

Department of Corporate and Community Services

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Date: 26 March 2021

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TO: Councillors T Buchanan (Chair); C Bamforth; D Devlin; A Lafferty; C Merrick; and P O'Kane.

CABINET

A meeting of the Cabinet will be held on **Thursday, 15 April 2021 at 10.00am.**

The agenda of business is as shown below.

Please note this is a virtual meeting.

Caroline Innes

C INNES
DEPUTY CHIEF EXECUTIVE

AGENDA

1. **Report apologies for absence.**
2. **Declarations of Interest.**
3. **Joint Consultative Committee (First Tier) – Minute of Meeting of 11 February 2021 (copy attached, pages 3 - 6).**
4. **Review of the Strategic Risk Register and Risk Management Process – Report by Chief Executive (copy attached, pages 7 - 36).**
5. **Mixed Tenure Scheme - Report by Director of Environment (copy attached, pages 37 - 42)**
6. **Garden Waste Charging Proposal Update - Report by Director of Environment (copy attached, pages 43 - 50)**

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MINUTE

of

JOINT CONSULTATIVE COMMITTEE (FIRST TIER)**Minute of Virtual Meeting held at 2.00pm on 11 February 2021.****Present:**

Councillor Tony Buchanan
Councillor Caroline Bamforth

Councillor Gordon Wallace

Union Representatives:

Ms Karen Catlow (UNISON)
Mr John Guidi (SSTA)
Mr David James (UNISON)
Mr Steven Larkin (UNISON)

Mr Joe Lynch (UNISON)
Mr Des Morris (EIS)
Ms Kirsten Muat (GMB)

Mr Morris in the Chair

Attending:

Lorraine McMillan, Chief Executive; Caroline Innes, Deputy Chief Executive; Margaret McCrossan, Head of Accountancy (Chief Financial Officer); Sharon Dick, Head of HR and Corporate Services; Tracy Morton, Education Senior Manager; Alison Drummond, Health and Safety Manager; Linda Hutchison, Senior Committee Services Officer; and Liona Allison, Committee Services Assistant.

Apologies:

Councillor Paul O’Kane; and Ms Lisa Kennedy (EIS) and Mr James O’Connell (UNITE).

MINUTE OF PREVIOUS MEETING

1. The committee considered and approved as a correct record the Minute of the meeting held on 10 September 2020.

EAST RENFREWSHIRE COUNCIL COVID-19 RESPONSE

2. Under reference to the Minute of the meeting of 10 September 2020 (Item 2 refers) when the committee had noted positive comments made on the extent of dialogue between management and the Trade Unions on COVID-19 issues, Mr Morris welcomed that ongoing discussions on the issues remained effective. Councillor Buchanan commented that he was also delighted that these were continuing to progress well, welcoming that a candid exchange of views was taking place and referring to the importance of all parties working together.

The committee noted the position.

REVENUE BUDGET 2021/22 AND RELATED ISSUES

3. The Head of Accountancy (Chief Financial Officer) reported that budget preparations were continuing in a fast moving and different environment this year, clarifying that it was only within the last hour she had been able to send the most current update on the budget process to Elected Members. Whilst referring to local discussions, she emphasised the difficulties and complexities associated with the budget setting process this year due to the delays in setting both the UK and Scottish budgets, late receipt of information, the ongoing impact of COVID-19, and a lack of full clarity at present on the operation of fiscal flexibilities.

The Head of Accountancy (Chief Financial Officer) highlighted that, despite these challenges, a statutory responsibility remained for the Council to agree by 11 March the level of Council Tax set, and by 31 March its Treasury Management Strategy. She also referred to the need to ensure Council Tax notices were issued to residents timeously before the first payments were due, and to allow some extra time for that this year because the Council was using its new Council Tax system for the billing exercise for the first time. The Head of Accountancy (Chief Financial Officer) clarified that, in order to meet the required timescales for producing these notices, the Council Tax for 2021/22 had to be confirmed by the Council towards the end of February and, as setting this was required to balance the Council's budget, the budget required to be considered at the same time. She added that, as in recent years, the Scottish budget would not be finally confirmed by then, and there remained a possibility therefore that, when both the UK and Scottish budgets were finalised by 9 March, the Council's grant settlement figure could increase. In turn this could help reduce the budget gap and level of savings required to be implemented by the Council.

The Head of Accountancy (Chief Financial Officer) confirmed that, having taken advice such as from Legal Services, she intended to recommend in her report to the Council in February that the Council set both Council Tax and an outline budget then, including a proposed total figure of potential savings, but did not finalise details of the savings to be applied until confirmation was received of the exact shortfall to be addressed. This was considered prudent, as savings options had been identified well before the level of the current gap to be closed had been identified, and as there was also scope to use some reserves if required. In this way, making a commitment to excess savings could be avoided but billing timescales could be met.

The Head of Accountancy (Chief Financial Officer) clarified that it would also be recommended to the Council in February that, following confirmation of the Scottish budget figures on 9 March, an additional Council meeting should be held during week commencing 15 March to finalise the detailed budget. It was hoped that taking this approach would allow further time for clarification to be received on the fiscal flexibilities on COVID-19 funding, which impacted on the Council's treasury management plans. Therefore, the intention was for the Council's Treasury Management Strategy, Capital Investment Strategy and Capital Plan to be considered by the Council in March.

Referring to the timescales outlined, Mr Larkin acknowledged the need for further detailed information to be received on various issues.

Thereafter, the Head of Accountancy (Chief Financial Officer) summarised various budget planning assumptions that had been made in terms of the financial outlook, which included a 1% cash reduction equivalent to £1.9m; an assumed 3% Council Tax increase; and a remaining total savings gap of £12m against which £11.83m savings options had been identified which the Trade Unions had been made aware of. It was reiterated that some scope to use reserves remained, but that the figures remained subject to change and dependent on the final Scottish Government settlement and finalisation of the position on spending pressures.

The Head of Accountancy (Chief Financial Officer) provided an update on the current grant position as of the end of January, both overall and in terms of specific issues, confirming that the total grant awarded thus far represented a cash increase of 2.5%, a like for like cash increase of around £0.9m compared to 2020/21, and excluded the position for COVID-19 related expenditure which was being dealt with separately. Amongst other things she made reference to the contribution the Council required to make to the Floors arrangement in 2021/22 compared to 2020/21, conditions placed on the grant, and the option open to the Council to receive £1.8m subject to it freezing the level of Council Tax set. A lack of clarity remained on the grant implications for future years of a Council Tax freeze.

Having heard Mr Morris welcome the clarity the Head of Accountancy (Chief Financial Officer) had provided, Mr Larkin commented that he had anticipated a Council Tax increase in excess of 3% for 2021/22. Having stated that any additional funding would be welcomed, he expressed the view that it should be for local politicians, not the Scottish Government, to determine what expenditure should be incurred in East Renfrewshire.

In response to Mr Lynch, the Head of Accountancy (Chief Financial Officer) confirmed that the additional funds of £2.1m made available for priorities included provision which had been anticipated to enable external providers to support the living wage, and of £1.4m for social care which would support changes introduced by The Carers (Scotland) Act 2016 and free personal and nursing care for the increasing elderly population that was projected.

Having commented that the estimated funding gap for 2021/22 stood at £9.3m and reiterated that it could possibly reduce further subject to confirmation of the UK and Scottish budgets, the Head of Accountancy (Chief Financial Officer) reported that accountancy officers were continuing to review spending pressures and contract estimates to identify scope to reduce these further, and referred to other options available in terms of savings.

Regarding capital expenditure, the Head of Accountancy (Chief Financial Officer) confirmed that unusually the annual grant of £5.655m was lower than assumed, and represented a flat cash settlement. She confirmed that this would not impact on short term plans, but would require increased borrowing in future years. She added that officers were working on minimising the impact on loan charges in respect of which she referred to how historically low interest rates could lessen the impact. She also referred to the need to consider the position on the Eastwood Leisure Centre before finalising funding reports.

Mr Larkin welcomed that the funding gap was reducing, expressed hope that additional funds would become available when the UK and Scottish budgets were finalised, and acknowledged the challenges faced. He added that when further information was available on the budget and related implications for departmental budgets, 2nd tier Joint Consultative Committee meetings would require to be convened. The Head of Accountancy (Chief Financial Officer) explained that it could not be assumed that savings would be pursued equally in all departments due to the fact that some budgets required to be protected.

Councillor Bamforth referred to the Integration Joint Board's Strategic Plan and commented that the outcome of the review of adult care would impact on future plans. Mr Lynch referred to the significant recommendations being made on future adult care service delivery and related implications including for officers, expressing hope that the Trade Unions would be involved in related discussions in future to help ensure high standards were in place both locally and across Scotland.

Councillor Buchanan thanked officers for their hard work on the budget, welcomed that the overall financial position at present was slightly better than anticipated, emphasised that difficult decisions remained to be taken when the final budgetary position was known, and supported the way forward outlined on when decisions would be taken by the Council. In

response to the comments made by Mr Larkin, he confirmed that the Council always argued against the ring fencing of funds, arguing that local politicians were best placed to determine local needs and strive to address them.

The committee, having heard Mr Morris thank the Head of Accountancy (Chief Financial Officer) for the clarification she has provided, agreed to note the position and comments made.

COUNCIL HEALTH AND SAFETY COMMITTEE

4. The committee considered the Minute of the meeting of the Council's Health and Safety Committee held on 10 November 2020.

Mr Larkin thanked members of the Health and Safety Team for their help with work on COVID-19 related building assessments in recent weeks.

Mr Morris referred to the update provided at the meeting on ventilation for buildings, including on the appointment of consultants to carry out some assessments of needs and related guidance and discussions. In the context of schools reopening, he emphasised the importance of ventilation to reduce the transmission of COVID-19 by air. He confirmed that this issue was also on the Agenda for the forthcoming meeting of the committee when further useful discussions would take place.

The Health and Safety Manager referred to the assessment work that was ongoing involving various officers, and related challenges such as in terms of the scale of the task and time involved including to discuss and implement control measures.

The committee noted the Minute and related comments made.

DATE OF NEXT MEETING

5. It was noted that the next meeting of the committee was scheduled to take place on Thursday, 20 May 2021.

EAST RENFREWSHIRE COUNCILCABINET15 April 2021Report by Chief ExecutiveREVIEW OF THE STRATEGIC RISK REGISTER
AND RISK MANAGEMENT PROGRESS**PURPOSE OF REPORT**

1. This report provides the latest annual update of the Council's Strategic Risk Register and a summary of risk management progress. The previous update of the Strategic Risk Register was considered by the Cabinet on 24th September 2020 and recently by the Audit and Scrutiny Committee on 18th March 2021.

RECOMMENDATIONS

2. The Cabinet is asked to consider and note the development of the Council's Strategic Risk Register noting that this is considered a "live" document and will be updated and amended by the Corporate Management Team (CMT) as appropriate.

BACKGROUND

3. The Strategic Risk Register (Appendix 1) sets out the key strategic risks to be considered by East Renfrewshire Council and details the actions that management has put in place to manage these risks. Each service has an operational risk register to record day to day and service specific risks.

4. The previous update of the Council's Strategic Risk Register was considered by the Cabinet on 24th September 2020.

5. Several risks have been amended to include additional control measures and the risks have been rescored for significance. A thorough review of all risks on the register has been undertaken by the CMT. There are now 42 risks of which 17 are evaluated as high and 25 as medium. Where a risk has been evaluated as "low" it will be removed from the Strategic Risk Register and monitored within Departmental or Operational registers if appropriate.

6. In light of the current Covid-19 pandemic the Strategic Risk Register is reviewed and updated frequently as appropriate to reflect the current "live" situation and therefore liable to change. The Strategic Risk Register in Appendix 1 to this report is therefore reported below as dated (31st March 2021).

7. Where risk numbers are not sequential within the Register this is as a result of a risk having been removed from the Strategic Risk Register.

8. Relevant significant risks which may impact on the achievement of the Council's outcomes relating to the work of the Integrated Joint Board and the Culture and Leisure Trust have been considered as part of this update.

