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FALKIRK COUNCIL

MINUTE of MEETING of the EDUCATION EXECUTIVE held in the MUNICIPAL BUILDINGS, FALKIRK on TUESDAY 28 APRIL 2015 at 10.30 AM.

COUNCILLORS:

David Alexander
 Jim Blackwood
 Tom Coleman
 Dennis Goldie
 Gerry Goldie
 Linda Gow
 Adrian Mahoney
 Craig Martin (Convener)
 Dr Craig R Martin
 Malcolm Nicol
 Alan Nimmo
 Robert Spears

**REPRESENTATIVES
OF RELIGIOUS
BODIES:**

Margaret Coutts
 Rev Michael Rollo

CO-OPTEES:

Helena Barton, (Pupil Representative)
 Mike Ablett (Parent Representative)
 Margaret Smith (Teacher Representative)

OFFICERS:

Danny Cairney, Accountancy Services Manager
 Gary Greenhorn, Head of Educational Support and Resources
 Mark Meechan, Community Learning and Development Manager
 Colin Moodie, Depute Chief Governance Officer
 Robert Naylor, Director of Children's Services
 Anne Pearson, Head of Educational Support and Improvement
 Antonia Sobieraj, Committee Services Officer
 Richard Teed, Senior Forward Planning Officer

EE1. APOLOGIES

Apologies were intimated on behalf of Hector Cairns (Religious Representative) and Fiona Craig (Teacher Representative).

EE2. DECLARATIONS OF INTEREST

No declarations were made.

EE3. MINUTE**Decision**

The minute of meeting of the Education Executive held on 3 February 2015 was approved.

EE4. EDUCATION COMMITTEE MEMBERSHIP

The Education Executive considered a report by the Chief Governance Officer on the appointment of the Chair and Vice Chair of the Youth Ambassadors team as pupil representatives on the Education Executive.

The Education Executive had agreed in 3 February 2015 (ref EE42) to replace the Falkirk Council Pupil Council with a Youth Ambassador programme and that the Chair and Vice Chair of the new programme would become the pupil representatives on the Education Executive.

The updated report advised that the Youth Ambassadors at their first meeting had appointed pupils from Larbert and Braes High Schools as the Chair and Vice Chair of the Youth Ambassadors team.

Decision

The Education Executive agreed the appointment of Helena Barton (Larbert High School) and Jonathan Barclay (Braes High School) as the two pupil representative members for a period of two years with immediate effect.

EE5. FUTURE ROLE, PURPOSE AND SUSTAINABILITY OF THE ATTENDANCE PANEL

The Education Executive considered a report by the Director of Children's Services providing information on (a) the current resources for the operation of Attendance Panels; (b) an assessment of their impact and effectiveness, and (c) recommending changes to the way in which the Education Service dealt with attendance in future.

Attendance Panels were established in August 2005 by the former Education and Leisure Committee. This created a two stage process allowing cases to be dealt with at an earlier stage by the Panels and enabling the Attendance Committee to focus on those referrals where prosecution was a probable outcome.

Arrangements and measures, including the rolling out of an automated call system (Groupcall) and a revised Service Circular 29, had improved secondary school attendance in 2006/7 and there was a rise in attendance from 89.9% in 2006/7 to 91.8% in 2013/14. This rise, however, could not be solely attributed to the operation of the Panels.

Panels were currently held approximately 3 times per school session and were chaired by a Team or Service Manager. Most referrals came from secondary schools and in particular at S3. There were fewer referrals from primary schools.

Over a school session the total Education staff time supporting Panels represented approximately 122 hours. This was not considered to be best value in contributing to increasing young people's potential and school attendance.

Panels had been introduced in conjunction with other measures at a time when Education Services was required to focus on improving attendance as part of the Raising Attainment Strategy. Over the past 7 years the model has not changed significantly to take into account current thinking which reflects the Scottish Government's advice on attendance in schools and 'Getting it Right for Every Child' (GIRFEC) approaches.

The analysis over the past 2 years evidenced the limited impact Attendance Panels had on improving attendance. The diminishing human resources from central teams also impacted on the capacity for the Panels to be sustainable and effective.

Decision

The Education Executive agreed that:-

- (1) Attendance Panels be removed from the attendance circular and staged process;**
- (2) a 'pathways' checklist for schools be incorporated into the revision of Service Circular 29: Non Attendance and Truancy to ensure a consistent approach;**
- (3) schools make Attendance Committee referrals to the Service and school improvement division for scrutiny which will either refer back to the school in cases where there is scope for further supportive action or refer to the Attendance Committee; and**
- (4) an updated report be submitted to a future meeting later in the year on the pattern of attendance following the removal of the Panels.**

Councillor G Goldie entered the meeting during consideration of the following item of business.

EE6. FALKIRK COMMUNITY LEARNING AND DEVELOPMENT (CLD) ACTION PLAN

The Education Executive considered a report by the Director of Children's Services which detailed the progress in the development of the Community Learning and Development (CLD) Action Plan in accordance with the Requirements for Community Learning and Development (Scotland) Regulations 2013.

The Education Executive had on 11 November 2014 (ref EE32) (a) noted the key policy goals as set out in the Regulations and the new Guidance; (b) endorsed the CLD Action Plan, and (c) agreed to receive a further update report detailing the progress made in developing the Plan.

The Regulations placed two obligations on the Council being (i) to ensure that the need for CLD provision within the Council area is assessed, and (ii) to publish a 3 year plan by 1 September 2015 setting out what CLD provision the Council will make, how it will co-ordinate provision with other providers, what action the other providers intend to take during the period of the Plan and what needs will be unmet.

The updated report detailed progress in the development of the Community Learning and Development (CLD) Action Plan and set out proposals for partners to work on a collaborative basis within the Falkirk Council area.

Decision

The Education Executive:-

- (1) noted the progress of the Community Learning and Development (CLD) Action Plan; and**
- (2) requested that a further report be submitted with the draft Action Plan to next meeting in June 2015.**

EE7. EARLY LEARNING AND CHILDCARE ADMISSIONS POLICY

The Education Executive considered a report by the Director of Children's Services providing the background to the review of the early learning and childcare admission policy and the proposed changes to the current policy.

The Education Executive had agreed on 3 February 2015 (ref EE39) that a review of the Early Years Admission Policy be undertaken to consider making provision for reserved places in nursery schools attached to primary schools for children from the local catchment area by (a) introducing a reserved place policy (similar to that for primary and secondary schools), and (b) setting appropriate tolerance levels that allow nursery class operational capacity to be increased to meet the catchment area demand but not to exceed the set physical capacity of the building..

The report proposed changes to the Early Learning and Childcare Admissions Policy and recommended (i) the setting and application of tolerance levels for increasing nursery class capacity, and (ii) the annual review and publishing of operational capacity levels and reserved places for nurseries.

Decision

The Education Executive agreed:-

- (1) that the Early Years Admissions Policy be changed as set out in section 3 and Appendix 1 of the report;**

- (2) that Education Services set and apply tolerance levels for increasing nursery class capacity as set out in section 4 of the report, and
- (3) that the operational capacity levels and reserved places for nurseries be reviewed and published annually in the Council's Information Bulletin alongside the reserved places for primary and secondary schools.

EE8. REVIEW OF INCLUSION AND ADDITIONAL SUPPORT NEEDS - POLICY DEVELOPMENT PANEL

The Education Executive considered a report by the Director of Children's Services on the establishment of a Policy Development Panel on the review of inclusion and additional support needs.

The Education Executive had agreed on 11 November 2014 (ref EE30) as part of its consideration of the key principles of inclusive education, that Education Services progress the review of inclusion and additional support needs and that an updated report to be submitted to a future meeting on the detail and progress of the review.

The updated report set out the details of the wide-ranging review, the prospective new policy approaches and service provision and recommended the establishment of a Policy Development Panel to oversee the review.

Decision

The Education Executive agreed:-

- (1) the establishment of a 5 member policy development panel to oversee the review with 3 places reserved for members of the Administration and 2 from the Opposition, the panel to be chaired by Councillor Nimmo with the remaining nominations to be intimated to the Chief Governance Officer; and
- (2) that the panel make recommendations to the Education Executive on any significant changes to service provision or policy.

FALKIRK COUNCIL

MINUTE of MEETING of the EXECUTIVE held within the MUNICIPAL BUILDINGS, FALKIRK on TUESDAY 28 APRIL 2015 at 11.55 a.m.

COUNCILLORS:

David Alexander	Adrian Mahoney
Jim Blackwood	Craig Martin (Convener)
Tom Coleman	Dr Craig R Martin
Dennis Goldie	Malcolm Nicol
Gerry Goldie	Alan Nimmo
Linda Gow	Robert Spears

OFFICERS:

Fiona Campbell, Head of Policy, Technology & Improvement
 Danny Cairney, Accountancy Services Manager
 Ian Edwards, Environmental Co-ordinator
 Rhona Geisler, Director of Development Services
 Rosemary Glackin, Chief Governance Officer
 Jennifer Litts, Head of Housing
 Robert Naylor, Director of Children's Services
 Brian Pirie, Democratic Services Manager
 Mary Pitcaithly, Chief Executive
 Alistair Shaw, Development Plan Co-ordinator
 Celia Sweeney, Corporate Policy Officer (Equalities)

EX1. APOLOGIES

No apologies were intimated.

EX2. DECLARATIONS OF INTEREST

No declarations were made at this stage.

EX3. MINUTE

Decision

The minute of the meeting of the Executive held on 17 March 2015 was approved.

EX4. FALKIRK FORESTRY AND WOODLAND STRATEGY

The Executive considered a report by the Director of Development Services presenting the Falkirk Forestry and Woodland Strategy and accompanying maps for approval.

The Strategy was procured, and paid for, by Forestry Commission Scotland and developed in partnership with the Council, Central Scotland Green Network Trust and

Scottish Natural Heritage and sits within the Scottish Government's Scottish Forestry Strategy.

The Falkirk Strategy will guide forestry and woodland management and expansion in the area and provide a strategic and spatial framework to optimise the contribution of woodland and forestry to the people, environment and economy in the area. Upon approval, the plan will be available on the Council's and Commission's websites and will replace the Indicative Forestry Strategy 2002 set out in the Council's Structure Plan and the Council's Urban Woodland Strategy 2007.

During the course of discussion, Councillor Gow advised that she was a member of the Board of Central Scotland Green Network Trust but did not consider that this required her to recuse herself from consideration of the item.

Decision

The Executive approved the Falkirk Forestry and Woodland Strategy Final Draft and accompanying maps.

Councillor D Goldie joined the meeting during the previous item.

EX5. DEVELOPMENT PLAN SCHEME 2015

The Executive considered a report by the Director of Development Services presenting the Development Plan Scheme for 2015 for approval.

The Development Plan Scheme sets out:–

- the Development Plan framework for the area, and how it is evolving;
- the key stages in preparing a Local Development Plan;
- the intended programme for completing the first Local Development Plan (LDP1) and the associated Supplementary Guidance, and the process of preparing its review (LDP2); and
- how the Council will involve the community and agencies at each stage in the preparation of LDP2 (participation statement).

It is envisaged that the Falkirk Local Development Plan (LDP1) will be adopted by the Council in June 2015 and will replace the Structure and Local Plans as the operative Development Plan for the area for the period to 2024.

Councils are required to review Development Plans every five years. The report set out the planning and timetable for the development of the next Plan (LDP2), to be in place by 2020.

Decision

The Executive approved the Development Plan Scheme 2015.

EX6. EQUALITY MAINSTREAMING AND EQUALITY OUTCOMES UPDATE 2015

The Executive considered a report by the Director of Corporate and Neighbourhood Services providing an update on the progress made in regard to the Council's Equality Outcomes.

The Executive agreed, on 7 May 2013 (ref EX8), the Council's Equality Outcomes for the period to 2017.

The progress report identified the 11 actions relating to the three Equality Outcomes – Community, Employment and Education, and set out progress made in achieving the Outcomes. An Action Plan for the period 2015 – 2017 was also provided.

Decision

The Executive agreed:-

- (1) the Equality Outcomes Action plan covering the period 2015 – 2017;
- (2) the publication of the report on the Council website by 30th April 2015;
- (3) to note the case study examples and progress against the 2013 Equality Outcomes; and
- (4) to note the timescale of the next report due by end of April 2017.

EX7. PENSION FUND – SOCIAL/AFFORDABLE HOUSING INVESTMENT

The Executive considered a report by the Director of Corporate and Neighbourhood Services advising that funding had been secured from the Scottish Government to meet a funding shortfall for two Social/Affordable Housing developments at Bellsdyke and Redding.

On 13 January 2015 (ref EX105), the Executive was advised of a £4m funding shortfall for a Pension Fund investment in social and affordable housing. While £2.35m was available as a one off contribution from the Scottish Government Financial Innovation Unit, the balance remained to be found. It has since been confirmed that the balance can be met by drawing down early future years affordable housing grant funding (RPA).

Decision

The Executive agreed to bring forward c£2.35m Affordable Housing Grant (RPA) to facilitate the funding of new build developments at Bellsdyke and Redding, as part of the Council's Pension Fund investment in Social/Affordable Housing.

FALKIRK COUNCIL

MINUTE of MEETING of the PLANNING COMMITTEE held in the MUNICIPAL BUILDINGS, FALKIRK on WEDNESDAY 29 APRIL 2015 at 9.30 a.m.

COUNCILLORS:

Baillie William Buchanan (Convener)
Colin Chalmers
Adrian Mahoney
Craig Martin
John McLuckie
John McNally
Cecil Meiklejohn
Malcolm Nicol
Alan Nimmo
Baillie Joan Paterson
Sandy Turner

OFFICERS:

John Angell, Head of Planning and Transportation
Kevin Collins, Transport Planning Co-ordinator
Ian Dryden, Development Manager
Elspeth Forsythe, Planning Officer
Rose Mary Glackin, Chief Governance Officer
Rhona Geisler, Director of Development Services
Iain Henderson, Legal Services Manager
Stuart Henderson, Environmental Health Officer
Craig Russell, Roads Development Officer
Alastair Shaw, Development Plan Co-ordinator
Antonia Sobieraj, Committee Services Officer
Russell Steedman, Network Co-ordinator
Brent Vivian, Senior Planning Officer
Bernard Whittle, Development Management Co-ordinator

P5. APOLOGIES

Apologies were intimated on behalf of Councillor Carleschi.

P6. DECLARATIONS OF INTEREST

No declarations were made.

Prior to consideration of business, the Members below made the following statements:-

- Councillor Chalmers informed the Committee that as he had not attended the site visit he would not take part in consideration of planning application P/14/0587/FUL (minute P9) but he would take part in consideration of planning applications

P/14/0475/FUL and P/14/0094/FUL (minute P8 and P10) as he was sufficiently familiar with the sites.

- Councillor Mahoney informed the Committee that as he had not attended the site visits he would not take part in consideration of planning applications P/14/0475/FUL and P/14/0094/FUL (minute P9 and P10).
- Baillie Paterson informed the Committee that as she had not attended the site visit she would not take part in consideration of planning application P/14/0587/FUL (minute P9) but she would take part in consideration of planning applications P/14/0475/FUL and P/14/0094/FUL (minute P8 and P10) as she was sufficiently familiar with the sites.

P7. MINUTES

Decision

- (a) The minute of meeting of the Planning Committee held on 25 March 2015 was approved; and**
- (b) The minute of meeting of the Planning On-Site Committee held on 13 April 2015 was approved.**

Councillor Nimmo entered the meeting during consideration of the following item of business.

P8. ERECTION OF SHOP, HOT FOOD TAKE-AWAY AND 6 FLATTED DWELLINGS WITH ASSOCIATED CAR PARKING AT SPAR AND FLAMES, SALMON INN ROAD, POLMONT, FALKIRK FK2 0XF FOR MR ABDUL SATTAR - P/14/0475/FUL

With reference to Minute of Meeting of the Planning Committee held on 25 March 2015 (Paragraph P133 refers), Committee (a) gave further consideration to a report by the Director of Development Services; and (b) considered an additional report by the said Director on an application for full planning permission for the erection of a shop, hot food take-away and 6 flatted dwellings with associated car parking at Spar and Flames, Salmon Inn Road, Polmont, Falkirk.

