

FALKIRK COUNCIL

MINUTE of MEETING of the PERFORMANCE PANEL held in the MUNICIPAL BUILDINGS, FALKIRK on THURSDAY 20 NOVEMBER 2014 at 9.30 AM.

CORE MEMBERS: Rosie Murray
Baillie Joan Paterson
Depute Provost John Patrick (Convener)

MEMBERS

ATTENDING: Jim Blackwood
Tom Coleman
Gerry Goldie
Brian McCabe

OFFICERS: Fiona Campbell, Head of Policy Technology and Improvement
Alex Finlay, Business Development Manager
Jack Frawley, Committee Services Officer
Rhona Geisler, Director of Development Services
Rose Mary Glackin, Chief Governance Officer
Jennifer Litts, Head of Housing
Stuart Ritchie, Director of Corporate and Neighbourhood Services

PP9. MINUTE

Decision

The minute of the meeting of the Performance Panel held on 26 September 2014 was approved.

PP10. PERFORMANCE PANEL REPORTING SCHEDULE 2015

The panel considered a report by the Chief Governance Officer presenting a proposed timetable of meetings and reporting schedule for 2015. The report provided background on the reporting schedule for 2014 which had been reviewed, at the request of members, to have services report twice annually. The proposed schedule followed the revised format.

Decision

The panel agreed:

- (1) the timetable of meetings of the Panel for 2015; and**
- (2) the reporting schedule for 2015.**

Baillie Paterson and Councillor Murray left the meeting during consideration of the following item.

PP11. CORPORATE AND NEIGHBOURHOOD SERVICES SCRUTINY REPORT

The panel considered a report by the Director of Corporate and Neighbourhood Services setting out the performance for the service from April to September 2014. Stuart Ritchie gave an overview of the report.

The panel congratulated all staff involved with the implementation of the Council's new refuse collection service.

The panel asked how the Council compared nationally in regard to cleanliness. Stuart Ritchie stated that the Local Environmental Audit and Management System (LEAMS) was used as the standard measure of cleanliness across Local Authorities. Three inspections were carried out across the year and the results collated to provide the Council's LEAMS average. The three inspections comprised one self assessment, one Keep Scotland Beautiful inspection and one peer Council inspection. A score of 67 was recognised good practice through LEAMS and in the Falkirk Business Improvement District a score of 79 had been achieved. Stuart Ritchie stated that nationally there were a number of Councils grouped with a score in the region of 73 – 77.

Members asked if any surplus resources from the refuse collection service could be diverted to town centres to maintain and improve their cleanliness. Stuart Ritchie stated that street cleaning is carried out in line with the Environmental Protection Act 1990, which designates town centres as the highest priority zone. Street cleaning was being reviewed and the service were looking at the beats, frequency of cleaning and the type of cleaning carried out i.e. manual sweeping or with machinery. The review would even out resources and the findings reported to members.

The panel asked how the service would ensure that the completion date of external contractors work was being captured and recorded accurately. Stuart Ritchie stated that external contractors would include the completion of works date in the invoice, which would be verified against the services own inspection dates for the completion of works.

The panel asked if financial penalties had been considered for external contractors who completed work late. Stuart Ritchie stated that late completion was not a significant issue and that correcting the recording process would improve figures.

Members asked how much work was outstanding in order to meet the Scottish Housing Quality Standard (SHQS) by the deadline of 2015 and if door entry systems were included. Stuart Ritchie advised that work was nearing completion in compliance with the deadline and that exemptions applied to some properties i.e. non-traditional or off the gas grid housing. In order to meet the SHQS capital programme funding had been used to make the required improvements. Stuart Ritchie stated that door entry systems were within the scope of the SHQS.

The panel asked for information on how the service contributed to the corporate goal 'Further developing a thriving, sustainable and vibrant economy'. Stuart Ritchie stated that the Council was committed to being an employer of choice and was developing its use of Modern Apprentices and Skillseekers.

Members sought further information on the new reporting tool which had been launched by the service. Stuart Ritchie stated that although it was a new concept in the course of one month hundreds of direct reports had been made in relation to a variety of issues including: roads faults; street cleaning requests, and housing repairs. The service was looking at smarter ways of working and the customer survey had revealed that customers increasingly contacted the service online.

The panel asked for an update on work undertaken in regard to mobile working. Stuart Ritchie advised that over the summer and autumn of 2014 proofs of concept trials had been carried out with some elected members, some chief officers and some building maintenance staff. These proofs of concept trials were aimed at user experience. As well as this, a technological assessment had been carried out to examine if a roll out of mobile working was possible. No data would be held on mobile devices and so if the hardware was lost data would remain secure. Mobile working would benefit staff and elected members allowing data capture at source to send on to central offices for action. Further, documents like reports could be accessed online which would reduce the Council's paper and print use. Stuart Ritchie stated that a report would be submitted to the Executive on the required funding and implementation timescales when available.

Members asked if the percentage of rent loss due to voids was outwith target across the Council area. Jennifer Litts stated that area demand was one factor which impacted the loss due to voids percentage. In areas with less demand the service was working to improve the situation. Different marketing strategies were being looked at and some larger properties were being considered for reconfiguration. Jennifer Litts stated that the Council performed well in its peer group for percentage of rent loss due to voids and that only a small amount of the total stock was void.

The panel asked for information on the Council's European Strategy and access to funding. Fiona Campbell stated that the strategy was being reviewed as it was a few years old and the service wanted to ensure the strategy was fit for purpose. The Council maintained a flexible approach in order to benefit from as much European funding as possible. She advised that a report would be submitted to the 2 December 2014 meeting of the Executive on the Leader European funding programme for 2014-2020.

Members asked for an update on the progress of the development of the strategy to encourage the social economy. Stuart Ritchie stated that the third sector was involved and that it had been picked up through the Community Planning Partnership. He expected that a strategy would be presented to members in the first quarter of 2015.

The panel asked how the Workforce Strategy review would be presented to members. Stuart Ritchie advised that a report had been submitted to the Executive on 11 November 2014 which presented an update on steps taken to add flexibility into the workforce. Further, some information had been presented to the special meeting of Council on 12 November 2014 as part of the Revenue Budget Framework 2015/16 – 2017/18 report.

Members asked about support for people who were hard to reach following the introduction of welfare reforms. Stuart Ritchie stated that the service had commissioned Jump Research to look at the situation regarding hard to reach people and that this would be included as part of a wider report on welfare reform to the Executive. Jump Research had looked at services provided from the customers perspective and highlighted the importance of a single point of contact. Stuart Ritchie stated that the Council's 13 Tenancy Sustainment Officers were suited to performing this role. Jump Research also highlighted that it was important to communicate with customers in plain English avoiding technical language where possible.

The panel asked for information on the review of depot provision. Stuart Ritchie advised that the review considered depots across the service and included depots owned by the Council and those which were leased. The review examined if there was a better way of providing depots and what their purpose was. Hubco were examining the space requirements of the service and options available.

Members asked how many visits to the Council's website were made from mobile devices and what impact this had on staff. Stuart Ritchie advised that roughly 180,000 visits per month were made from mobile devices. Regarding staff workloads he stated that faults reported online generated repair lines and that all services had to ensure the website was kept up to date and relevant.

The panel asked if the website had affected how complaints were made, when they were made and how many were made. Stuart Ritchie stated that very few complaints were made in person at one stop shops and that customers more often made complaints using the telephone or online. Increased use of online reporting had not led to an increase in the total number of complaints.

Members asked what work had been carried out to develop a rent policy to address income maximisation and welfare reform issues. Stuart Ritchie stated that the rent policy would be updated to reflect the impact of the welfare reform act but had been delayed while waiting on confirmation of what circumstances the policy would need to cover. The policy had been due in October 2014 but Stuart Ritchie expected that it would be completed in the first quarter of 2015. The Rent Arrears Improvement plan had been developed and submitted to the housing regulator. Work was also carried out by the Council's Tenancy Sustainment Officers. Jennifer Litts advised that the service worked with new tenants to reduce the likelihood of people entering arrears and that the number of tenants with less than 13 weeks of arrears had been reduced.

The panel asked about signposting other services to people who could benefit. Jennifer Litts stated that Tenancy Sustainment Officers were able to refer people on to other services, if the individuals agreed, and that this ensured the service did not lose contact with people. Positive feedback had been received from clients about this work and the use of a single point of contact.

Decision

The panel noted the performance statement.

Baillie Paterson and Councillor Murray rejoined the meeting during consideration of the following item.

Baillie Paterson and Councillor Goldie left the meeting during consideration of the following item.

PP12. DEVELOPMENT SERVICES SCRUTINY REPORT

The panel considered a report by the Director of Development Services setting out the performance for the service from April to September 2014. Rhona Geisler gave an overview of the report.

Members asked what strategies were in place to deal with unemployment, including those for youth unemployment and those for people who had been unemployed for more than a year. Rhona Geisler stated that the service had a number of strategies in place. Programmes were tailored to attract as much external funding as possible and a well established methodology was in place for doing so. Some of the specific projects undertaken by the service targeted the hard to reach unemployed, those who had been affected by the criminal justice system and the long term unemployed. The service worked with employers to encourage them to hire people who had been affected by long term unemployment.

The panel asked if planning had been in dialogue with Network Rail prior to the construction phase of bridge re-decking. Rhona Geisler advised that planning had not been part of the process but that the roads team were involved and were liaising to minimise the impact of the work on communities.

