



# **Falkirk Council**

## **VOLUME OF COUNCIL AND COMMITTEE MINUTES**

### **VOLUME 5 2017/2018**

## INDEX

<b>Committee Meetings</b>	<b><u>Date</u></b>	<b><u>Page Nos</u></b>
1. Planning	25 April 2018	32 – 38
2. Appointments	26 April 2018	39 – 40
3. Planning Review	1 May 2018	41 – 42
4. Planning On-Site	8 May 2018	43 – 45
5. Executive	15 May 2018	46 – 54
6. Civic Licensing	16 May 2018	55 – 58
7. Scrutiny – External	17 May 2018	59 – 63
8. Education Executive	29 May 2018	64 – 69
9. Planning	30 May 2018	70 – 76
10. Scrutiny	7 June 2018	77 – 92
11. Planning On-Site	11 June 2018	93 – 94
12. Executive	12 June 2018	95 - 104

<b>Approved Minutes of Outside Organisations to which Council appoints representatives</b>	<b><u>Date</u></b>	<b><u>Page Nos</u></b>
1. Community Planning Strategic Board	18 January 2018	137 – 143
2. SEStran Partnership Board	19 January 2018	144 – 149
3. Falkirk District Twinning Association	27 February 2018	150 – 152
4. Falkirk Community Trust	8 March 2018	153 – 155
5. Cosla - Community Wellbeing Board	9 March 2018	156 – 162
6. Community Planning Strategic Board	22 March 2018	163 – 167
7. Cosla Leaders Group	23 March 2018	168 – 171
8. Falkirk District Twinning Association	27 March 2018	172 – 174
9. Forth Valley NHS Board	27 March 2018	175 – 187
10. Cosla – Health & Social Care Board	6 April 2018	188 – 192
11. Falkirk Integration Joint Board	6 April 2018	193 – 206
12. Cosla – Children & Young People Board	13 April 2018	207 – 212
13. Cosla – Leaders Group	27 April 2018	213 – 217

**FALKIRK COUNCIL**

**Minute of Meeting of the Planning Committee held in the Municipal Buildings, Falkirk on Wednesday 25 April 2018 at 9.30 a.m.**

**COUNCILLORS:**

David Alexander (Convener)  
Jim Blackwood  
Gary Bouse  
Provost William Buchanan  
Joan Coombes  
Gordon Hughes  
James Kerr  
Adanna McCue  
John McLuckie  
Lynn Munro  
Laura Murtagh

**OFFICERS:**

Kevin Collins, Transport Planning Co-ordinator  
Ian Dryden, Development Manager  
Arlene Fraser, Committee Services Officer  
David Gray, Environmental Protection Co-ordinator  
Iain Henderson, Legal Services Manager  
Russell Steedman, Roads Development Co-ordinator

**P6. Apologies**

Apologies were intimated on behalf of Councillor Bissett.

**P7. Declarations of Interest**

No declarations were made.

**P8. Minutes****Decision**

- (a) The minute of meeting of the Planning Committee held on 20 March 2018 was approved; and
- (b) The minute of meeting of the Planning Committee On-Site held on 3 April 2018 was approved.

**P9. Change of Use of First Floor Ancillary Storage Area (for Public House, Restaurant and Function Suite) to Hotel (Class 7), Extension to Bar and External Alterations at Mango Restaurant, Masonic Arms, 224 Glasgow Road, Longcroft, Bonnybridge FK4 1QP for Mango Restaurant – P/17/0783/FUL - Continuation**

With reference to Minute of Meeting of the Planning Committee held on 20 March 2018 (Paragraph P115 refers), Committee (a) gave further consideration to a report to that meeting by the Director of Development Services; and (b) considered an additional report by the said Director on an application for full planning permission for the change of use of a first floor ancillary storage area (for a public house, restaurant and function suite) to form a 14 bedroom hotel (class 7) including an extension to the existing ground floor bar and other external alterations at the Mango Restaurant, Masonic Arms, 224 Glasgow Road, Longcroft, Bonnybridge.

**Decision**

**The Committee agreed:**

- (1) to continue consideration of the application to allow further discussions to take place between the applicant and Planning Officers, and**
- (2) that the Director of Development Services provide an update report to a future meeting of the Committee.**

**P10. Erection of 5 Flatted Dwellinghouses and Associated Infrastructure at Land to South of 7 Shore Road, Shore Road, Airth for Gean Developments – P/17/0781/FUL - Continuation**

With reference to Minute of Meeting of the Planning Committee held on 20 March 2018 (Paragraph P117 refers), Committee (a) gave further consideration to a report to that meeting by the Director of Development Services; and (b) considered an additional report by the said Director on an application for full planning permission for the erection of five flatted dwellinghouses and associated infrastructure within the conservation area on land to the south of 7 Shore Road, Shore Road, Airth.

**Decision**

**The Committee agreed to grant planning permission subject to:-**

- (a) Conclusion of an appropriate Legal Agreement within 6 months of the date of a Mind to Grant decision and index linked from that date, as follows:**
  - A financial contribution of £4777.50 (5 x £955.50) towards open space and play provision within the local area.**
- (b) Thereafter, remit to the Director of Development Services,**

to approve planning permission subject to the following condition(s):-

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

approved in writing by the Planning Authority. The approved mitigation measures shall be implemented prior to the development commencing.

4. No development shall commence on site until a material schedule, of all external materials, has been submitted to and approved in writing by the Planning Authority. Thereafter, only the approved materials shall be used, unless otherwise agreed in writing.
5. The development hereby approved will not be occupied or brought into use until the following documents have been submitted to and approved in writing by the Planning Authority:
  - i) a copy of the appropriate sustainability label (i.e. at least Bronze Active); and
  - ii) a Statement of Conformity which confirms that 10%, of the required CO<sub>2</sub> emissions reduction is achieved through the installation of low and zero carbon generating technologies.

Details and a timetable of how this is to be achieved, including details of physical works on site, shall be submitted to and approved in writing by Falkirk Council. The approved details shall be implemented in accordance with the approved timetable and retained as operational thereafter, unless otherwise agreed in writing by the Local Planning Authority.

6. No development shall commence on site until a detailed Drainage Strategy has been submitted to and approved in writing by the Planning Authority. Thereafter, development shall proceed in accordance with the approved details, unless otherwise agreed in writing.

**Reason(s):-**

1. As these drawings and details constitute the approved development.
- 2,3. To ensure the ground is suitable for the proposed development.
4. To safeguard the character and amenity of the conservation area.
5. To ensure the development achieves the required CO<sub>2</sub> emission reduction as a result of development.
6. To ensure that adequate drainage is provided.

**Informative(s):-**

1. In accordance with section 58(1) of the Town and Country Planning (Scotland) Act 1997 (as amended), this permission lapses on the expiration of a period of 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.
2. For the avoidance of doubt, the plan(s) to which this decision refer(s) bear our online reference number(s) 01, 02A, 03A, 04 and Supporting Documents.
3. The applicant shall ensure that noisy work which is audible at the site boundary shall **ONLY** be conducted between the following hours:

<b>Monday to Friday</b>	<b>08:00 - 19:00 Hours</b>
<b>Saturday</b>	<b>08:00 - 13:00 Hours</b>
<b>Sunday/Bank Holidays</b>	<b>No noise audible at site boundary</b>

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

4. Works to alter the existing dropped kerb will require Minor Roadworks Consent. The applicant should contact Roads Services on 01324 506070 to obtain the relevant application form.
  5. The Roads Manager within Corporate and Commercial Services should be contacted to obtain a Minor Roadworks Consent before forming a vehicular access onto the public road or undertaking any work on, or under, the public road.
- P11. Extension to Existing Decking, Erection of Pergola (Over Deck and Entrance Door) and Timber Cladding to West and North Elevation (Retrospective) at Craiglee Inn, Redding Road, Reddingmuirhead, Falkirk FK2 0DP for Alchemy Inns – P/17/0757/FUL - Continuation**

With reference to Minute of Meeting of the Planning Committee held on 20 March 2018 (Paragraph P116 refers), Committee (a) gave further consideration to a report to that meeting by the Director of Development Services; and (b) considered an additional report by the said Director on an application for full planning permission (in retrospect) for the extension to existing raised timber decking area to the front of an established public house and restaurant, the erection of a timber pergola over the extended decking area and the entrance doors and the installation of timber cladding

to the west and north elevations at Craiglee Inn, Redding Road, Reddingmuirhead, Falkirk.

With reference to Standing Order 33, Councillor Alexander referred to a deputation request received from Reddingmuirhead and Wallacestone Community Council to be heard in relation to this item.

The Legal Services Manager provided clarification at the request of the convener.

The Committee agreed to hear the deputation.

The Committee heard from Danny Callaghan, Convener, Reddingmuirhead and Wallacestone Community Council in relation to the Community Council's objection.

The Committee thereafter reconvened normal business.

Councillor McCue, seconded by Councillor Hughes, moved that Committee refuse the application on the grounds that the increased size of the decking area would result in an unacceptable level of overlooking of neighbouring garden areas to the detriment of residents and would have an adverse impact on the amenity of neighbouring properties; and to instruct officers to instigate enforcement action to remove the part of the structure covered by the application.

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

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

For the motion (2) – Councillors Hughes and McCue.

For the amendment (8) – Provost Buchanan; Councillors Alexander, Blackwood, Coombes, Kerr, McLuckie, Munro and Murtagh.

Abstention (1) - Councillor Bouse abstained.

### **Decision**

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

- (1) the decking shall not be open for use between 2200 hours and opening time the following day on any day of the week.**

### **Reason**

- (1) to protect the residential amenity of the area.**



**Informative(s):-**

- (1) for the avoidance of doubt, the plan(s) to which this decision refer(s) bear our online reference number(s) 01 and 02.

**P12. Formation of Car Wash and Valet Centre, Including Siting of No. 2 Containers, Erection of Shelter, 2.2 Metre High Acoustic Fence and 3 Metre High Polycarbonate Screen (Partially Retrospective) at Land to the South East of Tannery Garage, Grangemouth Road, Falkirk for Wash & Valet North Ltd – P/18/0064/FUL**

The Committee considered a report by the Director of Development Services on an application for planning permission to form a car wash and valet centre on land to the rear of the New Tannery Garage, Falkirk. Access is proposed from the car repair garage on Randyford Road, with exit being taken via the petrol filling station garage forecourt onto Grangemouth Road.

The Development Manager spoke to a letter received from the local member who had called-in the application.

Provost Buchanan, seconded by Councillor Alexander, moved that Committee continue consideration of the application to allow an inspection of the site by Committee.

By way of an amendment, Councillor McLuckie, seconded by Councillor Coombes, moved that Committee grant the planning permission in accordance with the recommendations contained within the report.

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 (7) – Provost Buchanan; Councillors Alexander, Blackwood, Bouse, Hughes, McCue and Murtagh.

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

**Decision**

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

**FALKIRK COUNCIL****Minute of Meeting of the Appointments Committee held in the Committee Suite, Municipal Buildings, Falkirk on Thursday 26 April 2018 at 9.30 a.m**

**Councillors:** David Alexander  
 Paul Garner  
 Cecil Meiklejohn (convener)  
 Malcolm Nicol  
 Alan Nimmo

**Officers:** Karen Algie, Head of HR & Business Transformation  
 Jack Frawley, Committee Services Officer  
 Rhona Geisler, Director of Development Services

**AP9. Apologies**

An apology was intimated on behalf of Councillor Reid.

**AP10. Declarations of Interest**

There were no declarations of interest.

**AP11. 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.

**AP12. Shortleeting Process for the post of Head of Design, Roads and Transport**

The committee considered a report by the Director of Development Services which outlined the proposed steps for recruitment in relation to the post of Head of Design, Roads and Transport.

**Decision**

**The appointments committee agreed:-**

- (1) that a long list of six candidates be invited to participate in the assessment centre and that the Director of Development Services be authorised to determine which candidates progress to interview;**
- (2) the process to be undertaken to assess candidates as detailed in paragraph 4.4 of the report, and**
- (3) the presentation topic as detailed in paragraph 4.6 of the report.**

**DRAFT****FALKIRK COUNCIL**

**Minute of meeting of the Planning Review Committee held in the Municipal Buildings, Falkirk on Tuesday 1 May 2018 at 9.30 a.m.**

**Councillors:** David Alexander (Convener)  
Robert Bissett  
Jim Blackwood  
John McLuckie

**Officers:** Douglas Blyth, Team Leader, Legal Services  
Jack Frawley, Senior Committee Services Officer  
Russell Steedman, Network Co-Ordinator  
Bernard Whittle, Development Management Co-Ordinator

**PRC1. Apologies**

No apologies were intimated.

**PRC2. Declarations of Interest**

No declarations were made.

**PRC3 . Minute**

**The minute of meeting of the Planning Review Committee held on 28 March 2018 was approved.**

**PRC4. Opening Remarks**

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

**PRC5. Planning Application P/17/0567/FUL - Erection of Fence (Retrospective) at 42 and 44 Mansionhouse Road, Falkirk FK1 4PS**

The committee considered documents which related to the Application for Review for planning application P/17/0567/FUL for the erection of a fence (in retrospect) at 42 and 44 Mansionhouse Road, Falkirk.

The committee had previously considered the application on 28 March 2018 (ref PRC62) and had continued the matter in order to conduct a hearing in accordance with the terms of Schedule 1 of the Town and Country Planning (Schemes of Delegation and Local Review Procedure) (Scotland) Regulations 2013 and in relation to the following specified matter:-

- (a) Whether the roads safety concerns of the Roads Development Unit would be overcome if the height of the fence adjacent to Carmuir's Avenue were reduced to 1 metre for a distance of 5 metres in an easterly direction measured from the driveway to the west of the site and by a distance of 5 metres in a westerly direction measured from the point adjacent to the junction of Carmuir's Avenue and Mansionhouse Road.

The committee heard from Russell Steedman, Network Co-Ordinator and advised that in order to provide sufficient visibility the fence would require to be at or below a metre in height, with the exception of a 3.7m section which could potentially be at an increased height, indicated on the updated plans presented to the committee.

After further discussion and having given consideration to the material contained within the documentation and presented at the hearing, the Committee considered that it had sufficient information within the papers provided in relation to the application for Review to allow it to make a determination.

### **Decision**

**The committee agreed to refuse planning permission for the following reason:-**

- (1) The location and height of the fencing significantly reduces visibility with required visibility splays for the adjacent junction of Mansionhouse Road and Carmuir's Avenue and to the driveways serving the site. This is to the detriment of established road safety levels in this location. The proposal is contrary to the terms of Policies HSG07 – Residential Extensions and Alterations and D03 – Urban Design of the Falkirk Local Development Plan.**

**Minute of meeting of the Planning Committee held On Site on Tuesday 8 May 2018 commencing at 9.30 a.m.**

**Councillors:** David Alexander (Convener)  
 Robert Bissett  
 Jim Blackwood  
 Gary Bouse  
 William Buchanan  
 Gordon Hughes  
 James Kerr  
 Adanna McCue  
 John McLuckie  
 Lynn Munro  
 Laura Murtagh

**Local Members  
in Attendance:**

Cecil Meiklejohn

**Officers:** Donald Campbell, Development Management Co-ordinator  
 Brian Pirie, Democratic Services Manager  
 David Gray, Environmental Protection Co-ordinator  
 Martin MacNiven, Environmental Health Officer  
 Russell Steedman, Network Co-ordinator  
 Karen Quin, Senior Solicitor

**P13. Apologies**

An apology was intimated on behalf of Councillor Coombes.

**P14. Declarations of Interest**

No declarations were intimated.

**P15. Formation of Car Wash and Valet Centre, Including Siting of No. 2 Containers, Erection of Shelter, 2.2 Metre, High Acoustic Fence and 3 Metre High Polycarbonate Screen (Partially Retrospective) at Land to the South East of Tannery Garage, Grangemouth Road, Falkirk for Wash & Valet North Ltd – P/18/0064/FUL**

With reference to the minute of the meeting of the Planning Committee held on 24 April 2018 (Paragraph P12 refers), Committee gave further consideration to a report by the Director of Development Services on an

application for full planning permission to form a car wash and valet centre on land to the rear of the New Tannery Garage, Falkirk. Access is proposed from the car repair garage on Randyford Road, with exit being taken via the petrol filling station garage forecourt onto Grangemouth Road.

The Convener introduced the parties present.

The Planning Officer outlined the nature of the application.

The applicant and the applicant's agent were heard in relation to the application.

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

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

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

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

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

The objections included the following issues:-

- There had been no discussion of the proposals with local residents;
- The proposed car wash would be too close to adjacent residential properties and would cause nuisance by way of noise, light pollution and increased traffic (vehicular and pedestrian);
- The proposed development would have an unacceptable impact on parking and traffic generation in an already busy area;
- Impact on the safety of school children;
- Spray and hazardous material would come into adjacent gardens;
- Existing drainage was inadequate;
- The application states that no connection to water supply would be required;
- The residential amenity of adjoining properties would be unacceptably affected by noise and by lighting;
- Adjacent gardens could not be used;
- Loss of privacy due to the proximity of the proposed car wash and valet area due to the noise and lighting during operational hours;

- No hours of operation were specified;
- Impact on wildlife;
- The proposed trees would cut out daylight from neighbouring properties;
- The proposed trees could damage existing boundary walls;
- There was an abundance of car wash facilities in the area; and
- There was a risk of flooding due to the pooling of surface water.

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

Questions were then asked by members of the Committee.

The Convener concluded by thanking the parties for their attendance. The matter would be determined by the Planning Committee on 30 May 2018.



## FALKIRK COUNCIL

**Minute of meeting of the EXECUTIVE held within the Municipal Buildings, Falkirk on Tuesday 15 May 2018 at 9.30 a.m.**

**Councillors:** David Alexander  
Robert Bissett  
Gary Bouse  
Joan Coombes  
Paul Garner  
Dennis Goldie (Convener)  
Nigel Harris  
Gordon Hughes  
James Kerr  
Cecil Meiklejohn  
Malcolm Nicol  
Alan Nimmo

**Officers:** Fiona Campbell, Head of Policy, Technology & Improvement  
Ross Fenwick, Waste Manager  
Jack Frawley, Committee Services Officer  
Rhona Geisler, Director of Development Services  
Tracey Gillespie, Human Resources Manager  
Colin Moodie, Chief Governance Officer  
Gordon O'Connor, Audit Manager  
Lesley O'Hare, Culture and Libraries Manager  
Anna Perks, Biodiversity Officer  
Mary Pitcaithly, Chief Executive  
Bryan Smail, Chief Finance Officer

**Also Attending:** Councillor Robert Spears, Portfolio Holder Culture, Leisure & Tourism for item EX15

### **EX9. Apologies**

There were no apologies.

### **EX10. Declarations of Interest**

Councillor Coombes declared a non-financial interest in item EX15 as a Director of Falkirk Community Trust, but did not consider that this required her to recuse herself from consideration of the item, having regard to the specific exclusions contained in the Code of Conduct.

### **EX11. Minute**

#### **Decision**

**The minute of the meeting of the Executive held on 10 April 2018 was approved.**

**EX12. Rolling Action Log**

A rolling action log detailing decisions not yet implemented following the previous meeting on 10 April 2018 was provided.

**Decision**

**The Executive agreed to remove from the action log items 398 – Waste Services – Update and 418 – Falkirk Community Trust – Heritage Delivery Plan 2018 – 2023 as they were the subject of reports included on the agenda for the meeting and this completed the action.**

**EX13. Audit Committee – 9 April 2018  
Corporate Risk Management Update**

The Executive considered a report by the Director of Corporate and Housing Services which provided a revised Corporate Risk Management Policy. The policy was considered by the Audit Committee at its meeting on 9 April 2018 and referred to the Executive for approval.

The current Corporate Risk Management Policy was broadly fit for purpose, changes had been made as follows:-

- clearer definition of roles and responsibilities; and
- updated appendices to reflect this.

The revised Corporate Risk Management Policy and Framework was appended to the report.

**Decision**

**The Executive approved the revised Corporate Risk Management Policy.**

**EX14. Joint Consultative Committee – 24 April 2018**

- **Driving at Work Policy;**
- **Gas Safety Management Policy; and**
- **Time Off for Trade Union Duties and Activities Policy**

The Executive considered a report by the Director of Corporate and Housing Services which sought approval of policies which the Joint Consultative Committee agreed to refer to the Executive on 24 April 2018. The report considered by the Joint Consultative Committee was provided as an appendix to the report and provided details on the changes proposed to each policy. The policies were:-

- Driving at Work Policy;
- Gas Safety Management Policy, and
- Time Off for Trade Union Duties and Activities Policy

## **Decision**

**The Executive agreed the changes to the:-**

- (1) Driving at Work Policy;**
- (2) Gas Safety Management Policy; and**
- (3) Time Off for Trade Union Duties and Activities Policy.**

### **EX15. Falkirk Community Trust – Heritage Delivery Plan 2018-2023**

The Executive considered a report by the Director of Corporate and Housing Services which presented the Heritage Delivery Plan 2018 –2023, developed by Falkirk Community Trust for approval. The Executive had agreed to continue consideration of the plan at its meeting of 10 April 2018.

The Plan was organised around the themes of participation, motivation, venues and partnership. The Plan would continue to build on the achievements made during the life of the previous plan, which included:-

- increased attendance at key attractions
- community development and facilitation programmes
- support for projects including the Antonine Wall World Heritage Site, Falkirk Town Heritage Initiative and the World War One Centenary.

## **Decision**

**The Executive agreed the Heritage Delivery Plan 2018-2023.**

### **EX16. Medium Term Financial Plan**

The Executive considered a report by the Director of Corporate and Housing Services which provided an update on progress on the development of the Medium Term Financial Plan (MTFP).

The report provided information on the financial context in which the Council was operating including challenges around the uncertainty of Brexit. The robustness of the MTFP was compromised as the revenue support grant was provided for one year at a time only. The 3% pay rise for public sector workers had created pressure on the Council's largest area of spend and was reflected in the projected budget gaps.

Demographic information was presented which showed that in the coming years the primary school rolls were expected to gradually decrease. The overall population of the Falkirk area was expected to rise by 3% by 2025. Over the same period the proportion of the population aged over 65 was expected to rise by 20% which would lead to significant pressures on service delivery in health and social care services.

## Decision

### The Executive:-

- (1) noted the progress of the MTFP as set out in the report; and
- (2) agreed that the MTFP is developed over the summer months in terms of the report, with an updated position presented to Members in the Autumn.






## EX17. Household Recycling Charter: Compliant Collection Service

The Executive considered a report by the Director of Corporate and Housing Services which provided an update on the situation in relation to the processing of the Council's blue bin material and presented next steps to provide a Household Recycling Charter compliant service. The report set out details of 3 options to provide a Charter Compliant service.

## Decision

### The Executive:-

- (1) noted the contents of the report and the other potential Charter compliant collection services having regard to both service and very significant financial consequences, and
- (2) instructed the Director of Development Services to undertake an analysis of a further option, described pictorially below, and report back to the Executive on the implications of this option. Further, to request that she provide Members, at the same time, with an update on proposals for the introduction of a Deposit Return Scheme and how this might affect kerbside collection services moving forward

Metals, Plastics and Cartons	Paper and Card	Glass, Textiles, Small Electricals, Household Batteries (& Nappies)	Non-Recyclable Waste	Garden Waste & Food Waste Bin (Optional)*
				
4-Weekly	4-Weekly	Fortnightly	4-Weekly	Fortnightly
* Note: If the option for a Garden Waste & Food Waste Bin is not taken, residents must use a Grey Food Caddy. This includes properties without gardens.				

## **EX18. Strategic Property Review – Review of Office Accommodation**

The Executive considered a report by the Director of Corporate and Housing Services which provided a review of Council office requirements in support of the Council's Strategic Property Review. The report included:-

- an assessment of the current office estate
- an update on the Council's anticipated requirements for front and back office accommodation
- an update on the Council's civic headquarters (HQ) project including an arts centre as a replacement for Falkirk Town Hall with options on how this should proceed
- recommendations on the way forward.

The review assessed the Council's office portfolio and concluded that it occupied property inefficiently and that urgent investment was required. The Municipal Buildings was evaluated to be at the end of its useful life and refurbishment would cost in excess of a new build replacement. The current situation was not sustainable and would lead to unacceptable levels of risk in terms of:-

- threats to business continuity
- operating a costly and inefficient portfolio
- occupying properties in historic and inappropriate locations
- being unsuited to new ways of working
- inefficient energy use and failure to meet Climate Change obligations

The review recommended a modernised, corporate approach to future office provision with a space standard of 8sqm/FTE and 80% workspace per FTE. The review was split into two main elements: Front Facing Requirements, and Back Office/Civic HQ Requirements.

Front facing requirements would be delivered at the locality hubs and at Brockville social work office. Two scenarios had been developed to deliver the requirements for back office/civic HQ provision:-

**Scenario 1** - A small scale new build office HQ (c100 workstations) and arts centre on the Municipal Buildings site with refurbishment of 3 of the larger existing office buildings (the Forum, Abbotsford House and the vacant space at the Falkirk Stadium). This scenario also suggested that Falkirk Community Trust relocate to Grangemouth Sports Complex. It anticipated a delivery cost of c£31.9m (£1.8m annually)

**Scenario 2** - A new build back office HQ for all back office staff (c900 workstations) and an arts centre on the existing Municipal Buildings site. This scenario anticipated a delivery cost of c£50.5m (£2.5m annually).

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

- (1) to rationalise the Council's front and back office accommodation as proposed in the report;
- (2) that the office rationalisation programme identified in para 6.3 of the report be agreed to enable delivery of the Council's future office accommodation with further work to be reported back to the Executive for decision;
- (3) that a more detailed option appraisal exercise be undertaken on sites at the Municipal Buildings, Grahamston and Callander Square to provide recommendations on a preferred solution and location for the civic headquarters and arts centre. This should also include a decoupling of the Office accommodation and the Arts centre, with exploration of the refurbishment of the existing council owned sites such as Abbotsford House and the Falkirk Stadium to accommodate modern and flexible working practices increasing capacity. Options for an Arts and Civic Centre be treated as a separate project from office accommodation and the specification and capacity requirements adjusted accordingly. Recommendations to be brought back on preferred solution and location;
- (4) to proceed in the interim with:
  - (a) delivery of front-facing office accommodation on a 'spend to save' basis as suggested in para. 4.6 of the report
  - (b) fitting out of the vacant office space at the Falkirk Community Stadium for resilience purposes at a cost of £1m, to be funded from Strategic Property Review funds contained in the general services capital programme, and
- (5) to conduct an appraisal of suitable town centre sites for disposal to assist with delivery of the civic HQ project and arts centre.

By way of an amendment, Councillor Goldie, seconded by Councillor Nimmo, moved that the Executive agrees to:-

- (1) reject the proposed refurbishment of Abbotsford House and the Falkirk Community Stadium, and
- (2) continue consideration of the remaining matters to the meeting of the Executive on 14 August 2018 to allow the Administration to formulate proposals on the HQ replacement.

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 (5) – Councillors Alexander, Bouse, Garner, Hughes and Meiklejohn.

For the amendment (7) – Councillors Bissett, Coombes, Goldie, Harris, Kerr, Nicol and Nimmo.

## **Decision**

**The Executive agreed the amendment.**

### **EX19. Development Plan Scheme 2018**

The Executive considered a report by the Director of Corporate and Housing Services which sought approval for the latest update to the Council's Development Plan Scheme.

Under Section 20B of the Town and Country Planning (Scotland) Act 1997, planning authorities were required to prepare a Development Plan Scheme at least annually. The purpose of the scheme was to set out the authority's programme for preparation and review of their development plan including how the authority would consult people and agencies during the preparation of the plan.

## **Decision**

**The Executive approved Falkirk Local Development Plan Scheme 2018.**

### **EX20. Second Nature: A Biodiversity Action Plan for the Falkirk Council Area – Consultation Draft**

The Executive considered a report by the Director of Development Services which provided the draft third Biodiversity Action Plan for the Falkirk Council area and sought approval that this be consulted upon.

The action plan aimed to conserve and enhance the wild plants, animals and habitats of the Falkirk area. It coordinated and focussed the work of numerous local organisations and individuals to help conserve the most important and/or threatened wildlife. Maintenance of an up to date action plan was vital to the Council fulfilling its statutory duty to further the conservation of biodiversity detailed in the Nature Conservation (Scotland) Act 2004. The draft action plan was provided as an appendix to the report.

## **Decision**

**The Executive:-**

- (1) approved “Second Nature: A Biodiversity Action Plan for the Falkirk Council Area – Consultative Draft” for consultation purposes;**
- (2) instructed officers to carry out a programme of public consultation; and**
- (3) instructed officers to prepare a finalised plan following consultation and report back to the Executive for final approval.**

**EX21. Data Protection/GDPR Update**

The Executive considered a report by the Director of Corporate and Housing Services which provided an update on preparations for the implementation of the General Data Protection Regulation (GDPR) and which sought approval of an updated Data Protection Policy.

GDPR would come into force on 25 May 2018 through a new Data Protection Act. GDPR strengthened protection for individuals in relation to their personal information and introduced greater requirements for data controllers in relation to accountability. The Council, as a data controller, would be required to evidence compliance with the legislation. A revised Data Protection Policy was provided as an appendix to the report.

**Decision****The Executive:-**

- (1) noted the update provided on GDPR preparations; and**
- (2) approved the updated Data Protection Policy to take effect from 25th May 2018.**

**EX22. Severance Policy Update**

The Executive considered a report by the Director of Corporate and Housing Services which sought approval of proposed changes to the current Severance Policy and Pensions Discretions Policy.

The Severance Policy had been reviewed to ensure that it remained fit for purpose. The revised policy took account of recommendations from a recent internal audit of the severance process and policy, the main changes included:-

- compensatory lump sum
- re-employment
- procedural and general

The current Pensions Discretions Policy had been in place since June 2015. The policy related specifically to those within the Local Government Pension Scheme. The regulations relating to this were under review and revised arrangements would be effective from 1 April 2018 but were not expected to be received until June 2018. Following the receipt of the regulations a review of the policy would be undertaken.



**Decision**

**The Executive:-**

- (1) agreed the proposed amendments to the Severance Policy;**
- (2) noted the amendments to the Retirement Policies that will be made in line with new regulations as required; and**
- (3) noted that a review of the Pensions Discretion Policy will be undertaken to reflect the new regulations and where necessary report any proposed changes to Executive.**

**Minute of meeting of the Civic Licensing Committee held in the Municipal Buildings, Falkirk on Wednesday 16 May 2018 at 9.30 a.m.**

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

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

**CL12. Apologies**

Apologies were intimated on behalf of Provost William Buchanan.

