will replace the Council's 'Outcome Delivery Plan' (ODP) as well as the Community Plan and LOIP as set out above. There have been several partnership workshops and significant interaction with Council departments/services and community planning partners since 'A Place to Grow' was approved, to develop the key activities and measures that will form the initial delivery plan. This has identified the need for new measures, some of which, do not currently exist. Considering the radical change from the previous planning framework to 'A Place to Grow' it has become clear that today's iteration of the delivery plan is about laying the foundation for future success by exploring further targeted insights, developing new ways of working and creating new ways to measure what matters.

12. The previous reporting arrangements meant that multiple similar reports were put before members to meet statutory reporting arrangements or to draw a clear distinction between partnership activities, targets and measures and Council-specific activities, targets and measures.

13. To streamline this complex reporting landscape, future iterations of the new delivery plan will have a marker to indicate whether the action or target is 'partnership' or 'ERC-only'.

14. In this version, activities and measures have a 'U' or 'L' marker. The **U** is for 'Universal', intended or expected have a broad-based benefit for all people of East Renfrewshire. The **L** indicates it is part of the 'lifting' or equity activities, measures and targets. Our 'Lifting' activities and measures are where we will be working in partnership to tackle the inequalities and barriers that some people face. This may be due to poverty or trauma or living with a disability or long-term condition. This reduces the need for elected members or communities to digest and scrutinise numerous, very similar reports, covering similar activities and measures towards the same outcomes.

Measuring and telling the story of our progress

15. 'A Place to Grow' requires changes to the way that individual measures are reported. Previously, measures were reported individually, each with its own update and treated in isolation. Individual measures often do not tell the whole story, especially for a vision as broad-

based as 'A Place to Grow' which has a 15-year horizon. Measures can provide different 'signals' and can sometimes miss the impact of the qualitative experience and, when taken on their own, fail to convey the nuanced picture.

16. Measuring the impact of 'A Place to Grow' is intended to be more holistic and will iterate over time. This means grouping measures together and utilising qualitative data and case studies to tell the story in a rounded, meaningful way. Measures will be grouped into families that, taken together, with appropriate case studies, give a more balanced, richer picture tied to our shared strategic ambitions. New measures and ways of measuring progress are expected to emerge, and some traditional measures may become less useful and no longer be reported. The timing of reporting progress across a 15-year period may mean that some aspects are not suited to 6 or 12-monthly reporting and may require longer reporting cycles. This will be addressed on a case-by-case basis.

17. Overall, the measures framework will utilise four categories:

Tracking Measures	These are high-level measures that are very useful for providing an overview of what is happening across East Renfrewshire and can signal where there is local need. These are often not in our direct control, and we have little or no influence over them.
Outcome Measures	These are measures that tell us the difference being made to communities. We may not have full control of them but have some levers to influence them. We may seek to give a direction of travel on these e.g. increase or decrease.
Target measures	These are measures we can influence and utilise Specific Measurable Achievable Realistic and Time-bound (SMART) targets.
Qualitative Measures	These are case studies or user stories that go beyond the numeric reporting and tell the richer more nuanced story of the work that the Council and partners are doing and its impact on local people, places, businesses and communities.

18. This first iteration of the delivery plan has focussed on the initial tracking and outcome measures. These will give elected members a flavour of what to expect in update reports but will be refined further over the coming months as we seek to balance the volume of measures, quality of insights they provide and the requirements of statutory duties.

19. For example, a useful illustration of possible family measures around safety would not be limited to, but may include crime-rates per 100,000 people, local authority ranking and 'fear of crime'. The measures would be evaluated in-the-round using case studies and qualitative feedback and be reported with a broad self-evaluative statement on how we are doing against the 'A Place to Grow' priorities (listed below) and giving potential areas for improvement activity.

20. Today's draft delivery plan is a 1-year transitional plan. It is organised around the three pillars. The new delivery plan has actions and measures organised around the priorities of the three pillars listed below.

Our children and young people flourish	Our communities and places thrive	We all live well
Our children and young people will experience love, safety, happiness, good physical and emotional health, have friends and adults they trust, and hope for the future.	We will have well-designed and sustainable housing options, with more affordable homes.	Our communities will be stronger, more connected and collaborative and will be leading on solutions to support people to live well.
Achievement will continue to improve in all our establishments, with every child and young person in East Renfrewshire learning successfully and being well prepared for their future.	We will have strong, diverse local businesses, encouraging investment, developing skills and providing a wide range of fair work opportunities.	Health inequalities will have significantly reduced, and residents will have routes out of poverty.

Children and young people facing challenges and disadvantage will be supported as early as possible in a compassionate and aspirational way that builds on their strengths.	We will have attractive places that encourage wellbeing and strong community bonds.	Our older population will be supported to live healthy, active lives and have opportunities to participate, contribute and thrive.
The voice of every child and young person will be heard and their rights recognised, respected and nurtured	We will have a modern digital infrastructure to keep our residents, communities and businesses connected, able to innovate and make the most of new technological advances.	Our residents will be enabled and empowered to make healthier choices and have access to high-quality sport and physical activities and facilities.
	We will have a network of accessible and connected active travel routes and public transport, providing easy access to work, services, leisure and play.	Our residents will have access to creative and vibrant cultural experience and have opportunities to celebrate their diversity of heritage.
	We will be working together to achieve net zero carbon emissions, protect our natural spaces, encourage biodiversity and be well prepared for climate challenges	Life-long learning will be valued and available to all

21. Each Pillar has a section with the priority outcomes and the initial actions that will help us deliver the outcomes - ***“What we will do”***. Below that is a section with the measures we will use to “know we are making progress”. These include population-level tracking or outcomes measures such as life expectancy or child poverty, which we may not be able to directly impact, however with the sum of all our partnership efforts and activity, we would hope to see improvement over the long-term. We also have measures on how we are performing as a Community Planning Partnership to ensure the best outcomes for our people, and measures to help understand how people feel about living in East Renfrewshire and the services they receive.

22. ‘A Place to Grow’ has a strong long-term focus on prevention and early intervention. This plan is being delivered in a time of financial challenge and uncertainty. In recent years there has been pressure to focus only on what are seen as essential or critical services. However, evidence shows that by focusing resources on preventative measures and early intervention that we can deliver better health and wellbeing outcomes for all people and ultimately reduce demand on the frontline services that people require when they face crisis.

23. Strong cross-party, partnership and community support has been essential to developing the ambitions and priorities of ‘A Place to Grow’. The priorities set out have been shaped in genuine partnership, however they require continued commitment from all stakeholders and parties to realise them. It is crucial that this is not solely seen as a Council plan. As we continue to further develop the delivery plan, the next stage of work, over the coming months, will involve establishing strong leadership and governance structures within the CPP to maintain the integrity of the core ambitions and deliver this vision.

COUNCIL - CUSTOMER & ORGANISATIONAL HEALTH CHECK

24. As set out above, the new delivery plan is replacing the previous Outcome Delivery Plan (ODP). The ODP was the Council’s contribution to the Community Plan and the LOIP. It also served to report the Council’s annual performance as it related to our own customers, people (employees) and efficiency (finance and governance). This is now being replaced by a new ‘Organisational Health Check’ section.

25. The Organisational Health Check is about what kind of organisation the Council needs to be to deliver ‘A Place to Grow’ and tracking our progress on that journey. The section is comprised of Customer, People, Transformation, and Finance and Corporate Governance themes.

26. Each of the areas within the Organisational Health Check follows the same design-principles as the rest of the delivery plan. Each component has a high-level outcome statement, key activities and family of qualitative and quantitative measures.

27. This approach ensures we maintain a strong 'golden thread' across plans and strategies. Customers will capture how well we are delivering for our residents; what their customer experience looks like and how they are contacting us across a range of methods (including via online services). The People component allows us to report progress on our People Strategy, which is about the Council's employees and our drive towards becoming a learning organisation. Transformation will link to the new Transformation Strategy which is currently in development and will link to the outcomes of this year's Best Value thematic focus by external auditors. Finally, the Finance and Corporate Governance component of the Organisational Healthcheck will help to ensure that our physical, information and financial assets are efficiently managed.

GOVERNANCE

28. The new delivery plan will shape the type of organisational culture, service objectives, employee skills and capabilities and activities we need to successfully deliver 'A Place to Grow'. As set out above, this links strongly to the new People Strategy, the Council's three values (ambition, kindness and trust) and capabilities (prevention, empowering communities and digital change), leadership and digital transformation plans and help to ensure the Council meets its statutory best value requirements.

FINANCE AND EFFICIENCY

29. 'A Place to Grow' strategic vision is not a detailed costed plan therefore does not have any financial costs attached to it. It will however be integral to the Council's and Community Planning Partners' financial planning going forward with Council budget and capital commitments clearly aligning to the three strategic pillars.

CONSULTATION & PARTNERSHIP WORKING

30. 'A Place to Grow' has been developed through an extensive consultation and engagement process and the development of the delivery plan has been shaped by partners and Council services. The community conference planned for Saturday 26 April will further help us shape and develop delivery plans and measures for future years and will be the first of a series of engagement events over the lifetime of the document.

IMPLICATIONS OF THE PROPOSALS

31. An Equality, Fairness and Rights Impact assessments has been completed and [published](#), as required, for the Place to Grow Delivery Plan. This has identified positive impacts on protected characteristic groups, socioeconomic disadvantage and the Rights of the Child (UNCRC).

RECOMMENDATIONS

32. Council is asked to:

- a) Note the progress to share 'A Place to Grow' with stakeholders and develop a delivery plan in line with its vision and ambition;

- b) Agree the year-one delivery plan and measurement framework attached at Annex 1 and 2, replacing the previous 'Outcome Delivery Plan' (ODP) and introducing a new "Organisational Healthcheck" section, noting that these will continue to evolve over the coming year and beyond; and
- c) Note that work is ongoing to develop Community Planning Partnership (CPP) leadership and governance structures to oversee delivery of the plan.

Director of Business Operations & Partnerships
April 2025

REPORT AUTHORS

Jamie Reid, Head of Communities and Transformation, Business Operations and Partnerships
Julie Breslin, Strategy and Partnerships Manager, Business Operations and Partnerships

BACKGROUND PAPERS

- [A Place to Grow Strategic Vision & Community Plan, Council, 11 September 2024](#)
- [Vision for the Future, Council, 13 December 2023](#)
- [Vision for the Future, Council, 28 June 2023](#)

EAST RENFREWSHIRE A PLACE TO GROW

Delivery Plan 2025/26

our vision for East Renfrewshire is a place where . . .

our children
and young people
flourish

our communities
and places
thrive

we all
live well



Introduction

This is the delivery plan for the Place to Grow vision which sets out our shared hopes and aspirations between now and 2040 so that in East Renfrewshire:

- **children and young people flourish**
- **communities and places thrive; and**
- **we all live well.**

Under these three pillars we have a set of outcome priorities to help us achieve our vision. This delivery plan presents key partnership and strategic actions against each priority outcome that will help us bring about meaningful change for our communities. We have also developed a family of measures that will tell us if we are making progress towards our priority outcomes. Measuring the impact of 'A Place to Grow' is intended to be more holistic and will evolve over time. This means grouping measures together and using qualitative data and case studies to tell the story in a more rounded, meaningful way.

It is crucial that this plan is delivered in partnership so that we can pool resources, expertise and knowledge to have maximum impact. We will work in genuine collaboration and partnership with our communities, public sector partners and the voluntary and business sectors to create solutions together, and this will involve collective commitment and accountability.

How the plan is laid out

The plan is structured under each pillar however it is important to emphasise the strong synergy and interdependence between the three pillars. Where an action or measure is placed in one pillar it does not mean it will not influence or impact another.

Pillar 1

focuses on creating a community where all children and young people can flourish through our schools, services, community groups, sports, culture and leisure centres and most importantly within their own family home or with those who are caring for them.

Pillar 2

is about ensuring we can all live in a place that supports our wellbeing. It is about having the right homes, a healthy local economy, good transport links and an environment that people are proud to live in and take care of.

Pillar 3

is the ambition that we can all live and age well in East Renfrewshire. It is about ensuring our communities and third sector partners are empowered to lead on solutions for change and good health and we work together to reduce health inequity and poverty. It is about celebrating the diversity of East Renfrewshire.



Under each pillar there is a section with the priority outcomes and the actions that will help us deliver the outcomes - ***“What we will do”***

Below that is a section with the measures we will use to ***“know we are making progress”***. These include population-level measures such as life expectancy or child poverty which we may not be able to directly impact, however with the sum of all our partnership efforts and activity, we would hope to see improve over the long-term. We also have measures on how we are performing as a Community Planning Partnership to ensure the best outcomes for our people, and measures to help understand how people feel about living in East Renfrewshire and the services they receive.

Measures will be grouped into families that, when taken together, with descriptive case studies, provide a more balanced, richer picture tied to our shared strategic ambitions. New measures and ways of measuring progress are expected to emerge, and some traditional measures may become less useful and no longer be reported. Some of the population-level measures may show little change in the short-term so we may not report on them as frequently.

Each activity and measure has a letter **U** or **L** beside it.

U is for **Universal** and
L is for **Lifting**.

If it is **‘Universal’** it is for everyone living and working in East Renfrewshire.

Our **‘Lifting’** activities and measures are where we will be working in partnership to tackle the inequalities and barriers that some people face. This may be due to poverty or trauma or living with a disability or long-term condition. The ‘Lifting’ activities and measures are our Local Outcome Improvement Plan required by the Community Empowerment Act, 2015.



Pillar 1

Our ambition for East Renfrewshire is that **every child and young person**, regardless of background or circumstance, will **fully flourish** on their journey to adulthood.



Key Leads and partnerships

Improving Outcomes for Children and Young People Partnership, CLD Partnership, East Renfrewshire Council (ERC), HSCP and Voluntary Action East Renfrewshire (VAER), Barrhead Housing Association, Local Employability Partnership.

Outcome Priority

What we will do (Universal- U, Lifting- L)

Our children and young people will experience love, safety, happiness, good physical and emotional health , have friends and adults they trust, and hope for the future.	Create a better understanding of how children and young people are experiencing love/happiness through developing an outcome measure tool.	U
	Develop a Multi-Agency Parenting Strategy to support families around key child development needs and milestones that includes a specific focus on supporting parents of children with Additional Support Needs and neurodiverse children and young people.	U/L
	Create a baseline of child health and wellbeing measures for target groups.	L
Achievement will continue to improve in all our establishments, with every child and young person in East Renfrewshire learning successfully and being well prepared for their future .	Support our children and young people to know themselves as learners, equipping them with the skills for learning, life and work.	U
	Design a curriculum in partnership, that is based on the needs of our community and ensures all children and young people can flourish.	U
	Ensure equity of access to wider achievement opportunities for targeted groups in community settings.	L
	Strengthen our whole family support for families with children and young people with additional support needs by empowering families and third sector organisations.	L
	Direct and target support to young people at risk of not achieving a positive or sustainable post school destination.	L

Outcome Priority

139

What we will do (Universal- U, Lifting- L)

<p>Children and young people facing challenges and disadvantage will be supported as early as possible in a compassionate and aspirational way that builds on their strengths.</p>	<p>Ensure that all partners understand and deliver key responsibilities linked to The Promise including:</p> <ul style="list-style-type: none"> tracking of experience and outcomes for care experienced children and young people; providing opportunities for engagement and participation; early intervention of whole family support; and providing a secure home and community connections to care experienced young people helping them to live successfully in their community. 	U
	<p>Work in partnership to respond to the needs of children and young people, particularly those at risk from harmful behaviours, through targeted prevention and early intervention programmes that support their wellbeing, sense of belonging and responsibility to their local community.</p>	L
	<p>Strengthen our strategic focus to reducing child poverty through using data to understand the multiple factors of poverty and target interventions.</p>	L
	<p>Ensure access to high quality support networks and facilitate community-based resources for families of children with complex needs through strengthening community groups and the third sector.</p>	L
<p>The voice of every child and young person will be heard and their rights recognised, respected and nurtured</p>	<p>Strengthen and embed approaches to ensure that we work in partnership with and actively involve children and young people in decisions that may affect them and have effective systems in place to collate and share this information.</p>	U
	<p>Strengthen our capacity and expertise to create a consistent approach to child friendly communications across the Council and wider partnership.</p>	U
	<p>Deliver training to equip our workforce to engage with children and young people from key equity groups e.g. children with additional support needs and care experienced children and young people.</p>	L
	<p>Enhance our technology and tools to support child friendly communication in different forms.</p>	L

We will know we are making progress by:

Outcome Priority	Indicator Universal or Lifting (U/L)	Aim to
Our children and young people will experience love, safety, happiness, good physical and emotional health , have friends and adults they trust, and hope for the future.	% of children meeting their developmental milestones by start of P1 by SIMD area.	U/L Increase
	Child healthy weight in primary 1 by SIMD area.	L Track
	Exclusive breastfeeding at 6-8 weeks in 15% most deprived SIMD data zones.	L Increase
	% of children with child protection plans assessed as having increase in their level of safety.	L Increase
	<i>These are potential measures that we can develop over time as part of a family of measures. Included for indicative purposes only at this stage</i>	
	% of homes with child play spaces within 5-minute walk (via GIS)	U Tracking
	Happiness measure	U Tracking
	BeWell Survey - wellbeing/resilience/connectedness	U/L Tracking
	Whole Family Wellbeing Scale (Parents/carers accessing holistic family support indicate improvement in wellbeing)	L Increase
	Active Schools participation rate by SIMD schools and for key equity groups	L Increase
	% participation and impact of parenting programme	L Tracking

Outcome Priority	141 Indicator Universal or Lifting (U/L)	Aim to
Achievement will continue to improve in all our establishments, with every child and young person in East Renfrewshire learning successfully and being well prepared for their future .	% of P1, P4 and P7 pupils combined achieving expected CFE level in literacy.	U Increase
	% of P1, P4 and P7 pupils combined achieving expected CFE level in numeracy.	U Increase
	Annual Participation Measure: 16-19-year-olds participating in education, employment or training.	U Increase
	Number of awards achieved by YP through school and community and number of C&YP achieving awards.	U Increase
	<i>These are potential measures that we can develop over time as part of a family of measures. Included for indicative purposes only at this stage.</i>	
	Number of volunteer placements for young people.	U Increase
	% of vulnerable children and young people (poverty, ASN and care experienced) accessing sport and physical activities holiday camps / activities.	L Increase
Children and young people facing challenges and disadvantage will be supported as early as possible in a compassionate and aspirational way that builds on their strengths .	Literacy attainment gap (P1,4,7 combined) - percentage point gap between the least deprived and most deprived pupils.	L Decrease
	Numeracy attainment gap (P1,4,7 combined) - percentage point gap between the least deprived and most deprived pupils.	L Decrease
	% of children living in poverty.	L Decrease
	% of Looked-After children being looked after at home.	L Increase
The voice of every child and young person will be heard and their rights recognised, respected and nurtured .	% of pupils indicating their voice is heard.	U Increase
	Case studies that demonstrate care-experienced voice and where young people have had led or influenced.	U Tracking

Pillar 2

We will be an **inclusive, connected and green place**, with a **fair, sustainable and healthy local economy**, that our residents are proud to call home.



Key Leads and partnerships

ERC, Barrhead Housing Association, Local Housing Steering Group, Homelessness Prevention Partnership, Glasgow City Region, Skills Development Scotland, Scottish Enterprise, Chamber of Commerce, BIDS (Clarkston, Giffnock and Barrhead), Business Gateway, East Renfrewshire Culture and Leisure Trust (ERCL), Local Employability Partnership.

Outcome Priority

What we will do (Universal- U, Lifting- L)

We will have well-designed and sustainable housing options, with more affordable homes	Work in partnership with social housing providers to create a deeper understanding around what is important to residents in terms of their housing needs and homes designed for the future.	U
	Increase the range of housing supply including smaller homes for first time buyers and downsizers as well as family homes, within the land supply available.	U
	Develop approaches to creating more movement in the housing system through: <ul style="list-style-type: none"> increasing temporary accommodation; implementing an empty home strategy; right-size housing; and revision of housing allocation policy. 	L
	Explore and target homelessness prevention.	L
We will have strong, diverse local businesses , encouraging investment , developing skills and providing a wide range of fair work opportunities.	Develop and deepen our relationships with local businesses to ensure that new start and existing businesses can flourish.	U
	Work with Glasgow City Region to secure future investment aligned to the strategic priorities of a Place to Grow.	U
	Increase commitment and opportunities for Fair Work principles to be embedded by local employers, businesses and the Council's procurement supply chain.	L

**Outcome
Priority**

143

**What we will do
(Universal- U, Lifting- L)**

We will have attractive places that encourage wellbeing and strong community bonds .	Develop our approach to how new developments and places will be built, taking account of the needs, identity and character of a local area to ensure wellbeing and strong community connections.	U
	Supporting the development of our land and buildings to maximise economic, social and environmental benefits for local communities.	U
	Align findings and priorities from engagement with our communities to target investment for regeneration and work together to explore funding opportunities for strategic partnership commitments. e.g. Brighter Barrhead, Locality Plans, Local Action Plans, BHA tenant surveys etc.	U
	Use data from police data/dashboards to allow us to identify heat-spots and areas of concern in terms of anti-social behaviour and higher crime rates to provide evidence for targeting resources.	U
We will have a modern digital infrastructure to keep our residents, communities and businesses connected , able to innovate and make the most of new technological advances.	Support and enhance digital inclusion and economic development through mapping of fibre and 5G coverage across East Renfrewshire.	U
	Strengthen our work and learnings from the Smart and Connected Spaces Programme to support the use and development of digital infrastructure.	L
We will have a network of accessible and connected active travel routes and public transport , providing easy access to work, services, leisure and play.	Strengthen our local and inter-regional transport network options and services to enable our communities to connect, work and play sustainably.	U
	Engage with community and regional transport partners to ensure that our transport network is inclusive for all communities, addressing identified areas with poor transport connections.	L

Outcome Priority

144

What we will do (Universal- U, Lifting- L)

We will be working together to achieve net zero carbon emissions , protect our natural spaces, encourage biodiversity and be well prepared for climate challenges.	Participate in national networks to make a case for realistic and sustainable funding to deliver Net Zero and support retrofitting initiatives.	U
	Progress delivery of Get to Zero Action Plan.	U
	Create a Biodiversity Action Plan for East Renfrewshire to protect our local species and habitats.	U
	Work with Climate Ready Clyde partners in the delivery of our shared vision and Glasgow City Region Climate Adaptation Action Plan.	U
	Work together to strengthen and sustain East Renfrewshire's Climate Action Hub to tackle and prepare for climate change in our communities.	L
	Enhance our knowledge and application of engineering solutions, new standards and technology that deliver heat decarbonisation and energy efficiency in our homes and buildings.	L

We will know we are making progress by:

Outcome Priority	Indicator Universal or Lifting (U/L)	Aim to
We will have well-designed and sustainable housing options , with more affordable homes .	Housing Affordability Ratio (Average House Price / Gross Disposable Household Income per head)	U/L Tracking
	Number of dwellings per hectare (SHCS) (in new developments only and long-term indicator)	U Tracking
	Average length of time in temporary accommodation	L Decrease
We will have strong, diverse local businesses , encouraging investment , developing skills and providing a wide range of fair work opportunities.	Total Gross Value Added (GVA)	U Increase
	% of Procurement spend spent on local enterprises	U Increase
	% Employment in low paid sector/adults earning less than the Real Living Wage	L Decrease
	Differentiation between average earnings per week of people who live in East Renfrewshire against people who work in East Renfrewshire	L Decrease
	% of people unemployed	L Decrease
	<i>These are potential measures that we can develop over time as part of a family of measures. Included for indicative purposes only at this stage</i>	
	<i>Number of local businesses and employers paying the Real Living Wage</i>	L Increase
	<i>A measure of income spent locally</i>	U Tracking

Outcome Priority	146 Indicator Universal or Lifting (U/L)	Aim to
We will have attractive places that encourage wellbeing and strong community bonds .	% of residents who are satisfied or very satisfied with East Renfrewshire as a place to live- Citizens Panel	U/L Increase
	% of residents who strongly agree or agree they have a strong sense of belonging to their community- Citizens Panel	U/L Increase
	% of adults who agree/strongly agree that there are places to meet up and socialise in their neighbourhood- SHS	U Increase
	Total vacant and derelict land	U Decrease
	% of homes within 10-minute walk of good quality greenspace (by neighbourhood)	U/L Increase
	Number of crimes per 10,000 population	U Decrease
	Perceptions of Local Crime Rate- (SHS)	U Decrease
	<i>These are potential measures that we can develop over time as part of a family of measures. Included for indicative purposes only at this stage</i>	
	<i>Local-living mapping/property rating via GIS -very broad and need to identify specifics</i>	U Tracking
	<i>Use of public parks, leisure centres and open spaces</i>	U Tracking
We will have a modern digital infrastructure to keep our residents, communities and businesses connected , able to innovate and make the most of new technological advances.	% of 5G and fibre coverage across East Renfrewshire	U Increase
	% premises without available Ultra-fast broadband connection	L Decrease
	<i>These are potential measures that we can develop over time as part of a family of measures. Included for indicative purposes only at this stage</i>	
	<i>Case studies on business utilization around digital connectivity</i>	

Outcome Priority	147 Indicator Universal or Lifting (U/L)	Aim to
We will have a network of accessible and connected active travel routes and public transport , providing easy access to work, services, leisure and play.	% of adults using active and sustainable travel for work	U Increase
	% of children cycling or walking to school and nursery (HUSS)	U Increase
	Annual Traffic by vehicle type on local roads (All motors/cars & taxis)	U Decrease
	Public transport time to access key services (SIMD)	L Tracking
	Satisfaction with local public transport- Transport Scotland/SHS	U Increase
	<i>These are potential measures that we can develop over time as part of a family of measures. Included for indicative purposes only at this stage</i>	
	% of people who have concessionary cards issued to disabled people, adults aged over 60 and free bus travel cards issued to young people aged 5 to 22	L Increase
We will be working together to achieve net zero carbon emissions , protect our natural spaces , encourage biodiversity and be well prepared for climate challenges .	Co2 emissions per capita (area-wide)	U Decrease
	Condition of biodiversity on council owned land (DEFRA metric by value/ Biodiversity Net Gain)	U Tracking
	% of energy efficiency programmes grant allocated (EES:ABS)	L Increase
	% of social housing meeting energy efficient standards	L Increase
	<i>These are potential measures that we can develop over time as part of a family of measures. Included for indicative purposes only at this stage</i>	
	Installation of clean heating systems for homes and buildings (LHESS)	U Increase
	Insulation across homes and buildings (LHEES)	U Increase
	% of homes indicated as 'at risk of climate change impact' being supported to take adaptation measures/Climate Ready Clyde Vulnerability mapping	U Decrease
	Community led action initiatives/hub measures	U Tracking
	Tree coverage by area	U Increase

Pillar 3

Our ambition for East Renfrewshire is that everyone **can live well at all stages of life** and communities will be taking the lead in driving change for **good health and wellbeing**.



Key Leads and partnerships

ERC, CLD Partnership, Child Poverty Oversight Group, Safer ER partnership including Police and Fire and Rescue, HSCP, VAER, East Renfrewshire Culture and Leisure Trust (ERCL), Barrhead Housing Association, ER Alcohol and Drug Partnership, Local Employability Partnership, Digital Inclusion Partnership.

Outcome Priority

What we will do (Universal- U, Lifting- L)

Our communities will be stronger, more connected and collaborative and will be leading on solutions to support people to live well.	Build strategic capacity, sustainability and capability of our third sector.	U
	Baseline the state of the third sector to inform targeting of community capacity building supports and create opportunity for co-design and community-led solutions.	U
	Explore creation of a partnership volunteer portal for East Renfrewshire to increase awareness of activities and opportunities and capture hours volunteered, impact and social value.	U
	Ensure grant-making Participatory Budgeting for community groups with lower SIMD areas is strategically aligned to vision.	L
Health inequalities will have significantly reduced , and residents will have routes out of poverty .	Participate in national and regional digital initiatives to impact health and poverty, including Smart and Connected Social Places programme, to ensure East Renfrewshire benefits from emerging technological approaches and solutions.	U
	Explore a social value framework that captures the value of sport, culture, exercise, volunteering and community learning and development, self-management and peer support.	U
	Use data to help us predict future needs of residents with complex health conditions, and those most at risk of experiencing poor health outcomes to target prevention and early intervention responses.	L

Health inequalities will have significantly reduced , and residents will have routes out of poverty .	Develop tailored health improvement programmes and activities to target communities with greater health inequalities.	L
	Strengthen a strategic partnership approach to reduce poverty with a focus on sharing data and targeting of shared resources where they will have the most impact.	L
	Design data systems to better understand cost-of-living pressures, support an increase in benefit uptake and income maximisation to residents and families at risk of and experiencing poverty.	L
	Strengthen pathways into meaningful work, particularly for those facing barriers to employment and identify opportunities for upskilling and retraining activity.	L
Our older population will be supported to live healthy, active lives and have opportunities to participate, contribute and thrive.	Build and enable a positive-ageing approach that values and recognises the contribution of our older population in particular around volunteering, childcare and intergenerational activities.	U/L
	Increase public and employee awareness on the benefits of physical and wellbeing action to prevent frailty and loneliness and promote opportunities to increase older people's access and participation in physical and social activity, including Ageing Well programmes (In-person & digital).	U
	Provide high-quality care that is person-centred and ensures people's voices are embedded in the decisions we make.	U
	Identify opportunities for sharing resources and expertise for interventions to reduce financial harm and vulnerability, support independence and safety in the home.	L
Our residents will be enabled and empowered to make healthier choices and have access to high-quality sport and physical activities and facilities .	Provide residents with access to inclusive, accurate and trusted information to encourage them to live healthy lives.	U
	Use partnership resources to deliver targeted interventions and support for life-limiting conditions to enable residents to live healthy lives.	U
	Increase awareness and understanding of how Planning and Licensing criteria can support reducing health inequalities in local areas e.g. alcohol/fast-food/gambling.	L
	Increase participation in sport and physical activity programmes and events and support fair access for all ensuring where there are affordability or accessibility barriers initiatives are undertaken to remove them.	U/L

**Outcome
Priority**

150

**What we will do
(Universal- U, Lifting- L)**

<p>Our residents will have access to creative and vibrant cultural experience and have opportunities to celebrate their diversity of heritage.</p>	<p>Support the development of independent arts and cultural activities and venues as part of wider place-making and development of a vibrant night-time economy.</p>	<p>U</p>
	<p>Work with local communities to co-design a diverse cultural offer celebrating local and national heritage, reflecting East Renfrewshire's changing population and encouraging community-led experiences.</p>	<p>U</p>
	<p>Strengthen community cohesion and ensure equality groups have their diverse voices heard, feel safe and included.</p>	<p>U</p>
	<p>Ensure intergenerational experiences and support is part of our approach to reduce social isolation, promote wellbeing and independent living.</p>	<p>L</p>
	<p>Identify and create opportunities for residents who face barriers to access relevant cultural experiences and events.</p>	<p>L</p>
<p>Life-long learning will be valued and available to all.</p>	<p>Provide lifelong learning opportunities for residents to achieve their learning needs, goals and aspirations and, where appropriate, access wider accreditation and progression opportunities.</p>	<p>U</p>
	<p>Provide opportunities to meet the employability-related learning needs of residents including skills development, accreditation and volunteering.</p>	<p>U</p>
	<p>Provide a programme of support to increase digital inclusion for all.</p>	<p>L</p>
	<p>Deliver a strategic review of local Further Education/Lifelong Learning needs and how well these are being met.</p>	<p>U</p>

We will know we are making progress by:

Outcome Priority	Indicator Universal or Lifting (U/L)	Aim to
Our communities will be stronger, more connected and collaborative and will be leading on solutions to support people to live well.	% of adults with a strong sense of belonging to their community (by locality planning area) (Citizens Panel)	U/L Increase
	% of residents who have people they can rely on in their local area (by locality planning area) (Citizens Panel)	U/L Increase
	% Residents engaged in volunteering & community groups (GGC NHS survey)	U Increase
	Social Enterprise per 10,000 population	U Increase
	<i>These are potential measures that we can develop over time as part of a family of measures. Included for indicative purposes only at this stage</i>	
	Number of third sector providers	U Increase
	Number of active community-led groups/activities	U Increase
	Number of active volunteers	U Increase
Health inequalities will have significantly reduced, and residents will have routes out of poverty .	Gaps in healthy life expectancy across SIMD areas	L Tracking
	Alcohol-related hospital admissions by SIMD area	L Decrease
	Population prescribed drugs for anxiety/depression/psychosis	U Decrease
	% Difficulty Meeting the Cost of Food and/or Energy by Age, Gender, Deprivation and Limiting Conditions (GGCNHS Survey)	L Decrease
	% of households in Relative low income After Housing Costs (living in households with income below 60% of the median in that year)	L Decrease
	<i>These are potential measures that we can develop over time as part of a family of measures. Included for indicative purposes only at this stage</i>	
	CAB/MART income maximisation figures	L Increase

Outcome Priority	152 Indicator Universal or Lifting (U/L)	Aim to
	<i>Uptake of benefits</i> <i>Employment pathways for targeted groups</i> <i>Change in women's domestic abuse outcomes</i> <i>Percentage of people with alcohol and/or drug problems accessing recovery-focused treatment within three weeks.</i> <i>Number of self-managed/peer-recovery groups sustained 1+ years</i>	<i>L</i> Increase <i>L</i> Increase <i>L</i> Increase <i>L</i> Increase <i>L</i> Increase
Our older population will be supported to live healthy, active lives and have opportunities to participate, contribute and thrive.	Health Life expectancy at 65 (male/female) Proportion aged 65+ Belonging to Social Clubs, Associations, Church Groups or Similar (GGC NHS Survey) % of 65+ who meet the Target of 150 Minutes of Exercise Per Week (GGCNHS Survey) Level of satisfaction with life for over 65s (Citizens Panel) % of people reporting 'living where you / as you want to live' needs met % of over 65s who are victim of financial crime	U Tracking U Increase U Increase U Increase L Increase L Decrease
Our residents will be enabled and empowered to make healthier choices and have access to high-quality sport and physical activities and facilities.	% who meet the Target of 150 Minutes of Exercise Per Week by Deprivation and Limiting Conditions Alcohol consumption: % of Harmful/hazardous drinking (AUDIT score 8+) Smoking attributable hospital admissions by areas % consuming five or more portions of fruit/vegetables per day by area Adults assessing their general health as good or very good <i>These are potential measures that we can develop over time as part of a family of measures. Included for indicative purposes only at this stage</i> <i>Proximity of access to sport, leisure, cultural and community facilities.</i>	L Increase U Decrease L Decrease L Increase U Increase U Tracking

Outcome Priority

153 Indicator Universal or Lifting (U/L)

Aim to

Our residents will have access to creative and vibrant cultural experience and have opportunities to celebrate their diversity of heritage.	% of adults satisfied with leisure facilities	U	Increase
	% of adults satisfied with libraries	U	Increase
	% that feel a sense of belonging to community (Citizens Panel)	L	Increase
	% who feel people from different backgrounds get on well (Citizens Panel)	L	Increase
	<i>These are potential measures that we can develop over time as part of a family of measures. Included for indicative purposes only at this stage</i>		
	% of adult population (by demographic) engaged in <ul style="list-style-type: none"> cultural activity Leisure centre attendances Library visits 	U	Increase
Life-long learning will be valued and available to all.	% of working age adults with qualification by area	L	Increase
	% of adults participating in evening classes or new learning opportunity in past 12 months (Citizens Panel)	U	Increase
	<i>These are potential measures that we can develop over time as part of a family of measures. Included for indicative purposes only at this stage</i>		
	% of Unemployed People Assisted into Work from Funded Employability Programmes	L	Increase
	Numbers accessing digital learning courses/Digital inclusion	U	Increase

EAST RENFREWSHIRE A PLACE TO GROW

COMMUNITY PLANNING PARTNERSHIP



SCOTTISH
FIRE AND RESCUE SERVICE
Working together for a safer Scotland



east renfrewshire
CULTURE
and LEISURE





CUSTOMER PEOPLE TRANSFORMATION FINANCE AND CORPORATE GOVERNANCE

East Renfrewshire Council

Organisational Healthcheck

THREE YEAR PLAN

This 'Organisational HealthCheck' is about what kind of organisation the Council needs to be to deliver 'A Place to Grow' and will track our progress on that journey. The plan has four sections comprised of;

- **Customer;**
- **People;**
- **Transformation; and**
- **Finance and Corporate Governance themes.**

The **Customer** section will capture how well we are delivering for our residents; what their customer experience looks like and how they are contacting us across a range of methods (including via online services). The **People** section allows us to report progress on our People Strategy, which is about the Council's employees and our drive towards becoming a learning organisation. **Transformation** will link to the new Transformation Strategy which is currently in development and will link to the outcomes of this year's Best Value thematic focus by external auditors. Finally, the **Finance and Corporate Governance** section of the 'Organisational Healthcheck' will help to ensure that our physical, information and financial assets are efficiently managed.