REPORT

9. The following risks remain as **high risks**:

- Increase in the number of children and adults with additional support requirements leading to a rise in demand on services. *(Risk 2.2)*
- Ensuring sufficient catchment places for East Renfrewshire children and young people across all sectors in light of impact of new residential developments – in particular the Local Development Plan. *(Risk 2.3)*
- Closure of facilities (related to Trust) as a result of unforeseen failure or management practices resulting in loss of attendance, revenue, damage to reputation and increased management fee. *(Risk 2.4)*
- Scottish Child Abuse Inquiry - Children accommodated by East Renfrewshire Council and legacy areas from 1930 may have been the victims of historical abuse whilst in foster care. Capacity to meet potential increase in demand in relation to access to records and potential claims against the Council as Inquiry work progresses. *(Risk 4.4)*
- Increase in older people, particularly very old, due to demographic changes leads to an over demand on certain services and failure to meet legislation, overspend and negative publicity. *(Risk 5.1)*
- Risk of failure of a key care provider, including care home, care at home and other care provider due to financial instability or significant care concerns. *(Risk 5.2)*
- Significant pressures and lack of service capacity (vacancies and absence) impacts on service delivery and quality standards. Impact on service users and carers. Reputational risk to HSCP and Council. Risk of enforcement action should we fail to meet the Care Inspectorate requirements. *(Risk 5.3)*
- Interruption to service or total inability to provide ICT services, resulting in impact to Council business, due to the loss of the Barrhead Data Centre and/or other critical infrastructure components due to fire, vandalism, equipment malfunction (including environmental controls). *(Risk 6.7)*
- Failure to achieve anticipated benefits and savings from the Finance/HR/Payroll System would lead services short of capacity and risk service delivery. *(Risk 6.14)*
- As a result of the EU-UK Trade & Cooperation Agreement impacts, there is significant disruption to Council operations and the services we provide, including front line and support services. *(Risk 6.16)*
- The UK significantly diverges from existing EU legal and regulatory provisions, leading to significant disruption to Council operations and services provided. This may include changes enacted through the Internal Market Act. *(Risk 6.17)*
- The re-emergence, escalation or further waves of Covid-19 (or any other emerging pandemic) result in increased controls and restrictions being implemented within East Renfrewshire. This may impact on provision of services through: staff availability, supply chain issues, increased service demand, financial and service planning upheaval. *(Risk 6.18)*

10. The following risk were rescored from **high to medium**:

- Inability to deliver ERC'S preferred or at least an acceptable model of 1,140 hours of free early learning and childcare (ELC) beyond August 2021 which locally addresses the principles of quality, flexibility, accessibility and affordability. *(Risk 1.1)*
- Following implementation of the new Council Tax and Benefits system, residual risks and issues remain which require to be worked through over a further period including (i) critical activities must be undertaken including annual billing, year-end activity and Housing Benefit subsidy (ii) limited recovery (both system and Covid-19) has taken place which may result in reduction of expected income levels to the council and (iii) delivery of Education Benefits functionality on the new system has not taken place (iv) Citizens access still to be implemented (noting Phase 2 to be delivered). *(Risk 6.19 – medium)*
- Brexit leads to economic uncertainty and detrimental impact on the Council budget, operations and services. *(Risk 6.9)*
- Impact of Living Wage on the council salary scales with continuing pressure on the lower grades of the scale. Not maintaining differentials between grades. *(Risk 6.10)*

11. The following risks **were added to** the register:

- Ongoing threat of Covid-19 impacts on the Council's ability to provide education to children and young people, either through significant rates of absence or school/class closures in schools across the authority. Higher rates of staff absence due to impact of Covid-19 cases and the need for self-isolation. Ongoing impact of school closures on attainment of young people. *(Risk 1.4 – High)*
- An increase in the number of children and young people disengaging with learning as a consequence of Covid-19 related school closures and requiring specialist support. *(Risk 2.6 – Medium)*
- Changes in SQA certification processes in 2020/21 detrimentally impacts upon exam results of young people in the 2020/21 exam diet with a subsequent negative impact on the Council's reputation. *(Risk 2.7 – High)*
- Covid-19 pandemic changes East Renfrewshire Culture & Leisure Trust (ERCLT) customers' behaviours and expectations and affects demand, combined with reduced capacity from continued social distancing and SG guidance/legislation results in loss of attendance, revenue, damage to reputation and increased management fee. *(Risk 2.8 – High)*
- Lack of appropriately skilled teacher workforce due to a combination of students and newly qualified teachers having experienced interrupted placements in school as a result of Covid. This leads to a reduction in the ability to adequately fill teacher vacancies and a reduction in quality of teaching and learning which in turn places an increased pressure on existing experienced teaching staff workload. *(Risk 2.9 – Medium)*
- Significant rates of positive Covid-19 testing within an East Renfrewshire community necessitates enhanced local Community testing, particularly for Asymptomatic residents. *(Risk 2.10 – Medium)*
- The Covid-19 Pandemic results in additional deaths, which stretch the capacity of existing mortuary storage. This impacts on the NHS requiring the Council to provide additional facilities. *(Risk 2.11 – Medium)*

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- Challenges with the Council supporting the NHS for the Covid-19 Vaccination programme result in delays in East Renfrewshire residents receiving their vaccine. (*Risk 2.12 – Medium*)
- Supporting the mass vaccination and asymptomatic testing programmes within East Renfrewshire leads to other key work being delayed or postponed resulting in longer timescales for projects or work not being undertaken and outcomes for residents being reduced. (*Risk 6.20 – High*)
- Covid-19 impacts on ability of the Returning Officer to conduct the Scottish Parliamentary Election for the Eastwood Constituency on Thursday 6th May 2021 resulting in reputational damage to the Council. (*Risk 6.21 – High*)

12. No risks have been removed from the Strategic Risk Register since this was last considered by the Cabinet in September 2020.

13. The following risks retained the same score as before but the risk descriptions were amended to **reflect the current position or provide further clarity** (additions in bold, removed text with line through and revised risk included below for clarity).

- ~~Failure to deliver 1,140 hours of free early learning and childcare (ELC) beyond August 2020~~–Inability to deliver **East Renfrewshire Council’s** our preferred or at least an acceptable model of **1,140 hours of free early learning and childcare (ELC) beyond August 2021 which** locally addresses the principles of quality, flexibility, accessibility and affordability.
 - Inability to deliver East Renfrewshire Council’s our preferred or at least an acceptable model of 1,140 hours of free early learning and childcare (ELC) beyond August 2021 which locally addresses the principles of quality, flexibility, accessibility and affordability. (*Risk 1.1 – Medium*)
- Potential breaches of State Aid compliance leads to lengthy investigations, suspension of works leading to costly delays and financial penalties. **This risk is complicated by the potential changes to UK State Aid guidance and procedures as a result Brexit and the EU-UK Trade Agreement in December 2020.**
 - Potential breaches of State Aid compliance leads to lengthy investigations, suspension of works leading to costly delays and financial penalties. This risk is complicated by the potential changes to UK State Aid guidance and procedures as a result Brexit and the EU-UK Trade Agreement in December 2020. (*Risk 3.3 – Medium*)
- ~~The establishment of a cross-departmental working group to develop actions to raise awareness amongst Council and Trust + C23ation.~~ **Acts of harassment, violence or intimidation, directed at particular religious or minority groups, impact on individuals and communities, resulting in harm and reduced confidence in being able to live safely and without fear within East Renfrewshire.**
 - Acts of harassment, violence or intimidation, directed at particular religious or minority groups, impact on individuals and communities, resulting in harm and reduced confidence in being able to live safely and without fear within East Renfrewshire. (*Risk 4.2 – Medium*)
- Scottish Child Abuse Inquiry - Children accommodated by East Renfrewshire Council and legacy areas from 1930 may have been the victims of historical abuse whilst in foster care. ~~Capacity to meet the demands of the S21 notice.~~ **Capacity to meet potential increase in demand in relation to access to records and potential claims against the Council as Inquiry work progresses.**
 - Scottish Child Abuse Inquiry - Children accommodated by East Renfrewshire Council and legacy areas from 1930 may have been the victims of historical

abuse whilst in foster care. Capacity to meet potential increase in demand in relation to access to records and potential claims against the Council as Inquiry work progresses. *(Risk 4.4 - High)*

- Failure to pay invoices, **Covid-19 related payments and specific Educational Benefits Payments**, within a specified timeframe (Local Government Benchmarking Framework indicator/Government requirements) or failure to pay **said types of payments** correctly (either through fraud or error), which could lead to cessation of supplies; risks to delivery of critical services; inappropriate payments; loss of funds to the Council; reputational damage to Council; issues with insurers; **detrimental business/personal financial impact** and possibly, legal action.
 - Failure to pay invoices, Covid-19 related payments and specific Educational Benefits Payments, within a specified timeframe (Local Government Benchmarking Framework indicator/Government requirements) or failure to pay said types of payments correctly (either through fraud or error), which could lead to cessation of supplies; risks to delivery of critical services; inappropriate payments; loss of funds to the Council; reputational damage to Council; issues with insurers; detrimental business/personal financial impact and possibly, legal action. *(Risk 6.8 – Medium)*
- ~~Failure to implement a new Finance/HR/Payroll System within planned timescales leading to the anticipated benefits and savings not being delivered for the Council~~ **achieve anticipated benefits and savings from the Finance/HR/Payroll System would lead services short of capacity and risk service delivery.**
 - Failure to achieve anticipated benefits and savings from the Finance/HR/Payroll System would lead services short of capacity and risk service delivery. *(Risk 6.14 – High)*
- Failure to ensure adequate insurance cover is in place which cover includes **(i) Cyber, Employer, Engineering, Motor, Property, Public Liability & Travel and (ii) potential Covid-19 (or similar pandemic) impacts where changes to Councils services are required, normal business is disrupted which may** result in the Council incurring financial loss **(additional expenditure)** and reputational damage.
 - Failure to ensure adequate insurance cover is in place which cover includes (i) Cyber, Employer, Engineering, Motor, Property, Public Liability & Travel and (ii) potential Covid-19 (or similar pandemic) impacts where changes to Councils services are required, normal business is disrupted which may result in the Council incurring financial loss (additional expenditure) and reputational damage. *(Risk 6.15 – Medium)*
- ~~A Brexit with no further agreement between the UK and EU~~ **As a result of the EU-UK Trade and Cooperation Agreement impacts**, ~~leads to there is~~ significant disruption to Council operations and the services we provide, including front line and support services.
 - As a result of the EU-UK Trade and Cooperation Agreement impacts, there is significant disruption to Council operations and the services we provide, including front line and support services. *(Risk 6.16 – High)*
- The UK significantly diverges from existing EU legal and regulatory provisions, leading to significant disruption to Council operations and services provided. This may include changes enacted through the Internal Market ~~Bill~~ **Act**.
 - The UK significantly diverges from existing EU legal and regulatory provisions, leading to significant disruption to Council operations and services provided. This may include changes enacted through the Internal Market Act. *(Risk 6.17 – High)*

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- ~~The Re-emergence, escalation or further waves of Covid-19; or the emergence of a new Pandemic Disease — with impact on staff availability, supply chain, increased demands on service; with resultant impact on financial and service planning. Potential for : Panic buying, limiting our ability to purchase.; Government advice / measures leading to isolation / closure of buildings or communities; Significant increase in burials, cremations & associated registrations; need to provide continued support to vulnerable communities as a result of poverty and access challenges~~ **(or any other emerging pandemic) result in increased controls and restrictions being implemented within East Renfrewshire.** This may impact on provision of services through: staff availability, supply chain issues, increased service demand, financial and service planning upheaval. *(Risk 6.18)*
 - The re-emergence, escalation or further waves of Covid-19 (or any other emerging pandemic) result in increased controls and restrictions being implemented within East Renfrewshire. This may impact on provision of services through: staff availability, supply chain issues, increased service demand, financial and service planning upheaval. *(Risk 6.18 – High)*
- ~~Failure to implement a new Council Tax/Benefits ICT system within planned timescales, leading to the anticipated benefits and savings not being delivered for the Council & significantly increased project costs~~ **Following implementation of the new Council Tax and Benefits system, residual risks and issues remain which require to be worked through over a further period including (i) critical activities must be undertaken including annual billing, year-end activity and Housing Benefit subsidy (ii) limited recovery (both system and Covid-19) has taken place which may result in reduction of expected income levels to the council and (iii) delivery of Education Benefits functionality on the new system has not taken place (iv) Citizens access still to be implemented (noting Phase 2 to be delivered).** *((Risk 6.19 – medium)*
 - Following implementation of the new Council Tax and Benefits system, residual risks and issues remain which require to be worked through over a further period including (i) critical activities must be undertaken including annual billing, year-end activity and Housing Benefit subsidy (ii) limited recovery (both system and Covid-19) has taken place which may result in reduction of expected income levels to the council and (iii) delivery of Education Benefits functionality on the new system has not taken place (iv) Citizens access still to be implemented (noting Phase 2 to be delivered). *((Risk 6.19 – Medium)*

RISK TOLERANCE

14. Map of strategic risks in East Renfrewshire Council

Likelihood	4			2.2; 4.4; 5.2; 6.7; 6.16	2.7; 2.8; 5.1; 6.18
	3		1.3	1.2; 2.9; 2.11; 3.2; 6.1; 6.4; 6.8; 6.9; 6.12; 6.17; 6.19	1.4; 2.3; 2.4; 2.10; 5.3; 6.14; 6.20; 6.21
	2			2.10; 3.3; 6.3; 6:6; 6.10	1.1; 2.6; 3.1; 3.5; 3.7; 4.1; 4.2; 6.15
	1				
		1	2	3	4
Impact					

Risk Score	Overall Rating
11 to 16	High - RED
5 to 10	Medium - Orange
1 to 4	Low - Green

Outcome	Low Risk	Medium Risk	High Risk	Total
1. All children in East Renfrewshire experience a stable and secure childhood and succeed	-	3	1	4
2. East Renfrewshire residents are healthy and active and have the skills for learning, life and work	-	4	6	10
3. East Renfrewshire is a thriving, attractive and sustainable place for residents and businesses	-	5	-	5
4. East Renfrewshire residents are safe and live in supportive communities	-	2	1	3
5. Older people and people with long term conditions in East Renfrewshire are valued; their voices are heard and they enjoy full and positive lives	-	-	3	3
6. Our Strategic Outcomes: Customer, Efficiency and People	-	11	6	17
Total Strategic Risks	-	25	17	42

RISK PROGRESS

15. The Corporate Management Team continues to discuss and reviewed the Strategic Risk Register on a regular basis and it remains a standing item on the CMT agenda. A number of updates have been made to both the risk control measures currently in place and the proposed risk control measures to ensure the information reflects the most up to date position.