Councillor Turner, seconded by Councillor Chalmers, moved that the application be refused on the grounds that it was contrary to Policy SC6 of the Falkirk Council Local Plan, there would not be acceptable standards of traffic movement and there would be overlooking of the nursery.

Following a suggestion by Councillor Nicol that the Committee agree to continue consideration to allow officers to hold discussions with the applicant in relation to the concerns over window positioning, Councillor Turner with the agreement of his seconder, and with the unanimous consent of the meeting in accordance with Standing Order 20.9, withdrew his motion to allow the continuation of the matter.

Decision

The Committee agreed to continue consideration to allow officers to hold discussions with the applicant in relation to the concerns over window positioning in the development.

Baillie Paterson left the meeting prior to consideration of the following item of business.

P9. ERECTION OF 8 DWELLINGHOUSES AND ASSOCIATED INFRASTRUCTURE ON LAND TO THE NORTH OF 35 FOUNTAINPARK CRESCENT, BO'NESS FOR DA DEVELOPMENTS - P/14/0587/FUL

With reference to Minute of Meeting of the Planning Committee held on 25 March 2015 (Paragraph P131 refers), Committee (a) gave further consideration to a report by the Director of Development Services; and (b) considered an additional report by the said Director on an application for full planning permission for the erection of 8 dwellinghouses and associated infrastructure on land to the north of 35 Fountainpark Crescent, Bo'ness.

Councillor Mahoney, seconded by Councillor McLuckie, moved that Committee be minded to grant planning permission in accordance with the recommendations within the report.

By way of an amendment, Councillor Turner, seconded by Councillor Meiklejohn, moved that the application be refused on the grounds that it was contrary to Policies SC2 and SC8 of the Falkirk Council Local Plan as there would remain insufficient parking provision which would have an adverse impact on road safety.

On a division, 7 Members voted for the motion and 2 voted for the amendment.

Decision

The Committee agreed that it is MINDED to GRANT planning permission subject to the satisfactory conclusion of a legal agreement/planning obligation within the terms of Section 69 of the Local Government (Scotland) Act 1973 or Section 75 of the Town and Country Planning (Scotland) Act 1997, as amended, for the sum of £14,560 (£1,820 per unit) toward open space and play provision

Thereafter, on conclusion of the foregoing matter remit to the Director of Development Services to grant planning permission subject to the following conditions:-

- (1) The development hereby approved shall be implemented in accordance with the plan(s) itemised in the informative below and forming part of the permission unless a variation is required by a condition of the permission or a non-material variation has been agreed in writing by Falkirk Council as Planning Authority.

- (2) (i) No development shall commence on site unless otherwise agreed with the Planning Authority until a contaminated land assessment has been submitted and approved. The assessment must determine the nature and extent of any contamination on the site, including contamination that may have originated from elsewhere. Any potential risks to human health, property, the water environment and designated ecological sites should be determined. The contaminated land assessment must be approved in writing by the Planning Authority.
 - (ii) Where contamination (as defined by Part IIA of the Environmental Protection Act 1990) is encountered, a detailed remediation strategy should be submitted to the Planning Authority demonstrating that the site will be made suitable for its intended use by removing any unacceptable risks, caused by the contamination;
 - (iii) Prior to the commencement of development of the site, the remediation works must be carried out in accordance with the terms and conditions of the remediation scheme, and as agreed by the Planning Authority. No part of the development shall be occupied until a remediation completion report/validation certificate endorsed by the relevant parties have been submitted to and agreed in writing by the Planning Authority; and
 - (iv) If unexpected contamination is found after development has begun, development of the affected part of the site must stop. The developer must notify the Planning Authority immediately and carry out a contaminated land assessment, and undertake any necessary remediation works, before development of the affected part of the site may continue.
- (3) No development shall commence on site until an appropriate scheme of intrusive site investigation works has been undertaken to confirm coal mining conditions. The findings and details of any necessary remedial or other mitigation measures to ensure safety and stability of the proposed development shall be submitted to and approved in writing by the Planning Authority. The approved details shall be implemented prior to occupation/use of the development commencing;
- (4) No development shall commence on site until a material schedule, of all external materials, has been submitted to and approved in writing by the Planning Authority. Thereafter, only the approved materials shall be used, unless otherwise agreed in writing; and
- (5) Prior to the occupation of any approved dwellinghouse, the access road, Fountainpark Crescent, across the full frontage of the site shall be brought up to an adoptable standard.

Reason(s):-

- (1) As these drawings and details constitute the approved development.
- (2,3) To ensure the ground is made suitable for the approved development.
- (4) To safeguard the visual amenity of the area.
- (5) To safeguard the interests of the users of the highway.

Informative(s):-

- (1) In accordance with section 58(1) of the Town and Country Planning (Scotland) Act 1997 (as amended), the permission lapses on the expiration of a period of three years beginning with the date on which the permission is granted unless the development to which the permission relates is begun before that expiration.
- (2) For the avoidance of doubt, the plan(s) to which the decision refer(s) bear the online reference number(s) 01B, 02A, 03, 04A, 05A, 06, 07, 08B, 09, 10 and Supporting Information.

The Convener agreed an adjournment at 10.55 a.m. prior to full consideration of the following item of business to allow members to read the contents of a letter received that morning from the Scottish Environmental Protection Agency (SEPA). The meeting reconvened at 11.05 a.m. with all Members present as per the sederunt, with the exception of Baillie Paterson and Councillor Mahoney.

Baillie Paterson re-entered the meeting during consideration of the following item of business.

Councillor Mahoney re-entered the meeting during consideration of the following item of business but would take no part in consideration of the item.

Councillor Chalmers left and re-entered the meeting during consideration of the following item of business.

Councillor Mahoney left the meeting during consideration of the following item of business.

P10. USE OF LAND FOR END OF LIFE VEHICLE DECONTAMINATION AND DELIQUIDISING FACILITY AND STORAGE OF SCRAP MATERIAL (RETROSPECTIVE) AT ALL PARTS AUTO SALVAGE, HILLVIEW ROAD, HIGH BONNYBRIDGE, BONNYBRIDGE FK4 2BD FOR ALL PARTS AUTO SALVAGE - P/14/0094/FUL

With reference to Minute of Meeting of the Planning Committee held on 25 March 2015 (Paragraph P132 refers), Committee (a) gave further consideration to a report by the Director of Development Services; and (b) considered an additional report by the said Director on an application for full planning permission for the use of land for an end of

life vehicle decontamination and deliquidising facility and storage of scrap material (retrospective) at All Parts Auto Salvage, Hillview Road, High Bonnybridge, Bonnybridge.

Councillor Chalmers, seconded by Councillor Meiklejohn, moved that consideration of the application be continued (a) for further consultation with the community with particular reference to screening arrangements, and (b) to await the outcome of the applicant's appeal against enforcement action taken by the Scottish Environmental Protection Agency (SEPA).

By way of an amendment, Baillie Paterson, seconded by Councillor Nimmo, moved that Committee grant planning permission in accordance with the recommendations within the report.

In terms of Standing Order 22.1 a vote was taken by roll call, there being 10 members present with voting as undernoted:-

For the motion (6) - Baillie Buchanan; Councillors Chalmers, McNally, Meiklejohn, Nicol and Turner.

For the amendment (4) - Baillie Paterson; Councillors C Martin, McLuckie and Nimmo.

Decision

The Committee agreed to continue consideration of the application (a) for further consultation with the community with particular reference to screening arrangements, and (b) to await the outcome of the applicant's appeal against enforcement action taken by the Scottish Environmental Protection Agency (SEPA).

Councillors C Martin and McNally left the meeting during consideration of the following item of business.

Councillor Nimmo left and re-entered the meeting during consideration of the following item of business.

P11. ERECTION OF DWELLINGHOUSE ON LAND TO THE NORTH EAST OF VICTORIA COTTAGE, FALKIRK FOR THE FIRM OF JAMES SHANKS & SONS - P/14/0741/FUL

The Committee considered a report by the Director of Development Services on an application for full planning permission for the erection of a one and a half storey dwellinghouse on land measuring 2,340 square metres to the north east of Victoria Cottage, Falkirk.

Decision

The Committee agreed to continue consideration of this item of business to allow an inspection of the site by Committee.

DRAFT

**MINUTE of MEETING of the COMMON GOOD SUB-COMMITTEE (FALKIRK)
held in the MUNICIPAL BUILDINGS, FALKIRK on WEDNESDAY 29 APRIL 2015 at
9.00 AM.**

COUNCILLORS:

Provost Pat Reid (Convener)
Depute Provost John Patrick
David Alexander
Colin Chalmers
Dr Craig R Martin
Cecil Meiklejohn

OFFICERS:

Danny Cairney, Accountancy Services Manager
Harry Forster, Committee Services Officer

CGF1. APOLOGIES

Apologies were submitted on behalf of Councillors D Goldie and G Goldie.

CGF2. DECLARATIONS OF INTERESTS

No declarations were made.

CGF3. MINUTE**Decision**

The minute of the meeting held on 24 March 2014 was approved.

CFG4. APPLICATION FOR FINANCIAL ASSISTANCE CAMELON WAR MEMORIAL

The Sub-Committee considered a report by the Chief Finance Officer advising of any application to the Falkirk Common Good Fund by the Camelon War Memorial Fund Committee to assist with funding towards the erection of a war memorial to be sited near Loch 16 in Camelon

The report provided a summary of details in respect of the design of the proposed memorial together with project costs and funding.

Decision

Agreed in principle to provide funding of £20,000 from the Falkirk Common Good Fund to the Camelon War Memorial Fund Committee towards the cost associated with the erection of a war memorial in Camelon, subject to the following conditions being met:-

- Due diligence being satisfied in terms of Camelon War Memorial Fund Committee constitution, approved accounts and committee meeting records
- All 4 local members are appraised regularly on progress
- Payment of the £20,000 funding being met by payment of accounts in relation to the project work

FALKIRK COUNCIL

MINUTE of MEETING of the PLANNING COMMITTEE held ON SITE on MONDAY 11 MAY 2015 commencing at 9.30 a.m.

COUNCILLORS:

Baillie William Buchanan (Convener)
Adrian Mahoney
John McLuckie
Sandy Turner

OFFICERS:

Ian Dryden, Development Manager
John Milne, Senior Planning Officer
Antonia Sobieraj, Committee Services Officer
Russell Steedman, Network Co-ordinator
Karen Quin, Solicitor

P12. APOLOGIES

Apologies were intimated on behalf of Baillie Paterson and Councillors Chalmers, Meiklejohn and Nicol.

P13. ERECTION OF DWELLINGHOUSE ON LAND TO THE NORTH EAST OF VICTORIA COTTAGE, FALKIRK FOR THE FIRM OF JAMES SHANKS & SONS - P/14/0741/FUL

With reference to Minute of Meeting of the Planning Committee held on 29 April 2015 (Paragraph P11 refers), Committee gave further consideration to a report by the Director of Development Services on an application for full planning permission for the erection of a one and a half storey dwellinghouse on land measuring 2,340 square metres to the north east of Victoria Cottage, Falkirk.

The Convener introduced the parties present.

The Senior Planning Officer (J Milne) outlined the nature of the application.

Mr Pearson, the applicant's agent, was heard in relation to the application.

Mr Shirton, a supporter, was heard in relation to the application and indicated his support on the basis of a possible future application to develop his neighbouring land.

Ms Hirst, on behalf of Avonbridge and Standburn Community Council, an objector, was heard in relation to the application.

The objections included the following issues:-

- That the application was contrary to the guidelines and policy for development in the countryside and to the proposed development sites as laid down in the Local Plan;
- That the application was contrary to the Development Plan and the site did not lie within any of the designated areas for housing as supported by the Community Council;
- The crossroads in the immediate vicinity of the site was currently very dangerous and the addition of a further property would lead to accidents;
- That the site was outwith both village boundaries, was not an infill or gap site and required a change of use from agricultural to residential; and
- There were no buildings and no previous history of development.

Questions were then asked by Members of the Committee.

Councillor Hughes, a local Member for the area, was heard in relation to the application.

Members thereafter viewed the road directly outside the site and then walked to the area just beyond Victoria Cottage to view where a visibility splay would be sited should planning permission be granted.

The Convener concluded by thanking the parties for their attendance. The matter would be determined by the Planning Committee on 27 May 2015.

DRAFT**FALKIRK COUNCIL**

MINUTE of MEETING of the SCRUTINY COMMITTEE held in the MUNICIPAL BUILDINGS, FALKIRK on THURSDAY 14 MAY 2015 at 9.30 AM.

COUNCILLORS:

Stephen Bird
 Allyson Black
 Steven Carleschi
 Colin Chalmers
 Cecil Meiklejohn (Convener)
 Baillie Joan Paterson
 Provost Pat Reid

OFFICERS:

Caroline Binnie, Communications & Participation Manager
 Sally Buchanan, Welfare Reform Project Manager
 Caird Forsyth, Corporate Policy Officer
 Jack Frawley, Committee Officer
 Lesley Macarthur, Corporate Policy Officer
 Colin Moodie, Depute Chief Governance Officer
 Jonny Pickering, Stakeholder Engagement Officer
 Linda Scott, Corporate Policy Officer
 Andrew Wilson, Policy & Community Planning Manager

S5. APPOINTMENT OF CONVENER

Colin Moodie welcomed members to the meeting. Council agreed on 13 May 2015 (ref FC10) that the Scrutiny Committee would consist of eight members with four drawn from the Administration and four not drawn from the Administration (subject to the proviso that no member of the Executive may be a member of the Scrutiny Committee). The Convener of the committee would be such member of the committee from the largest Opposition group as shall be appointed by the committee.

Colin Moodie sought nominations for the position of convener. Councillor Bird, seconded by Councillor Chalmers nominated Councillor Meiklejohn as convener. There being no other nominations Councillor Meiklejohn assumed the chair for the remainder of the business.

S6. APOLOGY

An apology was intimated on behalf of Baillie Buchanan.

S7. DECLARATIONS OF INTEREST

There were no declarations of interest.

Baillie Paterson entered the meeting during consideration of the following item of business.

S8. MINUTES

Decision

- (a) **The minute of the meeting of the Performance Panel held on 26 March 2015 was noted and the committee requested:**
 - (i) **a report to the next meeting providing an update on attainment across Falkirk's schools, and**
 - (ii) **a further report providing an update on attainment after the release of the 2015 exam results, and**
- (b) **The minute of the meeting of the Scrutiny Committee held on 2 April 2015 was approved.**

S9. FOLLOWING THE PUBLIC POUND: ADVICE SERVICES

The committee considered a report by the Director of Corporate and Neighbourhood Services which provided an update on the work of external organisations in receipt of funding which provided debt and money advice services, and who fall within the Following the Public Pound (FPP) reporting and monitoring arrangements. The report provided information on the period 1 April 2014 to 31 March 2015.

The report provided information on the context of the operation of advice services in Falkirk through the single outcome agreement and the poverty strategy. The report also provided an overview of the funding provided to the organisations and an assessment of each organisation's performance. An individual report was appended for each of the organisations which received funding, setting out the service provided, the agreed outcomes/objectives and performance information.

The committee heard from officers in relation to individual reports.

(a) Forth Valley Macmillan Money Matters Project

Linda Scott provided an overview of the report, advising that the organisation received £50,000 of Council funding. The service offered easily accessible information and advice on money matters and financial wellbeing to cancer patients, their carers and families living in the Forth Valley area and sought to increase income available to these client groups.

