



# Falkirk Council

**VOLUME OF COUNCIL  
AND COMMITTEE MINUTES**

**VOLUME 3  
2015/2016**

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**DRAFT****FALKIRK COUNCIL**

**MINUTE of the MEETING of the AUDIT COMMITTEE held in the MUNICIPAL BUILDINGS, FALKIRK on MONDAY 21 SEPTEMBER 2015 at 9.30 a.m.**

**MEMBERS:**

Councillor Steven Carleschi  
 Councillor Tom Coleman  
 Roseann Davidson (Convener)  
 Councillor Rosie Murray  
 Baillie Joan Paterson  
 Depute Provost John Patrick  
 Provost Pat Reid

**OFFICERS:**

Gary Greenhorn, Head of Educational Planning and Resources  
 Brian Pirie, Democratic Services Manager  
 Mary Pitcaithly, Chief Executive  
 Bryan Smail, Chief Finance Officer  
 Amanda Templeman, Acting Depute Finance Officer  
 Isabel Wright, Senior Internal Auditor

**ALSO ATTENDING:**

Trisha Meldrum, Fiona Mitchell Knight and Jim Rundell, Audit Scotland

**AC24. CONVENER'S REMARKS**

The Convener expressed her dissatisfaction that the papers in regard to item AC29 - Annual Accounts - had been issued on Friday 18 September giving members of the committee an unacceptably short period to prepare for today's meeting. Similarly she noted that the papers in regard to item AC31 - Annual Audit Report - had been issued on Thursday 17 September and again she stated that it was unacceptable that reports should be issued at such short notice.

**AC25. APOLOGIES**

No apologies were intimated.

**AC26. DECLARATIONS OF INTEREST**

Provost Reid declared a non-financial interest in item AC29 - Temperance Trust Annual Accounts 2014/15 - as a member of the Trust Board and took no part in the discussion and decision making in regard to this item.

**AC27. MINUTE****Decision**

The minute of the meeting of the Audit Committee held on 22 June 2015 was approved.

## **AC28. INTERNAL AUDIT PROGRESS REPORT**

The committee considered a report by the Internal Audit Manager summarising the progress of the 2015/16 Internal Audit Plan.

In regard to the Audit Plan, 6 assignments had been completed, 6 were in progress and 9 had not yet started.

Internal Audit performance to date, as measured by 5 key performance indicators, equalled or exceeded performance at the same point in 2014/15.

The report set out the key findings of those assignments which have been completed in 2015/16 and the position of 13 previous recommendations which remained outstanding.

Members sought an update on the implementation of procedures for monitoring the finances of Community Halls (ref AC19) and sought assurance that new procedures would be followed by management. Isabel Wright explained that, as part of the 2015/16 Audit work, resources were allocated for continuous auditing and the implementation of the procedures would be monitored within this allocation. An update would be provided to members on the continuous auditing of the implementation of procedures for monitoring community hall finances.

The committee discussed the 13 outstanding recommendations, set out in appendix 4 of the report, and highlighted that 10 lay with Social Work Adult Services. The Chief Executive summarised the procedures in place to ensure that recommendations are responded to. She advised that corporate support was now in place to support Social Work Adult Services during a transitional period for the Service.

Officers then responded to questions relating to current and completed assignments including:-

- the anticipated start date of the audit of corporate risk management arrangements and the likely remit of the review;
- the impact of reducing staff numbers on the management of the Integra supplier database and the process for making payments;
- the auditing of payments to suppliers and compliance with Financial Regulations; and
- the scope to tighten access privileges in regard to emergency BACS payments.

Officers undertook to provide feedback on the following points which were raised during the discussion:-

- the anticipated start date of the audit of CRM arrangements and the remit of the audit;
- the timescale for reporting the review of Daycare Provision to the Executive; and
- further information on the outstanding recommendations in regard to Social Work Deferred Payments.

### **Decision**

**The committee noted:-**

- (1) progress with completing planned 2015/16 Internal Audit work;**
- (2) Internal Audit performance, as reported at paragraph 3.1 of the report;**
- (3) the position in relation to recommendations outstanding; and**
- (4) the contents of the 2015/16 Scottish Local Authorities Chief Internal Auditors Group (SLACIAG) Annual Report.**

In accordance with his declaration Provost Reid withdrew from the meeting at this point.

### **AC29. TEMPERANCE TRUST ANNUAL ACCOUNTS 2014/15**

The committee considered a report by the Chief Finance Officer presenting Falkirk Temperance Trust's audited annual accounts 2014/15 for approval.

### **Decision**

**The committee recommended approval of the Audited Annual Accounts of the Temperance Trust to its Trustees.**

Provost Reid rejoined the meeting following consideration of the previous item.

### **AC30. ANNUAL ACCOUNTS 2014/15**

The committee considered a report by the Director of Corporate and Housing Services presenting the Annual Accounts 2014/15 for approval.

The format of the Accounts now incorporated a management commentary. This set out the requirement to produce Annual Accounts and summarised the strategic context and environment within which the Council operates. The statement also highlighted performance in terms of public performance reporting and the Council's financial performance, and set out future plans.

Members of the committee commented favourably on the revised format of the Accounts.

Following questions from members, officers undertook to provide further information on the following:-

- background to the national review of blue badges;
- the number of properties contributing to the losses in regard to void properties;
- the makeup of the Regional Resilience Partnership;
- the makeup of the benchmarking family of Local Authorities used to monitor level of risk maturity; and
- the draw down of TIF Funding.

## Decision

**The committee approved the Audited Annual Accounts of the Council 2014/15.**

### AC31. ANNUAL AUDIT REPORT 2014/15

The committee considered a report by the Director of Corporate and Housing Services presenting Audit Scotland's Annual Audit report to members of the Council and the Controller of Audit together with a letter of representation to Audit Scotland on the accounts.

The unaudited accounts had been considered by committee on 22 June 2015 (ref AC22). These had now been audited and the Auditor's certificate was free from qualification. The report set out:-

- the Council's financial position – including the 2014/15 overspend, the reduction in uncommitted reserves and the challenges facing the Council;
- governance and transparency – including the findings of Audit Scotland's Best Value Review of Falkirk Council, the systems of internal control, the National Fraud Initiative (and in particular the Blue Badge Scheme) and progress made in the implementation of adult health and social care and welfare reform;
- Best Value – including areas for improvement; and
- action plan - this set out the Council's response to the 6 recommendations set out in the Auditors' report.

Fiona Mitchell Knight gave an overview of Audit Scotland's report.

Members welcomed the report. Discussion focussed on the Accounts Commission's findings in regard to Audit Scotland's Best Value Review of the Council. The report would be considered by Council on 7 October 2015. The Convener advised that references within the Annual Audit Report would not be discussed at today's meeting. She considered that the Council's response to the Best Value review would however be a matter for the Committee.

In regard to the Annual Audit report, members sought clarity on the significant findings of the Audit - in particular the accounting for the Carbon Reduction Commitment (CRC) and the calculation of Council Tax bad debt provision.

Members also sought information on the position of the Capital Programme and losses on void properties.

Members highlighted the economic climate within which local authorities operate and in particular the impact of the Council's budget gap and on its ability to deliver services and on staffing levels.

## Decision

**The committee noted the Annual Report on the 2014/15 Audit.**

**AC32. CORPORATE RISK MANAGEMENT (CRM) WORK PLAN UPDATE**

The committee considered a report by the Director of Development Services providing an update on the Corporate Risk Management work plan.

The Corporate Risk Management (CRM) Policy and Framework had been updated in 2013 and in 2015 (ref AC6). The associated CRM work plan was appended to the report which set out progress and future actions in regard to:-

- developing the CRM framework;
- reporting and reviewing risks;
- embedding key themes; and
- reviewing the effectiveness of CRM arrangements.

In response to a question, Rhona Geisler gave detail on the make-up of the resilience RPC(?). She also provided details on the Risk Management E-Learning module. Mrs Geisler confirmed that a consequence of Council's recent service redesign was that the Governance Division, now within Corporate and Housing Services had not been required to review its risks.

**Decision**

**The committee:-**

- (1) agreed to receive a further Corporate Risk Management work plan update in 6 months, including the audit findings;**
- (2) noted the progress outlined in the report as agreed by Corporate Management Team and Corporate Risk Management Group members;**
- (3) noted that good progress has been made and that Corporate Risk Management benchmarking results were improving; and**
- (4) Noted that further work will be undertaken with Corporate Risk Management Group and services to ensure that future risk management arrangements and reports are adapted to reflect the restructure.**

**AC33. CORPORATE RISK REGISTER UPDATE**

The committee considered a report by the Director of Development Services presenting an updated Corporate Risk Register.

In terms of the Corporate Risk Management Policy and Framework, the Corporate Risk Register is monitored by the Corporate Risk Management Group and the Corporate Management Team and reported to both the Executive and Audit Committee.

In total 47 risks are identified in the Register. In terms of risk 3 are 'very high', 18 are 'high' and 26 are 'medium'. The Register was appended to the report, highlighting risks by risk category (assets, change, financial, governance, human resources, information, partnerships and by portfolio holder).

Following questions, Mrs Geisler explained the rationale and meaning of the risk 'heat map' set out in the report. She stressed that the important factor is the control mechanism put in place to mitigate risks. Members sought clarification on the risks and controls around the integration of Health and Social Care functions. The committee highlighted risks associated with change in regard to managing the Council's budget gap, and stressed the need to work with staff to provide support and leadership. Members also highlighted risks around the following:-

- welfare reform;
- regeneration;
- shale gas extraction;
- business transformation; and
- vacancy management.

### **Decision**

**The committee noted the report.**

## **AC34. AUDIT COMMITTEE ANNUAL REPORT 2014/15**

The committee considered a report by the Convener on the work of the Audit Committee in 2014/15.

In terms of Standing Orders, the Audit Committee is required to report annually to Council on its work. The report summarised the business considered by the committee in 2014/15 and set out its priorities for 2015/16.

Discussion focused on the Council's proposed response to the Accounts Commission report on the Best Value audit of Falkirk Council (which would be discussed by Council on 7 October 2015). Members considered that it would be appropriate for the committee to monitor the Council's progress in implementing its action plan in response to the Commission's findings.

### **Decision**

**The committee noted the report on the work of the Audit Committee and approved its submission to Falkirk Council subject to the inclusion of the following at paragraph 6.4:-**

- consider, as a standing item, through to March 2017, the progress of the Council's Best Value action plan.



**DRAFT****FALKIRK COUNCIL**

**MINUTE of JOINT MEETING of the PENSIONS COMMITTEE/BOARD held in the MUNICIPAL BUILDINGS, FALKIRK on THURSDAY 24 SEPTEMBER 2015 at 9.30 A.M.**

**PRESENT:**

Committee:-  
 Councillors Falkirk Council:  
 Jim Blackwood  
 Tom Coleman  
 Steven Carleschi  
 Craig Martin  
 Dr Craig R Martin  
 Depute Provost John Patrick (Convener)

Councillor Colin Campbell, Stirling Council  
 Ian McLean, Pensioner Representative

Board:-  
 Susan Crook, Unison  
 Sandy Harrower, UCATT  
 Gordon Laidlaw, Scottish Autism  
 Herbie Schroder, UNITE

**ATTENDING:**

Justyna Korszen-Bennett, Accountant  
 Bryan Smail, Chief Finance Officer  
 Antonia Sobieraj, Committee Services Officer

**ALSO IN  
ATTENDANCE:**

Bruce Miller, Investment Manager, Lothian Pension Fund  
 Claire Watson, Graeme Rutter, Neil Turner and Andrew Lyddon, Schroder Investment Management  
 Alan MacDougall, Managing Director, PIRC Ltd  
 Jim Rundell and Louise Dodds, Audit Scotland  
 Linda Selman, Hymans Robertson  
 Kieran Quinn, Chair of Local Authority Pensions Fund Forum (LAPFF)

**PE14. APOLOGIES**

Apologies were intimated on behalf of Councillor Archie Drummond, Clackmannanshire Council; Jennifer Welsh, SEPA and Ed Morrison, Scottish Children's Reporter Administration's (SCRA).

**PE15. DECLARATIONS OF INTEREST**

No declarations were made.

**PE16. MINUTE****Decision**

**The minute of the joint meeting of the Pensions Committee and Board on 26 June 2015 was approved.**

**PE17. GENERAL GOVERNANCE MATTERS**

The Committee and Board considered a report by the Director of Corporate and Housing Services presenting an update on various matters associated with the governance of the Falkirk Council Pensions Fund.

The areas covered within the report included the following:-

- The Internal Audit Report;
- The Class Actions;
- The Local Government Pension Scheme Advisory Board;
- The Pensions Regulator; and
- The Local Authority Pension Fund Forum (LAPFF) of 58 local authority Pension Funds.

**Decision**

**The Committee and Board noted the report.**

**PE18. FALKIRK COUNCIL PENSION FUND - ANNUAL ACCOUNTS 2014/15**

The Committee and Board considered a report by the Director of Corporate and Housing Services on the Falkirk Pension Fund's Annual Accounts for 2014/2015 in terms of Regulation 31A of the Local Government Pension Scheme (Administration) (Scotland) Regulations 2008, which required administering authorities to publish a Pension Fund Annual Report, recognising that Pension Fund accounts were separate from other accounts of the administering authority, and referring (a) to the incorporation of the ISA 260 report within the annual Report; and (b) attaching as an appendix for inspection, a copy of the Fund's Audited Accounts for 2014/15.

**Decision**

**The Committee agreed to approve the Audited the Pension Fund Annual Report and Accounts for 2014/15 as detailed in the Appendix to the report.**

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

**PE19. FALKIRK COUNCIL PENSION FUND - REPORT TO THOSE CHARGED WITH GOVERNANCE ON THE 2014/15 AUDIT**

The Committee and Board considered a report by the Director of Corporate and Housing Services on a report by Audit Scotland issued in accordance with the International Standard on Auditing (ISA 260) "Report to those charged with Governance on the 2014/15 Audit".

The report indicated that Regulation 31A of the Local Government Pension Scheme (Administration) (Scotland) Regulations 2008 required administering authorities to publish a Pension Fund Annual Report and Accounts which were separate from the other accounts of the administering authority. The report and associated accounts were also subject to a separate audit. The Pension Fund's Unaudited Annual Report and Accounts for 2014/15 were submitted for audit on 19 June 2015 in line with the required statutory deadline.

Under the International Standard on Auditing 260 (ISA 260), auditors, before certifying the accounts, were required to communicate matters relating to the audit to those charged with governance. The report, referred to as the ISA 260, was to be provided in sufficient time to enable remedial action to be taken if necessary.

The ISA 260 reported that, subject to a final review, the audit would be unqualified.

The matters worthy of note included:-

- The revision of the Annual Governance Statement since presenting the Unaudited accounts to reflect feedback from external audit; and
- The incomplete year end reconciliation between annual returns from employing bodies and the ledger due to not all admitted bodies having submitted returns. All the main admitted bodies had now submitted annual returns and any variances highlighted by the reconciliation were not material. All admitted bodies would be reminded to submit their annual returns timeously.

The matters on which the auditor had specifically commented were as follows: -

- That the Pensions Committee should receive a copy of internal audit plans, specifying any pensions related items, to ensure that the scope of work was significant, to allow the Committee to obtain independent assurance on internal controls and risk management;
- The Local Authority Accounts (Scotland) Regulations 2014 introduced a new requirement from 2014-15 for all local authorities (including pension funds) to undertake an annual review of their control system and report this in an annual governance statement. Pension Committee should obtain an annual assurance report from Internal Audit giving their opinion on the control environment including the new pensions system;
- The Internal audit plan for the financial year 2014-2015 did not include any pension specific work. However, this was rectified by including specific pension

work in the 2015/16 internal audit plan, submitted to the council's Audit Committee in April 2015. Subsequently the work was undertaken in early 2015-16 and reported to the management on the 15 July 2015. The Internal Audit report is covered in the General Governance Matters report; and

- The concerns about the staffing level in the Pension Administration Team and the permanent Accountant post.

The Fund's external auditors, Audit Scotland, had completed their report to those charged with governance and anticipated being able to issue an unqualified audit certificate. Matters arising from the 2013-14 report were subsequently addressed during 2014/15.

### **Decision**

**The Committee agreed to approve the proposed Annual Audit Report, incorporating the ISA 260 report to those charged with governance from Audit Scotland.**

## **PE20. INVESTMENT STRATEGY REVIEW - PROGRESS UPDATE**

The Committee and Board considered a report by the Chief Finance Officer providing an update on the work of the Sub Group reviewing the Pension Fund's Investment Strategy.

The Pensions Committee had agreed on 26 June 2015 to the establishment of an Investment Strategy Sub Group, the purpose being to review the Fund's Investment Strategy and make appropriate recommendations to the Committee. The Group would take forward a de-risking plan within the context of a wider review of the Strategy.

The Sub Group had to date held three meetings and the minutes of meetings were attached as an Appendix to the report. The report also detailed the subject matter to be covered at future meetings.

### **Decision**

**The Committee and Board noted the report.**

## **PE21. FUND MANAGER PERFORMANCE REVIEW**

The Committee and Board considered a report by the Chief Finance Officer reviewing the overall performance of the Fund and of the undernoted Fund Managers:-

- Aberdeen Asset Management;
- Baillie Gifford (Bond Mandate);
- Baillie Gifford (Diversified Growth);
- Legal and General;
- Newton Investment Management; and
- Schroder Investment Management (UK Equities and Property).

### **Decision**

**The Committee and Board noted the Fund Managers' performance and the action taken by them during the quarter to 30 June 2015, in accordance with their investment policies.**

## **PE22. PRIVATE EQUITY AND ALTERNATIVES UPDATE**

The Committee and Board considered a report by the Director of Corporate and Housing Services on the progress of the Pension Fund's private equity and alternatives investment programme for SL Capital (Standard Life), Wilshire Associates, Grosvenor Capital, M&G, Hearthstone and Lothian Co- Investments for the quarter ending 30 June 2015.

### **Decision**

**The Committee and Board noted the progress of the Pension Fund's private equity and alternatives investment programme for the quarter ending 30 June 2015.**

## **PE23. PRESENTATION - CORPORATE GOVERNANCE**

The Committee and Board received a presentation by Councillor Kieran Quinn, Chair of Local Authority Pensions Fund Forum (LAPFF) and Alan MacDougall, Managing Director, PIRC Ltd on shareholder engagement in relation to corporate governance of the local authority Funds.

The presentation covered the undernoted:-

- The value and effectiveness of shareholder engagement;
- The reforms following the global financial crisis;
- The carbon risk strategic resilience resolutions;
- The Board diversity;
- The engagement accountability; and
- The reform of Investment Regulations.

The Convener thanked Councillor Quinn and Mr MacDougall for their comprehensive presentation.

Councillors Carleschi left and re-entered the meeting prior to consideration of the following item of business.

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

**PE24. PRESENTATION - SCHRODER INVESTMENT MANAGEMENT**

The Committee and Board received a presentation by Claire Watson, Graeme Rutter, Neil Turner and Andrew Lyddon, Schroder Investment Management.

The presentation covered the undernoted:-

- Private Market Approach to Infrastructure;
- Customised Infrastructure Strategies, Overview and Portfolio;
- Comprehensive Alternative Investment; and
- Drivers of Infrastructure Opportunities.

The Convener thanked Ms Watson, Mr Rutter, Mr Turner and Mr Lyddon for their comprehensive presentation.

**FALKIRK COUNCIL**

**MINUTE of MEETING of the PLANNING REVIEW COMMITTEE held in the MUNICIPAL BUILDINGS, FALKIRK on FRIDAY 25 SEPTEMBER 2015 at 9.30 A.M.**

**COUNCILLORS:** Baillie William Buchanan (Convener)  
John McLuckie  
Cecil Meiklejohn

**OFFICERS:** Iain Henderson, Legal Services Manager  
John Milne, Senior Planning Officer (for agenda item 5, minute PRC5 and PRC7)  
Antonia Sobieraj, Committee Services Officer  
Bernard Whittle (for agenda item 6, minute PRC6 and PRC8)

**PRC1. APOLOGIES**

No apologies were intimated.

**PRC2. DECLARATIONS OF INTEREST**

No declarations were made.

**PRC3. MINUTES**

**Decision**

- (a) The minute of meeting of the Planning Review Committee held on 29 September 2014 was approved; and
- (b) The minute of meeting of the Planning Review Committee held on 3 October 2014;
- (c) The minute of meeting of the Planning Review Committee held on 17 October 2014, and
- (d) The minute of meeting of the Planning Review Committee held on 17 November 2014.

**PRC4. OPENING REMARKS**

The Convener welcomed everyone in attendance to the meeting of the Planning Review Committee and following a short introduction asked Mr Henderson, Legal Services Manager, to provide a summary of the procedure to be followed at the Committee.

**PRC5. PLANNING APPLICATION - P/14/0398/PPP - DEVELOPMENT OF LAND FOR RESIDENTIAL PURPOSES AT DENOVAN HOUSE, DENNY FK6 6BJ**

The Committee considered documents which related to the Application for Review for planning application P/14/0398/PPP for the development of land for residential purposes at Denovan House, Denny.

The Committee heard a short presentation from Mr Milne, who provided a summary of the application and the papers before the Committee, referring to the Report of Handling, the reasons for refusal of the application now being reviewed and the applicant's supporting statement.

After discussion, and having heard advice from Mr Henderson, the Committee **AGREED** that it did not have sufficient information to allow it to make a determination and that the meeting would be adjourned to allow Members to conduct an accompanied inspection of the site.

**PRC6. PLANNING APPLICATION - P/14/0686/FUL - ERECTION OF DWELLINGHOUSE WITH INTERNAL GARAGE ON LAND TO THE SOUTH OF AONACH-MOR, GLEN ROAD TORWOOD, FALKIRK**

The Committee considered documents which related to the Application for Review for planning application P/14/0686/FUL for the erection of a dwellinghouse with internal garage on land to the south of Aonach-Mor, Glen Road, Torwood, Falkirk.

The Committee heard a short presentation from Mr Whittle, who provided a summary of the application and the papers before the Committee, referring to the Report of Handling, the reasons for refusal of the application now being reviewed and the applicant's supporting statement.

After discussion, and having heard advice from Mr Henderson, the Committee **AGREED** that it did not have sufficient information to allow it to make a determination and that the meeting would be adjourned to allow Members to conduct an unaccompanied inspection of the site.

The meeting adjourned at 10.15 a.m. for the purpose of conducting the site inspections and reconvened at 12 noon, with all those present as per the sederunt.



**PRC7. PLANNING APPLICATION - P/14/0398/PPP - DEVELOPMENT OF LAND FOR RESIDENTIAL PURPOSES AT DENOVAN HOUSE, DENNY FK6 6BJ**

The Committee reconvened to give further consideration to the Application for Review for planning application P/14/0398/PPP for the development of land for residential purposes at Denovan House, Denny.

The Committee considered the heard advice from Mr Henderson and Mr Milne, and gave consideration to the benefit of the site inspection. The Committee considered in detail the undernoted:-

- (1) Policies EQ14, EQ18, EQ19 and SC03 of the Falkirk Council Local Plan;
- (2) Policies CG01, CG03, D09 and D012 of the Falkirk Council Local Development Plan - Proposed Plan;
- (3) the consultation responses received;
- (4) the representations submitted;
- (5) the site history;
- (6) the supporting documents provided by the applicant; and
- (7) the benefit of the site inspection.

After further discussion and having heard advice from Mr Henderson and Mr Milne, and having given consideration to the benefit of the accompanied site inspection and to the material contained within the documentation, the Committee considered that it did not have sufficient information to allow it to make a determination. Thereafter, the Committee **AGREED:-**

- (1) that the matter be continued to a future meeting of the Committee on a date to be agreed;
- (2) to conduct a hearing in accordance with the terms of Schedule 1 of the Town and Country Planning (Schemes of Delegation and Local Review Procedure) (Scotland) Regulations 2013 and in relation to the following specified matter:-
  - (a) Whether there is justification for the proposed development in terms of meeting the prescribed circumstances to permit new housing development in the countryside under the Development Plan or the existence of any material considerations that would justify going against the plan; and
- (3) that in terms of the Regulations, the applicant and all interested parties be given written notice of the intention to hold a hearing and specifying the matters referred to above;

- (4) that those parties notified would have a period of 14 days of the date of the notice to advise in writing of their intention to appear at the hearing session;
- (5) that the date, time and place at which the hearing session is advised to those parties who have indicated their intention to appear at the hearing session; and
- (6) that those parties who have indicated that they intend to appear at the hearing session should supply within the prescribed timescale a hearing statement, which should include any relevant documentation that they wish to make reference to in their submission.

**PRC8. PLANNING APPLICATION - P/14/0686/FUL - ERECTION OF DWELLINGHOUSE WITH INTERNAL GARAGE ON LAND TO THE SOUTH OF AONACH-MOR, GLEN ROAD TORWOOD, FALKIRK**

The Committee reconvened to give further consideration to the Application for Review for planning application P/14/0686/FUL for the erection of a dwellinghouse with internal garage on land to the south of Aonach-Mor, Glen Road, Torwood, Falkirk.

