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**Volume 2
2017-2018**

FALKIRK COUNCIL

Minute of meeting of the EDUCATION EXECUTIVE held in the Municipal Buildings, Falkirk on Tuesday 5 September 2017 at 9.30 am.

COUNCILLORS: David Alexander
Gary Bouse
Provost Tom Coleman
Fiona Collie
Paul Garner
Dennis Goldie
Gordon Hughes
Adanna McCue
Cecil Meiklejohn (Convener)
Alan Nimmo
John Patrick
Robert Spears

**REPRESENTATIVES
OF RELIGIOUS
BODIES:** Dr Brendan McGuckin
Rev M Rollo
Mrs M Tait

CO-OPTees: Fiona Craig (Teacher Representative)
Margaret Smith (Teacher Representative)

OFFICERS: Arlene Fraser, Committee Services Officer
Gary Greenhorn, Head of Planning and Resources
David Mackay, Head of Education
Colin Moodie, Chief Governance Officer
Stuart Murray, Trainee Governance Assistant
Robert Naylor, Director of Children's Services
Karen Thomson, Childcare Provision Co-ordinator

EE7. Apologies

No apologies were intimated.

EE8. Declarations of Interest

No declarations were intimated.

EE9. Minute**Decision**

The minute of the meeting of the Education Executive held on 13 June 2017 was approved.

EE10. Rolling Action Log

A rolling action log detailing decisions not yet implemented following the previous meeting on 13 June 2017 was provided.

Decision

The Education Executive noted the rolling action log.

EE11. Education Governance – Next Steps and Fair Funding

The Education Executive considered a report by the Director of Children's Services setting out the background to the Scottish Government's recently published Education Governance: Next Steps.

The report detailed the initial governance changes in Scottish education which referred to the establishment of regional improvement collaboratives; the additional powers delegated to Headteachers, and the redefined role for local government.

The report also referred to the Scottish Government's consultation on Fair Funding to Achieve Excellence and Equity in Education with responses being sought by 13 October 2017. The consultation document was attached to the report at appendix 2.

Councillor Meiklejohn, seconded by Councillor Hughes moved that:-

The Education Executive agrees:

1. to note the changes that will be made to the governance of education in Scotland;
2. to note that the Scottish Government have launched a consultation entitled "Fair Funding to Achieve Excellence and Equity in Education";
3. that officers deliver a briefing session for all elected Members on education governance and fairer funding;
4. that officers prepare a response to the Fair Funding consultation for consideration by Members prior to submission to the Scottish Government in October 2017;
5. that Falkirk Council be part of a Regional Partnership with Clackmannanshire Council, Stirling Council and West Lothian Council, and
6. that the matter be determined by the Education Executive.

As an amendment, Councillor Nimmo, seconded by Councillor Goldie, moved that the matter be referred to Falkirk Council for determination.

At this point, Councillor Patrick gave notice of a further amendment.

In terms of Standing Order 22.1, the vote was taken by roll call, there being 12 members and 3 religious representatives present with voting as undernoted:-

For the motion (12) – Provost Coleman; Councillors Alexander, Bouse, Collie, Garner, Hughes, McCue, Meiklejohn and Spears; Dr McGuckin (Religious Representative), Rev Rollo (Religious Representative) and Mrs Tait (Religious Representative).

For the amendment (3) – Councillors Goldie, Nimmo and Patrick.

Accordingly, the motion was carried and became the substantive motion.

Councillor Patrick then moved his further amendment, seconded by Councillor Nimmo that Clause 5 be referred to Falkirk Council for determination.

Following discussion, Councillor Meiklejohn with the consent of her seconder, Councillor Hughes agreed to amend Clause 5 of the substantive motion as follows:-

5. that Falkirk Council continues to explore being part of a Regional Partnership with Clackmannanshire Council, Stirling Council and West Lothian Council.

Thereafter, Councillor Patrick with the consent of the Convener, and his seconder, Councillor Nimmo agreed to withdraw his further amendment.

Decision

The Education Executive agreed:

- 1. to note the changes that will be made to the governance of education in Scotland;**
- 2. to note that the Scottish Government have launched a consultation entitled “Fair Funding to Achieve Excellence and Equity in Education”;**
- 3. that officers deliver a briefing session for all elected Members on education governance and fairer funding;**
- 4. that officers prepare a response to the Fair Funding consultation for consideration by Members prior to submission to the Scottish Government in October 2017;**
- 5. that Falkirk Council continues to explore being part of a Regional Partnership with Clackmannanshire Council, Stirling Council and West Lothian Council, and**

6. that the matter be determined by the Education Executive.

EE12. Early Learning and Childcare (ELC) – Expansion to 1140 Hours by 2020 Update Progress Report

The Education Executive considered a report by the Director of Children's Services providing an update on progress Children's Services have made on the planning and stepped implementation of an Early Years Expansion Plan, which is due to be submitted to the Scottish Government by 29 September 2017.

Information was provided on how Children's Services plan to increase the early learning and childcare workforce in order to meet future service demands, while supporting the current workforce to further develop their skills and practices. Work was also progressing on the deployment of registered childminders to ensure that families, whose access to services can be restricted due to various reasons, receive their full entitlement.

Infrastructure expansion plans are being progressed as part of the Council's Strategic Property Review to ensure that investment in assets provide solutions for early years provision.

The report also detailed the proposed changes to the existing early years admissions policy which would allow the majority of 3 year olds to have earlier access to an early years place.

Decision

The Education Executive:-

- (1) noted the content of the report;**
- (2) agreed the strategic approach to increase early years capacity within the private and voluntary sector as detailed in section 4.1 of the report;**
- (3) agreed the proposed increase in Modern Apprenticeships as detailed in section 4.2 of the report;**
- (4) agreed the recruitment of five Principal Early Years Officers (PEYO's) as detailed in section 4.2 of the report;**
- (5) agreed that the Director of Children's Services progresses the deployment of childminders and report on progress with this to a future Education Executive as detailed in 4.5 of the report;**
- (6) agreed that £120,000 is allocated to expand partnerships with private and voluntary sector nurseries as detailed in 4.6 of the report;**

- (7) agreed the increased hourly rate paid to partner nurseries from 2017/18 as detailed in 4.6 of the report;
- (8) agreed that the quality standard criteria for private/voluntary sector nursery partnership is adopted as outlined in section 4.6 of the report, and
- (9) agreed to the proposed changes in the Council's Early Years Admissions Policy as outlined in section 4.8 of the report.

EE13. National Improvement Framework (NIF) – Education Plan

The Education Executive considered a report by the Director of Children's Services setting out the new arrangements regarding the National Improvement Framework (NIF) and seeking approval for its submission to the Scottish Government. The Council's first draft NIF was appended to the report.

The report set out the purpose of the NIF and outlined the vision, key priorities and expectations of Children's Services in raising educational attainment and achievement for all children and young people within Falkirk Council.

The NIF was structured around the current four key priorities and the 6 key drivers of improvement, identified as instrumental in achieving these. The drivers will be used to provide a focus and structure for gathering evidence which can be analysed to identify strengths and areas where further development is required.

There is a requirement for Children's Services to submit a NIF to the Scottish Government by 31 August each year.

Decision

The Education Executive agreed:-

- (1) the National Improvement Framework Plan (NIF), and
- (2) that the Director bring back a report evaluating its impact in September 2018.

EE14. Specialist Education for Additional Support Needs in Primary and Secondary Schools

The Education Executive considered a report by the Director of Children's Services detailing proposals to expand provision for Additional Support Needs (ASN) in primary and secondary schools.

The report referred to a review of ASN undertaken between 2015-2017 which identified a growing number of children and young people with additional support needs in all areas. National and local pupil census data was also provided which indicates a rise in the number of children with ASD and ASN.

Information was provided on the current specialist provision within Falkirk Council establishments for pupils with ASN and ASD. Accommodation expansion to these was not feasible due to the nature of the schools sites, and in order to maintain a balance between mainstream and specialist provision school numbers.

Three primary and two secondary schools had been identified, which have the physical space to accommodate expanded provision to meet the needs of children and young people with specialist needs.

The Education Executive was advised that due to the requirements of the Schools (Consultation) (Scotland) Act 2010, it would not be possible to report to the November meeting. The report on the outcome of the consultation would be considered at the January meeting.

Decision

The Education Executive agreed:-

- (1) a statutory public consultation on opening specialist classes in 3 mainstream primary schools and 2 mainstream secondary schools which do not have social and communication difficulties and Autism provision. The specific schools are detailed in paragraph 4.2 and 4.4 of the report;**
- (2) the consultation document detailed in appendix 1 of the report;**
- (3) that the Director of Children's Services prepares a report for the January 2018 Education Executive which will summarise the outcomes from the consultation and make recommendations for the Education Executive to consider and agree next steps.**

EE15. SQA Attainment in Falkirk Secondary Schools (2017)

The Education Executive considered a report by the Director of Children's Services providing information on the initial publication of Scottish Qualifications Authority (SQA) attainment within Falkirk Council secondary schools in 2017.

The report, at this stage, provided information obtained solely from the Council's management information system (SEEMIS) and details only A-C passes or A-D awards at various levels of the National Qualifications. Figures will be updated later in the session by the Scottish Government's Insight information system. This will be refreshed in February 2018 to include outcomes for school leavers', national and comparator authority figures.

Details of future changes by the Scottish Government to the way in which young people are assessed in National Qualifications were provided.

Information was also provided on the actions and strategies which would be implemented to further improve attainment levels and performance.

Decision

The Education Executive:-

- (1) noted the SQA attainment of Falkirk Council secondary schools;**
- (2) noted the probable impact, in 2017/18, of changes to National Qualifications on school presentation policies, and on reported attainment at National 5, and**
- (3) agreed that a future report will be presented to the November Education Executive to take account of updated and additional SQA and other attainment data.**

FALKIRK COUNCIL

Minute of Meeting of the Planning Committee held in the Municipal Buildings, Falkirk on Wednesday 13 September 2017 at 9.30 a.m.

COUNCILLORS: David Alexander (Convener)
Robert Bissett
Jim Blackwood
Gary Bouse
Joan Coombes
Gordon Hughes
James Kerr
Lynn Munro
Adanna McCue
John McLuckie
Laura Murtagh
Malcolm Nicol

OFFICERS: Jamie Allan, Network Officer (Traffic Management)
Kevin Collins, Transport Planning Co-ordinator
Ian Dyden, Development Manager
Arlene Fraser, Committee Services Officer
Iain Henderson, Legal Services Manager
Craig Russell, Senior Roads Development Officer
Crawford Sibbald, Environmental Health Officer

P37. Apologies

No apologies were intimated.

P38. Declarations of Interest

No declarations were made.

P39. Minute

Decision

Minute of Meeting of the Planning Committee held on 16 August 2017 was approved.

Councillor Coombes joined the meeting prior to consideration of the following item.

P40. The Falkirk Council (On-Street Parking Space for Disabled Persons)(No TRO/DB/16/032) Order 2016 – Ochiltree Terrace, Camelon

The committee considered a report by the Director of Development Services seeking a decision on the Falkirk Council (On-Street Parking Space for Disabled Persons) (No TRO/DB/16/032) Order 2016 – Ochiltree Terrace, Camelon, setting out the consultation that had taken place, the objection received and the officer response thereto.

Decision

The committee agreed to make the Traffic Regulation Order referred to in the report.

Councillor Hughes joined the meeting during consideration of the previous item.

P41. The Falkirk Council (On-Street Parking Space for Disabled Persons)(No TRO/DB/16/081) Order 2016 – Ochiltree Terrace, Camelon

The committee considered a report by the Director of Development Services seeking a decision on the Falkirk Council (On-Street Parking Space for Disabled Persons) (No TRO/DB/16/081) Order 2016 – Ochiltree Terrace, Camelon, setting out the consultation that had taken place, the three objections received and the officer responses thereto.

Decision

The committee agreed to make the Traffic Regulation Order referred to in the report.

P42. Development of Land for up to 550 Houses and a Commercial Block, 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 (Continued)

With reference to Minutes of Meetings of the Planning Committee held on 23 March 2011, 25 February 2015, 28 October 2015, 24 February 2016, 21 June 2016, 25 January and 27 June 2017 (Paragraphs P215, P122, P78, P139, P26, P115 & P17 refer), 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 the 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 at land to the north of Watson Place, Glasgow Road, Longcroft.

Decision

The committee agreed:-

- (1) to note that four of the five signatories had signed the Section 75 Planning obligation and that the documentation was now with Falkirk Council;
- (2) that the Section 75 Planning obligation be signed by Falkirk Council, as the final signatory;
- (3) that the fully signed Section 75 Planning obligation be submitted for registration in the Registers of Scotland;
- (4) that following registration, planning permission in principle be granted, and
- (5) that if any significant difficulties are encountered in the process of registration of the Section 75 Planning obligation, the matter be brought back to committee for consideration.

P43. Change of Use From Private Garden Ground to Form Business with Six Self Catering Holiday Units at Upper Kinneil House, Kinneil House, Bo'ness Road, Polmont, Falkirk FK2 0QS for GMS (Recordings) Ltd - P/17/0348/FUL

The committee considered a report by the Director of Development Services on an application to change the use of private garden ground within the walled garden of a category B listed building at Kinneil House, Polmont to form a business consisting of the siting of six self-catering holiday units.

Decision

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

P44. Erection of Restaurant, Associated Infrastructure Including Roads, Car Parking And Amenity Spaces, Pedestrian Access And Landscaping at 44 Tryst Road, Stenhousemuir, Larbert, FK5 4QH for Ramoyle Group - P/17/0319/MS

With reference to Minute of Meeting of the Planning Committee held on 23 November 2016 (paragraph P88 refers), committee considered a report by the Director of Development Services seeking approval of application for Matters Specified in Conditions for the erection of a restaurant/public house, associated infrastructure including roads, car parking and amenity space, pedestrian access and landscaping off Tryst Road/King Street, Stenhousemuir.

Councillor McLuckie, seconded by Councillor Blackwood, moved that committee approve the application for Matters Specified in Conditions with 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 this 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) For the avoidance of doubt, the proposal shall accord with the Traffic Management and Service Arrangement Plan hereby submitted and approved.
- (3) Any plant or equipment associated with the completed development should be sited and operated in such a manner as to prevent any noise nuisance occurring at nearby dwellings.
- (4) Noise associated with the completed development shall not give rise to a noise level, assessed with the windows open, within any dwelling or noise sensitive buildings in excess of the equivalent to Noise Rating Curve (N.R.C.) 35 between 07.00 hours and 22.00 hours and N.R.C. 25 at all other times.

Reason(s):-

- (1) As these drawings and details constitute the approved development.
- (2) To safeguard the interests of the users of the highway.

Informative(s):-

- (1) For the avoidance of doubt, the plan(s) to which this decision refer(s) bear our online reference number(s) 1B, 2, 3, 4, 5, 6B and 7.
- (2) The applicant should consult with Development Services Roads Unit to obtain Roads Construction Consent before any potentially adoptable road or addition to an existing road is constructed.
- (3) 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 3 years beginning with the date on which this permission is granted unless the development to which this permission relates is begun before that expiration.
- (4) It is recommended that the applicant should consult with the Development Services Environmental Protection Unit concerning this proposal in respect of noise and odour legislation which may affect this development.

By way of an amendment, Councillor Murtagh, seconded by Councillor Nicol, moved that committee refuse the application on the grounds that granting

the application with the inclusion of a drive-through element would have an adverse impact on parking, access, the amenity of the surrounding area and the surrounding road network contrary to the terms of Policy TC04 – Food and Drink : Criteria 2.

In terms of Standing Order 22.1, a vote was taken by roll call, there being 12 members present with voting as undernoted:-

For the motion (7) – Councillor Alexander, Bissett, Blackwood, Coombes, Kerr, McLuckie and Munro.

For the amendment (5) – Councillors Bouse, Hughes, McCue, Murtagh and Nicol.

Decision

The committee agreed the application for Matters Specified in Conditions with 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 this 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) For the avoidance of doubt, the proposal shall accord with the Traffic Management and Service Arrangement Plan hereby submitted and approved.**
- (3) Any plant or equipment associated with the completed development should be sited and operated in such a manner as to prevent any noise nuisance occurring at nearby dwellings.**
- (4) Noise associated with the completed development shall not give rise to a noise level, assessed with the windows open, within any dwelling or noise sensitive buildings in excess of the equivalent to Noise Rating Curve (N.R.C.) 35 between 07.00 hours and 22.00 hours and N.R.C. 25 at all other times.**

Reason(s):-

- (1) As these drawings and details constitute the approved development.**
- (2) To safeguard the interests of the users of the highway.**

Informative(s):-

- (1) For the avoidance of doubt, the plan(s) to which this decision refer(s) bear our online reference number(s) 1B, 2, 3, 4, 5, 6B and 7.**

- (2) The applicant should consult with Development Services Roads Unit to obtain Roads Construction Consent before any potentially adoptable road or addition to an existing road is constructed.**
- (3) 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 3 years beginning with the date on which this permission is granted unless the development to which this permission relates is begun before that expiration.**
- (4) It is recommended that the applicant should consult with the Development Services Environmental Protection Unit concerning this proposal in respect of noise and odour legislation which may affect this development.**

FALKIRK COUNCIL

Minute of meeting of the Scrutiny Committee (External) held in the Municipal Buildings, Falkirk on Thursday 14 September 2017 at 9.30 a.m.

Councillors: David Balfour
Lorna Binnie
Jim Blackwood
David Grant
John McLuckie
Laura Murtagh
Depute Provost Ann Ritchie

Officers: Fiona Campbell, Head of Policy, Technology and Improvement
Joe McElholm, Head of Social Work Adult Services
Brian Pirie, Democratic Services Manager
Suzanne Thomson, Programme Manager, Social Work Adult Services

Also Attending: Constable Mervyn Almedia, Police Scotland
Chief Inspector Damian Armstrong, Police Scotland
Patricia Cassidy, Chief Officer, Falkirk Integration Joint Board
Sargent John McSporland
Superintendent Maggie Pettigrew

SE1. Appointment of Convener

In terms of Standing Order 50.1 the committee was required to appoint a convener from the largest Opposition group.

Councillor McLuckie nominated Councillor Blackwood.

Decision

The Committee agreed to appoint Councillor Blackwood as convener.

SE2. Apology

An apology was intimated on behalf of Councillor Malcolm Nicol.

SE3. Declarations of Interest

There were no declarations of interest.

SE4. Minute**Decision**

The minute of meeting of the Scrutiny Committee (External) held on 12 January 2017 was approved.

SE5. Police Scotland – Falkirk Area Performance

The committee considered a report by the Director of Corporate and Housing Services which provided, as an appendix to the report, a briefing on the Falkirk Area Performance for the year April 2016 to March 2017 from the Chief Superintendent. Fiona Campbell provided an overview of the report. The committee then heard from Maggie Pettigrew who provided an overview of the submission.

The committee heard a short presentation on the introduction of new stop and search procedures which had been introduced following a national review.

The committee considered the format of the police performance information. It was the intention of Police Scotland to revise the format and content to make it more accessible, relevant and informative. This would be developed in consultation with the clerk with a new format presented to the committee for approval.

During her introduction Superintendent Pettigrew also noted that the Local Policing Plan for the area would be submitted to Council on 20 September for approval, in accordance with Standing Orders.

The committee discussed engagement behaviour, citing local examples. Damian Armstrong explained the local engagement mechanisms aimed at working with committees to tackle antisocial behaviour. In addition to local police officers, Police Scotland was able to draw upon officers from the National Violence Prevention Task Force to tackle antisocial behaviour.

In regard to parking enforcement members highlighted an increase in on road parking since Police Scotland withdrew its wardens. Members highlighted concerns around illegal parking around schools and in the town centre, which was having a detrimental impact on local businesses. Mr Armstrong conceded that the issue was the number of officers available and frequency in which parking could be enforced. He also cited ongoing work with local member and officers from Development Services. Drivers were prepared to park illegally and accept the subsequent parking ticket, with only 8% of tickets appealed. He then summarised initiatives to tackle speeding and gave an overview of the work of the Drug & Task Force and schools based officers on tackling drugs in schools.

The committee returned to antisocial behaviour, citing an issue of disruption caused by youths at Hallglen Sports Centre. Chief Inspector Armstrong summarised actions taken in response to calls from the centre which included officers in attendance and working with local groups. He noted that there was no community council in place and cited the value in working with community councils and local members in tackling antisocial behaviour. In response to a question on the Local Police Plan and local work plans, Chief Inspector Armstrong summarised the relationship between plans and other key strategic documents such as SOLD. Members requested an overview of local policing arrangements. It had been intended that this would be provided as part of the new members' induction programme following the local government elections. The Democratic Services Manager agreed that introductory briefing sessions would be arranged and that all Members would be invited.

The committee discussed public satisfaction and how this was measured. This was measured in two ways through members of the public who have had contact with the police and through more general surveys. In the case of the former satisfaction was high whereas more generally public satisfaction was lower. This suggested to members that the public is reluctant to call the police but those who do report satisfaction with the way in which they are dealt.

In regards to road traffic accidents members sought clarification on the mechanism for informing local members of an accident. Chief Inspector Armstrong accepted that there may be delays in informing members but explained that there was a need to investigate incidents beforehand and it was not possible to inform members of incidents and causes until the necessary investigations have been completed.

The committee again discussed parking issues, reiterating examples of non enforcement, Superintendent Pettigrew explained the force's partnership approach to addressing known and potential areas where illegal parking is prevalent and highlighted the multi service approach to this and other local issues. Members restated that the issue had become worse following Police Scotland's decision to withdraw its warden service.

In response to a question in regard to a reduction in drugs misuse detection rates and the impact of this on public confidence in reporting instances, Chief Inspector Armstrong explained the process by which information from the community is analysed and actions taken. He could not comment on a statement that the numbers of convictions reflected poorly on the judicial system. He also explained the process and place to support people with issues, citing Signpost as an example. Superintendent Pettigrew confirmed that if information from the community is reliable the police will act, in fact 8 warrants had been enforced over a recent 2 day period.