Members asked what the impact would be upon the service if Clackmannanshire Council withdrew its support. Linda Scott advised that the steering group would be discussing the issue and that in the short term NHS Forth Valley had covered the funding gap while a formal response to Clackmannanshire was prepared. The funding contribution of Clackmannanshire Council was £16,000.

The committee asked if the project could apply to Macmillan cancer support for additional funding. Linda Scott stated that the Money Matters Project was a separate organisation and that there had been no financial contributions from Macmillan cancer support to the project. It had previously been stated that Macmillan cancer support would only contribute to projects like this if they were doing new and innovative work. However, she advised that an approach could be made to cover this year's shortfall.

Members asked if there would be an impact to funding received from NHS Forth Valley due to the integration of health and social care. Linda Scott stated that the issue was set to be discussed at the next meeting of the steering group and that it was expected that support would continue as the project was highly valued by NHS Forth Valley.

In response to a question on the impact of welfare reform on the service, Linda Scott stated that it was difficult to assess the impact at this time as the Department for Work and Pensions (DWP) had provided limited information. She advised that the project had supported a client through an appeals tribunal for the first time last year. Andrew Wilson stated that plans to bring a DWP representative onto the Community Planning Partnership Leadership Board would improve information sharing and allow for more effective planning.

Decision

The committee approved the report and acknowledged the progress made by Forth Valley Macmillan Money Matters Project in meeting Council priorities.

(b) Falkirk and District Credit Union

Linda Scott provided an overview of the report, advising that the organisation received £46,000 of Council funding. The service worked to promote savings and offer reasonable credit to its members and to help members manage their money.

The committee stated that in future all following the public pound reports should provide a breakdown of the Council's contribution by financial and in-kind.

Following a question regarding turnover of volunteers, Linda Scott advised that the turnover level of volunteers was in line with that expected and that the turnover of staff was very low. She stated that the volunteers were committed but subject to the normal pressures which volunteers are under such as availability. Training was being looked at in relation to the changes to service including the possibility of new loans and the move of services online.

Members asked for further information on the governance support given to the organisation and its long term projection. Linda Scott stated that business was growing, highlighting that new products were being launched and the adoption of the online system. In relation to governance she advised that the business plan was nearly complete and that this would free up the time of the development officer to support the organisation more broadly.

The committee asked for information on the work of the credit union with Falkirk's schools. Linda Scott stated that work with schools to build partnerships was planned and that there were collection points in: St Andrews RC primary school; Victoria primary school; Westquarter primary school, and Denny high school. The social work services debt advice team had been involved in educating senior primary school and junior high school pupils about personal financial management. Further, the credit union had worked with Education services and Community Learning & Development to ensure promotion within curriculum for excellence.

Members requested that a report was submitted to Scrutiny Committee (External) containing the organisation's accounts identifying the percentage contribution of Council funding to ensure that the organisation was not stretching itself too far.

The committee expressed concern that members who could not repay would be driven to use payday lender companies and asked what work was being done to prevent this. Linda Scott advised that the credit union worked closely with the social work services debt advice team and had a referral process to immediately direct clients to the team to find a solution if problems were arising. In cases where the individual did not want to deal with the Council the credit union would refer the case directly to the Citizens Advice Bureaux. The credit union was also looking at alternative avenues to high cost lending for people with poor credit ratings to ensure that they did not feel that they had to go to payday lenders as their only option.

Decision

The committee requested that a report providing the organisation's accounts is provided to Scrutiny Committee (External), highlighting what percentage of the organisation's income is from the Council's contribution.

(c) Falkirk Citizens Advice Bureaux

Lesley Macarthur provided an overview of the report. In the Falkirk area the Citizens Advice Bureaux runs three independent bodies, each with their own board of management – Denny & Dunipace, Falkirk and Grangemouth & Bo'ness. She advised that the organisation received £458,396 of Council funding along with £11,000 of in-kind support. Denny & Dunipace received £132,463; Falkirk £196,321, and Grangemouth & Bo'ness £129,612. The service provided independent information and advice in the Falkirk area, free of charge.

The committee sought further information on the joint action group. Lesley Macarthur advised that the joint action group met quarterly and worked together to access joint training and Scotland Excel funds using a greater economy of scale.

However, it was stated that audit costs could not be joined although the organisations could have the same auditor.

With reference to the case study in the report, the committee asked what steps had been taken to prevent such issues arising again. Lesley Macarthur stated that the workload issues present at the time had been addressed. Citizens Advice Bureaux, the Council and the DWP recognised gaps in service provision and that some people needed extra support. Work was ongoing to raise awareness of the services through improvements to the website and using leaflets. The Council had run a money advice campaign which signposted people to Citizens Advice Bureaux.

Members asked how people were reached when their life was in crisis. Lesley Macarthur advised that information was provided in hospitals, GP surgeries, dentists' surgeries, community centres and many other places as well as through work with women's aid.

The committee asked how many referrals to the Citizens Advice Bureaux were directly from the Council. Lesley Macarthur advised that the figures were not currently available but that the organisation held the requested information which would be included in future reports.

Members discussed the level of communication between the DWP and the Council and expressed concern that the Council were not informed when sanctions were being imposed on people. They requested that representation was made to the DWP to keep the Council better informed especially throughout the roll out of universal credit. Andrew Wilson stated that the dialogue with the DWP would improve through the intended inclusion of a DWP representative on the Community Planning Partnership Leadership Board. Lesley Macarthur advised that Citizen Advice Bureaux had worked with the DWP and this had been effective in helping people who were being or had been sanctioned.

Decision

The committee approved the report and acknowledged the progress made by Falkirk Citizens Advice Bureaux in meeting Council priorities.

(d) Falkirk Armed Services Advice Project

Caird Forsyth provided an overview of the report, advising that the organisation received £20,000 of Council funding. The service provided a bespoke advice service for veterans resident in the Falkirk Council area assisting them to access services provided by the Council or charitable services provided by veterans' charities.

The committee stated that the marketing of the service was important in ensuring that people knew what assistance they were entitled to access and asked if the service worked with the British Legion. Caird Forsyth stated that British Legion was a key partner and that locally the British Legion operated from Grangemouth.

Decision

The committee approved the report and acknowledged the progress made by Falkirk Armed Services Advice Project in meeting Council priorities.

Baillie Paterson left the meeting during consideration of the previous item of business and re-entered the meeting during consideration of the following item of business.

S10. SCRUTINY PANEL CONCLUSIONS AND RECOMMENDATIONS: FALKIRK COUNCIL COMMUNITY INVOLVEMENT STRATEGY

The committee considered a report by the Director of Corporate and Neighbourhood Services providing the findings and recommendations of the Scrutiny Panel established to review the Council's participation strategy. The report provided information on the process undertaken and appended to the report information on evidence gathered at each of the panel's meetings.

Members highlighted the importance of having meaningful communication and reaching people in the community who did not traditionally engage with the Council. Caroline Binnie advised that the points had been considered at the panel, including discussions on the need to reach out to communities and engage in places where they were rather than expecting them to come to the Council.

The committee discussed that plain English should be used in all communications, although recognised that in some instances statutory prescriptions meant certain phrases or technical wording needed to be used. In these cases the committee suggested that explanatory text of "...which means that..." could be included to explain complicated legal phrases. Caroline Binnie stated that the point would be taken back to the corporate participation group and other appropriate forums. She advised that services were active in making their communications easier to understand and that recent plain English training had been helpful. The Council's website content had been rewritten in plain English and officers thought about how their communications came across from the public perspective.

Members asked what action was being taken to refresh the citizens' panel. Caroline Binnie advised that the corporate participation group would lead on this area. She stated that there were currently 1,600 members but that response levels varied depending on interest in the topic. The consultation on bereavement services had been particularly successful with extremely high levels of participation. In terms of representativeness, she stated that the panel was fairly reflective of the various demographics with the exception of young people. Jonny Pickering advised that a variety of sampling techniques could be used to target specific groups of people on the citizens' panel. Caroline Binnie stated that on issues important to young people different methods of engagement would need to be utilised to reach them and that this was a national issue.

The committee discussed consultation on the budget setting process. Members stated that it was a long complex process and that timing and methods could be improved. Caroline Binnie stated that the issue of consultation timing had been raised at meetings of the panel and that it would be preferable to avoid consulting during holiday periods where possible. She advised that previously public meetings had been held but that attendees were usually people who the Council already had good levels of engagement with. She stated that for large scale engagement such as the budget multiple methods would be used.

The committee requested that progress reports on the implementation of the panel's recommendations were provided to the committee.

Decision

The committee agreed to recommend to the Executive that the Council:

- (i) review the role, remit and membership of the Corporate Participation Group. This group has a central role in ensuring that there is a consistent approach to participation and engagement across the Council and promoting a best practice approach within Services;**
- (ii) develop a robust process for local community planning which sets out a defined process for the production of plans. This would include consideration of using 'place shaping' tools such as "Planning for Real" in a consistent manner;**
- (iii) develop a defined reporting framework for local community plans to ensure that reports on them are submitted to the Scrutiny Committee and then the Executive, prior to submission to the Community Planning Leadership Board;**
- (iv) promote Have Your Say, the Plan for Local Involvement, and the principles set out within it more effectively, internally to Members and officers, and externally to communities and partner organisations. This would include producing a concise summary of the plan;**
- (v) ensure appropriate training is put in place for officers to enable them to implement the principles set out in the plan, for example Plain English training, training in survey design etc;**
- (vi) record all consultation activity in a corporate database of consultation activities, drawing on Service Plans, Community Planning, to avoid duplication of consultation/engagement. The effectiveness and accessibility of the current database will also be reviewed;**
- (vii) provide information to the public/specific stakeholders prior to and after they have informed, consulted or engaged with communities, including feedback. There should also be a clear process for advising Members about consultations that are taking place and feeding the results back to them;**

- (viii) provide more information on consultations, community engagement and Local Community Planning in the consultation section of the Council's website;
- (ix) explore different digital means of engaging with local and thematic communities. This could include the potential for using a bespoke online consultation platform such as Citizen Space. It would also include a review of how the Council's use of social media platforms could be expanded to support its engagement activities;
- (x) provide guidance and training to Members and officers on the use of social media to ensure this is being used more actively but appropriately;
- (xi) ensure that appropriate methods are used to effectively consult and/or engage with hard-to-reach groups and consideration will be given to specific training on consulting and/or engaging hard-to-reach groups;
- (xii) consider the impact of the Community Empowerment Bill and the Council's response to this in August 2015;
- (xiii) consider different ways of consulting on the budget employed by other Council by August 2015 to inform the process going forward and include Councillors in this process, and
- (xiv) ask officers to report back to the Scrutiny Committee periodically on progress on the above.

S11. SCRUTINY PLAN

The committee considered a report by the Chief Governance Officer inviting the committee to agree the topic of the next Scrutiny Panel and to appoint members to the panel. The report provided information on the development of the annual scrutiny plan for 2015, Council had agreed on 11 March 2015 (ref FC78) to approve the following areas for scrutiny:-

- the operation of the complaint system within the Council, in particular, the extent to which complaint outcomes are considered and lessons learned for the future. The scope of the scrutiny panel would included customer feedback as well as formal complaints;
- outcomes for looked after children, and
- a third slot held vacant and that this area would be agreed by the committee with preference given to a subject suggested by members of the Opposition.

Following discussion the committee agreed to establish a scrutiny panel to scrutinise outcomes for looked after children comprising five members, with three drawn from the Opposition and two from the Administration. Nominations were to be provided to the Chief Governance Officer following the meeting.

The committee was invited to request reports on topics which they felt merited further consideration as potential topics for inclusion in the scrutiny plan, including issues which had been raised at the Performance Panel.

There was a suggestion that the committee receive a report on the impact of the decision to close the Rowans considering the impact of the replacement of the service and the consultation process undertaken. The committee's deliberations centred on the following points:

- whether or not the subject matter was too narrow in order to form a scrutiny panel;
- whether or not false hopes would be raised around revoking the Council's budget decision. It was stated that the report would examine how the decision had been communicated to service users and families, not attempt to reverse the Council decision;
- whether or not it was appropriate to establish a panel on the issue while consultation with affected groups was ongoing, and
- that there may not be the need to request a report as officers were in discussion with the service and the matter would be raised at the June meeting of Council.

Following a request for advice, Colin Moodie stated that the committee could not call-in decisions of Council or the Executive but did have scope to consider the impact of policies and decisions of those bodies. The scope of the requested report fell within the remit of the committee. He also reminded the committee that calling for a report with further information did not mean that a panel would necessarily be established and that the committee would have to take a separate decision to do so.

The committee considered a suggestion that a report be presented to the next meeting providing information on procurement and contract management processes.

Decision

The committee agreed:-

- (i) that a Scrutiny Panel be established on outcomes for looked after children;**
- (ii) that the panel would comprise five members with three places for members of the Opposition and two places for members of the Administration with names being provided to the Chief Governance Officer;**
- (iii) to request a report on the: impact of the closure of the Rowan's Centre; the impact of the replacement of the service with external providers, and the consultation process undertaken to the next meeting, and**
- (iv) to request a report on the Council's procurement and contract management to the next meeting.**

FALKIRK COUNCIL

MINUTE of MEETING of the APPOINTMENTS COMMITTEE held in the MUNICIPAL BUILDINGS, FALKIRK on FRIDAY 15 MAY 2015 at 3.30 p.m.

COUNCILLORS:

Allyson Black
 Thomas Coleman
 Craig Martin (Convener)
 Cecil Meiklejohn
 Alan Nimmo
 Provost Pat Reid

OFFICERS:

Tracey Gillespie, Human Resources Manager
 Robert Naylor, Director of Children's Services
 Brian Pirie, Democratic Services Manager
 Mary Pitcaithly, Chief Executive

AP1. APOLOGIES

An apology was intimated on behalf of Councillor Nicol.

AP2. DECLARATIONS OF INTEREST

None.

AP3. EXCLUSION OF PUBLIC

RESOLVED, in terms of Section 50A(4) of the Local Government (Scotland) Act 1973, to exclude from the meeting the press and public for the following items of business on the grounds that it would involve the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 7A of the said Act.

AP4. APPOINTMENT OF HEAD OF EDUCATION

The committee considered a report by the Chief Executive which outlined the recruitment procedure in respect of the post of Head of Education. Application forms and supporting papers for the post were appended.

Decision

The committee agreed that the recruitment process for this post would not proceed further at this stage and noted that acting arrangements would be implemented for a 2 year period.

DRAFT**FALKIRK COUNCIL**

MINUTE of MEETING of the EXECUTIVE held within the MUNICIPAL BUILDINGS, FALKIRK on TUESDAY 19 MAY 2015 at 9.30 a.m.

COUNCILLORS:

David Alexander	Linda Gow
Jim Blackwood	Adrian Mahoney
Tom Coleman	Craig Martin (Convener)
Dennis Goldie	Dr Craig R Martin
Gerry Goldie	Alan Nimmo

OFFICERS:

Sally Buchanan, Welfare Reform Project Manager
 Rhona Geisler, Director of Development Services
 Rose Mary Glackin, Chief Governance Officer
 Brian Pirie, Democratic Services Manager
 Mary Pitcaithly, Chief Executive
 Stuart Ritchie, Director of Corporate & Neighbourhood Services
 Bryan Smail, Chief Finance Officer

ALSO ATTENDING:

Lesley O'Hare, Culture and Libraries Manager, Falkirk Community Trust

EX8. APOLOGIES

Apologies were intimated on behalf of Councillors Nicol and Spears.

EX9. DECLARATIONS OF INTEREST

Councillor Mahoney declared a non-financial interest in item EX11 as a member of the Friends of Kinneil and Historic Scotland but did not consider that this required him to recuse himself from consideration of the item having had regard to the objective test in the Code of Conduct.

EX10. MINUTE**Decision**

The minute of the meeting of the Executive held on 28 April 2015 was approved.