We will achieve this by excelling in our three Capabilities



And along this journey, in everything we do, we must live our Values



How the plan is laid out

Each section within the Organisational Health Check follows the same structure as the Place to Grow Delivery Plan. There is a high-level outcome statement, key activities and family of qualitative and quantitative measures. This approach ensures we maintain a strong 'golden thread' across plans and strategies.

Under each section there is a list of key activities that will help us deliver the outcome - **"What we will do"**. Below that is a section with a family of measures we will use to **"know we are making progress"**. Some of these measures are for tracking progress over time, and others are outcome measures that will show whether we are improving in the shorter-term. There are also perception measures to understand how satisfied our residents and employees are with Council services and supports. Measures may evolve overtime as we understand what is most useful to understand and tell the story of our progress.

Outcome - we have satisfied customers accessing services that meet their needs

We will do this by:

- Developing our business intelligence and management insights for customers, helping us to plan and improve services.
- Improving customer end-to-end experience and expand access to 24/7 online self-service.
- Expanding automation for high volume customer services to improve efficiency & free-up employee time for customers that need it most.
- Increasing focus on user engagement in service design and more community empowerment to provide services which put customers at the heart of provision.
- Ensuring we make our communications inclusive and accessible to customers that may experience barriers, so they have equal access to information when they need it.

We will know we are making progress by:

Indicators	Source	Aim to:
Satisfaction rate with East Renfrewshire Council services	Citizens Panel	Increase
Percentage of stage 1 and stage 2 complaints responded to within national targets.	Complaints dashboard	Track
Detail on complaints - numbers; response time; type.	Complaints dashboard	Track
Number of complaints reported to & upheld by SPSO.	SPSO data	Decrease
Customer interactions by channel (e.g. phone, face to face, online etc)	Customer Interactions Dashboard	Track
Case study information on customers involved in service design.	Digital transformation programme	Track
% residents that feel Council services are accessible to them.	Citizens Panel	Increase

Outcome - we have engaged employees who are motivated to deliver quality services for our customers

We will do this by:

Building on the investment in our employees to realise our commitment to being a learning organisation with a skilled workforce and effective leaders at all levels.

Developing our business intelligence and management insights for employees to improve health and wellbeing and inform workforce planning and future skills.

Developing and delivering leadership training to support the ambition to become a learning organisation that is equal, diverse and inclusive.

Embedding employee engagement by increasing frequency, type and medium of communications.

Streamlining and automating high volume employee processes to increase efficiency and reduce risk and manual tasks.

We will know we are making progress by:

Indicators	Source	Aim to:
Employee satisfaction score	Employee survey	Increase
Sickness absence days per teacher	LGBF	Decrease
Sickness absence days per employee (local government)	LGBF	Decrease
Employee turnover	HR data	Track
Extent to which Council employees represent Council values / attributes	Citizens Panel	Increase
Gender pay gap	LGBF	Decrease
% minority ethnic employees	Workforce profile dashboard	Track
% Disabled employees	Workforce profile dashboard	Track

Outcome – we embrace digital technology, data and change to improve efficiency, customer service and outcomes

We will do this by:

Maximising the value of our investment in digital infrastructure to enable it to be sustainable, secure, reliable and provide the foundation for ongoing modernisation and transformation.

Refreshing the Digital Strategy to set out the Council's approach to the appropriate use of artificial intelligence, process automation, and the use of data and business intelligence to improve performance, efficiency, outcomes and identify opportunities for early intervention and prevention.

Evolving our one-council approach to prioritising projects and resources; and capturing and reporting benefits to maximise strategic value and return on investment.

Investigating opportunities for national and regional collaboration that will support and drive digital transformation opportunities and leverage external investment where possible.

We will know we are making progress by:

Indicators	Source	Aim to:
Detail on digital transformation projects, incl. Financial and non-financial benefits including case studies.	Programme Management Office	Track
Digital process scores for departments	Programme Management Office	Increase

Outcome – Our physical, information and financial assets are efficiently managed

We will do this by:

- Further developing financial strategies and plans to ensuring that budgets and investments align with, and support delivery of, the Council's strategic priorities.
- Delivering training and providing resource and process-change to further strengthen a culture of consistent, supportive and accountable financial management in East Renfrewshire Council.
- Continual analysis of spend data ensuring informed decisions on how procurement activity within the organisation can be improved and any non-compliant spend identified and action taken.
- Optimising investment-in and utilisation-of our assets based on alignment with strategic priorities and up-to-date data on condition and future requirements.

We will know we are making progress by:

Indicators	Source	Aim to:
% council revenue expenditure kept within agreed annual budget level	LGBF	Track
Uncommitted general fund reserves as a % of net revenue spend	Accounts	Not go below 2%
Rating of value for money of East Renfrewshire Council services	Citizens Panel	Increase
Capital financing requirement as % of net revenue budget	Treasury Management Strategy	Target under 10%
% savings defined as efficiency	Budget process	Track
% of income due from Council tax received at year end	LGBF	Increase
% Non-domestic rate collection	Revenues	Increase
Gross rent arrears as a % of rent due for the year	LGBF	Decrease

We will know we are making progress by:

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Indicators	Source	Aim to:
% invoices paid within 30 days	LGBF	Increase
Number of data breaches reported to the ICO	DPO	Decrease
Number of data breaches deemed by ICO to be serious	DPO	Decrease
Number of contracts with community benefit clauses	Procurement	Increase
% contract spend within local area	Procurement	Increase
FOI response time / Number of FOIs	CE's Business Unit	Decrease
Subject Access request response time / Number of SARs	CE's Business Unit	Decrease

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EAST RENFREWSHIRE COUNCIL23 APRIL 2025Report by Director of Business Operations and PartnershipsSCHEME FOR MEMBERS' REMUNERATION AND EXPENSES 2025/26**PURPOSE OF REPORT**

1. To ask that Council notes that the Scheme for Members' Remuneration and Expenses has been updated for 2025/26 in accordance with The Local Governance (Scotland) Act 2004 (Remuneration) Amendment Regulations 2025.

RECOMMENDATION

2. That Council notes that the Scheme for Members' Remuneration and Expenses has been updated for 2025/26 in terms of councillor remuneration.

BACKGROUND

3. The Scottish Government determines the standards of conduct and pay of Elected Members (Councillors) in Scotland.

4. In April 2023, the Scottish Local Authorities Remuneration Committee (SLARC) was reconvened to undertake an independent review of Councillor Remuneration, having last reported in 2011.

5. SLARC reported to the Scottish Government in February 2024. SLARC recommended that the remuneration of Councillors be set at 80% of the median remuneration for all employees in the public sector in Scotland as published in the Annual Survey of Hours and Earnings (ASHE).

6. The Scottish Government accepted the majority of the recommendations made and advised that they would bring forward Regulations implementing them.

7. The Local Governance (Scotland) Act 2004 (Remuneration) Amendment Regulations 2025 were laid before the Scottish Parliament on 23 January 2025 and will be in force from 1 April 2025. These new Regulations impact the remuneration for all Elected Members in Scotland.

8. In accordance with the legislation, the Council has in place a Scheme for Members' Remuneration and Expenses, attached at Appendix 1 to this report, which has been updated in light of the new Regulations.

REPORT

9. Based on the amendments to the regulations, East Renfrewshire are required to introduce a number of changes.

10. Councils are placed in a specific banding which is determined by the size of the council area. The previous four bandings have been replaced by three, which has resulted in smaller differences in Senior Councillor remuneration across all local authorities. All Band A councils, which includes East Renfrewshire, now move to Band B and should be funded to enable the appointment of up to a maximum of 10 Senior Councillors (excluding the Leader of the Council and the Civic Head of the Council (Provost)), an increase of one from the previous legislation. The council currently has seven Senior Councillors.

11. The Scheme for Members' Remuneration and Expenses provides details of the levels of remuneration payable to all councillors, and the remuneration payable to the Leader of the Council and the Civic Head of the Council (Provost), these amounts being prescribed in legislation. The remuneration for Senior Councillors cannot exceed a set limit which is formula driven and is set out in the legislation. Further, the remuneration cannot exceed 75% of the Leader of the Council's remuneration.

12. In addition, the Scheme provides details of those other categories in respect of which Elected Members are entitled to claim expenses, such as the performance of approved duties, travelling expenses, and subsistence allowances. The amounts claimed in these circumstances have a legislative basis and have remained unchanged for some time. It has also been updated to reflect the current position in relation to the provision of smartphones and laptops to Elected Members.

13. The new Regulations see an increase in the basic Councillor remuneration from £21,345 to £25,982; the remuneration paid to the Leader of the Council increases from £35,580, to £50,063; and the remuneration paid to the Civic Head of the Council (Provost) and those designated as Senior Councillors increases from £26,686 to £37,458.

14. However, it should be noted that the Scottish Government has written to the Chief Executive and the Head of Finance (Chief Financial Officer) to confirm that the figure for the Civic Head of the Council (Provost) and Senior Councillors is incorrectly stated in the Regulations and that revised Regulations will be issued to correct this figure to £37,548.

15. All increases as a result of the new Regulations take effect from 1 April 2025.

16. The Scheme for Members' Remuneration and Expenses, attached at Appendix 1, has been updated to reflect the increases in Councillor remuneration as set out in paragraphs 10 and 11 above.

RECOMMENDATION

17. That Council notes that the Scheme for Members' Remuneration and Expenses has been updated for 2025/26 in terms of Councillor remuneration.

LOUISE PRINGLE
DIRECTOR OF BUSINESS OPERATIONS & PARTNERSHIPS

Local Government (Access to Information) Act 1985

Background Papers

[The Scottish Local Authorities Remuneration Committee \(SLARC\) Recommendations for Councillors' Remuneration and Expenses published February 2024.](#)

[The Local Governance \(Scotland\) Act 2004 \(Remuneration\) Amendment Regulations 2025.](#)

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**SCHEME FOR MEMBERS'
REMUNERATION AND EXPENSES
2025/26**

SCHEME FOR MEMBERS' REMUNERATION AND EXPENSES 2025/26

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GUIDANCE NOTES

1. Members are responsible for completing their own expenses claim forms and for signing the declaration on each form that the expenses have been necessarily incurred for the performance of eligible approved duties. **Members should, as far as possible, also ensure that cost implications are considered in decisions regarding expenses to be incurred and should where possible adopt the most cost effective mode of transport.**
2. All travel, subsistence and telephone call claim forms must be submitted to the Members Services Section who will be responsible for checking that they have been properly completed. Members Services will sign the form in the box provided as evidence that the check has been carried out.
3. Travel and subsistence claims must include the following:
 - Date for which expense is claimed
 - Time of departure /arrival.
 - Detailed description of approved duty (including category).
 - Expense items / Journey details (including journey start and finish details).
 - Receipts for expenditure incurred.
4. Claims for travelling and subsistence in respect of conferences must be claimed on the conferences claim form which should then be submitted to Members Services.
5. Advances for conferences etc. can only be made up to seven days before departure and must be signed by the Member and an authorised signatory in Members Services.
6. When an advance has been made in respect of a conference a final claim form should be submitted as soon as possible thereafter. Advances will be recovered from the earlier occurring of next remuneration payment due or any subsequent payment in anticipation of which the advance was given.
7. Sample claim forms are appended to this Scheme for information. Actual forms are available from Members Services.
8. **Expense Claims Timetable/...**

Expenses to be submitted to Members' Services by	Payment Date (Friday)
04.04.25	18.04.25
02.05.25	16.05.25
06.06.25	20.06.25
04.07.25	18.07.25
01.08.25	15.08.25
05.09.25	19.09.25
03.10.25	17.10.25
07.11.25	21.11.25
05.12.25	19.12.25
02.01.26	16.01.26
06.02.26	20.02.26
06.03.26	20.03.26

Expenses forms should be submitted to Members Services by the dates shown above in order for any expenses being claimed to be included in payments made on the corresponding Payment Date Friday. Claims must be fully completed, signed and dated. Incomplete/inaccurate forms will be returned to Elected Members which may result in a delay in expenses being reimbursed. It is important that expenses claim forms are returned timeously so that expenses can be recorded in the correct period.

PAYMENT OF MEMBERS' REMUNERATION

Basic Remuneration

Each Member of the Council will receive a basic remuneration of £25,982.00 per annum. Payment will be made on the third Friday of each month by a monthly payment of £2,165.16 subject to normal Income Tax, National Insurance and Pension Contribution deductions.

Senior Councillors

In terms of the Local Governance (Scotland) Act 2004 (Remuneration) Amendment Regulations 2025, the Council will pay Senior Councillor remuneration to Members with special responsibilities. These will be paid under the same arrangements as basic payments.

Role	ANNUAL REMUNERATION (£)	MONTHLY PAYMENT (£)
Leader of the Council	50,063	4,171.91
Provost	37,548	3,129.00
Deputy Provost	37,548	3,129.00
Convener for Education, Equalities, Culture and Leisure	37,548	3,129.00
Convener for Environment and Housing	37,548	3,129.00
Chair of Audit and Scrutiny Committee	37,548	3,129.00
Chair of Planning Applications Committee/LRB	37,548	3,129.00
Vice Chair of Planning Applications Committee/LRB	37,548	3,129.00
Chair of Licensing Committee	37,548	3,129.00

Payment of Remuneration

Payment of remuneration will be made automatically monthly into each Member's bank account on the third Friday of each month.

If a Member leaves office as a Councillor or ceases to be entitled to Senior Councillor remuneration, the payment due will be calculated on a daily basis from date of appointment to the date of demitting office. In such circumstances any overpayment will require to be repaid by the Member.

Prior to election, remuneration will be calculated on a daily basis up to the appointed date.

APPROVED DUTIES

Travel and subsistence expenses may be claimed for approved duties. The list below provides details of all duties in respect of which claims can be submitted. When completing a claim form Members should include the category of the approved duty as listed below (A, B, C etc.) as well as providing full details of the approved duty.

Attending or Undertaking:-

- A. Meetings of Council, Cabinet and Committees.
- B. Conference meetings or seminars etc. as approved representative of Council.
- C. Meetings organised to inform members of any development or to assist members with personal development wherever held.
- D. Political group meetings of the Council held within the East Renfrewshire area.
- E. Meetings with officers of the Council.
- F. Members' surgeries.
- G. Community Councils and Parent Councils.
- H. Duties as officer of political group.
- I. Duties as Convener, or Committee Chair/Vice-Chair.
- J. Functions required as Leader or Deputy Leader of Administration.
- K. Attendance at meetings of partner bodies as approved representative of Council.
- L. Attendance at meeting of partner bodies to which the Councillor has been appointed by virtue of their position as councillor.
- M. Duties undertaken as a ward representative.

TRAVELLING EXPENSES

Where it is reasonable to do so, Members should use public transport in the conduct of their duties. However where public transport is not reasonably available, alternative forms of transport (e.g. private vehicle) can be used. **In cases where alternative transport is used which is more expensive than the cost of travelling by public transport, the cost of travelling by public transport can be reclaimed although as no receipts or tickets can be provided this will be subject to tax. In the event that travelling by alternative transport is cheaper than the cost of travelling by public transport, the lower rate can be reclaimed.**

Public Transport – Reimbursement of Costs

Members may travel standard class by public transport, the cost of which will be reimbursed on production of a ticket except in the case of travel by air, where not more than the cost of the economy fare or any available cheap fare for travel by regular air service will be reimbursed, on production of a ticket. In cases of urgency where no such air service is available then the actual fare paid by the Member will be reimbursed on production of a ticket.

The production of tickets is required for all modes of public transport in order that appropriate supporting documentation can be produced to HMRC which may be demanded under current legislation. In the event Members are unable to produce tickets or receipts for any journey made on public transport, any amounts claimed will be subject to tax.

ZoneCard

Members who do not claim car mileage allowance, may at the Council's cost apply for a ZoneCard, details of which may be obtained from Members Services. The ZoneCard will cover journeys from their house or place of work to the Council's Headquarters by public transport and will as far as possible cover journeys within their wards.

Any Member in receipt of a ZoneCard from the Council will have details of this benefit submitted to HMRC at the end of each tax year. Tax may be levied on this benefit by HMRC.

Rail Cards

Members will be able to claim the cost of rail cards purchased by them to allow them to obtain reduced fares when on Council business. Details of the card and the business details should be sent to Members Services to allow discounts to be obtained when tickets are booked.

Any member in receipt of a rail card reclaimed from the Council will have the details of this benefit submitted to HMRC at the end of the tax year. Tax may be levied on this benefit by HMRC.

Mileage Allowances

For the purposes of calculating claims, **a councillor's normal place of residence is regarded as their normal place of work**, so expenses associated with travel from home to the Council HQ, and other locations to conduct council business, may be claimed back. Where a councillor travels on council business from their place of employment or business (which is not Council related) they may be reimbursed for the cost of the journey. However, if the cost of making this journey would have been lower had it started from the councillor's home, then that lower cost is the maximum amount that will be reimbursed.

For example if the distance from a councillor's home to council offices is 5 miles and from a councillor's business to council offices is 10 miles, a maximum of 5 miles may be claimed and reimbursed.

In the event a Member attends a meeting which requires them to **travel from and return to** their place of employment or business, and their place of employment or business is further away than their home, the actual mileage travelled can be claimed. If a councillor does not return to work after the meeting only the mileage from home to the council office can be claimed.

For example if the distance from a councillor's home to council offices is 5 miles and from a councillor's business to council offices is 10 miles, and the councillor leaves from their business to attend a meeting and returns there after the meeting, they are able to claim the total mileage (20 miles – 2 x 10 miles). If the councillor does not return to their work after the meeting but instead goes home then the lower mileage can be claimed (10 miles – 2 x 5 miles).

Under the Regulations, the following mileage rates apply.

car	-	45 pence per mile
passenger (approved duty)	-	5 pence per mile
motorcycle	-	24 pence per mile
bicycle	-	20 pence per mile.

When claiming mileage expenses the claim should be based on the shortest route between the start and end points of the journey regardless of the actual route taken.

Other Travelling Expenditure

The rates specified for car mileage may be increased by the amount of any expenditure incurred by tolls, ferries or parking fees.

No reimbursement will be made for the above costs unless receipts are produced.

The Council will not be responsible for any parking fines incurred.

Travel by Taxi or Private Hire Car

Taxis or private hire cars should only be used in exceptional circumstances when no other public transport is reasonably available.

Taxi or private hire car journeys should be booked through Members Services who will make the booking on behalf of the Member. When making a taxi booking request, Members will need to complete a Taxi Request Form. This form requires the member to provide details of the journey, its purpose and to confirm that there was no other reasonable travel option available,

When taxis or private hire cars are pre-booked they will be paid on account and there will be no need for the Member making the journey to include the journey details and costs on any expenses claims form. However the details will be included in the annual summary of Members' Expenses.

In the event that a taxi or private hire car journey is required which cannot be booked through Members Services, the journey cannot be made on account and the cost of the journey will need to be paid for by the Member making the journey. In claiming for the cost of the journey, the Member concerned will be required to confirm that the reason for the journey was either due to urgency or that public transport was not reasonably available. If these conditions are not met, the Member concerned will be required to repay the excess over the public transport cost.

The rate for travel by taxi or private hire car shall not exceed:-

In the case of urgency or where no public transport is reasonably available the amount of actual receipted fare.

In any other case the amount of fare for travel by appropriate public transport.

Travel by Other Hired Motor Vehicle

The rate for travel by a hired motor vehicle other than a taxi or private hire car shall not exceed the lower of:-

The car mileage rate as stated above being the rate which would have been applicable had the vehicle belonged to the Member who hired it.

The cost of hiring a vehicle of less than 1200cc

In order to reclaim reimbursement the Member must provide an appropriate VAT receipt.

Travel by Council Car

Members should be aware that the Council is required to record and publish as part of the annual members' expenses exercise costs relating to the use of chauffer driven cars. This will include costs incurred on such journeys by Provost, Deputy Provost and other Councillors being conveyed in the Council car.

SUBSISTENCE

Entitlement

Any Member is entitled to payment of subsistence claims where expenses are ***necessarily incurred*** and for which appropriate receipts are produced in carrying out approved duties which require continuous time involvements shown below.

Rates

These payments may not exceed maximum rates prescribed by Scottish Ministers.

MAXIMUM ALLOWANCE	AMOUNT	HOURS AWAY FROM HOME	PERIOD THAT MUST BE INCLUDED
	£		
Breakfast	8.00	3	No overnight subsistence.
Lunch	12.00	4	12 Noon to 2p.m.
Dinner	25.00	4	
Overnight stay with friends or family	25.00	24	Continuous absence which includes overnight stay.
Overnight Stay	110.00	24	Continuous absence which includes overnight stay.
Overnight stay London	131.00	24	Continuous absence which includes overnight stay.

Exclusions

- (i) In the case of breakfast, lunch and dinner no reimbursement can be claimed when a meal has been provided free of charge.
- (ii) In the case of an overnight stay the sum reimbursed shall be reduced in respect of any meal or accommodation provided free of charge.
- (iii) Where the Council books a conference which includes accommodation and subsistence no additional sums may be claimed by Members.

Smartphones and laptops

Members can be supplied with a smartphone and laptop by the Council. **The use of these devices is controlled by the Council's [Acceptable Use Policy and Framework](#).** This policy permits personal use of a Council supplied mobile device within usage plan limits, however, it does not permit the use of Council supplied devices for non-Council business activities.

Should members intend to use their smartphone or laptop overseas they should contact IT (0141 577 3131) with travel details no later than 10 days before travel to allow the appropriate considerations and technical arrangements to be made.

Please note that the authorisation to use these devices to access Council information and systems will depend on the intended destination; which might also include geographical risk factors. It should also be noted that technical factors at any destination could affect connectivity and performance and would be out with the Council's control or ability to support.

Members should also note that there may be additional costs associated with this depending on their travel destination. Should Members fail to notify IT of overseas travel and use devices without making appropriate arrangements, this may result in significant additional costs and cause unnecessary detection alerts through the Council's Security Scanning services resulting in additional workload for ICT staff and security partners.

Bills for mobile devices are sent to Members Services. In the event that a bill exceeds the monthly usage plan limit Members will be asked to confirm whether excess costs are personal or Council related. If personal, Members will be required to pay the excess by way of deduction from their next payment.

Members will be asked to sign an undertaking confirming that they will comply with the terms of the above and the Council's Acceptable Use Policy and Framework.

Conferences

Attendance at conferences requires to be approved in advance by the Director of Business Operations and Partnerships or the Democratic Services Manager in consultation with the Leader of the Council.

Conferences have to be accounted for separately and accordingly there is a special conferences claim form.

In respect of conferences within the UK Members will be reimbursed according to normal rates for travelling and subsistence which will be subject to provision of appropriate receipts.

When the Council books overnight accommodation this should be at or below the Members' overnight allowance rate.

When the Council books a conference which includes accommodation and subsistence no additional sums may be claimed by Members.

Travel Abroad

In respect of travel outwith the UK, travelling expenses for the most appropriate form of transport and subsistence will be reimbursed provided details and receipts are produced.

Income Tax and National Insurance

Normal Income Tax and National Insurance rules are applied to remuneration, travel claims and telephone rental allowance.

Tax Relief

Members may wish to claim tax relief in respect of expenses which are not reimbursed by the Council e.g. expenses in connection with constituency work. Details of these expenses should be submitted normally at the end of the Tax Year, direct to HMRC. A form and guidance notes for this purpose will be available from the Payroll Section. If Members do not wish to make a claim in respect of such expenses no action need be taken.



EAST RENFREWSHIRE COUNCIL23 April 2025Report by the Chief Officer – Legal and ProcurementREGULATION OF INVESTIGATORY POWERS (SCOTLAND) ACT 2000**PURPOSE OF REPORT**

1. To report on surveillance activity undertaken by the Council during the period 2024-25
2. To seek Council approval to the amendment of the Council's Procedure on Covert Surveillance to reflect changes to those designated as approved authorising officers.

RECOMMENDATION

3. Council are asked to:-
 - i) note the use of directed surveillance and Covert Human Intelligence Sources during the period 2024/25; and
 - ii) Approve the revised Procedure on Covert Surveillance attached at Appendix 1

BACKGROUND

4. The Regulation of Investigatory Powers (Scotland) Act 2000 (referred to as RIPSA) came into effect on 2 October 2000.
5. The purpose of RIPSA is to ensure that public authorities make only lawful use of covert surveillance and covert human intelligence sources (known as CHIS) which together are referred to as covert surveillance in this Report. The Act regulates these activities by requiring that surveillance operations be justified and authorised by a Senior Officer of the Authority. Surveillance can be lawfully used if it is necessary to prevent or detect crime or prevent disorder, in the interests of public safety or for the purpose of protecting public health.
6. The Investigatory Powers Commissioner's Office (IPCO) oversees the regulatory framework. The Commissioner carries out regular inspections (every 3 years) of all public bodies who carry out covert surveillance in terms of the Act and makes various recommendations in relation to the procedures adopted by these bodies. East Renfrewshire Council's last inspection took place in November 2022 and prompted no formal recommendations for improvement. Given the highly positive view taken by IPCO of the Council's practices the next inspection, which is imminent, will be conducted as a desktop exercise only.

CHANGES TO COUNCIL PROCEDURE

7. East Renfrewshire Council has been inspected seven times since the introduction of the Act. All of the inspection reports found that the Council was complying with its obligations under the Act, but in some cases made certain recommendations regarding the Council's approved Procedure. These recommendations have been incorporated into the Procedure as previously approved by the Council. While the last inspection did not recommend further amendments, in light of staffing changes it is now necessary to refresh those designated as authorising officer to ensure that the procedure accurately reflects those with authority to act in this capacity and to minimise potential delay to planned surveillance activities.
8. In terms of the The Regulation of Investigatory Powers (Prescription of Offices, etc. and Specification of Public Authorities) (Scotland) Order 2010, authorising officers within local authorities require to be in a post at Assistant Head of Service or Investigation Manager level or above. The Chief Officer of the Health and Social Care Partnership is currently designated as an authorising officer but is scheduled to retire as of 18 May 2025. Equally, the Principal solicitor's post has been deleted from the Council's structure following a review of Legal Services and the retirement of the previous postholder. It is proposed that both names now be removed from the procedures. There is no prescribed number of authorising officers and authorities are entitled to exercise discretion in this regard taking account of the reasonably envisaged level of surveillance activity to be authorised. As noted below, surveillance activity undertaken by the Council has generally decreased as the council has adopted a more overt approach to addressing issues. As such, it is not proposed to nominate further authorising officers as those remaining in place are considered sufficient to address demand and provide adequate cover. Reducing the number is also thought to reinforce expertise through more regular involvement in the process. The revised procedure is attached as Appendix 1 and reflects this proposed change in paragraph 7.3.

USE OF RIPSA

9. Use of directed surveillance and CHIS during the preceding 5 year period has been as follows:

DIRECTED SURVEILLANCE

2020/21	3 applications for authorisation – covering 6 individuals
2021/22	2 applications for authorisation – covering 7 individuals
2022/23	1 application for authorisation – covering 4 individuals
2023/24	2 applications for authorisation – covering 5 individuals
2024/25	0 applications

No applications for directed surveillance were made during 2024/25. Figures over the 5 year period illustrate generally low numbers of applications for the use of directed surveillance. The majority of applications arise from the work of Trading Standards

Scotland (TSS) (who are delegated as East Renfrewshire Council officers for trading standards purposes) in focussed national operations around the online sale of counterfeit goods. They advise that no such operations were undertaken during the preceding financial year requiring covert surveillance to be authorised although this remains a tactic which is likely to be utilised in the future. Council departments generally make minimal use of covert surveillance, preferring an approach of overt warning to deter individuals from behaviours that might otherwise warrant monitoring. This general low use reflects a trend across local authorities throughout the UK.

COVERT HUMAN INTELLIGENCE SOURCE (CHIS)

10. During the above period, no authorisations have been sought for the use of a covert human intelligence source (CHIS). This is not unexpected as the main focus of the TSS work is to make test purchases to verify the counterfeit nature of the goods sold. The process of buying does not of itself create a relationship between the officer and the seller requiring them to act as a CHIS.

TRAINING

11. Training has been provided on RIPSAs and relevant Council procedures during 2024/25 to all applicant and authorising officers. Training materials, including an online video and guidance documentation, are hosted on the RIPSAs page of the Council's intranet and are available to staff as a refresher throughout the year.

