



Falkirk Council

VOLUME OF COUNCIL AND COMMITTEE MINUTES

VOLUME 3 2019/2020

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FALKIRK COUNCIL

Minute of meeting of the Scrutiny Committee held in the Municipal Buildings, Falkirk on Thursday 14 November 2019 at 9.30 am.

Councillors: David Balfour
Allyson Black
Lorna Binnie
Jim Blackwood
Niall Coleman
Dennis Goldie
John Patrick (Convener)

Officers: Kenny Gillespie, Head of Housing
Lorna Hart, Head Teacher
Stuart Irwin, Democratic Services Graduate
David Mackay, Head of Education
Robin Millard, Head of Design, Roads and Transport
Brian Pirie, Democratic Services Manager
Stuart Ritchie, Director of Corporate and Housing
Laura Smith, Housing Needs Manager

S28. Apologies

An apology was intimated from Councillor Grant.

S29. Declarations of Interest

No declarations were made.

S30. Minute

Decision

The minute of the meeting of the Scrutiny Committee held on 12 September 2019 was approved.

S31. Rolling Action Log

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

Following a question in item 495 – Report of the Anti-Social Behaviour Scrutiny Panel the Director confirmed that an update report would be submitted to the next meeting of the Committee on 30 January 2020.

Decision

The committee agreed to remove items 439 and 493.

S32. Order of Business

In terms of Standing Order 14.2 the convener advised of a change to the order of business. The following items have been recorded in the order they were considered at the meeting.

S33. Monitoring and Reporting on the Corporate Plan – One Council - People

The committee considered a report by the Director of Corporate and Housing Services which provided performance information on the people priority of the Corporate Plan. Performance had traditionally been reported to the committee on a service by service basis. However in order to provide a fuller, more cohesive picture of the impacts of the Council's actions and to identify improvements it was proposed to adopt a new report format. The basis of each report would be the 3 key priorities of the Corporate Plan – People, Place and Partnership. Each of the Council's services would, as part of this new reporting framework contribute to a single report on one of the priorities – for this meeting the priority was 'people'.

The convener and members of the committee welcomed the revised report format and proposed framework. The Director acknowledged members' support and stated that the format and process would be refined and improved through time and use. Mr Ritchie acknowledged that there was a need to better reflect the way in which performance was presented.

Following a question on the work in progress in regard to Falkirk Town Centre improvements the committee discussed the performance information set out in the report. The Director assured the committee, following a question, that the format would not preclude service based performance information being scrutinised and would not be restricted solely to indicators relating to the Corporate Plan.

Following a question on action PEO.02.16 – CS17 ‘Improve Access to services for the most vulnerable in our area’ the Head of Education undertook to provide further information on proposed improvements to call handling at the contact centre.

The committee turned to action PEO.01.02 – CS17 ‘We will build capacity by engaging staff to develop to practice to raise aspiration and ambition of children and young people’. The committee acknowledged the ambition and the key role which the Community Learning and Development (CLD) Service had in delivering this action. However, members stated that as a part of the budget setting process in previous years, CLD had seen its budget cut. Members asked for confirmation of the current proposal for CLD and the likely impact of any budget reduction on the service provided by the team. The Head of Education acknowledged the work of CLD and the challenges which faced the team as the Council determined its budget for 2020/21 and beyond. Following further discussion the committee called for a report on the CLD service. In order to gauge how the service had transformed over the years the report should include detail on previous service structures and the impact of refreshes on service delivery. The Democratic Services Manager reminded the committee that later in the meeting the committee would be asked to identify potential areas for further scrutiny as part of its development of a scrutiny plan – the report which had been called for from CLD could be included in any suite of reports identified by the committee. Members agreed to this suggestion.

The committee asked questions in regard to action 02.03 – CHS17 ‘Increase Household Income’ and in particular the Council’s relationship with the Citizen’s Advice Bureaux (CAB). Specifically the committee sought clarity on whether the services provided by the CAB would be procured in future and, if so, could it be the case that the service could be provided by a different organisation. The committee asked whether in the context of a possible procurement exercise, it was considered that the CAB currently provided a satisfactory service. The Director explained that there was currently an overarching review of the Council’s arrangements with the Voluntary Sector. Previously services had been provided by means of Service Level Agreements (SLAs). Mr Ritchie explained that it was intended to place the arrangements with providers on a surer platform and this would be done by procurement. Mr Ritchie refuted a suggestion that this would cause the organisation undue stress – he stated that the Council had a good relationship with the CAB and the aim, in creating a co-ordinated family, was to achieve better governance, not squeeze services. However, in response to a direct question, the Director stated that he could not guarantee that CAB would emerge from the exercise with the contract. He did state that the Council had a long working relationship with CAB and officers were able to support colleagues through the requirements of the procurement exercise. The CAB were fully aware of what was proposed.

The committee then asked questions in regard to action 01.01 – DS17 ‘Deliver employment and training programmes to enable access to the workplace’ and specifically in regard to the reduction in the number of Modern Apprentice (MA) places offered by the Council. The Head of Design, Roads and Transport stated that the reduction was due to the reduction in service budgets, vacancy management and the overall reduction in headcount across the Council. It was, he stated, a reflection of the reality of reduced budgets. Mr Millard also stated following a restructure following the departure of Pamela Smith he was confident that the ETU would continue to provide key support. The committee questioned whether the target of 10 for 2020/21 was realistic given the downward trend in numbers. Mr Millard undertook to look into this and to provide information to the committee on the targets and target setting process. The Head of Education added that while the MA programme provided a valuable route to employment there were other routes – for example he cited Foundation Apprenticeships. Mr Mackay undertook to provide the committee with further information. The committee also asked Mr Mackay to explain why the target for primary school exclusion rates (per 1000 people) was 10. The committee asked why the target was not 0. Mr Mackay agreed that ideally the target should be 0 but in reality some behaviours will lead to exclusion. The trend he noted was downward and the Council had one of the best rates nationally – he added that the aspiration was to keep pupils in school.

Similarly members asked why the target for the provision of free school meals was not 100%. The Head of Education stated that there was free school meals universally in p1-p3 although within this there was not a full uptake. The service worked closely with families to ensure that the availability of free school meals was known.

In regard to apprenticeships, the committee sought clarification on the differences between foundation and modern apprenticeship programmes. The Head of Education explained that foundation apprenticeships were 2 year programmes and were a mixture of taught lessons and activities which were co-designed by the schools, college and work placements. They were accredited by the SQA as level 6 and were recognised by universities as an accredited Higher. They had been successful in allowing students to test careers with some having gone into graduate apprenticeships with guaranteed jobs at the end. In regard to the number involved, the Head of Education stated that there were in excess of 400 apprenticeships across Forth Valley and undertook to provide Falkirk specific information. Mr Mackay also undertook to provide detail on the range of subjects provided. The Service was working with Skills Development Scotland to allow schools to tailor the programmes.

The committee returned to action PEO.01.02 – CS17 and sought clarification of the ambition to ‘develop our workforce learning and development plan to align with the Closer to Home strategy’. The Head of Education explained that this involved developing employees to make sure they were aware of the resources available to ensure employees were able to support the key message of the Closer to Home workstream and to ask ‘What will it take for

a child, or family to remain close to home and to bring the wider family support together?’

The committee indicated that the outcomes of the Closer to Home project could be a potential area for scrutiny at a later date.

Decision

The Scrutiny Committee noted the new reporting format.

S34. Report of the Scrutiny Panel – Housing Allocations

The committee considered a report by the Director of Corporate and Housing Services presenting the report by the Scrutiny Panel which had reviewed the Housing Allocations policy.

The Council had agreed its Scrutiny Plan for 2018 on 6 December 2017 (ref FCS7). The plan was:-

- Fly Tipping
- Anti-social behaviour
- Housing Allocation

The final review to be completed was a review of the Housing Allocations Policy. The panel had made a number of recommendations which if agreed by the committee would be sent to the Executive for consideration. If these were accepted by the Executive it would then be required to consult on the proposals. The panel had recommended that in this event, it be allowed, by the Executive, to consider the outcome of the consultation’ exercise. The panel’s recommendations were –

- (1) **Local Letting Initiative High Flats-** To bring this policy more into line with legislation it is proposed we consult on reducing the age restriction to 50. This would assist with equality issues and enhance provision for the aging population.
- (2) **Local Letting Initiative New Builds-** In order to maximise the opportunity for meeting housing needs, it is proposed to consult on removing the restrictions applied to new houses. This would mean all categories could apply in line with the quota systems. This should assist with our Rapid Re-housing Transitional Plan and moving applicants on from temporary accommodation.
- (3) **Under Occupancy** - It is proposed that consultation is undertaken on aligning the application of Band 1 priority for under-occupation with overcrowding i.e. Band 1 priority applied in cases of under-occupation by 2 or more bedrooms.

It is further proposed to consult on changes to when an applicant can make an application to move when first allocated a house. It is proposed that once an application has been allocated a house they cannot apply for a move within 12 months unless there is a significant change of circumstance that changes their housing need. This means if an applicant accepts a house that is too large for their current needs, they cannot immediately then apply for a move and be priorities due to under occupancy.

- (4) Time limiting Priority (Band 1 Applicants)** - It is proposed to consult on limiting the time applicants with Band 1 and 2 priorities in Home Mover and Home Starter categories to 3 months of non bidding. This would be from the date of them being awarded the priority banding. Once an applicant had been determined as at risk of having priority removed, a housing interview will take place to review the circumstances including the availability of appropriate housing etc. Once it has been determined that priority will be removed the applicant would be moved to Band 4 in line with other Home Seekers.

It is further proposed that we consult on removing those people who are on Band 3 or 4 and who have not bid within 12 months applications. Their application would be cancelled after 12 months of no bidding activity and removed from the housing list. Their removal does not mean they will not be able to reapply but does mean that any advantage accrued due to the time they have been on the list, will be lost. It should be noted that the length of time a person has been on the list only would matter if two applicants of equal housing need apply for the same house.

- (5) Home Seeker Category Offers** - In order to minimise the time spent in temporary accommodation and the emotional impact that living in temporary accommodation has on people, we will consult on the number of offers Home Seekers are awarded before priority is removed. We propose consulting on reducing the number of offers to Home Seekers from two to one offer of housing. This can be achieved in one of two ways:

- An applicant who is actively bidding being offered a house through the choice based lettings system;
- An applicant being offered a direct match after 3 months of no bidding activity.

There will however be a review meeting to determine the reasons for non bidding e.g. lack of appropriate housing etc.

- (6) Housing Debt and Allocations** - It is proposed to amend the policy to make it clear to tenants of their obligation to address and repay their current housing debt before being made an offer of housing.

This is to ensure that those who are able to pay but refuse to pay are addressed. Applicants who are suspended from the housing list for housing debt for a 9 month period before being considered for rehousing.

- (7) Letting Quotas** - In order to fulfil obligations under the Rapid Rehousing plans, it is proposed to consult on amending the letting quotas to 50% Seeker, 25% Mover and 25% Starter. In addition any property normally considered for All Groups should be utilised for Homeless applicants as a direct match offer. The quotas will be reviewed 24 months after amendment to ensure that it is meeting the needs of our applicants.

The Director gave an overview of the panel's work program and summarised the recommendations. The convener of the panel, Councillor Blackwood thanked the members of the panel – Councillors Balfour, Coleman, Goldie and Munro and thanked those officers who had supported the panel in its work, in particular Fiona Campbell, Stuart Ritchie, Kenny Gillespie and Laura Smith.

Councillor Blackwood described discussions between members of the panel in regard to recommendation 6 and suggested that it be adjusted from 'a 9 month period' to 'a period of up to 9 months'. Members of the panel present discussed this proposal together with a further suggestion by Councillor Coleman that it be adjusted to read 'for a period of 3,6 or 9 months depending on the outcome of the public consultation, before being considered for rehousing.' Following a lengthy discussion the panel members recommended that the text be adjusted as per Councillor Coleman's proposal.

Following a question the Director confirmed that if agreed, the committee's recommendations would be considered by the Executive on 10 December 2020 and any consultation would begin in the New Year. This would last for 6 weeks.

Decision

The Scrutiny Committee agreed:-

- 1) the recommendations of the Scrutiny Panel – Housing Allocations, set out in para 4.2.1- 4.2.7 in the report with an adjustment of recommendation 4.2.6 to replace 9 months with '3,6,or 9 months depending on the outcome of the public consultation';**
- 2) to refer these to the Executive for approval and further consultation; and**

- 3) to ask the Executive to allow the panel along with the portfolio holder to review the outcome of the consultation in regard to the recommendations prior to final consideration by the Executive.

S35. Progress Report – Slamannan Primary School and Early Learning Class

The committee considered an update report on Education Scotland's inspection of Slamannan Primary School and Heathrigg Nursery following a 12 month follow-up inspection in April 2019.

The committee had considered a report on the findings of an inspection of Slamannan Primary School and Heathrigg Nursery on 7 June 2018 (ref S15). The committee had asked that the Director report back following the Inspectorate's follow-up visit in April 2019.

The inspection of 2018 had identified a number of improvement areas, for example:-

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

Mr Mackay highlighted, that in response to the initial findings:

- A strong and consistent Leadership Team had been established to extend the leadership and improvement capacity in the interim period.
- The physical integration of Heathrigg Nursery into the Slamannan School community had successfully been achieved.
- Learning and teaching continued to improve in response to the recommendations.
- The critical work around safeguarding which was identified through inspection has been timeously and appropriately activated.

- Attainment and achievement continued to progress as tracking and monitoring systems are embedded.

Following a question in regard to the findings of the initial inspection and potential implications for the pupils, the Head of Education stated that the progress made by the school, with support of the centre and Education Scotland, had had a positive impact. Mr Mackay stated that he was confident that this time next year the school would be where it would like to be. Ms Hart, in response to a question on the impact on pupil's progress stated that the school had introduced a new learning style. There had been a big change in the nursery teaching, for example, following support visits from Education Scotland and the Children's Services officers. While the outcomes had been positive so far the management team would review data and quality assurance information. Ms Hart added that where there was best practice elsewhere she and her team had been to learn and apply at the nursery where appropriate. She cited Bowhouse Nursery as an example of a nationally recognised centre of excellence.

Members of the committee commended the staff on the progress which had been made. However, members sought assurance that the monitoring systems in place at Children's Services would ensure that there could be no repeat elsewhere. The Head of Education stated that while all staff, in schools and in the Centre, worked to do their best for pupils, the focus at the time had not been where it should have been. At the Centre he now had a strong team and had introduced a development programme in addition to visiting schools as part of a validation process. In these Mr Mackay had had robust conversations with staff. Whilst these by necessity would remain confidential he felt they gave him hands on experience and added to the rigorous approach to validation which was now in place. It was important that by being visible to them schools knew that they could approach Children's Services for any help or support. The Service had improved its processes as a consequence of the inspection and the hard work done since to improve the situation.

Members of the committee sought assurance that processes were in place in secondary schools to manage the transition of the pupils into secondary education. Ms Hart confirmed that this was the case. Additionally she stated, following a question, that support needs varied from staff member to staff member and that each received support according to their individual needs.

Decision

The Scrutiny Committee:-

- (1) noted the progress which has been made, 18 months on from the initial inspection; and**

- (2) **noted that the Director of Children's Services will continue to monitor progress to meet the needs of learners at Slamannan Primary School and Early Learning and Childcare (ELC) Class.**
- (3) **requested a follow up report following the next inspection in December 2020.**

The committee then adjourned for 5 minutes to allow members to take a comfort break and reconvened at 10.35 a.m. with all members present as per the sederunt.

S36. Scrutiny Plan 2020 and Committee Workplan 2020

The committee considered a report by the Director of Corporate and Housing Services requesting that the committee recommend a Scrutiny Plan for 2020 to Council and providing a workplan for 2020.

The key role of the committee was to identify and recommend topics to Council for inclusion in the Council's Scrutiny Plan. When agreed by Council the committee would establish scrutiny panels to undertake the reviews and report on the findings.

The committee had, identified 3 areas for review in 2018. These were:-

- fly tipping
- anti-social behaviour
- housing allocations

These had formed the 2018 scrutiny plan and had been completed over the course of 2018 and 2019. As part of its considerations the committee had also identified two further areas for review at a later date:-

- Pupil Equity Fund
- community involvement in the delivery of services

Additionally, Council had, in September 2019, asked the committee to consider the impact and effectiveness of its hubs as a potential area for seating.

It was proposed that the committee recommend to the Council that it agrees a Scrutiny Plan containing two subjects for review in 2020. It was further recommended that the first topic should be Pupil Equity Funding with the second slot left vacant. The topic for this would be identified by the committee during the first half of 2020 and recommended to Council in June 2020. A workplan comprising the potential topics for the '2nd slot' would be developed to manage the workload of the committee. The report set out a number of policies and strategies that had been agreed by the Executive since 2017 to assist the committee's deliberations.

Having agreed its recommendations for the 2nd slot in the first six months the committee would, post June, identify areas for inclusion in the 2020 Scrutiny Plan and report these to Council in December 2020.

Following discussion the committee members agreed to recommend that the first slot in the 2020 Scrutiny Plan should be Pupil Equity Funding.

The committee then discussed potential topics for the second slot. If agreed Services would submit reports on each topic between January and June 2020 with committee identifying the topic in June and recommending this to Council.

The topics identified by members of the committee for consideration as potential topics were:-

- Council of the Future arrangements –what are the governance arrangements, evaluate the role and effectiveness of the Board.
- Community Empowerment and Community involvement in the delivery of services – what support and guidance is offered to community groups through Community Empowerment (for example in regard to CAT of community halls), update on work in regard to coproduction of services.
- CLD - review of establishment/comparison with previous establishment: functions - what does it do, why does it do it and how has this changed over the course of recent redesigns (e.g. loss of detached youth workers).
- Bullying and racism policies in schools – implementation and management thereof.

In addition the committee indicated that future reports would be:-

- Hubs – high level report on the 2 hubs in operation with a potential review once the 3rd has been established.
- Expectations and outcomes of the Closer to Home Project.

The Democratic Services Manager advised that the committee's recommendations in regard to the Scrutiny Plan for 2020 would be reported to Council on 4 December 2019 and, if agreed, a scrutiny panel review of Pupil Equity Funding would be carried out between January and June 2020, with the second topic for review being recommended to Council in June 2020.

Decision

The Scrutiny Committee:-

- (1) agreed to recommend to Council that the Scrutiny Plan for 2020 should contain two subjects for detailed scrutiny one of which will be a review of Council's approach to Pupil Equity Funding and the outcomes of Pupil Equity Funding;**

- (2) identified the following as potential areas for scrutiny to fill the vacant slot on the Scrutiny Plan with a final recommendation being made to Council in June 2020:-
- Council of the Future arrangements – what are the governance arrangements, evaluate the role and effectiveness of the Board.
 - Community Empowerment and Community involvement in the delivery of services – what support and guidance is offered to community groups re CE (for example in regard to CAT of community halls), update on work in regard to coproduction of services.
 - CLD - review of establishment/comparison with previous establishment: functions - what does it do, why does it do it and how has this changed over the course of recent redesigns (eg loss of detached youth workers).
 - Bullying and racism policies in schools – implementation and management thereof.
- (3) noted that as part of its workplan for 2020 the committee will identify areas for inclusion on the Scrutiny Plan for 2021 at its meetings after the summer recess in 2020.

FALKIRK COUNCIL

Minute of meeting of the EDUCATION, CHILDREN & YOUNG PEOPLE EXECUTIVE held in the Municipal Buildings, Falkirk on Tuesday 19 November 2019 at 9.30 am.

COUNCILLORS:

David Alexander
Robert Bissett
Fiona Collie
Joan Coombes
Nigel Harris
Cecil Meiklejohn (Convener)
Lynn Munro
Laura Murtagh
Malcolm Nicol
Alan Nimmo
Pat Reid

**REPRESENTATIVES
OF RELIGIOUS
BODIES:**

Evelyn Crosbie
Maureen Harkins
Rev. Michael Rollo

CO-OPTEES:

John Chalmers, Teacher Representative
Fiona Craig, Teacher Representative
Ryan Farmer, Pupil Representative
Siobhan O'Neill, Care Experienced Young Person
Karen Procek, Parent Representative
Beth Wallace, Pupil Representative

OFFICERS:

Karen Chambers, Committee Services Officer
Gary Greenhorn, Head of Planning and Resources
Rhona Jay, Service Manager
Kenneth Lawrie, Chief Executive
Colin Moodie, Chief Governance Officer
Robert Naylor, Director of Children's Services

ECYE25. Apologies

Apologies were intimated on behalf of Councillor McCue and Merle Stevenson, Parent Representative.

ECYE26. Declarations of Interest

There were no declarations of interest.

ECYE27. Minute**Decision**

The minute of the meeting of the Education, Children and Young People Executive held on 17 September 2019 was approved.

ECYE28. Rolling Action Log

A rolling action log detailing decisions not yet implemented following the previous meeting on 17 September 2019 was provided.

Decision

The Education, Children & Young People Executive noted the rolling action log.

ECYE29. Presentation re “I Pay System”

The Education, Children and Young People Executive received a presentation from Stuart Lennie, ICT Programme Manager on the “I Pay System”.

Decision

The Education, Children & Young People Executive noted the presentation.

ECYE30. National Improvement Framework – Standards and Quality Report 2018 – 2019

The Education, Children & Young People Executive considered a report by the Director of Children’s Services which provided details of Children’s Services first Standards and Quality Report. This report was an evaluation summary of the impact of the Education Division National Improvement Framework (NIF) Plan, approved in September 2018 under the National Improvement Framework (NIF). The Director sought approval from the Education, Children and Young People Executive to submit this to Education Scotland.

The service had undertaken a self –evaluation exercise which helped inform the draft report and outline the next steps which featured in the Improvement Plan. The draft report was appended to the report and set out the very good practice in early learning centres, schools and services. Evidence was drawn from various sources including:

- attainment data;
- Standards and Quality reports and visits to nurseries, schools and establishments by officers across the year;
- reports on schools and early learning centres, from Education Scotland and the Service and School Improvement Team.

This information had been analysed and used to identify the priorities for the current academic year namely to:

- raise attainment for every child and young person and enable them to make excellent progress through their learning journey 3-18yrs;
- improve processes to support attainment and positive destinations for Falkirk's vulnerable children and young people; and
- improve attainment and positive destinations for Falkirk's young people.

Decision

The Education, Children and Young People Executive:-

- (1) noted the report;**
- (2) agreed that the Director of Children's Services can submit the Standards and Quality Report to Education Scotland; and**
- (3) requested that the Director of Children's Services publish the report on the Falkirk Council website.**

ECYE31. National Improvement Framework (NIF) – Education Plan

The Education, Children & Young People Executive considered a report by the Director of Children's Services which set out new arrangements regarding the National Improvement Framework (NIF) and sought approval of the NIF Plan 2019-2020.

Children's Services was required to submit an annual plan to the Scottish Government by 31 August each year. The draft plan for 2019 - 2020 had been submitted on the 31 August 2019 with a covering note informing Scottish Government that it would be updated following the Education, Children and Young People Executive's consideration of our NIF Plan.

The NIF plan was designed to give an indication of Children's Services key areas for improvement and was updated annually to take account of changing priorities locally and nationally. Appendix 1 to the report was Falkirk Council's third plan under these new legislative duties.

The plan sustained the focus on tackling inequalities of outcomes that exist for different equity groups and aligned with the priorities associated with the NIF.

Three high level areas for improvement were outlined and gave an indication of the priorities for development which would be undertaken to make the necessary improvements in the quality of provision. These were:

- Raising Attainment and Achievement
- Wellbeing, Inclusion and Equality
- Skills and Attributes Development

Decision

The Education, Children and Young People Executive:-

- (1) approved the National Improvement Framework Plan 2019 – 2020, and**
- (2) requested that the Director of Children's Services bring back a report evaluating its impact to the Education, Children and Young People Executive in November 2020.**

ECYE32. Proposal to Consult on Amending School Term Dates

The Education, Children & Young People Executive considered a report by the Director of Children's Services which provided details of a proposal to consult parents and school staff on amending the existing agreement for setting school term dates to provide for a 2 week October break rather than 1 as at present.

The present agreement dated back to Central Regional Council and was endorsed by Falkirk Council's Joint Consultative Committee (JCC) on 23 May 1998. The same arrangement was also used by Clackmannanshire and Stirling Councils.

The current agreement for school term dates was:

Autumn term - Starts on the Monday of the third full week in August.
 October holiday - Week starts on the Monday of the second full week in October.
 Christmas holiday - Two full weeks to include two public holidays on 1st and 2nd January.
 Easter holiday - The first Monday in April, for two weeks, regardless of when Easter weekend falls.

It was proposed that Clackmannanshire, Falkirk and Stirling undertake this consultation at the same time with the conjoined results being presented to the respective Committees/Executives in 2020.

Decision

The Education, Children and Young People Executive:-

- (1) noted the overall content of the report;**
- (2) agreed that the Director of Children's Services progresses with the consultation on the proposal as detailed in Section 4 and 5 of the report and with the form shown in Appendix 1 to the report, and**
- (3) asked the Director of Children's Services to prepare a further report with a summary of the consultation responses and recommendations for the Education, Children and Young People Executive early in 2020.**

ECYE33. Early Learning and Childcare (ELC) – 2020 Expansion Plan Update

The Education, Children & Young People Executive considered a report by the Director of Children's Services providing:-

- an update on Children's Services progress with the Early Learning and Childcare (ELC) Expansion Plans;
- additional information on some of the new and individual projects and other workstream proposals that support the overall ELC Expansion and Implementation Plans; and
- an update on the current financial position of the expansion programme.
- proposals regarding the naming of those ELC Centres where the consultation exercise has been completed.

Information was provided on the work undertaken on the 10 major projects. Flood damage and damage to the electrical and heating system at Callendar Park Nursery had caused further work there to be put on hold until next year.

Consultation had taken place in respect of naming the Early Learning and Childcare Centres. Voting in respect of Bonnybridge ELC had been completed and the preferred option was Bonnypark ELC.

Voting in respect of Kinnaird and Hallglen closed on 8 and 15 November 2019 respectively and a verbal update was provided on the preferred options, these being:

- Kinnaird Waters ELC.
- Glenburn ELC.

A number of larger projects were at the tender stage and the estimated financial costs were not yet known. It was planned that a fuller update on the overall 2019/20 position would be provided to the next meeting. Once the overall financial position was clearer Officers would re-appraise the situation regarding the Callender Park Nursery.

It is currently projected that the Year End position would be:

	£
Projected Underspend at Year End 31/3/20	(2.5m)
Proposed Adjustment to Capital via (CFCR)	1.0m
Estimated Funds Carried Forward to 2020/21	(1.5m)

Decision

The Education, Children and Young People Executive:-

- (1) noted the overall content of this current progress report;**

- (2) noted the updates provided on the projects outlined in Sections 4.1 and 4.2 of the report;
- (3) agreed Officers proposals regarding Callendar Park Nursery as outlined in Section 4.1 (iii) of the report;
- (4) agreed the proposed new names for the current Early Years Centres as detailed in Sections 4.10 of the report and as outlined verbally to the committee by officers in respect of Kinnaird and Hallglen ELC's;
- (5) requested that the Director of Children's Services brings a report on the possible options for community use of Early Years establishments (as detailed in Section 4.12 of the report) to a future Education, Children and Young People Executive; and
- (6) agreed to the movement of revenue funds as detailed in Section 6.2 of the report.

ECYE34. Community Halls – Update on Transfer/Disposals

The Education, Children & Young People Executive considered a report by the Director of Children's Services which provided an updated progress report on the position regarding the transfer and disposal of community halls.