The Committee considered the heard advice from Mr Henderson and Mr Whittle, and gave consideration to the benefit of the site inspection. The Committee considered in detail the undernoted:-

- (1) Supplementary Guidance SG01;
- (2) Policy Env.1 of the Falkirk Council Structure Plan;
- (3) Policies EQ19, SC03 and SC08 of the Falkirk Council Local Plan;
- (4) Policies CG03 and HSG05 of the Falkirk Council Local Development Plan;
- (5) the consultation responses received;
- (6) the representations submitted;
- (7) the site history;
- (8) the supporting documents provided by the applicant; and
- (9) the benefit of the site inspection.

After further discussion and having heard advice from Mr Henderson and Mr Whittle, and having given consideration to the benefit of the unaccompanied site inspection and to the material contained within the documentation, the Committee considered that it did not have sufficient information to allow it to make a determination. Thereafter, the Committee **AGREED:-**

- (1) that the matter be continued to a future meeting of the Committee on a date to be agreed;

- (2) to conduct a hearing in accordance with the terms of Schedule 1 of the Town and Country Planning (Schemes of Delegation and Local Review Procedure) (Scotland) Regulations 2013 and in relation to the following specified matters:-
  - (a) Whether the site of the proposed dwellinghouse correctly falls outwith the Torwood Village Limit in the Local Development Plan and whether decisions taken by the Planning Authority to grant permissions in the vicinity of the application site should have resulted in adjustment of the Village Limit in the Local Development Plan;
  - (b) In the event that the proposed development is considered to correctly fall outwith the Torwood Village Limit, whether there is justification for the proposed development in terms of meeting the prescribed circumstances to permit new housing development in the countryside under the Development Plan or the existence of any material considerations that would justify going against the plan; and
  - (c) Whether existing developments in Torwood at the bottom of Newington Lane (opposite Aonach-Mor) and at the northern end of Glen Road should be considered to be precedents for development of the nature proposed by the current application; and
- (3) that in terms of the Regulations, the applicant and all interested parties be given written notice of the intention to hold a hearing and specifying the matters referred to above;
- (4) that the Director of Development Services or her nominee be given notice of the intention to hold a hearing and requesting her or her nominee to provide further representation or information at the hearing session in relation to the specified matters;
- (5) that those parties notified would have a period of 14 days of the date of the notice to advise in writing of their intention to appear at the hearing session;
- (6) that the date, time and place at which the hearing session is advised to those parties who have indicated their intention to appear at the hearing session; and
- (7) that those parties who have indicated that they intend to appear at the hearing session should supply within the prescribed timescale a hearing statement, which should include any relevant documentation that they wish to make reference to in their submission.

**FALKIRK COUNCIL**

**MINUTE of MEETING of the PLANNING COMMITTEE held ON SITE on MONDAY 28 SEPTEMBER 2015 commencing at 9.30 a.m.**

**COUNCILLORS:**

Baillie William Buchanan (Convener)  
Steven Carleschi  
Colin Chalmers  
Adrian Mahoney  
John McLuckie  
Alan Nimmo  
Baillie Joan Paterson  
Sandy Turner

**OFFICERS:**

Bernard Whittle, Development Management Co-ordinator  
Antonia Sobieraj, Committee Services Officer  
Karen Quin, Solicitor

**P68. APOLOGIES**

Apologies were intimated on behalf of Councillor Nicol.

**P69. DECLARATIONS OF INTEREST**

Councillor Nimmo declared a non financial interest in item 4 (minute P70) by virtue of him being an objector to the application, in consequence of which he recused himself from consideration of the item, having regard to the objective test in the Code of Conduct.

Baillie Joan Paterson entered the meeting during discussion of the following item of business.

**P70. ERECTION OF PERGOLA AND SECTION OF LATTICE FENCING (RETROSPECTIVE) AT 26 GRANGEBURN ROAD, GRANGEMOUTH FK3 9AA FOR MR THOMAS PATERSON - P/15/0370/FUL**

With reference to Minute of Meeting of the Planning Committee held on 15 September 2015 (Paragraph P65 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 single storey pergola and a section of wooden lattice fencing (retrospective) at 26 Grangeburn Road, Grangemouth.

The Convener introduced the parties present.

The Development Management Co-ordinator (B Whittle) outlined the nature of the application.

Mr Paterson, the applicant, was heard in relation to the application.

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

The objections included the following issues:-

- The applicant's undermining of the legal planning process and acting to save money by not submitting the application or the required fee;
- The building of the structure without permission;
- The towering of the development above the existing mutual fence;
- That the development was not in keeping with the area;
- The blocking of sunlight from the neighbouring property;
- The erection of a lattice to the top of the fence with climbing ivy also blocking out sunlight;
- The non fair actions of the applicant and not being reasonable or proportionate; and
- The importance of refusing the application and enforcement action to remove the structure.

Prior to Members commencing their questions on the application, the Committee meeting adjourned and members entered the applicant's back garden to view the pergola and lattice fencing in situ. Members then entered the neighbouring garden of the objector at 27 Grangeburn Road.

The meeting thereafter reconvened on the pavement directly adjacent to the applicant's property.

Questions were then asked by Members of the Committee.

Councillor Balfour, 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 28 October 2015.

## FALKIRK COUNCIL

**MINUTE of SPECIAL MEETING of the EDUCATION EXECUTIVE held in the MUNICIPAL BUILDINGS, FALKIRK on TUESDAY 29 SEPTEMBER 2015 at 9.30 AM.**

**COUNCILLORS:** David Alexander  
Jim Blackwood  
Tom Coleman  
Linda Gow  
Craig Martin (Convener)  
Dr Craig R Martin  
Alan Nimmo  
Robert Spears

**REPRESENTATIVES  
OF RELIGIOUS  
BODIES:** Hector Cairns  
Margaret Coutts

**CO-OPTEES:** Jonathan Barclay (Pupil Representative)  
Mike Ablett (Parent Representative)  
Martin Craigen (Parent Representative)  
Margaret Smith (Teacher Representative)

**OFFICERS:** Danny Cairney, Accountancy Services Manager  
Arlene Fraser, Committee Services Officer  
Gary Greenhorn, Head of Planning and Resources  
Colin Moodie, Depute Chief Governance Officer  
Robert Naylor, Director of Children's Services  
Mary Pitcaithly, Chief Executive

### **EE25. APOLOGIES**

Apologies were intimated on behalf of Councillors D Goldie, Mahoney and Nicol; Helena Barton (Pupil Representative), Fiona Craig (Teacher Representative) and Rev Michael Rollo (Religious Representative).

### **EE26. DECLARATIONS OF INTEREST**

No declarations were made.

### **EE27. 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 8 of Part 1 to Schedule 7A of the said Act.

**EE28. FORMER FOCUS SCHOOL BUILDING, LAURIESTON**

The Education Executive considered a report by the Director of Children's Services providing an outline business case relating to the procurement of the former Focus School.

The Education Executive had agreed on 8 September 2015 (ref EE24), to continue the matter to allow further financial information to be provided.

**Decision**

**The Education Executive agreed:-**

- (1) to note the content of the report, and**
- (2) that the Director of Children's Services progress with a bid for the Focus School, subject to the financial position as outlined in Section 8 of the report.**

## FALKIRK COUNCIL

**MINUTE of MEETING of the EXECUTIVE held within the MUNICIPAL BUILDINGS, FALKIRK on TUESDAY 29 SEPTEMBER 2015 at 10.15 a.m.**

**COUNCILLORS:**

David Alexander  
Jim Blackwood  
Tom Coleman  
Dennis Goldie  
Gerry Goldie  
Linda Gow

Adrian Mahoney  
Craig Martin (Convener)  
Dr Craig R Martin  
Alan Nimmo  
Robert Spears

**OFFICERS:**

Bryan Douglas, Licensing Co-ordinator  
Deirdrie Cilliers, Head of Social Work Adult Services  
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 and Housing Services  
Bryan Smail, Chief Finance Officer

**EX38. APOLOGIES**

An apology was intimated on behalf of Councillor Nicol.

**EX39. DECLARATIONS OF INTEREST**

No declarations were made.

**EX40. MINUTES**

**Decision**

The minute of the meeting of the Executive held on 18 August 2015 was approved.

**EX41. JOINT CONSULTATIVE COMMITTEE – 11 AUGUST 2015**

- **OVERSEAS CRIMINAL RECORD CHECKS POLICY**
- **FAMILY LEAVE POLICIES**

The Executive considered a report by the Director of Corporate and Housing Services presenting an Overseas Criminal Record Checks policy and Family Leave policies for teachers and non-teachers for approval. The policies had been considered by the Joint Consultative Committee on 11 August 2015 and were referred to the Executive for immediate implementation.



## **Decision**

The Executive approved the revised Overseas Criminal Record Checks and Family Leave Policies as appended to the report and authorised their immediate implementation.

Councillor G Goldie joined the meeting following consideration of the previous item.

### **EX42. REFERRAL FROM SCRUTINY COMMITTEE – 20 AUGUST 2015**

#### **• AUDIT SCOTLAND NATIONAL REPORT – BORROWING & TREASURY MANAGEMENT IN COUNCILS**

The Executive considered a report by the Director of Corporate and Housing Services presenting recommendations from the Scrutiny Committee.

The Scrutiny Committee had, on 20 August 2015, in considering Audit Scotland's National Report on Borrowing and Treasury Management in Councils agreed to recommend to the Executive that (a) mandatory training be introduced for members who sit on the Executive, Scrutiny or Audit Committees; and (b) a full review of borrowing and treasury management governance and methods of reporting be undertaken.

In recognition of the role of Council in determining conditions attached to committee membership, Councillor C Martin moved that the Executive agrees:-

- (1) to recommend to Council that training is provided for all elected members on treasury management before they are eligible to serve on the Executive, Scrutiny or Audit Committee. This training will be mandatory and all members will have to complete this within the next six months; and
- (2) that a full review of borrowing of borrowing and treasury management governance and methods of reporting be undertaken.

## **Decision**

**The motion was agreed.**

### **EX43. SCOTTISH TRADE UNION CONGRESS (STUC) AND SCOTTISH GOVERNMENT – MEMORANDUM OF UNDERSTANDING**

The Executive considered a report by the Director of Corporate and Housing Services on the collaborative working arrangements in place with Trades Unions.

The Executive requested, on 18 August 2015 (ref EX29), a report on Scottish Trade Union Congress best practice policies and how they relate to Falkirk Council.

The report described the Memorandum of Understanding between the Scottish Government and the STUC and the consultation and negotiating forums currently in place locally, highlighting improvement groups which jointly review working arrangements, identify improvement areas and ensure a commitment by all parties to implementation of those improvements. Work is currently underway to review the

practical implementation of the various forums in light of the revised Service Structure with a view to agreeing a partnership agreement between the Council and Trade Unions.

Councillor C R Martin, seconded by Councillor Nimmo, moved that the Executive:-

- (1) notes the engagement forums currently in place;
- (2) notes the review underway to re-examine engagement and consultation forums currently in place;
- (3) requests an update report on progress made in due course;
- (4) notes the Conservative Government are proposing a Trade Union Bill that will restrict the ability of this Council to engage in good industrial relations practices with our workforce and their representatives;
- (5) believes the collection of union dues through the check-off arrangement, from which the Council receives income, is part of our collective and contractual arrangements with the trades unions and one which we will defend and support;
- (6) commits not to use agency staff to break or weaken industrial action and to continue to support arrangements that afford trade unions representatives sufficient resources to enable them to carry out their functions to ensure the continuation of good industrial relations; and
- (7) asks the Leader of the Council to write to the Secretary of State for Business, Innovation and Skills stating Council's opposition to this Bill and our resolve not to co-operate with any attacks on facility time or check off and to write to the First Minister calling on the Scottish Government to stand with Falkirk Council and other local authorities in opposing the proposals in this Bill.

### **Decision**

**The Executive agreed the motion.**

## **EX44. CCTV – FUTURE OPTIONS**

The Executive considered a report by the Director of Corporate and Housing Services setting out options for the delivery of CCTV monitoring services within the Council area.

The Executive had, on 30 September 2014 (ref EX64), agreed to establish a local CCTV service to continue the CCTV monitoring service on a temporary basis. A contract to 31 December 2015 was agreed with Enigma CCTV for the provision of full time monitoring services based at Falkirk police station.

Four options were presented for provision post 31 December 2015. These were:-

- (1) continuing the provision of full time CCTV monitoring – the current service;
- (2) operating a peak-time CCTV monitoring service, subject to demand and risk analysis.

- (3) operating a recorded-only service, with no live monitoring;
- (4) discontinuation of the service.

The report provided an analysis of each of the options.

Councillor Blackwood, seconded by Councillor C R Martin, moved that the Executive agree to tender for the provision of a peak-time monitoring CCTV service for the period 1 January 2016 to 31 March 2017.

As an amendment, Councillor Alexander, seconded by Councillor Coleman, moved, in substitution for the motion, that the Executive agrees to tender for a full-time monitored CCTV service, i.e retention of the current service.

Councillor D Goldie gave notice of a further amendment.

On a division 8 members voted for the motion and 3 voted for the amendment, with voting as follows:-

For the motion (8) - Councillors Blackwood, D Goldie, G Goldie, Gow, Mahoney, C Martin, C R Martin and Nimmo.

For the amendment (3) – Councillors Alexander, Coleman and Spears.

Councillor D Goldie, seconded by Councillor Gow, then moved, as an amendment and in addition to the motion, that:-

The Leader of the Council writes to the Cabinet Secretary for Justice, Michael Matheson, to ask that he ensures an equality of funding across all Scottish local authorities and that funding is provided for the most up to date CCTV digital recording.

Following discussion, Councillor Goldie with the consent of the Convener, and his seconder, adjusted the terms of his amendment by inserting the words ‘on a pro rata basis’ into it between the words “funding” and “across”:-

Councillor Coleman gave notice of a further amendment.

On a division 3 members voted for the motion and 8 voted for the amendment with voting as follows:-

For the motion (3) - Councillors Alexander, Coleman and Spears.

For the amendment (8) - Councillors Blackwood, D Goldie, G Goldie, Gow, Mahoney, C Martin, C R Martin and Nimmo.

The amendment became the substantive motion against which the further amendment was heard.

Councillor Coleman, seconded by Councillor Alexander, moved substitution of the phrase ‘equality of funding on a pro rata basis’ in the substantive motion with ‘a proportionate share of funding’.

On a division 8 members voted for the substantive motion and 3 voted for the amendment, with voting as follows:-

For the substantive motion (8) - Councillors Blackwood, D Goldie, G Goldie, Gow, Mahoney, C Martin, C R Martin and Nimmo.

For the amendment (3) - Councillors Alexander, Coleman and Spears.

## **Decision**

### **The Executive agreed:-**

- (1) to tender for the provision of a peak-time monitoring CCTV service for the period 1 January 2016 to 31 March 2017; and**
- (2) that the Leader of the Council writes to the Cabinet Secretary for Justice, Michael Matheson, to ask that he ensures an equality of funding on a pro rata basis across all Scottish local authorities and that funding is provided for the most up to date CCTV digital recording.**

Councillor G Goldie withdrew from the meeting following the consideration of the previous item.

## **EX45. JOINT INSPECTION OF SERVICES FOR OLDER PEOPLE**

The Executive considered a report by the Head of Social Work Adult Services presenting a Joint Action Plan to address recommendations made by the Care Inspectorate and Healthcare Improvement Scotland following an inspection.

The Care Inspectorate and Healthcare Improvement Scotland carried out a joint inspection, between September and October 2014, of health and social work services for older people within the Falkirk Partnership. The purpose of the review was to determine how well the partnership delivered good personal outcomes for older people and their carers, whether the services worked together in an effective manner to deliver high quality services and the preparations being made for health and social care integration. The subsequent joint inspection report set out a number of findings and 9 recommendations. A joint action plan, to address the recommendations, was developed by the Partnership and presented for approval.

Following a request from Councillors Alexander and Coleman, the Convener agreed to defer consideration of the report until later in the meeting to allow the Head of Social Work Adult Services to provide members with information previously requested.

## **EX46. COMMISSIONING PROCESS: SERVICES FOR SURVIVORS OF TRAUMA**

The Executive considered a report by the Head of Social Work Adult Services setting out the commissioning process for the procurement of services for survivors of trauma and detailing the current funding allocation to existing providers.

The Executive agreed, on 9 June 2015 (ref EX24), to put in place a commissioning and procurement process for services for survivors of trauma, with a view to commencing the delivery of such services in April 2016.

The report summarised the commissioning process, set out the resource implications and the current funding position as it relates to Open Secret and advised that the Scottish Government has provided £36,000 development funding.

## Decision

The Executive agreed to:-

- (1) note the proposed commissioning model for services for survivors of trauma and support from the Scottish Government in taking this forward;
- (2) confirm that the 2015/2016 budget for Open Secret is £89,446 in line with Executive agreement in May 2014;
- (3) approve the maximum resource of £102,783 to support the new service commissioned for survivors of trauma, with the final figure being determined during the development of the service; and
- (4) request that Officers provide a further report informing Members of the outcome of the commissioning process for services for survivors of trauma.

Councillor G Goldie rejoined the meeting following the consideration of the previous item.

## **EX47. FALKIRK LOCAL DEVELOPMENT PLAN – SUPPLEMENTARY GUIDANCE: FEEDBACK ON CONSULTATION ON FOURTH BATCH**

The Executive considered a report by the Director of Development Services presenting 3 Local Development Plan Supplementary Guidance Notes for approval.

The Executive authorised, on 25 February 2014 (ref EX46), the preparation of, and consultation on, 16 Supplementary Guidance notes to assist in the interpretation of the Council's proposed Local Development Plan. To date 10 notes have been prepared, consulted upon and approved by the Executive. A further 3 have been prepared and consulted upon namely:- SG04 Shopfronts; SG11 Healthcare and New Housing Development; and SG15 Low and Zero Carbon Development.

The report summarised each of the guidance notes, provided details on the feedback from consultations and proposed amendments to SG15.

## Decision

**The Executive agreed the following Supplementary Guidance Notes, including modifications in response to consultations as detailed in appendix 1 of the report, and to submit these to Scottish Ministers for approval:**

**SG04 Shopfronts;  
SG11 Healthcare and New Housing Development; and  
SG15 Low and Zero Carbon Development**

**EX48. FALKIRK ECONOMIC STRATEGY – UPDATE REPORT**

The Executive considered a report by the Director of Development Services presenting a draft Economic Strategy for consultation.

The Executive agreed, on 17 March 2015 (ref EX142), to establish a policy development panel to review and develop the Council's Economic Strategy. The panel, which comprises Councillors D Goldie (Convener), Blackwood, Coleman, Gow and Turner, has met on three occasions and has agreed a draft Strategy for consultation.

The report summarised the engagement undertaken thus far by the panel and set out a framework for further consultation on the draft Strategy. It was intended that a final draft would be submitted to the Executive, for approval, by December 2015.

Councillor D Goldie, seconded by Councillor Gow, moved that the Executive agrees:-

- (1) to note the content of the draft Falkirk Economic Strategy document; and
- (2) that the draft Strategy is issued for consultation and completion of a finalised draft by the end of 2015 following approval of the policy development panel.

As an amendment, Councillor Coleman, seconded by Councillor Alexander, moved, in addition to the motion, that the Executive:-

- (3) calls for a report on improving the promotion of Small and Medium Size Enterprises (SME's) as the most effective means of diversifying the local economy; and
- (4) recommends to Council that the Tourism sector is transferred from the Leisure portfolio to Economic Development and to bring forward a report on its integration and subsequent promotion.

On a division, 8 members voted for the motion and 3 members voted for the amendment, with voting as follows:-

For the motion (8) - Councillors Blackwood, D Goldie, G Goldie, Gow, Mahoney, C Martin, C R Martin and Nimmo.

For the amendment (3) - Councillors Alexander, Coleman and Spears.

**Decision**

**The Executive agreed the motion.**

**EX49. JOINT INSPECTION OF SERVICES FOR OLDER PEOPLE. (CONTINUED)**

Following a period to allow Councillors Alexander and Coleman to be provided with the information which they had requested, the Executive considered the report by the Head of Social Work Adult Services on the Joint Inspection of Services for Older People.

## Decision

The Executive agreed:

- (1) to note the services for older people in Falkirk report by the Care Inspectorate and Healthcare Improvement Scotland;
- (2) the Joint Action Plan, as appended to the report; and
- (3) to request regular reviews of the Joint Action Plan.

## EX50. POLICY DEVELOPMENT PANEL – REVIEW OF CIVIC LICENSING POLICIES – INTERIM REPORT

The Executive considered a report by the Director of Corporate and Housing Services presenting recommendations from a policy development panel review of civic licensing policies.

The Executive established a policy development panel on 30 September 2014 (ref EX61), to review civic licensing policies. The remit of the panel was to consider:-

- the duration of taxi and private hire car licences;
- the terminal hour for late hours catering establishments;
- the Resolution to ensure that it meets the needs of present day circumstances and remains fit for purpose; and
- the development of a policy covering parades and processions

The panel, which comprised Councillor Blackwood (Convener), Provost Reid and Councillor D Goldie, had met on 6 occasions. The report set out the panel's interim recommendations. These were in regard to:-

- the duration of taxi and private hire car licences; and
- the terminal hour for late hours catering establishments

The report summarised the action undertaken thus far together with conclusions and recommendations.

Councillor Blackwood, seconded by Councillor D Goldie, moved that the Executive agrees:-

- (1) to note the initial review of the civic licensing policies undertaken by the policy development panel;
- (2) to amend the taxi and private hire car/operator licence duration to include a three year renewal option whilst maintaining the current option of an annual renewal should that be the preferred choice of the licence holder;
- (3) that the frequency of hackney tests is reduced from biannual to annual for those licensed vehicles that are under 3 years of age; and

- (4) that the terminal hour for late hours catering establishments within Falkirk Town centre be amended to 2.30am Sunday to Thursday inclusive and 3.30am Friday and Saturday and, during the festive period and on Bank Holidays (as defined in the Licensing Board's Statement of Licensing Policy), 3.30am Sunday to Thursday inclusive and 4.30am Friday and Saturday. The policy as it relates to the terminal hours for non town centres and the town centres of Denny, Stenhousemuir, Bo'ness and Grangemouth remains unchanged.

As an amendment, Councillor Alexander, seconded by Councillor Coleman, moved the terms of the motion, with clause (4) substituted with the following:-

- (4) to consult the town centre community regarding the proposal in regard to the terminal hour for late hours catering and a multi agency report being produced with the likely impact on that community of the changes.

On a division, 8 members voted for the motion and 3 members voted for the amendment, with voting as follows:-

For the motion (8) - Councillors Blackwood, D Goldie, G Goldie, Gow, Mahoney, C Martin, C R Martin and Nimmo.

For the amendment (3) - Councillors Alexander, Coleman and Spears.

#### **Decision**

**The Executive agreed the motion.**

### **EX50. DISPOSAL OF LAND AT 2 STEVENSON AVENUE, POLMONT**

The Executive considered a report by the Director of Development Services recommending that land at 2 Stevenson Avenue, Polmont is declared surplus to regularise a title deed anomaly.

It was intended that, subsequent to approval, the Director of Development Services would negotiate sale of the land to the owner of the residential property at Stevenson Avenue.

#### **Decision**

**The Executive agreed:-**

- (1) to declare the site extending to 55.04 sq.m at 2 Stevenson Avenue, Polmont surplus to requirements; and
- (2) to authorise the Director of Development Services to undertake a negotiated disposal of the site as outlined in the report.

### **EX51. CAPITAL PROGRAMMES UPDATE REPORT**

The Executive considered a report by the Director of Corporate and Housing Services on the 2015/16 Capital Programmes.



The three year General Services Capital Programme was approved on 11 February 2015 (ref FC70). The budget has been revised since to take into account slippage from 2014/15, the rescheduling of budgets and additional projects.

A revised budget was set out together with a revised programme. As part of the budgetary control process, additional projects had been identified to mitigate slippage in the 2015/16 programme. The report detailed the main areas of anticipated spend for 2015/16 together with analysis of the areas of variance.

The report also provided an update on the 2015/16 Housing Capital Programme and set out the Prudential Indicators for 2015.

## **Decision**

**The Executive agreed to:-**

- (1) note the budget and forecast position for the General Fund & Housing Capital Programmes for 2015/16;**
- (2) approve the acceleration of projects per paragraph 4.1 of the report and note the potential for further acceleration per paragraph 4.3 of the report; and**
- (3) note the Prudential Indicators set out in Appendix 4 of the report.**

## **EX52. BUSINESS TRANSFORMATION**

The Executive considered a report by the Director of Corporate and Housing Services summarising the current position of the key Business Transformation projects categorised under workforce, assets and working practices.

In addition, the report described the objectives and current position of the Support Services Transformation and Review (SSTAR) project and sought authority for the transfer of staff and budgets between services.

The project encompasses all clerical, administrative, support service and routine transactional processes undertaken in all Services, the associated IT systems, and the staff who undertake these activities. Other activities and associated staff and systems will come within the scope as they are identified and recognised as clerical, administrative, support service and/or routine transactional activities.