Members asked about the Business Gateway service and business activity in the area. Rhona Geisler stated that Falkirk had similar numbers of small and medium-sized enterprises to those nationally but also had a number of large employers in the area.

The panel asked why the portfolio management plan task had been rated as a tick when occupancy levels of the non-operational property portfolio were were 92.5% against a target of 95% and above. Rhona Geisler advised that the figure was subject to fluctuations and that the 92.5% occupancy level was within target margins.

Members asked for information on rental income increases from 2009 to 2014. Rhona Geisler stated that she would provide members with this information after the meeting.

The panel asked for an update on the Denny Town Centre project having reached phase two. Rhona Geisler advised that offers were under consideration and that a report would be submitted to the Executive in due course.

The panel asked if the performance indicators for planning applications decision making timescale included major applications. Rhona Geisler advised that major applications were included within the appropriate category, householder and non householder.

Members asked if there was a resourcing issue in the trading standards team as the performance indicator for business advice requests for consumer protection completed within 14 days was off target. Rhona Geisler advised that the trading standards team had four staff within it and that underperformance was due to a recording issue. The recording system was being refined to better segregate categories of advice given, which would lead to an improvement in performance.

The panel asked what percentage of properties in Denny town centre were occupied. Rhona Geisler stated that she would provide members with this information after the meeting.

Members asked why the percentage of road network that should be considered for maintenance treatment was lower than the Scottish benchmark. Rhona Geisler explained that this was a good direction of travel and indicated that local performance was better than the national average.

The panel asked who had been consulted on the draft contaminated land strategy. Rhona Geisler advised that in the strategy the service looked to balance its regulatory duty with the promotion of appropriate developments. During consultation the service had engaged with a variety of key stakeholders.

Members asked who had been liaised with in creating the amended designs for Denny town centre CCTV provision. Rhona Geisler advised that the service had a role in the CCTV group as planners. Fiona Campbell stated that the Council liaised with Police Scotland and reviewed camera placement regularly to ensure they were located in the most effective places.

The panel asked for further information on the zero waste strategy. Rhona Geisler stated that the service had liaised with colleagues in Corporate and Neighbourhood Services to implement new litter receptacles which would allow for more effective segregation of waste.

Members asked about the reduction in energy consumption outcome and the cost of low wattage lamps. Rhona Geisler stated that the service monitor carbon emission levels and were looking at ways to reduce emission levels. She advised that the use of low wattage lamps would pay back over seven years and that LED bulbs were longer lasting than traditional bulbs.

The panel asked how the service monitored recycling contracts. Rhona Geisler stated that the normal contract monitoring arrangements applied and that inspectors were present on site.

The panel asked when public consultation would be carried out in regard to the proposed new Council headquarters. Rhona Geisler stated that work on the new Council headquarters was entering phase two and that the timing of public consultation was a matter for decision by members.

Members asked for information on house building targets for 2015. Rhona Geisler stated that she would provide members with this information after the meeting.

The panel asked for information on the impact to the local transport strategy following media announcements of changes to local bus provision. Rhona Geisler stated that the service was undertaking work to encourage the shift toward walking as a transport mode and that services could be reviewed where necessary.

Members asked for information on how many Freedom of Information requests were received by the service annually. Rhona Geisler advised that she would provide members with this information after the meeting.

The panel asked if there was a particular reason for the decreased staff turnover figure. Rhona Geisler stated that due to the wider job market situation external recruitment had significantly reduced which had a stabilising effect on service staff numbers.

Members asked how the target for percentage of complaints classified as “not upheld” of “partially upheld” was set. Rhona Geisler stated that this was a corporate target.

The panel asked for information on the work carried out by the service in regard to sickness absence. Rhona Geisler advised members of the success of the reporting and monitoring system which had been piloted in the Roads team. The service took care and time to monitor and deal with sickness absence effectively. Rhona Geisler stated that she held monthly one to one meetings with departments to address any issues and work towards improved levels.

Decision

The panel noted the performance statement.

FALKIRK COUNCIL

MINUTE of MEETING of the SCRUTINY COMMITTEE held in the MUNICIPAL BUILDINGS, FALKIRK on THURSDAY 8 JANUARY 2015 at 9.30 AM.

COUNCILLORS:

Allyson Black
Charles MacDonald
John McLuckie
Baillie Joan Paterson
Provost Pat Reid (Convener)

OFFICERS:

John Angell, Head of Planning and Transportation
Fiona Campbell, Head of Policy, Technology and Improvement
Elaine Costello, Integration Support Manager
Andrew Facherty, Additional Support for Learning Manager
Jack Frawley, Committee Services Officer
Eileen Hutton, Childcare Provision Co-ordinator
Colin Moodie, Depute Chief Governance Officer
Mary Pitcaithly, Chief Executive
Pete Reid, Growth and Investment Manager
Alan Rodger, Planning and Environment Manager

ALSO ATTENDING:

Gary Laing, Local Senior Officer, Scottish Fire & Rescue Service
David Lockhart, Group Manager, Scottish Fire & Rescue Service
Alastair Mitchell, BID Manager, Falkirk Towns Ltd
Stuart Stevens, Prevention and Protection Group Manager, Scottish Fire & Rescue Service

S54. APOLOGIES

An apology was intimated on behalf of Baillie Buchanan.

S55. DECLARATIONS OF INTEREST

Councillor Black declared a non-financial interest in S58, as a director of Falkirk Towns LTD and considered that this required her to recuse herself from consideration of the item having regard to the objective test in the Code of Conduct.

Councillor McLuckie declared a non-financial interest in S58 as a director of Falkirk Environment Trust and considered that this required him to recuse himself from consideration of the item having regard to the objective test in the Code of Conduct.

S56. MINUTE

Decision

The minute of the meeting of the Scrutiny Committee held on 1 December 2014 was approved.

**S57. SCOTTISH FIRE AND RESCUE SERVICE – FALKIRK & WEST LOTHIAN
COMMAND PERFORMANCE REPORT**

The committee considered a report by the Director of Corporate and Neighbourhood Services presenting the local performance report and supporting appendices by the local senior officer for the period 1 April to 30 September 2014.

Members asked if there had been an increase in electrical fires caused by overheating chargers for mobile devices when left switched on. Stuart Stevens stated that white and electronic goods were often the cause of domestic fires. These incidents were monitored nationally and where trends were found they were focussed on through media statements and guidance. Issues often arose where illegal chargers or those brought in from other countries which did not meet British or European safety standards were used. Stuart Stevens highlighted that even where appliances meet safety standards failures can still occur and cause fires.

The committee asked what the main reasons were that some areas had higher levels of false alarm calls than others. Stuart Stevens stated that human activity was the main influence on false alarms as well as inappropriate placement of detectors and faulty appliances.

Members asked if the decrease for priority two should have been more significant with the perceived decreased use of chip pans. Stuart Stevens stated that modern cooking appliances and methods had helped to reduce the number of incidents. However he highlighted that the use of chip pans was still widespread and that a main cause of accidental dwelling fires was cooking while under the influence of alcohol or drugs.

The committee sought information on what multi-agency work the Scottish Fire and Rescue Service was involved with in regard to priority six, special service – casualties (fatal & non-fatal). Gary Laing advised that in the Falkirk area a weekly meeting was held involving community safety partners. At this meeting incident statistics were analysed and where trends were identified collective actions were taken forward to tackle the identified issues. Further, Gary Laing stated that ward plans had been created which had been submitted to the citizens panel for feedback, which would increase community ownership of community safety.

Members asked for further information about the reduction of accidental fires during the summer period. Stuart Stevens stated that a number of factors had contributed to the decrease including the resources put in to community safety, the creation of thematic action plans and effective school engagement.

The committee asked for further information about recent training exercises carried out at high rise flats. David Lockhart stated that there was a new standard operating procedure, brought in to ensure that all crews could perform effectively at multi-level dwellings. Further, Scottish Fire and Rescue Service ensured that all officers regularly maintained their training across all areas of risk.

Members asked questions about the review of special equipment and raised concerns about the impact on the Falkirk area.

Regarding the relocation of line rescue assets to stations outwith the Falkirk area, Gary Laing advised mobilisation and response times would improve. This was because these assets would be operated by wholtime firefighters and able to respond immediately to incidents whereas, when located in Falkirk they had been operated by retained duty firefighters.

The committee expressed concern at the relocation of environmental protection and mass decontamination assets outwith the Falkirk area. Gary Laing stated that environmental protection assets were available on all appliances. Further, he stated that the mass decontamination assets, which were removed from the Falkirk area, would not adversely affect the ability of firefighters to respond to incidents at Grangemouth petrochemical plant. Gary Laing stated that the most likely type of incident would involve fire or an explosion and that the Scottish Fire and Rescue Service was prepared to respond to such incidents. Further, the service held frequent meetings with representatives from the petrochemical plant to discuss any planned and actual changes to production and would bring any changes to risk to the attention of the national group to ensure the response was correct. He highlighted the good level of on-site security. Gary Laing invited members of the committee to visit a local fire station to see what equipment was available to local teams.

The committee asked what was being considered in terms of service delivery for the Scottish Fire and Rescue Service going forward. Gary Laing advised that consideration was being given to firefighters providing colleagues from the Scottish Ambulance Service with assistance in cardiac arrest treatment situations. He stated that research had found that 2,000 lives a year could be saved by having a third first responder on the scene of a cardiac arrest. Members highlighted that there remained difficult operational questions which would need to be answered before this service could be rolled out. Gary Laing stated that they were being looked at through a pilot scheme and that partners had been involved from an early stage.