In order to support management committees and local groups who take over the running of community halls, a 'parachute payment' would be made to them over a 3 year period. The payments over the 3 year period would be £2,500 for small halls and £3,250 for large halls.

Councillor Bissett requested a short adjournment. The Children and Young People Executive adjourned at 11.44 am and reconvened at 11.56 am with all members present as per the sederunt.

Decision

The Education, Children and Young People Executive noted the current position and progress made regarding the transfer and disposal of community halls.

FALKIRK COUNCIL

Minute of Meeting of the Planning Committee held in the Municipal Buildings, Falkirk on Wednesday 20 November 2019 at 9.30a.m.

COUNCILLORS: David Alexander (Convener)
Robert Bissett
Allyson Black
Jim Blackwood
Gary Bouse
Provost William Buchanan
Joan Coombes
David Grant
Gordon Hughes
Lynn Munro
Laura Murtagh

OFFICERS: Donald Campbell, Development Management Co-Ordinator
Karen Chambers, Committee Services Officer
Ian Dryden, Development & Buildings Standards Manager
Iain Henderson, Legal Services Manager
Russell Steedman, Roads Co-ordinator
Brent Vivian, Senior Planning Officer

P74. Apologies

An apology was intimated on behalf of Councillor McCue.

P75. Declarations of Interest

There were no declarations of interest.

P76. Minutes

Decision

- (a) Minute of Meeting of the Planning Committee held on 23 October 2019 was approved, and**
- (b) Minute of Meeting of the Planning Committee – On-site held on 4 November 2019 was approved.**

P77. Erection of Dwellinghouse at Land to North of Wester Bankhead Farm, Annet Road, Head of Muir for Mr Robert Denholm – P/19/0432/FUL

The committee considered a report by the Director of Development Services on an application for planning permission to erect a four bedroom dwellinghouse with an attached double garage at Land to North of Wester Bankhead Farm, Annet Road, Head of Muir – P/19/0432/FUL.

With reference to Standing Order 33.5 the convener referred to a deputation request received from the applicant's agent, Anne Cunningham, to be heard in relation to this item.

The committee agreed to hear the deputation.

Decision

The committee agreed to grant planning permission subject to conditions as determined by the Director of Development Services on the basis that it noted the applicant runs a long established farming business in the area and that, exercising its planning judgement, it was satisfied:

- (1) that there is an operational need for a dwellinghouse on the grounds of animal husbandry, animal welfare and security and;**
- (2) in relation to the visual amenity of the proposed dwellinghouse and its relationship to the surrounding area.**

Informative(s):-

- 1. For the avoidance of doubt, the plan(s) to which this decision refer(s) bear our online reference number(s) 01, 02, 03, 04, 05, 06, 07, 08, 09 and 10.**

P78. Change of Use to Gymnastics Club Class 11 (Assembly and Leisure) at Unit D1 Delta Workshops, Lochlands Industrial Estate, Larbert, FK5 3NS for Ms Jacqui Inglis – P/19/0458/FUL

The committee considered a report by the Director of Development Services on an application for planning permission for the change of use to Gymnastics Club Class 11 at Unit D1 Delta Workshops, Lochlands Industrial Estate, Larbert – P/19/0458/FUL.

With reference to standing order 38.1 (x) the Convener referred to a request to be heard from Councillor Coleman in respect of this item. The Convener, having given his consent, then invited Councillor Coleman to address the committee.

With reference to Standing Order 33.5 the convener referred to a deputation request received from the applicant's agent, Anne Cunningham, to be heard in relation to this item.

The committee agreed to hear the deputation.

Decision

The committee agreed to grant planning permission subject to conditions as determined by the Director of Development Services on the basis that it was satisfied:

- (1) that the proposed use would be compatible with surrounding uses and the surrounding area;**
- (2) that there is adequate parking available; and**
- (3) on matters of road and traffic safety.**

Informative(s):-

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

P79. Change of Use of Land to Private Garden Ground (Retrospective), Demolish Existing Dwelling and Outbuilding and Erection of Dwellinghouse and Domestic Garage at Hillroy, 18 Mannerston Holdings, Blackness, Linlithgow, EH49 7ND for Peter and Karen Mushet – P/19/0375/FUL – Continuation.

The committee considered an update report by the Director of Development Services on an application for planning permission for a change of use of land to private garden ground (retrospective), demolish existing dwelling and outbuilding and erection of dwellinghouse and domestic garage at Hillroy, 18 Mannerston Holdings, Blackness, Linlithgow – P/19/0375/FUL.

This application was originally considered by the Planning Committee on 23 October 2019 when it was agreed to continue the application for a site visit. This site visit took place on Monday 4 November 2019. The site visit was unaccompanied.

Councillor Black declared a non financial interest in the item and indicated that she considered she had prejudged the application before the committee meeting, in consequence of which she recused herself from consideration of the item, having regard to the objective test in the Code of Conduct.

Provost Buchanan, seconded by Councillor Grant moved that the committee being satisfied in relation to matters of scale, visual amenity and impact on and relationship to the surrounding area of the proposed development,

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

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

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

For the Motion (6) - Provost Buchanan, Councillors Alexander, Blackwood, Grant, Hughes and Munro.

For the Amendment (4) - Councillors Bissett, Bouse, Coombes and Murtagh.

Decision

The committee agreed the motion to grant planning permission subject to conditions as determined by the Director of Development Services on the basis that it was satisfied in relation to matters of scale, visual amenity and impact on and relationship to the surrounding area of the proposed development.

Informative(s):-

1. **For the avoidance of doubt, the plan(s) to which this decision refer(s) bear our online reference number(s) 01, 02A, 03, 04, 05, 06, 07 and 08.**

P80. Erection of 4 Residential Units with On-Site Care Provision (Class 8 – Residential Institution) at Land to the East of 18 Union Road, Union Road, Falkirk for Mr Barry Saville – P19/0465/FUL

The committee considered a report by the Director of Development Services on an application for planning permission for the erection of a two storey building comprising 4 x 1 residential units with on-site care provision (Class 8 – Residential Institution) at Land to the East of 18 Union Road, Union Road, Falkirk – P19/0465/FUL.

With reference to standing order 38.1 (x) the Convener referred to a request to be heard from Councillor Meiklejohn in respect of this item.

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

The committee then considered a site visit and hearing would be appropriate and the requests from Councillor Meiklejohn and Mr Saville to be heard were continued to the hearing following on the site visit.

Decision

The committee agreed to continue consideration of the application in order to allow an unaccompanied inspection of the application site and thereafter that the matter be submitted for consideration to a special meeting of the Committee on 2 December 2019 at 1.30pm at which meeting a hearing session would be conducted.

P81. Extension to Dwellinghouse at 32 Broomside Place, Larbert, FK5 3EG for Mr Stuart and Laura Cordiner – P/19/0527/FUL

The committee considered a report by the Director of Development Services on an application for planning permission for the extension to dwellinghouse at 32 Broomside Place, Larbert – P/19/0527/FUL.

Decision

The committee agreed to continue consideration of the application in order to allow an unaccompanied inspection of the application site and thereafter that the matter be submitted for consideration to a special meeting of the Committee on 2 December 2019 at 1.30pm at which meeting a hearing session would be conducted.

**Minute of meeting of the Planning Committee held On Site (Unaccompanied)
on Monday 2 December 2019 commencing at 9.30 a.m.**

Councillors: Allyson Black
Jim Blackwood
Gary Bouse (for P85 only)
Provost William Buchanan (Depute Convener)
Gordon Hughes
Lynn Munro
Laura Murtagh (for P85 only)

Officers: Donald Campbell, Planning Officer Karen
Chambers, Committee Service Officer
Katherine Chorley, Planning Officer
Steven McClure, Planning Officer

P82. Apologies

Apologies were intimated on behalf of Councillors Alexander, Bissett, Grant and McCue.

P83. Declarations of Interest

There were no declarations of interest.

P84. Erection of 4 Residential Units with On-Site Care Provision (Class 8 – Residential Institution) at Land to the East of 18 Union Road, Union Road, Falkirk for Mr Barry Saville – P19/0465/FUL

With reference to the minute of the meeting of the Planning Committee held on 20 November 2019 (Ref P80), committee gave further consideration to a report by the Director of Development Services on an application for erection of 4 residential units with On-Site Care Provision (Class 8 – Residential Institution) at Land to the East of 18 Union Road, Union Road, Falkirk.

The Depute Convener introduced the parties present and explained the nature of the unaccompanied site visit.

The Planning Officer outlined the nature of the application.

Questions were then asked by members of the committee.

Questions related to:

- The distance the building would be from the boundary walls;
- Access road to the property;
- Parking at the property.

The Depute Convener concluded by thanking the parties for their attendance. The matter would be considered by the Planning Committee at its special meeting on 2 December 2019.

P85. Extension to Dwellinghouse at 32 Broomside Place, Larbert, FK5 3EG for Mr Stuart and Laura Cordiner – P/19/0527/FUL

With reference to the minute of the meeting of the Planning Committee held on 20 November 2019 (Ref P81), committee gave further consideration to a report by the Director of Development Services on an application for the extension to dwellinghouse at 32 Broomside Place, Larbert.

The Depute Convener introduced the parties present and explained the nature of the unaccompanied site visit.

The Planning Officer outlined the nature of the application.

Questions were then asked by members of the committee.

Questions related to:

- The height of the extension;
- The effect on the neighbouring property.

The Depute Convener concluded by thanking the parties for their attendance. The matter would be considered by the Planning Committee at its meeting on 2 December 2019.

FALKIRK COUNCIL

Minute of Special Meeting of the Planning Committee held in the Municipal Buildings, Falkirk on Monday 2 December 2019 at 1.30 p.m.

COUNCILLORS: Robert Bissett
 Allyson Black
 Jim Blackwood
 Gary Bouse
 Provost William Buchanan(Depute Convener)
 David Grant
 Gordon Hughes
 Lynn Munro
 Laura Murtagh

OFFICERS: Douglas Blyth, Team Leader, Legal Services
 Donald Campbell, Development Management Co-Ordinator
 Karen Chambers, Committee Services Officer
 Ian Dryden, Development & Buildings Standards Manager
 Russell Steedman, Roads Co-Ordinator

P86. Apologies

Apologies were intimated on behalf of Councillors Alexander and McCue.

P87. Declarations of Interest

There were no declarations of interest.

P88. Erection of 4 Residential Units with On-Site Care Provision (Class 8 – Residential Institution) at Land to the East of 18 Union Road, Union Road, Falkirk for Mr Barry Saville – P19/0465/FUL

With reference to Minute of Meeting of the Planning Committee held on 20 November 2019 (Paragraph P80 refers), the Committee gave further consideration to a report to that meeting by the Director of Development Services for full planning permission for the erection of 4 residential units with on-site care provision (class 8 – residential institution) at land to the East of 18 Union Road, Union Road, Falkirk.

The Committee heard from the applicant, Barry Saville in respect of the application.

The committee heard from Pamela Vass, the service manager of "Step-Up in relation to the application.

Questions were asked of the applicant in relation to:

- The access road and parking;
- The siting of bins;
- The age range of persons to be living in the property.

Councillor Meiklejohn, a local member, was heard in relation to the application and in relation to the council's statutory obligations re looked after children and the Closer to Home policy.

Councillor Bouse seconded by Councillor Blackwood moved that the committee being satisfied in relation to matters of parking, siting of bins and impact on and relationship to the surrounding area of the proposed development, agrees to grant planning permission, subject to conditions as determined by the Director of Development Services.

As an amendment, Councillor Munro, seconded by Councillor Black moved to refuse the application for planning permission in accordance with the recommendations in the officer's report.

In advance of the vote, officers clarified with the mover and seconder of the motion that the motion did not include a requirement for an open space contribution.

In terms of Standing Order 22.1 a vote was taken by roll call, there being 9 members present with voting as undernoted:-

For the motion (6): Provost Buchanan, Councillors Blackwood, Bouse, Grant, Hughes and Murtagh.

For the amendment (3): Councillors Bissett, Black and Munro.

Decision

The committee agreed to grant planning permission subject to conditions as determined by the Director of Development Services on the basis that it was satisfied:

- (1) that the proposed use would be compatible with the existing uses in the surrounding area and,
- (2) that the issue of parking and the siting of bins has been addressed

Informative(s):-

- (1) For the avoidance of doubt, the plan(s) to which this decision refer(s) bear our online reference number(s) 01, 02, 03 and 04.

P89. Extension to Dwellinghouse at 32 Broomside Place, Larbert, FK5 3EG for Mr Stuart and Laura Cordiner – P/19/0527/FUL

With reference to Minute of Meeting of the Planning Committee held on 20 November 2019 (Paragraph P81 refers), Committee gave further consideration to a report to that meeting by the Director of Development Services for full planning permission for the extension to dwellinghouse at 32 Broomside Place, Larbert.

The Committee heard from the applicant's agent, Mr William Smith.

Decision

The Committee granted planning permission subject to conditions as determined appropriate by the Director of Development Services on the basis that it was satisfied the proposed development, in relation to matters of scale, visual amenity and its impact on and relationship to the surrounding area is acceptable.

Informative(s):-

1. For the avoidance of doubt, the plan(s) to which this decision refer(s) bear our online reference number(s) 01, 02, 03 and 04.

**Minute of meeting of the EXECUTIVE held within the Municipal Buildings,
Falkirk on Tuesday 10 December 2019 at 9.30 a.m.**

Councillors: David Alexander
Robert Bissett
Gary Bouse
Paul Garner
Nigel Harris
Gordon Hughes
Cecil Meiklejohn (convener)
Lynn Munro
Malcolm Nicol
Alan Nimmo
Pat Reid

Officers: Jack Frawley, Team Leader - Committee Services
Rhona Geisler, Director of Development Services
Kenneth Lawrie, Chief Executive
Colin Moodie, Chief Governance Officer
Robert Naylor, Director of Children's Services
Pete Reid, Manager (Growth & Investment)
Stuart Ritchie, Director of Corporate and Housing Services
Bryan Smail, Chief Finance Officer
Martin Thom, Head of Integration

Also Attending: Councillor Niall Coleman, for item EX92
Councillor Laura Murtagh, Public Protection Portfolio Holder
for item EX97

EX79. Apologies

An apology was intimated on behalf of Councillor Coombes.

EX80. Declarations of Interest

There were no declarations of interest.

EX81. Deputation Request

With reference to Standing Order 33, the Convener referred to a deputation request received from Bo'ness Community Council and Bo'net Networking Group to be heard in respect of item EX94 – Town Centre Capital Fund 2019/20.

The Executive agreed the deputation request.

EX82. Minute

Decision

The minute of the meeting of the Executive held on 29 October 2019 was approved.

EX83. Rolling Action Log

A rolling action log detailing decisions not yet implemented following the previous meeting on 29 October was provided.

Decision

The Executive noted the rolling action log.

EX84. Referral from Corporate Partnership Forum

The Executive considered a report by the Director of Corporate and Housing Services which sought immediate implementation of changes to the Dignity at Work Policy, the Wellbeing and Mental Health Policy and How to Prevent, Minimise and Manage Stress at Work. The report also provided information on voluntary severance and ill health retiral costs for 2018/19.

The Dignity at Work Policy had been reformatted into the new style format and included a “how to” document to provide additional support and information on the process. Further clarity was included in relation to informing individuals of a complaint against them where remedial action or an investigation was considered to be required. In addition, mechanisms for any required remedial actions would be fed back to the relevant manager. The policy had also been updated to allow formal investigation reports to be considered at Service Manager/ Headteacher level.

The Wellbeing and Mental Health Policy replaced the Mental Wellbeing & Stress Management Policy. It outlined the Council’s approach to improving the health and wellbeing of employees and related governance arrangements. The policy outlined responsibilities for Senior Leaders, Line Managers and employees.

The How to Prevent, Minimise and Manage Stress at Work document supported the implementation of the Health and Wellbeing Policy. The “how to” guide outlined how the Council managed stress within the organisation and provided guidance for managers and employees to assist in managing stress. The Work Positive Stress Risk Assessment Tool had been

introduced, along with guidance for undertaking individual and group stress risk assessments. Improved guidance for the implementation of the HSE's management standards was also incorporated.

Decision

The Executive:-

- (1) approved the immediate implementation of changes to:**
 - **Dignity at Work policy;**
 - **Wellbeing & Mental Health policy;**
 - **How to Prevent, Minimise and Manage Stress at Work, and**
- (2) noted the costs and savings achieved from voluntary severance and ill health retiral arrangements for the period 2018/19.**

EX85. Referral from the Scrutiny Committee: Report of the Scrutiny Panel – Housing Allocations

The Executive considered a report by the Director of Corporate and Housing Services which presented the recommendations made by the Scrutiny Committee following the conclusion of the Scrutiny Panel review of the Housing Allocations Policy.

The Scrutiny Committee established a Scrutiny Panel to undertake the Housing Allocations review in early 2019. The panel reported its findings to the committee on 14 November 2019.

The panel met on six occasions and heard evidence on:-

- Introduction to Housing Allocations;
- Housing Allocations – Tony Cain, Policy Manager Association of Chief Housing Officers (ALACHO);
- Falkirk's Transition to Rapid Rehousing and Housing First;
- Housing Allocations and Challenges;
- Housing Allocations Review – Registered Social Landlords (RSLs) – Presentation from Link Housing;
- Meeting with all members.

The Scrutiny Committee agreed to make the following recommendations to the Executive at its meeting of 14 November 2019, that the Executive:-

- (1) approve the following for consultation:-**

Local Letting Initiative High Flats

To bring this policy more in to line with legislation it was proposed to consult on reducing the age restriction to 50. This would assist with equality issues and enhance provision for the aging population.

Local Letting Initiative New Builds

In order to maximise the opportunity for meeting housing needs, it was proposed to consult on removing the restrictions applied to new houses. This would mean all categories could apply in line with the quota systems. This should assist with the Rapid Re-housing Transitional Plan and moving applicants on from temporary accommodation.

Under Occupancy

It was proposed that consultation was undertaken on aligning the application of Band 1 priority for under-occupation with overcrowding i.e. Band 1 priority applied in cases of under occupation by 2 or more bedrooms.

It was further proposed to consult on changes to when an applicant could make an application to move when first allocated a house. It was proposed that once an applicant had been allocated a house they could not apply for a move within 12 months unless there was a significant change of circumstance that changed their housing need. This meant if an applicant accepted a house that was too large for their current need, they could not immediately then apply for a move and be prioritised due to under occupancy.

Time limiting Priority (Band 1 Applicants)

It was proposed to consult on limiting the time applicants with Band 1 and 2 priorities in Home Mover and Home Starter categories to 3 months of non bidding. This would be from the date of them being awarded the priority banding. Once an applicant had been determined as at risk of having priority removed, a housing interview would take place to review the circumstances including the availability of appropriate housing etc. Once it had been determined that priority would be removed the applicant would be moved to Band 4 in line with other Home Seekers.

It was further proposed to consult on removing people who were on Band 3 or 4 and who had not bid within 12 months. Their application would be cancelled after 12 months of no bidding activity and removed from the housing list. Their removal did not mean they would not be able to reapply but did mean that any advantage accrued due to the time they had been on the list, would be lost. It should be noted that the length of time a person has been on the list only would matter if two applicants of equal housing need applied for the same house.

Home Seeker Category Offers

In order to minimise the time spent in temporary accommodation and the emotional impact that living in temporary accommodation had on people, there would be consultation on the number of offers Home Seekers were awarded before priority was removed. It was proposed to

consult on reducing the number of offers to Home Seekers from two to one.

This could be achieved in one of two ways:-

- An applicant who was actively bidding being offered a house through the choice based lettings system, or
- An applicant being offered a direct match after 3 months of no bidding activity.

There would however be a review meeting to determine the reasons for non bidding e.g. lack of appropriate housing etc.

Housing Debt and Allocations

It was proposed to amend the policy to make it clear to tenants their obligation to address and repay their current housing debt before being made an offer of housing. This was to ensure that those who were able to pay but refused were addressed. Applicants who were suspended from the housing list for housing debt would require to be on a payment plan to address their housing debt for a 3, 6, or 9 month period, depending on the outcome of the public consultation, before being considered for re housing.

Letting Quotas

In order to fulfil obligations under the Rapid Rehousing plans, it was proposed to consult on amending the letting quotas to 50% Seeker, 25% Mover and 25% Starter. In addition any property normally considered for All Groups should be utilised for Homeless applicants as a direct match offer. The quotas would be reviewed 24 months after amendment to ensure that it was meeting the needs of applicants, and

- (2) request that the scrutiny panel along with the portfolio holder review the outcome of the consultation in regard to the recommendations prior to final consideration by the Executive.

Decision

The Executive:-

- (1) **approved the areas recommended by the Scrutiny Committee for consultation, and**
- (2) **requested that the outcome of the consultation comes back to the Executive and that the Executive reviews the outcome of the consultation.**

EX86. Construction Charter

The Executive considered a report by the Director of Corporate and Housing Services which sought approval to adopt a Falkirk Council Construction Charter. The Unite Trade Union had contacted the Council with a view to adopting the Unite Construction Charter. Discussions took place with Unite and, in conjunction with Unite officials, a Falkirk Council Construction Charter had been drafted. The Falkirk Council Construction Charter was based on the Unite document and took into consideration local and operational matters particular to Falkirk Council. The draft Construction Charter for Falkirk Council was provided as an appendix to the report. Individual Construction Charters had been adopted by a number of Local Authorities across the UK, including Aberdeen City, Dundee, Fife, North Lanarkshire, Renfrewshire and Inverclyde Councils.

The Construction Charter had the following objectives:-

- Set the highest possible standards on construction projects funded by public money;
- Promote direct and secure employment;
- Promote quality apprenticeships and opportunities for local workers;
- Guarantee the highest possible health and safety standards, including quality welfare facilities;
- Encourage and support the role of trade unions.

The adoption of a Construction Charter aligned with the Council's Procurement Strategy objectives. Part of future tender processes would be to utilise selection criteria to assess tenderer compliance with the Falkirk Council Construction Charter, in order to ensure interested parties were aware of the Charter requirements and confirm compliance prior to progression.

Decision

The Executive approved the Construction Charter as detailed in appendix 1 to the report.

EX87. Tenant & Customer Participation Strategy (2019 – 2022)

The Executive considered a report by the Director of Corporate and Housing Services which sought approval of the Tenant & Customer Participation Strategy (2019 – 2022).

The Council met the requirements of The Scottish Social Housing Charter by providing a range of ways for tenants to be involved in service planning and decision making at a level at which they feel comfortable. Tenants were represented on the Housing Asset Management Plan (HAMP) group, participated in focus groups including "How Your Rent Money is Spent" and approved publications through the Editorial Panel as well as participating in

Scrutiny Panels. The Tenant Satisfaction Survey (2018) results showed that 93% of tenants were satisfied with the “opportunity to participate” and 95% were satisfied that they were “kept informed by their landlord”. Both statistics exceeded the national average.

Decision

The Executive approved the Tenant & Customer Participation Strategy (2019 – 2022) as set out in appendix 1 to the report.

EX88. Funeral Poverty

The Executive considered a report by the Director of Development Services which provided information regarding funeral poverty. It considered the new national Funeral Support Payment, the approach of existing services and reviews of some examples of other funeral poverty assistance models from across the UK. A number of service improvement measures were currently being implemented and therefore the report did not propose any new service changes. The report sought approval to carry out bereavement sector engagement on funeral poverty on completion of the new measures and to report back as appropriate.

Decision

The Executive:-

- (1) noted the content of this report and the existing measures in place to assist with funeral poverty at a national and local level;**
- (2) instructed officers to review and amend the Council’s website and promotional materials to incorporate updated information and links concerning funeral poverty, and**
- (3) instructed officers to engage with the bereavement sector on a) any further change options to Falkirk Council service delivery and their financial implications, and b) any Scottish Government revisions to the new Funeral Support Payment, reporting back to members as appropriate.**

EX89. Capital Programmes Update 2019/20

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

The General Fund Services Capital Programme was approved by Council on 27 February 2019 and the Housing Capital Programme was approved by Council on 23 January 2019. The 2019/20 budgets for both programmes were part of a five year plan and as such there would be movement in spend across the years. The approved 2019/20 budget for the General Fund had been revised to £41.734m (£38.234m after the deduction of the slippage allowance). The forecast spend for the General Fund was £33.753m, which was £7.981m less than budget. The forecast spend for the Housing Capital Programme was £40m, which was £7.7m less than the budget.

Decision

The Executive noted the:-

- (1) forecast spend for both the General Fund Services (£33.8m) and Housing Capital Programmes (£40m);**
- (2) Prudential Indicators, and**
- (3) external borrowing requirement.**

EX90. Treasury Management – Interim Review 2019/20

The Executive considered a report by the Director of Corporate and Housing Services which provided an interim review of the Treasury Management function.

The report provided an update in regard to:-

- the economic and interest rate outlook
- the borrowing strategy
- the investment strategy
- Treasury Management Prudential Indicators
- Treasury Management Advisers
- Benchmarking, and
- Member Training.

The benchmarking information showed that Falkirk Council was 18th out of 32 Scottish Local Authorities in regard to investment balances at 30 September 2019.

Decision

The Executive:-

- (1) noted the progress of the Council's Treasury Management Strategy for 2019/20;**
- (2) noted the reduction in the long term borrowing requirement for 2019/20, and**

(3) agreed to refer the report to Council for consideration.

EX91. Scottish Welfare Fund Update

The Executive considered a report by the Director of Corporate and Housing Services which provided an update on the Scottish Welfare Fund further to the decision of Council on 25 September 2019. In July and August 2019 unplanned absences and staff turnover within the Scottish Welfare Team resulted in significant delays in the assessment of Community Care Grants. This impacted on some of the most vulnerable households. The Service aimed to assess all claims within 15 working days. During the period Crisis Grants were kept up to date.

To prevent a repeat of the circumstances, which resulted in an unacceptable service to applicants, the Service was in the process of training a small number of multi-skilled advisors, from the Advice and Support Hubs, to undertake the role, if required. There were 4FTE permanent officers within the team supplemented by 2 temporary officers. It was unlikely that a team of 4 could be self-sufficient and would need regular support. Demand on the service continued to grow with an 11% increase in Crisis Grants and 13% increase in Community Care Grants in 2018, relative to 2017. The 2019 application numbers had seen a further increase, on 2018.

Decision

The Executive noted the report.

EX92. Tax Incremental Finance Initiative and Falkirk Gateway Update Report

The Executive considered a report by the Director of Development Services which provided an update on the Falkirk Tax Incremental Financing (TIF) initiative including revisions to the delivery timescale for the infrastructure programme, and the legal negotiations relating to the Falkirk Gateway. The report also provided the results of the Falkirk Gateway retail impact assessment and progress with site investigations and the hotel capacity study undertaken for the development.

The TIF was a major initiative for the Council and was being pursued to assist in the economic transformation of the area. Given the complexity of the infrastructure projects being undertaken, delivery timescales had been affected by third party funding requirements, utility issues and finalising the detail for cost effective designs. As a consequence, the process had taken longer than was initially programmed. The adjusted timescales required an extension to the 11 year infrastructure programme as established in the legal agreement between the Council and Scottish Government. The Scottish Government had agreed in principle to the proposed extension. In addition, it was suggested that the Council seek the Scottish Government's agreement

to a one year extension to the TIF to mitigate the effects of the implementation of the Barclay report.