**CL13. Declarations of Interest**

None.

**CL14. Minute**

**Decision**

**The minute of the meeting of the Civic Licensing Committee held on 11 April 2018 was approved.**

**CL15. List of Applications Granted Under Delegated Powers in April 2018, Notifications of Public Processions Pending, Breakdown of Taxi and Private Hire Licences in Operation**

The committee considered a report by the Chief Governance Officer detailing the applications granted under delegated powers between 1 and 30 April 2018 in terms of the Civic Government (Scotland) Act 1982.

**Decision**

**The committee noted the report.**

**CL16. Knowledge Test Failure**

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

The applicant was not in attendance.

**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, the layout of roads in the area, and of the Council's licence conditions.**

**CL17. 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.

**CL18. Application for the Grant of a New Taxi Driver Licence**

The applicant, Mr S, entered the meeting.

The committee considered a report by the Chief Governance Officer on an application received for the grant of a new taxi 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 S spoke in support of the application.

Questions were then asked by members of the committee.

The committee agreed to a short adjournment at 9.50 a.m. and reconvened at 9.55 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 taxi driver licence for a period of one year, subject to the standard conditions.**

**CL19. Application for the Grant of a New Taxi Operator Licence**

Mr S, the director of the applicant company, his son Mr S, and Mr S's legal representative, Mr D, entered the meeting.

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

Mr D spoke in support of his client's application.

Questions were then asked by members of the committee.

The committee agreed to a short adjournment at 10.05 a.m. and reconvened at 10.10 a.m. with all members present as per the sederunt.

**Decision**

**The committee agreed to grant a new taxi operator licence, subject to the proposed vehicle being within the age and specification policy and the appropriate insurance documentation; V5 certificate and taxi inspection test certificate being submitted to the satisfaction of officers, and subject to the standard conditions for a period of one year.**

**CL20. Application for the Renewal of a Late Hours Catering Licence**

Mr D, the director of the applicant company, entered the meeting.

The committee considered a report by the Chief Governance Officer providing information on an application for the renewal of a late hours catering licence.

Mr D spoke in support of the application.

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 renew the Late Hours Catering licence, subject to the standard conditions for a period of three years.**

**CL21. Application for the Grant of a New Late Hours Catering Licence**

Mr S, the director 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 late hours catering licence.

Mr S spoke in support of the application.

Questions were then asked by members of the committee.

The committee agreed to a short adjournment at 10.30 a.m. and reconvened at 10.35 a.m. with all members present as per the sederunt.

**Decision**

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

**FALKIRK COUNCIL**

**Minute of meeting of the Scrutiny Committee (External) held in the Municipal Buildings, Falkirk on Thursday 17 May 2018 at 9.30 a.m.**

**Councillors:**

David Balfour  
Jim Blackwood  
Niall Coleman  
David Grant  
John McLuckie  
Lynn Munro  
Depute Provost Ann Ritchie

**Officers:**

Fiona Campbell, Head of Policy, Technology and Improvement  
Philp Morgan-Klein, Service Manager, Children's Services, Planning & Resources  
Stuart Murray, Trainee Governance Assistant  
Brian Pirie, Democratic Services Manager  
Suzanne Thomson, Programme Manager, Social Work Adult Services  
Andrew Wilson, Policy and Community Planning Manager

**Also Attending:**

Patricia Cassidy, Chief Officer, Falkirk Integration Joint Board

**SE1. Appointment of Convener**

Council had agreed on 9 May 2018 (ref FC11) that the convenership of the Scrutiny Committee (External) would be held by a member from either the SNP Group or Conservative Group.

Nominations were then sought for the position of convener of the Scrutiny Committee (External).

Councillor Balfour nominated Depute Provost Ritchie.

**Decision**

**The Committee agreed to appoint Depute Provost Ritchie as convener.**

**SE2. Apologies**

An apology was intimated on behalf of Councillor Aitchison.

**SE3. Declarations of Interest**

No declarations were made.

**SE4. Minute****Decision**

**The minute of meeting of the Scrutiny Committee (External) held on 8 March 2018 was approved.**

**SE5. Rolling Action Log**

A rolling action log detailing decisions not yet implemented following the previous meeting on 8 March 2018 was provided.

Members discussed the briefing by Police Scotland on 14 May 2018 which had featured a briefing on gender equality within Police Scotland locally and nationally. The session had also included briefings on armed response protocols and public protection. Members commented that the timing and the length of the session had both been unsuitable.

In regard to action 422, Councillor McLuckie confirmed that he had held talks with Police Scotland and he was satisfied that the matter was closed.

In regard to action 423, the clerk undertook to ensure that the road traffic accident statistics which had been requested would be provided.

**Decision**

**The committee noted the rolling action log.**

**SE6. Falkirk Integration Joint Board: Performance Report 1 April 2017 – 31 January 2018**

The committee considered a report by the Chief Officer, Falkirk Health and Social Care Partnership presenting a summary of Falkirk Health and Social Care Partnership's performance for the period 1 April 2017 to 31 January 2018.

The committee had considered a performance report on 14 September 2017 (ref SE6 ). The update provided covered performance for the period 1 April 2017 to 31 January 2018. It set out the Integration Joint Board's performance reporting arrangement, summarised various service redesign projects and, as an appendix, set out the key performance information for the period.

In response to a question on delayed discharge, Patricia Cassidy explained that across the Forth Valley, the number had been reducing. In February 2018, there had been 38 standard delays, 24 of which were in the Falkirk area. Of these, 13 were delays of 2 weeks or more. Across the Forth Valley area there were 645 occupied bed days attributable to delayed discharge compared to 782 in January 2018. She explained that a discharge to access pilot had begun in December 2016 which aimed to reduce the number of delays caused by lack of consent by either the patient or guardian.

Following a question on whether the number of delays in the early part of the year had been caused by the severe weather, Ms Cassidy stated that this had not been a significant factor and that, while the weather had posed significant challenges to running the service, there had not been a drop in performance. Ms Cassidy praised the effort of staff and the lengths they had gone to to keep services running.

Members then asked for further detail on levels of sickness absence within Adult Social Work, which was 8.2% at the end of Q3 in 2017/18. The target was 5.5%. Ms Cassidy summarised a number of contributing factors such as the age profile of staff and working patterns. She explained that a comprehensive review of the Home Care service was underway. This would look at shift working arrangements and staff allocations. The aim was to develop localised services working at the locality level. Currently the service was Falkirk wide. In addition, she hoped to extend joint working arrangements with services in Clackmannanshire and Stirling.

Ms Cassidy explained that the service had rolled out a management information system, CM2000, which would provide detailed management information. This would better enable staff allocation by detailed capacity analysis. It was vital that staff felt valued and would be involved with the process.

Following a statement from members that performance issues could not be attributed to the fact that the integration model was new. Ms Cassidy agreed and gave examples when performance had improved following the creation of the Board. However she stated that it was the case that integration required time to bed in. In response to a question from members on the integration process, Ms Cassidy explained that the NHS functions, for which the IJB had operational responsibility, had yet to be transferred. This was unsatisfactory and had prevented the Board from operating effectively. In this regard, Forth Valley was an outlier. While this was an issue, it also meant that the Board would benefit of being able to learn from the experience of other Boards where the transfer of NHS staff to the Board had been completed. There was a significant amount of work yet to be done in this regard. As an example of the difficulty this caused, Ms Cassidy cited the Community Hospital in Falkirk, where the lack of integration meant that the access pathways could not be reviewed and changed. Members stated their concern at the lack of progress and asked Ms Cassidy to convey these to the Chief Executive of NHS Forth Valley, Cathie Cowan.



In response to a question in regard to the impact of private care home closures on delayed discharge in particular and on services more generally, Ms Cassidy stated that nationally there was concern. In the case of recent closures, Ms Cassidy explained that all patients had been relocated but acknowledged that the relocation process itself can impact on patients' health and wellbeing. Ms Cassidy confirmed that business continuity plans were in place in the event that providers pull out.

### **Decision**

**The committee approved the report and acknowledged progress by the organisation in meeting their priorities.**

#### **SE7. Following the Public Pound – CVS Falkirk and District**

The committee considered a report by the Director of Corporate and Housing Services presenting information under the Following the Public Pound (FPP) arrangements for the period 1 April 2017 to 31 March 2018 for CVS Falkirk and District which supports the Council's priorities with regard to community development.

Fiona Campbell provided an overview of the FPP reporting arrangements, CVS's important role in supporting community development and the options available for the committee. The committee then heard from Andrew Wilson who gave an overview of the Annual Reporting Statement which was attached as appendix 1 to the report.

Members discussed the reduced funding from Falkirk Council and the impact on service delivery. Andrew Wilson gave an overview of the funding received by CVS from Falkirk Council, and other bodies, and the expectations of Falkirk Council which were set out in a Service Level Agreement. The agreed outcomes were achievable and realistic in the context of the funding available. In response to a question on CVS' decision to stop an Annual Awards ceremony due to the cost and the impact of this on volunteers' morale, Mr Wilson advised that CVS recognised volunteers in other ways, for example by awarding certificates.

Members questioned the remit of the CVS and its role assisting local development, encouraging community participation and acting as the Third Sector Interface, and how it was continuing to deliver the service in light of financial pressures. Members highlighted the large number of staff based at the Forum compared to the number of staff employed by the Council to support volunteers. Andrew Wilson confirmed that the team which was based at the Forum supported volunteers and provided support to full employment in addition to supporting 3<sup>rd</sup> sector organisations, some of which were small in terms of capacity. As an organisation, CVS had a "critical mass" in terms of funding and ability to support, which was invaluable to smaller organisations. CVS was reshaping its offer in light of financial pressures and the changing landscape. It was looking to digitalise its offer for example.

Members sought information on a review of volunteer centres by the Scottish Government. Falkirk was unique in that the service was provided by one organisation covering the Council area. In other areas the services were more local. This had disadvantaged CVS Falkirk and District which acts not only as a volunteer centre but was also a 3<sup>rd</sup> sector interface. Its funding had been rolled into one package by the Scottish Government whereas in other areas the separation of service between organisations had been more financially beneficial. In response to a question, Fiona Campbell stated that the Scottish Government financial package, which would be for the next 5 or 6 years would not be backdated to account for any disadvantage to CVS Falkirk and District over previous years.

### **Decision**

**The committee approved the report and acknowledged progress by CVS Falkirk and District in meeting Council priorities.**

**FALKIRK COUNCIL**

**Minute of meeting of the EDUCATION EXECUTIVE held in the Municipal Buildings, Falkirk on Tuesday 29 May 2018 at 9.30 am.**

**COUNCILLORS:**

David Alexander  
Robert Bissett  
Fiona Collie  
Joan Coombes  
Dennis Goldie (Convener)  
Nigel Harris  
James Kerr  
Adanna McCue  
Cecil Meiklejohn  
Laura Murtagh  
Alan Nimmo  
John Patrick

**REPRESENTATIVES  
OF RELIGIOUS  
BODIES:**

Maureen Harkins  
Rev Michael Rollo  
Maureen Tait

**CO-OPTES:**

Nicola Jordan, Parent Representative  
Karen Procek, Parent Representative  
Margaret Smith, Teacher Representative

**OFFICERS:**

Sally Buchanan, Fairer Falkirk Manager  
Arlene Fraser, Committee Services Officer  
Gary Greenhorn, Head of Planning and Resources  
David Mackay, Head of Education  
Colin Moodie, Chief Governance Officer  
Robert Naylor, Director of Children's Services  
Karen Thomson, Childcare Provision Co-ordinator

**EE9. Opening Remarks**

The Convener welcomed Maureen Harkins and Karen Procek to their first meeting of the Education Executive.

He advised that this would be the last meeting which Margaret Smith would be attending, as she was retiring from Falkirk Council. The Convener thanked Margaret on behalf of the Education Executive for her contribution to the work of the Education Executive. Other members of the Education Executive also expressed thanks and good wishes to Margaret.

Margaret Smith responded by stating that it had been an honour and a privilege being a member of the previous Education Committee and latterly, Education Executive.

**EE10. Apologies**

Apologies were intimated on behalf of Fiona Craig (Teacher Representative).

**EE11. Declarations of Interest**

No declarations were made.

**EE12. Minute****Decision**

**The minute of the meeting of the Education Executive held on 10 April 2018 was approved.**

**EE13. Rolling Action Log**

A rolling action log detailing decisions not yet implemented following the previous meeting on 10 April 2018 was provided.

**Decision**

**The Education Executive noted the rolling action log.**

**EE14. Education Executive Membership**

The Education Executive considered a report by the Director of Corporate and Housing Services advising of the appointment of Maureen Harkins as the Roman Catholic Church representative on the Education Executive.

Notification of Mrs Harkins appointment was received from the Archbishop of St Andrews and Edinburgh, following the resignation of the previous representative.

The report referred to the decision of Council on 12 May to extend the remit of the Education Executive to include all non education functions of Children's Services. However, this decision did not extend voting rights to the religious representatives on these matters.

**Decision**

**The Education Executive noted the appointment of Maureen Harkins as the representative of the Roman Catholic Church on the Education Executive, with effect from 18 April 2018 until the next local government elections in 2022.**

## **EE15. Provision of Meals During Holidays for Children Entitled to Free School Meals**

The Education Executive considered a report by the Director of Children's Services which provided information, options and assessment around providing meals for children, entitled to free school meals during school holiday periods.

Information was provided on the current holiday food programme which was developed during 2017/18 by the Council and key partners. A multi-faceted approach was taken in order to deliver a number of initiatives which aimed to provide children and their families with food, when school meals would not be available. The current approach also ensured that children were not only provided with food, but had access to additional benefits and activities.

Due to the success of the holiday programme, work is ongoing to expand and provide similar initiatives during 2018.

The report also highlighted the issues and challenges which would require to be considered if the Council were to provide a free school meal for all those who were eligible, during the summer holiday period.

Councillor McCue, seconded by Councillor Meiklejohn, moved that the Education Executive:-

- (1) notes the success of the 2017/18 holiday meal programme;
- (2) notes the challenges outlined should Members wish to adopt a more universally targeted provision, and
- (3) agrees that the current plans for the 2018/19 holiday meal programme continue and that a report is presented at a future date evaluating the outcomes.

By way of an amendment, Councillor Nimmo, seconded by Councillor Bissett, moved that the Education Executive:-

- (1) notes the great success of the Labour Holiday Meal programme as detailed in the report;
- (2) agrees that the current plans for 2018/19 continues, and
- (3) instructs Officers to bring forward an options report in relation to a pilot providing hot meals to all Primary School children during the school holiday periods (including Public/Bank Holidays/In Training days etc.) This is to be brought to the next meeting of the Education Executive on 4 September 2018. The report should include all the appropriate financial/accommodation information to support such a venture.

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 (9) – Councillors Alexander, Collie, Harris, McCue, Meiklejohn, Murtagh and Patrick; M Harkins and M Tait.

For the amendment (6) – Councillors Bissett, Coombes, Goldie, Kerr and Nimmo; and Rev M Rollo.

### **Decision**

**The Education Executive agreed the motion.**

## **EE16. Early Learning and Childcare (ELC) – 2020 Expansion Plan**

The Education Executive considered a report by the Director of Children's Services which provided an update of the overall funding package agreed for both revenue and capital expenditure up to 2021-22. The report also set out Children's Services infrastructure expansion plans for 2019-20 (Year 3) and 2020-21 (Year 4).

Confirmation of the overall capital and revenue funding allocation for the whole project was set out, and which now allowed Children's and Development Services' teams to progress with the expansion plans for years 1 & 2 (2017/18 & 2018/19).

Proposals on the remaining infrastructure expansion plans for years 3 and 4 (2019/20 & 2020/21) were set out in appendix 1 to the report.

### **Decision**

**The Education Executive:-**

- (1) noted the overall quantum of financial resources allocated;**
- (2) agreed proposals for infrastructure expansion for years 3 and 4; 2019/20 and 2020/21 (as outlined at Appendix 1 of the report), and**
- (3) requested that the Director of Children's Services continues to provide the Education Executive with regular updates on the progress made with the ELC expansion plans.**

## **EE17. Exclusion Guidelines and Procedures, Service Circular No. 10**

The Education Executive considered a report by the Director of Children's Services presenting, for consideration, a revised policy on Exclusion Guidelines and Procedures for Children's Services, which was attached as Annex 1.

The policy was last agreed in 2012 and had been updated to align with Children's Services, which was formed in 2015.

The report set out the amendments to the revised guidance which complied more effectively with the legislation on education, exclusion and the Equality Act 2010. An overview of the amendments were set out in Annex 2 to the report.

Following the issue of updated guidance from the Scottish Government, "Included Engaged and Involved Part 2", it was anticipated that the policy would be revised further and thereafter submitted to the Education Executive in 2019.

## **Decision**

**The Education Executive agreed:-**

- (1) the revised Exclusion Guidelines and Procedures Policy as set out in Annex 1 to the report, and**
- (2) that the Director of Children's Services present a revised policy to the Education Executive in 2019 incorporating the latest best practice guidance from Education Scotland.**

## **EE18. Motion**

On 9 May 2018, and in accordance with Standing Order 31.1, Council referred the following motion proposed by Councillor Collie, to the Education Executive:-

### **Family Cap**

With concern the implementation of the two child limit for tax credits for children born after 05/04/17 and for new claims for Universal Credit, and in particular notes concerns over the so-called "rape clause" which, in order to receive financial support for a third child, forces women to disclosure sexual violence at a time and context not of their own choosing.

Council therefore agrees to:

- (1) write to the Secretary of State for Work and Pensions to express the concern of members of Falkirk Council and seek assurances that comprehensive equality impact assessment, fully exploring the impact of the family cap and the cumulative impact of social security changes on women, children, families and equality groups, have been carried out and that impact will continue to be closely monitored;
- (2) write to the Cabinet Secretary for Communities, Social Security and Equalities to seek assurances that the Scottish Government will commission ongoing national and local analysis of the impact of the family cap on key shared policy priorities such as equality, in work poverty, child poverty and health and wellbeing outcomes; and
- (3) instruct the Chief Executive to ensure the training needs of Falkirk Council staff across all departments are considered, in particular for advice and social work, to be able to approach the issue of non consensual conception of a third child with women who are making benefit claims, including appropriate referral routes, and any additional resources that required to be allocated or commissioned; and provide this report to the next full Council.

In terms of Standing Order 31.2, Councillor Collie spoke in support of her motion.

Councillor Collie, seconded by Councillor Murtagh, moved the terms of the motion.

**Decision**

**The Education Executive agreed the motion.**



**FALKIRK COUNCIL**

**Minute of Meeting of the Planning Committee held in the Municipal Buildings, Falkirk on Wednesday 30 May 2018 at 9.30 a.m.**

**COUNCILLORS:**

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

**OFFICERS:**

Kevin Collins, Transport Planning Co-ordinator  
 Ian Dryden, Development Manager  
 Jack Frawley, Committee Services Officer  
 David Gray, Environmental Protection Co-ordinator  
 Iain Henderson, Legal Services Manager  
 Russell Steedman, Network Co-ordinator (In relation to agenda Item 8)

**P19. Apologies**

There were no apologies.

**P20. Declarations of Interest**

Councillor Murtagh declared a non-financial interest in item 5 (ref P20) as the owner of a property neighbouring the application site and stated that she considered that this required her to recuse herself from consideration of the item having regard to the objective test in the Code of Conduct.

In relation to agenda item 8, Councillor McLuckie advised that he had previously declared a non financial interest in application P/14/0203/FUL by virtue of being a Director of Falkirk Environment Trust which had given funding to the applicant organisation in consequence of which he had recused himself. He advised that he left the Board of Falkirk Environment trust shortly after that application and has had no involvement with it since then. Accordingly having regard to the objective test in the Code of Conduct he considered that he did not require to declare an interest in the present application and could take part in the item.

**P21. Minutes**

**Decision**

- (a) The minute of meeting of the Planning Committee held on 25 April 2018 was approved, and
- (b) The minute of meeting of the Planning Committee On-Site held on 8 May 2018 was approved.

**P22. The Falkirk Council (On-Street Parking Space for Disabled Persons)(No TRO/DB/17/036) Order 2017 – King Street, Falkirk**

The Committee considered a report by the Director of Development Services on an application to reserve a parking space on King Street, Falkirk for disabled persons.

**Decision**

**The committee agreed to make the Order in respect of the disabled person's parking space on King Street, Falkirk.**

In line with her declaration of interest Councillor Murtagh left the meeting prior to consideration of the following item of business.

**P23. The Falkirk Council (On-Street Parking Space for Disabled Persons)(No TRO/DB/17/101) Order 2017 – South Green Drive, Airth**

The Committee considered a report by the Director of Development Services on an application to reserve a parking space on South Green Drive, Airth for disabled persons.

**Decision**

**The committee agreed to make the Order in respect of the disabled person's parking space on South Green Drive, Airth.**

Councillor Murtagh re-joined the meeting following conclusion of the previous item of business.

**P24. Formation of Car Wash and Valet Centre, Including Siting of No. 2 Containers, Erection of Shelter, 2.2 Metre, High Acoustic Fence and 3 Metre High Polycarbonate Screen (Partially Retrospective) at Land to the South East of Tannery Garage, Grangemouth Road, Falkirk for Wash & Valet North Ltd – P/18/0064/FUL – Continuation**

With reference to Minute of Meeting of the Planning Committee held on 25 April 2018 (Paragraph P12 refers), Committee (a) gave further consideration to a report to that meeting by the Director of Development Services; and (b) considered an additional report by the said Director on an application for full planning permission application for planning permission to form a car wash and valet centre on land to the rear of the New Tannery Garage, Falkirk. Access is proposed from the car repair garage on Randyford Road, with exit being taken via the petrol filling station garage forecourt onto Grangemouth Road.

Councillor Alexander, seconded by Councillor McCue, moved that Committee refuse the application on the grounds of noise, loss of amenity and disruption.

As an amendment, Councillor Kerr, seconded by Councillor Bissett, moved that Committee grant the planning permission in accordance with the recommendations within the report.

Following discussion Councillor Alexander, as the mover of the motion, with the consent of Councillor McCue as his seconder and unanimous agreement of those present, withdrew the motion.

Councillor Kerr, as the mover of the amendment, with the consent of Councillor Bissett as his seconder and the Convener and unanimous agreement of those present, withdrew the amendment.

**Decision**

**The Committee agreed to continue consideration of the application to allow further information from the applicant on noise level assessment to be provided to officers.**

**P25. Development of Land for Residential Use at Milnquarter Farm, Roman Road, Bonnybridge, FK4 2DE for Manor Forrest Ltd – P/18/0024/PPP**

The Committee considered a report by the Director of Development Services on an application for planning permission in principle for the development of land for residential use at Milnquarter Farm, Roman Road, Bonnybridge, FK4 2DE for Manor Forrest Ltd.

**Decision**

**The Committee agreed to continue consideration of the application in light of recently received representations from the NHS and information from the applicant.**

**P26. Installation of a Single Wind Turbine (Height of 69 Metres to Hub, 99.5 Metres to Blade Tip) Hardstanding, Substation Building, Transformer Housing and Area for Micrositing (Amendment to Planning Permission P/14/0203/FUL) at Land to the South of Westerglen Farm, Falkirk for Bespoke Community Development CIC - P/17/0766/FUL**

The Committee considered a report by the Director of Development Services on an application for planning permission for the erection of a single wind turbine at land to the south of Westerglen Farm, Falkirk for Bespoke Community Development CIC.

With reference to Standing Order 33, the Convener referred to a deputation request received from David Bennett of Bespoke Community Development Company to be heard in relation to this item.

The Committee agreed to hear the deputation.

The Committee heard from David Bennett of Bespoke Community Development Company in support of the application.

The Committee thereafter resumed normal business.

The Committee agreed to an adjournment at 10.20am, to allow information on the physicality of the site to be displayed, and reconvened at 10.30am with all members present as per the sederunt.

### **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 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) Prior to operation, the proposed turbine shall be fitted with infrared aviation lighting with an optimised flash pattern of 60 flashes per minute of 200ms to 500ms duration at the highest practicable point.**
- (3) Prior to initiation of development, the applicant shall inform, in writing, the Ministry of Defence of:**
  - the date construction will start and end;**
  - the maximum height of construction equipment, and**
  - the latitude and longitude of the turbine.**

- (4) Should complaints of noise be received as a result of the operation of the wind turbine, the operator shall, at its expense, employ an independent consultant (not financially involved) approved by the Planning Authority to assess the level of noise emissions from the wind turbine at the nearest noise sensitive receptor. At wind speeds not exceeding 12m/s, (referenced to a height of 10m above ground level, at the location of the turbine), the wind turbine noise level, when measured at any dwelling, shall not exceed:-
- (a) During night hours, 43 dB LA90,10min or the Night Hours LA90,10min Background Noise Level plus 5 dB(A), whichever is the greater;
- (b) During daytime hours 35 dB LA90,10min or the Daytime Hours LA90,10min Background Noise Level plus 5 dB(A), whichever is the greater.

The report shall be submitted to the Planning Authority for perusal with a view to prevent noise disturbance.

- (5) Prior to the initiation of development, the applicant shall confirm the exact colour of turbine colour, hub, blades and all approved infrastructure with the Planning Authority. This shall be submitted for approval in writing and implemented as approved.
- (6) Prior to the initiation of development, the applicant shall provide a plan detailing any landscape features that require to be removed and reinstatement details and specification.
- (7) 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.
- (8) Prior to the initiation of development, further information shall be submitted to and approved in writing by the Planning Authority – in consultation with the Coal Authority – as to:-
- The undertaking of a scheme of intrusive site investigations which is adequate to properly assess the ground conditions and the potential risks posed to the development by past coal mining activity, specifically shallow coal mining activity;
  - The submission of a report of findings arising from the intrusive site investigations, the results of any gas monitoring and a scheme of proposed remedial works for approval, and
  - The implementation of those remedial works.

- (9) No development shall commence on site until a 'Radar Mitigation Scheme' (RMS), has been agreed with the Operator and approved in writing by the Local Planning Authority.**
- (10) No turbines shall be built until an approved RMS has been implemented. The RMS shall thereafter be implemented and operated in accordance with the approved details. implemented. The RMS shall thereafter be implemented and operated in accordance with the approved details.**

**Reason(s)**

- (1) As these drawings and details constitute the approved development.**
- (2) The development would not be acceptable without these additional works.**
- (3) To enable the Planning Authority to consider this/these aspect(s) in detail.**
- (4) To ensure that the occupants of the property are safeguarded against excessive noise intrusion.**
- (5 – 6) In the interests of visual amenity.**
- (7 – 8) To ensure the suitability of the ground.**
- (9 – 10) To ensure that air traffic control is not compromised.**

**Informatives(s):-**

- (1) For the avoidance of doubt, the plan(s) to which this decision refer(s) bear our online reference number(s) 01 – 09.**
- (2) Falkirk Council have determined the application on the basis of available information relating to ground contamination/landfill gas. The responsibility for the safe development and secure occupancy of the site remains with the applicant/developer.**
- (3) The applicant will be required to negotiate pre and post construction road and bridge surveys with Falkirk Council's Roads Services, Earls Road, Grangemouth and Bridge and Structures Design, Abbotsford House, David's Loan, Falkirk.**
- (4) 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.**

**P27. Remove Condition 2 of Planning Permission P/09/0771/FUL to Make Temporary Access Permanent at Land North West of Woodside, Glen Road, Torwood for Mr Gillies Guthrie - P/18/0009/VRC**

The Committee considered a report by the Director of Development Services on an application for planning permission to the deletion of condition 2 of the planning permission granted in 2011 for the regrade and landscape of the disused quarry at Glen Road, Torwood, which stated that vehicular access would be temporary. Removal of this condition would make the vehicular access permanent.

**Decision**

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

**P28. Use of Land and Premises as Materials and Soil Treatment Facility (Class 5 General Industrial) at Carron Works, Stenhouse Road, Carron, Falkirk FK2 8UW for ATG Group - P/17/0733/CPE**

The Committee considered a report by the Director of Development Services on an application for a Certificate of Lawfulness (Existing Use) for the use of land and buildings at Stenhouse Road, Carron, Falkirk.

**Decision**

**The Committee agreed:-**

- (1) to continue the matter to a future meeting;**
- (2) to instruct the Director of Development Services to write to (a) neighbours of the site who would have received notification of a planning application of the site, and (b) the applicant to canvas additional information about the nature of the uses within the site over the last 10 years at least, whether they relate to the whole of the site or part of the site and whether these uses have been continuous;**
- (3) that such information be requested to be provided within 21 days of the date of the Director of Development Service's letter to each party; and**
- (4) that the neighbours written to and the applicant be advised in the letter of request that the matters to be determined in this application are solely matters of evidential fact and law and the planning authority is not seeking views in relation to the planning merits of the use.**

**FALKIRK COUNCIL**

**Minute of meeting of the Scrutiny Committee held in the Municipal Buildings, Falkirk on Thursday 7 June 2018 at 9.30 am.**

**Councillors:** David Balfour  
Lorna Binnie  
Allyson Black  
Jim Blackwood  
Niall Coleman  
Jim Flynn  
Lynn Munro  
Pat Reid

**Officers:** Fiona Campbell, Head of Policy, Technology and Improvement  
Michelle Duncan, Policy and Research Officer  
Rhona Geisler, Director of Development Services  
David MacKay, Head of Education  
Philip Morgan-Klein, Service Manager, Children's Services  
Brian Pirie, Democratic Services Manager  
Stuart Ritchie, Director of Corporate and Housing Services

**Also Attending:** Ghislaine Tait, Headteacher, Moray Primary School

**S7. Appointment of Convener**

Council had agreed on 9 May 2018 (ref FC11) that the convenership of the Scrutiny Committee and Scrutiny Committee (External) would be held by either a member from the Conservative Group and SNP Group. The Scrutiny Committee (External) had appointed Depute Provost Ritchie as its convener on 17 May 2018 (ref SE1). Accordingly, in terms of Council's decision, the convenership was reserved to a member of the Conservative Group.

Nominations were then sought for the position of convener of the Scrutiny Committee and Performance Panel.

Councillor Flynn nominated Councillor Munro.

**Decision**

**The Committee agreed to appoint Councillor Munro as convener of the Scrutiny Committee and of the Performance Panel.**

**S8. Apologies**

No apologies were intimated.



**S9. Declarations of Interest**

Councillor Flynn declared a non-financial interest in item S12 as a director of Falkirk Community Trust, but did not consider that this required him to recuse himself from consideration of the item, having regard to the specific exclusions contained in the Code of Conduct.