Members asked for information on retained duty station provision. Gary Laing stated that a challenge for retained duty firefighters was for individuals to arrange getting release from their main employment for duty. There was a programme of recruit and retain work ongoing within the service. A full review of the system was to take place and retained duty staff would be involved and the service was looking to improve safety in remote areas.

The committee asked about the timing of the review. Gary Laing stated that current practice would be looked at in around a years time while the futures project would be a longer term 2 to 3 year project.

Members asked why the audits activity for Houses of Multiple Occupation achieved was at 23% of target. Stuart Stevens advised that this was because the license review was not yet due and that the figures would improve for the rest of the year.

Decision

The committee noted the performance report and supporting information.

In accordance with his declaration of interest, Councillor McLuckie left the meeting at this point.

S58. FOLLOWING THE PUBLIC POUND REPORT: FALKIRK ENVIRONMENT TRUST/FALKIRK TOWNS LTD

The committee considered a report by the by the Director of Development Services which provided an update on the work of Falkirk Environment Trust (FET) and Falkirk Towns Ltd as external organisations in receipt of funding which fall within the Following the Public Pound (FPP) reporting and monitoring arrangements.

The report provided an overview of each organisation and an assessment of their performance. The committee heard from officers in relation to the individual reports.

(a) Falkirk Environment Trust

John Angell provided an overview of the report, advising that the organisation received £27,450 of Council funding. FET was established in 1998 as a charitable company to disburse monies available from the Landfill Communities Fund to local agencies and community groups engaged in appropriate, qualifying environmental improvement works.

The committee asked if there was a way to increase the number of independent community organisations benefiting from FET. Alan Rodger stated that many projects already came forward from communities and community councils. It was also the case that FET or a development manager would work with communities after they had identified projects to look at ways to draw on as much external funding as possible. Alan Rodger also highlighted the promotion strategy used by FET.

Members asked if the amount of money available to FET from landfills would reduce. Alan Rodger stated that for the next 2 to 5 years funding was secure but that there would be an impact in the longer term of the Scottish Government Zero Waste Plan.

Decision

The committee approved the report and acknowledged the progress made by Falkirk Environment Trust in meeting Council priorities.

Councillor McLuckie re-entered the meeting following the conclusion of the previous item of business.

In accordance with her declaration of interest, Councillor Black left the meeting at this point.

(b) Falkirk Towns Ltd – Management of Town Centres

John Angell and Alastair Mitchell, Bid Manager provided an overview of the report, advising that the organisation received £188,309 of Council funding. Falkirk Towns Ltd contributed to the economic performance of town centres in the Falkirk area.

The committee asked what work was ongoing to encourage occupation in vacant properties. Alastair Mitchell stated highlighted a case of a pharmacy which had been given a small grant and exemplified that the local independent sector was doing well.

Members asked about the level of business rates. Alastair Mitchell stated that there were a number of campaigns going on in this area to lobby for revaluation. The Association of Town Centre Management researchers were looking at the impact on town centres of the current business rates.

The committee asked if a quantifiable benefit was achieved from the performance of the Red Hot Chilli Pipers at the Steeple 200 years celebrations. Alastair Mitchell stated that there had been a 19% increase in town centre footfall on the day and that traders reported it to have been their best day of trading. Alastair Mitchell also highlighted that work in the town centre had resulted in winning the Association of Town Centre Management developing the evening and night time economy award and coming runner up for BID of the year.

Members asked what work had been done to support Denny town centre. Alastair Mitchell highlighted a number of events which had taken place in the town centre, which had been well supported by the local community.

The committee asked about the presence of charity collectors and beggars in the town centre. Alastair Mitchell stated that a license was required to carry out charity collection in the town centre but that this did not apply to the Howgate shopping centre as it was private property. It was policy to have only one authorised charity collection per day. Colin Moodie advised that begging was not a criminal activity unless causing distress to the public but that Police Scotland had stated they were monitoring the situation closely.

Members asked about the future challenges of maintaining high street occupancy and what type of retail offer would be available for customers. Alastair Mitchell advised that it was unlikely that 100% occupancy through retail could be achieved in the town centre due to the changes in how people shop. However, occupancy could be improved through allowing offices in the town centre and that where young entrepreneurs wanted to try retail in the town centre Business Gateway would provide support.

Decision

The committee approved the report and acknowledged the progress made by Falkirk Towns Ltd in meeting Council priorities.

Councillor Black re-entered the meeting following the conclusion of the previous item of business.

S59. FOLLOWING THE PUBLIC POUND: SERVICES TO EARLY YEARS CHILDREN & YOUNG PEOPLE – 2013/2014

The committee considered a report by the by the Acting Joint Director of Education Services which provided an update on the work of external organisations in receipt of funding which provided services to early years, children and young people, and which fall within the FPP reporting and monitoring arrangements.

The committee had requested on 31 October 2014 (ref SC39) that further information on four organisations: Family Support Service – Langlees; Early Years Outreach; Braes Children and Family Centre, and New Beginnings be provided to the committee.

The report provided information on factors which impact service demand including national and local policy context and demographic change. An individual report was appended for each of the fourteen organisations which received funding. Each report set out the service provided, the agreed outcomes/objectives and performance information.

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

The Committee agreed to conjoin the following two items of business.

(a) Aberlour Childcare Trust – Family Support Centre – Langlees

Elaine Costello provided an overview of the report, advising that the organisation received £255,012 of Council funding. The first agreed outcome for the service was to provide support to expectant parents and children under the age of 4 years old and children under the age of 12 years old where there was a need for additional support. The second outcome was to support parents to improve the well-being and development of their children and young people.

Members asked if the manager had been seconded to another post within Aberlour. Elaine Costello advised that this was the case.

The committee highlighted that it was difficult to quantify the impact of the work of the organisation on families and asked how the number of sessions delivered related to individuals supported. Eileen Hutton stated that two half day sessions per week were provided per child, with a third session available in exceptional circumstances. Where the report stated that 32 parents had been supported this represented 32 families and it was not known how many parents or carers this equated to in total. Elaine Costello stated that the work was intensive and that the two sessions per week were provided for the whole year in addition to learning and childcare sessions.

Members asked what was being done to identify and deal with areas where there was duplication in service delivery or surplus supply of services. Elaine Costello stated that a Public Social Partnership review of all services to children and young people was being undertaken.

The committee asked if art therapy support represented best value with only three children benefiting from the support. Eileen Hutton stated that the service was delivered at no cost as it was provided by students on placement from Queen Margaret University, although premises were provided.

Members asked for further information on the infant massage classes. Elaine Costello advised that this service was provided to families where poor attachment existed between parent and child. She also stated that the evidence showed there would be much more significant long term costs if attachment left unresolved and the individual progressed into adulthood. The committee raised that if there was evidence of a medical benefit which justified the provision of infant massage then it may be an area for the Health Board to fund. The committee also requested that members were provided with a briefing on the theory which supported this service.

The committee discussed the definitions of areas of multiple deprivation, raising that it was determined by the Scottish Government. Elaine Costello stated that considerations around deprivation would be included in the review.

Members highlighted the need for a holistic approach to dealing with families where substance abuse issues were present. Elaine Costello stated that some families were involved with other support agencies and in other cases appropriate referrals to other services were made.

The committee asked how the performance target was set. Eileen Hutton stated that performance targets were agreed between the monitoring officer and the organisation. Elaine Costello advised that the service level agreements were under review.

Decision

The committee approved the report and acknowledged the progress made by Aberlour Childcare Trust – Family Support Centre – Langlees in meeting Council priorities.

(b) Aberlour Childcare Trust – Early Years Outreach

Elaine Costello provided an overview of the report, advising that the organisation received £315, 162 of Council funding. The first agreed outcome for the service was to provide a service to vulnerable families and those expecting multiple stress. The second outcome was to support expectant parents and children under the age of 4 years old. The third outcome was to support parents to improve the well-being and development of their children and young people.

Decision

The committee approved the report and acknowledged the progress made by Aberlour Childcare Trust – Early Years Outreach in meeting Council priorities.

(c) One Parent Families Scotland – Braes Children and Family Centre

Elaine Costello provided an overview of the report, advising that the organisation received £136,064 of Council funding. The first agreed outcome was to provide places for children aged 2 years who need additional support due to developmental difficulties or family problems. The second outcome was to undertake group and individual work with parents and children aged 0 to 2 to promote positive parent/child interactions and healthy development. The third outcome was to support vulnerable children on an individual and group basis in nursery and primary schools in the Upper Braes area and in the Family Centre, including work with parents.

Members discussed the difficulties of providing a sensitive service in rural areas. The committee asked if this was the right type of support in all cases or if it became long term for some families if they would benefit more from referrals to other services. Elaine Costello stated that the support provided was tailored to the needs of each family.

The committee asked for information on outside support received by the Braes Children and Family Centre. Eileen Hutton stated that external funding secured by the centre was for other projects.

Decision

The committee approved the report and acknowledged the progress made by One Parent Families Scotland – Braes Children and Family Centre in meeting Council priorities.

(d) Barnado's – New Beginnings

Elaine Costello provided an overview of the report, advising that the organisation received £192,341 of Council funding. The agreed outcomes were to promote pupil well-being. Elaine Costello stated that staff shortages at Oxbang school had required the family support team to provide more support in school. This had an effect on the amount of outreach and family work which could be carried out. The service was looking at ways to protect family support resources in the future to ensure service delivery would not be impacted.

Decision

The committee approved the report and acknowledged the progress made by Barnado's – New Beginnings in meeting Council priorities.

