

**NOTE OF MEETING OF THE FALKIRK DISTRICT TWINNING ASSOCIATION  
HELD WITHIN THE MUNICIPAL BUILDINGS, FALKIRK ON TUESDAY 6  
OCTOBER 2015 AT 6.30 PM**

Provost P Reid	L McEwan (Graeme High School)
S Bell, Falkirk Community Trust	E Mitchell
A Christie	Emma Plenderleith (Graeme High School)
M Christie	
K Collins (Graeme High School)	R Robertson
G Lloyd	C Tibbles (Falkirk Folk Club)

**E Mitchell in the Chair**

**Apologies for absence were intimated on behalf of I Burt, M Farr and Depute Provost J Patrick.**

**1. NOTE OF MEETING HELD ON 28 MAY 2015**

The note of meeting of the Falkirk District Twinning Association held on 28 May 2015 was **APPROVED**.

**2. MATTERS ARISING**

**(i) Ancien Combattants**

Provost Reid advised the Association that regrettably Ancien Combattant members would not be in a position to attend this year's Festival of Remembrance in November.

**(ii) School Links**

Following discussion, it was agreed that the issue of school links and youth councils would be taken up by Megan Farr, Education Services.

### 3. STUDENT AND YOUTH EXCHANGES

#### (i) Graeme High School – Visit to Creteil

Laura McEwan advised the Association of the visit to Creteil which had taken place in June and in conjunction with the fête de juin 2015. \*\*\*\*\* Laura to add info.

Emma Plenderleith and Kirsten Collins gave details of their visit to Creteil and the events attended during the visit. Both Laura and Emma advised the Association that the visit had proved to be extremely successful with links being established.

#### (ii) 1+ 2 Language Learning Programme in Primary Schools

Laura McEwan advised the Association in respect of the Scottish/French Learning Festival.

In addition Laura also advised of the primary/nursery school links and discussion \*\*\*\*\* Laura to add info.

#### (iii) Youth Wrestling Competition Créteil Jan 2016

Elaine advised the Association that Le Club de Lutte in Créteil had sent a request for participants from Creteil's twin towns to take part in the competition. Denny Wrestling Club had taken part in this competition in previous years but attempts to make contact with the club had failed. Pat advised Elaine to contact John McNally MP for Falkirk West who may have a contact for the current organiser.

#### (iv) Erasmus + Project Créteil July 2016

Elaine advised the Association that a request had been made for a group of young people to take part in an Erasmus + project in Créteil in July 2015. The theme of the project is sustainable development and climate change and will involve groups of young people from Salzgitter and Guadeloupe. Elaine advised the Association that contact had been made with Gayle Martin-Brown in Education Services. The application for Erasmus + funding will be made by Créteil in February 2016.

### 4. TWINNING VISIT TO CRÉTEIL

Susanne Bell and Gareth Lloyd gave details of their visit to Créteil in September as part of a music project and gave details of the performances undertaken during the visit.

Charles Tibbles, Falkirk Folk Club also provided details of Falkirk Folk Club's involvement during the visit. Charles was accompanied by two fellow members of the Tonkerers - Callum and Andrew.

It was **NOTED** that there was a particular interest in the Ceilidh which had involved large number of participants.

Elaine, Susanne and Gareth also met with François-Xavier Borg a teacher at Allezard primary School who is interested in developing e-twinning links with a primary school in Falkirk District. Susanne and Laura agreed to meet to discuss how music projects can support the 1+2 programme of language learning.

The group also visited Alain Gerbault School and met with Sylvie Heintz, Sandrine and the children. Again the potential for future e-twinning links was discussed.

The Association were advised that photographs and videos of the visit could be viewed on the Créteil Jumelage website.

## **5. TREASURER'S REPORT**

Provost Pat Reid advised that currently the Association had a balance of £4451 in the twinning account. Elaine Mitchell advised the Association of the benefits of making changes to the current business account to enable electronic payments/transfers, from and to the account.. The Committee agreed that this should be arranged ASAP.

## **6. TWINNING WEBSITE**

Myra Christie advised the Association of the background to the problems related to the website and in particular highlighting the stand alone pc which had been affected by a virus. A developer was progressing a new web site and it was noted that most of the old material had been included on the new website.

Myra requested support for new website information to be included. In response Laura McEwan advised that material in relation to the visit undertaken in June by Graeme High School would be passed to Myra for inclusion.

It was also **NOTED** that a Facebook page alongside the web page would be developed by Emma and Kirsten.

## **7. PROMOTION OF TWINNING ASSOCIATION**

Elaine advised the Association that the Sub Group had met to consider ways to take forward promotion of the Twinning Association and that a draft action plan was currently being developed. Discussion took place in respect of various ways to promote the Twinning Association eg. website, single interest promotion, further youth exchanges etc.

Roy Robertson advised the Association on the lack of involvement from groups and the public in becoming members of the Association and further discussion took place in respect of the possible re-establishment of country dance links.

## **8. DATE OF NEXT MEETING**

To be advised.

## Falkirk Community Trust

Board Meeting  
Minute

Minute of a meeting of the Board of Directors of Falkirk Community Trust Limited (the "Company") held at Falkirk Stadium on **5<sup>th</sup> November 2015** at 9.30am. Ian Scott (IS) chaired the meeting throughout.