EX11. HERITAGE DELIVERY PLAN – FALKIRK COMMUNITY TRUST

The Executive considered a report by the Director of Corporate and Neighbourhood Services presenting the Heritage Delivery Plan for Falkirk 2015 – 18.

Following a Policy Development Panel review of the draft Culture and Sport Strategy (Inspiring Active Lives), the Executive agreed, on 18 March 2014 (ref EX133), a protocol for the development and approval of each of the delivery plans which would be developed to take the Strategy forward, including final approval of each delivery plan by the Executive.

The Heritage Delivery Plan, which was developed by Falkirk Community Trust, sets out the direction for heritage delivery across the Falkirk area as part of the vision and framework set out in the Culture and Sport Strategy. A report, by the Chief Executive, Falkirk Community Trust, appended to the report, summarised the Plan, highlighting key areas of on-going work. The Plan will be subject to annual review.

Councillor Mahoney, seconded by Councillor C Martin, moved that the Executive approves the proposed Heritage Delivery Plan for Falkirk 2015-18 as appended to the report, subject to the inclusion of recent developments funded by the Heritage Lottery Fund at Muiravonside Country Park and that authority is delegated to the Director of Development Services, in consultation with Councillor Mahoney, as portfolio holder, to approve the revised Delivery Plan.

Decision

The Executive agreed the motion.

Councillor Gow joined the meeting during the consideration of the previous item

EX12. PROPOSAL TO DESIGNATE ZETLAND PARK AS A WORLD WAR ONE CENTENARY FIELD

The Executive considered a report by the Director of Development Services setting out a proposal to designate an area of Zetland Park, Grangemouth as a World War 1 Centenary Field.

Fields in Trust, in conjunction with the British Legion and Poppy Scotland, is seeking the Council's commitment to a nationwide initiative to designate at least one green space in each Local Authority area in the UK as a Centenary Field in commemoration of the sacrifice made by all who lost their lives in World War 1. Each such green space area will be so designated and protected in perpetuity by means of a Deed of Dedication.

The report summarised the Centenary Fields qualification criteria together with the legal implications and likely costs involved. It was proposed that the older part of Zetland Park, in Grangemouth, is designated as the Centenary Field in the Falkirk area.

Decision

The Executive agreed:-

- (1) to support the Fields in Trust Centenary Field Initiative; and**
- (2) that the older part of Zetland Park as set out in the report, should become Falkirk Council's nominated Centenary Field and to accept the legal protection that this incurs.**

EX13. WELFARE REFORM UPDATE

The Executive considered a report by the Director of Corporate and Neighbourhood Services on Welfare Reform changes and the work being undertaken to support those affected by the changes.

The report provided the background to and implications of:-

- the introduction of Universal Credit in May 2015 in the Falkirk Council area;
- funding for Discretionary Housing Payments (DHP); and
- the roll out of Personal Independence Payments in the FK postcode area from 30 March 2015.

In regard to size criteria mitigation for 2014/15, the DWP and the Scottish Government provided £1,213,695 to Falkirk Council. However, in 2014/15 £1,335,274 was committed. The Council will apply for further funding in May 2015 for reimbursement of the additional costs (£121,579.32).

In 2015/16 Falkirk Council will receive £1,184,794. As in 2014/15 Council will commit more than the allocated budget and will be able to seek reimbursement in May 2016.

It was proposed that the DHP policy in non-size criteria cases is reviewed in light of a successful appeal in England against the inclusion of disability related benefits in the assessment of income.

Councillor C Martin, seconded by Councillor G Goldie, moved that Executive agrees:-

- (1) to enter into a Delivery Partnership Agreement with the Department of Work and Pensions in support of the roll out of Universal Credit;
- (2) to a Member specific awareness session on Universal Credit; and
- (3) that the Discretionary Housing Payments policy should be reviewed as a consequence of Disability Benefits not being included as income in the non-size criteria cases where a financial assessment is carried out.

As an amendment, Councillor Alexander, seconded by Councillor Coleman, moved clauses (1) and (2) of the motion and that, in addition:-

- (3) Council should make direct contact with the relevant Ministers outlining the damage done to the lives and well-being of some of the most vulnerable people in Falkirk district and pointing out that our people voted decisively for an end to austerity on 7 May; and
- (4) that Council was informed at the time that Disability Benefits should be excluded as it is not income assessed but chose to ignore that advice resulting in applicants who should have received DHP being denied that benefit. The Executive therefore agrees to request a report as soon as possible outlining the steps to be taken to review and rectify each claimant wrongly refused for this reason.

Following discussion, Councillor Martin, with the consent of Councillor G Goldie, as his seconder, adjusted the terms of his motion as follows:-

- (1) to enter into a Delivery Partnership Agreement with the Department of Work and Pensions in support of the roll out of Universal Credit;
- (2) to a Member specific awareness session on Universal Credit;
- (3) to make direct contact with the relevant Ministers outlining the damage done to the lives and well-being of some of the most vulnerable people in Falkirk district and pointing out that our people voted decisively for an end to austerity on 7 May; and
- (4) that the Discretionary Housing Payments policy should be reviewed in light of the recent judgement that Disability Benefits should not be included as income in the non-size criteria cases where a financial assessment is carried out, the report to be submitted to the Executive and to include information about the impact on those who have not received Discretionary Housing Payments as a consequence of Council's policy and any action that may be taken thereon.

Councillor Alexander, with the consent of Councillor Martin, as Convener, and Councillor Coleman as his seconder, agreed, having heard the terms of the adjusted motion, to withdraw his amendment.

Decision

The Executive agreed the adjusted motion.

MINUTE of MEETING of the CIVIC LICENSING COMMITTEE held in the MUNICIPAL BUILDINGS, FALKIRK on WEDNESDAY 20 MAY 2015 at 9.30 A.M.

COUNCILLORS: Jim Blackwood
Gordon Hughes
Depute Provost John Patrick
Provost Reid (Convener)
Ann Ritchie
Sandy Turner

OFFICERS: Bryan Douglas, Licensing Co-ordinator
Arlene Fraser, Committee Services Officer
Rose Mary Glackin, Chief Governance Officer
Frances Kobiela, Senior Solicitor
Brian Samson, Licensing Enforcement Officer

CL15. ORDER OF BUSINESS

In terms of Standing Order 15.2(i), Provost Reid advised of a variation to the order of business from that detailed on the agenda for the meeting. The following items have been recorded in the order that they were taken.

CL16. APOLOGIES

Apologies were intimated on behalf of Baillies Buchanan and Paterson.

CL17. DECLARATIONS OF INTEREST

Councillor Ritchie declared a non financial interest in item CL27 by virtue of having prior knowledge of the applicant, in consequence of which she recused herself from consideration of the item, having regard to the objective test in the Code of Conduct.

CL18. MINUTE

Decision

The minute of the meeting of the Civic Licensing Committee on 22 April 2015 was approved.

CL19. LIST OF APPLICATIONS GRANTED UNDER DELEGATED POWERS IN MARCH 2015 AND NOTIFICATIONS OF PUBLIC PROCESSIONS PENDING

The committee considered a report by the Chief Governance Officer detailing (a) applications granted under delegated powers between 1 and 31 March 2015 in terms of the Civic Government (Scotland) Act 1982, and (b) notifications of pending public processions.

Decision

The committee noted the report.

CL20. CIVIC LICENSING ENFORCEMENT – MARCH 2015

The committee considered a report by the Chief Governance Officer giving an overview of enforcement action taken with regard to Civic Licensing activities during March 2015.

The committee noted the report.

CL21. EXCLUSION OF PUBLIC

RESOLVED in terms of Section 50A(4) of the Local Government (Scotland) Act 1973, to exclude from the meeting the press and public for the following items of business on the ground that they would involve the likely disclosure of exempt information as defined in Paragraph 6 of Part 1 of Schedule 7A to the said Act.

CL22. APPLICATION FOR THE GRANT OF A NEW SKIN PIERCING AND TATTOOING LICENCE

The applicant, Ms D, was accompanied by her mother, Mrs D.

The committee considered a report by the Chief Governance Officer on an application for the grant of a new skin piercing and tattooing licence (a) advising of the background to the application; (b) outlining the licence conditions; (c) detailing the consultations undertaken and responses received, and (d) summarising the experience and training of the proposed tattooist.

Ms D spoke in support of the application.

Questions were then asked by Members of the committee.

Decision

The committee agreed to grant the skin piercing and tattooing licence for a period of one year subject to the standard conditions.

CL23. APPLICATION FOR THE GRANT OF A NEW TAXI DRIVER LICENCE

The applicant, Mr R, entered the meeting.

The committee considered a report by the Chief Governance Officer on an application for the grant of a new taxi driver licence (a) advising of the background to the application, and (b) summarising the consultations undertaken and responses received.

After hearing from the applicant in relation to his application, the committee **NOTED** that Mr R withdrew his application for a new taxi driver licence.

CL24. APPLICATION FOR THE GRANT OF A NEW TAXI DRIVER LICENCE

The applicant, Mr A, entered the meeting.

The committee considered a report by the Chief Governance Officer on an application for the grant of a new taxi driver licence (a) advising of the background to the application; (b) summarising the consultations undertaken and responses received, and (c) detailing the applicant's record.

After hearing from the applicant in relation to his application, the committee **NOTED** that Mr A withdrew his application for a new taxi driver licence.

CL25. APPLICATION FOR THE GRANT OF A NEW TAXI DRIVER LICENCE

The applicant, Mr T, was in attendance.

The committee considered a report by the Chief Governance Officer on an application for the grant of a new taxi driver licence (a) advising of the background to the application; (b) summarising the consultations undertaken and responses received, and (c) detailing the applicant's record.

Mr T spoke in support of the application.

Questions were then asked by Members of the committee.

Decision

The committee agreed:-

- (a) that the applicant be given a final opportunity to take and pass the knowledge test;**
- (b) that, should the applicant fail the knowledge test, the Chief Governance Officer is authorised to refuse the licence without further reference to committee;**
- (c) that, should the applicant take and pass the knowledge test, officers would arrange for the applicant to sit the Council's medical test;**
- (d) that, should the applicant pass both tests, the Chief Governance Officer is authorised to grant the taxi driver licence, and**
- (e) that, should the applicant pass the knowledge test but fail the medical test, that the application be considered at a future meeting of the committee.**

CL26. APPLICATION FOR THE RENEWAL OF A LATE HOURS CATERING LICENCE NO.154

The applicant, Mr P, was accompanied by his wife, Mrs P.

The committee considered a report by the Chief Governance Officer on an application for the renewal of a late hours catering licence no.154 (a) advising of the background to the application; (b) the applicant's record, and (c) detailing the consultations undertaken and the

responses received, and (d) attaching as appendices 1 & 2 respectively, the late hours catering policy and the late hours catering conditions.

Mr P spoke in support of the application.

Questions were then asked by members of the committee.

Decision

The committee agreed to renew late hours catering licence No.154 for a period of three years.

In accordance with her declaration of interest, Councillor Ritchie left the meeting prior to consideration of the following item of business.

CL27. APPLICATION FOR THE GRANT OF A NEW PRIVATE HIRE CAR DRIVER LICENCE

The applicant, Mr S, was accompanied by his wife, Mrs S and his agent, Mr S. Mr A, Mr C, Mr D and Mr McV, objectors were also in attendance.

The committee considered a report by the Chief Governance Officer on an application for a new private hire car driver licence (a) advising of the background to the applicant; (b) detailing the consultations undertaken and the responses received; (c) detailing the applicant's record, and (d) referring to the seven letters of objections received in respect of the application.

The applicant's agent, Mr S, raised a preliminary point relating to two material errors contained in the report. The Licensing Co-ordinator confirmed that the two dates referred to were incorrect, and offered apologies to both the applicant and Mr S. Thereafter, the seven letters of objection were circulated.

Mr D, objector, who had been nominated as the objectors' representative was heard in relation to the objections and in clarification of questions raised by Members.

No questions were asked of Mr D by the applicant's agent.

Mr S was then heard in support of his client's application.

Mr D asked questions of Mr S.

Questions were asked of the applicant's agent by Members of the committee.

Both parties summed up.

AGREED that a short adjournment take place to enable the committee to consider the submissions.

The applicant, his agent, wife and objectors left and were then recalled to the meeting.

Decision

The committee agreed to instruct officers to arrange for the applicant to undertake a medical; and should he fail the medical to remit the matter back to committee for consideration; should the applicant pass the medical, to authorise the Chief Governance Officer to grant the private hire car driver licence, subject to the standard conditions.

Councillor Ritchie re-joined the meeting.

CL28. APPLICATION FOR THE VARIATION OF STREET TRADER LICENCE NO. 995

The applicant, Mr R, was in attendance.

The committee considered a report by the Chief Governance Officer on an application for the variation of a street trader licence no.995 (a) advising of the background to the application, including the proposed changes to the current trading schedule and proposed location plan set out in Appendices 1 to 3; (b) the consultations undertaken and the responses received, and (c) attaching as appendices 4 to 5 the street trader's policy and street trader's conditions.

Mr R was heard in support of his variation application, the responses received and in clarification of questions raised by Members.

Decision

The committee refused the application for the variation of street trader licence No. 995 as there was no justification to depart from Council policy to allow trading within 500m of a school.

DRAFT**FALKIRK COUNCIL**

MINUTE of MEETING of the PLANNING COMMITTEE held in the MUNICIPAL BUILDINGS, FALKIRK on WEDNESDAY 27 MAY 2015 at 9.30 a.m.

COUNCILLORS: Baillie William Buchanan (Convener)
 Steven Carleschi
 Colin Chalmers
 John McLuckie
 Adrian Mahoney
 Craig Martin
 Cecil Meiklejohn
 Alan Nimmo
 Sandy Turner

OFFICERS: John Angell, Head of Planning and Transportation
 Douglas Blyth, Team Leader, Legal Services
 Kevin Collins, Transport Planning Co-ordinator
 Ian Dryden, Development Manager
 Rose Mary Glackin, Chief Governance Officer
 Stuart Henderson, Environmental Health Officer
 Alexandra Lewis, Planning Officer
 Antonia Sobieraj, Committee Services Officer
 Russell Steedman, Network Co-ordinator
 Brent Vivian, Senior Planning Officer

P14. APOLOGIES

Apologies were intimated on behalf of Baillie Paterson and Councillors McNally and Nicol.

P15. DECLARATIONS OF INTEREST

Councillor Mahoney declared a non financial interest in item 7 (Ref. P22) by virtue of him being a member of Friends of Kinneil and a member of Historic Scotland, in consequence of which he recused himself from consideration of the item, having regard to the objective test in the Code of Conduct.

Prior to consideration of business, the Members below made the following statements:-

- Councillor Chalmers informed the Committee that as he had not attended the site visit he would not take part in consideration of planning application P/14/0741/FUL (minute P19).
- Councillor Mahoney informed the Committee that as he had not attended the site visit he would not take part in consideration of planning application P/14/0475/FUL (minute P20).

P16. REQUESTS FOR SITE VISITS

Having heard requests by members for site visits, the Committee agreed to the continuation of planning applications P/15/0110/FUL, P/14/0729/FUL, P/14/0483/PPP and P/15/0102/FUL (minute P21, P22, P23 and P24).

P17. MINUTES**Decision**

- (a) **The minute of meeting of the Planning Committee held on 29 April 2015 was approved; and**
- (b) **The minute of meeting of the Planning On-Site Committee held on 11 May 2015 was approved.**

P18. MATTERS ARISING FROM MINUTE OF 29 APRIL 2015

Prior to further consideration of business, following a member's request for an update in relation to application P/14/0094/FUL (Ref. P10), the Convener invited the Development Manager to provide an update on the progress of the matters referred to in the minute. The Development Manager advised that, following discussions with the applicant and their agent, engagement was currently taking place with the community in relation to a revised landscaping treatment. The applicant's appeal against the SEPA enforcement action was also discussed and it was noted that an updated report would be submitted to the next meeting, to allow the Committee to consider the issues outstanding.

