



Falkirk Council

VOLUME OF COUNCIL AND COMMITTEE MINUTES

VOLUME 1 2021/2022

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FALKIRK COUNCIL

Minute of meeting of the Scrutiny Committee held remotely on Thursday 3 June 2021 at 10.00 a.m.

Councillors: David Balfour
Lorna Binnie
Allyson Black
Jim Blackwood
Niall Coleman
David Grant
John Patrick (convener)

Councillors also attending: Joan Coombes
Cecil Meiklejohn
Laura Murtagh
Alan Nimmo
Robert Spears

Officers: Patricia Cassidy, Chief Officer, Falkirk H&SCP
Sophie Dick, Democratic Services Graduate
Douglas Duff, Acting Director of Development Services
Paul Ferguson, Revenue & Benefits Manager
Kenny Gillespie, Head of Housing & Communities
Emma Graham, Resilience Officer
Kenneth Lawrie, Chief Executive
Robert Naylor, Director of Children's Services
Brian Pirie, Democratic Services Manager
Stuart Ritchie, Director of Corporate & Housing Services
Bryan Smail, Chief Finance Officer
Allan Stewart, Improvement Manager
Martin Thom, Head of Integration
Miranda Wilson, Resilience Officer

S8. Apologies

An apology was submitted on behalf of Councillor Goldie.

S9. Declarations of Interest

No declarations were made.

S10. Minute**Decision**

The minute of the meeting of the Scrutiny Committee held on 1 April 2021 was approved.

S11. Rolling Action Log

A rolling action log detailing the status of actions which had yet to be completed was presented for consideration.

Following a question regarding the status on ID 508 Progress Report - Slamannan Primary School Early Learning Class, the convener advised that the process had been delayed due to Covid but assured the committee that the report would be brought to the committee in due course.

Decision

The committee noted the Rolling Action Log

S12. The Corporate Plan 2020-2022 – Council Priorities

The committee considered a report by the Director of Corporate and Housing Services presenting a summary on the performance of the Council as measured against the priorities of the Corporate Plan - Communities, Enterprise and Innovation.

Specific reports on Communities, Enterprise and Innovation had been reported to Scrutiny Committee over the course of the previous eight months. Further reports were planned throughout 2021/22, with the next report focussing on Communities in September 2021.

The report focused on the period 2020/21, in which the Council had faced the impacts of the Covid 19 pandemic and in doing so had a blend of response and recovery initiatives which had shaped the Council's service delivery models. A number of case studies, highlighting such initiatives was appended to the report.

Performance was illustrated by means of the 5 indicators set out in the Performance Management Framework:-

- Corporate Plan Actions
- Council of the Future Priority Projects
- LGBF indicators
- Local indicators
- Customer Satisfaction indicators

Appendix 2 provided an insight into the current status of the 3 Corporate Plan Priority Actions whilst Appendix 3 summarised Council of the Future Projects. The report is finalised by Corporate Plan Performance Indicators dictated by the Local Government Benchmark Framework (LGBF).

The committee focused on the Customer Perception Indicators, in particular highlighting that the response rate from the People's Panel was 17%. The committee asked for more detail on the geographical makeup of the panel together with the total number of people who had participated. The Director of Corporate and Housing clarified that roughly 1,000 people were on the panel of which 17% had responded. The Council continued to actively add to the panel and looked to advertise to encourage people to join. In terms of area, respondents were spread across the area. As Community Conversations grew, there would be further promotion through local discussions.

The committee followed up by asking if 17% response rate was reflective of the norm for surveys and asked whether it was the same people who were responding. Mr Ritchie stated that for recent consultations this was a typical response rate but it wasn't the case that it was the same people responding. Different people responded to different consultations. On this the committee asked if there should be an expectation that if a person joined the panel then they would actively respond to consultations. Mr Ritchie noted that change in the structure of the panel would be considered in the future if response rate remained low.

The committee then asked how the members of the panel were selected and if the panel could be renewed to which the Director of Corporate and Housing explained that people volunteered. Furthermore, engagement had been established through Community Conversations. Mr Ritchie concurred with member's concerns over the response rate. He added that the size of the panel would not be capped therefore non-participating members would not be stopping additional individuals from joining.

Following a question in regard to the number of places that had been provided as part of the employability priority project, the Acting Director of Development Services explained that the Young Person's Guarantee and Kickstart scheme were in early stages and undertook to provide the information to members following the meeting.

A question was asked about indicator SHSN5 – 'Percentage of council houses that are energy efficient', specifically on how this was quantified and if any improvements could be made. The Head of Housing & Communities stated that the indicator was measured by analysis of heating, property build and additional climate measures such as loft insulation. These factors were reviewed annually and used to identify areas of improvement - the goal was to meet the highest standard of efficiency. Any changes, such as heating systems, were updated on an existing database and informed the Housing Capital Programme going forward.

The committee sought clarification on the number of participants that had taken part in the 20 Community Conversations and suggested that in some areas constituents had not been able to participate. Mr Gillespie undertook to provide this information following the meeting.

The committee then turned to indicator SECON1 – ‘% Unemployed People Assisted into work from Council operated/funded Employability Programmes’ noting that there had been a large decline from 2017/18 where the value was 22.12% to 14.45% in 2019/20. Mr Duff explained that Falkirk Council was dependent on employers coming forward and offering positions and this had not been happening as much in recent years, and particularly after Covid-19. The number of places available was dependent on the number of placements offered by employers and this had been impacted by Covid-19. Programmes were now being reshaped by the Employment Training Unit to kickstart were offering were changing due to the pandemic.

The committee turned to the responses to the People’s Panel Survey noting that across the 9 indicators perception of the Council was poor (below 55% in all cases) and asked if the respondents were spread across the whole Council area and if each of the 9 Council wards was represented. Mr Ritchie stated that it was area wide and not broken into ward areas. Following a further question, he confirmed that the surveys were completed online. The committee asked if this approach excluded potential participants from taking part for example those facing social and economic deprivation and people without digital access. The Director of Corporate and Housing assured the committee that this survey was not the only way in which public opinion is ingathered - citing for example the tenant survey which used surface mail. The committee noted that nonetheless perception was generally low and asked whether the Council was getting its message across. Mr Ritchie stated that the Council needed to work harder to get its message across in regard to the good work that is undertaken and the vital services that are provided. The Council performed well in the LGBF standings, often in the top quartile and perhaps should look at different avenues to get its message out. The committee concurred, adding that in order to move forward the public had to know that the Council represented value for money and spent money effectively. Indicators showed that this was the case, but, still, perception was low.

The committee returned to Community Conversations – the report initially referred to 20 community groups and 8 community conversations and asked if there had been differentiation between groups and individuals. The committee also asked what processes had been in place to ensure that the voices of all people were heard and how was this measured to ensure. The Head of Housing & Communities stated that from the outset the Council had been aware that there were hard to reach individuals and groups and that it was important that their voices were heard. The Council had worked with the 3rd sector to that end. Because of the pandemic, communication was limited to online but it was anticipated that as restrictions eased there would be an opportunity for face to face meetings. He would be able to provide a list of the groups that had participated in the conversations. It was suggested

that in some cases language could be a barrier. Mr Gillespie confirmed that interpreters had been used previously and could be used again. He recognised that there was an element of fatigue within communities as a result of the efforts of 2020 but repeated that the Council was keen to engage and learn. Mr Ritchie outlined the 8 conversations that had been held in 2020 adding that these were in regard to the development of the Corporate Plan and had involved around 100 people – these conversations had been previously reported to Council. There had been a further recent 20 conversations which had focused on the new Falkirk Community Plan.

Members turned to end-to-end digital telecare service. Falkirk Council had been the first Scottish Council to go live with this service - members asked if the data collected thus far had been used to establish more positive outcomes and whether the service would be shared across Scotland. The Chief Officer Health & Social Care Partnership explained that there was a dialog between the Council and Falkirk HSCP to define and develop an offer for other authorities – other areas had shown interest in the service.

Further concerns were raised about the lack of participation of the People's Panel Survey stating for example a lack of awareness of an event which led to the event subsequently being cancelled and asked how the Council intended to engage more effectively. Mr Gillespie repeated that during the pandemic communities had worked hard together and with others – there had been a lot of good work but he also acknowledged that there was fatigue. He stated it was essential that trust was built and that there was transparency in regard to the role and impact of the public. The limitations of digital engagement was apparent – participation would increase with face-to-face interaction. Mr Gillespie emphasised the problems of trying to carry out such engagement during a pandemic and acknowledged that the Council could do better.

The Director of Children's Services responded to questions surrounding the Falkirk High School Takeaway Scheme by stating that while similar schemes were under consideration the data from Falkirk High needed to be analysed before any decisions are taken.

Members returned to the People's Panel Survey and asked if the results were due to the pandemic. Mr Ritchie explained that this was conducted during the pandemic and would become the benchmark survey going forward – the impact of the pandemic could not be excluded but there was hope that participation would increase in future surveys. He stated that Customer Satisfaction figures in the LGBF for all Councils were in the bottom quartiles. He noted that, for example street cleaning and museums tended to score low in public perception yet conversely other indicators showed that they offered a good service.

The Head of Housing & Communities disagreed with the statement that a large percentage of housing stock was of low quality within excess of 97% of stock deemed to be high quality as defined by Housing Standards. However, Mr Gillespie concurred with the committee that expectations of housing had

altered. The Local Housing Strategy (and others) had master plans to adapt to these expectations and this was evidenced in the Councils Housing Investment Programmes.

The Committee turned to indicator SECON6 – ‘Cost of Economic Development & Tourism per 1,000 population’ which showed a significant reduction in Falkirk’s spending in comparison to that for Scotland (Falkirk at £54,822.22 compared to £103,193.67 nationally). The committee considered that there was opportunity to do more in the area but acknowledged that there were limited resources within the Service. The Acting Director of Development Services stated that while additional resources would be welcome, he recognised the budget constraints faced by the Council. Funding had been allocated by Council - £300,000 in 2020 and 500,000 in 2021 to aid economic recovery. He added that the Council continued to look to secure external funding. He concurred with the committee that the tourism section secured significant investment for a small team. The section had been extremely proactive during the pandemic, for example producing videos and on social media. The key was the preparatory work for the bounce back. The area offered great facilities and at the current time with restrictions in place there was a focus on ‘local’.

The committee asked if the Connected Falkirk digital learning roll out of Wi-Fi in all 58 schools by September 2021 was on track. Mr Ritchie explained that delays had been caused by Covid-19 guidance, but as non-essential contractors were now allowed to enter, work would begin. It was too soon to state if work would be completed by September, but updates would be provided to committee in future reports.

In regard to Council of the Future – Communities Project ‘Communities Shaping Falkirk’s Future’, elected members wished to know what the ‘cross-council community empowerment group’ was and who was involved. Mr Gillespie explained that it was a group of officers who worked, in any capacity, with community engagement. The aim was to include two officers from each of Falkirk Council’s divisions, two from Falkirk HSCP and some officers from Falkirk Community Trust. The aim was to share with and learn from colleagues to ensure the Council better listens to its communities.

The convener suggested that, in light of the earlier discussion on this subject that the committee request a follow up report on SECON1 – ‘% Unemployed People Assisted into work from Council operated/funded Employability Programmes’.

Decision

The Scrutiny Committee:-

- 1) noted the update on the Corporate Plan;**
- 2) noted the update on the Performance Management Framework;**
- 3) that separate reports will continue to be submitted to Elected Members on each of the Council priorities through 2021/22; and**

- 4) requested a report on what actions are in place to increase the % of unemployed people assisted into work from Council operated/funded Employability programmes (indicator SECON1).

The committee adjourned at 11.10am and reconvened at 11.20am with all members present as per the sederunt.

S13. Corporate Risks - 2021/22 Deep Dive Plan

The committee considered a report by the Director of Corporate and Housing Services which presented a deep dive plan for 2021/22 for approval.

In 2019 both the Audit Committee and Executive were advised that a programme of 'deep dives' in regard to corporate risks would be developed and introduced to allow Members to better scrutinise the process for assessing and mitigating against areas of risk. Deep Dive reports would be submitted to the Scrutiny Committee and any recommendations arising from the scrutiny will be reported to the Executive.

Decision

The Scrutiny Committee agreed the 2021/22 Deep Dive Plan set out at appendix 1 to the report.

S14. Coronavirus Update

The committee had, in October 2020 requested a report on the Council's response to the covid-19 pandemic. This report had been delayed due to the second lockdown which had occurred shortly thereafter. The committee considered a report by the Chief Executive which summarised the impact of the Covid-19 pandemic on the Falkirk area and the work of the Council to mitigate these through its actions on the response and recovery.

The report captured the impact that the pandemic had on the Council and its efforts and the initial lessons learned. The changes brought by Covid-19 were detailed in case studies. The report provided a breakdown of the response by services such as Children's Services, Falkirk HSCP and Housing & Communities and evaluated the impact and continuing demands placed on services.

The report also set out the lessons learned.

Members of the committee each commended the Council's employees - whether at the front-line or at the centre - for their hard work and endeavour during what was a particularly difficult time. Members acknowledged the efforts across Services to ensure that key services were maintained, and that the Council was able to respond to the pandemic. The committee sought and asked whether support had been put in place for staff in light of the

unprecedented circumstances. The Chief Executive stated that throughout the pandemic HR and all managers had provided ongoing support to staff for example in wellbeing through email, the intranet and social media, with many WhatsApp groups having been established. The majority of staff had worked from home since March last year and to support them a range of IT had been provided. Additionally, employees were able to purchase a desk and chair for homeworking. Following a question, the Chief Executive confirmed that an allowance was available towards the cost of desks and chairs and information was available on claiming tax relief for electricity and heating costs when working from home. The challenges presented by Covid-19 were expected to remain and therefore Mr Lawrie recognised the need to maintain this level of support. The Director of Corporate and Housing Services added that a significant volume of information was available for employees and managers have looked to support employee wellbeing during the period.

Members then asked for more information in regard to the deep dive for Resilience and Water Quality. The Head of Planning and Economic Development confirmed the initial survey had been carried out by Council officers but a company called HBE Ltd had been appointed to carry out the work.

Members recognised that the pandemic had had a huge effect on communities and acknowledged that communities in the area had come together, with support from the Council, to respond to the impacts of the pandemic, particularly the vulnerable and the hard to reach, through for example the provision of food. There was a need to build on this going forward and also to manage expectations for example in regard to funding. The Chief Executive concurred in regard to managing expectations, he anticipated that the impacts of Covid-19 would continue to be felt for some time and that disruptions would continue. The Corporate Plan recognised that the Council would be at the centre of the recovery phase and that there was a need to strike a balance between to ensure that the Council managed support while ensuring it was available to those who needed it. He also agreed with a comment that carers had had a particularly difficult time. Martin Thom added that engaging with carers was a priority for the H&SCP – it was vital to engage with carers about the support they needed and to develop new ways of working. A new model for delivering day care had been developed as part of the transformation of services and implementing this would be a massive challenge and could not be done without the support of carers. It was vital therefore that they were supported. He added that the service wouldn't have been able to cope with the impacts of the pandemic had it not been for the work of carers.

Following a question, the Chief Executive confirmed that public conveniences had been closed during the pandemic due to the restrictions in place.

The committee returned to support for employees and asked whether the support purchase a desk and chair had been adequate. Stuart Ritchie advised that £100 had been available. A number of staff had returned to their

workplace to collect their own office equipment so some had purchased their own furniture for home working and some had used their office equipment or a combination of both. A proof of purchase had been required before the allowance could be issued. There was a recognition that employees had different environments in the homes in which to work. Some had dedicated space while others had temporary arrangements. He added that offices were starting to open and staff could return, in accordance with guidance, to the workplace if it was not suitable or convenient to work from home.

Members asked how the pandemic had impacted on the attainment gap in schools and if there was any correlation between a widening gap and home schooling. The Director of Children's Services responded by recognising for some children, lockdown would have been a challenging period. Schools were working to identify and reclaim any loss of education during that period – there was no evidence yet to any widening of attainment gap. This would be hard to recognise due to another change in exam system from previous years. Participation in remote learning had been generally good, although, Mr Naylor noted it had been extremely difficult for some. Feedback from students had suggested that remote learning had been positive in some ways, particularly for those who struggled in the school environment. Elected members then emphasised their desire to see any differences in the attainment gap be presented to committee in the coming months.

The pressures of working from home was further highlighted by the committee as an issue and asked if there had been dialogue with employees on their anxieties. Mr Ritchie concurred with the committee that transitioning to homeworking had been challenging and gave details of a 'pulse' survey conducted prior to Christmas, the aim of which was to examine and analyse the anxieties and stress of employees. The outcomes of the survey had formed the basis for an action plan. Not all issues had been related to Covid-19 as concerns had been identified about communication generally.

Following a question, the Head of Housing & Communities explained engagement with tenants had been carried out during the pandemic online. Although this had been a different experience the same wellbeing questions had been asked. The service had worked closely with Revenue and Benefits to identify issues relating to finance, for example rent arrears.

Following on from a question about poverty and widening inequalities, the Head of Housing & Communities explained that a report presented to Executive on 11 May 2021 fully outlined the equality findings with relation to issues such as digital exclusion, food and sustainability. Communities had been helpful at identifying where inequalities lay whilst a 'One Council' approach had adopted. Where inequalities had been identified, work would continue to be carried out to ensure resources were in place to minimise them.

Decision

The Scrutiny committee:-

- a) noted the report on the Council's response to the Covid-19 pandemic;
- b) noted the work undertaken to debrief on the Council's response, to identify lessons learned and the 'deep dive' reports undertaken for resilience and water quality in relation to the response to Covid-19;
- c) agreed to forward the report to the Executive for consideration; and
- d) agreed to receive a follow up report by December 2021.

S15. Digital Progress in Local Government

The committee considered a report by the Director of Corporate and Housing Services which gave an overview of the 'Digital Progress in Local Government' report published by the Accounts Commission in January 2021 together with a summary of the work being undertaken within the Council to build on our own digital ambitions.

There were clear synergies between the Commission's report and the work being undertaken by the Council to achieve a positive outcome for the Council's digital ambitions. The Council was committed to maximising the use of digital technologies across its Services as set out in the Digital Falkirk strategy. The strategy was a key component of the Council's business plan and comparisons with work undertaken across other public sectors was vital in helping to shape the transformation of services.

The report by the Accounts Commission identified the 6 clear characteristics for a digital Council together with examples. The characteristics were grouped under:-

- Progress and impact of Covid-19
- Becoming a Digital Council
- Citizens at Heart
- Workforce and Skills
- Data and Technology
- National Leadership and Collaboration

The report concluded that more work was required to ensure digital exclusion was tackled and that support was required to build skills and resources to allow access to public services within Councils. It was key that the journey was not simply a technological one but one which placed customers at the heart of designing service objectives. Cultural change was key. It also concluded that the Covid-19 pandemic had acted as a catalyst to cultural change and accelerated the deployment of digital technologies and connectivity amongst communities.

The report set out the Council's position in regard to each of the 6 characteristics.

The committee noted that 'the involvement of elected members in digital leadership was not well developed' and asked what work had been put in place to remedy this. Allan Stewart explained that updates were provided to members through updates from the Council of the Future Board updates such as the Make It Happen updates and in various committee reports.

The Committee noted that insufficient staff capacity and digital skills were the most significant barriers to progress and asked if staff working from home had contributed to these as a barrier. Mr Stewart acknowledged that this may be the case but added that the Council had invested significantly in providing technology such as laptops to employees. The issue was more to do with how staff use the available technology. The introduction of 365 had been a steep learning curve for staff but training and support had been put in place through both inhouse and external sources. Additionally, further outreach had been undertaken with community training to ensure no citizens were left behind during the digital transformation.

The committee commended the use of social media such as Facebook but suggested that it was unhelpful that the option to message the Council appeared to have been disabled on the Facebook page. Mr Stewart confirmed that the Council had a heavy social media presence and work was underway to establish chatbots to assist users on queries. There was a caution around opening the Facebook and Twitter pages to comments due to the potential derogatory comments that may appear. Nonetheless comments could be made and these were monitored by a member of staff who was able to respond or pass on queries. Mr Stewart undertook to look into the particular issue raised in regard to messaging.

Members raised some concerns over the performance of their technology in regard to 365 performance -specifically in regard to using 365 on their phones. Mr Stewart undertook to investigate the issues raised.

Decision

The Scrutiny committee noted:-

- 1) the details of the Accounts Commission report.**
- 2) the brief update supporting the Council's approach to the key characteristics.**
- 3) that a more comprehensive report on progress with the Council's Digital Strategy would be submitted to Members after the recess.**

S16. Irrecoverable Debts

The Executive had, in March 2021 referred the area of debt recovery to the committee following its consideration of a report on the Council's Irrecoverable Debts.

The committee considered a report by the Director of Corporate and Housing Services which provided an overview of the debt recovery process highlighting the key features of the Corporate Debt Recovery Policy - the aim of which was to maximise income collection to the Council and to minimise the cost of collection, while maintaining and improving the customer experience through collection and recovery.

There were 6 income streams detailed separately in the annual Irrecoverable Debt report:-

- Council Tax
- Housing rent
- Housing Benefit Overpayments
- Non-Domestic Rates
- Sundry Accounts
- Temporary Accommodation

Each stream had its own challenge in terms of collection and recovery. In 5 of the 6 categories the volume of debts approved to be written out of accounts by Chief Finance Officer significantly exceeded those where member consent was required. This was because vast majority of irrecoverable debts within these 5 income streams fell well below the £5,000 threshold. The exception to this was Non-Domestic Rates. Overall while the volume of debts was material it represented less than 1% of the total amount billed.

The report set out benchmarking data which demonstrated that for example in regard to House Rent the debt written off was consistent with comparatively sized Councils.

Following a question as to why the authorisation threshold was set at £5,000 Paul Ferguson explained this had been the limit for over 20 years and had been set by Council. The lower threshold meant that members would have a better insight into the debts which could not be recovered. In other areas across Scotland, the threshold was £10,000. Mr Ferguson considered that the lower thresholds allowed for greater scrutiny. With the current lower threshold elected members scrutinised and determined the debts of around 100 cases annually out of roughly 3,500 individual accounts.

Members stated that often the same names reappeared each year in the Irrecoverable Debt reports and asked whether steps could be taken – for example by Economic Development and Finance to prevent repeat instances of failure to pay debt. Mr Ferguson confirmed that the Scottish Government was looking to tackle this by implementing the avoidance

legislation which would force private tenants to pay their rents. In terms of collecting debt, issues arose when the individual did not have any assets which forced the Council to declare the money as written off.

The discussion then focussed on the non-payment of Council Tax and Housing Rent – members suggested that this created a negative impression of the Council and that the Council would not be seen as being tough on non-payment of debt. Paul Ferguson stated that while this could be the case, he hoped that this report would provide assurance to members and the public. Mr Ferguson reiterated that the number of these incidents was less than 1% of the total tax debts. Debts weren't written off every year -it was only after all avenues had been explored and options exhausted that a debt would be considered for write off. He explained that debts were written off for two main reasons: firstly, the tenant had left the residence and it became clear the Council would be unable to recover the historical debt, or secondly, the tenant declared bankruptcy.

The committee then turned to overpayments. Mr Ferguson clarified that overpayments only related to Housing Benefits – and since the introduction of Universal Credit these were reducing. The report stated that 103.1% of Housing Benefits overpayments was raised but this was due to the collection of historical debts. There was a statutory fixed deduction of £19 from benefits, set by Department for Work and Pensions, regardless of the value of the benefit income.

The committee then asked if Universal Credit had had any impact on rent arrears. Mr Ferguson confirmed that it had created a challenge due to the lag in payments when moving onto Universal Credit and this could readily compound. However, the Council could obtain payment direct from benefits. and enabled an opportunity for some to resolve their rent arrears. This produced more work for the Housing team and Corporate Debt team as more one-to-one management was needed with tenants.

Decision

The Scrutiny committee noted the existing arrangements in place to recover debt and minimise irrecoverable debts.

FALKIRK COUNCIL

Minute of meeting of the Civic Licensing Committee held remotely on Wednesday 9 June 2021 at 10.00 a.m.

Councillors: David Aitchison
David Balfour
Lorna Binnie
Jim Blackwood
Provost William Buchanan
Jim Flynn
Dennis Goldie
Gordon Hughes (Convener)
Depute Provost Ann Ritchie

Officers: Karen Chambers, Committee Services Officer
Bryan Douglas, Licensing Co-ordinator
Rose Mary Hoey, Interim Legal Services Manager
Frances Kobiela, Senior Solicitor
Kate Smith, Private Sector Officer (observing).

CL15. Apologies

Apologies were received from Councillor Patrick.

CL16. Declarations of Interest

There were no declarations of interest.

CL17. Minute

The minute of Meeting of the Civic Licensing Committee held on 12 May 2021 was approved.

CL18. List of Applications Granted Under Delegated Powers during April 2021

The committee considered a report by the Chief Governance Officer detailing the applications granted under delegated powers during April 2021 in terms of the Civic Government (Scotland) Act 1982.

Decision

The committee noted the report.

CL19 Application for the Grant of a Temporary Private Hire Car Operator Licence

The applicant Mr A joined the meeting.

The committee considered a report by the Chief Governance Officer providing information on an application for the grant of a Temporary Private Hire Car Operator Licence

Mr A spoke in support of the application.

Questions were then asked by members of the committee.

The committee agreed to a short adjournment. On reconvening all members were present as per the sederunt.

Decision

The committee being satisfied that the circumstances justified a departure from the current policy in respect of the age of the proposed vehicle; agreed to depart from the policy for a temporary private hire car operator licence and to grant the application. The committee agreed that it delegate to officers the power to grant any future private hire car operator full licence application submitted at or before the expiry of this temporary licence and in respect of the same vehicle provided no objections/ adverse comments are received.

FALKIRK COUNCIL

Minute of meeting of the EXECUTIVE held remotely on Tuesday 15 June 2021 at 10.00 a.m.

- Councillors:** David Alexander
Robert Bissett
Gary Bouse
Joan Coombes
Paul Garner
Nigel Harris
Gordon Hughes
James Kerr
Cecil Meiklejohn (Convener)
Lynn Munro
Alan Nimmo
Pat Reid
- Officers:** Danny Cairney, Senior Service Manager – Corporate Finance
Douglas Duff, Acting Director of Development Services
Jack Frawley, Team Leader – Committee Services
Kenneth Lawrie, Chief Executive
Jacquie McArthur, Economic Development Officer
Colin Moodie, Chief Governance Officer
Mari-Claire Morgan, Climate Change Officer
Robert Naylor, Director of Children’s Services
Dorothy Reid, Roads & Grounds Manager
Stuart Ritchie, Director of Corporate & Housing Services
Bryan Smail, Chief Finance Officer
- Also Attending:** Councillor Laura Murtagh, Public Protection Portfolio Holder for item EX26

In accordance with section 43 of the Local Government in Scotland Act 2003 the Convener had directed that the meeting would be conducted by video conference to allow remote attendance by elected members.

In accordance with section 50A of the Local Government (Scotland) Act 1973 the public were excluded from this meeting as it was likely that, if members of the public were present, there would be a real and substantial risk to public health due to infection or contamination with coronavirus.

EX18. Apologies

There were no apologies.

EX19. Declarations of Interest

There were no declarations of interest.

EX20. Minute

Minute of Meeting of the Executive held on 11 May 2021.

Decision

The minute of the meeting of the Executive held on 11 May 2021 was approved.

Councillor Coombes joined the meeting during consideration of the following item.

EX21. Rolling Action Log

A rolling action log detailing decisions not yet implemented following the previous meeting on 11 May 2021 was provided. Items 473 – Policy Development Panel – Review of Taxi Policies – Interim Report; and 554 – Levelling Up Fund and the Community Renewal Fund were the subject of reports on the agenda for the meeting and accordingly fell from the action log.

Decision

The Executive noted the rolling action log.

EX22. Referral from Scrutiny Committee – Coronavirus Update

The Executive considered a report by the Chief Executive which referred the Coronavirus Update report from the Scrutiny Committee of 3 June 2021 for consideration.

The Scrutiny Committee had considered a report by the Chief Executive which summarised the impact of the Covid-19 pandemic on the Falkirk area and the work of the Council to mitigate these through its actions on the response and recovery. In addition, the report indicated, the work undertaken to debrief on the actions taken and the results of 'deep dive' actions relating to resilience and water quality in operational buildings.

The report captured the impact that the pandemic had had on the Council and its efforts and the initial lessons learned. The changes brought by Covid-19 were detailed in case studies. A breakdown of major departments such as Children's Services, Falkirk HSCP and Housing & Communities was

undertaken which evaluated the impact and continuing demands placed on Services.

Decision

The Executive noted the information presented in the report which was referred by the Scrutiny Committee at its meeting of 3 June 2021.

EX23. UK Government Levelling Up Fund, Community Renewal Fund and Community Ownership Fund

The Executive considered a report by the Acting Director of Development Services which provided an update on three recently launched funds from the UK government – the Levelling Up Fund, the UK Community Renewal Fund and the Community Ownership Fund. The report outlined the funding opportunities presented and sought agreement that submissions for funding support be made by the Council.

The UK Government had committed an initial £4 billion for the Levelling Up Fund for England over the next four years and set aside at least £800million for Scotland, Wales and Northern Ireland. The funding was targeted towards places with the most significant need, as measured by an index taking into account the following characteristics:-

- need for economic recovery and growth;
- need for improved transport connectivity, and
- need for regeneration.

Using the index, places were placed into category 1, 2, or 3, with category 1 representing places with the highest levels of identified need including Falkirk. Preference would be given to bids from higher priority areas in category 1, the bandings did not represent eligibility criteria, nor the amount or number of bids a place could submit. The priorities were therefore well matched to projects identified within the Falkirk & Grangemouth Investment Zone and Tax Incremental Financing (TIF) package.

It was proposed that bids which sought up to £20m of capital funds be submitted in respect of the area's two most advanced infrastructure projects: Round 1 – Westfield Bridge and infrastructure works at A904/Westfield roundabout; and Round 2 – Avon Gorge Bridge infrastructure.

The UK government was providing an additional £220 million funding through the UK Community Renewal Fund to help local areas prepare for the launch of the UK Shared Prosperity Fund (UKSPF) in 2022 helping to inform the design of future UKSPF programmes. The investment priorities of the fund were to support people and communities most in need across the UK to pilot programmes and new approaches and would invest in skills, community and place, local business, and supporting people into employment.

The Falkirk area was identified by the UK Government as one of the 100 priority places for the Community Renewal Fund, however being listed as a priority place did not guarantee funding. Applications were invited from all private, public, third sector and community organisations able to deliver innovative responses to local challenges and local need in the Falkirk Council area. Bids may include, but were not limited to:-

- work-based training
- retraining, upskilling or reskilling members of the workforce
- promoting the advancement of digital skills and inclusion
- supporting entrepreneurs and helping businesses with potential to create more job
- opportunities for current employees or take on new employees
- encouraging businesses to develop their innovation potential
- supporting decarbonisation measures
- exploring opportunity for promoting culture-led regeneration and community development
- feasibility studies for delivering net-zero and local energy projects
- improving green spaces and preserving important local assets
- promoting rural connectivity

The UK government had launched a new £150 million Community Ownership Fund to help ensure that communities could support and continue benefiting from the local facilities, community assets and amenities most important to them. From summer 2021, community groups would be able to bid for up to £250,000 matched-funding to help them buy or take over local community assets at risk of being lost, to run as community-owned businesses. In exceptional cases, up to £1 million matched-funding would be available to help establish a community-owned sports club or help buy a sports grounds at risk of being lost without community intervention.

Communities and stakeholders in the Falkirk area would be kept updated on the fund as more information became available, with regard to delivery and administration, the bid process and key dates. The fund may have direct implications for supporting the outcomes of the Council's Strategic Property Review.

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

- (1) notes the launch by UK government of three significant new funds for local authorities across the UK and opportunities they presented to the Council and its communities;
- (2) agrees that officers progress opportunities and submit eligible bids to the Levelling Up Fund for:-
 - (i) Round 1 – the Westfield bridge and associated infrastructure upgrade to the A904, and

- (ii) Round 2 – Avon Gorge (A901) and associated infrastructure (joint with West Lothian Council);
- (3) notes the timescales by which the Council was required to establish the UK Community Renewal Fund and agreed that a package of proposals seeking £3m of revenue support in 2021-22 be submitted to UK Government for approval;
- (4) notes the award of £125,000 of advance funding for delivery of the Levelling Up Fund and £20,000 for the Community Renewal Fund and agreed that the funds were committed toward delivery of the works necessary to support the delivery of the schemes;
- (5) notes that further information was to be provided by the UK Government in respect of the UK Shared Prosperity Fund and the Community Ownership Fund later in 2021, and
- (6) agrees that further reports be supplied to the Executive on delivery of these funds.

As an amendment, Councillor Bissett moved, as an addition to the motion, a further clause, that the Executive requests that the Avon Gorge was recognised as a priority and that work commenced to ensure that the project was best placed to succeed in round 2.

Councillor Meiklejohn as the mover of the motion, with the consent of Councillor Alexander as her seconder, agreed to amend the terms of the motion to incorporate the terms of the amendment.

Decision

The Executive:-

- (1) **noted the launch by UK government of three significant new funds for local authorities across the UK and opportunities they presented to the Council and its communities;**
- (2) **agreed that officers progress opportunities and submit eligible bids to the Levelling Up Fund for:-**
 - (i) **Round 1 – the Westfield bridge and associated infrastructure upgrade to the A904, and**
 - (ii) **Round 2 – Avon Gorge (A901) and associated infrastructure (joint with West Lothian Council);**

requested that the Avon Gorge was recognised as a priority and that work commenced to ensure that the project was best placed to succeed in round 2.

- (3) noted the timescales by which the Council was required to establish the UK Community Renewal Fund and agreed that a package of proposals seeking £3m of revenue support in 2021-22 be submitted to UK Government for approval;
- (4) noted the award of £125,000 of advance funding for delivery of the Levelling Up Fund and £20,000 for the Community Renewal Fund and agreed that the funds were committed toward delivery of the works necessary to support the delivery of the schemes;
- (5) noted that further information was to be provided by the UK Government in respect of the UK Shared Prosperity Fund and the Community Ownership Fund later in 2021, and
- (6) agreed that further reports be supplied to the Executive on delivery of these funds.

EX24. Climate Emergency Update

The Executive considered a report by the Acting Director of Development Services which presented an initial programme of measures proposed to be taken forward to help expand and coordinate actions to tackle the climate emergency. An initial climate change action programme was appended to the report. The report outlined work regarding:-

- Council of the Future Workstreams
- Climate Change Action Cross Party Working Group
- Carbon budgeting requirements
- Carbon literacy knowledge
- Carbon sequestration requirements.

The Executive previously considered a carbon literacy training programme for Elected Members and senior officers with the aim of becoming climate leaders/champions. The training was delivered by Keep Scotland Beautiful and would enable the Council to achieve Carbon Literate accreditation status (ranging from Bronze to Platinum dependant on the proportion of employees to achieve accreditation).

The Conference of Parties (COP21) Paris Agreement, to which the UK and Scotland subscribed, came into effect on 4 November 2016 and bound nations to hold global temperature rise by 2050 to under 2°C. In the Paris Agreement each local authority was advised of a limit of emissions which they could emit each year whilst keeping below the 2°C limit. This figure was called a 'carbon budget'. The implementation of carbon budgeting Council wide created an organisational mechanism for monitoring and reporting progress toward national and organisational targets. To progress this approach, work would be undertaken by external advisers to identify appropriate techniques and budgets to be applied by Services.

It was unlikely that the Council would be able to achieve net zero for its own emissions and as such would require to sequester carbon from the atmosphere. Falkirk Council had total potential sequestration value of 8,710. If the council was able to achieve the total potential sequestration value it would still have a shortfall.

The next steps in progressing sequestration would be to prepare a more in-depth study of land use and potential land use change which would help to identify Council land assets suitable for sequestration proposals. This would help to close data gaps and develop a schedule of works in terms of sequestration infrastructure.

Decision

The Executive:-

- (1) noted the progress being made on the Council's response to the climate emergency;**
- (2) agreed the initial Climate Change Action Plan attached at appendix 1 to the report as a means to embed climate change obligations within the Council;**
- (3) agreed the plan of work proposed in relation to carbon sequestration and carbon budgeting;**
- (4) noted that a programme of carbon literacy training had commenced and agreed that this be extended at a cost of £8,400 for elected members and staff with the aim of achieving a minimum of Gold standard for the Council, and**
- (5) agreed that a post of Energy and Climate Change Co-ordinator was created to ensure the above recommendations were progressed effectively and delivered at pace.**

The Executive adjourned at 11.55am and reconvened at 12.05pm with all members present as per the sederunt.

EX25. Falkirk Business Improvement District Renewal

The Executive considered a report by the Acting Director of Development Services which set out the renewal arrangements, in accordance with Business Improvement District (Scotland) legislation in respect of the Falkirk Business Improvement District (BID) renewal ballot proposals and business case for 2021-2026.

The Falkirk BID was one of Scotland's first and had been in operation since 2008. It had worked closely with town centre businesses, local community

groups and partners to improve the vitality of the town centre. The organisation was also responsible for a range of activities to reduce crime, encourage tourism and improve the trading environment as well as a number of footfall driving events such as Funny in Falkirk and Christmas campaigns. Falkirk Delivers had also played an important role in the response to the Covid-19 pandemic, focusing all available resources to support local businesses and residents.

To meet BID Scotland guidelines, the timeline below had been set:-

- By 20 May 2021 - BID Proposal received by Falkirk Council and countdown to renewal ballot commenced.
- By 17 June 2021 - Council must respond in writing on the decision to veto or not veto the ballot proposal.
- By 1 July 2021 - BID proposer (Falkirk Towns Ltd) would request Falkirk Council to instruct ballot.
- By 15 July 2021 - Ballot holder put in place arrangements to hold the BID ballot.
- By 15 July 2021 - Falkirk Council to issue ballot papers and publish notice of ballot.
- By 26 August 2021 - Ballot day.
- By 27 August 2021 - Count day.
- By 3 September 2021 - Declaration of results by ballot holder including via Council website.

Engagement to promote the business case and progress the BID ballot renewal was underway with the 541 eligible voters (representing 662 properties). For a successful BID outcome to be achieved, legislation required at least 5% of those eligible to vote to indicate favourable support for the renewal. To date information indicated that the Falkirk BID had secured 17.5% support, comfortably attaining the requirement for a renewal ballot to take place.

In relation to the Council's capacity to veto, there had been no veto exercised by any Scottish local authority during the BID period. A local authority could only veto proposals in circumstances that they considered that the proposals were likely to:-

- conflict with any structure plan, local plan, strategic development plan or local development plan which had been approved or adopted under the principal Act and which applied to the proposed business improvement district or any part of it,
- conflict to a material extent with any policy formally adopted by and contained in a document published by the authority (whether or not the authority were under a statutory duty to prepare such a document), or
- lead to a significantly disproportionate financial burden being imposed on:
 - (i) any person entitled to vote in the ballot on the proposals, or

- (ii) any class of such persons, as compared to other such persons or classes.