**Present:** Ian Scott (IS) Chairman; Cllr Dennis Goldie (DG) items 1-5&7; Cllr Linda Gow (LG) items 1-7; Steve Mackie (SM); Alex McQuade (AMcQ); Ruth Morrison (RMor) items 1-7; Cllr Pat Reid (PR) items 1-7; Simon Rennie (SR); Bob Tait (BT); David Whyte (DW).

**Apologies:** Cllr Billy Buchanan (BB); Cllr Robert Spears (RS).

**In Attendance:** Maureen Campbell (MC); Neil Brown (NB); Paul Finnie (PF); Lesley O'Hare (LoH); Jane Clark (JC); Danny Cairney (DC) items 1-3; Paul Eames (PE) item 6; Pauline Barnaby (PB) item 8.

No.	Agenda Item	Agreement / Action	Due Date	Who
	Welcome	The Chairman welcomed DW and SM to the meeting.		
1	Minute of Meeting	The Minute of the meeting on 27.08.15 was approved.		
2	Matters Arising	<p>The Board noted the following:</p> <p><u>FTH/ Council HQ project</u> – That MC will arrange a briefing session for the Board ahead of the Arts Centre Business Case being considered by the Council. (Post meeting note: briefing on 8<sup>th</sup> December).</p> <p><u>Outdoor Activity Facilities</u> – That the Trust is no longer considering the former nursery school property adjacent to Grangemouth Sports Complex due to excessive cost and that the Council now intend to demolish.</p>		MC
3	Budgetary Control Statement	<p>DC presented the 2<sup>nd</sup> report for 2015/16 covering the period April – September and the Board noted that to March 2016 the projected surplus on charitable activities is £71,000. The overall underspend remains due to lower employee costs offsetting lower than expected levels of income. Difficulties in achieving swimming income through the Direct Debit scheme were discussed. The Board noted that income is however up on actuals for same period last year due to good performance at the Mariner Centre, Grangemouth Stadium and the Helix. The Trading Company is projecting a surplus.</p> <p>The Board discussed the statement and noted the following points:</p> <ul style="list-style-type: none"> <li>• The challenge in budget setting with realistic income targets;</li> <li>• The relationship between reduced staffing costs and reduced income and how vacancies can impact on a sales focus and income generation;</li> <li>• The difficulties in filling a key vacant post for swimming development;</li> <li>• Helpful to have a clear sight on the Helix Business Plan;</li> <li>• The positive projected position for Company unrestricted reserves and the flexibility required in use of reserves to support savings plan implementation.</li> </ul>		
4	Draft Business Plan 2016/17	IS reminded Directors of the work that had led up to developing the Plan for 2016/17 and complimented the efforts of the Management Team. He noted that a final decision is now required and that the Trust should be mindful of the expectations of and impacts on the Council.		

No.	Agenda Item	Agreement / Action	Due Date	Who
		<p>MC advised that the context for the Trusts funding in 2016/17 remains with a £1.2m reduction in the service payment, the biggest saving asked for yet necessitating an increased focus on service reduction.</p> <p>The Board noted:</p> <ul style="list-style-type: none"> <li>• The Plan includes for elements of income growth however uncertainties being experienced in achieving targets means that not all income growth has counted towards achieving the savings target;</li> <li>• There will be HR implications with voluntary severance payments being likely which the Trust will require to fund over and above the £1.2m. Costs for this are currently uncertain and the savings proposals have been scoped to generate additional budget that could contribute towards redundancy costs and discussion with the Council has begun to consider how such costs could be funded;</li> <li>• Some savings proposals may impact on the Council and discussion is planned to explore the implications in detail;</li> <li>• Adjustments to capital proposals have been made to bring in line with savings proposals and have been discussed with the Audit &amp; Performance Sub Group;</li> <li>• Work will continue over the coming weeks to consider all of the above along with impact and potential mitigation for customers and communities;</li> <li>• Plans are being developed to communicate to staff, key customer groups and the public following submission of the Plan to the Council on 16<sup>th</sup> November.</li> </ul> <p>The Board discussed:</p> <ul style="list-style-type: none"> <li>• The difficult gap between submission to the Council on 16<sup>th</sup> November and the Council meeting in February during which time the Trust requires to communicate, gear up for implementation by end of March and deal with consequences of that whilst assuming that the Council will approve the content of the Plan;</li> <li>• The range of savings plan proposals that have been under consideration, what should be included in the Plan and the potential impacts for individual proposals and how the Trust approaches those proposals that may cause concern to the Council;</li> <li>• Adopting a rational approach based on the analysis to date and then being prepared to respond to Council feedback.</li> </ul> <p><b>Decisions</b> The Board</p> <ol style="list-style-type: none"> <li>a) Approved the Draft Annual Action Plan 2016-17;</li> <li>b) Approved the proposals to tackle reduction in funding as listed in section 8 of the report;</li> <li>c) Confirmed that Grangemouth Town Hall and Woodlands Games Hall are to be included in the savings proposals;</li> <li>d) Asked the Management Team to continue dialogue with the Council on the impact of proposals;</li> <li>e) Endorsed the capital proposals for 2016/17 as recommended by the Audit &amp; Performance Sub Group;</li> <li>f) Authorised the Chief Executive to submit the Draft Annual Action Plan 2016/17 accompanied by</li> </ol>		<p>NB/JC</p> <p>MC</p> <p>MC</p>