**S10. Minutes****Decision**

- (a) The minute of the meeting of the Scrutiny Committee held on 5 April 2018 was approved; and**
- (b) The minute of the meeting of the Performance Panel held on 29 April 2018 was noted.**

**S11. Rolling Action Log**

A rolling action log detailing the status of actions from the meeting held on 5 April 2018 which had yet to be completed was presented for consideration.

In regard to action 413 (Scrutiny Panels), the Head of Policy, Technology and Improvement confirmed, in response to a question, that the Scrutiny Panel on fly tipping would meet later that day. It had met on 28 March 2018 and agreed its scope. A meeting scheduled for 9 April 2018 had been arranged but had been postponed following changes to the Council's decision making structure which had meant that 2 of the members, Councillors Bissett and Kerr, were ineligible to serve on the panel. The change in membership of the Executives had also resulted in a delay in establishing the Scrutiny Panel on antisocial behaviour. It was anticipated that this panel would meet to agree the scope of its review before the summer recess.

In regard to action 493 (the role of elected members in engaging in the complaints process) the Head of Policy, Technology and Improvement confirmed that a workshop for members had taken place on 26 April 2018 and a focus group had been held on 8 May 2018. In response to a question, the Head of Policy, Technology and Improvement confirmed that member attendance had been low and, following a suggestion from committee, undertook to survey members.

Following a question on the time taken to implement a generic enquiries email address, action 392, the Head of Policy, Technology and Improvement confirmed that an email address would be established by 15 June 2018.

**Decision**

**The committee noted the Rolling Action Log.**

**S12. Local Government Benchmarking Framework 2016/17**

The committee considered a report by the Director of Corporate and Housing Services presenting a summary of the Local Government Benchmarking data from 2016/17.

The Local Government Benchmarking Framework (LGBF), had replaced Audit Scotland's Statutory Programme Indicators performance information and had been compiled by the Improvement Service. The Local Government Benchmarking Framework data was a national benchmark which compared Scottish Local Authorities with the aim of improving performance in key areas. It consisted of:-

- a suite of common performance indicators, and
- National events which look at areas of service, what are the differences across all Councils with regards to performance and what lessons can be learned from best practice to improve service provision.

The LGBF was a key element of Audit Scotland's statutory performance reporting framework to review Council's focus on improvement. The data relied upon:-

- Councils preparing information and data returns in a consistent way;
- national data sets being statistically significant in each Council area, and
- the Local Finance Return from each Council being consistently prepared.

It contained 75 indicators covering service cost, service delivery and customer satisfaction and included information on Council's priorities and concerns. It showed where there had been improvement or deterioration together with a comparison against Scottish Local Authorities.

The report highlighted and provided commentary on:-

- indicators by Service;
- comparison to the national average for 2016/17;
- Services' position relative to quartiles.

In addition the report provided analysis on:-

- corporate indicators;
- Children's Services performance;
- Corporate and Housing Services performance;
- Development Services performance;
- Adult Social Work performance;
- Falkirk Community Trust performance.

The respective performance information relating to Adult Social Work and Falkirk Community Trust was presented but would be considered by the Scrutiny Committee (External) as part of its scrutiny of the Integration Joint Board and Falkirk Community Trust.

In response to a question in regard to indicators Env 1-7, the Director of Development Services undertook to provide ward level breakdowns where these were available.

Members questioned whether the introduction of Pupil Equity Funding (PEF) had had a positive impact on indicators CHN 6 and 7 (percentage of pupils living in the 20% most deprived areas gaining 5+ awards at level 5 and level 6 respectively). The Head of Education stated that the information provided was for 2016/17 and as such, the impact of PEF would not be relevant as it was introduced in 2017/18. However, he did expect that it would impact positively in subsequent years' performance. The indicators did not describe the range of qualifications available to pupils. The data was limited to attainment of Highers. The Service was currently collating information on the wider range of qualifications available, in particular to the lowest attaining groups.

Members sought detail on the factors leading to an increase in CHN 22 (percentage of child protection pre-registrations within 18 months) which had risen from 6.9% to 14.2%. The Head of Education stated that this was the first time that this data set had been reported nationally and the Service was currently analysing the factors which contributed to Falkirk Council's ranking of 30 out of 32. The review would include benchmarking with family groups in other Local Authorities in order to identify where improvements could be made.

In response to a question on preschool costs (CH3) members sought information on why costs were higher than Scottish average and whether this was due to the non-statutory provision provided by Falkirk Council which other Local Authorities did not provide. The Head of Education confirmed that this was the case. The Council provided baby provision in some nurseries. This was more expensive to provide than nursery provision and as a consequence the overall cost as measured by the indicator was higher than that recorded by many Authorities.

During discussion, members questioned the quantity of data provided and whether the collection and analysis of performance information in fact encroached on the delivery of services. The Head of Policy, Technology and Improvement reflected that the intent of performance information was to drive improvement in the provision of services. It allowed the Council to not only look at how well it performed but also to look at the services it provides and question whether some functions should be provided, or provided at the same cost. As an example, the Director of Development Services cited the cost of planning (ECON 2) indicator. While it was the case that there was an inconsistency in the methodology used by Councils to calculate this indicator, it showed Falkirk's cost was higher than most Local Authorities. This had led to questions by the Scrutiny Committee and a review of the process within the

Service. At the same time, there was recognition within the Scottish Government that there was inconsistency across the country and as part of the introduction of the Planning Bill, a review had been established. This would drive consistency and improvement in the planning services of Local Authorities.

The committee noted that the percentage of the highest paid 5% of employees who are women (Corp 3b) was below the Scottish average and that Falkirk Council ranked 24 out of 32. Members asked why the pay gap still existed. The Director of Corporate and Housing Services explained that this was based on a complicated formula and it was likely that a number of Councils had similar performance with only slight variation between higher ranked Councils and Falkirk. Nonetheless in regard to equal pay claims, it was the case that of those pay claims which remain to be settled, the majority were at the lower end of the pay scale and tended to be jobs which were traditionally performed by women.

Members sought background to the samples used for indicators CHN 10 (percentage of adults satisfied with local schools). In particular, members asked whether the figure was 77% of respondents or 77% of the population and whether the survey was restricted to parents. The Head of Education explained that as the information was drawn from household surveys, he could not confirm the sample size and how many were parents of pupils. He undertook to provide background information to members before the next meeting.

In regard to indicator CHN 11 (percentage of pupils entering positive destinations), which was below the national average, members asked for the definition of a “positive destination”. The Head of Education explained that this was a challenging indicator and the performance was lower than expected. The positive destinations captured were employment or college/university. However, within each category there were fluctuations, for example, pupils who go to college/university but then drop out or go into work but leave to go to college/university. The Service was focussed on providing the right pathways for pupils and for engagement to start not at S4/S5, but at an earlier stage. It was necessary to challenge the traditional pathways and there was positive engagement with Forth Valley College to develop pathways to work. It was key to provide the right tools to make pupils employable and the Head of Education cited examples of the ongoing work with industry to ensure that pupils had the right mix of skills and qualifications to allow them to move into work and further education.

Members then focussed on those indicators for which the Council was in the bottom quartile nationally and sought assurance that Services had strategies in place to review and drive improvement. The Director of Development Services responded that, in regard to ENV 4c (percentage of B class roads that should be considered for maintenance treatment), a report would be submitted to Council. In regard to indicator ENV 7a (percentage of adults satisfied with waste collection) 77% were satisfied, yet data showed that there was a very low rate of missed bin collections. The response may reflect

dissatisfaction with the separation of bins or collection frequency. The Service would analyse the information.

## **Decision**

### **The committee noted:-**

- (1) Audit Scotland's increased focus on the use of these indicators as a means to drive improvement;**
- (2) the 2016/17 Local Government Benchmarking Framework data for Falkirk Council and Falkirk Community Trust;**
- (3) the indicators improving and deteriorating from 2010/11 to 2016/17;**
- (4) the indicators that compare better and worse than the national average;**
- (5) the indicators that are in the top and bottom quartiles, and**
- (6) the progress with benchmarking family group meetings.**

## **S13. Summary of Local Government in Scotland Challenges and Performance 2018**

The committee considered a report by the Director of Corporate and Housing Services summarising the key messages of the Accounts Commission's report on "Local Government in Scotland – Challenges and Performance 2018".

A report by the Accounts Commission had identified the key challenges facing Scottish Local Government in 2018 and set out key messages for Local Authorities.

The challenges include:-

- The impact of Brexit;
- The review of local governance aimed at providing people with more say in local decision making; and
- A reduction in real terms of 9.6% in Council revenue funding from the Scottish Government since 2010/11.

The Accounts Commission set out Authorities' response to the challenges and concluded with three key messages. These were:-

- Councils' increasing use of reserves to support forecasted funding gaps,

- Workforce reduction and the need for robust workforce planning to ensure Councils have the right people with the right training and skills to deliver their priorities, and
- The vital need for transformational change in response to reductions in funding.

The Accounts Commission had recognised that Councils had faced a significant challenge to reduce spend, deliver services differently and work with their community. Notably the financial and population pressures would continue and consequently, the need for effective leadership and effective planning remained key. The report set out a number of recommendations:-

- Looking to the future:
  - continue to improve understanding on how the landscape within which their council operates may change, by considering its demographics, the public spending environment and policy changes;
  - use this information to inform council priorities;
  - develop long-term financial and scenario planning that takes these factors into account and considers the impact on all their services and their users; and
  - consider how to make the most of new technology, for example streamlining processes and communicating differently with service users.
- Work with communities - so that they are actively involved in decision-making, know the effect decisions are expected to have on services and communities and see the impact of community empowerment.
- Focus on the delivery of priority outcomes through:
  - working with communities to understand their needs;
  - establishing effective cross-party relationships to work together and make the sometimes difficult decisions needed to achieve the council's priorities; and
  - clearly linking budgets to plans and outcomes.
- Establish robust change strategies and developing realistic plans for transforming services, which incorporate:
  - effective leadership and good governance arrangements;
  - robust options appraisal;
  - strong financial management; and
  - properly scoped and resourced plans.

- Ensure change strategies are supported by:
  - realistic savings plans with long-term implications and mitigation against unintended impact on other services and communities;
  - effective workforce planning to retain and recruit people with the right skills to deliver sustainable future services;
  - income generation plans; and
  - workforce and member support, training and development.
- Evaluate and report on:
  - the impact that significant budget reductions, savings, workforce changes and service redesign are expected to have and have had on service delivery and quality; and
  - using the data collected and monitored to report publicly on the quality of services, as well as user satisfaction with those services.

Falkirk Council was well placed to meet the challenges. The Corporate Plan set out clear priorities that guide what services are working to achieve but also set out how the Council expects to change how it delivers its services. The Corporate Plan was underpinned by the Medium Term Financial Strategy, the transformation programme Council of the Future and also the Council's emerging customer strategy which incorporated Council's approach to digital services and technology.

In response to a question on participatory budgeting, the Director of Corporate and Housing Services gave examples of pilot initiatives in the Braes, Bo'ness and Grangemouth areas. The 18/19 budget had included £100k to allow projects to be developed which would be appraised and which could lead to further options being developed. Nationally, Authorities had taken differing approaches to participatory budgeting and it was prudent to review options before agreeing our preferred methodology.

The committee discussed the reductions in budgets since 2010/11 and the need, given the significant decrease, to transform services. In response to a question on the impact of reducing budgets and the particular demographics of the area on the provision of Social Work Adult Services, the Director of Corporate and Housing Services stated that the transformation of key service provision was vital. It was imperative that services focussed on prevention and that low cost provision was identified. The Head of Education concurred, noting however that the majority of services provided were statutory so the challenge was not to stop delivering services but to deliver the right service at the right time at the right cost. He cited examples where early intervention was key – it was necessary to change processes to align resources to meet the challenges and meet the needs of children and of their families. It was a significant challenge but would in time yield savings.

The Head of Education gave examples when the introduction of portable devices had improved service delivery. Innovation was key – for example, he cited the Living Well Falkirk project which, through the use of technology, led to fewer people coming in person to the social work service. In doing so, this allowed the service to focus its resources on areas of need. This had resulted in improved services but had also reduced costs. In regard to “pump priming”, the Director of Corporate and Housing Services confirmed that the budget included £700k to pump prime projects which would drive the Council of the Future projects.

The committee discussed the use of reserves to support funding gaps. The Accounts Commission had noted an increasing use of reserves by Local Authorities to bridge gaps stating that this was “not a way to sustain year on year services”. The Director of Corporate and Housing Services concurred. However, he explained that the report did not provide context as to the reasons why reserves had been used in other Authorities. The Council had a reserves strategy and considered that the public understood the rationale for maintaining reserves.

In response to a question, the Director of Corporate and Housing Services stated that it was not necessarily the case that an aging, less mobile population would in itself be expensive. Health was the key factor which highlighted the need for early intervention strategies to prevent people from requiring NHS and Council support.

The committee discussed the budget cuts to Local Authorities since 2010/11, highlighting that central Government, whether Scottish or Westminster Governments, had not faced similar levels of budget reductions.

The committee highlighted the absence rates, particularly within Social Work Adult Services and sought information on the measures in place to address absenteeism. The Head of Education stated that the levels were higher than desirable and that the Service followed procedures for absence management. There were specific factors however which should be acknowledged – these included the workforce age profile and the demands of the job. For example, in care homes where the workforce was older, there was a requirement to lift and bend and so the instances of musculo-skeletal absences would be higher. The Director of Corporate and Housing Services stated that information on absence management within Social Work Adult Services had been provided to the Joint Consultative Committee. That committee had requested a comparison with both public and private sector providers, however the majority of private sector providers had been unwilling to provide the information. In comparison with other Local Authorities, the absence rates were broadly the same. It was the case that absence rates would be different depending on the working environments and Social Work was particularly challenging. In recognition, Services had different absence targets – within Social Work, it was around 6% not 4% which was the Council average.



## **Decision**

### **The committee noted:-**

- (1) the key messages within the Challenges and Performance report, and**
- (2) the recommendations provided by the Accounts Commission.**

Councillor Reid withdrew from the meeting following consideration of the previous item.

## **S14. Participation Strategy Update**

The committee considered a report by the Director of Corporate and Housing Services providing an update on progress made in response to a scrutiny panel review of participation and presenting ethical guidelines on community engagement.

Following a scrutiny panel review of the implementation of the Council's participation strategy in 2015, the Executive had agreed on 9 June 2015 (ref EX18) a set of actions including:-

- review the role, remit and membership of the Corporate Participation Group.;
- develop a robust process for local community planning which sets out a defined process for the production of plans
- develop a defined reporting framework for local community plans to ensure that reports on them are submitted to the Scrutiny Committee and then the Executive, prior to submission to the Community Planning Leadership Board;
- promote Have Your Say, the Plan for Local Involvement, and the principles set out within it more effectively, internally to Members and officers, and externally to communities and partner organisations;
- ensure appropriate training is put in place for officers to enable them to implement the principles set out in the plan, for example Plain English training, training in survey design etc.;
- record all consultation activity in a corporate database of consultation activities, drawing on Service Plans, Community Planning, to avoid duplication of consultation/engagement. The effectiveness and accessibility of the current database will also be reviewed;

- provide information to the public/specific stakeholders prior to and after they have informed, consulted or engaged with communities, including feedback. There should also be a clear process for advising Members about consultations that are taking place and feeding the results back to them;
- provide more information on consultations, community engagement and Local Community Planning in the consultation section of the Council's website;
- explore different digital means of engaging with local and thematic communities. This could include the potential for using a bespoke online consultation platform such as Citizen Space. It would also include a review of how the Council's use of social media platforms could be expanded to support its engagement activities;
- ensure that appropriate methods are used to effectively consult and/or engage with hard-to-reach groups and consideration will be given to specific training on consulting and/or engaging hard-to-reach groups; and
- consider the impact of the Community Empowerment Bill and the Council's response to this in August 2015.

The Executive had asked that update reports are submitted to the Scrutiny Committee.

An overview of progress made in the context of developments since then, significantly, the introduction of the Community Empowerment Act, Council's Corporate Plan and National Standards for community engagement.

Details were given of work in regard to:-

- Youth Engagement;
- Locality Planning;
- Winter weather;
- A review of the Participation Strategy;
- The Citizens' Panel;
- Communications and social media;
- A review of the Corporate Participation Group; and
- The introduction of an ethical guide to community engagement.

In response to a question on how the views of the community on service provision are collected, analysed and for what use, the Head of Policy, Technology and Improvement stated that a wide range of information was collected, from a wide range of sources, which was broken down by Service to a Locality level. Through analysis of variations in responses, officers can identify areas where the Council was performing well and where there was room for improvement. The information could be used to drive change and

further improvement. Information was sought on what is important to the community. This was analysed and the analysis and proposed response was reflected back to the community i.e you said X, is this a correct interpretation of what you want, if so this is what we will do. Collaboration was important. Once the Council understands what a community wants, it was crucial that Council worked in collaboration with the community to deliver the service. The Head of Policy, Technology and Improvement explained that this process was in use within Children's Services at school level with young people.

Members sought further information on the process. The Head of Policy, Technology and Improvement explained that new information was collected and used to review work done so far and inform new work. The process would continually evolve.

In regard to engaging with young people, the Head of Policy, Technology and Improvement stated that young people were keen to work with the Council. However, it was clear from dialogue that young people did not support the introduction of a Youth Council. They looked for different ways of engaging – for example through social media and specific issues. A report setting out proposals for youth engagement would be considered by the Executive on 12 June 2018.

In response to a question on the Citizens' Panel, the Head of Policy, Technology and Improvement confirmed that while it was pleasing that 167 young people were involved, it was hoped that following the review of the participation strategy, the ways in which the Council engages with young people would widen and would involve more young people. In clarification, the Head of Policy, Technology and Improvement confirmed that young people ranged from 12-25 and that in itself this covered a wide range of characteristics. Not all identified as "youths". In response to a question, the Head of Education confirmed that Children's Services engage with those younger than 12.

The committee discussed the surveys undertaken as part of the review of the participation strategy and asked whether the make up (in terms of equalities) of the respondents was known. The Head of Policy, Technology and Improvement stated that it had been asked for as part of each survey, with exception of the youth survey, but not all respondents had provided the information. In the case of the youth survey, representative groups had been contacted for equality monitoring purposes.

## **Decision**

**The committee noted that officers would:-**

- (1) establish a Citizen Space user group to encourage better cross-service communication and collaboration; provide training opportunities; and ensure a consistent approach to monitoring and evaluation;**

- (2) develop a process by which services monitor and evaluate engagement activities as so to effectively measure progress and improvement to the Council's approach to community engagement;**
- (3) develop a set of ethical guidelines for community engagement to support officers;**
- (4) continue to offer training opportunities to staff conducting community engagement, and**
- (5) conduct a public consultation to review the Council's participation expired at the end of 2018.**

**S15. Education Scotland Inspection Report and Action Plan – Slamannan Primary School and Heathrigg Nursery**

The committee considered a report by the Director of Children's Services presenting the findings of Education Scotland's inspection of Slamannan Primary School and Heathrigg Nursery together with the action plan to address the key findings of the recommendation.

Following its inspection of Slamannan Primary and Heathrigg Nursery in January 2018, Education Scotland had issued its inspection report together with a detailed summary of findings.

The inspection identified areas of strength, however, areas for improvement were identified. Of the 4 quality indicators measured – 2 (leadership of change and raising attainment and achievement) had been evaluated as weak.

Areas for improvement included:-

- to develop more effective strategic leadership and self-evaluation approaches which lead to improved outcomes for all children across the nursery and primary school. This should include a focus on continuing to develop effective partnerships, with parents and the local community, which will enhance and support children's learning.
- to improve learning and teaching across the school, ensuring an appropriate level of pace, challenge and differentiation. Children should be given opportunities to lead their own learning and be more involved in evaluating their own progress and next steps.
- to review the approaches that support children's learning across the school. In doing this, the school needed to improve the planning of learning, teaching and assessment for children requiring additional support in their learning.

- to raise attainment for all children. Approaches to raising attainment should include making effective use of relevant data, and robust tracking and monitoring of children's progress in learning and achievement.

In addressing the findings the priority of Children's Services was to establish a strong and consistent leadership team. Ms Ghislaine Tait, Head Teacher of Moray Primary School had been appointed acting Head Teacher.

Other actions had included:-

- within the school the Principal Teacher and the Early Years Officer have been given additional temporary responsibility arrangements as Acting Depute Headteacher and Acting Senior Early Years Officer respectively with their new remits clearly focussed on the development areas identified in the inspection.
- to further increase the capacity of the Senior Leadership Team to address the improvements required, the Service and School Improvement Team had temporarily seconded a centrally based education officer to provide additional support. This would give quality and consistency over the course of the improvement journey and was supernumerary to the core staffing allocation.
- the Team Manager had been working with, and would continue to work with, the Head Teacher and the Leadership Team on a direct and intensive basis to effect change. This work had involved regular review and evaluation of the action plan, to challenge and drive the improvements from the authority perspective.
- the Team Manager provided regular updates to the Service Manager and Head of Service on continuous planning and progress to date.

In response to questions from the committee Ms Tait summarised the key priorities of the action plan. This focussed on 3 key areas - raising the attainment in reading, improving staff morale and assessing support needs for each child. Ms Tait highlighted successes thus far, noting that there had been no staff absences since she joined the school.

Members commended the work undertaken by Ms Tait and colleagues within Children's Services but nonetheless expressed concern that the lack of leadership, identified in the inspection, had been able to occur without Children's Services being aware. The Head of Education stated at the time Children's Services was in flux and a number of key staff posts had been unfilled, in particular within the Quality Assurance Unit. The Service had been aware, but unable to react to, early indications that there was an issue within the school. The situation at the school had been much worse than Children's Services had been aware of. The Service recognised the need to learn wider lessons but importantly to provide support to the school and

pupils, which have been significantly affected. The Service had reacted positively since the inspection but was still unpicking the lessons.

Members stated that the pupils, who had been let down, were the priority and sought assurance that they would be able to catch up. In response Ms Tait said that they could although whether all would could not be answered. She explained the work carried out and processes which had been put in place to support progress. This had included additional support assessments, staff meetings, pupil progress meetings. She identified the need for staff to plan – where are the pupils and what pace of teaching is required – and to hold progress meetings 3 times a year to ensure that progress was adequately monitored. There was a need to develop staff capacity. Children's Services had provided an acting principal teacher as an additional member of staff who would work alongside class teachers to observe and give advice to upskill class teachers. In addition Ms Tait anticipated further additional staff joining – for example two additional support needs (ASN) teachers for numeracy and literacy.

She also summarised the work with pupils which had included a literacy recovery programme. The majority of pupils had made good grades and would move from the programme. Those who progressed more slowly would be provided with additional support.

Following a question, the Head of Education expanded on the additional resources put in place to support the teaching staff. He cited the teacher transfer programme which had been in place for approximately 2 years and which allowed teachers to move from or into a given school. In terms of additional support, he reiterated that the acting principal teacher had strong experience of supporting teaching capacity. This resource would be in place for approximately 2 years. In addition the school could tap into resources at Sealock House. Members acknowledged and welcomed the support and additional resources but sought assurance that a similar situation would not arise in other schools. The Head of Education stated that intelligence suggested that the situation would not occur elsewhere. He repeated that resources were in place at the centre, which was not the case as the issues at Slamannan and Heathrigg had developed.

Ms Tait expanded on the teaching resources. Two teachers would join the school to replace 2 who had moved on. This in itself would change the dynamic of the establishment. In regard to class allocation, Ms Tait stated that staff had been asked to identify their preferences. This had allowed her to deploy staff according to their strengths and preferences.

In response to a question on whether support would be in place for those pupils who had been affected and who were now transferring to the secondary stage, Ms Tait stated that support would be in place at Falkirk High School to ensure that the correct support was in place. It was, she considered, an inspiring learning place.

Members asked whether the school had been able to utilise Pupil Equity Funding (PEF) to address issues relating to attainment. Ms Tait confirmed that £53k PEF had been used to appoint time from the Family Support Service, buying programmes for literacy recovery, to buy external staff development for teachers. PEF would be used in 2019/2020, to continue inclusion work from the Pupil Support Service, to improve attendance and to support families with home school learning. She intended to build on resources which support learning and teaching. It was not a case of buying in resources, but rather what was important was how the staff teach and how resources are used.

Members repeated that it was regrettable that the issues within the school had not been picked up earlier by the centre. Lessons would need to be learned and a repeat elsewhere must be avoided. The Head of Education stated that the Service was committed to learning the lessons. Members asked that, after the conclusion of the inspection follow-up, a progress report is brought back to committee.

### **Decision**

#### **The committee noted:-**

- (1) the findings of Education Scotland's inspection of Slamannan Primary School and Heathrigg Nursery and associated action plan, and**
- (2) that the Director of Children's Services will monitor progress towards meeting the areas for improvement contained in the inspection report and report back to the committee.**

Councillor Reid rejoined the meeting during consideration of the previous item.

**Minute of meeting of the Planning Committee held On Site on Monday 11 June 2018 commencing at 9.30 a.m.**

**Councillors:** David Alexander (Convener)  
Robert Bissett  
Jim Blackwood  
Gary Bouse  
Provost William Buchanan  
Gordon Hughes  
John McLuckie  
Laura Murtagh

**Officers:** Arlene Fraser, Committee Services Officer  
Julie Seidel, Planning Officer  
Russell Steedman, Network Co-ordinator  
Karen Quin, Senior Solicitor  
Bernard Whittle, Development Management Co-ordinator

**P32. Apologies**

Apologies were intimated on behalf of Councillors Coombes and McCue.

**P33. Declarations of Interest**

No declarations were intimated.

**P34. Remove Condition 2 of Planning Permission P/09/0771/FUL to Make Temporary Access Permanent at Land North West of Woodside, Glen Road, Torwood for Mr Gillies Guthrie - P/18/0009/VRC**

With reference to the minute of the meeting of the Planning Committee held on 30 May 2018 (Paragraph P12 refers), Committee gave further consideration to a report by the Director of Development Services on an application to remove condition 2 of Planning Permission P/09/0771/FUL to make a temporary access permanent at land north west of Woodside, Glen Road, Torwood,

The Convener introduced the parties present.

The Planning Officer outlined the nature of the application.

The applicant and the applicant's agent were heard in relation to the application.



The Planning Officer was heard in relation to the contents of an email received from Mr Aitchison, an objector to the application.

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

The objections included the following issues:-

- road safety and visibility concerns
- the current access was agreed on a temporary basis to implement quarry infill, with specific conditions
- no traffic calming permitted as the road is classed as an emergency through road
- no safe access exists due to the increase in traffic each year
- the current land use

Questions were then asked by members of the Committee.

The Convener concluded by thanking the parties for their attendance. The matter would be determined by the Planning Committee on 19 June 2018.

**FALKIRK COUNCIL**

**Minute of meeting of the EXECUTIVE held within the Municipal Buildings, Falkirk on Tuesday 12 June 2018 at 9.30 a.m.**

**Councillors:** David Alexander  
Robert Bissett  
Gary Bouse  
Paul Garner  
Dennis Goldie (Convener)  
Nigel Harris  
Gordon Hughes  
Cecil Meiklejohn  
Alan Nimmo

**Officers:** Karen Algie, Head of HR & Business Transformation  
Fiona Campbell, Head of Policy, Technology & Improvement  
Douglas Duff, Head of Planning & Economic Development  
Jack Frawley, Committee Services Officer  
Rhona Geisler, Director of Development Services  
Joe McElholm, Head of Social Work Adult Services  
David McGhee, Head of Procurement & Housing Property  
Colin Moodie, Chief Governance Officer  
Robert Naylor, Director of Children's Services  
Mary Pitcaithly, Chief Executive  
Bryan Smail, Chief Finance Officer

**Also Attending:** Councillor Murtagh, Public Protection Portfolio Holder item EX32

**EX23. Apologies**

Apologies were intimated on behalf of Councillors Coombes, Kerr and Nicol.

**EX24. Declarations of Interest**

Councillor Bissett declared a non-financial interest in agenda item 7 (ref EX29) as the holder of an allotment but stated that he considered that this did not require him to recuse himself from consideration of the item having regard to the objective test in the Code of Conduct.

**EX25. Minute****Decision**

**The minute of the meeting of the Executive held on 15 May 2018 was approved.**

**EX26. Rolling Action Log**

A rolling action log detailing decisions not yet implemented following the previous meeting on 15 May 2018 was provided. Items 224 – Community Empowerment (Scotland) Act 2015, and 399 – Sale of Former Seabegs Road Depot Site, Bonnybridge were subject of reports on the agenda and accordingly fell from the action log.

**Decision**

**The Executive noted the rolling action log.**

**EX27. Motion referred to the Executive under Standing Order 31- Single Use Plastics**

On 9 May 2018, and in accordance with Standing Order 31.1, Council referred the following motion, proposed by Councillor Murtagh to the Executive:-

Council recognises the efforts of volunteers across our communities who have been engaging in "Spring Clean" litter-picks over recent weeks and thanks all those involved for their determination to make a positive contribution to their community and the environment.

Council further notes the damaging amount of single use disposable plastics, such as plastic drinking straws, which have been detected along our own foreshores, and which have been highlighted as a global problem for our environment, with particularly damaging consequences for marine life. Council recognises the efforts of campaigns such as "The Final Straw" campaign, aimed at minimising the environmental damage caused by single use disposable plastics and resolves to take a lead locally in combating unnecessary plastic pollution.

Council instructs officers to undertake an immediate review to establish where single use disposable plastics, such as plastic straws and hot beverage stirrers, are in use across all Council facilities and services.

The results of this review should be reported to the Council's Executive at the earliest opportunity following completion with a report on progress provided to the Executive prior to summer recess. The report will advise on where immediate removal of such items can be practically and commercially achieved and where further work is necessary to put into effect the desire of Council to minimise all unnecessary procurement of single use disposable plastics.

In doing so, officers will consult with disability advisors to ensure that all those who require the use of straws or other single use disposable plastic items, due to their disability, will have easy access to a suitable alternative where possible, or continue to be able to access plastic items where no alternative is deemed appropriate.

Council notes the efforts of other councils to implement similar policies and will liaise with partners at Scotland Excel on the best procurement options available to make any necessary transitions as cost effective as possible.

Council further commits to writing to Falkirk Community Trust to advise of this change to Council policy and ask that a similar policy be considered by the Trust board at its next meeting.

In terms of Standing Order 31.2, Councillor Murtagh spoke in support of her motion.

Councillor Garner, seconded by Councillor Meiklejohn, moved the terms of the motion.

As an amendment, Councillor Bissett, seconded by Councillor Nimmo, moved, in addition to the motion:-

That the Executive agrees to instruct officers to contact all Falkirk Council suppliers and service providers, to ask them to join Falkirk Council in reducing and eventually eliminating single use plastics from daily use.