P19. ERECTION OF DWELLINGHOUSE ON LAND TO THE NORTH EAST OF VICTORIA COTTAGE, FALKIRK FOR THE FIRM OF JAMES SHANKS & SONS - P/14/0741/FUL (CONTINUATION)

With reference to Minute of Meeting of the Planning Committee held on 29 April 2015 (Paragraph P11 refers), Committee (a) gave further consideration to a report by the Director of Development Services; and (b) considered an additional report by the said Director on an application for full planning permission for the erection of a one and a half storey dwellinghouse on land measuring 2,340 square metres to the north east of Victoria Cottage, Falkirk.

In accordance with Standing Order 38.1(x) the Convener gave consent to Councillor Hughes to speak in relation to this item of business, the said Member having duly given at least 24 hours notice.

Decision

The Committee agreed to refuse planning permission on the basis that the development was contrary to Policies SC03, SC08 and EQ19 of the Falkirk Council Local Plan and on the basis that the development would be detrimental to road safety.

Councillor Mahoney left the meeting prior to consideration of the following item of business.

P20. ERECTION OF SHOP, HOT FOOD TAKE-AWAY AND 6 FLATTED DWELLINGS WITH ASSOCIATED CAR PARKING AT SPAR AND FLAMES, SALMON INN ROAD, POLMONT, FALKIRK FK2 0XF FOR MR ABDUL SATTAR - P/14/0475/FUL (CONTINUATION)

With reference to Minutes of Meeting of the Planning Committee held on 25 March and 29 April 2015 (Paragraphs P133 and P8 refer), Committee (a) gave further consideration to a reports by the Director of Development Services; and (b) considered an additional report by the said Director on an application for full planning permission for the erection of a shop, hot food take-away and 6 flatted dwellings with associated car parking at Spar and Flames, Salmon Inn Road, Polmont, Falkirk.

Decision

The Committee agreed that it is MINDED to GRANT planning permission subject to the satisfactory conclusion of a legal agreement/planning obligation to the satisfaction of the Director of Development Services within the terms of Section 69 of the Local Government (Scotland) Act 1973 or Section 75 of the Town and Country Planning (Scotland) Act 1997, as amended, for the sum of £5,460 towards off site open space and play provision.

Thereafter, on conclusion of the foregoing matter remit to the Director of Development Services to grant planning permission subject to the following conditions:-

- (1) The development hereby approved shall be implemented in accordance with the plan(s) itemised in the informative below and forming part of the permission unless a variation is required by a condition of the permission or a non-material variation has been agreed in writing by Falkirk Council as Planning Authority.
- (2) Prior to the start of work on site, full details in regard to odour and noise control measures associated with the hot food takeaway unit shall be submitted to and approved in writing by the Planning Authority. These should include a detailed specification of:-
 - (i) Cooking odour extraction system, including its proposed flue exit point on the external facade of the property;
 - (ii) Measures to control odour emissions; and

- (iii) Measures employed to control noise emissions from any extraction or ventilation systems and noise output from fan.
- (3) Prior to the start of work on site full drainage details demonstrating how surface water drainage will be dealt with at the site shall be submitted to and approved in writing by the Planning Authority.
- (4) Prior to the start of work on site, details of the height and construction of all boundary treatments shall be submitted to and approved in writing by the Planning Authority.
- (5) Prior to the start of work on site, details of the materials to be used on the external surfaces of the buildings, and in the construction of any hard standings/walls/fences, shall be submitted to and approved in writing by the Planning Authority. The development shall thereafter be carried out using the approved materials or such alternatives as may be agreed in writing with the Planning Authority.
- (6) Unless otherwise agreed in writing by the planning authority, no building on the site shall be occupied until such time that the car parking shown on the Approved Plan has been completed.
- (7) Development shall not begin until details of the scheme of soft landscaping works has been submitted to and approved in writing by the Planning Authority. Details of the scheme shall include (as appropriate):-
 - (i) indication of existing trees, shrubs and hedges to be removed, those to be retained and, in the case of damage, proposals for their replacement;
 - (ii) location of new trees, shrubs, hedges and grassed areas;
 - (iii) schedule of plants to comprise species, plant sizes and proposed numbers/density; and
 - (iv) programme for completion and subsequent maintenance.
- (8) Prior to the start of works on site, or within an alternative timescale agreed in writing by the Planning Authority, the access road to the rear of the site (Meadowbank) shall be converted to a one way system.

Reason(s):-

- (1) As these drawings and details constitute the approved development.
- (2,4,5) To safeguard the residential amenity of the area.
- (3) To ensure that adequate drainage is provided.
- (6) To ensure that adequate car parking is provided.
- (7) To safeguard the visual amenity of the area.
- (8) To safeguard the interests of the users of the highway.

Informative(s):-

- (1) For the avoidance of doubt, the plan(s) to which the decision refer(s) bear the online reference number(s) 01, 02B, 03A, 04B and 05.
- (2) In the event that unexpected contamination is encountered following the commencement of development, all work on the affected part of the site shall cease. The developer shall notify the Planning Authority immediately, carry out a contaminated land assessment and undertake any necessary remediation works. Development shall not recommence without the prior written approval of the Planning Authority.
- (3) Separate consent may be required from Scottish Water for certain aspects of the development.
- (4) A Traffic Regulation Order is required in connection with the development to put in place a one way system on the access road to the rear of the site (Meadowbank). Prior to the start of work on site, the developer should contact the Roads and Design Network Coordinator at Abbotsford House, Falkirk to ascertain the timescales and procedures involved in obtaining such an order. The full costs of the process are to be met by the applicant.

In accordance with the decisions taken at the start of the meeting, **NOTED** that the following items had been continued to a future meeting to allow an inspection of the sites by Committee:-

- P21. EXTENSION TO DWELLINGHOUSE AT 12 BLAIRLODGE AVENUE, POLMONT, FALKIRK FK2 0AD FOR MR WILLIAM MITCHELL – P/15/0110/FUL**
- P22. ERECTION OF SINGLE WIND TURBINE, 87 METRES TO TIP, CRANE PAD AND ANCILLARY INFRASTRUCTURE AT SITE TO THE NORTH OF UPPER KINNEIL BUNGALOW, LINLITHGOW FOR KINNEIL POWER LLP - P/14/0729/FUL**
- P23. DISTRIBUTOR ROAD AND ASSOCIATED EARTH WORKS ON LAND TO THE NORTH OF SHAMISTLE, MADDISTON, FALKIRK FOR MANOR FORREST LTD & LAND OPTIONS WEST LTD - P/14/0483/PPP**
- P24. CHANGE OF USE FROM DWELLINGHOUSE (CLASS 9) TO CHILDREN'S CARE HOME (CLASS 8) AT 102 OSWALD STREET, FALKIRK FK1 1QL FOR FTS CARE LTD - P/15/0102/FUL**

DRAFT**FALKIRK COUNCIL**

MINUTE of MEETING of the APPEALS COMMITTEE held in the MUNICIPAL BUILDINGS, FALKIRK on THURSDAY 28 MAY 2015 at 9.30 a.m.

COUNCILLORS:

Jim Blackwood
Colin Chalmers
John McLuckie (Convener)
Depute Provost John Patrick
Sandy Turner

OFFICERS:

Colin Moodie, Depute Chief Governance Officer
Jenny Simpson, Team Leader (Operations), Human Resources
Antonia Sobieraj, Committee Services Officer

A6. APOLOGIES

Apologies were intimated on behalf of and Councillors D Goldie, Gow and Jackson.

A7. DECLARATIONS OF INTEREST

No declarations were made.

A8. MINUTE**Decision**

The minute of meeting of the Appeals Committee held on 9 April 2015 was approved.

A9. EXCLUSION OF PUBLIC

RESOLVED in terms of Section 50A(4) of the Local Government (Scotland) Act 1973, to exclude from the meeting the press and public for the following item of business on the ground that it would involve the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 7A to the said Act.

A10. APPEAL AGAINST DISMISSAL

The Committee considered papers relating to an Appeal against dismissal which included (a) Note of Procedure; (b) Submission from the Head of Economic Development and Environmental Services dated 20 May 2015; and (c) copies of core documents relating to the Appeal.

The Depute Chief Governance Officer and the Team Leader (Operations), Human Resources were in attendance as legal adviser and personnel adviser to the Committee respectively.

The Appellant, Mr S, was present and was accompanied by L Turner, Unite.

The Head of Economic Development and Environmental Services, D Duff, and Human Resources Business Partner, G Dick, were present as representatives of the Council.

The Appellant's representative presented the case.

The Head of Economic Development and Environmental Services intimated that he had no questions for the Appellant or their representative.

Members of the Committee then asked questions of the Appellant and his representative

The Head of Economic Development and Environmental Services presented the case on behalf of the Council and led evidence from the showing of a CCTV recording and a witness Mr D.

The Appellant then intimated that he had no questions for the Head of Economic Development and Environmental Services or the witness, Mr D.

Members of the Committee then asked questions of the Head of Economic Development and Environmental Services and the witness, Mr D. Further points of clarification as requested were also answered by the Appellant and his representative.

The Head of Economic Development and Environmental Services summarised the case on behalf of the Council.

The Appellant's representative summarised the case.

The parties to the appeal withdrew.

The parties to the appeal were recalled and the decision intimated to them.

The Committee, having given careful consideration to all of the submissions made, **AGREED** that the decision taken by management to dismiss was excessive in light of the circumstances of the case. The Committee therefore agreed to uphold the appeal, that the Appellant be reinstated to his post as of the date of the Committee (28 May 2015) and that in substitution of the sanction of dismissal the following would apply:-

- (1) that the Appellant be issued with a Final Written Warning; and
- (2) that management be requested to ensure that the Appellant refreshes his health and safety training on his return to work and be given the opportunity to complete his HGV driver training.

DRAFT

FALKIRK COUNCIL

MINUTE of MEETING of the APPEALS COMMITTEE held in the MUNICIPAL BUILDINGS, FALKIRK on TUESDAY 2 JUNE 2015 at 9.30 a.m.

COUNCILLORS:

Jim Blackwood
John McLuckie (Convener)
Depute Provost John Patrick
Sandy Turner

OFFICERS:

Tracey Gillespie, Human Resources Manager
Colin Moodie, Depute Chief Governance Officer
Antonia Sobieraj, Committee Services Officer

A11. APOLOGIES

Apologies were intimated on behalf of Councillors Chalmers, Gow and Jackson.

A12. DECLARATIONS OF INTEREST

No declarations were made.

A13. EXCLUSION OF PUBLIC

RESOLVED in terms of Section 50A(4) of the Local Government (Scotland) Act 1973, to exclude from the meeting the press and public for the following item of business on the ground that it would involve the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 7A to the said Act.

A14. APPEAL AGAINST DISMISSAL

The Committee considered papers relating to an Appeal against dismissal which included (a) Note of Procedure; (b) Submission from the Head of Planning and Transportation dated 25 May 2015; and (c) copies of core documents relating to the Appeal.

The Depute Chief Governance Officer and the Human Resources Manager were in attendance as legal adviser and personnel adviser to the Committee respectively.

The Appellant, Ms K, was present.

The Head of Planning and Transportation, J Angell, and Team Leader (Operations), Human Resources, L Macgregor, were present as representatives of the Council.

The Appellant presented her case.

The Head of Planning and Transportation then asked questions of the Appellant.

Members of the Committee then asked questions of the Appellant.

The Head of Planning and Transportation presented the case on behalf of the Council.

The Appellant then intimated that she had no questions for the Head of Planning and Transportation.

Members of the Committee then asked questions of the Head of Planning and Transportation.

The Head of Planning and Transportation summarised the case on behalf of the Council.

The Appellant summarised her case.

The parties to the appeal withdrew.

The Committee, having given careful consideration to all of the submissions made, **AGREED** that the decision taken by management to dismiss Ms K from Council service was reasonable in all the circumstances. Accordingly the appeal was **REFUSED**.

The parties to the appeal were recalled and the decision intimated to them.

DRAFT**FALKIRK COUNCIL**

MINUTE of MEETING of the PLANNING COMMITTEE held ON SITE on MONDAY 8 JUNE 2015 commencing at 9.30 a.m.

COUNCILLORS: Baillie William Buchanan (Convener)
Colin Chalmers
John McLuckie
Sandy Turner

OFFICERS: John Angell, Head of Planning & Transportation (for application P/14/0483/PPP)
Kevin Brown, Planning Officer (for application P/14/0729/FUL)
Ian Dryden, Development Manager
Allan Finlayson, Senior Planning Officer (for application P/15/0102/FUL)
Jack Frawley, Committee Officer
Stuart Henderson, Environmental Health Officer (for application for application P/14/0729/FUL)
Kirsty Hope, Assistant Planning Officer (for application P/15/0110/FUL)
Alexandra Lewis, Planning Officer (for application for application P/14/0729/FUL)
Karen Quin, Senior Solicitor
Russell Steedman, Network Co-ordinator
Brent Vivian, Senior Planning Officer (for application P/14/0483/PPP)

P25. APOLOGIES

Apologies were intimated on behalf of Baillie Paterson and Councillors Carleschi, Mahoney, Martin, Meiklejohn, Nicol and Nimmo.

P26. DISTRIBUTOR ROAD AND ASSOCIATED EARTH WORKS AT LAND TO THE NORTH OF SHAMISTLE, MADDISTON FALKIRK FOR MANOR FORREST LTD & LAND OPTIONS WEST LTD - P/14/0483/PPP

With reference to Minute of Meeting of the Planning Committee held on 11 May 2015 (Paragraph P23 refers), Committee gave further consideration to a report by the Director of Development Services on an application for full planning permission for the distributor road and associated earth works at land to the north of Shamistle, Maddiston, Falkirk.

The Convener introduced the parties present.

The Senior Planning Officer (B Vivian) outlined the nature of the application.

Mr Bell, the applicant's agent, was heard in relation to the application.

Dr Taylor, an objector, was heard in relation to the application.

Mr Wotherspoon, on behalf of Maddiston Community Council, an objector, was heard in relation to the application.

Mr Neaves, on behalf of Felsham Planning and Development, an objector, was heard in relation to the application.

The objections included the following issues:-

- Flow of traffic from a busy A road through a small residential area;
- The road would become the main route into Maddiston from the M9 acting as a bypass;
- Volume of traffic;
- Safety risks to school children;
- The application being premature awaiting the intended development framework to augment the Maddiston East Strategic Growth Area;
- The failure of the applicant to provide information requested by the Council including a traffic assessment, and
- Lack of public consultation.

Questions were then asked by Members of the Committee.

Councillor Murray, a local Member for the area, was heard in relation to the application.

The Convener concluded by thanking the parties for their attendance. The matter would be determined by the Planning Committee on 25 June 2015.

Members thereafter visited land nearby the Haining Nursing Home, Whitecross and the A801 from which views of the proposed route of the application could be viewed.

P27. CHANGE OF USE FROM DWELLINGHOUSE (CLASS 9) TO CHILDREN'S CARE HOME (CLASS 8) AT 102 OSWALD STREET, FALKIRK FK1 1QL FOR FTS CARE LTD - P/15/0102/FUL

With reference to Minute of Meeting of the Planning Committee held on 11 May 2015 (Paragraph P24 refers), Committee gave further consideration to a report by the Director of Development Services on an application for full planning permission for the change of use from dwellinghouse (class 9) to children's care home (class 8) at 102 Oswald Street, Falkirk.

The Convener introduced the parties present.

The Senior Planning Officer (A Finlayson) outlined the nature of the application.

Mr Henderson, the applicant's agent, was heard in relation to the application.

Mrs Whigham, an objector, was heard in relation to the application.

Mr Beath, an objector, was heard in relation to the application.

Mr Buchanan, having submitted a letter of representation, was heard in relation to the application.

Mr Riddoch, an objector, was heard in relation to the application.