No.	Agenda Item	Agreement / Action	Due Date	Who
		background papers to the Council by 16 <sup>th</sup> November; g) Agreed to receive a further report prior to the finalised Action Plan going live to show any further adjustments or changes.		
5	Future Plans 2017-19	<p>The Board noted that the Trust anticipates a £0.7m reduction in service payment in 2017/18 and that if any further is sought it should be known in February. A substantial review of venues and services will be required during 2016 particularly to look at income streams from the Trusts core facilities and services.</p> <p>The Board discussed the following points:</p> <ul style="list-style-type: none"> <li>• The need to make the case for investment in sports facilities as this is a main reason why we are behind other Trusts in income;</li> <li>• The NPDO schools retain a good level of geographic spread of the same facility in communities across the area;</li> <li>• Challenges for the Trading Company and the time it is taking to turn services around.</li> </ul>		
6	Arts Delivery Plan – Consultative Draft	<p>PE presented on the content of the consultative draft and the plans for consultation over the coming months. The Board welcomed the recognition that the area had secured through Creative Place and acknowledged that this was a good base to start from.</p> <p>The Board discussed the following points:</p> <ul style="list-style-type: none"> <li>• A curatorial approach that ensures effective partnership across art forms and sectors and that could explore working with a producing company;</li> <li>• The scope for more festivals and optimising the use of venues;</li> <li>• Maintaining the identity of the Hippodrome as a Cinema whilst also optimising financial viability;</li> <li>• Challenges of attracting new audience from the Falkirk area and the fluidity of the areas boundary for the arts community and audiences;</li> <li>• The role for the arts in relation to people visiting and staying overnight in the area;</li> <li>• The importance of advocacy for the arts and the role for an Arts Network in supporting cultural development;</li> <li>• The potential of a replacement FTH offers an ideal opportunity for change;</li> <li>• Concern around the timescales to complete a thorough consultation with good communication across the sectors and report to the February Board meeting.</li> </ul> <p><b>Decision</b>            The Board            Approved the consultative draft Arts Plan and the consultative process; and asked the Management Team to review the deliverability of the consultation timescales.</p>		LoH
7	Draft Library Development Plan	<p>LoH presented on the findings of the Library Development Plan consultation. The Board noted that consultation had found a strong way forward for working with partners and high levels of support from community and partners for developing libraries as community hubs.</p> <p>The Board discussed the following points:</p>		

No.	Agenda Item	Agreement / Action	Due Date	Who
		<ul style="list-style-type: none"> <li>• Achieving a balance between supporting those most in need within society and promoting libraries as fun places for everyone;</li> <li>• More digital services and reducing cost of digital exclusion;</li> <li>• Opportunity to repackage what a library is and that Libraries offer a relaxed approach to helping people access information;</li> <li>• High potential for extending some services such as Homebound through volunteering.</li> </ul> <p><b>Decision</b> The Board Approved the Library Development Plan; and agreed that the Plan be remitted to Falkirk Council.</p>		LoH
8	Fundraising Strategy 2016 - 2019	<p>PB presented on the Fundraising Strategy. The Board welcomed the achievements to date and supported the vision, objectives and targets for the next 3 years.</p> <p>The Board discussed the following points:</p> <ul style="list-style-type: none"> <li>• The relationship between fundraising and borrowing and the utilisation of capital to lever external funds;</li> <li>• The complexities of cultivation and securing donations from sponsors and matching our activity to potential sponsor company interests;</li> <li>• Success in funding targeted arts service delivery on a project basis following a plan delivers a lot of short life work that would not be possible without external funding;</li> <li>• Being open to branding opportunities and partnering on the right thing at the right time;</li> <li>• Importance of feeding back on output and outcomes to funders and enhancing their perception of us.</li> </ul> <p><b>Decision</b> The Board Noted the Fundraising Strategy 2016-2019.</p>		
	AOCB	<p><u>Visitor Centre</u> The Board noted the difficulties in securing a line from BT to enable card payment.</p> <p><u>Stenhousemuir Gym</u> The Board noted that the Gym had exceeded new membership targets.</p>		
	Next Meeting	The next Board meeting will take place on 18 <sup>th</sup> February at 9.30am.		

**MINUTE of MEETING of CENTRAL SCOTLAND VALUATION JOINT BOARD held within HILLSIDE HOUSE, STIRLING on FRIDAY 20 NOVEMBER 2015 at 9.30 a.m.**

**COUNCILLORS:**

Donald Balsillie  
Margaret Brisley  
Irene Hamilton  
Gordon Hughes  
Charles MacDonald (Convener)  
Corrie McChord  
Alan Nimmo  
Sandy Turner

**OFFICERS:**

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

**VJB21. APOLOGIES**

Apologies were intimated on behalf of Depute Provost Hamilton and Councillors Mahoney and Meiklejohn.

**VJB22. DECLARATIONS OF INTEREST**

No declarations were made.

**VJB23. MINUTE**

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

**VJB24. REVENUE BUDGET 2015/16 – REVIEW AS AT 30 SEPTEMBER 2015**

The Board considered a report by the Treasurer setting out the Revenue Budget position at 30 September 2015.