The committee sought clarification of Police Scotland's approach to policing marches. Members highlighted a lack of consistency nationally. Chief Inspector Armstrong confirmed the local position, which reflected the

national policy, which is that the police will be present for public order but not for traffic management. The latter would be dealt with through a Temporary Traffic Road Order. In regard to a specific question in regard to the Council's position the Democratic Services Manager confirmed that the force's national response to a report by Dr Michael Rosie on marches had been awaited by the Council since late 2016.

The committee discussed domestic abuse reporting. The detection rate for this had decreased significantly. Superintendent Pettigrew explained that the context was important and reiterated this was a high priority area. Chief Inspector Armstrong explained factors which made detection difficult, such as lack of witnesses. Members observed that the factors would be the same at any given time and therefore this did not explain a drop in detection rate. Superintendent Pettigrew confirmed there had been no change in approach and that a factor may have been an increase in reported historic incidents.

The committee then sought clarification of Police Scotland's position in regard to CCTV. Chief Inspector Armstrong stated that the service involved peak time monitoring, but within this there was flexibility. The system which had been operated in partnership with Stirling and Clackmannanshire Council required upgrading and approaches had been made nationally to the Scottish Government for funding. The cost of digital provision was £500k with funding partners being sought.

Decision

The committee noted the report and acknowledged progress by Police Scotland in meeting its priorities.

SE6. Falkirk Integration Joint Board: Annual Performance Report 2016-17

The committee considered a report by the Chief Officer, Falkirk Integration Joint Board which provided performance information in respect of services delivered by the Falkirk Integration Joint Board. Patricia Cassidy provided an overview of the report together with contextual background in the Integration Joint Board and the services provided.

Joe McElholm provided detailed information on the performance in regard to 23 national indicators. He also gave detail in regard to local indicators citing as an example two indicators which focussed on self management and on autonomy and decision making. In regard to the latter the Service's focus area was on supporting individuals not going into care homes and not in increasing the number of care homes available.

Members discussed the Integration Joint Board's delayed discharge policy. This was welcomed with members highlighting previous concerns in regard to bed blocking. Patricia Cassidy explained the composition of the Board and the need for consensus in decision making where this is not reached a

matter could be escalated to the Scottish Government but this was not beneficial and the Board sought consensus where possible.

Patricia Cassidy then responded to a question on the availability of GPs noting that a new national model was likely to be agreed shortly. A new model of service delivery had been tested in Forth Valley which centred on multi-disciplinary teams, including triage, which would reduce pressure on GPs.

The committee commented on the content of the Annual Report and drew comparisons with Local Government Benchmarking Framework information which had been considered by the Scrutiny Committee on 17 August 2017. The latter contained year on year contrast which allowed performance to be compared with previous years and against other local authorities. Members asked that the format of subsequent reports is reviewed to allow similar comparisons and trends analysis to be made.

The committee discussed cultural shifts in regard to carers. Patricia Cassidy cited 3 critical cultural shifts which impacted on the extent to which carers are relied upon – an increase in the over 85 population, the rise in the age of carers and the available work force. As a consequence there was a need to enable patients to self manage and be independent. Joe McElholm stressed the importance of reablement. The drive was not to save money but to be able to focus resources on those who need it. It wasn't possible to grow resources at the same rate as the growth in demand. He summarised the on-going work to support reablement.

He cited grass cutting as an example where resources need to be focussed on those who need the service. In changing the eligibility criteria for this he conceded that people who had previously received the service would lose out. However it was necessary to focus resources on those in society who need the service based on individual level of need.

The committee considered care homes for adults. There was 11 independently run care homes in the area. Bed capacity was 159 in 2016/17. Reviews of 4 adult care homes had resulted in grades of 5/6 (very good) for care support. Patricia Cassidy gave an overview of the support and care provided in care homes and explained that 1% of places were vacant. She cited a care village in Stirling which would be open in 2018 as an innovative model. Joe McElholm explained that £29m was spent on residential respite care. It would not be possible to make budget savings without looking at this and again emphasised the need to enable and encourage independence.

Decision

The committee noted the report and acknowledged progress by Integration Joint Board in meeting its priorities.

SE7. Following the Public Pound - New Reporting Arrangements

The committee considered a report by the Director of Corporate and Housing Services presenting a new reporting format together with a schedule for reporting the performance of Following the Public Pound organisations to the committee.

Fiona Campbell summarised the rationale for revising the reporting format and explained the new format. A reporting schedule was set out. Scrutiny of organisations funded or part funded by the Council by the committee would inform the Council's decision making in regard to the budget in February 2018.

Decision**The committee:-**

- (1) noted the new reporting format for all organisations that fall under the Following the Public Pound arrangements; and**
- (2) agreed the proposed reporting schedule.**

FALKIRK COUNCIL

Minute of Meeting of the Appointments Committee held in the Municipal Buildings, Falkirk on Thursday 14 September 2017 at 2.30 p.m.

COUNCILLORS:

David Alexander
Paul Garner
Gordon Hughes
Cecil Meiklejohn (convener)
Malcolm Nicol
Alan Nimmo
Pat Reid

OFFICERS:

Karen Algie, Head of HR & Business Transformation
Jack Frawley, Committee Services Officer
Stuart Ritchie, Director of Corporate and Housing Services

AP13. Apologies

There were no apologies.

AP14. Declarations of Interest

There were no declarations of interest.

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 item 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 to the said Act.

AP16. Appointment Process for the Post of Head of Housing

The committee considered a report by the Director of Corporate and Housing Services which outlined the options for recruitment and shortleeting procedures in relation to the post of Head of Housing.

Decision

The appointments committee agreed to invite a longleet of 7 to officer interviews for the post of Head of Housing.

Draft**FALKIRK COUNCIL****Minute of Joint Meeting of the Pensions Committee/Board held in the Municipal Buildings, Falkirk on Thursday 21 September 2017 at 9.30 a.m.****Present:**

Committee:-

Councillors Falkirk Council:-

Jim Blackwood

Provost Tom Coleman (Convener)

Adanna McCue

John Patrick (Depute Convener)

Pat Reid

Andrew Douglas, Unison

Archie Drummond, Clackmannanshire Council

Ian McLean, Pensioner Representative

Board:-

Susan Crook, Unison

Sandy Harrower, UCATT

Simon Hunt, Scottish Autism

Gordon Irvine, Unite

Tommy Murphy, GMB

Jennifer Welsh, SEPA

Attending:

Justyna Korzsen-Bennett, Senior Accountant (Pension Fund)

Alastair McGirr, Pensions Manager

Brian Pirie, Democratic Services Manager

Bryan Smail, Chief Finance Officer

Also in Attendance:

Rob Jones, Ernst and Young

Olga Potapova, Ernst and Young

Bruce Miller, Chief Investment Officer, Lothian Pension Fund

PE15. Apologies

Apologies were intimated on behalf of Councillor William Buchanan and Ed Morrison, Scottish Children's Reporter Administration

PE16. Declarations of Interest

No declarations were made.

PE17. Minute

Decision

The minute of the joint meeting of the Pensions Committee and Board on 24 August 2017 was approved.

PE18. Annual Audit Report 2016/17

The Committee and Board considered a report by the Director of Corporate and Housing Services on the Fund's Annual Audit Report 2016/17.

Decision

The Committee and Board noted:-

- (1) the Annual Audit Report for 2016/7, and**
- (2) the management actions proposed at Page 20 in response to the recommendations made in the report.**

The Committee agreed:-

- (1) the formal Management Representations included in the report at Page 17, and**
- (2) the response to the Ernst and Young letter of 4 September addressed to the Pensions Committee (i.e. to those charged with governance).**

PE19. Audited Pension Fund Annual Report and Accounts 2016/17

The Committee and Board considered a report by the Director of Corporate and Housing Services on the Falkirk Pension Fund's Audited Annual Report and Accounts for 2016/2017 and attaching as an appendix for inspection, a copy of the Fund's Audited Annual Report and Accounts for 2016/17.

Decision

The Committee and Board noted the Audited Pension Fund Annual Report and Accounts 2016/17

The Committee approved the Audited Pension Fund Annual Report and Accounts 2016/17 and their publication on the Fund website following completion of the external audit.

PE20. General Governance Matters

The Committee and Board considered a report by the Director of Corporate and Housing Services providing an update on a number of matters associated with the business of the Falkirk Council Pension Fund, in particular in regard to Annual Benefits Statements

Decision

The Committee and Board noted the report.

PE21. Market Review and Fund Manager Performance

The Committee and Board considered a report by the Director of Corporate and Housing Services providing an update on the Fund's strategic allocation; the Fund's performance for the period ending 30 June 2017, and the investment monitoring activity of the Joint Investment Strategy Panel.

Decision

The Committee and Board noted:-

- (1) the Fund's strategic allocation;**
- (2) the Fund's performance for the period ending 30 June 2017, and**
- (3) the investment monitoring activity of the Joint Investment Strategy Panel.**

PE22. Exclusion of Public

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 items of business on the ground that they would involve the likely disclosure of exempt information as defined in Paragraph 9 of Part 1 of Schedule 7A to the said Act.

PE23. Commentary on Fund Manager Performance

The Committee and Board considered a report by the Director of Corporate and Housing Services which reviewed the overall performance of the Fund and the Fund Managers together with commentary on each.

Decision

The Committee and Board noted the report

Minute of meeting of the Planning Committee held On Site on Monday 25 September 2017 commencing at 9.30 a.m.

Councillors:

David Alexander (Convener)
Robert Bissett
Jim Blackwood
Gary Bouse
Joan Coombes
Gordon Hughes
James Kerr
Adanna McCue
John McLuckie
Lynn Munro
Laura Murtagh
Malcolm Nicol

Officers:

Kevin Brown, Planning Officer
Douglas Blyth, Team Leader, Legal Services
Arlene Fraser, Committee Services Officer
Stuart Murray, Trainee Governance Assistant
Russell Steedman, Network Co-ordinator
Bernard Whittle, Development Manager Co-ordinator

P45. Apologies

No apologies were intimated.

P46. Declarations of Interest

No declarations were made.

P47. Change of Use From Private Garden Ground to Form Business with Six Self Catering Holiday Units at Upper Kinneil House, Kinneil House, Bo'ness Road, Polmont, Falkirk FK2 0QS for GMS (Recordings) Ltd – P/17/0348/FUL

With reference to Minute of Meeting of the Planning Committee held on 13 September 2017 (Paragraph P43 refers), Committee gave further consideration to a report by the Director of Development Services on an application for full planning permission for the change of use from private garden ground to form business with six self catering holiday units at Upper Kinneil House, Kinneil House, Bo'ness Road, Polmont, Falkirk for GMS (Recordings) Ltd.

The Convener introduced the parties present.

The Planning Officer outlined the nature of the application.

Heather McCrae, a partner of the applicant company, was heard in relation to the application.

Mrs Salmond, an objector, was heard in regard to the application.

Mrs Berry, an objector, was heard in regard to the application.

Mr Blair, an objector, was heard in regard to the application.

Mr Yates, an objector, was heard in regard to the application.

The objections included the following issues:-

- noise from the proposed units
- anti-social behaviour causing disruption to the local amenity, and nearby residents
- the condition of the boundary wall
- loss of privacy

Questions were then asked by Members of the Committee.

The Committee agreed to a written request lodged by an objector, to view the proximity of his property to the siting of the proposed units.

The Convener concluded by thanking the parties for their attendance. The matter would be determined by the Planning Committee on 25 October 2017.

FALKIRK COUNCIL

Minute of meeting of the EXECUTIVE held within the Municipal Buildings, Falkirk on Tuesday 26 September 2017 at 9.30 a.m.

Councillors:	David Alexander	Dennis Goldie
	Gary Bouse	Gordon Hughes
	Provost Tom Coleman	Adanna McCue
	Fiona Collie	Cecil Meiklejohn
	Paul Garner	John Patrick

Officers:

Karen Algie, Head of HR & Business Transformation
 Jack Frawley, Committee Services Officer
 Rhona Geisler, Director of Development Services
 Kenny Gillespie, Property and Asset Manager
 Colin Moodie, Chief Governance Officer
 Mary Pitcaithly, Chief Executive
 Stuart Ritchie, Director of Corporate & Housing Services
 Bryan Smail, Chief Finance Officer

EX27. Apologies

Apologies were intimated on behalf of Councillors Nimmo and Spears.

EX28. Declarations of Interest

Councillor Collie declared a non-financial interest in item 5 (ref EX31) as Secretary of the Bonnybridge Rail Group and stated that she would not take part in discussion or decision making on the item.

Councillor Garner declared a financial interest in item 18 (ref EX44) as a family member would be affected and stated that he would not take part in discussion or decision making on the item.

There were no further declarations of interest at this point.

EX29. Minute

Decision

The minute of the meeting of the Executive held on 15 August 2017 was approved.

EX30. Rolling Action Log

A rolling action log detailing decisions not yet implemented following the previous meeting on 15 August 2017 was provided.

Decision

The Executive noted the rolling action log.

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

EX31. Bonnybridge Scottish Transport Appraisal Guidance (STAG) Scoping Study

The Executive considered a report by the Director of Development Services which provided an update on work undertaken to obtain the estimated costs of relevant STAG appraisal work to investigate transport issues in the Bonnybridge area.

In May 2017, Falkirk Council had commissioned Peter Brett Associates to carry out a study into the relevant stages of appraisal work and associated costs in relation to public transport issues in Bonnybridge. A copy of the Executive summary was appended to the report.

Decision

The Executive:-

- (1) noted the content of the report and the costs of each stage of STAG appraisal work;**
- (2) agreed that a Stage 1 pre-appraisal is undertaken with officers using information already held to inform the development of the report, and**
- (3) agreed to refer the matter to Council.**

Councillor Collie re-joined the meeting following consideration of the previous item.

EX32. Denny Eastern Access Road

The Executive considered a report by the Director of Development Services which provided information on options to potentially accelerate the delivery of the Denny Eastern Access Road (DEAR).

The construction of DEAR was highlighted in the Local Development Plan as required to help deliver the development sites in and around Denny and help alleviate traffic congestion at Denny Cross. Two sections of DEAR had been constructed. The north section, between Broad Street and the new Denny High School, had been delivered by Falkirk Council. A roundabout, at the junction of Glasgow Road and Nethermains Road, and a section of the road had been delivered by Avant Homes.

The report set out a delivery programme and possible phasing with associated estimated costs. The costs included design fees, ecological survey, ground investigation, and relevant road safety audits required to progress the detailed design of the scheme.

The Scottish Government had undertaken a consultation on the Places, People and Planning paper on the future of the Scottish planning system with the Planning Bill outlining proposed changes due to be published by the end of 2017. It was proposed, as part of the new Planning Bill, to include provisions to address the issue of infrastructure deficiencies being a block to appropriate development by possibly including both a levy and restricting the ability to revisit certain planning obligations.

Decision

The Executive:-

- (1) noted the terms of the report;**
- (2) agreed to await the publication of the proposed revisions to the planning system, including provision for new legislation, and**
- (3) requested a follow up report from the Director of Development Services.**

EX33. Local Advice Hub and Support Hubs

The Executive considered a report by the Director of Corporate and Housing Services which provided an update on the Advice and Support Hub in the East of the Council area and sought approval to roll this service model out across the West and Central areas.

A trial model of service delivery to replace the One Stop Shop model was introduced in the East of the Council area. The new approach focused on a face to face service to those who need the most support while supporting those customers who can access self-serve via the Council's website to do so. Multi-skilled advisers and specialist staff were available within the hub to deliver a range of services and give support to customers.

The trial hub was located in the One Stop Shop facility in Grangemouth with outreach services provided across the Bo'ness and Grangemouth area. Information was provided on the service delivered by the hub and outreach service which included customer feedback, enquiry volumes and customer experience.

The report set out proposals for future service provision and the next steps required to enhance and improve customer experience by changing counter service provision across the West and Central areas.

Decision

The Executive agreed to:-

- (1) extend the Advice and Support Hub model to the West and Central areas, replace the remaining One Stop Shops, Finance and Housing public offices with Central and West Advice Hubs and outreach services;**

- (2) carry out detailed property survey work required to conclude the options for the locations of the West and Central Advice Hubs;
- (3) engage with communities to determine locations for outreach services, and
- (4) receive a follow up report on the specific locations of West and Central Hubs.

EX34. Strategic Property Review and Civic Headquarters Project Update Report

The Executive considered a report by the Director of Development Services which provided an update on the Strategic Property Review (SPR), with particular focus on the progress in determining the approach to the Council's civic headquarters project. The report also sought approval to progress an action programme for the review and to purchase the former Westbank health facility.

Information was provided on the work undertaken to date to progress the Council headquarters project which included the results of the further condition survey undertaken at the Municipal Buildings, and to the market testing exercise carried out to identify locations in the town centre.

Decision

The Executive:-

- (1) noted progress on the Strategic Property Review and the Council's civic headquarters project;
- (2) noted the result of the recent condition survey of the Municipal Buildings complex;
- (3) agreed to authorise the Director of Development Services to acquire the former Westbank health facility from NHS Forth Valley at a cost of £155,000;
- (4) noted the outcome of the recent market testing exercise for town centre sites and that, following assessment of the submissions, a further report will be submitted to the Executive on the way forward;
- (5) agreed the Strategic Property Review action programme, and
- (6) agreed to proceed with the actions described in paragraph 6.2 of the report, including:
 - termination of the lease at Camelon One Stop Shop and Bonnybridge Finance office
 - renewal of the lease for a further year at Callendar Square
 - progress works to prepare Carronbank House as a location for a West area hub facility.

EX35. Strategic Property Review – Abbotsford House

The Executive considered a report by the Director of Development Services which provided an update on the options available for the accommodation of Development Services staff arising from the impending lease termination of Abbotsford House.

The Executive agreed to an adjournment at 10.55am and reconvened at 11.05am with all members present as per the sederunt.

Following discussion the Executive agreed to continue consideration of the item to later in the meeting.

Prior to consideration of the following item Councillor Goldie declared a financial interest as co-owner of a property that could be impacted by the proposals. In accordance with his declaration Councillor Goldie left the meeting.

EX36. Housing Investment Programme – Owner Occupier Changes

The Executive considered a report by the Director of Corporate and Housing Services which presented options for interim changes to the procedures for the recovery of costs from owners for works to common parts of the larger building of which their property forms part, normally undertaken as part of the Council's Housing Investment Programme.

The report set out the Council's current arrangements for recovering costs from owners where work was carried out. These costs were recovered in line with the Council's Corporate Debt Policy, which sought to be as responsive as possible to individuals' specific financial circumstances while recognising that there are limitations.

A range of options for interim changes to the cost recovery procedures were proposed and which had been designed to allow consideration of alternative arrangements to reflect individual owner's specific financial circumstances.

Decision

The Executive agreed:-

- (1) option 5 as the interim recovery procedure as outlined in Paragraph 5.3 of the report, and**
- (2) that an updated Scheme of Assistance would be provided to a future meeting of the Executive.**

Councillor Goldie re-joined the meeting following consideration of the previous item.

EX37. Assets Surplus to Operational Requirements

The Executive considered a report by the Director of Development Services which sought approval for the land at Cobblebrae Crescent, Falkirk be declared surplus to operational requirements for disposal.

The land shown on the plan attached to the report was owned primarily by the Dawson Trust including the farm steading and surrounding land. A piece of land was held on the Council's Housing Revenue Account and was unused. The Dawson Trust wished to purchase the Council land to facilitate access to a new residential development.

Decision

The Executive agreed to:-

- (1) declare the land at Cobblebrae Crescent, Falkirk surplus to operational requirements, and**
- (2) authorise disposal of the land on the terms set out in the report.**

EX38. Transport Projects – Acquisition of Land for Icehouse Brae North and Laurieston Road Improvements (A9 to A904)

The Executive considered a report by the Director of Development Services which sought renewed authority for a Compulsory Purchase Order (CPO) for a transport project where it has not been possible to acquire the land by negotiation.

The Policy and Resources Committee approved the promotion of a CPO on 16 November 2011 for the Icehouse Brae North and Laurieston Road improvement project, (A9 to A904). Due to the passage of time, while further discussions on the potential voluntary acquisition of the various interests at Laurieston Road had taken place, a renewal of authority for a CPO was sought.

Decision

The Executive agreed the promotion of a Compulsory Purchase Order under the Roads (Scotland) Act 1984 over the private interests outlined in the report and subsequent referral to Scottish Ministers for Icehouse Brae North and Laurieston Road improvements (A9 to A904).

EX39. Capital Programmes Update 2017/18

The Executive considered a report by the Director of Corporate and Housing Services which provided details of the forecast position for the General Fund Services and Housing Capital Programmes. It also presented the Prudential Indicators for information.

The General Fund Services Budget for 2017/18, based on estimates made in late 2016, was £26m. The budget had been revised to £33.4m taking into account slippage of £6.8m from 2016/17 and £0.6m of projects that were rescheduled from previously approved budgets. The report detailed spend across Services and set out the main reasons for the forecast variance of

£1.883m against the revised budget. This produced a forecast spend of £35.3m for 2017/18.

Decision

The Executive noted:-

- (1) the forecast spend for both the General Fund Services (£35.3m) and Housing Capital Programmes (£33.0m);**
- (2) the Prudential Indicators, and**
- (3) the reduced external borrowing requirement for Capital Programme purposes.**

EX40. Barclay Review of Non-Domestic Rates

The Executive considered a report by the Director of Corporate & Housing Services which outlined the key changes to Non-Domestic Rates (NDR) in Scotland as recommended by the Barclay Review and the potential impact on Falkirk.

The Scottish Government had asked Sir Ken Barclay to chair a review of NDR in Scotland with a remit of making recommendations to enhance and reform NDR, better support business growth, investment and reflect changing marketplaces. Any recommendations were to be revenue neutral. 30 recommendations were made as a result of the review, published on 22 August 2017 with the Secretary for Finance and the Constitution presenting the Scottish Government's response to Parliament on 12 September 2017.