In order to create the single-managed transactional and support structure, staff and associated staffing budgets require to be transferred to the transactional and support team within Corporate and Housing Services on a phased basis between June 2015 and January 2016. The budget virements required amounted to £6.9m.

In line with Financial Regulation 5.2, virements of more than £350,000 between Council revenue budgets must be approved by the Executive.

**Decision**

**The Executive agreed:-**

- (1) to note progress against each of the key Business Transformation projects set out in the report;**
- (2) to note that the governance arrangements around Business Transformation will be considered as part of the report to Council in October 2015 on the targeted Best Value work undertaken by Audit Scotland on behalf of the Accounts Commission; and**
- (3) to approve the transfer of staff and virement of budget to the Business Support function within Corporate and Housing Services as detailed at section 3 of the report.**

Councillor Mahoney left the meeting during consideration of the previous item.

**MINUTE of MEETING of the CIVIC LICENSING COMMITTEE held in the MUNICIPAL BUILDINGS, FALKIRK on WEDNESDAY 30 SEPTEMBER 2015 at 9.30 a.m.**

**COUNCILLORS:**

Jim Blackwood  
Baillie William Buchanan  
Paul Garner  
Baillie Joan Paterson  
Provost Pat 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

**CL70. APOLOGY**

An apology was intimated on behalf of Councillor Hughes.

**CL71. DECLARATIONS OF INTEREST**

No declarations were intimated at this stage.

**CL72. MINUTE**

**Decision**

**The minute of the meeting of the Civic Licensing Committee held on 1 September 2015 was approved.**

**CL73. LIST OF APPLICATIONS GRANTED UNDER DELEGATED POWERS IN AUGUST 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 August and 31 August 2015 in terms of the Civic Government (Scotland) Act 1982, and (b) notifications of pending public processions.

**Decision**

**The committee noted the report.**

**CL74. CIVIC LICENSING ENFORCEMENT – AUGUST**

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

**The committee noted the report.**

**CL75. 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.

**CL76. REQUEST FOR NOTICE OF EXEMPTION FROM CARRYING A GUIDE DOG, A HEARING DOG OR AN ASSISTANCE DOG**

The applicant, Mr H, entered the meeting.

With reference to Minute of Meeting of the Civic Licensing Committee held on 17 June 2015 (paragraph CL39 refers), the committee considered a report by the Chief Governance Officer on an application from the licence holder for a notice of exemption from the requirement to carry a guide dog and a hearing dog or an assistance dog.

The report set out (a) the background to the application, (b) the implications of the Taxi Driver's Licences (Carrying of Guide Dogs and Hearing Dogs) (Scotland) Regulations 2003, and (c) the results of the medical allergy tests undertaken by the applicant.

Mr H spoke in support of his application.

Questions were then asked by members of the committee.

**Decision**

**The committee agreed to grant a notice of exemption from the requirement to carry a guide dog, a hearing dog or an assistance dog for a period of three years.**

**CL77. APPLICATION FOR THE GRANT OF AN ADDITIONAL TAXI OPERATOR LICENCE**

The Director of the applicant company, Mr F, entered the meeting.

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

Mr F spoke in support of the application.

Questions were then asked by members of the committee.

**Decision**

**The committee agreed to grant the licence for a period of one year subject to the standard conditions.**

**CL78. APPLICATION FOR THE GRANT OF A NEW TAXI DRIVER LICENCE**

The applicant, Mr S, was not in attendance.

Having heard from the Licensing Co-ordinator that the applicant had been given the opportunity to attend, but had advised in writing that due to work commitments he was unable to do so the committee determined the application in his absence.

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.

**Decision**

The committee agreed:

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

**CL79. APPLICATION FOR THE GRANT OF A NEW TAXI DRIVER LICENCE**

The applicant, Mr M, was not in attendance.

The Committee heard from the Licensing Co-ordinator who confirmed that the applicant would not be in attendance and had intimated that he wished to withdraw his application for a new taxi driver licence.

**Decision**

The committee NOTED that Mr M had withdrawn his application for a new taxi driver licence.

**CL80. APPLICATION FOR THE GRANT OF A NEW PRIVATE HIRE CAR DRIVER LICENCE**

The applicant, Mr G, entered the meeting.

The committee considered a report by the Chief Governance Officer on an application for the grant of a new private hire car driver licence (a) setting out the medical requirements for taxi drivers; (b) summarising the consultations undertaken and responses received, and (c) detailing the applicant's record.

Mr G spoke in support of the application.

Questions were then asked by members of the committee.

The committee adjourned at 9.55 a.m. and reconvened at 10.00 a.m. with all members present as per the sederunt.

### **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 for a period of six months, subject to the standard conditions. Should the applicant apply to renew the licence thereafter, then the application will be remitted back to the committee for consideration.**

## **CL81. APPLICATION FOR THE GRANT OF A NEW PRIVATE HIRE CAR DRIVER LICENCE**

The applicant, Mr H, entered the meeting.

The committee considered a report by the Chief Governance Officer on an application for the grant of a new private hire car driver licence (a) setting out the medical requirements for taxi drivers; (b) summarising the consultations undertaken and responses received, and (c) detailing the applicant's record.

Mr H spoke in support of the application.

Questions were then asked by members of the committee.

### **Decision**

**The committee agreed to grant the private hire car driver licence for a period of six months, together with a warning letter, and subject to the standard conditions. Should the applicant apply to renew the licence thereafter, then the application will be remitted back to the committee for consideration.**

**DRAFT****FALKIRK COUNCIL**

**MINUTE of MEETING of the APPOINTMENTS COMMITTEE held in the MUNICIPAL BUILDINGS, FALKIRK on FRIDAY 9 OCTOBER 2015 at 10a.m.**

**COUNCILLORS:**

Tom Coleman  
Linda Gow  
Craig Martin (Convener)  
Cecil Meiklejohn  
Provost Pat Reid

**OFFICERS:**

Karen Algie, Head of HR and Business Transformation  
Jack Frawley, Committee Services Officer  
Kathy McCarroll, Head of Social Work  
Mary Pitcaithly, Chief Executive

**AP13. APOLOGIES**

Apologies were received on behalf of Councillors Black and Nicol.

**AP14. DECLARATIONS OF INTEREST**

None.

**AP15. 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.

**AP16. APPOINTMENT PROCESS FOR THE POST OF HEAD OF SOCIAL WORK ADULT SERVICES**

The committee considered a report by the Chief Executive which outlined the selection process for the post of Head of Social Work Adult Services. The committee interviewed a short list of 2 candidates.

**Decision**

**The committee agreed to appoint Joe McElholm to the post of Head of Social Work Adult Services on the relevant salary and conditions of service.**

# **FALKIRK COUNCIL**

**MINUTE of MEETING of the APPEALS COMMITTEE held in the MUNICIPAL BUILDINGS, FALKIRK on WEDNESDAY 14 OCTOBER 2015 at 9.30 a.m.**

**COUNCILLORS:**

Stephen Bird  
Jim Blackwood (Convener)  
Colin Chalmers  
Depute Provost John Patrick

**OFFICERS:**

Kathleen Docherty, Senior Human Resources Adviser  
Colin Moodie, Depute Chief Governance Officer  
Antonia Sobieraj, Committee Services Officer

**A15. APOLOGIES**

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

**A16. DECLARATIONS OF INTEREST**

No declarations were made.

**A17. 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.

**A18. 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 Education dated 3 September 2015; and (c) Copies of core documents relating to the Appeal.

The Depute Chief Governance Officer and the Senior Human Resources Adviser (K Docherty) were in attendance as legal adviser and personnel adviser to the Committee respectively.

The Appellant, Ms D, was present and was accompanied by S Crook, Unison.

The Head of Education and Human Resources Adviser (A Reid) were present as representatives of the Council.

The Appellant's representative presented the case.



The Head of Education then intimated that she had no questions for the Appellant or her representative.

Members of the Committee then asked questions of the Appellant and her representative.

The Head of Education presented the case on behalf of the Council.

The Appellant then asked questions of the Head of Education.

Members of the Committee then asked questions of the Head of Education.

The Head of Education summarised the case on behalf of the Council.

The Appellant's representative summarised the 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 D 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 SCRUTINY COMMITTEE held in the MUNICIPAL BUILDINGS, FALKIRK on THURSDAY 15 OCTOBER 2015 at 9.30 AM.**

**COUNCILLORS:**

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

**OFFICERS:**

Caroline Binnie, Communications & Participation Manager  
 Fiona Campbell, Head of Policy & ICT Improvement  
 Deirdre Cilliers, Head of Social Work Adult Services  
 Jack Frawley, Committee Services Officer  
 Kathy McCarroll, Head of Social Work  
 Colin Moodie, Depute Chief Governance Officer  
 Robert Naylor, Director of Children's Services

**S19. APOLOGIES**

No apologies were submitted.

**S20. DECLARATIONS OF INTEREST**

Councillor Chalmers declared a non-financial interest in item S23 as a relation of a service user and considered that this required him to recuse himself from consideration of the item.

**S21. MINUTE****Decision**

**The minute of the meeting of the Scrutiny Committee held on 20 August 2015 was approved.**

Provost Reid and Councillor Carleschi entered the meeting during consideration of the previous item of business.

**S22. ORDER OF BUSINESS**

In terms of Standing Order 25.1(iii), the committee agreed to vary 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 at the meeting.

In accordance with his declaration, Councillors Chalmers left the meeting at this point.

**S23. CLOSURE OF ROWANS SHORT BREAK SERVICE**

The committee considered a report by the Head of Social Work Adult Services providing an update on the decision to close the Rowans short break service and purchase an equivalent number of places externally (ref FC69). The report provided background information which highlighted that an Equality and Poverty Impact Assessment had been undertaken. Information was also provided on communication and engagement work undertaken, alternative resources available, and the impact on service users and families. Deirdre Cilliers provided an overview of the report.

The committee asked how the required level of savings would be met if the Rowans Short Break Service was not closed. Deirdre Cilliers stated that the service would conduct a review of the available options and that services would be looked at in the round.

Members asked for an update on the engagement process undertaken. Deirdre Cilliers stated that, as highlighted in the report, there was a need for further engagement and that co-production was a possible way forward to develop the services which people need. She advised that she had met with parents of service users to discuss ideas for future services and that she was keen to get input from all parties as part of the comprehensive review.

The committee sought clarification on whether the Meadows was a comparable service. Deirdre Cilliers advised that the Meadows was local and that for some service users at the Rowans, their needs could be met at the Meadows. She highlighted that the key strength of the Meadows service was that it is local.

Further information was sought in relation to an event at the Sensory Centre on 4 November. Deirdre Cilliers stated that service providers in the area had been invited to promote the services they provide. This information would feed into the review and was part of the ongoing consultation process.

The committee discussed that most of the alternative resources highlighted in the report were not locally based. Deirdre Cilliers advised that one positive of the provision being further afield was to those who viewed respite as a 'holiday'. However, she recognised that for others more importance was placed on being near home and that this would be part of the review.

Members asked for an update on the acceptance of bookings for 2016, discussing that the public believed bookings were only being taken to December 2015. Deirdre Cilliers advised that bookings for 2016 were being taken but that she would look further into the matter and provide information after the meeting.

## Decision

### The committee agreed:-

- (1) to note the information provided in this update report regarding engagement with service users and carers;
- (2) to note that the proposed closure of Rowans will not take place within the current financial year;
- (3) to note that a full review will now be undertaken within the current financial year, and
- (4) to request that a report on the process of and lessons learned from the Rowans budget decision is submitted to a future meeting.

Councillor Chalmers rejoined the meeting following the conclusion of the previous item of business.

## S24. PUBLIC PERFORMANCE REPORTING

The committee considered a report by the Director of Corporate & Housing Services Providing information following the evaluation of public performance reporting by Councils carried out by Audit Scotland. The report covered the background to the evaluation, information about Falkirk Council's assessment and set out improvement actions that would be taken by the Council. Fiona Campbell provided an overview of the report and Caroline Binnie then provided the committee with a short presentation.

The committee asked when the improvement plan would be available and stated that it was good to compare practice against other local authorities. Caroline Binnie stated that Audit Scotland rated each Council on each area, if it is identified that Falkirk needed to make improvements in a particular area the service would look at exemplar Councils to then draft an action plan.

Members asked about take up of information by age group and the use of Falkirk News. Caroline Binnie stated that the approach varies and that there had been positive feedback on the different methods used. It can be difficult to engage younger people in traditional forms of engagement. The Falkirk News was recognised as being a good method of providing information to the public. The service was using Twitter more actively to engage with young people and this had been found to be successful. There had recently concluded a scrutiny panel on consultation and engagement which had spent time focussing on the issue of engaging younger people.

The committee asked how the Council shares improvements through You Said, We Did. Caroline Binnie advised that the Citizens Panel was in the format of You Said, We Did and that the service could look at extending this. She also highlighted the use of plasma screens in various Council offices which displayed information to the public.

Members discussed the use of the Council's website. Caroline Binnie advised that the information presented on the home screen was varied to keep it relevant and up to

date. She highlighted that most external visitors to the website do not access it through the homepage.

The committee asked about the cost associated with utilising new methods such as Twitter. Caroline Binnie advised that there was a staff cost involved as people were needed to monitor and feed information into the account. This was met through existing resources. Teams were becoming more aligned to digital media.

In response to a question on what information was provided to the public on staff performance, Caroline Binnie advised that reports with indicators on sickness absence, turnover, training and satisfaction were provided.

The committee discussed what areas it was felt the public was most interested in. Caroline Binnie stated that a question was asked in the bi-annual customer survey about what the public is most interest in and how they want that information. She advised that Falkirk News rated highly and that the rating for the website was increasing.

Members asked what information on the website was the most popular. Caroline Binnie advised that school holiday information was very popular as was information on Home Spot. Further, there were areas which had spikes in demand seasonally such as information on road gritting during winter.

## **Decision**

**The committee noted the report.**

## **S25. SOCIAL WORK CHILDREN & FAMILIES BUDGET POSITION**

The committee considered a report by the Director of Children's Services providing information on the budget overspend in social work children and families service during the financial year 2014/15. The report also provided contextual information and information on actions to monitor and manage expenditure. Kathy McCarroll provided an overview of the report.

The committee discussed the pressures associated with placements for looked after children away from home noting that Falkirk had a higher percentage away from home than at home. Kathy McCarroll stated that the service was investigating the trend in this area, particular in relation to the higher number of children looked after away from home. There was some evidence to show that the increase in the number of younger children becoming accommodated and the consequential increase in the number of permanence orders was linked to increases in drug and alcohol abuse. In relation to Children's Hearings decisions she advised that the service did not track the recommendation of the social worker compared to the final decision by Children's Hearings. However, this information would be available in the near future. Robert Naylor stated that the Reporter was being invited to visit the services available in the area to ensure that decisions were being taken in that light. Kathy McCarroll advised that since January there had been two cases considered by the Sherriff Court which had resulted in decisions for secure accommodation which the Council was liable to implement and fund.

Members asked about the progress of the former Focus School in Laurieston. Robert Naylor stated that it was hoped that more children who were currently looked after away from home would be able to return home as their education needs would be catered for in the area. There was also work ongoing to upskill staff at the Mariner Support Service to cater for those children and young people currently in residential care.

The committee sought information on how significant the increase of drug and alcohol abuse had been compared to previous years. Kathy McCarroll stated that the number of children on the Child Protection Register had increased over the last two years mainly as a result of the increase in substance abuse in this area.

Members discussed the rates paid to foster carers compared to those available in the private sector. Kathy McCarroll advised that fees were paid to foster carers and that in addition to this there was an age related payment per child. Some external agencies pay one flat rate and others do not provide information on the breakdown of their payments. The service continually tried to recruit new foster carers and she advised that the feedback received was that the fees and allowances paid were satisfactory. There was evidence that the Council was losing foster carers to external agencies. In response to a question on having had foster carers switch from external agencies to the Council, Kathy McCarroll stated that she was not aware of a significant movement in this direction and that the level of pay was likely a barrier to those already associated with external agencies.

The committee asked about the approach taken to sibling groups in care and if they were ever split up. Kathy McCarroll stated that the service tried to keep siblings together when first accommodated but that beyond this it was determined by individual need. Recent legislation limited foster carers to three children per household. Where adoption for siblings was considered a together or apart assessment was carried out. She advised that there had been an increase in the number of sibling groups who needed to be accommodated.

Members highlighted that priority needed to be given to collaborative early intervention work on drug and alcohol abuse. Fiona Campbell stated that the Drug and Alcohol Partnership had commissioned work to identify what the key issues are. The clinical advice was that rehabilitation facilities were not good for long term outcomes. The outcome of this work would be available to the Community Planning Partnership in December.

The committee asked for further information on the process of engaging external foster care agencies. Kathy McCarroll stated that there was a public social partnership approach to external agencies adopted in 2012. She advised that the Scottish Government had a national contract on foster care and residential school care which the service was looking at in considering whether to renew the local contract or not.

The committee requested a report once work had been progressed to address the overspend and that a further budget position update was provided.

## Decision

**The committee agreed to request an update report on the implementation of actions identified in the report, to provide updated information on the budget situation and categorisation of reasons for children becoming accommodated to a future meeting.**

Provost Reid left the meeting during consideration of the previous item of business.

### **S26. SOCIAL WORK ADULT SERVICES OVERSPEND 2014/2015**

The committee considered a report by the Head of Social Work Adult Services providing information on the budget overspend in social work adult services during the financial year 2014/15. The report also provided contextual information and information on actions to monitor and manage expenditure. Deirdre Cilliers provided an overview of the report.

Members sought further information on eligibility criteria. Deirdre Cilliers stated that it was a complex area. She advised that the first priority was to ensure that everyone was being fully assessed for services and given the right services for their needs. She also stated that a review of assessment on lower level needs needed to be carried out to ensure that assistance was provided to these people as quickly as possible. Through focus on reablement and better practice the service would be able to improve the budget position.

The committee highlighted that the service needed to make improved use of its resources, a question was asked if home carers could help with medication. Deirdre Cilliers advised that medication was a significant issue and that home carers do not administer medication in Falkirk but do in some other areas. However, she advised that the home carers in Falkirk do prompt people to take their medication. She stated that the training of staff was a priority for the service. Through the use of Integrated Care Funds a pharmacist had been employed for six months to scope the work that was required and to do simple assessments.

Members commented on the increasing demand for home adaptations and that in some cases a person's condition could deteriorate while waiting for the work to be carried out. Deirdre Cilliers stated that the service would look at how to do things differently and get small adaptations in place quickly. She advised that Integrated Care Funding was also being used to get a trainer for home carers so that they worked in a more reabling way. This was particularly important so that older people at home do not lose confidence in their ability to carry out tasks themselves. In response to a question on the availability of suitable housing, Deirdre Cilliers stated that there was good work carried out in collaboration with Housing. An occupational therapist was employed in Housing. She stated that there was sheltered housing available locally and that the service could improve in demonstrating to people the benefits of moving there.

The committee asked what the most significant area of overspend was. Deirdre Cilliers stated that there was a particular pressure on care packages for people with learning disabilities. However, frail elderly as a demographic were the most significant area of demand. The members then discussed the use of group homes in place of individual 24 hour placements.

The committee requested a further report on mitigating factors and service redesign.

**Decision**

**The committee agreed to request an update report on the implementation of actions identified in the report including service redesign and mitigating factors.**

**S27. PERFORMANCE PANEL SCHEDULE**

The committee considered a report by the Director of Corporate and Housing Services providing, as an appendix, a reporting schedule for the performance panel for 2016. Colin Moodie provided an overview of the report.

**Decision**

**The committee agreed to the schedule of meetings for the Performance Panel as appended to the report.**



**DRAFT****FALKIRK COUNCIL**

**MINUTE of MEETING of the EXECUTIVE held within the MUNICIPAL BUILDINGS, FALKIRK on TUESDAY 20 OCTOBER 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	Robert Spears

**OFFICERS:**

Robin Baird, Waste Strategy Co-Ordinator  
 Fiona Campbell, Head of Policy Technology and Improvement  
 Rhona Geisler, Director of Development Services  
 David McGhee, Head of Procurement & Housing Property  
 Rose Mary Glackin, Chief Governance Officer  
 Robert Naylor, Director of Children's Services  
 Brian Pirie, Democratic Services Manager  
 Mary Pitcaithly, Chief Executive  
 Brenda Roddy, Climate Change & Sustainability Officer  
 Bryan Smail, Chief Finance Officer  
 Danny Thallon, Planning Officer

**ALSO ATTENDING:**

Councillor Carleschi

**EX53. APOLOGIES**

Apologies were intimated on behalf of Councillors Nicol and Nimmo.

**EX54. DECLARATIONS OF INTEREST**

Councillor Mahoney declared a non-financial interest in item EX59 as a member of Friends of Kinneil 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.

**EX55. MINUTE****Decision**

The minute of the meeting of the Executive held on 29 September 2015 was approved.

**EX56. MOTION****Community Halls**

On 7 October 2015, and in accordance with Standing Order 31.1, Council referred the the following motion proposed by Councillor Carleschi, to the Executive:-

*A number of members have received a recent briefing note which has been issued by Children's Services on the community transfer of 5 community halls – Bothkennar, Banknock, California, Limerigg and Polmont.*

*There has been no consultation on the rationale behind these 5 halls being earmarked for potential transfer or closure. Councillors have also not been provided with the assessment undertaken on all 22 community halls in Falkirk. This is at a time when the council has committed itself to spending £20 Million on a new council HQ.*

*Members therefore request a report come to the December meeting of full Council providing a detailed assessment of all 22 community halls and the potential impact to local communities resulting from closure.*

In terms of Standing Order 31.2, Councillor Carleschi spoke in support of his motion.

Councillor Spears, seconded by Councillor Coleman, moved that the Executive *requests a report to the December meeting providing a detailed assessment of all 22 community halls and the potential impact to local communities resulting from closure.*

As an amendment, Councillor C Martin, seconded by Councillor Dr C R Martin, moved, in substitution, that the Executive *agrees to the continuation of the on-going consultation and to await the results.*

On a division 3 members voted for the motion and 7 voted for the amendment, with voting as follows:-

For the motion (3) – Councillors Alexander, Coleman and Spears.

For the amendment (7) – Councillors Blackwood, D Goldie, G Goldie, Gow, Mahoney, C Martin and Dr C R Martin.

**Decision**

**The Executive agreed the continuation of the ongoing consultation and to await the results.**

Councillor G Goldie joined the meeting during consideration of the previous item.

**EX57. CARBON MANAGEMENT PLAN**

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

The Council is required in terms of the Climate Change (Scotland) Act 2009 to demonstrate that carbon reduction is built into its operations and that it is contributing to national targets. From 2016/17 Falkirk Council will be required to report on progress towards the reduction of carbon dioxide emissions.

The revised plan, which outlines how the Council will manage its carbon dioxide emissions, covers the period 2015 – 2021 and sets out conclusions under 5 main headings:-

- Optimise use of the built estate;
- Taking decisions on the built estate;
- Build carbon and associated costs into decision making;
- Stabilisation/reduction of the estate; and
- Embed carbon reduction in IT.

The plan set out three options for Council - continued growth and consumption of carbon dioxide emissions; stabilisation of carbon dioxide and gradual decrease of carbon dioxide together with the potential savings associated with each scenario.

Councillor C R Martin, seconded by Councillor C Martin, moved that the Executive agrees:-

- (1) *to note the projects successfully delivered by the Carbon Management Plan 2011-2015; and*
- (2) *the Carbon Management Plan 2015/16 - 2020/21.*

Following discussion, Councillor Alexander proposed that, additionally, *the Executive agrees to request a report on what Falkirk Council is doing to reduce carbon emissions and on best practice within other Scottish local authorities.*

Councillor Dr C R Martin, with the consent of Councillor C Martin, as Convener and the seconder of the motion, agreed to adjust the terms of his motion to accommodate the proposed addendum.

## **Decision**

**The Executive agreed:-**

- (1) to note the projects successfully delivered by the Carbon Management Plan 2011-2015;**
- (2) the Carbon Management Plan 2015/16 - 2020/21; and**
- (3) to request a report on what Falkirk Council is doing to reduce carbon emissions and to report on best practice in other Scottish local authorities.**

**EX58. BUSINESS CONTINUITY MANAGEMENT POLICY**

The Executive considered a report by the Director of Development Services presenting a Business Continuity Management Policy for approval.

In terms of the Civil Contingencies Act 2004, the Council is required to make arrangements for maintaining business continuity and, in particular, to maintain plans, so that, in the event of an emergency, it can perform its functions.

The main objectives of the policy are to:-

- reduce the likelihood of a disruption occurring that affects the services provided by the Council;
- prioritise and protect those people most severely impacted; and
- protect the Council by taking action to avoid financial loss, lessen reputational damage, enhance the Council's ability to recover from a disruptive event and meet its legislative requirements.

**Decision**

**The Executive approved the Business Continuity Management Policy.**

**EX59. REVIEW OF THE OPEN SPACE STRATEGY AND PARKS DEVELOPMENT PLAN**

The Executive considered a report by the Director of Development Services presenting a draft Open Space Strategy and Parks Development Plan.