S60. SCRUTINY PLAN – 2015

The committee considered a report by the Chief Governance Officer which provided a summary of the committee's consideration of reports requested at the meeting of 14 August 2014 as potential areas of scrutiny for the 2015 plan.

Decision

The committee continued consideration of the report to a future meeting following the conclusion of the Decision Making Structures working group.

FALKIRK COUNCIL

Subject: FOLLOWING THE PUBLIC POUND (FPP): FALKIRK & DISTRICT CVS
Meeting: SCRUTINY COMMITTEE
Date: 19 FEBRUARY 2015
Author: DIRECTOR OF CORPORATE AND NEIGHBOURHOOD SERVICES

1. INTRODUCTION

1.1 The purpose of this report is to preface the presentation to the Committee by Falkirk & District CVS.

2. FALKIRK & DISTRICT CVS

2.1 At the scrutiny committee of 01 December 2014, Members considered the monitoring template reported to them on Falkirk & District CVS (Appendix 1).

2.2 Following issues raised by Members at the December Committee, it was agreed to request Falkirk & District CVS to present further evidence, to support the Committee's consideration of their performance for the period 2013-14.

2.3 The monitoring report submitted to the December 2014 committee is in Appendix 1, which summarises the key aims and objectives as follows – “To support, develop and represent Third Sector organisations so that they can participate positively in the planning and delivery of high quality services across the Falkirk Council area, for the benefit of local people and communities”. The organisation's 2013-14 annual report is available from the following webpage <http://www.cvsfalkirk.org.uk/about-us/>.

3. RECOMMENDATIONS

Members are asked to:

3.1 **Consider the presentation by Falkirk & District CVS in support of the evidence supplied in the 2013-14 monitoring statement.**

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DIRECTOR OF CORPORATE & NEIGHBOURHOOD SERVICES

Date: 11 December 2014
Ref: ABC0215DT – FPP – FCVS
Contact Name: Fiona Campbell

LIST OF BACKGROUND PAPERS

Any person wishing to inspect the background papers listed above should telephone Falkirk 01324 506004 and ask for Fiona Campbell

**FALKIRK COUNCIL
CORPORATE AND NEIGHBOURHOOD SERVICES
FOLLOWING THE PUBLIC POUND ANNUAL REPORTING STATEMENT
2013/14**

Organisation Name	CVS Falkirk & District
Project	Core Support Funding
Agreement Dates	1 April 2013 – 31 March 2014
Name of Lead Officer	David Tollick, Corporate Policy Officer

A OVERALL ORGANISATION AIMS

Summary of Key Aims & Objectives

To support, develop and represent Third Sector organisations so that they can participate positively in the planning and delivery of high quality services across the Falkirk Council area, for the benefit of local people and communities.

List of Agreed Outcomes

A Joint Working Agreement, signed by the Council and F-CVS, is now in place for the 2014-15 period, replacing the previous one which lapsed 31st March 2013.

The tacit outcomes, inherited from the previous agreement, for the period covered by this report 2013-14 are as follows:- .

1. Improved mutual understanding between the Council / CPP and Third Sector organisations across the Council area.
2. Better participation by the local Third Sector in CP and partnership working, thus securing more effective contributions towards our SOA.
3. Support the sector in providing high quality services which represent Best Value.
4. Stimulate participation by the public in volunteering.
5. Develop & enhance the Community Care and Health Forum
6. Continue to develop CVS Falkirk & District so that it secures sustainable and continuous improvement.

The 2014-15 JWA is presently operating with a much revised set of outcomes, based on the current need for F-CVS to undergo significant development activities, beyond simply 'operations as usual'. The progress against this new JWA is referred to at times below, although it will also be fully reported against at next year's scrutiny of this organisation.

Why Service/Project is Funded Externally Rather than by the Council

This isn't an area of service the Council can directly provide, as representation of Third Sector interests needs to be undertaken by an independent and impartial organisation. F-CVS also fulfil the role as the Third Sector Interface for the area

B ACTUAL PERFORMANCE vs. OBJECTIVES / AGREED OUTCOMES

Summary of Key Achievements

- Room-hire, payroll, accountancy, admin support and graphic design provided to client organisations
- Funding Fayre (20 funders, 180 attendees) and Charity Fayre (33 organisations, 250 visitors) events, signposting to and delivery of funding and capacity building opportunities, Partnership Innovation Fund activities
- Large numbers of volunteers registered (877) and matched (739); events included Volunteer Recruitment Fayre and Volunteer Awards Ceremony. Individual support to organisations on volunteering issues such as policy development, identifying suitable roles, recruiting and managing volunteers etc
- 18 Social Enterprise start-ups supported, engagement with the new The Helix Social Enterprise Zone, signposting of organisations to specialist business support services.
- Hosting the Community Care and Health Forum, the Social Enterprise Forum and the Children's Services Forum. Representing the sector on Community Planning Partnership board, and several other local and national partnerships.

Summary of Key Issues/ Challenges Facing Organisation

- The long-term sustainability of existing levels of funding and funding sources.
- The growing levels of demand being placed on the sector and CVS in particular.
- Service continuity in light of vacancy levels
- Speaking as the voice of a sector which is varied and, of necessity, independent minded
- The F-CVS organisational workplan is very much led by the national common services framework for Third Sector Interfaces, which is planned and monitored by the Scottish Government independently of the Councils JWA, even though F-CVS is jointly core-funded by both Falkirk Council and the Scottish Government.
- Balancing core-funded Social Enterprise work with the funding coming to F-CVS through its involvement with the Helix Social Enterprise Zone.

How has Organisation Contributed to Council/ Service Priorities

CVS continues to offer services to the local community in connection with volunteering, social enterprise and developing community organisations.

List any Areas where there has been Shortfall in Performance

CVS has continued to experience staff vacancies, leading to capacity issues and delays in progressing its work across the Council area.

Website – until this summer the organisation was beset by an inability to manage its own website, which totally undermined the web-presence of the organisation, notwithstanding work-arounds that F-CVS put in place among its contacts.

There is a need to better evidence that F-CVS is a credible voice of the local third sector. Some significant developments have been agreed, in the 2014-15 JWA, to address this.

Mapping of the Social Enterprise Sector and the development of a Social Enterprise Strategy, both jointly with Falkirk Council, have not significantly progressed.

How often are Review Meetings held with Lead Officer

Once per quarter with meetings minuted.

C FINANCIAL / RISK ASSESSMENT OVERVIEW

Total Support Provided (Financial & In- Kind Contributions)

Excluding the £325,884 Partnership Innovation Fund income, for further distribution by F-CVS as grants, F-CVS's 2013-14 incoming resources amounted to **£519,402**, of which 25% was covered as follows by the JWA:-

- **£113,748 per annum, Core Support funding**
- **£19,400, Social Work funding for Community Health & Care Support**

Falkirk Council awarded a further 15% of this income, as contracts and other awards

Broadening Your Horizons - a bespoke training programme for young people currently unemployed and seeking opportunities to learn new skills and improve their employability.	£38,334
---	---------

Employment and Training Unit	£5,815
-------------------------------------	--------

Helix Social Enterprise Zone	£35,000
-------------------------------------	---------

TOTAL	£79,149
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The remaining income was made up of Scottish Government Grant (36% = £185,600) and other income streams to F-CVS (24% = £122,475).

The Falkirk Council awards have been the same for the previous two years and are on a one-year-only basis.

Last Period of Submitted Audited Accounts

2013/14 – on-going financial position is monitored on a quarterly basis.

Future Risks (Financial, Operational or Structural) Faced by Organisation

The organisation is vulnerable should any of its key funders significantly reduce funding. This would have a direct impact on the number of people employed by CVS and present serious challenges in being able to deliver core services within the current agreement and in line with current demand.

Overall Risk Rating (Low/Medium/High)

Medium – reflected in the regime of quarterly meetings which continues to monitor key risks.

D CONCLUSIONSSummary/ Opinion of Organisations Overall Progress During Year

CVS has had considerable organisational change over the period, significantly a new CEO in post since July 2013. From March 2014 onwards, there was further vacancies and re-alignment of posts, with two key staff recently recruited. The organisation needs a period of sustained stability, while still being able to embrace the changes required to fulfil its interface role. The Board and the CEO are critical in delivering what is needed.

The updated Joint Working Agreement for 2014-15 better aligns CVS activity with the key outcomes in Falkirk's Single Outcome Agreement.

E COMPLETED BY

<u>Name</u>	Dave Tollick
<u>Designation</u>	Corporate Policy Officer
<u>Date</u>	20 October 2014

CVS FALKIRK AND DISTRICT

Report and Financial Statements

Year ended 31 March 2014

Charity No: SC000312
Company No: SC085838

CVS FALKIRK AND DISTRICT

LEGAL AND ADMINISTRATIVE INFORMATION

Status

The organisation is a charitable company limited by guarantee, governed by a Memorandum and Articles of Association.