FINANCE AND EFFICIENCY

16. The review of the Strategic Risk Register forms a fundamental role in ensuring that the Council meets the objectives detailed in Fairer East Ren, the Modern Ambitious Programme (MAP) and the Outcome Delivery Plan.

CONSULTATION

17. The Corporate Management Team, Heads of Service and all Corporate Risk Representatives were invited to provide updates to the Strategic Risk Register. In addition at this time all operational risk registers were scrutinised and high risks examined to determine if they should be escalated to the Strategic Risk Register. Risks associated with East Renfrewshire Culture and Leisure Trust (ERCLT) and the Integrated Joint Board were also considered by the relevant Departments and escalated to the Council's Strategic Risk Register where appropriate.

CONCLUSION

18. As part of the review of the register 10 new risks was added and 11 risk descriptions were amended to reflect the current position. There are now 42 risks on the register of which 17 are classified as "high" risk.

19. The risks captured in the Strategic Risk Register continue to be monitored and evaluated by the Corporate Management Team on a regular basis. Given the current Covid-19 pandemic the Strategic Risk Register is under constant review and liable to change. The Appendix to this report therefore contains the most up to date position at the time of this report (31st March 2021).

20. The Strategic Risk Register is reported annually to the Cabinet and every 6 months to the Audit and Scrutiny Committee.

RECOMMENDATIONS

21. The Cabinet is asked to consider and note the development of the Council's Strategic Risk Register noting that this is considered a "live" document and will be updated and amended by the Corporate Management Team (CMT) as appropriate.

Lorraine McMillan, Chief Executive

March 2021

Report Author: Gill Darbyshire, Chief Executive's Business Manager
gill.darbyshire@eastrenfrewshire.gov.uk

Appendix 1 East Renfrewshire Council Strategic Risk Register_V2.0_31.03.2021

KEY WORDS

This report provides the Cabinet with the latest annual update of the Council's Strategic Risk Register.

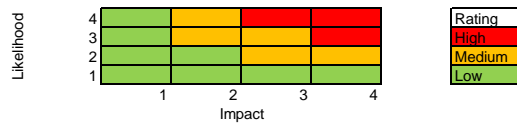
Classification	Official Sensitive
Name	East Renfrewshire Council Strategic Risk Register
Version	V2.0
Date	31/03/2021
Updated by:	Gill Darbyshire, Chief Executive's Business Manager

The risks highlighted within this document are based upon the professional judgement of East Renfrewshire Council Corporate Management Team and officers in East Renfrewshire Council.

The Strategic Risk Register is the property of the Council's Corporate Management Team who will regularly review its contents and scoring.

All risks are currently scored on what is known and based upon information available. Risk scores and controls will be evaluated on an ongoing basis and reflective of developing knowledge.

Risk Scoring is presented based on the risk matrix below



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Outcome 1: All children in East Renfrewshire experience a stable and secure childhood and succeed.												
Risk Status S/C/N (Same, Changed, New)	Risk Number	Risk (Threat / Opportunity to achievement of business objectives)	Risk Control Measures (Mitigations) current in place	Likelihood (Probability)	Impact (Severity)	Risk Score	Proposed Risk Control Measures (Mitigations)	Date for completion	Re-scored Likelihood (Probability)	Re-scored Impact (Severity)	Re-scored Risk Score	Risk Owner
C (17/02/2021)	1.1	Inability to deliver East Renfrewshire Council's preferred or at least an acceptable model of 1,140 hours of free early learning and childcare (ELC) beyond August 2021 which locally addresses the principles of quality, flexibility, accessibility and affordability.	<p>ERC's ongoing revenue funding shortfall from the first full year (2021/22) of implementation of 1140hours has been well documented since 2018 and officers and elected members have petitioned SG/COSLA. In anticipation officers have sought to maximise the carry forward of specific ELC grant funding released on a phased basis in advance of full implementation. Such actions help delay the full financial impact of the funding gap until 2022/23.</p> <p>Continue to monitor provision and regularly review delivery models based on affordability, preferences of parents and taking account of any changes in policy/ legislation making bids as appropriate for funding.</p> <p>Maintain tight control of revenue spend, including scrutiny of requests to recruit to ensure all recruitment is on a needs (ratio) basis and that staffing levels in ELC settings are operating at maximum efficiency.</p> <p>All new infrastructure has now been completed, with the exception of a modification to an existing facility planned for summer 2021. Funded provider places ERC is in partnership with have also been increased.</p> <p>Continue to support the development and engagement of funded providers, including childminders, to increase ELC places.</p> <p>Implement Early Learning and Childcare Strategy including continuing to work with all providers to ensure quality early learning and childcare.</p>	2	4	8	<p>Following the national funding review (effect from 2022/23), assess the impact on ERC's delivery models and report to elected members as appropriate.</p> <p>Implementation of the revised models of delivery as a result of ongoing consultation with parents and families on Early Learning and Childcare and adherence to the principles.</p>	Subject to outcome of National Review. 30/6/2021	1	4	4	Director of Education
C (17/02/2021)	1.2	New Scottish Government Funding Follows the child guidance in relation to parents accessing Early Learning and Childcare (ELC) in their choice of provider will have a significant financial impact on budget.	<p>High quality, flexible accessible childcare available within East Renfrewshire Local Authority settings.</p> <p>Rigorous scrutiny process to determine partnership status for ERC Funded Providers.</p> <p>Promote the quality and affordability aspects of all ELC settings with parents and carers.</p> <p>As new facilities become operational, flexibility and choice is available for parents.</p> <p>Forecasting of the current demand and cost of children accessing non-LA settings.</p> <p>West Partnership cross-boundary protocol developed for August 2020 in response to Funding Follows the Child guidance.</p> <p>Revised ELC admissions policy reflecting the enhanced 1140 provision and the allocation of places.</p>	3	3	9	<p>Implement the West Partnership (WP) Cross Boundary Protocol within current financial and space capacity.</p> <p>Implementation of new streamlined process of additional "top up" hours for families in local authority provision. Pilot in the summer term 2020/21 with full rollout from August 2021.</p>	17/08/2021 17/08/2021	1	3	3	

<p>C (24/08/2020)</p>	<p>1.3</p>	<p>As a consequence of COVID-19, there is an increase in the number of requests from parents and carers for children to defer their entry to school leads to insufficient places being available and increased costs to ensure provision can be made.</p>	<p>Adherence to the Department's Deferred Entry to School Policy. Implementation of the new ELC Admission Policy (updated November 2020). ELC settings to continue to engage with parents, outlining the progress and achievements of children. Playful pedagogy approach in Early Years of Primary School including high quality remote provision during times of restrictions. Closely monitor applications and ensure adherence to robust processes for administration.</p>	<p>3</p>	<p>2</p>	<p>6</p>	<p>Review of the administration and delivery of the deferred entry policy ensuring accuracy and effectiveness.</p>	<p>31/08/2021</p>	<p>3</p>	<p>1</p>	<p>3</p>	<p>Director of Education</p>
<p>N (25/8/2020)</p>	<p>1.4</p>	<p>Ongoing threat of Covi-19 impacts on the Council's ability to provide education to children and young people, either through significant rates of absence or school/class closures in schools across the authority. Higher rates of staff absence due to impact of Covid-19 cases and the need for self isolation. Ongoing impact of school closures on attainment of young people.</p>	<p>Department guidance and individual school recovery plans in place to ensure continuing provision of education in the event of a localised or widespread lockdown/closure. Ongoing review to ensure continued relevance and deliverability. Additional resources from the Scottish Government to begin to address learning loss, in addition to effective practice guidance to Head Teachers from the department. QI team continue to provide support and challenge to schools. Test & Protect measures in place across all establishments. Ongoing communication with parents and families as part of the Council's approach. Ongoing support from Educational Psychological Services to support wellbeing amongst pupils including the launch of HealthiER Minds. Robust adherence to health and safety measures across all settings to reduce transmission rates. Regular review of risk and control measures in places across establishments. Mass testing programme for all staff and senior pupils in place to minimise impacts of positive cases.</p>	<p>3</p>	<p>4</p>	<p>12</p>	<p>Phased return of children and young people to school and nursery. Effective use of further additional resources being made available by the Scottish Government including additional funds for staffing to address learning loss above and beyond existing additional resources. Roll out of additional IT devices to support out of school learning subject to further availability in both budget and the supply of devices.</p>	<p>Subject to Scottish Government national approach 17/08/2021 31/08/2021</p>	<p>3</p>	<p>3</p>	<p>9</p>	<p>Director of Education</p>

Outcome 2: All children in East Renfrewshire experience a stable and secure childhood and succeed.												
Risk Status S/C/N (Same, Changed, New)	Risk Number	Risk (Threat / Opportunity to achievement of business objectives)	Risk Control Measures (Mitigations) current in place	Likelihood (Probability)	Impact (Severity)	Risk Score	Proposed Risk Control Measures (Mitigations)	Date for completion	Re-scored Likelihood (Probability)	Re-scored Impact (Severity)	Re-scored Risk Score	Risk Owner
C (12/08/2020)	2.2	Increase in the number of children and adults with additional support requirements leading to a rise in demand on services.	Appointed Advanced Practitioner to improve practice across adult and children services in preparing young people with additional support needs for adulthood. Inclusive Support redesign completed and implemented (April 2019) Analysis of demographic changes. Increased financial forecasting. Children's Services redesign implemented. Education Resource Group to manage specialist resources and admission to specialist provision Phase 1 Fit for the Future Redesign implemented Ongoing monitoring of applications and admissions to Isobel Mair School The Resource Allocation Group (RAG) has strengthened its membership to include an educational psychologist and occupational therapist. Council continues to contribute to funding of demographic cost pressures.	4	3	12	Conclude work currently being undertaken by Children's and Adult Services reviewing the Transitions Pathway to enable a smoother transition for young people transitioning to adult services	1/9/2021	4	2	8	Chief Officer HSCP
C (17/02/2021)	2.3	Ensuring sufficient catchment places for East Renfrewshire children and young people across all sectors in light of inward migration including the impact of new residential developments- in particular the Local Development Plan.	Regular review of places and demand; and implementation of admission arrangements policy. Current capital plan reflects new build educational estate supplemented as appropriate by developer contributions, according to timescales and extent of provision noted in LDP (1), approved June 2015. On an ongoing basis, Education/Environment continue to review the release of housing and infrastructure requirements. This will also take cognisance of inward migration to existing housing along with ongoing residential development under the adopted LDP1 and any windfall sites as reflected in the Housing Land Supply register. Revised Pupil Product Ratios (PPRs) for ELC, primary, secondary and ASN (Additional Support Needs) reflecting current build costs published summer 2019 and PPRs refreshed. Council approved in June 2019 that the Proposed LDP2 go out to consultation in Autumn 2019 adopting a strategy of consolidation and regeneration with no further new housing sites released. Proposed LDP2 at Examination Reporter Stage. Respond to the requests for clarification/information as part of the Examination/ Reporter stage of LDP2.	3	4	12	Council's Capital Investment Strategy and the associated future 10-year Capital Plan updated to reflect education estate requirements for all school sectors taking account of operational requirements/timescales. As appropriate education statutory consultation to be undertaken in advance and within required timeframes. Education and Environment to collaborate closely about any potential further residential development as LDP3 progresses to ensure sufficiency of places across the education estate and that any new provision is included in future Capital Investment Strategies.	Annual update (next due 28/02/2022) In line with relevant timescales In line with relevant timescales	2	4	8	Director of Education
S (30/08/2019)	2.4	Closure of facilities (related to Trust) as a result of unforeseen failure or management practices resulting in loss of attendance, revenue, damage to reputation and increased management fee.	Current capital plan reflects major new replacement for Eastwood Leisure Centre and provision for repair and maintenance of Culture & Leisure facilities to improve the customer environment. In addition the capital plan includes the intent to renew sports and library facilities for the village of Neilston as part of campus approach to replace outdated local educational provision. Quarterly meetings take place between the Trust and Property and Technical Services to monitor performance. Business Continuity Plans in place for services. SLA in place between ERC & ERCL. Responded to the Main Issues Report and contributed to the new LDP (2) highlighting any impact in terms of the culture and leisure estate. Additional capital maintenance budget agreed for Trust properties in February 2019.	3	4	12	Capital Plan reviewed annually and updated to reflect operational requirements of facilities operated by the Trust. This will be ongoing. Progress new facilities planned for Eastwood Park and Neilston Leisure Centres in line with timescales set out in the Capital Plan. ERCL to take advantage of any opportunities offered by development of LDP3 taking account of due process such as planning and consultation in partnership with East Renfrewshire Council and in line with relevant timescales.	Annual update (next due 28/02/2022) In line with timescales set out in Capital Plan In line with timescales set out in Capital Plan.	2	3	6	Director of Education/Head of Accountancy