As there was no conflict of the proposals with any of the above it was recommended that there was no valid reason to veto the BID proposal and therefore the Council should indicate its willingness to see the ballot proceed.

Decision

The Executive:-

- (1) noted the Falkirk Business Improvement District (BID) renewal arrangements for a fourth term from 27 August 2021 to 31 October 2026;**
- (2) agreed that the Council should support a future BID term and would not exercise its right to veto a re-ballot;**
- (3) agreed that, upon a positive outcome from BID levy payers to undertake a re-ballot, the Council should instruct Falkirk Towns Ltd to commence the ballot procedure and programme, and**
- (4) agreed that a further report be brought back to Executive on the outcome of the Falkirk BID ballot when concluded.**

EX26. Review of Taxi Fare Scales and Other Charges

The Executive considered a report by the Director of Corporate and Housing Services which provided details on the statutory requirement to review the taxi tariff and outlined the views of the Taxi Forum and other members of the taxi trade.

Fares and charges were last increased at the meeting of the Executive on 12 June 2018 and came into effect on 1 October 2018.

The impact of Coronavirus and the subsequent lockdowns had undoubtedly had a significant effect on the taxi trade with the formerly reliable customer/business base disappearing. Although the trade had been supported by grants from the Scottish Government in 2021, not all drivers and operators fell within the criteria to benefit from this.

The Taxi Forum was identified as comprising persons who were representative of operators of taxis, and they were invited to make comment in respect of the taxi tariff at a meeting in March 2021. The Forum was not in favour of any increase in the taxi tariff. The Forum felt that the pandemic had suppressed a lot of business and any increase in fares might have a further adverse effect on business.

The Licensing Section also consulted approximately 200 operators by e-mail to seek their views on the tariff. Eleven responses were received. Six responses were in favour of no change and five supported an increase of some level.

In considering whether the current tariff structure should be changed, regard was given to the trend in fuel prices. The most recent information showed that diesel was, on average, the same price per litre and petrol 1p per litre higher than when the last tariff review was concluded in October 2019. Car insurance premium data showed that the average fully comprehensive policy in the first quarter of 2021 was £73, cheaper than in the last three months of 2020. In light of this information, and the responses received the report recommended that, on balance, no increase should be proposed this year.

Decision

The Executive agreed to:-

- (1) adopt an unchanged tariff, and**
- (2) instruct the Chief Governance Officer to advertise the fare scales and charges to take effect from midnight on 1 October 2021 and,**
 - (a) In the event of any written representations being received in respect of the published proposals, a further report would be submitted to the Executive to allow them to be considered, and**
 - (b) If no written representations were received the proposals would be held as confirmed and formally notified to the consultees.**

EX27. Provisional Financial Outturn 2020/21

The Executive considered a report by the Director of Corporate and Housing Services which presented the closing financial position of the Council for 2020/21 after an unparalleled and challenging time due to COVID-19. The final accounts process was underway and the figures would be subject to final audit review. Any further adjustments to the figures would be reported back. There was also an update on the revenue budget for 2021/22.

The net projected impact on reserves at 31 March 2021 was forecast to be an increase of £0.280m, which was an improvement of £1.045m from the position reported to the Executive at its meeting in January and largely resulted from reduced costs across a number of Services. The closing balance for the General Fund was £9.822m. In addition COVID funding of c£14m had been carried forward into the new financial year.

The significant variations were summarised for each Service with further information on the financial movements, the spend by Service was:-

- Children's Services – over budget by £2.311m (1.1%)
- Social Work – Adult Services – under budget by £0.219m
- Development Services – over budget by £3.412m (13.2%)
- Corporate & Housing Services – over budget by £0.039m (0.1%).

The report set out information on the funding related to the Repairs and Renewals Fund and the Earmarked Reserves:-

- Strategic Property Review (£0.729m)
- Falkirk Community Trust ICT (£0.061m)
- Mobile & Flexible Working (£0.183m)
- Payroll (£0.100m)
- Business Intelligence Project (£0.100m)
- ICT - Digital Strategy (£0.250m)
- Building Maintenance (£0.186m)

- Insurance Fund (£5.594m)
- Devolved Schools Management (£2.328m)
- Economic Development (£0.988m)
- Central Energy Efficiency Fund - CEEF (£0.555m)
- Change Fund (£0.573m)
- Revenue Grants (£9.035m)
- COVID-19 Reserves - £14.670m
- Spend to Save (£1.141m)

Decision

The Executive noted:-

- (1) Council's year-end financial position subject to Audit for 2020/21;**
- (2) transfers to the Repairs and Renewals, Insurance Fund and Other Earmarked Reserves as outlined at appendix 4 to the report, and**
- (3) the update on the 2021/22 revenue budget.**

EX28. 2020-21 Capital Programme Outturn

The Executive considered a report by the Director of Corporate and Housing Services which provided the provisional Capital Programme outturn for 2020/21. The information included in the report was subject to the annual audit process. The approved 2020/21 budget was revised to c£54m (c£49m after deduction of the £5m slippage allowance). Total General Fund capital investment in 2020/21 was c£35m. This excluded the TIF project which was reported separately. The outturn variance for the General Fund Services

Capital Programme was c£19m less than the revised budget. A summary of the 2020/21 outturn position was shown in an appendix to the report. The forecast variance reported to the January meeting of the Executive was £0.2m less than the revised budget.

For the Housing Capital Programme the approved 2020/21 budget was £77.2m, with total capital investment in Housing of £29m at the year end. The investment of £29m represented an underspend of £48.2m and a net decrease in spend of £0.2m compared to the forecast reported to the January meeting of the Executive.

A series of Prudential Indicators were used to demonstrate that capital spending plans were affordable, prudent and sustainable. They were approved each year as part of the Budget process. There were eight indicators for the Council as a whole and three for Housing only. The indicators were set out in an appendix to the report.

Decision

The Executive noted the:-

- (1) projected year end outturn for 2020/21 for both General Fund and Housing Capital Programmes, and**
- (2) Prudential Indicators and the external borrowing requirement for 2020/21.**

EX29. Land Surplus to Requirements – 64 Simpson Drive, Maddiston

The Executive considered a report by the Acting Director of Development Services which sought approval for an area of land, adjacent to a house at 64 Simpson Drive, Maddiston, to be declared surplus to operational requirements for disposal.

Decision

The Executive agreed to:-

- (1) declare 295.3 sq m land adjacent to 64 Simpson Drive surplus to requirements and,**
- (2) authorise the Acting Director of Development Services to conclude the disposal by negotiated agreement.**

FALKIRK COUNCIL

Minute of Meeting of the Planning Committee held remotely on Wednesday 16 June 2021 at 10.00 a.m.

Councillors: David Alexander (Convener)
 Jim Blackwood
 Gary Bouse
 Provost W Buchanan (Depute Convener)
 Gordon Hughes
 James Kerr
 Adanna McCue
 John McLuckie
 Laura Murtagh
 Alan Nimmo

Officers: Kevin Brown – Planning Officer
 Karen Chambers – Committee Services Officer
 Katherine Chorley- Acting Development Management Co-ordinator
 Jack Frawley- Committee Services Officer
 Iain Henderson - Legal Services Manager
 John Milne – Senior Planning Officer
 David Paterson – Planning Officer
 Julie Seidel- Planning Officer
 Russell Steedman – Network Co-Ordinator
 Brent Vivian – Senior Planning Officer
 Bernard Whittle- Acting Development & Building Standards Manager
 Natalie Moore Young – Community Support Co-ordinator

P21. Welcome

The Convener welcomed everyone to the meeting.

P22. Apologies

Apologies were received from Councillor Nicol.

P23. Declarations of Interest

Provost Buchanan declared an interest in item 10 as, at the time of the original application, a member of his family owned the land. Having regard to the objective test in the Councillor's Code of Conduct, he considered that he

should recuse himself from taking part in the decision.

Councillors Nimmo and Hughes declared that as they had not been present when items P25 and P26 were originally considered they would not take part in the discussion. It was subsequently clarified during the course of the meeting that they had been present. Given that item P25 was continued with no discussion on the substance or merits of the application, the Convener clarified that Councillors Hughes and Nimmo could take part in the discussion on item P25 when it next returns to committee.

P24. Minutes

Minute of Meeting of the Planning Committee held on 19 May 2021, Minute of Meeting of the Planning Pre Determination Hearing held on 26 May 2021, and Minute of Meeting of the Planning On-Site Committee (unaccompanied) held on 31 May 2021 were approved.

P25. Erection of Outbuilding and Hardstanding at Garvald House Fankerton Denny FK6 5HJ for Mr & Mrs M Masterson - P/20/0453/FUL - Continuation

The committee heard from the Acting Development & Building Standards Manager on the application for the erection of outbuilding and hardstanding at Garvald House, Fankerton, Denny, FK6 5HJ for Mr & Mrs Masterton. He advised the committee that a complaint had recently been received in respect of the manner in which the application had been dealt with. He suggested it might be appropriate, in this case, for the matter to be continued to allow officers an opportunity to consider and respond to the complaint.

Decision

The committee continued consideration of the application to a future meeting of the committee in order to allow officers to consider and respond to a complaint that had recently been received in relation to assessment of the application.

P26. The Falkirk Council (On-Street Parking Space for Disabled Persons) (No TRO/DB/19/082) Order 20_ - Main Street, Bonnybridge - Continuation

The committee considered an update report by the Acting Director of Development Services on an (On-Street Parking Space for Disabled Persons) (No TRO/DB/19/082) Order 20_ - Main Street, Bonnybridge – Continuation.

Decision

The committee agreed to make the order.

P27. Formation of Temporary Car Park and Associated Fencing and Floodlighting (Retrospective) at Land to the North West of 14 Wood Street, Wood Street, Grangemouth for CNIM UK Ltd - P/21/0033/FUL

The committee considered a report by the Acting Director of Development Services on an application for the formation of temporary car park and associated fencing and floodlighting (retrospective) at Land to the North West of 14 Wood Street, Wood Street, Grangemouth for CNIM UK Ltd - P/21/0033/FUL.

Decision

The committee granted 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. Notwithstanding any details previously submitted, the site shall be open for use no earlier than 07.00am Monday to Friday, 08.00am on a Saturday and 10.00am on a Sunday. The site shall close no later than 06.00pm Monday to Sunday. For the avoidance of doubt, all gates to the site shall be closed and locked outwith these times and no person shall be present at the site.**
- 3. Notwithstanding any details previously submitted, all lighting shall face in the opposite direction from residential properties at Wood Street at all times and shall be illuminated no earlier than 07.00am Monday to Friday, 08.00am on a Saturday and 10.00am on a Sunday. Lighting shall not be illuminated later than 06.00pm Monday to Sunday.**
- 4. This permission shall be valid for a limited period until 28 January 2023, on or before that date, the use shall cease and the floodlights shall be removed from the site.**

Reason(s):-

- 1. As these drawings and details constitute the approved development.**
- 2-3. To safeguard the amenity of adjacent residents.**
- 4. The applicant has requested a 2 year permission.**

Informative(s):-

1. For the avoidance of doubt, the plan(s) to which this decision refer(s) bear our online reference number(s) 01A, 02, 03 and 04.
 2. The preferred vehicular access to the site should be via the B9132 Newlands Road, Newhouse Road and Wood Street. Users are encouraged to use this route in the interests of considerate construction practices.
 3. In the event that any suspect made ground, suspect substances or odours were encountered during any site works/operations, following the commencement of development, then the developer should notify the Planning Authority. A contaminated land risk assessment would need to be carried out in accordance with current guidance and legislation and any necessary remediation works undertaken.
 4. The applicant should have contacted SEPA prior to any importation of material or any remedial/excavation/ground preparation works commencing on site as any importation, disposal or re-use of waste materials would be subject to Waste Management or Controlled Activities Regulations and would require the appropriate approvals including licensing and exemptions.
- P28. Part Change of Use (Ground Floor) from Hotel (Class 7) to Form No. 4 Shop Units (Class 1), Including Alterations to Shopfronts, Formation of Parking Area and Ancillary Development at Bowhouse Hotel, Bowhouse Road, Grangemouth, FK3 0HD for Mr Shajaz Ali - P/21/0052/FUL**

The committee considered a report by the Acting Director of Development Services on an application for the part Change of use (Ground Floor) from hotel (Class 7) to form no. 4 shop units (Class 1), including alterations to shopfronts, formation of parking area and ancillary development at Bowhouse Hotel, Bowhouse Road, Grangemouth, FK3 0HD for Mr Shajaz Ali - P/21/0052/FUL.

Decision

The committee granted 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. The parking shown on the approved plan (our online reference No.04B) shall be developed and available for use prior to any of the shop units commencing trading.
3. Any plant or equipment associated with the completed development should be sited and operated in such a manner as to prevent any noise nuisance occurring at nearby dwellings. Noise associated with the completed development shall not give rise to a noise level, assessed with the windows open, within any dwelling or noise sensitive buildings in excess of the equivalent to Noise Rating Curve (N.R.C.) 35 between 07.00 hours and 22.00 hours and N.R.C. 25 at all other times.

Reason(s):-

1. As these drawings and details constitute the approved development.
2. To ensure that adequate car parking is provided.
3. To ensure that the occupants of surrounding properties and premises are protected against excessive noise intrusion.

Informative(s):-

1. For the avoidance of doubt, the plan(s) to which this decision refer(s) bear our online reference number(s) 01, 02A, 03, 04B, 05, 06A, 07, 08, 09, 10 and 11.
2. 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.
3. In the event that unexpected contamination is encountered following the commencement of development, all work on the affected part of the site shall cease. The developer shall notify the Planning Authority immediately, carry out a contaminated land assessment and undertake any necessary remediation works. Development shall not recommence without the prior written approval of the Planning Authority.
4. The applicant shall ensure that noisy work which is audible at the site boundary shall ONLY be conducted between the following hours:

Monday to Friday 08:00 - 19:00 Hours

Saturday 08:00 - 13:00 Hours

Sunday / Bank Holidays No noise audible at site boundary

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

5. Roads Services within Development Services should be contacted to obtain a Minor Roadworks Consent before undertaking any work on, or under, the public road.
6. For the avoidance of doubt, the developer is responsible for the costs incurred in the removal of parking restrictions across the frontage of the site and the relocation of the bus stop/shelter. The developer should make contact with the Planning Authority for advice on these matters, before commencing development on site.

P29. Erection of Dwellinghouse and Garage with Ancillary Accommodation at Land to the East of Viewlands, Standburn for Mr and Mrs Kevin Dolan - P/20/0549/FUL

The committee considered a report by the Acting Director of Development Services on an application for the erection of dwellinghouse and garage with ancillary accommodation at Land to the East of Viewlands, Standburn for Mr and Mrs Kevin Dolan - P/20/0549/FUL

Decision

The Committee granted 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 the planning authority until a contaminated land assessment has been submitted and approved. The assessment must determine the nature and extent of any contamination on the site, including contamination that may have originated from elsewhere. Any potential risks to human health, property, the water environment and designated ecological sites should be determined. The contaminated land assessment must be approved in writing by the Planning Authority.
 - ii. Where contamination (as defined by Part IIA of the Environmental Protection Act 1990) is encountered, a detailed remediation strategy should be submitted to the Planning

Authority demonstrating that the site will be made suitable for its intended use by removing any unacceptable risks, caused by the contamination. The scheme must be approved in writing by the Planning Authority.

- iii. Prior to the commencement of development of the site, the remediation works must be carried out in accordance with the terms and conditions of the remediation scheme, and as agreed by the Planning Authority. No part of the development shall be occupied until a remediation completion report/validation certificate endorsed by the relevant parties have been submitted to and agreed in writing by the Planning Authority.**
- 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 until;

- a) a scheme of intrusive investigations has been carried out on site to establish the risks posed to the development by past shallow coal mining activity; and**
- b) any remediation works and/or mitigation measures to address land instability arising from coal mining legacy, as may be necessary, have been implemented on site in full in order to ensure that the site is made safe and stable for the development proposed.**

The intrusive site investigations and remedial works shall be carried out in accordance with authoritative UK guidance and, prior to the occupation of the development, or it being taken into beneficial use, a signed statement or declaration prepared by a suitably competent person confirming that the site is, or has been made, safe and stable for the approved development shall be submitted to the Local Planning Authority for approval in writing. This document shall confirm the methods and findings of the intrusive site investigations and the completion of any remedial works and/or mitigation necessary to address the risks posed by past coal mining activity.

Reason(s):-

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

2, 3. To ensure the ground is suitable for the proposed development.

Informative(s):-

- 1. For the avoidance of doubt, the plan(s) to which this decision refer(s) bear our online reference number(s) 01A, 02, 03A, 04A, 05A, 06A, 07A, 08A.**
- 2. In the event that unexpected contamination is encountered following the commencement of development, all work on the affected part of the site shall cease. The developer shall notify the Planning Authority immediately, carry out a contaminated land assessment and undertake any necessary remediation works. Development shall not recommence without the prior written approval of the Planning Authority.**
- 3. The applicant shall ensure that noisy work which is audible at the site boundary shall ONLY be conducted between the following hours:**

Monday to Friday 08:00 - 19:00 Hours

Saturday 08:00 - 13:00 Hours

Sunday / Bank Holidays No noise audible at site boundary

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

- 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.**
- 5. For the avoidance of doubt, this permission grants planning permission for the detached garage and associated accommodation to be used for purposes ancillary to the main dwellinghouse. The garage and ancillary accommodation cannot therefore be sold on or occupied as a separate dwellinghouse without separate planning permission being granted for such a use.**

Provost Buchanan left the meeting in terms of his Declaration of Interest.

P30. Modification of Planning Obligation Attached to Planning Permission P/17/0632/PPP to Introduce a Flexible Approach to the Percentage of Affordable Housing Provided Through a Negotiated Mix of On-Site Provision and/or an In Lieu Commuted Sum at Land to the North of Loch View, Stirling Road, Larbert for Avant Homes - P/20/0572/75M

The committee considered a report by the Acting Director of Development Services on an application for the modification of planning obligation attached to planning permission P/17/0632/PPP to introduce a flexible approach to the percentage of affordable housing provided through a negotiated mix of on-site provision and/or an in lieu commuted sum at Land to the North of Loch View, Stirling Road, Larbert for Avant Homes - P/20/0572/75M

With reference to Standing Order 33.5, the convener referred to a deputation request received from Phil McLean, agent for the applicant to be heard in relation to this item.

The committee agreed to hear the deputation.

Councillor McLuckie seconded by Councillor Nimmo moved that the committee agrees to grant the modification of the Planning Obligation in accordance with the officers recommendations in the report.

As an amendment Councillor Murtagh seconded by Councillor Bouse moved that the committee agrees to refuse the application as it does not consider that satisfactory justification has been provided to outweigh the Council's overwhelming preference to deliver the full affordable housing requirement on the site in accordance with Supplementary Guidance SG06 "Affordable Housing". Committee noted that it is not possible for the planning authority to determine that an obligation be subject to any modification other than the modification set out in the application. In the knowledge of that, Committee also noted that there could be merit in discussions over a revised approach to on-site provision taking place in advance of a potential further application being made for modification.

Decision

The committee refused the application as it did not consider that satisfactory justification had been provided to outweigh the Council's overwhelming preference to deliver the full affordable housing requirement on the site in accordance with Supplementary Guidance SG06 "Affordable Housing". Committee noted that it is not possible for the planning authority to determine that an obligation be subject to any modification other than the modification set out in the application. In the knowledge of that, Committee also noted that there could be merit in discussions over a revised approach to on-site provision taking place in advance of a potential further application being made for modification.

Provost Buchanan rejoined the meeting.

- P31. Erection of Manufacturing Facility (Class 5), Ancillary Office (Class 4) and Associated Development at Earls Gate Park, Beancross Road, Grangemouth for Piramal Pharma Solutions - P/20/0612/FUL**

The committee considered a report by the Acting Director of Development Services on an application for the erection of manufacturing facility (class 5), ancillary office (class 4) and associated development at Earls Gate Park, Beancross Road, Grangemouth for Piramal Pharma Solutions P/20/0612/FUL.

Decision

The committee granted planning permission subject to the following conditions:-

- (a) Notification of the application to Scottish Ministers in relation to the HSE objection, in accordance with the Town and Country Planning (Notification of Applications) (Scotland) Direction 2009; and**
- (b) Thereafter, if the application is not called in by Scottish Ministers for their determination, remit to the Director of Development Services, to grant the application 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 the planning authority until a contaminated land assessment has been submitted and approved. The assessment must determine the nature and extent of any contamination on the site, including contamination that may have originated from elsewhere. Any potential risks to human health, property, the water environment and designated ecological sites should be determined. The contaminated land assessment must be approved in writing by the Planning Authority.**
 - ii. Where contamination (as defined by Part IIA of the Environmental Protection Act 1990) is encountered, a detailed remediation strategy should be submitted to the Planning Authority demonstrating that the site will be made suitable for its intended use by removing any unacceptable risks, caused by the contamination. The scheme must be approved in writing by the Planning Authority.**
 - iii. Prior to the commencement of development of the site, there mediation 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 a drainage strategy has been submitted to and approved in writing by the Planning Authority. Thereafter, development shall proceed in accordance with the approved drainage details unless otherwise agreed in writing.
4. No development shall commence on site until a Construction Environmental Management Plan (CEMP) has been submitted to and approved in writing by the Planning Authority. The CEMP shall set out site specific measures to control and monitor impact arising in relation to construction traffic and parking, noise and vibration, dust and air pollutants, land contamination, ecology and ground water. It shall also set out arrangements by which the developer shall maintain communication with residents and businesses in the vicinity of the site, and by which the developer shall monitor and document compliance with the measures set out in the CEMP. The development shall be carried out in full accordance with the approved CEMP at all times.
5. No development shall commence on site until a piling programme has been submitted to and approved in writing by the Planning Authority. The programme shall include the anticipated date of commencement of piling activities, duration and hours of work. Thereafter, development shall proceed in accordance with the approved programme unless otherwise agreed in writing.
6. A Travel Plan shall be submitted to and approved in writing by the Planning Authority, prior occupation of the building hereby approved. Thereafter, the car park shall be managed and operated in accordance with the approved plans.
7. No development shall commence on site 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 12%, of the required CO₂ 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.

Reason(s):-

- 1. As these drawings and details constitute the approved development.
- 2. To ensure the ground is suitable for the approved development.
- 3. To ensure that adequate drainage is provided.
- 4,5. To safeguard the amenity of the area.
- 6. To safeguard the interests of the users of the highway.
- 7. To ensure the development achieves the required CO₂ emission reduction as a result of development.

Informative(s):-

- 1. In accordance with section 58(1) of the Town and Country Planning (Scotland) Act 1997 (as amended), this permission lapses on the expiration of a period of 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 – 11 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:

Monday to Friday 08:00 - 19:00 Hours

Saturday 08:00 - 13:00 Hours

Sunday / Bank Holidays No noise audible at site boundary

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

4. The developer should engage with SEPA Waste and Industry (wasteandindustry@sepa.org.uk) at the earliest opportunity to discuss PPC Part A Permit for Pharmaceutical production requirements.

Draft**FALKIRK COUNCIL**

Minute of Joint Meeting of the Pensions Committee and Board held remotely on Thursday 17 June 2021 at 10.00 a.m.

Present:

Committee:-

Councillors - Falkirk Council:-

Jim Blackwood

Provost Buchanan

Niall Coleman

Adanna McCue (Convener)

John Patrick

Pat Reid

Councillor Donald Balsillie, Clackmannanshire Council
(From Item 5 PE5)

Board:-

Tony Caleary, Unison, Stirling Council

Sandy Harrower, Unite.

Simon Hunt, Scottish Autism (From Item 6 PE6)

Ed Morrison, SCRA

Raymond Smith, GMB (From Item 8 PE8)

Attending:

Debbie Macrae, Pensions Manager

Brian Pirie, Democratic Services Manager

Antonia Sobieraj, Committee Services Officer

Bryan Smail, Chief Finance Officer

Also in**Attendance:**

Albert Chen, Lothian Pension Fund

John Dickson, Hymans Robertson

Scott Jamieson, Independent Adviser to the Pension
Fund

Bruce Miller, Lothian Pension Fund

Olga Potapova, Ernst and Young

PE1. Apologies

Apologies were intimated on behalf of Jennifer Welsh, SEPA; Andy Douglas, Unison; Douglas Macnaughtan, Pensioner Representative; and Stan Pearson, Independent Adviser to the Pension Fund.

PE2. Declarations of Interest

No declarations were made.

PE3. Minutes

- (a) Minute of Meeting of the Joint Pensions Committee and Board held on 18 March 2021; and
- (b) Minute of Special Joint Meeting of Pensions Committee and Board held on 22 March 2021.

Decision

The minutes of the meetings of the Joint Pensions Committee and Board held on 18 March 2021 and of the Special Joint Pensions Committee and Board held on 22 March 2021 were approved.

PE4. General Governance Matters

The Committee and Board considered a report by the Director of Corporate and Housing Services providing updates on miscellaneous matters relating to Falkirk Pension Fund business.

Decision

The Committee and Board noted the report.

PE5. Investment Strategy Review

The Committee and Board considered a report by the Director of Corporate and Housing Services providing details of the conclusions from the Fund's review of the Investment Strategy.

The report sought approval for the suggested changes to the investment strategy in relation to the renaming of a policy group and slight changes to the permitted ranges of each policy group.

The review of the Investment Strategy had been undertaken in collaboration with Lothian and Fife Pension Funds and with associated advice from the Joint Investment Strategy Panel (JISP) and investment consultants from Hymans Robertson.

The Strategy aims to balance pension contribution stability against the need to generate positive real returns from invested assets to pay pensions over the long term. The report included an Appendix produced by Hymans

Robertson on asset liability modelling results. The Committee and Board also heard from the Independent Adviser to the Pension Fund.

Decision

The Committee and Board noted the report and associated presentation.

The Committee agreed the proposed investment strategy as detailed in the report and that the Statement of Investment Principles be updated accordingly.

PE6. Market Review and Fund Manager Performance

The Committee and Board considered a report by the Director of Corporate and Housing Services providing an update on recent investment market developments, the Fund's strategic allocation and performance and on the monitoring activity of the Fund's investment mandates during the most recently completed quarter.

Decision

The Committee and Board noted:-

- (1) recent investment market developments;**
- (2) the Fund's strategic allocation;**
- (3) the Fund's performance for the period ending 31 March 2021; and**
- (4) the investment monitoring activity of the Joint Investment Strategy Panel (JISP).**

PE7. Exclusion of Public

Agreed in terms of section 50A(4) of the Local Government (Scotland) Act 1973, to exclude the press and public from the meeting for the following items of business on the grounds that they would involve the likely disclosure of exempt information as defined in Paragraph 9 of Part 1 of Schedule 7A to the said Act.

PE8. Commentary on Fund Manager Performance

The Committee and Board considered a report by the Director of Corporate and Housing Services providing details on individual manager mandates, including any current developments and issues identified through the wider monitoring process and covering the period to 31 March 2021.

Decision

The Committee and Board noted the report.

PE9. Joint Investment Strategy Panel Update

The Committee and Board considered a report by the Director of Corporate and Housing Services summarising the key matters discussed at the virtual meeting of the Joint Investment Strategy Panel (JISP) on 8 June 2021.

Decision

The Committee and Board noted the matters considered by the JISP at its meeting on 8 June 2021.

DRAFT**FALKIRK COUNCIL**

Minute of meeting of the Planning Review Committee held remotely on Monday 21 June 2021 at 10.00 a.m.

Councillors: David Alexander (Convener)
Jim Blackwood
Provost William Buchanan

Officers: Douglas Blyth, Team Leader, Legal Services
Kevin Brown, Planning Officer
Katherine Chorley, Acting Development Management
Co-ordinator
Jack Frawley, Team Leader, Committee Services
Antonia Sobieraj, Committee Services Officer

PRC1. Apologies

There were no apologies.

PRC2. Declarations of Interest

There were no declarations of interest.

PRC3. Minutes

The minutes of meetings of the Planning Review Committee held on 4 March, 12 March and 25 March 2021 were approved.

PRC4. Opening Remarks

The convener welcomed everyone in attendance to the meeting of the Planning Review Committee which was convened in terms of the procedure to be followed at the committee.

PRC5. Planning Application P/18/00384/PPP - Erection of Dwellinghouse on Land to the East of Braefoot Road, Bo'ness

The committee considered documents which related to the application for review for planning application P/18/00384/PPP for the erection of a dwellinghouse on land to the east of 39 Braefoot Road, Bo'ness.

The committee requested and heard a short presentation from Mr Brown who provided a summary of the application and the papers before the committee, including reference to the Report of Handling, the reasons for refusal of the application now being reviewed the applicant's supporting statement and the updating of relevant policies as a result of the adoption of Local Development Plan 2 (LDP2).

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

- (1) Supplementary Guidance SG15 - Low and Zero Carbon Development;
- (2) Extract from Falkirk Open Space Audit;
- (3) Extract from Falkirk Open Space Strategy;
- (4) Pan 65 Planning Advice Note - Planning and Open Space;
- (5) Scottish Planning Policy 2014;
- (6) Extract from Scottish Planning Policy 2014 - Maximising the Benefits of Green Infrastructure;
- (7) Policy D02 – Sustainable Design Principles;
- (8) Policy D04 - Low and Zero Carbon Development;
- (9) Policy HSG03 - Windfall Housing and LDP2 Policy HC02;
- (10) Policy INF03 - Protection of Open Space and LDP 2 Policy PE16;
- (11) Policy INF12 Water and Drainage Infrastructure;
- (12) the consultation responses received;
- (13) the representations submitted;
- (14) the site history;
- (15) the supporting documents provided by the applicant; and
- (16) the further submissions provided by the Director of Development Services and the applicant.

Decision

After further discussion, and having sought and heard advice from Mr Blyth and Mr Brown, the Committee **AGREED:-**

- (1) That it was **MINDED to GRANT** planning permission in principle, subject to the satisfactory completion of a Legal Agreement in terms satisfactory to the Director of Development Services in respect of the payment of a financial contribution towards the loss of an area of open space, in the sum of £43,470;
- (2) And thereafter, on the conclusion of the foregoing matter, remit to the Director of Development Services to grant planning permission in principle, subject to such conditions as the Director of Development Services shall deem appropriate and to include those conditions suggested in the consultation responses; and
- (3) That the preparation of the decision notice be delegated to the Chief Governance Officer.

PRC6. Planning Application P/20/0106/FUL - Subdivision and Change of Use of Shop (Class 1) to Hot Food Takeaway – (Sui Generis), Installation of New Shopfront and Extraction System 45 Drumpark Avenue, Bo’ness EH51 9QW

The committee considered documents which related to the application for review for planning application P/20/0106/FUL - subdivision and change of use of a shop (class 1) to a hot food takeaway - (sui generis), the installation of a new shopfront and an extraction system at 45 Drumpark Avenue, Bo’ness.

The committee requested and heard a short presentation from Ms Chorley who provided a summary of the application and the papers before the committee, including reference to the Report of Handling, the reasons for refusal of the application now being reviewed the applicant’s supporting statement and the updating of relevant policies as a result of the adoption of Local Development Plan 2 (LDP2).

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

- (1) Policy TC04 - Food and Drink and updated LDP2 Policy JE10;
- (2) the consultation responses received;

- (3) the representations submitted;
- (4) the site history; and
- (5) the supporting documents provided by the applicant.

Decision

After discussion, and having sought and heard advice from Mr Blyth and Ms Chorley, the Committee AGREED:-

- (1) That the decision of the Director of Development Services to REFUSE planning permission be UPHELD; and**
- (2) That the preparation of the decision notice be delegated to the Chief Governance Officer.**

FALKIRK COUNCIL

Minute of meeting of the Audit Committee held remotely on Monday 21 June 2021 at 10.00 a.m.

Councillors:

Niall Coleman
Nigel Harris (convener)
Cecil Meiklejohn
Alan Nimmo
Pat Reid
Robert Spears

Officers:

Karen Algie, Head of People, Technology & Transformation
Sophie Dick, Democratic Services Graduate
Douglas Duff, Acting Director of Development Services
Kenneth Lawrie, Chief Executive
Kenny McNeil, Children's Services Resources Manager
Brian Pirie, Democratic Services Manager
Stuart Ritchie, Director of Corporate and Housing Services
Bryan Smail, Chief Finance Officer
Isabel Wright, Internal Audit, Risk, and Corporate Fraud Manager

Also Attending:

Grace Scanlin, EY

A8. Apologies

There were no apologies.

A9. Declarations of Interest

No declarations were made.

A10. Minute

Decision

The minute of the meeting of the Audit Committee held on 12 April 2021 was approved.

A11. Internal Audit Annual Assurance Report 2020/21

The Committee considered a report by the Internal Audit, Risk, and Corporate Fraud Manager which provided overall assurance on the Council's arrangements for risk management, governance, and control, based on Internal Audit work undertaken during 2020/21.

The Plan for 2020/21 had set out 20 assignments and 21 reviews – 8 of which were unable to be carried out in 2020/21 due to Covid-19. Of these 5 would be carried over to 2021/22. During the course of 2020/21, 7 new Covid-19 related assignments had been undertaken, 1 of which was still ongoing.

In terms of performance, Internal Audit had exceeded its 3 key performance targets -

- Complete 85% of agreed audits – 95% completed
- Have 90% of recommendations accepted – 100% accepted
- Issue 85% of draft reports within 3 weeks of completion of fieldwork – 100% issued

The committee asked whether the 8 audits originally planned for 2020/21 would be included in the current Plan for 2021/22. The Internal Audit, Risk, and Corporate Fraud Manager responded that 5 had been included in the 2021/22 plan and 3 would not be progressed. One of these was the proposed audit of the Office 365 rollout. The rollout had taken place but the audit could not be carried out due to Covid-19 restrictions and other workstreams which had taken priority at the time. The remaining 2 audits would be picked up elsewhere.

The committee acknowledged that Covid-19 had placed the Internal Audit team under pressure, as it had across the Council, and recognised that, rightly, the original Internal Audit Plan had been revised during the year to account for the impacts of the pandemic. However, it was important that the work was back on track and the committee therefore asked whether the team was adequately resourced. Mrs Wright agreed that Covid-19 had disrupted the Plan in 2020/21 and added the current Plan was flexible and resources could be allocated as necessary should additional work be required.

Members asked whether the c£98k duplicate payments highlighted as part of a review of Creditors Data payments was a concern. The Internal Audit, Risk, and Corporate Fraud Manager advised that the number had risen to c£115k after the completion of the January-March analysis. However she assured committee that no particular area, or supplier, was an issue and that the work of identifying duplicate payments was positive as it returned money to the Council. Despite the large numbers, the total payments averaged at about 0.02% of total payments made.

Members sought for assurance that the c£115k would be recovered in full by the Council. Mrs Wright confirmed that this would be monitored although there was no reason to think it wouldn't be fully recovered. She explained that in some cases, it would be more appropriate to deduct the value of overpayment from the forthcoming payment.

The committee noted that as part of the review of Waste Services - Contact Management and Monitoring Arrangements, it had been found that the Council placed reliance on a contractor's weighbridge which had the potential for lost income for the Council. Mrs Wright explained that the Council's weighbridge had not been able to cope with the volume and scale of waste and that this had been identified by management as an issue and that a new weighbridge had been installed in April. The Acting Director of Development Services confirmed that this was the case.

Mrs Wright added that the review had given limited assurance to the arrangements for billing contract suppliers for income and this was due to issues relating to the weighbridge. With a new weighbridge in place, she anticipated that these issues would disappear.

Members emphasised the importance of income to Waste Services, particularly given that it was overspent in terms of its budget and asked what actions would be put in place to increase income collection and reduce overspend. The Acting Director advised that normally the service lived within its budget but 2020/21 had been a particularly difficult year - for example social distancing regulations had resulted in significant additional spend. He expected, as the restrictions eased, a return to the previous situation where the service was not overspending.

The committee asked if the weighbridge could be used by the public, at a cost. Mr Duff indicated that it wasn't but undertook to confirm this after the meeting.

Members then turned to the review of the Falkirk Pension Fund and noted that the Royal Bank of Scotland business reserve fund regularly exceeded the limit of £8m set out in the Council's Cash Management Policy. The Chief Finance Officer responded that this type of issue was not limited to the Pension Fund and could be seen across the Treasury activity. Due to the state of the economic market at that time, the Council had found it difficult to invest into the market (and was as a result cash rich) Mr Smail assured the committee that the Council was very risk-cautious when lending, but to tackle this particular issue at the time, it had been necessary to extend the list of creditors and extended the threshold from £8m to £10m. This particular problem was not expected to continue as signs of easing were already apparent.

Continuing the discussion of increased thresholds, members asked whether the change in thresholds would be made permanent. The Chief Finance Officer explained the matter had already been reported to the Executive.

Decision

The Committee noted that:-

- (1) sufficient Internal Audit work was undertaken to support a balanced assurance;**
- (2) Internal Audit can provide Substantial Assurance on the Council's arrangements for risk management, governance, and control for the year to 31 March 2021;**
- (3) Internal Audit met, or exceeded, each of its Key Performance Indicators in 2020/21; and**
- (4) the Internal Audit section operated in compliance with Public Sector Internal Audit Standards.**

A12. Review of Whistleblowing and Corporate Fraud Investigation Procedures

The committee considered a report by the Director of Corporate and Housing Services which provided an update on progress with work on the Review of Whistleblowing and Corporate Fraud Investigation Procedures.

A report had been submitted to the April meeting which flowed from a recommendation by Ernst and Young (EY) that the Council should review its Whistleblowing Policy, and Anti-Fraud and Corruption Strategy, to ensure that they remain in line with good practice. This should also establish fraud related reporting arrangements to the Audit Committee.

In regard to reporting to members it was proposed that the following framework is established:-

- The need for the Audit Committee to have reassurance that appropriate procedures are in place which properly balance the protection of public monies; rights of employees; and protection of whistleblowers;
- Flowing from the above, and also recognising the Appeals Committee dimension, Members do not need to know the specifics and individuals involved in a particular fraud investigation;
- Twice yearly general reports on Fraud status would be provided to Audit Committee, with a greater frequency should circumstances dictate; and
- Where particularly sensitive Fraud cases arise, and/or information on the case becomes public, Group Leaders would be briefed as well as the convener of the Audit Committee.

Following a question, the Director of Corporate and Housing Services explained that the Corporate Fraud Team comprised 2 officers who were directly involved in fraud related work and the team was managed by the Internal Audit, Risk and Corporate Fraud Manager. In terms of management structure, the Internal Audit, Risk and Corporate Fraud Manager reported to the Chief Finance Officer who reported to the Director of Corporate and Housing.

The Leader of the Council thanked the Corporate Fraud Team for its effort and for the quality of reports it produced. Councillor Meiklejohn also recognised the team's work on the Covid-19 grant payments. She concurred with the Director of Corporate and Housing around the sensitive nature of Whistleblowing and the need for emphasis to be placed on upholding the integrity of Falkirk Council and protecting those who were involved.