Councillor Garner, with the consent of the Convener and Councillor Meiklejohn as his seconder, agreed to adjust the terms of his motion to include the terms of the amendment.

## **Decision**

**The Executive agreed the adjusted motion.**

## **EX28. Council of the Future**

The Executive considered a report by the Director of Corporate and Housing Services which provided a quarterly update on the progress made on the Council of the Future Change Programme.

Phase 1 of the programme had involved significant engagement with employees, elected members and trades unions. Phase 2 of the programme was the delivery plan of key transformational projects. For 2018/19 cashable savings delivered by projects within the programme totalled c. £5m. Updates were provided on a number of projects, including: Smart Working, Smart Travel; BMD; Housing of Tomorrow; Early Years Expansion, and Virtual Learning in Schools.

A number of engagement events had been held in the period March to June 2018, including:-

- a Leadership Forum
- a Council wide employee and trades unions listening event
- a Change Agent Network workshop

- multiple service based employee listening events, development workshops and communication groups.

## **Decision**

### **The Executive noted the:-**

- (1) progress made in the Council of the Future Programme; and**
- (2) criteria for the change fund as set out in section 4.16 of the report.**

## **EX29. Community Empowerment Update**

The Executive considered a report by the Director of Corporate and Housing Services which provided an update on the work to ensure the Council fulfilled its obligations set out in the Community Empowerment (Scotland) Act 2015.

It was expected that each community planning partnership would develop a Local Outcomes and Improvement Delivery Plan and adopt a model of locality planning. To deliver this the Falkirk Community Planning Partnership had agreed a framework for delivery of locality planning that linked the need to deliver on strategic priorities with the needs of local communities. This work had been initiated in the east area. Locality planning would be rolled out to the west area in September and then to the centre in April 2019.

A community action planning process would be carried out in the Grangemouth area, which would start with a community conference in June 2018. The conference would feed back to the community on the findings of the consultation and engagement work which had been undertaken and seek to identify issues of importance to the community going forward.

The Falkirk Health and Social Care Partnership was developing integrated locality structures. It was proposed that where practicable joint community engagement and locality planning was undertaken to maximise the opportunities for communities to co-design and co-produce local activity and services.

Work was being progressed in relation to participatory budgeting, with a further report to be presented later in the year. Specific pieces of work being carried out in relation to participatory budgeting included:-

- articulating what the options for participatory budgeting in Falkirk could be in order to ensure the achievement of 1% of budget being subject to meaningful participatory budgeting prior to 2020
- determining which budgets have a locality focus and therefore could potentially be subject to some form of locality decision making. This could include budgets such as parks and open spaces maintenance, and small grants
- working up options on how to encourage communities to become involved in decision making on budgets
- identifying how other public sector partners can engage in this.

## **Decision**

### **The Executive:-**

- (1) noted the work being undertaken on locality planning in the east and the plans to roll this out across the District;**
- (2) noted that locality planning will be aligned and undertaken where practical with the Health and Social Care Partnership to improve health and wellbeing outcomes;**
- (3) agreed that a report outlining options on the approach to Participatory Budgeting is presented later in the year and in time for any decisions to be taken at the meeting of the budget in 2019 and;**
- (4) agreed that a consultative draft Community Food Growing Strategy be presented for consideration in autumn 2018.**

## **EX30. Youth Council - Youth Engagement Review**

The Executive considered a report by the Director of Corporate and Housing Services which provided details on the outcomes from the Council's youth engagement review. The review was carried out to: learn how to better engage with young people; find out how young people wanted to engage with the Council; identify barriers to engagement, and understand views on the introduction of a youth council.

The review began in March 2018 and was guided by the results of an online survey, hosted on Citizen Space, of young people, aged 12-25 living in the Falkirk Council Area. 627 responses were received with the following key findings:-

- 82% of young people agreed or strongly agreed that they would like to be involved in making decisions that affect them and their local area
- 53% of young people agreed or strongly agreed that they could influence decisions affecting their local area
- 15% of young people have been involved in Council youth engagement activities
- 28% of young people were interested in joining a youth council
- 70% of young people stated their preferred method of engagement as online surveys.

## **Decision**

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

- (1) develop, in conjunction with young people, an online survey platform similar to the Citizens Panel;**

- (2) promote youth engagement activities more effectively using the online channels which are preferred by young people;
- (3) work closely with schools and Forth Valley College to provide young people opportunities to get involved in youth engagement;
- (4) use social media to keep young people informed of changes and developments in their local areas;
- (5) regularly ask young people what issues are important to them and design engagement activities around this. This may be achieved through an annual survey through which an engagement agenda is developed, and
- (6) manage the expectations of young people by being honest about the scope of their influence over decision making processes.

### **EX31. Fairer Scotland Duty and Equalities Training**

The Executive considered a report by the Director of Corporate and Housing Services which provided an update on guidance received on the new Fairer Scotland Duty and outlined a series of training and awareness sessions on equalities which were being organised for the Council.

The Council had obligations to meet under the Equalities Act 2010, including the Public Sector General Equality Duty. This required that public bodies be pro-active in tackling discrimination by:-

- eliminating discrimination
- promoting equality of opportunity
- fostering good relations between those who share a protected characteristic and those who do not

The Scottish Government had published guidance on the Fairer Scotland duties which was interim and non-statutory. The duties would be phased in over a three year period. Public bodies were asked to do more to tackle the inequalities caused by socio-economic disadvantage.

A training programme, led by an external facilitator, would be offered on a rolling basis with the initial sessions rolled out to Councillors and senior officers.

### **Decision**

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

- (1) noted the obligations on the Council with regards the Fairer Scotland Duty;
- (2) noted the interim guidance;

- (3) agreed that the current Equality and Poverty Impact Assessment Process is the way the Council will ensure compliance with the Fairer Scotland duty, and
- (4) noted the equalities awareness training programme.

### **EX32. Review of Taxi Fare Scales and Other Charges**

The Executive considered a report by the Director of Corporate and Housing Services which proposed to increase the fare scale used by all taxi operators licenced by the Council.

The Civic Government (Scotland) Act 1982 imposed a duty on all Councils to fix, from time to time, the maximum charges for the hire of taxis. There had been several reviews in recent years but the last increase in the tariff was introduced in October 2013.

Before fixing any scales or undertaking such a review, the Council must:-

- consult with persons or organisations appearing to them to be, or be representative of, the operators of taxis operating within their area;
- give notice of their intention by advertisement in a newspaper in its area stating, (a) the general effect of the proposals and the date when they propose that its decision will take effect; and (b) that any person may lodge written representations with respect to the proposals within a period of one month after the date of the first publication of the notice, and
- consider any such representations duly lodged.

The taxi forum was identified as being representative of operators of taxis and was invited to make representation in respect of the tariff. The forum recommended that there be a 50p increase on the flag fall with an increase in the running mile of between 10% and 20%. The following issues were highlighted in reference to the requirement for an increased fare:-

- increasing fuel costs
- increasing insurance costs
- increasing maintenance costs
- increased capital costs as a result of Council policy that replacement taxi/private hire car vehicles must be no older than 3 years
- to allow greater investment in technology

When comparing the cost of a 2 mile journey across all local authorities in Scotland under the current tariff rate Falkirk was the lowest. It was proposed that the fare scales be increased by 50p on the flag fall and 10% on the running mile. The proposed rates would place Falkirk 22 out of 32 local authorities for a two mile journey.



**Decision****The Executive agreed to:-**

- (1) to the proposed changes to the existing Taxi fares and scales; and**
- (2) to instruct the Chief Governance Officer to advertise the fare scales and charges to take effect from midnight on 31 August 2018 and,**
  - (a) In the event of any written representations being received in respect of the published proposals, a further report will be submitted to the Executive to allow them to be considered and,**
  - (b) In the event that no written representations are received the proposals will be held as confirmed and formally notified to the consultees.**

**EX33. Treasury Management Annual Review 2017/18**

The Executive considered a report by the Director of Corporate and Housing Services which presented the Treasury Management Annual Review 2017/18. Council was required to produce an annual review of treasury management activities together with the prudential and treasury indicators as set out in the Regulations issued under the Local Government (Scotland) Act 2003.

The report provided a review of:-

- economic and interest rates;
- the borrowing strategy 2017/18 outcome;
- the investment strategy;
- treasury management prudential indicators;
- member training, and
- benchmarking information.

**Decision****The Executive:-**

- (1) noted the contents of the Treasury Management Annual Review 2017/18, and**
- (2) agreed to refer the report to Council.**

**EX34. Provisional Financial Outturn Position 2017/18**

The Executive considered a report by the Director of Development Services which provided an updated financial position for the Council for 2017/18. The final accounts process was underway and would be subject to final audit review.

Net expenditure at 31 March 2018 was £330.2m which was £4.928m (1.5%) below the resources available. This was a movement of £1.737m from the position reported in January. The contributing factors included additional revenue support grant of c. £1m and the refund of VAT of £0.7m. The report set out spend against budget by service and the significant reasons for deviation. The spend was:-

- Children's Services – over budget by £0.110m
- Adult Services – under budget by £0.413m
- Development Services – over budget by £0.201m
- Corporate & Housing Services – under budget by £4.207m.

**Decision****The Executive noted:-**

- (1) Council's year-end financial position subject to audit for 2017/18, and**
- (2) the transfers to the Repairs & Renewals Fund and Earmarked Reserves as outlined at appendix 3 to the report.**

**EX35. Housing Infrastructure Fund - M80 Junction 7 Sliproads**

The Executive considered a report by the Director of Development Services which provided an update on progress of a project to upgrade the junctions of the A803 with the M80 junction 7 sliproads. Agreement on arrangements for delivery of the project was sought.

Upgrading the junctions of the M80 with the A803 in Banknock and Haggs formed infrastructure proposal INF06 of the Falkirk Local Development Plan. Upgrading was necessary along the A803 corridor between Coneypark and Dennyloanhead to facilitate settlement growth. If upgraded the potential delivery of new housing units was 1254, without the improvements the capacity would be limited to 160 new houses.

Through the Scottish Government's Housing Infrastructure Fund an opportunity had arisen to obtain a 100% grant to cover the residual cost of the junction improvements. Following an expression of interest the Scottish Government had responded in February 2018 inviting a formal application. An offer of up to £1.543m grant funding was received during May 2018. If the offer was accepted the funds would be paid to the Council to deliver the project in partnership with I&H Brown and Mactaggart and Mickel.

**Decision****The Executive:-**

- (1) noted the award of up to £1.543m grant funding from the Scottish Government's Housing Infrastructure Fund for the delivery of a project to upgrade the junctions of the A803 with the M80 junction 7 sliproads;
- (2) agreed to participate in a Banknock and Dennyloanhead Regeneration Partnership with I&H Brown Ltd and Mactaggart and Mickel in the delivery of the project;
- (3) agreed to commission WSP for delivery of the project at a cost of £1.61m, and
- (4) noted the requirement for the project to be included in the Council's 2019/20 capital programme.

**EX36. Exclusion of Public**

The Executive agreed in terms of Section 50A(4) of the Local Government (Scotland) Act 1973, exclude from the meeting the press and public for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 9 of Part 1 of Schedule 7A of the said Act.

**EX37. Sale of former Seabegs Road Depot Site, Bonnybridge**

The Executive considered a report by the Director of Development Services which provided an update on the work to identify a preferred option for the disposal or transfer of the former Seabegs Road depot site.

**Decision****The Executive:-**

- (1) noted the assessment, and
- (2) agreed that the preferred option was to split the site, subject to the company demonstrating, within 12 months, that their plans were deliverable.

## **FALKIRK COMMUNITY PLANNING PARTNERSHIP**

### **Minute of Meeting of the Community Planning Strategic Board held in the Municipal Buildings, Falkirk on Thursday 18 January 2018 at 10:00 am**

#### **Present:**

Councillors Falkirk Council:-  
 Cecil Meiklejohn (Convener)  
 Fiona Collie (Health and Social Care portfolio holder)  
 David Alexander (Public Protection portfolio holder)  
 Mary Pitcaithly, Chief Executive, Falkirk Council  
 Ken Thomson, Principal & Chief Executive, Forth Valley College  
 Julia Swan, Non-Executive Member, NHS Forth Valley  
 Karen Herbert, Chief Executive, CVS Falkirk and District  
 David Mellor, Board Member, CVS Falkirk and District  
 Martin Fotheringham, Superintendent Community and Partnerships, Police Scotland  
 David Lockhart,

#### **Attending:**

Ann McLaughlin, Health Promotion Lead Officer, NHS Forth Valley  
 Patricia Cassidy, Chief Officer, Falkirk Health and Social Care Partnership  
 Fiona Campbell, Head of Policy, Technology and Improvement, Corporate and Housing Services  
 Andrew Wilson, Policy and Community Planning Manager, Corporate and Housing Services

#### **1. Apologies**

Apologies were intimated on behalf of, Councillor Dennis Goldie, Falkirk Council, Oliver Harding, Public Health Consultant, NHS Forth Valley.

#### **2. Note of Meeting – 07 September 2017**

##### ***Amendments***

David Lockhart attended the meeting on the 7<sup>th</sup> Sept so should be noted as attending.

Julia Swan did not attend the meeting on the 7<sup>th</sup> but was listed as having attended.

#### **Action:**

**Meeting note to be amended - Andrew Wilson**

#### ***Matters Arising***

Board Members requested that an update on the Strategic Investment Zone be provided by Douglas Duff

Board Members discussed the Impact of Universal Credit Report which was being considered by Falkirk Council.

**Action:**

**Douglas Duff to circulate an update on the Strategic Investment Zone to Board Members – Douglas Duff**

**The Impact of Universal Credit Report to be circulated to Board Members – Fiona Campbell**

**Board Members to be invited to the Falkirk Council Elected Member's seminar on the impact of universal credit – Fiona Campbell**

### **3. Mental Health and Wellbeing Delivery Group and The Integrated Joint Board Progress and Performance**

This report covers the following:

- **Priority 1 – Improving mental health and wellbeing**
- **Outcome 5 – People live full, independent and positive lives within supportive communities**

Mary Pitcaithly, Chief Executive, Falkirk Council provided a brief introduction to the report and introduced Patricia Cassidy.

Patricia Cassidy highlighted a number of points from the report on mental and health and wellbeing, and on people leading independent lives etc. including:

- The appendices very much reflect early information of progress on both the priority and the outcome;
- Both delivery groups are aware of the need to avoid duplication of effort with other groups;
- The mental health and wellbeing delivery group has given priority to mapping care and patient pathways and models of care in both residential and community settings;
- The group comprises membership from NHS Forth Valley, Social Work and the Third Sector. The group has prioritised mapping so that gaps in service can be located and where possible remedied. The group also want to ensure that the approach taken on commissioning is appropriate;
- A local service directory has been developed by the Clinical Nurse Manager;
- The Integrated Joint Board has included information from its annual performance report. This is the first such report, the format of which is prescribed by the Scottish Government;

- The delivery with regard to mental health and wellbeing will be to be revisited with the publication of the new national Mental Health and Wellbeing Strategy.

### **Summary of Board Comments and Discussion**

The following represents a summary of points raised by Board Members and some key points within the discussion:

- Julia Swan referenced the new GP contracts and whether these would include provisions which would assist both the priority and outcome. She also referenced the practice in Kersiebank in Grangemouth, which is now being directly managed by NHS Forth Valley. This includes triage for a range of services as well as innovative social prescription;
  - Patricia Cassidy that the delivery plan will reflect both primary care and community based provision.
- Patricia Cassidy highlighted the study / regional plan in the West of Scotland which looks at mental health and wellbeing in terms of:
  - The frail and the elderly;
  - Palliative care; and
  - Severe and enduring mental health.
- Cllr Meiklejohn stressed the importance of early intervention, self diagnosis and referral. She also highlighted the mental health prevention based training taking place within schools
- Cllr Collie and Mary Pitcaithly both referenced the need to ensure employees in partner organisations are supported. This is available online, through healthy working lives and through mental health aid training;
- Ann McLaughlin highlighted the support available through NHS Forth Valley's health promotion / improvement service. This includes working with schools on mental health first aid;
- Karen Herbert has ensured that all CVS staff have undergone mental health first aid training, which is free but over subscribed. Stress control classes are also over subscribed;
- Ken Thomson cited the increased presentation of mental health and wellbeing to GP's and also the outcomes which will be achieved through prevention;
- Cllr Meiklejohn referenced the new 'rights' based focus of the new national health and social care standards. She also expressed interest in case studies being available alongside progress and performance reports. The Scottish Ambulance Service has expressed interest in joining the Community Planning Partnership; and
- Cllr Alexander stressed the need to manage expectations and being realistic about the level of services available. We also need to be mindful of the contribution of social exclusion to mental health and wellbeing. This should be considered within social housing allocations policies.
- Mary Pitcaithly referenced the experiences of looked after children with regard to these services

**Action:**

**Information on the regional planning taking place in the West of Scotland to be provided at the next Board meeting – to be actioned by Patricia Cassidy**

**The Mental Health and Wellbeing Delivery Plan to be reviewed by the delivery group with regard to the National Health and Wellbeing Strategy – to be actioned by Patricia Cassidy**

**Decision****The Board:-**

- (1) Noted the contents of the report and the appendices and the progress made by the delivery group and the IJB on the aspects of the SOLD for which they are responsible**

**4. Health and Wellbeing Delivery Group Progress and Performance**

This report covers the following:

- **Outcome 4 – Our Population Will be Healthier**

Mary Pitcaithly, Chief Executive, Falkirk Council provided a brief introduction to the report and introduced Ann McLaughlin, who was substituting for Oliver Harding.

Ann McLaughlin, highlighted a number of points from the report including:

- The different organisations represented on the delivery group;
- The work of this group is still at an early stage;
- The number of priorities within the revised delivery plan has been reduced to 3;
- The need and challenges associated with the potential duplication of activity;
- The successful partnership event held in May 2017 which accessed a wider range of delivery partners involved in the outcome;
- The need to develop case studies; and
- The RAG allocation will be improved in time for the next report. This will be aided by the development of more medium term actions and milestones which will better assist in the assessment of progress and performance.

**Summary of Board Comments and Discussion**

The following represents a summary of points raised by Board Members and some key points within the discussion:

- Ken Thomson asked that clearer guidance on the RAG system be developed and then distributed across the partnership;
- In addition to this David Lockhart suggested that a summary of the meaning of the RAG symbols used should be provided within the report;
- Julia Swan commented on the national breastfeeding strategy and the need to ensure the provision of breastfeeding friendly venues and the softening of approach with tolerance of mixed feeding.
- Julia Swan also commented on the drop off rates for girls at secondary school regarding physical activity;
- The Board had a general discussion on young people's health some of which featured within the Re-aligning Children's Services work. The Board asked for a presentation to be provided at its next meeting;
- Karen Herbert emphasised the need to reach and utilise our own employees and the benefits of activity associated with the Healthy Working Lives Award; and
- Ann McLaughlin highlighted that only 9 organisations across the Falkirk Council area have attained the silver level of Healthy Working Lives. Targets have been set taking account of this modest uptake.

#### **Action:**

**The delivery group is to review and amend its delivery plan including appropriate milestones and intermediate actions. This is to be completed ahead with the improvements included in its next progress and performance and progress report – to be actioned by Oliver Harding**

**The Delivery and Co-ordination Group to develop clear guidance on RAG allocation within progress and performance reports, including a key to explain the symbols used – to be actioned by Andrew Wilson**

**A presentation on Re-aligning Children's Services to be provided at the next Board meeting – to be actioned by David MacKay, Head of Education, Children's Services, Falkirk Council**

#### **Decision**

##### **The Board:-**

- (1) **Noted the contents of the report and the appendices and the progress made by the delivery group on the aspects of the SOLD for which they are responsible, with the request for an enhanced report to be provided when next scheduled.**

## **5. LOCALITY PLANNING - PROGRESS**



Fiona Campbell, Head of Policy, Technology and Improvement, Falkirk Council provided a brief summary of progress on locality planning including:

- Locality planning is currently being rolled out in the eastern locality, supported by the now established Locality Planning Group;
- The remit of the Locality Planning Group;
- The implementation of the Place Standard;
- The consultation which will include focused work with seldom heard groups;
- The consultation may highlight different issues compared with those already identified by the Locality Planning Group from partnership data;
- A report on the recent co-production workshop. A framework on how co-production will be deployed locally will be prepared for the Board's consideration at a future meeting. This will be supported by a further workshop;
- A framework for considering local assets will be discussed at the next meeting of the Locality Planning Group

Karen Herbert highlighted the work taking place to develop the business case for the local Investment Zone and how locality planning can be connected to this.

**Action:**

**A co-production framework is to be developed for consideration by the Executive Group, and then by the Board– to be actioned by Fiona Campbell**

**A follow-up co-production workshop is to be arranged to support the development of the framework – to be actioned by Fiona Campbell**

**Decision**

**The Board noted the:-**

- (1) Progress made in implementing the Locality Planning Framework;**
- (2) Establishment of the Locality Planning Group (East)**
- (3) Success of the co-production workshop**

## **6. OUR PLACE 2 – CAMELON UPDATE**

Fiona Campbell, Head of Policy, Technology and Improvement, Falkirk Council reminded the Board of the background to the Our Place initiative in Camelon. She advised the Board of the recent work that has taken place to address the issues / concerns, including:

- The partners who have attended recent workshops have expressed continuing concerns on the lack of community representatives and evidence of meaningful community engagement;
- A presumption that the solution developed for the community safety application remains firmly on the table; and
- A lack of progress by the community capacity builders on the issues and concerns raised by the Community Planning Partnership.

At this stage the Board cannot endorse the current Community Safety application due to lack of progress on issues and concerns raised by the Board. It does however recognise the progress made with other applications.

**Action:**

**Letters to be drafted to the Big Lottery and the community facilitators expressing concern on the lack of progress on the issues and concerns raised by the Community Planning Partnership– to be actioned by Fiona Campbell**

## **7. FUTURE MEETING DATES**

The following form the meeting dates for the Board for the remainder of 2018

<b>CP Executive Group (2-4pm)</b>	<b>CP Strategic Board (10am-12pm)</b>
15 February 2018	22 March 2018
19 April 2018	24 May 2018
21 June 2018	6 September 2018
18 October 2018	22 November 2018
13 December 2018	

# Minutes



## SEStran Partnership Board

10.00am, Friday, 8 December 2017

Victoria Quay and City Chambers, Edinburgh

### Present

#### Name

#### Organisation Title

Cllr Gordon Edgar (Chair)	Scottish Borders Council
Charlie Anderson	Non-Councillor Member
Cllr Chas Booth	CEC
Cllr Fiona Collie	Falkirk Council
Cllr Colin Davidson (Deputy Chair)	Fife Council
Cllr Karen Doran	CEC
Cllr Jim Fullarton	Scottish Borders Council
Cllr Chris Horne	West Lothian Council
Cllr Russell Imrie	Midlothian Council
Cllr Lesley Macinnes (Deputy Chair)	CEC
John Martin	Non-Councillor Member
Cllr Laura Murtagh	Falkirk Council
Neil Renilson	Non-Councillor Member
Sandy Scotland	Non-Councillor Member
Cllr Brian Small	East Lothian Council
Barry Turner	Non-Councillor Member

### In Attendance

Craig Beattie	CEC
Angela Chambers	SEStran
Matt Davis	Sustrans
Elizabeth Forbes	SEStran
Peter Forsyth	East Lothian Council
Lisa Freeman	SEStran
Ken Gourlay	Fife Council
Jim Grieve	SEStran

Peter Jackson	SEStran
Gavin King	CEC (Secretary)
Catriona Macdonald	SEStran
Greg McDougall	CEC
Kerra McKinnie	Board Observer
Graeme Johnstone	Scottish Borders Council
Iain Shaw	CEC (Treasury)

### **Apologies for Absence**

Cllr Dave Dempsey	Fife Council
Neil Dougall	Midlothian Council
George Eckton	SEStran
Cllr Phil Fairlie	Clackmannanshire Council
Cllr Ian Ferguson	Fife Council
Phil Flanders	Non-Councillor Member
Cllr David Key	CEC
Cllr Darren Lee	Clackmannanshire Council
Graeme Malcolm	West Lothian Council
Brian Sharkie	Non-Councillor Member
Cllr Peter Smail	Midlothian Council
Dr Doreen Steele	Non-Councillor Member

## **1. Adjournment**

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### **Decision**

In the absence of a quorum the meeting of 8 December 2017 was adjourned until 19 January 2018.

## **2. Valedictory**

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Councillor Edgar paid tribute to Falkirk Provost, Tom Coleman, a previous member of the Partnership Board and Performance and Audit Committee who had recently passed away. A minute's silence was held.

### 3. Minutes

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#### Decision

- 1) To agree the minute of the previous meeting of 22 September 2017 as a correct record.
- 2) To agree the minute of the Performance and Audit Committee of 24 November 2017 as a correct record.
- 3) To note the minute of the Chief Officers' Liaison Group of 9 November 2017.  
(Reference – minutes, submitted.)

### 4. Active Travel in South East of Scotland

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Following a suggestion by the Chair and Deputy Chairs that meetings of the Partnership should have a greater focus on debating and discussing strategic items, details were provided of possible actions for the Partnership in increasing the journeys made by active travel.

The Partnership discussed the following:

- Partnership working with organisations such as Young Scot were essential but cognisance should be taken of cost and whether there was always the money to match fund with other organisations.
- Planning played an important role in encouraging walking as design still favoured car travel. SEStran as a consultee would be able to have a strong voice as part of the 'place making' agenda in Planning.
- A major concern was the pressure on subsidised bus routes and SEStran could have a role in supporting Councils maintaining bus routes.

#### Decision

- 1) To highlight to Community Planning Partnerships that SEStran could help with any issues raised in Local Outcome Improvement Plans.
- 2) To not pursue a separate Active Travel Strategy but to comment and feed into other strategies where appropriate.
- 3) To support a further iteration of the Cross Boundary Study for the region.
- 4) To agree, subject to sufficient budget, that further investment to support the national Travel Planning online toolkit would be beneficial.
- 5) To explore lobbying the Minister for additional Active Travel funding but for supporting national campaigns rather than specific regional campaigns.

- 6) That the development of preventative actions in regard to encouraging outdoor activity through travel schemes for parents and children should remain a local issue for Councils and Integration Joint Boards.
- 7) To agree that how the Partnership could promote equality and safety of active travel should be explored further at the Equalities Forum.

### **Declaration of Interests**

Councillor Horne declared a non-financial interest in the above item as a Director of the Bike Station.

Sandy Scotland declared a non-financial interest in the above item as a Director of Cycling Scotland.

## **5. Financial Planning 2018-19**

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Options were presented for the 2018/19 revenue budget including an option to reduce the constituent Council's requisition by 5%.

### **Decision**

To request that options for reductions from the constituent Councils of 10% and 15% were explored and circulated to all members in advance of the next meeting and following the Performance and Audit Committee.

## **6. Finance Officer's Report**

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An update was provided on the financial performance of the core revenue budget of the Partnership for 2017/18. Details were also provided of the cash flow position of the Partnership in respect of its net lending to and borrowing from the City of Edinburgh Council.

### **Decision**

- 1) To note that it was forecast that core expenditure in 2017/18 would underspend by £5000 against the revenue budget of the Partnership and that this underspend would meet project costs in 2017/18.
- 2) To note that all income and expenditure would continue to be monitored closely with updates reported to each Partnership meeting.
- 3) To note the month end balance of indebtedness between the Partnership and the City of Edinburgh Council and the reason for these balances as identified in paragraph 2.7 of the Treasurer's report.
- 4) To provide further information on the reasons why the Partnership Director authorised a budget transfer of £10,000 from the projects budget.

## 7. Treasury Management – Mid-term Review

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Details were provided of the investment activity undertaken on behalf of the Partnership during the first half of the 2017/18 financial year.

### Decision

To note the investment undertaken on behalf of the Partnership.

## 8. Policy Consultations

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Four consultation reports had been submitted by the Partnership Director. These consultations were:

- A Healthier Future
- Low Emission Zones
- Local Bus Services and Smart Ticketing
- Financial Accounting Arrangements for Regional Transport Partnerships

Due to the adjournment of the last meeting, the consultation deadline had passed and the consultation responses had been submitted.

### Decision

To note the responses had been submitted on all four consultations.

## 9. Policy and Project Report

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An update was provided on key aspects of projects and initiatives progressed in the last quarter and the process for the UK leaving the EU.

### Decision

- 1) To note the report.
- 2) To approve the SHARE-North related grant offer of £18,000 for the Edinburgh College Electric Vehicle Project.

## 10. Model 3 Consultation

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An update was provided on the discussions undertaken by the Partnership Director since the 2016 December Board meeting on a model 3 Regional Transport Partnership.

### Decision

- 1) To note that all 8 constituent Councils had been formally consulted on the proposal for SEStran to change to a 'Model 3' authority by means of an order under section 10 of the Transport (Scotland) Act 2005.

- 2) To agree to formally close the consultation opened in December 2016 and, in light of the responses received, not to progress any requests for consent from Scottish Ministers to support an order under section 10 of the Transport (Scotland) Act 2005.
- 3) To note the updates provided on the Tay Cities, Edinburgh Region and Stirling/Clackmannanshire City Deals.

## 11 Board Appointments

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Under urgency provisions the Partnership Director had made a decision to replace Councillor Davidson, who had had to step down, from the Non-Councillor Member appointments panel with Dr Steele.

### **Decision**

To note the Partnership Director's action under urgency provisions and that this report fulfilled the reporting arrangements under section 40 of Standing Orders.

## 12. Dates of Meeting 2018

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The dates for future meetings of the Partnership Board, Performance and Audit Committee and Chief Officer Liaison Group meetings were outlined.

### **Decision**

- 1) To approve the proposed programme of meetings for 2018.
- 2) To note the dates of the Forums will be confirmed at a later date.
- 3) To note the potential need to reschedule a Partnership Board meeting to accommodate the Minister's diary.



**Minute of Meeting of the Falkirk District Twinning Association held within the Municipal Buildings, Falkirk on Tuesday 27 February 2018 at 6.00pm**

**Attending:** Elaine Mitchell (Chair), Ewan McWilliams (Minute), Andy Christie, Myra Christie, Calum Campbell, Ian Burt, Jamie O'Rourke, Laura McEwan, Roy Robertson, Councillor Pat Reid

**Also attending:** Janet Weir (Champions Board), Liz Paton, Linda Gavin (Denny Library)

**Apologies:** Provost William Buchanan, Councillor Laura Murtagh, Dale Robb, Jane Jackson

*Meeting began at 18:05*

**1. Note of meeting held on 23 January 2018**

The note of the meeting of the Falkirk District Twinning Association held on the 23 January 2018 was circulated (via email) and **APPROVED**.