A year end underspend of £63k was projected. This was attributed in the main to savings arising from the management team restructure and an underspend in the year to date in temporary canvasser costs.

A number of requests for voluntary severance had now been approved, with £72k allocated within the budget to meet the likely costs.

The Board sought further information on the requests for voluntary severance and in particular the impact on service provision.

The Assessor gave a detailed overview, following questions, on the current position regarding reserves, highlighting the need to maintain sufficient reserves but acknowledging that the level of reserves held by the Board would be discussed with the constituent authorities as part of the budget setting process. He also outlined the process for developing the budget, which involves consultation with relevant officers within each authority.

### **Decision**

**The Board noted the report.**

## **VJB25. INTERIM VALUATION PERFORMANCE REPORT**

The Board considered a report by the Assistant Assessor presenting service performance information for the period 1 April to 30 September 2015.

The service performances as measured by performance indicators for valuation roll work and for valuation list work were set out.

In regard to valuation roll work, which measures the period taken to change the valuation roll, 540 changes were made during the period - of these 84% were amended within 3 months, 99% within 6 months and 1% took longer – against targets of 82%:93% and 7% respectively.

In regard to the valuation list work, the time taken to add houses to the valuation list, 677 new entries were registered in the period, with 97% added within 3 months, 99% added within 6 months and 1% took longer – as against targets of 97%; 99% and 1% respectively.

### **Decision**

**The Board noted the report.**

## **VJB26. STRESS MANAGEMENT POLICY**

The Board considered a report by the Assistant assessor presenting the Boards' Stress Management policy for approval.

The policy which was based upon Clackmannanshire Council's policy will apply to all employees and had been developed in consultation with the Staff Consultation Forum. It provides a definition of stress together with the role of staff, managers and the management team in applying the policy.

The Board asked for further detail on the terms of the policy and in particular whether it differed significantly from those in place in Falkirk and Stirling Councils.

### **Decision**

**The Board approved the Stress Management Policy.**

## **VJB27. DATES FOR FUTURE MEETINGS 2016 AND APPOINTMENTS**

The Board considered a report by the Clerk setting out a proposed timetable for meetings in 2016 and advising of an appointment to the Board.

The timetable for 2016 provides for 4 meetings. Previously the Board has scheduled 5 meetings, with a meeting in March traditionally following shortly after the Budget Setting meeting in January/February. It was recommended, following a review of business that a meeting in March would be superfluous. A budget meeting was set for 12 February 2016 however this may be subject to change.

Councillor Paterson had resigned from the Board. Stirling Council had appointed Councillor Jim Thomson, previously a substitute member, to the Board with Councillor Alycia Hayes appointed as a substitute member.

### **Decision**

**The Board agreed:-**

- (i) to meet on Friday 12 February, Friday 17 June, Friday 16 September and Friday 18 November 2016;**
- (ii) to note that Special Meetings of the Board may be convened as necessary and with the planned timetable;**
- (iii) to note the resignation of Councillor Steve Paterson; and**
- (iv) to note the appointment of Councillor Jim Thomson as Councillor Paterson's successor and the appointment of Councillor Alycia Hayes as a substitute member.**

## FORTH VALLEY NHS BOARD

### DRAFT

Minute of the Forth Valley NHS Board meeting held on Tuesday 24 November 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
Mrs Helen Kelly	Miss Tracey Gillies
Ms Fiona Gavine	Professor Angela Wallace
Mr James King	Dr Allan Bridges
Mr Tom Hart	Mrs Julia Swan
Councillor Corrie McChord	Councillor Les Sharp
Councillor Linda Gow	

#### In Attendance

Ms Elaine Vanhegan, Head of Performance Governance  
 Mr Tom Steele, Director of Estates and Facilities  
 Mrs Elsbeth Campbell, Head of Communications  
 Mrs Kathy O'Neill, General Manager, CHP  
 Mr David McPherson, General Manager, Surgical Directorate  
 Mr Tom Houston, Lead Officer, Public Health  
 Ms Tracey McKigen, Interim Chief Officer, Health and Social Care (Clackmannanshire and Stirling)  
 Ms Shiona Strachan, Chief Officer, Health and Social Care (Falkirk)  
 Mrs Sonia Kavanagh, Corporate Services (*minute*)

#### 1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

#### 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 29 September 2015

The minute of the Forth Valley NHS Board meeting held on 29 September 2015 was approved as a correct record.

#### 4. MATTERS ARISING FROM THE MINUTE

There were no matters arising from the minute.

The NHS Board agreed to take item 8.6 at this point in the agenda

##### 8.6 Full Business Case for a Care Village in Stirling (Partial – the Case for Change)

The NHS Board considered a paper "Full Business Case for a Care Village in Stirling (Partial – the Case for Change)", presented by Mr Tom Steele, Director of Estates and Facilities.

Mr Steele reported the first stage of the Full Business Case (FBC) for Stirling Care Village (The case for Change) was complete and ready for submission to the Capital Investment Group. The Care Hub would provide one of the key elements in Stirling's wider plan for re-shaping the care of older people with the capacity designed to be as flexible as possible to meet changing demand for care services. However, it was noted that not all Forth Valley wide specialist psychiatric inpatient beds, currently provided at Stirling Community Hospital, would be re-provided in the Care Hub. Further work was under way to redesign this aspect of the current service on a Forth Valley wide basis.