In regard to the frequency of reports to the committee Councillor Meiklejohn suggested that reporting twice annually would be reasonable but it would be helpful to members if benchmark indicators could be introduced to measure performance.

Committee noted concern regarding the inconsistency of prepayment checks of Covid-19 grants highlighting that for some funds all payments were checked and in others only some were checked.

Members sought detail of the outcome for the 5 completed investigations regarding the Whistleblowing together with (recognising the sensitivity around these) any information on the 3 ongoing cases. The Director of Corporate and Housing confirmed that the 5 completed cases had found to have no fraudulent activity. He intended to provide updates in the regular reports to committee although the level of detail on any completed cases, and any learning points, which could be provided had yet to be determined. The 3 ongoing allegations were in 'expected' areas such as misuse of materials or inappropriate use of time for a personal nature.

The committee asked whether the number of information requests from Police Scotland (490) was a concern and whether the Council charged for the work. The Director of Corporate and Housing assured committee that this total was consistent with previous years and the numbers were explicitly Police Scotland approaching the Council. The police were not charged for this although there was, he accepted, a cost to the Council in providing the information. The Internal Audit, Risk and Corporate Fraud Manager further added that Police Scotland were not charged on the premise that a working, collaborative relationship needed to be in place with Police Scotland and therefore would be inappropriate to charge for providing the information. The requests, which were about daily, were in regard to tenant or property information.

The Internal Audit, Risk and Corporate Manager responded to a question asking for greater detail around the Single Person Discount. Ms Wright explained Single Person Discount was exclusive to persons over 18 living

independently in the home – different systems worked collaboratively to identify indicators that more than one person lived there and where there was a 'match' officers would investigate.

Decision

The Committee:-

- (1) noted progress with the Fraud Review; and**
- (2) noted the approval routes for updating the Fraud-related documents;**
- (3) agreed to receive twice yearly general reports on Fraud status, with additional reports submitted as required;**
- (4) requested that officers look to include relevant performance and benchmarking information in the reports to committee in addition to information on the benefits to the Council; and**
- (5) noted that when particularly sensitive fraud cases arise, and/or information on a case becomes public, Group Leaders and the Audit Committee convener will be briefed.**

DRAFT**FALKIRK COUNCIL**

Minute of Special Joint Meeting of the Pensions Committee and Board held remotely on Thursday 24 June 2021 at 10.00 a.m.

Present:

Committee:-

Councillors - Falkirk Council:-

Jim Blackwood

Provost William Buchanan

Niall Coleman

Adanna McCue (Convener)

John Patrick

Pat Reid

Councillor Donald Balsillie, Clackmannanshire Council

Andy Douglas, Unison

Board:-

Tony Caleary, Unison, Stirling Council

Sandy Harrower, Unite

Raymond Smith, GMB

Jennifer Welsh, SEPA

Attending:

Justyna Korszen-Bennett, Senior Accountant

Debbie Macrae, Pensions Manager

Brian Pirie, Democratic Services Manager

Bryan Smail, Chief Finance Officer

Antonia Sobieraj, Committee Services Officer

Graham Templeton, Senior Auditor

Also in Attendance:

Sophie Dick, Democratic Services Graduate

Bruce Miller, Lothian Pension Fund

Olga Potapova, Ernst and Young

PE10. Apologies

Apologies were intimated on behalf of Simon Hunt, Scottish Autism; Ed Morrison, SCRA; Douglas Macnaughtan, Pensioner Representative; George Murphy, Stirling Council; and David Wilson, Clackmannanshire Council.

PE11. Declarations of Interest

There were no declarations.

PE12. Internal Audit Annual Assurance Report 2020/21

The Committee and Board considered a report by the Internal Audit, Risk, and Corporate Fraud Manager on the Internal Audit work undertaken on the Falkirk Pension Fund during 2020/21 in respect of the Fund's arrangements for risk management, governance and control.

Decision

The Committee and Board noted the report.

PE13. Internal Audit Plan 2021/22

The Committee and Board considered a report by the Internal Audit, Risk, and Corporate Fraud Manager proposing the Falkirk Pension Fund Internal Audit Plan for 2021/22.

The report detailed that the plan for 2021/2022 must be considered within context of the Covid-19 coronavirus pandemic, which would continue to impact during the year, and recognise that the Pensions Team's priorities, resource and capacity would fluctuate and change over the course of 2021/2022. The plan therefore focussed on providing assurance on key internal control areas. Internal Audit's work would include the Fund's Transactional Testing to ensure:-

- new member contributions to the Pension Fund were properly calculated;
- the correct values of pension rights either transferred into, or out of, the Pension Fund had been received or paid;
- the correct pension payments were paid to retiring Fund members;
- the correct lump sum payments were made in respect of deceased Fund members; and
- the controls around i-Connect (electronic transfer of data from employers creating starters and leavers) were operating effectively.

The work would also include a high level consultancy review of the internal and external assurances provided to the Pension Fund Manager on the Fund's cyber security arrangements. Other pertinent issues comprised ongoing work associated with preliminary work into the feasibility of merging the Falkirk and Lothian Pension Funds. This would fall into the Internal Audit programme for 2021/22 and beyond.

Decision

The Committee and Board noted the report.

The Committee agreed the proposed Falkirk Council Pension Fund Internal Audit Plan for 2021/22.

PE14. Unaudited Annual Report and Accounts 2020/21

The Committee and Board considered a report by the Director of Corporate and Housing Services presenting the following documents to the Pensions Committee for due consideration:-

- the Unaudited Fund Annual Report and Accounts 2020/21; and
- the Fund Annual Governance Statement.

The statements had been prepared in accordance with the Local Authority Accounts (Scotland) Regulations 2014 and other statutory guidance.

Decision

The Committee and Board noted the Unaudited Annual Report and Accounts 2020/21 for the Fund.

The Committee approved the Fund Annual Governance Statement.

PE15. Exclusion of Public

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

PE16. Potential for Merger of Falkirk and Lothian Pension Funds - Update

The Committee and Board considered a report by the Director of Corporate and Housing Services providing an update on work undertaken to progress discussions and investigations into the feasibility of a voluntary merger between the Falkirk and Lothian Pension Funds (also referred to as Project Forth).

Decision

The Committee and Board noted the contents of the report.

The Committee agreed:-

- (1) to approve the report;**
- (2) that the Chief Finance Officer would bring forward a report to a future meeting later in 2021, with a view to a formal decision on merger and the associated structure; and**

- (3) that, should the merger be agreed at that meeting, the matter be thereafter submitted to the full Council for approval.

Draft**FALKIRK COUNCIL****Minute of meeting of the Scrutiny Committee (External) held remotely on Thursday 19 August 2021 at 10.00 a.m.**

Councillors: David Aitchison
 David Balfour
 Jim Blackwood (convener)
 Niall Coleman
 David Grant
 John McLuckie
 Depute Provost Ann Ritchie

Officers: Sally Buchanan, SNR Fairer Falkirk Co-ordinator
 Sophie Dick, Democratic Services Graduate
 Charlie Hastie, Community Worker
 Frank McChord, CLD Operational Leader
 Mark Meechan, Community Learning & Development Manager
 Brian Pirie, Democratic Services Manager

In accordance with section 43 of the Local Government in Scotland Act 2003 the Convener had directed that the meeting would be conducted by video conference to allow remote attendance by elected members.

In accordance with section 50A of the Local Government (Scotland) Act 1973 the public were excluded from this meeting as it was likely that, if members of the public were present, there would be a real and substantial risk to public health due to infection or contamination with coronavirus.

SE5. Apologies

No apologies were intimated.

SE6. Declarations of Interest

There were no declarations of interest.

SE7. Minute**Decision**

The minute of the meeting of the Scrutiny Committee (External) held on 20 May 2021 was approved.

SE8. Following the Public Pound: Community Development

The committee considered a report by Mr Naylor (Director of Children's Services) which provided information under the Following the Public Pound arrangements for the period 1 April 2020 to 31 March 2021 for the Council's priorities with regard to community development. Community development underpins the Council's priority of partnership as set out in its Corporate Plan.

Funding was provided by Children's Services to 3 external organisations to provide services which could not readily be provided by the Council. Corporate & Housing Services funded 1 organisation. As part of the Following the Public Pound arrangements, reporting statements were prepared by the relevant monitoring officer for consideration by the Scrutiny Committee (External).

The four organisations were:-

Organisation	Monitoring Service	Annual Funding (£)
Dennyloanhead Community Hall Ltd	Children's Services	11,330
Denny Community Support Project	Children's Services	23,620
Workers Education Association	Children's Services	22,280
CVS Falkirk and District	Corporate and Neighbourhood Services	72,940

Mr Meechan corrected the report - CVS Falkirk and District funding was not £24,310 as stated, but was £72,940

Mr Meechan gave an overview of the report, highlighting that the reporting period was the financial year 2020/21, a period in which organisations switched from their core targets to respond to the Covid-19 pandemic.

The committee then considered the monitoring officers' reports.

The committee noted the return to "normality" with face-to-face meetings having taken place in the Dennyloanhead Community Hall, with an emphasis on the return of the elderly. Mr McChord confirmed that physical meetings had returned and that the impact it was having was encouraging. He noted that all meetings were compliant with Covid-19 guidance.

Mr Hastie explained that the Denny Community Support Project (DCSP) had introduced new working arrangements – and had established a partnership model that enabled service providers to operate inhouse rather than the previous model where DCSP provided the services. Service providers would not be charged a fee for the use of the property – this had received positive

feedback from providers. The core aim of this was to centralise services for the people in Denny and such was its success that more services had approached DCSP to provide help to the community.

Following a question regarding whether the drug and health partnership programme in Denny would be mirrored in other areas across Falkirk, Mr Meechan stated it was intended that this model would be rolled out to other areas in Falkirk, especially the recovery services. He explained that recovery services were to be expanded to Grangemouth and Langlees/Bainsford whilst the existing service provided in Stenhousemuir could be enhanced. Mr Meechan recognised there was demand for these services in all wards of Falkirk, however, resources would determine whether this could be expanded beyond the areas currently supported.

Members noted that individuals could have multiple addictions concurrently and asked if Denny Community Support Project had the facilities to handle multiple addictions. Mr Hastie explained that workers within Forth Valley recovery programmes could self-refer individuals who may be facing more than one addiction internally to another service. A key reason why DCSP was successful was because it supported Denny's community locally rather than travelling to Falkirk.

Mr Meechan explained that all clients supported through the work clubs had been contacted throughout the pandemic, however, only 32 had responded. The reason for some individuals not returning was unclear. However, the team were actively trying to engage with them.

Members noted that organisations such as the four included in the report tended to be situated in the same areas, such as Denny or Grangemouth and asked why similar services weren't available in areas such as for example the Braes. Mr Meechan explained that limited resources meant that only certain areas could be targeted, and this was decided upon levels of long-term unemployment. Work Clubs had been available in other in the past, but demand had been low and therefore the services had been withdrawn. Mr Meechan stated that demand would constantly be under review, particularly given the impact of Covid-19 on the job market, to determine where resources would be best placed.

The committee continued from the previous point adding that places such as Bo'ness were large and remote and therefore should be considered a higher priority – whereas other wards were situated within a reasonable proximity to existing locations and didn't need, to the same extent, services to be based locally. Mr Meechan concurred and added that it was essential that reviews were undertaken to best determine where resources were needed and explained that if external funding could be attracted, work clubs could be developed in that area. He noted the difficulty of quantifying at the moment the impact the pandemic had had on communities.

Members praised the inclusion of impact statements from individuals in the report and suggested that more should be included in future reports, and that

this practice could be incorporated into monitoring officers' reports more generally. Mr Meechan explained that impact statements allowed officers to understand the transformational effect of the work and discussions had been held to share these statements with the public via the internet. Members also suggested that all feedback, including negative feedback was valuable and could help shape service delivery.

Members noted that the pandemic had caused service provision to be altered and asked if some of the changes would continue beyond the pandemic. Mr Meechan explained that all community learning staff had been involved in discussions regarding the changes already made due to the pandemic, such as the use of technology in delivering services. The question of how services would be delivered now that restrictions were easing remained - both physical and blended approaches would be considered. He explained there was a possibility that technology and connectivity could be given to those in need which would reduce face-to-face meetings and this could allow for expansion in work club provision in Falkirk.

Mr Meechan confirmed that the Employment and Training Unit had reopened with face-to-face meetings.

Members questioned if CVS Falkirk and District had become busier due to Covid-19, and if so, how demand had been met. Ms Buchanan confirmed that it was the case that CVS Falkirk had been busier due to the pandemic and had been at the forefront of the community response to the pandemic especially as the community response grew. CVS had played an important role in helping organisations transform into aid providers.

The committee noted that CVS Falkirk and District had received significant funding at the start of 2021/21 and like all external organisations had to refocus its priorities due to the pandemic – members asked for examples of how the funding had been used. Ms Buchanan explained that CVS was central to community organisations getting advice on how to operate during the pandemic or alter their work to fit the Covid-19 response rather than community planning objectives. CVS entered a social grocer model, which ensured people had access to food, this allowed for groups to request food on a weekly basis whilst working alongside the community food hubs. Daily community co-ordination groups had been held in which CVS played a central role in identifying and addressing issues, such as procurement of hand sanitizer. These calls were held weekly now.

Decision

The Committee noted the report.

FALKIRK COUNCIL

Minute of meeting of the Audit Committee held remotely on Monday 23 August 2021 at 10.00 a.m.

Councillors:

Allyson Black
Nigel Harris (convener)
Cecil Meiklejohn
Alan Nimmo
Robert Spears

Officers:

Danny Cairney, Senior Service Manager Corporate Finance
Sophie Dick, Democratic Services Graduate
Douglas Duff, Acting Director of Development Services
Kenneth Lawrie, Chief Executive
Kenny McNeil, Children's Services Resources Manager
Brian Pirie, Democratic Services Manager
Stuart Ritchie, Director of Corporate and Housing Services
Bryan Smail, Chief Finance Officer
Isabel Wright, Internal Audit, Risk, and Corporate Fraud Manager

Also Attending:

Grace Scanlin, EY

A13. Apologies

An apology was intimated on behalf of Councillor Coleman.

A14. Declarations of Interest

No declarations were made.

A15. Minute**Decision**

The minute of the meeting of the Audit Committee held on 21 June 2021 was approved.

A16. Falkirk Council Annual Accounts 2020/21 and Falkirk Temperance Trust Accounts 2020/21

The committee considered a report by the Director of Corporate and Housing Services presenting the unaudited Falkirk Council Annual Accounts 2020/21 and Falkirk Temperance Trust Accounts 2020/21.

The Local Authority Accounts (Scotland) Regulations (The Regulations) 2014 requires the Council to submit the Unaudited Annual Accounts of the Council and Falkirk Temperance Trust (the Unaudited Accounts) for the financial year ended 31 March 2021 to the Auditor by the statutory deadline of 30 June 2021. Under the Regulations, a Committee of the local authority, whose remit includes audit and governance functions, must also meet to consider the Unaudited Annual Accounts by 31 August 2021.

The convener remarked that the management commentary was clear and well illustrated and generally more readable.

In regard to the accounts, the committee asked why the number of SJC employees in the £50,000 - £54,999 band had increased from 23 in 2019/20 to 58 in 2020/21 - overall, there was an increase from 129 employees to 159. The Director of Corporate and Housing Services explained that this was in the main due to the annual pay award and incremental wage rises, both of which had taken a number of employees into the higher band.

Following a question, the Chief Finance Officer explained that the regulations required the unaudited accounts to be considered by Council. In terms of Standing Orders this was delegated to the Audit Committee on. The report was before the committee 'for consideration' and therefore members could ask questions of the detail and, if so minded, make comment as part of the formal audit process.

The committee asked why only senior councillor pensions contributions were published in the accounts. Grace Scanlin, EY, explained that the regulations required the remuneration report to include certain information and this included the pensions rights of senior councillors, not all councillors.

Members noted the £2.3m overspend from Children Services in 2020/21, which was due in the main to increased costs for providing external residential care and unachieved budget savings relating to the Closer to Home project. The committee asked therefore what the impact of this would be on the anticipated savings of the project for 2021/22 and if the project would now achieve its anticipated savings by the project end. Mr McNeill undertook to provide a written response.

The Chief Finance Officer added that the budget gap was reflected in the Council's Business Plan and the Council faced challenges ahead. Council of the Future was a fundamental platform to address the financial challenges and would produce a win/win situation because the projects were aimed at reducing cost and improving services. The Closer to Home project was a

good example of this – it had the capacity to deliver change and also to make a difference to our client groups. The COTF Change Programme would not close the gap by itself – other strands such as Zero Based Budgeting would play a part. Members too would face difficult choices in the next budget process – the gap was estimated to be £18m for 2022/23. He added that key variables affecting the scale of the gap would be the pay award and the Revenue Support Grant

The committee turned to the rental income from shop premises and questioned if it had decreased due to the pandemic and if the number of vacancies had altered. The Acting Director of Development Services stated that the portfolio was healthy with the property estate 95% let. Letting had increased as an impact of the pandemic, particularly in industrial premises. The backlog of rent payments was not showing as a budget pressure because actions had been put in place with tenants for repayments.

Members sought for clarity on whether the pandemic had continued to make auditing difficult in 2021/22 and whether the Accounts would be published by the deadline of 30 September (and available to the committee on 20 September for consideration ahead of Council approval). Grace Scanlin stated that the target was the end of October although this could be extended into November. The delay was in the main due to the impacts of Covid and also there had been some 'drag' due to issues that affect all Councils.

Decision

The Committee noted the report.

A17. Council of the Future Risk Register Update

The committee considered a report by the Director of Corporate and Housing Services which provided an update on the COTF change programme risk register which is part of the regular Council of the Future (COTF) reporting cycle. The Programme Risk Register was appended for reference.

The main changes to the risk register were as follows:-

- The overarching COTF governance arrangements provide overarching controls to risk register.
- There had been a move from the 15 risk categories previously reported to the Audit Committee to 7.
- This had been achieved by recognising that the Corporate Risk Register (CRR) comprehensively covered the Council's business plan. Risks that linked the component parts of the business plan (Medium Term Financial Plan, COTF, Workforce Plan and Recovery) were well represented in the CRR. This means risks around Resilience, Short-Term/Low Value Issues, Legal and Interdependencies were now

managed as part of the CRR, and not as discrete risks in the COTF change programme risk register.

- There had also been a grouping of key, connected risks:
- COTF Programme: Governance / Benefits had absorbed previous risk categories of COTF Leadership, Outcomes and benefits and Programme management and governance.
- Information / Technology risks were now combined.
- There had been a mapping of risk categories to match the CRR.
- Each risk had more focused mitigation. It didn't record all the actions that would be in play across the COTF governance framework, as these would be detailed on other programme documentation. It did call out the commitment of the strategic officer Board, the Make it Happen Board, in providing assurance around risk management.
- There had been a shift in certain risk ratings with controls/mitigation:-

Partners - Now an amber rating (previously green)

People - Now an amber rating (previously green)

- Since last report to Audit Committee, there was now ongoing work to fully implement the re-structure of Council and Falkirk Community Trust services and the risk rating of these categories would be monitored as these progresses.
- One red rated risk remained on the risk register, following mitigation – Political and Policy Decisions Political decisions not to support the change programme. CRR Category - Leadership, Decision Making, & Governance

The Director of Corporate and Housing explained that members would be given regular updates about individual ongoing Council of the Future projects.

The risk register would be reviewed every 6 weeks – the Council of the Future board had met in August and had agreed that the CCR Category – Leadership, Decision Making & Governance, COTF Change Programme Risk – Political and Policy Decisions should remain as a high risk.

The committee questioned if any further mitigations could be put in place to reduce the level of risk in regard to CCR Category – Leadership, Decision Making & Governance, COTF Change Programme Risk – Political and Policy Decisions. Mr Ritchie explained that members would begin to receive reports on individual Priority Projects over the next few months. If these were agreed by members, the programme could move forward and the risk would possibly be reduced. He explained that due to risk being considered every 6 weeks and members would be receiving regular updates on projects, a better insight into the risk would be determined. Mr Ritchie explained that it is vital to maximise the amount of information given to members prior to making decisions. He added that the monthly members' briefing would continue thereby increasing the information available to members ahead of any decision making.

Committee focused on the CRR Category – CPP and IJB, COTF Change Programme Risk – Partners/Stakeholders and highlighted that Falkirk Health & Social Care Partnership currently had staff shortages and was a risk. The Chief Executive acknowledged that this was a critical issue within the H&SCP. Falkirk Council had contacted the Chief Officer and offered its support. The H&SCP was in transition with very clear processes and plans but the immediate challenge before the H&SCP was the impact of the pandemic on its staff and its ability to continue to deliver day to day and to deliver strategic change.

The committee noted that a specialist Council of the Future Business Partner was had been employed to 'enhance skills and capability to deliver change programme' and asked for information on the rationale for this. Mr Ritchie advised that 2 or 3 specialist advisers had taken on to support the Programme Management Office – 1 was supporting HR and was a temporary appointment. Similarly, a temporary adviser was supporting finance. Business Partners had been taken on because they offered expertise which was not available and also boosted resources. A further Business Partner would be taken on as a commercial manager.

Decision

The Committee noted the latest iteration of the Council of the Future risk register.

A18. Audit Scotland Fraud and Irregularity 2020/21

The committee considered a report by the Internal Audit, Risk, and Corporate Fraud Manager which provided an overview of a report published by Audit Scotland in July 2021 sharing risks and case studies to support the Scottish public sector in the prevention of fraud.

The review set out a range of key fraud risks that had emerged since the start of the Covid-19 pandemic and provided a number of recommendations that public bodies should have in place to ensure good governance, and which would ensure that counter-fraud arrangements were in place. It also provided information about cases where internal control weaknesses had led to fraud and irregularity with a view to preventing similar issues occurring elsewhere. During 2020/21 external auditors had reported 13 cases of fraud and irregularity across Scotland valued at £0.4m (compared to a national budget of £49bn).

The national report set out 7 recommendations that public bodies should have in place. These were:-

- Having in place appropriate governance and oversight arrangements for counter-fraud.

- Regularly reviewing controls and governance arrangements for counter-fraud to ensure they remain fit for purpose.
- Being alert to emerging fraud risks and where appropriate working with others to help alleviate these risks.
- Considering whether appropriate controls are in place to prevent the risks identified in this report materialising in Falkirk Council.
- Considering whether the weaknesses in internal control that facilitated each case of fraud or irregularity identified in this report may also exist in Falkirk Council, and taking the required corrective action.
- Auditors should confirm that appropriate governance arrangements for the prevention and detection of fraud are in place and that appropriate reviews and amendments of controls have taken place in response to new ways of working.
- Auditors should confirm that internal controls are sufficiently strong to prevent the types of fraud and irregularity highlighted in this report.

The report provides Falkirk Council's Internal Audit, Risk, and Corporate Fraud sections actions, both current and planned for each recommendation.

Additionally, Audit Scotland had grouped the fraud related risks reported to include:-

- Covid-19 funding and re-opening of premises and services;
- Health and Wellbeing;
- IT and cybercrime;
- Governance;
- Procurement;
- Payment; and
- Payroll and recruitment.

The programme of work undertaken by Internal Audit had reported, or would be reporting on, these risk areas in 2020/21 and or 2021/22. A summary of the reviews and the related assurance categories were appended to the report.

Members highlighted the importance of raising awareness to all managers, and not just to senior managers. Often, members suggested it was smaller, less obvious, issues that could cause most damage. The Internal Audit, Risk and Corporate Fraud Manager explained that the team actively sought to raise the profile of corporate fraud across the Council and to inform Services of issues. There was a good culture within the Council of Services notifying Internal Audit of concerns and if, for example there had been changes in client's bank accounts which may be a signifier of an issue. Nevertheless, Mrs Wright added that there was always room for improvement.

The committee asked what mechanisms were in place to measure how and to what extent Services had taken the recommended fraud risk actions onboard. Mrs Wright stated she intended to work alongside the Corporate Risk Co-Ordinator to create a fraud assurance statement. This would allow

Services to highlight what fraud prevention was already in place and intended actions. While it was challenging to cover all potential areas of fraud Mrs Wright confirmed that each of the 7 fraud areas highlighted by Audit Scotland had been covered or would be covered.

Following on from a question about what processes were in place to allow lessons to be learned from closed fraud investigations, the Internal Audit, Risk, and Corporate Fraud Manager stated this was difficult due to the difference in nature of allegations received. However, if a matter was investigated a report would be produced which would be shared with the relevant operational area and a management action plan would be developed. Internal Audit would at a later stage review management actions against the plan.

Decision

The Committee:-

- (1) noted the report and the Internal Audit, Risk, and Corporate Fraud Team response to it; and**
- (2) noted that Services will be asked to review their governance arrangements for the prevention and detection of fraud.**

FALKIRK COUNCIL**Minute of meeting of the EXECUTIVE held remotely on Tuesday 24 August 2021 at 10.00 a.m.**

Councillors: David Alexander
 Allyson Black
 Robert Bissett
 Gary Bouse
 Joan Coombes
 Nigel Harris
 Gordon Hughes
 James Kerr
 Cecil Meiklejohn (Convener)
 Lynn Munro
 Alan Nimmo

Officers: Karen Algie, Head of People, Technology & Transformation
 Douglas Duff, Acting Director of Development Services
 Jack Frawley, Team Leader – Committee Services
 Kenneth Lawrie, Chief Executive
 Colin Moodie, Chief Governance Officer
 Robert Naylor, Director of Children's Services
 Dot Reid, Roads & Grounds Manager
 Stuart Ritchie, Director of Corporate & Housing Services
 Bryan Smail, Chief Finance Officer
 Danny Thallon, Environment Co-ordinator

In accordance with section 43 of the Local Government in Scotland Act 2003 the Convener had directed that the meeting would be conducted by video conference to allow remote attendance by elected members.

In accordance with section 50A of the Local Government (Scotland) Act 1973 the public were excluded from this meeting as it was likely that, if members of the public were present, there would be a real and substantial risk to public health due to infection or contamination with coronavirus.

EX30. Apologies

An apology was intimated on behalf of Councillor Garner.

EX31. Declarations of Interest

Councillor Kerr declared a non-financial interest in item EX38 as he had provided advice to an affected landowner who was also a work colleague of his. Having regard to the objective test in the Councillor's Code of Conduct, he stated that he considered that this required him to recuse himself from taking part in the item.

EX32. Minute

Minute of Meeting of the Executive held on 15 June 2021.

Decision

The minute of the meeting of the Executive held on 15 June 2021 was approved.

EX33. Rolling Action Log

A rolling action log detailing decisions not yet implemented following the previous meeting on 15 June 2021 was provided. Item 550 – CCTV – Mobile Cameras was the subject of a report on the agenda, and item 570 – Review of Taxi Fare Scales and Other Charges did not require a further report as there had been no adverse comments to the consultation and both accordingly fell from the action log.

Decision

The Executive noted the rolling action log.

EX34. Motions referred to the Executive under Standing Order 31 from the meeting of Falkirk Council on 23 June 2021

On 23 June 2021, and in accordance with Standing Order 31.1, Council referred the following motions to the Executive:-

(a) Falkirk Pension Fund

It was proposed that in the absence of Councillor Garner, who had submitted the motion to Council, that the matter be continued to a future meeting of the Executive.

Decision

The Executive agreed to continue the item to a future meeting.

(b) Communal Areas

Council agrees:-

Communal areas around flats, especially larger blocks, in some areas are looking untidy, with moss, weeds and other issues in evidence. Tenants agreements state that tenants are responsible for keeping communal areas clean and tidy.

New tenants sometimes move into blocks where there is already a lot of mess in and around the block.

Tenants can see the issues but may not have the tools, ability, skills, knowledge or capacity to tidy up the area.

Council asks that a paper be brought forward looking at the various options that may be available to enable communal areas to look tidier and improve the tenants wellbeing. This will include looking at how any solutions would be funded.

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

Councillor Hughes proposed an addendum to the motion to alter the text of the final paragraph to read as:-

The Executive requests that a pilot project be carried out in a block of flats and asks that a paper be brought forward looking at the various options that may be available to enable communal areas to look tidier and improve the tenants' wellbeing. This will include looking at how any solutions would be funded.

The Executive adjourned at 10.30am, to allow the mover and seconder of the motion to consider the terms of the proposed addendum, and reconvened at 10.40am with all members present as per the sederunt.

Councillor Nimmo as the mover of the motion, with the consent of the Convener and Councillor Black, his seconder, agreed to alter the terms of the motion to incorporate the proposed addendum.

Decision

The Executive requested that a pilot project be carried out in a block of flats and asked that a paper be brought forward looking at the various options that may be available to enable communal areas to look tidier and improve the tenants' wellbeing. This would include looking at how any solutions would be funded.

EX35. Platinum Jubilee Holiday 2022

The Executive considered a report by the Director of Corporate and Housing Services which outlined proposals regarding changes to public holidays in order to celebrate the Queen's Platinum Jubilee in June 2022.

The UK Government planned to mark Her Majesty the Queen's 70th anniversary as monarch in 2022. The May public holiday weekend would be moved to Thursday, 2 June and an additional public holiday on Friday, 3 June would create a four-day weekend. National holidays were a devolved matter, and the Scottish Government had confirmed the move of the traditional late May public holiday along with the additional public holiday on Friday, 3 June.

There would be no additional costs associated with the movement of the public holiday from the 2 May to 2 June 2022. Should 3 June 2022 be granted as an extra day of annual leave, frontline employees would still attend work where this was an operational/statutory requirement. They would, however, be granted an additional day of leave to be taken at another time. Time off would be pro rata to employees' normal working hours. The associated cover costs of the additional day of leave were estimated to be c£130k.

Falkirk's school term dates for 2021-22 had already been set. The proposal to move the 2 May 2022 public holiday may cause disruption to those who had booked holidays based on the published term dates and could lead to parental complaints. The proposal to adopt an additional fixed day of leave on Friday 3 June 2022, was not likely to cause the same issues as it had already been widely reported via the media that this was a new national holiday. If the proposal was agreed, Education would request permission from Scottish Ministers for an "Exceptional School Closure Day" (Education Scotland Act 1980 s.133/4).

The School Term Dates and Public Holidays were agreed and set by the Local Negotiating Committee for Teachers (LNCT) within the parameters of the local agreement with Clackmannanshire and Stirling Councils. If the proposed changes to celebrate the Platinum Jubilee were agreed, then Children's Service's officers would consult the LNCT and the Service Partnership Forum.

Decision**The Executive agreed:-**

- (1) the proposal to celebrate the Queen's Platinum Jubilee by reallocating the May Bank Holiday in 2022 to 2 June 2022 and adopting an additional fixed day of leave on 3 June 2022, and**

- (2) that with regards to the implications of this decision for schools, Children's Services consult with Local Negotiating Committee for Teachers (LNCT) and the Service Partnership Forum on how this would apply within schools and report back.**

EX36. Council of the Future - CCTV

The Executive considered a report by the Director of Corporate and Housing Services which provided an update in relation to CCTV as requested by the Executive at its meeting of 9 March 2021.

Since the Executive last received an update the following activities had been completed:-

- Installation of the new digital CCTV monitoring platform, temporarily located at Falkirk Police station;
- Installation of 5 fixed CCTV cameras;
- Purchase of 15 mobile CCTV cameras;
- Discussions with the Westfield Bridge project team to scope requirements for CCTV provision;
- The completion of a Data Protection Impact Assessment;
- Procurement and contract award to upgrade all existing fixed CCTV cameras across the Falkirk Council area;
- Discussions with colleagues in Roads Services for the provision of traffic management to support fixed CCTV installation, and
- Discussions with Police Scotland to enter a formal partnership with the new CCTV/Digital Alarms Hub.

For a number of years Police Scotland had worked in partnership with the Council in relation to CCTV and had contributed £32k per annum toward revenue costs. The contribution proposed in the new Minute of Agreement was £60k which was 25% of the annual cost of delivery. Police Scotland were considering the proposals in the draft Minute of Agreement and a response was awaited.

The next steps were:-

- Re-locate the CCTV Monitoring Service and co-locate with the existing Out of Hours alarm and telecare monitoring services at The Foundry, Larbert - estimated entry date October 2021;
- Begin integration of Council Premise CCTV with centralised CCTV monitoring service;
- Subject to an updated Data Protection Impact Assessment and operational procedures, work with Partners to implement Artificial Intelligence (AI) / Analytics and Automatic Number Plate Recognition technology (ANPR);

- Scope requirements to create a commercial offering to 3rd parties for CCTV and alarm monitoring services located in the Falkirk Council area, and
- Further explore future emerging technologies to reduce littering in the Falkirk Council area such as “Litter Cam”.

Decision

The Executive noted that a further update on CCTV would be provided later in the year.

EX37. Council of the Future

The Executive considered a report by the Director of Corporate and Housing Services which provided an update on the Council of the Future (COTF) Change Programme.

The report set out information on what had been achieved over the last 12 months:-

Communities Projects

- Closer to Home: Supported accommodation: Helping care experienced young people put down roots
- Procuring for the Future: Procuring for the future of our children and young people
- Family Support: Helping children & young people remain safely at home
- Family learning: Supporting learning in Carronshore
- Support for People: Partnership helps ease pandemic pressures
- Succeed Today, Excel Tomorrow:-
- Partnership working: Working in partnership to improve the school leaver destination profile
- ASN partnerships: Supporting children & young people with Additional Support Needs

Enterprise Project

- Economic Recovery Plan: Supporting the local economy to come back stronger
- Business grants: Providing a lifeline to local businesses
- Business advice: Helping businesses stay compliant
- Climate Change: Carbon sequestration takes root

Innovation Projects

- Analogue to Digital - Telecare: Going digital to save lives
- Council HQ & Arts Centre - HQ: Creating the HQ & Arts Centre for the future
- Succeed Today, Excel Tomorrow - Digital learning: Connected Falkirk
- Digital exclusion: Combatting the growing problem of digital exclusion

- Digital processes - Education: Improving systems; reducing bureaucracy.

Decision

The Executive noted the work underway by the COTF Change Programme in taking forward transformation and efficiency.

In line with his earlier declaration, Councillor Kerr left the meeting prior to consideration of the following item.

EX38. Core Paths Plan Review - Progress Report

The Executive considered a report by the Acting Director of Development Services which presented an analysis of the objections and representations received following the formal 12-week consultation carried out between March and May 2019. The recommended responses were set out to the remaining 22 objections for Executive approval.

The Revised Core Paths Plan (Draft) was made available for comment on the Council's website via the Council's consultation hub and at Council offices, libraries, support hubs, one stop shops and community education centres. Representations were invited in relation to the proposed amendments to the Core Paths Plan as a whole. The adopted Core Paths Plan was considered by Scottish Government Reporters at public inquiry in 2009-10 and so the existing plan was considered robust.

At the conclusion of the consultation process, a total of 26 objections and representations were made, 4 of which had since been resolved and withdrawn. This left 22 objections outstanding which related to a single section of core path in Bo'ness.

The objections related to a proposal to divert the route of a core path in the Bo'ness area. The objectors sought the removal of the proposals from the Revised Core Paths Plan and the retention of core path 008/086 in its current form.

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

- (1) notes the remaining objections made to the Falkirk Council Revised Core Paths Plan (Draft) 2019 as detailed in Appendix 2 to the report;
- (2) agrees the responses from Falkirk Area Access Forum (FAAF) and officers to the objections made against the Falkirk Council Revised Core Paths Plan (Draft) as set out in Appendix 2 to the report; and

- (3) instructs officers to write back to objectors, outlining the Council's response and giving them a final opportunity to withdraw their objection, and thereafter
- (4) refer any remaining objections to the Scottish Government's Department of Planning and Environmental Appeals to be considered at a Public Local Inquiry.

As an amendment, in substitution for the motion, Councillor Bissett, seconded by Councillor Coombes, moved that the Executive:-

- (1) notes the concerns raised by objectors, and
- (2) agrees to delete the proposed paths (008/088 and 008/089) and retain the existing path (008/086).

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

For the motion (4) – Councillors Alexander, Bouse, Hughes and Meiklejohn.

For the amendment (6) – Councillors Bissett, Black, Coombes, Harris, Munro and Nimmo.

Decision

The Executive agreed the amendment.

The Executive adjourned at 12.20pm for lunch and reconvened at 1pm with all members present as per the sederunt.

EX39. Refreshing the Workforce

The Executive considered a report by the Director of Corporate and Housing Services which provided options for the Refreshing the Workforce programme through the priority ambition of employability, linked to the Council of the Future change project.

The Council's workforce plan identified areas of potential future skill shortages, in some cases linked to the ageing workforce. In 2020, over 25% of the workforce were over age 55 and less than 6% were under age 24. There was a medium-term risk for the Council. The risk was greater in some service areas e.g. Social Work Adult Services and Development Services where there was a higher percentage currently over 50 years old. The Council previously had a target of 5% of the workforce being apprentices and this figure was currently c1.2%.

Given the workforce age demographics and the need to consider succession planning, options to 'grow our own' and introduce more young people to Falkirk Council's workforce needed to be explored.

It was suggested that for specific areas, there was a temporary suspension of the normal voluntary severance/flexible retirement funding 'rules'. This would enable future severance/flexible retirement cases to be granted on the basis that the posts would be backfilled with a Modern Apprentice or a graduate with the aim of refreshing the workforce. To support this, the requirement to achieve savings would be suspended alongside the need to achieve a reduction in FTE.

Decision

The Executive:-

- (1) agreed the proposed refreshing the workforce programme using modern apprentices and graduates, recognising that the normal saving criteria for voluntary severance and flexible retirement may not be achieved, and**
- (2) noted that workshops would be held for managers on the use of modern apprentices to encourage the take up of places across the Council.**

EX40. Projected Financial/Position 2021/22

The Executive considered a report by the Director of Corporate and Housing Services which presented an update on the financial position of the Council for 2021/22. While the report reflected the current information available, the ongoing impact of COVID 19 made it difficult to make financial projections with any degree of certainty and circumstances may change during the course of the financial year.

The reasons for significant overall deviations from budget were described for each Service and the amounts were:-

- Children's Services – over budget by £0.468m (0.2%)
- Development Services (Place Services) – over budget by £1.203m (4.2%)
- Corporate & Housing Services – over budget by £0.295m (0.8%)
- Integration Joint Board – on budget
- Falkirk Community Trust – on budget.

As the country emerged from lockdown there was reason to be more optimistic in the current financial year. However, there were still challenges and financial uncertainty. Aside from issues arising from COVID 19, the most immediate concern was settlement of the pay award which could put a

significant additional strain on the Council's finances. The General Fund expenditure was £7.318m (1.9%) above the resources available, but had been matched by the planned application of COVID funding received last year. The projected General Fund balance for 2021/22 was £9.235m. Spending within the Housing Revenue Account was broadly in line with budget, leading to projected year-end reserves of £7.836m which would be deployed in a planned manner over time.