N (25/8/2020)	2.6	An increase in the number of children and young people disengaging with learning as a consequence of Covid-19 related school closures and requiring specialist support.	<p>High quality remote learning in place across all schools and early learning provision. All establishments have been provided with Effective Practice guidance and continue to be supported by the QI team to ensure continuing high quality.</p> <p>Targeted access to Hub provision available for those who are deemed to be 'at risk' of vulnerability due to disengagement.</p> <p>Effective multi-agency planning around the child.</p> <p>Launch of HealthiER Minds Service to support pupils and staff.</p> <p>Education Resource Group</p>	2	4	8	<p>A review of specialist supports and services across the Education Department.</p> <p>Effective use of further resources expected from the Scottish Government to address potential learning loss and support curriculum recovery across all schools and ELC settings in the coming months.</p>	31/08/2021 31/08/2021	2	1	2	Director of Education
N (17/02/2021)	2.7	Changes in SQA certification processes in 2020/21 detrimentally impacts upon exam results of young people in the 2020/21 exam diet with a subsequent negative impact on the Council's reputation.	<p>Regular meetings take place between East Renfrewshire Council and SQA to support implementation of the Alternative Certification Model.</p> <p>Establishment of working group to support the implementation of the new model in ERC schools.</p> <p>Development of ERC Assessment and Moderation Policy.</p> <p>Range of support provided to ensure consistent understanding of national standards including SQA guidance and use of February in-service day.</p> <p>ERC contributes through ADES networks to working with the SG and SQA on amended assessment arrangements for 2020-21.</p>	4	4	16	<p>Regular communication with pupils and parents to ensure understanding of the Alternative Certification Model.</p> <p>Development of ERC appeals policy based on national guidance.</p> <p>Education Department monitors the completion of validation and moderation activity to ensure consistency and confidence in the professional judgements made by our schools.</p> <p>Undertake and share EQIA for new policy and procedures to ensure all candidates are treated fairly, equitably and without bias.</p> <p>Share provisional results with learners before finalisation with SQA to provide opportunities to identify errors or anomalies in the results.</p> <p>ERC contributes through ADES networks to working with the</p>	31/08/2021 31/08/2021 30/6/2021 31/5/2021 30/6/2021	4	3	12	Director of Education

N (17/02/2021)	2.8	Covid-19 pandemic changes East Renfrewshire Culture & Leisure Trust (ERCLT) customers' behaviours and expectations and affects demand, combined with reduced capacity from continued social distancing and SG guidance/legislation results in loss of attendance, revenue, damage to reputation and increased management fee.	<p>Council Resilience Management Team oversight of Business Continuity & contingency planning lead on the tactical response to the ongoing pandemic.</p> <p>Continue to access furlough scheme</p> <p>Monitor up to date Government guidance</p> <p>Sharing of key Health / Government advice with the public.</p> <p>Effective Trust and Council governance arrangements.</p> <p>Effective measures to ensure non staff costs are controlled are in place.</p> <p>Consultation and on-going engagement with customers via online channels to build demand, confidence and allay fears.</p>	4	4	16	<p>Managed opening of ERCL services to minimise costs.</p> <p>Recruitment freeze of Trust staff.</p> <p>Reallocation of staffing to funded projects.</p> <p>Trust staff training to identify new products, solutions and operating procedures.</p>	<p>Whilst in Levels 1 - 4 of Scottish Government Strategic Framework</p> <p>31/08/2022</p>	4	3	12	Director of Education
N (17/02/2021)	2.9	Lack of appropriately skilled teacher workforce due to a combination of students and newly qualified teachers having experienced interrupted placements in school as a result of Covid. This leads to a reduction in the ability to adequately fill teacher vacancies and a reduction in quality of teaching and learning which in turn places an increased pressure on existing experienced teaching staff workload.	<p>Strategy developed with university partners and in place for term three placements for students and probationers</p> <p>Work with university tutors to ensure health and wellbeing of students/probationers is a priority.</p> <p>Work collaboratively with university partners to develop a strategy to ensure the upskilling of the new teacher workforce at all levels to plug the gap of learning loss over the last 12 month period.</p>	3	3	9	<p>Extension of in school placements for final year students and probationers not able to attain SFR or SFPR.</p> <p>Increased in school provision of mentoring and support for students and probationers.</p> <p>Actively support schools with failing probationers and students through the correct procedures for GTCS/University referral.</p>	<p>31/08/2021</p> <p>31/08/2021</p> <p>31/08/2021</p>	2	2	4	Director of Education
N (26/01/2021)	2.10	Significant rates of positive Covid-19 testing within an East Renfrewshire community necessitates enhanced local Community testing, particularly for Asymptomatic residents.	<p>The Council has a Lead Officer assigned to this area of working, along with identified Project Leads for avenues of working associated with it.</p> <p>Regular and established contact mechanisms are in place with NHS Greater Glasgow & Clyde, the Scottish Government and appropriate Military Planners to support this area of work in a coordinated manner.</p> <p>Key officers regularly review Covid figures across East Renfrewshire - with a view to identifying which areas may require particular targeting.</p> <p>Escalation processes for areas of concern to the Council Resilience Management Team (CRMT) and Corporate Management Team (CMT) are well established.</p> <p>An Asymptomatic Testing Facility has been established in Barrhead, from 1 March 2021.</p>	3	4	12	<p>Consideration will be given as to whether the Barrhead facility is required longer term, as well as if further solutions are required.</p> <p>Level of volunteer staffing or re-deployment of existing staff to be regularly reviewed and considered with escalation to CRMT if insufficient staff numbers identified.</p>	<p>01/04/2021</p> <p>30/12/2021</p>	3	3	9	Chief Executive
N (27/01/2021)	2.11	The Covid-19 Pandemic results in additional deaths, which stretch the capacity of existing mortuary storage. This impacts on the NHS requiring the Council to provide additional facilities	<p>NHS Greater Glasgow & Clyde local authorities have regular engagement with the Health Board - providing early escalation and joint-working on potential remedies, should issues arise.</p> <p>Up to date Mass Fatalities Guidance completed. -Additional mortuary space available at Hillington if required.</p>	3	3	9	<p>Local emergency mortuary at Carmichael Hall unavailable due to Mass Vaccination Centre, replacement to be identified.</p>	31/03/2021	3	2	6	Director of Environment
N (27/01/2021)	2.12	Challenges with the Council supporting the NHS for the Covid-19 Vaccination programme result in delays in East Renfrewshire residents receiving their vaccine.	<p>A designated Emergency Management Team, including Project Managers has been established to lead this work.</p> <p>Dedicated Council support is in place through ICT, HR, Property Management, Health & Safety to maximise support to the NHS & Government in the roll out of vaccines locally.</p> <p>Regular communications and liaison with NHS Greater Glasgow & Clyde</p> <p>Staffing contingency arrangements are regularly explored throughout local Vaccination Centre operation.</p> <p>The need and ability to scale up Vaccination Centre operations is regularly explored.</p> <p>Appropriate financial resources identified to support this work.</p>	2	3	6			2	3	6	Chief Executive

Outcome 3: East Renfrewshire is a thriving, attractive and sustainable place for residents and businesses.

Risk Status S/C/N (Same, Changed, New)	Risk Number	Risk (Threat / Opportunity to achievement of business objectives)	Risk Control Measures (Mitigations) current in place	Likelihood (Probability)	Impact (Severity)	Risk Score	Proposed Risk Control Measures (Mitigations)	Date for completion	Re-scored Likelihood (Probability)	Re-scored Impact (Severity)	Re-scored Risk Score	Risk Owner
C (28/01/2021)	3.1	Glasgow and City Region City Deal infrastructure projects (including those projects outwith East Renfrewshire) do not proceed on schedule and/or do not produce the anticipated economic benefits resulting in a gap in funding provided by the UK and Scottish Government.	<p>City Deal projects are delivered within the governance, procedures & project management requirements set out in the City Deal Assurance Framework. Regular reporting on City Deal projects is provided for Governance meetings that are held every 2 months. Additionally, there are frequent project & team meetings, with issues raised with the Programme Management Office (PMO).</p> <p>There are rigorous checks of all business cases - initially through checks by the Governance Board, prior to going to the PMO. There is a further check by the PMO prior to expenditure approval and project implementation.</p> <p>Reproofing projects in terms of scope, timescales and cost to ensure the projects remain value for money, can be achieved within current budgets and still provide the required GVA with the Finance Business Partner.</p>	2	4	8	<p>Regular meeting of the City Deal Governance Group within the Environment Department, involving the Director of Environment will be established to further monitor progress and issues relating to City Deal projects.</p> <p>All existing & new employees will receive regular training to ensure relevant & up to date knowledge, particularly in project management. There is training scheduled for spring 2021.</p> <p>Cabinet Report to consider these issues, to be reported to Cabinet by May 2021</p> <p>All City Deal project managers are trained in NEC3 contracts and financial standing orders.</p>	<p>31/03/2021</p> <p>31/07/2021</p> <p>01/06/2021</p> <p>30/09/2021</p>	2	3	6	Director of Environment
C (28/01/2021)	3.2	Increase in construction inflation costs may negatively impact on the planned capital plan and City Deal GVA (Gross Value Add).	<p>Major capital projects have been reviewed for inflationary impact in preparing the 2020/2021 to 2029/2030 Capital Plan. Reassessment of capital plan to ensure budget can be met.</p> <p>There is prudent budgeting and ongoing monitoring of reserves - including monitoring the effects of Brexit, Covid-19 and construction inflation on costs, availability of labour and changes to safe working practices.</p> <p>Building Cost Information Service (BCIS) is updated annually and the mid construction point is used to inflate projects, and notified to the Finance Service.</p>	3	3	9	<p>Review the impacts of the 2021 / 22 UK & Scottish Government budgets and subsequent annual Council budget on major projects.</p>	30/04/2021	3	2	6	Director of Environment
C (28/01/2021)	3.3	Potential breaches of State Aid compliance leads to lengthy investigations, suspension of works leading to costly delays and financial penalties. This risk is complicated by the potential changes to UK State Aid guidance and procedures as a result of Brexit and the EU-UK Trade Agreement in December 2020.	<p>Close monitoring of capital expenditure/income against budget throughout year.</p> <p>State Aid references is made within appropriate Cabinet/Council reports, where relevant.</p> <p>A member of the Environment Department attends 2 meetings per year at the Scottish State Aid Local Authority Network, to keep up to date with any changes to State Aid compliance.</p> <p>Staff from Environment Department, Legal Services, Finance and Procurement have received training through the Scottish Government's State Aid Unit. Further training can be requested from the Scottish Government State Aid Unit. Council training is carried out every 2 years.</p> <p>There is an explicit inclusion of State Aid in East Renfrewshire Council's Financial Regulations and/or Standing Orders. Further information including examples of what constitutes State Aid is provided in the relevant links on the intranet (Home/Chief Executive's Office/State Aid Guidance)</p> <p>UK Government guidance has been published and is being updated. The current assumption highlighted by CoSLA is that authorities should continue using the EU rules as reference points which the new UK regime is being fully developed and consultation completed. UK Government Guidance is available at: https://www.gov.uk/government/publications/complying-with-the-uk-international-obligations-on-subsidy-control-guidance-for-public-authorities</p>	2	3	6	<p>An annual State Aid return is provided to the Scottish Government's State Aid unit each June.</p> <p>Enhanced Scottish State Aid Local Authority Network communications are taking place in light of the end of the Transition Period, with Environment Department staff engaged.</p> <p>Review the requirement for updated training in light of any changes to the State Aid regime: considering opportunities for more officers to undertake this training. This will also encompass the two yearly knowledge update.</p> <p>There will be regular review of UK Government guidance and position on the changes to State Aid that may result from EU Exit. Engagement will take place through the Scottish State Aid Local Authority Network and with the Scottish Government / COSLA to ensure that any changes the Council is required to make are compliant.</p>	<p>30/06/2021</p> <p>31/01/2022</p> <p>31/01/2022</p> <p>31/01/2022</p>	2	2	4	Director of Environment
C (28/01/2021)	3.5	There is a risk of an internal structural collapse at Braiddar Quarry which could result in the ground surface opening up possibly leading to fatalities if restrictions on access are not maintained. Several residential properties are blighted by this site.	<p>Full fencing of the site completed November 2019. Warning signs erected around the perimeter. Regular inspections are undertaken, with fencing repaired when the Council is notified of breaches. The Council documents its repair regime.</p> <p>Digitised record inspection records are retained and regularly updated.</p> <p>No mitigation factors are presently in place for an internal structural collapse other than protection of the public through restricted access.</p>	2	4	8	<p>Remediation of the affected land is the only measure which will completely remove this risk. Achieving this however would be a multi-million pound exercise and would require significant collaboration with land remediation specialists.</p>	Long Term Project	2	2	4	Director of Environment

<p>S (14/04/2019)</p>	<p>3.7</p>	<p>Impact of severe weather (caused by climate change) disrupting the functioning of the Council and its ability to deliver services.</p>	<p>Business Impact Assessments and Business Continuity Plans consider implications of sudden and severe weather events.</p> <p>The Council participates in Climate Ready Clyde (CRC) project to evidence the impacts of climate change on the area and its assets and develop a climate change risk and opportunity assessment, adaptation strategy and action plan.</p> <p>Continue to construct and maintain all buildings and infrastructure to the best possible standard to reduce likelihood of structural failure.</p> <p>Participate in Clyde And Loch Lomond Flood Risk Management Group (CALL)</p>	<p>2</p>	<p>4</p>	<p>8</p>	<p>Develop a Climate Change & Sustainability Strategy</p> <p>Adaptation Strategy being developed at Glasgow City Region level</p> <p>Implement the Climate Change and Sustainability Strategy</p>	<p>To be determined</p> <p>30/11/2021</p> <p>To be determined</p>	<p>2</p>	<p>3</p>	<p>6</p>	<p>Director of Environment</p>
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Outcome 4: East Renfrewshire residents are safe and live in supportive communities