Mr Steele highlighted that the FBC would not be completed until a national issue in relation to European System of Accounts (ESA) 10 was resolved and this impacted on the programme and potentially the cost of the project. The single largest risk remained the non-recovery of VAT on the Unitary Charge. The FBC would be submitted in 2 stages, 1 for the service case for change and the 2<sup>nd</sup> for the financial case.

Mrs Grant underlined the importance of the community services infrastructure to support implementation of the whole service model for older people. Work was needed to ensure it was sufficiently well developed to enable the care hub to deliver the proposed outcomes. The development of the 'Closer to Home' model and Advice Line for You (ALFY) supported this approach although currently both in the early stages of implementation. This was currently resourced by the Integrated Care Fund.

The NHS Board noted the first stage of the FBC for Stirling Care Village and approved its formal submission to the Capital Investment Group.

## **5. QUALITY AND SAFETY**

### **5.1 Patient Story**

Professor Angela Wallace, Nurse Director, introduced a poignant short film about end of life care and the experience of a family living through it.

The family spoke of their appreciation at the level of care and kindness shown to their mother during such an upsetting time. The sensitivity and dedication of the staff had shone through, with the respect and compassion shown to their mother evident to the end.

The NHS Board appreciated hearing such a touching and moving story and noted the importance of outstanding end of life care standards.

### **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 various updates relating to infection prevention and control and noted the encouraging figures.

The number of *Staphylococcus aureus* bacteraemia (SABs) since April 2015 was 59 with 4 reported SABs for October 2015.

*Clostridium difficile* infection also remained low, with 3, for October 2015.

There were 6 cases of Device Associated Bacteraemia infections in October 2015, with 1 HAI related death for the same period.

The majority of Estates and Cleaning Compliance figures remained above 90%. Due to revised reporting criteria to ensure standards improved there were consistent reductions across all Community Hospital's compliance.

Rates remained high for Hand Hygiene Monitoring Compliance across the Board at 99%.

The HAI work programme for NHS Forth Valley (2015/16) had been presented to the NHS Forth Valley Clinical Governance Committee and was available to Board members on request.

The NHS Board noted the report and progress to date.

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

### **6.1 Child Healthy Weight – “The Daily Mile”**

The NHS Board received a presentation “The Daily Mile”, led by Dr Graham Foster, Director of Public Health and Strategic Planning.

Dr Foster introduced Mr Tom Houston, Lead Officer in Public Health who gave a presentation on a local project called ‘The Daily Mile’. The initiative had attracted a lot of focus locally, nationally and internationally.

Mr Houston explained the ‘Daily Mile’ was devised by the Head Teacher of St Ninians Primary School, Stirling in 2012 to address the fitness levels of the children. She wanted to keep it simple and provide time for the children to go out each day and run/walk with their friends in the fresh air. The ‘Daily Mile’ was now embedded in the culture of their school community and had resulted in the transformational change of the physical, mental and social health and wellbeing of the children.

The NHS Board discussed the merits of the project and the benefits of introducing it across Forth Valley.

The NHS Board thanked Mr Houston for his interesting presentation and agreed this was a positive and worthwhile programme for children's health.

## **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 highlighted that significant activity had been undertaken in preparation for the winter season, with the production of the Winter Plan for 2015/16. Delegated authority had been given by the Board for the Performance and Resources Committee to approve the plan in October 2015. A high profile awareness campaign would provide advice and information to local people on how to stay well and detail the range of services and support available.

Progress continued with the Clinical Services Review (CSR) with a staff engagement event held on 20 November 2015 to discuss the next steps in terms of strategy development. The National Clinical Strategy was still to be published with timeframes for this still to be finalised.

To increase engagement with local MPs and MSPs a forum had been re-established, to provide an opportunity to review achievements and challenges such as primary care workforce, the integration of Health and Social Care and progress with the CSR. The first of these meetings took place on 13 November 2015 and was well received.

Mrs Grant updated the NHS Board on core performance for the period to end of September 2015, and relevant updates into October 2015. The RTT position for September 2015 remained above target of 90% at 93.4% against the Scottish average of 87.2%. There had been a rise in overall outpatient numbers waiting over 12 weeks in October 2015 to 1450 from 1345 in September 2015. The main challenges remained within Ophthalmology, Gastroenterology, Anaesthetics and Neurology, with focussed attention on each area. The Performance and Resources Committee had received a detailed presentation in October 2015 regarding the work undertaken in CAMHS and Psychological Therapies to address the particular pressures in these areas. Notable improvement had been seen with the Psychological Therapies RTT, with performance at 79.8% for October and progress also expected in CAMHS over the next 2 to 3 months. Overall Treatment Time Guarantee (TTG) compliance remained high at 99% with 1 patient breach in both September and October.

The Finance Report for period ending 31 October 2015 reported a balanced position in both revenue and capital and would be covered later in the agenda.

NHS Forth Valley had been well represented at a number of events. A number of staff had also been selected as finalists at the Scottish Health Awards 2015.

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

### **Safe**

The Hospital Standardisation Mortality Ratio (HSMR) target was a 20% reduction by December 2015. The provisional HSMR to quarter ending June 2015 was 0.89 which reflected a reduction from the baseline of 21.2%.