Board of Directors

William Thomas Kelly	Chairperson
Iain James Opray	Treasurer
Isabella Russell Breen	Resigned 6 November 2013
Elaine Maxwell Costello	
Stuart McAllister	Resigned 6 November 2013
Alexander Milne	
Paul Mooney	
Rosemary Dean Murray	
Margaret Torrance	

Secretary

Karen Herbert	Appointed 29 October 2013
Pamela Dixon	Appointed 22 April 2013
	Resigned 23 September 2013

Chief Executive Officer

Karen Herbert

Registered Office and operation address

Unit 6, The Courtyard
Callendar Business Park
Callendar Road
Falkirk
FK1 1XR

Auditors

Alexander Sloan, Chartered Accountants, 1 Atholl Place, Edinburgh, EH3 8HP

Bankers

Royal Bank of Scotland, 2 Newmarket Centre, Falkirk, FK1 1JX
Unity Trust Bank plc, Nine Brindleyplace, Birmingham, B1 2HB

Solicitors

Marshall Wilson, 2 High Street, Falkirk, FK1 1EZ

**CVS FALKIRK AND DISTRICT
DIRECTORS' ANNUAL REPORT (continued)
for the year ended 31 March 2014**

Directors are given opportunities to attend training/development sessions throughout the year, with at least one Director, usually the Chairperson, attending the annual third sector interface conference.

Organisational structure

The Directors are responsible for the overall governance of the charity and receive reports from a Finance Sub Committee, a Human Resources Sub Committee and from the Chief Executive Officer (CEO). The Finance Sub Committee and Human Resources Sub Committee are chaired by a Board member.

Day to day responsibility for the operation of the organisation is delegated to the CEO.

At the start of the year the Capacity Building Development Officer post was vacant and was filled at the start of August 2013. At the same time we appointed a new and complementary post, Social Enterprise Development Officer, for a joint pilot scheme lasting 2 years in partnership with The Helix, Scottish Canals, Scottish Social Enterprise Academy and Falkirk Council Growth & Development Unit.

Karen Herbert was appointed as CEO in July 2013 following the resignation of the previous CEO at the end of March 2013.

The strategic plan was updated at the end of October 2014 and an Organisation Workplan developed for 2014/15 to implement this strategy.

Related Parties

CVS Falkirk and District is an independent charitable organisation, providing services and support to other charities and voluntary organisations, community groups and members of the public in its area of operation. We work closely with organisations across sectors to do this effectively and efficiently.

The organisation is recognised as the Third Sector Interface by the Falkirk Community Planning Partnership and the Scottish Government, delivering four key functions in the Falkirk local authority area. These are:

1. Developing volunteering
2. Developing social enterprise
3. Developing third sector organisations
4. Linking the third, public and independent sectors, and engaging with the Community Planning Partnership.

Throughout 2013/14 we had membership of Voluntary Action Scotland, and representation on the boards of Falkirk Environmental Trust, and Forth Valley and Lomond LEADER Local Action Group, having resigned from the latter in April 2014.

Since January 2014 we have had representation on the board of the newly founded Falkirk and Kelvin Valley LEADER Local Action Group.

**CVS FALKIRK AND DISTRICT
DIRECTORS' ANNUAL REPORT (continued)
for the year ended 31 March 2014**

ACHIEVEMENTS AND PERFORMANCE

The year was a busy time for the organisation as we responded to a continuing increase in demand on our services and for our partnership contributions. In this section we highlight some notable achievements and results.

The support we provide to volunteers and to organisations engaging with volunteers was under significant demand during the year. We had 877 new registrations and facilitated 739 matches, with a further 77 being directly signposted to organisations.

Every year we report that our annual Volunteer Awards Ceremony was the busiest ever, and this year was no exception. We had 533 nominations and 450 attendees. In addition Saltire Awards were presented to 326 young volunteers, from a total of 409 new registrations, and we presented 68 Celebration of Volunteering Certificates to students at Forth Valley College and school pupils with additional support needs.

Our fourth annual Charity Fayre was held in October 2013, and despite poor weather we had 33 organisations attending with over 250 visitors.

In February 2014 we held a very successful Funders Fayre in Camelon, which saw 20 funders participating for the day, and over 180 attendees. We are still following up with the funders to determine the size of funds leveraged into the Falkirk area as a result of this exposure, and intend to make it an annual event.

We continue to work with 'hard to reach groups' and our listing of over 273 organisations we engaged with during the year helps us to target efforts towards these organisations, although increasing demand on our services means that much of our work remains reactive rather than proactive.

Our website has been a difficulty throughout the year that has compromised our ability to spread information, although we have continued to publish fortnightly e-bulletins and hotlists to an audience of 1,129 organisation contacts. The new website is under development and targeted for launch in August 2014.

As part of the Scottish Government's Reshaping Care for Older People Change Fund, we continued to provide the secretariat function for distribution of a further £300,000 to local third sector organisations, and successfully applied for an extension of the original scheme to allow funded organisations to apply for funding for a second year.

We again ran our successful Broadening Your Horizons youth employability programmes, with a good success rate on the three programmes of achieving positive outcomes for the participants. This programme was funded by Falkirk Council's Employment and Training Unit (ETU).

We continue to facilitate the Community Care and Health Forum, which increases membership year on year, and is a model frequently asked about by other TSIs. We also continue to provide secretariat services for the Voluntary Sector Children's Services Forum.

We are increasingly regarded as a serious partner by our public sector colleagues, and recognised for the significant role and contribution the third sector has to play in improving services in the Falkirk Council area. As our reputation expands, so too does the demand on our very limited resources to actively participate in a wide range of meetings across a diverse

**CVS FALKIRK AND DISTRICT
DIRECTORS' ANNUAL REPORT (continued)
for the year ended 31 March 2014**

RESERVES POLICY

Funding received for specific pieces of work or particular areas of work is contained within Restricted Funds in order to ensure monies are spent for the purpose it was received.

During the year, the Directors reviewed the company's Reserves Policy and decided to maintain the current position that the organisation should retain reserves equivalent to three months of unrestricted operating costs. These costs and therefore the organisation's target amounts to £85,105 based on 2013/14 figures, to be held in General (Unrestricted) Funds. The unrestricted reserves amount of £148,303 exceeds this target at the end of March 2014. We recognise this target has been met in part due to staff vacancies during the year, and we are taking steps to address these issues.

PLANS FOR FUTURE PERIODS

We anticipate further pressure on income and will continue to work hard to secure additional sources of income. We will continue to develop our income generating options throughout the year ahead and monitor these closely.

As public service reform continues apace, we shall work closely with third sector and public sector partners alike to maximise opportunities for third sector growth and sustainability, with a view to minimising the impact of things like welfare reform on our local communities and citizens. We will continue to build on the excellent relationships we have with our public sector partners to find ways of developing new services which are efficient, high quality and deliver improved outcomes for people.

RECOGNITION AND THANKS

The Board of Directors would like to express their thanks to those who have worked with us during the year. We would particularly like to thank the volunteers and third sector organisations that work tirelessly to improve our communities and the opportunities for local people. We would also like to thank our funders and partners for their continued support.

The Directors are particularly appreciative of the hard work and commitment of the skilled staff, placements and volunteers who have made our achievements possible. The Board appreciate the dedication by all staff to the organisation's goals during a year of significant change, especially during the first four months of the year when we were without a CEO.

STATEMENT OF DIRECTORS' RESPONSIBILITIES

The Directors are responsible for preparing the Director's Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires Directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure of the charitable company for that period. In preparing these statements Directors are required to:

CVS FALKIRK AND DISTRICT

INDEPENDENT AUDITOR'S REPORT to the Directors of CVS Falkirk and District

We have audited the financial statements of CVS Falkirk and District for the year ended 31 March 2014 which comprise the Statement of Financial Activities, the Balance Sheet and the related Notes. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (Effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006 and to the charity's Directors, as a body, in accordance with Section 44 (1) (c) of the Charities and Trustee Investment (Scotland) Act 2005 and Regulation 10 of the Charities Accounts (Scotland) Regulations 2006 (as amended). Our audit work has been undertaken so that we might state to the charity's Directors those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and its members as a body and its Directors as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of Directors and Auditor

As explained more fully in the Directors' Responsibilities Statement (set out in the Directors' Annual Report), the Directors (who are also the Trustees of the charity for the purposes of charity law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

We have been appointed as auditors under Section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and under the Companies Act 2006 and report in accordance with regulations made under those Acts.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's [APB's] Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently and adequately disclosed; the reasonableness of significant accounting estimates made by the Directors; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Directors' Annual Report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implication for our report.

CVS FALKIRK AND DISTRICT

Statement of Financial Activities (Incorporating Income and Expenditure Account)

for the year ended 31 March 2014

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2014 £	Total Funds 2013 £
Incoming resources					
Incoming resources from generated funds:					
Voluntary income	2	299,348	-	299,348	299,348
Activities for generating funds	2	67,762	-	67,762	124,071
Investment income and interest		320	-	320	173
Incoming resources from charitable activities	2	6,667	471,509	478,176	534,712
Total incoming resources		374,097	471,509	845,606	958,304
Resources expended					
Charitable activities		271,390	494,561	765,951	764,482
Costs of generating funds		62,133	-	62,133	108,638
Governance costs		6,897	-	6,897	10,818
Total resources expended	3	340,420	494,561	834,981	883,938
Net incoming/(outgoing)resources before transfers		33,677	(23,052)	10,625	74,366
Transfers between Funds		-	-	-	-
Net movements in funds		33,677	(23,052)	10,625	74,366
Total funds at 1 April 2013		114,626	55,582	170,208	95,842
Total funds at 31 March 2014		148,303	32,530	180,833	170,208

The Notes on pages 13 to 23 form an integral part of these financial statements

CVS FALKIRK AND DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 March 2014

1. Accounting policies

1.1 Accounting Convention

The financial statements are prepared under the historical cost convention and where appropriate, modified to include the revaluation of certain fixed assets and in accordance with the Statement of Recommended Practice - Accounting and Reporting by Charities (SORP 2005) issued in March 2005, the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) and the Companies Act 2006. The principal accounting policies adopted in the preparation of the financial statements are set out below.