The objections included the following issues:-

- Adverse impact on residential amenity by means of noise, anti-social behaviour and access/parking disruption;
- Amenity impacts on high proportion of elderly residents;
- Drainage and water pressure issues
- Impact to mature trees;
- Japanese Knotweed invasive species on the site;
- Insufficient parking;
- No provision for a disabled parking space;
- No sustainable urban drainage system;
- Adverse impact on teachers living in neighbouring properties, and
- Loss of privacy.

Questions were then asked by Members of the Committee.

Depute Provost Patrick, a local Member for the area, was heard in relation to the application.

Members thereafter visited the garden area of the property to view the position of the neighbouring properties.

The Convener concluded by thanking the parties for their attendance. The matter would be determined by the Planning Committee on 25 June 2015.

P28. EXTENSION TO DWELLINGHOUSE AT 12 BLAIRLODGE AVENUE, POLMONT, FALKIRK FK2 0AD FOR MR WILLIAM MITCHELL – P/15/0110/FUL

With reference to Minute of Meeting of the Planning Committee held on 11 May 2015 (Paragraph P21 refers), Committee gave further consideration to a report by the Director of Development Services on an application for full planning permission for the extension to dwellinghouse at 12 Blairlodge Avenue, Polmont, Falkirk.

The Convener introduced the parties present.

The Assistant Planning Officer (K Hope) outlined the nature of the application.

Mr Peebles, the applicant's agent, was heard in relation to the application.

Miss Thomson, an objector, was heard in relation to the application.

Ms Clubb, an objector, was heard in relation to the application.

Dr Thomson, an objector, was heard in relation to the application.

The objections included the following issues:-

- Neighbouring properties would lose views;
- The application inaccurately states there are no trees on site;
- Negative visual impact through breaking the symmetry of the terrace;
- Blockage of natural light to neighbouring properties, and
- Loss of privacy.

Questions were then asked by Members of the Committee.

Members thereafter visited the garden area of the neighbouring property, 13 Blairlodge Avenue.

Councillor Jackson, a local Member for the area, was heard in relation to the application.

The Convener concluded by thanking the parties for their attendance. The matter would be determined by the Planning Committee on 25 June 2015.

P29. ERECTION OF SINGLE WIND TURBINE, 87 METRES TO TIP, CRANE PAD AND ANCILLARY INFRASTRUCTURE AT SITE TO THE NORTH OF UPPER KINNEIL BUNGALOW, LINLITHGOW FOR KINNEIL POWER LLP - P/14/0729/FUL

With reference to Minute of Meeting of the Planning Committee held on 11 May 2015 (Paragraph P22 refers), Committee gave further consideration to a report by the Director of Development Services on an application for full planning permission for the erection of single wind turbine, 87 metres to tip, crane pad and ancillary infrastructure at site to the north of Upper Kinneil Bungalow, Linlithgow.

The Convener introduced the parties present.

The Planning Officer (K Brown) outlined the nature of the application.

Mr Beck, the applicant's agent, was heard in relation to the application.

Mr Stewart, an objector, was heard in relation to the application.

Mr Hunter, an objector, was heard in relation to the application.

Ms Hunt, on behalf of Bo'ness Community Council, an objector, was heard in relation to the application.

Mr Mahoney, an objector, was heard in relation to the application.

The objections included the following issues:-

- Visual impact on rural scenery and skyline;
- Impact on the Antonine Wall World Heritage Site;
- Impact upon Kinneil House;
- Operational safety of turbine, and
- Noise pollution.

Mr Bailey, Keeper of Archaeology and Local History (Falkirk Community Trust), was heard in relation to the application.

Questions were then asked by Members of the Committee.

The Convener concluded by thanking the parties for their attendance. The matter would be determined by the Planning Committee on 25 June 2015.



FORTH VALLEY NHS BOARD

DRAFT

Minute of the Forth Valley NHS Board meeting held on Tuesday 31 March 2015 in the NHS Forth Valley Headquarters, Carseview House, Castle Business Park, Stirling.

Present

Mr Alex Linkston (**Chair**)
Dr Stuart Cumming
Dr Graham Foster
Miss Tracey Gillies
Mr Tom Hart
Mr James King
Mrs Fiona Ramsay
Mrs Julia Swan

Dr Allan Bridges
Mr John Ford
Ms Fiona Gavine
Mrs Jane Grant
Mrs Helen Kelly
Councillor Corrie McChord
Councillor Les Sharp
Professor Angela Wallace

In Attendance

Mrs Elsbeth Campbell, Head of Communications
Ms Gail Hayworth, Deputy Head of Corporate Services (*minute*)
Mrs Kathy O'Neill, General Manager, Community Health Partnerships
Mr David McPherson, General Manager, Surgical Directorate
Mr Tom Steele, Director of Estates and Facilities
Ms Elaine Vanhegan, Head of Performance and Governance
Mrs Myra Duncan, Non-executive, NHS Highland
Mrs Jackie Husband, CEO St Columba's Hospice
Ms Irene Warnock, District Nurse Team Lead Anticipatory Care (Item 5.1)
Dr Oliver Harding, Consultant Public Health Medicine (Item 6.1)
Mr Jim Leishman, Men's Health & Keep Well Clinical Co-ordinator (Item 6.1)

1. APOLOGIES FOR ABSENCE

Apologies for absence were intimated on behalf of Mr Charlie Forbes and Councillor Linda Gow.

2. DECLARATIONS OF INTEREST(S)

There were no declarations of interest.

3. MINUTE OF FORTH VALLEY NHS BOARD MEETINGS

3.1 Minute of Forth Valley NHS Board meeting held on 27 January 2015

The minute of the Forth Valley NHS Board meeting held on 27 January 2015 was approved as a correct record.

3.2 Minute of Forth Valley NHS Board meeting held in closed session on 27 January 2015

The minute of the Forth Valley NHS Board meeting held in closed session on 27 January 2015 was approved as a correct record.



4. MATTERS ARISING FROM THE MINUTE

There were no matters arising from the minute.

5. QUALITY & SAFETY

5.1 Patient Story

The Forth Valley NHS Board heard the story of an elderly gentleman who had been a frequent inpatient in Forth Valley Royal Hospital, from Ms Irene Warnock, District Nurse Team Lead Anticipatory Care.

Ms Warnock detailed the following points in improving the care of the gentleman and reducing the frequent admissions described:-

- Changes to a Case Management Approach focussed on outcomes
- Ensuring a 'Good Conversation' model was used in identifying the patients needs and wishes
- Collaboration and effective multidisciplinary team working
- Education on triggers that cause admission
- Alert on the GP system and Key Information Summary
- Contributing factors identified to risk of readmission

The Forth Valley NHS Board discussed the agencies involved in the multidisciplinary team, experience of the family and the robust discharge arrangements that were in place to reduce admission.

After discussion, the Forth Valley NHS Board thanked Ms Warnock for her informative presentation and noted that the Anticipatory Care Team would be joining them at the end of the meeting for further discussion.

5.2 National Health Care Associated Infection Reporting Template (HAIRT)

The Forth Valley NHS Board considered a paper "National Health Care Associated Infection Reporting Template", presented by Dr Graham Foster, Director of Public Health and Planning.

Dr Foster highlighted the various relevant updates relating to infection prevention and control. He reported the position against Staphylococcus aureus Bacteraemia and Clostridium difficile targets for February 2015, as follows:-

- Staphylococcus aureus Bacteraemia = seven (Hospital acquired = one , Community acquired = three, Healthcare acquired = three)
- Clostridium difficile = five
- Device Associated Bacteraemia = two

Dr Foster reported on the initial feedback from the Healthcare Environment Inspectorate unannounced inspection that had taken place in Forth Valley Royal Hospital in February 2015. The final report would be published on 8 April 2015.

Ms Gavine expressed concern regarding a decrease in medical hand hygiene compliance. Dr Foster confirmed that focus would be given to this area. Miss Gillies highlighted the processes that were in place to provide reassurance and empower staff in the practice of hand hygiene. Professor Wallace confirmed that constant focus remained in place, but that Ms Gavine's comments would be taken on board.

The Forth Valley NHS Board noted the detail of the National Health Care Associated Infection Reporting Template.



6. HEALTH IMPROVEMENT & INEQUALITIES

6.1 Keep Well

The Forth Valley NHS Board received a presentation “Keep well Forth Valley”, by Dr Oliver Harding, Consultant in Public Health Medicine and Mr Jim Leishman, Men’s Health & Keep well Clinical Co-ordinator.

Dr Harding reported on the work of Keep well Forth Valley and the positive impact on health inequalities. He explained the history of anticipatory care in Forth Valley, the opportunity to consolidate the individual strands to work more as a Forth Valley wide programme and the benefits that had been realised. Mr Leishman presented an example of a client who had attended for a one hour health assessment and the realised positive changes for the individual across all aspects of life, including healthy behaviours.

The Forth Valley NHS Board discussed the target audiences for the Keep well Programme, communication methods and the capacity and capability to continue the programme.

Mrs Ramsay reported that funding had been identified to continue with the Programme in 2015/2016, which would allow the evaluation that had been undertaken to be completed.

The Forth Valley NHS Board discussed relationships with other professions, relationships with clients and the positive messages that would inform person centred work. The identification of organisational values and behaviours, closer working with General Practitioners, realised benefits and staffing arrangements were also considered.

After discussion, the Forth Valley NHS Board noted the work and impact of Keep well Forth Valley and acknowledged the importance of the evaluation that was being undertaken and thanked Dr Harding and Mr Leishman for their informative presentation.

7. CORE PERFORMANCE

7.1 Executive Performance Report

The Forth Valley NHS Board considered a paper “Executive Performance Report”, presented by Mrs Jane Grant, Chief Executive.

Mrs Grant highlighted the considerations of Forth Valley NHS Board at the Away Day event, which had been supported by General Manager and Associate Medical Director colleagues. She reported on progress with the Clinical Services Review, with each work stream having had a development session and the next phase of work stream activity, which would add further detail to the emerging models of care.

Mrs Grant also highlighted the Forth Valley Royal Hospital unannounced Hospital Environment Inspectorate inspection that had been carried out on 11 and 12 February 2015. The draft report had been received, with initial feedback positive. She reported that the Forth Valley Royal Hospital Emergency Department had been used as a backdrop by the Scottish Government for Ms Shona Robison, Cabinet Secretary for Health, Wellbeing and Sport, to launch the first publication of weekly A&E waiting times figures.

Construction had now started on the new Maggie’s Centre in the grounds of Forth Valley Royal Hospital. A ground breaking event had marked the occasion on 16 March 2015. The construction of the Maggie’s facility had been funded by a donation of £3m from the cancer



charity Walk the Walk, who organise a series of Moon Walks across the UK. To show appreciation for this donation, all partners involved in the development of the new Centre were encouraging staff to sign up for this year's Edinburgh Moon Walk, which would take place on 13 June 2015.

Mrs Grant reported that performance remained positive across a number of areas. Cancer waiting times had been maintained and performance against the 4 hour target in the Emergency Department had improved overall, with the February Board wide position reported at 95.7%. Work was now underway to confirm the medium and longer term actions to underpin stability in delivery of the 95% target.

The delayed discharge position had seen improvement and it was acknowledged across the Partnerships that significant effort to sustain improvement was required in moving to the 2 week target from April 2015 and as a potential 72 hour target in the future.

The absence position was variable with the January position at 5.59% and the initial figure for February 2015 reported as 4.8%.

The elective programme had seen improvements, with the main challenge within Orthopaedics, Ophthalmology and Gastroenterology. The Referral to Treatment (RTT) position had improved to 89.7% in February 2015. Challenges remained within Child and Adolescent Mental Health Services and Psychological Therapies. The Treatment Time Guarantee (TTG) position had remained positive and compared well nationally.

Mrs Grant acknowledged the winner of the Royal College of Midwives (RCM) Maternity Support Worker of the Year award, Ms Carol Whitfield, who worked in the Women and Children's Unit at Forth Valley Royal Hospital. The Forth Valley NHS Board acknowledged the award as a major achievement and expressed thanks to Ms Whitfield for her work, efforts and commitment.

The second of two special awards ceremonies, as part of the staff recognition programme, had taken place in January 2015. 131 staff from different professions across NHS Forth Valley had attended the ceremonies, with seven employees each having had 40 years NHS service. There were also five members of NHS Forth Valley staff among the latest 100 health and social services professionals to graduate as Dementia Champions.

Mrs Grant reported that Scottish Government approval of the Outline Business Case for the Stirling Care Village had just been received and was a positive step forward.

In respect of "Core Performance", detailed within the appendix, Mrs Grant reported on the Balance Scorecard and Performance Summary, as follows:-

Safe

Hospital Standardised Mortality Ratio (HSMR) remained in a positive position and compared favourably with the national reduction in the Scottish HSMR. The Clinical Governance Committee received routine reports on HSMR, which was also a key measure within the Scottish Patient Safety Programme. Adverse events remained within target.

In response to a question from Ms Gavine regarding hand hygiene compliance and the "green" status reported, Mrs Grant explained that hand hygiene was monitored continually both by ward staff and the Infection Prevention and Control Team, as part of the Scottish Patient Safety Programme. The results were reported locally to the ward and to the NHS Board via the local HAIRT. The information was also reported at Directorate reviews through the balanced scorecard and review process. Hand hygiene had not been raised as an issue of concern by the recent Healthcare Environment Inspectorate inspection, but continued to be of high priority for all staff.



Timely

In vitro fertilisation (IVF) remained in a positive position.

Performance against the 4 hour target in the Emergency Department was compliant at 95.7%. Intermittent period of variability remained, with work required to ensure a sustainable and stable position.

With regard to Stroke Care, there had been some improvement in-month, but continued focus and effort was required. A number of initiatives had been agreed to support improvements, with the position being considered through the Clinical Services Review.

There had been 14 breaches of the Treatment Time Guarantee (TTG) over the challenging winter period. The Scottish Government were aware of the breaches through the standard reporting processes with the number small by comparison comparing well nationally.

The percentages of unavailable outpatients and inpatients as a portion of the total waiting lists size were below the Scottish Average. Scrutiny, focus and review were being undertaken by the Waiting Times Group.

In respect of Child and Adolescent Mental Health Specialist Services and Psychological Therapies, there had been successful recruitment to a number of posts with anticipated start dates later in the year. Significant focus was being given to both services to improve performance overall.

Effective

In respect of A&E attendance, actions had been agreed to support target achievement including implementation of the local redirection policy, with an increase in attendance experienced at the Minor Injury Units. This work of the Local Unscheduled Care Action Plan, Anticipatory Care Plans and Long Term Conditions linked to this work.

The position for patients delayed in their discharge over 28 days at the March census was zero and seven delays were noted over 14 days against a trajectory point of 4.

Efficient

The current position would be discussed within the Financial Monitoring Report, Agenda item 7.2

Non-core staff costs over the last six months had broadly followed the previous year's expenditure trend. Further work was ongoing to review the medical and nursing bank and agency costs within each department and specialty, with an aim to reduce expenditure in this area into 2015/16.

With regards to the reduction of energy based carbon emissions and the reduction of GP prescribing costs per patient, both areas were reporting positively.

Equitable

Work continued to develop delivery of alcohol brief interventions in wider settings, with further opportunities from Health Promotion, Anticipatory Care and Keep Well activities being considered.



The reduction of New Outpatient Appointment "Did Not Attend" rates would be a focus of the Performance and Resources Committee at their meeting in April 2015.

Child Healthy Weigh. interventions remained positive, with the Child Healthy Weight programme continuing throughout the year.

In respect of Fluoride Varnish Applications, key actions continued to support delivery of the target. Further work had been undertaken with regard to appropriate presentation and reporting of data to the NHS Board and consideration as to the wider dental health information required. Detail of this would be presented to the Performance and Resources Committee at a future meeting.