The Falkirk Gateway development provided exciting investment and economic growth opportunities at a key location in the Council area. The conclusion of the site investigation and hotel development studies would allow the Council to finalise the development agreement with Fintry Estates Ltd/Hargreaves to drive the project forward. The retail impact assessment showed that the Gateway project would have a limited impact on the commercial position of Falkirk town centre providing the confidence to move forward. A further report would be submitted to the Executive in 2020 confirming the proposed final terms of the development agreement with Fintry Estates/Hargreaves incorporating the outcome of the site investigations and hotel capacity study and recommending a way forward in relation to the development of the Gateway sites.

Decision

The Executive:-

- (1) agreed the revised implementation schedule for TIF projects as outlined in Appendix 1 including the proposed extension to the infrastructure programme period to meet adjusted delivery timescales;**
- (2) to forward a request to Scottish Government to extend the TIF payback period from 25 years to 26 years to reflect the change in Scottish Government Non Domestic Rates policy as a consequence of the Barclay Report;**
- (3) noted the progress of the Falkirk Gateway development and the outcome of the retail impact assessment;**
- (4) to proceed to finalise the development agreement with Fintry Estates/Hargreaves incorporating the outcome of the site investigations, hotel capacity study and further details for delivery of development at the Gateway sites, and**
- (5) agreed that a further report on the finalised development agreement be submitted to the Executive in 2020.**

EX93. Bonnybridge Transport Issues - Scottish Transport Appraisal Guidance (STAG) Pre-Appraisal

The Convener advised that a request had been made under Standing Order 38.1(x) by Councillor Coleman to speak at the meeting. The Convener stated that having taken regard of the ward specific nature item of the item and that Councillor Coleman was a local member for the affected ward that she would consent to the request.

Councillor Coleman was then heard in relation to the item.

The Executive considered a report by the Director of Development Services which provided an update on the STAG pre-appraisal prepared to investigate transport issues in the Bonnybridge area and possible options for future STAG1 and STAG2 Appraisal.

The STAG pre-appraisal considered existing transport issues relating to the Bonnybridge area. The current transport provision including up to date base data for public transport services had been included. That element had required to be updated twice due to alterations to bus and rail timetables since the surveys were carried out. Other data used included information on travel to work, modal choice and barriers to using alternative modes of travel.

Decision

The Executive:-

- (1) noted the contents of the report;**
- (2) agreed to a further more detailed appraisal as part of STAG 1 and STAG 2 being undertaken for transport issues in the Bonnybridge area subject to agreement with Transport Scotland, as set out in section 5 of the report on the following options:-**
 - **new railway station**
 - **improved and expanded car parking at railway stations**
 - **better access to bus and rail services**
 - **upgraded pedestrian and cycling facilities**
- (3) agreed, subject to Transport Scotland comments and representations that Development Services appoint an appropriate transport consultant to carry out the further STAG 1 and STAG 2 appraisal work with appropriate funding as per paragraph 6.1 of the report.**

EX94. Town Centre Capital Fund 2019/20

Madelene Hunt, on behalf of Bo'ness Community Council and Bo'net Networking Group addressed the Executive.

Questions were then asked by members.

The Executive considered a report by the Director of Development Services which updated the Executive on the work taking place to revitalise Falkirk's

town centres. There were proposals for the delivery of works relating to the Scottish Government's Town Centre Capital Fund allocation for 2019/20.

To assist the national town centre regeneration effort, the Scottish Government launched a £50 million fund to improve amenity and help regenerate town centres. The 'Town Centre Capital Fund', was set up in partnership with COSLA to support Councils to ensure their high streets were more diverse, sustainable and successful in the face of changing and evolving retail patterns. The allocation for Falkirk was £1,976,000 which required to be committed by March 2020. The proposed projects were intended to stimulate and support place based investment to encourage town centres in the Falkirk area to diversify and flourish.

Town	Project	Anticipated Cost (£)
Falkirk	Car Park and Signage:	
	a) Audit to enable upgrade of ticket machine infrastructure, improve user experience/business satisfaction and technical advice/costed action plan options.	45,335
	b) Implementation of agreed car park and signage upgrade options.	170,000
	Conservatoin and Regeneration Scheme (CARS) II scheme – an extension of the former THI grant support scheme for refurbishment of heritage properties, giving opportunity to protect and improve buildings in Falkirk town centre.	
	a) Appointment of consultants to develop a future funding proposal, identify and prioritise a grant intervention scheme for the town centre.	25,000
	b) Town Centre Vacant Repurposing Feasibility Grant.	350,000
	Public Realm Improvements to Newmarket Street and Lintriggs. Prepare and implement a scheme for improved pedestrian safety and enhancement of this important area of the historic town centre.	550,000
	Provision of luggage lockers at Falkirk Grahamston Station to support local tourism expectations.	3,600
	Enhancements at Falkirk High and Grahamston Stations to improve accessibility and connection to town centre (matching recently submitted bid to Abellio Scotrail Station Travel Plan Fund).	3,000

	<p>Wi-Fi – digitally managed service offering town centre users connectivity and digital opportunities for business.</p>	29,408
	<p>Public Art – Explore and deliver opportunities for Public Art on High Street and Grahams Road.</p>	30,000
Grangemouth	<p>Grangemouth '<i>Making Places</i>' recommendations to be progressed including:-</p> <p>Demolition of longstanding vacant and unlettable commercial assets. This would involve clearance of longstanding vacant units to shrink the town centre footprint and enable a re-purposing of parts of the town centre. Where appropriate, consultation will be initiated with tenants to consider measures such as relocation to vacant units elsewhere within the town centre. The subsequent creation of a cleared site would enable redevelopment.</p> <p>Conservation audit of town centre properties and engagement with private owners. To align with the strategic vision and aims for the historic environment of the Falkirk Council Area as enshrined in the Local Development Plan.</p> <p>Wi-Fi – digitally managed service to Charlotte Dundas and Grangemouth town centre (matched to EU funding).</p>	<p>249,000</p> <p>12,000</p> <p>5,000</p>
Bo'ness	<p>Library Access Improvements – improve access opportunities (including access for people with disabilities) to this facility.</p> <p>Improved entrance works including lighting and signage to library building.</p> <p>Wi-Fi – digitally managed service to Bo'ness town centre. (In addition progress opportunities for a free upgrade to Denny system and introduction of Wi-Fi service to Stenhousemuir)</p> <p>South Street/East Partings Grant Scheme – provision of grant scheme adopting similar approach to Falkirk CARS II model above.</p>	<p>175,000</p> <p>21,000</p> <p>16,433</p> <p>280,000</p>
Further Opportunities	<p>Removal of unsightly APC/DPC units across the area including: Camelon, Grangemouth (2), Falkirk (2), Bo'ness (2), Polmont, Bonnybridge (2).</p>	13,000
Total		£1.97m

Decision

The Executive agreed:-

- (1) to proceed with the delivery of the town centre capital fund projects as summarised in the table at para 4.4 of this report;**
- (2) that further reports on the progress of this programme and further measures to assist in revitalising town centres be provided to members during 2020; and**
- (3) to consult with tenants where work arising from the programme would result in the disposal of Housing Revenue Account (HRA) assets.**

EX95. Transport Projects – Acquisition of Land for the Denny Eastern Access Road (DEAR)

The Executive considered a report by the Director of Development Services which provided an update on the progress of the Denny Eastern Access Road (DEAR). Authority was sought to proceed with a Compulsory Purchase Order (CPO) to enable delivery of the project should it not prove possible to acquire the land by negotiation or gain access to the land under licence.

The Council owned land that would deliver the northern section of the proposed scheme. This was shown on a plan appended to the report. Plot 3 was owned by Avant homes. This road was subject to a Roads Construction Consent and would be adopted as part of the Public Road network in due course. The land shown on the plan as Plots 1 and 2 was the balance needed to complete the land assembly to allow the remaining section of DEAR to be constructed along with associated roads features and infrastructure. This land was owned by Callendar Estates and leased to 2 tenant farmers who occupied different parts of the Order Land at Mydub farm and Cuthelton Farm.

The District Valuer commenced negotiations in April 2018 with Callendar Estates. The Council offered to purchase the land at a nominal cost to reflect the purpose and betterment to Callendar Estates land as a result of the construction of DEAR. Callendar Estates had co-operated with the negotiations, enabling various ground investigations. However, some concern had recently been expressed regarding the extent of land required for DEAR, including the temporary ancillary areas needed to facilitate construction.

Callendar Estates suggested that a temporary licence and road adoption agreement be agreed between the parties, permitting early access onto their land. The licence was prepared and issued by Falkirk Council in February 2019. The intention was that once completed and publicly adopted, Council

would acquire ownership of only the footprint of the new road and the surplus ancillary areas would revert to Callendar Estates. However, the licence agreement had not been concluded.

The Council sought to progress and simplify the matter by seeking a straight purchase of the land specifically required for the construction of DEAR. A land cost estimate was provided in June 2019 and revised terms and conditions were issued to Callendar Estates for the land acquisition. Discussions with Callendar Estates continued and it was evident that they wished to take a holistic view and were keen that the roads and planning matters applicable to the development of their adjacent land ownership were clarified. This uncertainty was impeding the early construction of DEAR and added justification for the need to promote a Compulsory Purchase Order (CPO).

In order for CPO to be confirmed, an acquiring authority must establish whether the public benefits of acquiring the necessary land outweigh the private interests and that there is no suitable alternative way to realise its objective. The principle of housing development in the area had been long established and growth had been encouraged through the local development plan process. The resultant impacts on traffic congestion, at Denny Cross and the need to provide a robust traffic network solution for proposed new housing developments in the area meant that the DEAR solution was the only viable way of addressing these issues.

Decision

The Executive:-

- (1) noted the progress of the Denny Eastern Access Road (DEAR) project;**
- (2) agreed to the promotion of a Compulsory Purchase Order under the Roads (Scotland) Act 1984 over the private interests in the land outlined in the report and shown on the plan annexed to allow for the construction of the remaining section of the DEAR and associated roads infrastructure, and**
- (3) (if necessary to complete the transaction), agreed to the subsequent referral of the CPO to Scottish Ministers for confirmation.**

EX96. Update on Implementation of Unison Ethical Care Charter

The Executive considered a report by the Chief Officer, Falkirk Health and Social Care Partnership which provided an update on progress towards implementation of the Unison Ethical Care Charter.

Progress toward implementation of the recommendations and principles included:-

- Home carers were paid for travel time between appointments and provided with a mobile phone;
- External service providers were paid an all-encompassing rate, inclusive of travel time;
- Sickness benefits were available in line with national conditions;
- Zero hours contracts were not used and all employees were paid in excess of the national living wage;
- Services had worked with external care at home providers to identify areas for improvement in the quality of service provision;
- Worked with all providers to promote the living wage and encourage adoption;
- All new procurement exercises undertaken required the provider to demonstrate suitable employee conditions and benefits;
- A contact manager was available 24/7 to deal with complaints and provide support;
- All home care staff received appropriate training, including a 5 day induction programme for new employees; which included personal care training, an element of which was delivered jointly with colleagues from NHS Forth Valley. Additional training such as moving and handling and adult support and protection was also provided;
- Wherever possible, a service user had allocated carers;
- The Real Time Monitoring System helped with consistency of care for service users;
- Regular meaningful dialogue with the Trades Unions, working to develop care at home service improvements. This was jointly progressed through an established Home Care Board, and
- Service Management and Trade Unions worked together to ensure regular dialogue when working on specific issues, and had established an Improvement Group across the Care & Support at Home Service to consider improvements within the service.

Decision

The Executive noted the contents of the report.

EX97. Exclusion of Public

The Executive agreed in terms of section 50A(4) of the Local Government (Scotland) Act 1973, to exclude the press and public from the meeting for the following item of business on the grounds that it would involve the likely disclosure of exempt information as defined in paragraph 11 of part 1 of schedule 7A to the said Act.

EX98. CCTV & Alarm Monitoring Services

The Executive considered a report by the Director of Corporate and Housing Services which provided an update on an option appraisal on the future provision of CCTV services in the Falkirk area. The Executive was invited to consider which option was its preferred way forward, subject to any budget decisions on required capital investment.

Decision

The Executive agreed that its preferred option was to upgrade and maintain the current public realm CCTV and establish an in-house Digital Alarm Hub, at a capital cost of c£980k, subject to final decisions by Council when setting the Capital Programme.

Minute of meeting of the Civic Licensing Committee held in the Municipal Buildings, Falkirk on Wednesday 11 December 2019 at 9.30 a.m.

Councillors: David Aitchison
David Balfour
Lorna Binnie
Jim Blackwood
Provost W Buchanan
Gordon Hughes (Convener)

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

CL75. Order of Business

In terms of Standing Order 14.2 (i), Councillor Hughes advised of a variation to the order of business from that detailed on the agenda for the meeting. The following items have been recorded in the order that they were taken.

CL76. Apologies

Apologies were intimated on behalf of Councillors Flynn, Goldie and Ritchie.

CL77. Declarations of Interest

Provost Buchanan declared a non-financial interest in Item 11 by virtue of having prior knowledge of the applicant, in consequence of which he considered it appropriate he recuse himself from consideration of the item, having regard to the objective test in the Code of Conduct.

CL78. Minute

The minute of Meeting of the Civic Licensing Committee held on 6 November 2019 was approved.

CL79. List of Applications Granted under Delegated Powers in October 2019, Notifications of Public Processions Pending, and Breakdown of Taxi and Private Hire Licences in Operation

The committee considered a report by the Chief Governance Officer detailing the applications granted under delegated powers during October 2019 in terms of the Civic Government (Scotland) Act 1982.

Decision

The committee noted the report.

CL80. Knowledge Test Failure

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

Decision

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

CL81. Exclusion of Public

RESOLVED in terms of section 50A(4) of the Local Government (Scotland) Act 1973, to exclude from the meeting the press and public for the following items of business on the grounds that they would involve the likely disclosure of exempt information as defined in Paragraph 6 of Part 1 of Schedule 7A to the said Act.

CL82. Application for the Renewal of a Taxi Driver Licence

The committee were advised that the applicant Mr S was not in attendance and had not been cited timeously.

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

Decision

The committee agreed to continue consideration of this item to a future meeting of the committee.

CL83. Suspension Hearing in Relation to a Taxi Driver

The licence holder, Mr McD, accompanied by his daughter Ms L and son-in-law Mr McN together with Sergeant McKenzie entered the meeting.

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

The applicant advised that he was content that the letter of complaint be circulated to members. Accordingly, a copy of the letter was circulated to members.

The committee agreed to a short adjournment at 10.03am and re-convened at 10.08am, with all members present as per the sederunt.

Sergeant McKenzie was heard in relation to the Chief Constable's letter of representation and in clarification of questions raised by members. There were no questions to Sergeant McKenzie from the applicant.

The committee agreed to a short adjournment at 10.12am and re-convened at 10.15am with all members present as per the sederunt.

Decision

The committee agreed to take no further action.

CL84. Application for a New Late Hours Catering Licence

The applicant, Mr A and his brother Mr H entered the meeting.

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

Mr A was heard in support of the application.

Questions were then asked by members of the committee.

Decision

The committee agreed to grant the late hours catering licence, subject to the standard conditions for a period of one year.

Prior to consideration of the following item of business Provost Buchanan declared a non financial interest in item 11 (CL85) by virtue of having prior knowledge of the applicant, in consequence of which he recused himself from consideration of the item, having regard to the objective test in the Code of Conduct. Provost Buchanan thereafter left the meeting.

CL85. Application for the Renewal of a New House in Multiple Occupation Licence

Mrs L, Regional Manager; Mr H, Director and Mr B, chartered accountant of the applicant company entered the meeting.

The committee considered a report by the Chief Governance Officer providing details of an application for the renewal of a new house in multiple occupation licence,

One letter of objection had been received in respect of the application and the objector was present. The applicants advised that they were content that the letter of objection be circulated to members.

The committee heard briefly from the objector, Mr M. The objector indicated that he wished to expand on his letter of objection as he had further information and documentation he wished considered by the committee.

The committee agreed to a short adjournment at 11.03am and re-convened at 11.11am with all members present as per the sederunt.

The Convener explained the committee procedures to the applicant and the objector in relation to submission of information and fair notice being given to either party. The applicants indicated they had no objection to the application being continued to allow the objector to lodge his further information.

Decision

The committee agreed to continue consideration of the application to a future meeting of the committee.

CL86. Application for the Grant of a New Taxi Driver Licence

The committee were advised that the applicant Mr C was not in attendance.

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

Decision

In view of the absence of the applicant, the committee agreed to continue consideration of this item to a future meeting of the committee.

FALKIRK COUNCIL

Minute of Joint Meeting of the Pensions Committee and Board held in the Municipal Buildings, Falkirk on Monday 13 January 2020 at 9.30 a.m.

Present:

Committee:-

Councillors Falkirk Council:-

Provost William Buchanan;

Niall Coleman

John Patrick

Pat Reid

Councillor Donald Balsillie, Clackmannanshire Council

Andy Douglas, Unison

Douglas Macnaughtan, Pensioner Representative

Board:-

Susan Crook, Unison

Sandy Harrower, Unite.

Simon Hunt, Scottish Autism

Ed Morrison, SCRA

Jennifer Welsh, SEPA

Attending:

Justyna Korszen-Bennett, Senior Accountant

Alastair McGirr, Pensions Manager

Brian Pirie, Democratic Services Manager

Bryan Smail, Chief Finance Officer

Graham Templeton, Senior Auditor

Also in**Attendance:**

Bruce Miller, Lothian Pension Fund

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

PE27. Apologies

Apologies were intimated on behalf of Councillors Blackwood and McCue; Falkirk Council, and Councillor Brisley, Stirling Council.

PE28. Declarations of Interest

There were no declarations.

PE29. Minute**Decision**

The minute of the joint meeting of the Pension Committee and Board held on 26 September 2019 was approved.

PE30. Pension Fund Risk Register and Assurance Map

The Committee and Board considered a report by the Director of Corporate and Housing Services providing details on an updated Fund Risk Register and Assurance Map.

The report detailed the significant risks faced by the Fund as detailed in the Risk Register and the associated scores in terms of their likely occurrence and impact and the mitigations. The greatest risks included:-

- succession planning and loss of staff;
- staff error or backlogs in service delivery;
- failure to adhere to regulatory standards (including issuing benefit statements);
- poor systems data;
- lack of skills and knowledge; and
- impact of climate change.

An Assurance Map had been developed for the Fund which focussed on the main areas of risk. It sought to provide those charged with Governance with independent assurance around the key risks of an organisation. Furthermore it provided assurance that internal controls were being audited in a systematic and cyclical manner.

Decision

The Committee and Board noted the report.

The Committee approved the updated Risk Register and Assurance Map.

PE31. Engagement Services

The Committee and Board considered a report by the Director of Corporate and Housing Services requesting permission to tender for specialist engagement services and seeking the Committee's views on the priority areas which it would like to see addressed by the appointed provider.

A more proactive approach than in previous years was needed given recent changes to the UK Stewardship Code and the increased attention on

environmental, social and governance (ESG) issues, including climate change.

Key issues to consider included:-

- the Fund being unlikely to have the sufficient scale to engage directly or demand audiences with the investee companies, despite having assets of £2.6 billion;
- the lack of the necessary specialist skills in house;
- the alternative for the Fund to hire external engagement advisers as undertaken by Lothian and Fife Pension Funds; and
- the benefits of external advisers having global reach, specialist ESG knowledge and market presence to enable engagement with companies at a senior level.

The UK wide procurement framework for engagement services was maintained by Norfolk County Council. It represented an efficient way for the Fund to appoint an engagement provider detailed within the framework. Services were likely to be scalable. This meant that the Fund's involvement with the provider could be tailored within available resources. The fees for the engagement service were anticipated to be between £60k to £90k per annum.

The services provided within the framework included:-

- undertaking engagement on behalf of clients;
- identifying and prioritising fund engagement activities;
- identifying key engagement risks;
- identifying collaboration opportunities for clients;
- supporting the client's external fund manager monitoring efforts;
- supporting the integration of engagement best practice into decision making;
- providing ongoing training for clients in relation to engagement;
- providing regular monitoring reports;
- analysing the effectiveness of engagement activity; and
- supporting clients with stewardship-related compliance, for example, the UK Stewardship Code.

The Committee and Board considered its priority areas and after a lengthy discussion determined there to be climate change, sustainability and public health.

Decision

The Committee and Board noted the report.

The Committee agreed:-

- (1) that the Chief Finance Officer undertake a tender for an engagement specialist;
- (2) the priority issues it would wish an engagement provider to address as climate change, sustainability and public health; and
- (3) that the Chief Finance Officer report on progress to a future meeting.

PE32. General Governance Matters

The Committee and Board considered a report by the Director of Corporate and Housing Services providing an update on a number of miscellaneous matters associated with the business of the Falkirk Council Pension Fund, including:-

- review of scheme structure;
- pensions regulator annual return and data quality scores;
- additional voluntary contributions (AVC's);
- visitscotland;
- investment cost transparency;
- fund valuation 2020;
- McCloud judgement;
- section 13 scheme wide valuation; and
- pension fund vacancies.

Decision

The Committee and Board noted the report.

PE33. Engagement and Voting Activity

The Committee and Board considered a report by the Director of Corporate and Housing Services providing an update on recent fund engagement and voting activity. These included:-

- Responsible Investment - managing assets ensuring investors take account of environmental, social and governance (ESG) issues in making investment decisions and being consistent with the Fund's fiduciary duty to act in the best interests of stakeholders;
- Local Authority Pension Funds Forum (LAPFF):-
 - engagement with defence companies in their role in supplying weapons to Middle Eastern countries and working with companies on corruption allegations, executive pay and climate factors, the 2050 target on low-to-no carbon emissions, carbon neutrality,

- hydrogen in industrial processes and the relaxation in US Federal emissions rules;
- signing up as partner to the 'Powering Past Coal Alliance', part of the UK Government's new Green Finance Strategy;
- company engagement on exiting fracking operations and making customers more energy efficient; and
- voting against the company boards, as appropriate, on policy practice and staff relations; and
- Institutional Investors Group on Climate Change (IIGCC) – co-signatory calling for EU Leaders to support a net zero emissions target for the EU by 2050 and to align all relevant legislation to the temperature reduction goals within the Paris Agreement as well as urging decisive action by world government on the Agreement's goals; and
- Climate Action 100+

Decision

The Committee and Board noted the report.

PE34. Market Review and Fund Manager Performance

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

Decision

The Committee and Board noted:-

- (1) the recent investment market developments;**
- (2) the Fund's strategic allocation;**
- (3) the Fund's performance for the period ending 30 September 2019; and**
- (4) the investment monitoring activity of the Joint Investment Strategy Panel (JISP).**

PE35. Exclusion of Public

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

PE36. Commentary on Fund Manager Performance

The Committee and Board considered a report by the Director of Corporate and Housing Services providing details on individual manager mandates, including current developments and issues identified through the wider monitoring process for the period to 30 September 2019.

Decision

The Committee and Board noted the report.

Councillor Reid joined the meeting during discussion of the following item of business.

PE37. Pension Fund - Projected Outturn

The Committee and Board considered a report by the Director of Corporate and Housing Services providing details of the projected outturn for the Pension Fund in relation to the current financial year 2019/2020.

Decision

The Committee and Board noted the report.

PE38. Property Portfolio

The Committee and Board considered a report by the Director of Corporate and Housing Services providing an update on developments surrounding the Fund's Property Investments.

Decision

The Committee and Board noted the report.

PE39. The Investment Consultancy and Fiduciary Management Market Investigation Order 2019

The Committee and Board considered a report by the Director of Corporate and Housing Services providing an update on the requirements of the

Investment Consultancy and Fiduciary Management Markets Investigative Order 2019.

Decision

The Committee and Board noted the report.

The Committee agreed the strategic objectives proposed for each of the fund's investment consultants.

PE40. Joint Investment Strategy Panel Update

The Committee and Board considered a report by the Director of Corporate and Housing Services summarising the key matters discussed at the meeting of the Joint Investment Strategy Panel (JISP) on 2 December 2019.

Decision

The Committee and Board noted the report.

FALKIRK COUNCIL

**Minute of meeting of the EXECUTIVE held within the Municipal Buildings,
Falkirk on Tuesday 14 January 2020 at 9.30 a.m.**

Councillors: David Alexander
Robert Bissett
Gary Bouse
Joan Coombes
Paul Garner
Nigel Harris
Gordon Hughes
Cecil Meiklejohn (Convener)
Lynn Munro
Alan Nimmo
Pat Reid

Officers: Patricia Cassidy, Chief Officer, Health & Social Care
Partnership
Douglas Duff, Head of Planning & Economic Development
Jack Frawley, Team Leader - Committee Services
Kenneth Lawrie, Chief Executive
Robin Millard, Head of Design, Roads & Transport
Colin Moodie, Chief Governance Officer
Robert Naylor, Director of Children's Services
Stuart Ritchie, Director of Corporate and Housing Services
Bryan Smail, Chief Finance Officer

Also Attending: Councillor James Kerr (for EX103)
Councillor Laura Murtagh, Public Protection Portfolio Holder
(for EX103)

EX99. Apologies

An apology was intimated on behalf of Councillor Nicol.

EX100. Declarations of Interest

There were no declarations of interest.

EX101. Minute

Decision

The minute of the meeting of the Executive held on 10 December 2019 was approved.

EX102. Rolling Action Log

A rolling action log detailing decisions not yet implemented following the previous meeting on 10 December 2019 was provided. Items 465 – Town Centre and Council HQ/Arts Centre – Update; 478 – Motion – Climate Emergency, and 506 – Motion – Fireworks, appeared as items on the agenda for the meeting and consequently fell from the action log.

Decision

The Executive noted the rolling action log.

EX103. Motion referred to the Executive under Standing Order 31 from the meeting of Falkirk Council on 4 December 2019

On 4 December 2019, and in accordance with Standing Order 31.1, Council referred the following motion, proposed by Councillor Kerr, to the Executive:-

Council agrees:-

- (1) to agree in principle to require all public firework displays within the authority area to be advertised in advance of the event to allow residents to take precautions for their animals and for vulnerable people and requests the Director of Corporate & Housing Services to consider a standard condition to this effect for any public entertainment licence granted for a public firework display;
- (2) to actively promote a public awareness campaign about the impact of fireworks on animal welfare and vulnerable people – including the precautions that can be taken to mitigate risks;
- (3) to write to the UK Government urging them to introduce legislation to limit the maximum noise level of fireworks to 90dB for those sold to the public for private use; and
- (4) to encourage local suppliers of fireworks to stock ‘quieter’ fireworks for public display.

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

As an amendment, Councillor Garner, seconded by Councillor Hughes, moved that the Executive:-

- (1) notes the significant public concern related to the sale and use of fireworks and the impact their noise can have in particular on: vulnerable individuals, those with mental health concerns, veterans, domestic pets, guide, assistance dogs and wild animals;
- (2) notes the proactive and positive actions of the Scottish Government in undertaking a comprehensive public consultation in 2019, resulting in the “Fireworks Action Plan: Promoting the safe and appropriate use of Fireworks in Scotland” (Published Oct 2019)
- (3) notes the summary of actions published in the above report including: an awareness raising campaign already undertaken in Oct-Nov 19; Medium term actions relating to coming years’ events, and the establishment of a Fireworks Review Group due to report to Government by summer of 2020;
- (4) notes the positive experience many in our communities have in coming together to experience firework displays and the positive effect such event have on levels of public safety in reducing antisocial behaviour;
- (5) notes the important role our Fire and Rescue service and other emergency services play in keeping the public safe, surrounding the traditional fireworks period;
- (6) agrees to give every assistance to the Scottish Government’s “Fireworks Review Group” and continue to input through Community Safety and Local Government Forums, as appropriate;
- (7) agrees to instruct officers to produce a report following the publication of the Scottish Government’s “Fireworks Review Group” recommendations, highlighting any measures which can be taken specifically within the competence of local government, and
- (8) agrees to express our continued thanks and appreciation to our Emergency Services for the vital role they play in keeping the public safe regarding the use of fireworks.