**2. Treasurer's Report**

Cllr Reid advised that the Association's accounts currently stood at £3,500 and reminded the Association of the expectation to receive a £2,000 grant from Falkirk Council in April.

**3. Planning for Annual General Meeting (AGM)**

EM instructed that she circulates (via email) a copy of the Constitution to all members. In addition, proposed amendments to the Association's constitution focused on membership, quorum for meetings and the addition of a media office bearer.

Cllr Reid indicated quorum for meetings in the current Constitution was based on membership and that a members list used to be held and maintained, but this was no longer so. Cllr Reid recommended setting a fixed number for quorum but that this should be taken forward at the AGM. Cllr Reid agreed to propose an amendment to the Constitution in relation to the quorum for meetings.

Regarding membership, AC advised that we are required to assume those people who attend the regular meetings of the FDТА are members.

EM highlighted the potential for a media role as an office bearer within the Association. This requires an amendment to the Constitution to be addressed at the AGM. EM agreed to propose the introduction of a Media Officer position on the FDТА Committee.

EMC instructed that proposed amendments to the Constitution be circulated to members (via email) on or before Tuesday 13 March 2018, as per the required

timeline set out in the Constitution for members to review prior to the voting at the AGM.

The group settled on Tuesday 27 March 2018 as the date for the Annual General Meeting.

#### **4. Student and Youth Exchanges**

##### **a. English Students Visit from Créteil**

EM circulated a draft programme for the English students' visit to Falkirk and requested volunteer support from the Association during the 20-23 April. EM requested that members email her if they are available to help and with ideas for activities to do with the students on the Sunday.

##### **b. L'Academie Française de Créteil**

LME updated the Association that they are just waiting to hear from schools with the returned forms.

*Janet Weir arrived 18:25*

##### **c. Erasmus Project (Champions Board)**

JW updated the Association that they have send across the information to their counterparts in France, answered some follow up questions and will await the project planning visit in April to finalise arrangement. JW reassured the Association that the Champions Board could fund the exchange and claim back from Erasmus. The exchange will involve 12 people (8 young people from the Champions Board and 4 MSYPs).

##### **d. Theatre**

CC informed that he has tried to contact Marie Dupleix but has yet to receive a response. The aim is to address all arrangements during the project planning visit in April.

#### **5. Twinning Visits**

EM informed the Association that all preliminary work for the project planning week in Créteil is complete. Participants' names have been sent across to France and a programme for the week is in development.

EM indicated that Anne Berruet is keen to have a visit involving the Twinning Associations. This would be a point for further discussion by the Association after the project planning is complete as it will likely take place towards the end of the year.

#### **6. Twinning Website**

MC highlighted the historic and current work that has went into the website to keep it live and updated.

RR extended thanks from the Association to Myra Christie for all the work she put into the maintenance and development of the Association's website ([Falkirk Twinning](#)).

EM deferred this agenda item, recognising that a special meeting will take place after the regular meeting of the Association to discuss the Twinning website in conjunction with representatives from the Odenwald Association.

## **7. Promotion of Twinning Association**

EM will attend the Odenwald Association on 13 March 2018 and requested support from others in the Association to help complete and deliver the presentation on the day. EM will circulate (via email) a draft to key members (Laura McEwan, Ian Burt and Cllr Pat Reid) for specific support, who will keep in touch by email to prepare for the meeting.

## **8. Matters Arising**

EM expressed thanks to Lisa Evans (Council Photographer) who sent across several photos of Falkirk across to the Association in Créteil.

## **9. Any Other Business**

MC indicated that she had a library of photos of the Falkirk area that could be made available for the Association to use on the website or in other informative materials.

LG noted that she was in the process of sourcing books and other materials (old maps) on Falkirk to donate to Créteil library on the project planning visit as they were creating a section in the library on Falkirk.

EM highlighted that this could be reciprocated in Falkirk Library with a section on Créteil.

## **10. Date of the Next Meeting**

The next meeting was confirmed to begin as the **Annual General Meeting** and continue as a regular meeting of the Association on **Tuesday 27 March 2018** to be held in the Municipal Buildings, Falkirk.

*Meeting ended at 18:55*

153  
Falkirk Community Trust

Board Meeting  
Minute

Minute of a meeting of the Board of Directors of Falkirk Community Trust Limited (the "Company") held at Callendar House on **8<sup>th</sup> March 2018** at 11am. Ruth Morrison (RM) chaired the meeting throughout.

No members of the public attended.

**Present:** Ruth Morrison (RM) Chair; Cllr William Buchanan (items1-5); Cllr Joan Coombes (JC); Derek Easton (DE); Colette Filippi (CF); Cllr Jim Flynn (JF); Cllr Cecil Meiklejohn (CM)).

**Apologies:** Suzanne Arkinson (SA), Cllr Lorna Binnie (LB); Simon Rennie (SR); David White (DW).

**In Attendance:** Maureen Campbell (MC); Neil Brown (NB); Lesley O'Hare (LoH); Jane Clark (JC); Margaret Smith (MS).

No.	Agenda Item	Agreement / Action	Due Date	Who
		<b>Agenda Part 1: Business Items</b>		
	Welcome	RM welcomed Directors to the meeting and confirmed that all Directors had agreed that Derek Easton's appointment as a Director is amended from appointment under article 19.3 to article 19.2(ii) with effect from the date of this meeting.		
1	Minute of Meeting	The minute of the meetings held on 9 <sup>th</sup> November 2017 and 25 <sup>th</sup> January 2018 were approved.		
2	Matters Arising	<p><u>Heritage Delivery Plan Consultation</u></p> <p>The Board noted that the consultation period has concluded and that relevant comments will be incorporated into the updated Delivery Plan for approval by the Council.</p> <p><u>Barclay Report Update</u></p> <p>The Board noted that the Scottish Government is not implementing the recommendations of the Barclay Report affecting trusts set up by local authorities; and that there remains an issue affecting any new trusts, new facilities or expansion of existing trusts. SPoRTA is continuing to work towards a satisfactory resolution of this issue. MC sought help from key Directors in influencing political colleagues in the Government on this matter.</p>		CM
3	Business Plan 2018-2019 Update	<p>MC advised that the Business Plan was submitted to the Council on 15<sup>th</sup> November and provided an update following the Budget Setting Meeting of Falkirk Council held on 28.02.18.</p> <p>The Board noted that the Council has confirmed a service payment for 2018/19 of £10.791m and that this takes account of service payment reductions totalling £1.172m. A service payment reduction for 2019/20 of £3.5m is still assumed.</p> <p>The Board noted that the revised service payments from the Council means the proposals to withdraw from Hallglen Sports Centre, Denny Football Centre, Polmonthill Snowsports Centre and up to 2 libraries has been put on hold. The future of the Outdoor Activities service remains uncertain. The golf course will be operated by the Trust in 2018 with a view to transfer it to the Golf Club management for April 2019. The Heritage Learning service will no longer exist.</p> <p>The Board noted that the Council are undertaking a review of the Trust which is expected to report in September 2018.</p> <p>The Board discussed the implications of the decisions taken by the Council and points made included:</p>		

No.	Agenda Item	Agreement / Action	Due Date	Who
		<ul style="list-style-type: none"> <li>Although late in the process the reduction in savings was welcome;</li> <li>Concern about investing funds in keeping facilities open on a potentially short term basis;</li> <li>Concern about the role of the Board in the Councils budget communication and decision making process;</li> <li>The need to minimise the uncertainty, ideally through 3 year funding plans;</li> <li>Concern for staff through sustained periods of uncertainty;</li> <li>Seeking greater commitment from the Councils Children's Services to commit to the Trust as a provider of services to schools;</li> <li>Concern about the timescale and remit for the review;</li> <li>That the Trust should be asked to comment on a draft terms of Reference for the review.</li> </ul> <p><b>Actions</b></p> <p>CM agreed to follow up with Children's Services to formalise service provision by the Trust; and to ask the Councils Chief Executive that the Trust be sighted on a draft Terms of Reference for comment.</p> <p>The Board asked for a further update at the next board meeting.</p>		<p><b>CM</b></p> <p><b>MC</b></p>
4	Future Business Strategy	<p>The Board noted the proposals to develop a new business strategy that takes account of the current funding climate, the opportunities for growth and investment and considers future needs and aspirations of the organisation.</p> <p>The Board welcomed the workshops and opportunities they present for Board development. The Board discussed the role for the strategy to inform the review and the need for wider awareness of the work that the Trust delivers.</p> <p><b>Action</b></p> <p>Arrange three facilitated workshops in May / June to be held as twilight meetings.</p>		<p><b>MC</b></p>
5	Budget Control Statement	<p>MS presented an update on the projected financial position for the year 2017/18 based on the period to the end of January 2018. The Board noted that there is a projected deficit on charitable activities of £79,000; that income received is 4% higher in comparison to the same period last year; and a higher than anticipated charitable donation from the Trading Company due to delays in scheduled trading investment expenditure.</p> <p>The Board noted that the Budget Control Statement had been prepared before the recent severe weather event which will have an impact on the year end position. The Board discussed the reporting format and noted that work is ongoing to revise the presentation and a new format will be reported to the May or August meeting.</p>		<p><b>MS</b></p>
6	OSCR – keeping vulnerable beneficiaries, staff and volunteers safe	<p>JC advised of a recent communication from OSCR to all charities requesting this matter be considered by trustees at their next meeting.</p> <p>The Board welcomed the communication from OSCR and noted the Trust's comprehensive safeguarding policies and the need to maintain a culture of awareness particularly as the Trust works with young people and with volunteers. The Board noted the processes and training in place for volunteers and coaches working with young people and the role of the Trust in offering Safeguarding and Protecting</p>		

No.	Agenda Item	Agreement / Action	Due Date	Who
		<p>training courses for the club sector.</p> <p>The Board noted the obligation to report incidents of a notifiable nature to OSCR.</p> <p><b>Action</b></p> <p>The Board asked that vigilance is maintained in these matters and that the management team continue to raise awareness with staff and volunteers and to collaborate with stakeholder organisations.</p>		<b>SMT</b>
7	Business Continuity Policy and Plan	<p>NB presented on the Trust's Business Continuity Management systems. The Board noted that the Business Continuity Policy has been updated and that a Business Continuity Plan has been developed. The Board noted the objectives within the policy and that the plan allows for flexible and adaptable decision making depending on circumstances and that communications and training are important with regular training delivering good learning. The Board noted that the Trust provides support and assistance to the Council in meeting its obligations under the Civil Contingencies Act.</p> <p><b>Decisions</b></p> <p>The Board approved the updated Business Continuity Policy and approved the Business Continuity Plan.</p>		
7a	Severe Weather Update	<p>NB tabled a paper outlining the actions taken by the Trust under the Severe Weather Policy during the recent period of heavy and prolonged snowfall. The Board noted that the welfare of staff, customers and the animals under the care of the Trust were given the utmost priority at all times; the larger sports sites, health &amp; fitness facilities and the Hippodrome were able to operate a full or partial service over the weekend and that all facilities opened as normal on Monday 5<sup>th</sup> March. The Board noted the loss of customer income incurred.</p> <p>The Board commended the work of staff who went above and beyond their normal duties to tend to the animals under their care; to assist residents near to our sites; and to provide food to local care homes.</p> <p><b>Action</b></p> <p>RM undertook to write to express the Board's thanks to members of staff.</p>		<b>RM</b>
8	Health and Safety Update	<p>The Board noted the update. Points noted in discussion included the response of the Scottish Ambulance Service and CM and PF will follow up regards this. It was noted that the accident statistics contained nothing untoward and the Board asked if consideration could be given to expressing accident numbers as a % related to admissions.</p>		<p><b>CM PF</b></p> <p><b>JC PF</b></p>



## MINUTE OF MEETING OF COMMUNITY WELLBEING BOARD

COSLA Offices, Edinburgh

9<sup>th</sup> March 2018

### Present

Cllr Robin Currie	Argyll and Bute
Cllr Ian Campbell	City of Edinburgh
Cllr Andy Ferguson	Dumfries and Galloway
Cllr Elena Whitham	East Ayrshire and COSLA
Cllr Jim Goodfellow	East Lothian
Cllr Colm Merrick	East Renfrewshire
Cllr Jim Flynn	Falkirk
Cllr Jennifer Layden	Glasgow City
Cllr Margaret Paterson	Highland
Cllr Jim Clocherty (video conf)	Inverclyde
Cllr Lorna Creswell (Tele Conf)	Moray
Cllr Andrew Drever	Orkney Islands
Cllr Peter Barrett	Perth and Kinross
Paul Madill*	Public Health Directors
Cllr John McNaughtan*	Renfrewshire
Cllr Watson McAteer	Scottish Borders
Cllr Alastair Cooper	Shetland Islands
Cllr Maureen Chalmers	South Lanarkshire
Cllr Diane Docherty	West Dunbartonshire

\*denotes substitute

### Apologies

Cllr Lesley Dunbar	Aberdeen City
Cllr Iris Walker	Aberdeenshire
Tony Cain	ALACHO
Cllr Colin Brown	Angus
Gary Fairley	CIPFA-Directors of Finance
Cllr Craig Holden	Clackmannanshire
Cllr Kenny John MacLeod	Comhairle nan Eilean Siar
Cllr Kevin Cordell	Dundee City
Cllr Paul Ferretti	East Dunbartonshire
Cllr Judy Hamilton	Fife
Cllr Stephen Curran	Midlothian
Cllr Louise McPhater	North Ayrshire
Cllr Colin Cameron	North Lanarkshire

Catherine Mackereth	Public Health Directors
Cllr Marie McGurk	Renfrewshire
Jane Martin	Social Work Scotland
Lilian Cringles	Social Work Scotland
Malcolm Burr	SOLACE
Sandra Black	SOLACE
Cllr Ian Davis	South Ayrshire
Cllr Chris Kane	Stirling
Cllr Dave King	West Lothian

### 1. Welcome and Apologies

Cllr Elena Whitham welcomed those present to the meeting with roundtable introductions. Apologies received for absence and substitutions were noted. Prior to moving onto the business, she advised that Cllr Kelly Parry had given birth to a baby girl and would return after the Summer. The Board sent their best wishes to Cllr Parry and her family.

### Items taken in public session

### 2. Minute of Previous Meeting 15<sup>th</sup> December 2017

The minute of the previous meeting held on 15<sup>th</sup> December 2017 was agreed as an accurate record.

### Migration & Rights

### 3. Traveller Culture – Presentation

The Board received a PowerPoint presentation from Davie Donaldson in relation to the culture of the Gypsy/Traveller community. He outlined the diversity of Gypsy/Travellers, the increasing challenges and barriers his culture faced, and highlighted examples of good practice across the UK including 'negotiated stopping'. The important role local authorities play and why they should help were also stressed.

Following a wide-ranging discussion and a number of questions which Davie responded to, the Board:

- i. noted the content of the presentation and thanked Davie for his attendance; and
- ii. agreed a copy of the slides be shared with members after the meeting along with Davie's contact details and further information on negotiated stopping.

### 4. Improving Outcomes for Gypsy/Travellers

The Board considered a report which advised that Scottish Government's recently published Race Equality Action Plan had set an ambition to take "*radical action*" to tackle inequalities experienced by Gypsy/Travellers. There was a key role for COSLA officers and member authorities in the development of policy solutions and work flowing from a newly established ministerial working group.

It was highlighted that on the back of the previous discussion, negotiated stopping should be a high priority for this area of work. The importance of multi-agency working was highlighted and the standard of sites needed to be better to reflect the fees Gypsy/Travellers currently paid for those sites.

The Board:

- i. endorsed officer engagement with Scottish Government to support a programme of work to promote equality for Gypsy/Traveller communities in Scotland;
- ii. approved work by COSLA officers to scope potential policy development options for discussion at a future meeting of the Board; and



- iii. provided feed-back on progress in implementing national guidance on minimum site standards and agreed to share examples of good practice in supporting Gypsy/Traveller communities locally.

## **5. Asylum Accommodation and Support**

The Board received a report which outlined current and planned future arrangements for the provision of asylum accommodation and support services in Scotland; summarised the implications for local services of these arrangements; and sought approval for ongoing work to engage with and lobby UK Government in this regard.

Cllr Jennifer Layden proposed that the following additional recommendation be incorporated – “v. Agree that the Community Wellbeing Spokesperson should write to the UK Minister for Immigration, Caroline Nokes MP, and the Cabinet Secretary for Communities, Social Security and Equalities, Angela Constance MSP, with a view to arranging a meeting to discuss the issues raised in this paper and the best means of supporting Scottish local authorities’ involvement in dispersal.” This proposal was unanimously agreed.

The Board:

- i. noted the work that COSLA had been coordinating over a number of years, as well as its engagement with UK Government, Scottish Government, Glasgow City Council and other key partners, in relation to the provision of asylum accommodation and associated services;
- ii. noted the implications for local services of the current and planned future contractual arrangements for the provision of asylum accommodation and services;
- iii. agreed that COSLA, together with key partners, continues to engage with UK Government as a means of managing the impact of the current contractual arrangements, and informing the process around the introduction of new asylum contracts from 2019;
- iv. agreed that COSLA and our local government partners across the UK continue to lobby UK Government for the development of appropriate funding and structures that support the key role that local government and our partners play in supporting the dispersal of asylum seekers in Scotland; and
- v. agreed that the Community Wellbeing Spokesperson should write to the UK Minister for Immigration, Caroline Nokes MP, and the Cabinet Secretary for Communities, Social Security and Equalities, Angela Constance MSP, with a view to arranging a meeting to discuss the issues raised in this paper and the best means of supporting Scottish local authorities’ involvement in dispersal.

## **Community Safety & Justice**

### **6. SFRS Presentation and Consultation**

The Board considered a report which provided members with a brief background on the Scottish Fire and Rescue Service (SFRS) and the new chair of the SFRS Board Kirsty Darwent. The report also provided a summary on the current consultation being undertaken by the SFRS to transform the service.

Kirsty Darwent joined the meeting for this item and provided a verbal presentation which detailed how the SFRS intended to reform.

There was a wide-ranging discussion with a number of points of view put across and questions which Kirsty responded to.

The Board:

- i. noted Kirsty Darwent's appointment as the new chair of the SFRS Board and thanked her for her attendance;

- ii. provided questions and observations on Kirsty Darwent's presentation; and
- iii. agreed COSLA's next steps to respond to the SFRS consultation.

## **7. COSLA-Community Justice Scotland Event for Elected Members**

The Board was provided with a report which informed members of the COSLA-Community Justice Scotland Joint Event that was to be held in the COSLA Conference Centre on the afternoon of Thursday 19 April.

It was clarified that there was an opportunity for local partnerships to influence the agenda if they contacted COSLA officers.

The Board noted the joint COSLA-Community Justice Scotland Event on the afternoon of 19 April.

## **8. Community Safety Partnership Engagement**

The Board considered a report which advised that since April 2017 a programme of engagement activity with local Community Safety Partnerships had taken place, supported by a joint steering group of COSLA, the Scottish Government and the Scottish Community Safety Network (SCSN). The report provided members with the final report from this work and sought views on the opportunities it presented, and potential next steps.

During discussion, there were some reservations expressed around the final report but it was acknowledged it was a joint report with Scottish Government and a compromise had to be struck on some of the wording.

The Board:

- i. noted the publication of the *Community Safety – the emerging landscape and future opportunities* report (attached at Annex B of the report); and
- ii. provided views on the key findings and opportunities set out within the report, and potential next steps.

## **9. Policing Relations Update**

The Board received a report which outlined current developments on Police governance as well as COSLA's response to Her Majesty's Inspectorate of Constabulary Scotland (HMICS) on their Scrutiny Plan. In addition, the report provided the latest iteration of Police Scotland's Draft Implementation Plan and an update on Temporary Traffic Regulation Orders (TTROs).

The meeting was provided with a verbal update on developments associated with TTROs. It was noted there had been some positive movement as Police Scotland had agreed to revert to the pre-existing arrangements, which were in place prior to 19 October 2017, until further notice. A TTROs Tripartite Working Group was held on 8 March involving Scottish Local Government, Police Scotland and the Scottish Government where it was agreed that a joint legal opinion would be sought with a view to resolving this matter.

The Board:

- i. noted COSLA's response to the HMICS consultation;
- ii. noted the latest version of Police Scotland's Draft Implementation Plan; and
- iii. noted the content of the verbal update on Temporary Traffic Regulation Orders (TTROs) provided at the meeting.

## **10. Equally Safe Quality Standards and Performance Framework & Draft Briefing**

The Board considered a report which invited them to consider the draft Equally Safe Quality Standards and Performance Framework and to review and comment on a draft briefing produced by COSLA and the Improvement Service on tackling gender inequality and violence against women.

The Board:

- i. considered the content of the 'Equally Safe Quality Standards and Performance Framework' and the 'Elected Member Briefing: Adopting a Gendered Analysis of Violence and Abuse', and endorsed the drafts attached to the report; and
- ii. supported and promoted the use of the Equally Safe Quality Standards and Performance Framework within local authorities, following its publication.

### **Housing & Community Empowerment**

#### **11. Proposed Bill Fire Suppression Systems Consultation**

The Board received a report which invited members to discuss the proposal for a Bill to require Scottish Social Housing to be fitted with Fire Suppression Systems.

There was a wide-ranging discussion with a number of points of view expressed. In particular, it was emphasised that while the aims of the proposed Bill were well intentioned the financial implications could be significant. Further information was therefore necessary and it was commented that the Bill should be put on hold until the Ministerial Group had responded.

The Board:

- i. noted the publication of the consultation by David Stewart MSP;
- ii. discussed and provided comments to inform COSLA's response; and
- iii. mandated the Community Well-being Spokesperson to agree the final COSLA response in line with comments provided by Board members.

#### **12. Future Regulation of Social Housing in Scotland**

The Board considered a report which invited discussion on the paper from the Scottish Housing Regulator on the future regulation of social housing in Scotland.

During discussion, it was commented that there was currently not a proportionate based inspection scheme in place and lessons should be learnt from others.

The Board:

- i. noted the publication of the paper by Scotland's Housing Regulation;
- ii. discussed and provided comments to inform COSLA's response; and
- iii. mandated the Community Well-being Spokesperson to agree the final COSLA response in line with comments provided by Board members.

#### **13. Participatory Budgeting Update**

The Board was provided with a report which detailed the progress of COSLA's Participatory Budgeting Development Manager who was supporting PB mainstreaming activity across all 32-member Councils.

The Board noted the progress and ongoing activity.

#### **14. Great Get Together**

The Board received a report which brought to members attention 'the Great Get Together'. This was a community cohesion project aimed at rejecting divisive politics, and celebrating all that united us. It was successful in bringing together an estimated 9.3 million people through street parties and other local events.

The Board:

- i. noted the initiative; and
- ii. agreed to support it.

## **Poverty and Social Security**

### **15. Local Pilots of Universal Basic Income**

The Board considered a report which informed members of work underway in four Scottish local authorities to explore the feasibility of local pilots of Universal Basic Income (UBI) and invited members to consider a COSLA position on its direct participation in that work.

The Board:

- i. noted the work being led by four Scottish local authorities towards Universal Basic Income pilots and the interest that was receiving;
- ii. formally recognised the capacity and boldness of Scottish local authorities to be in the vanguard of exploring challenging policy options, as resources allow, towards meaningful and sustainable changes to outcomes for people and communities;
- iii. agreed a COSLA position of expressing a strong interest in the UBI planning work but not to be full and formal participants in the process at this stage; and
- iv. asked that COSLA officers keep the Board and, as appropriate, other COSLA Boards and Groups updated on progress, and to review the COSLA position on direct participation.

### **16. Universal Credit Update**

The Board received a report which provided an update of COSLA's continuing work to monitor the impact of the rollout of Universal Credit upon local authorities.

Members highlighted a number of the challenges being presented to local authorities through the rollout of Universal Credit, which officers agreed to pick up with DWP.

The Board agreed that:

- i. COSLA would continue to analyse the data from participating authorities and raise these impacts further with the Department of Work and Pensions; and
- ii. receive further reports as new information on impacts of Universal Credit became available.

## **Item taken in private session**

### **17. Fairer Scotland Duty and Draft Interim Guidance**

The Board was provided with a report which invited comment on the draft interim guidance on the Fairer Scotland Duty.

During discussion, it was reiterated that SIMD did not reflect rural disadvantage appropriately and it was requested that COSLA continue to make representation to the Scottish Government on this point. It was also clarified that this Duty would come into force on 1<sup>st</sup> April 2018.

The Board:

- i. commented on draft interim guidance which had been circulated as item 17b; and
- ii. agreed to feedback to the Scottish Government the comments of the Board.

## **Other**

### **18. AOCB**

Cllr Cooper requested an update on CCTV and he emphasised the importance of all benefactors contributing to the costs of this going forward. In response, it was noted that there had been no

significant developments but discussions were ongoing and a report would be brought forward to a future meeting of the Board.

**19. Dates of Remaining 2018 meetings**

The Board noted the following dates of the remaining meetings for 2018.

Fridays; 4 May; 22 June; 21 September; 9 November; and Monday 17 December

## Community Planning Strategic Board – 22 March 2018

[illegible]



		<p>the next meeting;</p> <p>(3) The Community Planning Manager would provide Board members with details of the up and coming event on Co Production and Locality Planning</p> <p>(4) The Head of Policy, Technology and Improvement would send a letter to the Big Lottery Fund for signing by the Council's Chief Executive raising the concerns of local elected members and communities at the way the Fund is allocated and seeking meeting with officers from Fund asap.</p>	<p>Andrew Wilson</p> <p>Fiona Campbell</p>	<p>This is on the Board agenda</p> <p>This has been actioned with a meeting arranged for 30 May</p>	
3	<p><b>FALKIRK CHILDREN'S COMMISSION – PROGRESS AND PERFORMANCE:-</b></p> <ul style="list-style-type: none"> <li><b>Priority 4 - Address the Impact of Poverty on Children and Young</b></li> </ul>	<p><b>NOTED</b></p> <p><b>ACTION POINTS:-</b></p> <p>(1) The Service Manager (Children's Services) would provide an</p>	Matt Davies	This is on the Board agenda	



	<p><b>People; and</b></p> <ul style="list-style-type: none"><li>• <b>Outcome 3 - Our Children will Develop into Resilient, Confident and Successful Adults.</b></li></ul>	<p>update at the next meeting on progress in arrangements for a planning day; and</p> <p>(2) The Head of Education (Children's Services) would provide at a future meeting a report on the use of the People Equity Fund.</p>	David MacKay	<p>This has been deferred to the September 6 Board meeting as schools are not due to report on their progress until the end of June, this will be collated into a fuller report thereafter.</p>	
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4	<b>LOCALITY PLANNING PROGRESS -</b>	<b>NOTED</b> and <b>AGREED</b> as per report.	Fiona Campbell		
5	<b>LOCALITY PLANNING - ROLL OUT</b>	<b>NOTED</b> and <b>AGREED</b> as per report.	Fiona Campbell		
6	<b>CONFIRMATION OF FUTURE MEETING DATES 2018:-</b>  <b>Executive Group:-</b> <ul style="list-style-type: none"> <li>• 19 April at 2.00 p.m.</li> <li>• 21 June at 2.00 p.m.</li> <li>• 18 October at 2.00 p.m.</li> <li>• 13 December at 2.00 p.m.</li> </ul> <b>Strategic Group:-</b> <ul style="list-style-type: none"> <li>• 24 May at 10.00 a.m.</li> <li>• 6 September at 10.00 a.m.</li> <li>• 22 November at 10.00 a.m.</li> </ul>	<b>NOTED</b>	Fiona Campbell		

[Contact for further information – Antonia Sobieraj (01324 501277 / antonia.sobieraj@falkirk.gov.uk)]



## MINUTE OF MEETING OF LEADERS

Paisley Town Hall, Renfrewshire

23<sup>rd</sup> March 2018

### Office Bearers:

Cllr Alison Evison	Aberdeenshire	President
Cllr Graham Houston	Stirling	Vice President

### Present:

Cllr Douglas Lumsden	Aberdeen City Council
Cllr Jim Gifford	Aberdeenshire Council
Jim Savege	Aberdeenshire Council
Cllr Bob Myles	Angus Council
Margo Williamson	Angus Council
Cllr Aileen Morton	Argyll and Bute Council
Cleland Sneddon	Argyll and Bute Council
Cllr Adam McVey	City of Edinburgh Council
Malcolm Burr	Comhairle nan Eilean Siar
Cllr Rob Davidson	Dumfries and Galloway Council
Cllr Gail Macgregor	Dumfries and Galloway Council
Lorna Meahan*	Dumfries and Galloway Council
Cllr John Alexander	Dundee City Council
Fiona Lees	East Ayrshire Council
Cllr Douglas Reid	East Ayrshire Council
Cllr Elena Whitham	East Ayrshire Council
Gerry Cornes	East Dunbartonshire Council
Cllr Andrew Polson	East Dunbartonshire Council
Cllr Vaughan Moody	East Dunbartonshire Council
Cllr Norman Hampshire	East Lothian Council
Angela Leitch	East Lothian Council
Cllr Paul O'Kane*	East Renfrewshire Council
Lorraine McMillan	East Renfrewshire Council
Cllr Cecil Meiklejohn	Falkirk Council
Mary Pitcaithly	Falkirk Council
Steve Grimmond	Fife Council
Cllr David Alexander	Fife Council
Cllr David Ross	Fife Council
Cllr David McDonald*	Glasgow City Council
Steve Barron	Highland Council
Cllr Margaret Davidson	Highland Council
Cllr Jim Clocherty*	Inverclyde Council
Aubrey Fawcett	Inverclyde Council
Kenneth Lawrie	Midlothian Council
Cllr John Hackett*	Midlothian Council

Cllr George Alexander	Moray Council
Roderick Burns	Moray Council
Cllr Joe Cullinane	North Ayrshire Council
Elma Murray	North Ayrshire Council
Cllr Jim Logue	North Lanarkshire Council
Alistair Buchan	Orkney Islands Council
Cllr Steven Heddle	Orkney Islands Council
Cllr Leslie Manson*	Orkney Islands Council
Cllr Colin Stewart*	Perth and Kinross Council
Cllr Iain Nicolson	Renfrewshire Council
Sandra Black	Renfrewshire Council
Cllr Shona Haslam	Scottish Borders Council
Cllr Steven Coutts*	Shetland Islands Council
Cllr Douglas Campbell	South Ayrshire Council
Eileen Howat	South Ayrshire Council
Cllr John Ross	South Lanarkshire Council
Jim Boyle*	Stirling Council
Cllr Scott Farmer	Stirling Council
Cllr Jonathan McColl	West Dunbartonshire Council
Joyce White	West Dunbartonshire Council
Cllr Lawrence Fitzpatrick	West Lothian Council
Graham Hope	West Lothian Council
Cllr Peter Johnston	West Lothian Council

\*denotes substitute

Apologies:

Angela Scott	Aberdeen City Council
Cllr Steve Burgess	City of Edinburgh Council
Andrew Kerr	City of Edinburgh Council
Elaine McPherson	Clackmannanshire Council
Cllr Les Sharp	Clackmannanshire Council
Cllr Roddie Mackay	Comhairle nan Eilean Siar
Gavin Stevenson	Dumfries and Galloway Council
David Martin	Dundee City Council
Cllr Willie Innes	East Lothian Council
Cllr Tony Buchanan	East Renfrewshire Council
Steve Grimmond	Fife Council
Cllr Susan Aitken	Glasgow City Council
Annemarie O'Donnell	Glasgow City Council
Cllr Stephen McCabe	Inverclyde Council
Cllr Derek Milligan	Midlothian Council
Paul Jukes	North Lanarkshire Council
Cllr James Stockan	Orkney Islands Council
Cllr Peter Barrett	Perth and Kinross Council
Cllr Murray Lyle	Perth and Kinross Council
Bernadette Malone	Perth and Kinross Council
Tracey Logan	Scottish Borders Council
Mark Boden	Shetland Islands Council
Lindsay Freeland	South Lanarkshire Council
Stewart Carruth	Stirling Council

## **Welcome**

The President welcomed those present to the meeting.