Person Centred

The Clinical Care Indicators were positive, specifically noting the achievement in improvement in pressure ulcers. Mrs Swan confirmed that detailed reports on the Clinical Care Indicators were presented on a regular basis to the Clinical Governance Committee.

Complaint response times of 20 working days with an overall 70% target in place was reporting a position at January 2015 of 88.31%, maintaining the position ahead of the target. Further work was being undertaken to reduce the number complaints and ensure any learning was progressed.

Progress was being made with the Annual Knowledge Skills Framework development review completed and recorded on eKSF, and consideration was being given to maintain the position.

Challenges remained with regard to reducing Emergency Bed days in 75 plus with focused work ongoing to address the situation.

Mrs Kelly reported that in respect of attendance management, NHS Forth Valley was below the national average in January and February 2015.

The NHS Board:-

- Noted the key items of information detailed within the Chief Executive's Summary.
- Noted the main areas highlighted in the Balanced Scorecard and the Performance Summary

7.2 Financial Monitoring Report

The Forth Valley NHS Board considered a paper "Financial Monitoring Report", presented by Mrs Fiona Ramsay, Director of Finance.

Mrs Ramsay reported that a projected revenue surplus of £1.000m was forecast at the financial year end, an increase of £0.800m from last month. The potential for the surplus to increase as a result of the combination of additional national monies late in the financial year, plus recent receipt of NHS Lothian Service Level Agreement (SLA) estimates for Boards who use their service, had been discussed at the February meeting of the Performance and Resources Committee. In line with Committee discussions, agreement had been reached with the Scottish Government Health and Social Care Finance Directorate to increase the projected surplus to £1.000m arising from the Lothian SLA benefit. This had been incorporated into the draft 2015/2016 Financial Plan.



In response to a question from Mr King with regard to the NHS Lothian SLA estimates, Ramsay explained that the SLA was based on a rolling 3 year average and was a result of the impact of activity reduction and the variability of case mix complexity. There were impacts for other Boards who had corresponding increases with the impact for NHS Lothian relatively neutral. She also confirmed that discussion were ongoing to ensure early notification of any future year changes.

Mrs Ramsay reported that there were no significant changes in any other areas and that the main pressure areas remained as follows:

- Capacity and Flow
- Access Performance
- Drug Pressures
- Complex Care

Mrs Ramsay also confirmed that the brokerage had been fully repaid and that the audit process confirmation on system controls reported no major issues.

The Forth Valley NHS Board:-

- Noted the balance revenue and capital positions to 28 February 2015
- Noted a projected surplus of £1.000m for revenue to 31 March 2015
- Noted a projected balanced out-turn for capital to 31 March 2015
- Note that planning was in progress for 2015/2016 with the financial position increasingly challenging

The Forth Valley NHS Board acknowledged the work and efforts of Mrs Ramsay and colleagues in achieving the financial position.

7.3 Waiting Times Report

The Forth Valley NHS Board considered a paper "Waiting Times Report", presented by Mr David McPherson, General Manager, Specialist & Ambulatory Care (Surgical) Services

Mr McPherson reported on the Forth Valley NHS Board position in relation to a range of access targets established by the Scottish Government, as follows:

The 18 Week Referral to Treatment position had improved to 89.7%

At the census on 28 February 2015, the number of outpatients waiting over 12 weeks had reduced to 762, a reduction month on month of 27%. The main challenge was within the specialties of Ophthalmology and Gastroenterology.

In respect of the Treatment Time Guarantee, over the winter period there were 14 breaches.

In terms of diagnostics, Radiology had remained compliant with the 42 day waiting time standard. The Endoscopy service had reduced the number of patients waiting over the 42 day standards from 350 in January 2015 to 244 in February 2015.

At 28 February 2015, inpatient/daycase unavailability was 11.7%. NHS Scotland inpatient unavailability was at 20.7%. The NHS Forth Valley New Outpatient unavailability remained low at 1.1%.



Drug and Alcohol services continued to excel in compliance with the 21 day waiting time standard. Child and Adolescent Mental Health Service (CAMHS) and Psychological Therapies RTT performance had dipped and significant focus was continuing to improve upon the current position and achieve the standard.

A detailed report in respect of Did Not Attend rates would be presented for consideration at the next Performance and Resources Committee.

The Forth Valley NHS Board acknowledged the challenges, key issues and actions and progress to date and noted the Waiting Times Report.

7.4 Scottish Government Letter of the Annual Review of NHS Forth Valley 2013/2014

The NHS Board considered a paper "Scottish Government Letter of the Annual Review of NHS Forth Valley 2013/2014", presented by Mrs Jane Grant, Chief Executive.

Mrs Grant highlighted the key sections detailed within the letter and the main actions points detailed in Annex A.

Mr Linkston highlighted the positive comments in the conclusion of the letter and acknowledged the efforts of everyone involved.

The Forth Valley NHS Board noted the Scottish Government letter of the Annual Review of NHS Forth Valley 2013/2014.

8. STRATEGIC PLANNING & DEVELOPMENT

8.1 Integration of Adult Health and Social Care

The Forth Valley NHS Board considered a paper "Integration of Adult Health and Social Care", presented by Mrs Kathy O'Neill, General Manager, Community Health Partnerships.

Mrs O'Neill reported on arrangements for Health and Social Care Partnerships in Forth Valley, highlighting progress with the following:

- Integration Scheme Development
- Shadow Integration Joint Board Arrangements
- Chief Accountable Officer appointments
- Finance Officer arrangements
- Integrated Care Fund
- Communication & Engagement

The Forth Valley NHS Board acknowledge the work and efforts of everyone involved in the Integration of Adult Health and Social Care agenda and noted the progress report provided.

8.1.1 Clackmannanshire and Stirling Health and Social Care Integration Scheme

The Forth Valley NHS Board considered a paper "Clackmannanshire and Stirling Health and Social Care Integration Scheme", presented by Mrs Kathy O'Neill, General Manager, Community Health Partnerships.

Mrs O'Neill reported that Clackmannanshire and Stirling Councils and NHS Forth Valley had developed arrangements to take forward health and social care integration. Agreement had been



reach to pursue the Body Corporate Model of Health and Social Care Integration, subject to the draft Integration Scheme being approved by the constituent parties.

The Transitional Board had agreed the process for developing the draft Integration Scheme, which had involved the establishment of six key work streams. The draft Integration Scheme, which included the partnerships vision and outcomes had been widely consulted on throughout January 2015. Mrs O'Neill explained the process of consultation and highlighted the changes made to the Integration Scheme following the consultation process. These related to the section on vision and outcomes predominately. The draft Integration Scheme had been considered in detail throughout the development by Clackmannanshire and Stirling Transitional Board and the final draft endorsed on 4 March 2015.

The Forth Valley NHS Board:-

- Noted the content of the Clackmannanshire and Stirling Health and Social Care Integration Scheme.
- Approved the Clackmannanshire and Stirling Health and Social Care Integration Scheme for submission to Scottish Ministers.

8.1.2 Falkirk Health and Social Care Integration Scheme

The Forth Valley NHS Board considered a paper "Falkirk Health and Social Care Integration Scheme", presented by Mrs Kathy O'Neill, General Manager, Community Health Partnerships.

Mrs O'Neill reported that a similar process to that of the Clackmannanshire and Stirling Health and Social Care Integration Scheme had been followed in the development of the Falkirk Health and Social Care Integration Scheme. A similar process of consultation had been undertaken and the draft scheme had also been reviewed in detail by the Falkirk Transitional Board. Mrs O'Neill advised that while the content of the Integration Scheme was substantially agreed by Partners, ongoing dialogue was required to reach agreement in respect of Section 8.1. The Scottish Government were aware of the outstanding issue and had requested that the Scheme be submitted in its current form, with item 8.1 to be submitted once agreed.

Mrs Grant reported that Falkirk Council was also considering the Falkirk Health and Social Care Integration Scheme at their Council meeting and that a timeframe was required to be agreed to reach conclusion on Section 8.1

The Forth Valley NHS Board:-

- Noted the content of the Falkirk Health and Social Care Integration Scheme
- Approved the Falkirk Health and Social Care Integration Scheme for onward submission to the Scottish Ministers, acknowledging that ongoing dialogue in respect of Section 8.1 was required to reach final agreement.

The Forth Valley NHS Board also acknowledged the work and efforts of everyone involved in developing the Health Social Care Integration Schemes.

8.2 Disestablishment of Community Health Partnerships (CHPs)

The Forth Valley NHS Board considered a paper "Disestablishment of Community Health Partnerships (CHPs)", presented by Mrs Kathy O'Neill, General Manager, Community Health Partnerships.

Mrs O'Neill reported on the proposed range of transitional arrangements for Community Health Partnerships (CHPs) from April 2015 until the implementation of Health and Social Care



Partnerships. She highlighted the governance arrangements for CHPs, Scottish Government guidance on disestablishment and the agreed transitional role of Transitional Boards. She also reported on the services that were included within the Scope of Health and Social Care Partnerships, specifically with an adult care focus, the CHP Governance gap in relation to children's services and the proposed actions to address this. The proposed transitional role of CHP Sub Committees, the CHP Public Partnership Forum, the CHP Staff Partnership Forum, the CHP Professional Committee and the CHP Management Team were also highlighted.

Mrs O'Neill reported that CHPs had been in place for 10 years and that it was important to close that period by celebrating what CHPs in Forth Valley had achieved. She confirmed that a Short Life Working Group had been established to consider a range of proposals to acknowledge the work of CHPs.

Mrs O'Neill also reported on the issues to be addressed during the transitional year, as detailed within the paper.

The Forth Valley NHS Board discussed the need for a comprehensive overview and an established process for the operational delivery of services within and out with the Scope of Adult Integration. The role of and reporting to the appropriate Governance Committees was also highlighted.

After discussion the Forth Valley NHS Board approved the following proposals:-

- Interim Governance arrangements to be agreed to deal with any immediate CHP Partnership business out with the scope of adult Health and Social Care Integration.
- Options for alternative governance arrangements to be developed for services out with scope by Summer 2015.
- CHP Sub Committees to remain in place until Integrated Joint Boards are incorporated and Strategic Planning Groups are in place. They should then be formally stood down.
- CHP Partnership Forum to remain in place until 31st March 2016.
- CHP Professional Committee (and Quality Improvement Group) to remain in place until 31 March 2016.
- Current CHP Management arrangements to remain in place until 31st March 2016.
- Short Life Working Group to produce proposals to celebrate the achievements of CHPs by May 2015.
- A process to be established to agree arrangements for the operational delivery of services within and out with the Scope of Adult Integration.
- Arrangements for the leadership and management of Primary Care Contractor Services to be reviewed.

8.3 Local Delivery Plan 2015/2016 (including Financial and Capital Plan)

The Forth Valley NHS Board consider a paper "Local Delivery Plan 2015/2016 (including Financial Plan) " presented by Dr Graham Foster and Mrs Fiona Ramsay, Director of Finance.



Dr Foster highlighted that the purpose of the paper was to seek Forth Valley NHS Board approval of the draft Local Delivery Plan 2015/2016 and the Financial and Capital Plan 2015 - 2019/2020. As per the national guidance, the Local Delivery Plan had been considered alongside the new strategic commissioning planning arrangements for Integration Joint Boards.

He highlighted the Scottish Government's six improvement priorities, and detailing the identified top priority actions in each section, as follows:

- Health Inequalities and Prevention
- Antenatal and Early Years
- Person-centred care
- Safe
- Primary Care
- Integration

Mrs Ramsay reported on the Local Delivery Plan Finance Template Submission 2015/2016 – 2017/2018, which highlighted a balanced financial position. She reported on the risks faced, with potentially the most significant being future Pay Policy. She also reported on the implications of capacity and flow, sustainability of access targets and prescribing spend.

Mrs Ramsay reported on the issues with regard to the primary care workforce, specifically the recruitment of General Practitioners, and that detailed a report would be considered by the Performance and Resources Committee at the April 2015 meeting. She also reported on the main workforce challenges and the required financial investment.

Mrs Ramsay highlighted that work was ongoing in respect of efficiency savings, real cash savings and productivity savings and. She also highlighted the utilisation of technology and the continued focus on IT refresh and resilience of the existing IT infrastructure. She reported on progress with the Capital Plan, including the areas that fitted within the 5 year Capital Plan timeframe and had yet to be incorporated, and the budgets for the Directorates.

Mrs Kelly reported on workforce planning and the development and approval of the NHS Forth Valley Workforce Strategy 2014 – 2016. She highlighted the wide range of activities and plans taken forward in 2014 – 2015 and the top priority actions for 2015 -2016.

Dr Foster highlighted NHS Forth Valley's contribution to Community Planning, progress during 2014 – 2015 and the top priority actions for 2015 - 2016. He also highlighted the need to deliver outcomes from the local Single Outcome Agreements, which would be used to monitor and assess progress and manage performance.

He also highlighted the NHS Forth Valley Strategic Planning Matrix 2015 that was included in the Local Delivery Plan.

Mrs Grant highlighted the detail of the Annual Plan and the potential impact following conclusion of the Clinical Services Review. She confirmed that the detail of the Clinical Services Review would be reported through the relevant Governance Committees, with a further report to the Forth Valley NHS Board meeting in May 2015.

The Forth Valley NHS Board approved the:-

- Local Delivery Plan for 2015/2016
- Financial Plan for 2015 – 2019/2020
- Capital Plan for 2015 – 2019/2020

The Forth Valley NHS Board acknowledged the work and efforts of everyone involved in preparing the Local Delivery Plan and Financial and Capital Plan.



8.4 Taking Forward the Equality & Diversity Agenda in NHS Forth Valley

The Forth Valley NHS Board considered a paper “Taking Forward the Equality & Diversity Agenda in NHS Forth Valley”, presented by Professor Angela Wallace, Director of Nursing.

Professor Wallace highlighted that the public sector equality duty, as set out in the Equality Act 2010, required public authorities in the exercise of their functions to meet the specific duties and requirements, report effectively and meet the regulations.

She acknowledged the work and efforts of the NHS Forth Valley Fair For All Development Group and highlighted the progress made in organisational development, engagement with staff and service users representing the range of protected groups and responding better to their health needs through a number of actions in 2013 – 2015. She also highlighted the summary of equality actions to be completed during 2015 – 2017, as detailed within the paper.

Mrs Grant reported on the support of the Corporate Management Team and Mrs Kelly highlighted the positive feedback received in the NHS Forth Valley Staff Survey in this agenda.

The Forth Valley NHS Board noted the report for publication to meet the statutory duty.

8.5 Communications Strategy 2015 – 2017

The Forth Valley NHS Board considered a paper “Communications Strategy 2015 - 2017”, presented by Mrs Elsbeth Campbell, Head of Communications.

Mrs Campbell reported that the NHS Forth Valley Communications Strategy 2015 – 2017 set out the key aims, principles and challenges and highlighted the key communication priorities. She reported that the previous Communications Strategy for 2009 - 2014 provided the framework, with the changes and improvements over that period, and for the next two years reflected in the Communications Strategy 2015 – 2017.

Mrs Campbell highlighted the following, as detailed within the paper:-

- Key Communication Issues
- Key Audiences
- Communications Priorities for 2015 – 2017
- Core Communication Tools
- Monitoring and Evaluation

In response to a question regarding broadband speed and connectivity within rural communities, Mrs Campbell and Mrs Ramsay highlighted feedback on this matter from various sources and the required support to assist in addressing the issues that had been raised.

The Forth Valley NHS Board approved the Communications Strategy 2015 – 2017.

9. GOVERNANCE & ADVISORY COMMITTEE REPORTS & MINUTES

9.1 Report on Standing Orders

The Forth Valley NHS Board considered a paper “Report on Standing Orders”, presented by Mrs Fiona Ramsay, Director of Finance.



Mrs Ramsay reported on the planned changes to the Standing Orders, with the most significant impact being the introduction of Health and Social Care Integration. She highlighted the removal of the remits for Partnership Boards and CHP Sub-Committees. She confirmed that the Governance Committees were reviewing their remits and proposed changes would be considered at the June 2015 Audit Committee meeting.