The Executive established a policy development panel on 19 August 2014 (ref EX45) to review the Open Space Strategy and Parks Development Plan. The report summarised the work of the panel, which comprised Councillors Mahoney (chair), Blackwood and McLuckie, highlighting, in particular, the significant amendments suggested by the panel. A revised document was presented which set out 14 strategic proposals under the following four key themes:-

- modernising the parks and open spaces;
- addressing inequality and fostering community through open space investment;
- working and investing more efficiently; and
- generating capital and revenue for investment in parks and open space.

The panel had recommended that the draft document is, subject to Executive approval, issued for public comment.

**Decision**

**The Executive agreed to:-**

- (1) **instruct officers to publish the consultative draft Open Space Strategy and Parks Development Plan and to carry out a public consultation, and**

- (2) instruct officers to report the findings of the public consultation and present a finalised Open Space Strategy and Parks Development Plan which has been amended to address issues raised during the consultation to a future meeting.

#### **EX60. ADOPTION OF ZETLAND PARK MASTERPLAN**

The Executive considered a report by the Director of Development Services proposing the adoption of a masterplan for Zetland Park.

The Zetland Park Masterplan had been developed by Falkirk Council in consultation with Falkirk Community Trust, elected members, the friends of Zetland Park and the public. The plan provides a framework for developing the park to accommodate current recreational needs as well as preserving its unique historical and heritage assets. Investment in the park will be sought from external sources and the adoption of the proposed Masterplan will allow grant applications, to bodies such as the Heritage Lottery Fund, to be made for many of the development opportunities set out.

##### **Decision**

**The Executive agreed to:-**

- (1) adopt the Zetland Park Masterplan;
- (2) authorise the Director of Development Services to formulate a phase one funding bid to Heritage Lottery Fund, and to seek to identify appropriate external match-funding; and
- (3) request a further report should a stage two bid be considered with a funding package identified on the basis described in the report.

Councillor Spears left the meeting following consideration of the previous item.

#### **EX61. STRATEGIC HOUSING INVESTMENT PLAN UPDATE**

The Executive considered a report by the Director of Corporate and Housing Services providing an update on the Strategic Housing Investment Plan (SHIP) together with affordable housing proposals.

The SHIP is a key statement of housing development priorities and guides funding for new affordable housing development.

The Executive approved a revised affordable housing programme – the Strategic Local Programme (SLP) on 13 January 2015 (ref EX105) and noted investment in the programme from the Pension Fund on 28 April 2015 (ref EX7).

Since April 2015, following discussions with the Scottish Government, a further £2.9m has been identified for affordable housing:-

- the Scottish Government will provide an additional £1.8m towards buy backs in 2015 - 16; and

- the Scottish Government grant subsidy will now fund previously identified new build projects i.e. second homes council tax funds and Affordable Housing Policy contributions previously identified to fund Council developments at Stenhousemuir and Denny, will no longer be required. This effectively means that £1.1m from these resource streams can now be used for additional/new proposals to deliver affordable housing.

It is anticipated that a further 305 affordable homes will be provided over the next four years. A revised SLP was appended.

The report also set out proposals in regard to:-

- extensions of the buy back scheme to include larger properties;
- opportunities to identify and purchase units from developers on sites identified under the Affordable Housing Policy;
- carrying out further re-design projects akin to that including flatted accommodation at Kersiebank Avenue, Grangemouth.

### **Decision**

**The Executive agreed to:-**

- (1) **the revised Strategic Local Programme as outlined in appendix 1 of the report;**
- (2) **to amend the buy back criteria to include houses (as defined by the Scottish Government) with more than two bedrooms;**
- (3) **to commence discussions with Homes for Scotland and Development Services to identify potential opportunities to purchase units from developers on sites under the Affordable Housing Policy and thereafter bring a report back to Executive, and**
- (4) **to remit it to the Director of Corporate and Housing Services to identify opportunities to redesign low demand flatted accommodation and thereafter bring a report back to the Executive.**

## **EX62. REGULATION OF INVESTIGATORY POWERS (SCOTLAND) ACT 2000**

The Executive considered a report by the Director of Corporate and Housing Services presenting a revised Regulation of Investigatory Powers (Scotland) Act 2000 (RIPSA) Policy and Procedure for approval

RIPSA authorises the Council to carry out covert surveillance to obtain evidence to enable it to carry out its statutory functions. The Council's approach to RIPSA was reviewed in 2010 and two policies were introduced i.e. for directed surveillance and for the use of covert human intelligence sources. A revised policy and procedure which combines the existing policies was presented for approval.

### **Decision**

**The Executive agreed:-**

- (1) the updated Regulation of Investigatory Powers (Scotland) Act 2000 policy and procedure attached to the report; and
- (2) to authorise the Chief Governance Officer to keep under review the authorisation documentation required under the policy and to make such changes to it as may be necessary from time to time to comply with any relevant Codes of Practice.

#### **EX63. HOLOCAUST MEMORIAL NATIONAL EVENT 2016**

The Executive considered a report by the Director of Corporate and Housing Services setting out proposals to host the National Holocaust Memorial Day on 27 January 2016.

Falkirk Council has commemorated Holocaust Memorial Day locally since 2011 and has been invited to host the national event which will be held on 27 January 2016.

The theme for 2016 event is 'Don't Stand by' in acknowledgment of those who have not ignored genocide and who have helped to save the lives of oppressed people.

It is anticipated that the cost to the Council will be minimal, and will relate in the main to a Civic reception on 26 January 2016. The funding for the national day will be provided by the Holocaust Memorial Day Trust and the Scottish Government. Both organisations, together with Interfaith Scotland, will support Council officers involved.

#### **Decision**

**The Executive agreed to:-**

- (1) support the hosting of the National Holocaust Memorial Day on 27 January 2016 and the accompanying civic reception on 26 January 2016; and
- (2) note the local events taking place to mark Holocaust Memorial Day.

#### **EX64. SYNTHETIC SPORTS PITCHES**

The Executive considered a report by the Director of Corporate and Housing Services.

The Executive agreed, on 24 February 2015 (ref EX126), to invite interested third parties and organisations to apply for funding to develop synthetic 3G sports pitches.

The deadline for applications was 31 May 2015. Seven applications were received, from:-

- Newtown Park Association (Bo'ness Junior Football Club);
- Dunipace Juniors Football Club;
- Syngenta Junior Football Club;
- Falkirk Rugby Club;
- East Stirlingshire Galaxy;

- Falkirk GHG Hockey Club; and
- Graeme High School and Central Football Academy.

The report provided a summary of the assessment of the applications, highlighting particular issues in regard to the application from Graeme High School.

### **Decision**

#### **The Executive agreed:-**

- (1) that the bids from Newtown Park and Dunipace Juniors Football Club will be taken forward to stage 2 of the assessment process, with the level of funding being in the region of £360,000 for each applicant;
- (2) that officers will report back to committee in the event that any significant issues arise during stage 2 or beyond; and
- (3) that the proposal from Graeme High School will be put on hold to allow consideration of the factors set out in paragraph 3.3 of the report.

## **EX65. FINANCIAL POSITION 2015/16**

The Executive considered a report by the Director of Corporate and Housing Services presenting the Council's projected year end financial position.

At 30 September 2015, a year end underspend of £0.275m was projected in the General Fund. The report set out the main deviations from budget to date, by Service. The main pressures continue to be attributable to both Children's Services and Adult Social Work Services. Underspends in other Services and the additional £2m provided in the budget have absorbed these pressures.

The projected year end position in regard to the Trading Account, Housing Revenue Account and General Fund Reserves and Capital Reserves were also presented, together with details of movements on the Repairs and Renewals Fund.

### **Decision**

#### **The Executive agreed to note:-**

- (1) the Council's projected year-end financial position for 2015/16; and
- (2) the position with Reserves.

## **EX66. PROPOSED CARRONSHORE BRIDGE - ACQUISITION OF LAND**

The Executive considered a report by the Director of Development Services seeking authority to promote Compulsory Purchase Orders to acquire land for a pedestrian/cycle bridge in Carronshore.

The Executive agreed on 17 March 2015 (ref EX145) the River Carron Connection project which includes the proposal for a pedestrian/cycle bridge in the Carronshore area.



The report summarised negotiations between the Council, the Dawson Trust and Scottish Water in regard to the purchase of land required to construct the bridge and recommended the use of Compulsory Purchase Order powers to acquire the land.

Councillor C Martin, seconded by Councillor Dr C R Martin, moved that the Executive agrees the recommendations set out in the report.

Following discussion, Councillor Alexander proposed that, *in addition, the Executive calls for a meeting of interested parties, including local elected members to understand the reason for the blockage.*

Councillor C Martin, as mover of the motion and Convener, and with the consent of Councillor Dr C R Martin, as his seconder, agreed to adjust his motion to incorporate Councillors Alexander's proposed addendum.

### **Decision**

#### **The Executive agreed:-**

- (1) the promotion of Compulsory Purchase Orders under the Land Reform (Scotland) Act 2003 and/or the Town & Country Planning (Scotland) Act 1997 for the acquisition of the land ownership interests outlined in the report as shown on the plan attached to the report and subsequent referral to the Scottish Ministers, for the consultation of the Carronshore Bridge; and**
- (2) to call for a meeting of interested parties, including local members, to understand the reasons for the blockage.**

Councillor G Goldie withdrew from the meeting following consideration of the previous item.

### **EX67. EXCLUSION OF PUBLIC**

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

### **EX68. UPDATE ON CONTRACT FOR PROCESSING CO-MINGLED DRY RECYCLATE**

The Executive considered a report by the Director of Development Services providing an update on the contract and negotiations in regard to the processing of co-mingled dry recycle.

Councillor Dr C R Martin, seconded by Councillor C Martin, moved that the Executive agrees to:-

- (1) note the content of the update on the contract for processing co-mingled dry recycle;*

- (2) *authorise the Director of Development Services to review all costs associated with the blue bin collection service in order to present options at a future meeting; and*
- (3) *establish a short life policy development panel, comprising 5 members (with 3 drawn from the Administration and 2 from the Opposition) to consider the implications of the forthcoming Recycling Charter and to make recommendations as appropriate.*

**Decision**

**The Executive agreed the motion.**

Councillor G Goldie rejoined from the meeting during consideration of the previous item.

**FALKIRK COUNCIL**

**MINUTE of MEETING of the PLANNING COMMITTEE held in the MUNICIPAL BUILDINGS, FALKIRK on WEDNESDAY 28 OCTOBER 2015 at 9.30 a.m.**

**COUNCILLORS:** Baillie William Buchanan (Convener)  
Colin Chalmers  
Steven Carleschi  
Paul Garner  
Adrian Mahoney  
Craig Martin  
John McLuckie  
Martin Oliver  
Baillie Joan Paterson  
Sandy Turner

**OFFICERS:** John Angell, Head of Planning and Transportation  
Kevin Collins, Transport Planning Co-ordinator  
Elspeth Forsythe, Planning Officer  
Rose Mary Glackin, Chief Governance Officer  
Iain Henderson, Legal Services Manager  
John Sleith, Environmental Health and Trading Standards Manager  
Antonia Sobieraj, Committee Services Officer  
Russell Steedman, Network Co-ordinator  
Richard Teed, Senior Forward Planning Officer  
Brent Vivian, Senior Planning Officer  
Bernard Whittle, Development Management Co-ordinator

**P71. APOLOGIES**

Apologies were intimated on behalf of Councillor Nimmo.

**P72. DECLARATIONS OF INTEREST**

Councillor Oliver declared a non financial interest in item 8 (minute P78) by virtue of him being an objector to the application, in consequence of which he recused himself from consideration of the item, having regard to the objective test in the Code of Conduct.

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

**P73. MINUTES****Decision**

- (a) The minute of meeting of the Planning Committee held on 15 September 2015 was approved; and
- (b) The minute of meeting of the Planning On-Site Committee held on 28 September 2015 was approved.

**P74. ERECTION OF PERGOLA AND SECTION OF LATTICE FENCING (RETROSPECTIVE) FOR 26 GRANGEBURN ROAD, GRANGEMOUTH, FK3 9AA FOR MR THOMAS PATERSON - P/15/0370/FUL**

With reference to Minute of Meeting of the Planning Committees held on 15 September 2015 (Paragraph P65 refers), Committee (a) gave further consideration to a report to that meeting 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 single storey pergola and a section of wooden lattice fencing (retrospective) at 26 Grangeburn Road, Grangemouth.

**Decision**

**The Committee agreed to grant planning permission.**

**Informative:-**

- (1) For the avoidance of doubt, the plan(s) to which the decision refer(s) bear the online reference number(s) 01A, 02 - 08.

**P75. PROPOSED CYCLEWAY BETWEEN DENNY AND FALKIRK AT SITE TO THE SOUTH EAST OF DENNY CEMETERY FOR FALKIRK COUNCIL - P/15/0136/PPP**

The Committee considered a report by the Director of Development Services on an application for planning permission in principle for the construction of a 3 metre wide cycleway/footpath between the Three Bridges Roundabout on the A883 at Falkirk to land to the south of Denny Cemetery including a spur from the cycleway and passing Roughmute Refuse Centre and tying into the path network on land to the south of Bonnybridge Primary School, Bonnybridge.

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

Councillors Carleschi, Garner, and Oliver left and re-entered the meeting during consideration of the following item of business.

**P76. RESIDENTIAL AND MIXED USE PHASED DEVELOPMENT FOR THE WHITECROSS SIRR, INCLUDING UP TO 1500 RESIDENTIAL UNITS, COMMUNITY AND ENTERPRISE FACILITIES, TRANSPORT AND ENVIRONMENTAL INFRASTRUCTURE AND EMPLOYMENT SPACE AT MANUEL WORKS, WHITECROSS, LINLITHGOW EH49 6LH FOR MORSTON ASSETS / MWL MAXINE DURY - P/10/0188/PPP**

With reference to Minutes of Meetings of the Planning Committee held on 25 February, 19 August and 15 September 2015 (Paragraphs P120, P53 and P64 refer), Committee (a) gave further consideration to reports to those meetings by the Director of Development Services; and (b) considered an additional report by the said Director on an application for planning permission in principle for residential and mixed use phased development for the Whitecross SIRR, including up to 1500 residential units, community and enterprise facilities, transport and environmental infrastructure and employment space at Manuel Works, Linlithgow.

**Decision**

The Committee agreed to refuse the application for planning permission in principle on the basis that the Section 75 Planning Obligation had not been satisfactorily concluded within a reasonable timescale.

**P77. USE OF LAND FOR END OF LIFE VEHICLE DECONTAMINATION AND DE-LIQUIDISING FACILITY AND STORAGE OF SCRAP MATERIAL (RETROSPECTIVE) AT ALL PARTS AUTO SALVAGE, HILLVIEW ROAD, HIGH BONNYBRIDGE FK4 2BD FOR ALL PARTS AUTO SALVAGE - P/14/0094/FUL**

With reference to Minutes of Meetings of the Planning Committee held on 25 March, 29 April and 25 June 2015 and (Paragraphs P132, P10 and P34 refer), Committee (a) gave further consideration to reports to those meetings by the Director of Development Services; and (b) considered an additional report by the said Director in relation to conditions imposed in a planning permission granted for the use of land for an end of life vehicle decontamination and de-liquidising facility and storage of scrap material (retrospective) at All Parts Auto Salvage, Hillview Road, High Bonnybridge, Bonnybridge.

**Decision**

**The Committee:-**

- (1) noted the report; and
- (2) agreed that an updated report (together with photographic substantiation showing progress on site) be submitted to the meeting of the Committee in January 2016.

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

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

**P78. DEVELOPMENT OF LAND FOR UP TO 550 HOUSES, A COMMERCIAL BLOCK INCLUDING A CONVENIENCE STORE AND NURSERY, AND ASSOCIATED INFRASTRUCTURE INCLUDING ACCESS JUNCTION WORKS, NEW ROADS AND PATHS, OPEN SPACE, WOODLAND PLANTING, SURFACE WATER DRAINAGE PONDS AND PLAY FACILITIES ON LAND TO THE NORTH OF WATSON PLACE, GLASGOW ROAD, LONGCROFT FOR MACTAGGART & MICKEL - P/09/0508/OUT**

With reference to Minutes of Meetings of the Planning Committee held on 23 March 2011 and 25 February 2015 (Paragraphs P215 and P122 refer), Committee (a) gave further consideration to reports to those meetings by the Director of Development Services; and (b) considered an additional report by the said Director on an application for planning permission in principle (formerly outline planning permission) for the development of land for up to 550 dwellinghouses and a commercial block and associated infrastructure including an access junction works, new roads and paths, open space, woodland planting, surface water drainage ponds and play facilities on a site to the north of Watson Place, Glasgow Road, Longcroft.

**Decision**

**The Committee:-**

- (1) noted the report; and
- (2) agreed to continue consideration of the application noting that if the Section 75 Planning Obligation has not been satisfactorily concluded and planning permission in principle granted (with the updated planning conditions detailed in the recommendation to the report) by 23 February 2016, the matter will require to be brought back to Committee for further consideration and potential refusal.

Councillor Oliver re-entered the meeting following consideration of the foregoing item of business.

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

**P79. DEVELOPMENT OF LAND FOR RESIDENTIAL PURPOSES AT MILNQUARTER FARM, ROMAN ROAD, BONNYBRIDGE, FK4 2DE FOR STEWART HOMES - P/11/0142/PPP**

With reference to the Minute of Meeting of the Planning Committee held on 19 August 2015 (Paragraph P56 refers), Committee (a) gave further consideration to a report to that meeting by the Director of Development Services; and (b) considered an additional report by the said Director on an application for planning permission in principle for the development of land for residential purposes on a site at Milnquarter Farm, Roman Road, Bonnybridge.

**Decision**

The Committee agreed to continue consideration of the application for a site visit by members of the Committee only to view the physical characteristics of the site and requested that officers contact the Directorate for Planning and Environmental Appeals to seek an extension to the time to respond to the procedure note.

**P80. DISTRIBUTOR ROAD AND ASSOCIATED EARTH WORKS ON LAND TO THE NORTH OF SHAMISTLE, MADDISTON, FALKIRK FOR MANOR FORREST LTD AND LAND OPTIONS WEST LTD - P/14/0483/PPP**

With reference to Minutes of Meetings of the Planning Committee held on 27 May and 25 June 2015 (Paragraphs P23 and P35 refer), Committee (a) gave further consideration to reports to those meetings by the Director of Development Services; and (b) considered an additional report by the said Director on an application for planning permission in principle for the construction of a distributor road and associated earth works measuring 7.3 metres in width with 2 x 2 metre wide verges and a 3 metre wide footway/cycleway linking to the recently constructed roundabout at the Parkhall housing development at Maddiston to an approved roundabout on the A801 on land to the north of Shamistle, Maddiston, Falkirk.

**Decision**

The Committee agreed to continue consideration of the application:-

- (1) to allow the applicants to provide information to officers in relation to areas of concern identified in the report;
- (2) to enable officers to provide information to members in relation to previous application, permission and development at Parkhall Farm in so far as it may be relevant to the current application; and
- (3) to undertake site visit by members of the Committee only to view the physical characteristics of the site.

**P81. DEVELOPMENT OF LAND FOR RESIDENTIAL USE (12 NO. FLATS AND 7 NO. DWELLINGHOUSES) ON LAND TO THE WEST OF 127 DUKE STREET, DUKE STREET, DENNY FOR FALKIRK COUNCIL - P/15/0363/PPP**

The Committee considered a report by the Director of Development Services on an application for planning permission in principle for the development of land for residential use (for Falkirk Council affordable social housing) for 19 new units comprising a mix of flatted accommodation, semi detached and terraced housing with vehicular access off Duke Street and new tree planting within adjoining land to be retained as open space, on land to the west of 127 Duke Street, Denny.

**Decision**

**The Committee agreed to grant planning permission in principle subject to the following conditions:-**

- (1) Plans and particulars of the matters specified below shall be submitted for consideration by the Planning Authority, in accordance with the timescales and other limitations in Section 59 of the Town and Country Planning (Scotland) Act 1997 (as amended). No work shall begin until the written approval of the authority has been given, and the development shall be carried out in accordance with that approval. The specified matters are:-**
  - (a) The siting of the building(s);**
  - (b) The design of the building(s);**
  - (c) The external appearance of the building(s);**
  - (d) Details of the access arrangements;**
  - (e) Details of landscaping of the site;**
  - (f) Details of proposed boundary treatments;**
  - (g) A drainage strategy and surface water drainage design, and**
  - (h) Details of proposed levels.**
- (2) The development shall not commence until a contaminated land assessment has been submitted to and approved in writing by the Planning Authority. The development shall not be occupied until (a) any necessary remedial works to make the ground safe have been carried out in accordance with an approved remediation strategy, and (b) any necessary remediation completion report/validation certificate has been submitted to and approved in writing by the Planning Authority;**
- (3) The development shall not be occupied until an acoustic barrier has been provided in accordance with the recommendations of the Road Traffic Noise Impact Assessment prepared by Robin Mackenzie Partnership (RMP), dated 6 February 2015;**
- (4) Each dwellinghouse/flat shall be fitted with glazing/ventilation in accordance with the recommendations of the Road Traffic Noise Impact Assessment prepared by Robin Mackenzie Partnership (RMP), dated 6 February 2015, before it is occupied;**



- (5) A sum of £65,786 shall be paid to the Roads Authority towards the construction of the Denny Eastern Access Road (DEAR). The development shall not commence until the time(s) of payment of the contribution has been agreed in writing by the Planning Authority in consultation with the Roads Authority. The contribution shall be index linked from the date of grant of planning permission in principle, and
- (6) A sum of £57,850 shall be paid to the Education Authority towards the future upgrade of Denny Primary School and Denny High School. The development shall not commence until the time(s) of payment of the contribution has been agreed in writing by the Planning Authority in consultation with the Education Authority. The contribution shall be indexed linked from the date of grant of planning permission in principle.

**Reasons(s):-**

- (1) As these drawings and details constitute the approved development.
- (2) To ensure the ground is suitable for the proposed development.
- (3-4) To ensure that the occupants of the new housing are safeguarded against excessive noise intrusion.
- (5) A proportional financial contribution towards the delivery of the DEAR is required in order to address the cumulative impact of new development in the area on capacity issues at Denny Cross.
- (6) A proportional financial contribution is required in order to address capacity issues at Denny Primary School and Denny High School as a consequence of the cumulative impact of new housing development in the area.

**P82. CHANGE OF USE OF PUBLIC OPEN SPACE TO PRIMARY SCHOOL GROUNDS AND ERECTION OF FENCE (RETROSPECTIVE) ON LAND TO THE NORTH OF BANKIER PRIMARY SCHOOL, BANKIER ROAD, BANKNOCK FOR FALKIRK COUNCIL – P/15/0460/FUL**

The Committee considered a report by the Director of Development Services on an application for full planning permission for the change of use of public open space to primary school grounds and the erection of a 2.8 metre high steel mesh fence (retrospective) on a site consisting of a grassed amenity area within an existing open space on land to the north of Bankier Primary School, Bankier Road, Banknock.

**Decision**

The Committee agreed to continue consideration of the application to request information from the applicant on measures to mitigate the loss of open space in the area from this proposal.

**MINUTE of MEETING of the CIVIC LICENSING COMMITTEE held in the MUNICIPAL BUILDINGS, FALKIRK on WEDNESDAY 4 NOVEMBER 2015 at 2.00 p.m.**

**COUNCILLORS:** Jim Blackwood  
Paul Garner  
Gordon Hughes  
Baillie Joan Paterson  
Provost Pat Reid (Convener)  
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, Enforcement Officer (CL82-CL86 only)

**CL82. APOLOGIES**

Apologies for absence were intimated on behalf of Baillie William Buchanan, Depute Provost Patrick and Councillor Ann Ritchie.

**CL83. DECLARATIONS OF INTEREST**

No declarations were intimated.

**CL84. MINUTE**

**Decision**

The minute of the meeting of the Civic Licensing Committee held on 30 September 2015 was approved.

**CL85. LIST OF APPLICATIONS GRANTED UNDER DELEGATED POWERS IN SEPTEMBER 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 September and 30 September 2015 in terms of the Civic Government (Scotland) Act 1982, and (b) notifications of pending public processions.

**Decision**

The committee noted the report.

**CL86. CIVIC LICENSING ENFORCEMENT – SEPTEMBER 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 September 2015.

**The committee noted the report.**

**CL87. 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.

**CL88. APPLICATION FOR THE GRANT OF A NEW TAXI DRIVER LICENCE**

The applicant, Mr F, accompanied by his father, Mr F, 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.

Mr F spoke in support of the application.

Questions were then asked by members of the committee.

**AGREED** to a short adjournment in order to enable the committee to consider the applicant's submission.

The applicant and his father were then recalled to the meeting.

**Decision**

**The committee agreed:**

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

**CL89. APPLICATIONS FOR THE GRANT OF FIVE NEW PRIVATE HIRE CAR OPERATOR LICENCES**

Mr B, an employee and representative of the applicant company, entered the meeting.

The committee considered a report by the Chief Governance Officer on applications received for the grant of five new private hire car operator licences (a) advising of the background to the applications, and (b) summarising the consultations undertaken and responses received.

Mr B spoke in support of the applications.

Questions were then asked by members of the committee.