FINANCIAL IMPLICATIONS

12. There are no direct financial implications arising from this report.

RECOMMENDATION

13. Council are asked to:-

- i) note the use of directed surveillance and Covert Human Intelligence Sources during the period 2024/25; and
- ii) Approve the revised Procedure on Covert Surveillance attached as Appendix 1

Author: Mr Gerry Mahon, Chief Officer – Legal and Procurement:
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***REGULATION OF INVESTIGATORY POWERS
(SCOTLAND) ACT 2000***

PROCEDURE ON COVERT SURVEILLANCE

Version 9
April 2025

EAST RENFREWSHIRE COUNCIL

REGULATION OF INVESTIGATORY POWERS (SCOTLAND) ACT 2000

PROCEDURE ON COVERT SURVEILLANCE

1. INTRODUCTION

1.1 In some circumstances, it may be necessary for council employees, in the course of their duties, to make observations of a person or persons in a covert manner (i.e. without that person's knowledge), or to instruct third parties to do so on the Council's behalf. By their nature, actions of this sort are potentially intrusive (in the ordinary sense of the word) and may give rise to legal challenge as a potential breach of Article 8 of the European Convention on Human Rights and the Human Rights Act 1998 ('the right to respect for private and family life').

1.2 The Regulation of Investigatory Powers Act (2000) ("RIPA") and the Regulation of Investigatory Powers (Scotland) Act (2000 ("RIPSA") together provide a legal framework for authorising covert surveillance by public authorities and an independent inspection regime to monitor these activities within the United Kingdom.

1.3 The Chief Officer (Legal & Procurement) has overall responsibility within East Renfrewshire Council for monitoring compliance with the provisions of the Regulation of Investigatory Powers (Scotland) Act 2000 and acts as Senior Responsible Officer under the legislation. He shall keep and maintain the Central Register.

2. OBJECTIVE

2.1 The objective of this procedure is to ensure that all covert surveillance by council employees is carried out effectively, while remaining in accordance with other Council procedures and the law. This procedure should be read in conjunction with the relevant legislation, the Scottish Government's Codes of Practice on Covert Surveillance and Property Interference <https://www.gov.scot/publications/covert-surveillance-property-interference-code-practice/pages/1/>

and Covert Human Intelligence Sources <https://www.gov.scot/publications/covert-human-intelligence-sources-code-practice/>

(‘the Codes of Practice’) and any guidance which the Investigatory Powers Commissioner’s Office (IPCO) may issue from time to time.

2.2 If the procedures outlined in this document are not followed, any evidence acquired may not have been acquired lawfully. Such evidence may not be admissible in court, and in respect of criminal proceedings, the Procurator Fiscal may decide not to prosecute on the basis of evidence unlawfully obtained. Also, the Council may be exposed to legal challenge.

2.3 These procedures reference and link to relevant parts of the Covert Surveillance and Property Interference Code of Practice 2017 as further guidance. Both applicant and authorising officers are encouraged to access this material to maintain a thorough knowledge of best practice in relation to directed surveillance and the use of Covert Human Intelligence Sources.

3. PUBLICITY

3.1 Copies of this Policy and of the Codes of Practice are available for inspection by any person at the Council Headquarters, Eastwood Park, Giffnock and on the Council’s web site.

4. COMPLAINTS TO THE INVESTIGATORY POWERS TRIBUNAL

4.1 Any person who is aggrieved by any conduct which falls within the scope of this procedure, and which has taken place in relation to that person or to any property of that person and has taken place in challengeable circumstances, is entitled to complain to the Tribunal at the following address:-

**Investigatory Powers Tribunal,
PO Box 33220,
LONDON
SW1H 9ZQ**

5. SCOPE OF THE PROCEDURE

5.1 Subject to the exceptions identified in paragraph 5.2 below, this procedure applies in all cases where directed surveillance or the use of a covert human intelligence source is being planned or carried out.

(a) Directed surveillance is defined as “covert surveillance that is not intrusive but is carried out in relation to a specific investigation or operation in such a manner as is likely to result in the obtaining of private information about any person” [Scottish Government Code of Practice on Covert Surveillance and Property Interference 2017, para 2.4]

(b) A Covert Human Intelligence Source (CHIS) is defined as a person who establishes or maintains a personal or other relationship with another person for the covert purpose of facilitating anything that:

- (i) covertly uses such a relationship to obtain information or to provide access to any information to another person; or
- (ii) covertly discloses information obtained by the use of such a relationship or as a consequence of the existence of such a relationship.

5.2 This procedure does not apply to:-

- any disciplinary investigation or any activity involving the surveillance of employees of the Council, unless such surveillance directly relates to a regulatory function of the Council.
- ad-hoc covert observations that do not involve the systematic surveillance of specific person(s).
- observations that are not carried out covertly, or unplanned observations made as an immediate response to events.
- closed Circuit Television (CCTV) installations where there is a reasonable expectation that members of the public are aware that an installation is in place (overt surveillance). Normally this would be demonstrated by signs alerting the public to the CCTV cameras.

5.3 In cases of doubt as to whether the procedure is applicable, the authorisation procedures described below should however be followed.

6. PRINCIPLES OF SURVEILLANCE

6.1 In applying for and granting authorisations for covert surveillance, and in planning and carrying out such surveillance, East Renfrewshire Council employees shall at all times comply with the following principles:

- Effectiveness - planned covert surveillance shall be undertaken only by suitably trained or experienced employees, or under their direct supervision
- Lawful purposes - covert surveillance shall only be carried out where necessary to achieve one or more of the permitted purposes (as defined in RIPSAs), i.e. it must be:
 - for the purpose of preventing or detecting crime or the prevention of disorder; and/or

- in the interests of public safety; and/or
 - for the purpose of protecting public health.
- Necessity - covert surveillance shall only be undertaken where there is no reasonable and effective alternative way of achieving the desired objective(s). The surveillance must be necessary for one of the purposes set out above. In order to establish the necessity of any surveillance, the conduct which the surveillance is intended to detect or prevent must be clearly identified. Both the need for surveillance and the particular techniques to be used in that surveillance must be justified
 - Proportionality – the use and extent of covert surveillance shall not be excessive i.e. it shall be in proportion to the significance of the matter being investigated. Before deciding to carry out covert surveillance, proper consideration shall be given to the nature of the matter being investigated and whether it is sufficiently serious to warrant the use of covert surveillance and the particular type of covert surveillance being proposed. Consideration must also be given to the extent to which the surveillance will unnecessarily intrude on the privacy of the target of the surveillance and any others. Before deciding to carry out covert surveillance full and proper consideration will be given to any alternative methods of obtaining the information. Covert surveillance will only be authorised if these alternative methods have been discounted for good reason and the surveillance is the only reasonable way of obtaining the necessary result.

In addressing proportionality officers should:-

- Balance the size and scope of the operation against the seriousness and extent of the conduct the surveillance is intended to address
 - Ensure surveillance techniques employed will cause the least possible intrusion on the target of the surveillance and others
 - Ensure that the surveillance is, after consideration of alternatives, the only reasonable way of obtaining the necessary result
 - Describe other discounted methods of obtaining information and narrate the basis on which they were discounted
- Damage - Employees carrying out covert surveillance shall not cause damage to any property or harass any person.
 - Intrusive surveillance - no activity shall be undertaken that comes within the definition of 'Intrusive Surveillance', i.e. if it involves surveillance of anything taking place on residential premises or in a private vehicle, and involves the

presence of an individual on the premises or in the vehicle or is carried out by means of a surveillance device.

- Collateral intrusion - reasonable steps shall be taken to minimise the acquisition of information that is not directly necessary for the purposes of the investigation or operation being carried out.

Authorisation - all directed surveillance or the use of a covert human intelligence source shall be authorised in accordance with the procedures described below.

6.2 When an overarching authorisation is sought in respect of a number of different individuals the key elements of necessity, proportionality and collateral intrusion must be addressed for each one in the application. This requirement also applies to any individuals added to the authorisation on review.

6.3 By its nature, covert surveillance intrudes on people's privacy. It should therefore be regarded as a final option, only to be considered when all other methods have been tried and failed, or when the nature of the suspected activity suggests that there is no other reasonable method which can be used to acquire the information.

Further guidance: Part 4 of the Covert Surveillance and Property Interference Code of Practice 2017

<https://www.gov.scot/publications/covert-surveillance-property-interference-code-practice/pages/4/>

7. SEEKING AUTHORISATION

7.1 When is Authorisation Required?

7.1.1 Authorisation is required for directed surveillance or the use of a covert human intelligence source, where any such operation is planned, is likely to record "private information" about a person or persons, and is conducted in such a manner that the person or persons subject to the surveillance are unaware that it is or may be taking place. Authorisation is required where the activity is carried out by council officers themselves or by third parties carrying out surveillance on behalf of or under the instructions of the Council.

7.2 Who May Seek Authorisation?

7.2.1 Any officer whose duties involve activity falling within the above description may seek authorisation to do so and must seek authorisation prior to carrying out any surveillance described in the paragraph headed "Scope of Procedure".

7.3 Who May Authorise?

7.3.1 Applications for directed surveillance or the use of a covert human intelligence source shall be authorised by any one of the following officers:-

Steven Quinn, Chief Executive,
Joe McCaig, Head of Education Services (School Provision and Performance),
Jamie Reid, Head of Communities and Transformation, Business Operations and Partnerships

7.3.2 The authorising officer should not be directly involved in the investigation to which the surveillance relates. In this regard, it is expected that Applicants will typically apply to authorising officers from outwith their own service unless it is unreasonable or impractical in the circumstances to do so.

7.3.3 Where there is a significant risk of acquiring confidential material, an application shall require to be authorised by the Chief Executive or, in his absence, the Head of Education Services (School Provision and Performance).

7.3.4 When the use of a juvenile or vulnerable covert human intelligence source is sought, an application shall always require to be authorised by the Chief Executive or, in his absence, the Head of Education Services (School Provision and Performance).

8. CONFIDENTIAL MATERIAL

8.1 The Codes of Practice give the following advice in relation to what constitutes confidential material:

a. Communications subject to Legal Privilege

In Scotland, the law relating to legal privilege rests on common law principles. In general communications between professional legal advisers and their clients will be subject to legal privilege unless they are intended for the purpose of furthering a criminal act or to obtain advice thereon.

Legal privilege does not apply to communications made with the intention of furthering a criminal purpose (whether the lawyer is acting unwittingly

culpably). Legally privileged communications lose their protection if, for example, the professional legal adviser is intending to hold or use them for a criminal purpose. But privilege is not lost if a professional legal adviser is properly advising a person who is suspected of having committed a criminal offence. The concept of legal privilege applies to the provision of professional legal advice by any individual, agency or organisation qualified to do so.

b. Communications involving confidential personal information

Confidential personal information is information held in confidence relating to the physical or mental health of a person or spiritual counselling of such a person e.g. between a priest and parishioner. Such information, which can include both oral and written communications, is held in confidence if it is held subject to an express or implied undertaking to hold it in confidence or it is subject to a restriction on disclosure or an obligation of confidentiality contained in existing legislation. Examples include consultations between a health professional and a patient or information from a patient's medical records.

c. Communications involving confidential journalistic material

Confidential journalistic material includes material acquired or created for the purposes of journalism and held subject to an undertaking to hold it in confidence, as well as communications resulting in information being acquired for the purposes of journalism and held subject to such an undertaking. Journalists have a restricted right not to disclose as source of information which is regulated by section 10 of the Contempt of Court Act 1981.

d. Communications involving confidential constituent information

Confidential constituent information includes material passed confidentially between a MP or MSP and their constituent in respect of constituency matters.

Further guidance: Part 8, paragraphs 8.22 onwards of the Covert Surveillance and Property Interference Code of Practice 2017

<https://www.gov.scot/publications/covert-surveillance-property-interference-code-practice/pages/8/>

9. THE AUTHORISATION PROCESS

9.1 Directed Surveillance

Pre- application

9.1.1 Prior to seeking authorisation, the Applicant should advise the Chief Officer – Legal and Procurement (by secure e-mail) of the proposed application. The Chief Officer–Legal and Procurement will issue a Unique Reference Number (URN) to

the Applicant. This number should thereafter be inserted on the front page of all documents relating to the application.

Initial authorisation

9.1.2 Once the URN is issued, the Applicant should submit the application using Form 1 (as referred to in the Documents section of this procedure) to an appropriate authorising officer. If he or she is satisfied that the application meets the criteria outlined in Paragraph 6 above the application may be authorised.

9.1.3 The authorising officer should state explicitly in his/her own words what is being authorised (which may not be the same as that sought by the applicant) and should describe it in detail. They should record who is the subject of the surveillance, what is authorised to be done, where the surveillance can be done and during what times, the manner in which the surveillance is to be undertaken and why it is both proportionate and necessary. The person carrying out the surveillance must have a clear indication of the extent and limits of the authorisation.

9.1.4 Any difference between the authorisation and the terms of the application should be noted and explained by the authorising officer.

9.1.5 The authorising officer should sign and date the authorisation and provide a copy to the Applicant. The Authorising officer should immediately send the principal authorisation to the Chief Officer – Legal and Procurement.

9.1.6 Authorisations for directed surveillance will lapse after the expiry of three months. For practical purposes, the relevant period ends as at 2359 hours on the day preceding.

Renewal

9.1.7 If the applicant considers that surveillance remains necessary and proportionate but the expiry of the initial authorisation is imminent, they may seek renewal of the authorisation.

9.1.8 In any application for renewal, the applicant should include detail of the frequency, nature and value of surveillance undertaken to date and any evidence obtained.

9.1.9 Form 3 (as referred to in the Documents section of this procedure) should be submitted to an authorising officer in sufficient time for it to be considered prior to the expiry of the original authorisation. Renewals must be granted prior to the expiry of an existing authorisation. Renewal will be for a further period of 3 months effective from the expiry of the original authorisation.

9.1.10 The authorising officer should sign and date the renewal and provide a copy to the applicant. The principal copy should be sent immediately to the Chief Officer- Legal and Procurement.

Review

9.1.11 Authorising Officers should keep all authorisations under review and, where appropriate, cancel immediately the need for surveillance ceases. The results of all such reviews should be recorded on the appropriate review form (Form 2) , notified to the Chief Officer - Legal & Procurement and recorded in the central record of authorisations. Review dates should be directed based on the level of intrusion, collateral intrusion or likelihood of obtaining confidential material.

9.1.12 In any review, the applicant should include detail of the frequency, nature and value of surveillance undertaken to date and any evidence obtained.

9.1.13 in the case of an overarching authorisation, new subjects may be added on review. If no longer necessary or proportionate, those already subject to an authorisation may also be removed on review. In such a case the review application should indicate the reason surveillance is no longer required for that particular target, the nature of the product obtained (if any) and the benefit of the surveillance to the investigation.

Cancellation

9.1.13 Authorising officers should cancel authorisations as soon as the surveillance ceases to be necessary or proportionate. Applicants should submit Form 4 to the authorising officer for consideration when they believe such circumstances exist. An authorising officer may equally cancel an authorisation if they are in receipt of information from another source which causes them to believe that the surveillance is no longer necessary or proportionate.

9.1.14 When cancelling the authorisation the authorising officer should record the time the authorisation was cancelled and advise the applicant immediately of this fact. The reason for cancellation and the detail of the surveillance undertaken under the authorisation should be recorded. The cancellation should also include detail of the product obtained and the worth of the surveillance in the context of the investigation.

9.1.15 If relevant, the authorising officer should ensure that all surveillance equipment has been removed and should provide directions to the applicant as to how the information produced from the surveillance is to be handled.

9.1.16 The authorising officer should record whether the objectives set out in the authorisation have been met

9.1.17 Upon completion, the cancellation form should be sent to the Chief Officer – Legal and Procurement.

Further guidance: Part 5 of the Covert Surveillance and Property Interference Code of Practice 2017

<https://www.gov.scot/publications/covert-surveillance-property-interference-code-practice/pages/5/>

9.2 Covert Human Intelligence Source (CHIS)

9.2.1 A local authority may use a CHIS in two main ways. Employees of East Renfrewshire Council may themselves act as a source by failing to disclose their true identity in order to obtain information. Alternatively an employee of the Council may cultivate a member of the public or employee of a business under investigation to provide them with information on a regular basis. This person will also be acting as a source. In both cases the person or persons being investigated are unaware that this is taking place.

9.2.2 Authorisations for juvenile covert human intelligence sources will lapse after the expiry of one month. In all other cases, the authorisation for a CHIS will lapse after twelve months. For practical purposes, the relevant period ends as at 2359 hours on the day preceding.

9.2.3 Applications for authorisation for, and reviews, renewals and cancellations of, CHIS should be made and progressed using Forms referred to in the Documents section of this procedure numbered 6,7,8 and 9 respectively. The process followed shall, subject to the additional matters below, follow that as for directed surveillance.

What Additional Safeguards are Necessary before using a Covert Human Intelligence Source?

9.2.4 Prior to making an application for use of a CHIS, the Applicant should contact the Chief Officer – Legal and Procurement to discuss the appropriateness of this approach in the particular circumstances. If agreed as a suitable approach, a draft of the application should be submitted to the Chief Officer –Legal and Procurement. If the detail of the application is considered sufficient, the applicant will be provided with a URN.

9.2.5 The Applicant should submit the application to the appropriate authorising officer. When the use of a juvenile or vulnerable covert human intelligence source is sought, an application shall always require to be authorised by the Chief Executive or, in his absence, the Head of Education Services (School Provision and Performance),.

Management of a CHIS

9.2.6 Before authorisation can be given, the Authorising Officer must be satisfied that suitable arrangements are in place to ensure satisfactory day to day management of the activities of a source and for overseeing these arrangements.

9.2.7 An individual officer (known as the “handler”) must be appointed to be responsible for the day to day contact between the source and the authority, including:

- Dealing with the source on behalf of the authority
- Directing the day to day activities of the source
- Recording the information supplied by the source
- Monitoring the source’s security and welfare

9.2.8 In addition the Authorising Officer must satisfy themselves that an officer (known as the “controller”) has been designated responsibility for the general oversight of the use made of the source. The names of both the handler and controller should be specified in the authorisation.

9.2.9 The Authorising Officer must also ensure that a risk assessment has been carried out to determine the risk to the source of any tasking and the likely consequences if the role of the source becomes known. Such a risk assessment is required irrespective of whether the CHIS is acting in a conventional manner or in an online capacity. It will be the responsibility of the handler of the source to highlight any concerns regarding the personal circumstances of the source which may affect the validity of the risk assessment, the conduct of the source, or the safety or welfare of the source.

9.2.10 Records must also be maintained, in accordance with the relevant statutory instruments, detailing the use made of the source. It will be the responsibility of the person in day to day control of the activities of the source to maintain the relevant records. The following matters must be included in the records relating to each source:

- (i) identity of the source and the means by which the source is referred to
- (ii) the date when and the circumstances in which the source was recruited
- (iii) the name of the person with day to day responsibility for the source and the name of the person responsible for overall oversight
- (iv) any significant information connected with the security and welfare of the source
- (iv) confirmation by the Authorising Officer that the security and welfare of the source have been considered and any risks have been fully explained and understood by the source
- (v) all contacts between the source and the local authority
- (vi) any tasks given to the source
- (vii) any information obtained from the source and how that information was disseminated

- (ix) any payment, benefit or award or offer of any payment, benefit or award or offer given to a source who is not an employee of the local authority
- (x) any relevant investigating authority other than the authority maintaining the records

Note: All officers shall conduct themselves in accordance with the requirements of the Code of Practice on Covert Human Intelligence Sources.

Use of Vulnerable Individuals as a Covert Human Intelligence Source

9.2.11 A vulnerable individual is a person who is or may be in need of community care services by reason of mental or other disability, age or illness or who is otherwise unable to take care of themselves or unable to protect themselves from significant harm or exploitation. Such individuals should not be used as a Covert Human Intelligence Source, other than in the most exceptional circumstances.

Use of a Juvenile as a Covert Human Intelligence Source

9.2.12 Special safeguards apply to the use of persons under the age of 18 as a Covert Human Intelligence Source. Children under the age of 16 must never be used to provide information against their parents or any person who has parental responsibility for them. In other cases, authorisations should not be granted unless the special provisions contained within the Regulation of Investigatory Powers (Juveniles) (Scotland) Order 2002 are satisfied. If there is any proposal to use a juvenile as a Covert Human Intelligence Source, advice must be sought from the Chief Officer – Legal and Procurement

Further guidance: Covert Human Intelligence Sources: Code of Practice
<https://www.gov.scot/publications/covert-human-intelligence-sources-code-practice/>

9.3 Urgent applications

9.3.1 In urgent cases, an oral authorisation may be given. Urgent cases are those in which surveillance is undertaken in circumstances where it would not be reasonably practicable to obtain authorisation prior to the surveillance being carried out. This does not include surveillance as an immediate response to events (which does not fall within the scope of the Act and is not subject to the terms of this procedure).

9.3.2 Such authorisation may be given by any of the designated authorising officers. Both the person seeking the authorisation and the authorising officer must document an Oral Authorisation as soon as possible. An oral authorisation will expire after 72 hours in any case.

9.3.3 A case will not be considered urgent unless the time that would elapse before the authorising officer was available to grant the authorisation would, in the judgement of the person giving the authorisation, be likely to endanger life or jeopardise the investigation or operation. An authorisation will not be considered urgent because the need for the authorisation has been neglected.

9.3.4 Services wishing to adopt a more devolved authorisation process may do so only on the explicit approval of a written policy by the Council: all authorisations must remain within the scope of the Scottish Executive's guidance on authorising grades.

Further guidance: Part 5, paras 5.8-5.10 of the Covert Surveillance and Property Interference Code of Practice 2017

<https://www.gov.scot/publications/covert-surveillance-property-interference-code-practice/pages/5/>

10. RISK ASSESSMENT

10.1 Before authorising any form of covert surveillance, the authorising officer should also consider whether the proposed action will place any employee or other person at risk. If so, the authorising officer shall have regard to other council procedures already in place, and should also carry out a risk assessment of the proposed course of action before authorisation is granted. Regard must be had to the specific requirements in relation to vulnerable individuals and juveniles.

10.2 The risk assessment should take into account the impact on the employee or other person if their role in the process becomes known.

11. RETENTION AND DESTRUCTION OF SURVEILLANCE EVIDENCE

11.1 Where the product of surveillance could be relevant to pending or future criminal or civil proceedings, it should be retained for a suitable further period and its retention reviewed at a future date.

11.2 Any product obtained from surveillance should be held only for so long as is necessary to address the purpose behind the surveillance. During its retention access to the material should be restricted by both physical and technical means to those with a professional need to use it. The copying of any such product (or any extract from it or summary of it) should be minimised to that necessary for the purpose outlined in the application.

11.3 Once the purpose for which the product was obtained has been satisfied, the product should be deleted or destroyed in a secure fashion. Destruction should take place at a time and in a manner appropriate to the nature and format of the product and in accordance with the Council's Records Retention Schedule.

Further guidance: Part 8, paras 8.15-8.21 of the Covert Surveillance and Property Interference Code of Practice 2017

<https://www.gov.scot/publications/covert-surveillance-property-interference-code-practice/pages/8/>

12. INTERNET INVESTIGATIONS

12.1 A single viewing of an individual's open source social media page (such as Facebook etc.) is not automatically considered directed surveillance and as such does not generally require to be authorised provided the viewing is merely a preliminary examination of the site to establish whether it is of interest or not. If the single viewing forms part of a more extensive collection of information about the individual then a directed surveillance authorisation should be sought. Likewise, repeated viewings of the page or a systematic regime of viewing is directed and will require to be authorised as such. This is the case even though the individual has not applied privacy settings to the account which would otherwise block access. A CHIS authorisation is not generally required for such access. It will however be required in situations where a covert relationship is likely to be formed between the applicant officer and the individual (i.e. if the surveillance activity is more than mere reading of the site's content). In such a case, a risk assessment is required (see paragraph 9.2.9 above).

12.2 The use of a disguised purchaser to conclude an electronic purchase on platforms such as E-Bay/Gumtree etc. does not generally require a CHIS provided the purchase is a simple overt process. If however the applicant requires to establish a relationship with the seller in order to prompt the sale or generate a degree of trust a CHIS authorisation will be required.

12.3 Consideration should be given to the following factors in reaching a conclusion as to whether a directed surveillance authorisation is required. If the answer to any of the questions is yes it is likely that you will need to seek authorisation.

- Is the investigation or research directed towards an individual or group of people;
- Is it likely to result in obtaining private information about a person or group of people (taking account of the guidance at paragraph 3.14);
- Is it likely to involve visiting internet sites to build up an intelligence picture or profile;
- Will the information obtained will be recorded and stored;
- Will the information be likely to provide an observer with a pattern of lifestyle;
- Will the information be combined with other sources of information or intelligence, which amounts to information relating to a person's private life;

- Is the investigation or research part of an ongoing piece of work involving repeated viewing of the subject(s);
- Is it likely to involve identifying and recording information about third parties such as friends and family members of the subject of interest, or information posted by third parties such as friends or family members, which may include private information and therefore constitute collateral intrusion.

Further guidance; Part 3, paragraphs 3.5 and 3.11-3-16 of the Covert Surveillance and Property Interference Code of Practice 2017

<https://www.gov.scot/publications/covert-surveillance-property-interference-code-practice/pages/3/>

13 SECURITY AND RETENTION OF DOCUMENTS

13.1 Documents created under this procedure are highly confidential and must be treated as such. Services shall make proper arrangements for their retention, security and destruction, in accordance with the requirements of the Data Protection Act 2018, the UK General Data Protection Regulation and the Codes of Practice. It should be noted that refusals as well as approved applications must be retained. The Code of Practice recommends retention of RIPSA records for a period of 3 years.

13.2 Documents will be inspected periodically by the Investigatory Powers Commissioner's Office (IPCO) which has statutory powers of inspection. No records should be destroyed until after they have been inspected by IPCO.

13.3 The original of every authorisation, renewal, refusal and cancellation (including the records relating to oral authorisations) must be passed to the Chief Officer - Legal & Procurement immediately after such authorisation, renewal, refusal or cancellation has been authorised. The Chief Officer - Legal & Procurement shall maintain a central register of all such forms submitted by officers for consideration under RIPSA. In addition, each authorising officer shall maintain a register of current and past authorisations, renewals, refusals and cancellations which shall contain copies of all such completed forms.

13.4 Authorising officers shall ensure that sufficient information is provided to the Chief Officer - Legal & Procurement in order that the Central Register is kept up to date.

14 MONITORING

14.1 Directors shall carry out regular monitoring of directed surveillance and the use of covert human intelligence sources within their Department and review the investigation practices in operation. The Chief Officer - Legal & Procurement shall monitor all submitted authorisations at the time of their submission to him in order

to ensure compliance with the provisions of the Regulation of Investigatory Powers (Scotland) Act 2000.

15 ADVICE

15.1 If officers are in any doubt as to whether or not an authorisation is required in respect of a proposed course of action, they should seek advice from a solicitor within Legal Services before engaging in that course of action.

CCTV

If an operator of any Council CCTV system is approached by any other employee or other agency requesting that the operator undertake Directed Surveillance using CCTV, the operator is required to obtain a written copy of a RIPSAs authorisation prior to such use. This authorisation must detail the use of a specific camera system for the purpose of directed surveillance. The authorisation must be signed by either one of the Council's Authorising Officers or in the case of the Police, an officer of at least the rank of Superintendent. In urgent cases an authorisation approved by a Police officer of at least the rank of Inspector can be accepted. A copy should be kept.

If the operator is unsure about an aspect of the procedure they should refer to the Council's code of practice for CCTV operation or seek advice from their line manager.

DOCUMENTS

This procedure uses the following **forms**, copies of which are available from Legal Services and on the intranet for use by all departments.

1. Application for Authority to Carry Out Directed Surveillance

This should be completed by the applicant in all cases. The authorisation is effective for three months from the time that approval is given.

2. Review of a Directed Surveillance Authorisation

The authorising officer should complete this on the date indicated in the original authorisation, the last review, or the renewal.

3. Application for Renewal of Directed Surveillance Authorisation

The applicant in all cases should complete this where surveillance is required beyond the previously authorised period (including previous renewals).

4. Cancellation of a Directed Surveillance

The authorising officer should complete this immediately the authorisation ceases to be either necessary or appropriate

5. Oral Record of Authorisation of Directed Surveillance

This is a record of an oral authorisation, which should be completed by the applicant. It should be used only in cases where the urgency of the situation makes the submission of a written application impractical. The original authorising officer should countersign it as soon as is practicable. This should be annexed to the formal application for authorisation.

6. Application for Authority to Use a Covert Human Intelligence Source

This should be completed when seeking to use a covert human intelligence source. The authorisation is effective for 12 months from the time approval is given.

7. Review of an Authorisation for use of a Covert Human Intelligence Source

The authorising officer should complete this on the date indicated in the original authorisation, the last review, or the renewal.

8. Application for Renewal of Authorisation for Use of a Covert Human Intelligence Source

The applicant in all cases should complete this where the use of a covert human intelligence source is necessary beyond the previously authorised period.

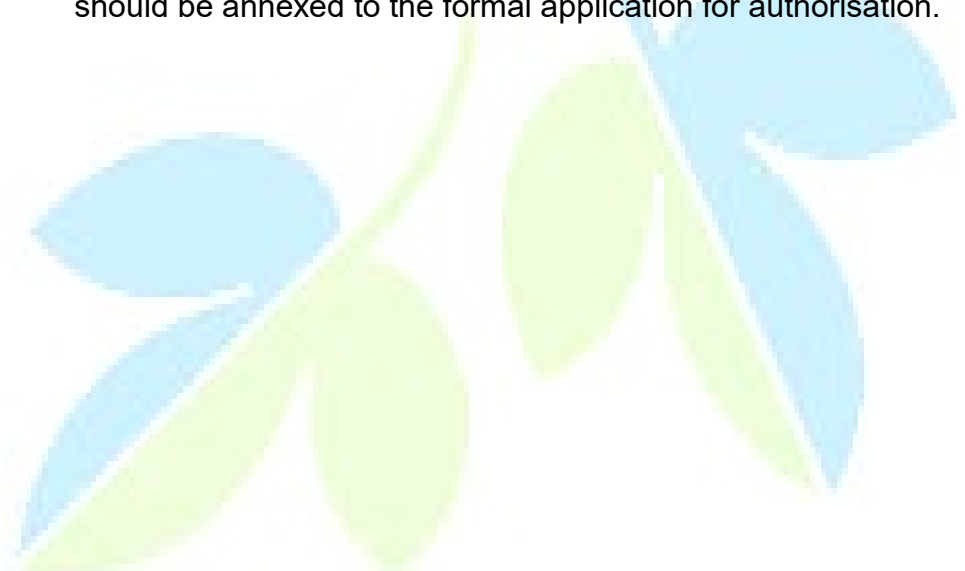
9. Cancellation of Use of Covert Human Intelligence Source

The authorising officer should complete this when the authorisation ceases to be either necessary or appropriate.

10. Oral Record of Authorisation of Directed Surveillance

11. Oral Authorisation of Use of a Covert Human Intelligence Source

This is a record of an oral authorisation, which should be completed by the applicant. It should be used only in cases where the urgency of the situation makes the submission of a written application impractical. The original authorising officer should countersign it as soon as is practicable. This should be annexed to the formal application for authorisation.



FOR USE BY APPLICANT

OPERATION REF:

FOR USE BY MONITORING OFFICER ONLY

UNIQUE REFERENCE NUMBER:

DATE RECEIVED BY MONITORING OFFICER:

CHECKED:

EAST RENFREWSHIRE COUNCIL**REGULATION OF INVESTIGATORY POWERS (SCOTLAND) ACT 2000****APPLICATION FOR AUTHORITY TO CARRY OUT DIRECTED SURVEILLANCE**

NAME OF APPLICANT:		JOB TITLE:	
SERVICE UNIT/ DEPARTMENT:			
FULL ADDRESS:			
CONTACT DETAILS:			
TELEPHONE:	FAX:	EMAIL:	
OPERATION NAME AND REFERENCE (IF APPLICABLE):			
NAME:		REFERENCE:	
NAME AND JOB TITLE OF INVESTIGATING OFFICER (if other than the applicant)			
1. DESCRIBE IN GENERAL TERMS THE ACTIVITY BEING INVESTIGATED			
2. DESCRIBE IN GENERAL TERMS THE CONDUCT TO BE AUTHORISED			
3. IDENTIFY THE GROUNDS ON WHICH THE DIRECTED SURVEILLANCE IS NECESSARY (tick the appropriate box)			
<ul style="list-style-type: none"> • FOR THE PURPOSE OF DETECTING CRIME OR PREVENTING DISORDER <input type="checkbox"/> • IN THE INTERESTS OF PUBLIC SAFETY <input type="checkbox"/> <input type="checkbox"/> • FOR THE PURPOSE OF PROTECTING PUBLIC HEALTH <input type="checkbox"/> 			

4. GIVE THE IDENTITIES, WHERE KNOWN, OF THOSE INDIVIDUALS WHO ARE TO BE THE SUBJECT OF THE DIRECTED SURVEILLANCE.

NAME:
ADDRESS:
DOB:

ANY OTHER INFORMATION AS APPROPRIATE:

NAME:
ADDRESS:
DOB:

ANY OTHER INFORMATION AS APPROPRIATE:

5. STIPULATE THE NATURE OF THE SURVEILLANCE TO BE AUTHORISED. (You should include any premises or vehicles involved and any equipment to be used together with proposed numbers of staff and intended duration).