Mrs Ramsay also reported that a review of Working Groups and Committees had been completed and that conclusions were now under consideration. Any relevant outcomes would be considered as part of the next update of Standing Orders.

The NHS Board approved the planned changes to the Standing Orders, as detailed within the paper, and noted that further changes were likely during 2015/2016, in particular as a consequence of Health and Social Care Integration.

9.2 Performance and Resources Committee: 13 January & 24 February 2015

The Forth Valley NHS Board noted the minutes of the Performance and Resources Committee meetings held on 13 January and 24 February 2015. Mr King highlighted the key areas of business, as follows:-

- Financial and Core Performance
- Local Delivery Plan 2015/2016
- GP Sustainability
- Annual Report 2014/2015

9.3 Audit Committee: 16 January 2015

The Forth Valley NHS Board noted the minute of Audit Committee meeting held on 16 January 2015. Ms Gavine reported that the Audit Committee had met on 13 March 2015 and assurances provided from the work of the Auditors.

9.4 Endowment Committee: 16 January 2015

The Forth Valley NHS Board noted the minute of the Endowment Committee meeting held on 16 January 2015.

9.5 Clinical Governance Committee: 30 January 2015

The Forth Valley NHS Board noted the minute of the Clinical Governance Committee meeting held on 30 January 2015. Mrs Swan highlighted the presentation by Ms Yvonne Bronksy, Local Supervising Authority Midwifery Officer, South East and West of Scotland, on the Local Supervising Authority Audit of NHS Forth Valley. The audit results were favourable with 98% of users confirming that they would recommend NHS Forth Valley services

9.6 Area Clinical Forum: 15 January 2015

The Forth Valley NHS Board noted the minute of the Area Clinical Form meeting held on 15 January 2015. Dr Bridges highlighted the informative presentation by Dr Anne Hendry, National Clinical Lead for Integrated Care, on the "Integration of Health and Social Care in Scotland: Progress and Priorities".

10. INTEGRATION OF ADULT HEALTH AND SOCIAL CARE TRANSITIONAL BOARDS MINUTES

10.1 Falkirk Transitional Board: 9 January & 6 February 2015



The Forth Valley NHS Board noted the minutes of the Falkirk Transitional Board meetings held on 9 January and 6 February 2015.

10.2 Clackmannanshire and Stirling Transitional Board: 13 January & 3 February 2015

The Forth Valley NHS Board noted the minutes of the Clackmannanshire and Stirling Transitional Board meetings held on 13 January and 3 February 2015.

11. ANY OTHER COMPETENT BUSINESS

NHS Forth Valley Supported Bus Services in Clackmannanshire

The Forth Valley NHS Board considered a tabled paper "NHS Forth Valley Clackmannanshire Supported Bus Services", presented by Mr Tom Steele, Director of Estates & Facilities.

Mr Steele reported on the review of the H1/H2 bus services, the recommendation of the Performance and Resources Committee and the tendering exercise that had been undertaken in late 2014. He confirmed that following this exercise the contract had been offered to the lowest tenderer. The company concerned had subsequently indicated that they did not wish to accept the contract.

Mr Steele reported that there had been one other operator (First Bus) bid to run the service for 3 years, and highlighted the detail of dialogue with them and the flexibility that had been agreed to be included in the contract. He highlighted the financial implications, based on a 6 day service, and the arrangements that would be put in place for individual staff members, where appropriate.

The NHS Board discussed the efforts involved in progressing this matter and the need for further engagement with Clackmannanshire Council to sustain the service.

After discussion the Forth Valley NHS Board:-

- Approved the award of the contract to First Bus
- Approved that NHS Forth Valley staff and Clackmannanshire Council staff continue dialogue to seek an early introduction of the integrated service before March 2018.

There being no other competent business the Chair closed the meeting at 12 noon.

12. DATE, TIME AND VENUE OF NEXT MEETING

The Forth Valley NHS Board will meet on Tuesday 26 May 2015 at 9.00am. Venue to be confirmed.

TRANSITIONAL BOARD

Minute of Meeting of the Falkirk Transitional Board held in the Eleven Lounge, Falkirk Stadium, Falkirk on Friday 1 May 2015 at 2.45pm.

Members:

Councillor Allyson Black, Falkirk Council
Councillor Dennis Goldie, Falkirk Council
Councillor Linda Gow, Falkirk Council
Jim King, Vice-Chair of NHS Forth Valley
Alex Linkston, Chairman of NHS Forth Valley (Chair)
Julia Swan, Non-Executive Member of NHS Forth Valley

Officers:

Margaret Anderson, Director of Social Work Services, Falkirk Council
Jack Frawley, Committee Officer, Falkirk Council
Jane Grant, Chief Executive, NHS Forth Valley
Colin Moodie, Depute Chief Governance Officer, Falkirk Council
Kathy O'Neill, General Manager CHP, NHS Forth Valley
Mary Pitcaithly, Chief Executive, Falkirk Council
Fiona Ramsay, Director of Finance, NHS Forth Valley
Marion Reddie, Head of Community Care, Falkirk Council
Suzanne Thomson, Programme Manager - Health & Social Care Integration, Falkirk Council
Elaine Vanhegan, Head of Performance and Governance, NHS Forth Valley

TB1. Apologies

None.

TB2. Declarations of Interest

No declarations were made.

TB3. Minute

Decision

The minute of the meeting of the Falkirk Transitional Board held on 6 March 2015 was approved.

TB4. Matters Arising

There were no matters arising.

TB5. Standing Item: Delayed Discharge Update

The transitional board considered a report by the Director of Social Work Services and the General Manager CHP providing an update on performance against the national delayed discharge target. As of 1 April 2015 the national target had been lowered to be that patients should not wait more than 2 weeks before discharge. The report provided information against both the former 4 week target, which had been in place until 31 March 2015, and the new 2 week target. The report also provided information on special code exemptions, key issues and challenges and key actions.

Mr Linkston asked what contingencies were in place for dealing with spikes in usage of health services, such as the expected increased demand through the winter period. The Head of Community Care stated that discussions had been held to plan for times of high demand on services. Scottish Government officials had utilised data to present an expected trajectory of demand. Officers would analyse the reasons behind the increases in demand and determine the best ways to intervene effectively. The General Manager CHP stated that the key actions for the coming year had been evaluated and services would be more prepared for the winter period. Weekly tactical meetings had been held with senior managers to identify solutions to blockages in the system, and these had proved to be helpful.

Mrs Swan asked for further information on special code exemptions relating to people with complex learning disabilities and the availability of services. The Director of Social Work Services advised that work was ongoing to develop services to meet the needs of those with complex learning disabilities. The strategic plan would reflect the situation regarding services for this group. The level of provision of services for those with the most complex need was a national issue. Locally, provision would be built round the need of individuals as that was the best approach for those with the most complex need.

Councillor Gow asked for information on the role of the tactical senior management group in preventing blockages. Kathy O'Neill stated that the group analysed data on an ongoing basis to inform where to commission or change provision as necessary.

The board requested that they receive information from the local event which had taken place to review Delayed Discharge performance, analyse trends and agree priorities for the coming year.

The board expressed their thanks to all staff in achieving the positive position in relation to delayed discharge in the report.

Decision

The transitional board noted the report.

TB6. Strategic Plan

The board considered a report by the Director of Social Work Services and the General Manager CHP providing an update on proposals for the establishment of the Strategic Planning group and the preparation of the Strategic Plan. The report provided information on integration planning and delivery principles; strategic planning requirements; existing strategic plans; the strategic planning group, and localities. Appended to the report was information on the membership of the strategic planning group, as prescribed in the Public Bodies (Joint Working) (Membership of Strategic Planning Group) (Scotland) Regulations 2014.

In response to a question from Councillor Gow on the role of finance in strategic planning, the Chief Executive, NHS Forth Valley advised that the Integrated Care Fund and additional Scottish Government delayed discharge funding would be available while establishing the base budget.

The board requested that the finance work stream report to the next meeting of the board with an update on the financial position of the constituent organisations, future challenges and an update on the work of the finance work stream.

The board discussed the localities set out in the report, Mr King stated that Falkirk Town was an area with diverse issues and priorities and asked how the localities had been determined. The Programme Manager – Health & Social Care Integration advised that work had been carried out with GPs to identify emerging issues and she stated that all communities have a diversity of needs. Kathy O'Neill stated that there had been strong engagement with professionals including GPs and with carers. It would be challenging to create a plan which reflected all needs in localities. She highlighted the importance of engaging with the community planning partnership to identify local needs and inform strategic planning.

Councillor Black asked if the board would be presented with the results of the clinical services review. Jane Grant stated that the results of the review would not be available for two to three months but that an update on emerging conclusions could be presented to the next meeting of the board.

Decision

The transitional board:

- (1) noted the Strategic Plan requirements for the partnership;**
- (2) agreed to hold a Strategic Planning workshop for Transitional Board members in June 2015 to set the strategic direction and remit for officers;**
- (3) agreed to hold a wider stakeholder event be held in late June 2015 to begin the process of developing a Strategic Plan;**

- (4) agreed to remit the Chief Executives of the constituent organisations to identify an interim Chair of the Strategic Planning Group pending the appointment of the Chief Officer;**
- (5) agreed to include Strategic Planning as a standing agenda item;**
- (6) agreed the Falkirk Localities as outlined at paragraph 7.4 of the report as the basis of locality planning, namely:**
 - (i) Falkirk Town;**
 - (ii) Denny, Bonnybridge, Stenhousemuir and Larbert, and**
 - (iii) Grangemouth, Bo'ness and the Braes, and**
- (7) requested that a report is submitted to the next meeting of the board providing a financial overview of the constituent organisations, their key pressures and an update on the work of the finance work stream, and**
- (8) requested that a report is submitted to the next meeting of the board providing an update on the emerging conclusions from the clinical services review.**

TB7. Integrated Care Fund Plan: Progress Report

The transitional board considered a report by the Director of Social Work Services and the General Manager CHP providing information on the work done to identify areas for commissioned interventions utilising the Integrated Care Fund. The report also provided information on additional funding that was, or would be made, available to Integration Joint Boards (IJBs).

In response to a question from Mr King as to the presentation of proposed spending plans, Kathy O'Neill advised that they would be submitted to the next meeting of the board.

Decision

The transitional board:-

- (1) noted the work to date, and**
- (2) requested that a report is brought to the next meeting of the board providing an update on a proposed spending plan for the Integrated Care Fund taking account of other available funding streams.**

TB8. Integration Scheme

The transitional board considered a report by the Chief Governance Officer providing an update on progress made in relation to the Integration Scheme.

Mrs Swan asked if additional guidance was available. The Depute Chief Governance Officer stated the additional guidance was not yet available but that a report would be provided to a future meeting of the board to present

any implications arising from the refreshed guidance. He advised that, once comments were received from the Scottish Government, a revised Integration Scheme would be submitted to the board prior to submission to the constituent organisations.

Decision

The transitional board noted the report.

TB9. Appointment Process for the Post of Chief Finance Officer (Health & Social Care Integration)

The transitional board considered a report by the Director of Finance and the Chief Finance Officer providing options for recruitment and selection of the Chief Finance Officer for the Integration Joint Board post. Appended to the report were the job description and person specification for the post.

Mr King sought clarification of the duration of the post. The Director of Finance advised that it would be fixed term for one year, as agreed by the board at its meeting of 6 March 2015 (ref TB27). She also stated that it was proposed that the post be part time to 0.5 full time equivalent.

Mr Linkston asked for further information about the recruitment methods proposed in the report. The Chief Executive, Falkirk Council and the Head of Performance and Governance advised that myjobscotland and NHS SHOW were used to recruit to all posts. Following a question from Mr Linkston as to whether or not consideration had been given to using a specialist recruitment firm, Mary Pitcaithly stated that CIPFA could be engaged if no suitable applicants were identified through the myjobscotland and NHS SHOW portals. Mr Linkston suggested that authority should be delegated to the Chief Executives of the constituent organisations to utilise alternative recruitment methods if no suitable applications were received.

Decision

The transitional board agreed:-

- (1) that the Chief Finance Officer post is part time;**
- (2) the job description and person specification;**
- (3) the advertising media, as detailed in paragraph 5.4 of the report;**
- (4) the selection methods outlined in paragraphs 4.1 and 4.2 of the report;**
- (5) the timetable as outlined in paragraph 7.1 of the report, and**
- (6) that the Chief Executives of the constituent organisations utilise alternative recruitment methods if no suitable applications are received.**

TB10. Organisational Development Update

The transitional board considered a report by the Associate Director of HR, Organisational Development & Learning providing an update on the range of organisational and workforce development activity underway to support the establishment of the IJB.

Decision

The transitional board agreed to:-

- (1) set aside time for three half-day board development sessions during the next three months;**
- (2) set aside time following board meetings for briefing sessions, and**
- (3) take part in visits to care areas to enhance board members understanding of services within the partnership.**

TB11. Formation of the Integration Joint Board – Non Voting Members

The transitional board considered a report by the Director of Social Work Services and the General Manager CHP providing options to identify non-voting members on the IJB.

The board discussed the timescales for membership. Mr King proposed that there be two different length first terms for non-voting members. Councillor Black asked for information on the opportunity given to the mental health sector to contribute. Mrs O'Neill advised that mental health service users were well organised and had been supported to feed their views in to the planning process, particularly through Falkirk & District Association for Mental Health.

Decision

The transitional board:-

- (1) noted the progress to date;**
- (2) noted that the Scottish Government would issue a further suite of supporting notes on IJB membership and organisational development principles;**
- (3) agreed that, with the exception of the professional members,:**
 - (i) a portion of the non-voting membership's first appointments would be until April 2017;**
 - (ii) the remaining non-voting members' first appointment would be until April 2018, and**
 - (iii) non-voting members would thereafter be appointed for a period of two years, and**
- (4) agreed that the following principles should be implemented in relation to non-voting members, that they would be:**
 - (i) provided with an induction which would include health and social care integration and progress in the development of the Falkirk Partnership to date;**
 - (ii) provided with travelling expenses for attendance to IJB meetings, if required;**
 - (iii) provided with electronic copies of meeting papers and themes/issues for meetings which should be provided as early as possible to enable consultation;**
 - (iv) provided with paper copies of meeting papers through first class post at least one week prior to any meetings, if required;**

- (v) provided with meeting papers which should be readily understood, written clearly and with minimal use of acronyms;
 - (vi) provided with a programme of meeting dates for the year;
 - (vii) provided with a key contact to communicate with if they have any questions regarding meeting papers and for a debrief after meetings, and
- (5) agreed that in addition to the standard principles the non-voting member representing unpaid carers would be provided with respite support, if required, and
- (6) agreed that officers progress arrangements to recruit: staff; third sector; service users, and carers' representatives, as set out in sections 5.4 to 5.7 of the report.

TB12. Report Protocols

The transitional board considered a report by the Head of Performance and Governance and the Chief Governance Officer providing an IJB report protocol.

Decision

The transitional board:-

- (1) agreed the IJB report protocol, and
- (2) noted that the protocol would be reviewed after the transitional year.

TB13. Transitional Board and Integration Joint Board Programme of Meetings for 2015

The transitional board considered a report by the Chief Governance Officer and the Head of Performance and Governance providing meeting dates and venues for 2015.

Decision

The transitional board agreed a programme of meetings for 2015, as:

Meeting Date	Time	Venue
5 June 2015	2.30pm	Municipal Buildings, Falkirk
7 August 2015	9.30am	Forth Valley Royal Hospital
4 September 2015	9.30am	Municipal Buildings, Falkirk
2 October 2015	9.30am	Forth Valley Royal Hospital
6 November 2015	9.30am	Municipal Buildings, Falkirk
4 December 2015	9.30am	Forth Valley Royal Hospital