In recognition of the current additional time commitments associated with Trade Union participation in Council of the Future change groups, a temporary increase of 0.2 FTE (one day per week) facility time provision for each of the recognised Trade Unions was previously agreed. The arrangement was due to run until 31 March 2022. It was acknowledged that there had since been further pressures as a result of COVID along with a number of significant change projects, including Falkirk Community Trust consultation, attendance at Council of the Future boards, listening events and work associated with the Health and Social Care Partnership. It was recommended that a further additional 0.2 FTE for each of the recognised Trade Unions was allocated immediately to run until 31 March 2022 (i.e. a total of 0.4 FTE).

Decision

The Executive:-

- (1) noted the Council's projected year-end financial position for 2021/22;**
- (2) noted the position with respect to Reserves;**
- (3) noted the progress on the achievement of approved savings;**
- (4) instructed Service Directors to take appropriate actions to maintain their costs within the approved budget, and**
- (5) agreed that further time-off for trade union duties of 0.2 FTE for each of the recognised Trade Unions was allocated immediately to run until 31 March 2022 as set out at para. 4.1.15 of the report.**

EX41. Capital Programmes Update Report

The Executive considered a report by the Director of Corporate and Housing Services which provided an update on the 2021/22 Capital Programmes for Housing and the General Fund.

The projected outturn for the 2021/22 General Fund was £66.1m which was £0.8m lower than budget. The outturn for the 2020/21 Housing capital programme was £50.7m, which was £2.8m less than budget. There was a

high level of risk around deliverability and affordability of the capital programme for 2021/22, as set out in section 4.1 of the report. Further consideration would be given to how best to assess and report on these risks at individual project level.

Following review, Services had rescheduled £14.1m of budget to 2022/23. A further £1.7m had been added to the revised budget due to externally funded projects, such as the Placed Based Investment Grant (£1.4m) and previously approved budget of £0.7m had been accelerated from 2022/23.

Services had asked that spend was accelerated for three projects:-

- Vehicle replacement programme £0.2m;
- Kinneil Kerse Restoration £0.2m, and
- The capital elements of the server virtualisation project totalling £0.3m.

In the above cases, budget had been approved for future years but could be brought forward to support investment this year. Given the likely level of slippage in 2021/22, it was considered that this change could be accommodated in the budget.

Decision

The Executive:-

- (1) noted the forecast spend by Services for both the General Fund Services (£66.1m) and Housing Capital Programmes (£50.7m);**
- (2) approved the changes to budget at paragraph 4.2.3 of the report, including acceleration of future year funding for the vehicle replacement programme, Kinneil Kerse restoration and server virtualisation (hardware), recognising that this will help to offset any slippage in 2021/22.**
- (3) noted the Prudential Indicators.**

EX42. Treasury Management Annual Review 2020/21

The Executive considered a report by the Director of Corporate and Housing Services which presented the annual review of the Treasury Management Strategy. The report set out information on:-

- Economic Review
- Borrowing Strategy 2020/21 – Outcome
- Investment Strategy
- Treasury Management Prudential Indicators
- Benchmarking
- Banking Contract

- Treasury Management Advisers
- Member Training.

Treasury objectives consistent with the 2020/21 Treasury Management Strategy and Interim Strategy Review report, had been met for both borrowing and investment. The uncertainties in the economy remained, and whilst expectations remained of low interest rates, inflation was increasing rapidly. It was expected that this increase would be temporary and therefore that interest rates would not be revised as a result. The continuing slippage in the Capital Programmes impacted on the Council's need to borrow, with the Council borrowing significantly less in 2020/21 than forecast.

Decision

The Executive:-

- (1) noted the contents of the Treasury Management Annual Review 2020/21, and**
- (2) agreed to refer the report to Council for consideration.**

EX43. B816, Seabegs Road, Bonnybridge Vehicle Restraint System Appraisal

The Convener advised that a written statement had been submitted by the Provost which, as the member who originally raised the issue at Council, he had requested was read out. The Convener stated that she was content for this to happen and asked the Chief Governance Officer to read the Provost's statement to the Executive.

The Executive then considered a report by the Acting Director of Development Services which provided an assessment of the need for a vehicle restraint system appraisal system on the B816, Seabegs Road. The report fulfilled an undertaking given by the Acting Director of Development Services to Council at its meeting of 11 March 2021 to:-

- consider the requirement for road safety improvements on the B816, Seabegs Road, adjacent to the Forth and Clyde Canal, through the provision of a vehicle restraint system on the north side of the road, to prevent vehicles from entering the Forth and Clyde Canal, and
- to address discrepancies in the suggested costings of road safety improvement works at this location.

The B816, Seabegs Road was a predominantly rural road running east/west between the town of Bonnybridge and the village of Allandale. The road was bounded on its southern side by the Antonine Wall, a UNESCO World Heritage site. On its northern side it was bounded by the Forth and Clyde Canal, itself a historic scheduled monument of national importance.

A 10 year accident history search covering the area between the junction with Broomhill Road and Allandale had been undertaken. Records indicated that 3 incidents had occurred on the B816 within the survey area and duration. Analysis indicated that these incidents did not occur in the section of road relevant to the vehicle restraint system review.

Cost estimates had been made for works to install a vehicle restraint system between the B816, Seabegs Road and the Forth and Clyde Canal differed considerably:-

- (i) a quotation (dated 3 March 2021) from George Walker Ltd for the sum of £112,523.96 for road safety improvements, and
- (ii) a Development Services engineering design team report of 01 May 2013 which reviewed the original George Walker Ltd quotation and gave an alternative estimated works cost of £3,150,000.

An examination of the proposals had been undertaken. The following issues were noted concerning the external quotation:-

- it did not include a Specification or Construction Details for the works
- it did not recognise the importance of both the Antonine Wall and the Forth and Clyde Canal as national monuments, and their listed status', which were likely to impact on the works being proposed and their cost
- it did not recognise DMRB standards relating to required verge widths in order to install a vehicle restraint system or works that would be required to ensure that the verge was of a standard to enable such an installation.

The Council had approached Scottish Canals regarding reinstatement of the embankment and verge. While some immediate reinstatement works had been undertaken, it was hoped that further works to stabilise the embankment (including natural barriers) could be agreed with Scottish Canals.

Decision

The Executive agreed that officers liaise with Scottish Canals to provide appropriate planting to stabilise their embankment adjacent to the B816, Seabegs Road.

Councillor Kerr left the meeting during consideration of the following item.

EX44. Asset Surplus to Requirements – Torwoodhall Residential Care Home, Carronvale Road, Larbert

The Executive considered a report by the Acting Director of Development Services seeking approval for the former Torwoodhall Residential Care Home in Larbert to be declared surplus to operational requirements and to be progressed for disposal on the open market.

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

- (1) to declare the former Torwoodhall care home sitting within a site extending to 0.7 Hectares (1.72 Acres) surplus to requirements, and
- (2) to authorise the Acting Director of Development Services to dispose of the property on the open market.

As an amendment, in substitution for the motion, Councillor Bissett, seconded by Councillor Coombes, moved that the Executive:-

- (1) notes that Falkirk is in desperate need of social housing;
- (2) agrees not to declare the site surplus to requirements at this stage, and
- (3) agrees that further consideration is given to the use of the site for social housing and that a further report setting out fuller information on the pros and cons of the use of the site is presented to a future meeting of the Executive either at the same time or in advance of the next consideration of the Strategic Housing Investment Programme.

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

For the motion (6) – Councillors Alexander, Bouse, Harris, Hughes, Meiklejohn and Munro.

For the amendment (4) – Councillors Bissett, Black, Coombes and Nimmo.

Decision

The Executive agreed the motion.

FALKIRK COUNCIL**Minute of Meeting of the Planning Committee held remotely on Wednesday 25 August 2021 at 10.00 a.m.**

Councillors: David Alexander (Convener)
 Jim Blackwood
 Gary Bouse
 Provost W Buchanan (Depute Convener)
 Dennis Goldie
 Gordon Hughes
 James Kerr
 Adanna McCue
 John McLuckie
 Laura Murtagh
 Malcolm Nicol
 Alan Nimmo

Officers: Kevin Brown – Planning Officer
 Karen Chambers – Committee Services Officer
 John Cooney- Planning Officer
 Jack Frawley- Committee Services Officer
 Iain Henderson - Legal Services Manager
 David Paterson – Planning Officer
 Stewart Robson- Planning Officer
 Bernard Whittle- Acting Development & Building Standards Manager

P32. Welcome

The Convener welcomed everyone to the meeting.

P33. Apologies

There were no apologies.

P34. Declarations of Interest

Councillor Goldie declared a non-financial interest in item 5 but having regard to the objective test in the Councillor's Code of Conduct, he considered that he did not require to recuse himself from taking part in the decision.

P35. Minute

Minute of Meeting of the Planning Committee held on 16 June 2021 was approved.

P36. Construction of Road, Vehicular Access and Roundabout at Land to the west of 65 Slamannan Road, Slamannan Road, Limerigg for Manor Forrest Ltd. - P/19/0580/PPP – Continuation

With reference to Minute of Meeting of the Planning Committee held on 26 August 2020 (Paragraph P30 refers), the Committee (a) gave further consideration to a report to that meeting by the Acting Director of Development Services; and (b) considered an additional report by the said Acting Director on an application for the construction of road, vehicular access and roundabout at Land to the West of 65 Slamannan Road, Limerigg for Manor Forrest Ltd – P/19/0580/PPP.

Councillor Kerr seconded by Councillor McLuckie moved that the committee consider that the following material considerations are of such weight as to indicate that the development plan should not be accorded priority: - (1) that the opportunity to introduce a roundabout as part of the development on the main road would be beneficial from a road safety and traffic management perspective, (2) that the proposed development would bring benefits for the area of Limerigg, and (3) that the principle for such a development including a roundabout is already established in respect of the site on the opposite side of the road. Accordingly, the committee agrees to grant planning permission in principle subject to conditions as determined by the Acting Director of Development Services.

As an amendment, Councillor Bouse seconded by Councillor Hughes moved that the committee agree to refuse the application for planning permission in principle in accordance with the officer's recommendations in the report.

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

For the motion (6) – Provost Buchanan, Councillors Goldie, Kerr, McLuckie, Nicol and Nimmo.

For the amendment (6) –Councillors Alexander, Blackwood, Bouse, Hughes, McCue and Murtagh.

There being an equality of votes, the Convener cast his vote for the amendment.

Decision

The committee agreed to refuse the application for planning permission in principle in accordance with the officer's recommendations in the report.

P37. Extension to Dwellinghouse and Formation of Raised Deck and Boundary Fence at 12 Church Street, Carronshore, Falkirk, FK2 8HD for Mr John Murray - P/21/0307/FUL

The committee gave consideration to a report by the Acting Director of Development Services on an application for the extension to dwellinghouse and formation of raised deck and boundary fence at 12 Church Street, Carronshore, Falkirk, FK2 8HD for Mr John Murray – P/21/0307/FUL.

With reference to Standing Order 33.5 the convener referred to a deputation request received from Mr Thomson, agent for the applicant to be heard in relation to this item.

The committee agreed to hear the deputation.

Decision

The Committee granted 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, and**
- (2) notwithstanding the terms of The Town and Country Planning (General Permitted Development)(Scotland) Order 1992 (As Amended) Class 6C, no flue shall be constructed on or attached to, the roof or elevations of the approved extension, unless otherwise agreed in writing by the Local Planning Authority.**

Reason(s):-

- 1. As these drawings and details constitute the approved development.**
- 2. To protect the amenity of neighbouring properties.**

Informative(s):-

1. For the avoidance of doubt, the plan(s) to which this decision refer(s) bear our online reference number(s) 01, 02 and 03.
2. 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.
3. In the event that unexpected contamination is encountered following the commencement of development, all work on the affected part of the site shall cease. The developer shall notify the Planning Authority immediately, carry out a contaminated land assessment and undertake any necessary remediation works. Development shall not recommence without the prior written approval of the Planning Authority.
4. The applicant shall ensure that noisy work which is audible at the site boundary shall **ONLY** be conducted between the following hours:

Monday to Friday 08:00 - 19:00 Hours

Saturday 08:00 - 13:00 Hours

Sunday / Bank Holidays No noise audible at site boundary

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

P38. Erection of Radio Masts (Retrospective) at 39 Birdland Avenue, Bo'ness EH51 9LX for Mr John Rennie - P/21/0160/FUL

The committee gave consideration to a report by the Acting Director of Development Services on an application for the erection of radio masts (retrospective) at 39 Birdland Avenue, Bo'ness, EH51 9LX for Mr John Rennie – P/21/0160/FUL.

Councillor Alexander seconded by Councillor Hughes moved that the committee agree to continue the application to a future meeting of the Planning Committee in order to allow the applicant and the objectors to approach the appropriate regulatory body that deals with the use of such equipment for further information and for officers to bring back information from the Environmental Health section.

As an amendment, Councillor Goldie seconded by Councillor Kerr moved that the committee agree to grant the application in accordance with the officer's recommendations in the report.

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

For the motion (5) – Councillors Alexander, Bouse, Hughes, McCue and Murtagh.

For the amendment (7) – Provost Buchanan, Councillors Blackwood, Goldie, Kerr, McLuckie, Nicol and Nimmo.

Decision

The Committee granted planning permission subject to the following condition(s):-

- 1. The development hereby approved shall be implemented 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.**

Reason(s):-

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

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.**

P39. Demolition of Class 4 (Business) Building and Erection of Building for Uses Within Class 3 (Food and Drink); Class 4 (Business) and Class 6 (Storage or Distribution) at Four In One, Portdownie, Falkirk, FK1 4QZ for Baljit Dhillon - P/21/0210/FUL

The committee gave consideration to a report by the Acting Director of Development Services on an application for the demolition of Class 4 (Business) Building and Erection of Building for Uses Within Class 3 (Food and Drink); Class 4 (Business) and Class 6 (Storage and Distribution) at Four In One, Portdownie, Falkirk, FK1 4QZ for Baljit Dhillon – P/21/0210/FUL.

With reference to Standing Order 33.5 the convener referred to a deputation request received from Mr Dhillon, the applicant to be heard in relation to this item.

The committee agreed to hear the deputation.

Decision

The committee was satisfied in relation to the following material considerations and considered them to be of such weight that planning permission should be granted:-

- (1) the scale, design and massing of the proposed development which is considered beneficial for the area;**
- (2) the use proposed which is considered beneficial for its location and in terms of economic and employment benefits; and**
- (3) parking in relation to which the committee considered that the additional parking generated by the proposed development could be accommodated within the wider area.**

Accordingly, the committee agreed to grant planning permission subject to conditions as determined by the Acting Director of Development Services.

P40. Demolition of Buildings, Erection of 2 Dwellinghouses and Change of Use of Land to form Garden Ground at Site to the west of Castlewood, Glen Road, Torwood for Ms Charlotte Crosbie - P/21/0206/FUL

The committee gave consideration to a report by the Acting Director of Development Services on an application for the demolition of buildings, erection of 2 Dwellinghouses and Change of Use of and to form Garden Ground at Site to the West of Castlewood, Glen Road, Torwood for Ms Charlotte Crosbie – P/21/0206/FUL.

Decision

The Committee granted 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. Unless otherwise agreed in writing no development shall commence on site until a contaminated land assessment in accordance with current guidance has been submitted and approved by the Planning Authority. The assessment shall**

determine the nature and extent of any contamination on the site, including contamination that may have originated from elsewhere, and also identify any potential risks to human health, property, the water environment or designated ecological sites.

- ii. Where contamination (as defined by Part IIA of the Environmental Protection Act 1990) is encountered, a detailed remediation strategy shall be submitted to and approved in writing by the Planning Authority. The strategy shall demonstrate how the site shall be made suitable for its intended use by the removal of any unacceptable risks caused by the contamination.
 - iii. Prior to the commencement of development the remediation works shall be carried out in accordance with the terms and conditions of the remediation scheme as approved in writing by the Planning Authority. No part of the development shall be occupied until a remediation completion report/validation certificate has been submitted to and approved in writing by the Planning Authority.
 - iv. In the event that unexpected contamination is encountered following the commencement of development, all work on the affected part of the site shall cease. The developer shall notify the Planning Authority immediately, carry out a contaminated land assessment and undertake any necessary remediation works. Development shall not recommence without the prior written approval of the Planning Authority.
- (3) Prior to the works commencing, details of the proposed Drainage Design shall be submitted for the consideration of the Planning Authority and no work shall begin until written approval of the Planning Authority has been given. None of the dwellings shall be occupied until the drainage/sewage disposal works have been completed in accordance with the approved details.
- (4) Development shall not begin until details of the scheme of soft landscaping works has been submitted to and approved in writing by the Planning Authority. Details of the scheme shall include (as appropriate):
- i. indication of existing trees, shrubs and hedges to be removed, those to be retained and, in the case of damage, proposals for their restoration
 - ii. location of new trees, shrubs, hedges and grassed areas

- iii. schedule of plants to comprise species, plant sizes and proposed numbers/density
- iv. programme for completion and subsequent maintenance.

The scheme of works shall be carried out in accordance with the approval given.

- (5) The development hereby approved shall 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 12%, of the required CO2 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) Vehicular access shall be via dropped kerb footway crossings, formed in accordance with details to be approved by the roads authority.
- (7) Both driveways shall be formed with a maximum gradient of 10% and such that no surface water is discharged or loose material is carried onto Glen Road.
- (8) Visibility splays measuring 2.4m x 60m shall be provided from the proposed access onto Glen Road. There shall be no obstruction to visibility greater than 600mm in height above carriageway level within the splays.

Reason(s):-

- 1. As these drawings and details constitute the approved development.
- 2. To ensure the grounds suitable for the proposed development.
- 3. To ensure that adequate drainage is provided.

4. To safeguard the environmental amenity of the area.
5. To ensure the development achieves the required CO2 emission reduction as a result of development.
- 6-8. To safeguard the interests of the users of the highway.

Informative(s):-

1. For the avoidance of doubt, the plan(s) to which this decision refer(s) bear our online reference number(s) 01, 02B, 03A, 04A, 05A, 06B, and 07A.
2. 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.
3. In the event that unexpected contamination is encountered following the commencement of development, all work on the affected part of the site shall cease. The developer shall notify the Planning Authority immediately, carry out a contaminated land assessment and undertake any necessary remediation works. Development shall not recommence without the prior written approval of the Planning Authority.
4. The applicant shall ensure that noisy work which is audible at the site boundary shall ONLY be conducted between the following hours:

Monday to Friday 08:00 - 19:00 Hours

Saturday 08:00 - 13:00 Hours

Sunday / Bank Holidays No noise audible at site boundary

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

5. Formation of the footway and visitor parking layby will require either Minor Roadworks Consent or Road Construction Consent, subject to road adoption search. The applicant should contact roads@falkirk.gov.uk directly regarding this matter.
6. Care should be taken to minimise any air emissions / suppress dust created during construction. The Institute of Air Quality

Management (IAQM) provides dust management guidance (<http://iaqm.co.uk/guidance/>) during the construction phase.

7. In the event that any bats or evidence of bats be found either in the existing structures or trees, the developer shall immediately stop work, seek advice from a licensed bat worker, and notify the Planning Authority. Works shall not recommence without the prior written approval of the Planning Authority.
8. Please note that if a solid fuel stove / open fire (with flue) is to be installed within the development, it is recommended that the flue terminates at least 1m above the eaves of the property to minimise smoke / odour nuisance to neighbouring properties (if applicable). If the development is within a smoke control area (<http://www.falkirk.gov.uk/services/environment/environmental-policy/air-quality/smoke-control-areas.aspx>) (as designated in terms of the Clean Air Act 1993) - for compliance with this legislation the stove installed can only burn authorised fuel or be on the list of exempt appliances. It is also an offence to allow smoke to be emitted from such an appliance within a smoke control area. Further information on exempt appliances or authorised fuels can be found at: <https://smokecontrol.defra.gov.uk/fuels.php>
9. All proposed developments are required to submit a Pre-Development Enquiry (PDE) Form directly to Scottish Water via their Customer Portal prior to any formal Technical Application being submitted. This will allow Scottish Water to fully appraise the proposals. Where it is confirmed through the PDE process that mitigation works are necessary to support a development, the cost of these works is to be met by the developer, which Scottish Water can contribute towards through Reasonable Cost Contribution regulations.
10. Prior to work commencing, the existing buildings should be checked for nesting birds and the findings submitted to the Planning Authority.

Draft**FALKIRK COUNCIL**

**Minute of meeting of the Civic Licensing Committee held remotely on
Wednesday 1 September 2021 at 10.00 a.m.**

Councillors: David Aitchison
David Balfour
Lorna Binnie
Jim Blackwood
Provost William Buchanan
Jim Flynn
Dennis Goldie
Gordon Hughes (Convener)
John Patrick
Depute Provost Ann Ritchie

Officers: Karen Chambers, Committee Services Officer
Bryan Douglas, Licensing Co-ordinator
Rose Mary Hoey, Interim Legal Services Manager
Frances Kobiela, Senior Solicitor

CL20. Apologies

There were no apologies.

CL21. Declarations of Interest

There were no declarations of interest.

CL22. Minute

The minute of Meeting of the Civic Licensing Committee held on 9 June 2021 was approved.

CL23. List of Applications Granted Under Delegated Powers during May, June and July 2021

The committee considered a report by the Chief Governance Officer detailing the applications granted under delegated powers during May, June and July 2021 in terms of the Civic Government (Scotland) Act 1982.

Decision

The committee noted the report.

CL24. 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.

Depute Provost Ritchie joined the meeting.

CL25. Applications for a New Private Hire Car Driver Licence

The committee considered a report by the Chief Governance Officer providing information on an application for the grant of a new Private Hire Car Driver Licence.

Questions were then asked by members of the committee.

The committee agreed to a short adjournment. On reconvening all members were present as per the sederunt.

Decision

The committee refused to grant the private car hire driver licence in terms of the Civic Government (Scotland) Act 1982, Section 13 (4) on the ground that the applicant, having failed to attain the DVLA Group 2 Standards of fitness, had failed to satisfy the Authority that he is physically fit to be the holder of such a licence.

CL26. Applications for the Grant of Two New Private Hire Car Operator Licences

The applicant Mr K joined the meeting.

The committee considered a report by the Chief Governance Officer providing information on an application for the grant of two new Private Hire Car Operator Licences.

Mr K spoke in support of the application.

Questions were then asked by members of the committee.

The committee agreed to a short adjournment. On reconvening all members were present as per the sederunt.

Decision

The committee granted the two new private hire car operator licences as applied for.

FALKIRK COUNCIL

Minute of Minute of meeting of the Appointments Committee held remotely on Tuesday 7 September 2021 at 10.15 a.m.

Councillors: David Alexander
Paul Garner
James Kerr
Cecil Meiklejohn (convener)
Alan Nimmo

Officers: Tracey Gillespie, HR Manager
Kenneth Lawrie, Chief Executive
Brian Pirie, Democratic Services Manager

Also attending: Evelyn Dougherty, Scottish Recruitment Lead for Solace in Business

AP5. Apologies

An apology was intimated on behalf of Councillor Bissett.

AP6. Declarations of Interest

There were no declarations.

AP7. 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.

AP8. Shortleeting Process for the posts of Director of Place Services and Head of Invest Falkirk

The committee considered a report by the Chief Executive which outlined the proposed steps for recruitment in relation to the posts of Director of Place Services and Head of Invest Falkirk.

Decision

The Appointments Committee agreed:-

- 1) a list of 9 candidates for the post of Director of Place to go forward to the Assessment Centre;**
- 2) that officers will determine a short list of candidates for interview by the Appointments Committee.**
- 3) to use the process set out in paragraph 4.4 of the report to assess candidates;**
- 4) to conduct the interviews physically but to allow Councillor Nimmo to participate remotely;**
- 5) that Councillor Bissett be permitted to participate in the interview stage for each post;**
- 6) a list of 8 candidates for the post of Head of Invest Falkirk to go forward to the Assessment Centre; and**
- 7) the presentation topics for both posts.**



Minute of Meeting Scotland Excel Joint Committee

Date	Time	Venue
Friday, 11 December 2020	10:45	Remotely by MS Teams,

Present

Councillor David Cameron (Aberdeen City Council); Provost Bill Howatson and Councillor Charles Buchan (substitute for Councillor Alastair Bews) (Aberdeenshire Council); Councillor Angus Douglas (Angus Council); Councillor Rory Colville (Argyll and Bute Council); Councillor Graham Hutchison (City of Edinburgh Council); Provost Norman Macdonald (Comhairle Nan Eilean Siar); Councillor Stephen Thompson (Dumfries and Galloway Council); Bailie Willie Sawers (Dundee City Council); Councillor Gordon Jenkins (East Ayrshire Council); Councillor John Jamieson (East Dunbartonshire Council); Councillor Gary Bouse (Falkirk Council); Councillor Altany Craik and Councillor Ross Vettraino (Fife Council); Councillor Martin McElroy (Glasgow City Council); Councillor Alister Mackinnon (Highland Council); Councillor Jim Clocherty (Inverclyde Council); Councillor Aaron McLean (Moray Council); Councillor Joe Cullinane (North Ayrshire Council); Councillor Paul Di Mascio and Councillor Allan Graham (North Lanarkshire Council); Councillor Sheila McCole (Perth and Kinross Council); Councillor John Shaw (Renfrewshire Council); Councillor Peter Henderson (South Ayrshire Council); Councillor Collette Stevenson (South Lanarkshire Council); Councillor Ian Dickson (West Dunbartonshire Council); and Councillor John McGinty (West Lothian Council).

Chair

Councillor Shaw, Convener, presided.

In Attendance

J Welsh, Director, S Brannagan, Head of Customer & Business Services, H Carr, Head of Strategic Procurement, L Campbell, Corporate Services Manager, S Christie, Commercial Manager, Z Shankly, Customer Account Manager and L McIntyre (for items 1 to 5 only) (all Scotland Excel); and M Conaghan, Legal & Democratic Services Manager, K Campbell, Assistant Chief Auditor, C McCourt, Finance Business Partner and E Currie, Senior Committee Services Officer (all Renfrewshire Council).

Apologies

Councillor John Reynolds (Aberdeen City Council); Councillor Alastair Bews (Aberdeenshire Council); Councillor Alasdair Rankin (City of Edinburgh Council); Councillor Ruairi Kelly (Glasgow City Council); Councillor Matthew Reiss (Highland Council); Councillor Simon Mountford (Scottish Borders Council); and Councillor Amanda Hawick (Shetland Islands Council).

Declarations of Interest

There were no declarations of interest intimated prior to the commencement of the meeting.

1 Minute of Joint Committee

There was submitted the Minute of the meeting of the Joint Committee held on 19 June 2020.

DECIDED: That the Minute be approved.

2 Minutes of Executive Sub-committee

There were submitted the Minutes of the meetings of the Executive Sub-committee held on 19 June, 18 September and 27 November 2020.

In relation to item 7(c) of the Minute of the meeting of the Executive Sub-committee held on 18 September 2020 – it was agreed that the decision be amended to read ‘That the application by Queens Cross Housing Association Limited to become an associate member of Scotland Excel, at an annual membership fee of £6,503, be approved subject to completion and signing of the agreement documentation.’

DECIDED:

(a) That the Minutes of 19 June and 27 November 2020 be noted.; and

(b) That, subject to the above amendment, the Minute of 18 September 2020 be approved.

3 Presentation

The Chief Executive of Scotland Excel gave a presentation to members providing an overview of performance in 2020 which included information on what Scotland Excel had delivered for member councils; annual value reports which detailed the value derived by individual councils from membership of Scotland Excel; projects and partnerships; income generation which was projected to grow from a 2% contribution to operating costs in 2017/18 to a projected 18% contribution in 2023/24; return on investment for quarter 4 2019/20; support provided to members during the global pandemic; Brexit preparation in terms of workforce, exchange rates, supply chains and business continuity; updates on projects; and community kindness by companies.

Looking forward to 2021, the presentation provided information on the challenges associated with COVID-19, Brexit, care costs and finance; and the additional services provided by Scotland Excel.

Members discussed remuneration for the Convener and Vice Convener of Scotland Excel, similar to that received by other joint committee and joint board Conveners and Vice Conveners. It was agreed that the Clerk submit a report on this matter to a future meeting of the Joint Committee.

DECIDED:

(a) That the presentation be noted; and

(b) That the Clerk submit a report to a future meeting of the Joint Committee relative to remuneration for the Convener and Vice Convener of Scotland Excel.

4 **Revenue Estimates 2021/22**

There was submitted a joint report by the Treasurer and the Chief Executive of Scotland Excel relative to the revenue estimates for Scotland Excel, including the requisition of the constituent authorities for financial year 2021/22 and indicative planning figures for 2022/23 and 2023/24.

The report intimated that the annual revenue estimates process outlined the summary revenue budget position of the organisation. Appendix 1 to the report outlined the projected position and proposed requisitions for 2021/22 and the indicative projected position for 2022/23 and 2023/24.

It was noted that income was reported in line with the funding model review approved by the Joint Committee at a meeting held on 29 June 2018. This review aimed to reduce reliance on requisition income with future core operating services being funded by council requisitions, associate fees, rebates and income from projects and reporting under these headings would provide improved clarity on financial progress against each income stream.

The financial environment within which Scotland Excel and its member authorities currently operated continued to be characterised by uncertainty due to the ongoing COVID-19 pandemic and the increasing possibility of a no-deal Brexit. These factors had significantly influenced the revenue budget estimates. Scotland Excel would continue to seek operational efficiencies to manage its financial position flexibly in order to maintain its aim of minimising the level of requisition required and also to develop value propositions for member authorities to ensure that best value was achieved.

Appendix 2 to the report detailed the member authority requisitions for 2020/21 and 2021/22 and the estimated savings accrued by member authorities during 2019/20.

The report provided information on the assumptions that the budget had been based on; income from projects; a financial overview for Scotland Excel; the Scotland Excel funding model; and member authority requisitions.

The revenue estimates had been presented to the meeting of the Executive Subcommittee held on 27 November 2020 when it was decided that the revenue estimates be recommended to the Joint Committee.

DECIDED:

- (a) That the revenue estimates of Scotland Excel for the financial year 2021/22, as detailed in Appendix 1 to the report, be agreed;
- (b) That the requisitions from constituent authorities, as detailed in Appendix 2 to the report, be approved; and
- (c) That the indicative estimates for 2022/23 and 2023/24 be noted.

5 **Income Stream Update**

There was submitted a report by the Chief Executive of Scotland Excel relative to the progress made on generating additional funding through a series of income generating projects.

The report intimated that reports on the revenue estimates 2018/19 and the funding model review presented to the Joint Committee on 8 December 2017 and 29 June 2018, respectively, highlighted the challenging future financial landscape for local government and the impact on Scotland Excel. At that time, prior to the world-wide pandemic, it was recognised that over the medium-term local government in Scotland was likely to face further contraction in available resources and in this context, Scotland Excel sought operational savings to manage its financial position flexibly to maintain the aim of minimising the level of requisition required and develop value propositions for member authorities to ensure that best value was achieved.

Five funding opportunities had been approved by the Joint Committee and were progressing. Recognising the future impact of COVID-19, Scotland Excel had been working to minimise the financial impact on Scotland Excel whilst also supporting members and, as a result, additional services had been added to the portfolio and promoted across the sector. The report provided updates in relation to each of the funding streams.

Scotland Excel had been working to identify additional services or funding streams with guidance and support from key stakeholders, including the CEOMG, which had resulted in a number of presentations highlighting existing and new services, which were detailed in the report.

DECIDED: That the content of the report be noted and that the Joint Committee continue to support Scotland Excel in endeavours to achieve financial sustainability by encouraging their organisations to make use of the New Build Housing Framework; encouraging use of existing services such as The Academy and consultancy services; promote associate membership; and promote the new services on offer from Scotland Excel.

6 **Annual Value Reports**

There was submitted a report by the Chief Executive of Scotland Excel relative to Scotland Excel's new Annual Value Reports which would provide a detailed view on the value derived from membership of Scotland Excel, tailored to each individual local authority.

The report intimated that Scotland Excel's range of services were designed to help councils meet the twin challenges of reducing budgets at a time of growing demand. It was widely accepted that collaborative procurement increased efficiency, delivered value for money and ensured money was saved to support front line services and

through a more collaborative approach, Scotland Excel could work with councils to realise a host of social, economic and environmental benefits from their procurement.

The Added Value Reports included a high-level update on specific financial indicators resulting from the use of Scotland Excel frameworks and services, demonstrating the value Scotland Excel provided to councils. Individual council Added Value Reports had been issued to members of the Joint Committee prior to this meeting and it was noted that Scotland Excel would offer individual presentations on the reports to council stakeholders.

DECIDED: That the content of the report be noted.

7 **Brexit Update**

There was submitted a report by the Chief Executive of Scotland Excel providing an update in relation to the UK departure from the European Union (EU).

The report intimated that the UK was no longer a member of the European Union and that the deadline to agree the rules for the new UK-EU relationship was fast approaching. The changes would affect many areas of life, including trade and immigration, and would start on 1 January 2021. The UK Government had already negotiated a withdrawal agreement however, its purpose was to set out a process to allow the UK to leave the EU as smoothly as possible, not the terms of the future relationship. The initial agreement covered agreeing a transition period and how it would work; how to prevent the need for checks along the Irish border; and the UK's financial settlement with the EU.

The report provided an update in relation to the impact for Scotland; Brexit with World Trading Organisation (WTO) Terms; and disruption to supply chains.

The report further intimated that by balancing a response to COVID-19 with a strong focus on the UK's changing position in the global trading environment, councils would be able to future-proof their supply chain strategies. Councils had refocused on contingency planning strategies, compliance and supply chains. Scotland Excel would continue to support councils and would seek to appeal to local supply chains during procurement activity and would increase the knowledge, capacity and access to networks councils needed to take advantage of.

DECIDED: That the content of the report be noted.

8 **Operating Plan Performance Report 1 April to 31 December 2020**

There was submitted a report by the Chief Executive of Scotland Excel presenting the organisation's performance against the interim Operating Plan for 1 April to 31 December 2020, a copy of which was appended to the report.

The report intimated that quarterly progress reports were produced to track Scotland Excel's performance against operating plan commitments and would be submitted to the Executive Sub-committee quarterly and to the Joint Committee half-yearly and annually.

The report also tracked performance against key performance indicators linked to strategic outcomes.

It was noted that the majority of the commitments in the operating plan were progressing in line with plans and were indicated as green within the report. Four activities were progressing more slowly than anticipated, predominantly due to the impact of COVID-19 and these were indicated as amber within the report.

DECIDED: That Scotland Excel's performance in the delivery of the interim Operating Plan be noted.

9 **Proposed Operating Plan for 1 January 2021 to 31 March 2022**

There was submitted a report by the Chief Executive of Scotland Excel relative to the organisation's draft proposed Operating Plan for the period 1 January 2021 to 31 March 2022, a copy of which was appended to the report.

The report intimated that quarterly progress reports were produced to track Scotland Excel's performance against operating plan commitments and would be submitted to the Executive Sub-committee quarterly and to the Joint Committee half-yearly and annually.

Following feedback from the Executive Sub-committee, the operating plan model had been simplified. The proposed operating plan retained the sixteen strategic objectives set out in the five-year plan and reduced the previous sixty-eight detailed commitments to thirty broader commitments which would form the main part of future reporting. These broader commitments aligned to over one hundred and twenty internal team commitments that would be used to direct organisational activity.

The proposed plan was the fourth and penultimate operating plan of the five-year Scotland Excel strategy and provided a number of steps supporting the overall goals to achieve the agreed outcomes. Recognition of key environmental factors such as COVID-19 and Brexit and the challenges facing members were at the heart of the approach. Sustainability and the ethos of community wealth building was also an important factor influencing many commitments.

The proposed plan did not contain quantified key performance indicators. The current environment of uncertainty had made it difficult to provide indicators that offered a degree of confidence of future stability and it was noted that it might be prudent for shorter-term quarterly indicators to be agreed during the period.

DECIDED: That the proposed Operating Plan for 1 January 2021 to 31 March 2022 be approved.

10 **Strategic Risk Register Update**

There was submitted a report by the Chief Executive of Scotland Excel providing an update on the strategic risk register maintained to assess threats and risks that could impact on the delivery of Scotland Excel's organisational objectives and to identify actions that had been taken to mitigate these risks.

The report intimated that currently there were 10 risks identified ranging in assessed residual risk score from 6 to 20 and a summary of the key statistics in relation to each identified risk was detailed in Appendix 1 to the report.

It was noted that the impact of the COVID-19 pandemic was the over-riding influence on all strategic risk at present coupled with continuing Brexit uncertainty and these factors were reflected in the upward trend in relation to risk scores showing against a

number of existing strategic risks and in the introduction of a new risk in respect of 'National Emergency including Pandemic' in April 2020.

The risk management plan would be reported to the Executive Sub-committee twice a year and the Joint Committee on an annual basis to give members visibility of the risks and actions taken by the organisation to manage and mitigate these risks.

DECIDED: That the strategic risk register and actions identified to manage risks be noted.

11 **Update on Scotland's Technical Asset Management Platform (STAMP)**

There was submitted a report by the Chief Executive of Scotland Excel relative to work undertaken by Scotland Excel, supported by the Scottish Local Government Digital Office (SLGDO), with ICT and Digital Transformation leads from Councils, to develop and populate an asset management register to identify collaborative contracting opportunities.

The report intimated that councils in Scotland used multiple ICT software systems to support service delivery across all services and that the acquisition, support and maintenance of these systems were a significant budgetary commitment. In partnership with SLGDO, Scotland Excel identified that councils would benefit from a Scotland-wide analysis of existing ICT systems and associated contracts which would lead to the identification of short, medium and longer-term opportunities for collaborative procurement, contract management, community benefits and financial efficiencies.

The request for information from councils identified that the requested information was not easily accessed and that software assets were not recorded uniformly, and in some instances, not recorded at all. This presented a further opportunity to create an asset management platform that all councils could use to record key software asset information which would deliver a range of benefits.

The report detailed the progress to date and the short, medium and longer-terms benefits of the system.

A briefing note had been created to support the re-launch of the latest version of STAMP for distribution to council Chief Executives via SOLACE, heads of procurement via Scotland Excel and Heads of IT and Transformation via SLGDO. To assist councils in reaching the full potential of this system, Scotland Excel would participate in one-to-one meetings with individual local authorities and offer advice, support and assistance on implementation and usage.

The information recorded in STAMP would inform a timeline of collaborative procurement opportunities by service sector and spend and would allow councils to be grouped by contract status and terms. Although currently incomplete, the available data would be used to develop initial contracting opportunities which could be expanded as additional information was made available. The submission level of all councils was appended to the report.

An enhanced user intelligence group, including subject-matter experts from ICT, procurement and service management would be created to consider the business merits of identified ICT collaborative opportunities and the Scottish Local Government Digital Assurance Board would ensure these procurements were aligned to and supported the wider digital transformation policies agreed by the Scottish Government.