1.2 Incoming Resources

Voluntary income including donations, gifts and legacies and grants that provide core funding or are of a general nature are recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability. Such income is only deferred when the donor specifies that the grant or donation must only be used in future accounting periods, or when the donor has imposed conditions which must be met before the charity has unconditional entitlement.

Income from commercial trading activities is recognised as earned (as the related goods and services are provided).

Income from investments is included in the year in which it is receivable.

Income from charitable activities includes income received under contract or where entitlement to grant funding is subject to specific performance conditions is recognised as earned (as related goods or services are provided). Grant income included in this category provides funding to support performance activities where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

The value of services provided by volunteers has not been included.

1.3 Resources Expended

Expenditure is recognised on an accruals basis when a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Costs of generating funds are those costs incurred in attracting voluntary income, and those incurred in trading activities that raise funds.

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

CVS FALKIRK AND DISTRICT

NOTES TO THE FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2014

2. Incoming resources

			2014	2013
Incoming resources from generated funds:	Unrestricted	Restricted	Total	Total
Voluntary Income	£	£	£	£
Falkirk Council – Core Funding	113,748	-	113,748	113,748
Scottish Government – Core Funding	185,600	-	185,600	185,600
	<hr/>	<hr/>	<hr/>	<hr/>
	299,348	-	299,348	299,348
	<hr/>	<hr/>	<hr/>	<hr/>
Activities for generating funds				
Tenants	28,517	-	28,517	30,195
Conference hire	5,086	-	5,086	5,512
Payroll, Accountancy and Admin Services	13,009	-	13,009	39,964
Graphic Design	14,199	-	14,199	38,941
Other	6,951	-	6,951	9,459
	<hr/>	<hr/>	<hr/>	<hr/>
	67,762	-	67,762	124,071
	<hr/>	<hr/>	<hr/>	<hr/>
Incoming resources from charitable activities:				
Falkirk Council – Broadening Your Horizons	-	38,334	38,334	29,017
Falkirk Council – Children Services Change Manager	-	-	-	68,000
Falkirk Council – Community Care & Health	-	18,430	18,430	18,430
Falkirk Council – Employment & Training Unit	-	5,815	5,815	2,584
Falkirk Council – Helix Social Enterprise Zone	-	35,000	35,000	10,900
Forth Valley Family Support Service	6,667	-	6,667	5,000
NHS Forth Valley – Community Care & Health	-	-	-	23,500
NHS Forth Valley – Reshaping Care for Older People	-	35,000	35,000	35,000
NHS Forth Valley – Partnership Innovation Fund	-	325,884	325,884	317,045
Partnership Innovation Fund – Forth Valley Top Toes	-	10,969	10,969	-
Scottish Government – Reducing Reoffending Change Fund	-	-	-	15,960
SCVO – Community Jobs Scotland	-	2,077	2,077	5,426
Community Food and Health Scotland	-	-	-	3,850
	<hr/>	<hr/>	<hr/>	<hr/>
	6,667	471,509	478,176	534,712
	<hr/>	<hr/>	<hr/>	<hr/>
	373,777	471,509	845,286	958,131
	=====	=====	=====	=====

CVS FALKIRK AND DISTRICT

NOTES TO THE FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2014

6. Grants Payable

The following grants were awarded during 2013/14 through the Partnership Innovation Fund:

	2014	2013
	£	£
Alzheimer Scotland: Community Connections Programme	51,048	39,550
Bield Housing: Thornhill Court Evening Service	18,193	-
Braveheart: Optimise: Health and Well being	48,048	-
British Red Cross: Red Cross Reablement	48,645	49,195
CVS Falkirk and District: Forth Valley Top Toes	43,875	-
Equal Futures: Circle of Support for Vulnerable Older People*	(2,532)	42,100
Falkirk and District Association for Mental Health: The Third Age Project	43,926	42,500
Falkirk Seniors Group*	(1,417)	10,611
Falkirk Football Community Foundation: The Silver Bairns Club	26,098	28,708
Forth Valley Independent Living Association: The Three C's Project	-	27,750
Relationships Scotland: Relationships in Maturity	-	32,064
Royal Voluntary Service: Community Services Falkirk	50,000	44,567
	325,884	317,045
	=====	=====

*The Equal Futures and Falkirk and District Association for Mental Health Seniors Group projects both came to an end of their annual projects during the year to March 2014 and had some underspend which was paid back into the Partnership Innovation Fund money held by CVS Falkirk and District to be utilised towards future grants awarded.

7. Taxation

The charitable company is exempt from corporation tax on its charitable activities.

CVS FALKIRK AND DISTRICT

NOTES TO THE FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2014

11. Operating lease commitments

At 31 March 2014, the charity had annual commitments under non-cancellable operating leases as set out below:

	2014	2013
	£	£
Land and Buildings		
Operating leases which expire:		
Within two to five years	48,504	59,623
	=====	=====
Equipment		
Operating leases which expire:		
Within two to five years	3,509	4,097
	=====	=====

12. Analysis of Net Assets between Funds

	Unrestricted Funds £	Restricted Funds £	Total Funds £
Tangible fixed assets	7,939	-	7,939
Current assets	182,981	171,943	354,924
Current liabilities	(42,617)	(139,413)	(182,030)
	-----	-----	-----
Net assets at 31 March 2014	148,303	32,530	180,833
	=====	=====	=====

CVS FALKIRK AND DISTRICT

NOTES TO THE FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2014

Purposes of Restricted Funds:

Adult Support and Protection	Funds held from previous years for partnership committee working with NHS Forth Valley and other agencies. Authorisation was granted by NHS Forth Valley during 2013/14 to use these funds as their contribution to the Community Care and Health post for the year.
Community Care and Health	Restricted grant money rolled forward from previous years, a financial contribution from Falkirk Council Social Work Services and the transfer of the Adult Support and Protection restricted fund from NHS Forth Valley all received during the year to employ a staff member with admin support to work on Community Care and Health issues.
Falkirk Council: Broadening Your Horizons	Funds received to deliver 3 sessions of a youth employability programme involving engagement with young people in meaningful activity to increase their employability goals and aspirations.
Helix Social Enterprise Zone	Contribution received from Falkirk Council towards employment of a Social Enterprise Development Officer to work on developing Scotland's first Social Enterprise Zone.
Employment & Training Unit	Nine months financial contribution from Falkirk Council towards moving our Administrator post from a modern apprentice role into full time employment
NHS Forth Valley Reshaping Care for Older People	Funding received from the Reshaping Care for Older People Change Fund to employ a Capacity Building Officer to work with partners and organisations which provide services for older people in the Falkirk Council area.
Partnership Innovation Fund	Significant funding received to pay out in grants to successful applicants to fund innovative delivery projects relating to the care for older people. This is part of the Scottish Government's Reshaping Care for Older People Change Fund.
Forth Valley Top Toes	Partnership Innovation Fund Grant awarded to CVS Falkirk and District to employ a Volunteer Co-ordinator to deliver a volunteer based personal footcare service for older people. Recruitment for the project took place in March 2014 with the service starting in April 2014.

CVS FALKIRK AND DISTRICT
NOTES TO THE FINANCIAL STATEMENTS (continued)
for the year ended 31 March 2014

14. Transfers

	Designated Funds					
	General Fund £	Fixed Asset £	IT Equipment £	Website Development £	Repairs and maintenance £	Contract Cancellations £
Additions to Fixed Assets	-	6,900	(839)	-	(6,061)	-
Other transfers	<u>(15,411)</u>	<u>-</u>	<u>4,839</u>	<u>5,000</u>	<u>4,061</u>	<u>1,511</u>
Per Note 13	<u>(15,411)</u>	<u>6,900</u>	<u>4,000</u>	<u>5,000</u>	<u>(2,000)</u>	<u>1,511</u>

CVS Falkirk

Annual Review

2013/14

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- 3** Introduction
- 4** Capacity Building
- 5** Social Enterprise
- 6** Volunteering
- 7** Volunteering
- 8** Representation
- 9** Additional Activities
- 10** Financial Summary
- 11** Thank You

Introduction

Welcome to our Annual Review for 2013/14.

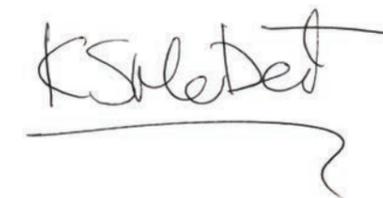
I joined the organisation part way into the year, and it is a tribute to the entire staff team that they continued to deliver successful programmes throughout the difficult period when we had no CEO in place.

As the local third sector interface, we are committed to supporting, developing and representing volunteering and third sector organisations, including social enterprises.

As we strive to do more for less, in common with all our colleagues across the sector, we have to take a long hard look at what we deliver, to ensure we stay focused on our key purposes. Accordingly, at the end of the year, we decided to cease delivering accounting and payroll, independent examination and graphic design services, as the small number who took up these offers meant that the services were unsustainable, and our funds could be better used to deliver broader services for more people and organisations.

In this review we can only take a brief look at the many and varied activities we undertook in the year, which we hope you find interesting.

We would like to thank all those who have supported, volunteered and worked for us during the year.



Karen Herbert
CEO

Capacity Building

Falkirk has a vibrant and diverse third sector: with community groups, local and national charities all delivering valuable and needed activities and services. Our role is to provide a range of support to these organisations to help them grow and develop, identify new opportunities and to be a source of information about the sector.