The report stated that the areas with the largest potential financial impact were:-

- Introduction of a business growth accelerator;
- Reduction of the large business supplement;
- Exemption of day nurseries from rates, and
- Restricting the award of charity relief to a smaller number of ratepayers.

Decision

The Executive noted:-

- (1) the full range of proposals of the Barclay Review, and**
- (2) the measures which the Scottish Government, via the Cabinet Secretary for Finance and the Constitution, indicated on 12 September they are committed to taking forward at this stage.**

EX41. Attendance at Conference – Request for Approval

The Executive considered a report by the Director of Corporate & Housing Services which sought approval for members' attendance at the following conferences:-

- the Care of Older People in Scotland 2017: 5th Annual Conference, and
- the COSLA and Improvement Service Annual Conference and Exhibition 2017.

The Council's Standing Orders set out that committee approval for members' attendance at conferences is required where the cost exceeds £200. The requests which had been made exceeded this limit.

Councillor Meiklejohn, seconded by Councillor Alexander, moved that the Executive:-

- (1) agrees the request from Councillor Black to attend the Care of Older People in Scotland Conference on 21 November at a cost of £235 + vat, and
- (2) does not agree the requests from Councillors Bissett and Kerr to attend the COSLA and Improvement Service Conference.

As an amendment, Councillor Goldie, seconded by Councillor Patrick, moved that the Executive agrees the requests from:-

- (1) Councillor Black to attend the Care of Older People in Scotland Conference on 21 November at a cost of £235 + vat, and
- (2) Councillors Bissett and Kerr to attend the COSLA and Improvement Service Conference on 5 and 6 October at a cost of £180 + vat per delegate per day.

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

For the motion (8) – Provost Coleman; and Councillors Alexander, Bouse, Collie, Garner, Hughes, Meiklejohn and McCue.

For the amendment (2) – Councillors Goldie and Patrick.

Decision

The Executive agreed the motion.

EX42. 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 items of business on the ground that they would involve the likely disclosure of exempt information as defined in Paragraphs 8, 9, 11 & 12 of Part 1 of Schedule 7A to the said Act.

EX43. Strategic Property Review – Abbotsford House (continued)

The Executive considered a report by the Director of the Development Services which sought approval to purchase Abbotsford House on a spend to save basis, to assist in meeting Falkirk Council's interim office requirements.

Councillor Meiklejohn, seconded by Councillor Garner, moved that the Executive agrees:-

- (1) that the Director of Development Services be authorised to make an offer, on behalf of the Council, to purchase Abbotsford House at the price contained in the report, exclusive of fees and taxes, and subject to appropriate conditions. Thereafter, take all necessary steps to conclude the sale in accordance with the relevant timescales, and
- (2) that should, in the opinion of the Director of Development Services, sufficient progress on conclusion of missives for the purchase not be made in the relevant timescale, the matter be reported back to members with a view to pursuing another option.

As an amendment, Councillor Goldie, seconded by Councillor Patrick, moved that the Executive agrees to instruct the Director of Development Services to negotiate terms to extend the lease at Abbotsford House.

On a division, 2 members voted for the amendment and 8 members voted for the motion.

Decision

The Executive agreed the motion.

The Executive then resumed consideration of item 9 (ref EX35) which provided an update on the options available for the accommodation of Development Services staff.

The Executive considered what other option should be pursued if the matter was not concluded timeously.

Decision

The Executive:-

- (1) **noted this report on the options available for accommodation of Abbotsford House staff, and**

- (2) agreed, without prejudice to the decision to authorise the purchase of Abbotsford House, in the event that sufficient progress with the conclusion of missives was not made, that the Director of Development Services continues the work of relocating staff from Abbotsford House to Falkirk Community Stadium and other ancillary locations, particularly to:-
- (a) progress the necessary approvals and the establishment of a lease with FCSL for occupation of the first floor accommodation at the Stadium at a cost of £31,500 annually
 - (b) progress the arrangements to commission a programme of works via East Central Hubco at Suite 1B of Falkirk Community Stadium at an anticipated capital cost of £800,000, and
 - (c) complete the dilapidations schedule and progress towards undertaking the necessary works to Abbotsford House prior to the lease termination date.

Councillor Garner left the meeting prior to consideration of the following item of business in accordance with his declaration of interest.

EX44. Employee Terms and Conditions : 35/37 Hours Protection – Consultation Update

The Executive considered a report by the Director of Corporate and Housing Services providing an update on the negotiations with Trade Unions regarding the 35/37 hour protection and on the response from employees regarding voluntary acceptance of a change to the protection arrangement.

Decision

The Executive:-

- (1) noted that circa 15% of those in receipt of protection have agreed to the voluntary removal of the protection;
- (2) noted that it is likely that some affected employees are reserving their position until the Council finalises its position in relation to the removal of protection;
- (3) noted that in relation to the dispute raised by Unison, that there has been a further meeting with the Unions but without further reasoning or options being received beyond what was reported at the Executive meeting on 15 August 2017, and in paragraph 4.5 of this report;
- (4) noted that the minimum statutory consultation period of 45 days expired in July 2017 and the voluntary continuation of the consultation has so far been unable to achieve agreement;
- (5) agreed that as a result of the dispute from Unison remaining unresolved, the Council will seek to agree with Unison (and the GMB and Unite) to refer the matter to ACAS for conciliation under the Council's Disputes Policy;

- (6) agreed to authorise the Head of Human Resources & Business Transformation to agree with Unison the remit and terms of process for the referral in accordance with the following parameters;**
- **any agreement in principle at conciliation will be reported back to the Executive for authorisation from the Council side (including onward referral to Council if any unbudgeted expenditure is involved);**
 - **the SJC workforce is represented by three recognised trade unions, Unison, GMB and Unite. The implementation of any agreed resolution will require the agreement of all three unions. Therefore it is a condition of any referral that GMB and Unite agree to participate in the referral to ACAS and/or agree to implementation of any agreed resolution arising from the ACAS conciliation, and**
 - **to facilitate this process a group of three senior Councillors will be available to be consulted by officers in relation to the conciliation, and**
- (7) agreed that employees who have already agreed to the voluntary removal of the protection should not be disadvantaged and officers may take any steps necessary to ensure this.**

FALKIRK COUNCIL

Minute of Meeting of the Appointments Committee held in the Municipal Buildings, Falkirk on Tuesday 26 September 2017 at 3.00 p.m.

COUNCILLORS:

David Alexander
Paul Garner
Gordon Hughes
Cecil Meiklejohn (convener)
Malcolm Nicol
Alan Nimmo
Pat Reid

OFFICERS:

Karen Algie, Head of HR & Business Transformation
Jack Frawley, Committee Services Officer
Stuart Ritchie, Director of Corporate and Housing Services

AP17. Apologies

There were no apologies.

AP18. Declarations of Interest

There were no declarations of interest.

AP19. 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 grounds 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.

AP20. Appointment Process for the Post of Head of Housing

The committee considered a report by the Director of Corporate and Housing Services which sought agreement of a short list of candidates who would progress to an Appointments Committee interview. The committee received a verbal update from the Director with details of the assessment centre process undertaken by applicants.

Decision

The appointments committee agreed to invite a shortlist of 3 to interview for the post of Head of Housing.

Minute of meeting of the Civic Licensing Committee held in the Municipal Buildings, Falkirk on Wednesday 27 September 2017 at 9.30 a.m.

Councillors: David Aitchison
David Balfour
Lorna Binnie
Robert Bissett
Jim Blackwood
William Buchanan
Jim Flynn
Gordon Hughes (Convener)
James Kerr
Depute Provost Ann Ritchie

Officers: Bryan Douglas, Licensing Co-ordinator
Arlene Fraser, Committee Services Officer
Frances Kobiela, Senior Solicitor
Colin Moodie, Chief Governance Officer
Isabel Renton, Senior Licensing Assistant

CL34. Apologies

There were no apologies.

CL35. Declarations of Interest

No declarations were intimated.

CL36. Minute

Decision

The minute of the meeting of the Civic Licensing Committee held on 23 August 2017 was approved.

CL37. List of Applications Granted Under Delegated Powers in August 2017 and Notifications of Pending Public Processions

The Committee considered a report by the Chief Governance Officer detailing the applications granted under delegated powers between 1 and 31 August 2017 in terms of the Civic Government (Scotland) Act 1982 and notifications of pending public processions.

Decision

The committee noted the report.

CL38. Knowledge Test Failure

The committee considered a report by the Chief Governance Officer providing details of an application for a new taxi driver licence, his knowledge test result, and the options available to members.

Decision

The committee refused to grant the taxi driver licence in terms of the Civic Government (Scotland) Act 1982, Section 13 (5) on the ground that the applicant, having failed to pass the knowledge test, has failed to satisfy the Authority that he had adequate knowledge of the area to which the licence relates and the layout of roads in the area.

CL39. 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.

CL40. Application for the Variation of Street Trader Licence No.1257

The applicant, Mr D, entered the meeting.

With reference to Minute of Meeting of the Civic Licensing committee held on 23 August 2017 (Paragraph CL32 refers), the committee considered a report by the Chief Governance Officer providing information on an application for the variation of a street trader licence.

Mr D spoke in support of the application.

Questions were then asked by members of the committee.

The committee agreed to a short adjournment at 9.55 a.m. and reconvened at 10.10 a.m. with all members present as per the sederunt.

Decision

The committee agreed to agreed to grant the variation of street trader licence No.1257 until 31 January 2018, and attached the following additional conditions, namely:-

- 1. that the licence holder shall ensure the collection and removal of any paper, food wrapping, food, litter or refuse, containers or drinks containers within a 50m zone from his trading location;**

2. **that no trading will take place from the “turning circle” which was previously identified as the licence holder’s specific trading point, and**
3. **that an update report be brought back to committee detailing concerns, if any, prior to renewal of the street trader licence.**

The applicant also gave an undertaking that his vehicle would be parked with the serving window facing the footway so that pedestrians are not standing on the road.

CL41. Application for the Grant of a New Taxi Operator Licence

The applicant, Mr A, entered the meeting.

The committee considered a report by the Chief Governance Officer providing information on an application for the grant of a new taxi operator licence and the consultations and responses received.

Mr A spoke in support of the application.

Questions were then asked by members of the committee.

The committee agreed to a short adjournment at 10.20 a.m. and reconvened at 10.25 a.m. with all members present as per the sederunt.

Decision

The committee agreed to grant a new taxi operator licence.

The applicant gave an undertaking that he would replace the vehicle with another vehicle which would adhere to Falkirk Council policy criteria, when the time arose.

CL42. Application for the Renewal of a Private Hire Car Driver Licence

The applicant, Mr M, entered the meeting.

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

Mr M spoke in support of the application.

Questions were then asked by members of the committee.

The committee agreed to a short adjournment at 10.35 a.m. and reconvened at 10.40 a.m. with all members present as per the sederunt.

Decision

The committee agreed to renew the private hire car driver licence with a warning letter, subject to the standard conditions for a period of one year.

CL43. Application for the grant of a New Private Hire Car Driver Licence

The applicant, Mr M, entered the meeting.

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

Mr M spoke in support of the application.

Questions were then asked by members of the committee.

The committee agreed to a short adjournment at 10.45 a.m. and reconvened at 10.50 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 with a warning letter, subject to the standard conditions for a period of one year.

CL44. Application for the grant of a New Private Hire Car Driver Licence

The applicant, Mr K, entered the meeting.

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

Mr K spoke in support of the application.

Questions were then asked by members of the committee.

The committee agreed to a short adjournment at 11.00 a.m. and reconvened at 11.05 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 with a warning letter, subject to the standard conditions for a period of one year, and that a verbal update by officers would be given after 6 months of the licence being in effect.

CL45. Application for the grant of a New Private Hire Car Driver Licence

The applicant, Mr K, was not in attendance.

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

Decision

The committee agreed to continue the application to a future meeting to give the applicant an opportunity to be in attendance.

FALKIRK COUNCIL

Minute of the meeting of the Audit Committee held in the Municipal Buildings, Falkirk on Thursday 28 September 2017 at 2.40 p.m.

Members: Provost Tom Coleman
Nigel Harris
Cecil Meiklejohn
Pat Reid

Officers: Karen Algie, Head of HR and Business Resources
Danny Cairney, Accountancy Services Manager
Rhona Geisler, Director of Development Services
Kenny McNeill, Children's Services Resources Manager
Brian Pirie, Democratic Services Manager
Stuart Ritchie, Director of Corporate and Housing Services
Bryan Smail, Chief Finance Officer
Isabel Wright, Senior Auditor

Also Attending: Keith MacPherson, Ernst and Young
Stephen Reid, Ernst and Young

AC10. Apologies

Apologies were intimated on behalf of Roseann Davidson and Councillor Coombes.

In the absence of the convener, Councillor Reid took the chair.

AC11. Declarations of Interest

No declarations were made.

AC12. Minute

Decision

The minute of the meeting of the Audit Committee held on 21 August 2017 was approved.

AC13. Internal Audit Progress Report

The committee considered a report by the Internal Audit Manager setting out progress in completing the 2017/18 Internal Audit Plan together with an update on outstanding recommendations.

The plan had included 21 assignments. A further two audits had been included since the plan was agreed by the Audit Committee. These were:-

- Carbon Reduction Commitment Energy Efficiency Scheme; and
- LEADER funding.

At 19 September 2017, 5 draft/final reports had been issued, 9 audits had begun and 9 had yet to begin. This was broadly comparable with progress in the previous year. In regard to outstanding audit recommendations, 15 had yet to be actioned.

In response to a question in regard to an audit of building security, the Head of HR and Business Transformation confirmed that progress in implementing recommendations would be monitored by the Corporate Risk Management Group. She confirmed, in response to a question, that it was appropriate that this body oversaw the work and not the Building Co-ordinator.

The Children's Services Resources Manager confirmed, following a request for an update, that work had been completed on the new door entry system at Camelon Education Centre and that further works were planned.

The Senior Auditor confirmed that the audit of LEADER funding was a condition of the LEADER funding agreement.

Decision

The committee noted:-

- (1) progress being made with completing the 2017/18 Internal Audit Plan, and**
- (2) the position in relation to recommendations outstanding.**

AC14. Corporate Risk Management Update

The committee considered a report by the Director of Corporate and Housing Services summarising progress with embedding the

Corporate Risk Management (CRM) policy and framework and presenting a revised Corporate Risk Register.

Actions since the last 6 monthly report (on 13 March 2017 ref AC36) included:-

- development of the risk details for each corporate risk to ensure they include meaningful consequences, lessons learnt, and measurable actions;
- a review of Corporate Working Groups had been progressed, and integrating the Corporate Risk Register and Corporate Working Group reviews. Again, work to date was reflected in the risk register;
- further work to embed CRM arrangements within the Council of the Future Program and to develop Members' and officers' training and development programs; and
- West Lothian Council's Internal Audit Team had undertaken a follow up review of CRM arrangements in early 2017. They had provided Substantial Assurance, but noted that work was required to further embed the Policy and Framework fully across Services.

The risk register had been updated since last reported and was appended for information.

The committee sought clarification on the arrangements for identifying and mitigating risks associated with the Integration Joint Board (IJB). The Head of HR and Business Transformation confirmed that the Board had its own risk register and undertook to provide information on the mechanism for providing the Council with assurance in regard to IJB risks.

Members discussed the implications if the attainment gap (risk CRR-CS-01) could not be closed and sought assurance that Children's Services intended to replace those Quality Improvement Officers who had left the Service. The Children's Services Resources Manager confirmed that they would be replaced and stated that attainment continued to improve. The committee then discussed the implications of the Scottish Government's review of Governance of Education and in particular proposals to transfer responsibility to schools, identifying risks which may arise from the proposal.

Decision

The committee:-

- (1) noted the actions taken to further embed risk management across and within Services;**

- (2) noted the revised Corporate Risk Register and background information, as detailed in appendices 1 to 4 of the report, and
- (3) agreed to refer the report to the Executive for consideration.

AC15. 2016/17 Annual Audit Report to Members and the Controller of Audit

The committee considered a report by the Director of Corporate and Housing Services presenting the 2016/17 Annual Audit Report by the Council's External Auditors, Ernst & Young LLP, together with proposed Audit opinion and letter of representation by Ernst & Young LLP.

Stephen Reid, from Ernst and Young, gave an overview of the Audit Report together with a summary of the proposed Best Value follow up review of Falkirk Council in November 2017.

Decision

The committee noted:-

- (1) the report, and
- (2) the audit and action plan set out in appendix 1 to the report.

AC16. Annual Accounts 2016/17

The committee considered a report by the Director of Corporate and Housing Services presenting the audited accounts for 2016/17.

The draft accounts had been submitted to the Controller of Audit by 30 June and had been considered by the committee on 13 August 2017 (ref AC8).

The accounts had now been audited by Ernst and Young and were presented for approval. The audit certificate was free from qualification.

Following a question in regard to the status of Falkirk Community Stadium Limited (FCSL), the Director of Development Services provided background to the ownership of Falkirk Stadium and the current ownership status. She confirmed that the post of Chief Executive was currently vacant. It had been proposed that assets held by FCSL be transferred to the Falkirk Community Trust. However,

factors including the Barclay Review had caused a review of the proposal.

The Chief Finance Officer confirmed, in response to a question, that the Council recouped business rates raised in the Council area.

Members highlighted funds held for organisations of which the Council was a trustee and sought clarification as to why these organisations were not audited while the Falkirk Temperance Trust's accounts were audited. Mr Reid confirmed that the difference was because the Trust was a registered charity.

Decision

The committee approved the audited annual accounts for 2016/17.

AC17. Temperance Trust Annual Accounts 2016/17

The committee considered a report by the Director of Corporate and Housing Services presenting Falkirk Temperance Trust's audited annual accounts 2016/17 for approval.

The accounts had now been audited by Ernst and Young and were presented for approval. The audit certificate was free from qualification.

Decision

The committee agreed to recommend approval of the audited annual accounts of the Temperance Trust to its Trustees.

AC18. Council of the Future – Update

The committee considered a report by the Director of Corporate and Housing Services providing an update on the Council of the Future project.

The committee had requested, at its meeting on 21 August 2017 (ref AC8), updates at each meeting on the project plan progress.

The report by the Director of Children's Services had been considered by Council on 20 September 2017 (ref FC33) summarised progress to date in the Council of the Future project and set out a proposed Council of the Future Programme. Council had approved the programme.

In response to questions on the management of the programme and in particular the mechanisms to ensure that the project is delivered on target, the Head of HR and Business Transformation set out the governance arrangements, which include the establishment of a project risk register.

Members stated that it was important that milestones are set and adhered to, referencing similar comments by the Council's auditors in the Annual report. Mr Reid confirmed that auditors would be looking for milestones and timescales as part of its Best Value Audit follow up review in November 2017. The Director of Corporate and Housing Services confirmed that Council had agreed on 20 September that progress reports would be submitted to the Executive and that this body would oversee the progress of the 5 year project.

Following a discussion on East Ayrshire Council's transformation project, members noted that cross party buy-in for the project was critical and sought assurance that there was sufficient capacity to meet milestones and deliver the project within clear timescales.

The Director of Corporate and Housing Services confirmed that the Change Manager and Project Management Office were working with Services to implement the programme.

Decision

The committee noted the report.

FALKIRK COUNCIL**Minute of meeting of the Appeals Committee held in the Municipal Buildings, Falkirk on Friday 29 September 2017 at 9.30 a.m.**

Councillors: David Alexander
Gary Bouse (Convener)
James Kerr
John McLuckie
Lynn Munro

Officers: Jack Frawley, Committee Services Officer
Tracey Gillespie, Human Resources Manager
Rose Mary Hoey, Interim Legal Services Manager

A7. Apologies

Apologies were intimated on behalf of Councillors Collie, Reid and Spears.

A8. Declarations of Interest

No declarations were made.

A9. Exclusion of Public

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

A10. Appeal Against Dismissal

The Committee considered papers relating to an Appeal against dismissal which included (a) Note of Procedure; (b) Submission from the Head of Environmental Services dated 18 September 2017, and (c) Copies of core documents relating to the Appeal.

The Interim Legal Services Manager and the Human Resources Manager were in attendance as legal adviser and personnel adviser to the Committee respectively.

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

The Head of Environmental Services and Team Leader (Operations) (A Reid) were present as representatives of the Council.

The committee heard a request by the appellant's representative to continue consideration of the appeal to allow the attendance of other witnesses.

Decision

The committee agreed to continue consideration of the appeal to a future date.

FALKIRK COUNCIL**Minute of Meeting of the Appointments Committee held in the Municipal Buildings, Falkirk on Tuesday 3 October 2017 at 9.00 a.m.****COUNCILLORS:**

David Alexander
 Paul Garner
 Gordon Hughes
 Cecil Meiklejohn (convener)
 Alan Nimmo
 Pat Reid

OFFICERS:

Karen Algie, Head of HR & Business Transformation
 Jack Frawley, Committee Services Officer
 Stuart Ritchie, Director of Corporate and Housing Services

AP21. Apologies

An apology was intimated on behalf of Councillor Nicol.

AP22. Declarations of Interest

There were no declarations of interest.

AP23. 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 grounds 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.

AP24. Appointment Process for the Post of Head of Housing

The committee considered a report by the Director of Corporate and Housing Services which outlined the selection process for the post of Head of Housing. The committee agreed to interview a short list of 3 candidates.

Decision

The appointments committee agreed to appoint Kenny Gillespie to the post of Head of Housing on the relevant salary and conditions of service.

Minute of special meeting of the Civic Licensing Committee held in the Municipal Buildings, Falkirk on Thursday 5 October 2017 at 2.30 p.m.

Councillors: David Balfour
Lorna Binnie
Robert Bissett
Jim Blackwood
William Buchanan
Jim Flynn
Gordon Hughes (Convener)
James Kerr

Officers: Bryan Douglas, Licensing Co-ordinator
Arlene Fraser, Committee Services Officer
Frances Kobiela, Senior Solicitor
Colin Moodie, Chief Governance Officer
Isabel Renton, Senior Licensing Assistant

CL46. Apologies

Apologies were intimated on behalf of Councillor Aitchison and Depute Provost Ritchie.