## **Items taken in private session**

### **1. Minute of Previous Meeting 23<sup>rd</sup> February**

The minute of the Leaders' meeting held on 23<sup>rd</sup> February 2018 was agreed as an accurate record.

### **2. Pay Claims 2018/19**

Leaders considered a report which sought a mandate from Leaders to start this year's pay negotiations following receipt of claims from Trades Unions.

Cllr Joe Cullinane, seconded by Cllr Aileen Morton moved an amendment in the following terms:-

Replace recommendation v. with:

"Mandate the Resources Spokesperson to make an offer as set out in para 25 to all bargaining groups, and in support of collective bargaining, recognise that this offers represents the ceiling that can be offered by local government without additional funding for pay being provided by the Scottish Government".

Add an additional recommendation as follows:

"Support an equitable and restorative, above inflation pay award for all Local Government workers if the Scottish Government provides the additional funding required."

Cllr Douglas Reid, seconded by Cllr Jonathan McColl moved the recommendations as outlined in the report.

On a vote being taken by show of hands, 12 voted for Cllr Cullinane's amendment and 19 voted for Cllr Reid's motion which was deemed to be carried.

Accordingly, Leaders:

- i. noted the pay claims submitted by Trades Unions and the estimated cost of meeting the pay claims;
- ii. noted the affordability and sustainability issues that meeting the claim could cause, in particular the further compression of the SJC pay spine;
- iii. re-affirmed that COSLA's policy and aspiration was to achieve parity of pay awards across the local government workforce;
- iv. agreed that, for 2018/19, pay offers should follow the Scottish Government's public sector pay policy, except in relation to the Living Wage (LW);
- v. mandated the Resources Spokesperson to make a best and final offer, as set out in paragraph 25 of the report, to all bargaining groups;
- vi. mandated the Resources Spokesperson to write to the Scottish Government to set out COSLA's approach to this year's pay negotiations as set out in paragraph 29 of the report; and
- vii. agreed that Officers should bring a further report to Leaders later in the year, with suggestions for a mechanism to review the issue of compression of the pay spine.

### **3. Early Learning and Childcare Consultation**

Leaders received a report which advised that all settings delivering funded Early Learning and Childcare (ELC) from 2020 would be required to meet and adhere to the new National Standard. This would apply to local authority, third and private sector providers and childminders. There were also significant additional responsibilities for local authorities in terms of supporting funded

providers to meet the standard. The COSLA Children and Young People Board agreed that there should be a public consultation on this Standard given the importance in ensuring a quality early learning and childcare experience for all children, and the implications it has for local authorities, providers and families. Scottish Government were keen that this consultation was a joint COSLA and Scottish Government consultation and Leaders views on this were sought.

There was a wide-ranging discussion with a number of points of view articulated about the draft National Standard which officers agreed to pick up in future discussions.

Cllr Joe Cullinane, seconded by Cllr Lawrence Fitzpatrick moved that COSLA agree to the joint consultation approach with Scottish Government. This would be taken as the motion.

Cllr Margaret Davidson, seconded by Cllr Aileen Morton moved that COSLA did not agree to the joint consultation approach with Scottish Government. This would be taken as the amendment.

On a vote being taken by show of hands, 16 voted for Cllr Cullinane's motion and 11 voted for Cllr Davidson's amendment. The motion was therefore deemed to be carried.

Accordingly, Leaders:

- i. considered and agreed to the joint consultation approach with Scottish Government;  
and
- ii. provide comments on the draft National Standard.

## **Minute of Meeting of the Falkirk District Twinning Association held within the Municipal Buildings, Falkirk on Tuesday 27 March 2018 at 6.30pm**

**Attending:** Elaine Mitchell (Chair), Roy Robertson, Jane Jackson, Janet Weir (Champions Board), Laura McEwan, Jamie O'Rourke, Councillor Pat Reid, Ian Burt, Councillor Laura Murtagh, Ewan McWilliams (Minute)

**Apologies:** Provost William Buchanan and Andy Christie

*Meeting began at 18:30*

### **1. Note of meeting held on 27 February 2018**

The note of the meeting of the Falkirk District Twinning Association held on the 27 February 2018 was circulated (via email) and **APPROVED**. LME proposed and JO seconded.

### **2. Matters Arising**

EM noted that quite a few items for matters arising will be addressed through the main body of the agenda.

### **3. Student and Youth Exchanges**

#### **a. Erasmus Project (Champions Board)**

JW updated the Association noting no further progress since the previous meeting and that they will be able to finalise the application once they completed the planning visit in Créteil. The application is 75 percent written and needs to be submitted on or before 02 May 2018.

#### **b. Wee Tree Theatre**

JO informed the Association that they hadn't heard from Marie or Romaine but believes it is the same situation as the Erasmus Project; that they will be able to finalise their plans once they complete the visit in Créteil.

### **4. Twinning Visits**

#### **a. Project Planning Visit to Créteil, 09-12 April 2018**

EM indicated that the next main task before heading off to Creteil was the preparation of small gifts for the hosts. The group shared ideas and planned to keep in contact by email throughout the next weeks to organise what gifts could be brought together. Cllr L Murtagh would go to delta studios to see what gift they could source for Anne Berruet, Romain Guimber and Rebecca Noémie. Cllr L Murtagh referenced a book (by Alan Bissett) produced as part of the Creative Places Award as a potential gift. **Action** - EM will contact Linda Gavin to try to source a couple of copies of the book.

## **b. Créteil University**

Regarding the proposition by Professor Catherine Jiguet-Jiglaire of Université Paris-Est Créteil (UPEC) to help look into any opportunities for a student exchange EM and LME indicated that there was no real movement on the establishment of language links with UPEC.

## **c. Créteil Visit to Falkirk**

EM noted that a skeleton programme for English language student visit to Scotland was near completion and discussed ideas for potential day out visit locations.

## **5. Twinning Website**

EM reminded that Association of MC stepping down from working on the website and suggested the interim solution that Cllr P Reid agreed to carry forward this work. **Action** - EM to coordinate a meeting with MC and Cllr Reid to discuss taking over responsibilities for the website.

## **6. Promotion of Twinning Association**

EM noted that the Association on the presentation to the Odenwald Association on 13 March 2018 went well. EM highlighted their intention is to hold a joint twinning event with other twinning associations in Scotland.

## **7. Any Other Business**

EM reminded the Association that fundraising is part of the Constitution and that we should look to do some fundraising activities. The Association discussed some ideas and noted that we should table the item on the agenda for a future meeting.

JO informed the Association that the Arts and Civic Committee has been re-energised with an active chair and new trustees. They are now looking to engage more with the civic side and thought that the FDTA could play a part, either by becoming a member (£30 p.a.) or to establish links by attending their regular meetings and maybe doing a talk. The meetings take place every second Friday of the month with LM and LME agreeing to attend, if timing permit.

Cllr Reid informed the Association of complications to change over to digital banking and noted that three signatories would be required in this process.

JW noted that she had been unable to speak to young people re: attending twinning association and would make another attempt and update the Association at the next meeting.



## **8. Date of the Next Meeting**

The next meeting of the Association will be on **Tuesday 12 June 2018** to be held in the Municipal Buildings, Falkirk.

*Meeting ended at 19:10*

## FORTH VALLEY NHS BOARD

### DRAFT

Minute of the Forth Valley NHS Board meeting held on Tuesday 27 March 2018 in the NHS Forth Valley Headquarters, Carseview House, Castle Business Park, Stirling.

#### Present

Mr Alex Linkston ( <b>Chair</b> )	Mrs Cathie Cowan
Mrs Julia Swan	Ms Fiona Gavine
Mr John Ford	Mrs Jo Chisholm
Dr Michele McClung	Mr Robert Clark
Dr James King	Councillor Allyson Black
Councillor Susan McGill	Councillor Ellen Forson
Dr Graham Foster	Mr Andrew Murray
Professor Angela Wallace	

#### In Attendance

Mrs Alison Richmond-Ferns, Acting Director of Human Resources  
 Mrs Elsbeth Campbell, Head of Communications  
 Ms Elaine Vanhegan, Head of Performance and Governance

Mr David McPherson, General Manager (*Item 8.4*)  
 Mr Scott Urquhart, Assistant Director of Finance (*Item 8.2 and 8.3*)  
 Dr Lynsey Fielden, Ageing & Health Consultant/Hospital Palliative Lead (*Item 5.2*)  
 Ms Elaine Lawlor, FV ADP Coordinator (*Item 6.1*)  
 Mr Jardine Simpson, ADP Recovery Development Worker (*Item 6.1*)  
 Mrs Janette Fraser, Head of Planning (*Item 7.3*)  
 Ms Bette Locke, Associate Director of AHP (Interim) (*Item 7.3.1*)  
 Mrs Sonia Kavanagh, Corporate Governance Manager (*minute*)

### 1. APOLOGIES FOR ABSENCE

Mr Linkston warmly welcomed Mr Robert Clark as a new Board member, in his role as Employee Director.

There were no apologies for absence intimated.

### 2. DECLARATION(S) OF INTEREST(S)

There were no declarations of interest.

### 3. MINUTES OF FORTH VALLEY NHS BOARD MEETINGS

#### 3.1 Minute of Forth Valley NHS Board Meeting Held on 30 January 2018

The minute of the Forth Valley NHS Board meeting held on 30 January 2018 was approved as a correct record.

#### 3.2 Minute of Forth Valley NHS Board Closed Meeting Held on 30 January 2018

The minute of the Forth Valley NHS Board closed meeting held on 30 January 2018 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 Patient Story**

Professor Angela Wallace, Director of Nursing introduced an emotional and reflective account of a woman's journey dealing with cancer.

The woman provided an insight into her feelings and memories as she came to terms with her diagnosis and recovery.

The NHS Board noted the moving story and that she was keeping well following her treatment.

##### **5.2 ReSPECT**

Professor Wallace invited Mr Murray to introduce this item. Mr Murray briefly outlined the concept and importance of the Recommended Summary Plan for Emergency Care and Treatment (ReSPECT). This was both a process and a form used to create personalised recommendations for emergency care and treatment if and when a patient required it. Mr Murray introduced Dr Lynsey Fielden, Ageing & Health Consultant/Hospital Palliative Lead who would provide further details regarding this transformative work.

Dr Fielden explained that ReSPECT aimed to support early conversations with people and to record their care and treatment preferences in an emergency where they may not have the capacity to express their choices.

A pilot to evaluate the new process had taken place at a number of key sites. Feedback had been positive with particular reference to having clear information included regarding end of life care wishes. A wider roll out of ReSPECT would take place and would include work with GP Clusters, use of an electronic system, as well as an option to incorporate and record a person's decision regarding Cardiopulmonary Resuscitation (CPR).

The NHS Board discussed the value of the process and how this complimented the Anticipatory Care Plans (ACP) which patients held, to ensure they were involved and at the centre of their care. It was highlighted that continuous conversations were important and enabled information to be relevant and up to date.

The NHS Board thanked Dr Fielden for the interesting presentation, noting the transformative work involved.

##### **5.3 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 positive performance relating to infection prevention and control.

The total number of Staphylococcus Aureus Bacteraemia (SABs) in the financial year to date was 79 with 6 reported in February; 2 Community and 4 Healthcare and no hospital acquired SABs.

The February period highlighted no cases of Clostridium difficile infection (CDI) and no hospital acquired Device associated Bacteraemia (DABs).

There were 3 surgical site infections highlighted relating to caesarean sections. In response to a question from Mrs Chisholm regarding the reasons for this, Dr Foster explained that this often emergency procedure contributed to complications in overweight ladies who may also have underlying conditions such as diabetes. All cases were reviewed to understand reasons and provide any additional learning.

There remained challenges with Estate and Cleaning Compliance regarding older estates such as Bellsdyke and Falkirk Community Hospital with continued focus to improve standards.

Dr Foster confirmed influenza rates had now steadily returned to seasonal norms with no second phase occurring as anticipated.

The NHS Board noted the update provided and the reassurance provided around infection.

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

### **6.1 Recovery Orientated Systems of Care for Substance Misuse – the Forth Valley Recovery Community**

The NHS Board received a presentation “Forth Valley Recovery Community Part of the Solution”, led by Dr Graham Foster, Director of Public Health and Strategic Planning.

Dr Foster introduced Ms Elaine Lawlor, Forth Valley ADP Coordinator and Mr Jardine Simpson, ADP Recovery Development Worker who provided details of the Forth Valley Recovery Community (FVRC), a form of Recovery Orientated System of Care, and the work to help individuals and families affected by substance misuse transform their lives.

Mr Simpson explained that FVRC offered parallel care and aftercare through Peer Support and Recovery Support. There were 5 Recovery Cafes across Forth Valley, providing an informal environment where people could socialise and receive support without being judged. SMART meetings were also available, which were designed to help people understand and use evidence based techniques to assist with their recovery.

Further details of the support and activities were provided and the work involved to promote them through social media and wider services such as Department for Work and Pensions, GPs and Health Centre.

Detailed discussion took place regarding the funding available and the need for support in the wider rural area with the possible use of a web site for real time meetings. In response to a question from Ms McClung regarding a similar approach for prisons, Mr Simpson confirmed that work was currently underway to train inmates to provide Peer Support and set up their own groups. This could then link with Recovery Community when released.

The NHS Board thanked Ms Lawlor and Mr Simpson for the powerful presentation and highlighting the amazing work of the FVRC.

## **7. STRATEGIC PLANNING AND DEVELOPMENT**

### **7.1 Annual Operational Plan 2018/19 (LDP)**

The NHS Board considered a paper “Annual Operational Plan 2018/19 (LDP)”, presented by Mrs Cathie Cowan, Chief Executive.

Mrs Cowan provided a brief outline of the NHS Forth Valley's first Annual Delivery Plan, which replaced the Local Delivery Plan (LDP) and had been developed in line with guidance received from the Scottish Government.

The Plan was the performance contract with the Scottish Government, and reaffirmed NHS Forth Valley's commitment to implementing best health, best care and best value, as the long term vision set out in the Healthcare Strategy – Shaping the Future.

The financial implications were discussed along with the demand and capacity planning required to improve current access and treatment standards as a means to achieve in the first instance the position as at 31 March 2017 by March 2019. It was noted that this would be challenging with the current configuration of services and that the Chief Executive had already begun work to look at new service delivery models which would be reported back to the NHS Board in due course.

The NHS Board approved the Annual Operational Plan 2018/19 and noted it was both cohesive and easy to read.

## **7.2 Implementation of the NHS Forth Valley Healthcare Strategy 2016-2021: Shaping the Future**

The NHS Board considered a paper "Implementation of the NHS Forth Valley Healthcare Strategy 2016-2021: Shaping the Future", presented by Dr Graham Foster, Director of Public Health and Strategic Planning.

Dr Foster introduced Mrs Janette Fraser, Head of Planning who provided a presentation highlighting the progress with the 10 key priorities of the Healthcare Strategy.

The approach for implementation focussed on 6 transformation programmes; Providing Care Closer to Home, Personal Responsibility, Planning Ahead, Transforming Emergency Care, Transforming Palliative and End of Life Care, and Transforming Planned Care with details of each provided.

Collaboration with both Health and Social Care Partnerships and the Third Sector was vital to drive the health improvement through Forth Valley, keeping pace with rising demand and meeting the future needs of local patients and their families.

Mrs Fraser introduced Ms Bette Locke, Associate Director of Allied Health Professions who would provide an example of the work being undertaken to support delivery of the IJB Strategic Plans.

### **7.2.1 Community Front Door**

The NHS Board received a presentation "Community Front Door", led by Ms Bette Locke. Ms Locke outlined the current challenges when dealing with people in crisis or requiring care to be escalated within a complex health and care system, using various criteria. Ms Locke proposed that a more consistent, integrated and clear approach was necessary to improve the patient's experience and outcomes based on what mattered to them.

The concept of a Community Front Door was provided; from the request for assistance, which was assessed and prioritised based on enhanced triage then directed to the most appropriate response such as advice/signposting, intervention or escalation. This would reduce inappropriate referrals to hospital and move towards alternative community supports such as those referred to in the IJB Strategic Plans notably: care at home and closer to home.

The NHS Board welcomed the move to a model which provided cohesive care and smooth movement across systems. There was a need for all partners involved to ensure the focus was

on core business and provided patients with the services and support they required. Marketing was also vital to ensure people were informed and aware of the appropriate pathway, where to access it and who to contact.

Further discussion took place regarding the need to adopt a more preventative approach with the necessary funding and support required.

The NHS Board thanked Mrs Fraser and Ms Locke for the interesting presentation and noted the update provided.

*Mr Linkston and Ms McClung left during this item.*

### **7.3 Integration Update**

The NHS Board considered a paper “Integration Update”, presented by Mrs Cathie Cowan, Chief Executive.

Mrs Cowan updated Board members on work to delegate NHS in-scope functions to each of the Integration Joint Boards in line with the approved Integration Schemes. Delegation of functions and a 2 phased approach had been shared with Local Authority Chief Executives in February and timescales to achieve this had been set out with Phase 1 taking place from September 2018. Mrs Cowan in supporting her Chief Officers had also set out her plans to have operational arrangements within each of the Partnerships; these arrangements would see no immediate change to current line management reporting for staff working within NHS services. In addition, access to corporate support would be provided similar to that provided to all NHS Directorates with opportunities to work more efficiently with local authority partners.

Mr Clark noted the impact of this on existing staff and the consultation required in negotiating any proposed structural change in line with NHS policies and standards. Mr Clark highlighted the clarification from Staff Side confirming that staff would not be changing employers or their terms and conditions but instead working within a health and care partnership with partners to deliver better outcomes for people.

Locality based working was a key aim and the hosting of whole NHS functions to avoid fragmentation or future sustainability issues was critical. Mrs Cowan added that a robust professional structure to assure the partners and the NHS Board whose responsibility for delivery of services remained was also being developed by the NHS Board Clinical Directors. These arrangements would also support the Chief Officers.

The NHS Board discussed the challenges and support required for staff and the need to focus on collaboration, leadership and responsibilities to drive the vision forward and deliver the improvements in each of the nationally agreed integration outcomes.

The NHS Board noted the report.

### **7.4 Doune Health Centre Full Business Case – Delegation of Approval**

The NHS Board considered a paper “Doune Health Centre Full Business Case – Delegation of Approval”, presented by Mr David McPherson, General Manager.

Mr McPherson highlighted that following the approval of the Outline Business Case for Doune Health Centre in December 2017, work continued to complete the Full Business Case (FBC) for approval prior to submission to the Capital Investment Group (CIG) in May 2018. Due to the timescales involved, it was proposed that final approval was remitted to the Performance and Resources Committee on 24 April 2018.

The NHS Board approved the proposal to delegate authority to the Performance and Resources Committee to approve the Full Business Case for Doune Health Centre prior to submission to the Capital Investment Group.

### **7.5 Stirling Care Village: Naming**

The NHS Board considered a paper “Stirling Care Village: Naming”, presented by Mr David McPherson, General Manager.

Mr McPherson outlined the development of the Stirling Care Village and the 3 main purpose-built new facilities along with a number of existing buildings which would be retained as part of the overall NHS site development.

There was now a need to confirm the names of the various elements of the development. It was noted that agreement for the Clackmannanshire and Stirling IJB to commission the Scottish Health Council to carry out a short survey regarding possible names had progressed. In addition, further consultation with staff from NHS Forth Valley and Stirling Council regarding the preferred names for internal NHS and Local Authority intermediate care areas had also been progressed.

The key findings had been considered and supported by the Stirling Care Village Project Board at their meeting on 6 March 2018. The recommendations were outlined including the proposal that the Stirling Care Village would now be called the Stirling Health and Care Village.

The NHS Board noted the consultation undertaken and approved the recommendations outlined in the report.

### **7.6 Equality and Diversity in NHS Forth Valley and Annual Report 2018**

The NHS Board considered a paper “Equality and Diversity in NHS Forth Valley and Annual Report 2018”, presented by Professor Angela Wallace, Director of Nursing.

Professor Wallace provided an update on the progress made during April 2017 – March 2018 by NHS Forth Valley in meeting its legal requirement as per the Equality Act 2010 Specific Duties.

This included engagement events with British Sign Language (BSL) communities and national Deaf Organisations to develop the NHS Forth Valley British Sign Language Bill Action Plan and the continued submission to the Stonewall Scotland Workplace Equality Index (WEI) with WEI staff survey results informing the content of the Lesbian, Gay, Bisexual, Transgender and Intersex (LGBTI) Action Plan.

The 4 priority areas for services to address and assist with mainstreaming equality and diversity were; data collection, accessible services/information, Equality Impact Assessment Process (EPQIA) and staff training. Full details of the actions completed were provided in the Annual Report.

In response to a question from Ms Gavine regarding gender pay gaps, Mrs Richmond-Ferns confirmed this had been reviewed in 2017 with no issues identified and would be reviewed again in 2019.

The NHS Board noted progress and approved the NHS Forth Valley Equality and Diversity Annual Report 2018 for submission by April 2018.

### **7.7 Records Management and General Data Protection Regulations**

The NHS Board considered a paper “Records Management and General Data Protection Regulations”, presented by Ms Elaine Vanhegan, Head of Performance and Governance.

Ms Vanhegan provided an update on the ongoing work of the Records Management Plan (RMP) Implementation Group to implement the NHS Forth Valley's RMP. Following approval of the RMP by the NHS Board in January 2016, confirmation of agreement by the Keeper of the Records of Scotland (The Keeper) was received in September 2016 approving the plan. An invitation to submit a Progress Update Review had now been received and while not a statutory requirement provided a positive mechanism to ensure The Keeper was kept informed of the work to implement the RMP.

This work also interlinked with the Information Asset Register (IAR) and the preparations for the new General Data Protection Regulations (GDPR), which would apply from 25 May 2018.

An update had also been provided to the Senior Leadership Team (SLT) in March 2018, who supported the need for project management support to ensure the effective roll out of the IAR and RMP across NHS Forth Valley.

The NHS Board noted the work involved and the need for Project Management Support, with updates to be provided as appropriate.

## **8. CORE PERFORMANCE**

### **8.1 Executive Performance Report**

The NHS Board considered a paper "Executive Performance Report", presented by Ms Elaine Vanhegan, Head of Performance and Governance.

Ms Vanhegan provided detail regarding the main points within the Executive Summary. Further to Scottish Government guidance received in February 2018, work had begun to inform the Annual Operational Plan (as previously presented in the agenda). It was noted that the Board Executive Report would be revised as informed by a review underway to further enhance performance management reporting to both the NHS Board and IJBs.

It was noted that in line with other NHS Boards that there had been a variety of challenges due to the adverse weather conditions and this had affected a number of services including outpatient appointments and the postponement of elective procedures. It was noted that the Flu campaign by the immunisation team had been extremely successful with a high uptake from primary school children, over 65s, carers and pregnant women with risk factors.

Significant collaboration and working across regions to support the breast service had taken place to ensure people were able to access services timely. This support was in place until the April whilst work to establish a regional solution was progressed.

Further refinement had been made to the senior decision making structures since the last NHS Board meeting. The senior team meeting would now be known at the Senior Leadership Team (SLT) and meet fortnightly to consider both operational and strategic issues. A development session had been held in March to focus on the priorities required to deliver the Annual Operational Plan for 2018/19.

Finally Ms Vanhegan noted some recent highlights including the graduation of all NHS Forth Valley's national dementia champions and specialist improvement leads, the selection of Dr Johnstone, Head of Family Child Psychology to take part in the BBC Academy's Expert Women Scotland day and the NHS Forth Valley Communications Team who won the Best Staff magazine at the 2018 NHS Scotland Communications Awards.



A summary of the core performance for NHS Forth Valley was provided, highlighting continuing challenges in respect of key access standards and remaining pressures in the NHS Board's delayed discharge position.

The absence position in January 2018 had increased to 6.92% and reflected a monthly rate higher than the Scotland position of 6.69%. Work continued to meet the 4% target with continual focus at management meetings and monitoring through Directorate Reviews.

In terms of emergency access, the overall compliance for February 2018 was 88.5% Board wide; with compliance in minor injury unit - performance reported being 99.9%. The Emergency Department had improved although had fallen below the national standard (95%) with performance reported at 85.3% with 118 patients waiting longer than eight hours and 31 patients waiting longer than 12 hours. It was noted that the Chief Executive since taking up post in January 2018 had sought support from Government colleagues to work alongside the ED Team as part of a wider unscheduled care programme of whole system improvement.

In respect of the elective programme, significant activity continued, however there remained some challenges in terms of capacity. At the end of February 2018 the total number of patients waiting for an outpatient appointment that exceeded the 12 week waiting time standard was 2781, highlighting a slight decrease from the January position.

In terms of the Treatment Time Guarantee (TTG) there were 1287 patients with an ongoing wait beyond 12 weeks at the end of February and challenges continued in three key specialties; Orthopaedics, General Surgery and Vascular Surgery. Focus remained targeted on these specialties with every effort being made to reduce the waiting time for people.

The 18 week Referral to Treatment (RTT) position in January 2018 was 83.3% against the 90% target. The performance within CAMH Services had decreased to a RTT position of 48.6% for February and service delivery models had been revised with changes implemented and further redesign ongoing. The position for Psychological Therapies also remained below the required position at 53.2% for the same period. It was noted that the Chief Executive had commissioned HIS to work with teams to support improvement and an initial scope to inform this work had been developed.

As previously highlighted at the NHS Board meeting in January 2018 the quarterly cancer position to September 2017 was 84.4%, while the monthly position for January was 85.2% of patients on the 62 day pathway, against the Scotland position of 82.4%. In January 2018 the management report highlighted that 96.3% of patients were treated within 31 days of decision to treat, against the Scotland position of 91.5%.

Board members noted that the number of delayed discharges had increased at the February census and continued to fluctuate on a day by day basis. The position for delays over 14 days was 20 against a zero target with a total of 65 for Forth Valley when including those waiting less than 2 weeks, Code 9 exemptions or with Guardianship issues, this position continued to impact on whole system flow.

The NHS Board noted the update provided and acknowledged all the work and efforts of staff and council/Third Sector colleagues during the adverse weather conditions.

## **8.2 Finance Report**

The NHS Board considered a paper "Financial Report for Period Ended 28 February 2018", presented by Mr Scott Urquhart, Assistant Director of Finance.

Mr Urquhart provided a summary of the financial position for NHS Forth Valley to 28 February with an in year overspend of £1.175m, reflecting a favourable improvement on the previous

month position. Key financial pressures were associated with overspends on Health and Social Care Partnerships, including prescribing and an overspend across Clinical Directorates and Estates/Facilities areas largely offset by central and contingency budgets.

Budgets to cover additional spend for winter contingency arrangements were in place for a fixed term until 31 March 2018 with no further funding earmarked beyond this.

Following a full review of year end forecasts the anticipated revenue outturn position had been updated to a £0.200m surplus, with potential for a further £0.150m surplus depending on March 2018 expenditure trends. Further discussions to conclude the 2017/18 outturn risk share arrangement for Clackmannanshire and Stirling Integration Joint Board (IJB) had been held and the residual overspend would be met on a non repayable basis based on voting shares; both Councils meeting 25% of the position and NHS Forth Valley meeting 50%. This reflected a change to the previously reported position and would require a higher level of financial contribution for NHS Forth Valley than previously noted.

Mr Urquhart highlighted that an issue regarding the timing of accounting recognition for a land sale had been reviewed by the Board's External Auditors who had concluded that a Prior Year Adjustment was not required and would therefore not impact the Board's outturn projection.

Savings achieved to 28 February 2018 were in line with planned trajectory and details of the updated savings forecasts for each Directorate were provided.

The capital forecast outturn position remained breakeven based on current expenditure plans and funding sources and further detail on spend and funding resources was provided.

The NHS Board discussed the challenges faced and the need to ensure savings were deliverable and achievable.

The NHS Board noted:

- The revenue overspend of £1.175m to 28 February 2018
- The projected revenue surplus of £0.200m to 31 March 2018
- The balanced capital position to 28 February 2018
- A projected balanced capital position to 31 March 2018

### **8.3 Financial Plan**

The NHS Board considered a paper "Financial Plan", presented by Mr Scott Urquhart, Assistant Director of Finance.

Mr Urquhart outlined the Financial Plan for 2018/19, which aligned to the Annual Operational Plan.

Details regarding initial allocations from the Scottish Government were provided, including 1.5% uplift and additional NHSScotland Resource Allocation Committee (NRAC) funding which had improved the Board's position from 1.0% to 0.8% below its calculated parity share of national resources.

Further anticipated allocations were highlighted including funding to meet additional costs of 2018/19 pay inflation for Agenda for Change staff beyond the first 1.0%, and the calculated level of funding required to deliver waiting times performance at March 2017 levels by 31<sup>st</sup> March 2019. It was noted that there was a level of risk on Access funding not yet confirmed, and that pay costs and corresponding funding arrangements could not be confirmed until pay review bodies clarify the pay arrangements for NHS Scotland staff later in the year.

Mr Urquhart set out proposed 2018/19 budgets for health services in scope for Health and Social Care Integration, based on opening recurring budgets plus the relevant share of the NHS Board uplift on core baseline and anticipated pay consequential funds, the increase in funding to the IJBs was noted. With regard to Mental Health funding a commitment for a real terms increase had been met by the NHS Board.