We provided support to 46 organisations on topics such as business planning, constitutions, financial management, policy development and board recruitment as well as extensive support to five local organisations. We undertook organisation health checks with 14 organisations and helped them develop action plans to take forward.

Funding is always on everyone's agenda and in response to this we hosted six local **funding surgeries** as well as, in partnership with Falkirk Council External Funding Unit, our first **Funders Fayre** in March. We had 20 funders including Bank of Scotland, The Robertson Trust, Big Lottery and Voluntary Action Fund participating in the event and feedback from the event was very positive.

We welcomed more than 180 attendees, representing a wide range of organisations to the event and again we received positive feedback. As a result we will be organising another Funders Fayre in the new year.

"Falkirk District is a cold spot for us, so some awareness raising and advice about what we are looking for in applications was our aim. Definitely met it!"

"A number of sources, including some with which I was not familiar, were available to give advice"

"Thank you - good to have them all under one roof. Good use of time!"

On a cold and crisp Saturday in October we held our annual Charity Fayre in Falkirk Old and St Modan's Church. We had 35 local organisations hosting stalls: fund raising while also promoting their services. More than 250 people visited the fayre purchasing an array of goodies including arts and crafts, baking and books.

With limited resources most organisations welcome opportunities to share and receive information about the sector, policy and legislative updates as well as the opportunity to participate in consultations and learn about local events that they and their clients may be interested in. We send out e-bulletins on a regular basis to an audience of more than 800.

- 18 e-bulletins
- 124 articles
- 3 website articles
- 11 consultations

Unfortunately we have had problems with updating our website during the year, however the good news is that our new website is currently under development and we will be launching it in November 2014.



"The event was well thought out and all charities were promoted fully"

Social Enterprise

A social enterprise is a business that trades for a social purpose.

Our partnership with Falkirk Council, Scottish Canals and the Social Enterprise Academy is developing well to create the Helix Social Enterprise Zone. We provided a range of **training, specialised support and networking opportunities** for social entrepreneurs, whether a new start up or an established business looking to further develop.

- **10 training opportunities delivered including:**

Building your Social Enterprise in a Day, Costing and Pricing, Crowd Funding, DTAS

- **Signposting to specialist business support services including:**

Business Gateway, Chamber of Commerce, Senscot Legal, Keegan and Pennykid, Just Enterprise, PYBT, Cooperative Development Scotland, CEiS, Social Learning Company, Senscot, Firstport

- **Raising awareness at events including:**

Business Finance, Supported Business, FV Chamber of Commerce, Falkirk Business Exhibition

We have continued to build on the foundations of our social enterprise support and have been successful in helping five new social entrepreneurs from pre-start to trading as local social enterprises.

We are currently liaising with Falkirk Council as they look to **map social enterprise activity** in the area. The findings from this activity and the data collected will help influence the development of a **Social Enterprise Strategy** for Falkirk.



Forth Valley Enterprise CIC, Gingerbread Cafe



Recycle-a-bike and Freewheel North at the Helix Park

"I know I can just pick up the phone or email if I need help/information... having access to training... it's just fantastic that there are people out there that actually want to help and support you"

-local social entrepreneur, April 2014

Volunteering

Volunteering makes a tremendous difference to our communities: volunteers bring not only their time, but also their energy, skills, individual perspectives and talents while organisations provide opportunities for volunteers to learn, gain experience and contribute to a vast array of initiatives thereby enhancing our communities, local services and lives.

We promote and encourage volunteering by giving **presentations**, attending **events** and hosting **information and drop in sessions** to potential volunteers of all ages and from all areas of the community.

- 20 events attended
- 10 introduction to volunteering presentations
- 12 drop in sessions

The **volunteering pathway** begins with meeting with one of our team to discuss 'who, what, where and why' people want to volunteer and then we match their skills and aspirations to the needs and desires of the placement with our local organisations. From there we explain the recruitment process of the opportunity and arrange for the volunteer to meet with the organisation. We then keep in touch with the volunteer to find out how they are progressing with their volunteering and ensuring that they are enjoying it. We believe that this investment in time helps foster a positive experience for both the volunteer and the organisation.

- 383 people registered with us to volunteer
- 245 matches between volunteer and local organisations
- 77 direct signposting to organisations

During Volunteers Week, we organised and facilitated a **Volunteer Recruitment Fayre** in Falkirk town centre with 20 local organisations participating. We welcomed more than 200 visitors to the event with many taking up the opportunity of volunteering for the first time.



"Many thanks for the opportunity to have a stand... it was great to meet people from other organisations and I have got a couple of interested people to follow up for my group" - local organisation, June 2013

Volunteering

While much of our work is promoting and developing volunteering, we believe it is also important to recognise the commitment, enthusiasm and contribution made by volunteers in our communities.

Our 15th annual **Volunteer Awards Ceremony** was held on Thursday 5th June at the MacDonal Inchyra Grange Hotel where we welcomed more than 450 guests to the ceremony. This year, we received **533 nominations**, (the most we have ever received!) for both our general and category awards.

We also presented **68 Celebration of Volunteering** certificates to students of Forth Valley College who participated in a range of volunteering activities.

While still relatively new, **Saltire Awards** is continuing to grow with more young people than in the previous 2 years signing up to participate and achieve the various levels.

- 409 young people registered for Saltire Awards
- 326 young people achieved at least one Saltire award
- 22 local organisations supporting Saltire
- 4 local schools and 1 college supporting Saltire

We are enthused by so many local organisations **engaging volunteers** and taking the time to continue to support and motivate the volunteers within their team. With appropriate policies and procedures in place, clear role descriptors and the opportunity to learn new skills and undertake training, the volunteering experience is both positive and worthwhile.

- 35 organisations supported in developing volunteer roles, recruitment, support and policies
- 28 new opportunities created



"Through CVS Falkirk we have obtained three good volunteers in the past 2 years which has reduced our average age, brought about new ideas, helped with new technology and hopefully safeguarded the continuation of our service". - local organisation, May 2013

Representation

CPP (Community Planning Partners)

We are active members of the Falkirk CPP, and engage with our statutory partners in a range of areas that aim to improve the quality of life in our area. During the coming year, significant changes are happening within the CPP structure, and our role in the partnership will enable us to participate fully in the improvement process, and to better ensure that the voice of the sector is heard in the development of local strategic plans in coming years.

NHS

We have worked in partnership with the third sector interfaces in Stirling and Clackmannanshire to develop an engagement matrix with NHS Forth Valley, looking at points of collaboration and opportunities to build on existing good practice, and to better embed the third sector in future plans and work. This will be expanded in the coming year, as we continue to build on the good progress in joint working under the Reshaping Care for Older People agenda, where Self-Directed Support becomes more mainstream, and also the new challenges we face as a partnership with Health and Social Care Integration.

Community Care and Health Forum

The forum has a diverse membership of 65, who meet regularly to discuss local and national issues, exchange information between the third sector and colleagues from Social Work, CHP and other public services and provides the opportunity for consultation and genuine partnership working. The forum recently undertook a review of its role and support to our third sector colleagues. From the survey in January, 97% of respondents said that the forum was informative and useful and had also met their expectations; 63% of respondents had taken up opportunities to work in partnership with colleagues who have met through the CCHF.

I expect the CCHF to inform me of relevant legislative change, local practice and key challenges faced by stakeholders across Falkirk. I think the CCHF does a very good job of doing all of these."

It is an opportunity for organisations to network with other organisations and to share skills and experiences.

It is an excellent forum for highlighting events in the area and invites guest speakers to provide important and relevant information."

Voluntary Sector Children's Services Forum

The forum and its members work closely with Falkirk Council and other Community Planning partners to implement best practice, develop staff and volunteers and find solutions to local issues. The forum plays an important role in representing the third sector at key partnership meetings driving forward local and national strategies including Getting it Right for Every Child (GIRFEC), Early Years Intervention Public Social Partnership and Self Directed Support. The forum has developed a handbook for its members, and is currently evaluating their action plan and progress to date.

Additional Activities

Partnership Innovation Fund

The Partnership Innovation Fund provides funding for innovative partnership projects led by third sector organisations contributing to the Falkirk Change Plan, Reshaping Care for Older People. Our Capacity Building Officer provides support to the organisation from initial application through to monitoring and evaluation. This year:

- **11 projects supported**
- **4 organisations supported in developing new proposals**
- **6 short term extension requests**
- **7 applications received for Year 2 funding**
- **£325,884 granted**

Broadening your Horizons

Contributing to the local youth employability agenda we delivered two programmes of **Broadening your Horizons** with 22 young people participating. Broadening your Horizons is a bespoke training programme for young people currently unemployed and seeking opportunities to learn new skills and improve their employability. During the programme the young people participated in placements with third sector organisations. We are most grateful to our third sector colleagues who hosted these. On completion of the programmes **80% of the young people went onto positive destinations.**

This was an example of good partnership working with ETU, SDS, FV College and the Third Sector.

Flexible office space

With additional office space we can offer room hire and desk space to local organisations and groups at a heavily discounted rate. We have had more than 114 bookings throughout the year to use our office space for consultations, development meetings, training sessions and interviewing.

Graphic Design Service

From initial concept to finished product we worked with clients and completed projects from designing new logos to annual reviews, leaflets and banner stands.

Financial services

For many years we have offered payroll services to third sector organisations. This year we have provided payroll services to four clients and accountancy services to two clients prior to reviewing the viability of these services.