6. EXPLANATION OF THE INFORMATION WHICH IT IS HOPED TO OBTAIN AS A RESULT OF THE SURVEILLANCE

7. EXPLAIN WHY DIRECTED SURVEILLANCE IS NECESSARY IN THIS SPECIFIC CASE (You should include any other methods which have been considered as an alternative to surveillance. You must consider whether the evidence could be obtained in any other way?)

8. INDICATE ANY POTENTIAL FOR COLLATERAL INTRUSION ON PERSONS OTHER THAN THOSE TARGETED:
9. INDICATE HOW YOU PLAN TO MINIMISE ANY COLLATERAL INTRUSION:
10. INDICATE THE LIKELIHOOD OF ACQUIRING ANY CONFIDENTIAL / RELIGIOUS MATERIAL:

(NB: ONLY THE CHIEF EXECUTIVE MAY AUTHORISE SURVEILLANCE WHICH IS LIKELY TO ACQUIRE CONFIDENTIAL/RELIGIOUS MATERIAL)

11. EXPLAIN WHY THE DIRECTED SURVEILLANCE IS PROPORTIONATE TO WHAT IT SEEKS TO ACHIEVE. (You should address the scale and duration of the proposed surveillance, the seriousness of the matters being investigated, the amount of collateral intrusion likely to occur and the lack of alternative ways of acquiring the information sought.)

12. ANTICIPATED START AND DURATION:
ANTICIPATED START DATE:
EXPECTED DURATION:
NAME OF APPLICANT:
POST:
SIGNATURE:
DATE:

13. AUTHORISING OFFICER'S COMMENTS: (Comments must address why you agree that the proposed surveillance is both necessary and proportionate)

IMPORTANT: If surveillance is challenged and requires to be justified in court proceedings, these comments may be the only available aide-memoire you, as authorising officer, can refer to. Please ensure that your comments fully address why you agree the surveillance is both necessary (due to lack of alternatives) and proportionate (due to a well-planned proposal which will involve minimal collateral intrusion and where the scope, intensity and duration of the surveillance are commensurate with the seriousness of the activity being investigated).

14. DETAIL OF AUTHORISATION:

I, _____ (insert name), **HEREBY AUTHORISE THE FOLLOWING DIRECTED SURVEILLANCE OPERATION:**

Surveillance of the said (name) by (insert details of permitted surveillance mechanism including apparatus, location, duration etc)

Collateral intrusion shall be minimised by (insert details of limitations on surveillance restricting the capture of 3rd party information)

THIS WRITTEN AUTHORISATION WILL CEASE TO HAVE EFFECT ON

(insert date which is **exactly** three months from date of authorisation) **UNLESS CANCELLED EARLIER OR RENEWED:**

THE CONTINUING VALIDITY OF THIS AUTHORISATION SHALL BE SUBJECT TO REVIEW BY THE AUTHORISING OFFICER, AT THE FOLLOWING INTERVALS: (Delete as appropriate)

- **ONE WEEK (RECOMMENDED)** ☐ i.e. on the _____ day of _____ 20 (Insert date)
- **TWO WEEKS** ☐ i.e. on the _____ day of _____ 20 (Insert date)
- **LONGER THAN TWO WEEKS (SPECIFY _____)** ☐ i.e. on the _____ day of _____ 20 (Insert date)

15. REASON FOR EXTENDED REVIEW PERIOD OF GREATER THAN 2 WEEKS: (if applicable)

NAME OF AUTHORISING OFFICER:		POST:	
SIGNATURE:		DATE:	

DETAILS OF URGENT AUTHORISATIONS (Only complete if applicable)			
16. DETAILS OF WHY APPLICATION REQUIRED ORAL AUTHORISATION:			
<p>Attach a copy of the Record of Oral Authorisation</p>			
NAME OF AUTHORISING OFFICER :		POST:	
17. DETAILS OF WHY THE APPLICATION SHOULD BE AUTHORISED BY SOMEONE OTHERWISE ENTITLED TO ACT (i.e. by a Director or Head of Service from another Division or Department)			
NAME OF APPLICANT:		POST:	
SIGNATURE:		DATE:	
18. AUTHORISING OFFICER'S COMMENTS: (These must include why the authorising officer accepts that the case is sufficiently urgent to justify authorisation)			
NAME OF AUTHORISING OFFICER :		POST:	
SIGNATURE:		DATE:	

FOR USE BY APPLICANT

OPERATION REF:

FOR USE BY MONITORING OFFICER ONLY

UNIQUE REFERENCE NUMBER:
 DATE RECEIVED BY MONITORING OFFICER:
 CHECKED:

EAST RENFREWSHIRE COUNCIL

REGULATION OF INVESTIGATORY POWERS (SCOTLAND) ACT 2000

REVIEW OF A DIRECTED SURVEILLANCE AUTHORISATION

NAME OF APPLICANT:		JOB TITLE:	
SERVICE UNIT/ DEPARTMENT:			
FULL ADDRESS:			
CONTACT DETAILS:			
TELEPHONE:	FAX:	EMAIL:	
OPERATION NAME AND FILE REFERENCE (IF APPLICABLE):			
NAME:		FILE REFERENCE:	
DATE OF AUTHORISATION:	ORIGINAL	EXPIRY DATE OF AUTHORISATION OR LAST RENEWAL:	REVIEW NUMBER:
DATES OF PREVIOUS REVIEWS AND REVIEW NUMBER			
DATE:		REVIEW NUMBER:	
DATE:		REVIEW NUMBER:	
DATE:		REVIEW NUMBER:	
DATE:		REVIEW NUMBER:	
DATE:		REVIEW NUMBER:	
1. DESCRIBE THE ACTIVITY CARRIED OUT TO DATE UNDER THE AUTHORISATION AND SUMMARISE ANY INFORMATION/EVIDENCE OBTAINED. EXPLAIN WHY NO INFORMATION OR INSUFFICIENT EVIDENCE HAS BEEN OBTAINED.			

2. EXPLAIN WHY IT IS NECESSARY TO CONTINUE WITH DIRECTED SURVEILLANCE:**3. REVIEWING OFFICER'S COMMENTS, INCLUDING WHETHER OR NOT THE DIRECTED SURVEILLANCE SHOULD CONTINUE:****4. REVIEWING OFFICER'S STATEMENT**

I, _____ (insert name), HEREBY AGREE THAT THE GROUNDS UNDER WHICH THE AUTHORISATION FOR THIS ACTIVITY WAS ORIGINALLY GRANTED CONTINUE TO APPLY AND THAT IT IS NOT NECESSARY TO CANCEL THE AUTHORISATION AT THIS TIME.

NAME (PRINT):		POST:	
SIGNATURE:		DATE:	
DATE OF NEXT REVIEW:		DATE AUTHORISATION EXPIRES:	

NOTE: IF THERE IS NO REVIEW SCHEDULED BEFORE AUTHORISATION EXPIRES, THE APPLICANT AND AUTHORISING OFFICER MUST CONSIDER RENEWAL OR CANCELLATION.

FOR USE BY APPLICANT

OPERATION REF:

FOR USE BY MONITORING OFFICER ONLY

 UNIQUE REFERENCE NUMBER:
 DATE RECEIVED BY MONITORING OFFICER:
 CHECKED:

EAST RENFREWSHIRE COUNCIL

REGULATION OF INVESTIGATORY POWERS (SCOTLAND) ACT 2000

APPLICATION FOR RENEWAL OF AUTHORITY TO CARRY OUT DIRECTED SURVEILLANCE

Please attach copies of original authorisation, previous renewals and review forms

NAME OF APPLICANT:		JOB TITLE:	
SERVICE UNIT DEPARTMENT:			
FULL ADDRESS:			
CONTACT DETAILS:			
TELEPHONE:	FAX:	EMAIL:	
OPERATION NAME AND FILE REFERENCE (IF APPLICABLE):			
NAME:		FILE REFERENCE:	
INVESTIGATING OFFICER (IF OTHER THAN THE APPLICANT) AND POSITION:			

DETAILS OF RENEWALS
1. DETAIL ANY PREVIOUS RENEWALS
(Provide the date of each renewal and the name of the authorising officer)
2. DETAIL ANY SIGNIFICANT CHANGES TO THE INFORMATION AS LISTED IN THE ORIGINAL AUTHORISATION AT THIS TIME.

3. INDICATE THE CONTENT AND VALUE TO THE INVESTIGATION OR OPERATION OF THE INFORMATION SO FAR OBTAINED BY THE DIRECTED SURVEILLANCE.

4. GIVE DETAILS OF THE RESULTS OF THE REGULAR REVIEWS OF THE INVESTIGATION OR OPERATION.

5. DETAIL THE REASONS WHY IT IS NECESSARY TO CONTINUE WITH THE DIRECTED SURVEILLANCE.

6. DETAIL WHY THE DIRECTED SURVEILLANCE IS STILL PROPORTIONATE TO WHAT IT SEEKS TO ACHIEVE.

AUTHORISING OFFICER'S COMMENTS: (Comments must address why you agree that the continuation of the surveillance is both necessary and proportionate)

IMPORTANT: If surveillance is challenged and requires to be justified in court proceedings, these comments may be the only available aide-memoire you, as authorising officer, can refer to. Please ensure that your comments fully address why you agree the surveillance is both necessary (due to lack of alternatives) and proportionate (due to a well-planned proposal which will involve minimal collateral intrusion and where the scope, intensity and duration of the surveillance are commensurate with the seriousness of the activity being investigated)

DETAIL OF AUTHORISATION

I, _____ (Insert Name), **HEREBY AUTHORISE THE FOLLOWING DIRECTED SURVEILLANCE OPERATION:**
 (insert details of the directed surveillance which is being authorised)

THIS WRITTEN AUTHORISATION WILL CEASE TO HAVE EFFECT ON

(Insert date which is three months from date of authorisation) **UNLESS CANCELLED EARLIER OR RENEWED.**

THE CONTINUING VALIDITY OF THIS AUTHORISATION SHALL BE SUBJECT TO REVIEW BY THE AUTHORISING OFFICER, AT THE FOLLOWING INTERVALS: (Delete as appropriate)

- **ONE WEEK (RECOMMENDED)** ☐ i.e. on the **day of 20** (Insert date)
- **TWO WEEKS** ☐ i.e. on the **day of 20** (Insert date)
- **LONGER THAN TWO WEEKS (SPECIFY)** ☐ i.e. on the **day of 20** (Insert date)

REASON FOR EXTENDED REVIEW PERIOD OF GREATER THAN 2 WEEKS: (IF APPLICABLE)

NAME OF AUTHORISING OFFICER:		POST:	
SIGNATURE:		DATE:	

FOR USE BY APPLICANT

FOR USE BY MONITORING OFFICER ONLY

OPERATION REF:

 UNIQUE REFERENCE NUMBER:
 DATE RECEIVED BY MONITORING OFFICER:
 CHECKED:

EAST RENFREWSHIRE COUNCIL

REGULATION OF INVESTIGATORY POWERS (SCOTLAND) ACT 2000

CANCELLATION OF DIRECTED SURVEILLANCE AUTHORITY

NAME OF APPLICANT:			JOB TITLE:	
SERVICE UNIT/ DEPARTMENT:				
FULL ADDRESS:				
CONTACT DETAILS:				
TELEPHONE:	FAX:		EMAIL:	
OPERATION NAME AND FILE REFERENCE (IF APPLICABLE):				
NAME:	FILE REFERENCE:			
REASON(S) FOR THE CANCELLATION OF THE AUTHORISATION				
EXPLAIN THE VALUE OF THE SURVEILLANCE IN THE OPERATION				
AUTHORISING OFFICER'S STATEMENT				
I, _____ (insert name), HEREBY AUTHORISE THE CANCELLATION OF THE DIRECTED SURVEILLANCE OPERATION AS DETAILED ABOVE.				
NAME (PRINT):			POST:	
SIGNATURE:			DATE:	
DATE AND TIME WHEN AUTHORISING OFFICER INSTUCTED SURVEILLANCE TO CEASE:				
DATE:			TIME:	
DATE AND TIME APPLICANT NOTIFIED OF CANCELLATION				
DATE:			TIME:	

FOR USE BY APPLICANT

FOR USE BY MONITORING OFFICER ONLY

OPERATION REF:

 UNIQUE REFERENCE NUMBER:
 DATE RECEIVED BY MONITORING OFFICER:
 CHECKED:

EAST RENFREWSHIRE COUNCIL

REGULATION OF INVESTIGATORY POWERS (SCOTLAND) ACT 2000

RECORD OF ORAL AUTHORITY TO CARRY OUT DIRECTED SURVEILLANCE

(To be completed by Authorising Officer)

NAME OF APPLICANT:		JOB TITLE:	
SERVICE UNIT/ DEPARTMENT:			
FULL ADDRESS:			
OPERATION NAME AND FILE REFERENCE (IF APPLICABLE):			
NAME:		FILE REFERENCE:	
1. DESCRIBE IN GENERAL TERMS THE ACTIVITY BEING INVESTIGATED			
2. DESCRIBE IN GENERAL TERMS THE CONDUCT TO BE AUTHORISED			
3. IDENTIFY THE GROUNDS ON WHICH THE DIRECTED SURVEILLANCE IS NECESSARY. (TICK THE APPROPRIATE BOX).			
<ul style="list-style-type: none"> • FOR THE PURPOSE OF DETECTING CRIME OR PREVENTING DISORDER <input type="checkbox"/> • IN THE INTERESTS OF PUBLIC SAFETY <input type="checkbox"/> • FOR THE PURPOSE OF PROTECTING PUBLIC HEALTH <input type="checkbox"/> 			

4. STIPULATE THE NATURE OF THE SURVEILLANCE AUTHORISED. (You should include any premises or vehicles involved and any equipment to be used together with proposed numbers of staff and intended duration).

5. EXPLANATION OF THE INFORMATION WHICH IT IS HOPED TO OBTAIN AS A RESULT OF THE SURVEILLANCE

6. EXPLAIN WHY YOU CONSIDER IT APPROPRIATE TO GIVE AN ORAL AUTHORISATION. (You should explain why it is considered that the case is urgent and why it is not practicable to await a formal application and authorisation. Note: a case will not be considered urgent unless the time that would elapse before the authorising officer was available to grant the authorisation would, in the judgement of the person giving the authorisation, be likely to endanger life or jeopardise the investigation or operation. An authorisation will not be considered urgent because the need for the authorisation has been neglected.)

ANTICIPATED START AND DURATION:

ANTICIPATED START DATE:

EXPECTED DURATION:

AUTHORISING OFFICER'S COMMENTS: (COMMENTS MUST ADDRESS WHY YOU AGREE THAT THE PROPOSED SURVEILLANCE IS BOTH NECESSARY AND PROPORTIONATE).

IMPORTANT: If surveillance is challenged and requires to be justified in court proceedings, these comments may be the only available aide-memoire you, as authorising officer, can refer to. Please ensure that your comments fully address why you agree the surveillance is both necessary (due to lack of alternatives) and proportionate (due to a well-planned proposal which will involve minimal collateral intrusion and where the scope, intensity and duration of the surveillance are commensurate with the seriousness of the activity being investigated).

REMEMBER: If confidential material is to be obtained the authorisation can only be signed by the chief executive unless she is absent.

AUTHORISING OFFICER'S SIGNATURE

I, _____ (insert name), **HEREBY CONFIRM THAT I GAVE ORAL AUTHORISATION TO THE FOREGOING DIRECTED SURVEILLANCE**

THIS ORAL AUTHORISATION WILL CEASE TO HAVE EFFECT ON (Insert date and time which is 72 hours from date of authorisation)

UNLESS CANCELLED EARLIER.

NAME:		POST:	
SIGNATURE:		DATE:	

IMPORTANT NOTE: A formal application for authorisation must be completed and submitted to the appropriate authorising officer as soon as possible and, in any event, within 72 hours of the oral authorisation.

FOR USE BY APPLICANT

OPERATION REF:

FOR USE BY MONITORING OFFICER ONLY

 UNIQUE REFERENCE NUMBER:
 DATE RECEIVED BY MONITORING OFFICER:
 CHECKED:

EAST RENFREWSHIRE COUNCIL

REGULATION OF INVESTIGATORY POWERS (SCOTLAND) ACT 2000

APPLICATION FOR AUTHORISATION OF THE USE OR CONDUCT OF A COVERT HUMAN INTELLIGENCE SOURCE

NAME OF APPLICANT:		JOB TITLE:	
SERVICE UNIT/ DEPARTMENT:			
FULL ADDRESS:			
CONTACT DETAILS:			
TELEPHONE:	FAX:	EMAIL:	
OPERATION NAME AND REFERENCE (IF APPLICABLE):			
NAME:		REFERENCE:	
NAME AND JOB TITLE OF INVESTIGATING OFFICER (if other than the applicant)			
1. DESCRIBE IN GENERAL TERMS THE ACTIVITY BEING INVESTIGATED			
2. DESCRIBE IN GENERAL TERMS THE CONDUCT TO BE AUTHORISED			
3. IDENTIFY THE GROUNDS ON WHICH THE ACTION IS NECESSARY (tick the appropriate box)			
<ul style="list-style-type: none"> • FOR THE PURPOSE OF DETECTING CRIME OR PREVENTING DISORDER <input type="checkbox"/> • IN THE INTERESTS OF PUBLIC SAFETY <input type="checkbox"/> <input type="checkbox"/> • FOR THE PURPOSE OF PROTECTING PUBLIC HEALTH <input type="checkbox"/> 			

4. GIVE DETAILS OF THE PURPOSE FOR WHICH THE SOURCE WILL BE TASKED OR DEPLOYED**5. WHERE A SPECIFIC INVESTIGATION OR OPERATION IS INVOLVED, GIVE DETAILS OF THAT INVESTIGATION OR OPERATION****6. GIVE DETAILS OF WHAT THE SOURCE WILL BE TASKED TO DO****7. INDICATE ANY POTENTIAL FOR COLLATERAL INTRUSION ON PERSONS OTHER THAN THOSE TARGETED****8. INDICATE HOW YOU PLAN TO MINIMISE ANY COLLATERAL INTRUSION**

9. INDICATE THE LIKELIHOOD OF ACQUIRING ANY CONFIDENTIAL / RELIGIOUS MATERIAL

(NB: ONLY THE CHIEF EXECUTIVE MAY AUTHORISE SURVEILLANCE WHICH IS LIKELY TO ACQUIRE CONFIDENTIAL/RELIGIOUS MATERIAL)

10. EXPLAIN WHY THE USE OF A CHIS IS PROPORTIONATE TO WHAT IT SEEKS TO ACHIEVE (You should address the scale and duration of the proposed surveillance, the seriousness of the matters being investigated, the amount of collateral intrusion likely to occur and the lack of alternative ways of acquiring the information sought.)

11. ANTICIPATED START AND DURATION:

ANTICIPATED START DATE:

EXPECTED DURATION:

12. RISK ASSESSMENT (Supply a copy of the risk assessment prepared in compliance with the obligation set out in paragraph 6.12 of the Covert Human Intelligence Source Code of Practice 2017)

NAME OF APPLICANT:

POST:

SIGNATURE:

DATE:

13. AUTHORISING OFFICER'S COMMENTS: (Comments must address why you agree that the use or conduct of a CHIS is both necessary and proportionate)

IMPORTANT: If surveillance is challenged and requires to be justified in court proceedings, these comments may be the only available aide-memoire you, as authorising officer, can refer to. Please ensure that your comments fully address why you agree the use or conduct of a CHIS is both necessary (due to lack of alternatives) and proportionate (due to a well-planned proposal which will involve minimal collateral intrusion and where the scope, intensity and duration of the surveillance are commensurate with the seriousness of the activity being investigated).

NOTE: Only the Chief Executive may authorise the use of a vulnerable person or a juvenile as a CHIS

14. AUTHORISING OFFICER'S RECOMMENDATION:

I, _____ (insert name), **HEREBY AUTHORISE THE USE OR CONDUCT OF A COVERT HUMAN INTELLIGENCE SOURCE FOR THE FOLLOWING PURPOSE:**
 (insert details of the action which is being authorised)

The **COVERT HUMAN INTELLIGENCE SOURCE** shall be handled by (name and position) and controlled by (name and position)

THIS WRITTEN AUTHORISATION WILL CEASE TO HAVE EFFECT ON

(insert date which is twelve months (one month for juveniles) from date of authorisation) **UNLESS CANCELLED EARLIER OR RENEWED:**

THE CONTINUING VALIDITY OF THIS AUTHORISATION SHALL BE SUBJECT TO REVIEW BY THE AUTHORISING OFFICER, AT THE FOLLOWING INTERVALS: (Delete as appropriate)

- **ONE WEEK** ☐ i.e. on the _____ day of _____ 20 (Insert date)
- **TWO WEEKS** ☐ i.e. on the _____ day of _____ 20 (Insert date)
- **LONGER THAN TWO WEEKS** ☐ i.e. on the _____ day of _____ 20 (Insert date)

15. REASON FOR EXTENDED REVIEW PERIOD OF GREATER THAN 2 WEEKS: (IF APPLICABLE)

NAME OF AUTHORISING OFFICER:		POST:	
SIGNATURE:		DATE:	

URGENT AUTHORISATIONS

16. DETAILS OF WHY APPLICATION REQUIRED ORAL AUTHORISATION:

NAME OF APPLICANT :		POST:	
SIGNATURE:		DATE:	

17. AUTHORISING OFFICER'S COMMENTS: (These must include why the authorising officer or the person entitled to act in their absence considered the case sufficiently urgent to justify oral authorisation)

NAME OF AUTHORISING OFFICER :		POST:	
SIGNATURE:		DATE:	

18. DETAILS OF WHY THE APPLICATION SHOULD BE AUTHORISED BY SOMEONE OTHERWISE ENTITLED TO ACT (i.e. by a Director or Head of Service from another Division or Department)

NAME OF APPLICANT:		POST:	
SIGNATURE:		DATE:	

19. AUTHORISING OFFICER'S COMMENTS: (These must include why the person entitled to act considered the case sufficiently urgent to justify authorisation)

NAME OF AUTHORISING OFFICER :		POST:	
SIGNATURE:		DATE:	

FOR USE BY APPLICANT

OPERATION REF:

FOR USE BY MONITORING OFFICER ONLY

UNIQUE REFERENCE NUMBER:
 DATE RECEIVED BY MONITORING OFFICER:
 CHECKED:

EAST RENFREWSHIRE COUNCIL

REGULATION OF INVESTIGATORY POWERS (SCOTLAND) ACT 2000

REVIEW OF A COVERT HUMAN INTELLIGENCE SOURCE AUTHORISATION

NAME OF APPLICANT:		JOB TITLE:	
SERVICE UNIT/ DEPARTMENT:			
FULL ADDRESS:			
CONTACT DETAILS:			
TELEPHONE:	FAX:	EMAIL:	
OPERATION NAME AND FILE REFERENCE (IF APPLICABLE):			
NAME:		FILE REFERENCE:	
DATE OF AUTHORISATION:	ORIGINAL	EXPIRY DATE OF AUTHORISATION OR LAST RENEWAL:	REVIEW NUMBER:
DATES OF PREVIOUS REVIEWS AND REVIEW NUMBER			
DATE:		REVIEW NUMBER:	
DATE:		REVIEW NUMBER:	
DATE:		REVIEW NUMBER:	
DATE:		REVIEW NUMBER:	
DATE:		REVIEW NUMBER:	
1. DESCRIBE THE ACTIVITY CARRIED OUT TO DATE UNDER THE AUTHORISATION AND SUMMARISE ANY INFORMATION/EVIDENCE OBTAINED. EXPLAIN WHY NO INFORMATION OR INSUFFICIENT EVIDENCE HAS BEEN OBTAINED.			

2. EXPLAIN WHY IT IS NECESSARY TO CONTINUE WITH USE OF THE CHIS:**3. REVIEWING OFFICER'S COMMENTS, INCLUDING WHETHER OR NOT THE USE OF THE CHIS SHOULD CONTINUE:****4. REVIEWING OFFICER'S STATEMENT**

I, _____ (insert name), HEREBY AGREE THAT THE GROUNDS UNDER WHICH THE AUTHORISATION FOR THIS ACTIVITY WAS ORIGINALLY GRANTED CONTINUE TO APPLY AND THAT IT IS NOT NECESSARY TO CANCEL THE AUTHORISATION AT THIS TIME.

THE COVERT HUMAN INTELLIGENCE SOURCE SHALL CONTINUE TO BE HANDLED BY (name, post) AND CONTROLLED BY (name, post).

NAME (PRINT):		POST:	
SIGNATURE:		DATE:	
DATE OF NEXT REVIEW:		DATE AUTHORISATION EXPIRES:	

NOTE: IF THERE IS NO REVIEW SCHEDULED BEFORE AUTHORISATION EXPIRES, THE APPLICANT AND AUTHORISING OFFICER MUST CONSIDER RENEWAL OR CANCELLATION.

OPERATION REF:

UNIQUE REFERENCE NUMBER:
DATE RECEIVED BY MONITORING OFFICER:
CHECKED:

EAST RENFREWSHIRE COUNCIL

REGULATION OF INVESTIGATORY POWERS (SCOTLAND) ACT 2000

APPLICATION FOR RENEWAL OF A COVERT HUMAN INTELLIGENCE SOURCE AUTHORISATION

Please attach copies of original authorisation, previous renewals and review forms

NAME OF APPLICANT:		JOB TITLE:	
SERVICE UNIT DEPARTMENT:			
FULL ADDRESS:			
CONTACT DETAILS:			
TELEPHONE:		FAX:	EMAIL:
OPERATION NAME AND FILE REFERENCE (IF APPLICABLE):			
NAME:		FILE REFERENCE:	
INVESTIGATING OFFICER (IF OTHER THAN THE APPLICANT) AND POSITION:			

DETAILS OF RENEWALS

1. DETAIL ANY PREVIOUS RENEWALS

(Provide the date of each renewal and the name of the authorising officer)

2. DETAIL ANY SIGNIFICANT CHANGES TO THE INFORMATION AS LISTED IN THE ORIGINAL AUTHORISATION AT THIS TIME.

3. INDICATE THE CONTENT AND VALUE TO THE INVESTIGATION OR OPERATION OF THE INFORMATION SO FAR OBTAINED BY USE OF THE CHIS.

4. GIVE DETAILS OF THE RESULTS OF THE REGULAR REVIEWS OF THE INVESTIGATION OR OPERATION.

5. DETAIL THE REASONS WHY IT IS NECESSARY TO CONTINUE WITH THE USE OF THE CHIS.

6. DETAIL WHY THE USE OF THE CHIS IS STILL PROPORTIONATE TO WHAT IT SEEKS TO ACHIEVE.

7. GIVE CONSIDERATION TO UPDATE OF RISK ASSESSMENT

AUTHORISING OFFICER'S COMMENTS: (Comments must address why you agree that the continuation of the use of the CHIS is both necessary and proportionate)

IMPORTANT: If the use of the CHIS is challenged and requires to be justified in court proceedings, these comments may be the only available aide-memoire you, as authorising officer, can refer to. Please ensure that your comments fully address why you agree the use of the CHIS is both necessary (due to lack of alternatives) and proportionate (due to a well-planned proposal which will involve minimal collateral intrusion and where the scope, intensity and duration of the surveillance are commensurate with the seriousness of the activity being investigated)

AUTHORDETAIL OF AUTHORISATION

I, _____ (Insert Name), **HEREBY AUTHORISE THE FOLLOWING CONTINUED USE OF THE CHIS:**

(insert details of the use of the CHIS which is being authorised, including reference to the identity of both the handler and controller)

THIS WRITTEN AUTHORISATION WILL CEASE TO HAVE EFFECT ON

(Insert date which is twelve months (or one month in the case of a juvenile) from date of authorisation) **UNLESS CANCELLED EARLIER OR FURTHER RENEWED.**

THE CONTINUING VALIDITY OF THIS AUTHORISATION SHALL BE SUBJECT TO REVIEW BY THE AUTHORISING OFFICER, AT THE FOLLOWING INTERVALS: (Delete as appropriate)

- **ONE WEEK (RECOMMENDED)** ☐ i.e. on the **day of 20** (Insert date)
- **TWO WEEKS** ☐ i.e. on the **day of 20** (Insert date)
- **LONGER THAN TWO WEEKS (SPECIFY)** ☐ i.e. on the **day of 20** (Insert date)

REASON FOR EXTENDED REVIEW PERIOD OF GREATER THAN 2 WEEKS: (IF APPLICABLE)

**NAME OF
AUTHORISING
OFFICER:**

POST:

SIGNATURE:

DATE:

FOR USE BY APPLICANT

OPERATION REF:

FOR USE BY MONITORING OFFICER ONLY

 UNIQUE REFERENCE NUMBER:
 DATE RECEIVED BY MONITORING OFFICER:
 CHECKED:

EAST RENFREWSHIRE COUNCIL

REGULATION OF INVESTIGATORY POWERS (SCOTLAND) ACT 2000

CANCELLATION OF A COVERT HUMAN INTELLIGENCE SOURCE AUTHORISATION

NAME OF APPLICANT:		JOB TITLE:	
SERVICE UNIT/ DEPARTMENT:			
FULL ADDRESS:			
CONTACT DETAILS:			
TELEPHONE:	FAX:	EMAIL:	
OPERATION NAME AND FILE REFERENCE (IF APPLICABLE):			
NAME:		FILE REFERENCE:	
REASON(S) FOR THE CANCELLATION OF THE AUTHORISATION			
EXPLAIN THE VALUE OF THE SOURCE IN THE OPERATION (NOTE: DO NOT SPECIFY THE TRUE IDENTITY OF THE SOURCE)			
AUTHORISING OFFICER'S STATEMENT			
I, _____ (INSERT NAME), HEREBY AUTHORISE THE CANCELLATION OF THE USE /CONDUCT OF A COVERT HUMAN INTELLIGENCE SOURCE AS DETAILED ABOVE.			
NAME (PRINT):		POST:	
SIGNATURE:		DATE:	
DATE AND TIME WHEN AUTHORISING OFFICER INSTRUCTED USE/CONDUCT OF A COVERT HUMAN INTELLIGENCE SOURCE TO CEASE:			
DATE:		TIME:	
DATE AND TIME APPLICANT NOTIFIED OF CANCELLATION			
DATE:		TIME:	

FOR USE BY APPLICANT

OPERATION REF:

FOR USE BY MONITORING OFFICER ONLY

 UNIQUE REFERENCE NUMBER:
 DATE RECEIVED BY MONITORING OFFICER:
 CHECKED:

EAST RENFREWSHIRE COUNCIL

REGULATION OF INVESTIGATORY POWERS (SCOTLAND) ACT 2000

RECORD OF ORAL AUTHORITY FOR THE USE OF OR CONDUCT OF A COVERT HUMAN INTELLIGENCE SOURCE

(To be completed by Authorising Officer)

NAME OF APPLICANT:		JOB TITLE:	
SERVICE UNIT/ DEPARTMENT:			
FULL ADDRESS:			
OPERATION NAME AND FILE REFERENCE (IF APPLICABLE):			
NAME:		FILE REFERENCE:	
3. DESCRIBE IN GENERAL TERMS THE ACTIVITY BEING INVESTIGATED			
4. DESCRIBE IN GENERAL TERMS THE CONDUCT TO BE AUTHORISED			
3. IDENTIFY THE GROUNDS ON WHICH THE USE OF A CHIS IS NECESSARY (Tick the appropriate box).			
<ul style="list-style-type: none"> • FOR THE PURPOSE OF DETECTING CRIME OR PREVENTING DISORDER <input type="checkbox"/> • IN THE INTERESTS OF PUBLIC SAFETY <input type="checkbox"/> • FOR THE PURPOSE OF PROTECTING PUBLIC HEALTH <input type="checkbox"/> 			

4. STIPULATE THE NATURE OF THE SURVEILLANCE AUTHORISED (You should include any premises or vehicles involved and any equipment to be used together with proposed numbers of staff and intended duration).