**Decision**

**The committee agreed to grant the five private hire car operator licences for a period of one year, subject to the standard conditions.**

**CL90. APPLICATION FOR THE RENEWAL OF A PRIVATE HIRE CAR OPERATOR LICENCE**

The applicant, Mr A, accompanied by his partner, Ms M, entered the meeting.

The committee considered a report by the Chief Governance Officer on an application for the renewal and variation of a private hire car operator licence (a) advising of the background to the application; (b) detailing the consultations undertaken and responses received, and (c) attaching as an appendix, a written request by the applicant to vary the licence condition 8 to allow the sign to be of a magnetic type that is removable, and the reasons why he wishes to use removable signs.

Mr A spoke in support of the application.

Questions were then asked by Members of the committee.

**Decision**

**The committee agreed to renew the private hire car operator licence for a period of one year, subject to the standard conditions as approved but with a variation to condition 8 to allow the sign referred to, to be magnetic signs of similar size and design supplied by the Licensing authority and paid for by the applicant. The applicant will be excused the duty to display the signs when the vehicle is not undertaking private hire car activities but the signs must be kept within the vehicle at all times.**

**CL91. APPLICATION FOR THE RENEWAL OF A STREET TRADER LICENCE**

The applicant, Mr G, entered the meeting.

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

Mr G spoke in support of the application.

Questions were then asked by Members of the Committee.

**Decision**

**The Committee agreed to renew the street trader's licence, for a period of three years, subject to the standard conditions.**

## FALKIRK COUNCIL

**MINUTE of MEETING of the PLANNING COMMITTEE held ON SITE on MONDAY 9 NOVEMBER 2015 commencing at 9.30 a.m.**

**COUNCILLORS:**

Baillie William Buchanan (Convener)  
John McLuckie  
Malcolm Nicol  
Martin Oliver  
Baillie Joan Paterson

**OFFICERS:**

John Angell, Head of Planning and Transportation (for application P/15/0136/FUL)  
Stephen Beales, Roads Design Co-ordinator (for application P/15/0136/FUL)  
Kevin Collins, Transport Planning Co-ordinator  
Ian Dryden, Development Manager  
Kevin Brown, Planning (for application P/15/0136/FUL)  
Antonia Sobieraj, Committee Services Officer  
Russell Steedman, Network Co-ordinator  
Karen Quin, Solicitor  
Brent Vivian, Senior Planning Officer (for applications - P/11/0142/PPP and P/14/0483/PPP)

**P83. APOLOGIES**

Apologies were intimated on behalf of Councillor Mahoney.

**P84. DECLARATIONS OF INTEREST**

No declarations were made.

**P85. PROPOSED CYCLEWAY BETWEEN DENNY AND FALKIRK AT SITE TO THE SOUTH EAST OF DENNY CEMETERY FOR FALKIRK COUNCIL - P/15/0136/PPP**

With reference to Minute of Meeting of the Planning Committee held on 28 October 2015 (Paragraph P75 refers), Committee gave further consideration to a report by the Director of Development Services on an application for planning permission in principle for the construction of a 3 metre wide cycleway/footpath between the Three Bridges Roundabout on the A883 at Falkirk to land to the south of Denny Cemetery including a spur from the cycleway and passing Roughmute Refuse Centre and tying into the path network on land to the south of Bonnybridge Primary School, Bonnybridge.

The location for the meeting was the car park of Bonnybridge Golf Club.

The Convener introduced the parties present.

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

Mr Collins, the applicant's representative, was heard in relation to the application.

Mr Cowan, on behalf of Bonnybridge Golf Club, an objector, arrived at 9.40 a.m. and was then heard in relation to the application.

The objections included the following issues:-

- The proposed road realignment works for the A8004 would adversely affect drainage in that area;
- The loss of land associated with road realignment works would have an adverse impact on business operations and on the viability of a long established 9 hole golf club; and
- The potential for stray balls from the golf course to strike walkers and cyclists.

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 November 2015.

Members thereafter walked along part of the route of the proposed cycle track and viewed aspects of the route from the bus.

In relation to undernoted items, only members of the Planning Committee visited the sites. The visits were solely to allow members of the Committee to view the physical characteristics of the sites. The visits were not subject to the procedures noted at minute P85 above and were not formal meetings of the Planning Committee.

**P86. DEVELOPMENT OF LAND FOR RESIDENTIAL PURPOSES AT MILNQUARTER FARM, ROMAN ROAD, BONNYBRIDGE FK4 2DE FOR STEWART HOMES - P/11/0142/PPP**

**P87. 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**

**FALKIRK COUNCIL**

**MINUTE of MEETING of the EDUCATION EXECUTIVE held in the MUNICIPAL BUILDINGS, FALKIRK on TUESDAY 10 NOVEMBER 2015 at 9.30 AM.**

**COUNCILLORS:** David Alexander  
Jim Blackwood  
Adrian Mahoney  
Craig Martin (Convener)  
Dr Craig R Martin  
Malcolm Nicol  
Alan Nimmo

**REPRESENTATIVES  
OF RELIGIOUS  
BODIES:** Hector Cairns  
Margaret Coutts  
Michael Rollo

**CO-OPTEES:** Helena Barton (Pupil Representative)  
Mike Ablett (Parent Representative)  
Martin Craigen (Parent Representative)  
Margaret Smith (Teacher Representative)

**OFFICERS:** Danny Cairney, Accountancy Services Manager  
Arlene Fraser, Committee Services Officer  
Gary Greenhorn, Head of Planning and Resources  
Colin Moodie, Depute Chief Governance Officer  
Anne Pearson, Head of Education

**EE29. APOLOGIES**

Apologies were intimated on behalf of Councillors Tom Coleman, Dennis Goldie, Gerry Goldie and Linda Gow, and Jonathan Barclay (Pupil Representative).

**EE30. DECLARATIONS OF INTEREST**

No declarations were made.

**EE31. MINUTES****Decision**

The minutes of the meeting of the Education Executive held on 8 September 2015 and the Special Meeting of the Education Executive held on 29 September 2015 were approved.



**EE32. LEARNING TO ACHIEVE AWARDS 2015**

The Education Executive considered a report by the Director of Children's Services detailing the background to the Learning to Achieve Awards (LTA) and which proposed that the scope of the awards be reviewed to recognise achievements from the whole remit of children's services in future. At present the LTA only recognise outstanding school, community and education-based projects.

The report highlighted the nine category award winners and the sponsorship details at this year's ceremony which had taken place within Graeme High School on 24 September 2015.

**Decision**

**The Education Executive agreed to:-**

- (1) note the success of the Learning to Achieve Awards event, and**
- (2) change the event next year to encompass the whole of Children's Services.**

**EE33. EXTENSION OF FRANCHISE TO 16 AND 17 YEAR OLDS**

The Education Executive considered a report by the Director of Children's Services providing an update on the recent legislative changes that had been made in Scotland which gives 16 and 17 year olds the right to vote in both Scottish Parliamentary and Local Government elections.

The report sets out information and examples of how Children's Services and the Electoral Registration Officer (ERO) were working with secondary schools in helping to promote and encourage young people to register to vote and become involved in the democratic process. Children's Services also provided specific activities to raise awareness amongst vulnerable pupils, particularly those with additional support needs and those who are looked after.

**Decision**

**The Education Executive agreed:-**

- (1) to note the report, and**
- (2) that the Director of Children's Services continues to work with schools and other parties to encourage young people to register to vote and to participate in the democratic process.**

**EE34. THE SCOTTISH ATTAINMENT CHALLENGE**

The Education Executive considered a report by the Director of Children's Services outlining the aims of the Scottish Attainment Challenge (SAC) and Children's Services' plans for school involvement in the related Schools Programme.

The main aims of the SAC and its associated Schools Programme are to focus and accelerate targeted improvements in literacy, numeracy and wellbeing in specific areas of Scotland which have been identified as having the highest concentration of primary aged pupils living in multiple deprivation.

Langlees Primary School has been identified as one of the 57 Scottish primary schools to be included in the Schools Programme, which was launched on 1 October 2015.

A funding package has been set up for the next four years (2015-2019) and it is expected that between £20k to £80k per annum will be allocated to those schools identified in the Schools Programme to help accelerate improvement and support innovation.

The report detailed a range of support available to education authorities in relation to the SAC, which included direct access to an Attainment Advisor, access to the national hub and inter-authority partnership working.

The report also set out the bid process and the range of strategies Children's Services will use to address the attainment gap and that the resources will be used more widely than in Langlees Primary School.

### **Decision**

#### **The Education Executive agreed:-**

- (1) to note the aims of the new Scottish Attainment Challenge;**
- (2) that the Director of Children's Services develops and submits a bid to the Scottish Government as outlined in Section 6.1 of the report;**
- (3) that the Director of Children's Services develops a strategy designed to begin to address the attainment gap, and**
- (4) that an update report on progress be submitted to the Education Executive at a later date.**

### **EE35. PROPERTY ASSET SURPLUS TO OPERATIONAL REQUIREMENTS: FORMER GRANGEMOUTH DAY NURSERY**

The Education Executive considered a report by the Director of Children's Services seeking approval to declare the site at the former Grangemouth Day Nursery, surplus to Children's Services operational requirements and thereafter to proceed with the disposal of the site.

The site and current building has been vacant since August 2009 and is no longer required by Children's Services. At present, the premises are secure; however, the condition of the building is deteriorating and there is asbestos present in the roof area.

In light of the current risk assessment, the Director of Children's Services in conjunction with the relevant portfolio holder had, in the interest of public safety, agreed the demolition of the building.

**Decision**

**The Education Executive agreed that:-**

- (1) the site held on Children's Services account be declared surplus to operational requirements, and**
- (2) the Director of Development Services proceed with the sale/disposal of the site, once the existing building has been demolished.**

DRAFT**FALKIRK COUNCIL**

**MINUTE of MEETING of the JOINT CONSULTATIVE COMMITTEE held in the MUNICIPAL BUILDINGS, FALKIRK on WEDNESDAY 11 NOVEMBER 2015 at 9.30 A.M.**

**COUNCILLORS:**

David Alexander  
David Balfour  
Paul Garner  
Adrian Mahoney  
Dr Craig R Martin  
Rosie Murray (Convener)

**TRADE UNION****REPRESENTATIVES:**

Gray Allan, UNISON  
Margaret Cook UNISON  
Colin Findlay, EIS  
Les Grant, UCATT  
Bill Marshall, Unite  
Bert McManus, GMB  
Margaret Smith, EIS  
Lyn Turner, Unite

**OFFICERS:**

Karen Algie, Head of Human Resources and Business Transformation  
Tracy Gillespie, Human Resources Manager  
Anne Marie Johnstone, Organisational Development Manager  
Robert McMaster, Head of Roads and Design  
Kenny McNeill, Educational Resources Manager  
Brian Pirie, Democratic Services Manager  
Stuart Ritchie, Director of Corporate and Housing

**JCC15. APOLOGIES**

Apologies were intimated on behalf of Councillors Bird and G Goldie; and Depute Provost Patrick; and C Lambie (GMB), L Tanner (UNISON), and G Turnbull (UCATT).

**JCC16. DECLARATIONS OF INTEREST**

No declarations were made.

**JCC17. MINUTE****Decision**

**The minute of the meeting of the Joint Consultative Committee held on 11 August 2015 was approved.**

**JCC18. EMPLOYEE TURNOVER**

The committee considered a report by the Director of Corporate and Housing Services detailing the employee turnover figures for the period April to July and August to March 2015 due to the Service structures changing on 1 August 2015 as set out against the benchmark comparison figure for public sector organisations of 9.4%. The Falkirk Council turnover figure for the period was 5.6%.

**Decision**

**The committee noted the contents of the report and the turnover statistics provided in appendix 1.**

**JCC19. SEVERANCE REPORT - 2014/15**

The committee considered a report by the Director of Corporate and Housing Services summarising numbers, costs and savings in regard to early retirements in 2014/15

Under the Local Government Pension Scheme staff can retire early due to efficiency reasons, redundancy or ill health. The Council's Severance policy came into effect on 1 April 2014. Since then 31 non teaching employees accepted voluntary severance offers. The report set out the total 5 year gross savings, costs and net savings associated with these together with comparisons for the period 2011-2014.

In regard to ill health retirements, 19 employees have left the Council at a cost of £1,211,851.

**Decision**

**The committee noted the costs and savings achieved from voluntary severance and ill health retirement arrangements for the period 2014/15.**

**JCC20. SICKNESS ABSENCE**

The committee considered a report by the Director of Corporate and Housing Services providing updated information on sickness absence across Services and the steps being taken to manage sickness absence.

**Decision**

**The committee noted the sickness absence statistics provided and the actions being developed and carried out to support managers in managing sickness absence.**

**JCC21. SERVICE BASED FORUMS**

The committee considered a report by the Director of Corporate and Housing Services presenting minutes from the meetings of Central Support, Children's Services and Development Services for the period October 2014 to September 2015.

**Decision**

**The committee noted the contents of this report and the most recent minutes of the Service Based Forums.**

**JCC22. TIME OFF FOR TRADES UNION DUTIES AND ACTIVITIES POLICY**

The committee considered a report by the Director of Corporate and Housing Services presenting updates to the Time Off for Trades Union Duties and Activities Policy.

The policy was reviewed and amended to include Provisions for considerations of requests for time-off to participate in duties at a national level and to confirm that representatives of trades unions that are not recognised for collective bargaining purposes are entitled to reasonable time off. The revised policy also includes updated trades union membership levels with, where relevant, resultant changes to time off arrangements.

**Decision**

**The committee agreed the changes to the Time Off for Trades Union Duties and Activities Policy and referred it to the Executive for approval.**

**JCC23. LONE WORKING POLICY/MANAGEMENT OF VIOLENCE & UNACCEPTABLE ACTION**

The committee considered a report by the Director of Corporate and Housing Service presenting updates to the Lone Working policy and Procedure for the Management of Violence and Unacceptable Actions at Work.

The Lone Working policy was revised to reflect the findings of a Fatal Accident Inquiry following the death of an employee of Western Isles NHS. The policy has been updated to ensure that systems are in place to manage changing or difficult weather conditions.

The policy and procedures for the Management of Violence and Unacceptable Actions at Work has been reviewed with general amendments in order, and simplification of the list of responsibilities and the deletion of third party harassment provision.

### **Decision**

**The committee agreed the changes to the Lone Working policy, Management of Violence and Unacceptable Actions at Work and referred to Executive for approval and immediate implementation.**

**DRAFT****FALKIRK COUNCIL**

**MINUTE of MEETING of the SCRUTINY COMMITTEE (EXTERNAL) held in the MUNICIPAL BUILDINGS, FALKIRK on THURSDAY 12 NOVEMBER 2015 at 9.30 a.m.**

**COUNCILLORS:**

David Balfour  
Gordon Hughes  
Steven Jackson (Convener)  
Charles MacDonald  
Brian McCabe  
John McLuckie  
Rosie Murray  
Depute Provost John Patrick

**OFFICERS:**

Fiona Campbell, Head of Policy & ICT Improvement  
Matthew Davies, Service Manager – Children & Families  
Jack Frawley, Committee Services Officer  
Nikki Harvey, Service Manager – Community Care  
Iain Henderson, Legal Services Manager  
Liz McGhee, Service Manager – Community Care  
Colin Moodie, Depute Chief Governance Officer  
Robert Naylor, Director of Children's Services  
Susan Nixon, Service Manager – Community Care  
Margaret Petherbridge, Project Development Manager

**ALSO ATTENDING:**

Neil Brown, General Manager, Falkirk Community Trust  
Jane Clark, Business Development Manager, Falkirk Community Trust

**SE13. APOLOGIES**

No apologies were received.

**SE14. DECLARATIONS OF INTEREST**

No declarations of interest were made.

**SE15. MINUTE****Decision**

The minute of meeting of the Scrutiny Committee (External) held on 17 September 2015 was approved.



**SE16. ORDER OF BUSINESS**

In terms of Standing Order 25.1(iii), the committee agreed to vary 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 at the meeting.

**SE17. FOLLOWING THE PUBLIC POUND: SERVICES TO CHILDREN & YOUNG PEOPLE (FPP) – 2014/2015 MONITORING REPORT**

The committee considered a report by the Director of Children's Services which provided an update on the work of external organisations in receipt of funding to provide services to children and young people and who fall within the Following the Public Pound (FPP) reporting and monitoring arrangements. Robert Naylor provided an overview of the report.

Members asked for information on the funding provided to supporting children with additional support needs. Robert Naylor stated that this was a difficult figure to quantify and included the provision of learning assistants and peripatetic teachers. Funding was provided to each school and members were advised that information on the amount of funding allocated centrally would be provided after the meeting.

The committee sought information on the average waiting time for an appointment with the Child and Adolescent Mental Health Service (CAMHS). Robert Naylor advised that he would get the information and provide it to members after the meeting. He stated that there was a significant challenge in this area nationally.

The committee asked how often monitoring officers met with officers from CAMHS. Robert Naylor advised that in general monitoring officers for organisations monitored through the FPP regime would meet with officers of an organisation on a three, six or nine monthly basis depending on the level of risk associated with the organisation. Fiona Campbell advised that monitoring officers were given guidance on how to assess risk and assign the most appropriate rating. Matthew Davies advised that monitoring officers were also in direct contact with organisations outwith their regular monitoring meetings.

Members sought further information on the process of evaluating the progress of an organisation. Matthew Davies stated that an outcome focussed approach was taken and that monitoring officers ensured that progress was being made against individual outcomes. He advised that third sector organisations were often already outcome focussed as they needed to be able to demonstrate the impact of their work to funders.

The committee asked why some of the organisations had been rated as carrying medium risk. Matthew Davies stated that the medium risk rating had been assigned due to the threat of funding reductions which would put pressure on service delivery. He advised that there were no specific concerns in relation to any of the organisations covered in the report. If funding was reduced then the Service would need to review what the organisations could deliver for that level of funding.

Members asked what impact universal credit was likely to have on the use of foodbanks. Robert Naylor stated that there was a possibility that the use of foodbanks

would increase. He advised that the report provided statistics on the use of foodbanks nationally and that work was required to drill down and identify the situation locally. He highlighted the challenging circumstances that many families were in.

A question was asked in relation to the proportion of children looked after away from home who were cared for outwith Falkirk Council resources. Matthew Davies stated that there were 80 children being looked after by external service providers and that in addition to those looked after away from home there were approximately 150 children looked after at home.

In response to a question on preparedness for an increase to the school age population, Robert Naylor stated that the Service had planned well in advance for the population increase and had planned for school roll changes through a programme of upgrading the school estate. He highlighted that there was a complex picture in Falkirk as the population was increasing in some areas while declining in others.

The committee asked for information on the work carried out with schools regarding employability. Robert Naylor stated that for children who were under pressure to leave education due to financial pressures at home external organisations provided services to give support and allow continued access to education. There was a well developed programme of work carried out by schools in relation to employability and the success of the SCOTS programme with Forth Valley College was highlighted. The school curriculum had been adapted to meet the needs of every young person and provided access to vocational qualifications. He advised that the number of positive destinations achieved was increasing.

Members asked if the organisations in receipt of funding mainly worked in areas of deprivation or if they were available across the district. Matthew Davies stated that the referral mechanisms allowed any child or young person to access services. Fiona Campbell stated that the Community Planning Partnership was focussed on the impact of poverty on children.

## **Decision**

**The committee approved the reports for:**

- i) Barnardo's Axis Service;**
- ii) Barnardo's Cluaran Service;**
- iii) NHS Forth Valley CAMHS Clinical Psychologist for Looked after Children;**
- iv) Quarriers Scotland Falkirk Children's Rights Service;**
- v) Signpost Recovery Time 4 Us, and**
- vi) "Who Cares?" Scotland Children's Rights Service**

**and acknowledged progress by the organisations in meeting Council priorities.**

**SE18. FOLLOWING THE PUBLIC POUND: FALKIRK COMMUNITY TRUST**

The committee considered a report by the Chief Executive presenting an update on the performance of Falkirk Community Trust (the Trust) against key objectives for the period 1 April 2014 to 31 March 2015, in line with Following the Public Pound (FPP) and Council procedures.

The report provided information on the Trust's objectives and service outcomes, performance and a financial overview. Appended to the report were performance reports for: April 2014 to March 2015; July to August 2015, and April to September 2015. Fiona Campbell provided an overview of the report and Neil Brown provided an update on the key achievements and challenges relating to the Trust.

Members discussed admissions across the Trust's venues and asked for information on work to utilise community schools more fully and in particular Graeme High School. Neil Brown stated that Graeme High School was a Class 98 school and that this created an issue for the Trust as there could be short notice cancellations to hires. The Trust was in discussion with Class 98 to resolve the situation. He advised that charging had been introduced for the first time last year at community schools as the part of the Trust's strategy to increase income generation. Affected groups who had used the facilities prior to charging were met with and kept informed during the process. He stated that further work promoting the schools would be carried out and that the Trust was working closely with Children's Services.

In response to a question on admission to the Mariner Centre, Neil Brown stated that performance was impacted by work to improve the wave machine in the swimming pool and that since the upgrade works admissions had improved significantly. Work was also planned to upgrade the flumes at Grangemouth swimming pool.

Following a question on efficiencies and cost savings, Neil Brown stated that the Trust's savings plans would be included in the business plan to be submitted to Council. He highlighted the scale of growth achieved by the Trust over the previous four years since its inception and advised that the senior management team has been reduced in size.

The committee discussed charges at sports halls and community schools as well as their potential impact on voluntary groups. Neil Brown stated that the introduction of new charges had been unpopular initially but for that the facilities were cleaned, heated and staffed. The charge of £10 a session was seen to represent good value and he commented that most organisations had attendance in the region of 20 to 30 people.

Members highlighted the appearance of Grangemouth Sports Complex commenting that it looked tired and dated. Neil Brown stated that the condition of assets was a concern for the Trust. Work had been carried out at the Grangemouth Sports Complex to make improvements including relaying the floor, renovating the lighting, upgrading the gym equipment and decorating the crèche.

The committee asked for information on the car parking available at the Helix site and provision for disabled people. Neil Brown advised that additional car parking was available for the Helix site at Falkirk stadium but that during the period of refurbishment over the summer it had been unavailable to the public. The Trust had

liaised with Police Scotland to develop a road strategy which was now in place. There were 7 disabled car parking spaces available at the visitor centre which was staffed by attendants to ensure they were used correctly. There were no plans to create additional parking for disabled people. The committee requested information on how the Trust was ensuring compliance with the Disability Discrimination Act 1995, Neil Brown advised he would provide this after the meeting. Following a question about the possibility of providing wheelchairs or scooters for hire similar to shop mobility, Neil Brown stated that it would be looked at for next summer.

The committee asked if there were arrangements in place for tours of the Kelpies for people with visual impairments. Neil Brown stated that there was nothing specific in place but that the tours were run with a degree of flexibility and highlighted that ghost tours had been put on at Halloween.

In response to a question on proposals for a miniature road train at the Helix site, Neil Brown advised that Police Scotland had given indication that it would not be appropriate as the route would take in parts of the public path network. He advised that Police Scotland had advised that if there was to be any sort of collision involving the land train that it would need to be treated as a road traffic accident.

Members commented on the success of the replacement track at Grangemouth stadium and asked if there were plans to upgrade the track inside the stadium. Neil Brown stated that £350,000 of funding had been received from sportscotland to replace the indoor track, this would make it the same standard as the Commonwealth Games track already in place and work would be carried out by September 2016.

The committee discussed the provision of swimming pools locally. Neil Brown stated that the Trust would work to promote the pool facilities available at community schools.

Members sought information on how the Trust engaged with the Council and elected members. Neil Brown stated that there were five elected members on the Trust's Board which comprised of 11 members in total. Further, the Trust met regularly with officers of the Council and there were 10 service level agreements in place. The Trust held quarterly meetings with the Council's Chief Executive and Chief Finance Officer as well as giving briefing sessions to elected members.

The committee discussed the promotion of gym fees by the Trust. Neil Brown stated that the commercial sector sometimes took the approach of advertising their lowest charges most strongly whereas the Trust promoted its peak costs in order to be upfront with the public. He stated that the prices charged by the Trust were comparable to the commercial sector but that promotion was carried out with a different focus.

Members asked how the Trust would make better use of the smaller sports halls. Neil Brown stated that, for instance, the facility at Stenhousemuir had been used as extra capacity for Larbert High School during the day as the Trust had identified spare capacity at the facility. He stated that the Hallglen facility was reasonably busy at night but not well used during the day. He advised that the heating system at Hallglen needed work. He commented that each neighbourhood centre had specific needs and demands.

The committee discussed the number of participants in health lifestyle physical activity programmes. Neil Brown provided an overview of many of the activities included within this area including buggy walks, Nordic skiing, Active Forth and Step Forth. There had been a staffing issue which affected the number of GP referrals received but the issue was resolved and the situation improved.

Members asked if any market research had been carried out in relation to Falkirk or Grangemouth Town Halls. Neil Brown stated that there had not been any research carried out at the two sites referred to but that the Trust had undertaken a customer survey two years previously. He advised that the Trust received lots of customer feedback including comments through its website.