Following discussion clauses 6, 7 and 8 of the amendment along with clauses 1 and 3 of the motion were identified as being practical actions which could be taken.

The convener proposed that these practical actions were amalgamated into one proposal. Councillor Bissett as the mover of the motion, with the consent of Councillor Nimmo as his seconder, accepted the revised terms and accordingly altered the motion.

Following the alteration of the motion, Councillor Garner, with the unanimous consent of those present, withdrew the amendment.

Decision

The Executive agreed:-

- (1) to give every assistance to the Scottish Government's "Fireworks Review Group" and continue to input through Community Safety and Local Government Forums, as appropriate;**
- (2) to instruct officers to produce a report following the publication of the Scottish Government's "Fireworks Review Group" recommendations, highlighting any measures which can be taken specifically within the competence of local government;**
- (3) to express our continued thanks and appreciation to our Emergency Services for the vital role they play in keeping the public safe regarding the use of fireworks;**
- (4) in principle to require all public firework displays within the authority area to be advertised in advance of the event to allow residents to take precautions for their animals and for vulnerable people and requests the Director of Corporate & Housing Services to consider a standard condition to this effect for any public entertainment licence granted for a public firework display, and**
- (5) to write to the UK Government urging them to introduce legislation to limit the maximum noise level of fireworks to 90dB for those sold to the public for private use.**

EX104. Climate Change: Future Actions

The Executive considered a report by the Director of Development Services which provided an update on the current and proposed future actions in response to the Council's Climate Emergency declaration.

Falkirk Council's Carbon Footprint totalled 48.8 kilo-tonnes CO₂ equivalent (ktCO₂e) in 2018-19, 2% higher than the 2017/18 figure (48.0 ktCO₂e) and 1% less than the 2013/14 baseline year. The decreases in electricity consumption and business mileage had been offset by the increase in waste emissions (+25%). The Council's top 4 emission sources were waste management (43%), building energy consumption (40%), vehicle fuel (8%), and street lighting (5%).

The Local Heat & Energy Efficiency Strategy (LHEES) pilot project in Grangemouth and Falkirk town centre assessed the current building stock and determined measures to meet national emission reduction targets. Set out as a 20 year plan, LHEES would soon be mandatory for local authorities. Northern Connections INTERREG was a project that contributed to a shift to a low-carbon economy. To reflect the scale of change required to fulfil the Council's statutory obligations, sustainability/climate change had been raised from medium to high in the Corporate Risk Register.

A list of immediate actions was provided and the first estimate of capital expenditure for Council buildings identified in the LHEES, when extrapolated for the Council area, was c.£165m over a ten year period.

Councillor Garner moved that the Executive:-

- (1) notes the progress of work underway to reduce the Council's greenhouse gas emissions;
- (2) endorses the ambitious emission reduction targets set out in section 4.2 of the report which were required if the Council was to approach the achievement of net zero emissions by 2030 in line with the Climate Emergency declaration;
- (3) notes the considerations set out in section 4.3 of the report, which would contribute to addressing the Climate Emergency;
- (4) notes the potential scale of capital investment required to enable carbon reduction measures such as the retrofitting of existing buildings & infrastructure, decarbonisation of the Council's fleet and carbon sequestration projects, set out in section 6.1 of the report;
- (5) endorses that targets would be reviewed by each Service area to ensure a one Council approach to carbon reduction;
- (6) notes that carbon sequestration was essential to offset the remaining emissions that could not be further reduced to achieve net zero emissions, and recognised that current tree planting and peatland restoration projects needed to be significantly intensified, with a substantial increase in resource and funding requirements;
- (7) endorses the Climate Emergency declaration call for a cohesive organisational approach which prioritised budgeting, work, travel, and delivering services to minimise impact on the environment;
- (8) notes that by taking the above actions and ensuring that emissions reduction targets were fully embedded within the Council's governance and service delivery, the Council would be taking action to limit the consequences of climate change, with the corresponding benefits to the wider community health and wellbeing;

- (9) agrees to establish a Climate Change Actions Stakeholder Working Group with the following Terms of Reference:-

Climate Change Actions Stakeholder Working Group
Terms of Reference

1. Remit

- 1.1 The Climate Change Actions Stakeholder Working Group will prioritise the actions to be taken by the Council and produce an action plan to be considered by the Executive in response to the climate emergency declaration with the aim to achieve net zero emissions by 2030.

2. Membership

- 2.1 The Climate Change Actions Stakeholder Working Group shall comprise of:-

- 6 elected members, two drawn from each political group represented on the Council, and
- High School Pupils, with 1 drawn from each of the high schools in the Council area.

- 2.2 The Environment Portfolio Holder will Chair the Group.

- 2.3 The Group will be supported in its work by professional advisors but these officers will not be members of the Group. Such officers will attend as deemed appropriate by the Chief Executive and/or relevant Director.

As an amendment, Councillor Bissett, seconded by Councillor Nimmo, moved that the Executive agrees to refer the matter to Council.

Following discussion, Councillor Garner agreed to alter the terms of his motion to include an additional clause that, the Executive requests that a seminar is held with all elected members following the first meeting of the Working Group.

Following the alteration of the motion, Councillor Bissett, with the unanimous consent of those present, withdrew the amendment.

Decision

The Executive:-

- (1) noted the progress of work underway to reduce the Council's greenhouse gas emissions;**

- (2) endorsed the ambitious emission reduction targets set out in section 4.2 of the report which were required if the Council was to approach the achievement of net zero emissions by 2030 in line with the Climate Emergency declaration;
- (3) noted the considerations set out in section 4.3 of the report, which would contribute to addressing the Climate Emergency;
- (4) noted the potential scale of capital investment required to enable carbon reduction measures such as the retrofitting of existing buildings & infrastructure, decarbonisation of the Council's fleet and carbon sequestration projects, set out in section 6.1 of the report;
- (5) endorsed that targets would be reviewed by each Service area to ensure a one Council approach to carbon reduction;
- (6) noted that carbon sequestration was essential to offset the remaining emissions that could not be further reduced to achieve net zero emissions, and recognised that current tree planting and peatland restoration projects needed to be significantly intensified, with a substantial increase in resource and funding requirements;
- (7) endorsed the Climate Emergency declaration call for a cohesive organisational approach which prioritised budgeting, work, travel, and delivering services to minimise impact on the environment;
- (8) noted that by taking the above actions and ensuring that emissions reduction targets were fully embedded within the Council's governance and service delivery, the Council would be taking action to limit the consequences of climate change, with the corresponding benefits to the wider community health and wellbeing;
- (9) agreed to establish a Climate Change Actions Stakeholder Working Group with the following Terms of Reference:-

**Climate Change Actions Stakeholder Working Group
Terms of Reference**

1. Remit

- 1.1 The Climate Change Actions Stakeholder Working Group will prioritise the actions to be taken by the Council and produce an action plan to be considered by the Executive in response to the climate emergency declaration with the aim to achieve net zero emissions by 2030.

2. Membership

2.1 The Climate Change Actions Stakeholder Working Group shall comprise of:-

- 6 elected members, two drawn from each political group represented on the Council, and
- High School Pupils, with 1 drawn from each of the high schools in the Council area.

2.2 The Environment Portfolio Holder will Chair the Group.

2.3 The Group will be supported in its work by professional advisors but these officers will not be members of the Group. Such officers will attend as deemed appropriate by the Chief Executive and/or relevant Director.

(10) requested that a seminar was held with all elected members following the first meeting of the Working Group.

EX105. Council/HQ Arts Centre

The Executive considered a report by the Director of Development Services which provided an update on the Council's civic headquarters and arts centre replacement project.

At its meeting of 12 November 2019 Council agreed to progress consideration of two options to develop the project requirements in advance of a procurement exercise. The procurement would test the market for a site, preferred developer and cost for the project.

Council agreed to take forward the following two options:-

- small office HQ (320 workstations + 35 touchdown spaces), Central Hub, 550 seat arts centre, shared spaces, and
- Option 5: medium office HQ (500 workstations, plus 55 touchdown spaces), Central Hub, 550 seat arts centre, shared spaces.

It was also agreed that the potential relocation of the Falkirk library should be considered in finalising the requirements for the project.

Falkirk Stadium was proposed for retention as a second back office. It was the most modern property in the Council's property estate. It was recommended that works at the Stadium be initiated during 2020 at a cost of c£1.5m covering the reconfiguration of the accommodation and office fit-out. The potential for early closure of some offices to commence rationalisation and enable further cost savings would be examined.

An important element of the procurement process was the adoption of an assessment and selection matrix to consider each of the submissions and their fit with the Council's objectives. It was proposed that the following elements would be assessed:-

Assessment Criteria	Weighting
Bidder Approach	10%
Scheme Concept	15%
Deliverability	20%
Site Location & Regeneration/Economic Benefits	20%
Cost & Affordability	15%
Environmental Sustainability	20%

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

- (1) agrees the proposed requirements for the Council HQ and arts centre project including the relocation of Falkirk library to the new facility as set out in section 4.21 and appendix 1 of the report;
- (2) notes that progress of this initiative will be subject to the updated project costs being agreed in the Council's general services capital programme 2020-25;
- (3) agrees the assessment and selection criteria for the procurement process as set out in section 4d and Appendix 2 of the report;
- (4) agrees to appoint a design team to assist with the procurement exercise, including preparation of a benchmark option for the Municipal Buildings site, subject to clause 2 above;
- (5) agrees to commence the procurement process as identified in section 4C of the report, including a competitive dialogue exercise to identify a preferred bidder and site to deliver the project;
- (6) agrees to proceed with the provision of a formal notice to FCSL for the fit-out of the first floor accommodation and associated works to be undertaken at Falkirk Community Stadium at an anticipated cost of £1.5m, and
- (7) agrees to report back to Members on the outcome of the procurement exercise, recommending a way forward.

As an amendment, Councillor Coombes, seconded by Councillor Bissett, moved that the Executive:-

- (1) agrees the proposed requirements for the council HQ and arts centre project which may also include the Falkirk Library if bidders wish as set out in appendix of the report;

(2) notes that progress of this initiative will be subject to the updated project costs being agreed on the council's general services capital programme 2020/2025;

(3) agrees to amend the preliminary assessment selection criteria to be:-

Affordability	30%
Sustainability	20%
Deliverability	15%
Regeneration	15%
Concept	10%
Approach	10%

(4) agrees to appoint a design team to assist with the assessment of the 'Expressions of Interest' including the working up of a baseline option for comparison purposes of a 320 work station on the current MB site. (Small office only), and

(5) agrees to commence Expressions of Interest from development partners with the initial submissions to be considered by council in Oct 2020 after public consultation.

The Executive adjourned at 12.30pm and reconvened at 12.50pm with all members present as per the sederunt.

Following discussion and having received confirmation that the views of the public would be taken into account, Councillor Coombes, with the unanimous consent of those present, withdrew the amendment.

Decision

The Executive:-

(1) **agreed the proposed requirements for the Council HQ and arts centre project including the relocation of Falkirk library to the new facility as set out in section 4.21 and appendix 1 of the report;**

(2) **noted that progress of this initiative would be subject to the updated project costs being agreed in the Council's general services capital programme 2020-25;**

(3) **agreed the assessment and selection criteria for the procurement process as set out in section 4d and appendix 2 of the report;**

- (4) agreed to appoint a design team to assist with the procurement exercise, including preparation of a benchmark option for the Municipal Buildings site, subject to clause 2 above;**
- (5) agreed to commence the procurement process as identified in section 4c of the report, including a competitive dialogue exercise to identify a preferred bidder and site to deliver the project;**
- (6) agreed to proceed with the provision of a formal notice to FCSL for the fit-out of the first floor accommodation and associated works to be undertaken at Falkirk Community Stadium at an anticipated cost of £1.5m, and**
- (7) requested a further report back to Members on the outcome of the procurement exercise, recommending a way forward.**

EX106. Projected Financial Position 2019/20

The Executive considered a report by the Director of Corporate and Housing Services which provided an update on the financial position of the Council for 2019/20, along with an update on the position with reserves.

Projected net expenditure at 31 March 2020 was forecast to be £350.1m which was £1.376m (0.4%) above the resources available. This was an adverse movement of £1.453m from the stated position in October 2019 and was primarily due to the expected non-achievement of refinancing the NPDO schools project.

The report set out the reasons for the significant deviations from budget by each service.

Spending within the Housing Revenue Account of £65.07m was in line with the budget. The reserve balance brought forward at 1 April 2019 was £5.093m and no application of reserves was planned for 2019/20.

Decision

The Executive:-

- (1) noted the Council's projected year-end financial position for 2019/20;**
- (2) noted the position with respect to reserves;**
- (3) noted the progress on the achievement of the 2019/20 agreed savings, and**

- (4) agreed to instruct service directors to take appropriate actions to maintain their costs within the approved budgets.**

EX107. Local Government in Scotland Financial Overview 2018/19

The Executive considered a report by the Director of Corporate and Housing Services which provided a summary of the Accounts Commission's Financial Overview 2018/19.

Scottish Government revenue funding remained the most significant source of income for local government. This funding, between 2013/14 and 2018/19, had decreased by 7.6% in real terms. In 2019/20 the grant increased by 2.9% in cash terms, a real terms increase of 0.9%, with 80% of the increase attributable to growth in specific revenue grant funding.

Capital expenditure increased by £62m (2.3%) in 2018/19 with a larger proportion spent on housing and economic development than in the previous year. Falkirk earned a specific mention in the report as one of the councils which had increased its housing stock by more than 100 homes.

In 2019/20 12 councils increased council tax by the full amount of 4.8%. Councils' 2019/20 financial plans identified a total funding gap of £0.5 billion (3% of income). The Scottish Government had committed to set multi-year budgets. The election impact on Westminster Budget timing and in turn of the Holyrood Budget had delayed this.

The pace of health and social care integration had been too slow and there was limited evidence to suggest any significant shift in spending from health to social care. A majority of IJBs struggled to achieve break-even and 19 would have recorded a deficit without additional funding from partners at the year end. Around a third of the IJBs failed to agree a budget with their partners for the start of the 2019/20 financial year. For several other IJBs, although the budget was set on time, there were elements of unidentified savings which produced an unbalanced budget at the start of the year.

Decision

The Executive noted the Financial Overview 2018/19.

Councillor Bissett left the meeting during consideration of the previous item.

EX108. Asset Surplus to Requirements – Land at 19-21 East Bridge Street, Falkirk

The Executive considered a report by the Director of Development Services which sought approval to sell land adjacent to 19-21 East Bridge Street, Falkirk.

Decision

The Executive:-

- (1) agreed to declare the area of land at East Bridge Street surplus to operational requirements, and**
- (2) authorised the Director of Development Services to dispose of the property by negotiation.**

EX109. Exclusion of Public

The Executive agreed in terms of section 50A(4) of the Local Government (Scotland) Act 1973, to exclude the press and public from the meeting for the following item of business on the grounds that it would involve the likely disclosure of exempt information as defined in paragraphs 11 and 12 of part 1 of schedule 7A to the said Act.

EX110. Holiday Pay Claims

The Executive considered a report by the Director of Corporate and Housing Services which provided an update in relation to the Holiday Pay claims.

Decision

The Executive noted the ongoing settlement discussions with the aim of settling outstanding claims.

Minute of meeting of the Civic Licensing Committee held in the Municipal Buildings, Falkirk on Wednesday 15 January 2020 at 9.30 a.m.

Councillors: David Aitchison
David Balfour
Lorna Binnie
Jim Blackwood
Jim Flynn
Dennis Goldie
Gordon Hughes (Convener)
John Patrick

Officers: Bryan Douglas, Licensing Co-ordinator
Arlene Fraser, Committee Services Officer
Rose Mary Hoey, Legal Services Manager (Interim)
Frances Kobiela, Senior Solicitor

CL87. Apologies

Apologies were intimated on behalf of Provost Buchanan and Depute Provost Ritchie.

CL88. Declarations of Interest

There were no declarations made.

CL89. Minute

The minute of Meeting of the Civic Licensing Committee held on 11 December 2019 was approved.

CL90. List of Applications Granted under Delegated Powers in November 2019, Notifications of Public Processions Pending, and Breakdown of Taxi and Private Hire Licences in Operation

The committee considered a report by the Chief Governance Officer detailing the applications granted under delegated powers during November 2019 in terms of the Civic Government (Scotland) Act 1982.

Decision

The committee noted the report.

CL91. Knowledge Test Failure

The committee considered a report by the Chief Governance Officer providing details on applications for new taxi driver licences, the knowledge test opportunities, and the options available.

Decision

The committee:-

- (1) refused to grant the taxi driver licence in terms of the Civic Government (Scotland) Act 1982, Section 13(5) for Mr Davidson, on the grounds that he, having failed to pass the knowledge test, had failed to satisfy the Authority that he had adequate knowledge of the area to which the licence relates; the layout of roads in the area and of the Council's licence conditions, and
- (2) agreed to give Mr Fraser a final opportunity to take and pass the knowledge test, and
 - i. should Mr Fraser fail the knowledge test, to authorise the Chief Governance Officer to refuse the application without further reference to committee in terms of the Civic Government (Scotland) Act 1982, Section 13(5) on the ground that the applicant, having failed to pass the knowledge test, has failed to satisfy the Authority that he had adequate knowledge of the area to which the licence relates; the layout of roads in the area and of the Council's licence conditions, and
 - ii. should, Mr Fraser pass the knowledge test, to instruct officers to arrange for the applicant to undertake a medical; and should he fail the medical to remit the matter back to committee for consideration; should the applicant pass the medical, to authorise the Chief Governance Officer to grant the taxi driver licence.

CL92. Exclusion of Public

RESOLVED in terms of section 50A(4) of the Local Government (Scotland) Act 1973, to exclude from the meeting the press and public for the following items of business on the grounds that they would involve the likely disclosure of exempt information as defined in Paragraph 6 of Part 1 of Schedule 7A to the said Act.

CL93. Application for the Grant of a New Taxi Driver

The applicant, Mr C, was not in attendance. Sergeant D Bellingham and PC G Hutchison, Police Scotland entered the meeting.

With reference to minute of meeting of the Civic Licensing Committee held on 11 December 2019 (CL86) refers, the committee considered a report by the Chief Governance Officer providing details of an application for the grant of a new taxi driver licence, the consultations carried out, the responses received, and detailing the applicant's record.

The Licensing Co-ordinator advised that the applicant had failed to attend the previous meeting of the committee, and that the applicant had been cited to attend today's meeting, but again was not in attendance.

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

The Licensing Co-ordinator advised that a letter of objection had been received from the Chief Constable in respect of the application.

The committee agreed to the letter of objection being circulated.

Sergeant Bellingham, the Chief Constable's representative was heard in relation to the letter of objection.

A member asked a question of Sergeant Bellingham.

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

Decision

The committee refused to grant the new taxi driver licence in terms of the Civic Government (Scotland) Act 1982, Schedule 1 paragraph 5(3)(ii) on the ground that the applicant is not a fit and proper person to be the holder of such a licence.

CL94. Application for the Renewal of a House in Multiple Occupation Licence

Mr H, Day to Day Manager, Ms H, Senior Manager, Mr B, chartered accountant of the applicant company; and Mr M, objector to the application, entered the meeting.

With reference to minute of meeting of the Civic Licensing Committee held on 11 December 2019 (CL85) refers, the committee considered a report by the Chief Governance Officer providing details of an application for the renewal of a new house in multiple occupation licence.

The letter of objection had previously been circulated at the meeting on 11 December.

The objector had since lodged the additional information and documentation which he wished to be considered as part of his objection. Mr H, the representative of the applicant company confirmed that he was in receipt of the additional documentation.

Mr H advised that he had a preliminary point to raise regarding the appropriateness of the DVD footage which had been lodged by the objector. He was of the opinion that the content of the recordings was not appropriate and therefore should not be viewed or heard by the committee.

After hearing from the objector and Mr H, the committee agreed to a short adjournment. On reconvening, all members were present as per the sederunt.

The committee heard from the Licensing Co-ordinator and the Senior Solicitor in relation to the footage which had been submitted.

After discussion, the committee allowed the DVD footage to be viewed but to restrict the viewing of one of the recordings.

A copy of the additional information and documentation submitted by the objector was circulated to members.

Mr M, objector was heard in relation to his objection. The DVD footage was shown to the committee at this time.

The applicant's representative, Mr H, was invited to ask questions of the objector.

Questions were then asked by members of the committee.

The Licensing Co-ordinator advised that additional information had been submitted by the applicant company. Copies of the additional information was circulated to the objector and members of the committee.

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

Mr H spoke in support of the application.

Questions were asked by the objector.

Questions were then asked by members of the committee.

Councillor Flynn left the meeting during the questions being asked by members.

Thereafter, the objector and the applicant were invited to sum up.

The committee agreed to an adjournment. On reconvening, all members were present as per the sederunt, with the exception of Councillor Flynn.

Decision

The committee agreed to renew the house in multiple occupation licence for a period of 3 years, subject to the standard conditions.

The committee recommended that officers from the Council's Licensing Section monitor the situation between the licence holders and the adjoining neighbours. The licence holder was reminded of the licence conditions that they require to provide an emergency contact number to the adjoining neighbours. The committee also encouraged both parties to set up a communication process to help alleviate any issues which may arise.

FALKIRK COUNCIL

Minute of meeting of the Scrutiny Committee (External) held in the Municipal Buildings, Falkirk on Thursday 16 January 2020 at 9.30 a.m.

Councillors: David Balfour
 Allyson Black
 Jim Blackwood (Convener)
 Niall Coleman
 David Grant

Councillors in Attendance: Laura Murtagh, Public Protection Portfolio Holder

Officers: Stuart Irwin, Democratic Services Graduate
 Jacquie McArthur, Economic Development Officer,
 Brian Pirie, Democratic Services Manager
 Pete Reid, Manager (Growth & Investment), Development Services
 Joanna Stewart, Housing Support Coordinator
 Ali Walls, Service Manager, Children's Services

SE24. Apologies

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

SE25. Declarations of Interest

Councillor Black declared a non-financial interest in appendix 3 of agenda item SE27 (Following the Public Pound – Public Protection, namely Falkirk BID – Taxi Marshalling). As a Street Pastor and Safe Base volunteer Councillor Black considered that her relationship in this capacity with the Taxi Marshalling project could be viewed as affecting her impartially and as such indicated that she would not take part in the consideration and scrutiny of this item of business.

SE26. Minute**Decision**

The minute of meeting held on 10 October 2019 was approved.

SE27. Following the Public Pound – Public Protection

The committee considered a report by the Director of Corporate and Housing Services which provided information under the Following the Public Pound arrangements for the period 1 April 2018 to 31 March 2019 for the Council's Public Protection outcome including alcohol, drugs and community justice.

Organisation	Monitoring Service	Annual Funding
SACRO – Youth Justice	Children's Services	£73,368
Committed to Ending Abuse (Falkirk & District Women's Aid)	Corporate and Housing Services	£175,802
Falkirk BID - Taxi Marshalling	Corporate and Housing Services	£20,000
Cyrenians	Children's Services	£172,252

The monitoring officers for each organisation gave an overview of the services provided by each organisation and their performance since last reported.

Committed to Ending Abuse (CEA)

Committed to Ending Abuse, formerly Falkirk and District Women's Aid, provided services to women who experienced domestic abuse. The key aim of the organisation was to maintain the safety of those directly affected by abuse and to reduce risk and harm both to themselves and their families. Falkirk Council provided £175,802 to the organisation. This had decreased by 28% since 2015. Ms Stewart highlighted that a review of domestic abuse arrangements in the Falkirk area had begun in 2019. It was anticipated that an outcome of the review, which was now being overseen by the Falkirk Health and Social Care Partnership, would confirm that this service would be commissioned rather than delivered by means of a service level agreement between CEA and the Council.

Ms Stewart added, following a question, that she could not provide an up to date position in regard to the review timetable. In the meantime funding would be provided by the council for 2020/21. Following a question Ms Stewart undertook to provide further detail on the organisation's funding sources, which included the Big Lottery.

The committee then sought background to the rise in referrals and the ability of CEA to meet its outcomes with the funding provided. Ms Stewart explained that Falkirk had high levels of Domestic Abuse but considered that the rise in the number of referrals could be attributed to an increased awareness of the organisation and also that people were more likely now to seek help. Additionally the relationship with partner organisations had also raised awareness of CEA's services and consequently there had been an increase in referrals from partners. The increase plus the decrease in funding had meant that CEA had struggled to cope with demand. She anticipated that the review would provide clarity on the extent of the domestic abuse levels in the area. Following a question in regard to the partner organisations Ms Stewart stated that these included Cyrenians, Police Scotland, Social Work Services the NHS and Housing Services. Funding was provided by the Scottish Government, the big lottery. The Scottish Government funding was ring fenced for children's services. Funding was also provided for work based in Polmont Prison, and this again was ring fenced.

Councillor Murtagh, as public protection portfolio holder, praised the work of CEA and provided context in regard to domestic abuse.

Ms Stewart concurred with a statement that the recent performance report by Police Scotland had indicated a decrease in domestic abuse from which it could be summarised that this was due to an increase in referrals to CEA. She also stated, following a question, that the services provided were not limited to women although the numbers involved for men was low.

The committee discussed the organisation's financial health. Ms Stewart stated that while there were no financial issues in terms of its viability, it continuously sought additional sources of funding. She wouldn't recommend a further reduction in the Council's funding levels. If it was reduced there would be an impact on the services delivered and as monitoring officer she worked closely with CEA to identify and secure additional funding.

In accordance with her declaration of an interest in the following item Councillor Black left the meeting.

Falkirk Delivers BID – Taxi Marshalling and Safe Base

Mr Reid began by highlighting that responsibility for Taxi Marshalling and Safe Base had transferred from Corporate & Housing Services to Development Services in mid-December 2019. This change made sense as Development Services were already fulfilling the FTTP requirements for Falkirk Towns Ltd on behalf of the Falkirk Delivers BID. He acknowledged that his team were in the process of gaining a full understanding of the service and how it would look in the future. The key aims of the Taxi Marshalling and Safe Base Initiative were to reduce the potential for alcohol related disorder, ensure people were able to get home safely after a night out and, in doing so, enhance the image of Falkirk town centre. Falkirk Council provided £20,000 for Taxi Marshalling and £10,000 for the Safe

Base. Mr Reid highlighted the positive feedback from both users (approx.2400 people use the service each weekend) and stakeholders, including local businesses, Police Scotland and the Scottish Ambulance Service. The service ran 52 weeks a year on Friday and Saturday nights, with 123,888 service users recorded in 2018/19.

The committee asked if Police Scotland helped fund the service. Ms McArthur confirmed that they did not provide financial support but are part of the partnership that delivered on the ground. She agreed that evidence showed that the service took pressure off the Police and other emergency services. As such, the committee asked for further information on whether Police Scotland had been asked to contribute financially to running the scheme; and if not, can this action be pursued?

Mr Reid added, following a question, that his team were reviewing Falkirk Delivers (the last review reported in 2018), which would be completed by March 2020. As part of the review, they would be looking at all aspects of the Taxi Marshalling and Safe Base services. For example, how accurate was the data on the number of users? Could efficiency savings be made; was it necessary to run the service every weekend, or should it be operational during peak times of year?