DECIDED: That the current position of the ongoing work in relation to the gathering of ICT systems details and contract information from all Scottish councils be noted.

12 **Membership of Scotland Excel Chief Executive Officers Management Group**

There was submitted a report by the Clerk seeking approval for the membership of Scotland Excel's Chief Executive Officers Management Group (CEOMG), a key governance body for the organisation.

The report intimated that the CEOMG had been part of Scotland Excel's governance since its inception in 2008 and comprised of six Chief Executives from the member authorities. The Chief Executive of Renfrewshire Council was a standing member of the group due to Renfrewshire Council being the lead authority for Scotland Excel. The other five Chief Executives were appointed annually by the Joint Committee although membership could be renewed.

In August 2018 a presentation had been made to the SOLACE branch group seeking a new CEOMG member due to the retiral of Mary Pitcaithly. The SOLACE Executive decided to review the overall membership and nominations were received from Angela Scott, Aberdeen City Council; Margo Williamson, Angus Council; Cleland Sneddon, Argyll & Bute Council; Steve Grimmond, Fife Council; Annemarie O'Donnell, Glasgow City Council and Sandra Black, Renfrewshire Council. Sandra Black would continue to chair meetings of the CEOMG as Chief Executive of the lead authority in line with the CEOMG procedures. These nominations were approved at a meeting of the Joint Committee held on 7 December 2018 and at a meeting of the Joint Committee held on 6 December 2019 it was agreed that the current membership remain until December 2020.

The report proposed that the CEOMG membership remain as detailed in paragraph 1.3 of the report until December 2021 to allow for continuity in the strategic direction for Scotland Excel.

DECIDED: That membership of the CEOMG remain as detailed in paragraph 1.3 of the report until December 2021.

Sederunt

Councillor Stevenson and Provost Macdonald left the meeting during consideration of the following item of business.

13 **Scotland Excel Executive Sub-committee: Attendance of Members**

Under reference to item 3 of the Minute of the meeting of the Joint Committee held on 19 June 2020 there was submitted a report by the Clerk detailing the attendance of members at meetings of the Executive Sub-committee since appointment in June 2017.

It was noted that councils represented on the Executive Sub-committee could appoint a member and a substitute member, who could attend meetings in the members' absence. All known substitute members received agendas for meetings to facilitate attendance if required.

It was proposed that the Clerk submit a report to the next meeting of the Joint Committee to be held in June 2021 relative to membership of the Executive Sub-committee for the coming year and that the report provide details of member attendance from June 2020 to June 2021. This was agreed.

DECIDED:

(a) That the attendance of members, at meetings of the Executive Sub-committee since appointment in June 2017, be noted; and

(b) That the Clerk submit a report to the next meeting of the Joint Committee to be held in June 2021 relative to membership of the Executive Sub-committee for the coming year and that the report provide details of member attendance from June 2020 to June 2021.

14 **Meetings of Scotland Excel Joint Committee in 2021**

There was submitted a report by the Clerk relative to proposed meeting dates for the Joint Committee during 2021.

DECIDED:

(a) That meetings of the Joint Committee be held at 10.45 am on 18 June and 10 December 2021; and

(b) That members be advised of the venue for future meetings.



Community Planning Board

10am-12pm 11th February 2021

Online – Microsoft Teams

In Attendance:	Cllr Meiklejohn (Chair)	Falkirk Council
	Cllr Bissett	Falkirk Council
	Kenneth Lawrie	Falkirk Council
	Kenny Gillespie	Falkirk Council
	Robert Naylor	Falkirk Council
	Jen Kerr	Falkirk Council
	Paul Anderson	Falkirk Council
	Sally Buchanan	Falkirk Council
	Patricia Cassidy	Health and Social Care Partnership
	Maureen Campbell	Falkirk Community Trust
	Stephen McAllister	NHS Forth Valley
	Oliver Harding	NHS Forth Valley
	Ken Thomson	Forth Valley College
	David Mellor	CVS Falkirk
	Victoria McRae	CVS Falkirk
	Mandy Paterson	Police Scotland
	Chris Stewart	Police Scotland
	David Sharp	Scottish Fire and Rescue Service

Item	Note	Action
1.	Apologies Aidan Grisewood, Scottish Government Fiona Collie, IJB Chair David Alexander, Falkirk Council Douglas Duff, Falkirk Council (Economic Partnership) Karen Morrison, NatureScot	
2.	Minutes of the last meeting The minutes of the previous meeting on 10 December, and the exceptional meeting on 18 th January were accepted.	
3.	Covid-19 Updates Falkirk Council <ul style="list-style-type: none"> Falkirk had the lowest infection rate but now seem to have the highest; partly due to more testing, work outbreaks, new variants and compliance. 	



	<ul style="list-style-type: none"> We are working differently, with communities, digitally. CPP remains focused on communities post-covid, through the Falkirk Plan, and we should think about how this partnership will work post-covid <p>NHS</p> <ul style="list-style-type: none"> Under sever pressure, which is impacting other services. E.g. screening programmes have suffered due to pressure and staff redeployment with could potentially increase illness in the population Scottish Government more realistic about what can be achieved Increased optimism through momentum of partnership working <p>HSCP</p> <ul style="list-style-type: none"> Full response mode, support in care at home and care homes. No outbreaks in care homes Meeting on a daily basis to support acute site Currently no admissions in community hospitals <p>FCT</p> <ul style="list-style-type: none"> 50 staff supporting vaccination programme at Falkirk, Bo'ness and Grangemouth town halls; plus telephone check in with social work, driving and encouraging staff to volunteer in the community Facilities are checked daily to be prepared for when allowed to reopen <p>CVS</p> <ul style="list-style-type: none"> Response ongoing with food provision- the sector is tired but not giving up Held 3rd sector conference which 250 attended outwith staff and speakers. Key speaker was Aileen Campbell Currently organising funders fayre which is usually one day , but will now be online over 3 days <p>FVC</p> <ul style="list-style-type: none"> Working with NHS on vaccination programme; campus is now one of the main hubs. SFC gave £25g funding within 3 days to prepare for this Working on 'spring back' strategy – set up a meeting with partners to help get this moving <p>Police Scotland</p> <ul style="list-style-type: none"> Local approach mirrors national, will use enforcement if necessary – still issues in private households, though reports have dropped in last 2 weeks Partnership working with Environmental Heath has been great – sharing demand and resource Workforce numbers strong, if this were to change there are national measures in place 	
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	<p>SFRS</p> <ul style="list-style-type: none"> • Put in place reset and renew strategy • Station bubbles in place to protect staff and covid secure methods. No effect on operational activity and these bubbles mean still at full capacity. <p><i>Action: Link-up to organise meeting of relevant partners to look at FVC 'spring back' strategy</i></p>	<p><i>Jen Kerr and Ken Thomson</i></p>
4.	<p>Child Poverty Action Report 2020-2021</p> <p>Sally Buchanan, Fairer Falkirk Coordinator presented to the Board, on behalf of the partners that developed the report including the NHS, third sector and other organisations</p> <p>Main points from presentation</p> <ul style="list-style-type: none"> • The Scottish Government has set national targets across the measures of poverty including interim targets by 2023/24 and a final target of 10% of children experiencing relative poverty by 2030. • Falkirk is very close to the Scottish average in terms of % with one in 4 children in the Falkirk area living in poverty • Impact of Covid: <ul style="list-style-type: none"> - 7 in 10 families have had to cut back on food and other essentials - 51% have fallen behind on rent or other household bills - 55% of families on Universal Credit or Child Tax Credit in Scotland have been forced to borrow money since the start of the crisis - Children and young people from low income households are 2.5 times more likely to have had higher levels of mental health issues during lockdown • Priority groups are: young people, large families, lone parents and care experienced young people <p>Main discussion points</p> <ul style="list-style-type: none"> • Partners agreed this was a welcome and exciting report, and an important issues made more important by covid • It was requested this theme is picked up at Board before next year when the next report is compiled • VMcR advised that a local third sector organisation recently met with the local MP to discuss child poverty, and are keen to work together to reduce child poverty <p>Report recommendations were accepted</p> <p><i>Action: Outcomes of third sector meeting with MP to be shared with Fairer Falkirk re child poverty</i></p>	<p><i>S. Buchanan & V.McRae</i></p>



5.	<p>Falkirk Plan Update</p> <p>Jen Kerr updated the Board on the progress of the development of the Falkirk Plan.</p> <p>Main Points raised:</p> <ul style="list-style-type: none"> • Need Board approval of our interpretation of data in the JSNA so we can take forward conversations with communities. • CPIG looked at the four harms template and realised we're looking at the same sort of themes for the Falkirk Plan. Suggest it is the Covid-lens of the data, and request that all partners help inform mitigating actions and risks • Restarting community conversations over the next few weeks • Mapping out issues and policies that are existing <p>Further discussion:</p> <ul style="list-style-type: none"> • The Falkirk Plan will help coordinate a lot of work that is ongoing • It was raised that the National Performance Framework is used over the Four harms (Note: the NPF is outlined in the Community Empowerment Act so it is a requirement to use it) • Focus on Inequity over inequality, the NHS offered to assist carry out an equity audit <p>Report recommendations were accepted</p> <p><i>Action: Community Planning team to discuss Equity Audit with NHS</i></p>	<p><i>Community Planning team, Oliver Harding</i></p>
6.	<p>Community Choices Update</p> <p>Kenny Gillespie presented to the Board progress of Community Choices</p> <p>Main Points:</p> <ul style="list-style-type: none"> • Community Choices has now launched and is focussed on action and communities • Had 6 expressions of interest as of this meeting; 3 small grants and 3 capital funding. • There is branding, social media, flyers, and a webpage • Everything has been discussed with finance and legal to ensure we are fulfilling obligations • Happy to brief partners on the process <p>Further Discussion</p> <ul style="list-style-type: none"> • This is part of a wider discussion to be had about how communities have more of a say in how we spend our money • VMcR raised that communities and the third sector are excited about this, and the development officer briefing the third sector forum prior to launch was great. 	<p><i>Community Planning Team</i></p>



	<ul style="list-style-type: none"> • There was concern raised about bureaucracy – small grants are up to £1,500 so this will be quick approval, but the capital grants are up to £100k, so there needs to be a bit more scrutiny for approval. Emphasis that this is brand new, and there will be learning and adjustments to process as it goes. • Community representatives will apply, and if there is no agreement they will be picked randomly – want to encourage not just established groups <p>This update was welcomed by the Board, which would like an update in due course</p>	
7.	<p>Community Planning Website</p> <p>Paul Anderson presented to the Board a proposal to begin work to develop a Community Planning Website.</p> <p>Main Points:</p> <ul style="list-style-type: none"> • A website would provide: <ul style="list-style-type: none"> - Accessibility – a more friendly tone, easy to access data and information - Accountability – transparency to our communities about how we're doing - Single platform for Community action plans, decisions, Falkirk plan, local projects, empowerment information - Opportunity for 2-way communications via citizen forum model - Community generated content <p>Further discussion:</p> <ul style="list-style-type: none"> • This will help us change and adapt how we communicate with our communities • Board members were in agreement this is a necessary step to communicate with communities and build understanding and transparency • It was advised we go in with all the information at hand – ongoing sustainability, maintenance, ownership, commitment needs to be outlined in advance • Resources and partner involvement must be agreed. <p><i>Action: Return to April Board with a paper outlining required resources for a website</i></p>	<p><i>Community Planning Team</i></p>



8.	Community Planning Board Meeting Planner The Board meeting Planner will be circulated with Board papers going forward, so partners have the opportunity to prepare in advance/ propose topics for discussion. The draft outline was agreed.	
9.	AOB None	

SEStran Partnership Board Minutes

2pm, Friday 19 March 2021

Microsoft Teams

Present

Name

Organisation Title

Cllr Colin Davidson (In the Chair)	Fife Council
Cllr Gordon Edgar (Chair from item A8)	Scottish Borders Council
Laura Alexander	Non-Councillor Member
Cllr Donald Balsillie	Clackmannanshire Council
Cllr Dave Dempsey	Fife Council
Cllr Karen Doran	City of Edinburgh Council
Cllr Ian Ferguson	Fife Council
Callum Hay	Non-Councillor Member
Simon Hindshaw	Non-Councillor Member
Cllr Chris Horne	West Lothian Council
Cllr Russell Imrie	Midlothian Council
Richard Llewellyn	Non-Councillor Member
Cllr Lesley Macinnes	City of Edinburgh Council
Cllr Claire Miller	City of Edinburgh Council
Cllr Laura Murtagh	Falkirk Council
Cllr Cameron Rose	City of Edinburgh Council
Cllr Peter Smaill	Midlothian Council
Catherine Thomson	Non-Councillor Member
Barry Turner	Non-Councillor Member
Cllr Mike Watson	Clackmannanshire Council
Paul White	Non-Councillor Member

In Attendance

Hayley Barnett	City of Edinburgh Council
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Kevin Collins	Falkirk Council
Angela Chambers	SEStran
Andrew Ferguson	SEStran
Keith Fiskien	SEStran
Jim Grieve	SEStran
Ken Gourlay	Fife Council
Lindsay Haddow	Midlothian Council
Anna Herriman	SEStran
Beth Harley-Jepson	SEStran
Karen Jones	Azets
Graeme Johnstone	Scottish Borders Council
Graeme Malcolm	West Lothian Council
Martin Scott	City of Edinburgh Council
Ewan Tait	ScotRail
Iain Shaw	City of Edinburgh Council
Jim Stewart	SEStran
Julie Vinders	SEStran

Apologies for Absence

Peter Forsyth	East Lothian Council
Cllr Jim Fullarton	Scottish Borders Council
Vivienne Gray	Non-Councillor Member
Cllr Craig Hoy	East Lothian Council
Dr Doreen Steele	Non-Councillor Member

ScotRail Update – Presentation

Ewan Tait of ScotRail provided a presentation updating the Board on the ScotRail franchise, the impact of Covid-19, timetable changes and future plans.

In December 2019, Transport Scotland served a No Rebasing Notice and confirmed that the franchise would end on 31st March 2022. Since April 2020 ScotRail had been in Emergency Measures Agreements with Transport Scotland, and they were providing significant financial support to the rail industry to keep the trains running. The EMA2 ended on 31st March 2021. ScotRail and Transport Scotland were close to reaching an agreement for EMA3 which would last to September 2022. From 1st April 2022 the current ScotRail would end and Transport Scotland confirmed that the franchise would be operated by the Operator of Last Resort, a company wholly owned by the Scottish Government.

Details were provided of patronage since the start of 2020. It was noted that passenger numbers had dropped during the national lockdown and fluctuated as the restrictions were eased and reapplied. In terms of the types of tickets users were purchasing, initially the passenger number across all ticket types dropped but when lockdown restrictions were eased in the summer of 2020, leisure trips returned quicker than commuter travel.

Mr Tait noted that since February, ScotRail had been running reduced services across Scotland due to the reduction in demand. With the introduction of lockdown in December 2020, a decision was taken to reduce the level of services provided. Some services reinstated following stakeholder and customer feedback, including later services to Bathgate, Fife and Dundee, and additional daytime services to Dunbar.

Significant over-capacity in off-peak services in recent years meant that service levels were reviewed so that ScotRail could offer value for money to the Scottish Government whilst continuing to provide an attractive service and providing more capacity than they expect to need. There was a significant vacancy gap in the train crew complement. It had not been possible to conduct driver training over the previous 12 months; 165 drivers were waiting to go through training.

From May 2021, evening services would be restored across the network. There would be hourly service on the majority of routes in south east Scotland, with two trains per hour in the peaks. Edinburgh to Glasgow services would be two trains per hour all day. Edinburgh to Bathgate services would be two trains per hour all day with additional peak services Monday to Friday. Inter7City services would be every two hours as ScotRail focussed on local services.

Mr Tait noted that based on the 2020/21 budget, it was going to cost approximately £15 per journey to run a train service. Of that, £3.88 would come from the customer and £11.29 from the Scottish Government. Mr Tait stated that a successful decarbonised economy needs widespread use of public transport and questioned how more passengers could be carried without increasing operating costs. To do this, future timetables will be developed that meet future needs of passengers rather than simply reverting to the pre-COVID timetable.

Decision

To thank Ewan Tait for his attendance and note the presentation provided.

A1. Minutes

Decision

- 1) To agree the minute of the SEStran Partnership Board of 20 November 2020 as a correct record.
- 2) To agree the minute of the Performance and Audit Committee of 5 March 2021 as a correct record.

A2. External Audit Plan 2020/21

Azets, as the appointed independent external auditor of the Partnership, prepared an Annual Audit Plan for 2020/21. The plan detailed the audit approach based on an understanding of the characteristics, responsibilities and principal activities, risks and governance arrangements of the Partnership.

Decision

To note the External Audit Plan for 2019/20.

(References – SEStran Performance and Audit Committee, 5 March 2021 (item A5); report by the External Auditor, submitted)

A3(a). Revenue Budget 2021/22 and Indicative Financial Plan 2022/23 to 2023/24

The revenue budget for 2021/22 and an indicative financial plan for 2022/23 to 2023/24, was presented for approval.

Decision

- 1) To approve the proposed Core budget for 2021/22, as detailed at Appendix 1 of the report.
- 2) To approve the proposed Projects budget for 2021/22, as detailed at Appendix 2(a) of the report.
- 3) To note that financial planning for 2022/23 to 2023/24 would be developed throughout 2021 for review by the Partnership in December 2021.
- 4) To agree the recommendation of the Performance and Audit Committee that, for future years financial planning, further consideration be given to the future resource requirement of the Partnership.
- 5) To note that the proposed budget was subject to a number of risks. All income and expenditure of the Partnership would continue to be monitored closely with updates reported to each Partnership meeting

(References – SEStran Performance and Audit Committee, 5 March 2021 (item A6); report by the Treasurer, submitted)

A3(b). Finance Officer's Report

The Board considered the second update on financial performance of the Core and Projects budgets of the Partnership for 2020/21, in accordance with the Financial Regulations of the Partnership. An analysis of financial performance to the end of January 2021 was also presented.

Decision

- 1) To note the forecast underspend on the Core revenue budget of £27,000.
- 2) To note that subject to confirmation of the final outturn for 2020/21 and after conclusion of the Annual Audit, it was anticipated the core budget underspend would be applied as a further contribution towards establishment of an unallocated General Fund reserve of £29,000.

- 3) To note the forecast underspend of £89,000 on the Projects budget which principally reflected slippage on development of the Regional Transport Strategy, due to the effects of the pandemic.
- 4) To note that subject to confirmation of the final outturn for 2020/21 and after conclusion of the Annual Audit, it was anticipated slippage on the Projects budget will be carried forward to 2021/22.

(Reference – report by the Treasurer, submitted)

A3(c). Annual Treasury Management Strategy

Details were provided of the proposed Treasury Management Strategy for 2021/22.

Decision

To approve the Annual Treasury Management Strategy, as detailed in Appendix 1 of the report.

(Reference – report by the Treasurer, submitted)

A4(a). Review of Governance Scheme

The Review of SEStran's Governance Scheme had taken place at regular intervals over recent years, specifically August 2017, June 2018, October 2018 and September 2019. Approval was sought of amendments to SEStran's Governance Scheme.

Decision

- 1) To repeal and approve the governance documents appended to the report to take effect from 20 March 2021.
- 2) To delegate approval to the Secretary to make any such amendments necessary to the Governance documentation to implement the decision of the Board.

(Reference – report by the Partnership Secretary, submitted)

A4(b). Non- Councillor Member Appointments

Approval was sought to extend the term of non-councillor board member, Doreen Steele to 31st March 2022, to align her term with that of the other non-councillor members.

Decision

- 1) To approve the extension of non-councillor board member, Doreen Steel's term to 31st March 2022.
- 2) To note that a reappointment/recruitment exercise for the 2022-2026 term of Non-Councillor Members would commence late 2021.

(Reference – report by the Partnership Secretary, submitted)

A5. Draft Business Plan 2021-22 to 2023-24

Approval was sought, in principle, of a proposed three-year Business Plan, subject to a finalised version being brought to the June cycle of Performance and Audit Committee and Board for further consideration.

The Business Plan followed in the main the format set out in last year's one-year Plan. However, in the projects section longer-term developments were set out where known; the three-year budget, again in draft form, was set out in the Annexes; and the impact of Covid on operational matters formed another Annex.

There was a wide-ranging discussion with comments on how the work could be progressed and a number of suggestions were put forward. The following key points emerged:

- There was a mixture of projects that had finite durations and end points and projects that did not have that, and this could be developed over time.
- The concept of rural transport issues should be strengthened in the Business Plan.
- There was an element of unknown as to what transport habits and working patterns would be like post Covid-19 pandemic.
- In the development of demand responsive transport, focus and attention could be given to think about how all sectors of the transport industry are facing challenges and it may be that there is scope for integration with the more traditional public transport system.
- There was a need for flexibility in the Business Plan.

Decision

- 1) To note the terms of the report.
- 2) To agree the initial draft Business Plan appended to the report, with a final version taking into account the budget outturn and other developments being brought back to the Performance and Audit Committee for further scrutiny and onward transmission to the Board in June.

(Reference – report by the Partnership Director, submitted)

A6. Equality Outcomes 2021-25 and Mainstreaming Report

The Board considered a report which advised that SEStran was a listed public body under the Equality Act 2010 ("the 2010 Act") and the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012. The draft Equalities Outcomes 2021-2025 and Mainstreaming report was presented for approval and publication by 30 April 2021.

Decision

- 1) To approve the Equality Outcomes 2021-2025 and Mainstreaming Report.
- 2) The note that further review with the Equalities and Access to Healthcare Forum would be undertaken to finalise the report ahead of the deadline for publication of 30 April 2021.

(Reference – report by the Business Manager, submitted)

A7. Projects Performance Report

Information was provided on the current status and progress of the various projects SEStran was involved in. The update set out where effects of Covid-19 restrictions had an impact on delivery timescales.

Decision

- 1) To note arrangements in place under the Withdrawal Agreement for SEStran's continued involvement in existing European Projects.
- 2) To note progress made on current projects outlined in Appendix 1 of the report, where impacts or delays had been recorded in relation to Covid-19.
- 3) To note progress in supporting new Bus Service Improvement Partnerships and their bids to the Bus Partnership Fund, outlined in Appendix 1 of the report, section 3.5, and agree SEStran's formal support of the emerging bids and partnership structures, subject to regular progress reports to the Board.
- 4) To note progress in exploring potential new areas of project work around Mobility as a Service (MaaS) and Demand Responsive Transport (DRT), outlined in Appendix 1, section 5.4, and delegate to the Partnership Director the creation of collaboration arrangements with relevant partners to further progress this area, subject to successful award of funding and regular progress reports.

(Reference - report by the Senior Partnership Manager, submitted)

A8. New Regional Transport Strategy: Update Report

An update was provided on the ongoing progress of the work to deliver the new Regional Transport Strategy. An update was also provided on the status of the Second Strategic Transport Projects Review (STPR2) 2 being undertaken by Transport Scotland

Decision

- 1) To note the continuing progress to deliver a new Regional Transport Strategy SEStran 2035.
- 2) To note that a number of consultations were underway for STPR2 and that the deadline for comments is 31 March 2021.
- 3) To agree that submission of the final response on the STPR2 consultations was delegated to the Partnership Director, in consultation with the Chair, subject to including any further recommendations incorporating the views of the Board from the meeting.

(Reference – report by the Strategy and Projects Officer, submitted)

A9. Date of Next Meeting

Decision

To note that the next meeting would be held on Friday 18 June 2021 at 10am.

B1. Consultation Responses

B1.1 Road Safety Framework

Details were provided of SEStran's response submitted to Scotland's Road Safety Framework to 2030 Draft Public Consultation.

Decision

To note the terms of the consultation response.

B1.2 Union Connectivity

Details were provided of SEStran's response to the Union Connectivity Review.

Decision

To note the terms of the consultation response.

B1.3 Standards Commission Model Code

Details were provided of SEStran's response to the consultation on the Model Code of Conduct for Members of Devolved Public Bodies.

Decision

To note the terms of the consultation response.

B1.4 M8 and M9 Trunk Roads (Newbridge to Hermiston Gait) (Actively Managed Hard Shoulder and Speed Limit) Regulations

Details were provided of SEStran's response submitted to the Consultation on the M8 and M9 Trunk Roads (Newbridge to Hermiston Gait) (Actively Managed Hard Shoulder and Speed Limit) Regulations.

Decision

To note the terms of the consultation response.

B1.5 Placed Based Economic Development Zones

Details were provided of SEStran's response submitted to Scotland's Economic Performance - The contribution of place-based economic development zones consultation.

Decision

To note the terms of the consultation response.

B2. Minutes

Decision

To note the minute of the Chief Officers Liaison Group Meeting of 17 February 2021.



Community Planning Board

10am-12pm 15th April 2021

Online – Microsoft Teams

In Attendance:	Cllr Meiklejohn (Chair)	Falkirk Council
	Cllr Bissett	Falkirk Council
	Kenneth Lawrie	Falkirk Council
	Kenny Gillespie	Falkirk Council
	Jen Kerr	Falkirk Council
	Paul Anderson	Falkirk Council
	Sara Lacey	Falkirk Council
	Douglas Duff	Falkirk Council
	Fiona Collie	Falkirk Council/ IJB
	Patricia Cassidy	Health and Social Care Partnership
	Maureen Campbell	Falkirk Community Trust
	Stephen McAllister	NHS Forth Valley
	Oliver Harding	NHS Forth Valley
	Ken Thomson	Forth Valley College
	David Mellor	CVS Falkirk
	David Sharp	Scottish Fire and Rescue Service
	Aidan Grisewood	Scottish Government

Item	Note	Action
1.	Apologies David Alexander, Falkirk Council Karen Morrison, NatureScot Chris Stewart, Police Scotland Mandy Paterson, Police Scotland Robert Naylor, Falkirk Council	
2.	Minutes of the last meeting The minutes of the previous meeting on 11 February were accepted, with one alteration requested. An action of the previous minute stated Ken Thomson and Jen Kerr would link to organise partners to look at the 'springback' strategy. This will be delayed as work on the strategy has not progressed sufficiently.	KT, JK



3.	<p>The Promise</p> <p>Presentation by Sara Lacey (Chief Social Worker, Falkirk Council)</p> <ul style="list-style-type: none"> • Experience and impact of children and young people entering care. • Care Review resulted in seven reports focused on listening to young people and carers. • Plan 21-24 - a shift from the previous system; organisations must demonstrate they are operating from the perspective of children and families. • By 2024, ScotGov will cease the practice of separating siblings in care • Organisations must be able to demonstrate how: <ul style="list-style-type: none"> ➢ poverty will be reduced ➢ children's rights must be upheld ➢ they are using appropriate language • Support is seen as something all families may need, and family support will be community-based in future • Commitment to support families in the home where it is safe to do so • This new direction needs to be embraced by the whole CPP. • Need to consider how will we work collaboratively to do this. • The Promise team is actively asking CPPs to consider this. <p>Main discussion points</p> <ul style="list-style-type: none"> • HSCP perspective has been focussed on older adults due to Covid but need to focus on families now. • In the past, the tendency has been to layer services on top of one another. • There's now a real opportunity for us to be innovative. • FVC – funding for one year for one person is disappointing. • Timeline for appointed officer: The Children's Commission will support them, opportunity for that person to access existing support, but they can draw together partners. • They are an additional resource to coordinate these connections so sitting underneath the Promise plan will be Falkirk's partners promise. • Children's Commission secured funding for the post; the job description will be communicated with partners 	SP
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	<ul style="list-style-type: none"> • Board requested to be kept up to date with progress and milestones. • KL – Care Review was very high quality work, and potentially offers broader lessons relating to our won work. Focus on individual needs is at the centre of the changes we need to make. • This will be business as usual and not additional work. • Culture-change will take time but will lead to better outcomes • Review of adult care also references The Promise so the holistic needs of families is made clear. • Falkirk has c.60 children and young people in residential placements; whilst c.300 children and young people are in community placements. These are high numbers. • Closer to Home is about shifting the balance of care so that less children require care away from home; keeping them in their own homes, families, schools should become the norm. <p><i>Action: Sara will circulate slides and keep the Board updated.</i></p>	SP
4.	<p>Falkirk Plan Update</p> <p>Jen Kerr updated the Board on the progress of the Falkirk Plan.</p> <p>Main Points raised:</p> <ul style="list-style-type: none"> • SOLD concluded which partners contributed to • JSNA has been completed with partners 	



	<ul style="list-style-type: none"> • Mapping out existing partners so we understand where the issues lie and who is dealing with these • This involves significant of policy and work mapping across the Partnership • Engagement is being undertaken through three distinct audiences: <ol style="list-style-type: none"> 1. Place 2. Thematic 3. General • The Community Planning Team, which is leading on this work, is drawing on existing / recent engagement for Tier 2 (thematic) to avoid replicating work. • Analysis will be carried out by all partners. <p>Further discussion:</p> <ul style="list-style-type: none"> • Communities have a lot of pride, welcomed the partnership approach, strong awareness of the issues / challenges in communities. • Very positive feedback about the Forth Valley College, CLD and Police Scotland; communities are keen to come forward and talk about positive relationships and initiatives. • Communication is a prominent topic; people want to talk to us more often, and in a way that suits them. • DD mentioned the importance of placemaking. • Key issues here are the alignment of investment zone and new funds for post-Covid, economic recovery with place making and Falkirk Plan. • Board agreed that Place will be a solid foundation of our the Falkirk Plan and that these issues will be captured differently across different communities. <p>Report recommendations were accepted.</p>	
5.	<p>Community Planning Website</p> <p>Paul Anderson presented to the Board a proposal to begin work to develop a Community Planning Website.</p> <p>Main Points:</p> <ul style="list-style-type: none"> • Community members have expressed concern that there is too much information out there; that is often duplicated and not joined-up. • Recommended option is for a simple, informative website supported by, partnership social media that draws 	



	<p>information from, current Partnership social media accounts.</p> <p>Further discussion:</p> <ul style="list-style-type: none"> • The Board noted the thoroughness of the research and contact with all partners to develop the options for appraisal. • This option gives us a start, a presence where the Partnership can be seen to be working together. • Social media is one of the most effective ways to communicate with a significant part of the population. • However, we require to be mindful of the 'digital divide', and to enable communications opportunities for those who don't or can't engage digitally. • Board members discussed the importance of – simplicity, (being able to find information but not an online phone book); coordination of active social media across the Partnership; visibility of the Partnership collectively and our individual work; and supporting the comms strategies and social media of all Partners. • FC – in support of this option • KT in favour but it requires wrap around, with connections to CP partners, and clear understanding of purpose and what we're trying to achieve. • Social media live feeds into the website will enable people to see more openly what the Partnership does. • Empowerment, Transparency and Accountability should be key drivers underpinning the site moving forward. <p><i>Action: PA to research further and present a paper at next Board meeting outlining costs and broad outline of proposed structure, content markers and proposal for management, etc.</i></p>	PA
6.	<p>Locality Planning Update</p> <p>Kenny Gillespie presented to the Board an update on progress of Locality Plans.</p> <p>Main Points:</p> <ul style="list-style-type: none"> • Draft plans for the West (Denny) and East (Grangemouth) will be published online by the end of this month • Acknowledgment that work in this area has stalled largely due to COVID-19 response 	



	<ul style="list-style-type: none"> • However, current public engagement being undertaken in these areas to inform the Falkirk Plan will help update the draft locality plans. • Work is commencing in Central locality to map and develop new community networks and relationships; more focused work on a locality plan for Central locality will commence in summer • Looking to start locality working groups again. <p>Further Discussion</p> <ul style="list-style-type: none"> • These plans will inform, and will be integrated within, the Falkirk Plan • Cllr. Meiklejohn: Need to be wary that at some point we will need to start to implement actions, or we will be seen to be talking and not doing. • Cllr. Bissett : Glad to see the intention to focus on Bainsford and Langlees given the deprivation there • Locality planning at the heart of what CPPs are about. Is this single approach evident with communities? • Communities of shared characteristics will be considered in addition to communities of place • Once we see the Falkirk Plan come together, we want to examine partnership communication, participation strategies, see how we as a partnership are communicating with our communities. • Important that there is an alignment of place planning with locality work. Also, the link between locality plans and town centre plans. • Levelling Up funds as a replacement for European structural funds. • £3m revenue funding needs to be spent this financial year; • possible strong potential to link with community organisations. <p style="text-align: right;">This update was welcomed by the Board, which would like a further update in due course</p>	
6.	<p>Community Planning Board Meeting Planner</p> <p>The Board meeting Planner will be circulated with Board papers going forward, so partners can prepare in advance/ propose topics for discussion.</p> <p>The draft outline was agreed.</p>	



7.	<p>AOB</p> <ul style="list-style-type: none"> • Cllr Meiklejohn – Youth disorder. All of our communities have been experienced some degree of anti-social behaviour by young people – including vandalism – and influenced by alcohol and substance use. • This could be seen as pandemic / Lockdown related anti-social behaviour. • Significant pieces of biodiversity and greening work that have been undertaken have been destroyed recently. • Glasgow City have placed security guards and restrictions at some park entrances to ensure safer environments. • Fire-raising was mentioned as an additional issue across the area. • ADP will support where they can with multi-agency youth engagement approach. • Action: Establish multi-agency short life task group, urgently in next week- chaired by Natalie Moore-Young Falkirk Council. The group could consider what could be done and the time and resources to get us over this 'hump' that is symptomatic of lockdown easing. All partners with an interest to be invited. 	<p>KG</p>
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MINUTE OF MEETING OF LEADERS (APPROVED)

Friday, 30 April 2021 at 1100hrs
Microsoft Teams

Present

COSLA President	Councillor Alison Evison
COSLA Vice President	Councillor Graham Houston
Aberdeen City Council	Angela Scott
Aberdeen City Council	Councillor Tom Mason (Substitute)
Aberdeenshire Council	Jim Savege
Aberdeenshire Council	Councillor Andy Kille
Angus Council	Margo Williamson
Angus Council	Councillor David Fairweather
Argyll and Bute Council	Douglas Hendry (Substitute)
Argyll and Bute Council	Councillor Robin Currie
City of Edinburgh Council	Andrew Kerr
City of Edinburgh Council	Councillor Claire Millar
City of Edinburgh Council	Councillor Adam McVey
Clackmannanshire Council	Nikkie Bridle
Clackmannanshire Council	Councillor Ellen Forson
Comhairle nan Eilean Siar	Malcolm Burr
Comhairle nan Eilean Siar	Councillor Roddie Mackay
Dumfries and Galloway Council	Fiona Lees
Dumfries and Galloway Council	Councillor Rob Davidson
Dumfries and Galloway Council	Councillor Gail Macgregor
COSLA Spokesperson	Gregory Colgan
Dundee City Council	Councillor Willie Sawers (Substitute)
Dundee City Council	Eddie Fraser
East Ayrshire Council	Councillor Douglas Reid
East Ayrshire Council	Gerry Cornes
East Dunbartonshire Council	Councillor Vaughan Moody
East Dunbartonshire Council	Councillor Andrew Polson
East Dunbartonshire Council	Monica Patterson
East Lothian Council	
East Lothian Council	Councillor Stuart Currie
COSLA Spokesperson	Councillor Norman Hampshire (Substitute)
East Lothian Council	Lorraine McMillan
East Renfrewshire Council	

East Renfrewshire Council
 Falkirk Council
 Falkirk Council
 Fife Council
 Fife Council
 Fife Council
 Glasgow City Council
 Glasgow City Council
 Highland Council
 Highland Council
 Inverclyde Council
 Inverclyde Council
 COSLA Spokesperson
 Midlothian Council
 Midlothian Council
 Midlothian Council
 COSLA Spokesperson
 Moray Council
 Moray Council
 North Ayrshire Council
 North Ayrshire Council
 North Lanarkshire Council
 North Lanarkshire Council
 Orkney Islands Council
 Orkney Islands Council
 COSLA Spokesperson
 Orkney Islands Council
 Perth and Kinross Council
 Perth and Kinross Council
 Perth and Kinross Council
 Renfrewshire Council
 Renfrewshire Council
 Scottish Borders Council
 Scottish Borders Council
 Shetland Islands Council
 Shetland Islands Council
 South Ayrshire Council
 South Ayrshire Council
 South Lanarkshire Council
 South Lanarkshire Council
 Stirling Council
 West Dunbartonshire Council
 West Dunbartonshire Council
 West Lothian Council
 West Lothian Council

Councillor Tony Buchanan
 Kenneth Lawrie
 Councillor Cecil Meiklejohn
 Steve Grimmond
 Councillor David Alexander
 Councillor David Ross
 Annemarie O'Donnell
 Councillor Angus Millar (Substitute)
 Donna Manson
 Councillor Margaret Davidson
 Aubrey Fawcett
 Councillor Stephen McCabe
 Dr Grace Vickers
 Councillor Derek Milligan
 Councillor Kelly Parry
 Roderick Burns
 Councillor Graham Leadbitter
 Craig Hatton
 Councillor Joe Cullinane
 Des Murray
 Councillor Paul Kelly (Substitute)
 Karen Greaves (Substitute)
 Councillor Steven Heddle
 Councillor James Stockan
 Barbara Renton
 Councillor Peter Barrett
 Councillor John Duff (Substitute)
 Ken Graham (Substitute)
 Councillor Iain Nicolson
 Michael Cook
 Councillor Sandy Aitchison (Substitute)
 Maggie Sandison
 Councillor Steven Coutts
 Eileen Howat
 Councillor Peter Henderson
 Cleland Sneddon
 Councillor John Ross
 Councillor Scott Farmer
 Joyce White
 Councillor Jonathan McColl
 Graham Hope
 Councillor Lawrence Fitzpatrick

Apologies

Aberdeen City Council
Argyll & Bute Council
Dundee City Council
East Lothian Council
Glasgow City Council
North Lanarkshire Council
Perth & Kinross Council
Orkney Islands Council
Renfrewshire Council
Scottish Borders Council
Scottish Borders Council
Stirling Council

Councillor Douglas Lumsden*
Pippa Milne*
Councillor John Alexander*
Councillor William Innes*
Councillor Susan Aitken*
Councillor Paul Kelly*
Councillor Murray Lyle*
John Mundell*
Sandra Black*
Cllr Shona Haslam*
Netta Meadows*
Carol Beattie

**Denotes substitute provided*

Public Session

1. Introduction

The President welcomed those present and provided guidance on how the meeting would be conducted remotely using Microsoft Teams. Apologies and substitutes had been noted separately for the Minute.

Private Session

The President welcomed the Chief Medical Officer for Scotland, Gregor Smith, who had been invited to discuss emerging COVID restrictions and the national lockstep approach. Leaders had agreed that further discussion was necessary with Scottish Government around the rationale for the lockstep approach to reduce COVID-19 restrictions. A briefing paper from the Scottish Government had been circulated to aid discussion.

A number of questions from Councillors were addressed and both COSLA officers and Scottish Government officials agreed to take these on board.