The committee asked for further information on Park Gallery. Neil Brown stated that the Trust chose the exhibitions at Park Gallery carefully. He highlighted that in 2014/15 there had been two contemporary art exhibitions which, while well received by the arts sector, had not appealed very widely with the public. Attendance figures had been increasing at the gallery.

Members asked how attendances levels were monitored across the Trust's venues. Neil Brown stated that the method used depended upon the site. At Stenhousemuir neighbourhood facility information was collated manually from the booking sheet while there was a clicker counter at Callendar House. Although there may be an element of inaccuracy in the figures, there had been consistency in collection methods at each site over time meaning that comparisons over time could usefully be made.

The committee asked for further information on income levels. Neil Brown stated that at the close of 2014/15 the Trust's trading company had passed a surplus to the charitable company for the first time. At the inception of the Trust there was an approximate £250k deficit whereas the trading company now operated around breakeven. He stated that through creation of the Trust around £1million per annum had been saved in rates alone.

Members commented on opening times of libraries and highlighted that the 3pm closure time on a Saturday was not convenient for most people and that a later time would benefit communities. Neil Brown stated that opening hours were extensively researched and evaluated. He advised that every hour extra that libraries were open would carry additional staffing costs.

Members discussed the format of reports from the Trust and the performance information presented. Neil Brown stated that the style was the same as that used for the Trust's Board. The committee agreed that, in future, it would not wish targets to be presented with a 5% tolerance as explained at paragraph 3.1 of the covering report.

## **Decision**

**The committee approved the report, acknowledged the progress Falkirk Community Trust has made in delivering on its core commitments for the Council and agreed that for future reports it would wish that performance targets not be reported with a 5% tolerance.**

The committee agreed to a short adjournment at 11.50 and reconvened at 11.55 with all members present as per the sederunt with the exception of Councillor MacDonald.

## **SE19. FOLLOWING THE PUBLIC POUND (FPP) – HEALTH AND OLDER PEOPLE**

The committee considered a report by the Head of Social Work Adult Services which provided an update on the work of external organisations in receipt of funding to provide services relating to health for older people and who fall within the Following the Public Pound (FPP) reporting and monitoring arrangements. Colin Moodie provided an overview of the report.

The committee then heard from officers in relation to the individual reports.

### **(a) Independent Living Association Forth Valley – Forth Valley Self Directed Support Service**

Members asked about the risk of the two other local authorities which provided funding to the organisation withdrawing their contribution. Margaret Petherbridge stated that the level of service provided could be affected if there was reduction in funding from the other authorities and that the organisation was looking at alternative funding streams to build security in the organisation.

The committee commented that the report did not highlight the respective contribution of each council. Margaret Petherbridge advised that the other councils provided slightly more direct funding but that Falkirk Council gives a significant contribution of in-kind support.

Members sought further information on the work of the organisation. Margaret Petherbridge stated that as well as offering expert advice in relation to self directed support community cafes were run once a month with the development officer and that there were different speakers invited. She advised that the organisation also worked closely with a variety of other organisations and partners.

The committee asked about the funding contribution from the Scottish Government. Margaret Petherbridge advised that in year one £171,000 had been received, £304,000 in year two and £171,000 in year three. £103,000 had been allocated for the current financial year with the level for next year unknown until after the spending review. She stated that there was enough money in the organisation's reserves to continue to provide services for two to three months.

Members discussed the recruitment of volunteers. Margaret Petherbridge stated that the recruitment of volunteers had been a challenge as the organisation finalised its vision for what was expected from volunteers. There had been an additional challenge around securing sufficient finance to ensure expenses could be paid. There were peer support groups in place nationally which had also been difficult to set up.

## Decision

**The committee approved the report and acknowledged progress by Independent Living Association Forth Valley – Forth Valley Self Directed Support Service in meeting Council priorities.**

### (b) Central Carers Association - Falkirk Carers Centre

The committee discussed the contribution of informal carers in Scotland and highlighted the work carried out by young carers in particular. Members commented that the average age of a young carer in Scotland was 12 years old. Nikki Harvey stated that the youngest carer the Council was aware of was 8 years old, she further advised that 47% of informal carers provided over 35 hours per week of care.

Members asked what level of demand the service experienced year on year. Nikki Harvey stated that she would get the information and provide to members after the meeting. In response to a question from the committee, Nikki Harvey confirmed that the organisation did receive funding from NHS Forth Valley.

## Decision

**The committee approved the report and acknowledged progress by Central Carers Association – Falkirk Carers Centre in meeting Council priorities.**

Depute Provost Patrick left the meeting during consideration of the previous item.

### (c) RVS – Meals on Wheels

Members asked what training was available to volunteers. Liz McGhee stated that the service level agreement stated that all volunteers required to be trained and PVG checked. Training was carried out by social work services, the Carers Centre and some by RVS itself.

The committee asked if the service could be expanded to cover the entire district. Liz McGhee advised that the Service was engaging with the organisation on the issues in specific areas where the meals on wheels service was not available. She also advised that meals on wheels was not appropriate for everyone and highlighted the impact of private competitors and microwave ready meals. Work was being carried out to improve the promotion of the service.

## Decision

**The committee approved the report and acknowledged progress by RVS – Meals on Wheels in meeting Council priorities.**

In terms of Standing Order 25.1(x), the committee agreed that the time for the meeting be extended.

(d) Alzheimer Scotland – Alzheimer’s Scotland Day Care Provision

The committee discussed the level of information provided in the report and asked for more detail on how many staff were involved with the organisation and what services were provided. Susan Nixon stated that she would provide the information after the meeting.

**Decision**

**The committee requested further information on Alzheimer Scotland – Alzheimer’s Scotland Day Care Provision on the services provided locally and the number of staff involved.**

(e) Falkirk & District Association for Mental Health

The committee discussed waiting times for the service and increased pressure through increased demand. Nikki Harvey stated that the service aimed to see people within two to four weeks of their referral.

**Decision**

**The committee approved the report and acknowledged progress by Falkirk & District Association for Mental Health in meeting Council priorities.**



**DRAFT****FALKIRK COUNCIL****MINUTE of MEETING of the PLANNING COMMITTEE held in the MUNICIPAL BUILDINGS, FALKIRK on WEDNESDAY 25 NOVEMBER 2015 at 9.30 a.m.**

**COUNCILLORS:** Baillie William Buchanan (Convener)  
 Colin Chalmers  
 Steven Carleschi  
 Paul Garner  
 Adrian Mahoney  
 Craig Martin  
 John McLuckie  
 Malcolm Nicol  
 Martin Oliver  
 Baillie Joan Paterson  
 Sandy Turner

**OFFICERS:** John Angell, Head of Planning and Transportation  
 Kevin Collins, Transport Planning Co-ordinator  
 Ian Dryden, development Management Co-ordinator  
 Rose Mary Glackin, Chief Governance Officer  
 Iain Henderson, Legal Services Manager  
 Antonia Sobieraj, Committee Services Officer  
 Russell Steedman, Network Co-ordinator  
 Richard Teed, Senior Forward Planning Officer  
 Brent Vivian, Senior Planning Officer  
 Bernard Whittle, Development Management Co-ordinator

**P88. APOLOGIES**

Apologies were intimated on behalf of Councillor Nimmo.

**P89. 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/15/0136/PPP (minute P92).
- 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/15/0136/PPP (minute P92).

- Councillor Nicol informed the Committee that as he had not attended the site visit he would not take part in consideration of planning application P/15/0136/PPP (minute P92).
- Councillor Turner informed the Committee that as he had not attended the site visit he would not take part in consideration of planning application P/15/0136/PPP (minute P92).

**P90. REQUEST FOR SITE VISIT**

Having heard a request by a member for a site visit, the Committee agreed to the continuation of planning application P/15/0475/FUL (minute P98) and thereafter submitted for consideration to a Special meeting of the Committee on 7 December 2015.

**P91. MINUTES**

**Decision**

- (a) The minute of meeting of the Planning Committee held on 28 October 2015 was approved; and
- (b) The minute of meeting of the Planning On-Site Committee held on 9 November 2015 was approved.

**P92. PROPOSED CYCLEWAY BETWEEN DENNY AND FALKIRK AT SITE TO THE SOUTH EAST OF DENNY CEMETERY FOR FALKIRK COUNCIL - P/15/0136/PPP (CONTINUATION)**

With reference to Minute of Meeting of the Planning Committee held on 28 October 2015 (Paragraph P75 refers), Committee (a) gave further consideration to a report to that meeting by the Director of Development Services; and (b) considered an additional report by the said Director on an application for planning permission in principle for the construction of a 3 metre wide cycleway/footpath between the Three Bridges Roundabout on the A883 at Falkirk to land to the south of Denny Cemetery including a spur from the cycleway and passing Roughmute Refuse Centre and tying into the path network on land to the south of Bonnybridge Primary School, Bonnybridge.

**Decision**

**The Committee agreed to grant planning permission in principle 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) Plans and particulars of the matters specified below shall be submitted for consideration by the Planning Authority, in accordance with the timescales and other limitations in Section 59 of the Town and Country Planning (Scotland) Act 1997 (as amended). No work shall begin until the written approval of the Planning Authority has been given, and the development shall be carried out in accordance with that approval. The specified matters are:-
- (a) The siting, design, materials, and construction arrangements of all bridges and viaducts along the route of the proposed cycleway.
  - (b) Details of the finalised route of the cycleway including finalised levels details for the cycleway and including any areas of cut and fill.
  - (c) Details of the siting, design, materials and construction arrangements for all boundary treatments and gates along the length of the cycleway.
  - (d) Details of proposed drainage arrangements along the length of the cycleway.
  - (e) Details of proposed lighting arrangements along the length of the cycleway.
  - (f) Details of all soft landscaping works along the route of the cycleway shall be submitted for written approval. These details shall include:-
    - (i) indication of existing trees, shrubs and hedges to be removed, those to be retained and in the case of damage, proposals for restoration.
    - (ii) location of new trees, shrubs, hedges and ground cover.
    - (iii) schedule of plants to comprise species, plan sizes and proposed number / density.
    - (iv) programme for completion and subsequent maintenance.
  - (g) Details of site reinstatement and landscaping works within all construction compounds and construction access routes shall be submitted for written approval.
- (3) (a) 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.

- (b) 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. The scheme must be approved in writing by the Planning Authority.
- (c) 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.
- (4) No development shall commence on site until a scheme detailing intensive site investigations/work undertaken into Coal Mining Legacy issues at the site has been submitted to and approved in writing by the Planning Authority. Details submitted shall include a report on the findings arising from these investigations and details of remedial work where required. Thereafter, remedial works shall be fully implemented in accordance with the approved scheme.

**Reason(s):-**

- (1) As these drawings and details constitute the approved development.
- (2) To enable the Planning Authority to consider these aspects in detail.
- (3,4) To ensure that ground is suitable for the proposed development.

**Informative(s):-**

- (1) For the avoidance of doubt, the plan(s) to which the decision refer(s) bear the online reference number(s) 01C, 02B-05B, 06A, 07, 08A, 09-12, 13A-17A inclusive.
- (2) Plans and particulars of the matters listed above shall be submitted for consideration by the planning authority, in accordance with the timescales and other limitations in section 59 of the Town and Country Planning (Scotland) Act 1997 (as amended). No work shall begin until the written approval of Falkirk Council as Planning Authority has been given, and the development shall be carried out in accordance with that approval.

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

**P93. DEVELOPMENT OF LAND FOR RESIDENTIAL PURPOSES AT MILNQUARTER FARM, ROMAN ROAD, BONNYBRIDGE FK4 2DE FOR STEWART HOMES - P/11/0142/PPP (CONTINUATION)**

With reference to Minutes of Meetings of the Planning Committee held on 19 August and 28 October 2015 (Paragraphs P56 and P79 refer), Committee (a) gave further consideration to reports to those meetings by the Director of Development Services; and (b) considered an additional report by the said Director on an application for planning permission in principle for the development of land for residential purposes on a site at Milnquarter Farm, Roman Road, Bonnybridge.

Councillor Carleschi, seconded by Councillor Mahoney, moved that (1) Committee indicate to Scottish Ministers that it would have been minded to refuse planning permission in principle for the reasons detailed in the report, and (2) the report dated 28 October 2015 and Appendices 1 to 5 of that report form the Council's response to be issued to Scottish Ministers.

By way of an amendment, Councillor McLuckie, seconded by Councillor C Martin, moved that consideration of the application be continued to allow further information to be provided on (1) agreement with the applicant with respect to the level of provision of the total number of housing units as affordable housing units; (2) agreement with the applicant in relation to the level of developer contributions for education provision; (3) agreement with the applicant in relation to provision of an updated Traffic Impact Assessment; and (4) any impact of development on the Antonine Wall World Heritage Site.

In terms of Standing Order 22.1 a vote was taken by roll call, there being 11 members present with voting as undernoted:-

For the motion (6) - Councillors Carleschi, Chalmers, Garner, Mahoney, Oliver and Turner.

For the amendment (5) - Baillies Buchanan and Paterson; Councillors C Martin, McLuckie and Nicol.

**Decision**

**The Committee agreed to (1) indicate to Scottish Ministers that it would have been minded to refuse planning permission in principle for the reasons detailed in the report, and (2) the report dated 28 October 2015 and Appendices 1 to 5 of that report forming the Council's response to be issued to Scottish Ministers.**

**P94. CHANGE OF USE OF PUBLIC OPEN SPACE TO PRIMARY SCHOOL GROUNDS AND ERECTION OF FENCE (RETROSPECTIVE) ON LAND TO THE NORTH OF BANKIER PRIMARY SCHOOL, BANKIER ROAD, BANKNOCK FOR FALKIRK COUNCIL – P/15/0460/FUL (CONTINUATION)**

With reference to Minute of Meeting of the Planning Committee held on 28 October 2015 (Paragraph P82 refers), Committee (a) gave further consideration to a report to that meeting 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 change of use of public open space to primary school grounds and the erection of a 2.8 metre high steel mesh fence (retrospective) on a site consisting of a grassed amenity area within an existing open space on land to the north of Bankier Primary School, Bankier Road, Banknock.

**Decision**

The Committee agreed to continue consideration of the application to obtain confirmation from Children's Services (Education) in relation to arrangements for free access to the site by the community outwith school hours. The application would thereafter be considered further at a Special meeting of the Committee on 7 December 2015.

**P95. ERECTION OF SUPPORT NEEDS SECONDARY SCHOOL, ASSOCIATED LANDSCAPING, CAR PARKING AND PUPIL DROP OFF FACILITIES AT MORAY PRIMARY SCHOOL, MORAY PLACE, GRANGEMOUTH FK3 9DL FOR FALKIRK COUNCIL - P/15/0476/FUL**

The Committee considered a report by the Director of Development Services on an application for full planning permission for the erection of a two storey support needs secondary school, associated landscaping, car parking and pupil drop off facilities on a site to the west of Oxbang Road and comprising 1.97 hectares of private open space forming part of the grounds of the Moray Primary School and Oxbang School and the Support Service Complex, Moray Place, Grangemouth.

**Decision**

The Committee agreed 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) The proposed 7-a-side football pitch measuring 60 metres x 4 metres plus 3 metres run-off areas and the proposed Multi Use Games Area (MUGA) measuring 36 metres x 18 metres, formed to include football and basketball use, shall be completed and available for use within one calendar year of the date of the opening of the new school. Prior to

commencement of the proposed development on site, full details of the proposed football pitch and MUGA (to include specification and contractor details) shall be submitted to, and be approved in writing by the Planning Authority. For the avoidance of doubt, the new grass football pitch shall be designed and constructed by a Sports and Play Construction Association (SAPCA) registered pitch contractor or similarly recognised pitch contractor.

- (3) Before any trees or vegetation is removed from the site, steps shall be taken to ensure that any trees to be retained shall be protected in accordance with British Standards 5837: 2012 "Trees in Relation to Design, Demolition and Construction - Recommendations". Thereafter, the trees shall remain so protected during the course of the development hereby approved. Furthermore, before any trees or vegetation is removed from the site the applicant shall notify the Planning Authority that the steps referred to in the condition have been carried out and the Planning Authority shall confirm satisfaction in writing.
- (4) The removal of vegetation and trees from the application site shall take place between the months of March through to September inclusive. If this is not deemed to be possible, any proposal to remove trees and/or vegetation outwith the timeframe shall be submitted to the Planning Authority, and have the written approval of the Planning Authority prior to the removal of the trees and/or vegetation, and that any such proposal is verified by a qualified ecologist.
- (5) Before any trees or vegetation are removed from the site, the applicant shall submit to, and have approved in writing by, the Planning Authority, details of bat roosting and bird nesting boxes to be installed at trees to remain on site. For the avoidance of doubt, these details shall include construction details of the boxes, numbers of boxes, placement height and location and timescales for the installation of the boxes.
- (6) The landscaping works shall be as detailed on the drawing bearing the Planning Authority's reference 11B shall be completed within one calendar year of the date of the opening of the proposed development and shall thereafter be maintained in accordance with the approved landscape maintenance schedule.
- (7) Notwithstanding any details previously submitted, there shall be no work carried out to construct the proposed new school building until such time as samples of finishing materials have been submitted to, and approved in writing by, the Planning Authority.

Reason(s):-

- (1) As these drawings and details constitute the approved development.
- (2) To ensure that there is adequate recreation, play and sports facilities for the functioning of the proposed new school and the wider Moray Primary School and Oxbang School and Support Service campus.

- (3) To ensure that trees to be retained at the site are satisfactorily protected during the course of the proposed development.
- (4) To ensure satisfactory protection of roosting bats and nesting birds and their habitat.
- (5) To ensure satisfactory protection of roosting bats and nesting birds and their habitat.
- (6) To safeguard the landscape amenity of the application site and its setting.
- (7) In the interests of visual amenity.

**Informative(s):-**

- (1) For the avoidance of doubt, the plan(s) to which the decision refer(s) bear the online reference number(s) 01, 02, 03A, 04A, 05A, 06A, 07A, 08A, 09, 10, 11B, 12, 13A, 14, 15, 16, 17 and 18.
- (2) The proposed development should be carried out in accordance with Section 5 of the supporting document "Ecology Report".
- (3) The applicant is advised to seek the advice of the Roads Authority in respect of the extension of the 20 mph zone along the frontage of the proposed development and any traffic signage which may be required.
- (4) The applicant shall ensure that noisy work which is audible at the site boundary shall ONLY be conducted between the following hours:-

Monday to Friday	08:00 - 18:00 Hours
Saturday	09:00 - 17:00 Hours
Sunday/Bank Holidays	10:00 - 16:00 Hours

Deviation from these hours of work is not permitted unless in emergency circumstances and with the prior approval of the Environmental Health Manager.

- (5) 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.



**P96. 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 Minutes of Meetings of the Planning Committee held on 29 April 2015 (Paragraphs P9 refers), Committee (a) gave further consideration to a report to that meeting by the Director of Development Services; and (b) considered an additional report by the said Director in respect of an application for full planning permission for the erection of 8 semi-detached dwellinghouses on the north side of Fountainpark Crescent, Bo'ness.

**Decision**

**The Committee:-**

- (1) noted the report; and
- (2) agreed to continue consideration of the application to allow officers to liaise with the applicants on the satisfactory conclusion of the Section 75 Planning Obligation or Section 69 Agreement and if the Obligation or Agreement has not been concluded to the satisfaction of the Director of Development Services in advance of the January 2016 meeting of the Committee, the matter will be put before that Committee meeting for consideration and potential refusal.

**P97. EXTENSIONS TO DWELLINGHOUSE AND INSTALLATION OF FLUE AT 15 RAE STREET, STENHOUSEMUIR, LARBERT FK5 4QP FOR MR IAN EDWARDS - P/15/0605/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 rear extension to a dwellinghouse measuring approximately 7.1 metres by 4.4 metres and a side entrance porch measuring 2.2 metres by 2.9 metres at 15 Rae Street, Stenhousemuir, Larbert.

**Decision**

**The Committee agreed to grant planning permission subject to the following condition:-**

- (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.

**Reason:-**

- (1) As these drawings and details constitute the approved development.

Informative(s):-

- (1) In accordance with section 58(1) of the Town and Country Planning (Scotland) Act 1997 (as amended), this 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) 01, 02, 03A, 04A, 05B, 06A and 07B.
- (3) In the event that unexpected contamination is encountered following the commencement of development, all work on the affect 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.
- (4) The site is within a smoke control area, as designated under Clean Air Act (1993). To comply with this legislation the stove installed either needs to be using an authorised fuel or be on the list of exempt appliances. It is an offence to allow smoke to be emitted from such an appliance within a smoke control area. Further information on exempt appliances or authorised fuels can be found at: <http://www.uksmokecontrolareas.co.uk//index.php>. It is noted that the stove is DEFRA approved for use in United Kingdom Smoke Control Areas.

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

**P98. CHANGE OF USE FROM VACANT LAND TO RETAIL CAR SALES AREA (PART RETROSPECTIVE) ON LAND TO THE SOUTH OF 2 HIGH STATION ROAD, HIGH STATION ROAD, FALKIRK FOR MS CLAIRE STEVENSON – P/15/0475/FUL**

# Falkirk Community Trust

## Board Meeting Minute

Minute of a meeting of the Board of Directors of Falkirk Community Trust Limited (the "Company") held at Callendar House on **27<sup>th</sup> May 2015** at 2.00pm. Ian Scott (IS) chaired the meeting throughout.

**Present:** Ian Scott (IS) Chairman; Cllr Billy Buchanan (BB); Cllr Dennis Goldie (DG) items 1-5; Cllr Linda Gow (LG) items 1-5; Alex McQuade (AMQ); Ruth Morrison (RMor); Cllr Pat Reid (PR).

**Apologies:** Ann Cowen (AC); Simon Rennie (SR); Cllr Robert Spears (RS); Bob Tait (BT).

**In Attendance:** Maureen Campbell (MC); Neil Brown (NB); Paul Finnie (PF); Lesley O'Hare (LoH); Jane Clark (JC); Danny Cairney (DC); Lee Kelso (LK) item 5; Claire Mennim (CM) item 7; Jenny Simpson (JS) item 9.