Operational budgets outwith the scope of integration were outlined and anticipated inflationary pressures across pays, supplies and prescribing were detailed.

Key issues regarding 2017/18 service pressures were presented and these would continue into 2018/19. Any further issues which emerged, including those issues which were identified in the report as key risks, would require to be met by corresponding cash efficiency savings to ensure ongoing affordability.

Mr Urquhart confirmed that savings required to break even in 2018/19 totalled £18.4m (4%). Details of the Savings Plans identified to date were provided, including risk assessment, and these highlighted an unidentified gap of £5.5m plus a group of planned schemes identified as higher risk. Further work on savings was ongoing to reduce the unidentified gap and improve the risk profile, access funding yet to be confirmed may impact further on the savings target. The challenges regarding saving requirements were discussed, acknowledging the need to consider a different approach to delivery and oversight of savings on an area wide basis and to ensure investment achieved the most impact.

The draft NHS Forth Valley Capital Plan 2018/19 – 2022/23 was also presented for consideration, reflecting the confirmed Scottish Government Health and Social Care Directorate (SGHSCD) fund for 2018/19 and estimated allocation for the following years.

In response to a request from Mr Ford, Mr Urquhart agreed to bring details outlining how the 1 year plan aligned in the context of the 5 year plan and linked to the Strategic Plan and Annual Operational Plan. The Chief Executive confirmed the work underway to align the 5 Year Plan to service and workforce plans.

The NHS Board:

- Approved the Financial Plan 2018/19 set out in Annex B
- Approved the Initial Budgets for Integration Authorities as set out in Section 3
- Approved the Savings Plan set out in Annex C, recognising that those within scope of integration would require approval by IJBs and that further work was required to prepare cases for change in a number of areas
- Noted the ‘yet to be identified’ savings
- Noted the estimated financial risk for 2018/19
- Agreed that a progress report on savings would be considered at the April meeting of the Performance and Resources Committee
- Agreed that further cash savings proposals to close the recurrent gap would be presented for consideration in May.

#### **8.4 Waiting Times Report**

The NHS Board considered a paper “Waiting Times Report”, presented by Mr David McPherson, General Manager.

Mr McPherson provided details regarding the challenges with waiting times and the actions to address them. In particular the impact of the recent severe weather on the elective programme was noted and the work necessary to increase capacity.

The Treatment Time Guarantee (TTG) for February 2018 highlighted 1287 patients waited over the 12 weeks standard. The majority of long waiting patients were within Orthopaedics, General

Surgery and ENT with additional theatre sessions in place and 90 Orthopaedic treatment places secured in the private sector by April 2018.

Mrs Cowan referred to the work highlighted earlier with Health Improvement Scotland (HIS) to hold a stakeholder event led by the Third Sector on Psychological Therapies and CAHMS. Further details would follow in due course.

The NHS Board noted the update provided.

## **9. GOVERNANCE**

### **9.1 Standing Orders (including Scheme of Delegation and Standing Financial Instructions)**

The NHS Board considered a paper “Standing Orders (including Scheme of Delegation and Standing Financial Instructions)”, presented by Ms Elaine Vanhegan, Head of Performance and Governance.

Ms Vanhegan explained that Mr Scott Urquhart, Assistant Financial Director would provide the update.

Following review, details of the minor changes made to the Scheme of Delegation and the Standing Order were provided with no changes required to the Standing Financial Instructions.

Further updates would be required throughout the year to refine the documents, particularly in relation to Health and Social Care Integration and the changes in line management responsibility for those in-scope functions to be delegated which would in turn be reflected in the NHS Board’s financial governance arrangements.

Mr Urquhart highlighted that there had been discussions when presented to the Audit Committee regarding dates of the Board meetings for 2018 and this would need to be reviewed and confirmed.

The NHS Board approved the updated Standing Orders, Scheme of Delegation and extant Standing Financial subject to final agreement regarding the Board meeting dates.

### **9.2 Review of Committee Membership**

The NHS Board considered a paper “Review of Committee Membership”, presented by Ms Elaine Vanhegan, Head of Performance and Governance.

Ms Vanhegan explained that in accordance with Standing Orders, an annual review of NHS Forth Valley’s committee structures, including their role and remit had been undertaken by the Chairman. Details of the revised membership were provided with all Chairs of the Governance Committee remaining the same.

Mrs Cowan had been appointed to the role of Chief Executive from 1 January 2018

Mr Hart, Employee Director had retired at the end of February 2018 and replaced by Mr Robert Clark from 1 March 2018.

Ms Vanhegan highlighted that by the end of December 2018 Ms Gavine would have served 2 consecutive four year terms and noted that the Scottish Government’s Public Appointments Team would commence the appointment process in due course.

The NHS Board approved the ongoing appointment of Mrs Swan as Vice Chair and Mr Ford as Chair of the Clackmannanshire and Stirling IJB from 1 April 2018, noting the updated Committee Structure provided and the importance for any additional roles undertaken by Non-Executives to be included for visibility in future.

### **9.3 Amendments to Falkirk Integration Scheme**

The NHS Board considered a paper “Amendments to Falkirk Integration Scheme”, presented by Ms Elaine Vanhegan, Head of Performance and Governance.

Ms Vanhegan explained that in January 2018 the NHS Board had received an update on the necessary arrangements for the delivery of the Carers Act from April 2018 and agreed to delegate authority to the Performance and Resources Committee to approve the final amendments to the Falkirk Integration Scheme. However the initial deadline had been extended due to the adverse weather and details of the minor changes were outlined.

The NHS Board noted the progress made in relation to preparations for the Act and approved the amendments to the Falkirk Integration Scheme.

### **9.4 Governance Committee Minutes**

#### **9.4.1 Clinical Governance Committee – 9 February 2018**

The NHS Board noted the draft minute of the Clinical Governance Committee meeting held on 9 February 2018.

#### **9.4.2 Audit Committee – 19 January 2018**

The NHS Board noted the draft minute of the Audit Committee meeting held on 19 January 2018.

### **9.5 Advisory Committee Minutes**

#### **9.5.1 Area Clinical Forum: 22 February 2018**

The NHS Board noted the draft minute of the Area Clinical Forum meeting held on 22 February 2018.

### **9.6 Integration Joint Board Minutes**

#### **9.6.1 Annual Report of the Clinical Governance Committee 2017-2018**

The NHS Board noted the Annual Report of the Clinical Governance Committee 2017-2018.

#### **9.6.2 Annual Report of the Endowment Committee 2017-2018**

The NHS Board noted the Annual Report of the Endowment Committee 2017-2018.

#### **9.6.3 Annual Report of the Audit Committee 2017-2018**

The NHS Board noted the Annual Report of the Audit Committee 2017-2018.

#### **9.6.4 Annual Report of the Performance and Resources Committee 2017-2018**

The NHS Board noted the Annual Report of the Performance and Resources Committee 2017-2018.

**9.6.5 Annual Report of the Staff Governance Committee 2017-2018**

The NHS Board noted the Annual Report of the Staff Governance Committee 2017-2018.

**9.6.6 Annual Report of the Area Clinical Forum 2017-2018**

The NHS Board noted the Annual Report of the Area Clinical Forum 2017-2018.

**10. ANY OTHER COMPETENT BUSINESS**

There being no other competent business, the Chairman closed the meeting at 12.35pm.



## MINUTE OF MEETING OF HEALTH AND SOCIAL CARE BOARD

COSLA Offices, Edinburgh

6<sup>th</sup> April 2018

### Present

Cllr Peter Johnston (in the Chair)	COSLA
Cllr Lois Speed	Angus
Cllr Kieron Green	Argyll and Bute
Cllr Ricky Henderson	City of Edinburgh
Cllr Iain Linton	East Ayrshire
Cllr Jim Goodfellow*	East Lothian
Cllr Caroline Bamforth	East Renfrewshire
Cllr Mhairi Hunter	Glasgow City
Cllr Kate Stephen	Highland
Val de Souza*	IJB Chief Officers
Peter Murray	Chair of the IJB Chairs & Vice Chairs
Cllr Frank Brown	Moray
Cllr Rachael King	Orkney Islands
Cllr Chris Ahern	Perth and Kinross
Chris Littlejohn	Public Health Directors
Cllr Jacqueline Cameron	Renfrewshire
Cllr Tom Weatherston	Scottish Borders
Cllr Emma Macdonald*	Shetland Islands
Cllr John Bradley	South Lanarkshire
Laura Simpson	SPDS
Cllr Marie McNair	West Dunbartonshire
Cllr Harry Cartmill	West Lothian

\*denotes substitute

### Apologies

Cllr Sarah Duncan	Aberdeen City
Cllr Anne Stirling	Aberdeenshire
Donald Forrest	CIPFA – Directors of Finance
Cllr Ellen Forson	Clackmannanshire
Cllr Kenny John MacLeod	Comhairle nan Eilean Siar
Cllr Stephen Thompson	Dumfries and Galloway
Cllr Ken Lynn	Dundee City
Cllr Mohrag Fischer	East Dunbartonshire
Cllr Fiona O'Donnell	East Lothian
Cllr Robert Bissett	Falkirk
Cllr Samantha Steele	Fife
Julie Murray	IJB Chief Officers
Cllr Robert Moran	Inverclyde

Cllr Derek Milligan	Midlothian
Cllr Robert Foster	North Ayrshire
Cllr Paul Kelly	North Lanarkshire
Cllr Allison Duncan	Shetland Islands
Joanna Macdonald	Social Work Scotland
Andrew Kerr	SOLACE
Cllr Julie Dettbarn	South Ayrshire
Cllr Graham Lambie	Stirling

### **1. Welcome and Apologies**

Cllr Johnston welcomed those present to the meeting. Apologies received for absence and substitutions were noted.

Prior to moving onto the formal business, Cllr Johnston provided a verbal update on some of the events and ministerial meetings he had been involved with since the Board last met. He also advised that Peter Murray would be joining the meeting in his capacity as Chair of the IJB Chairs and Vice Chairs. It was suggested that Peter become an advisory member to the Board and attend all future meetings, which the meeting agreed to.

### **2. Minute of Previous Meeting 9<sup>th</sup> February 2018**

The minute of the previous meeting held on 9<sup>th</sup> February 2018 was agreed as an accurate record.

### **Items taken in private session**

### **3. Financial Framework for Health and Social Care**

The Board considered a report which provided an update on the development of a Financial Framework for Health and Social Care by Scottish Government and COSLA. Christine McLaughlin (Director of NHS Finance) and Alison Taylor (Head of Integration) from the Scottish Government joined the meeting and provided a PowerPoint presentation.

There was a wide-ranging discussion with a number of points of view expressed and questions which Scottish Government officials responded to.

The Board noted the progress of the Financial Framework and the content of the presentation from Scottish Government. It was agreed that a copy of the slides be circulated to members following the meeting and that a revised iteration of the Financial Framework be brought to a future meeting. Members also agreed to receive data presentations prepared for the Ministerial Strategic Group (MSG) – these would be circulated to the Board.

### **4. Health and Social Care Plan**

The Board received an updated Health and Social Care Board Plan which reflected recent progress towards the Board's priorities.

A brief update was provided on the Carers Act and it was noted that a link to recently published regulations would be circulated: <https://beta.gov.scot/publications/carers-scotland-act-2016-statutory-guidance/pages/5/>.

Members were advised that Scotland's learning disability strategy 'The Keys to Life' was likely to be reviewed as Scottish Government were keen on more alignment with their Fairer Scotland Disability Delivery Plan which was published in December 2016. A report would be brought to a future meeting of the Board.



It was also highlighted that the British Sign Language (Scotland) Act 2015 required the Scottish Government to produce a National BSL Plan by October 2017 and for all public bodies, including local authorities, to produce their own plans by October 2018 (services should be more accessible and inclusive for BSL users). Scottish Government (following consultation with SCEN and COSLA), had developed a template local plan which could be used by Local Authorities – further details could be found at the following link <http://bslscotlandact2015.scot/templates/>.

In response to a question about local charging thresholds/policies and the collection of associated information, it was noted that the new Charging Guidance for 2018/19 had been issued on 1st April, and the specific issue of income thresholds and age equalities would be discussed at the next meeting of the Charging Guidance working group.

The Board noted the progress to date and the verbal updates provided at the meeting.

## **5. National Care Home Contract**

The Board received a report which provided an update on the outcome of the National Care Home Contract negotiations and the further commitments made to the reform agenda.

During discussion, concerns were raised about the proposed safe staffing legislation's impact on the cost of care calculator. This was acknowledged and covered at item 6.

The Board:

- i. noted the outcome of the National Care Home Contract i.e. a final settlement of a 3.39% increase in the rate for residential and nursing care homes; and
- ii. agreed the priorities of the reform of the National Care Home Contract (paragraph 18 of the report).

## **6. Safe Staffing**

The Board considered a report which informed members that the Scottish Government was drafting the Health and Care (Staffing) Bill on 'Safe Staffing' (the Bill) to require organisations providing health and social care to apply nationally agreed, evidence based workload and workforce planning methodologies and tools in certain workplace settings. As part of the Bill drafting process the Scottish Government was considering 3 options to extend the scope of the Bill to the social care sector. Members were invited to consider and agree a position on the proposed options.

A letter from the Cabinet Secretary for Health and Sport, Shona Robison MSP was tabled at the meeting. The letter was an attempt to reassure and make local government more comfortable with the Scottish Government's proposals on this legislation.

In particular, members raised concerns about the proposed legislation's impact on the National Care Home Contract and on smaller providers.

Following discussion, the Board did not agree the recommendations put to elected members and requested that the spokesperson write to the Cabinet Secretary reflecting a nuanced position that COSLA did not support the proposed legislation but was willing to work with Scottish Government to bring the proposals in line with Local Government requirements. Officers were asked to draft a letter to be circulated to the Board for comment.

## **7. Integration of Children's Services Report**

The Board was provided with a report which invited members to consider an independent report commissioned by Social Work Scotland and Healthcare Improvement Scotland on the integration of children's services. It was highlighted that the report would also be considered

by the COSLA Children and Young People Board on 13<sup>th</sup> April in order for COSLA's response to be informed by both Boards.

Members broadly welcomed the report but there were a number of points of clarification highlighted which officers agreed to feedback to Social Work Scotland and Healthcare Improvement Scotland in advance of the final draft being published.

The Board noted that there was still a dearth of published evidence on how successful health and social care integration had been to date.

The Board:

- i. considered the contents of the *Integrated Children's Services* report and agreed to support further circulation of the final draft;
- ii. agreed the position outlined at paragraph 6 of the report on which a COSLA response would be based; and
- iii. noted that the report would also be considered by COSLA's Children and Young People Board.

## **8. Public Health Priorities**

The Board received a report which provided an update on progress towards the joint COSLA-Scottish Government public health reform programme, and presented draft public health priorities for members' consideration and endorsement.

The Board:

- i. noted the progress on the public health reform programme outlined in the report;
- ii. considered and recommended the draft public health priorities to COSLA Leaders for endorsement at their April 2018 meeting; and
- iii. agreed that any changes to the priorities as a result of advice from the Public Health Oversight Board, must be agreed with COSLA's Health and Social Care Spokesperson prior to submission to COSLA Leaders.

## **9. Mental Health**

The Board considered a report which provided an update on work to implement the Scottish Government's new national mental health strategy and outlined some emerging challenges for partnership working between Scottish Government, councils and Integration Authorities. The report invited members to reflect on these challenges and to agree a COSLA position to inform political discussions with the Cabinet Secretary for Health and Wellbeing and the Minister for Mental Health.

During discussion, some reservations were expressed about the commitment to deliver 800 new mental health professionals over the next five years, given there were already challenges around recruitment. The importance of retaining local flexibility to cater for local circumstances was also emphasised.

The Board considered the issues outlined in the report and adopted the position outlined at paragraph 13 of the report, which sought to strengthen partnership arrangements to support the delivery of the new national mental health strategy.

## **10. Digital Health and Social Care Strategy**

The Board received a report which sought agreement on the joint Digital Health & Care Strategy.

The Board:

- i. agreed the final strategy but agreed to make suggestions set out in paragraph 4 of the report; and
- ii. agreed to continue to work with partners on taking forward the Strategy.

*The strategy has now been published and can be found at the link below.*

<http://www.gov.scot/Publications/2018/04/3526>

### **Items taken in public session**

#### **11. Adults with Incapacity**

The Board considered a report which invited members' views on proposed changes to the Adults with Incapacity (Scotland) Act 2000 and would inform a COSLA consultation response.

The Board:

- i. noted the consultation exercise which was being conducted by the Scottish Government;
- ii. agreed the proposed approach to responding to the Scottish Government Consultation outlined in paragraph 11 of the report; and
- iii. considered and provided comment on the proposed key issues in paragraph 12 of the report which a COSLA response would cover.

#### **12. AOCB**

The meeting was informed that the Cabinet Secretary for Health and Sport, Shona Robison MSP was scheduled to join the next meeting on 1<sup>st</sup> June 2018 for the deliberations.

**Draft****FALKIRK INTEGRATION JOINT BOARD**

**Minute of Meeting of the Falkirk Integration Joint Board held in the Municipal Buildings, Falkirk on Friday 6 April 2018 at 9.30am.**

**Voting Members:**

Councillor Allyson Black (Vice Chair)  
 Councillor Fiona Collie  
 Cathie Cowan (substitute)  
 Michelle McLung  
 Councillor Cecil Meiklejohn  
 Julia Swan (Chairperson)

**Non-voting Members:**

Patricia Cassidy, Chief Officer  
 Claire Crossan, Carers Representative (substitute)  
 Karen Herbert, Falkirk Third Sector Representative  
 Sara Lacey, Chief Social Work Officer  
 Matt McGregor, Council Staff Representative  
 Mary Pitcaithly, Chief Executive, Falkirk Council  
 Amanda Templeman, Chief Finance Officer  
 Angela Wallace Nursing Representative

**Officers:**

Lynette Denovan, Team Manager  
 Janette Fraser, Head of Planning  
 Joe McElholm, Head of Social Work Adult Services  
 David McGhee, Head of Procurement and Housing  
 Property  
 William McQuillan, Procurement and Commissioning  
 Manager  
 Colin Moodie, Chief Governance Officer  
 Kathy O'Neill, General Manager  
 Margaret Petherbridge, Project Development Manager  
 Brian Pirie, Democratic Services Manager  
 Antonia Sobieraj, Committee Services Officer  
 Suzanne Thomson, Programme Manager  
 Scott Urquhart, Assistant Director of Finance

**IJB1. Apologies**

Apologies were received on behalf of Alex Linkston, NHS Forth Valley (Voting member); Morven Mack, Carers Representative; Andrew Murray, NHS Medical Representative; Margo Biggs, Service User Representative; David Herron, GP Representative, and Robert Clark, NHS Staff Representative.

**IJB2. Declarations of Interest**

Councillor Black declared an interest in item IJB? and took no part in the discussion or decision making on this item.

Councillor Meiklejohn declared an interest as an executive member of the Scottish Ambulance Service but considered that this would not prevent her from taking part in the discussion and decision making having had regard to the objective test in the Code of Conduct.

**IJB3. Presentation – ADL Smartcare**

Joe McElholm, Head of Social Work Adult Services gave a presentation on ADL Smartcare.

Lynette Denovan gave an overview of the website and answered questions on publicity and ease of access.

**IJB4. Minutes of the Integration Joint Board Meetings****Decision**

- (1) The minute of meeting of the Integration Joint Board held on 2 February 2018 was approved, and**
- (2) The minute of the special meeting of the Integration Joint Board held on 16 March 2018 was approved.**

**IJB5. Draft Minute of the Audit Committee meeting held on 16 March 2018****Decision**

**The draft minute of meeting of the Audit Committee held on 16 March 2018 was noted.**

**IJB6. Minutes of Joint Staff Forum Meetings****Decision**

- (1) The minute of meeting of the Joint Staff Forum held on 3 August 2017 was noted;**
- (2) The minute of meeting of the Joint Staff Forum held on 5 October 2017 was noted, and**
- (3) The minute of meeting of the Joint Staff Forum held on 7 December 2017 was noted.**

**IJB7. Action Log**

The Integration Joint Board considered the Action Log presented by the Chair and noted the updates provided.

The Chief Executive, NHS Forth Valley provided an update on the proposed Intermediate Care Facility on the Falkirk Community Hospital site. She advised that there was some further feasibility work underway. Members of the Board expressed some concern that there was now some doubt about the feasibility of a long standing joint project. It was noted that the capital allocation had been in the Council's capital programme for some time and that the programme was under significant pressure. The Chief Officer reminded the Board of the position with the Summerford care facility and the risk arising from delaying further with construction of the intermediate care facility. It was agreed that would send a briefing note to Board members in advance of the next meeting.

**IJB8 Chief Officer Report**

The Integration Joint Board considered a report by the Chief Officer which provided an update on developments within the Falkirk Health and Social Care Partnership. The Chief Executives had developed an initial outline for the transfer of operational management of some in-scope community based health services. A shared strategic vision required to be developed and would need to align with the Strategic Plan. Integrated services would be delivered through locality multi-disciplinary teams with the capacity to innovate and develop responsive joined up models of care and support.

Support services in place as a permanent resource that the IJB funded consisted of the Chief Officer, Chief Finance Officer and Programme Manager. There was no dedicated staff resource for areas including planning, performance and risk management. These areas were provided by partners, in addition to their substantive roles. The report advised that there was evidence that these resources were under sustained pressure which had a detrimental impact on work being taken forward. This had been highlighted to the audit committee in terms of risk management. Further work would be undertaken to identify what management capacity, professional, clinical and business support incorporating requests for new posts as required.

Following the decision of Bield Housing to close two local care homes all 24 residents had been moved to new placements. Social work services would undertake further reviews with the service users after six weeks in the new placement to ensure the resident was settled in and that their needs were being met.

**Decision**

**The Integration Joint Board:-**

- (1) noted the report;
- (2) agreed that to establish a project team, led by the Chief Officer, to develop and implement the integrated team structures;
- (3) noted that a full report would be presented at the next meeting outlining the programme for integrated structures;
- (4) requested that a corporate support agreement be developed by the Chief Executives and Chief Officer for consideration at the next meeting;
- (5) noted that a progress report would be presented to the Council's Scrutiny Committee (External) on 17 May 2018 as part of the ongoing governance arrangements, and
- (6) noted that all former Bield residents had been successfully placed in new care homes of their choice and that a report on the impact would be presented after 6 months.

## **IJB9 Financial Report**

The Integration Joint Board considered a paper by the Chief Finance Officer which provided a provisional financial position for 2017/18, subject to year end processes. A revised reserves policy and strategy document was appended to the report for approval. An overspend of £1.605m was projected, which was an improvement on the position reported to the Board in December 2017.

The position on the NHS arm of the budget had improved, with a forecast overspend of £1.690m. This was mainly due to improved forecasts for complex care and learning disability package costs as well as the impact of the savings identified through the recovery plan. The remaining areas of overspend were due to prescribing and community hospitals. Budgets delegated to Falkirk Council on the general fund side were expected to underspend by £0.273m. £0.088m of this underspend was due to the transfer to reserves for Services for Survivors. In addition the funds set aside for the Dementia Innovation Fund of £0.100m had not been spent in year and it was proposed to transfer this into an earmarked reserve. It was proposed that the remaining underspend of £0.085m was transferred into General Reserves. The Reserves Strategy, set out at appendix 3 to the report, set out options for reserves on a percentage of budget basis. Given affordability issues, it was recommended that the target level for general reserves be set at c£0.250m (0.125% of the 2017/18 budget).

### **Decision**

**The Integration Joint Board:-**

- (1) noted the projected outturn for 2017/18 for the Partnership;**
- (2) approved the transfer of £0.100m to earmarked reserves for the Dementia Innovation Fund;**
- (3) noted the risk sharing agreement agreed by both Partners;**
- (4) approved the revised reserves strategy as set out in appendix 3, and**
- (5) agreed the transfer of the adult social care general fund underspend, estimated to be £0.085m, into general reserves in line with the reserves strategy.**

#### **IJB10. 2018/19 Budget Report**

The Integration Joint Board considered a paper by the Chief Finance Officer which provided an update on the NHS elements of the 2018/19 budget. The following areas were covered:-

- savings options for the NHS arm of the budget
- mental health services investment
- proposals for the investment of the additional £0.050m for Younger Adult Day Services
- Support at Home contract
- Externally funded organisations

The report also set out Directions to both constituent partners for financial year 2018/19.

The Board discussed savings options for 2018/19 and in particular savings which could be achieved by reviewing over-ordering and waste in Primary Care prescribing and options for service redesign. The Chief Finance Officer confirmed that a tracker would be developed to better manage budget savings. This would be submitted at the next meeting in June 2018.

#### **Decision**

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

- (1) noted the savings requirements for 2018/19 for the NHS Board and for the NHS arm of the Partnership budget;**
- (2) noted that the NHS Board approved a funding settlement of £149.793m to the Falkirk Partnership;**



- (3) noted that the financial risk for the Set Aside budget remains with the NHS Board;
- (4) noted that savings of £1.436m have been identified for Operational and Universal services and that a further £0.238m is required;
- (5) noted the risk profile of the savings identified to date and that this combined with the savings still to be identified represents a significant financial risk to the Partnership;
- (6) agreed the savings in appendix 1;
- (7) requested that the budget holders work with the Leadership Group to develop a plan to mitigate the current short fall;
- (8) noted that work is required to understand the impact of potential savings on the Scottish Government conditions in respect of Mental Health Services and this will be reported back to the IJB;
- (9) noted the proposals for the additional investment in day services for younger adults and the additional funding requirement;
- (10) noted the financial risk associated with the Support at Home contract and that updates will be brought to future meetings of the IJB;
- (11) noted the further work required to ensure all externally funded organisations are subject to a consistent commissioning, governance and monitoring regime;
- (12) approved the Directions for 2018/19 to constituent partners as set out in appendix 3 of the report, and
- (13) noted that the Directions may be amended following further guidance from the Scottish Government.

#### **IJB11. Performance Report**

The Integration Joint Board considered a report by the Head of Performance & Governance, NHS Forth Valley which presented performance information for the period April 2017 to January 2018.

The Scottish Government was undertaking a review of two national data sources: the Annual Social Care Survey and the SOURCE data on Health and Social Care. The review sought to combine these two sources and

would likely lead to changes to the data reported to the Board. A summary of performance in key areas was provided, this included:

- emergency department performance against the 4 hour standard
- rate of emergency department attendance
- delayed discharges.

### **Decision**

**The Integration Joint Board noted:-**

- (1) the content of the performance report;**
- (2) the Performance and Measurement Group would bring forward a themed timetable of reporting to the IJB at its June meeting;**
- (3) the submission to the MSG with agreed trajectories against the integration indicators for unscheduled care as laid out in appendix 3 to the report, and**
- (4) that appropriate management actions continued to be taken to assess the issues identified through these performance reports.**

### **IJB12. Strategic Plan and Strategic Planning Group**

The Integration Joint Board considered a report by the Programme Manager which provided information on the requirement to review the Strategic Plan 2016-19, the role of the Strategic Planning Group, an overview of the activities required to review the plan, and an indication of the resource requirement. The Board had approved its first Strategic Plan in March 2016.

The Public Bodies (Joint Working) (Scotland) Act 2014 required the IJB to review its Strategic Plan prior to expiry. In completing the review the authority must:

- have regard to the integration principles and national health and well-being outcomes
- seek and have regard to the view of the Strategic Planning Group on both the effectiveness of the arrangements for carrying out integration and whether a replacement Strategic Plan should be prepared.

It was proposed that a joint workshop was held with the IJB and Strategic Planning Group as part of the Board development sessions on 4 May 2018.

## **Decision**

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

- (1) noted the requirement to the Public Bodies (Joint Working) (Scotland) Act 2014 to review the Strategic Plan, a minimum of once every 3 years;**
- (2) agreed to hold a workshop with the Strategic Planning Group to consider the review of the Strategic Plan;**
- (3) noted the role of the Strategic Planning Group in the review of the Strategic Plan;**
- (4) agreed the Strategic Planning Group would consider their terms of reference and membership, and provide an update to the next Board meeting, and**
- (5) agreed that the partners would identify and make available the resources required to complete the work, including the production of the Annual Performance Report 2017-18.**

## **IJB13. Regional Planning**

The Integration Joint Board considered a paper by the Head of Planning, NHS Forth Valley which provided an update on progress with regional planning for the West of Scotland Region. The report outlined the background and context to regional planning in the Forth Valley area, the Scottish Government's expectations as set out in the Health and Social Care Delivery Plan and progress made to date in the West of Scotland Region with developing a Regional Plan.

## **Decision**

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

- (1) the progress with regional planning for the West of Scotland Region, and**
- (2) that the draft Regional Delivery Plan would be prepared by the West of Scotland Regional Planning Team and submitted to the Scottish Government on 31 March 2018.**

## **IJB14. Integration Arrangements**

The Chief Executive, NHS Forth Valley gave an update on progress towards integration. Mrs Cowan had reported in March 2018 to the HNS

Forth Valley Board in which she re-affirmed her commitment to integration.

Mrs Cowan stated that work was progressing well towards the deadline of September 2018. A working group had been established to oversee the various workstreams, including localities.

The Chief Executive, Falkirk Council, confirmed that work was progressing, however further work was required in particular on hosting, management structure and costs.

### **Decision**

**The Integration Joint Board requested that a report was submitted to the next meeting.**

## **IJB15. Clinical and Care Governance**

The Integration Joint Board considered a paper by the Chief Social Work Officer, Falkirk Council and Medical Director, NHS Forth Valley which provided an update on the arrangement for Clinical and Care Governance as previously requested by the Board. Draft terms of reference and proposed membership for the Clinical Care and Governance Committee were included.

### **Decision**

**The Integration Joint Board:-**

- (1) agreed the draft terms of reference and membership of the Clinical and Care Governance Committee as set out in appendix 1 to the report;**
- (2) agreed that Julia Swan would serve as Chair and Councillor Collie would serve as Vice Chair of the Clinical and Care Governance Committee;**
- (3) agreed nominations for the proposed membership as set out in section 4.3 of the report;**
- (4) noted the Internal Audit Action Plan attached at appendix 2 to the report, and**
- (5) agreed the revised draft Core Governance Committee (CGC) framework at appendix 3 to the report and noted that this may be revised as the integrated operational management and locality teams develop.**

**IJB16. National Health and Social Care Standards**

The Integration Joint Board considered a paper by the Head of Social Work Adult Services which advised the Board of the adoption of new National Care Standards for inspection, registration and quality assurance of health and social care services. Following a review and consultation between October 2016 and January 2017 seven draft standards had been proposed. It was expected that Integration Joint Boards, Local Authorities, Community Planning Partnerships and Community Justice partners would use the new standards from April 2018.