The committee discussed the merits of extending the service to provide support during the day to tackle growing complaints of anti-social behaviour in the town centre. Ms McArthur felt the partnership approach was proving its worth at night and could work equally well during the day, with a mix of trained volunteers and emergency services working together to tackle anti social behaviour. The committee discussed the work of the Safe Base initiative. Ms McArthur explained that the service was operational only at key times of the year – the facility, located in Park Street, provided support to those people who have been on a night out and have possibly had too much to drink or were in a vulnerable state.

Mr Reid explained that this service also played an important role in the Council's efforts to increase and grow economic development. He argued that event organisers and promoters looked at locations such as Falkirk because of the measures in place to keep people safe; as such, he was confident that there would be more concerts to follow such as this year's the Killers and Little Mix gigs. The night-time economy was an area where there was potential for growth. CACI had been commissioned to produce an overview of Falkirk's retail in April 2016, which showed Falkirk ranked 19th in Scotland. It was argued that Falkirk had a huge spent potential and when doing the next CACI review, they would examine the night time economy.

Following a question, Ms McArthur undertook to provide further detail on what other towns and cities provide this service, or a similar scheme.

SACRO

Following a short interval, the committee reconvened to consider the report on SACRO's Youth Justice Service, which provided support to young people (aged 8–18 years) who have either been charged with an offence or have been identified as being involved in anti social behaviour in the community. The Council gave this organisation £73,368 in 2018/19, a reduction of £10k from the previous year. Ms Walls – the monitoring officer for Cyrenians (see below) introduced the report on behalf of her colleague who could not attend – highlighted that SACRO's Youth Justice Services had worked with 57 cases (52 individuals) in 2018/19. She explained that SACRO provided intervention and support to children and young people at an early stage with the aim of diverting them away from anti social behaviour and offending in the community. SACRO has introduced the Outcomes Star assessment tool that encourages service users to focus their aims and aspirations in six areas of their lives: 1) Making a difference; (2) Hopes and dreams; (3) Wellbeing; (4) Education and work; (5) Communicating; and (6) Choices and behaviour.

The committee noted its disappointment that the monitoring officer who authored the report was not able to attend; whilst allowing for extenuating circumstances, this should be avoided. There was concern about the gap in reviewing arrangements due to staffing changes, and the committee were keen to ensure the next planned review (scheduled for January 2020) should be completed. The committee also asked whether there was merit in having a representative from the organisation attend to answer any questions that the monitoring officer was unable to address.

Ms Walls added, following a question, that referrals for the service came from a range of partner organisations who work with young people, including schools, Police Scotland and social workers. The committee sought more information on how the service was delivered across different geographic areas in the Falkirk Council Area, and whether there was specific input into particular locations? Additionally, how the service user figures for 2018/19 compared with previous years was requested. The committee acknowledged the important work being undertaken by the service, but were keen to receive examples of the difference these services made to users, and what was the reoffending rate for those who had used the service? Ms Walls undertook to ensure these questions were followed up by the respective monitoring officer.

The committee discussed SACRO's financial health, noting that Falkirk Council's funding contributed to 1% of the organisation's overall budget, in addition to over £3.5m in uncommitted reserves. This raised the question of whether the Council needs to be funding this service given the seemingly ample funds available. Ms Walls explained that the Council was paying SACRO to provide this service in the Council area. If they did not fund it, there would not be a Youth Justice Service in the Council area.

Cyrenians

Cyrenians provided a range of opportunities to promote inclusion, improve skills and build the self-worth of people (aged 16+) with convictions. These included:- an Employability Service; Peer Mentoring; community payback and volunteering in Dollar Park Walled Garden; Benefit and debt advice; Men and Women's Group Work Support; and a Lighthouse Project. Ms Walls explained that Cyrenians were very experienced in the area and had always engaged well with the Council. Moreover, it had always worked with her team to make efficiencies over the years (dependent on the level of funding available to Justice Services) to ensure it could deliver a service in the Falkirk area.

The committee discussed the financing of Cyrenians. In 2018/19 Falkirk Justice Services had received £172,252, which had come directly from the Scottish Government. This funding was a year-on-year ring-fenced direct grant to support the assessment and supervision of offenders as set out in Section 27 to the Social Work Scotland Act 1968. The committee questioned whether it was necessary for this organisation/service to report to this body given it was not strictly funded by the Council.

The committee heard that Cyrenians delivered SVQ units, which were SQA accredited qualifications, with plans to develop a Horticulture SVQ. Ms Walls explained that such initiatives – which were part of a wider Employability Service – aimed to give users structure in their life and a route into employment or further education, therefore discouraging reoffending. She acknowledged that it was difficult to measure overall success, but there were many examples of users going into employment; however, this depended on where that user was on their journey.

Ms Walls also highlighted the Lighthouse Project Pilot, which had been set up in 2018/19 with a one-off payment of £34,000 from the Scottish Government ring-fenced direct grant. This project aimed to provide support to individuals who were exiting Justice Services. This continuity of support was an important development in the service. The committee asked whether this pilot project was continued, and Ms Walls explained that in 2019/20 funding was secured from the Employment and Training Unit for the Lighthouse Project to continue operating.

The committee requested that in future the 'Assessment of Performance' section in the reporting statement should address how well the organisation had met the aims that it had set out to achieve; the Committed to Ending Abuse report, which was presented earlier in the agenda, was held up as an example of good practice. Ms Walls welcomed this constructive guidance and assured the committee that this would be taken on board.

The committee discussed the Dollar Park Walled Garden. Cyrenians were funded to provide a worker to manage and maintain the garden. The Walled Garden and Floral Clock were renovated by people on Community Payback Orders and had been a great success. Ms Walls cited examples of people

continuing to volunteer after they had completed their required hours. Cyrenians also partnered with the Council to refurbish the historic Arnotdale House, which was opened in January 2019 as a social enterprise which offered a café, events/meeting/function spaces and office accommodation. Ms Walls, in response to a question, confirmed that her team were always looking for new volunteering opportunities. She requested that any suggestions should be emailed to cjs.communityservice@falkirk.gov.uk.

Decision

The committee approved the reports and acknowledged progress by the following organisations in meeting Council priorities:-

- (1) Committed to Ending Abuse – Domestic Abuse Services**
- (2) Falkirk BID – Taxi Marshalling and Safe Base**
- (3) SACRO – Youth Justice**
- (4) Cyrenians**

SE28. Scrutiny Committee (External) Workplan 2020

The committee considered a report by the Director of Corporate and Housing Services which presented a draft workplan for the Scrutiny Committee (External) for 2020.

The committee discussed the draft workplan. Members of the committee were in support of the proposal that Falkirk Community Trust, Falkirk Health and Social Care Partnership, Police Scotland and the Scottish Fire and Rescue Service report once a year on their performance against their annual plans. Members queried the schedule of Following the Public Pound reports but after discussion were satisfied with the proposed programme.

Decision

The Committee agreed its workplan for 2020 as set out in the report.

Draft**FALKIRK COUNCIL**

**Minute of Meeting of the Planning Committee held in the Municipal Buildings,
Falkirk on Thursday 23 January 2020 at 9.30a.m.**

COUNCILLORS: David Alexander (Convener)
Robert Bissett
Allyson Black
Jim Blackwood
Gary Bouse
Provost William Buchanan
Joan Coombes
David Grant
Gordon Hughes
Adanna McCue
Lynn Munro
Laura Murtagh

OFFICERS: Donald Campbell, Development Management Co-Ordinator
Karen Chambers, Committee Services Officer
Ian Dryden, Development & Buildings Standards Manager
Iain Henderson, Legal Services Manager
Russell Steedman, Roads Co-ordinator
Bernard Whittle, Development Management Co-Ordinator

P90. Apologies

None.

P91. Declarations of Interest

Councillor Bouse declared a non-financial interest in agenda item 9 (ref P98) as he noted that he has known the applicant for a number of years and accordingly considered that this required him to recuse himself from consideration of the item having had regard to the objective test in the Code of Conduct.

P92. Minutes**Decision**

- (a) **Minute of Meeting of the Planning Committee held on 20 November 2019 was approved;**

- (b) **Minute of Meeting of the Planning Committee – On-site held on 2 December 2019 was approved,**
- (c) **Minute of Special Meeting of the Planning Committee held on 2 December 2019.**

P93. The Falkirk Council (On-Street Parking Space for Disabled Persons) (Revocation No. 656) Order 20_ - Haig Street, Grangemouth

The committee considered a report by the Director of Development Services seeking a decision on an Order to remove a disabled person's parking space on Haig Street, Grangemouth.

Decision

The committee agreed to make the revocation Order in respect of the disabled person's parking space on Haig Street, Grangemouth.

P94. The Falkirk Council (On-Street Parking Space for Disabled Persons) (Revocation No. 637) Order 20_ - Muir Street, Stenhousemuir

The committee considered a report by the Director of Development Services seeking a decision on an Order to remove a disabled person's parking space on Muir Street, Stenhousemuir.

Decision

The committee agreed to make the revocation Order in respect of the disabled person's parking space on Muir Street, Grangemouth.

P95. The Falkirk Council (On-Street Parking Space for Disabled Persons) (No TRO/DB/19/023) Order 20_ - Strachan Street, Falkirk

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

The Convener, seconded by Councillor Coombes moved that the committee continue consideration of the application for further information from officers including the outcome of survey work being conducted by the Director of Development Services.

As an amendment, Councillor Blackwood, seconded by Councillor Grant moved that the committee grant the order.

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

For the motion (6) – Convener and Councillors Black, Coombes, Hughes, McCue and Munro.

For the amendment (6) - Provost Buchanan and Councillors Bisset, Blackwood, Bouse, Grant, and Murtagh.

There being an equality of votes and in terms of standing order 22.6 the Convener used his casting vote in favour of the Motion.

Decision

The committee agreed to continue consideration of the application for further information from officers including the outcome of survey work being conducted by the Director of Development Services.

P96. Erection of Dwellinghouse at Land to the West of Candie Hill, Falkirk for Mr and Mrs J Simpson - P/19/0322/FUL

The committee considered a report by the Director of Development Services on an application for planning permission for the erection of a dwellinghouse at the Land to the West of Candie Hill, Falkirk.

With reference to standing order 38.1 (x) the Convener referred to a request to be heard from Councillor James Kerr in respect of this item. The Convener, having given his consent, then invited Councillor Kerr to address the committee.

Decision

The committee agreed to continue the application to allow an unaccompanied inspection of the application site and thereafter that the matter be submitted for consideration to the meeting of the Committee on 19 February 2020 at which meeting a hearing session would be conducted.

P97. Erection of Dwellinghouse at Land to the West of Coorie Doon, Avonbridge for Mr and Mrs McCalley – P/19/0554/PPP

The committee considered a report by the Director of Development Services on an application for planning permission for the erection of a dwellinghouse at land to the west of Corrie Doon, Avonbridge.

With reference to standing order 38.1 (x) the Convener referred to a request to be heard from Councillor James Kerr in respect of this item. The Convener, having given his consent, then invited Councillor Kerr to address

the committee.

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

The committee agreed to hear the deputation.

Decision

The committee agreed to continue the application to allow an unaccompanied inspection of the site by the committee.

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

P98. Section 42 Application for the Removal of Condition 7 of Planning Permission P/08/0086/FUL which Restricted the Operation of the Development to the Processing, Recycling and Treatment of Inert Construction Materials Only at Craigend Works, Falkirk, FK1 2HY for Anglo Scottish Biosolids Limited – P/19/0211/FUL

The committee considered a report by the Director of Development Services seeking a decision by the Committee on the response by the Council to the appeal to the Scottish Government Planning and Environmental Appeals Division (DPEA) in relation to a section 42 application for the removal of condition 7 of Planning Permission P/08/0086/FUL which Restricted the Operation of the Development to the Processing, Recycling and Treatment of Inert Construction Materials Only at Craigend Works, Falkirk.

Councillor Hughes, seconded by Councillor Coombes moved:

That the DPEA is advised that Falkirk Council would not have been minded to grant planning permission if it had been in a position to determine this application for the following reasons:-

- (1) Without condition 7, which restricts the operation of the development to the processing, recycling and treatment of inert construction materials, the proposed operation, while a transfer station, is considered to fall within Schedule 2 of the Town and Country Planning (Environmental Impact Assessment) (Scotland) Regulations 2017 and would be likely to have a significant effect on the environment. Accordingly, it requires Environmental Impact Assessment;
- (2) Removal of condition 7 and operation of the site without the restriction would likely have a significant effect on the environment and have a significantly adverse impact on the amenity of the surrounding area. It is, accordingly, considered that it is appropriate that the Council

maintains control over such use notwithstanding SEPA powers, and

- (3) The site and its use is considered to be abandoned as evidenced by lack of use for a number of years, surrender of the waste management licence issued by SEPA in April 2014, missing perimeter fencing, graffiti and vandalism and the removal of wheel washing equipment from the site.

In accordance with Standing Order 20 Councillor Hughes, with the consent of Councillor Coombes as his seconder, agreed to adjust the wording of his motion to read:-

The committee agree that the Director of Development Services is instructed to advise DPEA that Falkirk Council would not have been minded to grant planning permission if it had been in a position to determine this application for the following reasons:-

- (1) Without condition 7, which restricts the operation of the development to the processing, recycling and treatment of inert construction materials, the proposed operation, while a transfer station, is considered to fall within Schedule 2 of the Town and Country Planning (Environmental Impact Assessment) (Scotland) Regulations 2017 and would be likely to have a significant effect on the environment. Accordingly, it requires Environmental Impact Assessment;
- (2) Removal of condition 7 and operation of the site without the restriction would likely have a significant effect on the environment and have a significantly adverse impact on the amenity of the surrounding area. It is, accordingly, considered that it is appropriate that the Council maintains control over such use notwithstanding SEPA powers, and
- (3) The site and its use is considered to be abandoned as evidenced by lack of use for a number of years, surrender of the waste management licence issued by SEPA in April 2014, missing perimeter fencing, graffiti and vandalism and the removal of wheel washing equipment from the site.

Decision

The committee agreed that the Director of Development Services is instructed to advise DPEA that Falkirk Council would not have been minded to grant planning permission if it had been in a position to determine this application for the following reasons:-

- (1) **Without condition 7, which restricts the operation of the development to the processing, recycling and treatment of inert construction materials, the proposed operation, while a transfer**

station, is considered to fall within Schedule 2 of the Town and Country Planning (Environmental Impact Assessment) (Scotland) Regulations 2017 and would be likely to have a significant effect on the environment. Accordingly, it requires Environmental Impact Assessment;

- (2) Removal of condition 7 and operation of the site without the restriction would likely have a significant effect on the environment and have a significantly adverse impact on the amenity of the surrounding area. It is, accordingly, considered that it is appropriate that the Council maintains control over such use notwithstanding SEPA powers, and
- (3) The site and its use is considered to be abandoned as evidenced by lack of use for a number of years, surrender of the waste management licence issued by SEPA in April 2014, missing perimeter fencing, graffiti and vandalism and the removal of wheel washing equipment from the site.

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

P99. Erection of Dwellinghouse at Hillend Lodge, Blackston Road, Avonbridge, Falkirk, FK1 2ND for Mr I Jenson – P/19/0456/FUL

The committee considered a report by the Director of Development Services on an application for planning permission for the erection of a dwellinghouse at Hillend Lodge, Blackston Road, Avonbridge.

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

The committee agreed to hear the deputation.

Decision

The committee agreed to grant planning permission subject to the following conditions:-

- (1) The development hereby approved shall be implemented in accordance with the plan(s) itemised in the informative below and forming part of this permission unless a variation is required by a condition of the permission or a non-material variation has been agreed in writing by Falkirk Council as Planning Authority.

- (2)(i) No development shall commence on site unless otherwise agreed with the planning authority until a contaminated land assessment has been submitted and approved. The assessment must determine the nature and extent of any contamination on the site, including contamination that may have originated from elsewhere. Any potential risks to human health, property, the water environment and designated ecological sites should be determined. The contaminated land assessment must be approved in writing by the Planning Authority;
- (ii) Where contamination (as defined by Part IIA of the Environmental Protection Act 1990) is encountered, a detailed remediation strategy should be submitted to the Planning Authority demonstrating that the site will be made suitable for its intended use by removing any unacceptable risks, caused by the contamination. The scheme must be approved in writing by the Planning Authority;
- (iii) Prior to the commencement of development of the site, the remediation works must be carried out in accordance with the terms and conditions of the remediation scheme, and as agreed by the Planning Authority. No part of the development shall be occupied until a remediation completion report/validation certificate endorsed by the relevant parties have been submitted to and agreed in writing by the Planning Authority;
- (iv) If unexpected contamination is found after development has begun, development of the affected part of the site must stop. The developer must notify the Planning Authority immediately and carry out a contaminated land assessment, and undertake any necessary remediation works, before development of the affected part of the site may continue.
- (2) Before any work is commenced on site, details of the height, location and construction of all fences, walls and other means of enclosure shall be submitted to and approved by the Planning Authority.

Reason(s):-

1. As these drawings and details constitute the approved development.
2. To ensure the ground is suitable for the proposed development.
3. To enable the Planning Authority to consider this/these aspect(s) in detail.

Informative(s):-

1. For the avoidance of doubt, the plan(s) to which this decision refer(s) bear our online reference number(s) 01, 02, 03, 04 and 05.
2. Further guidance on the requirements of the Low and Zero Carbon Development condition can be found in Supplementary

Guidance document SG15 'Low and Zero Carbon Development', available on our website.

- 3. In accordance with section 58(1) of the Town and Country Planning (Scotland) Act 1997 (as amended), this permission lapses on the expiration of a period of 3 years beginning with the date on which this permission is granted unless the development to which this permission relates is begun before that expiration.**

P100. Discharge of Planning Obligation Attached to Planning Permission F/2004/0130 which Restricted Areas Within the Subjects Known as Silverlink (or Silver Link) Roadhouse, Airth, Falkirk, FK2 8PW Falling Within Title STG41816 as Follows: Use and Occupation of the Existing Building and the Extension Approved Under Planning Permission F/2004/0130 Only as a Display and Sales Area in Connection with the Sale of Bathroom, Bedroom and Conservatory Furnishings and Fittings and Ancillary Products; the use and Occupation of the Area Referred to as the "CONSERVATORY SITE" Only for the Sale and Display of Conservatories; and, Prohibition of the Sale of Paint, Wallpaper, Power Tools or any Other "DO IT YOURSELF" Products from Any Part of the Site. At Ceramika Tiles and Bathrooms, Silverlink Roadhouse, Airth, Falkirk, FK2 8PW for Mr Ewan Campbell - P/19/0612/75D

The committee considered a report by the Director of Development Services on an application for the discharge of a planning obligation attached to planning permission F/2004/0130.

Decision

The committee agreed to the discharge of the Planning Obligation.

P101. Discharge of Planning Obligation Attached to Planning Permission F/2001/0140 which Restricted the Development to the Erection of 6 Dwellinghouses in total at Fairview House, Airth, Falkirk, FK2 8RY for Mr Tom Smith – P/19/0421/75D

The committee considered a report by the Director of Development Services on an application for the discharge of a planning obligation attached to Planning Permission F/2001/0140.

Decision

The committee agreed to the discharge of the Planning Obligation.

P102. Discharge of Planning Obligation Attached to Planning Permission F/98/0414 which restricted the Development to the Erection of 5 Dwellinghouses in total at Fairview House, Airth, Falkirk, FK2 8RY for Mr Tom Smith – P/19/0422/75D

The committee considered a report by the Director of Development Services on an application for discharge of a planning obligation attached to planning permission F/98/0414.

Decision

The committee agreed to the discharge of the Planning Obligation.

P103. Modification of Planning Obligation Attached to Planning Permission P/18/0541/FUL, Removing the Requirement to Make an Indexed Core Path Contribution of £2,500 per Residential Unit at Land to the North East of Standburn Villa, Falkirk for Dolores Paterson – P/19/0701/75M

The committee considered a report by the Director of Development Services seeking a decision by the Committee on the response by the Council to the appeal to the Scottish Government Planning and Environmental Appeals Division (DPEA) in relation to an application for modification of the planning obligation attached to planning permission P/18/0541/FUL, removing the requirement to make an indexed core path contribution of £2,500 per residential unit at land to the north east of Standburn Villa, Falkirk.

Decision

The committee agreed to:-

- (1) instruct the Director of Development Services to advise DPEA that the said report by the Director of Development Services, its appendix and minutes of the Planning Committee constitute the Council's note of matters which the planning authority considers should be taken into account in determination of the application, and**
- (2) indicate to DPEA that it would have refused to modify the section 75 planning obligation for the reasons detailed in the report attached as Appendix 1 to the said report.**

P104. Demolition of Existing Building and Erection of Care Home (Class 8) at Bo'ness Care Home, 11 – 11A Bridgeness Lane, Bo'ness, EH51 9LQ, for Atlantis Medicare Ltd – P/19/0558/FUL

The committee considered a report by the Director of Development Services on an application for planning permission for the demolition of existing building and erection of care home (class 8) at Bo'ness Care Home 11 – 11A Bridgeness Lane, Bo'ness, EH51 9LQ for Atlantis Medicare Ltd.

Decision

The committee agreed to grant planning permission subject to the following conditions:-

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

- (4) no development shall commence on site until a proposed drainage strategy and associated design detail has been submitted to and approved in writing by the Planning Authority. Thereafter, the development shall be carried out in accordance with the approved details;**
- (5) the development hereby approved shall not be occupied or brought into use until the following documents have been submitted to and approved in writing by the Planning Authority:**
 - (i) a copy of the appropriate sustainability label (i.e. at least Bronze Active); and**
 - (ii) a Statement of Conformity which confirms that 10%, of the required CO2 emissions reduction is achieved through the installation of low and zero carbon generating technologies.**

Details and a timetable of how this is to be achieved, including details of physical works on site, shall be submitted to and approved in writing by Falkirk Council. The approved details shall be implemented in accordance with the approved timetable and retained as operational thereafter, unless otherwise agreed in writing by the Local Planning Authority.
- (6) samples of all external materials to be used in the development shall be submitted for the consideration of the Planning Authority and no work shall begin until written approval of the Planning Authority has been given;**
- (7) no development shall commence on site until a photographic record of the existing building (to be demolished) is made and deposited at Callendar House archives. The record shall be in the form of a report and should include an internal and external examination, and**
- (8) the proposed car park and vehicular access, as shown on the approved proposed site plan (our online reference No. 03), shall be fully developed and available for use prior to occupation of the care home hereby approved.**

Reason(s):-

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

8. To ensure that parking provision and access arrangements are to an acceptable standard.

Informative(s):-

1. In accordance with section 58(1) of the Town and Country Planning (Scotland) Act 1997 (as amended), this permission lapses on the expiration of a period of 3 years beginning with the date on which this permission is granted unless the development to which this permission relates is begun before that expiration.
2. For the avoidance of doubt, the plan(s) to which this decision refer(s) bear our online reference number(s) 01 - 03, 04A, 05 - 07 and Supporting Documents.
3. The applicant shall ensure that noisy work which is audible at the site boundary shall **ONLY** be conducted between the following hours:

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

P105. Erection of 64 Dwellinghouses and Associated Infrastructure at Land to the North of 44 Drum Farm Lane, Bo'ness, Harbour Road, Bo'ness, for Ogilvie Homes – P/18/0432/FUL

The committee considered a report by the Director of Development Services on an application for planning permission for the erection of 64 dwellinghouses and associated infrastructure at land to the north of 44 Drum Farm Lane, Bo'ness, Harbour Road, Bo'ness.

Decision

The committee agreed that it was Minded to Grant Planning Permission subject to:-

- (a) completion within 6 months of a Planning Obligation within the terms of Section 75 of the Town and Country Planning (Scotland) Act 1997, as amended, in terms satisfactory to the Director of Development Services in respect of:-
 - (i) the payment of financial contributions towards the provision of education services at the Grange Primary School at a rate of £4398 per dwellinghouse (£281,472) and towards nursery provision at a rate of £1566 per dwellinghouse (£100,224);
 - (ii) the payment of a financial contribution of £8000 towards the improvement and maintenance of open space at Kinnegars Park, Bo'ness.

- (b) and thereafter, on conclusion of the foregoing matters, remit to the Director of Development Services to grant planning permission subject to the following condition(s):-
- (1) The development hereby approved shall be implemented in accordance with the plan(s) itemised in the informative below and forming part of this permission unless a variation is required by a condition of the permission or a non-material variation has been agreed in writing by Falkirk Council as Planning Authority;
 - (i) No development shall commence on site unless otherwise agreed with the planning authority until a contaminated land assessment has been submitted and approved. The assessment must determine the nature and extent of any contamination on the site, including contamination that may have originated from elsewhere. Any potential risks to human health, property, the water environment and designated ecological sites should be determined. The contaminated land assessment must be approved in writing by the Planning Authority;
 - (ii) Where contamination (as defined by Part IIA of the Environmental Protection Act 1990) is encountered, a detailed remediation strategy should be submitted to the Planning Authority demonstrating that the site will be made suitable for its intended use by removing any unacceptable risks, caused by the contamination. The scheme must be approved in writing by the Planning Authority;
 - (iii) Prior to the commencement of development of the site, the remediation works must be carried out in accordance with the terms and conditions of the remediation scheme, and as agreed by the Planning Authority. No part of the development shall be occupied until a remediation completion report/validation certificate endorsed by the relevant parties have been submitted to and agreed in writing by the Planning Authority;
 - (iv) If unexpected contamination is found after development has begun, development of the affected part of the site must stop. The developer must notify the Planning Authority immediately and carry out a contaminated land assessment, and undertake any necessary remediation works, before development of the affected part of the site may continue;
 - (3) Development shall not commence until such time as an air quality assessment is submitted and approved in writing by the Planning Authority demonstrating that the new residential units would not be introduced to an area of existing poor air quality where the air quality standards of the Council are not likely to be met. The assessment would also be required to demonstrate that traffic associated with the development will not lead to an

exceedance of the air quality objectives at relevant receptor locations. Development of a dispersion model to inform the assessment using ADMS roads or similar atmospheric dispersion modelling software would be required in order to demonstrate the above;

- (3) Development shall not commence on site until such time as an intrusive site investigation on historic mining activities, prepared by a suitably qualified person, has been submitted to and approved in writing by the Planning Authority demonstrating that the proposed development would not be at risk from the impacts of historic mining activity. For the avoidance of doubt the report shall include:

- an assessment of the ground conditions of the site and establish the risks posed to the development from historic mining activity
- a report of findings of the intrusive site investigation and any remedial works and/or mitigation measures considered necessary, including the submission of development site layout plan which illustrates the zone of influence from mine shaft 301681-008
- a schedule of any appropriate remediation works resulting from the intrusive survey including details of the timeframe for carrying out such works

- (5) Notwithstanding any details previously submitted, the development hereby approved shall not be occupied or brought into use until such time as the following documents have been submitted to, and approved in writing by, the Planning Authority:

- (i) a copy of the appropriate sustainability label (i.e. at least Bronze Active); and
- (ii) a statement of conformity which confirms that 10% of the required CO₂ emissions reduction is achieved through the installation of low and zero carbon generating technologies.