No.	Agenda Item	Agreement / Action	Due Date	Who
	Welcome	<p>The Chairman advised that due notification had been received from the Council regards the appointment of Baillie William Buchanan and Councillor Robert Spears as Council nominated Directors in line with Article 19.2(i). The Chairman welcomed BB to the meeting and noted that induction of the new Directors had begun.</p> <p>It was noted that Richard Murphy's term of office as Employee Director had ended and that the People Sub Group had recommended that this position is not reappointed to at this time.</p> <p>The Chairman intimated that a member of staff, Andrew Christie, Venue Assistant at the Hippodrome, had died recently and the Board expressed their sympathy to his family, friends and colleagues.</p>		
1	Minute of Meeting	The Minute of the meeting on 19.02.15 was approved.		
2	Matters Arising	<p>The Board noted the following:</p> <p><u>Council Budget Setting</u> – a budget planning session for the Board is scheduled for 25.06.15 and the Council's Chief Finance Officer has agreed to attend to provide the budget context. (This session will now be rearranged as a number of Directors are not available).</p> <p><u>Succession Planning</u> – the People Sub Group are unlikely to appoint an Independent Director in the short term and that AC has agreed to continue until the recruitment process is concluded. The People Sub Group is pursuing the appointment of a young person as a Co-opted Director which the Board supported.</p> <p><u>FTH / Council HQ Project</u> – MC updated on the option that has arisen to explore the potential to incorporate an arts facility within the new Forth Valley College Campus in Falkirk. This is at an exploratory stage and no decision has been taken. MC will keep the Board updated of progress.</p>		<p>MC</p> <p>MC</p>
3	Budgetary Control Statement	<p>DC presented on the projected outturn of the financial year to March 2015 and advised that figures presented are subject to final audit review. The projected surplus on charitable activities is £464,000 which is as expected and mainly due to the changes to the opening date of the Visitor Centre at the Helix which is now projected for autumn 2015 and the reserves position was noted which takes account of the Visitor Centre delay.</p> <p>There are variations to income and expenditure where savings in employee costs are offsetting a lower than expected return in income. The Trading deficit has been compensated for by good performance at the Helix.</p>		

No.	Agenda Item	Agreement / Action	Due Date	Who
		The Board discussed the underlying issues affecting income and noted that the April figures for 2015 are showing significant recovery. The Board discussed the infrastructure challenges being experienced at the Helix and noted the arrangements being made for car parking and toilets.		
4	Consultative Draft Library Development Plan	<p>LoH presented on the content of the consultative draft and the plans for consultation over the summer months. The Board welcomed the vision, objectives and direction of the Plan to develop Libraries as Community Hubs with a transformational agenda.</p> <p>Points raised in discussion included:</p> <ul style="list-style-type: none"> <li>• The value gap – those who value Libraries but do not use them.</li> <li>• How to involve the community and potential for volunteering to enhance services.</li> <li>• The pace of digital change and disconnect with budget for digital development.</li> <li>• The mix of Library buildings and layouts some of which are staff intensive.</li> <li>• National Strategy flags need for investment but funding not expected to flow from it.</li> <li>• The important role of the Council Portfolio Holder to influence through CoSLA.</li> <li>• The Plan will introduce the public to the issues that face Libraries.</li> <li>• Engagement with Elected Members on any key decisions that may be required to implement the Plan.</li> </ul> <p><b>Decision</b></p> <p>The Board: Approved the consultative draft Library Development Plan; and Agreed the consultative process as outlined in the appendix to the report.</p>		LoH
5	Draft Physical Activity & Wellbeing Plan	<p>The Board received a report on the feedback from consultation that took place during March and April and noted that there had broadly been agreement on the focus, vision and themes of the Plan. Four key themes had emerged through the consultation:</p> <ul style="list-style-type: none"> <li>• Health inequalities</li> <li>• Greenspace and outdoors</li> <li>• Partnership actions and expectations</li> <li>• Wellbeing</li> </ul> <p>The Board noted that the Plan had been updated wherever possible to take account of feedback and that following approval of the Plan the next step will be to develop the Action Plan further with partners.</p> <p>The Board discussed how exercise and being outdoors can have a preventative effect on mental as well as physical health issues and the role for working with partners such as FDAMH to integrate activity into social prescribing.</p> <p><b>Decision</b></p> <p>The Board: Approved the Physical Activity &amp; Wellbeing Plan; and Agreed that the Plan be remitted to Falkirk Council and the Strategic Community Planning Leadership Group.</p>		JC
6	Outdoor Activity Facilities	The Board received an update on the work to identify suitable premises to relocate Outdoor Activities from Victoria Buildings as requested by the Council. The Board noted that to date		

No.	Agenda Item	Agreement / Action	Due Date	Who
		<p>only one property has been identified and that considerable refurbishment costs would be involved in order to relocate to it; and noted further potential may exist to identify a property through the Councils planned rationalisation of its depot facilities which NB is discussing with the Council.</p> <p><b>Decision</b></p> <p>The Board: Agreed that an application is made to the Council by the due date in June for £143,000 as part of its capital programme for 2016/17 whilst work continues to seek an alternative property.</p>		<b>NB</b>
7	Draft Muiravonside Management Plan	<p>CM presented on the Management Plan for Muiravonside Country Park and the Board welcomed the enthusiastic presentation and the turnaround that is evident at Muiravonside.</p> <p>The Board noted the purpose of the Plan to enhance both conservation and public enjoyment and that it considers management and maintenance of the asset and how people engage with it. The Plan has benefitted from a high degree of engagement and involvement of Park users and interest groups and a Friends Group has recently been established. A parallel bid to the HLF has yielded funding to enable projects to commence to deliver the Plan.</p> <p><b>Decision</b></p> <p>The Board: Approved the Muiravonside Country Park Management Plan.</p>		
8	Falkirk Council's Review of the Trust	<p>MC advised the Board that she and the Chairman had earlier today received further details of the Councils Policy Development Panel to review the Trust. The Trust has been asked that Board Directors attend a round table discussion as part of the review.</p> <p>The Board agreed that if available 4 Independent Directors including the Chairman would attend the Panel. MC will provide further briefing to Directors as required ahead of the panel.</p>		<b>MC</b>
9	Pension Discretions Policy	<p>JS advised of changes to the LGPS from April 2015 and that all scheme employers require to prepare a written statement of how they intend to exercise discretionary powers.</p> <p><b>Decision</b></p> <p>The Board: Approved the Discretions Policy for immediate implementation</p>		
	Information Items	The Board welcomed the many excellent good news stories contained within the information items.		
	Next Meeting	The next Board meeting will take place on 27 <sup>th</sup> August at 9.30am.		

# Falkirk Community Trust

## Board Meeting Minute

Minute of a meeting of the Board of Directors of Falkirk Community Trust Limited (the "Company") held at Callendar House on **27<sup>th</sup> August 2015** at 9.30pm. Ian Scott (IS) chaired the meeting throughout.

**Present:** Ian Scott (IS) Chairman; Cllr Linda Gow (LG) items 2-11; Ruth Morrison (RMor); Cllr Pat Reid (PR) Simon Rennie (SR) 1-11; Cllr Robert Spears (RS); Bob Tait (BT).

**Apologies:** Cllr Billy Buchanan (BB); Ann Cowen (AC); Cllr Dennis Goldie (DG); Alex McQuade (AMcQ).

**In Attendance:** Maureen Campbell (MC); Neil Brown (NB); Paul Finnie (PF); Lesley O'Hare (LoH); Jane Clark (JC); Danny Cairney (DC) items 1-8 & 12; Claire Mennim (CM) item 9; Peter Stott (PS) item 10;

Greg Brown of Drummond Laurie items 1-3 & 7.

No.	Agenda Item	Agreement / Action	Due Date	Who
	Welcome	The Chairman welcomed RS to the meeting.		
1	Minute of Meeting	The Minute of the meeting on 27.05.15 was approved.		
2	Matters Arising	<p>The Board noted the following:</p> <p><u>FTH/ Council HQ project</u> – MC updated on the Council meeting of Monday 24<sup>th</sup> August and the Council decision to continue with the Municipal Buildings project to which FTH is inextricably linked. A Business Case for an Arts Centre as part of Forth Valley College Campus is to be considered by the Council in October. A standalone arts centre option ie not part of the Campus is not to be pursued. MC reminded the Board that the Business Case will determine viability and the tight timescale is to meet Forth Valley College deadlines. BT expressed concern about the Business Case and MC advised she would be happy to discuss this in detail with him outwith the meeting. MC will consult the Board once the Business Case is drafted.</p> <p><u>Falkirk Library</u> – had been mentioned in the report to Falkirk Council in connection with any potential standalone arts development option but as the Council has decided not to pursue this option the Library is not part of an arts centre proposal.</p> <p><u>Physical Activity &amp; Wellbeing Plan</u> – is expected to be reported to the Community Planning Leadership Board in November and dates for reporting to the Council are awaited.</p> <p><u>Outdoor Activity Facilities</u> – NB explained the proposal to relocate from the premises at Victoria Buildings to the former nursery school property adjacent to Grangemouth Sports Complex.</p> <p><u>Falkirk Council's review of the Trust</u> – noted that the Panel is on-going and expected to complete before the end of the calendar year. IS advised that if any Board Director wished to make a submission it would be welcomed by the Panel.</p>	End Sept	MC
3	Re-appointment of Board Directors	<p>The Board noted that the following Directors have agreed to remain for a further and final term to 30<sup>th</sup> July 2017:</p> <ul style="list-style-type: none"> <li>• Alex McQuade</li> <li>• Ian Scott</li> <li>• Bob Tait.</li> </ul> <p>The Board acknowledged the huge contribution that Ann Cowen has made to the work of the Board and noted that she will stand down when a suitable successor has been appointed. Interviews are taking place on 28.08.15.</p>		

No.	Agenda Item	Agreement / Action	Due Date	Who
		<p>The Board approved the Chairman and Vice Chairman roles to 30<sup>th</sup> July 2017 as follows:</p> <ul style="list-style-type: none"> <li>• Ian Scott – Chairman</li> <li>• Dennis Goldie – Vice Chairman.</li> </ul>		
4	Budgetary Control Statement	<p>DC presented the 1<sup>st</sup> report for 2015/16 covering the period April – July and the Board noted that to March 2016 the projected surplus on charitable activities is £85,000. The overall underspend is due to lower employee costs offsetting lower than expected levels of income. The Trading Company is projecting a surplus.</p> <p>The Board discussed the income statement and noted the following points:</p> <ul style="list-style-type: none"> <li>• Although overall income is not keeping to target there are some positive year on year comparators notably the Mariner Centre, Grangemouth Stadium and Bo'ness Gym;</li> <li>• The above good performance has been generated by facility investment;</li> <li>• Swimming direct debit income is being reviewed;</li> <li>• The Stenhousemuir Gym is expected to have positive impact on attracting new customers but focus needs to remain on customer retention;</li> <li>• 3<sup>rd</sup> party events at Helix i.e. Supernova Run, generate income to the Trust.</li> </ul>		
5	Statement of Assurance	<p>The Board noted the Council's annual request for a Statement of Assurance from the Trust to feed into the Council's Annual Governance Statement. The response summarises how we are managing the following:</p> <ul style="list-style-type: none"> <li>• achievement of objectives and compliance with legislation, strategies, policies, and procedures;</li> <li>• robust and evidenced management of risk;</li> <li>• economic, efficient, effective, and safe use of resources and assets; and</li> <li>• proper financial stewardship, management and control;</li> <li>• the relevance, reliability, and integrity of financial and other management information.</li> </ul> <p>The Board noted that in addition to external audit the Trust derives substantial assurance through a robust programme of internal audits.</p> <p><b>Decision</b></p> <p>The Board: Approved the Statement of Assurance.</p>		
6	Community Planning Partnership Agreement	<p>The Board noted the purpose and content of the Community Planning Partnership Agreement and discussed the role the Trust plays in community planning.</p> <p><b>Decision</b></p> <p>The Board: Agreed to the Trust being a signatory to the Partnership Agreement.</p>		
7	External Auditors Report	<p>Greg Brown tabled and presented Drummond Lawrie's Report of Audit Results for Year ended 31<sup>st</sup> March 2015. The Board noted that the report provided assurance for Assets, Liabilities, Income and Expenditure.</p> <p>The Board discussed systems and controls; the balance of financial and usage performance data; and that they continue to seek the appointment of a Board member with financial expertise. The Board noted that the Financial Manager and</p>		

No.	Agenda Item	Agreement / Action	Due Date	Who
		the Trust Management Team will be preparing a response to the report.		
8	Annual Report and Audited Accounts	<p>JC gave an overview of the Annual Report for 2014/15 and noted that the draft provided is a nearly completed version with production work on-going at the final proofing stage.</p> <p>The Board noted that the report layout has been refreshed and this year is structured under the themes of <i>Inspiring Active Lives</i>. It provides a number of case studies that give the reader a greater insight to much of the work that we do.</p> <p>The Board noted that a rounded picture of performance includes many notable highlights as well as where there was poorer performance.</p> <p>The report will be shared with all stakeholders, published on line and a shorter version will be made widely available through venues.</p> <p>The Board noted that publication will be later in September and there is still an opportunity to pass any detailed observations to the management team.</p> <p>DC presented the consolidated financial statements for the Trust, including Falkirk Community Trading Ltd, for the period to 31<sup>st</sup> March 2015. The Board noted that in the Auditor's opinion these statements give a true and fair view of the Trust's affairs. The Board noted that this shows a surplus on unrestricted funds of £12,000. After applying £66,000 from the revaluation reserve, and transferring £123,000 to Helix, the unrestricted fund has increased to £374,000.</p> <p><b>Decision</b></p> <p>The Board:</p> <ul style="list-style-type: none"> <li>a) Approved publication of the Annual Report 2014/15 and a condensed version;</li> <li>b) Approved and authorised issue of the Trust's financial statements for the period to March 2015.</li> </ul>		
9	Callendar Park Management Plan	<p>CM presented on the Management Plan for Callendar Park and the Board welcomed the comprehensive presentation and proposals for the park.</p> <p>The Board noted the purpose of the Plan is to be both practical and aspirational. The Plan has benefitted from a high degree of engagement and involvement of Park users and good levels of feedback for proposals have been received. The Plan is intended to attract and secure external funding resources as well as volunteer input.</p> <p>The Board sought reassurance that the key features of the designed landscape and monuments would be enhanced in new maintenance regimes and that a good level of messaging and interpretation would highlight the positive benefits. The Board welcomed proposals to focus on entrance enhancement and creating a welcome to the park and discussed the importance of the role for Callendar Park as part of a green corridor particularly utilising the John Muir Way.</p> <p><b>Decision</b></p> <p>The Board:</p> <p>Approved the Callendar Park Management Plan subject to the comments above.</p>		
10	Heritage Delivery Plan progress update	<p>PS presented an update on the progress of the Heritage Delivery Plan over 2014/15 along with planned activity and opportunities and challenges going forward. The Board noted the activity delivered through Kinneil Museum refurbishment; the THI project; WW1 commemoration; schools and family</p>		



No.	Agenda Item	Agreement / Action	Due Date	Who
		<p>learning programmes; loan boxes.</p> <p>The Board discussed the widespread nature of heritage across the area and the importance of balancing site specific work with outreach across communities and supporting communities to take action. The Board noted that future work includes focusing on the Antonine Wall through developing plans for fundraising within a partnership to raise the profile of the wall.</p> <p>The Board noted that a further update will be reported to the August 2016 meeting.</p>		
11	Sub Group Membership & Meeting Dates for 2016	<p>The Board discussed the membership of sub groups and noted that there is no defined split in membership of the sub groups. The Board noted that the Chair of the Trading Company will be considered once the recruitment of the independent director is concluded.</p> <p><b>Decision</b> The Board:</p> <ul style="list-style-type: none"> <li>a) Agreed that R Mor would replace AC on the Audit &amp; Performance Group; and</li> <li>b) Agreed that PR would stand down from the Audit &amp; Performance Group; and</li> <li>c) Agreed that RS would take up a place on the People Group and BB would take up a place on the Audit &amp; Performance Group; and</li> <li>d) Approved the calendar of meetings for 2016.</li> </ul>		
12	Business Planning	<p>The Board reconvened in the afternoon for a Business Planning Session. The purpose of this was to remind the Board of the financial context both for the Council and for the Trust; to review current savings plan performance; and revisit previous work to identify future potential savings.</p>		

**MINUTE of MEETING of CENTRAL SCOTLAND VALUATION JOINT BOARD held within HILLSIDE HOUSE, STIRLING on FRIDAY 18 SEPTEMBER 2015 at 9.30 a.m.**

**COUNCILLORS:**

Irene Hamilton  
Gordon Hughes  
Charles MacDonald (Convener)  
Adrian Mahoney  
Corrie McChord  
Cecil Meiklejohn  
Alan Nimmo

**OFFICERS:**

Ashley MacGregor, Assistant to the Treasurer  
Brian Pirie, Assistant to the Clerk  
Jane Wanless, Assistant Assessor  
Peter Wildman, Assessor and Electoral  
Registration Officer

**ALSO ATTENDING:**

Pat Kenny, Deloitte

**VJB13. APOLOGIES**

Apologies were intimated on behalf of Depute Provost Balsillie and Councillors Brisley, Holden, Murray and Turner.

**VJB14. DECLARATIONS OF INTEREST**

No declarations were made.

**VJB15. MINUTE**

The minute of the meeting held on 19 June 2015 was approved.

**VJB16. FINAL ACCOUNTS AS AT 31 MARCH 2015 and EXTERNAL AUDIT REPORT**

The Board considered a report by the Treasurer on the arrangements for preparing and auditing the draft final accounts as at 31 March 2013.

The Board was required by law to prepare a Statement of Accounts setting out its financial position at the end of the financial year. Draft accounts must be submitted by 30 June to the Controller of Audit who will audit their accuracy and completeness. The 2013/14 draft accounts had been drawn up in accordance with the local authority Code of Practice (which reflected International Financial Reporting Standards) and showed a draft surplus of £144k. This meant that the Board now had a usable reserve of £763k.

In considering the final accounts the Board is required to have regard to the Audit Report by the External Auditors, Deloitte, which was appended to the report and which included the final Accounts for 2014/15

### **Decision**

The Joint Board noted the 2014/15 Statement of Accounts and agreed their submission to the Controller of Audit and the External Auditor's report on the Audit.

## **VJB17. REVENUE BUDGET 2015/16 – REVIEW AS AT 31.07.15**

The Board considered a report by the Treasurer setting out the Revenue Budget position as at 31 July 2015.

A projected year end underspend of £154k was projected. This was attributed in the main to £158k savings arising from staffing vacancies. Additionally, the cabinet office had provided £94k, to offset costs associated with Individual Electoral Registration. The treasurer confirmed that this would fall into reserves to offset funding utilised in the year.

### **Decision**

The Joint Board noted the report.

## **VBJ18. APPOINTMENT AS AN AEA EXAMINER**

The Board considered a report by the Assessor and Electoral Registration officer advising of his additional employment as an examiner for the Association of Electoral Administrators.

In terms of Standing Orders, officers must seek the Board's consent should they engage in additional employment.

### **Decision**

The Board approved the Assessor's employment as an examiner with the Association of Electoral Administration.

#### **VJB19. DIGNITY AT WORK POLICY**

The Board considered a report by the Assistant assessor presenting a Dignity at Work Policy and Procedure for approval.

The Dignity at Work Policy sets out the Board's commitment to ensuring an open and honest working environment where everyone is treated with dignity and respect. The Policy and associated Procedure were developed on consultation with the staff consultation Forum and will replace the current Anti Harassment Policy.

The Board sought clarification on the differences between the current Anti Harassment Policy and the proposed Policy.

##### **Decision**

The Board approved the 'Dignity at Work Policy' and 'Dignity at Work Procedure' as appended to the report.

#### **VJB20. PLANNED MAIL CONTRACT**

The Board considered a report by the Assessor and Electoral Registration Officer advising that he had entered into a contract for printing and postage associated with Individual Electoral Registration.

A contract, in the region of £85k, had been entered into with the Royal mail by the Assessor and electoral Registration Officer, following consultation with the Clerk. In terms of Contract Standing orders, any such agreement must be reported to the Board for Information.

##### **Decision**

The Board noted the decision of the Assessor and Electoral Registration officer to enter into planned mail agreements with the Royal Mail.

## FORTH VALLEY NHS BOARD

### DRAFT

Minute of the Forth Valley NHS Board meeting held on Tuesday 29 September 2015 in the NHS Forth Valley Headquarters, Carseview House, Castle Business Park, Stirling.

#### Present

Mr Alex Linkston ( <b>Chair</b> )	Mrs Jane Grant
Dr Stuart Cumming	Mr John Ford
Dr Graham Foster	Mrs Fiona Ramsay
Ms Fiona Gavine	Professor Angela Wallace
Mr James King	Miss Tracey Gillies
Mr Tom Hart	Mrs Julia Swan
Dr Allan Bridges	Councillor Les Sharp
Councillor Corrie McChord	

#### In Attendance

Ms Elaine Vanhegan, Head of Performance Management  
 Mrs Elsbeth Campbell, Head of Communications  
 Mrs Kathy O'Neill, General Manager, CHP  
 Mr David McPherson, General Manager, Surgical Directorate  
 Mrs Gail Caldwell, Pharmacy Director  
 Mrs Alison Richmond-Ferns, Associate Director of Human Resources  
 Mrs Pauline Marland, Person Centred and Patient Experience Co-ordinator  
 Mrs Karen Maclure, Person Centred and Patient Relations Manager  
 Dr Henry Prempeh, Immunisation Co-ordinator  
 Ms Vicky Thomson, Professional and Operation Lead to Executive Nurse Director  
 Mrs Sonia Kavanagh, Corporate Services (*minute*)

### 1. APOLOGIES FOR ABSENCE

Apologies for absence were intimated on behalf of Mrs Helen Kelly, Mr Tom Steele and Councillor Linda Gow.

### 2. DECLARATION(S) 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 4 August 2015

The minute of the Forth Valley NHS Board meeting held on 4 August 2015 was approved as a correct record note.

### 4. MATTERS ARISING FROM THE MINUTE

There were no matters arising from the minute.

### 5. QUALITY AND SAFETY

#### 5.1 Patient Story

The NHS Board heard about the experience of an elderly lady called Netty, who in her own words had 'Never been treated with such kindness...'

In the audio recording by Netty she described her sudden admission to ICU in Forth Valley Royal Hospital with septicaemia and pneumonia, followed by her transfer to Stirling Community Hospital, where she remained for 5 months. She described the high level of care, support and rehabilitation she received.

Once the physiotherapist had spoken to her children and confirmed there were no underlying health issues to worry about she was able to move on with her rehabilitation. With the first class care and treatment from the physiotherapist, she was eventually able to stand again and the feeling was 'magical'. She said the staff had never given up on her and she was now home and looking forward to her future.

The NHS Board appreciated hearing such a powerful story and noted that by going that extra mile staff had enabled Netty to be positive about her health and to reach a turning point in her care and treatment.

## **5.2 National Healthcare Associated Infection Reporting Template (HAIRT)**

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

Dr Foster highlighted the figures for Staphylococcus aureus Bacteraemia (SABs) had improved this month and noted the figure of 5 infections for August (2 Community acquired, 1 Healthcare acquired and 2 Hospital acquired) reflected an improvement on the previous month's figure of 13 infections.

The improvements continued with Clostridium difficile Infections (CDIs), showing last month there had been 2 infections.

There were 7 cases of Device Associated Bacteraemias in August and although there were 2 HAI related deaths this month this was not indicative of any issue to cause concern.

The majority of Estates and Cleaning Compliance figures were at an acceptable level of 90% or above. However, Bo'ness and Bellsdyke Hospital required further work in relation to estates.

There were no significant incidences or outbreaks to report and there had not been many this year which reflected well on the whole organisation.

Hand Hygiene had maintained its figure of 99% compliance for the sixth month in a row.

A local HAI work plan had been created to highlight the progress of the HAI agenda in NHS Forth Valley. Once the national work plan was published relevant actions would be incorporated into the local HAI work plan to fulfil the new standards.

The NHS Board noted the report and the progress status within the HAI Work Programme for August 2015- March 2016.

## **5.3 Person Centred Strategy**

The NHS Board considered a paper "Person Centred Strategy" presented by Professor Angela Wallace.

The Person Centred Strategy had been considered and approved at the Clinical Governance Committee in September 2015, and it aimed to refresh Forth Valley's local approach to Person Centred Health Care with a sharper focus on what mattered to patients, families, carers and the wider public.

The strategy was made up of eight key Strategic Elements which together reflected the areas required to support care that was respectful, kind, caring and sensitive to people's individual needs. These covered; Communication and Positive First Impressions, Bereavement, Patient and Public Involvement, Fundamental Care and Standards for Patients, Volunteering, Equality and Diversity, End of Life Care and Spiritual Care.

The strategy had been presented to many groups across the organisation to ensure input from third sectors, public representatives, staff and key external stakeholders. Feedback had been positive and supportive and suggestions for refinement and improvement had been incorporated into the final document.

A Person Centred Steering Group was established to monitor the delivery of the plan across the eight elements and performance against the priorities would be presented to Clinical Governance Working Group and the Clinical Governance Committee. Updates would also be provided to the NHS Board.

The NHS Board commended the clear and comprehensive strategy and agreed it was an excellent mechanism to deliver the values of the NHS Board. In response to Jim King's concern regarding maintaining focus for so many aims within the eight elements, Professor Angela Wallace confirmed that although this posed a challenge, they were implementing measures and controls to ensure clarity of position and impact.

The NHS Board noted the paper and confirmed approval of the Person Centred Strategy.

## **6. HEALTH AND IMPROVEMENT AND INEQUALITIES**

### **6.1 Immunisation Programme**

The NHS Board considered a paper "Immunisation Programme" presented by Dr Graham Foster, Director of Public Health and Strategic Planning.

Dr Foster explained that Dr Henry Prempeh would present an "Immunisation Update" to inform the NHS Board of current immunisation policy and practice and to report on the delivery of population immunisation programmes.

Dr Prempeh outlined the childhood vaccination programme which provided a foundation of vaccines across the United Kingdom and supported the reduction in childhood morbidity. Uptake rates were positive with NHS Forth Valley above Scotland's average. There were significant results shown especially with Rota virus infections and Meningitis C infections.

Seasonal Flu remained the biggest vaccination programme and targeted just under 120,000 people every year.

Special Immunisation Programmes were summarised and in particular the introduction of Pertussis (whooping cough) immunisation for pregnant women following the deaths of 4 infants from Pertussis in 2012. Vaccinating pregnant women provide indirect protection of their unborn baby and lasted for several months protecting them up to the time they received their own vaccinations at 2 months. There had been no deaths since the introduction of this vaccination in 2012.

Dr Prempeh discussed recent developments such as new vaccines and emerging requirements. Each year over 230,000 vaccinations were offered in Primary Care, acute hospital, schools and community clinics within Forth Valley. The main stakeholders, such as pharmacist, GPs, school nurses were supported by the Immunisation Team and this was co-ordinated by Public Health.

Julia Swan acknowledged the impact immunisation had on health and asked whether there had been any study into the cost benefits involved. Dr Prempeh confirmed that Health Protection Scotland were undertaking a piece of work relating to cost benefits for the Rota virus and he would share with the Board on completion.

**Action: Dr Prempeh**

Discussions followed regarding the focus and communication of vaccines to ensure uptake was optimal. It was noted that involvement and support from commercial businesses such as supermarkets was beneficial.

The NHS Board thanked Dr Prempeh for his interesting presentation and the update provided.

## **7. CORE PERFORMANCE**

### **7.1 Executive Performance Report**

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

Mrs Grant updated the Board on the position regarding the Clinical Services Review (CSR) and confirmed the Board’s agreement to consider the content of the Scottish Governments National Clinical Strategy prior to any formal launch of strategic developments for Forth Valley to ensure a consistent clinical approach overall.

Mrs Grant highlighted that the Annual Review on Wednesday 16 September 2015 had been a successful day and was well attended by both staff and the public. The Staff Award Ceremony which had also taken place was an inspiring event and provided an insight into the dedication and calibre of the Board’s staff and volunteers who delivered outstanding care and support on a daily basis. In addition The Investors in People Silver Award was presented on the day by the Chief Executive of Investors in People, which was further proof of the hard work of staff.