Risk Status S/C/N (Same, Changed, New)	Risk Number	Risk (Threat / Opportunity to achievement of business objectives)	Risk Control Measures (Mitigations) current in place	Likelihood (Probability)	Impact (Severity)	Risk Score	Proposed Risk Control Measures (Mitigations)	Date for Completion	Re-scored Likelihood (Probability)	Re-scored Impact (Severity)	Re-scored Risk Score	Risk Owner
C (10/03/2021)	4.1	Inconsistent assessment and application of the public protection agenda (Child Protection, Adult protection and Multi-Agency Public Protection Arrangements- MAPPA) may result in risk of children or vulnerable adults being harmed and lead to non-compliance with legislative standards.	<p>The operation of Child Protection, Adult Protection committees and MAPPA meetings to deal with the strategic and practice issues.</p> <p>Service Manager Adult Support and Protection (ASP) has responsibility for chairing Case Conferences and leading on self evaluation and audit activity.</p> <p>Risk assessment integral part of the assessment process</p> <p>Interim Adult Protection Committee (APC) Chair in place.</p> <p>New Service Manager ASP commenced in post May 2020. Council officer and managers forums established</p> <p>Rolling programme of All front line managers provided with refresher training concerning statutory compliance</p> <p>Partnership working is at an advanced stage with Police Scotland, NHS, Scottish Prison Service and other statutory partners.</p> <p>Quarterly external audit of MAPPA cases in place</p> <p>Multi Agency Risk Assessment Conference (MARAC) fully operational (05.03.19)</p> <p>Job descriptions for statutory criminal justice social work posts in East Renfrewshire have been amended and candidates are required to be eligible to achieve NPPV (Non Police Personal Vetting) level 2 vetting status. Engagement taken place with existing staff re NVVP status.</p> <p>PVG (Protecting Vulnerable Groups) scheme in place</p> <p>Increased communication and intelligence sharing with other statutory bodies implemented during Covid-19</p> <p>"Safe Together" model implemented.</p> <p>New Head of Recovery and Intensive Services taken on role of professional lead for social work practice within adult services.</p> <p>Data report and outcome report for children's services completed (COPP - May 2020)</p> <p>Process in place for annual review of quality assurance framework for ASP activity</p> <p>Training delivered to managers within adult services on supervision policy, quality assurance framework, management oversight.</p>	2	4	8	<p>Develop new schedule for performance reporting for adult services.</p> <p>01/09/2021</p> <p>Introduce rolling review of PVGs on 3 yearly basis. Consistent with Care Inspectorate regulations</p> <p>31/03/2021</p> <p>Strengthen reporting arrangements around SSSC registrations</p> <p>31/03/2021</p>		1	4	4	Chief Officer HSCP

<p>C (15/02/2021)</p>	<p>4.2</p>	<p>Acts of harassment, violence or intimidation, directed at particular religious or minority groups, impact on individuals and communities, resulting in harm and reduced confidence in being able to live safely and without fear within East Renfrewshire.</p>	<p>Local authorities have a duty under the Counter Terrorism and Security Act (2015) to have "due regard to the need to prevent people from being drawn into terrorism". The Council participates in multi-agency 'Prevent' and 'CONTEST' working groups, alongside other local authorities, Police Scotland and the Scottish Government, and has designated the Head of Digital and Community Safety as the Single Point of Contact (SPOC) for Prevent.</p> <p>The Council CRMT and the Civil Contingencies Service (CCS) ensure that appropriate business continuity and civil contingencies procedures are developed and maintained, to co-ordinate an effective response in the event of an incident impacting people, infrastructure or services.</p> <p>Where an individual has been identified as being at risk of being drawn into terrorism, there are well-established procedures for multi-agency case conferences (chaired by the Head of Adult Support and Protection) using the Prevent Multi Agency Panel (PMAP) referral process, with appropriate information sharing between the Council and Police to deliver targeted intervention activities.</p> <p>The establishment of a cross-departmental working group to develop actions to raise awareness amongst Council and Trust staff of the Prevent duty and identifying signs and risk factors of potential radicalisation.</p>	<p>2</p>	<p>4</p>	<p>8</p>	<p>Review and implement changes to the PREVENT Guidance update issued by Scottish Government in January 2021.</p>	<p>31/07/2021</p>	<p>1</p>	<p>4</p>	<p>4</p>	<p>Director of Corporate & Community Services</p>
<p>C (12/08/2020)</p>	<p>4.4</p>	<p>Scottish Child Abuse Inquiry - Children accommodated by East Renfrewshire Council and legacy areas from 1930 may have been the victims of historical abuse whilst in foster care.</p> <p>Capacity to meet potential increase in demand in relation to access to records and potential claims against the Council as Inquiry work progresses</p>	<p>Adult Protection Committee and Child Protection Committee have been sighted on these issues.</p> <p>Final s21 submission made to the Inquiry in July 2020 in relation to the foster care case study. The Inquiry have noted that they may come back for further information. Key learning from S21 work shared with managers</p> <p>Identified leads in HSCP working alongside legal services to manage the progress of any allegations/claims made.</p>	<p>4</p>	<p>3</p>	<p>12</p>			<p>4</p>	<p>3</p>	<p>12</p>	<p>Chief Officer HSCP</p>

Outcome 5: Older people and people with long term conditions in East Renfrewshire are valued; their voices are heard and they enjoy full and positive lives												
Risk Status S/C/N (Same, Changed, New)	Risk Number	Risk (Threat / Opportunity to achievement of business objectives)	Risk Control Measures (Mitigations) current in place	Likelihood (Probability)	Impact (Severity)	Risk Score	Proposed Risk Control Measures (Mitigations)	Date for completion	Re-scored Likelihood (Probability)	Re-scored Impact (Severity)	Re-scored Risk Score	Risk Owner
C (12/08/2020)	5.1	Increase in older people, particularly very old, due to demographic changes leads to an over demand on certain services and failure to meet legislation, overspend and negative publicity.	<p>Scottish Government providing additional resources for Health and Social Care with emphasis on managing demographic pressures.</p> <p>Council funding for demographic cost pressure continues</p> <p>Outcome Delivery Plan (ODP) and HSCP strategic plans build on foundation of CHCP and wider council prevention and early intervention strategy for older people.</p> <p>Agile working for HSCP employees improves efficiency</p> <p>Annual budget setting takes account of demographic projections.</p> <p>Rollout of Talking Points, as part of Community Led Support Programme diverting people to community resources and building their own assets commenced in May 2019</p> <p>Partnership with various professional agencies and community/public to support hospital admission avoidance and safe hospital discharge for older people.</p>	4	4	16	<p>Conclude redesign work focusing on rehabilitation and frailty pathways.</p> <p>Further rollout of Talking Points as part of Community Led Support programme diverting people to community resources and building own assets.</p> <p>Unscheduled Care Action Group to take forward agreed unscheduled care commissioning programme of activity - Financial Framework to be agreed.</p>	<p>01/09/2021</p> <p>01/09/2021</p> <p>01/09/2021</p>	4	2	8	Chief Officer HSCP
C (03/03/2021)	5.2	<p>Risk of failure of a key care provider, including care home, care at home and other care providers due to financial instability or significant care concerns.</p> <p>Consequences could include:</p> <ul style="list-style-type: none"> - disruption to service delivery - requirement to implement contingency plans - impact on individuals and families with potential disruption to care arrangements 	<p>We work with the Care Inspectorate to ensure robust action plans for improvement are in place.</p> <p>Work with Scottish Government, Scotland Excel and Cosla on care home market.</p> <p>Consideration of balance of market share across external market providers.</p> <p>Company Credit Health Checks undertaken.</p> <p>Independent learning review concluded – action plan developed following recommendations and plan to disseminate learning agreed.</p> <p>Majority of actions from independent learning review complete</p> <p>We work with providers at risk to agree phased and managed approach to closure if required.</p> <p>We are working with providers to ensure market sustainability and explore the service models moving forward</p> <p>Care Home assurance group established May 2020 (meets daily)</p> <p>Care homes reporting key information daily which is reviewed by the care home assurance group to allow management of risk and support</p> <p>Two community hubs established to provide range of support to care homes within Greater Glasgow and Clyde e.g. nursing, infection control support.</p>	4	3	12	<p>Implement last remaining actions from from independent review</p> <p>Reshape strategic commissioning plan based on outcome of the work exploring models of service delivery. Annual progress will inform our longer term approach.</p>	<p>30/06/2021</p> <p>31/03/2022</p>	3	3	9	Chief Officer HSCP

<p>C (03/03/2021)</p>	<p>5.3</p>	<p>Significant pressures and lack of service capacity (vacancies and absence) impacts on service delivery and quality standards. Impact on service users and carers. Reputational risk to HSCP and Council. Risk of enforcement action should we fail to meet the Care Inspectorate requirements.</p>	<p>Ongoing transfer of some packages to external providers to ensure capacity Increased resource to support robust absence management. Recruitment campaign complete - additional care at home staff recruited. Medication policy in place Medication management training embedded in rolling training programme Oversight Board chaired by Chief Executive established. Improvement Task Force overseeing phase 2 of improvement activity re-established Regular updates being provided Care Inspectorate Performance management of reviewing activity in place through weekly reporting Co-location during Covid-19 to Care at Home Hub has had positive impact on relationships and performance. Embedded full time Pharmacy resource within the Services (July 2020). New permanent Registered Manager appointed and in post. Increased level of quality assurance in place</p>	<p>3</p>	<p>4</p>	<p>12</p>	<p>Roll out medication management training to remaining staff Arrangements for singular base for Care at Home to be agreed (and allow for resolution of longstanding telecommunication issues for the service) Re-mobilise the service redesign activity</p>	<p>31/03/2021 31/03/2021 31/03/2021</p>	<p>2</p>	<p>3</p>	<p>6</p>	<p>Chief Officer HSCP</p>
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Our Strategic Outcomes: Customer, Efficiency & People												
Risk Status S/C/N (Same, Changed, New)	Risk Number	Risk (Threat / Opportunity to achievement of business objectives)	Risk Control Measures (Mitigations) current in place	Likelihood (Probability)	Impact (Severity)	Risk Score	Proposed Risk Control Measures (Mitigations)	Date for completion	Re-scored Likelihood (Probability)	Re-scored Impact (Severity)	Re-scored Risk Score	Risk Owner
C (05/03/2021)	6.1	Reduced central government funding leading to failure to support the current level of service provision leading to public discontent and negative effect on the Council's reputation and increased pressure to draw down council reserves on future years' budgets.	<p>Budget Strategy Group</p> <p>Corporate Ownership</p> <p>Treasury Management Strategy</p> <p>Ongoing monitoring of Council reserves</p> <p>3 Year budget arrangements</p> <p>Change to financial planning timetable to allow earlier budget deliberations and a realignment of budget with council outcomes.</p> <p>Close monitoring of expenditure/income against budget throughout the year.</p> <p>Prioritisation of Modern Ambitious Programme and continual review of projects to ensure effective progress and business cases.</p> <p>Budget aligns with conditions set out in Scottish Government settlement letter.</p> <p>Updated settlement figures received from Scottish Government.</p> <p>Long term budget and scenario planning. Outline Financial Plan, reserves and Council Tax level reviewed annually by Council.</p> <p>Education resources reviewed in context of school empowerment and carry forward limit agreed.</p>	3	3	9	<p>Potential for additional funding to come from finalisation of Scottish and UK Government 2021/22 budgets in March 2021.</p> <p>/review reserves and consider options for future years' utilisation/reclassification to assist with meeting budget pressures if required.</p> <p>Reintroduction of 3 year national settlements from 2022/23.</p>	<p>09/03/2021</p> <p>31/10/2021</p> <p>31/12/2021</p>	2	3	6	Head of Accountancy
C (05/02/2021)	6.3	Lack of appropriately skilled workforce due to the combination of loss of experience from redundancy / retirement, difficulties recruiting due to temporary contracts and shortage of skills in market place leads to a reduction in service levels damaging council reputation.	<p>Leadership Competencies (which are linked to Quality Conversation) and the Leaders of the Future Development Programme.</p> <p>Head of Service lead in each department on workforce planning with an active corporate workforce planning group.</p> <p>Head of organisational and financial business case when considering redundancies/ early retireals.</p> <p>Workforce planning strategy in place.</p> <p>Succession planning toolkit available for managers.</p> <p>Actively support CoSLA working groups to benchmark best practices in workforce planning.</p> <p>Modern Ambitious Programme (MAP) ongoing with core programmes on Customer Experience; Core Systems and Workforce Productivity, supported by Organisational Development (OD).</p> <p>Strategic programme reporting for MAP and investment reporting complete.</p> <p>Workforce plan updated detailing department actions and demonstrating alignment with financial plan.</p> <p>Focus on developing digital champions with support for O365 training.</p>	2	3	6	<p>Implement the actions from the Workforce Action Plan and start review of overall plan.</p> <p>Review prioritised MAP projects for skills and resourcing requirements, including greater emphasis on national Digital, Data and Technology DDaT Framework.</p>	<p>31/03/2022</p> <p>30/10/2021</p>	2	2	4	Director of Corporate & Community Services