CL47. Declarations of Interest

No declarations were intimated.

CL48. Suspension Hearing in Relation to a Taxi Driver Licence

The licenceholder, his representative, Mr S, together with Sergeant Mackenzie and PC Hutchison, Police Scotland, entered the meeting.

The committee considered a report by the Chief Governance Officer advising of an initial, and a subsequent letter of complaint submitted by Police Scotland in respect of the licenceholder which sought a suspension of his taxi driver licence.

Mr S, the licenceholder's representative, confirmed that he had no preliminary points to raise.

The Licensing Co-ordinator was heard in relation to the complaint.

Following confirmation that neither the licenceholder nor his representative had any objection, the letters of complaint and a subsequent letter from the Chief Constable were circulated.

Sergeant Mackenzie, the Chief Constable's representative was heard in relation to the complaint.

There being no questions from the licenceholder or his agent, members asked questions of Sergeant Mackenzie.

Mr S was then heard in relation to the complaint.

There being no questions from Sergeant Mackenzie, members asked questions of Mr S.

Both parties were invited to sum up.

The committee agreed to an adjournment at 3.30 p.m. and reconvened at 4.05 p.m. with all members present as per the sederunt.

Councillor Buchanan, seconded by Councillor Blackwood, moved that the committee take no further action at the present time, in respect that one of the conditions of bail was that the licenceholder is not permitted to drive as a taxi or private hire car driver and as a result the public were afforded sufficient protection for the duration of the bail condition.

As an amendment, Councillor Bissett, seconded by Councillor Binnie, moved that the taxi driver licence be suspended for the duration of the bail condition and that the matter be reviewed at the end of the duration of the condition.

On a division, 4 members voted for the amendment and 4 voted for the motion.

There being an equality of votes and in terms of Standing Order 22.6 the Convener used his casting vote in favour of the motion.

Decision

The committee agreed that no further action be taken at the present time, in respect that one of the conditions of bail was that the licenceholder is not permitted to drive as a taxi or private hire car driver and as a result the public were afforded sufficient protection for the duration of the bail condition.

FALKIRK COUNCIL

Minute of meeting of the Scrutiny Committee held in the Municipal Buildings, Falkirk on Thursday 5 October 2017 at 9.30 am.

Councillors:

David Balfour
Lorna Binnie
Allyson Black (Convener)
Nigel Harris
Lynn Munro
Laura Murtagh
Pat Reid
Depute Provost Ann Ritchie

Officers:

Tony Bragg, Team Manager (Children's Services)
Fiona Campbell, Head of Policy, Technology and Improvement
Kenny Gillespie, Head of Housing
David McGhee, Head of Procurement and Housing Property
Brian Pirie, Democratic Services Manager
Joanna Stewart, Senior Development Officer

S10. Apologies

No apologies were intimated.

S11. Declarations of Interest

There were no declarations of interest.

S12. Minutes**Decision**

The minute of the meeting of the Scrutiny Committee held on 17 August 2017 was approved;

S13. Rolling Action Log

A rolling action log detailing the status of actions from the meeting held on 17 August 2017 which had yet to be completed was presented for consideration.

Members of the committee remarked that of the 6 reports which had been requested at the meeting on 17 August 2017, only one had been prepared for this meeting (Homelessness and Allocations Outcomes). The committee had requested reports on potential items for inclusion in the Scrutiny Plan and members expressed dissatisfaction that the majority of these were not available for consideration.

Decision

The committee noted the Rolling Action Log.

S14. Homelessness & Allocations Outcomes Report 2016/17

The committee considered a report by the Director of Corporate and Housing Services providing an update on homelessness and allocation outcomes during 2016/17.

The report set out the key findings of the Annual Homeless Statement for 2016/17 which showed a slight increase in homeless applications from 1,067 to 1,142 (7%) compared with the previous year. The report provided context for the rise together with an assessment of the applications. In addition, the report provided an analysis of the Allocations Outcomes Report for 2016/17 which provided an evaluation of the effectiveness of the Allocation Policy in terms of meeting the Policy objectives. Of the 10,858 applicants on the housing list, 4,076 (38%) made a bid for housing in 2016/17. The report provided an analysis of the letting process outcomes compared to the previous year.

The Head of Procurement and Housing Property provided an in depth summary of the key points set out in the report, setting out the Council's role as landlord and its statutory responsibility for homelessness. He then summarised the application of the Allocations Policy and outcomes for 2016/17.

The committee then discussed the report. In response to a question, the Head of Procurement and Housing Property confirmed that data could be provided on a ward by ward level although the data was not collected in this way, it was collated by allocations area. He confirmed, following a question on new builds, that the draft Strategic Housing Investment Plan (SHIP), which would be submitted to the Executive in October, set out proposals to increase the supply of additional affordable homes. However, he stated that while supply was important, turnover was the key factor in houses being available for let. There was general agreement between members of the committee, that, having considered the report and heard from the Head of Procurement and Housing Property, the allocations policy would be an area which they would be minded to recommend to Council for inclusion on the Scrutiny Plan.

In response to a question in regard to the advice available to potential applicants on how the system works and to reduce any potential barriers,

given that 62% of applicants on the list do not bid, the Head of Procurement and Housing Property explained that in addition to written information, there was contact with a housing officer who would explain the system. It was important that the system is transparent and as such all available properties are advertised, allowing individuals choice to bid on their preferred property. The biggest challenge was to provide suitable accommodation, in suitable locations of a suitable type to meet all demand.

The Head of Housing confirmed that re-registration was carried out every year with the aim of refreshing the list of available properties. He stated that of the 10,000 applicants, a number were on "just in case" and the 38% referred to earlier were those actively looking and bidding for properties.

He explained the need to engage and provide assistance to customers, with support in areas such as welfare and financial advice available. It was important for example to look at the causes of arrears and provide support. He highlighted the Tenants Incentive Scheme which provided incentives to existing tenants to downsize from their current property. Although uptake in the scheme was low, it was still a valuable means of creating turnover of properties.

In regard to homelessness, members asked whether a recent increase in the last 2-3 years was attributable to the impact of welfare reform. The Head of Procurement and Housing Property stated that this may be a contributing factor but the main factors continued to be breakdown in relationships, although financial pressures were also potentially a factor in these cases. The introduction of Housing Options and a focus on prevention measures since 2010 had resulted in a decrease in the number of homeless people. In the case of each presentation, the applicant is interviewed in order to provide support and to identify a range of housing options, with the aim of preventing an individual from becoming homeless.

The committee then considered the properties available to let, which were listed in the weekly Homespot list. The Head of Housing confirmed that the Service was considering a number of initiatives to redesign the property portfolio either by redesigning current accommodation or through redevelopment. Members noted that in certain locations, the type of property available did not meet the needs of those looking for housing e.g.: larger flatted accommodation. The Head of Housing concurred, using an example where redesign had changed the profile of available accommodation. He acknowledged that should a scrutiny panel be established, the outcomes of any review could lead to recommendations in regard to the profile of available properties. In the meantime, the Service would continue to develop its programme of current initiatives. The Head of Procurement and Housing Property also stated that the challenge in remodelling was to provide attractive accommodation and to increase turnover.

In response to a question from the convener in regard to the waiting time for properties to be adapted to meet special needs, the Head of Housing confirmed that work was on-going to streamline the process for adapting

properties and create a more sustainable approach. He highlighted that 10% of new build properties are fully adapted. Members of the committee highlighted concerns regarding elderly people based in high rise and flatted accommodation. In response to a question in regard to a potential sale of the Falkirk Hospital site, the Head of Procurement and Housing Property stated he was not aware of the current status of that land sale and that the site had not been included in the forthcoming Strategic Housing Investment Plan.

Decision

The committee agreed that the Allocation Policy would be included in its recommendations to Council for items for inclusion on the Scrutiny Plan.

Minute of meeting of the Planning Review Committee held in the Municipal Buildings, Falkirk on 10 October 2017 at 9.30 a.m.

COUNCILLORS: David Alexander (Convener)
Jim Blackwood
James Kerr
Lynn Munro

OFFICERS: Rose Mary Hoey, Legal Services Manager
Arlene Fraser, Committee Services Officer

ALSO ATTENDING: Ged Hainey, Planning Adviser, Ryden LLP
Niall McLean, Legal Adviser, Brodies

PRC9. Apologies

No apologies were intimated.

PRC10. Declarations of interest

No declarations were made.

PRC11. Opening remarks

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

PRC12. Planning Application P/16/0074/FUL – Erection of 3 No Dwellinghouses at Land to the South West of Wester Bonhard, Bo’ness

The Committee considered documents which related to the application for review for planning application P/16/0074/FUL for 3 dwellinghouses at land to the south west of Wester Bonhard, Bo’ness.

The Committee considered that it did not have sufficient information to allow a determination to be made.

Decision

The Committee agreed to:-

- (1) hold an unaccompanied inspection of the site, and**
- (2) delegate to the Chief Governance Officer to make the necessary arrangements for the site inspection.**

FALKIRK COUNCIL**Minute of meeting of the EXECUTIVE held within the Municipal Buildings, Falkirk on Tuesday 17 October 2017 at 9.30 a.m.**

Councillors:	David Alexander	Gordon Hughes
	Gary Bouse	Adanna McCue
	Provost Tom Coleman	Cecil Meiklejohn
	Fiona Collie	Alan Nimmo
	Paul Garner	John Patrick
	Dennis Goldie	Robert Spears

Officers: Karen Algie, Head of HR & Business Transformation
 Arlene Fraser, Committee Services Officer
 Rhona Geisler, Director of Development Services
 David McGhee, Head of Procurement & Housing Property
 Colin Moodie, Chief Governance Officer
 Stuart Murray, Trainee Governance Assistant
 Robert Naylor, Director of Children's Services
 Mary Pitcaithly, Chief Executive
 Bryan Smail, Chief Finance Officer

Also in attendance: Councillor Buchanan (Item EX49 (a) & (b))

EX45. Apologies

There were no apologies.

EX46. Declarations of Interest

No declarations were made.

EX47. Minute**Decision**

The minute of the meeting of the Executive held on 26 September 2017 was approved.

EX48. Rolling Action Log

A rolling action log detailing decisions not yet implemented following the previous meeting on 26 September 2017 was provided.

Decision

The Executive noted the rolling action log.

EX49. Motions referred to the Executive under Standing Order 31

On 20 September 2017, and in accordance with Standing Order 31.1, Council referred the following motions proposed by Councillor Buchanan, to the Executive:-

- (a) All Councillors will be aware of the problem created by anti social behaviour in our communities. Over the years the situation has become worse due to, I believe, the lack of any direct action to deal with it.

These individuals make their neighbours lives a misery and the elderly are the most vulnerable. I don't know how many people over the years who have contacted me because they simply cannot take anymore of this anti social behaviour and have given up their homes to live in peace and quiet.

I recall holding a public forum on this issue in Bonnybridge Community Centre with local MP Dennis Canavan and the Police were also present. It came as a great shock to us all when an old lady said she wished she was dead as she had had enough of the misery created by these thoughtless individuals she said she wanted out of it as she had to put up with this misery for many years. Drunks, partying, fighting you name it and nothing done to get her the peace she so badly wanted.

It has not changed because our communities are still blighted by this anti social behaviour they are still amongst us causing misery. So we must put legislation in place to deal with this as the present legislation is totally inadequate and is simply no good enough, we must toughen up on legislation and protect our communities and residents.

Therefore I would ask that we, as a Council, contact our Justice Minister and demand that legislation be brought in to protect our citizens and enable those he represents to have protection from these bullies and that they be allowed to live their life without the scourge of **anti social behaviour** and that Michael Matheson bring legislation before the Scottish Parliament to put an end to this anti social behaviour.

Enough is Enough.

Proposed by Councillor Buchanan

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

Councillor Goldie, seconded by Councillor Patrick, moved the terms of the motion.

As an amendment, Councillor Alexander, seconded by Councillor Hughes, moved in substitution, that the Executive notes the historic position of the Council that confirms there is zero tolerance towards anti social behaviour and hereby re-affirms that policy stance and refers the matter of anti social behaviour to Scrutiny Committee, for its consideration.

In terms of Standing Order 22.1, the vote was taken by roll call, there being 12 members present with voting as undernoted:-

For the motion (3) – Councillors Goldie, Nimmo and Patrick.

For the amendment (9) – Provost Coleman; Councillors Alexander, Bouse, Collie, Garner, Hughes, McCue, Meiklejohn and Spears.

Decision

The Executive agreed the amendment.

- (b) The former Bonnybridge hospital site was sold off to developers for, I believe, £1.2 million.

On hearing this I contacted the NHS demanding that the money to be invested into local projects.

1. Bonnybridge Health Centre sits in off Larbert Road, Bonnybridge. It is enclosed with Hope Park, sheltered housing complex and Balhousie Wheatlands Care Home. As you know Bonnybridge and the surrounding area has grown rapidly over the past decade bringing a major increase in the population and bringing tremendous pressure on the Health Centre and it is not just the pressure on the staff that work there but the parking issue can only be summed up in a few words, **horrendous** and **dangerous**. The situation is desperate and because of the close proximity to Hope Park and Wheatlands Care Home these two areas are really adversely affected by indiscriminate parking. There is an opportunity at the back to increase the parking and part of the money from the hospital sale should be invested here.
2. Larbert Forth Valley Royal Hospital build at a cost of £300 million opened in 2010 and is one of the most modern and well equipped Hospital in Europe which has been built to the very highest on standards except for one very important area for staff, patients and visitors alike and that is parking or should I say the lack of it. Anyone who has been to this hospital for whatever reason will tell you of their difficulties in finding somewhere to park, it is a total nightmare and the stories I have heard over the years are dreadful. The stress of trying to get parked for an appointment or visit, beggars belief and nobody, especially if you are ill should have to go through this endurance of finding a parking space.

We also have to look at the effects on the local community whose lives have changed dramatically with all arterial streets and roads being used as overspill car parks. Let's just keep this simple, they have made a huge mistake and did not listen to the advice given to them in provision of car parking spaces and we all know that. It has had an adverse effect on staff, patients, visitors and a major adverse effect on the local area so let us sort it out.

The site is 70 acres and has plenty space for additional car parking, so initially once the upgrading of the Health Centre in Bonnybridge is completed then what is left from the 1.2 million (which will be substantial) should be invested into more parking at Larbert.

I have already written to the NHS Forth Valley with these proposals and was told that the money from the hospital sale went directly to the Scottish Government.

Conclusion

That we, as a Council, fully support the investment of the financial sum from the former Bonnybridge Hospital site into the two projects highlighted in this summary.

1. Bonnybridge Health Centre (Larbert Road) increasing public parking for the benefit of all.
2. Forth Valley Royal Hospital - Improve with added car parking space, the unacceptable position we now have that is detrimental to staff, patients and visitors and the adverse impact this situation has on the surrounding community.

This Council contacts the cabinet secretary for Health and Sport, Shona Robison through whatever process is required to have these proposals contained in this one email implemented.

Proposed by Councillor Buchanan

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

Councillor Goldie, seconded by Councillor Patrick, moved the terms of the motion.

As an amendment, Councillor Collie, seconded by Provost Coleman, moved, in substitution that the Executive:-

Commends the former health minister Michael Matheson, Cllr Tom Coleman and the facilities management team at FVRH for their efforts in resolving the parking problem created at the hospital by the former planning convener Cllr Buchanan when he consented to impose of a travel plan condition which substantially reduced the original numbers of parking places to be provided when granting planning consent to the NHS.

That the Executive also commends Bonnybridge Community Council, Cllr Tom Coleman and former Cllr Linda Gow for their efforts to find new uses for the former Bonnybridge hospital buildings and site to tackle, amongst other things, the issue of parking at Bonnybridge Health Centre.

Furthermore, that the Executive understands that when an asset such as the Bonnybridge hospital is sold, any profit from the sale is kept by the NHS Board – in this case NHS Forth Valley. The Executive further understands that the NHS Forth Valley has a strategic approach to investment, management and development of capital assets which is set within the strategic aims of the Board and also in line with the plans of the Integrated Joint Board.

In terms of Standing Order 22.1, the vote was taken by roll call, there being 12 members present with voting as undernoted:-

For the motion (3) – Councillors Goldie, Nimmo and Patrick.

For the amendment (9) – Provost Coleman; Councillors Alexander, Bouse, Collie, Garner, Hughes, McCue, Meiklejohn and Spears.

Decision

The Executive agreed the amendment.

On 20 September 2017, and in accordance with Standing Order 31.1, Council referred the following motion proposed by Councillor Goldie, to the Executive:-

- (c) It is exactly one hundred working days today since this Council was elected. We call on the Administration to bring forward a full report to the next Full Council detailing their achievements to date.

Councillor Goldie, seconded by Councillor Nimmo, moved the terms of the motion.

As an amendment, Councillor Meiklejohn, seconded by Councillor Garner, moved in substitution, that the Administration will submit a report to the next meeting of the Executive.

In terms of Standing Order 22.1, the vote was taken by roll call, there being 12 members present with voting as undernoted:-

For the motion (3) – Councillors Goldie, Nimmo and Patrick.

For the amendment (9) – Provost Coleman; Councillors Alexander, Bouse, Collie, Garner, Hughes, McCue, Meiklejohn and Spears.

Decision

The Executive agreed the amendment.

EX50. Audit Committee – 28 September 2017

- **Corporate Risk Management Update**

The Executive considered a report by the Director of Corporate and Housing Services which had been referred by the Audit Committee on 28 September 2017 to the Executive.

The report presented a revised summary of corporate risks together with an update on progress made in embedding the Corporate Risk Management (CRM) policy and framework. In addition to detailing progress made, the report also provided an updated Corporate Risk Register.

Decision

The Executive noted the terms of the report.

EX51. Projected Financial Position 2017/18

The Executive considered a report by the Director of Corporate and Housing Services which provided an update on the financial position of the Council for 2017/18 and an update on the Reserves, in line with the policy approved by the Executive in January 2015.

Projected net expenditure at 31 March 2018 was now forecast to be £329.7m which is £2.144 (0.6%) below the resources available and reflects a marginal movement of £0.102m from the position reported in August.

It was projected that there would be a General Fund balance for 2017/18 of £10.373m. The report advised of the following deviations from budget:-

- Children's Services – over budget by £1.169m (0.6%)
- Social Work Adult Services – under budget by £0.472m (8.2%)
- Development Services – over budget by £0.135m (0.135m (0.5%))
- Corporate & Housing Services – under budget by £1.946m (6.8%).

Spending within the Housing Revenue Account was in line with the budget, leading to projected year-end reserves of £5.093m, which will be deployed in a planned manner over time.

Decision

The Executive noted the:-

- (1) **Council's projected year-end financial position for 2017/18, and**
- (2) **position with respect to Reserves.**

EX52. Revenue Budget 2018/19 and 2019/20

The Executive considered a report by the Director of Corporate and Housing Services setting out the background and progression of a two year Revenue Budget process, together with template savings options identified by officers, to date.

Council had previously agreed the progression of a two year Revenue Budget within the context of both the Corporate Plan 2017-2022 and Council of the Future agenda.

Reference was made to the Medium Term Financial Plan, the central financial projection of annual budget gaps and the need to identify how the gaps between resources and desired spend will be bridged. The Budget Gap statement, appended to the report, sets out the main sources whereby gaps may be closed.

The Council's service savings options identified by officers to date were set out in templates appended to the report, however, it was highlighted that these were options, at this stage. It was recognised that further work required to be undertaken to identify significantly more saving options.

Information contained in the report suggests that the shape of the Council in terms of its size, range of services which it delivers and how these are delivered requires changes. Work will continue to ensure that sufficient fit for purpose saving options are available to allow the statutory requirement of a balanced budget to be achieved by February 2018.

Decision

The Executive noted:-

- (1) the report dealing with years 3 – 5 of the Medium Term Financial Plan will be presented to Members later this financial year;**
- (2) the potential impact on the workforce if the options being consulted on were to subsequently be agreed;**
- (3) that discussions will continue with Trade Unions on Terms & Conditions;**
- (4) the Budget savings options identified by Officers in the appended templates and that these will be the subject of consultation with stakeholders [section 4.3], and**
- (5) that Officers be directed to continue to research further savings options which can be brought before Members later in the Budget process.**

EX53. Strategic Housing Investment Plan (SHIP) 2017/22

The Executive considered a report by the Director of Corporate and Housing Services presenting for approval the Strategic Housing Investment Plan (SHIP) 2018-2023, prior to submission to the Scottish Government, and seeking agreement to progress actions to support delivery of additional housing projects.

The SHIP's purpose is to set out strategic investment priorities for affordable housing over the next 5 years in order to achieve the outcomes contained in the Local Housing Strategy (LHS).

The report refers to new guidance issued by Scottish Government which contains revised procedures for preparing SHIPs, including the requirement for the document to be produced and submitted annually.

Details of the resources and funding available to deliver affordable housing was set out, together with the list of projects covering the full 5 years of the SHIP. There was a funding shortfall in meeting the full list of potential SHIP projects, but discussions are on-going with Scottish Government on the potential to secure additional funding.

The report also provides information in relation to the Council's proposed new build projects and outlining the requirements to acquire these sites.

Decision

The Executive:-

- (1) agreed the SHIP 2018-2023 for submission to the Scottish Government;**
- (2) agreed to authorise officers to enter into negotiations to purchase land at part of the former Denny High School site and Seabegs Road, Bonnybridge for additional affordable housing, in line with independent valuations;**
- (3) noted that a separate report is being prepared for Committee in relation to the former Torwood School site, and**
- (4) noted that officers will adapt the SHIP in line with available resources in order to maximise the supply of affordable housing locally and provide updates to Members of any changes.**

EX54. Membership of Falkirk Licensing Forum

The Executive considered a report by the Director of Corporate and Housing Services recommending persons to be appointed to Falkirk Licensing Forum and that the membership of the Forum is increased.

Information was provided on the Council's duty to establish a licensing forum in terms of the Licensing (Scotland) Act 2005, and to the recruitment process undertaken between 31 July and 1 September 2017.