Hand hygiene compliance at October 2015 for Community Hospital was 99.4% and Acute Hospitals 98.8%, both against a target of 95%.

### **Person Centred**

Clinical Quality Indicator (CQI) compliance for Food, Fluid and Nutrition at September 2015 was 93%, however, an improvement had been noted in October with a position of 96%. Work was currently underway to review the metrics in respect of nutrition to improve visibility.

There had been substantial efforts to deliver the LDP standard of 4% for Attendance Management, with the absent rate for September 2015 at 4.77% against the average Scotland position of 5.02%.

The Stroke Care Bundle continued to improve, with the position at September 2015 at 83.3% against the previous position of 73.9% in July 2015.

The Annual Knowledge Skills Framework development reviews completed on eKSF showed a position of 78% at October 2015 against a target of 80%. This was a substantial improvement and acknowledged as important to ensure staff development.

### **Equitable**

The Smoking Cessation target to sustain and embed successful smoking post quits in the 40% most deprived SIMD areas was reviewed for 2015/16. The full year target for NHS Forth Valley for 2015/16 was 219 with the current position of 59 to the end of June 2015 against a trajectory point of 59. Smoking cessation remained a high priority and new models of working were

currently being undertaken by the Stop Smoking Service. The Board discussed eCigarettes and whether marketing promoted an alternative healthier option or attracted non-smokers.

The October 2015 management position for NHS Forth Valley highlighted that 94.1% of pregnant women booked for antenatal care by 12 weeks, ahead of the 80% target.

### **Timely**

The NHS Board noted that further detail would be provided under item 7.3, Waiting Times Report.

### **Effective and Efficient**

Compliance for Emergency Department (ED) 4 hour wait in October 2015 was 95.6%, with Minor Injuries Unit 100% and ED 94.5%. There remained significant variability in performance day to day, with 17 eight hour breaches. Action continued to focus on specific issues with fluctuation in ED demand.

Delayed discharges remained challenging across the partnerships with the October 2015 census at 32 against a zero standard for patients waiting over 14 days. The local authority breakdown was Clackmannanshire 1, Falkirk 19 and Stirling 10. The total bed days lost to delayed discharge decreased to 1094 from 1174 at the September 2015 census. Further focus on processes continued between the Board and Local Authorities and remained a key priority on Integration Joint Board agendas. In response to Mr Linkston's query regarding assessment at home, Mrs O'Neill confirmed the Home Care team provided this service and that there were additional services available from Closer to Home and Advice Line For You (ALFY).

GP prescribing costs per patient showed £188.67 at August 2015 against the Scottish position of £190.76. A slight increase was anticipated for 2015/16 which reflected the uplift in the drug tariff as part of the community pharmacy contract settlement. Ongoing issues were being experienced in relation to volume growth, short supply and uptake of new drugs.

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 NHS Forth Valley to 31 October 2015. There was a statutory requirement for NHS Boards to ensure expenditure was within the Revenue Resource Limit (RRL) and Capital Resource Limit (CRL) set by the Scottish Government Health and Social Care Directorate (SGHSCD). The current revenue outturn position was summarised and the key issues noted as:

- A balanced financial position for both revenue and capital.
- Partnership funding including the balance of Transitional Funds, Delayed Discharges and Integrated Care Funds were retained centrally and transferred as plans for utilisation by Integration Joint Boards.
- Funding of £1.2m in respect of New Medicines was released during October 2015, with the majority impacting on Surgical Directorate and Externals as host of local cancer services.
- As approved at the Performance and Resources Committee in October 2015 the Winter Plan funding would be transferred to relevant budget in November 2015.
- Additional bed capacity at Falkirk Community Hospital originally put in place last winter and due to be withdrawn in April 2015 had remained open to manage

patient capacity requirements. Ongoing costs incurred to date were 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, leaving £0.550m to be met from health resources covering the period to end of December 2015.

- Current year cash savings requirements (CRES) were reflected in the financial position and overall delivery plans were on track. However, areas where this had not been achieved required alternatives to ensure pressures were met. Due to anticipated pressures every effort was being undertaken to identify recurrent cash savings for 2016/17.
- Overspends had continued in both Surgical and Medical Directorates with continued meetings held with relevant General Managers, Chief Executive and Director of Finance to address the issues, especially non-core and drug costs.
- Although the financial break-even remained on track, the position carried greater risk than previous years.
- Work had commenced to update the five year Financial Plan 2016/17 – 2020/21 with significant challenges ahead. Directorates were required to submit plans by end of November 2015 with an initial management review session to be held in early December 2015. Similar levels of savings were likely in future years and would be factored into implementation of the Health Care Strategy.
- There were increasing risks in-year to achieve property sales specifically Bonnybridge and especially Bannockburn.

The NHS Board noted the balanced revenue and capital positions with the balanced outturn projection to 31 March 2016 and the financial challenges with the 2016/17-2020/21 Financial Plan. The Financial Plans would be presented to the NHS Board for further consideration in January 2016.

### **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 on the NHS Board’s position in relation to a range of access targets established by the Scottish Government. It was noted that in September 2015 the 18-week RTT was 93.4%, which was the 6<sup>th</sup> consecutive month NHS Forth Valley had delivered the 90% standard.