5. EXPLANATION OF THE INFORMATION WHICH IT IS HOPED TO OBTAIN AS A RESULT OF THE USE OF THE CHIS

6. EXPLAIN WHY YOU CONSIDER IT APPROPRIATE TO GIVE AN ORAL AUTHORISATION (You should explain why it is considered that the case is urgent and why it is not practicable to await a formal application and authorisation. Note: a case will not be considered urgent unless the time that would elapse before the authorising officer was available to grant the authorisation would, in the judgement of the person giving the authorisation, be likely to endanger life or jeopardise the investigation or operation. An authorisation will not be considered urgent because the need for the authorisation has been neglected.)

ANTICIPATED START AND DURATION:

ANTICIPATED START DATE:

EXPECTED DURATION:

AUTHORISING OFFICER'S COMMENTS: (COMMENTS MUST ADDRESS WHY YOU AGREE THAT THE PROPOSED USE OF A CHIS IS BOTH NECESSARY AND PROPORTIONATE)

IMPORTANT: If surveillance is challenged and requires to be justified in court proceedings, these comments may be the only available aide-memoire you, as authorising officer, can refer to. Please ensure that your comments fully address why you agree the surveillance is both necessary (due to lack of alternatives) and proportionate (due to a well-planned proposal which will involve minimal collateral intrusion and where the scope, intensity and duration of the surveillance are commensurate with the seriousness of the activity being investigated).

REMEMBER: If confidential material is to be obtained the authorisation can only be signed by the Chief Executive unless she is absent. IF THE CHIS IS A JUVENILE OR VULNERABLE ADULT ONLY THE CHIEF EXECUTIVE MAY AUTHORISE

AUTHORISING OFFICER'S SIGNATURE

I, (insert name), **HEREBY CONFIRM THAT I GAVE ORAL AUTHORISATION TO THE FOREGOING USE OR CONDUCT OF A CHIS**

THIS ORAL AUTHORISATION WILL CEASE TO HAVE EFFECT ON (Insert date and time which is 72 hours from date of authorisation)

UNLESS CANCELLED EARLIER.

NAME:		POST:	
SIGNATURE:		DATE:	

IMPORTANT NOTE: A formal application for authorisation must be completed and submitted to the appropriate authorising officer as soon as possible and, in any event, within 72 hours of the oral authorisation.

EAST RENFREWSHIRE COUNCIL26th March 2025Report by Chief Social Work OfficerEAST RENFREWSHIRE CHILDREN'S SERVICES PROMISE 5TH ANNIVERSARY
PROGRESS REPORT**PURPOSE OF REPORT**

1. The purpose of this paper is to highlight the work undertaken by East Renfrewshire Council, the Health and Social Care Partnership and the wider Children's Planning Partnership - the Improving Outcomes for Children and Young People Partnership – in promoting The Promise. The report highlights progress with local implementation over the period 2020 to 2025. The local partnership acknowledges that whilst progress has been made there is much still to do to be fully Promise compliant by 2030.

RECOMMENDATIONS

2. Council is asked to:
- a) Note the publication of the national Promise Oversight Board 5th Anniversary Report (2025); and,
 - b) Note and comment on the 5th Anniversary progress update on implementation of The Promise in East Renfrewshire (Appendix 1).

BACKGROUND

3. The 5th February 2025 marked 5 years since the conclusions of the Independent Care Review were published and The Promise was made and launched. This anniversary is an important time for all public services and wider society to reflect on what has happened so far, and on the journey ahead. Five years ago this landmark publication acknowledged that the current "care system" in Scotland wasn't working and proposed transformational change over a ten year period driven by the following promise to care experienced children and young people:

"You will grow up loved, safe and respected. And by 2030, that promise must be kept".

4. On 5th February 2020 a promise was made to the infants, children, young people, adults and families who have experience of the care system in Scotland. The Promise and its commitments was clear that by 2030 the following would be delivered:

- Love will no longer be the casualty of the 'care system,' but the value around which it operates;
- Wherever it is safe to do so, Scotland will make sure children stay with their families and families will be actively supported to stay together; and,
- Children, young people, and their families will be listened to, respected, involved and heard in every decision that affects them.

5. The Scottish Government and the national Promise Team reinforced that this work is “*immediate and urgent work - what can change now must change now*” and that implementation of The Promise must not be delayed. In East Renfrewshire we have made the same commitment to our current looked after children and young people, those who we previously looked after, and for those who will experience care in the future. Even during the Covid-19 pandemic we sought opportunities to drive forward The Promise, believing that during this extraordinarily challenging time, children and young people in our care needed to be loved, safe, and listened to more than ever. The timeline (appendix 2) highlights the challenges faced by the Promise across Scotland.

CONTEXT

6. The Promise Oversight Board published their [report](#) in February 2025 to mark the mid-way point in the ten year programme. It concludes that the national journey is behind schedule but still on course to be achieved by 2030. The report states that to get there will “*require pace, renewed purpose, and everyone to play their part*” over the next five years. It highlights the statutory provisions of the Children and Young People (Scotland) Act 2014 that relate to public bodies as corporate parents and is clear all of these local and national organisations must fulfil their responsibilities if children and young people are to get the support they need.

7. The Calls to Action from the Oversight Board Report are being considered by our local multi-agency Improving Outcomes for Children and Young People Partnership and where necessary we will ensure areas for improvement are included in East Renfrewshire’s Place To Grow strategic vision, and the Children’s Services Plan.

REPORT

8. Through our multi-agency East Renfrewshire Improving Outcomes for Children and Young People Partnership, we have worked hard to promote and implement The Promise. Firstly, by consistently raising awareness of the role of Corporate Parents, we have sought to ensure that partners understand that when a child or young person becomes looked after – at home or away from home - the local authority, health board, and a number of other public bodies take on the statutory responsibility of Corporate Parent. Achieving a shared understanding that Corporate Parenting is a collective responsibility is key to successfully keeping The Promise.

9. The two published statutory East Renfrewshire Children’s Services Plans that cover the period since 2020 ([Children’s Services Plan 2023-26](#) and [Children’s Services Plan 2020-23](#)) have very clearly placed the Promise as our top priority across the partnership. The five year progress report demonstrates the breadth and depth of implementation locally and the importance of the partnership in making this happen. The report is structured around the foundations of *Voice, Care, Family, People, Scaffolding* and indicates the partners who contribute in each area.

10. Similar to the national picture, over the last decade the population of looked after children and young people in East Renfrewshire has been reducing and changing. This is as a consequence of national as well as local factors (see appendix 3). Specifically, changes to how children can access essential services has meant that there has been a cultural and systems shift away from requiring a statutory supervision order to get the help they need when they need it.

Furthermore the implementation of Signs of Safety and a sensible approach to risk has meant that children's services work more collaboratively with parents and carers to achieve better outcomes for children.

11. The delivery of the national Permanence and Care Excellence (PACE) Programme has also led to the reduction in this population as more innovative ways of working, informed by children's rights, trauma and relationship based practice have been rolled out. Overall, the strengthening of prevention and early help has resulted in need being identified and responded to earlier by universal services in line with the Getting it Right for Every Child approach.

12. In addition, the characteristics of the looked after population have changed as there is a clear trend towards more children and young people with very complex needs such as neuro divergence alongside poor mental health, becoming subject to a supervision requirement (see appendix 4). Approximately one third of the current population are separated young people (unaccompanied asylum seeking young people) who have a high level of need that we are responding to. Both trends are forecast to continue to increase over the period. It is important to state that although the overall number who are looked after has reduced, the actual number of vulnerable children, young people and families who require intervention to prevent them from entering the care system is increasing across all services.

13. The East Renfrewshire 5th Anniversary Progress Update highlights further activity that has been undertaken by a range of our corporate parent partner agencies and includes:

- Development of an East Renfrewshire Promise Board
- Child Friendly Children's Hearings through 'Better Hearings' practice group
- Imagination Library has delivered 1414 books to 63 children in East Renfrewshire
- Roll out of Trauma Tier 1 and 2 Training programmes to over 350 staff across the Council workforce
- Publication of a new Housing and HSCP Protocol to support care experienced young people's access to housing
- Keeping the Promise Award in schools and other settings

CONSULTATION AND PARTNERSHIP WORKING

14. The Improving Outcomes for Children and Young People Partnership oversee the planning, implementation and evaluation of The Promise in East Renfrewshire and the work of the partnership individually and collectively has been captured in this five year mark report. Reporting also takes place annually through the Children's Plan.

IMPLICATIONS OF THE PROPOSALS

15. An Equality, Fairness and Rights Impact Assessment was undertaken as part of the planning process for the Children's Services Plan.

CONCLUSIONS

16. We are determined to deliver The Promise in East Renfrewshire by 2030. However we agree with the Oversight Board that there is not a moment left to waste and all agencies need to play their part in making this happen.

The five year report illustrates the strength of commitment locally to do this. Ultimately we will be judged by children, young people and their families and carers as to how well we are achieving the change that needs to take place.

RECOMMENDATION

17. Council is asked to:

- a) Note the publication of the national Promise Oversight Board 5th Anniversary Report (2025); and,
- b) Note and comment on the 5th Anniversary progress update on implementation of The Promise in East Renfrewshire (Appendix 1).

Report Authors

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Appendix 1: East Renfrewshire Children's Services Plan Promise 5th Anniversary Progress Report

Promise Foundation	Corporate Parent Partner Agencies
Voice	
<p>The Promise Board</p> <p>To ensure that at the highest level children and young people are heard and engaged, and that they and their families are at the centre of everything that we do, we have developed an East Renfrewshire Promise Board. In addition to children, young people, families and carers, the Promise Board will draw its membership from chief officers, elected members, and senior officials from across the local partnership. This is a completely new way of working collaboratively with those who use our services, and to encourage meaningful participation a co-production approach will be adopted. The aim is for those with lived experience of the care system to help set the agenda, communicate what is working well for them and what is not going well, and ultimately help agencies shape better services and responses. The new Board model was approved by Council in October 2024 with Board membership recently agreed. Further development is now taking place with the first board event to take place in May 2025 and the full board operational by autumn. Ongoing evaluation will be established to ensure the experience of the first year is gathered and understood.</p> <p>To increase knowledge of the Promise Board and its aims, an information and consultation session on The Promise took place in October 2024 with 13 elected members and all senior leaders from the CMT in attendance. At the session young people from East Renfrewshire's Champions Board, who were also involved in the development of the national Promise, delivered a presentation on the partnership work being undertaken locally. The young people also gave their backing for the development of the new Promise Board and this was subsequently agreed by Council that evening.</p>	<p>Young People Families and Carers ERHSCP Senior Council Leadership Team</p>
<p>Children's Hearings Improving Practice Group</p> <p>The Children's Hearings Improving Practice Group, 'Better Hearings' has been working together to support children and young people to feel confident to attend their Children's Hearings. This includes the implementation of Child Friendly Scheduling - a process which will consider child's views in relation to when their Hearing takes place to break down barriers to attendance and prevent Hearings being deferred. A Pre Hearing checklist will be rolled out to ensure that children are supported to access child friendly information with the support of their Social Worker or Advocacy worker and will include the offer of a visit to the Children's Hearing Centre prior to their scheduled Hearing.</p>	<p>SCRA CHS ERHSCP Who Carers Scotland Partners in Advocacy</p>

<p>East Renfrewshire's Champions Board</p> <p>The Champions Board was established over 10 years ago and in that time has become a platform for care experienced young people aged 12-26 years to express their views and what they would like to see changed. They have worked together to explore issues facing care experienced young people and have suggested ways to improve the services that are available. Housing and mental health services have been key issues. Young people have worked directly with Heads of Service and other corporate parents at directorate level to discuss issues affecting them with the aim of influencing changes in policy and practice. There is also a focus on wider participation and engagement activities to promote relationships, connections and the overall wellbeing of our young people.</p> <p>The Champions Board were involved in the co-design of our Healthier Minds Service and the mid-year review in October 24 highlighted that nine Care Experienced young people and 15 Young Carers have been supported so far this year. Four care experienced members of the Champions Board were successful in gaining apprenticeships in the HSCP in 2022 and played a key part in the success of the Pathway Planning Project. More recently, the current members of the Champions board were equal partners in the 'Moving On' project (more below) and are currently instrumental in shaping the new Promise Board.</p>	<p>Young People ERHSCP</p>
<p>The Throughcare Aftercare drop-in</p> <p>The drop-in is an informal opportunity for care experienced young people to come together for a chat, relax or have a meal together. The drop-in meets on a frequent basis and takes a peer led approach, giving young people another platform to discuss any issues or problems. It also provides extra support for young people's transition into adulthood as they can get advice and guidance from peers and corporate parents. Money Advice attend the drop-in each month and this gives young people the opportunity to build relationships with other corporate parents and get immediate hands on advice for any money matters. Social activities are also a key focus, for example, making meals at the drop in, going on outings and planned Christmas dinners each year.</p>	<p>Young People ERHSCP MART</p>
<p>School Holiday Programmes</p> <p>During spring, summer, autumn school holidays, HSCP Children and Families staff deliver holiday activity for care experienced children and young people who they work with. These programmes are designed by the children and young people with the necessary funding drawn from existing budgets and from the Scottish Government Care Experienced Scottish Attainment Challenge (PEF) Fund.</p> <p>Since 2020, over 350 children and young people have attended holiday programmes and evaluation indicates that the programmes are well received and attendance remains very high. Parents and carers report better family relationships too.</p>	<p>HSCP</p>

Care	
<p>Imagination Library</p> <p>Dolly Parton's Imagination Library is a book gifting programme devoted to inspiring a love of reading in the hearts of children everywhere. Through a grant from the Scottish Government, the Imagination Library provides a free book a month to all care-experienced children and all adopted children in Scotland from birth to the age of five. East Renfrewshire was one of the first local authorities to sign up to the programme and since 2020, 63 young children from East Renfrewshire have received a total of 1,414 books.</p>	ERHSCP
<p>'Moving On' Young People's Housing Project – HSCP, Housing Services and Aberlour Partnership</p> <p>Prior to the Covid-19 pandemic, care experienced and vulnerable young people reported to East Renfrewshire HSCP that the current provision of housing and support was insufficient and failed to address their needs. A partnership between Aberlour and the HSCP was established to examine support for independent living, redesign supported accommodation and aftercare/outreach offers. Funding to support this project was secured through the Corra Foundation as well as the HSCP core budget. This funding enabled the HSCP to collaborate with Aberlour national children's charity and employ a Project Redesign Coordinator to undertake system-change planning work, focusing on improving young people's transition experiences. Underpinned by the principles of the Scottish Approach to Service Design, the Project Coordinator designed and completed 25 consultations with young people and foster carers, 13 contextual interviews with relevant departments and stakeholders, and held 4 multi-agency workshops.</p> <p>The two year project culminated in a number of achievements. The key one being an Out of Hours Support Service, 365 days a year for young people in emergency and temporary accommodation. Young people also designed housewarming hampers and a tenancy handbook for their peers. Community Learning & Development (CLD) have also played a part in this work by assisting the partners to develop a Housing Skills Pilot Programme targeting care experienced young people which commenced in January 2025.</p>	Young People Aberlour ERC Housing Services ERHSCP CLD
<p>Separated Young People (Unaccompanied Asylum Seeking Children and Young People).</p> <p>Similar to all local authorities throughout the UK, East Renfrewshire has participated in the mandated Home Office National Transfer Scheme to provide care and support to separated children and young people (unaccompanied asylum seeking children/young people).</p> <p>In early 2025 at the time of writing, the number of young people we are supporting is 32 and this now represents approximately one third of our local looked after population. 82% of these young people have remained in their initial placement.</p>	ERHSCP Education Services ERC Housing Services CLD FE Colleges

<p>A small number of the young people have been accommodated with foster carers but most are housed in their own accommodation, usually flat sharing arrangements, where they have been matched in accordance with their background. The young people are mainly supported by the HSCP Children and Families Youth Intensive Support Team (YISS) and most are on supervision orders due to their vulnerability. Schools have provided safe and nurturing spaces for them and CLD staff have created community based youth work opportunities to help with integration, reduce isolation, and improve mental wellbeing.</p>	
<p>Care experienced young people's participation in CLD programmes and clubs</p> <p>The CLD Team are committed to ensuring that care experienced young people can access both universal and targeted youth work services. Over the past 5 years, over 80 different young people with care experience have participated in a range of CLD programmes including - ER Youth Voice, Duke of Edinburgh, Snow Camp, School Based Youth Work, Safer Choices, Diversionary activities, Youth Right's Association, One to One support, and Detached Youth Work. Through participation in these programmes, young people have achieved 36 awards through a range of accreditation opportunities including - Duke of Edinburgh's Awards, Heartstart, Saltire Awards, JASS, National Navigation Award Scheme, Snow Camp Assistant Instructor, SQA awards, British Red Cross First Aid Champions.</p> <p>Furthermore, in 2023 CLD identified a need for targeted youth provision for care experienced young people which would allow these young people a safe space and opportunities to share their experiences and build supportive relationships with youth work staff. The group is regularly attended and young people participate in fun and educational activities.</p>	CLD
<p>Child and Young People at Risk of Secure Accommodation</p> <p>East Renfrewshire continues to have one of the lowest rates of young people in secure care in Scotland and this has been sustained over a ten year period. To maintain vulnerable high-risk young people at home in their community and safely requires the commitment of considerable resources along with ways of working with young people and their families that is based on relationships and trauma informed.</p> <p>Courts and Children's Hearings need to be confident that care and support packages are comprehensive to engage young people and their families fully. HSCP Children and Families Teams have been very successful in evidencing that this approach works and that the services offered are having a positive impact.</p>	ERHSCP
<p>Children First and Learn Well</p> <p>We work in partnership with Children First to deliver a programme to care experienced children and young people who we identify as requiring</p>	ERHSCP Children First

<p>assistance with their school and learning experience. This programme is funded by a grant from the Scottish Government's Pupil Equity Fund (PEF) - Scottish Attainment Challenge for Care Experienced Children and Young People Fund and local delivery is, since 2023, in conjunction with Education's Learn Well Service.</p> <p>The service supports increased school attendance and helps pupils with a care history engage with their school. Staff work closely with parents and carers to assist them to nurture their child's learning in the widest sense with a focus on emotional wellbeing as well as knowledge and skills. Over 100 children and young people have accessed the service over the last five years with evaluation rates high. Annual reporting to the Scottish Government is in place in line with grant funding conditions.</p>	<p>Education Services Educational Psychology</p>
<p>Whole systems approach - Early Effective Intervention: Preventing young people coming into contact with the law is a key priority within our Children's Services Plan and East Renfrewshire partners and Police Scotland have recognised the need to change and adapt processes and responses for supporting young people where this is a risk. This is important as a proportion of these children would otherwise become subject to statutory measures and referral to the Reporter could result in a children's panel deciding to grant a supervision order. Early help is key to preventing this happening.</p> <p>Our whole systems approach will be undertaking a test of change in this area to ensure prevention and diversion underpin all that we do. Similarly we are mapping our community and partner supports and offers to ensure they are targeted at those children and young people most in need, and especially those on the edges of the formal care system. Improved interventions to be considered are restorative justice approaches and positive diversion activities to redirect vulnerable young people who are on the edges of the care system.</p> <p>An increase in anti-social and risk taking behaviours and an increase in reports of youth disorder in the Barrhead area led to creation of a short film "No Bad" in partnership with the Scottish Youth Film Foundation. The CLD and YISS teams worked together with a group of 11 young people alongside the Scottish Youth Film Foundation to produce and star in a short film which looked at the perceptions of young people in the community.</p> <p>This film was supported by both local Police and Fire and Rescue. The film premiered at Eastwood Theatre in October 24 and received very positive feedback from elected members, senior leaders, parents/carers and friends.</p>	<p>ERHSCP Police Scotland SCRA CLD</p>
<p>Health Visiting and School Nursing Service The Health Visiting and School Nursing service have been carrying out a scoping exercise in partnership with health improvement to improve the support provided to children and families who are care experienced. The aim is to improve timely and targeted support to dental health in particular, supporting with registration at local dentist</p>	<p>HSCP Health Visiting NHS Oral Health Directorate</p>

practices. National data would indicate gaps for more vulnerable pre-school children, who may need additional help to navigate the system.	
Family	
<p>Signs of Safety</p> <p>The Signs of Safety approach, rooted in strength-based and solution-focused social work practice, aligns closely with The Promise approach. It promotes safe connections and seeks wider participation to promote safety, growth and well-being. At its heart, Signs of Safety emphasises collaboration with families, recognising their strengths and involving them in solutions. This aligns with The Promise's commitment to keeping families together wherever safe and possible. In East Renfrewshire, social work practitioners work alongside children and families ensuring their voices are central in decision-making, fostering a sense of empowerment and belonging.</p> <p>Locally, Signs of Safety is currently in the seventh year of a ten year implementation plan and roll out with social work and multi-agency training and support ongoing. Since 2018, 194 practitioners have undertaken briefing sessions, 146 have completed the 2-day training course and 102 the more intensive training commitment. Importantly the approach in practice has contributed towards a reduction in the number of children and young people becoming looked after over several years and this trend is continuing. The data in appendix 3 does show a slight increase. However, as mentioned above this is due to our participation in the National Transfer Scheme for separated children. In the last two years there have been additional Signs of Safety training for foster carers, network practice sessions, and refresher courses that have been run with a total attendance of 78.</p>	ERHSCP Education Services
<p>Supporting Sibling Relationships</p> <p>2024 was the first year that local authorities were required to report on their efforts to ensure children and young people in care retained important relationships with their siblings.</p> <p>This new reporting requirement follows considerable work that has been undertaken within HSCP Children and Families Teams to improve assessment in this area and to acknowledge the importance of the child's views on sibling relationships being reflected in the child's plan and SCRA reports.</p> <p>We strive to keep siblings living together where it is safe and in their best interests to do so, but a vital part of this work is also championing and supporting these relationships to be lifelong even when they are not living together. The HSCP has offered to participate in two national tests of change on data and decision making, with the aim of improving practice in this area and the development of a new local sibling policy is due by the end of 2025.</p>	ERHSCP SCRA

Whole Family Wellbeing Funded Programmes

The overall aim of the [Scottish Government Whole Family Wellbeing Fund \(WFWF\)](#) is that *every family that needs support gets the right family support at the right time, for as long as it is needed, to fulfil children's rights to be raised safely in their own families.*

In East Renfrewshire the partnership has targeted this important resource to create seven new service project responses. These are based on the priority areas of need from our Children's Plan Strategic Needs Assessment. These include:

- complex disability
- neuro diversity and co morbidity mental health
- vulnerable families – includes young families and kinship carers
- women and their children experiencing domestic violence
- children and families living in poverty
- non-school attendance – includes care experienced pupils and pupils with significant mental health concerns.

Recently the Scottish Government confirmed the WFWF will be extended to 2027. This is positive news as it will enable partners to make longer term commitments to improving wellbeing in the agreed areas. Annual reporting of the WFWF is undertaken by partners with a detailed report submitted to the Scottish Government annually in the summer. Now that all projects have been agreed the next step will be to publish a local evaluation on the overall impact this important investment is having. The Strathclyde Family Wellbeing Scale (SFWS) is being used to measure impact across the projects with initial results available from the Family First team. A paired samples - test showed a statistically significant improvement in wellbeing from pre-support to post-support scores. The last annual report submitted to the Scottish Government can be accessed here:



Final East
Renfrewshire WFWF

ERHSCP
Education
Services

Intensive Family Support Team (IFST)

Within the IFST an intensive health visiting service has been created to ensure intensive, timely, relationship based health support is available to families who require an intensive social work service.

This has allowed the team to support very young children to stay at home and offered mothers meaningful support when their children have been removed from their care - this ensures we are doing all we can to keep families together where it is safe to do so.


The IFST whole family approach provides opportunities to support all members of family networks. This includes information on how to promote healthy attachments, good nutrition, and how to provide opportunities for children to play and socialise. We also work with

ERHSCP

<p>families to help understand the child's voice through non-verbal cues and this helps everyone listen and respond to what the infant needs, leading to compassionate, caring decision making.</p>	
<p>Foster Carers – Recruitment, Retention and Support</p> <p>In 2023, we launched our successful Fostering Campaign, 'Foster a child' which included six images with various captions sought to invoke positive messages of fostering for potential carers. These images were promoted within our local community through billboards, bus stops as well as social media advertising. We also had a PR campaign showcasing our carers that we launched within fostering fortnight which brought with it national press coverage. This was our most successful fostering campaign to date as four new foster care families were approved. This has enabled us to expand the range of placements available to meet the needs of our families via extension of family networks.</p> <p>There are currently 14 registered foster, continuing and supported carer households looking after 17 children and young people. Also in 2023 our targeted training calendar for foster carers and supported carers was launched. We have reviewed training requirements and needs for carers and have established core and recommended training for all approved foster carers. Impact on retention will be evaluated in the coming year.</p> <p>The Scottish Government's commitment to keeping The Promise, led to the review and implementation of the National Recommended Allowance which will benefit care experienced children and young people. The move to a national Scottish Recommended Allowance (SRA) is to create parity across Scotland for all children and young people and recognises the support they receive, no matter where they live. In light of this we have also reviewed age ranges for our fostering and kinship fees to align with the age ranges introduced by Scottish Government for the SRA, whilst keeping our commitment to previously agreed rate increases that had anticipated this move.</p>	<p>ERHSCP Foster Carers</p>
<p>Supporting Kinship Carers</p> <p>The HSCP with the support of the Whole Family Wellbeing Fund grant, has invested in an advanced practitioner social worker who will provide additional intensive support to kinship carers. We had identified an increase in the number of kinship care arrangements breaking down for children reaching adolescence and therefore need to offer targeted training and bespoke support.</p> <p>The new post will ensure that families remain together by providing separate support for both the child and kinship carer. This will mean that kinship carers will receive the same training, and opportunities as our registered foster carers in order to broaden kinship carers skillset, resilience and wider support networks.</p>	<p>ERHSCP</p>
<p>Share Foundation</p>	

<p>The Share Foundation is an arms-length organisation linked to the Department for Education in England. It is tasked with running the Junior ISA scheme for young people in care. Every child and young person who has been in care for at least 12 months has an account opened with £200 from the UK Government. The scheme is administered by our local business support providing the necessary information to the Share Foundation. Since The Promise was made, 218 East Renfrewshire children and young people have had a Junior ISA opened for them.</p> <p>An additional key aim of the Share Foundation is to help young people be better prepared for adult life and a programme providing guidance on handling money has been developed. Stepladder Plus is an incentivised learning programme made up of six modular steps for young people aged 15-17 who are in care, and have been for 12 months or more. Money is added to their Junior ISA for every module they complete. In the last three years, 16 eligible East Renfrewshire young people completed at least one module of the programme, six of these completed all six, with a total of £15,150 being paid into the Junior ISA's of this cohort. There is also a non-incentivised version of the same learning programme, Stepladder of Achievement, available for care leavers up to the age of 25.</p>	ERHSCP
<p>Tackling Poverty</p> <p>The Money Advice and Rights Team (MART) continue to support The Promise by ensuring that the financial scaffolding is in place to support our care experienced young people with Social Security, money advice and budgeting. MART have two dedicated workers who are known to the community. They attend the monthly Aftercare Drop in. This gives an opportunity for young people to discuss any benefit/debt issues they may have. In the financial year 23/24, 28 care experienced young people were supported to make £65K of financial gain.</p> <p>The MART staff are also working with Aberlour as part of their housing support programme to deliver budgeting and tenancy support. In addition, HSCP Children and Families Teams work with MART colleagues by referring families to have their income maximised, seek review decisions and help with appeal tribunal representation when required. 384 lone parent households were assisted to make financial gains of £1M and 138 households, with 3 or more children were assisted to make financial gains £365K in the last financial year.</p>	MART ERHSCP Aberlour
<p>People</p>	
<p>Keep The Promise Awards in Education</p> <p>The rolling out of the Keeping The Promise Award (including specific professional learning for those identified as trainers or Promise Leads</p>	Education Services

<p>in all establishments) has resulted in education staff better recognising and understanding the needs of care experienced children and young people and their families. The establishment of a Promise Leads network has facilitated learning in this area and offers a platform for sharing good practice. Currently 11 early years establishments, 12 primary schools and 2 secondary schools have successfully completed the award. Other teams including the Learn Well Service and Wider SEF team and the Educational Psychology Team have also successfully completed the award.</p> <p>The impact of this can already be seen in an improving attendance rate for our care experienced children and young people with an increase from 92.3% (Dec 23) to 94.14% (Dec 24) on last year's data in primary schools and an increase from 76.1% (Dec 23) to 81.7% (Dec 24) in secondary schools. In our primary schools there is almost no attendance gap for care experienced children, however the attendance of care experienced young people in our secondary schools is an area of focus and all our secondary schools have an intensive plan to improve this.</p> <p>In Session 22/23, 100% of our care experienced young people were in a positive destination and last session there were no exclusions for pupils who are looked after.</p>	Educational Psychology
<p>Trauma Informed Practice Training</p> <p>Since the Scottish Government launched the National Trauma Training Strategy a decade ago all public bodies have responded to the call to improve knowledge and skills in this important area. In East Renfrewshire, the development of a partnership with Epione Training and Consultancy has enabled us to deliver the Trauma Level 2 and 3 modules to approximately 350 staff across ERC and HSCP over the last two years. The generic aims of the training programme is to enable staff to engage with people who have experienced trauma in their lives and increase understanding of how to better support them moving forward. The programmes evaluate very highly and there are plans to launch a Level 1 E-Learning module later in 2025 that will increase understanding of trauma across the wider council workforce.</p>	ERHSCP ERC Departments Education Services
<p>Multidisciplinary intensive support for very vulnerable young people – Youth Intensive Support Service and Schools</p> <p>There are many examples of very vulnerable young people being helped to have their voice heard and considered in complex support arrangements. This is especially the case with care experienced young people with significant mental health concerns and/or neuro-divergent diagnosis who are often engaged in high risk behaviour at home or in the community.</p> <p>Assessment and planning of support has a focus on the young person's views on what would help them, being understood, as well as building on positive relationships with trusted adults across disciplines and services. This has resulted in a number of very successful intensive support packages being developed, with social workers and school pastoral support staff working closely on a daily</p>	ERHSCP Education Services – High Schools

<p>basis to re-engage the young person at home, in school, and out in their community.</p> <p>This work takes time to build up relationships of trust for the young people and their families, and resources need to be committed across HSCP Children and Families and our Education and Schools, in particular, for the agreed plan to be realised. However, results have been positive where the approach is used thus ensuring the young person does not re-enter the care system - especially the secure estate or admission to adolescent mental health units - and is more ready for the transition to adulthood.</p>	
<p>The Promise Workforce Learning Programme</p> <p>A three tier Promise Workforce Learning Programme has been devised to support The Promise Keepers, the workforce and all Corporate Parents understand the aim of The Promise and the part they can play in implementation. The new programme was approved by Council in October 2024 and local partners have agreed to promote the attendance and engagement of their workforce at levels appropriate to roles and responsibilities. Commencement for Tier One and Two is May 2025, with Tier Three expected to be delivered by autumn 2025. Information on the programme can be found here:</p>  <p>Promise Workforce Learning Programme</p>	ERHSCP
<p>Care experienced young people in the workforce - CLD</p> <p>We are fortunate to have a number of staff who are care experienced in the CLD Team, both as qualified community workers and sessional staff. These staff members were supported as young people in youth work activities developing long standing supportive relationships with youth workers. The staff recognise that these experiences and relationships have had a significant impact on their lives and encouraged them to move into this career path. The skills and experiences they have, have been invaluable to the development of services for all young people in East Renfrewshire.</p>	CLD
<p>Scaffolding</p>	
<p>Excellent Care Inspection Report</p>	ERHSCP