<p>C (16/02/2021)</p>	<p>6.4</p>	<p>The drive to deliver our ambitious change programme has an adverse impact on our employees as they strive to balance a relentless pace and scale of change with day to day responsibilities, leading to slower delivery of benefits and/or lower performance as services go through change.</p>	<p>Modern Ambitious Programme in place since 2015. Each department has its own change programme and governing board to oversee progress, capacity, performance and delivery of benefits. Cross-cutting programmes for Customer Experience, Core Systems; Workforce Productivity, within an underpinning programme re: Data.</p> <p>Use of Modernisation Fund to ensure projects are adequately resourced, including use of additional employees on temporary contracts.</p> <p>Skills development in support of change includes accredited Project Management Courses, agile courses, management training, training to assist with service redesign and new courses on user research, Service Design, following the Scottish Approach to Service Design</p> <p>Capital Bids required to demonstrate alignment to 5 capabilities and key outcomes.</p> <p>Consideration of flexible external assistance and skills when change projects require.</p> <p>Greater use of "agile" project methodology to chunk projects into smaller, more manageable iterations, with lower risk.</p> <p>Review of Council's Values with Organisational Development (OD) Board to support delivery of change.</p>	<p>3</p>	<p>3</p>	<p>9</p>	<p>31/10/2021 31/10/2021 31/10/2021</p>	<p>2</p>	<p>3</p>	<p>6</p>	<p>Director of Corporate & Community Services</p>
<p>C (16/02/2021)</p>	<p>6.6</p>	<p>Failure to effectively manage the Council's information assets may lead to a risk of inadequate data handling, not adequately preventing loss of data and unlawful sharing of data may result in non-compliance with legislation in particular Data Protection Act 2018 (GDPR) , Freedom of Information Scotland Act(2002) and Records Management Public Services Act 2011</p> <p>Failure to incorporate information governance elements through a privacy by design approach into procurement, project management, process and technologies</p> <p>Inability to recognise the value of our information assets may result in lost opportunities to use data to inform decision making, transform services, support increased performance, enhance customer service and promote transparency and information quality assurance</p>	<p>Review of processes and procedures to ensure compliance with the General Data Protection Regulations and the Data Protection Act 2018 completed.</p> <p>Records Management Plan updated in line with Audit review and through ongoing revision.</p> <p>Retention schedule under ongoing review and revision.</p> <p>Review of policies and procedures is now complete and work is ongoing to ensure that policy and guidance is update to date and reflective of good practice.</p> <p>New guidance has been created and published in respect of Redaction which will ensure that personal data is not inadvertently published.</p> <p>Data Protection Policy has been revised to reflect the role of a dedicated Data Protection Officer (DPO).</p> <p>Service Privacy Notice Template updated and exercise in place to ensure that these are regularly reviewed.</p> <p>Annual Data Protection reporting mechanism to CMT established</p> <p>DPIA training course has been developed and delivered to nominated employee across the Council. Scheduled dates have been delivered for this year and will be scheduled on the corporate training calendar on future years.</p> <p>New breach reporting procedures have been created and are published.</p> <p>These have been delayed as a result of the regulator Code of Practice on SAR being published at the end of 2021. New guidance for those involved in the process will be available by June 2021.</p>	<p>2</p>	<p>3</p>	<p>6</p>	<p>30/04/2021 31/03/2022 31/03/2022 31/03/2022 31/03/2021</p>	<p>1</p>	<p>3</p>	<p>3</p>	<p>Chief Executive Director of Corporate & Community Services Director of Corporate & Community Services Chief Executive Director of Corporate & Community Services Director of Corporate & Community Services</p>

<p>C (15/02/2021)</p>	<p>6.7</p>	<p>Interruption to service or total inability to provide ICT services, resulting in impact to Council business, due to the loss of the Barrhead Data Centre and/or other critical infrastructure components due to fire, vandalism, equipment malfunction (including environmental controls).</p>	<p>Ensure that a robust data back-up and protection schedule for data is in place. Perform complete review of all current back-up arrangements to optimise resilience.</p> <p>Ensure that the Council reviews Business Continuity Plans at least annually.</p> <p>Ensure that equipment is regularly maintained and replaced as required.</p> <p>Ensure supplier(s) contracts support recovery activities.</p> <p>Undertake independent review of core infrastructure design and architecture to gain validation and assurance of both security and operational capability</p> <p>Improve monitoring and alerting of hardware and environmental systems to provide a proactive response.</p> <p>Cyber insurance taken out in 2018 to provide an element of cover in the event of such an outage.</p> <p>Secure a co-located Data Centre or equivalent geographically different Disaster Recovery capability at a commercial or partner location to increase resilience and provide necessary service continuity.</p> <p>Loss of data or interruption to service due to cyber attack from internal or external malicious actors, or indiscriminate malicious programmes, deriving from both Council operations and those of its supply chain.</p> <p>ISO27001 range of technology, policy, procedures, standards and training exists across the council which is reviewed regularly to ensure it remains consistent with changes in technology, working practices and emerging threats.</p> <p>The CMT agreed that Information Security training should be mandatory to raise employee awareness of cyber threats and handling information securely. A policy and awareness of this is being developed.</p> <p>Security standards are reviewed and revised using a risk management approach.</p> <p>The Council is a member of several Information / Cyber Security groups to monitor emerging threats and risk and share security alerts.</p> <p>Ensure the security architecture follows layered approach as defined by best practice.</p> <p>Adopt and implement Scottish Government Cyber Resilience Action Plan which will result in Cyber Essentials Plus Accreditation.</p> <p>Information Security Schedule included within all procurement exercises establishing minimum security requirements supported by operational Data Sharing and Processing Agreements.</p> <p>Delivered additional capability for granular and specific data restores through the recently installed enterprise backup solution which enables fast and reliable backups and enables a resilient replication schedule which stores the councils data locally before replicating all backed up data to our secondary DC site.</p> <p>Review infrastructure architecture to provide assurance of levels of resilience.</p>	<p>4</p>	<p>3</p>	<p>12</p>	<p>Undertake Critical Impact Assessments across all ICT delivered services to define priority for availability/recovery. Target updated to reflect COVID impact to timeline.</p> <p>Plan and perform regular audited disaster recovery tests and rehearsals. Target updated to reflect COVID impact to timeline.</p> <p>Implementation of power backup at Barrhead Data Centre through the installation of a back up generator.</p>	<p>31/03/2021</p> <p>31/03/2021</p> <p>28/05/2021</p>	<p>2</p>	<p>2</p>	<p>4</p> <p>Director of Corporate & Community Services</p>
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C (15/02/2021)	6.8	<p>Failure to pay invoices, Covid-19 related payments and specific Educational Benefits Payments, within a specified timeframe (Local Government Benchmarking Framework indicator/Government requirements) or failure to pay said types of payments correctly (either through fraud or error), which could lead to cessation of supplies; risks to delivery of critical services; inappropriate payments; loss of funds to the Council; reputational damage to Council; issues with insurers; detrimental business/personal financial impact and possibly, legal action.</p>	<p>Clear segregation of duties across the payment process, including system across controls.</p> <p>Standard Operating Procedures (SOPs) and guides in place for teams, providing instruction other Policy and Procedures which must be adhered to.</p> <p>Full restructure of Accounts Payable Team now implemented, providing enhanced resilience.</p> <p>Range of controls in place which must be completed prior to and as part of the Payment Run. These include over/under £20,000 checks based on both value and sampling commensurate with risk.</p> <p>Use of AP Forensics system to identify potential duplicate payments prior to each payment run.</p> <p>Integra Financial system has a number of inherent controls relative to functionality, authorisation and checks.</p> <p>Monitoring and reporting mechanisms in place to provide for ongoing review of performance, errors, training needs etc.</p> <p>Use of external networks to share information on potential frauds.</p>	3	3	9	<p>Monitoring and controls continue to be reviewed and enhanced across invoice Covid-19 and Educational Benefit payment processing.</p>	30/09/2021	2	3	6	Director of Corporate & Community Services
C (05/03/2021)	6.9	<p>Brexit leads to economic uncertainty and detrimental impact on the Council budget, operations and services.</p>	<p>Economic situation monitored via Directors of Finance network/ Liaison with Scottish Government via COSLA to keep up to date with likely developments on UK/Scottish settlements.</p> <p>Corporate Management Team consider possible implications of Brexit for services and take action as appropriate.</p> <p>The price of goods / services is reviewed by appropriate officers within Departments, with concerns raised at an early stage against significant increases. Business Continuity planning considers alternative suppliers to ensure key service continuity.</p>	3	3	9	<p>Monitor national position on new UK Prosperity Fund to replace European Funding as details emerge.</p>	31/12/2021	2	3	6	Head of Accountancy
C (05/02/2021)	6.10	<p>Impact of Living Wage on the council salary scales with continuing pressure on the lower grades of the scale. Not maintaining differentials between grades.</p>	<p>Supplement currently paid on Grade 1,2 and 3.</p> <p>Consolidation of the Scottish Local Government Living Wage was agreed as part of the implementation of the 2018-21 pay award.</p> <p>Trade Union consultation complete and ballot results support implementation.</p>	2	3	6	<p>Changes to council salary scales to reflect Living Wage will be implemented on 31 March 2021.</p>	31/03/2021	4	1	4	Director of Corporate & Community Services

<p>C (15/02/2021)</p>	<p>6.12</p>	<p>Loss of data or interruption to service due to cyber attack from internal or external malicious actors, or indiscriminate malicious programmes, deriving from both Council operations and those of its supply chain.</p>	<p>ISO27001 range of technology, policy, procedures, standards and training exists across the council which is reviewed regularly to ensure it remains consistent with changes in technology, working practices and emerging threats.</p> <p>The CMT agreed that Information Security training should be mandatory to raise employee awareness of cyber threats and handling information securely. A policy and awareness of this is being developed.</p> <p>Security standards are reviewed and revised using a risk management approach.</p> <p>The Council is a member of several Information / Cyber Security groups to monitor emerging threats and risk and share security alerts.</p> <p>Ensure the security architecture follows layered approach as defined by best practice.</p> <p>Adopt and implement Scottish Government Cyber Resilience Action Plan which will result in Cyber Essentials Plus Accreditation.</p> <p>Information Security Schedule included within all procurement exercises establishing minimum security requirements supported by operational Data Sharing and Processing Agreements.</p> <p>Delivered additional capability for granular and specific data restores through the recently installed enterprise backup solution which enables fast and reliable backups and enables a resilient replication schedule which stores the councils data locally before replicating all backed up data to our secondary DC site.</p> <p>Undertake regular rehearsal of Cyber Incident Response process across ICT. First event planned and calendar being developed.</p> <p>Implement additional protection technology to provide proactive threat detection. Use of a partner Security Operations Centre to deliver round the clock detection of malicious activity. Service live as of 01/12/2020</p>	<p>3</p>	<p>3</p>	<p>9</p>	<p>Enforce and report on mandatory information security training ensuring that managers are provided with reports of non-compliance. Package being developed.</p> <p>Review lessons learned from SEPA Cyber attack and ensure systems and processes are modified as necessary.</p>	<p>30/09/2021</p> <p>30/06/2021</p>	<p>3</p>	<p>2</p>	<p>6</p>	<p>Director of Corporate & Community Services</p>
<p>C (16/02/2021)</p>	<p>6.14</p>	<p>Failure to achieve anticipated benefits and savings from the Finance/HR/Payroll System would lead services short of capacity and risk service delivery.</p>	<p>Strong and robust Core Systems Programme and associated Project governance and risk and issues registers backed by appropriate level of resources.</p> <p>At least monthly meetings of the Core Systems Programme Board where Programme level risks and issues are discussed.</p> <p>Core Systems Programme Team using lessons learned from other public sector organisations who have implemented an integrated core corporate system.</p> <p>Regular engagement with a wide range of stakeholders across the Programme and Projects.</p> <p>Working closely with ICT, the Core Systems Team use enterprise architecture to ensure that the potential impact of each Project release is co-ordinated and accounted for.</p> <p>Identification and recruitment of employees with key skills and expertise to form the appropriate Programme Team and associated Project Teams in place.</p> <p>Business readiness reviews in place prior to "go live" for all workstreams and Departments.</p> <p>Phase 1 Finance system successfully implemented August 2019</p> <p>Phase 1 HR/Payroll system successfully implemented December 2020</p>	<p>3</p>	<p>4</p>	<p>12</p>	<p>Comprehensive training of employees in the new system to support implementation.</p> <p>Review staffing, structure and temporary funding for Core Systems team. Current team contracts end March 2022. Implement longer term structure.</p> <p>Regular review of ongoing releases with Core Systems Board.</p>	<p>31/10/2021</p> <p>31/03/2022</p> <p>31/03/2022</p>	<p>2</p>	<p>4</p>	<p>8</p>	<p>Chief Executive</p>