At the October 2015 census, the number of patients waiting over 12 weeks increased to 1450 from 1345 in September 2015 with 483 patients exceeding 16 weeks. Main challenges were within Ophthalmology, Gastroenterology, Dermatology, Anaesthetic and Neurology.

Treatment Time Guarantee (TTG) compliance remained high at 99%, although 1 patient had an on-going wait longer than 12 weeks.

CAMHS and Psychological Therapies remained a challenge in October 2015; CAHMS treated 41.7% of patients and Psychological Therapy services treated 79.8% of patients, both against the 18 weeks RTT standard.

The NHS Board noted the Waiting Times Report, acknowledged the progress made and the remaining challenges to date.

## **FALKIRK INTEGRATION JOINT BOARD**

**Minute of Meeting of the Falkirk Integration Joint Board held in the Learning Centre, NHS Forth Valley Royal Hospital, Larbert on Friday 4 December 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  
 Jim King, Vice Chairman, NHS Forth Valley (Vice-  
 Chair)  
 Alex Linkston, Chairman, NHS Forth Valley

### **Non-voting Members:**

Margo Biggs, Service User Representative  
 (Substitute for items IJB20 to IJB25)  
 Sandra Burt, Staff Representative, Falkirk Council  
 Claire Crossan, Carer Representative  
 Leslie Cruickshank, GP Medical Representative  
 Tracey Gillies, Medical Representative  
 Jane Grant, Chief Executive, NHS Forth Valley  
 Tom Hart, Staff Representative, NHS Forth Valley  
 Karen Herbert, Third Sector Interface Representative  
 Kathy McCarroll, Chief Social Work Officer  
 Tracey McKigen, Interim Chief Officer  
 Martin Murray, Service User Representative  
 Mary Pitcaithly, Chief Executive, Falkirk Council

### **Officers:**

Jack Frawley, Committee Officer, Falkirk Council  
 Jennifer Litts, Head of Housing, Falkirk Council  
 Liz McGhee, Service Manager, Falkirk Council  
 Colin Moodie, Depute Chief Governance Officer,  
 Falkirk Council  
 Susan Nixon, Service Manager, Falkirk Council  
 Kathy O'Neill, CHP General Manager, NHS Forth  
 Valley  
 Fiona Ramsay, Director of Finance, NHS Forth Valley  
 Bryan Smail, Chief Finance Officer, Falkirk Council  
 Karen Strang, Strategy & Development Co-ordinator,  
 Falkirk Council  
 Suzanne Thomson, Programme Manager – Health  
 and Social Care Integration

**IJB13. Valedictory Remarks**

The Chair stated that Tracey McKigen, interim Chief Officer, would be returning to her substantive post from 15 December 2015 and today was her last Integration Joint Board. Councillor Black thanked Ms McKigen on behalf of the Integration Joint Board for her contribution to the work of both the Transitional and Integration Joint Boards, and commended her leadership through a challenging transitional period. The members wished her well for the future.

**IJB14. Apologies**

Apologies were received on behalf of Julia Swan and Angela Wallace.

**IJB15. Declarations of Interest**

No declarations were made.

**IJB16. Minute****Decision**

**The minute of meeting of the Integration Joint Board held on 6 November 2015 was approved.**

**IJB17. Matters Arising**

None.

**IJB18. Strategic Plan**

The Integration Joint Board considered a report by the Interim Chief Officer providing an update on strategic planning arrangements. Appended to the report were the Housing Advice Note and Housing Contribution Statement. The Programme Manager – Health and Social Care Integration and the Head of Housing provided an overview of the report.

The Board asked how this work would be taken forward. Jennifer Litts stated that lots of the work would need to be completed jointly, she commented that housing resources would help to inform the Strategic Plan and noted that further work would need to be commissioned to get other important pieces of information. Stirling University was highlighted as an organisation which could assist with information gathering. She also advised that Housing would provide any information and data that it held which would be of use. In response to a question from the Board, she suggested that a short life working group could help to prioritise work. Members commented that a short life working group was a good idea. Suzanne Thomson advised that Housing were represented on the Strategic Planning Group. In terms of funding, Mary Pitcaithly suggested that some Integrated Care Funds could be considered to support this work.

## **Decision**

### **The Integration Joint Board:-**

- (1) noted the contents of the report, and**
- (2) approved the draft Housing Contribution Statement for consultation as part of the Strategic Plan.**

### **IJB19. Delayed Discharge**

The Integration Joint Board considered a report by the CHP General Manager and the Head of Adult Social Care Services providing an update on progress with meeting the national target that no one who is ready for discharge should be delayed by more than 2 weeks. The CHP General Manager provided an overview of the report and an update on the most recent position of delayed discharges. It was important to understand the demand being placed on the hospital, extended lengths of stay for people in Choice Policy process, and the challenges of managing patients, and keeping people in the best care setting for their needs.

The Board asked what processes were in place for the monitoring of care homes. Mary Pitcaithly stated that there was a process for working with care homes to shorten the length of any moratorium. The Council was strongly involved with the Care Inspectorate to facilitate homes being re-opened. She commented on the impact of a period of bad publicity for a care home, as there was a long term impact on the willingness of families to use such a home even after issues have been addressed. She advised the Board that there was no cap to Falkirk Council funding in this area and that the issue was the availability of beds. Susan Nixon stated that contracts and commissioning were quickly involved to create an action plan with a home's owner where a moratorium is put in place but the owner needed to agree to Council involvement.