**Decision**

**The Integration Joint Board noted:-**

- (1) development and the adoption of the new Standards from April 2018;**
- (2) actions being taken as set out in paragraphs 4.10 to 4.17, in preparation for the introduction of the new Standards, and**
- (3) the intention to provide further reports to the IJB following receipt of further guidance from the Care Inspectorate and Healthcare Improvement Scotland and the local experience of the implementation of the new Standards.**

**IJB17. Carers Act: Implementation Report**

The Integration Joint Board considered a paper by the Head of Social Work Adult Services which provided an update on progress regarding the implementation of the Carers Act. A multiagency Falkirk Carers Act Implementation Group was established to oversee the preparation required for the commencement of the Act by 1 April 2018.

Key elements of local implementation which had been completed were:-

- production of a Carers Strategic Needs Assessment
- development of a Falkirk HSCP Framework for Local Eligibility Criteria for Unpaid Carers. This included the Adult Carers Support Plan and Review documents and the Adult Carers Pathway
- Young Carers Statement
- Identification of priorities for implementation during 2018/19 and inclusion in the Carers Strategy development process.

**Decision**

**The Integration Joint Board:-**

- (1) noted the statutory guidance and regulations issued in relation to the Carers Act;
- (2) noted the production of the Carers Strategic Needs Assessment;
- (3) approved the Falkirk Health and Social Care Partnership (HSCP) Framework for Local Eligibility Criteria for Unpaid Carers for implementation from 1 April 2018;
- (4) approved the Falkirk Health and Social Care Partnership (HSCP) Framework for Local Eligibility Criteria for Unpaid Carers for implementation from 1 April 2018, and
- (5) noted the priorities identified from the national programme and stakeholder engagement process for implementation during 2018/19 and inclusion in the Falkirk Carers Strategy 2019/2023 development process.

#### **IJB18. Eligibility Criteria and Resource Allocation Framework**

The Integration Joint Board considered a paper by the Head of Social Work Adult Services which provided an update on progress on the implementation of the revised Eligibility Criteria and Resource Allocation Framework which had been approved in June 2017.

##### **Decision**

**The Integration Joint Board noted:-**

- (1) the ongoing work to fully implement outcomes focussed assessment and eligibility criteria in line with the Framework launched on 30 October 2017;
- (2) that the improvement of outcomes made possible by the review of eligibility criteria is illustrated in a number of case examples ad detailed in appendix 1, and
- (3) that the testing of the Individual Budget Calculator (IBC) is ongoing and the results will be reported to a future Board meeting.

#### **IJB19. Good Transitions – Improving Transitions Planning**

The Integration Joint Board considered a paper by the Head of Social Work Adult Services which provided an update on the findings of the consultation with young people and their families. This focussed on how improvements could be made to the way young people with additional

support needs were supported as they moved from children's to adult services.

The Closer to Home Strategy would provide communities with the opportunity to participate in the delivery and design of services. Transition planning involved coordination within and across large services including education; children's social work; adult social work; health; housing; employment services, and the third sector. The 2016 Joint Inspection of Services for Children reinforced the need for improved transitions between Children's and Adult Social Work Services.

Those responsible for planning and delivering support for children and young people with additional support needs included:-

- Women and Children's Directorate and adult health
- Children and families, justice and adult social work services
- Education – secondary, further and higher
- Housing Services
- Employment and Training services
- Third Sector organisations
- Public sector services
- Scottish Government

## **Decision**

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

- (1) noted that a range of consultation events have been held with young people who have additional support needs and their family carers;**
- (2) adopted the framework of Principles of Good Transitions, and**
- (3) remit the Chief Officer and officers to identify resources to create a strategic role to co-ordinate transition planning, implement the improvement actions and to create a Transitions Steering Group.**

## **IJB20. Support at Home (Home Support and Supported Living) Contract**

The Integration Joint Board considered a paper by the Head of Procurement and Housing Property which provided an update on the outcome of the Support at Home contract.

A tender was advertised via the Public Contracts Scotland Portal on 31 October 2017. The contract commenced on 1 April 2018 for two years to 31 March 2020, with an option to extend for up to a further 24 months. The framework would be provide all new support at home and supported living services commissioned by homecare and community care teams. It

was intended that all existing support arrangements would remain in place and would not be affected by the framework.

The weighting of the tender evaluation was 60% for quality and 40% for price. All bidders confirmed that they would pay care staff the Scottish Living Wage. The tenders were accepted in accordance with Falkirk Council's Contract Standing Orders.

### **Decision**

**The Integration Joint Board noted the outcome of the tendering process for the Support at Home (Home Support and Supported Living) contract and contract operating principles.**

## **IJB21. Amendment to Integration Scheme**

The Integration Joint Board considered a paper by the Chief Governance Officer, Falkirk Council which advised the board of amendments proposed to the Integration Scheme.

The Integration Scheme, which was agreed between the Council and the Health Board and subsequently approved by the Scottish Ministers, was the core document that established the (IJB). It governed the range of functions that were delegated to the IJB by the Council and the Health Board.

The group of functions that required to be delegated to an IJB was set out in the Public Bodies (Joint Working) (Prescribed Local Authority Functions) (Scotland) Regulations 2014. The expansion of the mandatory lists to include functions under the Carers' Act left only one function in relation to the Act where there was a decision to be made in relation to delegation.

At its December meeting, Council agreed that it was not appropriate to delegate the function in relation to young carers' statements as it would not be helpful to isolate one strand of provision within Children and Social Work Services and delegate it to the IJB. Following consultation, the Council maintained this position at its meeting on 7 March 2018.

At its meeting on 30 January, the Health Board took a similar view in relation to young carers' statements. It decided, however, that it would be appropriate to delegate the function in relation to the preparation of the local carers' strategy to the IJB in the same way as the Council had done. At its meeting on 27 March 2018 it maintained that position.

### **Decision**

**The Integration Joint Board noted the proposed amendments to the scheme.**



**IJB22. IJB Membership**

The Integration Joint Board considered a report by the Programme Manager which sought approval of changes to the membership of the Board.

The Board had previously agreed the process to identify and recruit carer, service user, Third sector and staff representatives. The Board agreed the process would aim to recruit a substitute for the service users and carers representatives. In addition one representative would be recruited from a local Third Sector organisation that provided health and/or social care. CVS Falkirk would continue to represent the local Third Sector on the Board. The staff representatives would be agreed by the respective staff forums.

**Decision**

**The Integration Joint Board agreed the appointments as set out in sections 4.5 and 4.7 of the report.**



## MINUTE OF MEETING OF CHILDREN & YOUNG PEOPLE BOARD

COSLA Offices, Edinburgh

13<sup>th</sup> April 2018

### Present:

Cllr Stephen McCabe (in the Chair)	COSLA
Cllr Anne Simpson	Aberdeenshire
Michael Wood	ADES
Cllr Kieron Green*	Argyll and Bute
Cllr Alison Dickie*	City of Edinburgh
Cllr Graham Lindsay	Clackmannanshire
Cllr Angus McCormack	Comhairle nan Eilean Siar
Cllr Jeff Leaver	Dumfries and Galloway
Cllr Fiona Campbell	East Ayrshire
Cllr Denis Johnston	East Dunbartonshire
Cllr Shamin Akhtar	East Lothian
Cllr Paul O'Kane	East Renfrewshire
Cllr Alan Nimmo	Falkirk
Cllr Fay Sinclair	Fife
Cllr Chris Cunningham	Glasgow City
Cllr John Finlayson*	Highland
Cllr Natasha Murphy	Inverclyde
Cllr Jim Muirhead	Midlothian
Cllr John Bell	North Ayrshire
Cllr Frank McNally	North Lanarkshire
Cllr John Ross Scott*	Orkney Islands
Cllr Anne Jarvis*	Perth and Kinross
Linda de Caestecker	Public Health - Directors
Cllr Jim Paterson	Renfrewshire
Andrew Gillies*	Social Work Scotland
Angela Leitch	SOLACE
Cllr William Grant	South Ayrshire
Cllr Katy Loudon	South Lanarkshire
Cllr Susan McGill	Stirling
Cllr Karen Conaghan	West Dunbartonshire
Cllr Dave King*	West Lothian

\*denotes substitute

### Apologies:

Cllr John Wheeler	Aberdeen City
Cllr Mark Salmond	Angus
Cllr Yvonne Mcneilly	Argyll and Bute
Alan Puckrin	CIPFA-Directors of Finance
Cllr Ian Perry	City of Edinburgh

Cllr Gregor Murray	Dundee City
Cllr Andrew Baxter	Highland
Cllr Tim Eagle	Moray
Cllr Rob Crichton	Orkney Islands
Cllr Willie Wilson	Perth and Kinross
Cllr Carol Hamilton	Scottish Borders
Cllr George Smith	Shetland Islands
Sharon McAlees	Social Work Scotland
Kristine Johnson	SPDS
Cllr David Dodds	West Lothian

## **Items taken in public session**

### **Welcome and Apologies**

Cllr Stephen McCabe welcomed those present to the meeting with roundtable introductions. Apologies received for absence and substitutions were noted.

### **Improving children and young people's outcomes – a public health perspective**

The Board received a PowerPoint presentation from Linda de Caestaker (Director of Public Health), Dona Milne (NHS Lothian) and Pauline Craig (Health Scotland) which provided a public health perspective on improving children and young people's outcomes.

The presentation outlined what public health was, their findings on how best to reduce inequalities, the preventative steps that were necessary, and the importance that the recent Programme for Government placed on improving children's lives as part of the Scottish Government's commitment to Getting it Right for Every Child and the forthcoming Year of Young People in 2018. The film – Resilience – which was a new documentary that delved into the science of Adverse Childhood Experiences (ACEs) was commended to members.

The meeting was also informed of the public health reform programme and that a report on the public health priorities would be taken to the COSLA Leaders meeting on 27<sup>th</sup> April for consideration.

There was a wide-ranging discussion with several views expressed and points of clarification sought. The importance of eradicating poverty in general was emphasised along with the need for greater collaboration, leadership and ensuring the views of children and young people were seriously listened to.

The Board thanked Linda, Dona, and Pauline for their presentation and noted its content and agreed to view the "Resilience" film at a subsequent meeting.

#### **1. Minute of previous meeting 16<sup>th</sup> February 2018**

The Board agreed to approve the minute of the meeting held on 16<sup>th</sup> February 2018 as an accurate record.

#### **2. Children and Young People Board Plan**

The Board considered the latest version of its Plan which summarised the main areas of activity.

The meeting was provided with three verbal updates on policies within the Board Plan. Firstly, the Independent Care Review had offered to present their findings to the Board following the next meeting on 8<sup>th</sup> June. Further details would be sent in due course. Secondly, it was noted that the first Child Poverty Delivery Plan under the Child Poverty (Scotland) Act 2017 had been published and a report would be brought to the next meeting for members consideration.

Lastly, the work around British Sign Language had been completed and this would now be removed from the Plan.

During discussion the following issues were raised, and updates provided:

#### Early Learning and Childcare

It was clarified that the funding of the 1140 hours and the distribution of monies would be discussed at the COSLA Leaders' meeting on 27<sup>th</sup> April.

It was also noted that the latest figure of 8,000 additional employees being quoted by Scottish Government was not one that local government recognised. Further discussions on this area would take place with Scottish Government.

#### Additional Support Needs

It was noted that an update on the Ten-Year Strategy would be brought to the next meeting of the Board.

#### Educational Psychologists

No decision had been reached on funding by the Cabinet Secretary, but officers were quietly optimistic that a positive outcome would be achieved.

#### Care Allowances Survey

It was noted that the Scottish Government were issuing a survey to carers and there would be five or six regional events to support this. COSLA officers agreed to share a copy of the survey with Board members.

### **3. School Clothing Grants**

The Board received a report which advised that currently the level of school clothing grant paid by local authorities varied from £40 to £120 per child. Scottish Ministers were keen for there to be a minimum level of £100 per child to address the impact of the cost of uniform on children and their families. Scottish Government had noted that they were cognisant of the financial pressures faced by local authorities and therefore proposed that the Scottish Government would part fund this minimum rate at a level of £50 per eligible child.

Members welcomed the proposal from Scottish Government. However, it was commented that there were some challenges ensuring that those who had entitlement took up the offer. South Lanarkshire Council were currently looking at an auto-enrolment system which officers agreed to consider and provide a briefing on at a future Board meeting.

The Board:

- i. considered the proposal for a national minimum level of school clothing grant of £100 per eligible child; and
- ii. agreed the proposed COSLA position as set out in paragraph 8 of the report.

### **4. Developing the Young Workforce – use of Apprenticeship Levy funds**

The Board considered a report which outlined work to influence the allocation of the Apprenticeship Levy monies and sought agreement on the proposed COSLA approach to take this forward.

The Board:

- i. noted the proposed allocation of budgets lines for the Apprenticeship Levy as set out in Annex 1 of the report;
- ii. agreed COSLA continue to lobby to secure a share of the funding for local government; and
- iii. agreed COSLA's next steps on the Apprenticeship Levy in paragraph 9 of the report.

## **5. Gypsy Traveller Education**

The Board was provided with a report which highlighted that the Scottish Government's recently published Race Equality Action Plan "*A Fairer Scotland for All*" had set an ambition to take "radical" action to tackle inequalities experienced by Gypsy Travellers. A Ministerial Working Group had been established and the areas they were taking a keen interest in included housing, health, education and employment. Scottish Government Officers had advised that the Ministerial Working Group were keen to engage with COSLA to "develop cross-organisational solutions." The report invited Members views on this issue and recommended that COSLA engage with the Ministerial Working Group in relation to improving educational outcomes for children from Gypsy/Traveller communities.

During discussion, it was emphasised that a holistic approach which engaged with young people and their families was key to progressing this area of work.

The Board:

- i. discussed the issues raised in the report;
- ii. agreed that COSLA should engage with Scottish Government Ministerial Working Group; and
- iii. agreed that Councillor McCabe write to the Ministerial Working Group suggesting that the draft guidance should be published and to note the wider points raised in paragraph 6 of the report.

## **6. Joint Investigative Interviews**

The Board received a report which had been prepared by Social Work Scotland (SWS) in relation to the Joint Investigative Interview Project and its implications for local authorities. The report asked the Board to agree that COSLA should be represented on the Strategic Governance Group.

The Board:

- i. considered the implications for local authorities of changing the training requirements and number of officers who can conduct Joint Investigative Interviews; and
- ii. agreed that, due to the accountability held by local authorities for JIIs, COSLA should be represented on the Strategic Governance Group.

## **7. Child Protection Register and Systems Review**

The Board considered a report which informed members that as part of work on the Child Protection Leadership Group and the Child Protection Improvement Programme there was a proposal that other professionals should have access to the Child Protection Register that would highlight a child was registered and sign post to the relevant local authority. Support for this approach was sought from the Board.

The Board:

- i. noted the recommendation contained in the Systems Review Report on the development of a National Child Protection Register that could be securely accessed by all appropriate professionals;
- ii. agreed that officers would work with Police Scotland to take forward Recommendation 6 of the Systems Review Group to explore using a flagging system on the National Police (interim) Vulnerable Person's Database to identify all children placed on the local Child Protection Register and develop an Information Sharing Agreement (ISA) and other processes; and

- iii. agreed the proposed COSLA position as set out in paragraph 16 of the report.

## **8. 5Rights**

The Board was provided with a report which advised that the 5Rights Framework aimed to define the principals and rights enshrined in the UN Convention on the Rights of a Child (UNCRC) in a digital context. 5Rights was a UK initiative, with Young Scot as the lead strategic partner in Scotland. The report invited Members to agree that COSLA became a signatory of the Framework.

The Board:

- i. agreed that COSLA became a signatory to the 5Rights framework; and,
- ii. agreed to share the 5Rights Framework with their own Council officers for consideration.

## **Items taken in private session**

## **9. Education Governance – Oral Update**

The Board received an oral update on recent developments associated with Education Governance.

The meeting was advised that COSLA had an ongoing strategy of influencing Government and other parties following our submission to the consultation. Officers continued to engage with key partners in local government and others in the third sector, trade unions and parent organisations where there was common ground as part of that approach. Discussions with the Scottish Government also continued to influence what was and was not included in the Bill.

The Board noted the oral update and agreed to be kept informed of any developments.

## **10. Report on Integrated Children's Services**

The Board received a report which invited Members to consider an independent report commissioned by Social Work Scotland and Healthcare Improvement Scotland on the integration of children's services. The report had also been considered by the COSLA Health and Social Care Board on 6<sup>th</sup> April to ensure that the COSLA response was fully cognisant of all issues relating to health and social care integration.

The Board:

- i. considered the contents of the *Integrated Children's Services* report and agreed to support further circulation of the final draft;
- ii. agreed the position outlined in paragraphs 6, 7 and 8 of the report on which a COSLA response would be based; and
- iii. noted that the report had also been considered by the COSLA's Health and Social Care Board.

## **11. Early Learning and Childcare**

The Board considered a report which detailed that a joint Scottish Government and COSLA consultation on the 'National Standard' to be met by all providers intending to deliver the funded entitlement of Early Learning and Childcare was launched on 29<sup>th</sup> March 2018. The consultation was entitled "*Early Learning and Childcare Service Model for 2020: Consultation Paper*" and would run until 29<sup>th</sup> June 2018. It covered the National Standard, Quality Standard and Guidance on the Living Wage. Information sharing, monitoring and evaluating the expansion were being discussed locally and nationally given the importance of ensuring positive transitions between settings.

During discussion, members emphasised the deliverability of the policy would be predicated on appropriate funding being provided by Scottish Government. There were also some reservations expressed about the achievability of the 2020 target. In response, it was noted that progress was being made around funding and it was reiterated that this issue would be considered by Leaders on 27<sup>th</sup> April.

The Board:

- i. provided initial comments on the Early Learning and Childcare Service Model for 2020: Consultation Paper;
- ii. agreed draft responses would be shared with COSLA officers;
- iii. agreed that the ELC Module of SEEMIS should be the agreed model for information sharing and monitoring relating to the expansion; and,
- iv. commented on the local deliverability of the expansion from 2020.

## **12. Attainment Challenge Funding for Looked After Children**

The Board received a report which informed Members that the Attainment Challenge Fund was an umbrella term which covered Attainment Challenge Authorities, Attainment Challenge Schools and the Pupil Equity Fund (PEF). Civil Servants had approached COSLA to explore the possibility of creating a stream of funding within the overall Attainment Challenge Programme for the specific benefit of Looked After Children.

During discussion, it was clarified that there would be funding for all local authorities but it was not clear how long the funding would be provided for. Members emphasised the importance of seeking clarity on how this would affect young people who had left school but were still under 18 years old and it was also commented that it would be helpful if a clear definition of 'looked after children' was established. Officers agreed to pick these issues up.

The Board:

- i. discussed the proposal for a specific stream of funding within the Attainment Challenge for Looked After Children; and,
- ii. agreed the proposed COSLA position as set out in paragraph 7 of the report.

## **13. Soft opt out system of organ and tissue donation – local authority parental rights and responsibility**

The Board considered a report which highlighted that the Scottish Government intended to introduce legislation during this Parliamentary session for a soft opt out system of organ and tissue donation. The intention was that the proposed legislation would remove the current exclusion on local authorities authorising for donation, with duties to consult relevant parties in reaching a decision on whether or not to authorise.

The Board:

- i. provided direction to COSLA officers on their engagement with the Scottish Government on the development of this aspect of the legislation; and
- ii. agreed the proposed COSLA position as set out in paragraph 17 of the report.

## **14. AOCB and Close**

Members were advised that the timings of the September and October meetings of the Board were close, and officers were concerned that there might not be substantial updates to provide in October in light of this. It was therefore suggested that the October meeting could be cancelled or used in an alternative way. In response, the Board agreed to keep both meetings and that the October date would allow for a showing of the film "Resilience" followed by some training around a theme such as poverty.

**Date of Next Meeting: Friday 8<sup>th</sup> June 2018**

## MINUTE OF MEETING OF LEADERS

COSLA Offices, Edinburgh

27<sup>th</sup> April 2018

### Office Bearers:

Cllr Alison Evison                      Aberdeenshire                      President

### Present:

Cllr Alan Donnelly*	Aberdeen City Council
Martin Murchie	Aberdeen City Council
Cllr Jim Gifford	Aberdeenshire Council
Jim Savege	Aberdeenshire Council
Cllr Macmillan Douglas*	Angus Council
Margo Williamson	Angus Council
Cllr Aileen Morton	Argyll and Bute Council
Cleland Sneddon	Argyll and Bute Council
Cllr Steve Burgess	City of Edinburgh Council
Andrew Kerr	City of Edinburgh Council
Cllr Adam McVey	City of Edinburgh Council
Cllr Ellen Forson	Clackmannanshire Council
Malcolm Burr	Comhairle nan Eilean Siar
Cllr Roddie Mackay	Comhairle nan Eilean Siar
Cllr Rob Davidson	Dumfries and Galloway Council
Cllr Gail Macgregor	Dumfries and Galloway Council
Gavin Stevenson	Dumfries and Galloway Council
David Martin	Dundee City Council
Cllr Willie Sawers*	Dundee City Council
Katie Kelly*	East Ayrshire Council
Cllr Douglas Reid	East Ayrshire Council
Cllr Elena Whitham	East Ayrshire Council
Gerry Cornes	East Dunbartonshire Council
Cllr Andrew Polson	East Dunbartonshire Council
Cllr Norman Hampshire	East Lothian Council
Angela Leitch	East Lothian Council
Cllr Tony Buchanan	East Renfrewshire Council
Lorraine McMillan	East Renfrewshire Council
Cllr Cecil Meiklejohn	Falkirk Council
Mary Pitcaithly	Falkirk Council
Cllr David Alexander	Fife Council
Steve Grimmond	Fife Council
Cllr David Ross	Fife Council
Cllr Susan Aitken	Glasgow City Council
Annemarie O'Donnell	Glasgow City Council
Derek Yule*	Highland Council
Cllr Stephen McCabe	Inverclyde Council



Aubrey Fawcett	Inverclyde Council
Kenneth Lawrie	Midlothian Council
Cllr Russell Imrie*	Midlothian Council
Cllr George Alexander	Moray Council
Roderick Burns	Moray Council
Cllr Joe Cullinane	North Ayrshire Council
Laura Friel*	North Ayrshire Council
Paul Jukes	North Lanarkshire Council
Cllr Jim Logue	North Lanarkshire Council
Wilfred Weir*	Orkney Islands Council
Cllr Steven Heddle	Orkney Islands Council
Cllr James Stockan	Orkney Islands Council
Cllr Peter Barrett	Perth and Kinross Council
Cllr Murray Lyle	Perth and Kinross Council
Bernadette Malone	Perth and Kinross Council
Cllr Iain Nicolson	Renfrewshire Council
Sandra Black	Renfrewshire Council
Philip Barr*	Scottish Borders Council
Cllr Shona Haslam	Scottish Borders Council
Peter Peterson*	Shetland Islands Council
Cllr George Smith*	Shetland Islands Council
Cllr Douglas Campbell	South Ayrshire Council
Eileen Howat	South Ayrshire Council
Cllr John Ross	South Lanarkshire Council
Lindsay Freeland	South Lanarkshire Council
Jim Boyle*	Stirling Council
Cllr Scott Farmer	Stirling Council
Cllr Jonathan McColl	West Dunbartonshire Council
Joyce White	West Dunbartonshire Council
Cllr Lawrence Fitzpatrick	West Lothian Council
Graham Hope	West Lothian Council
Cllr Peter Johnston	West Lothian Council

\*denotes substitute

#### Apologies:

Cllr Douglas Lumsden	Aberdeen City Council
Angela Scott	Aberdeen City Council
Cllr Bob Myles	Angus Council
Elaine McPherson	Clackmannanshire Council
Cllr John Alexander	Dundee City Council
Fiona Lees	East Ayrshire Council
Cllr Vaughan Moody	East Dunbartonshire Council
Cllr Willie Innes	East Lothian Council
Steve Barron	Highland Council
Cllr Margaret Davidson	Highland Council
Cllr Derek Milligan	Midlothian Council
Elma Murray	North Ayrshire Council
Alistair Buchan	Orkney Islands Council
Tracey Logan	Scottish Borders Council
Maggie Sandison	Shetland Islands Council
Cllr Steven Coutts	Shetland Islands Council
Stewart Carruth	Stirling Council
Cllr Graham Houston	Stirling Council

## **Items taken in private session**

### **Welcome**

The President welcomed those present to the meeting and in particular Councillors Ellen Forson and Murray Lyle who had both recently been appointed Leader of their respective Councils. She then highlighted that PHS Group, who were the suppliers of COSLA's sanitary products, were rolling out a pilot scheme in some Schools in Scotland, to offer free products at no cost. The PHS Group had agreed to include COSLA within that pilot scheme and therefore COSLA hoped to roll out this service in the coming month. Finally, it was noted that the COSLA Excellence Awards for 2018 had opened and Leaders were encouraged to submit local projects.

### **1. Scotland's Energy Efficiency Programme**

The Minister for Local Government and Housing, Kevin Stewart MSP addressed the meeting on Scotland's Energy Efficiency Programme (SEEP) and how the SEEP Route Map would transform Scotland's buildings to be warmer, greener and more comfortable.

Leaders also received a report which sought agreement that local government should work in partnership with Scottish Government to shape nationally, and deliver locally, Scotland's Energy Efficiency Programme.

Following a wide-ranging discussion and number of questions which the Minister responded to, Leaders:

- i. thanked the Minister for Local Government and Housing, Kevin Stewart for his attendance and noted the content of his presentation on the SEEP Route Map;
- ii. confirmed local government should work in constructive partnership with Scottish Government to shape SEEP nationally and deliver locally; and
- iii. agreed the Community Well-being Board and the Environment and Economy Board should take forward individual policy strands pertaining to SEEP and escalate decisions of strategic importance to Leaders as appropriate.

### **2. Funding the Expansion of Early Learning and Childcare**

Leaders received a report which invited them to consider and agree a multiyear funding proposal for the expansion of early learning and childcare to 1140 hours.

Leaders:

- i. noted the outcome of the political meeting; and
- ii. agreed the funding for early years expansion as summarised in paragraph 9 of the report and set out in the joint factual statement attached to the report at Annex A.

### **3. Distribution**

Leaders considered a report which sought agreement to recommendations from the Settlement and Distribution Group (SDG) in relation to two distribution areas: early learning and childcare expansion revenue and capital funding; and funding for additional winter maintenance.

During discussion, there were a number of points of clarification sought which officers responded to.

The President advised that as there were amendments on both distribution areas then two separate votes would take place.

Cllr Jim Gifford, seconded by Cllr Douglas Reid moved an amendment in the following terms :-

'Delete existing recommendation i.

Insert the following recommendations:

- i. Leaders agree the recommendations of the SDG on the allocation of capital funding for Early Learning and Childcare Extension on 1140 Hours,
- ii. Leaders also agree that allocation of revenue funding, for same, will be based on Local Authority returns as per Agenda item 2 – Funding the Expansion of Early Learning and Childcare,
- iii. Leaders further request that Officers use data from the in-built reviews to determine the best funding methodology beyond 2022 to ensure that all LAs receive adequate funding for the effective delivery of the 1140 hours of early years provision.

Existing recommendation ii. becomes recommendations iv.'

Cllr David Ross, seconded by Cllr Stephen McCabe moved that the principled recommendations in the report be accepted. This would be taken as the motion.

On a vote being taken by show of hands 25 voted for Cllr Gifford's amendment and 7 voted for Cllr Ross' motion. The amendment was therefore deemed to be carried.

Taking cognisance of the decision above, Cllr David Ross, seconded by Cllr Stephen McCabe moved an amendment that the new recommendation iv. be amended in the following terms :-  
'Winter maintenance: agree distribution of the £10m as proposed but ask COSLA to engage with the Scottish Government to seek additional funding based on the demonstrated financial burdens facing local authorities.'

Cllr Douglas Reid, seconded by Cllr Jonathan McColl moved that recommendation iv. as outlined in the report (previously recommendation ii) be accepted. This would be taken as the motion.

On a vote being taken by show of hands, 19 voted for Cllr Ross' amendment and 13 voted for Cllr Reid's motion. The amendment was therefore deemed to be carried.

Accordingly, Leaders:

- i. agreed the recommendations of the SDG on the allocation of capital funding for Early Learning and Childcare Extension on 1140 Hours;
- ii. also agreed that allocation of revenue funding, for same, will be based on Local Authority returns as per Agenda item 2 – Funding the Expansion of Early Learning and Childcare;
- iii. further requested that Officers use data from the in-built reviews to determine the best funding methodology beyond 2022 to ensure that all LAs receive adequate funding for the effective delivery of the 1140 hours of early years provision; and
- iv. winter maintenance: agreed distribution of the £10m as proposed but ask COSLA to engage with the Scottish Government to seek additional funding based on the demonstrated financial burdens facing local authorities.

#### **4. Spending Review**

Leaders considered a report which sought early agreement around COSLA activity on the Spending Review for 2019/20.

Leaders:

- i. agreed the proposed activity and priorities for the 2019/20 Spending Review;
- ii. agreed that officers develop the activity further, with a more detailed report on proposed workstreams and timescales to be brought back to the June Leaders meeting.

## **5. Strategic Review of Improvement Service**

Leaders received a report which provided an update regarding the decision by the Improvement Service Board to review its current operating model, and highlighted the process being established to take this forward.

Leaders:

- i. noted that a review had been initiated, and the core options that this was anticipated to explore;
- ii. noted that COSLA was a member of the Improvement Service and would be asked to contribute to the review;
- iii. noted that individual Councils were members of the Improvement Service and that they would be asked to contribute to the review; and
- iv. noted that the potential implications of the review's findings for COSLA would require to be considered by Leaders in due course.

### **Items taken in public session**

## **6. Public Health Priorities**

Leaders considered a report which provided an update on progressing the joint COSLA-Scottish Government public health reform programme, and presented draft public health priorities for Leaders' consideration and endorsement.

Cllr Shona Haslam, seconded by Cllr Alan Donnelly moved the following line be added to the end of recommendation ii. :- 'and encourage partners to develop a strong evaluation model to monitor progress against priorities.' The meeting unanimously agreed to this proposal.

Leaders:

- i. noted the progress on the public health reform programme outlined in the report; and
- ii. considered and endorsed the draft public health priorities set out at paragraph 13 of the report and encouraged partners to develop a strong evaluation model to monitor progress against priorities.

## **7. Minute of Previous Meeting 23<sup>rd</sup> March 2018**

The minute of the Leaders' meeting held on 23<sup>rd</sup> March 2018 was agreed as an accurate record.