<p>C (15/02/2021)</p>	<p>6.15</p>	<p>Failure to ensure adequate insurance cover is in place which cover includes (i) Cyber, Employer, Engineering, Motor, Property, Public Liability & Travel and (ii) potential Covid-19 (or similar pandemic) impacts where changes to Councils services are required, normal business is disrupted which may result in the Council incurring financial loss (additional expenditure) and reputational damage.</p>	<p>At time of renewal, Insurance Policies are reviewed to ensure the type and level of cover is adequate for the Council. This in conjunction with relevant departments.</p> <p>When reviewing content of the Strategic Risk Register, departments are now advised to consider potential insurance implications of risks and take advice.</p> <p>Quarterly meeting held with Insurance Providers to review Insurance arrangements (split between Renewals and Broker). This includes pricing and cover.</p> <p>Quarterly communication issued to department contacts to remind any changes which may impact upon Insurance Cover arrangements must be notified to Revenues.</p> <p>Revenues Operations Manager and Insurance Officer review of both claims experience and wider environment which may impact upon level and type of cover</p> <p>A review of the current insurance premium payment process has been undertaken and any opportunities for enhancement implemented.</p> <p>A review the Strategic Risk Register to ensure that adequate consideration has been given to insurance implications of existing risks has been undertaken.</p>	<p>2</p>	<p>4</p>	<p>8</p>	<p>Insurers are to be further engaged, with specific focus upon Covid -19 related impacts upon ERC services and requisite necessary insurance arrangements, also taking cognisance of Industry wider Public sector practices</p>	<p>30/09/2021</p>	<p>2</p>	<p>3</p>	<p>6</p> <p>Director of Corporate and Community Services</p>
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C (26/01/2021)	6.16	As a result of the EU-UK Trade & Cooperation Agreement impacts, there is significant disruption to Council operations and the services we provide, including front line and support services.	<p>Arrangements are in place for current EU nationals to apply for settled status, allowing them to continue to work in the UK after EU withdrawal.</p> <p>Cross Departmental Working Group establish to ensure co-ordinated approach to all aspects of Brexit work. This meets regularly to review the situation and ensure appropriate action is undertaken.</p> <p>The Council Resilience Management Team (CRMT) actively involved in Brexit discussions and kept updated of key concerns with oversight of Brexit Risk Register.</p> <p>The Council has oversight of National Coordination Centre reporting, as well as appropriate multi-agency liaison which support work to identify and minimise potential disruptions.</p> <p>Service specific mitigation in place where identified as appropriate.</p> <p>The Brexit Coordinator is in post to lead Brexit activity across the Council - including chairing the Brexit Working Group.</p>	4	3	12	<p>Additional activity to increase awareness of EU Settlement Scheme. Work to target community groups & review language needs of available materials will continually be considered/take place until the closure of the scheme in June 2021.</p> <p>Refresh and implement agreed call, meeting and reporting cycles and responsibilities through the end of the Transition Period until agreed date.</p>	30/05/2021 31/03/2021	3	3	9	Director of Corporate & Community Services
C (16/02/2021)	6.17	The UK significantly diverges from existing EU legal and regulatory provisions, leading to significant disruption to Council operations and services provided. This may include changes enacted through the Internal Market Act.	<p>Environmental Health collective engagement with other Local Authorities, COSLA and the Scottish Government - to ensure that Export Health Certificates and associated concerns are considered and addressed.</p> <p>Specific services maintain up to date policies and procedures; reflective of their duties and obligations.</p>	3	3	9	Continued monitoring of any developments, including the changing legal landscape, with a view to identifying any significant known changes. This will enable relevant departments to consider training and updating of procedures where required.	31/03/2021	3	3	9	Director of Corporate & Community Services
C (10/02/2021)	6.18	<p>The re-emergence, escalation or further waves of Covid-19 (or any other emerging pandemic) result in increased controls and restrictions being implemented within East Renfrewshire.</p> <p>This may impact on provision of services through: staff availability, supply chain issues, increased service demand, financial and service planning upheaval.</p>	<p>Council Resilience Management Team oversight of Business Continuity & contingency planning and would lead on the tactical response to any pandemic. This will include monitoring Government & Health Guidance, ensuring up to date and consistent staff & public messaging - which will include Managers Guidance.</p> <p>Bespoke Council Resilience Management Team Sub Groups have been established during the response for Covid-19 and can be utilised for further waves / pandemics. The need for dedicated Sub Groups will be continually monitored, to reflect the situation.</p> <p>Up to date Contingency Planning arrangements: including Pandemic Guidelines for the Council and HSCP; Business Continuity and Incident Response Procedures.</p> <p>Established links to NHS Public Health and appropriate Multi Agency partners (included through Local and Regional Resilience Partnerships).</p> <p>Lobbying Scottish & UK Government for funding / flexibilities to address the additional financial pressures relating to Covid-19.</p>	4	4	16	Review of lessons learned to date - including identifying any need to update existing documents or procedures.	31/03/2021	4	3	12	Chief Executive

<p>C (15/02/2021)</p>	<p>6.19</p>	<p>Following implementation of the new Council Tax and Benefits system, residual risks and issues remain which require to be worked through over a further period including (i) critical activities must be undertaken including annual billing, year-end activity and Housing Benefit subsidy (ii) limited recovery (both system and Covid) has taken place which may result in reduction of expected income levels to the council and (iii) delivery of Education Benefits functionality on the new system has not taken place (iv) Citizens access still to be implemented (noting Phase 2 to be delivered).</p>	<p>"Next level" Project / Operational meetings also held amongst appropriate stakeholders to review, resolve or escalate identified issues</p> <p>Reporting and communications in place, including Change Board and wider ERC Departments upon the Project and Operational impacts</p> <p>Training and support continues to be provided across the teams, with processes in place for individuals and teams to highlight issues for resolution.</p> <p>Contract and Service Level Agreement in place with external provider, which specifically includes support during the annual billing process</p>	<p>3</p>	<p>3</p>	<p>9</p>	<p>Regular monitoring and prioritisation of workload to balance post-project tasks alongside more routine operational business. This will make best use of capacity, prioritise resources, ensure delivery of key outcomes and benefits and enable residual risks or pressure points to be escalated to a relevant governance group for decision.</p>	<p>30/09/2021</p>	<p>2</p>	<p>3</p>	<p>6</p>	<p>Director of Corporate & Community Services</p>
<p>N (18/12/2020)</p>	<p>6.20</p>	<p>Supporting the mass vaccination and asymptomatic testing programmes within East Renfrewshire leads to other key work being delayed or postponed resulting in longer timescales for projects or work not being undertaken and outcomes for residents being reduced.</p>	<p>The Council has determined that support to the Vaccination Programme is the Corporate priority.</p> <p>Both the Mass Vaccination and Asymptomatic testing programmes have a dedicated Lead Officer, supported by Project Leads in dedicated areas (e.g. HR, Property, Procurement). The CRMT and CMT structure is well established to deal with reporting and early escalation of issues, where the need arises and monitors levels of recovery.</p> <p>All Departments maintain Business Continuity Plans, which should identify acceptable levels of staffing/resource to maintain critical services.</p> <p>Regularly review of membership of each work stream, ensuring that it is up to date and reflective of the prevailing circumstances.</p> <p>Regular engagement with partners - particularly NHS Greater Glasgow & Clyde.</p> <p>Regular briefings / updates are provided to the Corporate Management Team (CMT) and Elected Members on the progress of the Mass Vaccination Centres.</p> <p>Key messaging is appropriately shared with the community.</p>	<p>3</p>	<p>4</p>	<p>12</p>	<p>Review staffing requirements in light of possible ERCLT premises being open and Trust employees no longer available to support this work.</p> <p>Consideration of using community volunteers & third sector support to enhance our working in both programmes.</p>	<p>31/06/2022 31/04/2021</p>	<p>2</p>	<p>4</p>	<p>8</p>	<p>Chief Executive</p>
<p>N (23/02/2021)</p>	<p>6.21</p>	<p>Covid-19 impacts on ability of the Returning Officer to conduct the Scottish Parliamentary Election for the Eastwood Constituency on Thursday 6th May 2021 resulting in reputational damage to the Council.</p>	<p>Returning Officer has prepared detailed project plans to ensure all necessary activities and contingencies are identified and the level of additional resources quantified.</p> <p>Returning Officer has prepared a comprehensive risk register specifically relating to the Scottish parliamentary Elections 2021 with mitigating actions identified where possible.</p> <p>Returning officer has confirmed that additional hygiene measures will be put in place in all venues used for election purposes to minimise the transmission of Covid-19.</p> <p>Council resources will be made available to support election work as required.</p>	<p>3</p>	<p>4</p>	<p>12</p>			<p>3</p>	<p>4</p>	<p>12</p>	<p>Chief Executive</p>

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EAST RENFREWSHIRE COUNCILCABINET15 April 2021Report by Director of EnvironmentMIXED TENURE SCHEME**PURPOSE OF REPORT**

1. The purpose of this report is to seek the Cabinet's approval to bring in-house the Mixed Tenure Scheme which is currently provided through an external contractor and transfer the existing relevant staff into the employment of the Council.

RECOMMENDATIONS

2. It is recommended that the Cabinet:-
- a) agree that for the reasons detailed in this report in relation to Best Value the service provided under the existing contract be brought in-house;
 - b) note that the relevant employees from VERG will transfer to the Council as employees through Transfer of Undertakings (Protection of Employment) Regulations 2006, (TUPE);
 - c) agree to extend the contract for a few months on the same terms and conditions and rates and within the existing budget as noted in the 28 January 2021 report until the transfer can take place which will be done as quickly as possible;
 - d) note that there are no financial implications at this stage since budgetary provision already exists for the delivery of the scheme; and
 - e) delegates to the Director of Environment in consultation with the Chief Officer – Legal and Procurement and Deputy Chief Executive to make the necessary arrangements for the transfer.

BACKGROUND

3. The Mixed Tenure Scheme contract was awarded in 2015 to help the Council improve the condition of mixed tenure estates which comprise both Council houses and private properties.

4. The Mixed Tenure Scheme is currently managed on behalf of the Council by a third party contractor – the Vocational Education Resource Group (VERG). The Group are essentially a training and employability service provider and deliver the Council's Mixed Tenure Scheme "hit squad" service. (They also deliver other employability services for the Council including the Family Firm initiative which provides training and support for care experienced young people).

5. The annual budget of around £500,000 pays for the hit squad and contractor management services provided directly by VERG as well as paying for the services tendered to private contractors (close cleaning and grass cutting).

6. The Cabinet in January 2021 considered a comprehensive report on the future of the Mixed Tenure Scheme given that the existing contract had expired in November 2019.

7. In essence, the Cabinet:-

- noted that the contract with VERG (the Council's third-party Mixed Tenure Scheme provider) expired at the end of November 2019 and that due to an oversight and subsequently coronavirus related issues the contract was not retendered within the timescale required.
- approved the continued use of the contract until 31 March 2021 based upon the previously agreed terms, conditions and tendered rates (for which budgetary provision already existed).
- noted that the contract would be competitively tendered to run from 31 March 2021.

REPORT

Option appraisal

8. During the process of developing tender documentation further in parallel consideration has been given to the options available to the Council in respect of ongoing performance of these services at best value to the Council. These considerations involve not only the financial cost of performance of these functions to the Council but also the effectiveness, efficiency and strategic benefits which the various service provision options provide.

9. An options appraisal has been carried out assessing the respective merits of stopping delivering the service, retendering to the market or bringing the service in house which are essentially the three options available to the Council.

Option one: Stop delivering the service

10. The service to date has been highly valued and widely acknowledged by both Elected Members and local residents as positively addressing small scale issues across local housing. It has dealt effectively and efficiently with problems such as fly tipping or litter picks, close cleaning, grass cutting and environmental improvements in Council areas regardless of housing tenure. It has also provided social benefits. Terminating the service would be unpopular with customers and viewed as a backwards step by the Council in achieving its strategic objectives.

Option two: Go to the market on a competitive tendering basis.

11. Retendering would allow the Council to test the current marketplace with a view to identifying whether better value could be obtained. However, it is recognised that the previous tender exercise did not elicit multiple bids, the nature and scope of the service has not to any extent changed in the interim whilst the range of potential bidders for work of this sort does not appear to have increased in that time. This suggests that a similar level of response may be likely.

12. Beyond that, it is also noted that the Council's rules on the financial standing of acceptable bidders has changed since the original tender process and smaller businesses may struggle to qualify as potential bidders for any new contract. Given only one bid was previously received there is a strong possibility the time and cost invested in any new tendering process would not attract any bids at all.

13. Even if bids are received, it is also the case that any new service provider would require to take on any transferring employees from the current incumbent in terms of TUPE and will cost this added burden in their bids in all likelihood raising the contract price to the Council.

14. This means that there is a risk to the Council through pursuing a tendering process that no tenders may be received (because of TUPE implications) or that those received may be at a significantly higher price reflecting the bidders perception of the financial risk associated with a TUPE transfer.

15. Under the circumstances if no tenders are received it would not be possible to continue to deliver the service.

16. There is also a concern that the appointment of any new third party supplier would not bring the same key social, economic, and employability benefits and flexibility that the existing contract has provided.

Bring the service in-house.

17. Given the above concerns and risks consideration has been given to the possibility of bringing the service in-house to be run directly by the Council.

18. It would be possible to bring the service in-house and transfer the relevant existing staff employed by VERG through the contract into the direct employment of the Council (to be managed and located within Housing Services).

19. Bringing the service in-house also triggers TUPE and the Council would require to take on the existing staff complement in the same way as any new contractor would.

20. Whilst bringing this service in-house would permit the Council to maintain key services and benefits it should be noted that this places a permanent cost on both the General Fund and the Housing Revenue Account which fund this service on a 50/50 basis.

21. The terms and conditions provided by the Council as an employer may also result in an increase in salary costs along with other employment related liabilities by transferring the existing staff. As yet the amount of the additional cost is not known. However, it is expected that this could be managed through adjustments within the overall budget available for the scheme.

22. However, there would also be additional potential advantages and benefits in bringing the scheme in-house around issues such as knowledge, reputation, social responsibility and responsiveness. For example, the scheme has to date;

- Built up considerable experience and knowledge of Council services and practices.
- Established good relationships with local residents.