The Forum membership is drawn from various categories, one of which is members of the public, resident in the Forum's area. The applications for this category varied considerably in the extent or relevance of information provided, officers' assessment was that 7 of these applicants be appointed. The recommendation would result in an increase in the Forum membership from 15 to 18.

Decision

The Executive agreed:-

- (1) that the size of the forum be increased to 18, and**
- (2) that the persons listed in paragraph 4.4 be appointed until the next Local Government Election.**

FALKIRK COUNCIL

**Minute of Meeting of the Planning Committee held in the Municipal Buildings,
Falkirk on Wednesday 25 October 2017 at 9.30 a.m.**

COUNCILLORS: David Alexander (Convener)
Jim Blackwood
Gary Bouse
Joan Coombes
Gordon Hughes
James Kerr
Lynn Munro
Adanna McCue
John McLuckie
Laura Murtagh
Malcolm Nicol

OFFICERS: Ian Dryden, Development Manager
David Gray, Environmental Health Co-ordinator
Iain Henderson, Legal Services Manager
Antonia Sobieraj, Committee Services Officer
Russell Steedman, Network Co-ordinator

P48. Apologies

Apologies were intimated on behalf of Councillor Bissett.

P49. Declarations of Interest

No declarations were made.

P50. Minutes

Decision

- (a) The minute of meeting of the Planning Committee held on 13 September 2017 was approved; and**
- (b) The minute of meeting of the Planning Committee On-Site held on 25 September 2017 was approved.**

Councillors Coombes and Hughes entered the meeting during consideration of the following item of business.

P51. Change of Use From Private Garden Ground to Form Business with Six Self Catering Holiday Units at Upper Kinneil House, Kinneil House, Bo'ness Road, Polmont, Falkirk FK2 0QS for GMS (Recordings) Ltd - P/17/0348/FUL (Continuation)

With reference to Minute of Meeting of the Planning Committee held on 13 September 2017 (Paragraph P43 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 to change the use of private garden ground within the walled garden of a category B listed building at Kinneil House, Polmont to form a business consisting of the siting of six self-catering holiday units at Upper Kinneil House, Kinneil House, Bo'ness Road, Polmont, Falkirk.

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) Prior to the start of work on site, full details of the location of all proposed service trenches shall be submitted to and approved in writing by the Planning Authority. Thereafter, the service trenches shall be completed in accordance with these approved details and any trenches proposed within root protection zones of existing trees shall be dug by hand;**
- (3) Prior to the start of work on site, full details of additional landscaping proposals including a scheme of implementation and details of maintenance arrangements shall be submitted to and approved in writing by the Planning Authority. Thereafter, landscaping shall be carried out in accordance with these approved details;**
- (4) Prior to the start of work on site, details of all external lighting provision shall be submitted to and approved in writing by the Planning Authority. Thereafter, all lighting shall be carried out in accordance with these details; and**
- (5) Prior to the siting of each unit, full details of the size, design and finishing materials for each unit shall be submitted to and approved in writing by the Planning Authority. Thereafter, each unit shall be developed in accordance with these details unless otherwise agreed in writing with the Planning Authority.**

Reason(s):-

- (1) As these drawings and details constitute the approved development.**
- (2) To protect existing trees within the site and avoid root severance.**
- (3) To safeguard the landscape quality of the site and maximise privacy levels.**
- (4) To avoid light pollution and safeguard residential amenity levels.**
- (5) To safeguard visual amenity levels.**

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, 03, 04 and 09.**
- (2) 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.**
- (3) In the event that unexpected contamination is encountered following the commencement of development, all work on the affected part of the site shall cease. The developer shall notify the Planning Authority immediately, carry out a contaminated land assessment and undertake any necessary remediation works. Development shall not recommence without the prior written approval of the Planning Authority.**
- (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 - 19:00 Hours

Saturday 08:00 - 13:00 Hours

Sunday / Bank Holidays No noise audible at site boundary

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

- (5) Details of the financial and legal arrangement between business revenue generated from the proposal and the maintenance of the category B listed building on the site should be submitted to the Planning Authority.**

P52. Change of Use from Existing Restaurant, Hot Food Takeaway, Distribution Centre and Office Accommodation to Form Hotel (Class 7) at 262, 264 and 268 Grahams Road, Falkirk FK2 7BH for Dunvegan Properties UK Limited - P/17/0429/FUL

The Committee considered a report by the Director of Development Services on an application for planning permission for the change of use from an existing restaurant, hot food takeaway, distribution centre and office accommodation to form a hotel (class 7) at 262, 264 and 268 Grahams Road, Falkirk.

Councillor McCue, seconded by Councillor Murtagh, moved that Committee agree that it had sufficient information within the papers provided in relation to the application to take a decision at this meeting and a site inspection is not required.

By way of an amendment, Councillor Blackwood, seconded by Councillor McLuckie, moved that Committee agree to continue consideration of the application to allow an inspection of the site by Committee.

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 (4) - Councillors Bouse, Coombes, McCue and Murtagh.

For the amendment (7) - Councillors Alexander, Blackwood, Hughes, Kerr, McLuckie, Nicol and Munro.

Decision

The Committee agreed to continue consideration of the application to allow an inspection of the site by Committee.

Councillors Coombes, McCue and Murtagh left and re-entered the meeting during consideration of the following item of business.

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

P53. Variation of Condition 2 of Planning Permission P/14/0094/FUL to Allow for the Storage of Additional Scrap Metal in the North West Part of the Yard and Removal of Condition 3 of Planning Permission P/14/0094/FUL to Allow for Storage Within the North West Part of the Yard on a Permanent Basis at All Parts Auto Salvage, Hillview Road, High Bonnybridge, Bonnybridge FK4 2BD for A-Braidwood & Son Ltd - P/17/0064/VRC (Continuation)

With reference to Minutes of Meetings of the Planning Committee held on 27 June and 16 August 2017 (Paragraphs P21 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 on an application to (i) vary condition 2 of planning permission P/14/0094/FUL to allow for the storage of additional scrap metal in the north west part of the yard; and (ii) remove condition 3 of the said planning permission to allow for storage within the north west part of the yard on a permanent basis at All Parts Auto Salvage, Hillview Road, High Bonnybridge, Bonnybridge.

Councillor McLuckie, seconded by Councillor Kerr, moved that Committee grant planning permission subject to (1) conditions determined appropriate by the Director of Development Services including conditions to regulate the height of the material in the north west part of the yard to no more than 5 metres and to require the site access gate (northern entrance) to be relocated back for a distance of 20 metres from the edge of Hillview Road; and (2) informatives requiring monitoring of the site by the Council's Environment Health Section while material is being transported onto the site by the applicant and the applicant being required to work closely with the Environment Health Section in implementing the permission.

By way of an amendment, Councillor Bouse, seconded by Councillor Murtagh, moved that Committee refuse planning permission in accordance with the recommendations within the report.

Notice of a further amendment was given by Councillor Coombes.

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

For the motion (5) - Councillors Blackwood, Kerr, Munro, Nicol and McLuckie.

For the amendment (5) - Councillors Alexander, Bouse, Hughes, McCue and Murtagh.

Councillor Coombes abstained.

In accordance with Standing Order 22.6, in the case of equality of votes, the Convener used his casting vote for the amendment.

The amendment thereafter became the substantive motion on which the further amendment was moved by Councillor Coombes and seconded by Councillor McLuckie. The further amendment was that Committee agree to continue consideration of the application to the meeting of the Committee in January 2018 to allow (1) the applicant an opportunity to discuss with and propose noise mitigation approaches to the Council's Environmental Health Section and Planning Section; (2) the Environmental Health Section and Planning Section to carry out a desktop assessment of such noise mitigation proposals; (3) the Environmental Health Section to conclude ongoing investigations in relation to noise emanating from the site with officers reporting back; and (4) officers to prepare a further report for Committee,

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

For the substantive motion (6) - Councillors Alexander, Blackwood, Bouse, Hughes, McCue and Murtagh.

For the amendment (4) - Councillors Coombes, Kerr, Munro and McLuckie.

Decision

The Committee agreed to refuse planning permission in accordance with the recommendations within the report.

FALKIRK COUNCIL**Minute of meeting of the Appeals Committee held in the Municipal Buildings, Falkirk on Tuesday 31 October 2017 at 2.00 p.m.**

Councillors: David Alexander
Gary Bouse (Convener)
John Kerr
John McLuckie (Depute Convener)
Lynn Munro
Pat Reid

Officers: Tracey Gillespie, Human Resources Manager
Rose Mary Hoey, Interim Legal Services Manager
Antonia Sobieraj, Committee Services Officer

A11. Apologies

Apologies were intimated on behalf of Councillors Collie and Spears.

A12. Declarations of Interest

No declarations were made.

A13. Exclusion of Public

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

A14. Appeal Against Final Written Warning with Disciplinary Redeployment

The Committee considered papers relating to an Appeal against dismissal which included (a) Note of Procedure; (b) Submission from the Head of Social Work Adult Services dated 16 October 2017, and (c) Copies of core documents relating to the Appeal.

The Interim Legal Services Manager and the Human Resources Manager were in attendance as legal adviser and personnel adviser to the Committee respectively.

As a preliminary matter, the Appellant made a request that the HR and Employment Law Firm, Hilltop Solutions, represent him at this appeal. The Head of Social Work Adult Services intimated there was no objection to the request. After consideration, the Committee agreed to this request.

The Appellant, Mr S, was present and was accompanied by Mr Miller, Hilltop Solutions.

The Head of Social Work Adult Services and Human Resources Team Leader (Operations) were present as representatives of the Council.

The Appellant's representative presented the case.

The Head of Social Work Adult Services then intimated that he had no questions for the Appellant or his representative

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

The Head of Social Work Adult Services presented the case on behalf of the Council and led evidence from a witness Mr H.

The Appellant's representative then asked questions of the Head of Social Work Adult Services and Mr H.

Members of the Committee then asked questions of the Head of Social Work Adult Services and Mr H, after which the witness left the meeting.

The parties to the appeal withdrew when the Committee agreed to a short adjournment at 4.15 p.m. and reconvened at 4.30 p.m. with all members present as per the sederunt at which time the parties with the exception of the witness re-entered the meeting.

The Head of Social Work Adult Services 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 discipline Mr S was justified in the circumstances and that the decision to issue him with a final written warning together with the additional sanction of disciplinary redeployment was reasonable in all the circumstances. Accordingly the appeal was **REFUSED**. The Committee did however agree to extend the redeployment period for a further 6 weeks to 12 December 2017.

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

Minute of meeting of the Civic Licensing Committee held in the Municipal Buildings, Falkirk on Wednesday 1 November 2017 at 9.30 a.m.

Councillors: David Aitchison
Lorna Binnie
Robert Bissett
Jim Blackwood
William Buchanan
Jim Flynn
Gordon Hughes (Convener)
James Kerr
Depute Provost Ann Ritchie

Officers: Bryan Douglas, Licensing Co-ordinator
Arlene Fraser, Committee Services Officer
Frances Kobiela, Senior Solicitor

CL49. Apology

An apology was intimated on behalf of Councillor Balfour.

CL50. Declarations of Interest

Depute Provost Ritchie declared a non financial interest in Item CL56 by virtue of having prior knowledge of the applicant and recused herself from consideration of the item, having regard to the objective test in the Code of Conduct.

CL51. Minute

Decision

- **the minute of the meeting of the Civic Licensing Committee held on 27 September 2017 was approved; and**
- **the minute of the special meeting of the Civic Licensing Committee held on 5 October 2017 was approved.**

CL52. List of Applications Granted Under Delegated Powers in September 2017 and Notifications of Pending Public Processions

The committee considered a report by the Chief Governance Officer detailing the applications granted under delegated powers between 1 and 30 September 2017 in terms of the Civic Government (Scotland) Act 1982 and notifications of pending public processions.

Decision

The committee noted the report.

CL53. 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 they would involve the likely disclosure of exempt information as defined in Paragraph 6 of Part 1 of Schedule 7A to the said Act.

CL54. Application for the Grant of a Private Hire Car Driver Licence

With reference to minute of meeting of the Civic Licensing Committee held on 27 September 2017 (CL45) refers, the committee considered a report by the Chief Governance Officer providing details of an application for a new private hire car driver licence (a) advising on the background to the application; (b) summarising the consultations undertaken and responses received, and (c) detailing the applicant's record.

The Licensing Co-ordinator advised that the applicant had failed to attend the previous meeting of the committee and that he had, on numerous occasions, attempted to make contact with the applicant, without success. The applicant had been cited to attend today's meeting, but again was not in attendance.

The committee agreed to determine the application in the applicant's absence.

Decision

The committee refused to grant the private hire car driver licence in terms of the Civic Government (Scotland) Act 1982, Schedule 1 paragraph 5(3)(d) on the ground that there is other good reason for refusing the application.

CL55. Application for the Renewal of a Taxi Operator Licence

The applicant, Mr M, accompanied by his wife, Mrs M, entered the meeting.

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

Mr M spoke in support of the application.

Questions were then asked by members of the committee.

The committee agreed to a short adjournment at 10.00 a.m. and reconvened at 10.05 a.m. with all members present as per the sederunt.

Decision

The committee agreed to renew the taxi operator licence subject to the standard conditions for a period of one year.

In accordance with her earlier declaration, Depute Provost Ritchie left the meeting prior to consideration of the following item.

CL56. Application for the Grant of a New Private Hire Car Operator Licence

The applicant, Mr M, entered the meeting.

The committee considered a report by the Chief Governance Officer providing information on an application for the grant of a new private hire car operator licence, the consultations carried out and responses received.

Mr M spoke in support of the application.

Questions were then asked by members of the committee.

The committee agreed to a short adjournment at 10.10 a.m. and reconvened at 10.15 a.m. with all members present as per the sederunt, with the exception of Depute Provost Ritchie.

Decision

The committee agreed to grant a new private hire car operator licence.

Depute Provost Ritchie re-joined the meeting prior to consideration of the following item.

CL57. Application for the Grant of a New Private Hire Car Operator Licence

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

The committee considered a report by the Chief Governance Officer providing information on an application for the grant of a new private hire car operator licence, the consultations carried out and responses received.

Mr B spoke in support of the application.

Questions were then asked by members of the committee.

The committee agreed to a short adjournment at 10.20 a.m. and reconvened at 10.25 a.m. with all members present as per the sederunt.

Decision

The committee agreed to grant a new private hire car operator licence.

CL58. Suspension Hearing in Relation to a Taxi Driver

The licenceholder, Mr G, entered the meeting.

The committee considered a report by the Chief Governance Officer providing information relating to a taxi driver who had suffered a recent medical condition and to his subsequent failure to reach the standard of medical fitness adopted by Falkirk Council for holders of taxi driver licences.

The licenceholder was heard in relation to the matter and in response to questions from members.

The Licensing Co-ordinator advised that he was in receipt of a letter from the licenceholder's current employer. The licenceholder confirmed that he wished the letter to be circulated to the committee.

A representative of the licenceholder's employer was in attendance, and at the request of members and with the agreement of the licenceholder, was invited to enter the meeting to address the committee.

Mr B, the representative of the licenceholder's employer entered the meeting and was heard in response to questions by members.

The committee agreed to a short adjournment at 10.45 a.m. and reconvened at 11.05 a.m. with all members present as per the sederunt.

Decision

The committee agreed not to suspend the taxi driver licence but that the following condition be applied:-

- **That the licenceholder be restricted to work a maximum of 14 hours per week, until such time as he meets the DVLA Group 2 Regulations Standard.**

The committee agreed to an adjournment at 11.10 a.m. and reconvened at 11.35 a.m. with all members present as per the sederunt, with the exception of Depute Provost Ritchie.

CL59. Suspension Hearing in Relation to a Taxi Driver

The licenceholder and his representative, Mr D, together with Sergeant Mackenzie and PC Hutchison, Police Scotland, entered the meeting.

The committee considered a report by the Chief Governance Officer advising of a letter of complaint submitted by Police Scotland in respect of the licenceholder, which had sought an immediate suspension of the taxi driver licence.

Following confirmation that neither the licenceholder nor his representative had any objection, the letter of complaint from the Chief Constable was circulated.

Mr D, the licenceholder's representative advised that his client wished witness statements to be circulated to members. The committee agreed to this request and these were duly circulated.

Sergeant Mackenzie, the Chief Constable's representative was heard in relation to the complaint.

Mr D sought clarification from Sergeant Mackenzie regarding the complaint. Thereafter, members asked questions of Sergeant Mackenzie.

Mr D, the licenceholder's representative was then heard in relation to the complaint.

There being no questions from Sergeant Mackenzie, members asked questions of Mr D and the licenceholder.

Both parties were invited to sum up.

The committee agreed to a short adjournment at 12.25 p.m. and reconvened at 12.40 p.m. with all members present as per the sederunt, with the exception of Depute Provost Ritchie.

Decision

The committee agreed to take no further action.

Draft

Minute of meeting of the Common Good Committee (Bo'ness) held in the Municipal Buildings, Falkirk on Wednesday 1 November 2017 at 9.00 am.

Councillors: David Aitchison
Lynn Munro
Ann Ritchie

Officers: Hazel Jones senior Accountant
Brian Pirie, Democratic Services Manager

CGF1. Apologies

An apology was intimated on behalf of Provost Coleman.

CGF2. Declarations of Interest

No declarations were made.

CGF3. Minute

Decision

The minute of the meeting held on 22 June 2016 was approved.

CGF4. Application for Financial Assistance, Bo'ness Community Council

The Committee considered a report by the Director of Corporate and Housing Services detailing a request for £2500 to provide an engraved memorial stone which will hold a plaque commemorating Marcus Strachan VC who had been born in Bo'ness.

Decision

The Committee agreed to continue consideration of this application to a later date to allow Councillor Munro to discuss the detail of the application with the applicant.

Minute of meeting of the Planning Review Committee held in the Municipal Buildings, Falkirk on 3 November 2017 at 2.00 p.m.

- COUNCILLORS:** David Alexander (Convener)
Jim Blackwood
James Kerr
Lynn Munro
- OFFICERS:** Douglas Blyth, Team Leader
Jack Frawley, Committee Services Officer
- ALSO ATTENDING:** Ged Hainey, Planning Adviser, Ryden LLP
Niall McLean, Legal Adviser, Brodies

PRC13. Apologies

There were no apologies.

PRC14. Declarations of interest

No declarations were made.

PRC15. Minute

The minute of meeting of the Planning Review Committee held on 10 October 2017 was approved.

PRC16. Planning Application P/16/0074/FUL – Erection of 3 No Dwellinghouses at Land to the South West of Wester Bonhard, Bo’ness

The Committee considered documents which related to the application for review for planning application P/16/0074/FUL for 3 dwellinghouses at land to the south west of Wester Bonhard, Bo’ness.

The Committee requested and heard a presentation from Mr Hainey, who provided a summary of the application and the papers before the Committee, including reference to the Report of Handling, the reasons for refusal of the application now being reviewed, the applicant’s supporting statement, the representations and the further written submissions from the applicant, Scottish Natural Heritage, the Council’s Roads & Design, Environmental Health and Roads Development sections, and other interested parties.

After discussion and having sought and heard advice from Mr McLean and Mr Hainey, and having given consideration to the material contained within the documentation, the Committee considered that it had sufficient information within the papers provided in relation to the application for Review, and considered:-

- (1) Scottish Planning Policy 2014;
- (2) Supplementary Guidance SG01 – Development in the Countryside;
- (3) Supplementary Guidance SG15 – Low and Zero Carbon Development;
- (4) Policies CG02 (Green Belt), CG03 (Housing in the Countryside), D04 (Low and Zero Carbon Development), GN02 (Landscape), RW04 (Agriculture Land, Carbon Rich Soils and Rare Soils), RW10 (Vacant, Derelict, Unstable and Contaminated Land) 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;
- (9) the further written submissions from the applicant and other interested parties; and
- (10) the benefit of the unaccompanied site inspection, which had taken place on the morning of Friday 3 November 2017.

Decision

The Committee agreed

- (1) to grant planning permission, subject to the conditions listed in the previous decision notice of the Planning Review Committee dated 20 January 2017, and**
- (2) to delegate the preparation and issue of the decision notice to the Chief Governance Officer.**

Councillor Alexander, with reference to Standing Order 20.5, requested that his dissent from the decision be entered in the minute.

Minute of meeting of the Planning Committee held On Site on Monday 6 November 2017 commencing at 9.30 a.m.

Councillors: David Alexander (Convener)
Jim Blackwood
Gary Bouse
Gordon Hughes
James Kerr
Adanna McCue
John McLuckie
Lynn Munro
Laura Murtagh
Malcolm Nicol

Officers: Donald Campbell, Development Management Co-ordinator
Arlene Fraser, Committee Services Officer
David Gray, Environmental Health Co-ordinator
John Milne, Senior Planning Officer
Karen Quin, Senior Solicitor
Russell Steedman, Network Co-ordinator

P54. Apologies

Apologies were intimated on behalf of Councillors Bissett and Coombes.

P55. Declarations of Interest

No declarations were intimated.

P56. Change of Use from Existing Restaurant, Hot Food Takeaway, Distribution Centre and Office Accommodation to Form Hotel (Class 7) at 262, 264 & 268 Grahams Road, Falkirk FK2 7BH for Dunvegan Properties UK Limited - P/17/0429/FUL

With reference to Minute of Meeting of the Planning Committee held on 25 October 2017 (Paragraph P52 refers), Committee gave further consideration to a report by the Director of Development Services on an application for full planning permission for the change of use from Existing Restaurant, Hot Food Takeaway, Distribution Centre and Office Accommodation to Form Hotel (Class 7) at 262, 264 & 268 Grahams Road, Falkirk.

The Convener introduced the parties present.

The Senior Planning Officer outlined the nature of the application.

Mr Skakel and Mr Dhillon, representatives for Dunvegan Properties UK Ltd were heard in relation to the application.

Mrs McIntosh, an objector, was heard in regard to the application.

Mr Cowie, an objector, was heard in regard to the application.

Mr & Mrs McBeth, objectors, were heard in regard to the application.