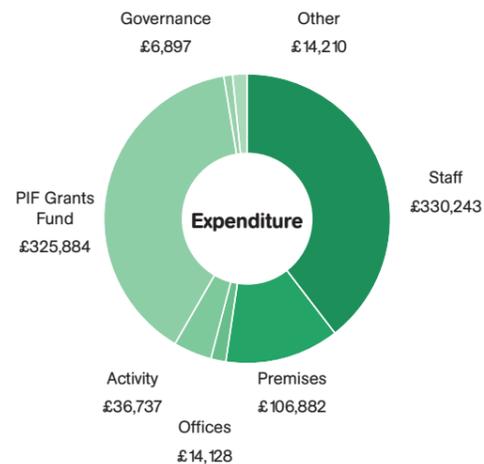
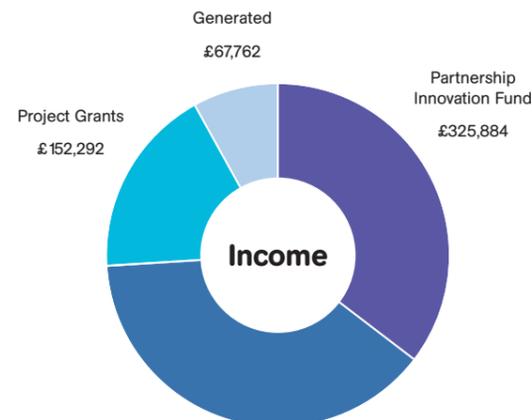
Administration services

Eight administration projects were completed with one client receiving admin support on a weekly basis for nine months

Financial Summary

Our financial performance in 2013/14 has continued to be strong in terms of increasing our unrestricted general funds position despite operating in a climate of significant reductions in both charitable activities and generated income, which reflects the more difficult economic climate we are all operating in.

As with other third sector organisations, we have had to look to making significant savings in our costs to offset the reduction in income.



Due to the short-term nature of the projects we undertake it can be difficult to compare our performance across years; this year we have again seen a significant contribution to our total income with the Partnership Innovation Fund, which has been paid out to a number of successful applicants to the fund.

Our trading income saw significant reductions this year, leading to a decision to cease a number of these functions at the close of the year. We continue to generate income from tenants and room hire.

Despite reporting an increase in our unrestricted general funds for the year, we again must reflect that in large part this is due to having a number of staff posts unfilled for a significant part of the year. This has been redressed, and we should not look to this recurring in future years.

During the year we had two critical IT and telephone infrastructure failures which incurred immediate costs to repair, and we have made provision through increasing designated funds to invest in upgrades in the coming year which should mitigate against future problems.

We anticipate another challenging year during 2014/15 with additional pressures on our income and continued increases to our costs in line with other organisations in our sector.

We will make available our Audited Accounts and Directors Report for the year to any person wishing to see them. They are available on request and to download from our website www.cvsfalkirk.org.uk.

Thank You

The Board of Directors would like to express their thanks to those who have worked with us during the year. We'd particularly like to thank the volunteers and third sector organisations that work tirelessly to improve our communities and the opportunities for local people. We'd also like to thank our funders and strategic partners for their continued support.

The Directors are particularly appreciative of the hard work and commitment of the skilled staff, placements and volunteers who have made all of our achievements possible.

Funders

Our main funders during the year were:

The Scottish Government, Falkirk Council, NHS Forth Valley, Scottish Canals

Directors

- Bill Kelly** Chairperson
- Iain Opray** Treasurer
- Elaine Costello**
- Paul Mooney**
- Rosie Murray**
- Sandy Milne**
- Debbie Noble** (Appointed August 2014)
- Margaret Torrance**

Staff Team (as at October 2014)

- Andrea Smith** Volunteer Coordinator (HELP)
- Carolyn Dick** Volunteering Development Officer
- Claire Kennedy** Development Officer – Capacity Building
- Ewen Cameron** Finance Officer
- Fiona Wilson** Volunteer Coordinator (Forth Valley Top Toes)
- Jennifer Robertson** Development Officer – The Helix Social Enterprise Zone
- Jim Thompson** Community Care and Health Development Officer
- Karen Herbert** Chief Executive Officer
- Katherine Day** Youth Volunteering Development Officer
- Natalie Cunningham** Saltire Awards Administrator
- Nicola Cox** Administrator
- Nina Kowal** Capacity Building Officer – Services for Older People
- Tariq Mahmood** Development Officer – Capacity Building
- Victoria McRae** Operations Manager

The Directors would like to recognise the service and contribution given by two long-serving Directors: Isa Breen and Stuart McAllister who both stood down in November 2013.

Pam Dixon, Finance Officer is currently on maternity leave, and had a baby girl, named Lucy on Thursday 5th June 2014.

Debbie Black, Elisha Kimani, Dave Park, Diane Stewart, Alison Fordyce and Ashleigh Burt left the staff team during 2013/14 and we'd like to wish them every success for the future.

Thanks also to Nina, Stewart and Carol for their volunteering during the year and to the Partnership Innovation Fund Panel for their continued support.

This year we hosted our first student internship with Will Blair undertaking a project to help us redevelop our new brand, including marketing and publicity materials as well as contributing to the redesign of our new web site.

To find out more about the work of your local third sector interface, how we can help you, or to make any comments about what we do then please get in touch with us.

tel: **01324 692000**

e-mail: **info@cvsfalkirk.org.uk**



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The Third Sector Interface for Falkirk and District



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FALKIRK COUNCIL

Subject: SCRUTINY PLAN - 2015
Meeting: SCRUTINY COMMITTEE
Date: 19 FEBRUARY 2015
Author: CHIEF GOVERNANCE OFFICER

1. PURPOSE

- 1.1 In terms of the Council's decision making structure the scrutiny committee is required to prepare an annual scrutiny plan for Council's approval.
- 1.2 The purpose of this report is to present a summary of the committee's consideration of reports requested at the meeting of 14 August 2014 as potential areas of in depth scrutiny for 2015.

2. BACKGROUND

- 2.1 On 14 August 2014 the committee considered a report by the Chief Governance Officer highlighting a number of issues discussed at the Performance Panel since 28 November 2013, as potential topics for the next scrutiny plan.
- 2.2 The report highlighted areas where there had been: in-depth discussion; discussion on more than one occasion, or where the issue raised followed on from a recent policy development or initiative. The committee was invited to call for a report on any of these issues, or any other issue identified by the committee, which merited further discussion to determine suitability for inclusion in the scrutiny plan for 2015.
- 2.3 Following discussion the committee agreed to request more detailed reports on five areas, which were:
 - the effectiveness of the business gateway service following its transfer in-house;
 - the operation of the complaint system within the Council, in particular, the extent to which complaint outcomes are considered lessons learned for the future;
 - the impact of the Freedom of Information (Scotland) Act and, in particular, the volume of requests to the Council and the cost arising therefrom in addition to the Council's effectiveness in dealing with requests;
 - the educational attainment of looked after children and other vulnerable groups, and
 - head teacher recruitment, the secondment of head teachers from schools and the use of acting positions in schools and Education Service management posts.
- 2.4 The committee considered reports at its meetings of 31 October and 1 December 2014, a summary of the discussion is presented below.

3. SUMMARY OF DISCUSSION

- 3.1 **The effectiveness of the business gateway service following its transfer in-house.** The committee heard from officers on the activity of business gateway following its transfer in-house. Members then asked questions regarding intervention work in redundancy situations and financial assistance provided to new businesses.
- 3.2 **The operation of the complaint system within the Council, in particular, the extent to which complaint outcomes are considered lessons learned for the future.** The committee heard from officers regarding the Council's complaints handling procedure and its implementation. Members then asked questions regarding the number of complaints compared to previous levels, the reporting of complaints information, national benchmarking and comparisons against other Councils.
- 3.3 **The impact of the Freedom of Information (Scotland) Act and, in particular, the volume of requests to the Council and the cost arising therefrom in addition to the Council's effectiveness in dealing with requests.** The committee heard from officers regarding the numbers of requests and the Council's compliance with timescales. Members then asked questions regarding which groups generated requests and what numbers of requests were attributable to each group.
- 3.4 **The educational attainment of looked after children and other vulnerable groups.** The committee heard from officers regarding the attainment of looked-after children, school leaver destinations for looked-after children and action within the authority. Members then asked questions regarding the discrepancy between looked-after children's attainment and that of non-looked after children, best practice in other Councils, and the use of non-academic awards such as the Duke of Edinburgh and John Muir award.
- 3.5 **Head teacher recruitment, the secondment of head teachers from schools and the use of acting positions in schools and Education Service management posts.** The committee heard from officers regarding the recruitment process, appointment of senior managers in schools and Education Services' strategy for ensuring that schools are led and managed effectively. Members then asked questions about the national picture in terms of the number of applicants for school leadership posts, the use of assessment centres and the cost to the Council of not allowing supply to be provided by former teachers who had taken voluntary severance.

4. CONCLUSIONS

- 4.1 The committee has considered five areas for inclusion in the scrutiny plan for 2015 and is now invited to consider which of these (if any) it wishes to include in the plan.

5. RECOMMENDATIONS

It is recommended that the committee:

- 5.1 considers the information previously provided and summarised in this report as to which topics it wishes to include in the annual scrutiny plan for 2015.**

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CHIEF GOVERNANCE OFFICER

Date: 12 December 2014
Contact Officer: Jack Frawley
Telephone: 01324 506116

LIST OF BACKGROUND PAPERS

None.