Overall Forth Valley’s performance remained positive with a number of improvements within the balanced scorecard. The RTT position for July 2015 remained above the target of 90% at 93.2% against the Scottish average of 88.1%. Despite the rise in overall outpatient numbers waiting over 12 weeks with 91.2% in August 2015, performance continued to compare favourably with the national figure of 89.7%. CAMHS and Psychological Therapies continued to require significant focus, with improvement expected into autumn when all additional staff had taken up posts.

The provisional position for NHS Forth Valley with regards to TTG highlighted no on-going wait over 12 weeks at the end of August 2015. The quarter ending June 2015 showed Forth Valley position of 100% against the Scottish position of 94.9%.

Compliance for Emergency Department (ED) in August 2015 was 96.5%, with Minor Injuries Unit at 100% and core ED 95.6%. Although there were no 8 or 12 hour breaches, there remained variation week on week and action continued to address specific issues.

Delayed discharge remained a challenge and significant effort would be required to achieve and sustain improvement ahead of winter. At the September 2015 census 31 delays over 14 days were highlighted, with the breakdown; Clackmannanshire 2, Falkirk 25 and Stirling 4. The total bed days lost due to delayed discharge increased from 825 at August 2015 census to 1179 at September 2015 census.

The Finance Report for the period ending 30 August 2015 reported a balanced position in both revenue and capital and this would be covered later in the agenda.



Mrs Grant highlighted the current 'wee c' cancer campaign which aimed to reduce fear around the disease and boost survival rates. Due to earlier detection, research breakthroughs and advancements in treatment, Scotland was making positive strides to bring cancer down to size.

Mrs Grant also highlighted the valuable contribution of the NHS Forth Valley volunteers and noted the recent donation of almost £20,000 from the Royal Voluntary Service (RVS). This would be used in a variety of ways to enhance those services already provided by RVS.

Mrs Grant reported on the Balance Scorecard and Performance Summary, highlighting particular areas of note.

### **Safe**

The Hospital Standardised Mortality Ratio (HSMR) to quarter ending March 2015 for NHS Forth Valley was 1.02. This was a reduction from the baseline of 19.2%, with a reduction in the Scottish HSMR of 15.7%.

Hand hygiene compliance at August 2015 for Community Hospitals was 99%, with Acute Hospitals showing 98.8% both against a target of 95%.

### **Person Centred**

Clinical Quality Indicator (CQI) compliance was highlighted as Pressure Area Care 97.4%, Falls 98%, and Fluid and Nutrition 96.6%. Pressure Ulcer Bundle compliance feedback was provided to the Senior Charge Nurse where necessary.

Attendance management remained a challenging target and was a high priority for the Board. However, progress was being made with the July 2015 was 4.77% against the Scotland position of 4.88%.

The Stroke Care Bundle required sustained attention as every part of the bundle needed to be delivered to achieve the 80% target. Although the July 2015 position was 73.9% this was an improvement from the June position of 63.9%.

### **Equitable**

As published in August 2015 the 5 year rolling position to December 2014 for NHS Forth Valley's suicide rate was 12.9 per 100,000 population against the Scotland position of 14.2 per 100,000 population. The next update was due in August 2016.

The Smoking Cessation full year target for NHS Forth Valley for 2014/2015 was agreed as 607 quits in the 40% most deprived SIMD. Published figures highlighted that 186 self reported 12 week quits had been recorded equating to 31% of the target. The target has since been reviewed nationally. Early indication against the 2015/16 target highlighted a positive position for the first quarter.

### **Timely**

It was acknowledged that further detail would be considered under item 7.3, Waiting Times Report. The 18 weeks Referral to Treatment (RTT) remained above the target of 90% at 93.2% with provisional position for August of 93.6%. At the end of August 2015, 91.2% of new outpatients were waiting less than 12 weeks against the target of 95%. The main challenges were within neurology, ophthalmology, anaesthetics and gastroenterology.

Although there were no agreed standards for outpatient and inpatient unavailability rates they were reported to comply with Audit Scotland recommendations. At the end of August 2015

outpatient unavailability was 1.4% against the Scotland position in June 2015 of 3.1%. While the inpatient/day cases unavailable was 11.1% at the end of August 2015 against the June 2015 position for Scotland of 20.8%.

Diagnostic waits over 42 days showed good progress with 47 for August 2015 compared to 110 in July 2015, these were all within endoscopy.

The provisional quarterly statistics at June 2015 highlighted 95.2% patients with a suspicion of cancer were treated within 62 days and 98.9% were treated within 31 days of decision to treat, both against a target of 95%. The positive position was noted.

Pre-publication figures for end of June 2015 highlighted that 98.2% of clients started their first drug or alcohol treatment within 3 weeks of referral, the Scotland position at quarter ending March 2015 of 95%.

In vitro fertilisation (IVF) showed a 100% compliance against standard.

### **Effective and Efficient**

There was an ongoing challenge in relation to the number of bed days lost due to delays in discharge. There had been an increase from August 2015 of 825 to the September 2015 census of 1179. Weekly focus continued on individual patient needs to ensure appropriate movement, placement and packages of care.

The percentage of 'Did Not Attend' for new outpatients in July 2015 was 9.4% compared with the Scotland position at quarter ending March 2015 of 9.8%.

The NHS Board noted the information contained in the Chief Executive's Summary and the main areas highlighted in the Balanced Scorecard and Performance Summary.

## **7.2 Financial Monitoring Report**

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

Mrs Ramsay provided a summary of the financial position for Forth Valley NHS to 31 August 2015. The key issues noted were:

- A balanced financial position reported to the end of August 2015 for both revenue and capital
- The allocation letter from SGHSCD for August 2015 confirmed a further £0.602m of funding including carry forward of surplus £1.026m from 2014/15, £0.133m for Prescription for Excellence, less top slice of £0.655 for National Distribution Centre that had previously been anticipated.
- Partnership funding including the balance of Transitional Funds, Delayed Discharges and Integrated Care Funds were retained centrally until plans for utilisation were approved by Transitional Boards.
- Additional winter bed capacity at Falkirk Community Hospital, initially scheduled until end of April 2015 had remained opened with ongoing costs incurred to date, of approximately £0.100m per month. Funding of £0.237m from Delayed Discharge monies had been agreed by Falkirk Transitional Board to offset these additional costs with the balance covered by NHS Forth Valley Contingency Reserve (total remaining £1.4m).
- Overspends had continued in both Surgical and Medical Directorates. Actions required to address the overspend had been agreed and monthly meetings with General Managers would continue until in-month financial balance was achieved.
- Work had commenced to update the five year Financial Plan 2016/17 – 2020/21 and the challenges of this were noted.

- There were increasing risks in-year to achieve 2 property sales, Bonnybridge and Bannockburn. It was hoped the position would be clearer soon, whether the sale(s) proceeded or there was identification of local action to mitigate the position.
- Two areas were specifically highlighted, relating to rising costs of bank and agency and the significant increase in hospital spend on drugs. It was noted these were consistent with other board areas.

Mrs Ramsay also highlighted that meetings were taking place with the 2 Directorates with the reported overspends to agree actions to bring them into financial balance.

Following discussions the NHS Board noted the report and the financial updates provided.

### **7.3 Waiting Times Report**

The NHS Board considered a paper “Waiting Times Report” presented by Mr David McPherson, General Manager.

Mr McPherson provided an update of on the NHS Board’s position in relation to a range of access targets established by the Scottish Government. In particular it was noted that the 18-week RTT performance for July 2015 was 93.2%. This was the 4<sup>th</sup> consecutive month NHS Forth Valley had delivered the 90% standard.

At the August 2015 census the number of outpatients waiting over 12 weeks increased to 1266 from July 2015 figure of 980 with 420 patients exceeding 16 weeks. There had been 2 breaches of the Treatment Time Guarantee (TTG), however, the overall compliance remained high at 99.9%.

The August 2015 census showed CAMHS 18 week RTT was 45.3% and Psychological Therapy service was 63.1%. Although the team were working hard and there had been increased activity in these areas the benefits were yet to be realised. It was noted that due to the fact that services were now seeing long waiting patients the percentage RTT compliance may drop again.

The Chairman, Alex Leishman noted the positive performance around the waiting times agenda and the Board welcomed the paper.

The NHS Board noted the improvement in figures and the ongoing work involved.

### **7.4 Communications Quarterly Update Report**

The NHS Board considered a paper “Communications Quarterly Update Report” presented by Elsbeth Campbell, Head of Communications.

Mrs Campbell provided an update on the main campaigns and events between May and August 2015. Campaigns included ‘Hello, my name is...’ which was launched in May 2015 to highlight the importance of staff introducing themselves to patients and the ‘wee c’, also mentioned in the Chief Executive Summary, which aimed to change the way cancer was viewed in Scotland, in a bid to reduce fear around the disease and boost survival rates. The response had been positive with support from both staff and the public.

The short video shown at the Annual Review regarding the current support for GP practices, was well received and was now available on the website with promotion by local media. Social media continued to be a valuable and successful medium to provide information, advice and update on a wide range of events and initiatives.

Priorities for the future included the winter plan, promotion of the new Healthcare Strategy and Health and Social Care Integration.

The NHS Board thanked the Communications Team for all their work, and noted the positive update provided.

## **8. STRATEGIC PLANNING AND DEVELOPMENT**

### **8.1 Primary Care Workforce Challenges**

The NHS Board considered a paper on “Primary Care Workforce Challenges” provided by Fiona Ramsay, Director of Finance.

Mrs Ramsay provided a summary of the current position regarding the actions taken to address the local implications of the national primary care workforce challenge and in particular the GPs.

Over recent months 5 practices had been under management of the Board although Westburn had returned to independent contractor status as of August 2015 and Drymen was due to follow in December 2015. Bannockburn and Kersiebank both had a model of care supported by a team of GPs, Advance Nurse Practitioners, Pharmacists and Primary Mental Health Workers. Work continued to review lessons learned and to help identify changes required. Slamannan Practice had been a 2c practice for some time and there were no plans to change this.

It was highlighted that other practices were approaching the Board when problems arose and there were ongoing discussions with a Practice based at Clackmannanshire Community Health Centre (CCHC) regarding support required due to their recruitment challenges.

The Board discussed the challenges faced and noted it was a national issue. Positive steps had been made and the related short video which had been shown at the Annual Review on 16 September 2015 was received very positively.

The NHS Board noted the progress made in addressing the Primary Care workforce challenges.

### **8.2 Integration of Adult Health and Social Care Update**

The NHS Board considered a paper on “Integration of Adult Health and Social Care Update” provided by Mrs Kathy O'Neill.

Mrs O'Neill updated the Board on progress with Health and Social Care Integration in Forth Valley.

The Cabinet Minister for Health, Wellbeing and Sport had approved both Integration Schemes and they would be incorporated as of 3 October 2015. This would mean the Integration Joint Boards for both Falkirk Council and Clackmannanshire/Stirling would be legally established from this date with the first formal IJB meeting for Clackmannan/Stirling on 27 October 2015 and for Falkirk on the 6 November 2015.

The Chief Officer post for Falkirk Partnership had been advertised with a closing date of 8 October 2015, Tracy McKigen would remain in post as Interim Chief Officer. Ewan Murray had been appointed as the Chief Finance Officer for Clackmannanshire/Stirling Partnership on a fixed one year term. The post for Falkirk Partnership Finance Officer had yet to be concluded.

Mrs O'Neill provided further updates on the members of the Integration Joint Boards and the advisory notes received from the Scottish Government which outlined the roles, responsibilities and membership details. Strategic Planning Groups had been established for both Partnerships to develop first drafts of the strategic plans.

The NHS Board noted the update provided and the significant milestone reached in Health and Social Care Integration with both IJB's being legally established from 3 October 2015.

### **8.3 NHS Forth Valley Annual Report**

The NHS Board considered a paper on "NHS Forth Valley's Annual Report" provided by Mrs Elsbeth Campbell, Head of Communication.

The draft Annual Report 2014/15 summarised NHS Forth Valley's performance and included information on key service developments, clinical activity and complaints. It provided details of key achievements and challenges faced across the organisation during 2014/15.

The NHS Board noted the progress made to develop and improve services during 2014/15 and approved the Annual Report.

### **8.4 Risk Appetite and Corporate Risks**

The NHS Board considered a paper on "Risk Appetite and Corporate Risks" provided by Mrs Gail Caldwell, Pharmacy Director.

The risk appetite was described as the amount of risk that NHS Forth Valley was prepared to accept, tolerate or be exposed to at any point in time. Mrs Caldwell outlined the risk appetite proposal, which had been benchmarked with other NHS Boards. Risk would be expressed as a boundary, above which the organisation would not tolerate the level of risk and further actions would be taken to address.

Low risks with score 1-3, and medium risks scoring 4-9 would continue to be managed at Directorate level. The Corporate Management Team and Performance and Resource Committee monitored high risks (10-19) or very high risks (20-25). Any risks with a score of 20 or more would also be made visible to the NHS Board.

Mrs Caldwell highlighted the 3 corporate risks which were assessed as 'very high' on the Corporate Risk Register; sustainability of local General Medical Services; balancing elective and emergency patient flow and the challenge in meeting waiting times in CAMHS and Psychology services. Significant management activity aimed at reducing the risks was underway.

The NHS Board approved the Risk Appetite proposal and noted the 3 'very high' corporate risks.

### **8.5 Winter Plan Report**

The NHS Board considered a paper on "Winter Plan Report" provided by Dr Graham Foster, Director of Public Health and Strategic Planning.

Dr Foster highlighted that as part of the National Unscheduled Care Programme the first draft of the Winter Plan 2015/16 was produced and returned to Scottish Government (SG) by August 2015 as requested. Once the final Plan had been agreed it would be returned to SG and posted on NHS Forth Valley public web site by the end of October 2015.

A Winter Planning Steering Group had been established to support the development of the Winter Plan with lead contributors identified. A Winter Planning Exercise was also arranged for 9 October 2015 and the Winter Plan would be shared and approval sought at the October meetings of the Integrated Joint Boards. Mrs O'Neill confirmed Winter Plans would be a combined submission with the Joint Management Teams after April 2016, however, the teams were involved in the preparation of this year's plan.

Dr Foster outlined the critical areas the SG had indicated should be covered by the Winter Plan to deal with the additional pressures places on services during the winter period and the progress made and planned against the key actions. Jane Grant noted that lessons had be learned from previous challenges but highlighted the need for continued focus on staff resources.

The NHS Board noted the progress and approved the request to give delegated responsibility to the Performance and Resources Committee to approve the Winter Plan on 27 October 2015.

## **9. GOVERNANCE AND ADVISORY COMMITTEE REPORTS AND MINUTES**

### **9.1 Performance and Resource Committee – 25 August 2015**

The NHS Board noted the minute of the Performance and Resources Committee meeting held on 25 August 2015.

### **9.2 Area Clinical Forum – 17 September 2015**

The NHS Board noted the minute of the Area Clinical Forum meeting held on 17 September 2015 and the very helpful presentation provided by Chief Officers, Shiona Strachan and Tracey McKigen.

## **10. ANY OTHER COMPETENT BUSINESS**

There being no other competent business, the Chairman closed the meeting at 11.30am.

## **FALKIRK INTEGRATION JOINT BOARD**

**Minute of Meeting of the Falkirk Integration Joint Board held in the Municipal Buildings, Falkirk on Friday 6 November 2015 at 9.30am.**

### **Voting Members:**

Councillor Allyson Black, Falkirk Council (Chair)  
John Ford, Non-Executive Member, NHS Forth Valley (substitute)  
Councillor Dennis Goldie, Falkirk Council  
Councillor Linda Gow, Falkirk Council  
Alex Linkston, Chairman, NHS Forth Valley  
Julia Swan, Non-Executive Member, NHS Forth Valley

### **Non-voting Members:**

Sandra Burt, Staff Representative, Falkirk Council  
Claire Crossan, Carer Representative  
Leslie Cruickshank, GP Medical Representative  
Jane Grant, Chief Executive, NHS Forth Valley  
Tom Hart, Staff Representative, NHS Forth Valley  
Karen Herbert, Third Sector Interface Representative  
Tracey McKigen, Interim Chief Officer  
Martin Murray, Service User Representative  
Mary Pitcaithly, Chief Executive, Falkirk Council  
Angela Price, Third Sector Representative

### **Officers:**

Jack Frawley, Committee Officer, Falkirk Council  
Calum MacDonald, Local Intelligence Support Team  
Morag McLaren, Associate Director of HR, OD & Learning  
Colin Moodie, Depute Chief Governance Officer, Falkirk Council  
Kathy O'Neill, CHP General Manager, NHS Forth Valley  
Suzanne Thomson, Programme Manager – Health and Social Care Integration, Falkirk Council  
Elaine Vanhegan, Head of Performance and Governance, NHS Forth Valley

### **IJB1. Welcome and Apologies**

The Chair welcomed those present to the first meeting of the Falkirk Integration Joint Board.

Apologies were received on behalf of Jim King, Tracey Gillies, Kathy McCarroll and Angela Wallace.

**IJB2. Declarations of Interest**

No declarations were made.

**IJB3. Minute****Decision**

**The minute of meeting of the Falkirk Transitional Board held on 2 October 2015 was approved.**

**IJB4. Matters Arising**

The board sought an update on the development of an action plan following the joint inspection of older people's services (TB57 refers). Kathy O'Neill advised that the action plan would be submitted to the November meeting of the Joint Management Group and that it would then be submitted to the Integration Joint Board (IJB). Further, the Care Inspectorate had not yet requested the action plan or provided a timescale for completion.

Councillor Gow entered the meeting during consideration of the previous item of business.

**IJB5. Establishment of the Integration Joint Board**

The Integration Joint Board considered a report by the Chief Governance Officer setting out the membership of the board and inviting the board to confirm the appointment of the Interim Chief Officer and Stakeholder representatives. The Deputy Chief Governance Officer provided an overview of the report.

**Decision****The Integration Joint Board:-**

- (1) noted the contents of the report;**
- (2) agreed to appoint those members listed at section 4.4 of the report to the board, and**
- (3) agreed to confirm that the Interim Chief Officer is appointed to the board as Chief Officer for the remainder of her contract.**

**IJB6. Standing Orders**

The Integration Joint Board considered a report by the Chief Governance Officer providing, as an appendix, draft standing orders for adoption. The Deputy Chief Governance Officer provided an overview of the report.



## **Decision**

**The Integration Joint Board agreed:-**

- (1) to adopt the standing orders as appended to the report, and**
- (2) that the standing orders will be reviewed after one year.**

### **IJB7. Programme of Meetings 2016**

The Integration Joint Board considered a report by the Chief Governance Officer providing a timetable of meetings for 2016. The Depute Chief Governance Officer provided an overview of the report.

The IJB discussed the frequency with which meetings should be held and considered a suggestion to continue on a monthly basis for six months and then move to bi-monthly cycle. An alternative proposal was suggested to remove the January meeting from the schedule and implement a bi-monthly timetable, highlighting the ability to call special meetings if needed. The IJB supported the bi-monthly proposal and members would keep the monthly dates in their diaries for IJB business such as organisational development days or visits to services.

## **Decision**

**The Integration Joint Board agreed that the dates of meetings for 2016 as:-**

- **5 February 2016;**
- **1 April 2016;**
- **3 June 2016;**
- **5 August 2016;**
- **7 October 2016, and**
- **2 December 2016.**

### **IJB8. Strategic Plan**

The Integration Joint Board considered a report by the Interim Chief Officer providing: information on the strategic planning group; development of the strategic plan; the strategic needs assessment, and consultation and engagement arrangements. The Interim Chief Officer provided an overview of the report. Copies of an updated version of the Falkirk Integrated Strategic Plan: 2016-2019 were tabled.

Members stated that they would require more time to look at the tabled version of the plan and would then send comments to the Interim Chief Officer. A breakdown of how many hospital emergency admissions were people who were representing following discharge was requested. Tracey McKigen advised that detailed work would be carried out by the LIST team. Further, members asked when all the statistics would be included in the plan. Calum MacDonald stated that most of the gaps had been filled in the second draft. Tracey McKigen advised that the information relating to workforce analysis was currently being worked on.

In response to a question on the use of plain English, Tracey McKigen stated that the second draft would be in plain English and that an easy read version would be issued with the consultation document.

## **Decision**

**The Integration Joint Board agreed:-**

- (1) that the membership of the strategic planning group be extended to include GP representation, and**
- (2) the draft strategic plan for consultation.**

## **IJB9. Delayed Discharge**

The Integration Joint Board considered a report by the CHP General Manager providing an update on progress toward meeting the national target that no-one who is ready for discharge should be delayed by more than two weeks. The report provided background information and appended an action plan. The CHP General Manager provided an overview of the report.

Members commented that the action plan was useful and requested that more detail be included, particularly in relation to the impact of specified actions. They also highlighted that it was important to keep Code 9s and 100s under review. Members asked if work had been undertaken to ensure that the availability of residential care home beds was maximised. Mary Pitcaithly advised that care homes were operating at maximum capacity but stated that she would liaise with the service to ensure that there were no other spaces which could be reassigned for use as bedrooms. Kathy O'Neill stated that there were vacancies in the short term assessment beds at Oakbank and reablement beds at Summerford with work ongoing to increase the use of those beds.

The information reported showed improvement on the previous set of figures and the board asked what actions had caused the shift in position. The board discussed the moratoriums which had been affecting the delayed discharge position. Mary Pitcaithly advised that the provision of beds was helping to improve the position and highlighted that there was no cap in Falkirk on spending which enabled packages of support to be put in place quickly. Jane Grant noted that while there had been some improvement in the figures, the overall position remained concerning. It was important to continue to act on the decisions already taken particularly the 'Closer to Home' provision.

## **Decision**

**The Integration Joint Board noted the report.**

## **IJB10. Forth Valley Winter Plan**

The Integration Joint Board considered a report by the Director of Public Health and Strategic Planning providing information on the winter planning process. Appended to the report were the membership of the Forth Valley Winter Planning Group and the Forth Valley Winter Plan 2015/2016. The

Director of Public Health and Strategic Planning provided an overview of the report.

The board discussed the Advice Line For You (ALFY) project. Members asked if it would be ready for the middle of December and if the required infrastructure would be in place to meet expected demand. Kathy O'Neill advised that services were working hard to ensure that the roll out to the public would be successful and that they were on track to be operational from 1 December. She stated that further information would be brought to the board at a future meeting.

There was discussion on the importance of the Rapid Access Frailty Clinic and members sought clarification that the service was available every day. Jane Grant stated that there had been a staffing challenge in relation to the provision of the clinic. NHS Forth Valley were focussed on ensuring that the service was staffed every day and confirmed that this would be prioritised over winter. By maintaining a consistent level of service, GPs would have more confidence to refer people to the clinic. Members asked why, if the clinic could be kept open daily during the time of most significant pressure on services, it could not maintain a consistent service at other periods. Jane Grant stated that work was ongoing to try and achieve this but that there was a finite resource of consultant man-power. The service had been given a higher staffing priority at all times.

The board asked for information on the role of volunteer drivers. Jane Grant stated that the service was still operational. There had been enhanced engagement with the Scottish Ambulance Service looking at the utilisation of the ambulance fleet across Forth Valley to focus on being more reactive to need and the use of independent providers had been discussed. Kathy O'Neill stated that volunteer drivers were used most frequently for outpatients rather than for discharges from hospital. Information on the use of volunteer drivers would be confirmed after the meeting.

The board then discussed the Safe Base initiative and asked if this had a positive impact on the number of admissions. Graham Foster advised that there was a positive impact on admissions. He stated that most Councils were looking to use a Safe Base in conjunction with the local Health Board. The service was highly effective as it helped to get people the most appropriate treatment.

## **Decision**

**The transitional board noted the report.**

## **IJB11. Organisational Development Update**

The Integration Joint Board considered a report by the Interim Chief Officer providing an update on the range of organisational and workforce development activity underway to support the IJB. The Associate Director of HR, OD & Learning provided an overview of the report highlighting that there would be an OD session for the board on 3 December at 12.30pm at Callendar House.

## **Decision**

**The transitional board noted the report.**

**IJB12. Scottish Government Consultations**

The Integration Joint Board considered a report by the Chief Governance Officer appending two consultations for consideration by the board. The first consultation was from the Scottish Government regarding a proposal to make IJBs listed bodies for the purpose of the Scottish Public Services Ombudsman Act 2002. The second consultation was from the Scottish Government regarding a modification to the IJB Order. The Depute Chief Governance Officer provided an overview of the report.

The board discussed complaints handling and the need for guidance for members on what to do if they are given complaints directly. Tracey McKigen stated that there was work ongoing at a Forth Valley level on this and that information would be presented to a future meeting of the board.

**Decision**

**The transitional board agreed to respond to the consultation on:-**

- (1) the Scottish Public Services Ombudsman Act 2002 with ‘yes’, and**
- (2) the modification of the Integration Joint Board Order with ‘yes’ and that no mandatory provision is required in the IJB Order in relation to conflict of interest as it is a matter that will be dealt with within the board’s own Code of Conduct.**