Ms Middleton, an objector, was heard in regard to the application.

The objections included the following issues:-

- the car parking requirement is deficient and would cause disruption to neighbouring roads and streets, all to the inconvenience of existing residents
- access and egress problems for residents
- the windows on the proposed site would overlook existing residential garden ground and dwellinghouses, all having an adverse impact on privacy
- the management hours of the hotel

Questions were then asked by members of the Committee.

Councillor Cecil Meiklejohn, 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 22 November 2017.

Draft

Minute of meeting of the Common Good Committee (Bo'ness) held in the Municipal Buildings, Falkirk on Monday 6 November 2017 at 5.15 p.m.

Councillors: David Aitchison
Lynn Munro
Depute Provost Ann Ritchie (convener)

Officers: Hazel Jones, Senior Accountant
Brian Pirie, Democratic Services Manager

CGF5. Apologies

An apology was intimated on behalf of Provost Coleman.

CGF6. Declarations of Interest

No declarations were made.

CGF7. Application for Financial Assistance, Bo'ness Community Council

The committee had continued, from its meeting on 1 November 2017 (ref CGF4), consideration of a report by the Director of Corporate and Housing Services which set out a request for £2,500 to provide an engraved memorial stone to hold a plaque commemorating Marcus Strachan VC.

The committee had continued consideration to allow background to the common good fund to be provided and for Councillor Munro to obtain further information about the application.

Depute Provost Ritchie, seconded by Councillor Aitchison, moved that the committee award £2,500 from the Bo'ness Common Good Fund towards the erection of the Marcus Strachan Memorial on the condition that any unspent monies are returned to the fund.

As there was no general support for the motion, the convener put the motion to the vote, for or against.

The vote was taken by roll call, there being 3 members present with voting as undernoted:-

For the motion (2) – Depute Provost Ritchie and Councillor Aitchison

Against the motion (1) – Councillor Munro

Decision

The Committee agreed to award £2,500 from the Bo'ness Common Good Fund towards the erection of the Marcus Strachan Memorial on the condition that any unspent monies are returned to the fund.

Draft**FALKIRK COUNCIL**

Minute of meeting of the EDUCATION EXECUTIVE held in the Municipal Buildings, Falkirk on Tuesday 7 November 2017 at 9.30 am.

COUNCILLORS: David Alexander
Gary Bouse
Fiona Collie
Paul Garner
Dennis Goldie
Gordon Hughes
Adanna McCue
Cecil Meiklejohn (Convener)
John Patrick
Robert Spears

**REPRESENTATIVES
OF RELIGIOUS
BODIES:** Rev Michael Rollo
Maureen Tait

CO-OPTEEs: Margaret Smith (Teacher Representative)

OFFICERS: Arlene Fraser, Committee Services Officer
Gary Greenhorn, Head of Planning and Resources
David Mackay, Head of Education
Colin Moodie, Chief Governance Officer
Stuart Murray, Trainee Governance Assistant
Robert Naylor, Director of Children's Services
Mary Pitcaithly, Chief Executive
Karen Thomson, Childcare Provision Co-ordinator

EE16. Apologies

Apologies were intimated on behalf of Provost Coleman, Councillor Nimmo and Fiona Craig (Teacher Representative).

EE17. Convener's Remarks

Councillor Meiklejohn advised that she had received Dr Brendan McGuckin's resignation as the representative of the Roman Catholic Church on the Education Executive. She acknowledged Dr McGuckin's valuable contribution to the Education Executive and wished him every success in his academic career.

EE18. Declarations of Interest

No declarations were made.

EE19. Minute**Decision**

The minute of the meeting of the Education Executive held on 5 September 2017 was approved.

EE20. Rolling Action Log

A rolling action log detailing decisions not yet implemented following the previous meeting on 5 September 2017 was provided.

Decision

The Education Executive noted the rolling action log.

EE21. Regional Collaborative

The Education Executive considered a report by the Director of Children's Services detailing the proposals for the establishment of Regional Improvement Collaboratives (RIC) for Education, which were agreed by COSLA and the Scottish Government on 29 September 2017, following work undertaken during the summer, by a joint local government steering group.

A report by the Joint Steering Group setting out the interim conclusions of its work to date, the scope of the intended work of RICs, and the guiding principles and functions of the RICs was attached as an appendix to the report.

Information was provided on work to establish a RIC between Falkirk, Clackmannanshire, Stirling and West Lothian Councils, which will be named Forth Valley and West Lothian Improvement Collaborative.

The report detailed the requirement to appointment a Regional Lead Officer from within the existing workforce of the participating councils and the work undertaken to progress this secondment. Falkirk Council's Director of Children's Services had been appointed Regional Lead Officer for the Forth Valley and West Lothian Improvement Collaborative.

Decision

The Education Executive:-

- (1) agreed that Falkirk Council's Children's Services enters into a Regional Improvement Collaborative for Education with Clackmannanshire, Stirling and West Lothian Councils;**

- (2) noted that this **Regional Improvement Collaborative will be named the Forth Valley and West Lothian Improvement Collaborative;**
- (3) noted that the **Chief Executives of the four councils and the Chief Inspector of HMiE have jointly agreed to second the Director of Children's Services to the role of Lead Officer for the Forth Valley and West Lothian Improvement Collaborative;**
- (4) agreed that a launch event will be arranged to involve representatives of the four participating councils;
- (5) agreed that the **Regional Lead Officer submit a further report to the next meeting of the Education Executive detailing the initial agreed areas of focus for the work of the collaborative; and**
- (6) agreed that the **Director of Children's Services will arrange a briefing session for all elected members on the establishment of Regional Improvement Collaboratives for Education.**

EE22. Early Learning & Childcare – Expansion Plan

The Education Executive considered a report by the Director of Children's Services presenting the Council's proposed Early Years and Childcare (ELC) Expansion Plan to deliver 1140 hours of ELC provision by 2020. The report summarised the impact and future challenges for Children's Services to ensure delivery of the expansion plan.

Falkirk Council's Strategic Expansion Plan was attached as an appendix to the report which had been submitted to the Scottish Government, by the deadline of 29 September 2017.

The Strategic Expansion Plan sets out the background and strategic aims, the summary of consultations undertaken, the proposals for future ELC delivery model, and the phased implementation of the plan.

Decision

The Education Executive:

- (1) **endorsed Falkirk's high level Strategic Expansion Plan as submitted to the Scottish Government (as per Appendix 1);**

- (2) **agreed the Strategic approach taken and model adopted to expand ELC provision within Falkirk;**
- (3) **noted that the ELC Expansion Plan will be the subject of on-going discussions with the Scottish Government, the Scottish Futures Trust and the Improvement Service, and**
- (4) **agreed that the Director of Children’s Services provide regular updates to the Education Executive on plans and progress with ELC expansion as they develop.**

EE23. Education Governance – Response to Scottish Government’s Consultation on Fair Funding

The Education Executive considered a report by the Director of Children’s Services summarising the main points contained in Falkirk Council’s response to the Scottish Government’s Consultation on “Fair Funding to Achieve Excellence and Equity in Education”.

The consultation sought views on the Scottish Government’s future approach to school funding, including the way education is currently funded, the purpose of developing a new more consistent approach to school funding and the principles underpinning any changes. Views were also sought on the possible future approaches to govern school funding, and the support, accountability and reporting mechanisms to allow greater responsibility for funding decisions to be devolved to Headteachers.

Decision

The Education Executive:

- (1) **endorsed the Consultation response submitted to the Scottish Government (at Appendix 1), and**
- (2) **requested that the Director of Children’s Services keep the Education Executive informed of any key outcomes from this Consultation.**

Councillor Goldie left the meeting after consideration of the previous items.

EE24. Education Portfolio Holder’s Remarks

Councillor McCue advised the Education Executive of achievements by Falkirk Council schools over the last month:-

- Bo'ness Academy had been shortlisted and had made the final 3, for the Education Initiative of the Year Award at the Herald Society Awards.
- Larbert and Graeme High Schools, together with Forth Valley College and Police Scotland had been shortlisted for Partnership of the Year at this year's SQA Awards and had received a "Highly Commended".
- St Francis Primary School had been nominated and won first prize in the Central FM Pride of Forth Valley School of the Year Award.
- Kinneil Primary School had won first prize in a UK wide competition to mark the 75th anniversary of the Famous Five Books. This had been run in partnership by Microsoft and Hachette, the publishers of Enid Blyton's books.

EE25. Attainment in Falkirk Secondary Schools (2017)

The Education Executive considered a report by the Director of Children's Services providing an update from the initial publication of Scottish Qualifications Authority (SQA) attainment in Falkirk Secondary Schools, which had previously been noted by the Education Executive on 5 September (ref EX15).

The report expanded on pupil attainment gained through college courses and non-SQA providers. It also provided for comparisons with a virtual comparator authority (VC), and with the Scottish national averages, in various measures.

Details were provided on Falkirk Council schools' pupil attainment levels in various measures for the last 4 years. These measures, together with the percentage Scottish index of multiple deprivation decile, for comparison purposes, were broken down to school level in appendix 1 to the report.

Decision

The Education Executive:

- (1) noted the SCQF1 attainment of Falkirk Council secondary schools over time and in relation to the VC and national average in various measures, and**
- (2) agreed that a future report will be presented to the Education Executive in spring 2018, to take account of updated leavers' data and attainment in relation to areas of deprivation within Falkirk.**

DRAFT**FALKIRK COUNCIL****Minute of Meeting of the Planning Committee held in Maddiston Primary School, Main Road, Maddiston on Tuesday 7 November 2017 commencing at 7.00 p.m.**

The purpose of the meeting was to hold a pre-determination hearing in terms of the Planning etc. (Scotland) Act 2006. When sitting in this capacity, the Planning Committee comprises all members of the Council.

Councillors: David Alexander (convener)
David Balfour
Jim Blackwood
Gary Bouse
William Buchanan
Gordon Hughes
James Kerr
Adanna McCue
John McLuckie
Cecil Meiklejohn
Lynn Munro
Laura Murtagh
Malcolm Nicol
Pat Reid

Officers: Kevin Collins, Transport Planning Co-ordinator
Sarah Colquhoun, Modern Apprentice (Governance)
Ian Dryden, Development Manager, Development Services
David Gray, Environmental Health Co-ordinator
Iain Henderson, Legal Services Manager
Alex Lewis, Planning Officer
Stephanie McGhee, Committee Assistant
Brian Pirie, Democratic Services Manager
Ken Short, Transport Planning Officer
Russell Steedman, Network Co-ordinator
Brent Vivian, Senior Planning Officer

Also Attending: Scott Graham, McInally Associates Ltd
Alex Muirhead, ERM Ltd
Karen Strang, Strategy and Development Co-ordinator
Terry Walker, ERM Ltd

P57. Apologies

Apologies were intimated on behalf of Provost Coleman, Depute Provost Ritchie and Councillors Bissett, Black, Collie, Flynn, Garner, Grant, Harris, Patrick and Spears.

P58. Declarations of Interest

No declarations were made.

P59. Mixed Use Development to include a Mixed Tenure Care Village including Residential Care Home, Retirement Housing, Supported Housing Units and Hotel all with Associated Services, Landscaping and Infrastructure at Land to the North of Manor House, Maddiston, Falkirk for ERM Ltd - P/16/0756/PPP

The Committee considered a report by the Director of Development Services on an application for planning permission in principle for a mixed use development to include a Mixed Tenure Care Village including Residential Care Home, Retirement Housing, Supported Housing Units and Hotel all with Associated Services, Landscaping and Infrastructure at Land to the North of Manor House, Maddiston.

1. The Convener formally welcomed those present and outlined the procedures relating to the meeting.
2. The Senior Planning Officer outlined the nature of the application.
3. The applicant's representative was heard in relation to the application.

Councillor Kerr left the meeting at this point.

4. The consultee present was heard in relation to the application.
5. Questions were then asked by Members of the Committee as follows:-

Q(a) Clarification was sought whether the applicant had consulted with the NHS on the application, noting that as a statutory consultee the NHS had not responded in regard to the application.

Response by the applicant:-

The applicant stated that he had engaged with local businesses and the Haining Nursing Home. He was happy to work with them. The Haining Nursing Home had expressed the view that the development would be a benefit to the area. Bed blocking was a problem and in his view in the future care will be delivered at home.

Q(b) Clarification was sought on the provision of residential, nursing and specialist dementia care packages within the proposal.

Response by the applicant's representative:-

The concept was for one party to manage the whole village and that specialist packages can be provided to meet individual needs, with a menu from parties to choose from.

- Q(c) Clarification was sought on the developer's proposal to provide a private bus service, noting that for residents without cars accessing the development would be difficult.

Response by the applicant's representative:-

The applicant was willing to accept a condition to provide a private bus service until provision is available.

- Q(d) Various proposals in regard to the provision of an access road to Easton Maddiston Village had been refused in the past.

Response by the applicant's representative:-

The preferred access option was as set out in the Development Framework- for a link road from Glendevon Drive to the A801. The application would not preclude development of this link, it would provide the required access to the Maddiston East Strategic Growth Area.

- Q(e) Information was sought on whether the land could be used for social housing.

Response by the Development Manager:-

This was not part of the application. Anyone can make an application and if an application was made, it would be considered at the appropriate time.

- Q(f) Clarification was sought on whether the proposal could be considered given that the Council has yet to approve the Local Development Plan 2.

Response by the Development Manager:-

The committee can have regard to the proposal LDP2 as a material consideration. The officer's report to planning authority will include an assessment.

6. Section 38A of the Town and Planning (Scotland) Act 1997 together with Regulation 27 of the Town and Country Planning (Development Management Procedure) (Scotland) Regulations 2008 give those persons who have submitted representations on relevant planning applications the right to be heard before a Committee of the Council before the application is determined. On this occasion, there were no persons present who had submitted representations and no members of the public were in attendance.

7. Close of Meeting

There being no further questions, the Convener concluded by thanking the parties for their attendance and advising that the matter would be determined by Falkirk Council on 6 December 2017.

FALKIRK COUNCIL**Minute of meeting of the Appeals Committee held in the Municipal Buildings, Falkirk on Wednesday 8 November 2017 at 2.00 p.m.**

Councillors: David Alexander
Gary Bouse (Convener)
John Kerr
John McLuckie (Depute Convener)
Lynn Munro
Pat Reid
Robert Spears

Officers: Tracey Gillespie, Human Resources Manager
Rose Mary Hoey, Interim Legal Services Manager
Antonia Sobieraj, Committee Services Officer

A15. Apologies

Apologies were intimated on behalf of Councillor Collie.

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 Environmental Services dated 18 September 2017; and (c) Copies of core documents relating to the Appeal.

The Interim Legal Services Manager and the Human Resources Manager were in attendance as legal adviser and personnel adviser to the Committee respectively.

The Appellant, Mr B, was present and was accompanied by S Foley, Unite.

The Head of Environmental Services and Human Resources Team Leader (Operations) (A Reid) were present as representatives of the Council.

The Appellant's representative presented the case and led evidence from a witness Mr H.

The Head of Environmental Services then asked questions of the Appellant's representative and the witness Mr H.

Members of the Committee then asked questions of the Appellant's representative, the Appellant and the witness Mr H.

The Head of Environmental Services presented the case on behalf of the Council.

The Appellant's representative then asked questions of the Head of Environmental Services, during which at 3.45 p.m., the Committee agreed to a short adjournment to seek a point of procedural clarification from the Interim Legal Services Manager. The meeting reconvened at 4.00 p.m. with all parties present.

Members of the Committee then asked questions of the Head of Environmental Services.

The Head of Environmental Services then summarised the case on behalf of the Council.

The Appellant's representative and the Appellant 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 Mr B 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.

FALKIRK COUNCIL**Minute of Meeting of the Joint Consultative Committee held in the Municipal Buildings, Falkirk on Tuesday 14 November 2017 at 9.30 a.m.****Councillors:**

David Balfour
 Lorna Binnie (convener)
 Joan Coombes
 Nigel Harris
 James Kerr
 Cecil Meiklejohn
 Laura Murtagh
 Pat Reid
 Robert Spears

**Trade Union
Representatives:**

Colin Finlay, EIS
 Gordon Irvine, Unite
 Matt McGregor, UNISON
 Bert McManus, GMB
 Bill Marshall, UNISON
 Margaret Smith, EIS
 Raymond Smith, GMB

Officers:

Karen Algie, Head of HR & Business Transformation
 Jack Frawley, Committee Services Officer
 Tracey Gillespie, Human Resources Manager
 Joe McElholm, Head of Social Work Adult Services
 Robert McMaster, Head of Design, Roads & Transport
 Kenny McNeill, Children's Services Resource Manager
 Brian Pirie, Democratic Services Manager
 Ian Renton, HR Systems & Payroll Manager
 Stuart Ritchie, Director of Corporate and Housing Services

JCC8. Apologies

Apologies were intimated on behalf of Margaret Cook, UNISON and Christine Lambie, GMB.

JCC9. Declarations of Interest

There were no declarations of interest.

JCC10. Minute**Decision**

The minute of the meeting of the Joint Consultative Committee held on 22 August 2017 was approved subject to changing Bill Marshall to show as a member of UNISON.

JCC11. Employee Turnover

The committee considered a report by the Director of Corporate and Housing Services providing employee turnover figures for the period April 2017 to August 2017 as set out against the benchmark comparison figure of 16.5%. The Falkirk Council turnover figure for the period April 2017 to May 2017 was 4.1%, which was lower than the pro-rata benchmark figure.

Decision

The committee noted the report.

JCC12. Sickness Absence

The committee considered a report by the Director of Corporate and Housing Services providing an update on sickness absence across all Services for the periods April 2017 to August 2017 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.

JCC13. Service Based Forums

The committee considered a report by the Director of Children's Corporate and Housing and Development Services presenting, as appendices to the report, minutes from the meetings of Children's, Corporate & Housing and Development Services Service Based Forums for the period April 2017 to August 2017.

Decision

The committee noted the report.

JCC14. Managing Sickness Absence Policy

The committee considered a report by the Director of Corporate and Housing Services presenting an updated Managing Sickness Absence policy for approval.

Decision

The committee:-

- (1) noted the changes to the Managing Sickness Absence policy; and**
- (2) agreed to refer the changes to the Executive for approval.**

JCC15. Breastfeeding at Work Policy

The committee considered a report by the Director of Corporate and Housing Services presenting an updated Breastfeeding at Work policy for approval.

Decision

The committee:-

- (1) noted the changes to the Breastfeeding at Work policy; and**
- (2) agreed to refer the changes to the Executive for approval.**

JCC16. Adverse Weather Policy

The committee considered a report by the Director of Corporate and Housing Services presenting an updated Adverse Weather policy for approval.

Decision

The committee:-

- (1) noted the changes to the Adverse Weather policy; and**
- (2) agreed to refer the changes to the Executive for approval.**

JCC17. Severance Report – 2016/17

The committee considered a report by the Director of Corporate and Housing Services providing members with a summary of numbers, costs and savings attached to early retirements for employees in 2016/17.

Decision

The committee noted the costs and savings achieved from voluntary severance and ill health retirement arrangements for the period 2016/17.

FALKIRK COUNCIL

Minute of meeting of the Scrutiny Committee (External) held in the Municipal Buildings, Falkirk on Thursday 16 November 2017 at 9.30 a.m.

Councillors: David Balfour
Lorna Binnie
Jim Blackwood
David Grant
John McLuckie
Laura Murtagh
Depute Provost Ann Ritchie

Councillors in Attendance: Paul Garner, Portfolio Holder for Environment
Adanna McCue, Portfolio Holder for Education

Officers: Nick Balchain, Principal Educational Psychologist
Nick Burgess, Service Manager, Children's Services
Fiona Campbell, Head of Policy, Technology and Improvement
Matthew Davies, Service Manager, Children's Services
David McKay, Head of Education
Martin O'Neill, Corporate Policy Officer
Brian Pirie, Democratic Services Manager
Vivien Thomson, Service Manager, Children's Services

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

SE8. Apologies

An apology was intimated on behalf of Councillor Nicol.

SE9. Declarations of Interest

There were no declarations of interest.

SE10. Minute**Decision**

The minute of meeting of the Scrutiny Committee (External) held on 14 September 2017 was approved.

SE11. Following the Public Pound – Services to Children and Young People – 2016/17 Annual Reporting Statements

The committee considered a report by the Director of Children's Services presenting updates on each of the external organisations funded by Children's Services which provide services to children, young people, families and adults which fall within the following Public Pound reporting and monitoring arrangements.

Annual reporting statements were provided for each of the 16 organisations. These were:-

- Aberlour Early Years Outreach Service;
- Aberlour Family Support Centre – Langlees;
- Barnardo's Axis Service;
- Barnardo's Cluaran Service;
- Barnardo's Education and Family Support Resources Service;
- Barnardo's Education and Family Resources Service (Oxgang Primary School);
- Cyrenians Falkirk Criminal Justice Services;
- Home-Start Falkirk West;
- NHS Forth Valley CAMHS Clinical Psychologist for Looked After Children;
- NHS Forth Valley Speech & Language Therapy Service;
- One Parent Families Scotland Maddiston/Braes Family Centre;
- Quarriers Children's Rights Service;
- SACRO Youth Justice Service;
- Signpost Recovery Time 4 Us;
- Signpost Recovery Criminal Justice Link Nurse – Women Offenders; and
- "Who Cares?" Scotland Advocacy Service.

In order to assist the committee to scrutinise the performance of each of the organisations, the report set out the national and local policy context within which the organisations provide services for the Council together with details of the funding provided. Each report by the respective monitoring officer assessed performance in accordance with the guidance agreed by the committee on 14 September 2017 (ref SE7).

Following a question in regard to the service provided by Barnardo's Axis Service, Matthew Davies, a Service Manager from Children's Services, explained that the Axis Service was a specialist service which provides a harm reduction service to young people. He stated that, should funding be further reduced, the risk was mitigated by the multiagency partnership within which Axis operated.

In regard to monitoring arrangements for NHS Forth Valley CAMHS, Vivien Thomson, a Service Manager from Children's Services, explained that while there had not been a formal monitoring review in 2017/18, there had been ongoing informal monitoring through regular evaluation meetings.