Public Session

2. Draft Minutes of Leaders' Meetings (papers LD/21/70, LD/21/71, LD/21/72, LD/21/73, LD/21/74, and LD/21/75 refer)

Draft Minutes approved subject to some minor amendments.

3. UK Government Levelling Up Fund (paper LD/21/76 refers)

Leaders considered and discussed an update on the 'Community Renewal Fund' and 'Levelling Up Fund' which were announced as part of the UK Budget in March 2021.

An amendment to the recommendations was proposed by Councillor Ellen Forson and Seconded by Councillor Rob Davidson, which was agreed. Accordingly, Leaders:

Noted the information outlined in the report, updating Leaders about the Community Renewal Fund and Levelling Up Fund;

Delete recommendations (ii) and (iii) and replace with

- (ii) Express concerns that the initial criteria for the priority areas was set by the UK Government without consultation with COSLA, meaning that many areas with the greatest needs have not been prioritised and agree that COSLA Officers continue to engage in this process, including to make the case for a greater allocation of funding in order to ensure that no community loses out, and feedback key issues to Leaders; and
- (iii) Agree that, allied to the work being pursued by the Presidential team through their regular meetings, COSLA's Resources Spokesperson Councillor Gail Macgregor, and COSLA's Environment and Economy Spokesperson Councillor Steven Heddle, seek meetings with relevant UK Government Ministers, to discuss the future relationship between the UK Government and Local Government on these and future funding programmes.

4. Learning Estate Investment Programme (paper LD/21/77 refers)

The paper provided Leaders with an update on the Learning Estate Investment Programme and an overview of Phases 1 and 2. It also highlighted key programme risks. COSLA officers responded to a number of questions.

Leaders:

- (i) noted the joint developments on the Learning Estate Investment Programme, including the outcome-based funding model, and on joint governance;
- (ii) noted the progress with Phases 1 and 2 of the programme;
- (iii) noted the key programme risks; and
- (iv) noted next steps

5. Edinburgh Declaration on Biodiversity (paper LD/21/78 refers)

The report asked Leaders to approve COSLA becoming a signatory of the Edinburgh Declaration which is an international statement calling on nation governments to adopt an ambitious post 2020 global diversity framework that involved devolved and Local Governments at the COP15 global summit for biodiversity in October 2021.

Leaders:

- (i) agreed that COSLA sign the Edinburgh Declaration;
- (ii) agreed that the Environment and Economy Spokesperson writes to Scottish Government setting out Local Government's political commitment and call for effective consultation in the new Scottish Biodiversity Strategy; and
- (iii) agreed that COSLA recognises the benefits of integrating nature into local planning, management and governance and the importance of placemaking and place-based approaches to achieving this goal.

6. Heat and Energy Policy (paper LD/21/79 refers)

The paper sought Leaders' approval for COSLA's response to the Heat in Building Strategy. A point of clarification was raised in relation to operation costs referenced in page three of the report and COSLA officers would confirm before publication.

Leaders:

- (i) noted that the Environment and Economy Board discussed the consultation response at the meeting on 23 April 2021 with the recommendation to endorse the SOLACE response with additional emphasis on some key points;
- (ii) noted that given the significance of this agenda, Leaders were being asked to agree the final submission to Scottish Government; and
- (iii) agreed that COSLA respond to Scottish Government as proposed in paragraphs 4 and 5 in the paper.

7. New Plan for Immigration (paper LD/21/80 refers)

The paper asked Leaders to consider the UK Government's proposed approach to immigration policy as contained in its New Plan for Immigration consultation and to agree COSLA's response for submission. COSLA officers were asked to place more emphasis on human trafficking in the response.

Leaders:

- (i) provided comment on COSLA's draft response to the UK Government's New Plan for Immigration consultation; and
- (ii) agreed the response for submission to UK Government.

8. Hong Kong British National (Overseas) Visa (paper LD/21/81 refers)

The paper updated Leaders on the progress of the Hong Kong BNO Visa, which opened on 31 January 2021.

Leaders:

- (i) noted the new UK-wide programme of £43.1m funding to support the integration of holders of the new Hong Kong British National (Overseas) Visa, which included a specific allocation to COSLA's Strategic Migration Partnership; and
- (ii) considered and agreed the next steps as set out in the paper.

Private Session

9. Local Government Finance Update (paper LD/21/82 refers)

The report provided Leaders with an update on work to progress the Service Concession Flexibility and a review of capital accounting.

Leaders:

- (i) agreed that Leaders review the outcome of Stage 1 of the review of capital accounting before it progressed to Stage 2 (if required);
- (ii) noted that a Working Group would be established to progress work on a fiscal framework, with formal agreement of a developed framework being sought from COSLA Leaders at a later date;
- (iii) noted the updates in relation to COVID-related Health and Social Care and Education funding; and
- (iv) noted the role and remit of the Settlement and Distribution Group and the work being done to ensure that membership remained representative, and to re-affirm their support for the previously agreed funding principles.

10. Pay Claim Update (paper LD/21/93 refers)

This item was brought forward on the Agenda. The report provided Leaders with an update on the pay claim discussions to date and provided some outline costs associated with Leaders' requests.

Amendment

An Amendment to the recommendation was proposed by Councillor David Ross and seconded by Councillor Lawrence Fitzpatrick.

Councillor Douglas Reid, seconded by Councillor Jonathan McColl moved the recommendations in the Report.

Vote

Motion – 14

Amendment - 18

Accordingly, Leaders agreed the Amendment as follows:

1. Note the extraordinary lengths local government staff have gone to in order to maintain services and support individuals and communities over the course of the pandemic and express our appreciation of their continuing efforts.
2. Note our continued disappointment that the Cabinet Secretary for Finance has declined the request to meet with them to discuss funding of an enhanced pay offer to local government staff.
3. Note the response from councils that based on the current local government settlement, an enhanced pay offer is unaffordable and would lead to cuts in services and jobs.
4. Note the response from the local government trade unions to the current pay offer and stress the urgency of a meeting with Scottish Government to discuss the funding of an enhanced offer.
5. Request additional baselined funding from Scottish Government to match the 4% offer to health staff (£168m) and non-recurring funding to make a £500 recognition payment to staff who have not received such a payment (£84m).
6. Instruct the President to contact the First Minister directly seeking a meeting to resolve this situation.

11. COVID Business Grants and Support Update (paper LD/21/83 refers)

This paper provided an update on development in Local Government delivery of grants to support businesses which have been impacted by COVID-19 restrictions. Leaders had previously agreed that Local Government should deliver additional national grant schemes at their meeting in December 2020.

Leaders:

- (i) noted the position with each of the business grant schemes outlined in the report and that all efforts were being made to ensure that businesses received much needed funding;
- (ii) agreed that COSLA continued to work through the new officer Business Support Steering Group;
- (iii) agreed that a meeting was sought early in the term of the new Scottish Government between the Spokespersons for Environment and Economy and Resources and the relevant Cabinet Secretaries and Ministers to discuss an economic recovery strategy; and
- (iv) agreed that the Scottish Government was asked to provide a further £12m of admin funding for 2021/22, to enable councils to continue to resource the delivery of business grant schemes over the coming months.

12. Local Employability Services – Policy Direction and Resourcing Update (paper LD/21/84 refers)

The paper provided the policy context to Scottish Government funding that Leaders would be asked to consider through the Distribution report later on the Agenda.

Leaders:

- (i) noted the policy context that underpinned the Scottish Government funding offer that Leaders were asked to agree in Agenda Item
- (ii) noted that the present Scottish and Local Government Partnership Agreement would be reviewed and that new politically co-led senior governance arrangements would be established in the coming few months; and
- (iii) agreed the proposed COSLA position set out in paragraphs 29 to 31 in the report.

13. Scottish Welfare Fund (paper LD/21/85 refers)

The paper updated Leaders on recent political and officer discussions with Scottish government on the Scottish Welfare Fund. COSLA officers noted the suggestion to raise awareness of the scheme.

Leaders:

- (i) noted the outcome of the meeting between the COSLA Spokesperson for Community Wellbeing and the Cabinet Secretary for Social Security and Older People on the Scottish Welfare Fund, and subsequent communications;
- (ii) agreed the proposed position that COSLA engages constructively in the review of the Scottish Welfare Fund and that this was progressed at pace;
- (iii) agreed that COSLA should continue to press for a full review of funding, particularly as it related to administrative funding; and
- (iv) noted that any discussion around distribution would follow COSLA's financial governance principles and processes, with any decisions to be brought back to COSLA Leaders.

14. Revised Participatory Budgeting in Scotland (paper LD/21/86 refers)

Leaders noted the impact of the COVID-19 pandemic upon councils' progress towards the 1% Mainstream PB Agreement, and that the Community Wellbeing Spokesperson had written to the Cabinet Secretary to request flexibility within the programme to take this into account. COSLA officers have continued to work closely with local officers and colleagues in Scottish Government to progress this area of work.

The report and its accompanying appendices reflected both the recommitment of Leaders to the 1% agreement in January, and the extended timeframe to deliver upon the agreement. The expense of running PB was raised as was the need to see if further resources were available to support these costs. It was also noted that some programmes were needing to be redesigned and this was causing real unavoidable delays. It was stated there should be a sensible degree of flexibility to deliver without arbitrary timescales which would be unrealistic for many to meet. It was suggested that the Scottish Government should also embrace the ideas along with its agencies.

It was agreed that there should be a further political meeting, with a final sign off to be in conjunction with the Scottish Government. The intention was that the documents would be available to local officers in early May.

Amendment

An amendment was proposed by Councillor David Ross and seconded by Councillor Stephen McCabe:

Approve the amended draft and reporting template but given the continuing pressures of the pandemic on councils and the priority of supporting the recovery, seek further flexibility regarding the timescale for meeting the 1% target.

Councillor Douglas Reid, seconded by Councillor Scott Farmer moved the recommendations in the Report.

Vote

Motion – 14

Amendment - 18

Accordingly, Leaders:

- (i) approved the amended draft and reporting template but given the continuing pressures of the pandemic on councils and the priority of supporting the recovery, seek further flexibility regarding the timescale for meeting the 1% target; and
- (ii) noted that the COSLA Community Wellbeing Board would consider next steps at its forthcoming meeting on 12 May 2021.

15. Enhanced Summer Programme 2021 (paper LD/21/87 refers)

Members were reminded that the aim of the enhanced summer programme was for local authorities to be able to flexibly build on to the existing offer, using a right-based approach to this work and drawing on existing good practice. Officers took note of the comment that consultation could have been more engaging.

Leaders:

- (i) noted the proposed Targeted Summer Offer for 2021; and
- (ii) agreed that local authorities would deliver the enhanced programme targeted at children and young people who had been most affected by the pandemic.

16. Expansion of Universal Free School Meals (paper LD/21/88 refers)

This paper noted the phased expansion of universal free school meals for all primary pupils which was agreed by Scottish Government on 8 March 2021. Officers have since engaged with Scottish Government officials on this matter and the report provided further information on the phased programme and further detail on the funding and governance of the programme.

Leaders:

- (i) agreed the phasing of the expansion of universal free school meals for primary pupils, as agreed by the Children and Young People Board at their April 2021 meeting;
- (ii) agreed that Local Government engages in the proposed Governance Programme Board and that this was jointly chaired by COSLA Children and Young People Spokesperson, and a Scottish Minister with portfolio responsibility for Education; and
- (iii) agreed that Local Government participate in an officer-led Programme Operation Group to monitor the additional capital and resource costs and level of actual take-up of universal free school meals.

17. Period Products (Free Provision) (Scotland) Act (paper LD/21/89 refers)

The paper asked Leaders to consider and agree recommendations from the Settlement and Distribution Group in relation to a number of distribution areas.

Leaders:

- (i) noted the current status of the Act; and
- (ii) agreed the proposed approach for funding and reporting.

18. Joint Investigative Interviewing of Children in Scotland (paper **LD/21/90** refers)

This paper provided Leaders with an update regarding the outcome of discussions on funding with Scottish Government in respect of implementation of the Joint Investigative Interviewing model in Scotland. Leaders had previously agreed that the funding offered by Scottish Government should only be accepted on the basis that there is an ongoing commitment to local funding for implementation.

Leaders noted that there are significant resource implications in implementation of the new model and that there has not yet been sufficient recognition of this. Officers were asked to continue pursuing this in ongoing discussions with Scottish Government.

Leaders:

- (i) agreed that the £2.2m for national roll-out was accepted and distributed as soon as possible; and
- (ii) agreed COSLA officers continue to work with the Scottish Government and Local Government partners to ensure that Ministers received a more detailed costed proposal in respect of local implementation costs.

19. £500 Payment – Personal Assistants (paper **LD/21/91** refers)

This paper provided Leaders with an update on discussions that have taken place in relation to the £500 payment for Personal Assistants employed directly through a supported person using self-directed support.

Leaders:

- (i) agreed that the local authority or Health and Social Care Partnership act was the payment agent for direct payment employers based on the conditions set out in paragraph 9 in the paper; and
- (ii) noted that discussions were ongoing about the most appropriate mechanism to do this.

20. Distribution (paper **LD/21/92** refers)

Members noted that late the previous day, COSLA had been asked by Scottish Government to delay a decision until May in relation to £8.65m of Parental Employability Support Funding. Group Leaders had been informed of this the previous night.

Leaders:

- (i) agreed the recommendations in the report, with the exception of the Parental Employability Support funding (£8.65m), which was deferred to the May meeting.

21. Date of Next Meeting

The next meeting would be held at 1100hrs on Friday, 28 May 2021 via Microsoft Teams.

Close

The President closed the meeting at 1355hrs by thanking Members for their attendance.



DRAFT MINUTE OF COSLA HEALTH AND SOCIAL CARE BOARD

Friday 14 May 2021, 10.30am
Via Microsoft Teams

Present

COSLA Spokesperson	Councillor Stuart Currie
Aberdeen City Council	Councillor Sarah Duncan
Argyll & Bute Council	Councillor Kieron Green
City of Edinburgh Council	Councillor Ricky Henderson
Clackmannanshire Council	Councillor Les Sharp
Dumfries & Galloway Council	Councillor Stephen Thompson
Dundee City Council	Councillor Ken Lynn
East Ayrshire Council	Councillor Iain Linton
East Lothian Council	Councillor Shamin Akhtar
East Renfrewshire Council	Councillor Caroline Bamforth
Fife Council	Councillor Rosemary Liewald
Inverclyde Council	Councillor Robert Moran
Midlothian Council	Councillor Margot Russell
Moray Council	Councillor Shona Morrison
Orkney Islands Council	Councillor Rachael King
Perth & Kinross Council	Councillor John Duff
Renfrewshire Council	Councillor Jacqueline Cameron
Scottish Borders Council	Councillor Tom Weatherston
Shetland Islands Council	Councillor Emma MacDonald
South Ayrshire Council	Councillor Julie Dettbarn
South Lanarkshire Council	Councillor John Bradley
West Dunbartonshire Council	Councillor Jonathan McColl (Substitute)
Carers Representative	Peter Burke
IJB Chair	Peter Murray
IJB Chief Officers	Val de Souza
SOLACE	Cleland Sneddon
SPDS	Jane Fowler
Scottish Ambulance Service	Garry Fraser
Public Health Scotland	Carol Sinclair (Substitute)

Apologies

Aberdeenshire Council	Councillor Anne Stirling
Angus Council	Councillor Lois Speed
Comhairle nan Eilean Siar	Councillor Kenny John MacLeod
East Dunbartonshire Council	Councillor Susan Murray
Falkirk Council	Councillor Fiona Collie
Glasgow City Council	Councillor Mhairi Hunter
Highland Council	Councillor Isabelle Campbell

North Ayrshire Council
 North Lanarkshire Council
 West Dunbartonshire Council
 West Lothian Council
 ENABLE
 IJB Chief Officers
 Public Health Directors
 Social Work Scotland
 Public Health Scotland

Councillor Robert Foster
 Councillor Paul Kelly
 Councillor Marie McNair*
 Councillor Harry Cartmill
 Councillor Paul O’Kane
 Julie Murray
 Dr Susan Webb
 Dr Jane Kellock
 Angela Leitch*

** denotes substitute*

Welcome and Apologies

Cllr Currie welcomed Board Members to the meeting and apologies were noted.

Public Session

1. Presentation from Prof. Anne Hendry on Compassionate Communities Active Learning Programme

Professor Anne Hendry joined the meeting to provide this presentation, and provided some background to the Compassionate Inverclyde project which was launched in March 2017.

Members discussed similar work in their own communities and how organisations such as Public Health Scotland can assist in facilitation of this project.

It was agreed that contact details would be shared for Professor Hendry so that Board Members can get in touch directly, and Members noted the presentation.

Private Session

2. Minutes of the Last Meeting and Matters Arising

It was noted that Cllr Iain Linton was in attendance at the previous meeting, and the minute was otherwise agreed as an accurate record.

3. Health and Social Care Workplan and General Update

Members were presented with the Health and Social Care Board Plan which has been updated to reflect the current Board priorities in light of the ongoing Covid-19 pandemic. It was noted that a full Board Plan will be returned to the Board in August for agreement, and a paper will be presented to Leaders on manifesto commitments and the Queen’s Speech.

Members discussed the proposed changes to paper templates where the further implications of policy on finance and workforce would be noted. This is likely to be implemented over the summer.

Members otherwise noted and agreed the Board Plan.

4. Mental Health Standards for Secondary Care

This paper provided an early update on the work to be undertaken by the Mental Health Quality and Safety Board, which has been convened by Scottish Government to provide advice on policy development and implementation. Members were invited to provide their views on the development of standards for mental health secondary care services and on the update contained within the paper.

Members discussed the involvement of IJBs and third sector organisations and how they can contribute to the advisory group. It was noted that capturing information from those with lived experience of mental health services will be crucial in any ongoing work. Members also discussed the involvement of Social Work Scotland.

Members provided further views on the Principles set out in the report and noted the work that will be undertaken by the Board.

5. EU Settlement Scheme

This paper brought Members' attention to the upcoming deadline for EU citizens residing in the UK to apply to the EU Settlement Scheme, and provided an update on COSLA's work in this area, particularly in supporting vulnerable individuals in making an application. Members were invited to ensure that as many EU citizens within Scotland have made the application, and it was noted that COSLA will be writing to the Home Secretary to seek funding to support vulnerable people who will miss the deadline.

Members expressed disappointment that the deadline to apply to the Scheme was not extended despite extensive lobbying. It was noted that colleagues in the COSLA Migration, Population and Diversity Team will run some sessions for members of CCPS and Scottish Care to ensure that they have information on the Scheme.

Members noted the ongoing work of COSLA in this area and agreed to continue promoting the scheme in their local areas.

6. Future Suicide Prevention Strategy

This paper provided Board Members with an update on the development of a new suicide prevention strategy and action plan for Scotland. COSLA officers have worked with Scottish Government officials to develop a plan for engagement and to ensure that the voices of those with lived experience and local suicide prevention leads across Scotland are included in the plan.

Members provided their support for a meeting between the incoming Minister for Mental Health and Cllr Currie; and provided Cllr Currie with a mandate to negotiate elements of the new Suicide Prevention Strategy over the summer. It was noted that a further report on this topic will be returned to this Board in August.

7. Review of Adult Social Care – Update and Discussion

This paper provided an update on work that has been undertaken in relation to the Independent Review of Adult Social Care and sought Members' views on the proposed approach.

It was noted that a short life working group has been established to look at workforce recommendations within the Review. This group includes members from SPDS and discusses locally driven workforce planning and the Fair Work agenda.

In relation to procurement and commissioning, Members noted that a further short life working group has been set up on this matter, and discussions have commenced with Scottish Government and trade unions on ethical commissioning. A revised National Care Home Contract is also in place as officers feel there is a need to move to a more actively managed market.

The proposal for a National Care Service was discussed and Members' views were invited. Members raised issues in their own local authorities with care homes being closed by the courts and how this impacts on residents. The need to ensure that this is implemented fairly for island communities was also discussed.

Members also discussed reference to human rights contained within the Independent Review, and resourcing issues within the system.

The update contained in the report was noted, and Members provided views on the five workstreams identified.

AOCB

No additional competent points of business were noted.

Date of Next Meeting

The date of the next meeting was noted as 6 August 2021.

In closing the meeting, Cllr Currie thanked Members for their attendance and contributions.



DRAFT MINUTE OF MEETING OF CHILDREN AND YOUNG PEOPLE BOARD

Friday 21 May 2021, 10.30am
Via Microsoft Teams

Present

COSLA Spokesperson
Aberdeenshire Council
Angus Council
Argyll & Bute Council
City of Edinburgh Council
Clackmannanshire Council
Comhairle nan Eilean Siar
Dumfries & Galloway Council
East Ayrshire Council
East Dunbartonshire Council
East Lothian Council
East Renfrewshire Council
Falkirk Council
Glasgow City Council
Midlothian Council
Moray Council
North Ayrshire Council
Orkney Islands Council
Perth and Kinross Council
Scottish Borders Council
Shetland Islands Council
South Ayrshire Council
South Lanarkshire Council
Stirling Council
West Dunbartonshire Council
West Lothian Council
ADES
Public Health Scotland
SOLACE
Social Work Scotland

Councillor Stephen McCabe
Councillor Gillian Owen
Councillor Derek Wann
Councillor Kieron Green (Substitute)
Councillor Ian Perry
Councillor Graham Lindsay
Councillor Paul F. Steele
Councillor Jeff Leaver
Councillor Fiona Campbell
Councillor Jim Goodall
Councillor Fiona Dugdale
Councillor Colm Merrick (Substitute)
Councillor Adanna McCue
Councillor Chris Cunningham
Councillor Jim Muirhead
Councillor Sonya Warren
Councillor John Bell
Councillor Gwenda Shearer
Councillor John Duff
Councillor Carol Hamilton
Councillor George Smith
Councillor William Grant
Councillor Katy Loudon
Councillor Susan McGill
Councillor Karen Conaghan
Councillor David Dodds
Professor Michael Wood
Debbie Wason
Dr Grace Vickers
Ben Farrugia

Apologies

Aberdeen City Council
Argyll & Bute Council
Dundee City Council
East Renfrewshire Council
Fife Council
Highland Council
Inverclyde Council
North Lanarkshire Council
Renfrewshire Council
ADES
Directors of Public Health

Councillor John Wheeler
Councillor Yvonne McNeilly*
Councillor Roisin Smith
Councillor Paul O'Kane*
Councillor Craig Walker
Councillor John Finlayson
Councillor Natasha Murphy
Councillor Frank McNally
Councillor Jim Paterson
Peter McNaughton
Dona Milne

SOLACE
SPDS
Social Work Scotland

Karen Reid
Kristine Johnson
Sharon McAlees

** denotes substitute provided*

Public Session

1. Welcome and Apologies

Cllr McCabe welcomed Board Members to the meeting, and apologies were noted.

Members expressed their congratulations to Cllr Paul O’Kane on his election to the Scottish Parliament.

2. Minute of Previous Meeting of 1 April 2021

The minute of the previous meeting was agreed as an accurate record.

3. The Daily Mile – Presentation from Fiona Paterson, The Daily Mile Foundation; Elaine Wyllie, Founder of The Daily Mile, and pupils from St. Conval’s Primary, Glasgow

Fiona Paterson, Programme Manager for the Daily Mile Foundation, provided a presentation to Members on the Daily Mile scheme and how this has been implemented in schools. Children from St Conval’s Primary School also joined the meeting to give feedback on the impact of The Daily Mile in their school lives.

Members noted that some councils have already implemented the scheme although this has been interrupted by the Covid-19 pandemic. Barriers to implementation were discussed as well as how some authorities have been monitoring the health and wellbeing of primary school children over the past year. It was noted that the scheme is a positive way to support this.

Members endorsed the Daily Mile strategy and agreed that COSLA should seek to promote the scheme through their communications team.

4. The Positive Contribution of Physical Activity and Sport to Scotland

This paper set out a report which has been developed in partnership between COSLA, sportscotland and Public Health Scotland on the positive contribution that physical activity and sport can have to Scotland. This report has been built around COSLA’s and Public Health Scotland’s respective priorities and the Active Scotland Outcomes Framework.

Members discussed and agreed the importance of sport in schools and noted that this has been affected by the pandemic; and endorsed the sportscotland document on the positive contribution of physical activity and sport to Scotland.

5. Mental Health – presentation

Chris from Digital Bricks joined the meeting to provide Members with an overview of the online resource that is being developed to support children and young people’s mental health, prior to its expected launch. This presentation discussed the work done prior to development of the resource, including surveys and focus groups, and the creation of an advisory group to oversee this work.

Members noted the presentation and thanked Chris for her attendance.

6. Child Poverty

This paper introduced a report from the Improvement Service on Local Child Poverty Actions reports, which have now been submitted to health boards by local authorities in line with their statutory duty. Child poverty is presently a priority area for COSLA and it was proposed that this remain so. It was noted that child poverty levels were already rising in Scotland prior to Covid-19 and the issue has been compounded by the pandemic.

It was noted that the Scottish Government has four income-based targets as regards child poverty, but only one of those four measures is available at local authority level. It was further noted that in relation to housing, there has been an increase in evictions in Level 2 areas which will have consequences for families at risk of falling into poverty.

Members noted the update, and were content to support the COSLA position and re-state the commitment to ensuring that child poverty is one of COSLA's top priorities.

7. Additional Support for Learning Update on Activity

This paper provided an update on activity underway to progress the joint COSLA-Scottish Government Action Plan for implementing the recommendations of the Angela Morgan Review. Officers from COSLA attend the Additional Support For Learning Implementation Group, which is chaired by ENABLE and meets regularly to discuss implementation of the Action Plan. Members were asked to discuss and provide feedback on the update set out in the report.

Members discussed Co-ordinated Support Plans and how the group will consider those, and it was noted that the group will also look at wider additional support needs as well as engaging with Deans of Education.

Members noted the update contained in the report, noted that a further update will be provided at the August Board Meeting and that the fuller report will be available in October.

8. EU Settlement Scheme

This paper provided Board Members with work undertaken by COSLA officers on the EU Settlement Scheme, and highlighted the important role of councils in promoting the scheme and providing support to vulnerable individuals in completing their applications before the deadline. It was noted that COSLA will write to the Home Secretary to lobby for additional funding to support individuals who will not meet the deadline and require to submit a late application.

Members noted the ongoing work of COSLA, and agreed to promote the EUSS in their own local authority and identify vulnerable individuals who need more support.

Private Session

9. Age of Criminal Responsibility – Operational Guidance

This paper updated Board Members on the implementation of the Age of Criminal Responsibility (Scotland) Act, and sought agreement that the operational guidance to support local authorities and partners to fulfil their duties should be co-signed by COSLA, Social Work Scotland and Police Scotland. The Act proposes to increase the age of criminal responsibility from 8 to 12 years and provides additional investigation powers to the police to ensure that victims continue to be protected.

Members noted the update; agreed that the operational guidance should be co-signed as above; and agreed that future updates on this work would be brought back to future Board Meetings as required.

10. Children and Young People Board Plan

Members were presented with an updated version of the Children and Young People Board Plan. This has been revised by officers to further reflect education recovery, as well as updates on work relating to CHAS and CELCIS, which local authorities provide funding for.

Members noted and agreed the revised Board Plan.

11. Secure Care Fees

This paper discussed the ongoing negotiations in relation to secure care fees. There are four Secure Care providers who have entered into contractual arrangements with Scotland Excel to deliver services, and each is permitted to request annual fee variations.

Members noted the paper and the process and outcome of fee negotiations.

12. Pandemic Proofing in Education

This paper invited discussion from Members on how to 'pandemic proof' the education system to ensure that Local Government and other education partners are as prepared as possible to respond to future disruptions to business-as-usual arrangements.

Members discussed IT connectivity in rural areas and noted that this has been an issue during the Covid-19 pandemic. The SQA was also discussed and Members noted that the Education Committee have raised how much stress has been placed on pupils who have gone through their examination period during the pandemic. Members agreed that it might be useful to discuss the OECD review once that is published.

Members otherwise provided their views on 'pandemic proofing' and noted the points outlined in the report.

13. Supporting Children and Young People's Mental Health – Resources

This paper provided Members with further information on the development of a professional training resource for all school staff and guidance on supporting mental health, intended for publication in June to coincide with the launch of an online professional learning course. Members were invited to discuss the Whole School Approach guidance and agree that final sign-off be delegated to Cllr McCabe.

Members noted that reference to the National Trauma Training Framework would be useful to include within the resources, as well as aligning the wellbeing assessments with the Scottish Government Health and Wellbeing Survey in Schools.

Members were otherwise happy to authorize Cllr McCabe to sign off the final version of the guidance, subject to the above comments, and agreed that COSLA branding may be included on the document.

14. Personal and Social Education Review

This paper provided an update on the status of the Personal and Social Education Delivery and Implementation Group, following publication of the PSE Review's recommendations in

2019. Members' views were sought on the recommendations and how they can be implemented post-Covid.

Members noted that implementation of the recommendations should not add to the workload of schools, particularly given the additional work during the pandemic. Members additionally noted that PSE teachers should be involved in the group or as part of a sub-group, along with consultation with young people.

Members otherwise noted the work to be undertaken by the Group and discussed the recommendations of the PSE Review further.

15. Neurodevelopmental Pathway

This paper provided Board Members with an update in respect of the agreement to develop a Neurodevelopmental Service Specification, in consultation with various groups, and outlined the next steps on implementation and potential implications for Local Government. Members' comments and questions were invited. Officers also provided information on what the service specification is seeking to address, and the timelines on information gathering.

Members noted some concerns in relation to the specification, particularly its breadth and where responsibility for the specification would sit within local authority services.

Members otherwise noted the agreement and agreed that COSLA officers should continue to monitor implementation and flag any potential resource implications which arise.

16. CYP Update

This paper provided an update on other areas of business which required no formal decision from Members but were available for information, which Members were content to note. This included an update on work surrounding implementation of the UNCRC, the Enhanced Summer Offer 2021 and alcohol and drug partnerships.

17. Any Other Competent Business

No additional competent points of business were raised.

Date of Next Meeting: Friday 20 August 2021

The date of the next meeting was noted.

In closing the meeting Cllr McCabe thanked Members for their attendance and contributions.

FORTH VALLEY NHS BOARD
TUESDAY 27 JULY 2021

For Approval

Item 3 – DRAFT Minute of the Forth Valley NHS Board Meeting held on Tuesday 25 May 2021

Present:	Ms Janie McCusker (Chair)	Cllr Susan McGill
	Mr Robert Clark	Mr Andrew Murray
	Mrs Cathie Cowan	Mr Allan Rennie
	Mr John Ford	Cllr Les Sharp
	Mr Gordon Johnston	Mr Scott Urquhart
	Dr Michelle McClung	Prof Angela Wallace

In Attendance: Annemargaret Black, Director of Health & Social Care
 Elsbeth Campbell, Head of Communications
 Patricia Cassidy, Director of Health & Social Care
 Linda Donaldson, Human Resources Director
 Andrea Fyfe, Acute Services Director
 Sinead Hamill, Board Secretary (Minute)
 Kerry Mackenzie, Head of Policy & Performance
 Jackie McEwan, Corporate Business Manager
 Gillian Morton, Director CPMO
 Kathy O'Neill, General Manager
 Jonathan Procter, Director of Facilities & Infrastructure
 Sarah Smith, Corporate Services Assistant

1. Apologies for Absence

The Chair welcomed everyone to the meeting.

Apologies were noted on behalf of Dr Graham Foster, Mr Stephen McAllister, and Mrs Julia Swan.

2. Declaration(s) of Interest(s)

There were no declarations of interest made.

3. Minute of Forth Valley NHS Board meeting held on 30 March 2021

The minute of the meeting on 30 March 2021 was approved as an accurate record.

4. Matters Arising from the Minute

The Board noted that there were no matters arising from the minute.

5. FOR APPROVAL

5.1 System-Wide Remobilisation Plan

The NHS Board considered a paper 'System-Wide Remobilisation Plan' presented by Mrs Cathie Cowan, Chief Executive.

The Board noted that the Interim Chief Executive of NHS Scotland had written to all NHS Boards on 14 December 2020 commissioning the third iteration of NHS Boards' Remobilisation plans.

Mrs Cowan in presenting the System-Wide Remobilisation Plan referred to the excellent joint working and the role of partners notably Councils and the Health & Social Care Partnerships in maintaining and protecting Covid-19 capacity whilst ensuring any surge is responded to efficiently as part of the Board's contribution to a system wide pandemic response.

The Board noted the continuing strengths of NHS Forth Valleys Test & Protect response, Infection Prevention & Control measures, PPE availability and compliance and the infrastructure to support the roll out of the vaccination programme.

In addition, the use of technology including Near Me has helped to deliver outpatient and GP appointments throughout the pandemic. Call MIA (Minor Injury Assessment) has also helped provide support and advice during the ongoing redesign of urgent care services to ensure patients receive the right care in the right place. Supporting elective care in line with the clinical prioritisation framework continues.

Mrs Cowan referred to the work of Directors including the Chief Officers in supporting the recovery, remobilisation and redesign of services and acknowledged and thanked the System Leadership Team members for their contribution and commitment to delivering an integrated whole system response including supporting care homes.

Staff wellbeing remains a key priority and the Director of Human Resources has provided Board updates on the approach adopted. To date this joint approach has been supported and informed by staff side representatives.

Innovation and integration remain a key priority currently and in going forward to ensure our Covid-19 related innovations are sustained. Inequalities will continue to influence the Board's decision-making including our 'anchor' response and how this will inform community wealth building commitment to deliver better outcomes.

Mrs Cowan informed the Board that a financial update plan will be provided by the Director of Finance to ensure the Board delivers sustainable and value for money responses.

The Board discussed the plan and in seeking assurance was satisfied by the Board's capacity to support recovery and remobilisation of services. The Board approved the draft report and requested an update plan to be delivered September 2021.

The Forth Valley NHS Board:

- ***Noted the final draft submission of the Forth Valley System-Wide Remobilisation Plan April 2021 to March 2022 was made to Scottish Government on 4 March 2021***

- ***Noted the formal response received from Scottish Government on 2 April 2021***
- ***Considered the draft NHS Forth Valley System-Wide Remobilisation Plan April 2021 to March 2022***
- ***Approved the Draft NHS Forth Valley System-Wide Remobilisation Plan April 2021 to March 2022***
- ***Requested an updated Plan in September 2021***

5.2 Remobilise, Recover, Redesign – Investing in Health Care

The NHS Board considered a paper 'Remobilise, Recover, Redesign – Investing in Health & Care' presented by Mrs Cathie Cowan, Chief Executive.

Mrs Cowan provided an overview of proposed investments and a commitment to refresh the Healthcare Strategy during 2021/2022. The Board acknowledged that the proposed service redesign and investments aligned with the Board's strategic risks and towards the recovery and remobilisation of services whilst supporting quality improvement and delivering better value for money and more sustainable solutions.

Mrs Cowan confirmed that a timetable to inform a refresh of the Board's Healthcare Strategy would take account of national and regional policy direction and local Integration Authorities Strategic Commissioning Plans and Directions. In refreshing the strategy there would be an intention to invite people, partners, and staff to get involved in shaping a future 'Health & Wellbeing Strategy' that takes account of some key principles, notably:

- Good health and wellbeing for our population throughout their lives
- Improving the health status for people currently disadvantaged
- Greater integration as a community planning partner that builds on our achievements in health and care
- Timely access to person centred, safe and effective health care informed by the ethos of realistic medicine
- Active participation of people, partners, and staff to inform and influence how we develop, design, and deliver healthcare
- Being a high performing healthcare system, that people can trust and have confidence in
- Using our anchor institution status to influence and play our part in building a strong local economy

Mrs Cowan then moved to a number of proposed new developments/investments that required Board approval.

Mrs Cowan referred to a commitment to support Primary Care Improvement and the implementation of the General Medical Service Contract approved by the Government. Mrs Cowan highlighted investment to support people live and be cared for at home through an expanded hospital at home service and investment in stroke services designed to improve patient outcomes. The investment in sustainable solutions to address waiting times was also acknowledged.

Mrs Cowan informed the Board that the Government manifesto commitment to invest in NHS Forth Valleys Falkirk Community Hospital was welcomed and would allow the Board with partners to support an extensive master planning response. The Board noted that the remedial work to the inpatient area would now not progress. A Business Case would now be developed informed by a 'strategic case for change' and a

'management case' that would provide details of the project management and governance arrangements to support the business case process. This development would also be aligned to the Primary Care Premises Programme and the potential opportunities to be determined by the financial case on the Falkirk Community Hospital.

Mrs Cowan invited Mr Urquhart, Director of Finance to provide an overview of Investment to Health Care and the eRostering. The Board noted that the eRostering will help to improve job planning and staff rostering as part of the Board's cost improvement plans.

The Forth Valley NHS Board:

- ***Approved the commitment and timetable to refresh our Healthcare Strategy – Shaping the Future***
- ***Noted the steps being taken to support an enhanced Covid-19 surveillance and Covid-19 response as needed and the ongoing roll out of the Covid-19 vaccination programme***
- ***Noted the work to prepare business cases to support a renewed ambition for the Falkirk Community Hospital site and primary care premises***
- ***Requested an update response to the GMS Contract – refreshed Memorandum of Understanding including transfer of services from GPs to the NHS Board***
- ***Approved the proposals to invest in care at home and stroke services***
- ***Approved the proposal to improve our waiting times as part of our commitment to delivering sustainable scheduled care services***
- ***Approved the eRostering proposal to improve both job planning and staff rostering as part of our cost improvement plans***
- ***Recommitted to the previously approved corporate objectives as set out in Appendix 1***

5.3 Remuneration Committee Update

The NHS Board considered a paper 'Remuneration Committee Update' presented by Ms Linda Donaldson, Director of Human Resources.

Ms Donaldson provided an overview of the paper and highlighted that the Remuneration Committee shall no longer be a Subcommittee of the Staff Governance Committee due to the National Framework identifying remuneration to be a committee of the NHS Board.

The Board noted that the Remuneration Committee's work is informed by nationally agreed timescales linked to the national framework; the Board noted that Covid-19 has had an impact on the timescales both locally and nationally.

The Chair of the Remuneration Committee in the past has been the Chair of the Staff Governance Committee, Ms Donaldson highlighted that the Board requires to formally appoint the Remuneration Committee Chair.

Ms Donaldson informed the Board that the Remuneration Committee Terms of Reference set out in the reflected nationally agreed arrangements. The Board endorsed the Terms of Reference. The Board noted that the frequency of the meeting shall continue to be held three times a year.

The Forth Valley NHS Board:

- ***Noted the change in status of the Remuneration Committee from a subcommittee of the Staff Governance Committee to a committee of Forth Valley NHS Board***
- ***Noted the change in membership of the Remuneration Committee***
- ***Considered the requirement to appoint the Remuneration Committee Chair***
- ***Considered the most appropriate meeting schedule***
- ***Endorsed the Remuneration Committee Terms of Reference***

6. BETTER CARE

6.1 Healthcare Associated Infection Reporting Template

The NHS Board received a paper 'Healthcare Associated Infection Reporting Template (HAIRT)' presented by Prof. Angela Wallace, Executive Nurse Director.