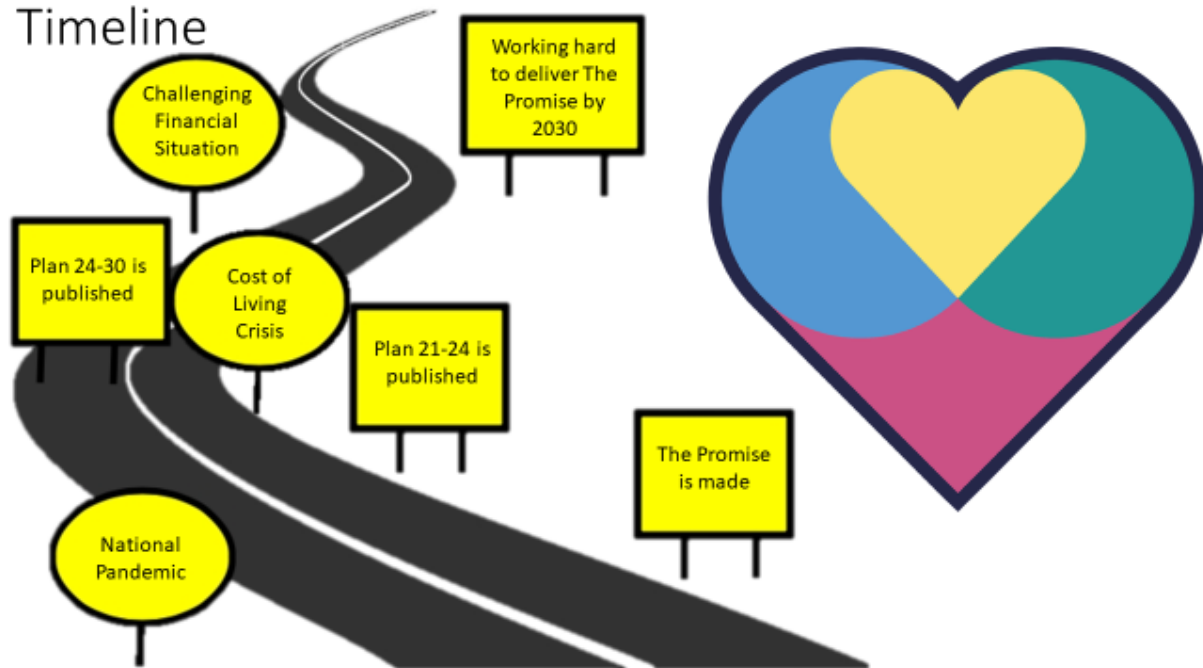
<p>In summer 2022, our considerable efforts to design and deliver the highest quality care and support was acknowledged when we were inspected by a team led by the Care Inspectorate.</p> <p>They observed the following strengths as a consequence of the East Renfrewshire partnership approach:</p> <ul style="list-style-type: none"> • Children and young people at risk of harm were benefiting from high-quality assessments, plans and support from a wide range of services. • Children and young people were listened to and respected. • The safety and wellbeing of children and young people who were at risk of harm was improving as a result of the caring relationships they had with key members of staff. • Children and young people at risk of harm and their families were actively participating and influencing service planning, delivery and improvement. • The partnership was successfully using data and quality assurance information to inform and support decision making, service planning and delivery. <p>In their assessment, the inspection team found the work of our Improving Outcomes for Children and Young People Partnership to be excellent which means that East Renfrewshire is the first in the country to receive an evaluation of Excellent for this quality indicator. The full report can be accessed on the Care Inspectorate website at East Renfrewshire joint insp children and young people.pdf (careinspectorate.com)</p>	<p>ERC – Departments ER HSCP – Health Visiting IOCYP</p>
<p>Education Data</p> <p>Keeping The Promise means that the Education Department have been taking immediate action to improve the experiences and outcomes for care experienced children and young people. As part of this response, education SEEMIS data was gathered to create an initial overview of all care experienced children and young people within local establishments. As care is one of the five foundations detailed within The Promise, it was important to recognise that behind the data are our children and young people. Therefore, to make the data relevant and meaningful, the Quality Improvement Manager and the Principal Teacher for Inclusive Practice and Whole Family Support planned meetings with every establishment to discuss their individual children and young people identified on SEEMIS as experiencing care.</p> <p>Values-led relationship based practice was a strong feature in every meeting; senior leadership teams spoke confidently about their children and young people, demonstrating detailed knowledge and understanding of how individual lived experience has influenced each young person's achievement and attainment.</p> <p>There is a strong commitment to supporting the wider family network of care experienced children and young people.</p> <p>Some examples of good practice include:</p>	<p>Education Services</p>

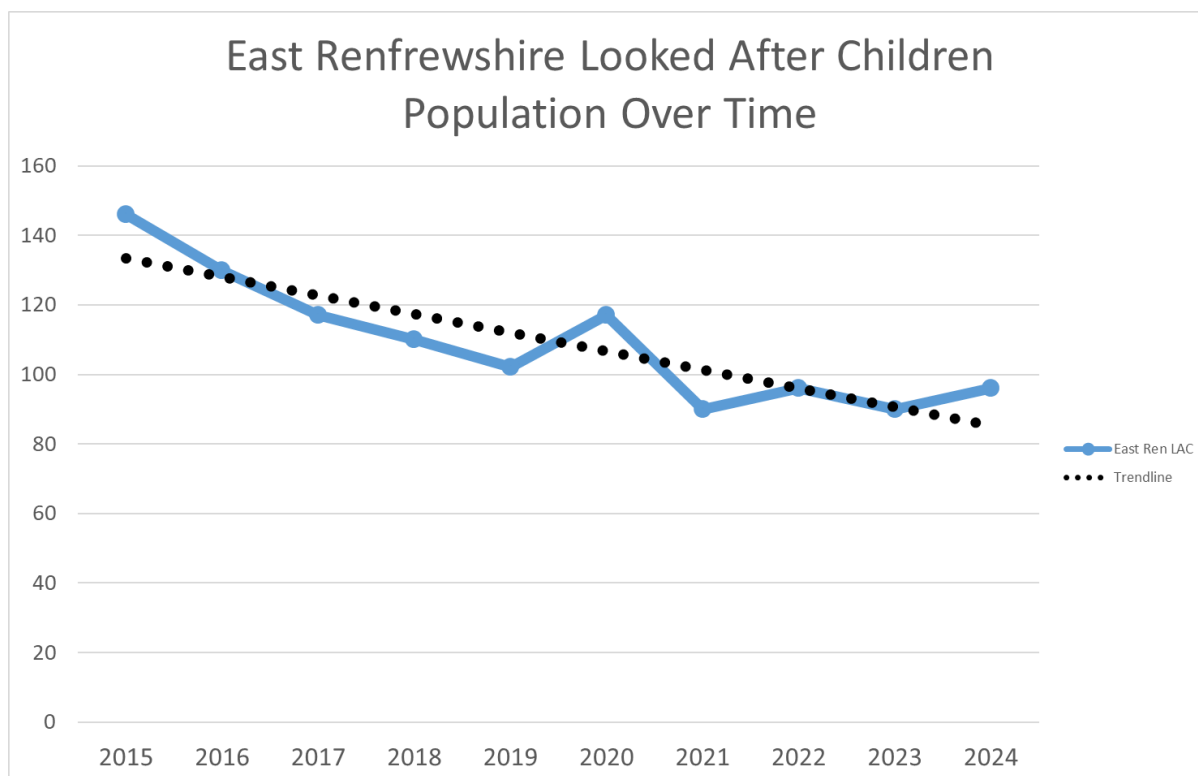
<ul style="list-style-type: none"> ▪ An early years establishment supporting a young parent and their child, both fostered by the same family, to ensure parental voice is heard when decisions need to be made for the child ▪ Schools that continue to monitor the welfare of the non-biological siblings of children living in a long-term foster care and the siblings of children who have previously experienced care ▪ Primary and secondary establishments that support the health and wellbeing of parents and carers, known by the establishment to require some additional support by providing regular 'check ins' and by including and involving them in the wider life of the school ▪ Schools facilitating informal opportunities for families with care experienced young people to come together to connect <p>Successful interventions to support care experienced children and young people to support their attainment and achievement include:</p> <ul style="list-style-type: none"> ▪ Leadership opportunities ▪ Bespoke timetables ▪ Forest School and play based nurture interventions ▪ Vocational opportunities ▪ Award schemes such as Duke of Edinburgh ▪ Attendance at the Rangers Foundation for secondary learners ▪ Work experience within local hairdressing academy to provide unique learning experiences for care experienced young people ▪ Work placements within local authority early years establishments, staff taking and collecting young people when required ▪ Night school 1:1 lessons provided by senior leadership teams <p>This has helped shape the understanding of how the lived experiences of care experienced children and young people affects attendance, their involvement and wider participation in the life of the school and their overall achievement and attainment at the appropriate Curriculum of Excellence level, to allow for planning improvement.</p>	
<p>HSCP Children and Families Management Information Report</p> <p>In addition to our strategic needs assessment, completed to meet the statutory duty under the Children and Young People (Scotland) Act 2014, the HSCP produce an internal annual and bi-annual management information report. This means that we know the population of children and families who access our services, the relevant legislation, and what their needs are. Our senior management team are well informed about the what, where, when, why, who and how of demand which is vital to our CSWO's decision making.</p> <p>In addition the report is shared with teams in order that they too can analyse activity and demand and shift resources accordingly. This flexibility is important to ensuring children and families' at risk get the help they need when they need it.</p>	ERHSCP

<p>The Care Experienced Employability Programme (CEEP) This programme is open to all care experienced young people from 16-29 years old living within East Renfrewshire or open to East Renfrewshire Youth Intensive Support Services (YISS) Team.</p> <p>It offers holistic, one-to-one support with progression into employment, further education and training. 83% of young people registered with the service over the last five years have been successful in achieving a positive destination. An individualised action plan is created in collaboration with each young person, to reflect their aspirations, abilities and personal circumstances.</p>	<p>ERC – Economic Development</p>
<p>Our Promise Journey - Mapping Across the Partnership We have been keen to hear from our wider partners in relation to their organisation's Promise journey. A template was created and shared with all partner agencies in autumn 2023 to encourage them to think where they are and what their final destination will be.</p> <p>Collating of these has been useful but indicates that many public bodies at this time were still unclear about their journey and this should be an area of focus for The Promise nationally and the Scottish Government. Nonetheless, membership of the Improving Outcomes for Children and Young People Partnership, provides a forum for the wider partners to be part of discussions on developments and the new three tier Promise Workforce Learning Programme will be available to them too. Supporting all partners to have 'Voice' at the centre of everything they do is first foundation of The Promise. For those immersed in The Promise, reporting on achievements and crucially their impact is an identified area of focus in response to Plan 24-30.</p>	<p>IOCYP</p>
<p>Police Scotland Campus Police officers work closely with education settings and care experienced young people in East Renfrewshire. Campus officers will engage with young people within the school environment or as part of targeted outreach sessions to address concerns within certain age groups. Our outreach sessions during school holidays have proved successful in past years in engaging with East Renfrewshire's most at risk of being left behind or those engaging in risk taking behaviour. In 2024, 13 children attended the summer wellbeing programme and a further 11 in the October week. Some children attended both, so the total children engaged was 19, a number of whom have experience of care or would be considered on the edges of care. As we look forward to the coming years, we hope to continue providing these bespoke programs of work engaging with more young people in East Renfrewshire.</p>	
<p>Access to health services East Renfrewshire Health Improvement leads worked in partnership with the NHS GGC Improvement Team for Sexual Health to support</p>	

<p>development of the Sandyford Good Practice Guide for Carers and Staff. The consultation exercise in 2021 was supported locally by staff and young people and the toolkit that has been developed provides practical support for young people and those who care for them.</p>	
<p>Pathway Planning Project</p> <p>This initiative was identified as an area of need due to existing assessment models not being flexible enough for care experienced young people transitioning into adulthood. The initiative was funded by the Corra Foundation for 12 months and was successfully completed in October 2022. Participation and engagement was the foundation for change and four young people worked closely with the project coordinator to design the project's aims and purpose. A test of change was undertaken with the Viewpoint Lifeskills survey and 25 young care leavers completed the survey and provided crucial feedback on their needs and experiences. In addition, the project published our first Aftercare Population Report that we are now using to inform a range of service developments. The report highlighted crucial information in relation to the aftercare populations' age range, gender, geographic location, legislation, housing, economic activity, and where they seek support from.</p> <p>The percentage of eligible young people receiving aftercare services is currently at a five year high at 44%. An updated Aftercare Population Report is currently in development in response to this increase; we want to ensure we anticipate the help they may need as they grow up into young adults.</p>	<p>ERHSCP ERC Housing Services FE Colleges ERC Economic Development</p>

Timeline

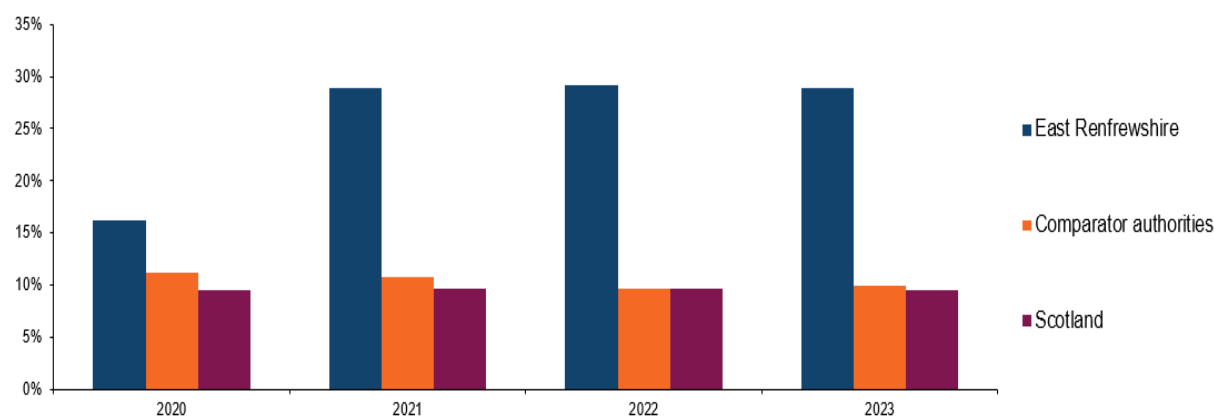




Source: Children's social work statistics - gov.scot*

*2024 figures taken from our internal information management system

Appendix 4 – Percentage of looked after children with a disability



Source: [Looked after children statistics 2023: local authority benchmarking tool - gov.scot](#)

EAST RENFREWSHIRE COUNCIL23 APRIL 2025REPORT BY THE DIRECTOR OF ENVIRONMENTOUTLINE OF PRESSURES FACING HOMELESSNESS**PURPOSE OF REPORT**

1. The purpose of the report is to provide an update on homelessness following the declaration by Council of a local housing emergency on 11 September 2024.

RECOMMENDATIONS

2. It is recommended that Council note the update provided.

BACKGROUND & REPORT

3. Members will recall the paper submitted to Council on 11 September 2024 which detailed the statutory requirements of the Council in relation to households who find themselves homeless or at risk of homelessness. The paper also noted that since 2019 East Renfrewshire Council has seen a significant increase in homeless applications. This has had an impact on both the demand for services and how services are being delivered. A copy of the paper can be accessed at: [September 2024 Council Housing Emergency Paper](#)

4. The paper also advised that Scottish Housing Regulator (SHR) stated that several Councils are facing “systemic failure” of their homelessness services. East Renfrewshire Council is in this group of Local Authorities. The SHR also publish an annual engagement plan for each Local Authority. For 2025/26 they have continued to raise homelessness as an area of risk. A copy of the plan can be accessed at: [Housing Regulator - East Renfrewshire Council Performance](#)

5. The biggest challenge facing the Council as a result of this emergency is the provision of suitable temporary and permanent accommodation. In particular the use of hotel / bed & breakfast accommodation, which is deemed unsuitable accommodation. The Homeless Persons (Unsuitable Accommodation Order) (Scotland) 2014 states that homeless households should not be placed in temporary accommodation that is 'unsuitable' for more than 7 days. “Suitable” temporary accommodation pursuant to section 5 of The Homeless Persons (Unsuitable Accommodation Order) (Scotland) Order 2014 (as amended) is required to be not “outwith the area of the local authority which is subject to the duty to accommodate”.

6. In addition to the unsuitable nature of hotel / bed & breakfast accommodation, the use of this type of temporary accommodation places a significant strain on Council financial resources.

Increase in homelessness

7. From September 2019 to September 2023, East Renfrewshire Council saw a 53% increase in homeless presentations compared to a national average of 10%. In the same period the Council also saw a 125% increase in the use of temporary accommodation compared to a national 37% increase.

8. New national data published for the period September 2023 to September 2024 has shown a 4% decrease in applications in East Renfrewshire compared to a national increase of 2%. However as detailed in the graph below, the numbers in temporary accommodation in East Renfrewshire at the end of September 2024 increased by 44% (red column) from the same period the year before, the highest increase in Scotland. This is compared to a national average of 6% (yellow column). It is also worth noting that East Renfrewshire live homeless cases at the end of September 2024 increased by 38% compared to a national average of 6%.

Full details can be found at: [Scottish Government Homelessness Statistics](https://www.scotland.nhs.uk/scottish-government-homelessness-statistics)

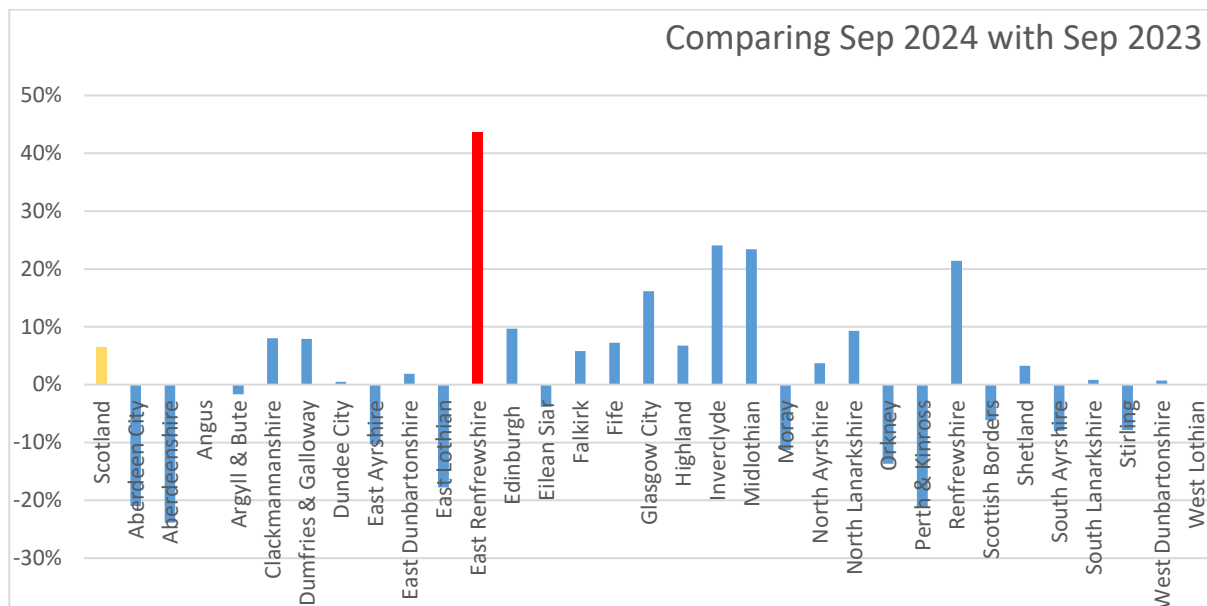


Table 1 - % increase of numbers in temporary accommodation

9. Initial data for the year 2025/26 are expected to confirm that the small decline in homeless applications has continued and in recent months a decline in the numbers in temporary accommodation. However, pressure on temporary accommodation and permanent accommodation still remains a significant challenge. The data demonstrates that whilst there is a small decrease in applications, it is too early to assess that this is the start of a downward trend in new homelessness applications. Furthermore, there is not enough social housing to meet the sustained increase causing a backlog of households in temporary accommodation and of households awaiting an offer of permanent housing.

10. At present the Council has up to 350 households accepted as homeless and awaiting an offer of accommodation. There are approximately 170 households in temporary accommodation, including 39 in bed and breakfast. This is a reduction from September 2024 where the Council had over 200 households in temporary accommodation and around 50-60 households in bed & breakfast at any one time. These figures can and do fluctuate on a day to day basis depending on the volume of persons presenting and whether they are assessed, at first presentation or on subsequent appeal, as having a statutory entitlement to temporary and/or permanent housing.

11. In recent years the Council has seen a significant rise in applications from households from outwith East Renfrewshire. Prior to November 2022, a household from outwith could only present as homeless in East Renfrewshire if they could either demonstrate a local connection, had been granted leave to remain, or were a victim of domestic abuse. However, in November 2022, the Scottish Government removed all other restrictions around the requirement to have a local connection.

12. The national data has also shown a 20% increase in homeless applications for Glasgow City Council. This is important to note as with the removal of local connection, East

Renfrewshire's proximity to Scotland's largest city will have an impact on the number of homeless applications received.

Actions and update over last 6 months

13. Members will note from the previous paper that the Council has put in place several actions in recent years to respond and mitigate the impact of increasing levels of homelessness. Actions and on-going work led by the housing team over the last 6 months include:

- More than doubling the provision of temporary accommodation over last 5 years and increasing lets to homeless households for council housing and through partnership with Barrhead Housing Association. In the last 6 months this has increased further from 130 units to 145 currently in use.
- Approval by Council of a £1m housing acquisition fund in September 2024 has to date resulted in 6 properties having been purchased with a further property shortly due to complete. The fund has been topped up following Cabinet approval in Feb 2025 of a further £1m investment with expectation of approximately another 6 units being acquired.
- Capital investment is also being made available to provide 5 further flats at Overlee House, 2 of which will be accessible, and which are anticipated to be also completed during 2025/26. This project is currently at tender stage.
- A land audit of all Council owned land, alongside a review of buildings owned by the Council, to consider development and redevelopment opportunities for both additional temporary accommodation and also affordable and social housing development.
- A change to lettings targets was implemented. The change allocated more new homes to existing council tenants and increased the percentage allocation of homeless households for existing stock.
- A fully revised Letting Policy is being prepared and will be presented for approval later in 2025.
- A Tenant Support Fund has been created to support and focus on tenants rent arrears and prevent homelessness.
- Training and development for Housing Services teams to ensure high quality services despite sustained demand. This is including protected learning time for staff to ensure that knowledge is shared and learning is core to the development of the service.
- An empty homes officer was employed in July 2024 to target 124 long-term empty homes in East Renfrewshire and return them to the housing market. Engagement with empty and second home owners in conjunction with the council tax levy being applied has resulted in a 12% reduction in the number of empty homes and a 7% reduction in the number of second homes.
- A full review of void processes, as a part of a wider review of Housing Services, to minimise any avoidable delays in preparing Council homes for new tenants efficiently. At present the Council has no unlettable stock.
- A procurement notice has been issued to enable us to appoint providers of temporary accommodation, including hotels and bed & breakfast accommodation. This is with the desire to formalise current arrangements for hotel booking and to help provide some element of cost control.
- The development of self-serve online advice services is underway. This will provide households with access to a digital housing advice service to include available local housing options for council housing, housing associations and advice on private sector housing for rent. The new service is anticipated to be launched later in 2025.
- A review has been carried out resulting in the development of a new protocol being put in place to with a view to aiming to prevent Care Experienced Young People from having to be assessed as homeless.
- A multi-partnership strategic group is in place to review services for homeless households. This includes ensuring that partners work together to prevent homelessness from occurring, wherever possible, including ensuring households receive the correct advice

and service from all agencies involved. More information is set out below on the partnership work on going to address homelessness.

Provision of New Permanent Housing

14. Through the development of the Strategic Housing Investment Programme (SHIP), East Renfrewshire Council and our partner social landlords continue to increase the supply of affordable housing. However, it is important that the Council are aware of the following influences:

- Financial capacity of social landlords – in developing capital programmes, the Council (and all other social landlords) have a legal duty to ensure existing homes meet all current and future statutory standards. The introduction of the Social Housing Net Zero Standard (SHNZS) is expected to place significant investment pressures in the coming years, as is ensuring that all stock meets – and continues to meet – Scottish Housing Quality Standards (SHQS) and that we meet or exceed all statutory regulatory requirements. The opportunity cost of all of these investment requirements is, therefore, less resource availability to support new build housing activity, as ultimately all of these activities require to be funded through rents, Council borrowing and such capital grant and any other funding streams as may be available.
- The Housing Revenue Account 30 year business plan is updated on an annual basis. A review of the business plan was submitted to the 7 November 2024 Cabinet. The financial appraisal confirmed that Housing Services are in a position to support the current level of annual expenditure required to continue to deliver the current new build programme.
- We regularly review whether there is any capacity to extend this programme. The Local Housing Strategy 2024-29 agreed an action with partners to deliver a minimum of 45 additional affordable homes per year on average over 5 years. Activity in the first year of the strategy was able to be accelerated to facilitate 109 homes being completed for rent with a notable success in bringing forward 105 units at Maidenhill during 2024/25 alone.
- In the five years to 31st March 2025, a total of 425 affordable units, representing £31,911,182 in capital grant funding, have been delivered by the Council and partner Registered Social Landlords.
- In terms of our Housing Supply Programme (AHSP), the existing Strategic Housing Investment Plan (SHIP) 2025-30, which was agreed on 24 October 2024, was based on the previously announced 24% AHSP reduction. It has subsequently been announced that this funding reduction is to be reversed, therefore meaning that funding will return to previous levels for 2025/26. This means that the Council has been advised that the East Renfrewshire grant allocation for 2025/26 will increase from what had been an expected £5.4m, to £7.225m. Housing Services is in discussions with all partners to determine which projects can be delivered earlier as a result of this increase, and these proposals will be the subject of a future Cabinet report in 2025.
- In addition to the above, we were notified on 27 March 2025 that we have been successful in obtaining a further £4.716m of additional capital grant money for the provision of additional affordable housing units. This is a windfall amount as it reflects a subsidy redistribution from other local authorities who could not spend their full grant allocation, and is an indication of the success of the service and partners in achieving spend against target, leading to this welcome extra allocation of funding. As immediately above, we will be discussing how this will be invested with partners, and we will also update Cabinet on our proposals in this regard during 2025.
- Land Supply and Infrastructure – whilst new homes are needed, a challenge remains to identify available land and the infrastructure to meet this need. In East Renfrewshire school capacity represents a significant challenge.

15. In April 2024, the Scottish Government pledged an additional £80m of grant funding over two years to permit Council and Housing Associations to purchase social housing from the open market. For 2024/25, East Renfrewshire was awarded £196k of grant funding which is being

utilised by Barrhead Housing Association for this purpose. No confirmation has been provided at the point of writing on the 2025/26 award as this is subject to a COSLA agreement, but we will provide further updates to Cabinet during 2025/26 as funding is confirmed and as properties are delivered through this pathway.

16. East Renfrewshire Council has also recently submitted evidence to the Scottish Parliament's Local Government Housing & Planning Committee detailing the reasons for the local housing emergency.

FINANCE AND EFFICIENCY

17. The use of hotel / bed & breakfast accommodation is a particular financial challenge. In 2024/25, East Renfrewshire Council budgeted approximately £545k to fund specifically hotel / bed & breakfast accommodation. However, the estimated total cost for 2024/25 is £2.3m, with only around 12% being recouped in housing benefit support. All other forms of temporary accommodation are fully funded from rental income or housing benefit support.

18. The existing programmes to increase stock by purchasing from the open market and the extension of Overlee House will permit the Council to recoup up to 80% of revenue costs. Reductions in overall spend on hotel / bed & breakfast accommodation as a result of these investments are predicated on there being no further increase in homelessness presentations. Whilst the most recent figures represent a small decline in new cases, it is too early to say if that downward trajectory will continue.

CONSULTATION & PARTNERSHIP WORKING

19. Homelessness requires a multi-agency approach to prevent, manage and address. Housing Services established a multi-agency partnership to work through the actions detailed in the LHS and improve services. These partners include:

- East Renfrewshire Health & Social Care Partnership;
- ERC Money Advice & Rights Team (MART);
- East Renfrewshire Citizens Advice Bureau (ERCAB);
- Education Department;
- Customer 1st; and
- Barrhead Housing Association (BHA)

20. The partnership are helping to mitigate the emergency in a number of ways through:

- A joint protocol with HSCP to deliver "The Promise to ensure our looked after young people access and sustain tenancies outside of the homelessness system;
- A protocol is in development for discharge from rehabilitation services to ensure we have smooth routes into suitable accommodation reducing the need to use hotel accommodation; and
- Housing Services continues to work with all partner services to raise awareness of Housing and Homelessness issues that promote and encourage the development of homelessness prevention activities.

21. The Council works closely with all social housing providers to ensure all social housing stock is used for those in most need. However, many providers in the area are specialist housing providers and are often unable to assist. Barrhead Housing Association (BHA) are the only community based housing association in East Renfrewshire. It is vital as the two main social housing providers that a partnership approach is taken. A strategic agreement is in development

between the Council and BHA which will be launched in May 2025. This a 5 year agreement detailing how as our core partner, BHA will support the aims of the Local Housing Strategy including the prevention of homelessness and increase in affordable housing.

IMPLICATIONS OF THE PROPOSALS

22. Any implications of the actions proposed in this paper will be reviewed and reported to Cabinet in due course and where appropriate implication assessments will be undertaken.

CONCLUSIONS

23. East Renfrewshire Council continues to face a local housing emergency. Whilst there has been a small reduction in homelessness and use of temporary accommodation, the emergency has not yet been addressed. The sustained increase in homelessness since 2019 continues and the local housing market is not equipped to deal with this increase in demand.

24. East Renfrewshire Council are continuing to undertake actions to mitigate the issue such as:

- Maximising new supply through a review of the local housing finance model; and
- Working with partners to improve prevention models; and
- Significant capital investment to increase the supply of temporary accommodation.

25. Further updates can be provided to Council on our response to the emergency at regular intervals and proposals for investment to support mitigation measures and supply will be brought forward over the forthcoming year.

RECOMMENDATIONS

26. It is recommended that Council note the update and future actions.

Caitriona McAuley, Director of Environment

Further details can be obtained from Mark Rodgers, Head of Housing & Property on mark.rodgers@eastrenfrewshire.gov.uk

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April 2025

EAST RENFREWSHIRE COUNCILCOUNCIL23 April 2025Report by Director of EnvironmentLOCAL DEVELOPMENT PLAN 3 (DEVELOPMENT PLAN SCHEME AND
PARTICIPATION STATEMENT 2025)**PURPOSE OF REPORT**

1. The purpose of this report is to seek approval to publish and submit the Proposed Development Plan Scheme to Scottish Ministers.

RECOMMENDATIONS

2. The Council is asked to:
- a) Approve the Proposed Development Plan Scheme 2025 for publication and submission to Scottish Ministers; and
 - b) Delegate to the Director of Environment to approve any minor inconsequential changes to the document, in line with Council policy, prior to submission to Scottish Ministers.

BACKGROUND

3. The Planning (Scotland) Act 2019 requires Planning Authorities to prepare and maintain a Development Plan Scheme (DPS) at least annually. The purpose of the DPS is to set out the Authority's proposals for preparing and reviewing their Local Development Plan (LDP), and what is likely to be involved at each stage. The Scheme must include a Participation Statement stating when, how and with whom consultation on the plan will take place and the Authority's proposals for public involvement in the plan preparation process.

4. Further requirements are that the DPS must contain a timetable, specifying proposed timings by quarter and year for publication of the Evidence Report, publication of the Proposed Plan, submission of the Proposed Plan to the Scottish Ministers and expected adoption of the LDP.

5. After adopting the DPS, the Local Authority is required to publish it (including electronically), send two copies to Scottish Ministers and make copies available to the public in local libraries. The 2024 DPS was approved by Council in April 2024, so this report represents an annual update.

REPORT

6. The Planning Act requires the Planning Authority to prepare an annual review of the DPS to allow timescales to be updated if required. The revised proposed DPS is contained in Appendix 1 to this report. The DPS is an important communication and project management tool and sets out our programme for preparing our third Local Development Plan (LDP3).

7. The updated DPS notes the work that has been completed to date in terms of the review of the LDP and highlights the approval of the LDP3 Evidence Report by Scottish Ministers on December 13, 2024. This approval allowed the Planning Service to commence preparation of the LDP3.

8. The next stage of plan preparation is known as the 'Call for Sites'. The Planning Service is currently inviting stakeholders to put forward sites and proposals for all types of new development in the East Renfrewshire area. Consideration of sites at this early stage is important to ensure a full range of reasonable options are evaluated to inform the preparation of the plan. The consultation will run for 10 weeks until 13th May 2025.

9. The Planning Service will evaluate the submitted sites and produce a draft LDP, called the 'Proposed Plan', which will be available for consultation in Quarter 2 2026/27. It is anticipated that the Proposed Plan will be submitted to Scottish Ministers for Examination by Quarter 4 2026/27 and that the Plan will be adopted by Quarter 3 2027/28.

10. The Participation Statement is an important component of the DPS as it sets out how the Council, in preparing the LDP, intends to engage and consult with stakeholders, and particularly local communities. It contains proposals indicating when public participation will take place and how the Council will facilitate this.

11. Once approved, the revised DPS will, in accordance with the statutory requirements, be published, including electronically on the Council's web site, and will be submitted to the Scottish Ministers.