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

- (6) Within 21 days of the cessation of construction works the emergency access as detailed on the drawing bearing the Planning Authority's reference 30 shall be formed and made available for the access of emergency vehicles only;

- (7) No dwellinghouse shall be occupied until such time as the Sustainable Urban Drainage (SUDS) basis granted under the terms of planning permission P/19/0567/FUL has been formed and is demonstrated to be operational with the written approval of the Planning Authority;**
- (8) The proposed planting as detailed on the drawings bearing the Planning Authority's reference 20A, 21A, 23A, 36 and 37 and the Landscape management Plan dated July 2018 shall be implemented in full before the end of the first planting season following completion of the 64th dwellinghouse. Thereafter, any specimen not becoming established for whatever reason will be replaced with a specimen of similar species and size. For the avoidance of doubt the planting season shall be considered to be October - April inclusive;**
- (9) Where the proposed development has not commenced within 12 months of the last badger survey a further walk over survey of the site shall be carried out and the results and any necessary badger protection plan shall be submitted for the written approval of this planning authority;**
- (10) Development shall not commence on site until such time as bat boxes and bird nesting boxes have been installed in accordance with the ecological appraisal July 2018 and the bat survey and report July 2018. For the avoidance of doubt details of the number, design and location of bat boxes and nesting bird boxes shall be submitted to and approved in writing by the Planning Authority. Also for the avoidance of doubt details shall include a timescales and methodology in respect of the installation of the bat and nesting bird boxes;**
- (11) Where the proposed development has not commenced within 12 months of the last bat and bird surveys further walk over surveys of the site shall be carried out and the results and any necessary protection plans shall be submitted for the written approval of this planning authority;**
- (12) Notwithstanding any details previously submitted, no dwellinghouse shall be constructed above foundation level until such times as a detailed materials schedule for each of the approved housetypes, together with samples of materials, have been submitted to and approved in writing by the Planning Authority;**
- (13) The dwellinghouses at Plots 31, 32, 33, 34, 35, 36 and 37 shall not be occupied until such time as the landscaping proposed on the drawings bearing the Planning Authority's references 21A and 37 have been implemented in full;**

- (14) Notwithstanding any details previously submitted, the development shall not commence until such time as details of maintenance responsibility for all retaining structures at the development hereby approved have been submitted to and approved in writing by the Planning Authority.

Reason(s):-

1. As these drawings and details constitute the approved development.
2. To ensure the ground is suitable for the proposed development.
3. To ensure that the proposed development would enjoy a satisfactory level of air quality and that traffic generated by the proposed development would not have a significant detrimental impact on the air quality of the area.
4. To ensure the ground is suitable for the proposed development.
5. To ensure that 10% of carbon reduction is achieved by low and zero carbon generating technologies.
6. To safeguard the interests of the users of the highway.
7. To ensure that adequate drainage is provided.
8. To ensure that the proposed landscaping of the site is implemented and that the landscaping becomes established in order to safeguard the landscape quality of the proposed development.
9. To safeguard the interests of badgers in the area of the application site.
10. To safeguard the interests of bats and nesting birds.
11. To safeguard the interests of bats and nesting birds in the area of the application site.
12. To safeguard the visual amenity of the application site and ensure a satisfactory standard of design.
13. To safeguard the amenity of the occupants of existing dwellinghouses at Drumside Terrace, Bo'ness.
14. To ensure that there are satisfactory measures in place to ensure maintenance of retaining structures.

Informative(s):-

1. For the avoidance of doubt, the plan(s) to which this decision refer(s) bear our online reference number(s) 01, 02, 03, 04A, 05 - 12, 13A, 14-19, 20A, 21A, 22, 23A and 24-37.
2. The applicant shall ensure that noisy work which is audible at the site boundary shall ONLY be conducted between the following hours:

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

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

3. The applicant is advised to liaise with Scottish water with respect to seeking approval for a surface water discharge connection. Should details of a discharge agreement amend the proposed development the applicant should inform this planning authority of the details of any such amendment. The applicant should contact service.relocation@scottishwater.co.uk
4. In accordance with section 58(1) of the Town and Country Planning; (Scotland) Act 1997 (as amended), this permission lapses on the expiration of a period of 3 years beginning with the date on which this permission is granted unless the development to which this permission relates is begun before that expiration.

FALKIRK COUNCIL

Minute of meeting of the EDUCATION, CHILDREN and YOUNG PEOPLE EXECUTIVE held in the Municipal Buildings, Falkirk on Tuesday 28 January 2020 at 9.30 am.

COUNCILLORS:

David Alexander
Robert Bissett
Fiona Collie
Joan Coombes
Nigel Harris
Cecil Meiklejohn (Convener)
Lynn Munro
Laura Murtagh
Alan Nimmo

**REPRESENTATIVES
OF RELIGIOUS
BODIES:**

Evelyn Crosbie
Maureen Harkins
Rev. Michael Rollo

CO-OPTES:

John Chalmers, Teacher Representative
Fiona Craig, Teacher Representative
Ryan Farmer, Pupil Representative
Siobhan O'Neill, Care Experienced Young Person
Merle Stevenson, Parent Representative
Beth Wallace, Pupil Representative

OFFICERS:

Karen Chambers, Committee Services Officer
Arlene Fraser, Committee Services Officer
Gary Greenhorn, Head of Planning and Resources
Sara Lacey, Head of Social Work
Kenneth Lawrie, Chief Executive
David Mackay, Head of Education
Colin Moodie, Chief Governance Officer
Robert Naylor, Director of Children's Services
Karen Thomson, Childcare Provision Co-ordinator
Vivien Thomson, Service Manager

**ALSO
ATTENDING:**

Councillor James Kerr (for Item ECYE40)
Caitlyn Mossman, Young Champ
Janet Weir, Champions' Board Co-ordinator

ECYE35. Apologies

Apologies were intimated on behalf of Councillors McCue, Nicol and Reid; and Karen Procek, Parent Representative.

ECYE36. Declarations of Interest

There were no declarations of interest.

ECYE37. Minute

Decision

The minute of the meeting of the Education, Children and Young People Executive held on 19 November 2019 was approved.

ECYE38. Rolling Action Log

A rolling action log detailing decisions not yet implemented following the previous meeting on 19 November 2019 was provided. Items 482 – Gaelic Medium Education in Falkirk Council; and 505 – School Transport - Motion, appeared as items on the agenda for the meeting and consequently fell from the rolling action log.

Decision

The Education, Children and Young People Executive noted the rolling action log.

ECYE39. Presentation - The Importance of Really Good Corporate Parenting

The Education, Children and Young People Executive received a presentation from Sara Lacey, Caitlyn Mossman, Siobhan O'Neill, Vivien Thomson and Janet Weir.

Decision

The Education, Children and Young People Executive noted the presentation.

ECYE40. Motion referred to the Education, Children and Young People Executive under Standing Order 31 from the meeting of Falkirk Council on 4 December 2019

On 4 December 2019, and in accordance with Standing Order 31.1, Council referred the following motion, proposed by Councillor Kerr, to the Education, Children and Young People Executive:-

Education, Children and Young People Executive:-

- (1) notes the current position regarding school transport for children with more than one residence as set out in the Transport Policy – Operational Guidance;
- (2) notes that the current policy unfairly impacts children whose parents live separately and the child lives with both parents as only one pass is issued on a specified route and therefore only allows travel to one parent's residence; and
- (3) instructs the Director of Children's Services to report to the next meeting of Council with:-
 - i) options to provide school transport to children with more than one residence, where each residence meets the distance entitlement, and
 - ii) information on any cost implications arising therefrom.

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

Councillor Bissett, seconded by Councillor Harris, moved the terms of the motion.

Following discussion, and in accordance with Standing Order 20, Councillor Bissett, with the consent of Councillor Harris, as his seconder, agreed to adjust the wording of his Motion.

Decision

The Education, Children and Young People Executive:-

- (1) noted the current position regarding school transport for children with more than one residence as set out in the Transport Policy – Operational Guidance;**
- (2) noted that the current policy impacts on children whose parents live separately and the child lives with both parents, as only one pass is issued on a specified route and therefore only allows travel to one parent's residence; and**
- (3) agreed to instruct the Director of Children's Services to bring a report to a future meeting of the Education, Children and Young People Executive with:-**
 - (i) an analysis of how many children are affected by the current policy;**
 - (ii) potential options to provide transport, and**
 - (iii) information on any cost implications arising therefrom.**

ECYE41. Early Learning and Childcare (ELC) – 2020 Expansion Plan Update

The Education, Children and Young People Executive considered a report by the Director of Children's Services providing an update on the progress and current financial position of the Early Learning and Childcare (ELC) Expansion programme.

Additional information on new and individual projects and work stream proposals which supported the overall ELC Expansion and Implementation Plans was provided, this included the proposed decant provision of Inchlair for the period August to October 2020, to allow the extension and refurbishment to be undertaken.

Details of the remaining 26 infrastructure work projects on a ward by ward basis, were provided as an appendix to the report.

The report also set out the key changes required to the Early Years Admissions policy to reflect the universal implementation of the early years expansion programme from August 2020. The new proposed Early Years Admissions Policy was also attached as an appendix to the report.

A summary of the projected year end position for 2019/20 funding was provided. Officers from Children's, Development and Finance Services would continue to liaise and work collegiately to ensure that the expansion programme was delivered within the available funding.

Decision**The Education, Children and Young People Executive:-**

- (1) noted the overall content of the current progress report;**
- (2) noted the update provided on the main projects outlined in section 4.1 of the report;**
- (3) agreed the revised Early Years Admissions Policy;**
- (4) agreed that the Director of Children's Services progress with decant proposals for Inchlair ELC Centre as outlined in section 4.1(ii) of the report;**
- (5) noted the updated financial position as detailed in sections 6.1 and 6.2 of the report, and**
- (6) requested that the Director of Children's Services continues to keep the Education, Children and Young People Executive updated on progress with the expansion plans.**

ECYE42. Report on the Survey to the Future Demand for Gaelic Medium Education in Falkirk Council

The Education, Children and Young People Executive considered a report by the Director of Children's Services providing the outcome of the survey exercise undertaken with the parents of children starting their ante pre-school year to determine the future demand for Gaelic Medium Education (GME) in Falkirk. This had been requested by the Education, Children and Young People Executive at its meeting on 17 September 2019 (ref ECYE19).

Parents/carers of ante pre-school children attending all of Falkirk's Early Learning Childcare (ELC) provisions had been invited to complete the short survey.

The survey was distributed to 885 parents/carers, with 170 responses received (19%). The outcome of the survey was provided in an appendix to the report, which suggested that there may be demand for GME in Falkirk that was greater than long standing uptake figures to access provision.

Due to the difficulty in establishing how robust the results were, as the survey only asked for a simple yes/no response, proposals were set out to undertake further engagement with parents/carers. This would ascertain how many of those who had indicated an interest in accessing the provision would retain that interest when more information and understanding on GME delivery was provided. The Director confirmed that all parents of children within the cohort would be able to attend the consultation event.

Decision

The Education, Children and Young People Executive:-

- (1) noted the contents of the report;**
- (2) agreed the proposal set out in paragraph 4.12 of the report, to engage further with parents/carers who had indicated an interest in accessing GME for their children, and**
- (3) agreed that the Director of Children's Services be instructed to provide a further report to the Education, Children and Young People Executive.**

ECYE43. Forth Valley and West Lothian Regional Improvement Collaborative – Progress Update

The Education, Children and Young People Executive considered a report by the Director of Children's Services which provided an update on the work of the Regional Improvement Collaborative.

The Education, Children and Young People Executive, at its meeting on 17 September 2019 (ref ECYE18), noted the progress of the Phase 2 Improvement Plan and the ongoing work in developing a further plan for September 2019 - September 2022.

This Plan was informed by consideration of the 2019 National Improvement Framework (NIF); School Improvement Plans for sessions 2019-20; input from Education Scotland, and evaluation from key engagement events. As with Phase 1 and 2 Plans, this Plan had been developed in collaboration across the four local authority areas.

The 2019-2020 Plan, which was attached as an appendix to the report, detailed the steps the collaborative would take to achieve identified and agreed priorities to support the aims of the National Improvement Framework (NIF); and the steps it would take to reduce inequalities of outcomes resulting from socio-economic disadvantage. Details of the priorities and work streams which had been identified from analysis of data information from across the RIC was also included in the Plan.

Decision

The Education, Children and Young People Executive:-

- (1) noted the contents of the report;**
- (2) noted the Forth Valley and West Lothian Regional Improvement Collaborative 2019-2022 Plan, which was attached as Appendix 1 to the report, and**
- (3) agreed that a report on progress with the 2019-2022 Plan be presented to the Education, Children and Young People Executive in September 2020.**

FALKIRK COUNCIL

Minute of meeting of the Scrutiny Committee held in the Municipal Buildings, Falkirk on Thursday 30 January 2020 at 9.30 am.

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

**Councillors Also
Attending:** Lynn Munro
Laura Murtagh

Officers: Douglas Duff, Head of Planning and Economic Development
Michelle Duncan, Policy and Research Officer
Douglas Gardiner, Waste Manager
Kenny Gillespie, Head of Housing and Communities
Stuart Irwin, Democratic Services Graduate
Marina Miller, Performance Management Systems Developer
Natalie Moore-Young, Customer and Business Support
Manager
Brian Pirie, Democratic Services Manager
Stuart Ritchie, Director of Corporate and Housing Services
Lesley Scott, Waste Strategy Co-ordinator
Allan Stewart, Improvement Manager

S37. Apologies

No apologies were intimated.

S38. Declarations of Interest

No declarations were made.

S39. Minute**Decision**

The minute of the meeting of the Scrutiny Committee held on 14 November 2019 was approved.

Following a question in regard to item S33 the Director of Corporate and Housing Services provided an update on discussions between the Council and the Citizens Advice Bureau in regard to proposals to place the arrangements for service delivery on a formal basis. Members indicated that they valued the work of the Citizens Advice Bureau. In particular, in periods of economic uncertainty. The Director also provided an update in regard to the consultation on the outcomes of the Housing Allocations review (item S34). The consultation was currently being finalised and the service would work with a broad range of partners such as registered tenants, organisations and hard to reach groups in order to consult as widely as possible.

S40. Rolling Action Log

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

Decision

The committee noted the Rolling Action Log.

S41. Reporting Service Performance by Theme

The committee considered a report by the Director of Corporate and Housing Services which set out a proposal to allow members to view performance information using the Council's performance management system, Pentana. An 'elected member' portal would be created to allow members to monitor performance by 'theme'. This would allow day-to-day access rather than the current model whereby members receive performance information in committee reports every four months or so. Training would be provided to those members who wished to use the system.

The Director of Corporate and Housing Services gave a short overview of the report and the Performance Management Systems Developer gave a short presentation of the members' portal.

Ms Miller explained, following questions, aspects of the process for updating the system and practical features of the members' portal. The Director explained, following a question, that services regularly scrutinised the performance information, in particular the key performance indicators, to ensure that improvement actions were both in place and effective. The Improvement Manager confirmed Pentana, had been purchased on licence and had been used by services for many years. It was a system which a number of other Local Authorities utilised he confirmed, following a question, that the system was accessible to officers and elected members. It was not accessible by the public. Following a statement that scrutiny should be in the public domain the question was put on whether, in fact, access should be widened to the public.

The Director stated that the reports, which were based on the information held on the system, were publicly available. The committee discussed the reporting of performance information. It was not the case that reporting would only be by exception. There was a programme for reporting performance information to the committee and this would not change as a consequence of the elected members portal. Services would continue to report by exception as and when it was necessary to do so. Members could now monitor and interrogate performance information at any time and could raise concerns at committee. All reports which were submitted to the committee were published on the Council website. The committee discussed the role of the performance panel and Council's decision, in 2019, that performance information would fall within the remit of the Scrutiny Committee. Members questioned whether this had resulted in less frequent performance reporting and whether the members' portal was a less satisfactory way of open replacement. The Director stated that the reporting frequency had not changed and providing access to members was intended to allow them to monitor performance information to provide a fuller picture and understanding - the scrutiny of Services' performance would be carried out by the Committee. The Democratic Services Manager concurred and added that by accessing performance information members were not carrying out the scrutiny function. Scrutiny was carried out by the Scrutiny Committee and it was proper that this was done in public view. Council had reviewed the scrutiny process and had moved the scrutiny of performance information from the panel to the Committee for a number of reasons – primarily to allow the committee to better carry out its role. At no time was the intention to reduce the scrutiny of performance information.

The committee then discussed how the system would be practically used by elected members. Officers and elected members had different levels of accessibility – some could 'see' only where as some officers could edit and update the information. Following a question Ms Miller confirmed that the data could be inputted manually or pulled from other sources such as spreadsheets. Members concurred that the system could be useful to allow them to better understand performance. Initially, however, it would take time for their understanding to bed in. Tracking key performance information – such as the cost of planning – had allowed the committee to undertake effective scrutiny of an area of service and it was hoped that access to Pentana information would augment their role.

Decision

The Scrutiny Committee noted the new way to access service performance information and performance information contained therein.

The committee adjourned for a short break at 10.35 a.m. and reconvened at 10.40 a.m. with all members present as per the sederunt, with the exception of Councillor Munro who had left the meeting during questions.

S42. Monitoring and Reporting on the Corporate Plan – One Council – Place

The committee considered a report by the Director of Corporate and Housing Services which provided performance information on the Place priority of the Corporate Plan.

The Head of Planning and Economic Development provided an update on the following workstreams:-

Growing our economy

- Tax Incremental Financing (TIF)
- Falkirk Gateway
- Falkirk-Grangemouth Investment Zone
- Fair Start
- Business Gateway
- Tourism

Improving the neighbourhoods we live in

- Grangemouth Flood Protection Scheme
- Road Infrastructure
- Active Travel and Electric Vehicle (EV) Infrastructure Investment
- Housing Provision
- Open Spaces
- Climate Change

Promoting vibrant town centres

- Town Centres
- Strategic Property Review (SPR)

The Head of Planning and Economic Development provided an update on the following workstreams:- Housing Audits; the Leader Programme Audit; and the Engineering Design and Roads Audit.

Following a question the Head of Planning and Economic Development gave an update on the current position on the Tax Incremental Financing programme in respect to the Avonbridge Gorge. Mr Duff explained that officers had held discussions with Transport Scotland and Ministers. The project was in the programme but there was an acceptance that it needed to be accelerated. This required funding from parties including West Lothian Council. In regard to the likely timescale, Mr Duff estimated it could begin within 2 years.

Mr Duff also gave an update on the upgrading works at Icehouse Brae (North). The timescale for this, he estimated was 2025/26. It was currently programmed at the end of the series of projects but officers were looking at ways to bring this forward tying in with works at Westfield.

The committee sought an indication of when Council would receive confirmation of the outcome of bids for the Investment Zone. Mr Duff confirmed that the Council had received feedback from the Scottish Government and was waiting to hear from the UK Government. Mr Duff anticipated a summer announcement on the outcome of the bids.

Following a question on the likely impact of Brexit on external funding, Mr Duff anticipated that it was likely to impact in a number of ways such as on investment and the performance of business (such as transport). The Council could monitor impacts and look at ways to counteract these for example through TIF or the Investment Zone.

The committee then discussed the public consultation on TIF projects, highlighting a 'relatively positive response' and sought clarification from Mr Duff on this assessment. Mr Duff explained that there had been extensive consultation from the early stages of the initiative in 2013. The consultation to which he had referred was in regard to the Westfield roundabout. Of the 1000 consultees 70% of responses had been positive. Mr Duff explained that as the green network was developed there would be further engagement, for example through the planning process. Mr Duff then explained the complex funding structure for the TIF. He stated that the funding did not include monies raised through Council Tax.

Members returned to Brexit and asked for detail on the likely impact of this on the tourism industry. Mr Duff stated that the Council was alert to the potential impacts. Risk assessments had been developed. The Council had responded to the financial crash in 2008 by developing an action plan. Existing actions would be scaled up and additional support may be required. In regard to tourism, Brexit could result in economic pressure on everyone and therefore on spending power. There could be benefits however. There may be an increase in domestic holidays for example and Falkirk was well placed with a number significant tourist attractions.

The committee discussed the Falkirk Gateway and asked if the planned retail activity would impact on the High Street, noting that the regeneration of the Town Centre was a priority. Mr Duff responded that the proposed retail outlets would be 'big box' retailers which would not be suited for the High Street. It was important that the retail mix was balanced and that there was a 'route' to the High Street from the Gateway.

The committee turned to the Fair Start service and sought detail on the 'measures' in place to reach the most isolated and distant from the labour market. Mr Duff explained that the Council was working with the Job Centre who referred the long term unemployed to the project. Referrals could also be made by partners such as the Health Service, Social Work and Advice Hubs. The project could change people's lives and the initiative had begun to show benefits.

The committee noted that tourism had contributed £110m to the economy and asked whether this represented a peak. Mr Duff stated that it was not a peak. The Council's central location and attractions made it an attractive area for tourism. The Council need to continue to 'talk itself up' and be ambitious. The business case was an example of the ambition. The gateway would retain visitors. The aim was to attract visitors from the Gateway to the town centre. At the moment this did not happen. Projects such as the proposed Arts Centre would be a draw in the town centre.

The committee asked for a timescale for the commencement of the Flood Protection Scheme. Mr Duff stated that this was given in the report as 2024. There was a significant stream of work currently underway in preparation for the sign off – approvals and design schemes were underway. There would be sign off when all the various work streams were in place. The works could be phased but funding from the Scottish Government was both critical and key. There was constant dialogue between the Council and the Scottish Government to ensure its ongoing support.

Following a question on the road infrastructure programmes Mr Duff was advised of concerns in regard to the programme for line painting and undertook to investigate.

The committee turned to the Electric Vehicle (EV) Infrastructure Investment Programme and asked if Brexit would have an impact on the scheme. Mr Duff explained that Brexit would have an impact on the UK car industry. There was also a lack of investment generally as a consequence of Brexit.

Turning to climate change the committee asked if initiatives such as 'wind powered trees' (which could be seen in Paris) had been explored. Mr Duff stated that there was a local heat and energy efficiency strategy (LHEFS) pilot underway which looked at initiatives and could explore these.

The committee discussed the INTEREG project. As part of this the Council and 21 European Partners were looking to establish a living lab in Grangemouth to deliver energy efficiency and technological innovation and this was a key strand of the Investment Zone. The committee asked if Brexit would impact on the work. Mr Duff said this was the kind of project which was at risk due to Brexit. There was work ongoing to try and maintain such projects. Carbon emissions was a global concern and funding was required to develop projects in Scotland. Work needed to be completed to complement that going on in Europe to ensure that Scotland was competitive in the global market. The committee returned to the Council's Road Safety Programme. It was suggested that the Council's approach unduly focussed on 'the cosmetic' and there would be a financial impact in the future.

The committee considered the Strategic Housing Investment Plan, (SHIP). The housing which would be building would predominately, it was stated, be private and members of the committee cited issues in Denny arising from investment by the private sector. The service was, Mr Duff stated, working closely with Housing Services to identify appropriate sites.

Often the Council did not own the sites and these complicated matters.

Following a question the Director of Corporate and Housing Services undertook to look into resources in place to support digitisation in particular to support those without access to, or understanding of, technology.

The committee returned to the Investment Zone and asked whether work had begun in Grangemouth. Mr Duff stated that a community action plan was being developed for the area. A masterplan would be developed for the area – the Council was looking to secure funding from the Scottish Government to assist with this. Following a statement that the community was frustrated by the apparent lack of progress following the consultations. Mr Duff stated that the situation in town was complex – for example in the town centre there were 3 different owners. However, it was important to scope out the exercise and this took time. Mr Duff conceded there were resourcing issues. The team was small. Support from the Scottish Government was vital. It was suggested by the committee that the Strategic Property Review was at odds with the Council's Placemaking Priority. There was a need, members suggested, to retain historic areas such as the Charing Cross area in Grangemouth.

The committee then turned to the performance statement which was appended to the report.

Members asked why, given the reported slippage of £3.1m compared to the planned expenditure of £47.7m, was the action 'improve and improve our housing estates' regarded as 'in progress'. The director Corporate and Housing Services stated that this was due to the investment in the Capital Programme. The SHIP had been agreed by Council in January and the work would begin.

The committee highlighted the 3 year on year increase on the % of rent lost through properties being empty (from 0.91% to 1.23% in 2019/20). The target was 0.9%. The Director of Corporate and Housing explained that there was a number of reasons why properties were 'void'. For example, the Council had brought a number of long term voids back into the pool of properties. There had also been significant investment (for example in Charlotte Dundas Square in Grangemouth) which has added to the indicator. Mr Ritchie also cited the impact of the Homeless Strategy. The increase was a sign of positive activity.

The indicators for time taken to undertake emergency and non-emergency repairs had both increased. Mr Ritchie stated that these were lower than in the private sector. There were a number of factors which had contributed to the increase - such as the often specialist nature of the work. There was a work stream to develop a higher performance framework for external contractors. The committee noted that there was an indicator '% of tenants who have had repairs or maintenance carried out in the last 12 months satisfied with the repairs and maintenance service'.

It was put to the Director that a more valuable measure would be 'number of tenants who are given a timescale for repairs to be carried out when they move to the property when the repairs are not carried out in the timeframe'.

Decision

The Scrutiny Committee noted the performance of the Council against the priority of Place within the Corporate Plan.

The committee then adjourned for a short break at 12.10 p.m. and reconvened at 12.20 p.m. with all members present as per the sederunt, with the exception of Councillors Munro and Murtagh.

S43. Order of business

In terms of Standing Order 14.2 the convener advised of a change to the order of business. The following items have been recorded in the order they were considered at the meeting.

S44. Anti-social Behaviour Scrutiny – Progress Report

The committee considered a report by the Director of Corporate and Housing Services which provided an update on the implementation of the recommendations of the review of Anti-social Behaviour.

As part of the Scrutiny Plan the committee had established a Scrutiny Panel in 2018 to undertake a review of the anti-social behaviour. The panel reported to the Committee on 4 April 2019. The committee had agreed the panel recommendations and requested a 6 month update on progress.

The actions were:

- Encourage the good partnership working in place by all agencies in addressing Anti-social Behaviour. These to continue and be built upon as opportunities arise. Services should actively engage with communities when activity has been reported, being proactive rather than reactive, Services should work in partnership with other Councils ensuring that proven good practice on Anti-social Behaviour- is shared and routinely updated.
- Services should actively seek to engage with all individuals outwith community facilities giving particular consideration to young people, elderly isolated people, those with recognised substance abuse issues, and those with recognised mental health issues and through methods which, best suit them;

- Services should review the support offered to victims of Anti-social Behaviour, whether the victim be directly or indirectly affected Anti-social Behaviour or whether the victim be the recipient of vexatious Anti-social Behaviour complaints against them;
- Guidance should be provided for Councillors to assist in dealing with complaints relating to Anti-social Behaviour, including best practice regarding mediation, mental health training and how to have challenging conversations, the Council also recognises the role of local members in issues relating to Anti-social Behaviour as legitimate advocates on behalf of constituents. The Council must recognise the role of the elected member and the expectations on the elected member of the general public;
- Requests that the Housing Allocations Scrutiny Panel includes in its work plan consideration of the link between allocations and perceived Anti-social Behaviour, thus giving us a more rounded approach to dealing with Anti-social Behaviour from a specific service delivery point;
- Council though recognising the complex nature of Anti-social Behaviour ensures that collective and holistic approach is taken to information given to Councillors to enable them to assess situations correctly while being mindful that all Councillors are Registered Data Controllers, with the Information Commissioner's Office and doing so within the parameter of GDPR and potential future legislation relating to data protection.

The report set out progress made in respect of each of the actions.

The committee welcomed the restructure of services to create a centralised team and noted the ability of services to be more proactive. Following a question the Head of Housing confirmed that the arrangement facilitated better communication, in particular with hard to reach groups. Nonetheless members asked examples which indicated that anti-social behaviour remained prevalent. In regard to support to victims Ms Young stated that officers both investigate and provide support. This can be face to face or by signposting partner agencies. It was important to note that not everyone wanted to be seen as a 'victim'. The aim Ms Young stated was to support and build pro social rather than anti-social behaviour and uplift communities. The Head of Housing added that the Council sought to build communities citing locality planning as an example, building a One Council approach.