Prof Wallace introduced Mr Jonathan Horwood, Area Infection Control Manager to provide an overview of the HAIRT report. Mr Horwood highlighted to the Board that April 2021 was a quiet month for infection control due to the significant decrease of Covid-19 inpatient numbers.

The Board acknowledged that the Delta Variant has had no impact on hospital admissions due to a decrease of Covid-19 inpatients. The Board noted that infection control shall stay vigilant throughout NHS Forth Valley due to processes for different streams of Covid-19 which are still in place. Duty of Candour in relation to Covid-19 was discussed as the Board noted that this is being looked in to nationally.

Prof Wallace informed the Board that the Annual Report 2020/21 provided has been approved by the Boards Infection Control Committee. The additional work implemented to provide support throughout Forth Valleys care homes was highlighted by Prof Wallace as the Board acknowledged the challenging year for NHS Forth Valley due to the ongoing Covid-19 pandemic.

The Forth Valley NHS Board:

- ***Noted the HAIRT report***
- ***Noted the performance in respect of the AOP Standards for SABs, DABs, CDIs & ECBs***
- ***Noted the detailed activity in support of the prevention and control of Health Associated Infection***
- ***Noted the HAI Annual Report for 2020/2021***

6.2 Recovery Scorecard

The NHS Board received a paper 'Recovery Scorecard' presented by Mrs Cathie Cowan, Chief Executive.

Mrs Cowan invited Ms Kerry Mackenzie, Head of Policy and Performance to provide an overview of the Recovery Scorecard. Key areas of performance were highlighted notably the on-going challenges within unscheduled care and delivery of the 4-hour access target. A programme of redesign is planned to focus on transformation across

all aspects of the organisation with three workstreams planned. It was noted that focus remained on ensuring patient and staff safety.

Scheduled Care continued in line with staffing and capacity to treat patients in need of surgery. Ms Mackenzie highlighted the robust monitoring in place for the 31 day and 62 cancer pathways with over 1100 patients currently being tracked on the 62-cancer pathway. 90.4% of patients were treated within 62 days of referral in March, an improvement from 79.5% in February. The 31-day 95% target continued to be met.

Work continued in relation to supporting an improvement in the Psychological Therapies and Child & Adolescent Mental Health Services waiting times. It was noted that in relation to the 18-week RTT there was a slight improvement in psychological therapies from the previous month with the CAMHS position comparable with the March position. A comprehensive update had been presented to the Performance & Resources Committee in April detailing the challenges for both services along with the actions in place were intended to illicit an improvement. Additionally, it was highlighted that Scottish Government tailored support was in place for both services.

The April position in relation to Delayed Discharges was detailed noting that work continued in partnership to support timely discharge.

The Covid-19 vaccination programme continued to deliver at pace with a high uptake of the vaccine - 181,000 first doses and 91,000 second doses administered. The programme has been extended to include those people over 30 years with work underway to ensure hard to reach groups are encouraged to attend for vaccination. The Board noted that 18-30 year olds had been invited to register for their vaccinations.

Ms Mackenzie highlighted that it had been agreed that a review of the scorecard would be undertaken in June 2021. A date would be arranged for this piece of work to be undertaken.

The Forth Valley NHS Board:

- ***Noted the current key performance issues***
- ***Noted the detail within the balanced scorecard***

7. BETTER VALUE

7.1 Finance Report

The NHS Board received a paper 'Finance Report' presented by Mr Scott Urquhart, Director of Finance.

It was highlighted that NHS Forth Valley had met its financial targets for 2020/2021, subject to External Audit review, with a small surplus reported for revenue and a break-even position on capital.

The Board noted that annual accounts had been produced and that the external audit process, undertaken by Audit Scotland, was underway. The audited NHS Board accounts and annual External Audit report would be considered by Audit and Risk Committee in July.

Mr Urquhart reported that the full financial impact of Covid-19 across health and social care services in NHS Forth Valley in 2020/21 totalled £52.6million and that this had been matched with additional funding allocations from Scottish Government.

It was highlighted that delivery of savings plans had been impacted by Covid-19 including delays to implementation and increases in cost base. The Board noted the increased use of non-recurring sources to balance the financial position, which would increase the level of financial risk going into 2021/22.

Capital expenditure over the 12-month period to 31st March 2021 totalled £15.1 million. The Board noted the levels of investment made across capital priorities including medical equipment, facilities and infrastructure, and digital and eHealth developments.

The Board noted the re-introduction of the structured financial performance reviews with Directorates with an expectation to extend this to both Partnerships and the establishment of a Cost Improvement Board which was planned to report through the Performance and Resources Committee.

Mr Urquhart informed the Board that a Quarter 1 review would be undertaken in July to assess the Boards Financial position and to refresh the associated level of saving required to deliver a break even. The Board noted that the outcome of the Q1 review would be reported to the Scottish Government.

The Forth Valley NHS Board:

- ***Noted delivery of revenue and capital financial targets for financial year 2020/21 in line with projections, subject to External Audit review which is currently in progress***
- ***Noted that draft 2020/21 NHS Board Annual Accounts have been produced for External Auditors review in line with the agreed timetable***
- ***Noted that Covid-19 related costs across Health and Social Care services in Forth Valley have been fully funded in 2020/21, and that an initial submission has been made to Government for 2021/22 funding based on updated cost profiles***
- ***Noted the re-introduction of internal financial performance reviews and the establishment of a Cost Improvement Board to support the management of savings delivery***
- ***Noted that a Quarter 1 review will be undertaken to reassess the NHS Board financial position for 2021/22 and to refresh the associated required level of savings delivery to break even against budget***

8. BETTER GOVERNANCE

8.1 Annual Reports

8.1.1 Clinical Governance Committee Annual Report 2020/2021

Mr Andrew Murray, Medical Director, provided an overview of the Clinical Governance Annual Report and informed the Board of the assurance framework which the Committee is focusing upon.

The NHS Board noted assurance provided throughout the Clinical Governance Committee Annual Report 2020/2021.

8.1.2 Audit Committee Annual Report 2020/2021

Mr Scott Urquhart, Director of Finance, provided an overview of the Audit Committee Annual Report and highlighted the committees work carried out throughout the year.

The NHS Board noted assurance provided throughout the Audit Committee Annual Report 2020/2021.

8.1.3 Endowment Committee Annual Report 2020/2021

Mr Jonathan Procter, Director of Facilities and Infrastructure, provided an overview of the Endowment Committee Annual Report and informed the Board of the Endowment Funds and donations received in year including significant national donations.

The Board noted the outcomes NHS Forth Valley's investments and the assurance provided throughout the Endowment Committee Annual Report 2020/2021.

8.1.4 Area Clinical Forum Annual Report 2019/2020

Mrs Cowan in the absence of the ACF Chair highlighted that the Area Clinical Forum Annual Report required to be updated to reflect 2020/2021 year.

The Board noted that the Election of the Chair for the Area Clinical Forum is with the Cabinet Secretary for Health and Social Care for Approval.

8.2 Governance Committee Minutes

8.2.1 Performance & Resources Committee Update: 27/04/21

Mr John Ford provided an update from the Performance and Resources Committee 27/04/21. Mr Ford highlighted Mr Urquhart, Director of Finance achievement due to the Draft NHS Board Financial Position meeting with the Scottish Government requirements to spend within the Revenue and Capital Resource limits.

The NHS Board noted the assurance provided through the minutes of the Performance and Resources Committee Update 27/04/21.

8.2.2 Clinical Governance Committee: 13/11/2020

The NHS Board noted the assurance provided through the minute of the Clinical Governance Committee held on 13/11/20.

8.2.3 Staff Governance Committee: 19/03/21

The NHS Board noted the assurance provided through the minute of the Staff Governance Committee held on 19/03/21.

8.3 Advisory Committee Minutes

8.3.1 Area Clinical Forum: 16/01/21

The NHS Board noted the assurance provided through the minutes of the Area Clinical Forum 16/01/21.

8.3.2 Area Clinical Forum: 02/02/21

The NHS Board noted the assurance provided through the minute of the Area Clinical Forum held on 02/02/21

8.4 Integration Joint Board (IJB) Minutes

8.4.1 Clackmannanshire and Stirling IJB: 17/06/20; 23/09/20; 25/11/20; 27/01/21

The NHS Board noted the Clackmannanshire and Stirling IJB minutes from the meetings held on 17/06/20, 23/09/20, 25/11/20 and 27/01/21.

8.4.2 Falkirk IJB: 20/11/20

The NHS Board noted the minute of the Falkirk IJB held on 20/11/20.

9. ANY OTHER COMPETENT BUSINESS

There being no other competent business the Chair Closed the meeting at 12:50pm

Falkirk Community Trust

Board Meeting
Minute

Minute of a meeting of the Board of Directors of Falkirk Community Trust Limited (the "Company") held via video conference facilities on **27th May 2021** at 09.30am. David White (DW) chaired the meeting throughout.

Due to the meeting arrangements no members of the public attended.

Present: David White (DW) Chair; Cllr Lorna Binnie (LB); Cllr Niall Coleman (NC) (item 1, item 2 and part of item 3); Cllr Joan Coombes (JC); Derek Easton (DE); Cllr Jim Flynn (JF) (items 12-16); Andrew Roberts (AR); Cllr Robert Spears (RS); Alan Stewart (AS).

Apologies: Susie Crawford (SC).

In Attendance: Maureen Campbell (MC); Neil Brown (NB); Paul Finnie (PF); Lesley O'Hare (LoH); Alistair Mitchell (AM); Danny Cairney (DC);

Observer: Mark McCabe (MM) (Audit Scotland).

No.	Agenda Item	Agreement / Action	Due Date	Who
	Welcome	DW welcomed Directors to the meeting. DW advised of Simon Rennie's resignation from the Board. DW recalled his insightful and visionary input to the Helix project, the key contributions he made to the Board over the life of the Trust and voiced the Board's appreciation for his work as a co-opted independent director. The Board also wished to acknowledge and thank Margaret Smith's support on financial matters following her change of role following flexible retirement from Falkirk Council.		
1	Minute of Meeting	The minute of the meeting held on 4 th March 2021 was approved.		
2	Matters Arising	Two matters arising from the meeting held on 4 th March 2021 are included on this meeting agenda: <ul style="list-style-type: none"> Action Plan 2021/22 (item 5); Grangemouth Golf Club Transfer (item 8). 		
3	Integration of Falkirk Community Trust services to Falkirk Council - Consultation Response	DW provided a summary of the background leading to this report. MC presented a report seeking Board agreement to submit a response to the Council's Consultation, following a request from the Council's CEO for feedback on their proposals on integration of Trust services into the Council from 1st April next year. The Board noted the following: <ul style="list-style-type: none"> This is the Trust's first opportunity to respond to the Council's paper. Two scenarios are discussed: (1) keeping Trust services together or (2) splitting up component parts of the Trust service into different Council services. Report provided pros and cons of both scenarios. The operational efficiencies of bringing services together within the Trust over the past 10 years. If keeping services together, the best fit for the Trust within the revised Council structure is likely to be within Place Services. Place Services has a structure which the Trust already closely aligns with. 		

No.	Agenda Item	Agreement / Action	Due Date	Who
		<ul style="list-style-type: none"> Concerns regarding Trust services becoming marginalised if part of a larger service and potentially at risk being non-statutory services. Concern that the Council suggestion to locate Libraries within Corporate & Housing overlooks the core role, and cultural benefits, of the library service. Children's Services aims may not align with the commercial approach required for Sport & Leisure services. Business Development and Business Support services are inextricably linked to the delivery of front-line services and need to be attached to Culture and Sport. People Working Group have arrived at this same conclusion regarding locating Business Support. NC left the meeting at 10.36 during the discussion of this item. <p>The Board discussed the following:</p> <ul style="list-style-type: none"> The importance of making a decision in relation to the paper in having regard to the best interests of Trust customers and staff. The engagement process between the Council and Trust to date and a desire to meet with key Council leadership in advance of the Council meeting on 23 June. That expertise from Trust officers should inform the Council's decision regarding the integration of Trust services. That best value is important in any decision regarding the future of Trust services. That splitting up Trust functions potentially exacerbates financial risk with the expected loss of entrepreneurial expertise within the Trust. <p>Decision</p> <p>The Board approved the submission of the letter set out in Appendix 1 and agreed to request a meeting with Council in advance of 23 June 2021.</p>		MC
4	Transition Project Plan	<p>MC updated on the transition to the Council Project Plan.</p> <p>The Board noted the following points:</p> <ul style="list-style-type: none"> Project Board is chaired by the Council's Chief Executive and has met twice so far. There are nine working groups within the Council led by Council officers and attended by Trust managers, each group having met at least once. Transition Project Plan from the Project Board is not yet ready for sharing. Transition Project Plan will be shared to the Trust Board ahead of discussion at the Council meeting on 23 June 2021. <p>The Board discussed the following:</p> <ul style="list-style-type: none"> AR queried if any work has been carried out on costing the transition. MC noted that known costs to date are around legal work but that also a significant allocation of Trust officer time is required for the transition. A question was raised regarding the costs of removing Trust branding from venues and facilities, staff uniforms and associated resources. 		

No.	Agenda Item	Agreement / Action	Due Date	Who
		<ul style="list-style-type: none"> The Board noted concern at the continued existence of FCT branding beyond the transfer date, given the charitable aspects of the Trust and recommends that branding be removed or covered over. SC to raise with the project group. Board members asked about impact on Trust staff, has there been an exodus of staff, and what current state of staff morale is. MC noted staff concerns around not understanding the rationale for the decision to transfer Trust functions to the Council. MC advised that, since the decision to transfer Trust functions to the Council two Team Leaders had resigned and one Team Leader had taken the decision to retire. <p>The Board noted:</p> <ul style="list-style-type: none"> Progress on the Trust Transition Project Plan as reported; The Project Plan will be shared to Trust Board ahead of Council meeting in June. 		<p>SC</p> <p>MC</p>
5	Action Plan 2021/22	<p>LOH presented an overview of the Trust's Annual Action Plan for 2021-22, the third of five annual Action Plans that stem from the Trust's Business Strategy 2019-2024.</p> <p>The Board noted the following points:</p> <ul style="list-style-type: none"> The Trust's objectives and priorities remain unchanged as set out in section 2.4 of the report, but the plan also takes into account business recovery from the COVID-19 pandemic and the need to ensure a smooth transition of Trust services to the Council by 31 March 2022. The Trust's three strategic objectives remain as: (1) Meeting our customer's needs; (2) Ensuring our financial viability; and (3) Growing our leadership and community development capacity. The devastating impact of COVID on admissions and income in 2020-21. The difficulty of setting targets for 2021-22 in the current environment of restricted capacity and unknown customer confidence in returning to Trust services. Targets are aligned with financial targets set out in separate financial paper. <p>Decision</p> <p>The Board approved the Annual Action Plan 2021-22.</p>		
6	Financial Outturn Projection 2020/21	<p>DC provided a report presenting the provisional financial outturn of the Trust's activities for 2020-21.</p> <p>The Board noted the following points:</p> <ul style="list-style-type: none"> The final accounts process is underway with figures reported here subject to final audit review. Any further adjustment to these figures will be reported back to the Board. Comparison is made against planned budget, and prior year's performance to determine the detrimental financial impact of the COVID-19 restrictions on each area. The impact of COVID-19 on operational income has been considerable, with a provisional loss of c£6m compared to budget. This has been mitigated by the UK Government's Job Retention Scheme and significant operational savings being achieved, with a provisional 		

No.	Agenda Item	Agreement / Action	Due Date	Who
		<p>surplus of £0.288m being shown for the current financial year.</p> <ul style="list-style-type: none"> • Biggest financial impact has been loss of customer income due to facility closure, which has been compensated by the Job Retention Scheme and the continuation of the Council service payment. • The final account will include an explanation of treatment of reserves and various adjustments for trading activities. • It is too early in the current financial year to provide an assessment of the year-end position for 2021-22. <p>The Board discussed the following:</p> <ul style="list-style-type: none"> • DW queried what would the financial position have been had Trust services been within the Council. DC advised it would not have had access to funding from the UK Government's Job Retention Scheme. <p>The Board noted the analysis of the provisional performance for 2020/21.</p>		
7	FTH and new HQ and Arts Centre Update	<p>LOH updated the Board on both future arrangements for FTH Theatre as the Council begins to finalise arrangements for the demolition of the Municipal Buildings, and progress on the development of the new Council HQ with a particular focus on the arts centre (working title) and library components.</p> <p>The Board noted the following points:</p> <ul style="list-style-type: none"> • FTH theatre will continue operations when the Municipal Buildings is decommissioned; it is anticipated that the decommissioning process will begin in August and it is unlikely that the Buildings will reopen for staff or elected members once office-based working becomes the norm. • Additional funding is being sought through the Falkirk/Grangemouth Investment Zone bid which will support any additional costs incurred by locating the new facility in the town centre. • Workshop with elected members was held in February. • Council of the Future Board funding supported the secondment of a Trust officer to work with the Project Manager on the development of the new town centre HQ, arts centre, and library. • FTH Studio will have extensive daytime use of the Studio from Monday-Friday for the purposes of Council, committee, and Children's Panel use; work is ongoing to prepare the room for this. This room will remain available for weekend and evening use by cultural activity and other hires. • Work began in April to convert Falkirk Library Children's Section into Central Hub for Falkirk Council, with relocation of the children's section. <p>The Board discussed the following:</p> <ul style="list-style-type: none"> • DE voiced concern around possibility of no facility to use during the transition to new facility. LOH noted this will be recorded as a risk. Temporary interruptions may be more likely than extended loss of venue operation. <p>Board members noted progress to date and agree to receive a further update at the August Board meeting.</p>	26/08/21	LOH

No.	Agenda Item	Agreement / Action	Due Date	Who
8	Grangemouth Golf Club Transfer	<p>NB gave an update on the implementation of the first stage of the transfer of Grangemouth Golf Course from the operation and management by the Trust to that of Grangemouth Golf Club, whilst referring to the actions required in the next several months in the achievement of a full asset lease transfer.</p> <p>The Board noted the following key points:</p> <ul style="list-style-type: none"> • A Licence to Operate has been signed by both parties and became effective from 1st April 2021, with an end date expected to be on 31st March 2022, given the Trust's position at that time, or sooner if agreement for a full asset transfer is achieved before that date. • It is the Club's intention to complete their Business Plan for approval as soon as they possibly can. It is also the Trust's position that Council approval be granted to enable the Club to operate and manage the facility from 1st January 2022. • Key areas that remain outstanding within the Club's Business Plan are the issues of the T.U.P.E. transfer of four Trust staff, and the Club's use of all Trust machinery and equipment when they achieve charitable status. • The Club has SCIO status confirmed in the past few days, with completion of their Business Plan remaining outstanding. • Target date for full transfer is provisionally set as 1st January 2022. <p>The Board:</p> <ul style="list-style-type: none"> • Noted the completion of a formal Licence to Operate between the Trust and the Club and that the Club's operation of the facility, whilst encountering teething issues, remains satisfactory. • Noted that further reports will be submitted to the Board advising of the progress made on the transfer of staff and associated specialist equipment and machinery. 	26/08/21	NB
9	Recovery Plan Update	<p>NB provided an update on the changes that have taken place, since the update provided to the Board on 3rd March and to review the progress made against the recovery plan.</p> <p>The Board noted:</p> <ul style="list-style-type: none"> • What easing of restrictions have meant for Trust services, with the main difference taking place on 26th April 2021 allowing the Trust to reopen many facilities that had been closed for a significant period. • Customer experience and the Trust's ability to deliver service is affected by requirements for booking, track and trace, social distancing and continued restrictions. • The importance of social media and interactions via the Trust's website, and the need to retain website presence going forward. • The extension of the UK Government's Job Retention Scheme to the end of September, with the Trust balancing the return of staff to operate facilities with keeping staff on furlough where possible to maximise financial savings. • The Trust's ability to recover is constrained by with capacity levels being limited by the need for social distancing. As a result, ability to generate income levels is significantly restricted. • A number of vacancies exist. 		

No.	Agenda Item	Agreement / Action	Due Date	Who
		<p>The Board discussed:</p> <ul style="list-style-type: none"> • Their individual experiences of using the facilities since they reopened and were very complimentary about the arrangements and the staff input. • A number of opportunities for potential service development were identified taking account of the likely continued restrictions in respect of capacity limitations and physical distancing. <p>The Board formally expressed its thanks to Trust staff throughout the welcome return to service provision.</p>		
10	Annual Report format and timeline	<p>MC presented an update to the Board on the format and timeline for this year's Annual Report.</p> <p>The Board noted:</p> <ul style="list-style-type: none"> • Annual Report will be reported to the Board in August. • The Trust's 10-year anniversary will be celebrated in July. <p>The Board noted arrangements for the publication of the Annual Report 2020-21 and the digital campaign to recognise the 10th anniversary.</p>		
11	Support for NHS during the Pandemic	<p>NB provided the Board with the level of support provided by the Trust to the NHS, at various points throughout the period of the pandemic.</p> <p>The Board noted:</p> <ul style="list-style-type: none"> • Use of the Trust's three town halls for clinical use by the NHS early in the pandemic, starting with use for flu vaccinations. • Success of flu vaccination delivery resulted in the further use of Trust sites by the NHS for COVID-19 vaccinations. • Mobile testing units made use of several Trust sites using car parks, with testing unit staff only having access to centres as welfare facilities . • Polmont Sports Centre became a fixed asymptomatic test site for a significant period, making use of a Trust site that was otherwise have been unable to open. This testing site came to an end on 23rd April 2021. • The move to delivering a larger-scale COVID-19 vaccination service at Forth Valley College led to a request for Trust staff to assist in the operation of this vaccination facility. • There should be no financial implications for the Trust supporting the NHS throughout the pandemic. • Additional requests for access to the three town halls from the Blood Transfusion Service were largely accommodated; however, there were periods of time where the Trust could not satisfy the demands at FTH with alternative arrangements having to be found by the Blood Transfusion Service. • The Trust has demonstrated its ability to support the Council and NHS in specific areas through the co-ordinated and effective management of front-line staff, during this time of crisis. <p>It was suggested we acknowledge the help of Trust staff to the NHS and flagged a National thank you day planned for 4th July.</p> <p>The Board expressed their gratitude to Trust staff in stepping up to assist during this time of crisis.</p>		

No.	Agenda Item	Agreement / Action	Due Date	Who
12	Health, Safety & Risk Update	<p>PF updated Board members of the current status regarding our ongoing Health, Safety & Risk (HS&R) record and management process across all Trust locations and staff.</p> <p>The Board noted:</p> <ul style="list-style-type: none"> • The Trust is providing returning staff with comprehensive training, information, and guidance, especially as the reopening of our venues gathers pace, • The incidence of accidents and incidents since reopening remains low, with numbers expected to increase as ever-increasing numbers of customers start to return. <p>The Board discussed the following:</p> <ul style="list-style-type: none"> • The impact of increased visitor numbers to all park sites and associated increases in anti-social behaviour and vandalism. • An application for Naturescot funding was submitted for additional support to parks to support the appointment of additional customer improvement staff. Volunteer Park wardens would be extremely welcomed but could be an extremely difficult role to fill. <p>The Board noted the update on Health, Safety and Risk.</p> <p>JF joined the meeting at 1142 during the discussion of this item.</p>		
13	Fundraising Update	<p>MC provided an update on the Trust's external fundraising activity from April 2020-April 2021.</p> <p>The Board noted the following key points:</p> <ul style="list-style-type: none"> • The total value of awards made to date in 2020-21 is £191,852. • Several pending bids awaiting outcome, totalling £421,199. • Competition for funding is ever increasing. <p>The Board noted the Fundraising Update.</p>		
16	Any Other Business	There was no other business.		
	Date of next meeting	<p>MC suggested a return to a physical meeting, making use of the additional space within FTH Studio to maintain social distancing.</p> <p>Date: 26th August 2021</p> <p>Location: FTH Studio</p>		



MINUTE OF MEETING OF LEADERS (APPROVED)

Friday, 28 May 2021 at 1100hrs

Microsoft Teams

Present

COSLA President	Councillor Alison Evison
COSLA Vice President	Councillor Graham Houston
Aberdeen City Council	Rob Polkinghorne (Substitute)
Aberdeen City Council	Councillor Jenny Laing
Aberdeenshire Council	Jim Savege
Aberdeenshire Council	Councillor Andy Kille
Angus Council	Councillor David Fairweather
Argyll & Bute Council	Pippa Milne
Argyll and Bute Council	Councillor Robin Currie
City of Edinburgh Council	Andrew Kerr
City of Edinburgh Council	Councillor Claire Millar
City of Edinburgh Council	Councillor Adam McVey
Clackmannanshire Council	Nikkie Bridle
Clackmannanshire Council	Councillor Ellen Forson
Comhairle nan Eilean Siar	Malcolm Burr
Comhairle nan Eilean Siar	Councillor Roddie Mackay
Dumfries and Galloway Council	Fiona Lees
Dumfries and Galloway Council	Councillor Rob Davidson
Dumfries and Galloway Council	Councillor Gail Macgregor
COSLA Spokesperson	Gregory Colgan
Dundee City Council	Councillor John Alexander
Dundee City Council	Eddie Fraser
East Ayrshire Council	Councillor Douglas Reid
East Ayrshire Council	Gerry Cornes
East Dunbartonshire Council	Councillor Andrew Polson
East Dunbartonshire Council	Monica Patterson
East Lothian Council	Councillor Stuart Currie
East Lothian Council	Councillor Norman Hampshire (Substitute)
COSLA Spokesperson	Lorraine McMillan
East Lothian Council	Councillor Tony Buchanan
East Renfrewshire Council	Kenneth Lawrie
East Renfrewshire Council	
Falkirk Council	

Falkirk Council	Councillor Cecil Meiklejohn
Fife Council	Steve Grimmond
Fife Council	Councillor David Alexander
Fife Council	Councillor David Ross
Glasgow City Council	Annemarie O'Donnell
Glasgow City Council	Councillor Susan Aitken
Highland Council	Donna Manson
Highland Council	Councillor Margaret Davidson
Inverclyde Council	Aubrey Fawcett
Inverclyde Council	Councillor Stephen McCabe
COSLA Spokesperson	Dr Grace Vickers
Midlothian Council	Councillor Derek Milligan
Midlothian Council	
Midlothian Council	
COSLA Spokesperson	Councillor Kelly Parry
Moray Council	Roderick Burns
Moray Council	Councillor Graham Leadbitter
North Ayrshire Council	Craig Hatton
North Ayrshire Council	Councillor Joe Cullinane
North Lanarkshire Council	Derek Brown (Substitute)
North Lanarkshire Council	Councillor Paul Kelly (Substitute)
Orkney Islands Council	John Mundell
Orkney Islands Council	
COSLA Spokesperson	Councillor Steven Heddle
Orkney Islands Council	Councillor James Stockan
Perth and Kinross Council	Barbara Renton
Perth and Kinross Council	Councillor Peter Barrett
Perth and Kinross Council	Councillor Murray Lyle
Renfrewshire Council	Alan Russell (Substitute)
Renfrewshire Council	Councillor Iain Nicolson
Scottish Borders Council	Netta Meadows
Scottish Borders Council	Cllr Shona Haslam
Shetland Islands Council	Councillor Steven Coutts
South Ayrshire Council	Eileen Howat
South Ayrshire Council	Councillor Peter Henderson
South Lanarkshire Council	Cleland Sneddon
South Lanarkshire Council	Councillor John Ross
Stirling Council	Carol Beattie
Stirling Council	Councillor Scott Farmer
West Dunbartonshire Council	Joyce White
West Dunbartonshire Council	Councillor Jonathan McColl
West Lothian Council	Graham Hope
West Lothian Council	Councillor Lawrence Fitzpatrick

Apologies

Aberdeen City Council
Angus Council
East Dunbartonshire Council
East Lothian Council
North Lanarkshire Council
North Lanarkshire Council
Renfrewshire Council
Shetland Islands Council

Angela Scott*
Margo Williamson
Councillor Vaughan Moody
Councillor William Innes*
Des Murray*
Councillor Jim Logue*
Sandra Black*
Maggie Sandison

**Denotes substitute provided*

Public Session

1. Introduction

The President welcomed those present and provided guidance on how the meeting would be conducted remotely using Microsoft Teams. Apologies and substitutes had been noted separately for the Minute.

Before the formal start of the formal business of the meeting, the President thanked Cllr Peter Barrett for his services as COSLA's Scottish Liberal Democrats Group Leader. Cllr Barrett would be stepping down from that role and this would be his last Leaders' meeting. On behalf of Leaders, the President wished Cllr Barrett all the best for the future.

2. Draft Minute of Leaders' Meeting (paper LD/21/95 refers)

The draft Minute of the previous COSLA Leaders' meeting held on 30 April 2021 was approved as an accurate record.

3. EU Settlement Scheme (paper LD/21/96 refers)

Leaders were advised that it was less than five weeks until the EU Settlement Scheme (EUSS) deadline of 30 June 2021. The EUSS allowed applicable EU/EEA citizens living in the UK before 31 December 2020 to maintain their rights to live and work in the UK. The report provided Leaders with an update on COSLA's EUSS work. Cllr Kelly Parry, Community Wellbeing Spokesperson commented that the President had chaired a recent information session for Elected Members and COSLA recognised both the commitment to making sure as many people as possible applied to the EUSS before the deadline, and their concerns for those who might miss the deadline. Cllr Parry would be seeking additional funds from the Home Office and Scottish Government to ensure the continuation of support and advice provided by the International Organisation for Migration (IOM) caseworkers.

The issue of people that might lack the capacity to complete the necessary application paperwork was raised (e.g. foster children and those in care homes) and Cllr Parry assured Leaders that these concerns had been raised. COSLA officers had been liaising with the Home Office regarding this. Cllr Stuart Currie, Health and Social Care Spokesperson commented that his COSLA Board would be considering specifically the legal rights of individuals that lacked capacity, e.g. ability to provide formal consent.

With the above comments, Leaders:

- (i) were invited to promote the EUSS in their local authority and continue to identify vulnerable individuals who might need support to complete EUSS applications;
- (ii) noted the ongoing work of COSLA and IOM in paragraphs 3-7 in the paper; and
- (iii) agreed the proposed approach and next steps in paragraphs 13-19 in the paper.

Private Session

4. Local Government Finance Update (paper LD/21/97 refers)

Leaders were advised that since they last met on 30 April 2021, work had advanced on the review of capital accounting and the plan was to provide an update to Leaders in June 2021.

COSLA officers responded to a comment around the timeframe for the review of capital accounting in order to allow Local Government to plan going forward and advised that

Directors of Finance were leading on this but COSLA had sought input and it was hoped it could be completed as quickly as possible.

Leaders:

- (i) noted the position in relation to the review of capital accounting, COVID related health and social care funding, UK government levelling up funding, and Business Grants and support; and
- (ii) agreed that a specific education cost collection exercise was not taken forward at this time, and that COSLA officers work with Directors of Finance on a wider assessment of the likely Local Government financial position for 2021/2022, once all COVID related funding was taken into account.

5. Pay Negotiations Update (paper LD/21/98 refers)

The report provided Leaders with an update on the pay claim discussions conducted to date and provided an update on the steps taken since April 2021. A political steer on these proposals was requested with regards to the claim as it stood.

An amendment to the recommendations was proposed by Cllr Stephen McCabe and seconded by Cllr Norman Hampshire.

- (i) Leaders express their extreme disappointment with the delay in response from the First Minister and the Cabinet Secretary for Finance to our repeated requests for an urgent meeting to discuss additional Scottish Government funding to support an enhanced pay offer to local government staff in line with the offer to health staff.
- (ii) Leaders note that should this failure to provide adequate additional funding by the Scottish Government result in industrial action by local government workers then not only will this affect vital local services at this critical point in the recovery from the pandemic, but it will compromise local government's ability to deliver on many of the Scottish Government's commitments that rely on local government for implementation.
- (iii) Leaders further note the contribution made by council staff during the pandemic which is recognised in the report by Audit Scotland which concluded that Scotland's councils reacted quickly, working alongside communities and partners, to address the unprecedented challenges created by COVID-19.
- (iv) Leaders therefore instruct the President and the Spokesperson for Resources to continue to press the Scottish Government strongly for an urgent meeting between Ministers and all Leaders on this issue.

Cllr Douglas Reid proposed a slight amendment to the wording of (iv) – insert 'appropriate' before 'Ministers'. Cllr McCabe accepted this.

Accordingly, Leaders agreed:

- (i) to express their extreme disappointment with the delay in response from the First Minister and the Cabinet Secretary for Finance to our repeated requests for an urgent meeting to discuss additional Scottish Government funding to support an enhanced pay offer to local government staff in line with the offer to health staff;
- (ii) to note that should this failure to provide adequate additional funding by the Scottish Government result in industrial action by local government workers then not only would this affect vital local services at this critical point in the recovery from the pandemic, but it would compromise local government's ability to deliver on many of the Scottish Government's commitments that rely on local government for implementation;

- (iii) to further note the contribution made by council staff during the pandemic which was recognised in the report by Audit Scotland which concluded that Scotland's councils reacted quickly, working alongside communities and partners, to address the unprecedented challenges created by COVID-19; and
- (iv) to therefore instruct the President and the Spokesperson for Resources to continue to press the Scottish Government strongly for an urgent meeting between appropriate Ministers and all Leaders on this issue.

6. Early Learning and Childcare (ELC): Funding from 2022/23 (paper LD/21/99 refers)

The multi-year funding package for the expansion of early learning and childcare to 1140 hours was currently in its last year. When agreed in 2018, Leaders had agreed that COSLA officers should use data to determine the best funding methodology from 2022. The paper presented the work of the ELC Finance Working Group and the recommendation by them and the Settlement Distribution Group that funding, moving forward, should be distributed based on a formula using the client group approach.

Leaders:

- (i) agreed that funding for the expansions of ELC should be distributed on a formula basis using the principled client group approach from 2022/23; and
- (ii) noted that a formula and proposals for transition would be brought back to Leaders for agreement in June 2021.

7. Strategic Commissioning and Grant Aided Schools (paper LD/21/100 refers)

The report updated Leaders on the joint work undertaken to date to implement the Scottish Government's 10-Year Strategy for improving learning provision and educational outcomes for children and young people with additional support needs, which would run until 2028/29.

Leaders:

- (i) noted the work undertaken to date with National Strategic Commissioning Group and the Project Board as part of the Scottish Government's 10-year strategy for improving learning provision for pupils with complex additional support needs (ASN), and agreed COSLA officers continued engagement with the Group; and
- (ii) agreed that COSLA officers take forward work to consider a more strategic approach to local authority commissioning of grant aided schools and other learning provision ahead of the next commissioning cycle.

8. Joint Policy/Funding – Scottish Healthy Milk Snack Scheme (paper LD/21/101 refers)

The report reminded Leaders that it had previously been agreed that Local Government would deliver this scheme on behalf of the Scottish Government, subject to further discussions on funding. Considerable work had now been done, including with professional associations, to establish a realistic quantum for both administration and scheme delivery.

COSLA officers had been working with the Scottish Government on the need to finalise guidance for the operation of the scheme and advised that it should be published 1 June 2021.

Leaders agreed:

- (i) the distribution methodology for the Scottish Healthy Milk and Snack Scheme as 93% pre-school pupil numbers and 7% rurality;

- (ii) ring fenced payments for milk and snack be based on 70% of the potential maximum Scheme Year 1 costs (£12.3m), paid in two portions aligning with the financial years (8 months of 21/22 2021, 4 months of 22/23 paid in March 2022) with reconciliation as part of the Local Government Finance settlement, ensuring funding for actual uptake was provided;
- (iii) that all local authorities agree, for Scheme year 1, to pay childcare settings at the Local Serving Rate, as outline in paragraph 18 in the paper, to enable early clarification of rates to local authorities and settings; and
- (iv) in relation to Administration funding in each year:
 - 25% be shared equally across all local authorities
 - Remaining 75% distributed based on the number of regulated childcare settings including childminders

9. Independent Review of Adult Social Care (paper LD/21/102 refers)

The paper provided Leaders with an update of work undertaken in relation to the Independent Review of Adult Social Care and sought Leaders' views and input on the proposed approach. Since publication of the report and based on Leaders' views, COSLA officers and COSLA Spokespeople had undertaken lobbying around the concerns expressed by Leaders on the implications some of the Review recommendations would have on the support provided to those using social care services and wider local decision making.

COSLA officers addressed several points for clarification and for further discussion e.g. claiming VAT, impact assessments for island communities, resource implications, and preventative work. Leaders noted that a financial memorandum would need to be brought back to a future Leaders' meeting.

Leaders:

- (i) noted the update on work relating to the Review of Adult Social Care;
- (ii) provided some views on the Local Government vision for social care; and
- (iii) agreed that the COSLA positions, outlined in paragraph 13 in the paper, should form the basis of discussions in initial meetings between COSLA Spokesperson for Health and Social Care, Cllr Stuart Currie, and the incoming Secretary for Sport and Health

10. Financial Support for the Adult Social Care Sector (paper LD/21/103 refers)

Officers indicated that the later circulation date for the paper had been to ensure the positions COSLA Leaders were being asked to agree aligned with the paper Scottish Government officials had been preparing for the incoming Minister for Mental Wellbeing and Social Care. The paper sought Leaders' agreement to the financial support arrangements for the adult social care sector from July 2021 to March 2022 to ensure longer term sustainability.

Leaders:

- (i) agreed the financial support for the sector as outlined in paragraph 10 in the paper, subject to agreement from the Minister for Mental Wellbeing and Social Care;
- (ii) noted the position in relation to PPE supply to the sector;
- (iii) agreed that Cllr Stuart Currie had the mandate to sign off the guidance; and
- (iv) agreed to delegate any change to this arrangement to Group Leaders.

11. Teachers £400 Assessment Payment (paper LD/21/104 refers)

The paper updated Leaders on a request from the Scottish Government for COSLA to work with them on the scope and process for the proposed £400 payment to secondary teachers. The payment related to those teachers who were delivering and supporting in-school assessments in place of national examinations that could not occur because of the response to the coronavirus pandemic.

COSLA officers addressed a number of points for clarification and took on board the comments regarding the additional pressure being placed on young people. Officers agreed to bring a paper back to the June Leaders' meeting on Pandemic Proofing the Education System.

In addition to the above comments, Leaders:

- (i) agreed that COSLA and its professional advisers in councils should work with Scottish Government in framing their eligibility and pro-rata criteria to best meet their policy intent;
- (ii) agreed that COSLA and its professional advisers in councils should work with Scottish Government in developing their guidance about administering the payment; and
- (iii) subject to reassurances from Government about risk, and appropriate funding for the payment, on-costs and administration, agreed that Local Government would administer the payment to eligible staff through council payrolls.