FINANCE AND EFFICIENCY

12. Costs associated with the printing and publication of the DPS will be met from within existing budgets.

CONSULTATION

13. The Planning (Scotland) Act 2019 sets out specific requirements for the preparation of the DPS. The proposed DPS has been prepared in accordance with these requirements, with consultations completed to date including an Engagement Survey; Youth Engagement Survey; Your Place Survey; Your Place Young People's Survey; Evidence Report Consultation (including workshops held with local schools around place and transport); a Play Sufficiency Survey; and the current Call for Sites Consultation (which is ongoing).

PARTNERSHIP WORKING

14. The DPS emphasises the importance of consultation, engagement and partnership working with a wide range of stakeholders including Council Services, Key Agencies, the public and other interested parties. This is outlined in the Participation Statement. The value of working collaboratively to prepare the LDP will help to address key spatial policy challenges over the 20-year LDP period and help to better shape future policy making.

IMPLICATIONS OF THE PROPOSALS

15. There are no other staffing, property, IT, sustainability or equalities implications arising from this report. A number of impact assessments are required by law to be undertaken as part of the plan

making process. The Council must therefore carry these out to support the preparation of the LDP. The timetable for preparing these is set out in the proposed DPS.

CONCLUSIONS

16. The DPS forms an important and statutory part of preparing LDP3, setting a timetable for the preparation of the new plan and detailing how communities and other stakeholders can get involved in the process.

RECOMMENDATIONS

17. The Council is asked to:

- a) Approve the Proposed Development Plan Scheme 2025 for publication and submission to Scottish Ministers; and
- b) Delegate to the Director of Environment to approve any minor inconsequential changes to the document, in line with Council policy, prior to submission to Scottish Ministers.

REPORT AUTHOR

Director of Environment

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April 2025

BACKGROUND PAPERS

Appendix 1: Proposed Development Plan Scheme and Participation Statement April 2025

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East Renfrewshire Proposed Development Plan Scheme
and Participation Statement
April 2025

Introduction

A key component of the Development Planning system is for Planning Authorities to prepare and maintain a Development Plan Scheme (DPS). The Development Plan Scheme is an important communication and project management tool and sets out our programme for preparing our third Local Development Plan (LDP3). In addition, it also sets out how the Council will engage local people and other stakeholders in the Development Plan process, outlining when and how this will take place and to keep them informed of progress.

LDP3 will be the foundation of all Planning decisions within East Renfrewshire, so it is important that our communities and stakeholders know how and when they can provide input to the preparation process.

The DPS will be updated and amended annually, however, if there are any significant changes to the timetable then the Council may prepare an earlier revision. The first DPS was published in June 2023 and this document represents the second revision.

Purpose

This DPS illustrates in detail how East Renfrewshire Council intends to prepare its Local Development Plan in line with the adopted National Planning Framework 4 (NPF4).

Its principal purposes are to:

- Set out a timetable for producing the East Renfrewshire Local Development Plan;
- Outline what is involved at each stage of preparing the Local Development Plan; and
- Explain when and how stakeholders can engage in the process and influence the content of the Local Development Plan.

We will use our development plan webpages www.eastrenfrewshire.gov.uk/ldp3 and our new online LDP hub 'EngagementHQ' as the central location for engaging on our Local Development Plan.

Anyone who has registered through the LDP engagement hub or through our LDP database will receive updates and announcements at key stages of development plan preparation.

The DPS will also be available to view in Council Offices and local libraries.

Planning (Scotland) Act 2019

The Planning System in Scotland is undergoing a substantial transformation with the twin global crises of climate change and biodiversity loss at the centre of the planning system. Every decision on our future development must contribute to making Scotland a more sustainable place. This means ensuring the right development happens in the right place, in other words, promotion of a plan led approach.

The planning system has the potential to shape communities and the environment of East Renfrewshire's towns and villages. The policies and proposals contained within the Local Development Plan will therefore affect everyone in the area in some way, whether that be for housing, conservation, employment or leisure reasons.

LDP3 is being prepared under the Planning (Scotland) Act 2019 which introduced a new statutory process for Local Authorities in preparing local development plans together with enhanced status for the National Planning Framework and revised procedures for assessing planning applications.

The Scottish Government published Local Development Planning Regulations and Guidance in May 2023. The Scottish Government expects that every planning authority in Scotland will have a new style LDP in place by May 2028 – and thereafter to review them at least every ten years.

The Scottish Government anticipates that plan preparation will take around 4 years, allowing time for a focus on the continuous delivery and implementation of the plan and subsequent review and monitoring of the impact of policies and proposals contained in the LDP. If required, earlier reviews of the Plan can be brought forward. There is also the expectation that during the operational plan period, the Local Authority will continue to gather evidence and data to inform the next plan review.

Development Plan

The Development Plan is a set of documents that guide where and how new building and development can take place across the East Renfrewshire Council area. The term Development Plan has an important status in planning law, as applications for planning permission have to be determined in accordance with the Development Plan, unless material considerations indicate otherwise. Material considerations can be matters such as advice from the Scottish Ministers or appeal decisions. The adopted documents that comprise the Development Plan are often referred to as the statutory Development Plan.

The current statutory ‘Development Plan’ for East Renfrewshire comprises two documents:

- The adopted [National Planning Framework 4 \(February 2023\)](#) (NPF4) (prepared by Scottish Government); and
- The Adopted [East Renfrewshire Local Development Plan 2](#) (LDP2) (March 2022).

Figure 1 explains the relationships between the various plan types, together with key supporting non statutory documents. Table 1 provides more detail on the range of statutory and non-statutory documents.

LDP2 will continue to form part of the East Renfrewshire Development Plan alongside the policies set out in NPF4, until LDP3 has been adopted.



Figure 1 – Statutory development plan and related plans

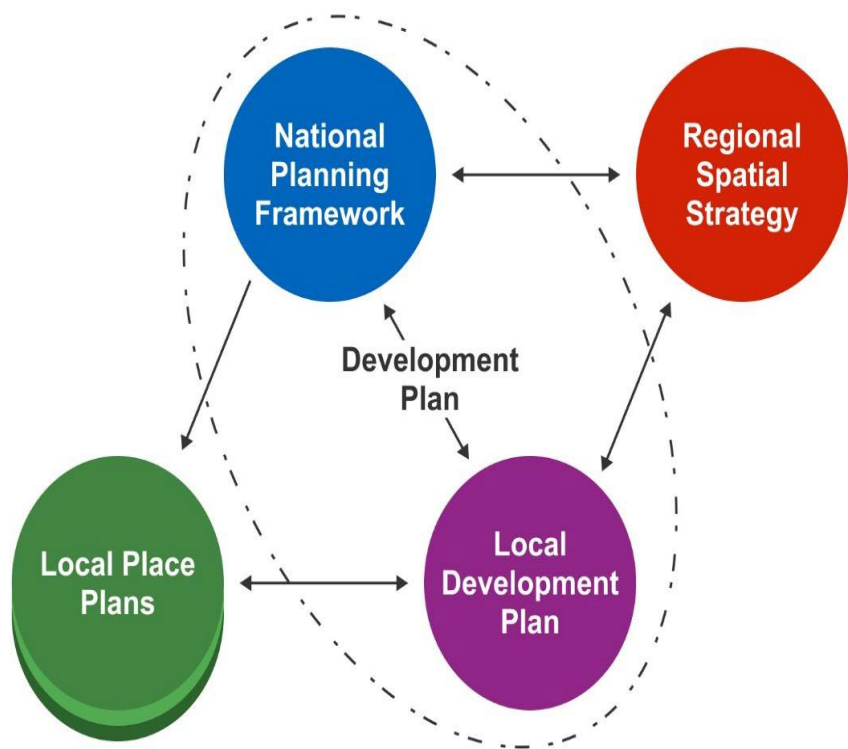


Table 1: Statutory development plan and related plans

National Planning Framework 4 (NPF4)	<p>The Fourth National Planning Framework (NPF4) sets out the national spatial strategy for Scotland to 2045 and identifies where development and infrastructure is needed. It guides spatial development, sets out national planning policies, designates national developments, identifies minimum housing land requirements and highlights regional spatial priorities that will guide the preparation of Regional Spatial Strategies (RSSs).</p> <p>The Strategy is based around ‘sustainable places’, ‘liveable places’, and ‘productive places’. These three key themes run throughout NPF4, guiding the Framework’s priorities and policies.</p> <p>The National Spatial Strategy is underpinned by six spatial principles: Just transition; Conserving and recycling assets; Local living; Compact urban growth; Rebalanced development; and Rural revitalisation.</p> <p>NPF4 will be one of the key documents that will inform LDP3, in particular setting out future housing requirements, and with an increased focus upon climate change, improving health and well-being, and securing positive effects for biodiversity and nature recovery.</p> <p>The policies in NPF4 are intended to be used in the determination of planning applications through the Development Management process. The</p>
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	<p>requirements of the policies have direct implications for the preparation, submission and assessment of applications. Additionally, under each policy topic, NPF4 also describes Policy Intent, Policy Outcomes and sets out requirements for Local Development Plans.</p> <p>NPF4 is part of the statutory Development Plan.</p>
Local Development Plans (LDPs)	<p>The Local Development Plan is the Council's key strategic land use planning document. The main purpose of the LDP is to set out a long-term strategy and a policy framework to guide future development, sustainable and inclusive economic growth and regeneration.</p> <p>Planning authorities must have regard to the National Planning Framework, any adopted Regional Spatial Strategy (RSS), any registered local place plan/s (LPPs) for the area, and any local outcomes improvement plan (LOIP). Plans should explain how the LOIP vision relates to development and land use so that their alignment is strong.</p> <p>The LDP has corporate status within the Council, to help reinforce its delivery with a direct link to the Council's Capital Programme.</p> <p>LDPs are part of the statutory Development Plan.</p>
Regional Spatial Strategies (RSS)	<p>Reforms to the planning system also include the introduction of a new duty for the Council to participate jointly with the other Local Authorities in the Glasgow and Clyde Valley Region in the preparation of a Regional Spatial Strategy. Regional Spatial Strategies will provide clear place-based spatial strategy that guides future development.</p> <p>RSS are not part of the statutory development plan, but have an important role to play in informing future versions of the NPF and LDPs.</p> <p>The eight Clydeplan local authorities have worked together to prepare the first indicative RSS. East Renfrewshire Council will play an active role in the preparation and alignment of a future RSS and Regional Economic Strategy for the Glasgow City region. Once Scottish Government has produced guidance for the preparation of a formal RSS the Council will set about the process of transitioning the IRSS into an RSS.</p>
<u>Local Place Plans (LPPs)</u>	<p>Local Place Plans (LPPs) are community-led plans setting out proposals for the development and use of land. Communities have the opportunity to prepare Local Place Plans and submit them to the Council, to be taken into account when LDP3 is prepared. Once registered, the Council has a legal responsibility to take Local Place Plans into account while preparing our Local Development Plan.</p> <p>Local Place Plans are not part of the statutory development plan, but have an important role to play in informing LDPs.</p>

Our Current Local Development Plan (LDP2 March 2022)

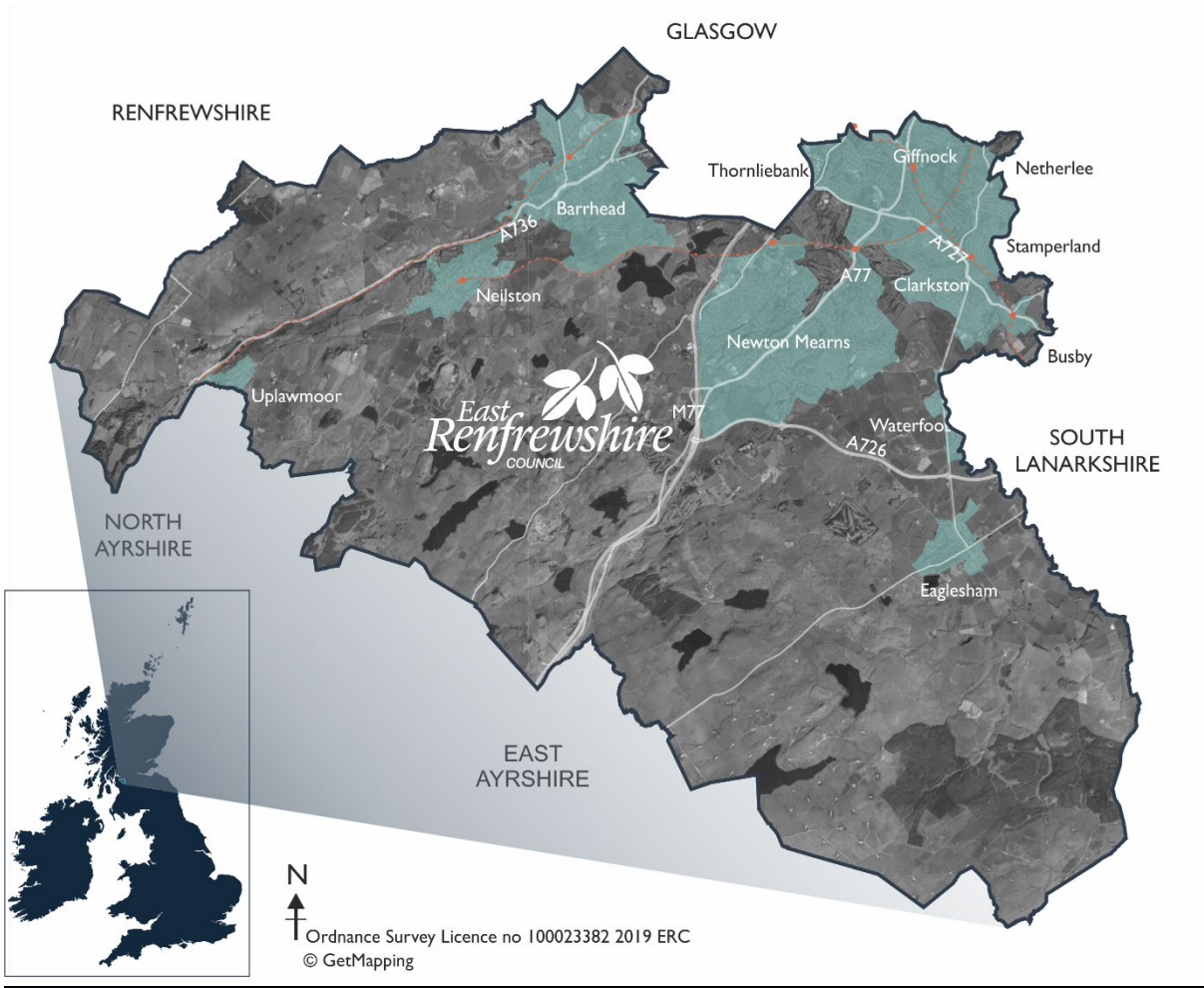
The Local Development Plan 2 (LDP2) was adopted on 31 March 2022 and replaced the LDP1 (2015). The LDP2 and accompanying Supplementary Guidance sets out the development strategy, key policies and proposals that provide the land use planning framework to guide development in East Renfrewshire up to 2031 and beyond. Figure 2 illustrates the area covered by the Local Development Plan and its main settlements.

The Plan aims to enhance and regenerate existing places and protect green space and is supported by 3 spatial objectives:

- Creating Sustainable Places and Communities;
- Promoting Sustainable and Inclusive Economic Growth; and
- Promoting a Net Zero Carbon Place.

Alongside the preparation of LDP3 the Council will continue with the implementation and delivery of the policies and proposals contained within LDP2 and associated Supplementary Guidance

Figure 2: Boundaries and Geographical Extent of East Renfrewshire



Local Development Plan (LDP3)

LDP3 will establish a new long-term spatial vision and strategy for East Renfrewshire, looking 20 years ahead, alongside the delivery of new infrastructure. The Plan will be place-based, people centred and delivery focused as outlined in Figure 3. National policies included in NPF4 will not be repeated in the LDP but the document will include local policies that reflect local issues and context. The LDP will be developed in collaboration with a wide range of stakeholders.

The Plan will have an emphasis on maps, site briefs and masterplans, with minimal policy wording and will be supported by a delivery programme. Sites specifically identified for new development will have to be confirmed as being free from constraints as far as possible.

The LDP will be based upon an infrastructure first approach, supported by a robust evidence base to inform the plan, its spatial strategy and site selection. The LDP will place infrastructure considerations at the heart of place making.

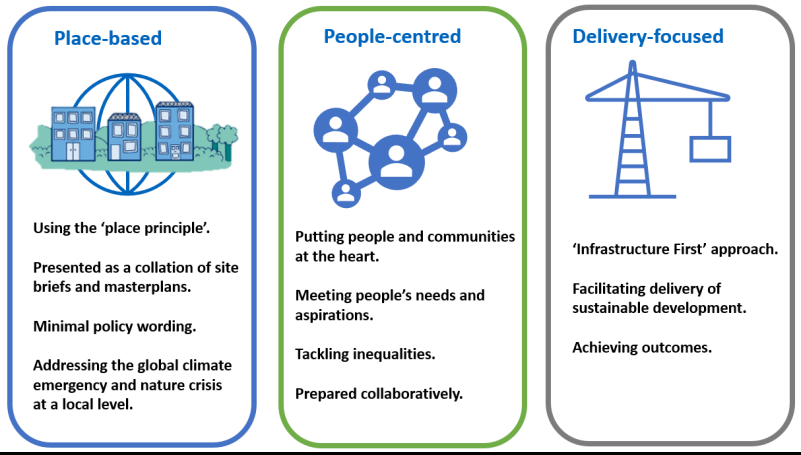
The new LDP may include some content from our current Supplementary Guidance, with updating and review as necessary. Any content from the Supplementary Guidance not included in the LDP will

either be updated and will become non-statutory planning guidance (for use as a material consideration in planning decisions), or will not be carried forward.

The programme for the preparation of LDP3 is set out in Figure 4 which outlines the main plan preparation stages. Progress updates will be added to each annual review of the development plan scheme.

A number of different assessments must be undertaken to support the preparation of the LDP. These assessments are an integral part of the plan making process and should inform and be informed by the plan as it is prepared. These are summarised in Appendix 2 together with other supporting documents.

Figure 3 – Key expectations of plans



Participation Statement - How communities can get Involved

Effective community engagement is an essential part of local development plan preparation. The Council is committed to encouraging participation from everyone with an interest in the preparation of the Local Development Plan 3. Participation will help us prepare a plan that addresses the needs, aspirations and concerns of those who live, work, visit and invest in the area.

This Participation Statement outlines how our communities and stakeholders will be engaged and have the opportunity to shape and inform the production of the LDP and associated documents, in line with National Standards for Community Engagement and the Scottish Government '[Effective Community Engagement in Local Development Planning Guidance](#)' Dec 2024. These are good-practice principles designed to improve and guide the process of community engagement to build and sustain relationships between the Council and community groups.

The participation statement sets out some general aims which will guide engagement on LDP3 and indicates when, how and who we will consult.

The Council aims to ensure that:

- Barriers to participation are identified and overcome;
- Information that is important to the engagement process is accessible and shared in time for all participants to properly read and understand it allowing for full consideration of its implications;
- Communication will be provided through a range of formats and platforms;
- All engagement events are inclusive, open and transparent, this will be reflected in the venues we use, the documents we produce and our methods of engagement, ensuring this meets the needs of all participants;
- We take the extra step to engage with as wide an audience as possible, reflecting the diverse nature of our community; and
- Representations are fully considered and help to shape our approach and that feedback is provided to representations received.

Anyone who wishes to be involved in the process will be added to the consultation list.

We will monitor feedback on our engagement methods and respond to requests to carry out other forms of engagement and/or extend periods of consultation taking into account the availability of staff and financial resources.

Who will be involved?

Participation in the plan-making process is open to everyone, it is important that individual citizens and groups get involved throughout the plan preparation process. This will enable the Local Development Plan to be more responsive to the needs, concerns and aspirations of all stakeholders.

We will continue to liaise with statutory agencies and community groups at key stages and use targeted methods to reach under-represented groups, to help make public participation inclusive for all.

The Council aims to continually increase the range and number of stakeholders to capture different views, opinions and ideas. The Council has built up an extensive consultation database over many years. This comprehensive list of groups and organisations is set out in Appendix 1 and includes.

Scottish Government	Landowners and land managers	Business Groups
Key Agencies & Infrastructure Providers as shown in Appendix 1.	Members of the public	Private Sector Organisations
Neighbouring Planning Authorities	Community Councils	East Renfrewshire Council Elected Members, MPs and MSPs
National and Regional Agencies	Community groups and organisations	Voluntary Organisations
Development Industry	Community Planning Partners	Infrastructure and Service Providers
Housing Providers	Religious groups and organisations	ERC Council Departments
Planning Consultants	Disability and elderly groups and organisations	Schools and Youth organisations and clubs

How can communities get involved?

The Planning (Scotland) Act 2019 puts particular emphasis on empowering and engaging with local communities in the preparation of local development plans, and the council is committed to adhering to these principles. The Council is mindful of its responsibilities to be inclusive and will make particular effort to reach out to previously 'hard to reach' groups and overcome barriers to their participation.

Communities can get involved during various stages in the production of the Local Development Plan however engagement is at its most effective at the early stages of plan preparation. Within the framework of the new planning system, the Council will seek to maintain open channels of communication so that a wide range of ideas on policy can be exchanged in advance of publication of the Proposed Plan. A variety of methods will be used to gather views, as set out in Diagram 4. We will also produce interactive online documents that are easy to read and comment upon, and which include clear maps and graphics.

Significant use will be made of the East Renfrewshire Local Development Plan engagement hub to both share information and seek stakeholders' views upon it. This hub is a tool that allows us to manage multiple projects at any one time. Those that have registered through the portal will receive updates and announcements at key stages of the development plan preparation.

Pre-Engagement Surveys

In May 2023 we carried out Pre-engagement surveys on how people and organisations wished to be involved in the plan and to help inform the Participation Statement set out in this DPS. This highlighted a number of potential barriers to involvement and some suggestions on how these barriers could be overcome. It also gave an idea on people's preferences in terms of publicity and engagement methods.

The results of these two surveys have helped to shape our consultation plans for LDP3, and target areas for improvement. New opportunities to engage more widely and effectively are being opened

up by the greater use of digital technology, as was demonstrated during the Covid-19 pandemic, and social media.

Engaging with Children and Younger People

We think it is very important that young people are part of the development plan making process and believe that the insights they provide are invaluable as we will be discussing ideas and proposals that will have long term impacts for future generations. We have and will continue to utilise existing contacts within our local authority education system, engage with members of the Youth Parliament and parents groups, sports groups, Scout and Girl Guiding organisations, faith groups and the Boys Brigade, amongst others. We will ensure engagement is tailored to the needs of these groups and use the 'Decision Making: Children's and Young Peoples Participation Guidance' and other suitable guidance to help develop our engagement activities.

How will we publicise the LDP3 and engagement opportunities?

The Council will continue to use various consultation techniques to publicise LDP3:

- Mailing - we will use our mailing list to share engagement opportunities.
- Adverts - we will advertise opportunities to get involved through the Council website, local newspapers, Council offices, libraries, supermarkets and community buildings.
- Leaflets/ posters/ display – we will advertise events and display information at Council offices, libraries, supermarkets and community buildings.
- Website - we will share information and engagement opportunities on LDP3 on the Council website.
- Social Media - we will advertise opportunities to get involved and share information on the Council's social networking sites.
- Online Local Development Plan engagement hub - we will use the LDP engagement hub to keep subscribers up-to-date with the latest news and engagement opportunities.
- Representative Groups/Organisations - we will work alongside Council colleagues and external organisations to engage with underrepresented groups.

What engagement are we likely to use?

The Council will use various consultation techniques as part of LDP3, including:

- East Renfrewshire Citizen's Panel and focus groups – tailored questions.
- In person workshops – in person interactive workshop with key stakeholders.
- In person exhibitions – local drop in events in communities to publicise the Proposed Plan.
- Online exhibitions – material hosted on our website to publicise the Proposed Plan.
- Tailored or targeted resources – specific resources tailored or targeted to particular groups which will make it easier for them to participate.
- Online resources – this will include using our LDP engagement hub features such as a map based tool where participants can provide comments linked to a location on a map.
- GIS mapping – use of GIS story-maps to visually display data, proposal and areas.

These lists are not exhaustive and other forms of engagement and publication may be used.

What are the stages in the preparation of the new local development plan?

Figure 4 outlines each stage of the preparation of the Local Development Plan 3 and details who, how and when anyone can become involved. The consultation requirements detailed in the Local Development Planning Guidance (May 2023) and the Scottish Government 'Effective Community Engagement in Local Development Planning Guidance' December 2024 are set out, together with the further consultation methods we will aim to use.

A summary of progress for each stage will also be set out following completion and reported to Full Council through the annual review of the DPS together with any changes to the timetable if required.

Preparation of LDP3 is made up of three stages, the first of which is now complete. Stage 2 commenced in January 2025:

1. **Evidence Gathering** – gathering of data and information to inform the production of the new LDP.

This involved:

- a. Early engagement and data collection;
- b. Publication of Development Plan Scheme and Participation Statement;
- c. Preparation and publication of Evidence Report and SEA Scoping Report; and
- d. Gate Check of Evidence Report.

2. **Plan preparation to produce the new LDP for adoption.**

This involves:

- a. Preparation and publication of Proposed Plan, Proposed Delivery Programme and Environmental Report; and
- b. Modifying the Proposed Local Development Plan and Examination.

3. **Delivery of the adopted LDP.**

This involves:

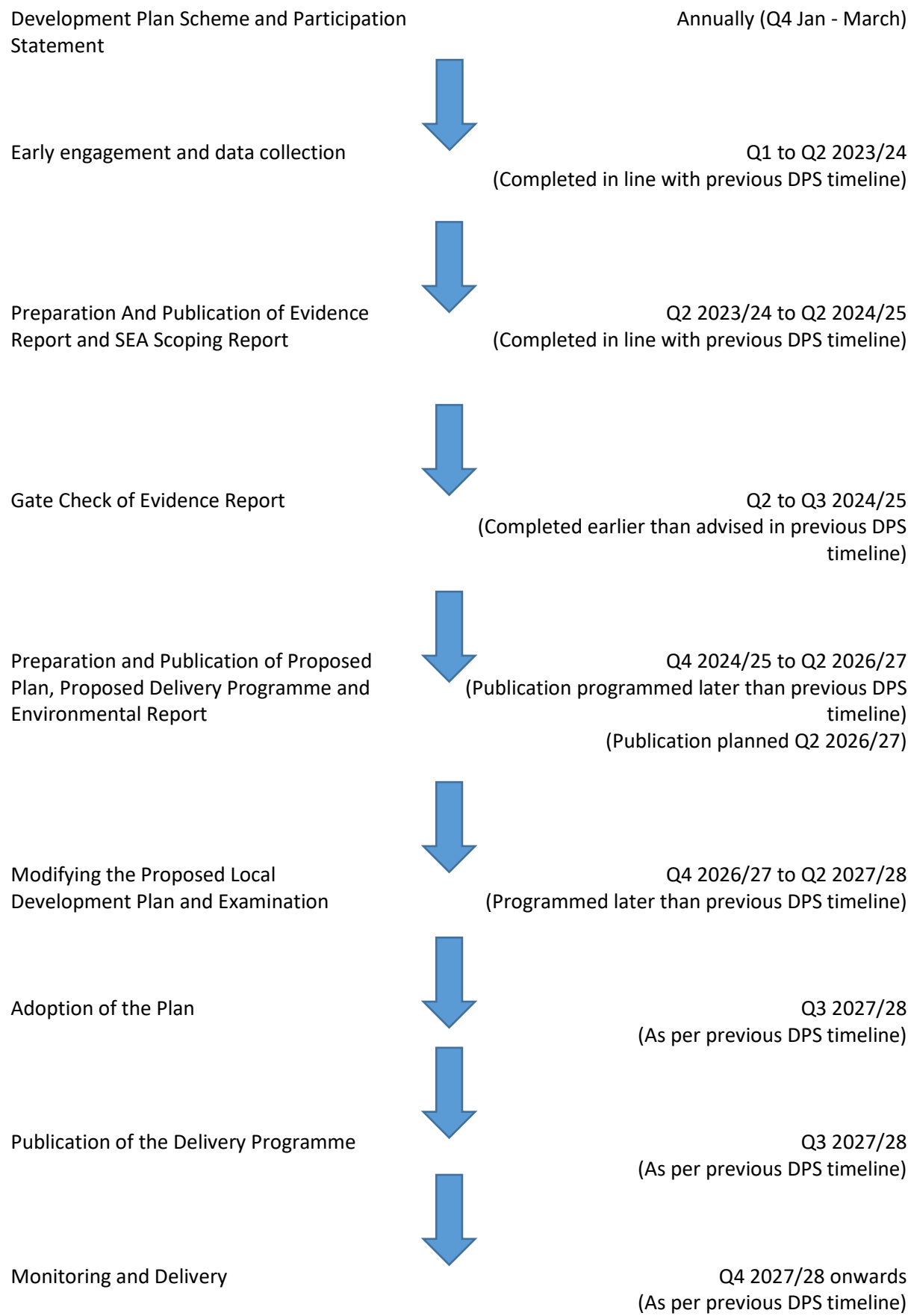
- a. Adoption of the Plan;
- b. Publication of the Delivery Programme; and
- c. Monitoring and Delivery.

The 'Local Development Planning Guidance' requires that the DPS specifies proposed timings by quarter and year for publication of the Evidence Report, publication of the Proposed Plan, submission of the Proposed Plan to the Scottish Ministers and expected adoption of the LDP. The quarters used for timetabling are as follows (as reflected in Figure 4):

- Quarter 1: April-June
- Quarter 2: July-Sept
- Quarter 3: Oct-Dec
- Quarter 4: Jan-March

Figure 4 outlines where timelines remain the same or have been altered since the last DPS update.

Figure 4 - Main Public Stages and Timetable for producing the Local Development Plan



Stage 1: Evidence Gathering (COMPLETE)

Stage 1a	<p><u>Early engagement and data collection</u></p> <p><u>East Renfrewshire Council Member Engagement</u> - Workshops were held with Members of the Council at the outset of the process and followed up with regular briefings.</p> <p><u>Pre-Engagement Surveys</u> - The first stage was finding out how communities and other stakeholders wanted to engage on LDP3 preparation and receive updates. The results informed the Participation Statement in the DPS. This exercise also assisted with promotion and awareness raising of LDP3.</p> <p><u>LDP Monitoring</u> – Annual Housing, Business and Industrial and Vacant and Derelict Land audits and monitoring were (and continue to be) carried out.</p> <p><u>Local Place Plans (LPPs)</u> - Invitation was sent to community-led groups to create their own Local Place Plans, so that communities could express their aspirations for development or the use of land in their local area. Scottish Government Circular 1/2022: Local Place Plans provides guidance to assist Community Bodies and planning authorities on the legislative requirements for the preparation, submission and registration of Local Place Plans. Guidance and forms were uploaded to the LDP3 website.</p> <p><u>Self-Build Housing Register</u> - A Self Build Housing Register together with Guidance & Forms were prepared. Section 16E requires the Planning Authority to "prepare and maintain" a list of anyone interested in acquiring land for self-build across the authority area.</p>
When	<p><u>East Renfrewshire Council Member Engagement</u> – Briefings Q1:19th May 2023</p> <p><u>Pre-Engagement Surveys</u> - Q1: 3rd -31st May 2023 (4 week consultation period)</p> <p><u>LDP Monitoring</u> – Q1 to Q2 2023</p> <p><u>LPPs Invitation</u> – Q1 June 2023 with a deadline for submission of March 2024</p> <p><u>Self-Build Housing Register</u> - Q2 2023</p>
Who	<p>East Renfrewshire Council Members</p> <p>Scottish Government</p> <p>Community Councils</p> <p>Community groups and organisations</p> <p>Homes for Scotland – collaboration with Housing Land Audit</p> <p>All stakeholders on Local Development Plan database</p> <p>All LDP engagement hub subscribers</p>
How	<p>Promotion via Council's social media pages and LDP3 webpage.</p> <p>Email sent to all stakeholders on LDP database.</p> <p>Surveys uploaded onto LDP engagement hub.</p> <p>Notifications to all LDP engagement hub subscribers.</p>

Progress	<p><u>East Renfrewshire Council Member Briefing:</u></p> <ul style="list-style-type: none"> • A briefing was carried out on 18th May 2023 – Overview of the new planning system; overview of NPF4 and implications for LDP3; overview of LDP3 process and issues. Awareness raising of LDP3. <p><u>LDP Monitoring:</u></p> <ul style="list-style-type: none"> • All audits were completed. <p><u>Pre-Engagement Surveys:</u></p> <ul style="list-style-type: none"> • Consultation closed 31st May. • 221 responses received to the Participation Survey. • 14 responses received to Youth Engagement Survey. • 311 News subscribers via LDP engagement hub. • Summary of results uploaded to LDP engagement hub with all subscribers notified. Separate notification was issued to all stakeholders on LDP database. <p><u>LPPs:</u></p> <ul style="list-style-type: none"> • Guidance and forms were uploaded to the Council's LDP3 webpage. • News item were added to LDP engagement hub. • Invitation was issued to all stakeholders on LDP database. • News item was added to the LDP engagement hub with all subscribers notified. • Invitation was issued to community-led groups to create their own Local Place Plans in June 2023. Submissions were required by March 2024. No responses have been received to date; • Updated invitation email was issued February 2024. <p><u>Self-Build Housing Register:</u></p> <ul style="list-style-type: none"> • Guidance and forms were prepared and are available on the Council's website. • 23 notes of interest have been received to date.
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Stage 1b	<p><u>Publication of Development Plan Scheme and Participation Statement (required annually)</u></p> <p>The annual DPS sets out the programme for the production and review of the Local Development Plan and highlights who, how and when anyone can get involved.</p>
When	<p>The 2024 update of the DPS was approved by Full Council in Q1 2024/25 (24th April 2024). The DPS was published Q2 2024/25 (July 2024).</p> <p>The 2025 DPS is due to be approved by Full Council in Q1 2025/26 (23rd April 2025) with Publication in Q1 2025/26 (June 2025).</p>

Who	East Renfrewshire Council Members Scottish Government Key Agencies All stakeholders on Local Development Plan database All LDP engagement hub subscribers
How	Submit 2 copies of the DPS to Scottish Ministers. Copies of DPS will be made available in Council Offices, local libraries, as well as on the Council's website. Notify stakeholders on LDP database. News item will be added to the LDP engagement hub with all subscribers notified.
Progress	<ul style="list-style-type: none"> 2024 Development Plan Scheme submitted to Scottish Ministers in July 2024.