The committee discussed the Speech and Language Therapy Service and asked whether the reduction in funding since 2014 and consequential reductions in staff (from 16.8 FTE to 14.2 FTE) would impact on teaching staff. The Head of Education stated that the impact of further reductions in funding (staffing was funded by Falkirk Council, 47% and NHS Forth Valley, 53%) was being reviewed as part of the budget setting process. This includes consideration of factors which would mitigate against any impact.

The committee then discussed the impact of reducing funding to the organisations, highlighting that the Council will be required to make hard decisions in regard to its budgets and consequently for each of the external organisations, alternative and innovative options should be looked at. Citing the Speech and Therapy Service for example, members questioned whether the proportion of funding from the NHS should increase. The Head of Education confirmed that officers were working with NHS to consider how best to deliver a service on reduced funding. In response, members stated that the option of alternative funding for each of the services provided should be considered. Further, members stated that where duplication of services offered by providers existed, these should be reviewed and alternatives should be considered, for example, withdrawing funding from one provider or promotion of joint working on a reduced budget.

Following a question in regard to the monitoring officers' reports, the Head of Policy, Technology and Improvement stated that the format of the reports had been revised so that a more thorough appraisal could be provided. While she acknowledged that the organisations deliver good services, in the economic climate, officers need to look at alternative options, alternative funding models and different models of delivery. These were included in the monitoring officers' reports and this information would enable members to understand the context within which services are currently provided and this in turn would better inform decision making when the Council's budget for 2018/19 is set in February 2018.

Decision

The committee approved the report and acknowledged progress by the external providers in meeting the Council's priorities

SE12. Following the Public Pound – Public Protection

The committee considered report by the Director of Corporate and Housing Services providing each of the external organisations funded by Corporate and Housing Services which provide public protection outcomes which fall within the following Public Pound reporting and monitoring arrangements.

Annual reporting statements were provided for each of the 5 organisations. These were:-

- SACRO – this item was considered as part of the previous item of business;
- Forth Valley Family Support – this service is now tendered and thus its monitoring takes place as part of the contract monitoring process. The service was tendered in September 2017 with the contract ending in August 2018. The Council monitors this service along with colleagues in other Councils and with NHS Forth Valley;
- Committed to Ending Abuse (Falkirk and District Women’s Aid) – as part a review of services for people who have experienced trauma, the Executive agreed to undertake a review of the services this organisation provides. This review is about to commence with a report coming back to the Executive once that review is complete;
- Central Scotland Fire and Rescue – the funding provided falls below the £10k threshold for reporting. This will therefore be dealt with through the Council’s Small Grants Scheme; and
- Falkirk BID District – Taxi Marshalling – this is discussed below.

The committee considered at length the Taxi Marshalling Service. The Head of Policy, Technology and Improvement gave an overview of the service. In 2017/18, the Council’s contribution was £20,000. Members acknowledged the intention and success of the service. However, discussion focused on alternative funding options should the Council reduce its contribution in 2018/19. Members highlighted that a number of partners benefit from the service – in particular Police Scotland, the Ambulance service, local businesses and taxi operators. The Head of Policy, Technology and Improvement confirmed that options and alternatives were under consideration and discussions on future funding had been held with Falkirk Towns Ltd who commission security staff on behalf of Falkirk BID. If funding was reduced, members considered that the service provision could be reprioritised if funding was not sourced from elsewhere – for example local businesses. In response to a question the Head of Policy, Technology and Improvement stated that she was unclear whether taxi operators contributed to funding. They do, she confirmed, provide a service to the Safe Base. She confirmed that, as with all organisations funded by the Council, an EQIA assessment would be carried out on savings options. Members, while acknowledging the contribution of the service, questioned Falkirk Council’s role in funding the service, reiterating that those organisations which benefit most should contribute more to the overall funding package.

Decision

The Committee approved the report and acknowledged progress by the external organisation in meeting Council's priorities.

SE13. Following the Public Pound – Falkirk Community Trust

The committee considered a report by the Chief Executive providing an update on services provided by Falkirk Community Trust on behalf of the Council and which are reported under the following the Public Pound reporting and monitoring arrangements. The report covered the reporting periods April 2016 – March 2017 and April 2017 – June 2017 and provided performance information in regard to 32 performance indicators.

The Trust General Manager, Neil Brown, gave an overview of key services provided and high level performance.

Following questions in regard to proposals by the Trust to provide a professional pantomime in 2018 in Falkirk Town Hall, the General Manager confirmed that the driver for this was to increase income. He stated that the Trust would continue to support Falkirk Youth Theatre which traditionally staged a pantomime in the Town Hall at Christmas. This show would break even at best while a professional pantomime could generate over £10k in income. He set out the support provided by the Trust to organisations such as the Youth Theatre but reiterated that in order to meet its budget, the Trust had to reprioritise its sources and increase income. The period of notice would allow the Youth Theatre to secure an alternative location.

The committee discussed in detail the budget pressures faced by the Trust and the need for the Trust to balance its commitment and support for art groups with the need to generate income. The General Manager confirmed that the Trust was committed to local community organisations such as the Youth Theatre and to the Town Hall. Transformation was necessary and would be managed sensitively with alternative accommodation offered.

Following a question in regard to co-location of services the General Manager confirmed that options for co-location, for example of library provision, were being considered as part of the Strategic Property Review. He anticipated a reduction in funding from the Council in the region of £1.8m, which equated to 15% of services. The Trust's business plan for 2018/19 had been approved by the Board and had been submitted to the Council ahead of the Council meeting on 6 December. The business plan set out proposals to grow income by 40%.

The committee raised the recommendation of the Barclay Review which if accepted by the Scottish Government would see the Trust liable to rates. Members recalled that a key driver for establishing the Trust was because Trusts were not liable to pay rates, saving £1.3m annually. The General Manager confirmed this was the case and recognised that if the

recommendations were implemented, the Trust would face a significant financial burden which would have severe implications. He explained that the Scottish Trusts Association SPORTA had highlighted the implications with the Scottish Government. It was possible that the Scottish Government could slice its funding to Local Authorities and leave it to Local Authorities to decide whether or not to pass the rates bill to Trusts or dissipate the costs across their services.

In regard to performance, members highlighted that although the number of visitors to the Helix had increased, the overall trend was downward and that the number of Kelpies tour tickets sold had decreased and sought clarification. Members also asked what the Trust proposed to maximise income at events such as fireworks displays at venues such as the Helix and Callendar House.

The General Manager gave a detailed response, stating that the Trust had a focus at securing income at 6 key sites such as the Helix. He cited the relocation of the tearoom and shop at Callendar into Callendar House as an example of innovation and stated that the Trust had to be bold in its proposals. In regard to the Kelpies, he suggested that the tours were a “one-time” event and would not generate repeat business. While it was necessary to generate income, the Trust had to balance this with the key events such as the fireworks display which attract visitors. The cost of a ticket was £5.50 compared to a similar event in North Ayrshire which cost £11. The ticket was affordable and allowed significant numbers to participate. He conceded that income generation had not been maximised – for example, at the fireworks display, approximately £2000 was raised from 32,000 spectators. He reiterated that the Trust’s social aims were important and should be balanced against its income generation aims. Members agreed but reiterated that the opportunity to maximise income had not been realised.

In regard to income generation, the General Manager remarked that previously when the service had been provided by the Council, it had been difficult to increase charges or make bold decisions in regard to service provision. A benefit of the Trust model was that the Trust could be more innovative and bold. He was mindful that there was a balance between generating income and being seen to be “chasing the money”. Members agreed, reiterating that generating income did not necessarily mean raising the price of admission.

The General Manager conceded that there were opportunities to maximise income at events such as the fireworks display without being obviously aggressive. Following a question on the ownership of the Stadium car park, the Head of Policy, Technology and Improvement stated that she would confirm this following the meeting.

In regard to visits to attractions, the committee noted that the Helix was 200,000 below target. In regard to a question whether this was down to factors such as weather, the General Manager stated that while the weather could be a factor, there was a need to increase the number of programmed events at the Helix to maintain footfall rather than rely on big events. He stated that car parking could be a problem but did not consider that Park and Ride facilities could be a solution, noting that there would be costs involved in providing such a service.

Decision

The Committee approved the report and acknowledged progress by the Trust in meeting Council's priorities.

Minute of Meeting of the Central Scotland Valuation Joint Board held within Hillside House, Stirling on Friday 23 June 2017 at 9.30 a.m.

Councillors: David Alexander
David Balfour
Lorna Binnie
Douglas Dodds
Kenneth Earle
Danny Gibson
Craig Holden
Bill Mason
Alan Nimmo
John Patrick
Jim Thomson

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

Also Attending: Jason Ross, Internal Audit, Clackmannanshire
Council
Graham Templeman, Internal Audit, Falkirk
Council

VJB1. Welcome, Introductions and Apologies

The assistant clerk welcomed members to the first meeting of the Board. Following introductions, the assistant clerk took the chair.

Apologies were intimated on behalf of Councillors Coombes, Grant and McDonald.

VJB2. Declarations of Interest

No declarations were made.

VJB3. Appointment of Convener and Depute Convener

The Board considered a report by the Clerk advising that in terms of the Valuation Joint Boards (Scotland) Order 1995, the Board was required to appoint a convener and depute convener. The postholders may not be members of the same Local Authority.

In terms of the Local Governance (Scotland) Act 2004 (Remunerations) Regulations 2007, the remuneration for the posts was £21,160 and £20,103 respectively. The Board's Standing Orders had been introduced in 1996. It was proposed that they be reviewed.

Nominations were sought for the position of convener.

Councillor Alexander nominated Councillor Balfour.

Councillor Gibson nominated Councillor Nimmo.

Councillor Earle nominated Councillor Holden.

On a division, with each member voting for one candidate, voting was as follows:

For Councillor Balfour – 5

For Councillor Nimmo – 3

For Councillor Holden - 1

Councillor Balfour was appointed convener and took the chair.

Nominations were sought for the position of depute convener.

Councillor Alexander nominated Councillor Holden.

Councillor Patrick nominated Councillor Nimmo.

On a division, with each member voting for one candidate, voting was as follows:

For Councillor Holden – 7

For Councillor Nimmo - 3

Councillor Holden was appointed depute convener.

Decision

The Board:-

- (1) appointed Councillor David Balfour as convener;**
- (2) appointed Councillor Craig Holden as depute convener;**
- (3) noted the remuneration framework for both positions; and**

- (4) noted that Standing Orders will be reviewed by officers in the recess with a report on the outcome being submitted later in the year.

VJB4. Central Scotland Valuation Joint Board - membership

The Board considered a report by the Clerk to the which advised of those councillors who had been appointed to the Board following the Local Government Election on 4 May 2017 The composition of the Board was:-

Falkirk Council (8)

Members

1. Councillor D Alexander
2. Councillor D Balfour
3. Councillor L Binnie
4. Councillor J Coombes
5. Councillor D Grant
6. Councillor A Nimmo
7. Councillor J Patrick
8. Vacancy

Substitutes

1. Councillor J Blackwood
2. Councillor D Goldie
3. to be confirmed
4. to be confirmed
5. to be confirmed
6. to be confirmed
7. to be confirmed
8. to be confirmed

Stirling Council (4)

Members

1. Councillor D Dodds
2. Councillor D Gibson
3. Councillor J MacDonald
4. Councillor J Thomson

Substitutes

1. Councillor A Berrill
2. Councillor M Brisley
3. Councillor A MacPherson
4. Councillor R Oxburgh

Clackmannanshire Council (3)

Members

1. Councillor K Earle
2. Councillor C Holden
3. Councillor B Mason

Substitutes

1. Councillor M Benny
2. to be confirmed
3. to be confirmed

It was proposed that the Board establish an Appeals Committee comprising of 3 members (one from each of the constituent councils).

Councillor Holden, Thomson and Nimmo were nominated and appointed, with Councillor Holden as convener.

In terms of the Valuation Joint Boards (Scotland) Order 1995, the Board was required to appoint a clerk. Since 1996 the position has been filled by the senior governance officer in Falkirk Council. It was proposed that the Board appoint Colin Moodie, Chief Governance Officer, Falkirk Council as clerk, succeeding Rose Mary Glackin who had retired in March 2017.

Decision

The Board agreed to:-

- (1) establish and appoint Councillors Holden, Nimmo and Thomson to the Appeals Committee; and**
- (2) appoint Colin Moodie, Chief Governance Officer, Falkirk Council as clerk to the Board.**

VJB5. Introduction to the Board

The assistant clerk gave an introduction to the role of the Valuation Joint Board. The presentation covered:

- the background to the Board;
- the role of the valuation authority;
- the terms of office for members;
- an overview of standing orders; and
- the budget setting process.

The Assessor gave an overview of the Assessor and Electoral Registration Officer's functions:-

- the specific duties in regard to Valuation for Non Domestic Rating, Valuation and Banding for Council Tax and Registration of Eligible Elections;
- background to the Central Scotland area;
- core activities – valuation roll, Council Tax list and Electoral Register;
- the statutory nature of the post of Assessor and Depute Assessors;
- the Board's responsibilities; and
- the background to the Scottish Assessors Association and its key functions.

In response to a question, the Assessor confirmed that the members of the Valuation Appeals Panel were independent, with 13 members on the panel.

Decision

The Board noted the presentation.

VJB6. Minute

The minute of the meeting held on 17 February 2017 was approved.

VJB7. Programme of Meetings

The Board considered a report by the Clerk to the Board proposing that the Board meet on 29 September 2017 and 8 December 2017. This included a provisional date for the 2018/19 budget setting meeting of 2 February 2018. The timing of the announcement of the Scottish Government's budget settlement could require this date to change and as such was subject to confirmation by the convener.

Decision

The Board:-

- (1) agreed to meet on Friday 29 September 2017 and Friday 8 December 2017;**
- (2) agreed a provisional budget setting date of 2 February 2018; and**
- (3) noted that special meetings of the Board may be convened as necessary outwith the planned timetable in accordance with Standing Orders.**

VJB8. Equality Outcomes and Mainstreaming Report

The Board considered a report by the Assistant Assessor advising of the publication of the Board's Equalities Report.

The Board was required, in terms of the Equality Act 2010, to prepare and publish equality outcomes. These were published in 2013.

The outcomes were subsequently revised in November 2014 (ref VJB28) following feedback from the Equalities and Human Rights Commission. No further changes have been made and the report, which was provided as an appendix, had been published on the internet.

Members of the Board sought further information on the extent and feedback from staff questionnaires to measure whether staff know and understand their responsibilities. The Assessor confirmed that of the 45 staff members in the Valuation Team, 30 had responded. Given that the number of staff involved was low, the public report had not given detail in order to avoid individuals being identified. A public consultation on the report had resulted in several hundred responses.

In response to a question, the Assessor confirmed that the number of staff had decreased from 75 to 45 over 20 years. There was a low turnover of staff.

Decision

The Board noted the publication of the mainstreaming report and equality outcomes.

VJB9. Best Value Report 2016/17

The Board considered a report by the Assistant Assessor presenting service performance information for the period 1 April 2016 to 31 March 2017.

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, 993 changes had been made during the period - of these 56% were amended within 3 months, 78% within 6 months and 22% took longer – against targets of 75%, 90% and 10% respectively.

In regard to the valuation list work, the time taken to add houses to the valuation list, 1096 new entries were registered in the period, with 89% added within 3 months, 99% added within 6 months and 1% took longer – as against targets of 97%; 99% and 1% respectively.

The report provided background and context as to why the targets had not been met. It was proposed that the targets remain unchanged in 2017/18.

Decision

The Board noted the continuing commitment to Best Value.

VJB10. Draft Financial Statements as at 31 March 2017

The Board considered a report by the Treasurer presenting the unaudited final accounts for 2016/17.

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 2015/16 draft accounts had been drawn up in accordance with the local authority Code of Practice (which reflected International Financial Reporting Standards) and showed an underspend of £169k against a budget of £2.619m. At year end the Board had usable reserves of £880k of this £310k was earmarked, leaving a year end (16/17) surplus of £505k.

The draft accounts had been submitted to the Controller of Audit and published by the due deadline.

In response to a request for further detail on the £310k earmarked reserves, the Treasurer explained that £120k would be returned to budget (the funds had been intended to help the projected budget gap. However this could now be returned to reserves), £60k was for spend to save projects and £130k was allocated to property management, for example to scan property files and similar projects which would drive efficiencies.

Decision

The Board noted the 2016/17 Draft Statement of Accounts and agreed to their submission to the Controller of Audit.

VJB11. Risk Assessment Report

The Board considered a report by the Assessor and Electoral Registration Officer presenting a revised Risk Management Strategy for approval.

The Board had agreed its Risk Management Strategy in February 2012 (ref VJB3). The Strategy had been amended in June 2013. Following a review in 2015, a revised strategy reflecting the deletion of the post of Depute Assessor and which introduced risks in regard to the current fiscal environment, had been developed.

The Assessor, in response to a question, summarised the timescale for staff training. He also confirmed that the service complied with Cabinet Office guidance in regard to IT security.

Decision

The Board noted the current general risk assessment analysis for all functions.

VJB12. Internal Audit Report

The Board considered a report by the Internal Auditor presenting the findings of an audit of procurement arrangements.

As part of the 2016/17 audit plan, the Board's internal auditors undertook a review of procurement arrangements. The audit provided reasonable assurance in regard to the arrangements, with four actions identified. These had been incorporated into an action plan, which was appended to the report.

Decision

The Board noted the report.

Forth Valley NHS Board

26 September 2017

This report relates to
Item 3 on the agenda

Draft Minute of Forth Valley NHS Board Meeting held on 1 August 2017

For Approval

FORTH VALLEY NHS BOARD
DRAFT

Minute of the Forth Valley NHS Board meeting held on Tuesday 1 August 2017 in the NHS Forth Valley Headquarters, Carseview House, Castle Business Park, Stirling.

Present

Mr Alex Linkston (<i>Chair</i>)	Dr Graham Foster
Mrs Fiona Ramsay	Professor Angela Wallace
Mr Andrew Murray	Mr John Ford
Mr Tom Hart	Mrs Julia Swan
Dr Michele McClung	Ms Jo Chisholm
Dr James King	Ms Fiona Gavine
Councillor Allyson Black	Councillor Susan McGill

In Attendance

Councillor Ellen Forson, Clackmannanshire Council (*Observer*)
 Ms Linda Donaldson, Acting Director of Human Resources
 Ms Elaine Vanhegan, Head of Performance and Governance
 Mrs Elsbeth Campbell, Head of Communications
 Mrs Kathy O'Neill, General Manager
 Mrs Rita Ciccu-Moore, Interim Associate Nurse Director (*Item 5.1*)
 Mrs Kathy O'Neill, General Manager (*Item 5.1*)
 Ms Nicola Wood, Nursing Workforce Facilitator (*Item 5.1*)
 Ms Yvonne Cairns, National Dementia Champion (*Item 5.1*)
 Mr Ross Cheape, Interim Service Development Manager (*Item 5.1*)
 Ms Pauline Marland, Person Centred & Patient Experience Co-ordinator (*Item 5.1*)
 Dr Vivek Pattan, Consultant Psychiatrist (*Item 5.1*)
 Mrs Janette Fraser, Head of Planning (*Item 7.2*)
 Mr David McPherson, General Manager (*Item 8.3*)
 Mr Scott Urquhart, Assistant Director of Finance (*Item 8.2*)
 Ms Marian Smith, Corporate Services (*minute*)

Mr Linkston, on behalf of Forth Valley NHS Board, extended a warm welcome to Councillor Ellen Forson who was attending the Forth Valley NHS Board meeting as an observer. Mr Linkston advised that confirmation of Councillor Forson's appointment to the Forth Valley NHS Board was awaited.

A warm welcome was further extended to Councillor Allyson Black, Falkirk Council and Councillor Susan McGill, Stirling Council who were attending their first Forth Valley NHS Board Meeting.

1. APOLOGIES FOR ABSENCE

There were no apologies for absence to note.

2. DECLARATION(S) OF INTEREST(S)

Councillor Susan McGill advised that she was a current employee of NHS Forth Valley but would be retiring from her post on 31 August 2017.

3. MINUTE OF FORTH VALLEY NHS BOARD MEETINGS
3.1 Minute of Forth Valley NHS Board Meeting held on 30 May 2017

The minute of the Forth Valley NHS Board meeting held on 30 May 2017 was approved as a correct record.

3.2 Minute of Forth Valley NHS Board Special Meeting held on 16 June 2017

The Minute of the Forth Valley NHS Board Special Meeting held on 16 June 2017 was approved as a correct record.

4. MATTERS ARISING FROM THE MINUTE

There were no matters arising from the minute.

5. QUALITY AND SAFETY

5.1 Care of People with Dementia

Professor Angela Wallace provided a brief outline of the NHS Forth Valley's Dementia Strategy. The Strategy outlined the local actions that had been taken to implement Scotland's National Dementia Strategy which had recently been launched.

Health Boards were required to set out local plans and priorities for improving the care and experience of people with Dementia, their families and carer's when accessing healthcare either as an inpatient or within the community.

The NHS Forth Valley Dementia Strategy supported the NHS Board's Strategic Planning Commitments and those of both Health and Social Care Integrated Joint Boards.

The key commitments of the local strategy were highlighted as:-

- Put patients first
- To act with integrity
- Serve the community
- Support independence
- Promote positive change and provide expert support
- Providing expert support

The Strategy further outlined what patients and their families could expect and described a pathway for assessing, diagnosing and treating patients with dementia at different stages of their illness.

5.1.1 Patient Story

Ms Pauline Marland, Person Centered & Patient Experience Coordinator, highlighted the experience of a local patient from Clackmannanshire who was diagnosed with Alzheimer's disease at the age of 49.

The lady was cared for at home by her husband, who continued to work full time with additional carer support provided by her mother. They would often accompany him whilst on business. Following a recent fall she was admitted to Forth Valley Royal Hospital, initially to the Clinical Assessment Unit. The Senior Charge Nurse from B21 met with the patient and her husband, in support of a move to this area, highlighting it which would be more suitable for their needs. She discussed John's Campaign explaining that it supported families to stay with their loved ones and to continue to provide their care personally.