12. Relocation of Afghan Nationals to the UK (paper LD/21/105 refers)

Leaders received an update on the UK Government's acceleration plans around the reallocation of 3000 people from Afghanistan to the UK by Summer 2021. It was acknowledged that the scale of this undertaking was significant and COSLA would prepare further information for councils to augment what had already been provided to Leaders and would follow up with individual councils to ascertain if they had the capacity to support this work. Leaders recognised this was a rapidly developing situation and that COSLA should highlight concerns around the timescales for the Home Office to manage this.

Leaders:

- (i) noted the circumstances in Afghanistan and the likelihood that this would result in up to 3000 people being relocated to the UK by Summer 2021;
- (ii) noted the support package that was available to councils to support the relocation efforts;
- (iii) provided Scottish Local Government's broad support for the scheme; and
- (iv) agreed to seek to accommodate staff and their families within individual local authorities where it was possible to do so.

13. Local Government Approach to UK Immigration Policy (paper LD/21/106 refers)

The paper set out COSLA's broad approach in relation to immigration policy and highlighted four key areas of concern which it was proposed that COSLA write to the UK Government on.

Amendment 1

An amendment to the recommendations was proposed by Cllr Susan Aitken and seconded by Cllr Douglas Reid.

Replace recommendation (ii) to read:

(ii) Agree that COSLA writes to the Home Secretary to express Leaders' support for the serious concerns set out in the cross-party letter of 21 May to the Home Secretary from Glasgow MPs, MSPs and Councillors about both the 'New Plan for Migration' and recent Home Office tactics, and requesting a meeting to discuss:

- A fair and dignified immigration system that meets Scotland's need, including sufficient funding for Local Authorities to support asylum dispersal.
- Our concerns regarding lack of consultation or engagement on the proposals for the New Plan for Immigration.
- Assurances that Dawn Raids/Immigration Enforcement will not be used to evict people in Scotland.

Add an additional recommendation (iii)

(iii). Agree that COSLA Leaders reaffirm their support and thanks to Police Scotland, and other public sector workers, and recognise the profound impact that the COVID pandemic has had on their mental health and morale.

Amendment 2

A second amendment to the recommendations was proposed by Cllr Andy Kille and seconded by Cllr Andrew Polson.

- (i) Reaffirm the broad position that COSLA takes on immigration policy; and
- (ii) Agree that COSLA writes to the UK Government to highlight the need for an immigration system that meets Scotland's needs.
- (iii) Agree that COSLA leaders reaffirm their support and thanks to Police Scotland, and other public sector workers, for the work that they do in upholding the law in Scotland today, and recognise the profound impact that the COVID pandemic has had on their mental health and morale.

Vote

Amendment 1 – 26

Amendment 2 – 4

Abstain - 1

Accordingly, Leaders agreed to

- (i) reaffirm the broad position that COSLA takes on immigration policy;
- (ii) agreed that COSLA writes to the Home Secretary to express Leaders' support for the serious concerns set out in the cross-party letter of 21 May to the Home Secretary from Glasgow MPs, MSPs and Councillors about both the 'New Plan for Migration' and recent Home Office tactics, and requesting a meeting to discuss:
 - A fair and dignified immigration system that meets Scotland's need, including sufficient funding for Local Authorities to support asylum dispersal.
 - Our concerns regarding lack of consultation or engagement on the proposals for the New Plan for Immigration.
 - Assurances that Dawn Raids/Immigration Enforcement will not be used to evict people in Scotland.

- (iii) agreed that COSLA Leaders reaffirm their support and thanks to Police Scotland, and other public sector workers, and recognise the profound impact that the COVID pandemic has had on their mental health and morale.

14. Implications of Emerging Policy for Local Government (paper LD/21/107 refers)

The report set out key policy commitments that had emerged since Leaders last met, most notably as a result of the outcome of the Scottish Parliament election and in relation to the 2021 Queen's Speech. It provided initial analysis from COSLA officers on the potential implications to Local Government of these emerging policies. Substantive items on policies referenced in the report would continue to be brought to Leaders as they progressed.

Leaders:

- (i) noted the update provided as part of the report;
- (ii) noted and provided some comment on the analysis of potential implications for Local Government from emerging policy commitments as outlined in the Appendix to the paper; and
- (iii) agreed that officers work to secure full funding for policies relating to all recent announcements aligned to the 'new burdens' principle.

15. School Clothing Grant (paper LD/21/108 refers)

The report detailed the first of a number of pre-election commitments made by the SNP in relation to the first 100 days in office which COSLA expected to see coming through from the Scottish Government over the coming weeks. The level of school clothing grants had previously been an issue for local decision, with a joint agreement in 2018 that there would be a national minimum of £100. The paper outlined the new commitment that this figure should rise to £120 for primary pupils, and £150 for secondary. COSLA had been advised that the intention was to introduce this policy from August 2021. Officers noted comments that the timescale for this payment was too late.

In considering their decision, Leaders' attention was drawn to paragraph 7 in the report:

COSLA continues to work with the Scottish Government on ensuring the School Clothing Grant is working for families. The approach to this policy commitment, and the approach anticipated in other new policy areas associated with pre-election commitments reduces local flexibility and cuts across local democratic accountability by defining priorities for Councils to deliver. Leaders will be well aware that as core budgets are reduced, there is less room for councils to choose to target funding in areas like these.

Leaders:

- (i) agreed that officers continue to make the point in paragraph 7 in the paper to civil servants while new policy commitments were developing, as well as continuing to stress the importance of local democratic choice and accountability; and
- (ii) agreed that Scottish Government should fund the School Clothing Grant policy commitment fully, as well as other policy commitments coming forward that impacted Local Government financially.

16. Date of Next Meeting

The next meeting would be held at 1100hrs on Friday, 25 June 2021 via Microsoft Teams.

Close

The President closed the meeting at 1310hrs by thanking Members for their attendance.



Minute of meeting of the Integration Joint Board held remotely, on Friday 4 June 2021 at 9.30 a.m.

Voting Members: Allyson Black
Fiona Collie (Vice-Chair)
Gordon Johnston
Stephen McAllister
Michelle McClung (Chair)
Cecil Meiklejohn

Non –voting Members: Margo Biggs, Service User Representative
Patricia Cassidy, Chief Officer
Robert Clark, NHS Forth Valley Staff Representative
David Herron, GP Medical Representative
Maureen Hill, Interim CEO Falkirk CVS, TSI Representative
Lesley James (substitute), Chief Social Work Officer
Kenneth Lawrie, Chief Executive, Falkirk Council
Morven Mack, Carers Representative
Roger Ridley, Falkirk Council Staff Representative
Jillian Thomson, Chief Finance Officer
Angela Wallace, Nurse Director

Also Attending: Jack Frawley, Team Leader, Committee Services
Laura McKenzie, Carers Centre
William Mcquillan, Procurement and Commissioning Manager
Calum Macdonald, Performance and Quality Assurance Manager
Lesley Macarthur, Partnership Funding Co-ordinator
Tricia Meldrum, Audit Scotland
Colin Moodie, Chief Governance Officer
Lorraine Paterson, Head of Integration
Martin Thom, Head of Integration
Grace Scanlin, EY
Lorraine Scott, Falkirk HSCP Support Officer
Suzanne Thomson, Senior Service Manager (Planning & Performance)

IJB1. Apologies

There were apologies from Cathie Cowan, Chief Executive NHS Forth Valley; Sara Lacey, Chief Social Work Officer, and Ania Sandland, Third Sector Representative.



IJB2. Valedictory Remarks

The Chair noted that this would be Lorraine Paterson, Head of Integration's final meeting of the Board as she was retiring. The Chair, on behalf of the Board thanked Lorraine for her contribution and wished her well for the future.

The Chair led the Board in thanks to Councillor Collie for her hard work during her term as Chair for the preceding two years and stated that it was very pleasing that Councillor Collie would continue to support the IJB from the position of Vice-Chair.

IJB3. Declarations of Interest

There were no declarations of interest.

IJB4. Minute**Decision**

The Integration Joint Board approved the minute of meeting held on 19 March 2020.

IJB5. Action Log**Decision**

The Integration Joint Board noted the Rolling Action Log.

IJB6. Chief Officer Report

The Integration Joint Board considered a report by the Chief Officer which provided information on current developments within the Partnership along with an update on the ongoing Covid-19 pandemic response. The report set out information on:-

- Delegated Authority;
- Covid-19 Remobilisation Plan;
- Day Service Update;
- Care Home Assurance;
- Covid Vaccination Programme;
- Strategy, Finance and Communications;
- Scheduling/Recording;
- Workforce, and
- IJB Governance.

Decision

The Integration Joint Board:-

- (1) agreed to continue to delegate authority to the Chief Officer subject to review at the next meeting;**
- (2) approved the Interim Workforce Plan 2021-2022;**
- (3) agreed to delay to the publication date for the annual performance report until 30 September 2021, and**
- (4) noted the plans for further self-evaluation work with the Board.**

IJB7. Finance Report

The Integration Joint Board considered a report by the Chief Finance Officer which provided an overview of the draft financial results for 2020-21, together with a high-level summary of the 2021/22 budget position, including development of efficiency savings plans.

A breakeven position was expected to be reported for 2020-21 subject to audit. In line with previous years, risk sharing arrangements were applied in order to arrive at the position. Closing reserve balances for 2020-21 were expected to be in the region of £18.069m (an increase of £11.482m compared to the closing position reported in the previous year). This reflected slippage in planned expenditure, receipt of late allocations and creation of a new earmarked reserve in relation to unused Covid funding. An interim budget remained in place for 2021/22 pending further work to identify additional efficiency savings and confirmation of a number of outstanding funding allocations.

Decision

The Integration Joint Board:-

- (1) noted the 2020/21 draft outturn and that the unaudited accounts would be considered by the Audit Committee on 18th June;**
- (2) noted the 2021/22 budget position and that further work was required to identify additional efficiency savings (particularly in relation to set aside service areas), and**
- (3) approved the breakdown of the payments to Falkirk Council and NHS Forth Valley as per the Directions summary provided at appendix 2 to the report.**

IJB8. Partnership Funding Investment Strategy 2021 – 2024

The Integration Joint Board considered a report by the Chief Finance Officer which presented a Partnership Funding Investment Strategy for the period 2021-2024.

Partnership Funding was the term used to describe ringfenced funds that were available to Falkirk Health & Social Care Partnership (HSCP). Each fund had a specific purpose, criteria and duration. In order to ensure that the IJB could maintain oversight of the allocation and impact of these funds across the whole system, a programme approach was proposed. In practice, a programme approach meant that all funds were cited within a single, high level investment strategy. The plan covered a three-year period 2021-2024. The purpose and criteria of the funds varied, however the single investment strategy intended to provide linkage between ringfenced funds to accelerate the delivery of the Strategic Plan by adding value to core provision, whilst also enabling service redesign and improvement.

Decision

The Integration Joint Board:-

- (1) approved the Partnership Fund Investment Strategy 2021–2024;**
- (2) delegated funding decisions to the Falkirk HSCP Senior Leadership Team, as set out within 4.3 in the report, and**
- (3) approved movement of funds (£1.42m) from the Main Programme to the Heads of Integration as set out within 4.6 in the report.**

IJB9. Falkirk Community Hospital Update

The Integration Joint Board considered a report by the Head of Integration which provided an update on: upgrading works to Block 9; relocation of Musculo-Skeletal Outpatient Physiotherapy, and development of the Intermediate Care Facility and the master planning exercise for the site.

There was an opportunity to consider the whole Falkirk Community Hospital site as part of the Master Planning exercise, to refresh the community bed base model and develop a vision for 21st century health and social care in line with the Feeley review. This presented an opportunity for a full review of services that could be delivered from the site and to develop a robust business case to secure NHS capital funding. A considered approach to capital expenditure could then be reached. A strategic outcome would be available for supporting any Scottish Government capital opportunities.

Decision

The Integration Joint Board:-

- (1) noted the upgrading work carried out to date to modernise and upgrade FCH Block 9 and further improve fire safety measures within the inpatient units;**
- (2) noted the work to redeploy a number of staff to appropriate alternative positions within NHS Forth Valley on a temporary basis ahead of further planned building and development work;**
- (3) supported the NHS Forth Valley Board decision to pause further upgrading and structural work at FCH Block 9 whilst NHS Forth Valley and stakeholders undertook a wider Master Planning exercise for the FCH site, and**
- (4) agreed to incorporate the development of a new build intermediate care facility into the Master Planning review of the entire site.**

IJB10. HSCP Remobilisation Plan Update

The Integration Joint Board considered a report by the Head of Integration which provided an update on the plans for Remobilisation, Recovery and Redesign during the period of the Covid 19 pandemic. The plan was in line with national guidance relating to fluctuating patterns of the virus in our community. The report provided a high-level summary of current actions being undertaken.

Decision

The Integration Joint Board noted the actions being undertaken by the HSCP to support the recovery phase of the Covid 19 pandemic, while recognising and maintaining a level of preparedness due to the fluctuating nature of the pandemic.

IJB11. Performance Monitoring Report

The Integration Joint Board considered a report by the Senior Service Manager which presented the Performance Monitoring Report March 2020 – March 2021 to support the Board to fulfil its ongoing responsibility to ensure effective monitoring and reporting of service delivery. The report provided a summary of key performance issues and drew on a basic balanced scorecard approach with a focus on exception reporting.

Decision

The Integration Joint Board noted that appropriate management actions continued to be taken to address the issues identified through the Performance Monitoring Report.

IJB12. Review of the Strategic Plan 2019 - 2022

The Integration Joint Board considered a report by the Senior Service Manager which provided information on the requirement to review the Strategic Plan and the role of the Strategic Planning Group in reviewing the plan.

The Strategic Planning Group supported a review process to consider if the current Plan remained 'fit for purpose'. It was proposed the process would include a survey to IJB, SPG, HSCP Senior Leadership Team and HSCP Management Team members for their initial views on the continued relevance of the Strategic Plan vision, outcomes and priorities.

A joint workshop would then be held with the IJB and the SPG to discuss the findings of the survey. This would be held as part of the Board development session on 2 July 2021. A report to the IJB would then set out the options for the Plan and a proposed process and timescales would be developed, recognising the statutory process.

Decision

The Integration Joint Board:-

- (1) noted the requirement to review the Strategic Plan, a minimum of once every 3 years, and**
- (2) agreed the proposals to review of the Strategic Plan.**

The Integration Joint Board adjourned at 10.55am and reconvened at 11.10am with all members present as per the sederunt.

IJB13. Falkirk Carers Strategy Report

The Integration Joint Board considered a report by the Head of Integration which outlined the progress of the work of the Carers Strategy Implementation Group towards the implementation of the Carers (Scotland) Act 2016 and the Carers Strategy Action Plan. It outlined ongoing priority work streams, outlining how support had been offered to carers during the Covid-19 pandemic. Recent performance information was provided, including activity for completion of Adult Carer Support Plans, Young Carer Statements and 2020/21 performance of the Carers Fund Projects.

Decision

The Integration Joint Board noted:-

- (1) progress made to date, including the flexibility applied to support carers during the pandemic response period, and**
- (2) the ongoing work, including evaluation of flexible respite approaches to support and learning from the activity of the last year.**

IJB14. Primary Care Improvement Plan Update

The Integration Joint Board considered a report by the Primary Care Improvement Programme Manager on the PCIP programme and its progress through the previous year. Information was included on:-

- Progress Update to end March 2021;
- Key Learning;
- Pharmacotherapy;
- Primary Care Mental Health;
- Advanced Practice Physiotherapy, and
- GMS Contract Implementation: Extension of timescales.

Decision

The Integration Joint Board noted:-

- (1) the progress of the Primary Care Improvement Plan;**
- (2) that there was no substantive change to the actions, cost or deliverables previously outlined in PCIP Iteration 3;**
- (3) the revised timeline and anticipated revised memorandum of understanding which would guide GMS contract implementation to 2023/24, and**
- (4) that the funding gap between PCIP and Scottish Government allocation remained, however, delivery of the plan through 2021/22 could be managed through slippage from previous years, assisted by NHS board led vaccination service funding.**

IJB15. Home Support and Supported Living Contract

The Integration Joint Board considered a report by the Head of Procurement and Housing Property which provided an update on the proposed contract strategy principles and contract timetables, to facilitate

the delivery of the new Support at Home Service framework contract from 1 April 2022.

Decision

The Integration Joint Board noted:-

- (1) the contract principles, as outlined in paragraph 3 of the report;**
- (2) that some of the proposed changes to the contract required to be consulted upon as outlined in paragraph 4 of the report;**
- (3) the contract timetable and associated stakeholder consultations, and**
- (4) that a further report would be submitted to the IJB meeting on 3 September 2021, prior to the contract strategy being finalised.**

Maureen Hill and Angela Wallace left the meeting during consideration of the previous item.

IJB16. Communications, Participation and Engagement, and Volunteer Expenses

The Integration Joint Board considered a report by the Senior Service Manager which sought to establish a framework for the Partnership's activities, covering:-

- Participation and Engagement;
- Communications, and
- Volunteer Expenses Policy.

Decision

The Integration Joint Board approved the:-

- (1) refreshed Participation and Engagement Strategy 2021 – 2024;**
- (2) Communication Strategy 2021 – 2024, and**
- (3) Volunteer Expenses Policy.**

IJB17. Review of Integration Scheme

The Integration Joint Board considered a report by the Chief Governance Officer which provided an update on progress of the review of the Integration Scheme.

Work on the review had commenced and a number of productive meetings had taken place. There was agreement that there were no changes proposed at this stage to the functions delegated to the Board. The proposed revisions were likely to be in the following areas:-

- (1) Governance - the Council sought an increase in the number of voting members from 3 to 4;
- (2) Operational Delivery Arrangements and the Role of the Chief Officer - to better describe the position in the scheme and reflect the progress that had been made in this area, and
- (3) Finance - focus in this section would be on risk sharing but the opportunity would also be taken to clarify that section of the scheme more generally.

The opportunity would also be taken to tidy up the drafting in the scheme as a whole. It was anticipated that the result of the discussions would be reported to the Board in September. If there was agreement on the proposed changes to the scheme between the Board and the constituent authorities, there would need to be consultation prior to submission of the revised scheme to the Scottish Ministers.

The Act required two stages of consultation. The first stage of this was consideration of whether any changes to the scheme were necessary or desirable. It was suggested that this first stage of consultation was undertaken following the meeting.

Decision

The Integration Joint Board agreed to the first stage consultation on the review of the scheme.

Margo Biggs left the meeting during consideration of the previous item.

IJB18. IJB Governance

The Integration Joint Board considered a report by the Senior Service Manager which set out revised Standing Orders for adoption and invited the Board to note changes to Board membership.

The Standing Orders (and Integration Scheme) note that the Chair and Vice Chair would alternate every 2 years between the Council and NHS Forth Valley Board members. The term of office of the current Chair and Vice Chair ended on 30 April 2021. The constituent authorities had indicated their appointments to these posts and the Board was asked to note Michele

McClung as the Chair, and Fiona Collie as Vice Chair effective from 1 May 2021.

The Board was invited to note that Maureen Hill, Interim CEO of CVS Falkirk and District, would become a member as one of the Third Sector representatives. This was a temporary change from Victoria McRae, CEO.

The Standing Orders had not been reviewed since their initial adoption in 2016 and a review had been undertaken to ensure they remained fit for purpose. The proposed changes were minor and the revised Standing Orders were provided at appendix 1 to the report.

Since inception arrangements to support the IJB had alternated between the Council and NHS Forth Valley. This in the main has comprised provision of expert clerking support and legal advice to the Board. Over the same period, there had been emerging statutory requirements on the IJB as a public body that had not been adequately resourced. This needed to be addressed to ensure compliance with legislation and good practice.

The Chief Officer, in agreement with the Chair and Vice-Chair, and the Council, had agreed that clerking and democratic support would continue to be provided by the Council. This would be supported by a fixed term post that would directly support the work of the Board; Chief Officer and the HSCP to discharge its duties as a public body. The post would also support the local response to the Scottish Government response to the Feely review and implementation of the report recommendations.

Leadership Funding had been approved for 2 years to test the approach of a dedicated officer supporting a range of work. The post would be directly line managed by the Democratic Service Manager with an indirect line to the HSCP Senior Service Manager. This would provide the postholder with access to the Council's expertise in governance matters and link them with the Chief Governance Officer as the person ultimately responsible for the post. A draft job description had been agreed and discussions were progressing with the grading and recruitment processes

Decision

The Integration Joint Board:-

- (1) noted the appointment of Michele McClung as the Chair and Fiona Collie as Vice Chair effective from 1 May 2021;**
- (2) noted the appointment of Maureen Hill, Interim CEO of CVS Falkirk and District, as one of the Third Sector representatives;**
- (3) approved the adoption of the draft Standing Orders as appended to the report, and**

- (4) **noted the Public Sector Bodies (Website and Mobile Applications) (No.2) Accessibility Regulations 2018 statutory requirements on the IJB.**



DRAFT MINUTE OF MEETING OF COSLA ENVIRONMENT AND ECONOMY BOARD

Friday 4 June 2021, 10.30am
Via Microsoft Teams

Present

COSLA Spokesperson
Aberdeenshire Council
City of Edinburgh Council
Clackmannanshire Council
Dumfries & Galloway Council
Dundee City Council
East Ayrshire Council
East Lothian Council
Falkirk Council
Fife Council
Glasgow City Council
Highland Council
Moray Council
North Ayrshire Council
Perth and Kinross Council
Renfrewshire Council
Scottish Borders Council
Shetland Islands Council
South Ayrshire Council
South Lanarkshire Council
West Dunbartonshire Council
Regional Transport Partnership
NHS Health Scotland
HOPS
Improvement Service

Councillor Steven Heddle
Councillor Jeff Hutchison
Councillor George Gordon
Councillor Donald Balsillie
Councillor Archie Dryburgh
Councillor Mark Flynn
Councillor Claire Maitland (Substitute)
Councillor John McMillan (Substitute)
Councillor John Patrick
Councillor Altany Craik
Councillor Anna Richardson
Councillor Trish Robertson
Councillor David Bremner
Councillor Alex Gallagher
Councillor Kathleen Baird (Substitute)
Councillor John McNaughtan
Councillor Mark Rowley
Councillor Ryan Thomson
Councillor Chris Cullen
Councillor John Anderson
Councillor Iain McLaren
John Binning
Gerry McCartney
Forbes Barron
Irene Beautyman

Apologies

Angus Council
Argyll & Bute Council
Comhairle nan Eilean Siar
East Ayrshire Council
East Dunbartonshire Council
East Lothian Council
East Renfrewshire Council
Inverclyde Council
Midlothian Council
North Lanarkshire Council
Orkney Islands Council
Perth and Kinross Council
Stirling Council
West Lothian Council

Councillor Ron Sturrock
Councillor Robin Currie
Councillor Donald Crichton
Councillor Jim Roberts*
Councillor Graeme McGinnigle
Councillor Norman Hampshire
Councillor Alan Lafferty
Councillor Colin Jackson
Councillor Russell Imrie
Councillor Meghan Gallagher
Councillor Graham Sinclair
Councillor Angus Forbes*
Councillor Evelyn Tweed
Councillor Cathy Muldoon

SLAED
SOLACE
SOLACE
Tactran
Sustainable Scotland Network
SCOTS

Pamela Smith
Jim Valentine
Steve Grimmond
Mark Speed
Lorna Jarvie
Ewan Wallace

Introduction

1. Welcome and Apologies

Cllr Heddle welcomed Board Members to the meeting, and apologies and substitutes were noted.

Members expressed congratulations to Cllr Siobhian Brown on her election to the Scottish Parliament and welcomed Cllr Chris Cullen to the Board on behalf of South Ayrshire Council.

2. Minute of the 23 April 2021 Board meeting and Matters Arising

The minute of the previous meeting was agreed as an accurate record.

3. Environment and Economy Board Plan

Members were presented with the updated Board Plan and officers answered specific questions on transport and other items. Members noted the Board Plan.

Items for Discussion and Agreement

4. Nature Based Solutions - Presentation by the Chief Executive of NatureScot and report by COSLA

Francesca Osowska, Chief Executive of NatureScot, joined the meeting to provide a presentation on Nature Based Solutions, with support from COSLA officers in respect of the accompanying paper. Members were invited to consider and endorse the draft Nature-Based Solutions Elected Member Briefing and agree to delegate sign-off of the final draft to Cllr Heddle.

There was a wide-ranging discussion after which members noted the presentation and endorsed the briefing subject to the addition of comments on educating members of the public on how to avoid damage to the countryside. The Board was otherwise happy to agree that Cllr Heddle sign off on any final version of the Briefing.

The Board:

- i. Noted the presentation on Nature-based Solutions by the Chief Executive of NatureScot;
- ii. Considered and provided comments on the draft Elected Members briefing, and
- iii. Endorse, with any suggested changes, the Elected Member briefing and agreed that the Spokesperson should sign off the final version

5. Public Sector Fleet Decarbonisation – Presentation by Police Scotland and report by COSLA

Officers from Police Scotland joined the meeting to provide an update on the progress of decarbonisation for police vehicles. Members' views were sought on potential opportunities for collaboration between Police Scotland and local authorities, and Members were asked to agree COSLA's ongoing work in this area.

It was discussed that Scottish Power and/or SSE should be invited to a future Board Meeting to discuss grid capacity issues.

The Board:

- i. Noted the update on Local Government fleet decarbonisation;
- ii. Noted the presentation on Police Scotland's approach and progress on fleet decarbonisation and electric vehicle charging infrastructure;
- iii. Provided views on possible collaboration opportunities with Police Scotland on future financing, delivery and sharing of EV charging infrastructure;
- iv. Agreed that collaboration on fleet decarbonisation is something we are supportive of, however it is critical that the right arrangements are found locally to suit local circumstances, and
- v. Agreed that COSLA continues to work with Police Scotland, Transport Scotland and other relevant stakeholders to consider the potential for more co-ordination and collaboration across the public sector to support fleet decarbonisation.

6. Outcome of Scottish Parliamentary election

This paper provided the Board with an overview of policy commitments with implications for Local Government as a result of the Scottish Parliament election in May. The cost implication of the proposals was noted by the Board

The Board:

- i. Provided any initial views on the policy proposals listed in Annex A, and
- ii. Noted that the views gathered from members would inform any discussion with Scottish Government over the summer

7. Building Standards

This paper sought Members' views on ongoing work to explore a possible strengthened model for delivering building standards' verification services. It was noted that this is not an attempt to centralise, or create additional public bodies, and that only views were sought at this stage.

The Board:

- i. Noted the ongoing work on strengthening building standards services, and
- ii. Agreed the COSLA position set out in paragraph 14 on the verification model

8. Regeneration Funding

This paper provided an update on changes to the regeneration funding landscape following agreement by the Board in February to refresh the COSLA regeneration policy. The paper also sought views on whether VDLF should be reviewed in light of changes to regeneration funding

The consensus at the Board was that it was sensible to look at how VDLF operated but emphasised the continue importance of the fund for post industrial regeneration. Members agreed that COSLA officers should now discuss matters with Scottish Government officials and can bring a further update to future Boards.

The Board:

- i. Noted the changes to regeneration funding; and
- ii. Discussed the value of revisiting the Vacant and Derelict Land Fund in light of changes to the regeneration funding landscape.

9. Local Place Planning Consultation

This paper sought agreement from the Board of the themes to be included in a COSLA response to the “Proposals for Regulations on Local Place Plans” consultation. COSLA officers are working with HOPS to shape the response and anticipate putting a response in by the deadline of 26 June.

The Board:

- i. Agreed the thematic priorities for COSLA’s response to the LPP Consultation set out in the paper;
- ii. Discussed the provisions for taking the views of Councillors into account when preparing LPPs; and
- iii. Agreed to delegate sign-off of COSLA’s response to the consultation to the Environment and Economy spokesperson prior to submission.

10. Scotland Loves Local Gift Card

This paper introduced the Board to the Scotland Loves Local gift card, which has been launched recently. The scheme is funded by Scottish Government and managed by Scotland’s Towns Partnership.

Members welcomed Kimberley Guthrie from Scotland’s Towns Partnership to the meeting to discuss the gift card and answer questions. It was noted that webinars will be taking places to further promote the scheme and provide further background information to those interested.

Members provided feedback on the use of the schemes in their local areas, as well as discussing ‘buy local’ programs in some authorities. Discussion was also held on the technical operation of the card and how local spend is promoted.

The Board:

- i. Note the launch of the Scotland Loves Local Gift Card Scheme; and
- ii. Encourage local uptake and engagement with the scheme to support and promote inclusive growth and local economic recovery from the Coronavirus pandemic.

11. Date of Next Meeting - Friday 3 September 2021

Members noted the date of the next meeting.

Cllr Heddle thanked Members for their attendance and contributions, and the meeting was closed at 13.05hrs.

DRAFT MINUTE OF MEETING OF COSLA COMMUNITY WELL-BEING BOARD

Friday 18 June 2021, 10.30am
Via Microsoft Teams

Present

COSLA Spokesperson
Aberdeenshire Council
Argyll & Bute Council
City of Edinburgh Council
Dumfries & Galloway Council
Dundee City Council
East Ayrshire Council
East Lothian Council
East Renfrewshire Council
Falkirk Council
Glasgow City Council
Highland Council
Inverclyde Council
Moray Council
Orkney Islands Council
Perth and Kinross Council
Renfrewshire Council
Scottish Borders Council
Shetland Islands Council
South Ayrshire Council
South Lanarkshire Council
Stirling Council
West Dunbartonshire Council
ALACHO
SLAED

Councillor Kelly Parry
Councillor Anne Stirling (Substitute)
Councillor Robin Currie
Councillor Amy McNeese-Mechan
Councillor Andy Ferguson
Councillor Anne Rendall
Councillor Jim McMahon
Councillor Jim Goodfellow
Councillor Colm Merrick
Councillor Jim Flynn
Councillor Jennifer Layden
Councillor Ben Thompson
Councillor Jim Clocherty
Councillor Louise Nicol
Councillor David Dawson
Councillor Peter Barrett
Councillor John McNaughtan (Substitute)
Councillor George Turnbull
Councillor Alastair Cooper
Councillor Ian Davis
Councillor Maureen Chalmers
Councillor Chris Kane
Councillor Diane Docherty
Tony Cain
Pamela Smith

Apologies

Aberdeen City Council
Aberdeenshire Council
Angus Council
Clackmannanshire Council
Comhairle nan Eilean Siar
East Dunbartonshire Council
Fife Council
Midlothian Council
North Ayrshire Council
North Lanarkshire Council
Renfrewshire Council
CIPFA – Directors of Finance
Directors of Public Health

Councillor Lesley Dunbar
Councillor Anne Simpson*
Councillor Colin Brown
Councillor Jane McTaggart
Councillor Kenny John MacLeod
Councillor Sandra Thornton
Councillor Judy Hamilton
Councillor Stephen Curran
Councillor Louise McPhater
Councillor Danish Ashraf
Councillor Marie McGurk*
Martin Booth
Professor Alison McCallum

1. Introduction

1.1. Welcome and Apologies

Cllr Kelly Parry welcomed Board Members to the meeting, and apologies and substitutes were noted.

1.2. Minute of Previous Meeting of 12 May 2021

It was noted that Cllrs Ian Davis and Maureen Chalmers were in attendance at the previous meeting, and the minute was otherwise agreed as an accurate record.

Items for Discussion and Decision & Items to be taken in Private Session

2. Presentations and Board wide items.

2.1. Update on Workplan

Members were presented with the updated Board Workplan, and updates were provided on specific items. It was noted that Cllr Parry has written to the Cabinet Secretary seeking further discussions on the affordable housing supply programme.

Members were content to agree the updated Board Plan.

2.2. Private and Public Papers

This paper followed discussion at the previous meeting on the protocols around public and private items, and provided further information to clarify when papers are designated as private. It was noted that the protocol must balance between the need to be as transparent as possible, while also ensuring that Board Members can talk at confidence about contentious issues.

Members discussed recent Freedom of Information requests that have been received by councils, and how to handle those when they relate to sensitive or private COSLA papers. It was agreed that COSLA officers could circulate a standard response to deal with such queries.

Members otherwise noted the paper and noted the position that, where possible, papers will be public by default.

2.3. Employability Presentation

Pamela Smith at SLAED joined the meeting to provide a presentation on employability. This presentation offered an update on No One Left Behind and phases of implementation, as well as funding which has been made available in each phase.

Members noted the presentation and thanked Pamela for attending. It was noted that the full report will be circulated later and individual enquiries can be sent directly to officers.

3. Poverty, Employability and Social Security

3.1. Employability Update

This paper asked Members to note the work undertaken so far on employability and the next steps to progress No One Left Behind, and sought endorsement for the direction of travel.

Members noted the key steps taken to prepare the path for the second phase of No One Left Behind; and agreed that the issue will be considered by COSLA Leaders at their June meeting.

3.2. Child Poverty

This paper provided Board Members with an update on the ongoing and potential future impact of COVID-19 on child poverty, and ongoing work of the Improvement Service and Local Government to tackle this. Officers from the Improvement Service also joined the meeting at this point to provide further information.

Members noted that the COSLA Health and Social Care Board may also benefit from sight of this report, and it was agreed that Cllr Parry recommend this to Cllr Stuart Currie. Members also discussed child poverty work in their own local authorities, and agreed that Cllr Parry should seek a meeting with the Cabinet Secretary to discuss this further.

Members otherwise noted the report; agreed the recommendations of the Improvement Service; and agreed the position set out in the paper.

4. Housing, Homelessness & Community

4.1. ALACHO report: Human Right to Adequate Housing

This paper highlighted a report carried out by ALACHO on how Scotland is delivering on the right to adequate housing, and sought agreement that COSLA officers progress work with partners on the various actions set out therein. It was noted that a launch event for the report was held last week and officers from ALACHO attended to provide further background information.

Members discussed how to ensure that tenants are able to come forward to discuss housing needs, and noted that tenant and residents' associations can be used to obtain feedback and increase engagement.

Members agreed that COSLA officers should continue to work with ALACHO and partners on the recommendations set out in the report, with a specific focus on a shared understanding of "adequate", work on affordability, reviewing datasets and working with partners in health and social care.

4.2. Supporting Roadside Encampments and Capital Funding for Gypsy/Traveller Accommodation

This paper outlined concerns about Gypsy and Traveller communities' access to safe stopping places and toilet facilities as lockdown eases and set out some options on updating the Covid-19 Framework, as well as proposing some principles for ensuring a consistent public health approach. An update was also provided on a new fund which has been announced to provide high quality stopping places for Gypsy/Traveller communities.

Members discussed issues with providing suitable accommodation within their own communities and how the pandemic has compounded these. Members noted the issues set out in the paper and agreed that a paper will be taken to the next meeting of COSLA Leaders for a formal position to be reached. It was also noted that COSLA officers will work with Scottish Government to support Local Authorities in developing proposals for the accommodation fund.

4.3. Public Library Strategy

This paper provided an overview of the second Public Library Strategy for Scotland, which is yet to be published, led by Scottish Libraries and the Information Council.

Members noted the likely content of the forthcoming publication; agreed to its presentation at a future Board Meeting; and agreed in principle to nominating a Board Member to be the COSLA Chair of the Strategy Implementation Group.

4.4. Royal British Legion

This paper provided Members with information on the work of Royal British Legion (Scotland), and asked that councils formally consider recognising servicepeople by offering them the freedom of the local authority area.

Members considered and noted the report and agreed to consider the proposal.

5. Equality and Human Rights

5.1. Delivering Equally Safe Fund: VAWPs engagement

This paper provided an update on progress made towards ensuring that VAWPs can inform the assessment of Delivering Equally Safe applications against local needs and priorities. It was noted that the DES fund was not co-designed with COSLA, so finding a way forward has been challenging; however a position has been reached and a partnership has been formed. The paper sought approval that COSLA officers re-engage with the Cabinet Secretary for Social Justice, Housing and Local Government to discuss how future funding approaches can be co-designed with Local Government to ensure that partnerships can fulfil their agreed and approved purposes.

Members noted the progress made despite the challenges presented, and agreed that Cllr Parry can seek a meeting with the Cabinet Secretary to discuss funding and the need to include COSLA and Local Government in discussions.

5.2. Equally Safe: Procurement and Commissioning

This paper outlined proposed actions to inform and ensure COSLA's readiness for the upcoming joint COSLA and Scottish Government Strategic Review of Funding and Commissioning of Specialist Violence against Women Services. It was noted that last month, the Board referred the proposed SG/COSLA joint Equally Safe Funding and Commissioning Review to Leaders in August, which will inform the next funding phase of Equally Safe from 2023.

Members discussed the proposed actions in respect to commissioning and procurement of specialist VAWG services in preparation for the proposed joint review; and agreed the proposed COSLA position set out in the paper.

5.3. Appropriate Adults

This report set out the ongoing work of the National Appropriate Adult Coordinator and the transition to statutory arrangements for Appropriate Adult services. It was noted that the statutory service commenced last year, enabled by provisions in the 2017 Act, and Scottish Government have been working with stakeholders in this area on an ongoing basis.

Members noted the report, agreed the work and priorities of the National Appropriate Adult Co-ordinator, and noted that further progress in this area will be brought back to future Board meetings.

6. Migration and Population

6.1. Immigration Policy and Humanitarian Protection Update

This paper provided Members with an update on recent developments in relation to immigration policy and the approach taken by Scottish Government to various humanitarian protection initiatives, as well as the current COSLA position on these issues. It was noted that there are only two weeks until the deadline for applications to the EU Settlement Scheme and that concerns are growing from organisations which assist vulnerable families.

Members noted the update and the next steps set out in the paper.

6.2. Ending Destitution Together Governance Arrangements

This paper set out a proposed approach being developed by Scottish Government and COSLA to deliver the vision and ambitions set out in the Ending Destitution Together strategy. This sets out way of working across national and Local Government to implement actions within the strategy.

Members considered the proposed governance model set out in paragraphs 3-9 of the report; and agreed that COSLA should adopt the proposed governance model, subject to feedback and agreement from Ministers.

6.3. ESOL and the Adult Learning Strategy

An update was provided on the Scottish Government's proposed approach to continuing strategic work on ESOL. The draft Adult Learning Strategy has been released, which sets out recommendations for the adult learning sector, and COSLA have been asked to respond to the consultation on this.

Members noted the update; agreed the broad COSLA position set out in the paper; and agreed that Cllr Parry could sign off a finalised COSLA response to the consultation.

7. Policing and Justice

7.1. Policing and Justice

This paper provided an update on Local Government scrutiny of policing, as well as joint working with the Scottish Police Authority and Police Scotland. It was noted that custody arrangements in the Lothians are being reviewed, meaning Midlothian may lose some of their local arrangements and may be moved to St Leonards. Anyone in custody who tests positive for COVID-19 will be taken to Falkirk, and any Members with specific questions were directed to contact officers.

It was noted that there have been significant delays in court actions during the pandemic, and organisations such as Victim Support Scotland have experienced a lack of volunteers along with an increase in work.

Members noted the update contained in the paper.

Date of next meeting: 17 September

Members noted the date of the next meeting.

Cllr Parry thanked Members for their attendance and contributions, and closed the meeting.