In response to a question, the Head of Housing, confirmed that noise monitoring equipment had been effective and stated that officers were currently evaluating the cost: benefit with a view to purchasing additional equipment.

During the discussion it was stated that in flatted accommodation noise was exacerbated when the property wasn't completed. Conversely members stated that by refusing applications for grants for carpets there was a potential lurch in regard to instances of anti social behaviour.

Following discussion the committee asked for a further update in 6 months.

Decision

The Scrutiny Committee noted the progress being made towards implementing the Committee's recommendations on Anti-social Behaviour, and requested that a further progress report be made to the Committee in six months.

S45. Fly Tipping 12 month Update Report

The committee considered a report by the Director of Development Services which provided an update on the implementation of the Scrutiny Committee's recommendations on fly tipping.

The Executive in April 2019 had considered the recommendations of the Scrutiny Committee following a panel review of Fly Tipping. The Executive had instructed officers to provide 6 month and 12 month updates to the Scrutiny Committee on the implementation of the recommendations. The committee had received a 6 month update on 6 June 2019 (S16). The report detailed the progress made since the last update report.

Following a question the Waste Manager (Douglas Gardiner) confirmed that the £30,093 referred to in the report was in regard to the list to the Council of disposing of fly tipped waste. For waste left on private land the cost was that a disposal plus officer time (i.e. full cost recovery). The service was exploring whether it could pursue full cost recovery in regard to waste left on Council property.

The committee considered progress made in reminding tenants of their obligations to dispose of waste and rubbish appropriately. Specifically members considered the aim for all households to have access to a local fill recycling provision by June 2020. While this was praised it was asserted that the recommendations had been made in April 2019. The Waste Manager was asked whether the length of time was reasonable. Mr Gardiner explained that it was, citing the change to the recycling system with the introduction of the burgundy bins in 2019. It was important that this had been introduced first. There wasn't a one size fits all approach and the service had to prioritise its activities. The timescale was therefore reasonable. Members concurred and praised the Hallglen initiative. There wasn't, Mr Gardiner explained, a plan to work on a ward to ward basis. A bespoke arrangement based on need would be put in place.

The committee considered the work carried out in regard to the recommendation to establish a trusted trader scheme. It was proposed to extend the existing buy with confidence scheme and to have this in place by 1 April 2021. Again members sought reassurance in the timescale for carrying out this work – 2 years since the recommendation had been made. Mr Gardiner stated that this was the latest by which it would be in place and suggested it could be in place sooner. Mr Gardiner stated that he was in dealing with the communications team to maximise public awareness of the scheme.

In regard to enforcement the committee asked whether the Council had projected offenders. The Waste Manager confirmed that cases had been put to the Procurator Fiscal but there had been no prosecution. Mr Gardiner confirmed that there had been no increase in fly tipping since the introduction of the charge for the bulky uplifts. Members queried this statement and stated that, in Grangemouth for example, there was a perception that fly tipping was increasing.

Members of the committee praised the work to date to establish a free cycle scheme. However some members questioned the time taken to do so. Members who had saved on the panel stated that it had not been the panel's intention that any scheme is run by the 3rd sector. There was a key role for the Council in any scheme. Mr Gardiner confirmed that the Council would work with the 3rd sector and was not stepping back.

Members praised the introduction electronic payment at Kinneil and sought an update on when this would be introduced at each site. The Waste Manager confirmed that officers were looking to introduce electronic payment at rough mite but there was no timescale for this currently.

The committee then discussed the permit system for small businesses and occasions where there has been confusion between domestic business and trade.

Decision

The Scrutiny Committee considered the progress made in implementing the Executive's decisions following the Scrutiny Panel's review of fly tipping in 2018.

S46. Scrutiny Plan 2020

The committee considered a report by the Director of Corporate and Housing Services outlining the arrangements for establishing scrutiny panels in 2020.

Council had agreed on 4 December 2019 that the Scrutiny Plan for 2020 will contain two areas for review. The first panel would examine the Pupil Equity Fund and its outcomes in closing the attainment gap. This panel was expected to begin in January and complete its work by June.

The committee was invited to establish a scrutiny panel to undertake the review of the Pupil Equity Fund. In terms of Standing Orders a panel could be made up of up to 5 members. The committee agreed that the panel should comprise 3 members – one from each of the main political groups.

Members of the Conservative group confirmed that their group had appointed Councillor Flynn to the panel. Nominations for the remaining places would be sought by the clerk from the group leaders.

Council had agreed, when setting its diary for meetings in 2020, to reserve Thursday afternoon for meetings of Scrutiny and Performance Development Panels. Where possible the scrutiny panel would meet on Thursday afternoons.

Decision

The Scrutiny Committee:-

- (1) noted the Scrutiny Plan for 2020;**
- (2) formed a 3 member scrutiny panel, with a member from each of the main political groups to undertake the review of the Pupil Equity Fund; (PEF), and**
- (3) noted that Group Leaders would confirm their respective appointments to the panel.**

S47. Workplan 2020

The committee considered a report by the Director of Corporate and Housing Services which presented a draft workplan for the Scrutiny Committee for 2020.

Decision

The Scrutiny Committee agreed its workplan for 2020.

**Minute of meeting of the Planning Committee held On Site (Unaccompanied)
on Monday 3 February 2020 commencing at 9.15 a.m.**

Councillors: David Alexander (Convener)
Jim Blackwood
Gary Bouse
Provost William Buchanan
Lynn Munro
Laura Murtagh

Officers: Kevin Brown , Planning Officer (Item 1 only)
Karen Chambers, Committee Services Officer
John Cooney, Planning Officer
John Milne (Senior Planning Officer) (Item 2 only)
Bernard Whittle, Development Management Co-Ordinator

P106. Apologies

An apology was intimated on behalf of Councillor Bissett.

P107. Declarations of Interest

There were no declarations of interest.

**P108. Erection of Dwellinghouse at Land to the West of Candie Hill, Falkirk
for Mr and Mrs J Simpson - P/19/0322/FUL.**

With reference to the minute of the meeting of the Planning Committee held on 23 January 2020 (ref P96), the committee gave further consideration to a report by the Director of Development Services on an application for planning permission for the erection of a dwellinghouse at the Land to the West of Candie Hill, Falkirk.

The Convener introduced the parties present and explained the nature of the unaccompanied site visit.

The Planning Officer outlined the nature of the application.

Questions were then asked by members of the committee.

Questions related to:-

- Visibility and access onto the roadway.
- Questions relating to whether the area was a gap site.

The Convener concluded by thanking the parties for their attendance. The matter would be determined by the Planning Committee on 19 February 2020.

P109. Erection of Dwellinghouse at Land to the West of Coorie Doon, Avonbridge for Mr and Mrs McCalley – P/19/0554/PPP

With reference to the minute of the meeting of the Planning Committee held on 23 January 2020 (ref P97), the committee gave further consideration to a report by the Director of Development Services on an application for planning permission for the erection of a dwellinghouse at land to the west of Coorie Doon, Avonbridge.

The Convener introduced the parties present and explained the nature of the unaccompanied site visit.

The Planning Officer outlined the nature of the application.

Questions were then asked by members of the committee.

Questions related to:-

- The original planning application and the number of houses built on the site.
- Issues of decontamination of the site.

The Convener concluded by thanking the parties for their attendance. The matter would be determined by the Planning Committee on 19 February 2020.

Minute of meeting of the Civic Licensing Committee held in the Municipal Buildings, Falkirk on Wednesday 5 February 2020 at 9.30 a.m.

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

Officers: Bryan Douglas, Licensing Co-ordinator
Arlene Fraser, Committee Services Officer
Rose Mary Hoey, Legal Services Manager (Interim)
Frances Kobiela, Senior Solicitor

CL95. Apologies

An apology was intimated on behalf of Councillor Aitchison.

CL96. Declarations of Interest

There were no declarations made.

CL97. Minute

The minute of Meeting of the Civic Licensing Committee held on 15 January 2020 was approved.

CL98. List of Applications Granted under Delegated Powers in December 2019, Notifications of Public Processions Pending, and Breakdown of Taxi and Private Hire Licences in Operation

The committee considered a report by the Chief Governance Officer detailing the applications granted under delegated powers during December 2019 in terms of the Civic Government (Scotland) Act 1982.

Decision

The committee noted the report.

CL99. Knowledge Test Failure

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

Decision

The committee refused to grant the taxi driver licence in terms of the Civic Government (Scotland) Act 1982, Section 13(5) for Mr T, on the grounds that he, having failed to pass the knowledge test, had failed to satisfy the Authority that he had adequate knowledge of the area to which the licence relates; the layout of roads in the area and of the Council's licence conditions.

CL100. Exclusion of Public

RESOLVED in terms of section 50A(4) of the Local Government (Scotland) Act 1973, to exclude from the meeting the press and public for the following items of business on the grounds that they would involve the likely disclosure of exempt information as defined in Paragraph 6 of Part 1 of Schedule 7A to the said Act.

CL101. Application for the Renewal of a Taxi Driver Licence

The licence holder, Mr H, was not in attendance.

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

Decision

The committee agreed to continue the application to allow the applicant an opportunity to be in attendance.

CL102. Application for the Renewal of a Taxi Driver Licence

The licence holder, Mr M, and his representative, Mr Mc, together with Sergeant D Bellingham and PC K McLean, Police Scotland entered the meeting.

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

The committee noted that a letter of representation had been received from Police Scotland in respect of the application.

The applicant advised that he was content that the letter of representation be circulated to members. Accordingly, a copy of the letter was circulated to members.

Sergeant Bellingham was heard in relation to the Chief Constable's letter of representation and in clarification of questions raised by members. There were no questions to Sergeant Bellingham from the applicant or his representative.

The applicant's representative was heard in relation to the letter of representation and in clarification of questions raised by members. There were no questions to the applicant or his representative from Sergeant Bellingham.

Both parties summed up.

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

Decision

The committee agreed to renew the taxi driver licence with a warning letter, subject to the standard conditions until 31 December 2020.

CL103. Suspension Hearing in Relation to a Taxi Driver

The licence holder, Mr B, together with Sergeant D Bellingham and PC K McLean, Police Scotland entered the meeting.

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

The applicant advised that he was content that the letter of complaint be circulated to members. Accordingly, a copy of the letter was circulated to members.

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

Sergeant Bellingham was heard in relation to the Chief Constable's letter of complaint and in clarification of questions raised by members. There were no questions to Sergeant Bellingham from the licence holder.

The licence holder was heard in relation to the letter of complaint and in clarification of questions raised by members. There were no questions to the licence holder from Sergeant Bellingham.

Both parties summed up.

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

Councillor Goldie, seconded by Councillor Flynn moved that the committee:-

1. revoke the taxi driver licence in terms of the Civic Government (Scotland) Act 1982, Schedule 1 paragraph 11(2)(c) on the ground that carrying on of the activity to which the licence relates is likely to cause undue public nuisance or a threat to public order or safety, and
2. to revoke immediately in terms of Schedule 1 paragraph 11(10) of the Act.

As an amendment, Provost Buchanan, seconded by Councillor Blackwood, moved that the committee take no further action.

On a division, 6 Members voted for the Motion and 3 for the Amendment.

Decision

The committee agreed the motion.

FALKIRK COUNCIL

Minute of meeting of the Planning Review Committee held in the Municipal Buildings, Falkirk on Thursday 13 February 2020 at 9.30 a.m.

Councillors: David Alexander (Convener)
Robert Bissett
Jim Blackwood
Provost William Buchanan
Lynn Munro

Officers: Douglas Blyth, Team Leader, Legal Services
Kevin Brown, Planning Officer
Brian Pirie, Democratic Services Manager

PRC1. Apologies

There were no apologies.

PRC2. Declarations of Interest

There were no declarations of interest.

PRC3 . Minute

The minute of meeting of the Planning Review Committee held on 18 March 2019 was approved.

PRC4. Planning Application P/18/00384/PPP – Erection of Dwellinghouse on Land to the East of 39 Braefoot Road, Bo'ness EH51 9RX

The committee considered documents which related to the Application for Review for Planning Application P/18/00384/PPP for the Erection of a Dwellinghouse on Land to the East of 39 Braefoot Road, Bo'ness.

After discussion, the Committee agreed that it still did not have sufficient information to allow it to make a determination and that the meeting would be adjourned to allow Members to conduct an unaccompanied inspection of the site.

The meeting adjourned at 9.45 a.m. for the purpose of conducting an unaccompanied site inspection and reconvened at 10.35 a.m., with all members present as per the sederunt.

PRC5. Planning Application P/18/00384/PPP – Erection of Dwellinghouse on Land to the East of 39 Braefoot Road, Bo’ness EH51 9RX

The committee reconvened to give consideration to documents which related to the Application for Review for Planning Application P/18/00384/PPP for the Erection of a Dwellinghouse on Land to the East of 39 Braefoot Road, Bo’ness.

The committee requested and heard a short presentation from Mr Brown, who provided a summary of the application and the papers before the Committee, including reference to the Report of Handling, the reasons for refusal of the application now being reviewed and the applicant’s supporting statement.

Having heard from the planning adviser that, should the committee be minded to grant the application, the effect of Policy INFO3 would be that a compensatory payment for the loss of open space towards qualitative improvements to other parts of the green network in the local area would be needed. This would be in the sum of £43,470. Following discussion the members determined that they required clarification of the sum, the rationale behind the calculations and the policy background to it. It was requested that officers prepare a procedure notice with clear scoping of the additional information required on all points.

Decision

The Planning Review Committee agreed that:-

- (1) it did not have enough information to determine the application, and requested, in accordance with Regulation 15 of the Town and Country Planning (Schemes of Delegation and Local Review Procedure) (Scotland) Regulations 2013, that further information by way of written submission be provided by the Director of Development Services in regard to the effect of Policy INF03 namely the compensatory payment for the loss of open space towards qualitative improvements to other parts of the green network in the local area and in particular the sum involved, the rationale behind the calculations and the policy background to it;**
- (2) the response from the Director of development Services should be made within a timescale of 10 working days from receipt thereof; and**
- (3) noted that the applicant was allowed a period of 14 days to provide comments following receipt of the procedure notice response.**

FALKIRK COUNCIL

**Minute of meeting of the EXECUTIVE held within the Municipal Buildings,
Falkirk on Tuesday 18 February 2020 at 9.30 a.m.**

Councillors: David Alexander
Robert Bissett
Gary Bouse
Joan Coombes
Paul Garner
Nigel Harris
Gordon Hughes
Cecil Meiklejohn (Convener)
Lynn Munro
Malcolm Nicol
Alan Nimmo
Pat Reid

Officers: Karen Chambers, Committee Services Officer
Rhona Geisler, Director of Development Services
Kenneth Lawrie, Chief Executive
Colin Moodie, Chief Governance Officer
Robert Naylor, Director of Children's Services
Stuart Ritchie, Director of Corporate and Housing Services
Bryan Smail, Chief Finance Officer

EX111. Apologies

No apologies were intimated.

EX112. Declarations of Interest

There were no declarations of interest.

EX113. Minute

Decision

**The minute of the meeting of the Executive held on 14 January 2020
was approved.**

EX114. Rolling Action Log

A rolling action log detailing decisions not yet implemented following the previous meeting on 14 January 2020 was provided.

Decision

The Executive noted the rolling action log.

EX115. Scottish Government Budget/Local Government Settlement

The Executive considered a report by the Director of Corporate and Housing Services which provided an update on the Local Government Settlement and the Scottish Government Budget, noting that this was a provisional position pending agreement by the Scottish Parliament which could be after the issue of the Budget agenda for the Council meeting on 26 February or indeed after the meeting itself.

Decision

The Executive noted the report and in particular its implications for the Council's 2020/21 General Fund Revenue Budget and 2020/21-2024/5 Capital Programme.

EX116. Capital Programmes Update 2019/20

The Executive considered a report by the Director of Corporate and Housing Services which detailed the final 2019/20 forecast position for the General Fund Services and Housing Capital Programmes. The Prudential Indicators were also presented for information.

Decision

The Executive noted:-

- (1) the forecast spend for both the General Fund Services (£32.1m) and Housing Capital Programmes (£43.8m);**
- (2) the Prudential Indicators; and**
- (3) the external borrowing requirement.**

EX117. Exclusion of Public

If so resolved in terms of Section 50A(4) of the Local Government (Scotland) Act 1973, exclude from the meeting the press and public for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 2 & 6 of Part 1 of Schedule 7A of the said Act.

EX118. Advice and Support Hubs

The Executive considered a report by the Director of Corporate and Housing Services which updated Members on the preferred location for the Central Advice Hub and provided an update on the Hub outreach service.

The Executive adjourned at 10.40am and reconvened at 10.50am with all members present as per the sederunt.

Decision**The Executive:-**

- (1) requested a report to the meeting of 14 April 2020 providing further options for the relocation of the Central Advice Hub; and**
- (2) noted the refocusing of our outreach service where it is adding best value.**

EX119. Haugh Gardens, Bainsford Redevelopment – Update

The Executive considered a report by the Director of Corporate and Housing Services which updated members on progress with the redevelopment of Haugh Gardens, Bainsford and sought approval to transfer ownership of two properties to facilitate the redevelopment.

Decision**The Executive:-**

- (1) noted the progress made in regard to the redevelopment of Haugh Gardens;**
- (2) delegated authority to the Director of Corporate and Housing to declare two Council properties as surplus to requirements; exchange these properties with the two remaining owners at Haugh Gardens and to carry out the associated negotiation of commercial terms; and**

- (3) authorised the Chief Governance Officer to formalise and complete the legal steps necessary to acquire the two remaining properties and transfer ownership of two Council owned properties.**



Central &
West Lothian
Area Support Team

AREA SUPPORT TEAM

Date: Thursday 18 April 2019 @ 6 PM

Venue: Raploch Community Campus, Drip Road, Stirling FK8 1RD

MINUTE

AREA CONVENER

D Lawrie

DEPUTE AREA CONVENER

A Morgan

LEAD PANEL REPRESENTATIVES

S Letford (Stirling)
A McKie (Falkirk)
L Raynal (Clackmannanshire)
S Young (West Lothian)

PANEL REPRESENTATIVES

K Cameron (Clackmannanshire)
C Murchison (West Lothian)
A Newlands (Stirling)
C Pollock, (Falkirk)
N Regan (Stirling)
M Smith (Stirling)

PANEL PRACTICE ADVISORS

J Docherty
R Dodds
A Johnstone
A Motion
J Preston
J Spencer
G Wilson

CLERK'S OFFICE

H Oliver, Clerk
M Chalmers, Assistant to the Clerk
L Monro, Assistant to the Clerk

CHILDREN'S HEARINGS SCOTLAND

B McAdam, National Convener

SCOTTISH CHILDREN'S REPORTERS ADMINISTRATION

N McKinlay, SCRA Locality Reporter

AST1. WELCOME

The Area Convener welcomed everyone to the meeting.

He then introduced B McAdam, National Convener, Children's Hearings Scotland along with Neil McKinlay, SCRA Locality Reporter.

Decision.

NOTED.

AST2. APOLOGIES

Apologies were received from Councillors J McTaggart (Clackmannanshire), L Murtagh (Falkirk), S McGill (Stirling) and A Doran (West Lothian); R Barnes, F Cunningham, E Cybulski, E Fraser, M Fyall, M Hamill, A Laird, R Pitbladdo, K Pyrd and A Reilly.

Decision

NOTED the list of apologies submitted to the meeting.

AST3. MINUTE

Decision

The minute of the meeting of the Area Support Team held on 11 October 2018 was **approved** as a correct record.

AST4. MATTERS ARISING FROM MINUTE

(a) AST Vacancies – Update

The Area Convener advised that there were still a couple of vacancies for PPAs to join the Conveners' Committee and the Learning and Development Sub-Committee.

The AST had also recently advertised for the posts of:-

- Depute Area Convener
- LPR, Clacks
- PR, Falkirk

He confirmed that applications had been received for all posts and interviews would be held quickly.

Decision

NOTED.

(b) Feedback Loop

The Area Convener advised that there had been 26 concerns received since the feedback loop was implemented in October 2018. The undernoted statistical information had been provided:

- 23 concluded, 3 outstanding
- 2 had been very positive reports
- Sources
 - Social Work
 - SCRA
 - Panel Members
- Outcomes from Feedback Loop
 - Joint social work training being developed
 - PHP proforma now standardised and implemented across all 4 locality areas
 - Following an issue in Falkirk SW – tightening up e-mail communications
 - Safeguarder has been removed from practice
 - Numerous apologies given by all parties

The Area Convener advised that it had been a worthwhile exercise.

(c) Panel Member profiles

The Area Convener advised that the profiles had now been running in Stirling for over a year and that the initiative would shortly be ready to be rolled out within Falkirk.

Next steps would be Clacks and West Lothian later on in the year.

(d) Continuity Requests

It was advised that the AST had seen an increase in continuity requests since the change in practice. Further work around this was still required.

(e) Re-appointments 2019

The Area Convener highlighted the successful feedback received following the issue of personalised re-appointment letters. It was also acknowledged that this year's re-appointment process had gone well.

(f) March Training Event 2019

Despite the atrocious weather, over 120 Panel Members had attended another successful training event. The keynote speaker this year was Laura Beveridge who did a wonderful job in opening the event.

A series of mini events would be held for 3 reasons:-

- To allow those who didn't get the chance to attend some of the workshops.
- For those who were not allocated one of the workshops on the day to attend another workshop.
- Increase attendance levels at local development.

Each contributor from the day had provided their 5 top tips which had been out to all Panel Members.

(g) Recruitment

The Area Convener extended his gratitude to all the Central and West Lothian Group Leaders who had supported the training in Glasgow, Edinburgh, Dundee and Stirling.

(h) Short Life Working Group

It was advised that a short life working group would be established to look at providing support across the AST. The Area Convener advised that sometimes the support provided had been patchy and that he was hoping to address this.

(i) Wellbeing 1:1s

Wellbeing 1:1s were underway and there had been exceptional take up by Panel Members this year.

(j) Recognition Event – 23 May 2019

This year's recognition event would be held in Burgh Halls, Linlithgow and would be streamlined.

(k) Social Event – 26 October 2018

The first ever AST social evening had been held with over 70 Panel Members attending. Anna Devitt hosted the event and it was a very enjoyable evening. It was confirmed that the AST was looking to deliver another Social Event in 2019.

(l) Newsletters

Newsletters would be continued on a bi-annual basis in December and then again in June. The newsletter had received positive feedback.

(m) Christmas Cards and Birthday Cards

This initiative had received a lot of positive responses from those who had received them. Panel Members had commented that they appreciated this and felt valued.

(n) Re-appointment

A Morgan provided an overview of the Re-appointment process indicating that it had been a huge undertaking with a lot of issues coming through. She advised that the AST would be going through all the re-appointment reports to pull out themes or concerns and would be responding to everyone who had raised any concerns.

Information from that process would be submitted to the Wellbeing Working Group and Learning and Development Sub-Committee.

(o) Employers Event

A second Employers Event was planned to be held on 17 May 2019 with Anna Devitt coming along to speak.

(p) PPA Short Life Working Group

A PPA Short Life Working Group had developed a tracking system for observation reports which would allow good practice along with training needs to be identified and followed up at subsequent observations.

(q) Working Groups

It was confirmed that a Working Group would be set up to look at pastoral issues with the remit looking at:-

- Ongoing pastoral support for PMs/PPAs – from the moment they walk into the Hearing room to the moment they leave (to include looking at trauma within the Hearing room).
- Ongoing recognition of Panel Members.
- How the AST can tap into the talent within our panel and fully utilise it.

N McKinlay advised that there are a number of cases currently within the system that were high level, complex cases with the substance of these cases being traumatic to all those involved. SCRA were looking at introducing a mental health first aider who would have enhanced training and could spot symptoms early.

Discussion took place around the issue of trauma in the Hearing room and acknowledged that this was something that required to be examined in further detail.

Decision

NOTED the update.

AST5. CHS Update

B McAdam, National Convener, CHS expressed his appreciation and thanks to the AST for allowing him the opportunity to come along. He spoke in relation to the undernoted:-

- This was his last year in post as National Convener and he would be leaving the Service on 4 October 2019.
- Advising that Central and West Lothian were an exemplar for Scotland and thanked the AST for the superb work they do for PMs and the interests of children and young people.
- Lots of things happening in CHS:-
 - Moved office, now located within Thistle House, Edinburgh (at Haymarket) and encouraged AST Members to pop in. The office space allows training to be provided with conference facilities available for up to 60 people.
 - National Convener post had just been advertised and this process would be managed by the Board. He advised that he would not be part of the process and the interviews would involve representatives approved by Scottish Ministers and also young people.
 - New Posts – Area Support and Improvement Partners – over the last few months CHS had been focused on the implementation of new posts. Over the last few years the sustainability of the volunteer management system had caused him anxiety as the increase of activity of ASTs had resulted in local AST Members, in particular, Area Conveners, increased activity levels such as involvement in Better Hearings, complaints etc.
 - Highlighted that the initial establishment of CHS caused a period of disruption, which has since calmed down.
 - 50th Anniversary of Kilbrandon and young people are saying – why do we still have the big table, using big words and feel that we are not being listened to? Why

can't we have evening Hearings – which as we know is big challenge for professionals?

- Better Hearings programme for change – we don't know what works and there has not been consistent roll out across the country.
- Scottish Parliament, Education and Skills Committee calling for improvements in Chairing, continuity and Legal Representation.
- Review of Care is ongoing – pledged that they are going to listen to a 1000 voices with lived experience and that they will listen to what they say and will act.
- CHS is part of that lens and discussions have taken place around the fact that maybe the Hearings System has had its day, but what would it be replaced with? Even professional sheriffs get it wrong.
- Feels passionately that the Hearings System is absolutely the right thing for Scotland, that volunteers bring commitment, but inappropriate comments and language along with finger wagging to YP continues to be experienced.
- So how do we prepare for what is coming out – report is due 14 February 2020 – with the view that love should be at the heart of the system.
- Stop/Go – stop doing this, do a bit more of that
- What that means in practice, is not known. Jackie Macrae attends one of the workstreams, each is co-chaired by a young person and there have been discussions around why can't the young person manage the Hearing.
- A lot of what comes out of the Review – we will not be able to deliver. However, there are areas that we can bring about change.
- Some things we can implement – Panel Member Profiles, the element of helping people see who they are going to meet, with increasing evidence that young people like it.
- Partnership working – another layer placed upon Area Conveners
- The Scottish Government has listened - we need people to carry out change and provided an extra £700,000. They are committed to provide the opportunity to expand local senior level to take forward drive to deliver that change.
- Central and West Lothian is a high performing AST, acknowledged that this is not the case in other areas.
- PM Recruitment post generated 1700 applications, 516 commenced training, 444 coming out at the end. Turning away 500-600 qualified people who have skills to contribute to the system, turning away women who are top notch.
- Acknowledging that CHS needs to do more to support PPA training, which is part of the change.

- In one area, they only have 1 PPA, in another area they struggle to recruit an Area Convener – why don't people apply?
- CHS are now analysing data, lots of challenges ahead but key things that require to be addressed are process, language and behaviour.
- Chairing – new policy, reviewing PPM to be more agile and provide robust information.
- Newsletter – looking to develop new national newsletter – getting better at communicating with the Panel community
- Community Survey – less onerous for PMs to completed and for the first time involving trainees who were able to comment on their experiences of training.
- CHIRP – people don't use, because they don't have the skills to use it or just that they won't use – promoting CHIRP, PMs say it's clunky.
- Digital agenda in conjunction with SCRA – securing 7.5 million to develop new project, occupying 30% of staff time. This will provide expense module, observation module – lots coming out and will be ready to roll out to be tested. Digital training – now have facilities to use Thistle House, 30 people can be trained at the same time. In future, exploring opportunities for digital statements from children but lots of challenges around connectivity etc.
- Review of Care – will have to have the resources provided to support the recommendations.