John's Campaign was a national initiative, campaigning for the right of people with dementia to be supported by their family carers.

Ward Staff had encouraged and supported the patient's husband to spend time at home to ensure he rested and could continue to work. A multi disciplinary team had also been working closely with the family to set goals, with the ultimate aim to provide the appropriate care package to facilitate the lady's return home and enabled the husband to continue working full-time.

The patient's husband acknowledged and thanked the staff and John's Campaign for the significant support that he has received.

The story highlighted a number of recent developments within the hospital which improved the experience of patients with dementia.

5.1.2 NHS Forth Valley Dementia Strategy – 2017 – 2020

The NHS Board considered a presentation and paper "NHS Forth Valley Dementia Strategy 2017 – 2020" provided by Professor Angela Wallace.

Professor Wallace introduced Mrs Rita Ciccu-Moore and members of the team who were involved in the Local and National Dementia Strategy to the NHS Board.

The significant range of work and activities being undertaken to improve the experience of patients with Dementia, their families and carer's, including the work being undertaken to reduce multiple ward moves and transfers after midnight was discussed. Further consultation and engagement would be required around the local Dementia Strategy and continuing work with strategic partners was necessary to produce a comprehensive local response to the national dementia strategy. This would ensure consistency of approach to dementia care across health and social care in Forth Valley.

The links to the Health Improvement Strategy and the integration of health and social care were highlighted. In addition, early intervention to ensure a good quality of life for those suffering with Dementia and looking at a holistic approach to prevention were also discussed.

The NHS Board acknowledged the efforts of Ms Nicola Wood, Team Leader Liaison Psychiatry and Ms Yvonne Cairns, National Dementia Champion and the wider Dementia team for their poster on dementia care which won the 'Effective' category at the recent NHSScotland Event.

The NHS Board approved the NHS Forth Valley Dementia Strategy 2017 -2020, in principle, recognising that further development work was required.

5.2 National Healthcare Associated Infection Reporting Template (HAIRT)

The NHS Board received a paper "National Healthcare Associated Infection Reporting Template (HAIRT)" provided by Dr Graham Foster, Director of Public Health and Strategic Planning.

Dr Foster provided a brief update, highlighting the performance relating to infection prevention and control.

It was noted that there had been 9 Staphylococcus aureus Bacteraemia (SABs) in June 2017 compared to 5 in April 2017. In June 2017 there were 1 Community, 3 Healthcare, 1 Nursing home and 1 Hospital acquired SAB.

With regards to Clostridium difficile Infections (CDI), there were 6 at June 2017; 5 Healthcare and 1 Hospital acquired. It was highlighted that NHS Forth Valley remained in a positive position in relation to CDI infections nationally, and work was continuing to ensure a sustained position going forward.

It was noted that in relation to Device Associated Bacteraemias, there had been 8 received at June 2017, 3 Healthcare and 5 Hospital. Five out of the six were associated with antimicrobial use and all cases are fully investigated.

The paper provided an overview of the Surgical Site Infection position for June 2017. It was highlighted that there had been 1 mandatory procedure reported in month which had been reported nationally.

The performance with regards to the ward visit programme continued to be monitored and noted a downward trend over the past three months in managing patient care equipment. There was ongoing focus to ensure an improved position going forward.

Estate and Cleaning Compliance was highlighted especially Bellsdyke Hospital where Estates compliance had been consistently amber. A programme of works had been agreed with the Estates and Facilities department to rectify the issues identified.

The NHS Board noted the update provided and the continuing good performance in relation to hand hygiene monitoring compliance.

6. HEALTH IMPROVEMENT AND INEQUALITIES

6.1 Draft Health Improvement Strategy

The NHS Board considered a paper “Draft Health Improvement Strategy,” presented by Dr Graham Foster, Director of Public Health and Strategic Planning.

Dr Foster advised that the draft Health Improvement Strategy had been developed to reflect national policy and guidance, local community planning partnership activity with input from the NHS Board Health Improvement, and Health Inequalities Group.

The Strategy, which was evidence based, focused on the health inequality issues which had the biggest health implications for the local area and were in line with current Scottish Government and Local Authority plans for health improvement.

The Strategy had strong mental health themes for children and young people and focused on people, including school leavers, entering and sustaining quality employment. There was a specific focus on recovery from addictions and support for individuals and their families.

Dr Foster highlighted the links to the Christie Commission (2011) report, the Scottish Governments 2020 vision, Health and Social Care Development Plan, health promoting health service and the case studies which supported the key themes within the Strategy.

The NHS Board discussed in detail the suicide figures contained within the strategy, the uptake for Mental Health First Aid Training across a number of organisations across Forth Valley and the work with Community Planning Partners to progress on the setting of their priorities.

In response to a specific question from Ms Chisholm regarding how the various strategies linked together under the umbrella strategy “Shaping the Future,” Mrs Ramsay advised that national and local strategies were developed to ensure that the priorities of “Shaping the Future” were implemented. Local discussions were taking place on how to visually show the links between all the strategies.

Following discussion the NHS Board approved the draft Health Improvement Strategy.

7. STRATEGIC PLANNING AND DEVELOPMENT

7.1 GP Out of Hours – Interim Arrangements

The NHS Board considered a paper “GP Out of Hours Interim Arrangements,” presented by Mr Andrew Murray, Medical Director.

Mr Murray highlighted the current challenges in providing a sustainable GP Out of Hours Service over the summer months.

The availability of suitably qualified and experienced GPs to provide clinical cover to the Out of Hours (OoHS) service had become increasingly challenging for NHS Boards. This had resulted in unfilled rota slots and frequent activation of the Boards contingency plan for the service over the past few months. A number of factors had contributed to this situation locally and nationally.

Mr Murray outlined the current arrangements and advised of the interim changes which focussed around a reduction in the number of centres providing service. These temporary changes were proposed in order to ensure best utilisation of staffing resources and the provision of an appropriate GP OoHS. Work was ongoing to redesign the service model in line with the recommendations in the National Review of Primary Care Out of Hours Services. A number of interim arrangements were required while the detailed redesign work was carried out to ensure patient safety and service sustainability going forward.

The NHS Board discussed the impact of the interim arrangements on people accessing the OoHS, the possible reasons for the unavailability of GPs, the role of NHS 24, the need to ensure engagement with staff and communication with staff and key stakeholders, including IJBs on any proposed changes.

The NHS Board noted:-

- the interim consolidation arrangements as described in the paper which were necessary to ensure a safe NHS Forth Valley Out of Hours Service continued
- a detailed review of the service would begin to ensure long term safety and sustainability of the service.

7.2 Annual Plan 2017/18

The NHS Board considered a paper “NHS Forth Valley Annual Plan 2017 – 18 (Incorporating the Draft Local Delivery Plan),” presented by Dr Graham Foster, Director of Public Health and Strategic Planning and Mrs Janette Fraser, Head of Planning.

Mrs Fraser reported that the Annual Plan set out the NHS Boards’ development plans, including key priorities, challenges and actions for the next 12 months. Strategic direction for the plan was provided by Forth Valley’s NHS Board’s Healthcare Strategy – “Shaping the Future”.

Mrs Fraser advised that the Draft Local Delivery Plan had been approved by the NHS Board at its meeting in March 2017 and submitted to the Scottish Government. The Final Local Delivery Plan would be submitted to the Scottish Government by 30 September 2017.

The Annual Plan reflected the expectations of the Scottish Government and set out the Local Delivery Plan actions for 2017 – 18. The local improvement actions for the year ahead were identified and supported by Directorate Plans.

The Annual Plan had been fully costed and provision made within the Financial Plan. The Workforce Plan and Projections reflected the NHS Board’s approach to delivery of the Annual Plan and the Healthcare Strategy 2016 – 2021, Shaping the Future. The links to Dementia Strategy and Local Health Improvement Strategy were highlighted.

The NHS Board approved the NHS Forth Valley Annual Plan 2017 (incorporating the draft Local Delivery Plan).

7.3 Annual Report 2016 – 17

The NHS Board considered a paper “NHS Forth Valley’s Annual Report 2016 – 17,” presented by Mrs Elsbeth Campbell, Head of Communications.

Mrs Campbell advised that all NHS Boards were required to produce an Annual Report. A review had been undertaken of the reports produced by other Boards and it was noted that many were producing high level summary reports.

NHS Forth Valley's Annual report for 2016/2017 provided an overview of the key highlights and service developments over the last year. The new report format used info-graphics to highlight key performance and activities and described some of the achievements of staff, fundraisers and volunteers during the 12 month period. Detailed supporting information would be available online with links to the Annual Performance Report included.

Mrs Campbell gave an assurance to the NHS Board that all the key performance figures and information within the Annual Report could be verified.

The NHS Board welcomed the new format and discussed the performance figures around CAMHS target which appeared to be misleading. It was agreed that a footnote be added to clarify the position.

The NHS Board Approved NHS Forth Valley's Annual Report 2016 – 17 subject to the agreed change.

8. CORE PERFORMANCE

7.1 Executive Performance Report

The NHS Board considered a paper "Executive Performance Report", presented by Ms Elaine Vanhegan, Head of Performance and Governance.

Ms Vanhegan advised that the approach to performance management would be reviewed over the coming months due to the changing landscape of performance both nationally and locally. Work was progressing to ensure activities were aligned and to ensure the NHS Board could timeously respond to changes. This included consideration of the varying needs of performance management from locality levels to regional levels and as plans emerged to ensure performance management within NHS Forth Valley was fit for purpose.

As previously reported, an internal review of stillbirths had been commissioned and completed. The internal review did not identify any significant issues or concerns. An external review had also been commissioned to ensure that all aspects of clinical care were independently reviewed by specialist staff. The external review had concluded that care had been delivered to a consistently high standard and that in, many case, there had been significant underlying factors.

Work was continuing to address the challenges with the GP Out of Hours Services and interim arrangements had been put in place. The Cabinet Secretary for Health and Sport, Ms Shona Robison, had written to all Boards underlining the requirement through health and social care transformation to ensure a strong performance foundation to stabilise waiting times throughout the year. Work continued at a regional level to agree the scope, content and detail of the Regional Delivery Plans prior to the draft submission in September and these would be presented to the NHS Board at its meeting in September 2017.

Ms Vanhegan provided a summary of the core performance for NHS Forth Valley for the period to the end of May and June 2017. Although focus continued on all aspects of performance there were some continuing challenges in respect of key access targets.

The absence position increased in May 2017 to 5.34% against a Scotland position of 5.25%. The 12 month position in terms of sickness absence for the period June 2016 – May 2017 highlighted that NHS Forth Valley was better than the Scotland position; NHS Forth Valley 5.20%, Scotland 5.23%. The June absence position decreased to 5.09% and work continued in respect of striving to achieve the 4% target and to continue to remain below the Scottish average.

In terms of emergency access, the June 2017 position was 94.6% Board wide; MIU 99.9% and ED 93.2% with 2 patients waiting longer than eight hours and no patients waiting longer than 12 hours. The majority of breaches related to 'wait for first assessment'. Performance against the 95% continued to be challenging. The daily monitoring by the Scottish Government had ceased in early June and the focussed work to look at improving internal processes and preventing breaches in order to improve the position going forward including working in partnership with Integration Joint Boards looking at the whole system to ensure sustainable improvement. An Unscheduled Care Programme Board had been established and the recruitment of a Programme Manager to assist was underway. The creation of realistic trajectories for Partnership Improvement Plans and Unscheduled care was also underway.

In respect of the elective programme there had been challenges in terms of capacity over the summer period. At the end of June the total number of patients waiting for an outpatient appointment that exceeded the 12 week waiting time standard was 3,483, this was an increase on the May position but remained comparable with the rest of Scotland.

In terms of TTG there has been an increase from the end of April position of 616 to 692 patients having an ongoing wait beyond 12 weeks at the end of April 2017. Challenges remain in three key specialties; ENT, General Surgery and Orthopaedics. Focus had continued within these three specialties with every effort being made to reduce the numbers waiting. It is expected that the performance in ENT would improve following the appointment of two Consultants in ENT.

The 18 week Referral to Treatment (RTT) position in May 2017 was 87%. The performance with CAMH Services continued to remain strong with a performance of 95.46% against the 90% standard. The 18 week RTT position for Psychological Therapies had remained challenging and below the required position at 63.0% for June 2017. However there had been a week on week improvement with the waiting list reducing. Significant focus continued to improve the position.

Against the 62 day cancer standard, the position for the quarter ending March 2017 was 89.3% against a Scotland position of 88.1% %. Performance against the 31 day for the quarter ending March 2017 was 96.6% against a Scotland position of 94.9%. Both in month positions were above the Scottish average and further work was underway in respect of patients who waited beyond the target with appropriate actions agreed to support improvement.

The position regarding delayed discharges had been variable over recent weeks and continued to pose a challenge in terms of capacity. The position for delays over 14 days at the June 2017 census was 21 against a zero target. The local authority breakdown was; Clackmannanshire 1, Stirling 1 and Falkirk 17 delays. There were also 2 delays from Local Authorities out with Forth Valley. The total delays for Forth Valley was 59, an increase on the May census, including guardianships and code 9s.

At June 2017, the eKSF position for NHS Forth Valley was 74%; NHS Forth Valley had a continued focus on achieving and maintaining the standard of 80%. The Organisational Development team continued to support and facilitate training within Directorates. For the reporting period April 2016 to end March 2017 the eKSF position for NHS Forth Valley was 82.2% against a Scotland position of 54.4%.

The position at March 2017 in respect of the stroke care bundle was 80.6% of all patients admitted to hospital with a diagnosis of stroke received the appropriate elements of the bundle. Swallow screening remained the most significant factor in limiting the overall ability to achieve all the stroke care bundle elements. The elements of the Stroke Care Bundle continued to be monitored on a weekly basis and all cases which do not achieve the standard were reviewed to identify any learning and actions required. The Stroke Care Bundle was also considered by the NHS Board's Clinical Governance Committee.

Performance reporting against the complaints response time, smoking cessation and access to antenatal care were also highlighted.

The NHS Board noted the update provided and acknowledged the ongoing work throughout the organisation in relation to each of these measures. It was further noted that Ms Vanhegan had offered to allocate time to discuss Performance Reporting with New Board members.

7.2 Financial Monitoring Report

The NHS Board considered a paper “Financial Report for Period Ended 30 June 2017”, presented by Mr Scott Urquhart, Assistant Director of Finance.

Mr Urquhart provided a summary of the financial position for NHS Forth Valley to 30 June 2017. The revenue financial position was an overspend of £1.578m, of which £0.582m related to partnership budgets. The main financial pressures areas continued to reflect ongoing prescribing costs, temporary workforce arrangements and slippage on delivery of planned savings schemes.

Savings plans totalling £22.108m had been identified, with £2.025m savings delivered to 30 June. It was highlighted that significant effort and drive was being put behind delivery of recurrent cost reductions however it was anticipated that delivering the savings plan in 2017/18 would require support from non-recurrent sources. The unidentified savings balance had reduced to £1.892m, reflecting a continued improvement, with further options to be considered towards closing that gap.

The Capital report to 30 June 2017 continued to reflect a balanced financial position, with spend to date totalling £0.958m.

Current projections indicated a balanced financial outturn position for 2017/18 subject to outstanding risks, however this would require some improvement in the pace of savings made. Work would continue on review of agency and locum staff expenditure with a view to minimising requirements where possible.

The financial position going forward for 2018/19 and beyond would be increasingly challenging and there required to be a continued focus on managing cost pressures, delivering planned savings, and consideration of further wide ranging options including review of service priorities to maintain financial balance in future years. An initial session had been planned for the Corporate Management Team on 31st August to scope out and quantify potential options in this regard.

Discussion took place around the work in relation to the reduction of temporary staff spend, the financial position for partnership (IJB) budgets, and reasons for overspends within specific budget areas. It was highlighted that templates from the Scottish Government had been received for completion based on detailed Directorate outturn forecasts at Quarter 1. These were due to be submitted to the Scottish Government by 18 August 2017 with a follow up review meeting planned for early September.

The NHS Board noted:

- The revenue overspend of £1.578m to 30 June 2017
- The balanced capital position to 30 June 2017
- A balanced financial position remaining achievable in 2017/18 with continued scrutiny of spend on implementation of savings.
- Work ongoing in respect of future years financial risk profile and savings options

7.3 Waiting Times Report

The NHS Board considered a paper “Waiting Times Report”, presented by Mr David McPherson, General Manager.

Mr McPherson advised that the Cabinet Secretary had written to NHS Boards regarding waiting times allocations and the requirement to develop associated trajectories.

It was highlighted that in terms of going forward the priority was to mitigate any gaps in services through the summer period through the use of additional clinics, additional theatre sessions, capacity planning and the potential use of the private sector.

Mr McPherson reported on the performance of NHS Forth Valley against a range of targets including the impact and challenges around the 62 day cancer pathway, recruitment issues regarding radiographers, Diagnostics, Urology and ENT. It was noted that NHS Forth Valley currently in the process of recruiting to a Consultant Radiographer, Breast Imaging, to assist with achieving the cancer pathway.

The NHS Board noted the update provided.

9. GOVERNANCE

9.1 East of Scotland Research Ethics Service Annual Report 2016 – 17

The NHS Board considered a paper ‘East of Scotland Ethics Service Annual Report 2015-16’ presented by Mr Andrew Murray, Medical Director.

The NHS Board noted the update provided.

9.2 Governance Committee Minutes

9.2.1 Performance and Resources Committee – 27 June 2017

The NHS Board noted the minute of the Performance and Resources Committee meeting held on 27 June 2017.

9.2.2 Audit Committee – 9 June 2017

The NHS Board noted the minute of the Audit Committee meeting held on 9 June 2017.

9.2.3 Staff Governance Committee – 19 May 2017

The NHS Board noted the minute of the Staff Governance Committee meeting held on 19 May 2017.

9.2.4 Clinical Governance Committee – 16 May 2017

The NHS Board noted the minutes of the Clinical Governance Committee meeting held on 16 May 2017.

9.2.5 Endowment Committee – 9 June 2017

The NHS Board noted the minute of the Endowment Committee meeting held on 9 June 2017.

9.3 Integration Joint Board Minutes

9.3.1 Falkirk Integration Joint Board – 30 March 2017

The NHS Board noted the minute of the Falkirk Integration Joint Board meeting held on 30 March 2017

9.3.2 Clackmannanshire and Stirling Integration Joint Board – 19 April 2017

The NHS Board noted the minute of the Clackmannanshire and Stirling Integration Joint Board meeting held on 19 April 2017.

10. ANY OTHER COMPETENT BUSINESS

NHS Forth Valley's Dementia Strategy 2017 – 2020

Additional discussion took place around the NHS Forth Valley Dementia Strategy and it was agreed that further detailed work was required with strategic partners to ensure the strategy was progressed and implemented consistently.

There being no other competent business, the Chairman closed the meeting.

Falkirk Community Trading Ltd

Minute

Minutes of a meeting of the Board of Directors of Falkirk Community Trust Limited (the "Company") held at 9.30am on 1st August 2017 at Falkirk Stadium. Steve Mackie (SM) chaired the meeting throughout.

Present: Steve Mackie (SM); Ased Iqbal (AI); Suzanne Arkinson (SA); Maureen Campbell (MC); John McConnell (JM); Paul Finnie (PF); Stephen Fulton (SF);

Apologies: Chris Morris (CM); Carol Whyte (CW)

No.	Agenda Item	Agreement / Action	Due Date	Who
1	Minute of meeting of 16 May 2017	Minute of the meeting was agreed.		
2	Matters Arising	A promotional film, profiling the work of the Trading Company and the impact of the charitable donation to FCT, was shown. The film will be used in the social media campaign to promote the annual report. The Board commended the team for its production and messaging.		
3	Budgetary Control Statement	The Board noted the financial projections for 2017/18. They asked that like for like sales data be prepared for each quarter on a year on year basis for future meetings.		DC
4	Annual Accounts 2016/17	The annual accounts were presented for approval. The Board noted the continued success in increasing the surplus produced. A charitable donation of £269,242 was made to Falkirk Community Trust. The Board discussed the need to undertake a future financial planning exercise to ensure that an appropriate balance is achieved between investment in the company to maintain performance and the wish to make further charitable donations to the Trust. It was agreed that this be a future item for discussion. The Board approved and authorised the issue of the Company's financial statements including to Companies House.		MC/PF
5	KPI Update	Stephen Fulton reported on progress across all areas of trading activity. Good progress has been maintained at Callendar House Tea Room and the Mariner Centre. It was noted that the kiosk at Callendar Park would be closed from 1 st October 2017 to 1 st April 2018 and would operate on a seasonal basis from then on. The Board agreed to note the report.		
6	Helix Update	The Board noted the report on the performance of the catering and retail operations at the Helix. They also noted that the current external catering contracts will conclude in February 2018. It was noted that a review of the options to meet future needs would be undertaken prior to any future tendering exercise.	PF/SF	

7	Capital Investment Proposals	<p>The Board considered a report setting out two specific proposals for investment to improve operations and financial returns.</p> <p>They agreed to approve a budgeted allocation of £65,000 for café furniture for customers at the Mariner Centre to cover both the soft play area and the general café area.</p> <p>They also approved the replacement of the coffee machine at Grangemouth Complex to be supported by appropriate coffee blends, barista training, marketing and promotion as a demonstration project to make a case for future investment in other locations.</p>	SF/PF/CW	
8	Mariner Soft Play Update	<p>The Board received an update on the progress of the soft play project including the provision of trading opportunities at the Mariner Centre.</p>		
9	Vacancy – Independent Director	<p>The Board discussed the vacancy created by Ian Scott's departure from the Board. It was agreed to pursue a suitable replacement. MC had identified a potential candidate to be invited to the next meeting.</p>		
10	Date of Next Meeting	<p>Tuesday 31st October 2017 2.00pm at Grangemouth Stadium</p>		