Stage 1c	<p><u>Preparation And Publication of Evidence Report and SEA Scoping Report</u></p> <p>Before preparing the Proposed Plan, the Council prepared an Evidence Report. The Evidence Report set out the Council's view on a wide range of matters related to the development and use of land in the East Renfrewshire area. It covered the characteristics of the land use and population of the plan area, housing, education and infrastructure matters, amongst others. The evidence gathering stage was about informing people about the process and involving them.</p> <p>Developing a proportionate evidence base and a collaborative place-based approach to both planning, infrastructure and service delivery was an important stage in the preparation of LDP3. The Evidence Report informs what to plan for before the Proposed Plan looks at where development should take place. The Evidence Report therefore did not consider specific sites.</p> <p>We undertook a 'Call for Evidence' consultation based upon the 'Place Standard Tool' to gather information about the area. The survey allowed communities and other stakeholders to tell us about places and how they function, what is good about them, and what could be improved.</p> <p>We have prepared a Site Appraisal Framework methodology that will be used to assess sites at the Proposed Plan stage.</p> <p>SEA: We prepared a Scoping Report and Environmental Baseline Data to inform the Evidence Report and Proposed Plan.</p> <p>We prepared a Play Sufficiency Assessment, and are in the process of completing an Open Space Strategy and Forestry and Woodland Strategy for the Proposed Plan.</p> <p>We prepared a summary of the action taken to meet the accommodation needs of Gypsy/Travellers in the area.</p> <p>We prepared a statement on how communities have been invited to prepare local place plans and the assistance provided.</p>
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When	<p>The Evidence Report was prepared – Q2 2023 to Q2 2024 – We gathered and collated appropriate evidence and consulted on the scope and content to clarify areas of agreement/ dispute on evidence for the purposes of the ‘Gate Check’ Examination.</p> <ul style="list-style-type: none"> • A Play Sufficiency Assessment was undertaken, and an Open Space Audit and Forestry and Woodland Strategy are in progress. • The Evidence Report was finalised (Q2 2024). • The Evidence Report was approved by Full Council – Q2 2024 (September 2024). <p>The Evidence Report was published and submitted to Scottish Ministers – Q2 2024 (September 2024).</p> <p>The SEA Scoping Report was submitted to Consultation Authorities – Q1 2024.</p>
Who	<p>East Renfrewshire Council Members Scottish Government Seek views of the following groups in the preparation of the Evidence Report. Prepare statement on how these views are taken into account in the report.</p> <ul style="list-style-type: none"> • Key Agencies; • The public; • Children and young people; • Disabled people; • Gypsies and Travellers; and • Community Councils. <p>Infrastructure providers, environmental organisations and development industry SEA Gateway All stakeholders on Local Development Plan database All LDP engagement hub subscribers</p>
How	<p>There was no requirement to undertake a formal consultation on the content of the Evidence Report. However, we undertook early engagement with stakeholders, to ensure collaborative and transparent evidence gathering, to assess the sufficiency of the evidence and to aim to resolve any issues raised by stakeholders:</p> <ul style="list-style-type: none"> • East Renfrewshire Council Member Engagement - Members workshops and regular briefings were and continue to be held. • Internal Engagement – Workshops/meetings with Council Departments. • External Engagement - Targeted engagement with groups and organisations listed above and including older people, infrastructure providers, community groups, development industry, housing providers and their representative organisations. • Call for Evidence consultation - Surveys uploaded onto LDP engagement hub. • GIS Storymaps were used to display and publicise data and evidence. • Press releases. • Preparation and publication of the Evidence Report took place via the Council’s social networking sites. • Stakeholders on the Council’s LDP database were notified. • News item were added to the LDP engagement hub with all subscribers notified.

Progress	<ul style="list-style-type: none"> • 11th May 2023 Meeting with DPEA - Joint meeting between ERC & Renfrewshire Council to discuss DPEA requirements at Gate check stage • Your Place Surveys (11th September 2023 and ended on 16th October 2023) <ul style="list-style-type: none"> ○ 3 surveys were published: <ul style="list-style-type: none"> ▪ Your Place Children’s Survey (specifically for ages 5 – 12) in partnership with ERC Education Services ▪ Your Place Survey (for all ages) ▪ Your Place Young People Survey (specifically for ages 13 – 25) ○ The survey went through a series of questions using the Place Standard Tool. The Place Standard tool provides a simple framework to structure conversations about place and allows the user to think about the physical elements of a place as well as the social aspects. • Transport and Place School Engagement Workshops (April/May 2023) <ul style="list-style-type: none"> ○ A series of Transport and Place Workshops were undertaken throughout April and May 2023 with local Primary Schools to gather evidence for both the new LDP and the Local Transport Strategy. The workshops focussed on “place” and looked at elements of the Place Standard Tool/the six principles of a successful place for prompts and young people’s experiences moving around and interacting with their local environment. • Play Sufficiency Assessment <ul style="list-style-type: none"> ○ In preparing the Play Sufficiency Assessment the Council has consulted: <ul style="list-style-type: none"> ▪ Children and young people; Parents and carers; Community Councils; and the public ○ This was undertaken using the following methods: <ul style="list-style-type: none"> ▪ An online Quality Assessment; A Children and Young People’s Quality Assessment Consultation; and a Community Councils Quality Assessment Consultation • Evidence Report Topic Paper Engagement (12th April and ended on 10th May 2024) <ul style="list-style-type: none"> ○ Engagement with stakeholders inviting people and organisations interested in LDP3 to review the suite of Topic Papers that cover their areas of interest and to share their comments. The aim of the engagement was to establish areas of agreement or disagreement and any additional evidence that should be taken into account. Early drafts of the Topic papers were also submitted to Key Agencies for comment. • Evidence Report approved by Council September 2024. • Evidence Report submitted to Scottish Minsters for Gate Check September 2024.
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Stage 1d	<p><u>Gate Check of Evidence Report</u></p> <p>An independent assessment of the Evidence Report was undertaken to determine whether the Council had sufficient information to progress and prepare a Proposed Plan. Where disputes over the sufficiency of the evidence remain, the Gate Check provides an opportunity for the Reporter to consider the different viewpoints.</p>
When	Q2 2024 – Q3 2024 (Sept 2024 – Dec 2024)
Who	Independent assessment was carried out by a Reporter appointed by the Scottish Ministers
How	<p>The Reporter issued:</p> <ul style="list-style-type: none"> • A letter confirming the conclusion that the evidence is sufficient to enable the LDP preparation process to proceed. <p>Stakeholders on LDP database were notified of the outcome of the Gate Check process.</p>
Progress	<ul style="list-style-type: none"> • Scottish Ministers confirmed the sufficiency of the LDP3 Evidence Report on December 13, 2024. • Email was issued to Key Agencies, Development Industry contacts/Consultants/Agents on our LDP database, Community Councils, and all other stakeholders/individuals who responded to the Topic Paper engagement. • LDP3 webpage was updated with links to the DPEA website to provide access to the Gate Check documents. • LDP3 engagement hub page was updated with links to the DPEA website. Notification was issued to everyone who requested to be kept informed about LDP3 progress – approx. 600 subscribers.

Stage 2 - Plan preparation to produce the new LDP for adoption (ONGOING)

Stage 2a	<p><u>Preparation and Publication of Proposed Plan, Proposed Delivery Programme and Environmental Report</u></p> <p>We will prepare a Proposed Plan, Proposed Delivery Programme and Environmental Report having regard to the Evidence Report, any adopted RSS, current National Planning framework (NPF), any Local Outcome Improvement Plans (LOIPs) for the area, and any registered Local Place Plans. The Proposed Plan will identify where new development should and should not take place. We will use the Evidence Report to develop a spatial strategy incorporating an infrastructure first approach and considering the spatial principles in NPF4.</p> <p>This is a key consultation stage where representations from stakeholders and the public can be submitted to the content of the plan. The plan preparation stage is about involving and collaborating with participants in preparing the spatial strategy and policy approach.</p> <p>A 'Call for Sites' Consultation Exercise commenced on 28th Feb 2025. A site appraisal will be undertaken so that all sites are assessed using the site appraisal methodology agreed in the Evidence Report. This includes LDP allocated sites, sites promoted through the Call for Sites consultation and any additional land identified which may have potential for development. The appraisal will be linked to SEA requirements.</p> <p>We will prepare a Transport Appraisal to inform and assess impacts on the strategic transport network and to inform the Proposed Plan spatial strategy.</p> <p>We will prepare an Equalities Impact Assessment (EQIA), Fairer Scotland Duty Assessment, Public Sector Equality Duty Assessment and Habitats Regulations Appraisal (HRA).</p>
When	<p>Preparation of Proposed Plan, Proposed Delivery Programme, Environmental Report and Impact assessments - Q4 2024/25 to Q2 2026. Call for Sites consultation – Q4: 2024/25 (10 weeks) (Consultation ends 13th May 2025)</p> <p>Proposed Plan, Proposed Delivery Programme and supporting documents approved by Full Council – Q2 2026</p> <p>Publish Proposed Plan, Proposed Delivery Programme and supporting documents approved for consultation – Q2 2026 to Q3 2026 (min 12 weeks)</p>
Who	<p>East Renfrewshire Council Members Scottish Government Central Scotland Green Network Key Agencies The public Children and young people Disabled people Gypsies and Travellers Community Councils</p>

	<p>Infrastructure providers, environmental organisations and development industry SEA Gateway All stakeholders on Local Development Plan database All LDP engagement hub subscribers Occupiers/Neighbours of sites proposed in Plan (Proposed Plan stage only)</p>
How	<p><u>Call for Sites consultation:</u></p> <ul style="list-style-type: none"> • The findings of the Evidence Report will be presented to stakeholders with a request for proposals. We will evaluate and consider the sites presented and use this to inform the Proposed Plan. • Forms will be made available on the Council's website and on the LDP engagement hub. • Notify stakeholders on LDP database. • News item will be added to the LDP engagement hub with all subscribers notified. <p><u>Proposed Plan:</u></p> <ul style="list-style-type: none"> • Place a public notice in a local newspaper and on the Council's website outlining where, how and when to respond to documents and how they can be viewed and allow minimum 12 weeks for responses. • Send a copy of Proposed Plan, Evidence Report, Proposed Delivery Programme and Environmental Report to Scottish Government and Key Agencies. • Notify Scottish Ministers, Key Agencies, Neighbouring Planning Authorities, Planning Authorities within the same RSS Area and Community Councils of publication of the Proposed Plan and Environmental Report. • Deposit documents at Council Offices and in local libraries, and on the Council's website. • Notify owner, lessee or occupiers of sites and neighbouring land that may be significantly affected by development proposals (with or within 20 metres of the boundary of a specific site). • Internal Engagement – Workshops/meetings with Council Departments. • External Engagement - Targeted engagement with groups and organisations listed above and including older people, infrastructure providers, community groups, development industry, housing providers and their representative organisations. • Hold a series of community and stakeholder events/meetings to publicise and present the Proposed Plan online and in person. • Use appropriate mapping software 'ESRI GIS storymaps' to display the Proposed Plan. • Press releases. • Publicise Proposed Plan and events/ meetings etc. via the Council's social networking sites. • Publicise Proposed Plan and events/meetings etc. via leaflets/ posters/ displays. • East Renfrewshire Council Member Engagement - Member workshops and regular briefings. • Notify stakeholders on LDP database. • News item will be added to the LDP engagement hub with all subscribers notified.

Progress	<ul style="list-style-type: none"> • Citizens Panel Survey launched February 2025. • Call for Sites Engagement: <ul style="list-style-type: none"> • Launched 4th March 2025 – closes 13th May 2025 (10 weeks). • Email issued to Key Agencies, Development Industry contacts/ Consultants/ Agents on our LDP database. • LDP3 webpage updated with links to the documents. <p>LDP3 engagement hub page updated with links to the documents. Notification issued to everyone who requested to be kept informed about LDP3 progress – approx. 600 subscribers</p>
Stage 2b	<p><u>Modifying the Proposed Local Development Plan and Examination</u></p> <p>Objections to the Proposed Plan will be assessed and negotiation will take place with objectors (and other affected parties) to make modifications to the Proposed Local Development Plan (if required). If we make modifications to a Proposed Plan following consultation, a Modification Report will be required that sets out the modifications made and explains the reasons for making them. There is no opportunity to comment on the Modification Report - it should only reflect changes made in response to the earlier consultation on the Proposed Plan. Full Council will be asked to approve the Modification Report (if required).</p> <p>Following the preparation of any modifications, we will submit the Proposed Plan and associated documents and all unresolved objections to Scottish Ministers for examination. The Examination is the opportunity for independent consideration of any issues raised during the formal consultation on the Proposed Plan that have not been resolved through modifications.</p>
When	<p>Modifications: Q3 2026/27 If required).</p> <p>Submission of Proposed Plan and supporting documents to Scottish Ministers for Examination Q4 2026/27</p> <p>Examination: Q4 2026/27 to Q1 2027/28.</p> <p>Following receipt of Examination Report submit Proposed Plan (as modified if appropriate) to Scottish Ministers for adoption: Q2 2027/28.</p>
Who	<p>Scottish Ministers</p> <p>Anybody who made representations on the Proposed Plan</p>
How	<p><u>Modification:</u></p> <ul style="list-style-type: none"> • Negotiations with representees to resolve or agree representations to the Proposed Plan. <p><u>Examination:</u></p> <ul style="list-style-type: none"> • Council will request Scottish Ministers to appoint a Reporter to examine the Proposed Plan. • Advert in local papers stating that the Proposed Plan has been submitted to Scottish Ministers for Examination and that a Reporter has been appointed. • Submit Proposed Plan, Environmental Report, Proposed Delivery Programme, a summary of unresolved issues (Schedule 3), copies of unresolved representations, and statement of Conformity with Participation Statement to Scottish Ministers. All supporting documents will also be submitted at this stage.

	<ul style="list-style-type: none"> • Copies of all documents will be made available to inspect at Council offices, local libraries and on the Council's website. • Notification to representees that Proposed Plan has been submitted for Examination with link to the Department for Planning and Environmental Appeals (DPEA) website. • Notify stakeholders on LDP database. • Reporter will consider all unresolved representations. • DPEA website will provide updates on the Examination. • Council's website will be updated to reflect Examination progress. <p><u>Receipt of Examination Report:</u></p> <ul style="list-style-type: none"> • DPEA will submit the Examination Report and a report of modifications to the Council. • DPEA will notify representees that Examination Report is available and will publish on their website. • Copies of Examination Report and report of modifications will be made available to inspect at Council Offices, local libraries and on the Council's website. • News item will be added to the LDP engagement hub with all subscribers notified. <p><u>Modification of Proposed Plan:</u></p> <ul style="list-style-type: none"> • The Council will amend the Plan to accord with the Reporter's binding recommendations (if appropriate). Within 3 months of receiving the Examination Report the Council will send Scottish Ministers the Proposed Plan (as modified). • Submit Proposed Plan (as modified if appropriate) to Scottish Ministers. • Publish Intention to Adopt Advert in local papers; • Notify representees that Proposed Plan has been submitted to Scottish Ministers for Adoption. • Copies of proposed plan (as modified if appropriate) and the modifications (if any) will be made available to inspect at Council Offices, local libraries and on the Council's website.
Progress	

Stage 3 - Delivery of the adopted LDP (FUTURE STAGE)

Stage 3a	<p><u>Adoption of the Plan</u></p> <p>The plan once adopted constitutes part of the Development Plan which, alongside NPF4 will be the basis against which to make decisions on planning applications.</p> <p>28 days after Scottish Ministers have received the Proposed Plan (as modified), and unless directed otherwise, the Council will adopt the Plan and Environmental Report. The Council will publish the Post Adoption SEA statement alongside the Adopted Plan explaining how environmental considerations have been integrated into the Local Development Plan.</p> <p>We will prepare a Post Adoption SEA Statement</p>
When	<p>Adoption of the Plan:</p> <ul style="list-style-type: none"> Q3 2027/28 (Estimated Oct 2027). <p>Post Adoption SEA Statement</p> <ul style="list-style-type: none"> Q3 2027/28.
Who	<p>Scottish Government</p> <p>Key Agencies</p> <p>All stakeholders on Local Development Plan database</p>
How	<p>Submit 2 copies of the Adopted Plan to Scottish Ministers.</p> <p>Adoption advert will be placed in a local paper.</p> <p>Adopted Plan, 'modification report' and 'recommended modifications statement' will be made available to inspect at Council Offices, local libraries and on the Council's website.</p> <p>Notification to anybody who made representations on the Proposed Plan that the Plan has been adopted.</p> <p>Notify stakeholders on LDP database.</p> <p>News item will be added to the LDP engagement hub with all subscribers notified.</p>
Progress	

Stage 3b	<p><u>Publication of Delivery Programme</u></p> <p>The Delivery Programme sets out how we propose to implement the LDP. We will publish the Delivery Programme within three months of adoption of the Local Development Plan. It will be kept under review and updated at least every 2 years. The delivery stage is about informing people about the local development plan approach and collaborating with people to take forward identified actions in the delivery programme.</p>
When	Q3 2027/28.
Who	All stakeholders on Local Development Plan database and Engagement HQ.

How	Submit 2 copies of Adopted Delivery Programme to Scottish Ministers. Adopted Delivery Programme will be made available to inspect at Council Offices, local libraries and on the Council's website. Notify stakeholders on LDP database. News item will be added to Engagement HQ with all subscribers notified.
Progress	

Stage 3c	<u>Monitoring and Delivery</u> Ongoing monitoring is essential to review the effectiveness and outcomes of the LDP as a whole. It can also help to identify barriers to delivery. Monitoring can support maintenance of the development planning evidence base. We will monitor changes in the characteristics of the area and the impact of the policies and proposals in the LDP.
When	Q3 2027/28 onwards.
Who	All stakeholders on Local Development Plan database. All LDP engagement hub subscribers.
How	Review of existing data and evidence set out in the Evidence report and SEA. Review impact of policies and effectiveness of proposals. Liaise with all relevant stakeholders. Annual monitoring tasks will continue to be undertaken as set out in Stage 1a.
Progress	

Resources

The Strategic Planning Team will lead on the preparation and consultation on the Local Development Plan. In certain circumstances external consultants will be used to supplement internal resources. Due to the front loading of evidence gathering, there is greater resource intensity at the beginning of the process. However, the extent of consultation and engagement undertaken will also be dependent on staff and financial resources.

Review of the DPS

The DPS will be reviewed on an annual basis in order that it remains relevant and fit for purpose. In particular, the publicity and consultation in the Participation Statement will be reviewed in the light of experience and the Plan preparation programme reviewed. The success and effectiveness of the Local Development Plan will be reviewed through the Delivery Programme.

Appendix 1: List of Consultees

The following is a list of groups/ organisations/ individuals that the Council proposes to consult and engage with in preparing the Local Development Plan. This list is not exhaustive and the Council will consult wider as more people and organisations get interested and involved in the Local Development Plan and local planning issues. Anyone, whether they are an individual, community group or organisation, not on this list but who wishes to be consulted should contact the Council to ensure they are included in future engagement.

It is important that you keep us up to date with your email and other contact details.

East Renfrewshire Council	East Renfrewshire Council Members, Directors and Heads of Service and to be cascaded down to all relevant staff
Schools and Education	Contacts in all Secondary, Primary, Nursery, Family Centres and Parent Councils
Scottish Government	Various
MSPs/MPs	Various
Key Agencies & Infrastructure Providers	Nature Scot Scottish Water Scottish Environment Protection Agency (SEPA) Scottish Forestry Historic Environment Scotland Transport Scotland Strathclyde Partnership for Transport (SPT) Health Boards Sport Scotland Scottish Power Energy Network (SPEN) Scottish Enterprise Mobile Phone/Broadband Providers Development Industry (Various)
Community Councils	Barrhead Community Council Broom, Kirkhill & Mearnskirck Community Council Busby Community Council Clarkston Community Council Crookfur, Greenfarm Mearns Village and Westacres Community Council Eaglesham and Waterfoot Community Council Giffnock Community Council Neilston Community Council Netherlee and Stamperland Community Council Newton Mearns Community Council Thornliebank Community Council Uplawmoor Community Council
Neighbouring Planning Authorities/ Authorities within RSS area	East Dunbartonshire Glasgow City West Dunbartonshire Inverclyde Renfrewshire

	North Lanarkshire South Lanarkshire East Ayrshire RSS Team GCV Greennetwork
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Other Organisations	
Abellio Scotrail Ltd	CRUDEN ESTATES LTD
ACUMEN	Dates-n-mates
Age Concern Eastwood & Age Concern Eastwood Dementia	DAWN HOMES
Anchor Boys	Derek Scott Planning
Andrew McCafferty Associates	Disability Action East Renfrewshire
ARDALZIER Properties Ltd	DM Hall
Arthurlie Bowling Club	Drivers Jonas
Arthurlie FC	Dunterlie Allotments
Auchenback Active	Dunterlie Centre Users Group
Avant Homes	Dunterlie Centre Users Group
Avison Young	Eaglesham and Waterfoot Community Larder
Baby Sensory	Eaglesham Bowling Club
Balfour BeattyHomes	Eaglesham Parish Church
Barratt Homes West Scotland	East Renfrewshire Additional Support Needs Parents Action Group
Barrhead and Neilston Historical Ass.	
Barrhead Artists	East Renfrewshire Carers
Barrhead Bourock Parish Church	East Renfrewshire Chamber of Commerce
Barrhead Bowling Club	East Renfrewshire Citizens Advice Bureau
Barrhead Boys Brigade	East Renfrewshire Cycle Forum
Barrhead Foodbank	East Renfrewshire Disability Action (ERDA)
Barrhead youth Football	
Barton Willmore (now Stantec)	East Renfrewshire Local Area Co-ordination Team
Beautiful busby	Eastwood Juvenile Football team
Barrhead Housing Association	Eastwood Photography Society
Bid Manager	Eastwood Writers
Bidwells	EE
Bikeability	ENABLE Scotland
Brownies	Enable Scotland
Burns Grove Dance Group	Energy Saving Scotland Advice Centre
Busby AFC	Energy Saving Trust
Busby lawn tennis club	EPYC
Business Gateway	ER Chamber of Commerce
Butterfly Nursery	ERDA (East Renfrewshire Disability Action)
CALA Homes (West) Ltd	Fairhurst
Campaign Group	Families First
Care & Repair	ECC Environment
Cathcart Golf Club	Federation of Small Businesses
CBRE	Fereneze Golf Club
Clarkston Baptist Church	fields in trust Scotland
Clarkston Community Garden	First Scottish Group Ltd
Colliers CRE	Fair Gymnastics
Community activist	Flockhart Architects
Concept Consulting	FLO Developments
Corra Foundation	Forestry Commission Scotland
Cosgrove Care	Forward Scotland
Crofthead Bowling Club	EPMS Ltd
	Friends of the Earth (Scotland)
	Galbraith Group

	Mearnskirk Keep Fit
GD Lodge Architects	Mearnskirk owners association
Geddes Consulting	Members of the Public
GGCNHS	MECOPP
Giffnock Badminton Club	MILLER HOMES
Giffnock BIDs	Montagu Evans
Giffnock Community Hub	Mother Earth Hindu Temple
Giffnock Curling West	Mungo Foundation
Giffnock South Parish Church	National Air Traffic Services Ltd.
Giffnock South Parish Church Tuesday Club	National Autism Society
Giffnock tennis and hockey Club	National Farmers Union of Scotland
GL Hearn Limited	National Grid
Gladman Developments Ltd	National Grid Property Ltd
Glasgow Airport	National Trust for Scotland
Glasgow Centre for Inclusive Living	natural power
Glasgow Clyde College	
Glasgow Disability Alliance	NDTi (National Development Team for Inclusion)
Glasgow Jewish Representative Council	Neighbourhood Networks
Go Bike	Neilston Bowling Club
Graham + Sibbald	Neilston Development Trust
Gray Planning & Development Limited	Neilston FC
Greater Glasgow and Clyde NHS Board	Neilston Parish Church
Green Guardians	Neilston Show
Greenbank Parish Church	Netherlee and Stamperland Church
Historic Environment Scotland	Network Rail
Historical Adventures	Newton Mearns Baptist Church
Holder Planning Ltd. (now Lerner McGrath Planning)	Newton Mearns Hebrew Congregation
Homes for Scotland	Newton Mearns Boys Brigade
ICENI	Newton Mearns Parish Church
Improvement Service	Newton Mearns Parish Church Guild
In Cahootz Arts Network	Newton Mearns Rock Choir
Includeme2	NHS Greater Glasgow and Clyde
Inclusion Scotland	North Planning & Development
Indian Community	Ogilvie Construction Ltd
Jigsaw Planning	Outdoor parent and child groups
JMP Consultants Ltd	Outside the Box
John Handley Associates Ltd	Park Church
John West Ltd	Park Systems Furniture
Keir & Co	Paths for All
Keppie Planning Ltd	Persimmon Homes Ltd
keppiedesign	Peter Brett Associates (Stantec)
Lanarkshire Health Board	Persimmon Homes
Linking Communities	planinfo
Lynch Homes	Planware Ltd
Mabbett	Police
MacArthur Denton Asset Management Limited	Police Scotland - Chief Superintendent
Mackay Planning	PPCA Ltd
Mactaggart & Mickel	Pro-Soccer Skills School
Maxwell Mearns Castle Parish Church	Public Health Scotland
McCarthy & Stone Retirement Lifestyles Ltd	Rail Freight Group
Mcinally Associates Ltd	Ramblers Association Scotland
Mearns Kirk Helping Hands	RAMH (Recovery Across Mental Health)
Mearnskirk badminton	Resource Efficient Scotland (RES)/Zero Waste Scotland
Mearnskirk Church	Richmond Fellowship
Mearnskirk Helping Hands	Road Safety Casual Coordinator

RSPB Scotland	Strathclyde Police
Rural Wisdom	Stroke Association
	Strutt & Parker
	SupERkids
Ryden LLP	SJSTRANS
Saint Aidan's Church Clarkston	Talking Points
Scotland Rural Network	Taylor Wimpey, West Scotland
Scotplan	TCV
Scottish Agricultural College	The Advocacy Project
Scottish Association for Public Transport	The Association for the Protection of Rural Scotland
Scottish Civic Trust	The Carswell Centre
Scottish Council for Development and Industry	The Coal Authority
Scottish Development International	The Food Train
Scottish Fire and Rescue Service	The Garden History Society
	The magic of Showbiz
Scottish Industrial Heritage Society	The Michael Tracey Project
Scottish Land and Estates	The Theatres Trust
Scottish Lullaby Society	The Woodland Trust Scotland
	Thornliebank Parent and toddler Group
Scottish Renewables Forum	Thornliebank Together
Scottish Rights of Way and Access Society	Three
Scottish Section of The Showmen's Guild	Threesixty Architecture
Scottish Urban Regeneration Forum	TNEI Group
	Transform Scotland (SAPT)
Scottish Wildlife Trust	Transport Planning Ltd
Scottish Women's Aid	Tuesday Friendship Club
Scottish Youth Parliament	Turley Associates
ScottishPower Renewables	Tweenies
Self-Directed Support Forum East Renfrewshire	U3A
SGN	Union and Crown Lodge
Shanks Bowling Club	VisitScotland
Sight Scotland Veterans	Vodafone and O2
Skills Development Scotland	Voluntary Action East Renfrewshire
Slimming World Eastwood	WALLACE LAND INVESTMENTS
Sniffer	Waterworks action Group
Social Security Scotland	West College Scotland
SoundWaves	West of Scotland Archaeology Service
	WESTPOINT HOMES
Springfield Group	Whitcraigs Tennis and squash club
St Andrews Church Barrhead	Whitcraigs Golf Club
St Bridget's RC Church	Whitelaw Baikie Figs
St Joseph's RC Church	Williamwood Parish Church
Stamperland Bowling Club	Woodfarm Education Centre
Stewart Milne Homes	Woodfarm parents
Strathclyde Fire and Rescue	Work EastRen
Strathclyde Geoconservation Group	Yesterday once more
Strathclyde Police	youth project
	Youth Voice

Appendix 2: Impact Assessments

A number of impact assessments are required by law to be undertaken as part of the plan making process. The Council must therefore carry these out to support the preparation of the LDP.

Strategic Environmental Assessment (SEA)	SEA is a statutory requirement that aims to ensure the environment is a primary consideration in the preparation of qualifying public plans, programmes and strategies. The main purpose of SEA is to identify the significant environmental effects of the Plan from the outset of the preparation process thereby reducing any negative or unforeseen policy impacts and improving the transparency of decision making. The SEA process provides opportunities for engagement with all stakeholders. A SEA of the Local Development Plan is undertaken in parallel with the Plan preparation process to allow such considerations to influence the Plan.
Equalities Impact Assessment (EQIA)	Planning authorities are required to respect, protect and fulfil human rights in accordance with the Human Rights Act 1998. The UN Convention of the Rights of the Child also means that young people must be encouraged to play an active role in planning.
Fairer Scotland Duty Assessment	Requirement to consider how the Council can reduce inequalities of outcome caused by socioeconomic disadvantage when making strategic decisions. The aim of the duty is to help make better policy decisions and deliver fairer outcomes.
Public Sector Equality Duty Assessment	The Equality Act 2010 places a duty (known as the Public Sector Equality Duty (PSED)) on public authorities to eliminate discrimination, harassment and victimisation, advance equality of opportunity and to foster good relations between all persons.
Habitats Regulations Appraisal (HRA)	A Habitats Regulations Appraisal (HRA) determines whether a plan or project should be subject to appraisal. The screening stage of the HRA screens the plan for likely significant effects on European Sites.

Other Supporting documents include:

Delivery Programme	The Delivery Programme will be considered all the way through the plan preparation process. The Delivery Programme sets out how an authority proposes to implement its LDP. The Delivery Programme is prepared in parallel with the preparation of the Local Development Plan and is reviewed and updated at least every 2 years. The Delivery Programme must set out: <ul style="list-style-type: none"> • A list of actions required to deliver policies and proposals contained in the LDP; • An explanation as to how those actions are to be undertaken; • The timescale for the conclusion of each action; and • The expected sequencing of, and timescales for, delivery of housing on sites allocated by the LDP
Supplementary Guidance	Section 22 of the Planning etc. (Scotland) Act 2006 made provision for the preparation of statutory Supplementary Guidance in connection with a Local Development Plan. This part of the 2006 Act has now been repealed

	<p>and the status of Supplementary Guidance changed under the Planning (Scotland) Act 2019. The transitional arrangements set out in the Chief Planner’s Letter published on 8th February 2023, however, allow for Local Authorities to continue to prepare and adopt statutory supplementary guidance associated with LDPs until 31 March 2025. Supplementary Guidance adopted under those provisions is to be treated as forming part of the development plan for the area to which the LDP relates.</p>
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