- Dealt effectively and efficiently with problems such as fly tipping or litter picks in Council areas regardless of housing tenure.
- Provided added value to the local economy and other Council strategic objectives by providing training and creating and sustaining employment almost exclusively for local people (including our care experienced young people as part of the Council's Family Firm initiative).
- Provided invaluable support to the Council during the pandemic by, for example, delivering food parcels, undertaking uplifts and providing cleaning services.
- Shown a clear and flexible commitment towards supporting other Council services in various situations including emergencies.

23. Also, bringing this service in-house would provide wider flexibility in relation to supporting existing Council services possibly across a range of departments.

24. There would be opportunities for better integration of the scheme with the Council's ambitions and activities with regard to training and employment opportunities for example in relation to apprentices, school leavers, care experienced young people and building capacity within the Council. It would be easier to adapt and develop the scheme outwith the restrictions of a formal contract.

25. Importantly, bringing the service in-house would provide additional employment security to the existing staff who live locally.

Best Value

26. In terms of Best Value authorities should consider overall value including economic, environmental and social value and not just price when reviewing service provision. As a concept, social value is about seeking to maximise the additional benefit that can be obtained above and beyond the benefit of merely the goods and services themselves.

27. Given all of the above in terms of an options appraisal it is felt that bringing the service in-house represents best value in the circumstances. This avoids the uncertainty over future service provision and the potential additional cost of going to the market. It also ensures the continued delivery of added social value in relation to employment and the local economy.

FINANCE AND EFFICIENCY

28. The total cost of the ongoing monthly continuation of the third party contract will be approximately £24,000 per month under the current arrangements and until the transfer is completed. There are no additional financial consequences for the Council in this respect. Budgetary provision of that level already exists.

CONSULTATION

29. Legal Services, Procurement, Housing and HR have been consulted in the development of this proposal.

PARTNERSHIP WORKING

30. This project will continue to be overseen by ERC Housing Services.

IMPLICATIONS OF THE PROPOSALS

31. This proposal has staffing, legal and financial implications all of which are being assessed in partnership with the Environment Department Business Partners for Legal Services, Procurement, Housing, Human Resources and Accountancy. This assessment is still underway.

32. There are no IT, equality, Subsidy Control and Trade and Cooperation Agreement or sustainability implications directly associated with this report at this point in time.

CONCLUSIONS

33. The Mixed Tenure Scheme delivers essential rapid response neighbourhood services ensuring mixed tenure areas within East Renfrewshire are well maintained for all residents. In order to support key Council services it is essential that this service is continued to ensure local mixed tenure estates are maintained effectively. However, to attempt to renew this service as an external contract would risk incurring additional costs, the possibility of no tender being submitted and also the loss of essential economic, employability and social benefits for the reasons explained in this report. It is proposed therefore that the best option for the Council and the one carrying the lowest risk would be to bring the service in-house.

RECOMMENDATIONS

34. It is recommended that the Cabinet:-

- a) agree that for the reasons detailed in this report in relation to Best Value the service provided under the existing contract be brought in-house;
- b) note that the relevant employees from VERG will transfer to the Council as employees through Transfer of Undertakings (Protection of Employment) Regulations 2006, (TUPE);
- c) agree to extend the contract for a few months on the same terms and conditions and rates and within the existing budget as noted in the 28 January 2021 report until the transfer can take place which will be done as quickly as possible;
- d) note that there are no financial implications at this stage since budgetary provision already exists for the delivery of the scheme; and
- e) delegates to the Director of Environment in consultation with the Chief Officer – Legal and Procurement and Deputy Chief Executive to make the necessary arrangements for the transfer.

Director of Environment

Further information can be obtained from Andrew Cahill, Director of Environment 0141 577 3036

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April 2021

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EAST RENFREWSHIRE COUNCILCABINET15 April 2021Report by Director of EnvironmentGARDEN WASTE CHARGING PROPOSAL UPDATE**PURPOSE OF REPORT**

1. To advise Cabinet on details of the proposed commencement of the scheme for charging for the collection of Garden Waste from Monday 7th June 2021.

RECOMMENDATIONS

2. It is recommended that the Cabinet;
- a) Notes the further detailed information provided as to the background to the proposed scheme; and
 - b) Approves the commencement of the Charging for Garden Waste Scheme for East Renfrewshire Council from 7th June 2021 as proposed in this report.

BACKGROUND

3. The Cabinet on 26 November 2020 considered a report outlining proposals to introduce a Charging for Garden Waste Scheme for 2021/22.
4. The Cabinet
- Agreed that the Director of Environment be authorised to progress further work on the implementation of the operational arrangements for the proposed garden waste charging scheme; and
 - noted that the decision on whether or not to implement the scheme would be taken at a future meeting when the Council's financial position was clearer.
5. The budget for 2021/22 was approved at the Council meeting on 15th March 2021. This included income of £800,000 derived from the proposed Charging for Garden Waste Scheme.

REPORT

6. The Council's current arrangements for the collection of garden waste provide a high number of weekly collections per annum compared with many other councils.
7. However, the service comes under pressure during the summer months to maintain this level of service due to the sheer volume of garden waste produced.

8. The proposal to implement the charging for garden waste scheme will generate income for the Council but at the same time allow through additional staffing and the addition of a further refuse collection vehicle for the scheme to be improved in terms of reliability. It should be noted that three new operational posts and one administrative post will be created within Neighbourhood Services.

9. Several concerns have been expressed regarding the potential abuse of the scheme and also the potential for an increase in fly tipping. Other councils who have implemented charging for garden waste have been contacted. They too experienced such concerns which did not materialise upon implementation of the scheme.

10. The Charging for Garden Waste scheme is proposed to function as follows (these are key points and further explained within the attached frequently asked questions):-

Nature of scheme:

The scheme is voluntary. There is no requirement for residents to participate.

See attached frequently asked questions for further details.

Commencement Date:

The implementation date this year will be Monday 7th June 2021 up to which point residents will continue to receive a free uplift of their garden / food waste container.

Charge:

A charge of £40 for the 2021/22 season will be levied to all households participating in the garden waste scheme which will be payable in advance of the scheme in one lump sum. Payments can be made online or through Customer First.

Exemptions:

There are no exemptions to the scheme. However, in exceptional circumstances we may be able to consider payments over four instalments through direct debit.

Annual Review of Charging:

The participation fee for the Charging for Garden Waste Scheme will be reviewed annually in line with the Charging for Services process.

Permits:

Participating households will be supplied with a bin sticker which will clearly identify their participation in the scheme.

Permits will be sent out annually prior to the commencement of the scheme.

Garden Waste in Brown Bins without a permit

All brown bins without a garden waste permit will be checked for compliance with the charging scheme. Whilst food waste will still be allowed to be placed in the bin and collected weekly any evidence of garden waste within the bin will lead to the bin not being

emptied. The householder will be responsible for the removal of garden waste from their bin before food waste collections are re-commenced.

Non-compliant brown bins (i.e. with garden waste in them but not having a permit) will be collected by the Council, if requested by the customer, for a fee of £35 per collection.

Frequency of Collections:

Permitted (green waste allowed) and Non-Permitted (should contain only food waste) brown bins will continue to be collected on a weekly basis for 50 weeks of the year. There will be no collections over the two weeks of the festive period. The scheme will run 1 April to 31 March each year.

Christmas Trees:

Residents participating in the garden waste scheme will be entitled to a free collection of a single biodegradable Christmas tree. Non scheme members will be charged £15 per Christmas tree for collection if they request the service. The fee will be reviewed annually.

As an alternative, the Council aims to provide a chipping service at two locations within the Council area. Residents will be able to dispose of their Christmas tree free of charge and the resultant chippings will be used within parks and open space areas.

Household Waste Recycling Centres:

Greenhags and Carlibar Road HWRC's will continue to accept garden waste from residents all year round.

FINANCE AND EFFICIENCY

11. The proposed charging scheme could generate net income of £800,000 per annum based on an estimate of 25,000 households participating in the scheme after allowing for additional operating costs in terms of additional staffing and a vehicle.

CONSULTATION

- 12. The scheme was approved in principle at the Cabinet meeting on 26th November 2020.
- 13. Financial analysis has been undertaken in full consultation with the Department's Finance Business Partner (Environment).

PARTNERSHIP WORKING

14. Corporate Communications have been fully involved in developing a communications plan to accompany the launch of the scheme.

IMPLICATIONS OF THE PROPOSALS

15. The proposal will end the free collection of garden waste which is a non-statutory function and introduce a charge of £40 per annum. The proposal will also result in the creation of around four additional jobs.

16. A Frequently Asked Questions document is appended to this report. This outlines further details on the proposed Scheme and its impact on residents. It is simply work in progress and will be developed further to support the launch of the scheme.

CONCLUSIONS.

17. The majority of Councils in Scotland are now charging for garden waste collections, considering implementing charging for garden waste or not collecting this waste at all.

RECOMMENDATIONS

18. It is recommended that the Cabinet;
- a) Notes the further detailed information provided as to the background to the proposed scheme; and
 - b) Approves the commencement of the Charging for Garden Waste Scheme for East Renfrewshire Council from 7th June 2021 as proposed in this report.

Director of Environment

Further information and background papers can be obtained from Andrew Corry, Head of Service, email: andrew.corry@eastrenfrewshire.gov.uk

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March 2021

Background Papers:

Garden Waste Charging Proposal, Report to Cabinet, 26 November 2020

**East Renfrewshire Council
Environment Department
Chargeable Garden Waste Scheme – Frequently Asked Questions V5**

What are the proposed changes to the collection of garden waste? Why is it changing?

The Council currently collects garden waste along with food waste in the brown bin. Brown bins are issued to each household/flatted property in the Council area.

The Council has a legal obligation to collect food waste but does not have a legal obligation to collect garden waste. The Council along with many other Councils are facing significant budget challenges.

To allow the Council to focus on and protect priority services the Council is proposing to continue to collect garden waste but apply a small charge to residents to allow this service to continue (and also to improve it regarding reliability and effectiveness).

What is the Charge?

It is proposed that the charge for the financial year 2021/22, will be £40 per annum. Over a 12 month period this equates to less than £1 per week per household to continue the provision of this service and also to improve it.

Does payment of Council Tax not pay for Garden Waste Collection?

No. Council Tax only meets 20% of the Council's expenditure.

What level of income will this give to the Council?

It is estimated that around 50-70% of households will participate in the Scheme. With the current charge proposed based on this percentage level of uptake, approximately £800,000 will be generated towards offsetting required savings. This will not only assist in the ongoing delivery of this non-statutory service but will also help protect other priority services.

How many collections will residents receive for the charge?

50 collections of garden waste for each full year will be made.

At present food and garden waste is collected in the brown bin. How will this be collected under the new scheme?

Food Waste can continue to be put into the brown bin and this will be collected from each household at the same frequency as it is currently. If a resident only wishes a food waste collection they do not have to purchase a permit.

The Garden Waste Scheme will operate on a permit based system and only those who have purchased a permit will be entitled to place garden waste into their Brown Bin.

How will you know if someone has paid for a permit?

For residents who choose to purchase a permit a permit sticker will be issued and must be affixed to their brown bin. When brown bins are being collected the Council's teams will be able to

quickly identify who has a permit and they will collect that bin disposing of both the food and garden waste contained within.

What happens if residents don't purchase a permit?

The Council's teams will undertake checks to ensure that there is no garden waste in the brown bin if a permit sticker is not affixed. If it is found that garden waste has been put into the bin and the resident has not paid for this service the bin will not be emptied. The resident will then need to dispose of the garden waste themselves for example by composting it or taking it to local Household Waste Recycling Centres either at Greenhags or Barrhead.

Alternatively, any resident can contact the Council and pay a fee of £35 (2021/22) for a single uplift of their bin.

Residents can choose to put their garden waste into their household (grey) bin. However, this will be discouraged as poor recycling practice. The Council will not uplift any additional waste caused by overfilled grey bins.

If a resident employs the services of a gardener the waste is then classified as commercial waste and the gardener should take this away with them after finishing their work and dispose of this as commercially generated waste.

What happens if residents are in receipt of Universal Credit or other benefits?

There are no plans to apply any form of discount or exemption to those on any form of benefits. The small charge being proposed applies to the whole household in receipt of the service and not to individuals personally. In exceptional circumstances those finding difficulty in paying will be able to request to make payment through Direct Debit in the form of four separate instalments.

What happens if residents are on an Assisted Pull-Out? Will this still continue?

The normal Assisted Collection Service will continue for food waste collections. If residents in receipt of the Assisted Collection Service still wish their garden waste to be collected they must purchase a permit.

Will residents be able to purchase more than one permit and have more than one brown bin for garden waste?

At present the scheme will be limited to one brown bin per household. Any expansion of the service would need to be fully considered by the Council as it may involve additional investment in vehicles and staff which would come at a cost so the business case for expansion would need to be properly assessed.

If residents stay in a flatted property how will the scheme work?

Residents who currently share a bin for their food/garden waste (i.e. flatted properties), can continue to do this for garden waste as long as one of the residents applies and pays for the permit. The Council would not become involved in any neighbour dispute over payment to another neighbour.

What would happen if someone doesn't pay for a permit and uses another neighbour's bin to dispose of their garden waste without their permission?

If this occurs this would be classified as fly tipping and the individual concerned could be fined if caught.

What happens if I do not initially sign-up to the new scheme and I want to join at a later date?

The charge of £40 will be a year round charge for the current financial year. If existing residents or new residents to East Renfrewshire Council choose to join the scheme part way through the year the charge level will still be £40.

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