## **Decision**

**The Integration Joint Board noted the contents of the report.**

Martin Murray, Service User Representative, left the meeting during consideration of the previous item of business.

### **IJB20. Closer to Home Presentation**

The Integration Joint Board were provided with a presentation from the CHP General Manager and Susan Nixon on Delayed Discharges in Falkirk – Actions for Improvement, which covered:

- key issues;
- improving the discharge and guardianship/AWI processes;
- the Closer to Home model and its aims;
- the anticipated long term outcomes of Closer to Home;
- the benefits of the enhanced community team;
- building community capacity, and
- the Advice Line For You (ALFY) project.

The Board thanked Kathy O'Neill, Susan Nixon, Liz McGhee, Tracey Gillies and Leslie Cruickshank for their contributions and informative presentation. The members commented that it was important to be able to demonstrate the impact of the closer to home and Alfie projects and asked if there was enough baseline information available from which progress could be measured. Kathy O'Neill stated that there had been robust data collection in Bo'ness where ALFY had been piloted and this had allowed effective monitoring.

Members asked for the timescales regarding improvements to the guardianship process. Kathy O'Neill stated that there had been some educational work carried out with staff this year but that the major campaign was planned for spring 2016. Training was being co-ordinated with CVS Falkirk and in the meantime implementation of anticipatory care planning and Closer to Home would help in promoting the use of power of attorney.

The Board asked if there was joint training in place for nurses from Falkirk Community Hospital and social workers, as they were often dealing with the same patients and families it would be good if they understood each other's roles. Kathy O'Neill stated that a review of the admissions and discharge policy was being considered. Once the policy was refreshed, then there would be engagement with all staff and an opportunity to better understand roles and to strengthen the role of the discharge hub. It was important that staff understood how to access the additional short stay capacity at Summerford and Oakbank.

Members asked if there was training for staff to help families complete a power of attorney and encourage families to consider it more actively. Following discussion on the role of solicitors and the legal process around power of attorney, Colin Moodie confirmed that a solicitor was a required part of the process. He advised that officers would look into what proactive approach could legally be taken after the meeting. It was highlighted that the Falkirk and Clackmannanshire Carers Centre gave information to carers on what was needed to complete a power of attorney. Karen Herbert stated that the Forth Valley Adult Support and Protection Team had undertaken work in this area and advised that a local solicitor offered reduced rates for over 65s to complete a power of attorney.

## **Decision**

**The Integration Joint Board noted the presentation.**

### **IJB21. Clinical Negligence and Other Risks Indemnity Scheme**

The Integration Joint Board considered a report by the Interim Chief Officer seeking approval to apply for the IJB to become a member of the Clinical Negligence and Other Risks Indemnity Scheme (CNORIS). The Interim Chief Officer provided an overview of the report and highlighted that CNORIS was at this time the only insurance scheme available to IJBs.

The Board agreed that it was worthwhile to join the scheme while the risk was low and that the position could be reviewed in four years, which was the minimum period of commitment.

## **Decision**

**The Integration Joint Board agreed to apply to Scottish Ministers to join the Clinical Negligence and Other Risks Indemnity Scheme.**

## **IJB22. Partnership Funding**

The Integration Joint Board considered a report by the Director of Finance providing a summary of the financial resources available to the partnership and commitments agreed to date. The Director of Finance provided an overview of the report.

Members commented that reports must be provided to the Board on time so that there was adequate time to consider their contents. They also highlighted that budget information needed to be made available as soon as possible.

The Board discussed the need to maintain clear oversight of financial commitments, this would be of particular importance as the Board may wish to finance additional projects in the near future. They commented that in the longer term Closer to Home should provide financial savings as the balance of care shifted to communities.

### **Decision**

**The Integration Joint Board noted the report.**

## **IJB23. Draft Integrated Care Fund Mid-Year Report to Scottish Government**

The Integration Joint Board considered a report by the Interim Chief Officer updating on the Scottish Government request for a mid-year progress report on the Integrated Care Fund and to seeking approval for the draft report, appended to the report, to be formally submitted. The Programme Manager – Health & Social Care Integration provided an overview of the report.

### **Decision**

**The Integration Joint Board approved the Draft Integrated Care Fund Mid-Year Report for submission to the Scottish Government.**

## **IJB24. Health and Social Care Integration Programme Plan Update**

The Integration Joint Board considered a report by the Interim Chief Officer providing an update on the programme of work required to implement the integration of health and social care. The interim Chief Officer provided an overview of the report.

### **Decision**

**The Integration Joint Board noted the report.**

**IJB25. Appointment of Chief Officer**

The Integration Joint Board considered a report by the Chief Executive, Falkirk Council and the Chief Executive, NHS Forth Valley providing an update on the outcome of the Transitional Board Appointments Panel. The Chief Executive, Falkirk Council provided an overview of the report and highlighted that recruitment to the Chief Finance Officer post was on-going.

**Decision**

**The Integration Joint Board agreed to appoint Patricia Cassidy as Chief Officer.**