Discussion then took place on the undernoted:-

- That Panel Members just wanted to be able to get the papers on time, have a laptop that worked in the Hearing room, ink in the printer and be supplied with a laptop and mobile to assist with rota duties. In response, B McAdam acknowledged this was the case and advised that there was no current investment in laptops etc.
- Mixed gender Panel Members – at the moment legislation dictates that there has to be a gender balance on panels, he asked AST Members how they would feel about same gender panels. There were no concerns from those in attendance around the gender balance being removed, however, it was felt that if legislation was changed, ASTs should still strive to maintain a gender balance on panels. It would be preferable to have 3 highly skilled Panel Members rather than substandard male PMs who are, in some instances, are making up the numbers.
- Young people – challenges around recruiting and retaining young people.
- Chairing – confirming that the policy decision is that all PMs Chair, focus on panel being a team, not an individual, but that the Hearing should be a team effort.

- Positive destinations for young people – PMs want to know that that they are making a difference, but we do not have the evidence that the decision of the Hearing has impacted on the lives of the young person. CHS working with youth justice around measuring outcomes.
- Concern was raised around the contents of the job description for the Area Support & Improvement Partner roles as it was felt that some of key tasks were currently undertaken by AST Members. In response B McAdam advised that the post would not replace what AST Members do, the new post will be accountable to CHS but the hope is that the individuals will have enough experience that they can hit the ground running. Lot of debate took place around the salary, but the individuals have to be self motivated, need to get people to come with us and implement changes as they happen. The interview panel will have young people and the area Convener will be involved in the appointment process.

Decision

NOTED the update by B McAdam, National Convener, Children's Hearings Scotland.

AST6. SCRA UPDATE

N McKinlay, Locality Resource Manager, provided an update from the last 6 months, as undernoted:-

- Digital programme – new case management system which is being designed in conjunction with CHS and will have the capacity to provide digital panel papers. The system is cloud based and maintained by Microsoft. SCRA have learned by experience of rolling out the previous Case Management System which had significant challenges and so this program will be delivered in sprints, tested and then adjusted. System was looking good.
- Laptops – confirmed that he is unable to look at purchasing new laptops until the new system is rolled out, funding for laptops comes from a separate budget and there is no scope for the purchase of them at this point.
- Better Hearings - Falkirk Hearing room has received fantastic reviews from families who have been commenting positively. With the Falkirk redesign, they used past experience to provide furniture that meets different needs and different sizes so there is something to suit everyone.
- Sensory Tool Kits - rolling out sensory tool kits to all hearing centres - some of the materials include fidget boxes, pillow - keep calm headphones, ear defenders, sunglasses. SCRA

would be encouraging Social Workers to allow time with the child for preparation.

- In Stirling, N Regan had managed to secure funding for sensory garden. N McKinlay had personal reservations, mainly around who would maintain the garden and the potential for the garden to be vandalised.
- New style GIRFEC papers – he has seen final version and feels that the chronology looks better. WL Reporters are quite happy with the new format. Falkirk don't want to adopt at present.
- Preparing children – person who was best placed to undertake the preparation would be identified in team around the child, SCRA had held workshops to skill them up to do so. Training has also been delivered in secondary schools. He felt that this was a really good piece of work which M Smith and D Preece had been involved in. He was hopeful that this would be rolled out across all areas.
- In response to a comment that Panel Members are frustrated that they do not receive SW reports on time, he advised that there were problems in 2 of the Local Authority areas (Falkirk and Clacks) and that Tri-partite groups were working on improving things.
- Trauma - impact of trauma and mental health.
- Stirling inspection – self evaluation submitted and meetings would be held with PMs and Reporters.
- Due to give summary for all appeals hoping to have ready for June to allow inclusion within newsletters.
- Emergency transfers shot through the roof. SCRA had identified that YP had been moved to alternative placements without these transfers being brought back to hearings. Following promotion of what the law was, there had been an increase in ICSSOs where panels had been asked to ratify moves that had effectively already been made.
- Continuity – clarity was sought around continuity on whether the request for continuity had to be requested at subsequent Hearings or, once made, would continuity be in place until substantive decision was made.

Decision

NOTED the feedback from N McKinlay, Locality Reporter Manager, SCRA.

AST7. AST DEPARTURES – RECRUITMENT/RE-APPOINTMENT

A report was circulated advising of the resignations received from membership of the National Children's Panel and from the Area Support Team since the last meeting of the AST in October 2018.

Resignations had been received from the undernoted Children's Panel Members and AST Members:-

Clacks

- Ashley Holleran (trainee Panel Member) – Ill-health
- Lesley Hutchison – moving out of the area
- Irene McGaw – personal reasons

Falkirk

- Jenny McFeat – work commitments/personal reasons
- Stacy McKinlay – work commitments
- Findlay Myles (trainee) – Ill-health

Stirling

- Stirling Boyd – time commitment
- Rhona McCracken – conflict of interest

West Lothian

- Gordon Edwards (trainee) – time commitment
- Veronica Harris – personal reasons
- Sarah Kerr – personal reasons
- Sonia Sprules – work commitments

AST Members

- Moira Houston, PPA – work commitments
- Del Kaiser, LDC, West Lothian – work commitments

In addition, the report provided details of those Panel Members who were not seeking re-appointment, as detailed below:-

Clacks

- Maureen Love
- Gareth Norman

Falkirk

- Jude Ainsley
- John McNaughton

Stirling

- Mary Bentley
- Marion Kilgannon

West Lothian

- Malcolm Evans
- May Longmuir
- Patricia Williams

AST Members

- Norma Howarth, PR, Clackmannanshire
- Lynn Raynal, LPR, Clackmannanshire

Decision**NOTED:-**

- (a) The resignations of the above Panel Members and AST Members,
- (b) Details of those Panel Members and AST Members who are not seeking a further term of appointment,
- (c) That Children's Hearings Scotland had been advised of the foregoing resignations and the details of those Panel/AST Members who are not seeking re-appointment; and
- (d) That the Panel Members and AST Members have been thanked for the work undertaken on behalf of the Central and West Lothian Area Support Team.

AST8. ANY OTHER COMPETENT BUSINESS**(a) Presentations**

The Area Convener thanked B McAdam for his attendance at the meeting and for his valuable contribution to the Hearings System over the years. To mark B McAdam's retiral from CHS, on behalf of the AST, he was presented with a gift which was well received.

In addition, L Raynal was presented with a bouquet of flowers in acknowledgement of the work carried out by her in the role of Lead Panel Representative.

Decision**NOTED.****AST9. DATE OF NEXT MEETING**

Agreed that the Clerk submit a doodle Poll out to AST Members to establish a suitable date to meet in November/December time.

The topic of the session will be looking at Breaking down Barriers across the AST.

Minute of Meeting Scotland Excel Joint Committee

Date	Time	Venue
Friday, 21 June 2019	10:45	City Chambers, Glasgow City Council, 80 George Square, Glasgow, G2 1DU

Present

Provost Bill Howatson (Aberdeenshire Council); Councillor Alasdair Rankin (City of Edinburgh Council); Councillor Donald Balsille (Clackmannanshire Council); Provost Norman Macdonald (Comhairle Nan Eilean Siar); Councillor Stephen Thompson (Dumfries & Galloway Council); Councillor Gordon Jenkins (East Ayrshire Council); Councillor John Jamieson (East Dunbartonshire Council); Councillor Tony Buchanan (East Renfrewshire Council); Councillor Gary Bouse (Falkirk Council); Councillor Altany Craik and Councillor Ross Vettrano (both Fife Council); Bailie Norman MacLeod (Glasgow City Council); Councillor Alister Mackinnon (Highland Council); Councillor Aaron McLean (Moray Council); Councillor Paul Di Mascio and Councillor Allan Graham (both North Lanarkshire Council); Councillor Anne Jarvis (Perth & Kinross Council); Councillor John Shaw (Renfrewshire Council); Councillor Amanda Hawick (Shetland Islands Council); Councillor Colette Stevenson (South Lanarkshire Council); Councillor Ian Dickson (West Dunbartonshire Council) and Councillor John McGinty (West Lothian Council).

Chair

Councillor Shaw, Convener, presided.

In Attendance

J Welsh, Director, H Carr, Head of Strategic Procurement and S Brannagan, Head of Customer & Business Services (all Scotland Excel); M Conaghan, Legal & Democratic Services Manager, K Campbell, Assistant Chief Auditor, C McCourt, Finance Business Partner, A McNaughton, Senior Committee Services Officer and K O'Neill, Assistant Democratic Services Officer (all Renfrewshire Council).

Apologies

Councillor Alastair Bews (Aberdeenshire Council); Councillor Alan Donnelly and Councillor John Reynolds (both Aberdeen City Council); Councillor Rory Colville (Argyll and Bute Council); Councillor Angus Douglas (Angus Council); Councillor Graham Hutchison and Councillor Matthew Reiss (both City of Edinburgh Council); Baillie Willie Sawers (Dundee City Council); Councillor John McMillan (East Lothian Council); Councillor Jim Clocherty (Inverclyde Council); Councillor Derek Milligan (Midlothian Council); Councillor Barbara Foulkes (Orkney Council); Councillor Donald L Reid (North Ayrshire Council); Councillor Simon Mountford (Scottish Borders Council); Councillor Peter Henderson (South Ayrshire Council) and Councillor Alison Laurie (Stirling Council).

Declarations of Interest

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

1 Minute of Joint Committee

There was submitted the Minute of the meeting of the Joint Committee held on 7 December 2018.

DECIDED: That the Minute be approved.

2 Minutes of Executive Sub-Committee

There were submitted the Minutes of the meetings of the Executive Sub-committee held on 7 December 2018 and 25 January, 22 March, 26 April and 31 May 2019.

DECIDED: That the Minutes be approved.

3 Membership of Executive Sub-committee

There was submitted a report by the Clerk relative to the membership of the Executive Sub-committee seeking approval for the appointment of members to the Executive Sub-committee for the period to June 2020.

The report indicated that the Procedural Standing Orders provided that the Executive Sub-committee should comprise a maximum of 13 members including the Convener and Vice Convener of the Joint Committee. Where possible the membership of the Executive Sub-committee should reflect the geographic diversity of the constituent authorities.

DECIDED:

(a) That it be agreed that the Executive Sub-committee continue to comprise of elected members from Renfrewshire Council (Convener), North Lanarkshire Council (Vice Convener), Aberdeenshire Council, Angus Council, City of Edinburgh Council, Comhairle nan Eilean Siar, Dumfries and Galloway Council, Fife Council, Glasgow City Council, Highland Council, North Ayrshire Council, Shetland Islands Council and South Lanarkshire Council; and

(b) That membership of the Executive Sub-committee be next reviewed at the meeting of the Joint Committee to be held in June 2020.

Sederunt

Councillor Jarvis and Councillor Rankin entered the meeting prior to consideration to the following item of business.

4 Scotland Excel Unaudited Annual Accounts 2018-19

There was submitted a report by the Treasurer relative to the unaudited annual accounts for the Joint Committee for 2018/19 which were attached to the report.

The report intimated that the accounts for the year ended 31 March 2019 had been completed and forwarded to Audit Scotland for audit. The accounts indicated that Scotland Excel's core activities resulted in a draw on reserves of £93,288 in 2018/19 compared to a budgeted draw on reserves of £90,000 and projects returned income of £422,404 over expenditure. This produced a combined underspend for the year of £329,116 which had been added to usable reserves, which were committed as outlined in note 6 to the accounts.

The management commentary within the accounts provided an overview of Scotland Excel's performance during 2018/19 along with risk information and its outlook for the future.

In accordance with the Local Authority Accounts (Scotland) Regulations 2014 the unaudited accounts had only been signed by the Treasurer as proper officer. The audited accounts would be signed by the Convener, the Director of Scotland Excel and the Treasurer in accordance with the regulations.

DECIDED:

- (a) That the unaudited annual accounts for 2018/19 be noted;
- (b) That the annual governance statement be approved; and
- (c) That the transfer of £55,000 of project balances to the revenue reserve be approved.

Sederunt

Councillor Bouse entered the meeting prior to consideration to the following item of business.

5 Internal Audit Report Summary - Contract Management (Award Arrangements)

There was submitted a report by the Chief Auditor, Renfrewshire Council, relative to Internal Audit's report summary on the arrangements in place to award contracts.

The report intimated that in line with the Public Sector Internal Audit Standards, Internal Audit must communicate the results of each engagement to the Joint Committee. Internal Audit had undertaken a review of the arrangements in place to award contracts and the report provided a summary of the work undertaken, the audit

findings and the action being taken by management to address the recommendations made.

The appendix to the report provided a summary of the overall assurance rating for the engagement and the number of recommendations in each category and the committee summary for the engagement.

DECIDED: That the Internal Audit summary for the Internal Audit review of Contract Management (Award Arrangements) be noted.

6 Internal Audit Annual Report 2018/19

There was submitted a report by the Chief Auditor, Renfrewshire Council, relative to the Internal Audit annual report on Scotland Excel 2018/19.

The report intimated that the Public Sector Internal Audit Standards required that the Chief Auditor prepare an annual report on the internal audit activity's purpose, authority and responsibility as well as performance relative to its plan. The report must also provide an audit opinion on the overall adequacy and effectiveness of the internal control environment of the audited body.

The annual report for the Joint Committee formed the appendix to the report and outlined the role of internal audit, the performance of the internal audit team; the main findings from the internal audit work undertaken in 2018/19 and contained an audit assurance statement.

DECIDED: That the Internal Audit annual report 2018/19 be noted.

7 Funding Model Update

There was submitted a report by the Director of Scotland Excel providing an update on the progress made on generating additional funding which covered the period April to June 2019.

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

Funding opportunities had been approved by the Joint Committee and were progressing, with three projects contributing surpluses within the current financial year. The report provided updates in relation to each of the funding streams and the transparent funding mechanism that provided a very competitive offering whilst also supporting value for money for member councils. The report intimated that further updates, including delivery against income targets, would be presented to future meetings of the Joint Committee and the Executive Sub-committee.

DECIDED: That the progress made be noted.

8 Operating Plan Update 2018/19

There was submitted a report by the Director of Scotland Excel relative to the progress made against operating plan activities during 2018/19.

The report intimated that in June 2018 the Joint Committee approved a new five-year corporate strategy which was supported by annual operating plans. Quarterly reports were produced to track Scotland Excel's performance against operating plan commitments and these reports summarised the progress made against the key priorities identified each year using a 'traffic light' symbol which provided a quick guide to the status of each action. This guide had been revised in 2018/19 and now included symbols to indicate projects or activities which had not yet started and projects or activities which had been completed.

The appendix to the report provided the year-end update report on progress undertaken and updates on 13 key performance indicators (KPIs) included within the plan.

The majority of commitments in the operating plan were progressing in line with plans and were indicated as green within the report. Most of these related to major projects which spanned multiple years or were ongoing business activities which were strategically important to the organisation and which would appear in operating plans throughout the five-year period of the current strategy.

It was noted that seven activities were progressing more slowly than anticipated, predominantly due to external factors and Scotland Excel would deliver these commitments during 2019/20 and take action to mitigate the impact of any external factors which delayed progress; seven commitments were completed during 2018/19; and nine commitments would commence during 2019/20.

The report highlighted that progress reports would be produced at the end of each quarter and submitted to the Executive Sub-committee at their next scheduled meeting. Half-yearly and annual reports would also be submitted to future meetings of the Joint Committee. Members were advised that more information on the reasons for delays on activity progress would be provided in future operating plans.

DECIDED:

(a) That Scotland Excel's performance in the delivery of the operating plan 2018/19 be noted; and

(b) That it be noted that future operating plans would include more information on reasons for delays in activities.

9 Operating Plan 2019/20

There was submitted a report by the Director of Scotland Excel relative to the operating plan 2019/20, a copy of which was appended to the report.

The report intimated that Scotland Excel followed a robust strategic planning process to develop its corporate strategy and operating plans. The future vision of the organisation was supported by a mission statement based on business capabilities and the corporate values shared by all staff. Goals informed the direction of business activity and each goal was further articulated through high level strategic objectives.

The annual operating plan outlined the organisation's commitment to the actions and activities it would undertake each year to meet the strategic objectives and progress towards achieving its vision. The plan was used to develop detailed action plans for the organisation which were cascaded to employees as annual performance objectives.

Progress reports would be produced quarterly and half-yearly and annual reports would be submitted to the Joint Committee with reports for the interim quarters submitted to the Executive Sub-committee. Reports would also track performance against strategy outcomes using 13 key performance indicators.

DECIDED: That the proposed operating plan 2019/20 be approved.

10 Annual Procurement Report

There was submitted a report by the Director of Scotland Excel relative to Scotland Excel's annual procurement report, a copy of which was appended to the report.

The report intimated that where a public organisation was required to prepare a procurement strategy or review an existing one, it must also publish an annual procurement report. The Procurement Reform (Scotland) Act 2014 set out what, as a minimum, each annual procurement report must contain. Annual procurement reports must be published as soon as reasonably practicable after the end of the financial year and should be relevant and proportionate; provide transparency of purchasing activities; and address all matters contained in the organisations' procurement strategy.

Scottish Ministers would produce an annual report on procurement activity in Scotland based on information contained in the annual procurement reports from public organisations.

DECIDED: That the content of the annual procurement report, as appended to the report, be noted and published on Scotland Excel's website.

11 Update on the Contract Delivery Plan

There was submitted a report by the Director of Scotland Excel relative to progress against the 2019/20 contract delivery plan.

The report intimated that the contract delivery plan comprised framework renewals, new developments, framework extensions and frameworks with ongoing contract management only and Appendices 1 to 3 to the report provided further details.

The report highlighted that contract delivery remained active with 68 current frameworks in the Scotland Excel contract portfolio, 11 of which were to be renewed before 31 March 2020; a further 11 new frameworks would be added to the contract portfolio by 31 March 2020; and a further 19 frameworks on the current portfolio had extension options that were likely to be exercised in 2019/20, seven of which had already been approved.

The report advised that the estimated forecast value of the Scotland Excel framework portfolio by 31 March 2020 would be approximately £1.9 billion.

It was noted that overall, efficiencies delivered to date were 1.0% which was below the 2% to 4% forecast savings range. This figure was based on a single contract delivered in 2019/20.

Scotland Excel was exploring the benefits of further collaborative procurement across high spend, critical service areas of adult social care and construction; had finalised the procurement strategy for care and support services; would continue to work with a range of partners to implement the procurement strategy; would continue to work with key stakeholders to deliver a new sourcing strategy for care home services for older people; had taken over operational contract management of care home services for older people from CoSLA on 1 April 2019; would continue work in conjunction with the Digital Office to procure a replacement Social Work Case Management system.

The first-generation new build residential construction framework was progressing well and the second stage of the two-stage tender procedure had been issued in March 2019 and remained on course for going live in September 2019.

There was a plan to create a framework to replace the expired online school payments framework with enhanced content to cover cashless catering and include peripherals such as ordering hardware, biometric recognition and enhanced reporting functionality.

DECIDED: That the progress made to date be noted.

12 Community Benefits and Fair Work Practices Update

There was submitted a report by the Director of Scotland Excel highlighting the community benefits delivered as a result of the Scotland Excel framework portfolio in the period 1 October 2018 to 31 March 2019 together with an update on fair work practices which would give an analysis of suppliers and providers Living Wage status.

The report intimated that the requirement to include community benefits in the delivery of goods and services was an integral element within Scotland Excel frameworks. Community benefits were reviewed with suppliers at contract management review meetings and reported to local authority procurement managers at business review meetings. The system had been updated to address the requirements of the statutory guidance made under the Procurement Reform (Scotland) Act 2014 and to further support the drive to deliver sustainable procurement.

Table 1 to the report detailed a summary of the social value added across the portfolio since 2013. The appendix to the report detailed the community benefits by council for 2018/19.

In relation to fair work practices, including the Living Wage, the report intimated that Scotland Excel commenced formal consideration within tenders in early 2015 and that the respective position on bidders' work practices had been outlined within contract approval reports submitted to the Executive Sub-committee. The report detailed the overall position across Scotland Excel's portfolio.

The next community benefits data collection, analysis and review cycle would be completed in line with management information processes to cover the period to the end of September 2019. The results would be reviewed with the supply base and where appropriate would be incorporated into supplier performance objectives.

DECIDED: That the report be noted.

Sederunt

Provost Howatson left the meeting during consideration of the following item of business.

13 Procurement Commercial Improvement Programme (PCIP) Update

There was submitted a report by the Director of Scotland Excel providing an update on the status of the procurement assessment programme within member councils and the work undertaken by Scotland Excel to support councils with the Procurement Commercial Improvement Programme (PCIP).

The report intimated that PCIP, a maturity model designed to assess Scottish public sector procurement performance in a common format, was introduced in 2015 and was a continuation of the work undertaken by the Procurement Capability Assessment carried out on an annual basis since 2008. The focus of PCIP was on the policies and procedures driving procurement performance and the results they delivered.

The first round of PCIP assessments with all 32 councils were carried out in 2016/17 following which a 'lessons learned' and consultation exercise was carried out with key stakeholders. The outcome was that councils would be offered two assessment routes in 2018/19, being either the full assessment route or a streamlined focussed assessment route with any council that scored below 50% in 2016/17 being automatically subject to the full assessment route.

Following selection of the assessment routes, 25 councils were subject to focussed assessment and seven were subject to the full assessment. As of 31 May 2019, 30 of the 32 assessments had been completed and the full programme would be completed by September 2019.

The report provided a summary of the profile of the number of councils and the performance band and a breakdown of the average scores across the local government sector for each section of the PCIP assessment for 2016/17 and 2018/19.

The focussed assessment approach delivered in 2018/19 had been well received by councils and Scotland Excel would work with councils, Scottish Government and other centres of excellence to share lessons and ensure that future programmes maintained value and met the needs and aspirations of the local government sector.

DECIDED: That the progress of the 2018/19 PCIP programme be noted.

14 Special Leave and Hospitality

There was submitted a report by the Director of Scotland Excel relative to staff absence rates, special leave given to staff and hospitality granted by the organisation in 2018/19.

DECIDED: That the report be noted.

15 Date of Next Meeting

DECIDED: That it be noted that the next meeting of the Joint Committee would be held at 10.45 am on 6 December 2019 within the City Chambers, Glasgow City Council.

Minute of Meeting of the Falkirk District Twinning Association held within the Municipal Buildings, Falkirk on Wednesday 24 June 2019 at 6.00pm

Attending: Elaine Mitchell (Chair), Cllr Pat Reid (Treasurer), Ian Burt, Laura McEwan, Siobhan O'Neill, Julie Williams and Ewan McWilliams, with Hugo Ventuimi and Herlan Restiepe (Exchange Students)

Apologies: Provost William Buchanan, Cllrs Laura Murtagh and Ann Ritchie, and Janet Weir, Andy Christie and Roy Robertson

Meeting began at 18:00

1. Note of meeting held on 24 April 2019

The note of the meeting of the Falkirk District Twinning Association held on the 24 April 2019 was circulated and **APPROVED**.

2. Matters Arising

a. Erasmus +

The representatives from the Champions Board informed the Association that a full itinerary is in place for Monday through Sunday. In addition, the students will visit the pupil Council in Creteil and look at the learning and experiences of children in care.

The students intend to film their experience and prepare a video of the learning exchange. If there is an opportunity upon their return the Twinning Association would like to invite the students to show the video to the Association.

b. Wee Tree Theatre

No update.

c. UPEC – Université Paris-Est Créteil

EM introduced the two students (Hugo and Herlan) who have begun their work experience placements in Falkirk. They both started at the Gladiator exhibition in Callendar House.

d. Bibliotheque

EM to contact Anna Heron to explore any potential opportunities arising from the three areas within the libraries project.

e. Social

The proposal remains to hold a social event at the Abbotsinch in Grangemouth during the period when the exchange students are in Falkirk. The Association discussed ideas but there are no definitive plans currently set.

3. Electronic Banking

The treasurer informed the Association that the balance currently stood at £5,263.31 following the inclusion of the grant from Falkirk Council. In addition, there was no update on the transition Electronic Banking.

4. Any Other Business

The role of website administrator remains open.

5. Date of the Next Meeting

The next meeting of the Association will be on **TBC** to be held in the Municipal Buildings, Falkirk.

Meeting ended at 18:30

FORTH VALLEY NHS BOARD

TUESDAY 24 SEPTEMBER 2019
For Approval

Item 3 - Draft Minute of the Forth Valley NHS Board Meeting Held on Tuesday 6 August 2019 at 9am, in the NHS Forth Valley Headquarters, Carseview House, Castle Business Park, Stirling.

Present	Mr Alex Linkston (Chair)	Mrs Cathie Cowan
	Mrs Julia Swan	Mr Allan Rennie
	Councillor Allyson Black	Mr Robert Clark
	Mr Andrew Murray	Dr Graham Foster
	Mr Scott Urquhart	Professor Angela Wallace

In Attendance

Miss Linda Donaldson, Director of HR
 Mrs Elsbeth Campbell, Head of Communications
 Ms Kerry Mackenzie, Head of Performance
 Mrs Sonia Kavanagh, Corporate Governance Manager (*minute*)

1. APOLOGIES FOR ABSENCE

Apologies for absence were intimated on behalf of Mr John Ford, Dr James King, Mr Stephen McAllister, Councillor Susan McGill, Dr Michele McClung and Councillor Les Sharp.

2. DECLARATION(S) OF INTEREST(S)

There were no declarations of interest.

3. MINUTES OF FORTH VALLEY NHS BOARD MEETINGS

3.1 Minute of the meeting held on 28 May 2019

The minute of the Forth Valley NHS Board meeting held on 28 May 2019 was approved as a correct record.

3.2 Minute of the special meeting held on 11 June 2019

The minute of the Forth Valley NHS Board special meeting held on 11 June 2019 was approved as a correct record.

4. MATTERS ARISING FROM THE MINUTE

There were no matters arising from the minute.

5. PATIENTS/STAFF STORY

Professor Angela Wallace introduced a short film that shared the story of a gentleman who had suffered a life changing stroke while working abroad and his journey to get better. He experienced paralysis and his ability to speak was affected, a condition known as aphasia which meant he was unable to express his fears or seek clarity to understand what this meant for him.

The gentleman returned to Scotland and was referred by his GP to the Speech and Language Therapy team who supported him through his recovery. He was now able to speak and was

involved in a friendship group which provided support and a safe environment for others in a similar situation to share their stories, experiences and tips.

The NHS Board:

- **Noted the powerful story and the positive outcome for the gentleman and his family**

The NHS Board agreed to take items 8.1 and 10.3 at this point in the agenda

8.1 Finance Report

The NHS Board considered a paper “Finance Report” provided by Mr Scott Urquhart, Director of Finance.

Mr Urquhart provided a summary of the financial position for NHS Forth Valley to 30 June 2019, with a year to date overspend of £0.860m. Two of the main financial pressure areas were highlighted within Clinical Services areas including Acute Services and Cross Boundary Flow.

Forecast year end outturn positions would be provided from July based on a full quarter 1 financial review. However the current assessment was that delivery of financial balance for 2019/20 was at risk, with a need to identify and deliver further cost improvement schemes, to clarify outstanding anticipated funding streams and to confirm the 2019/20 arrangements for IJB outturn risk shares. Mr Urquhart highlighted a number of additional staffing costs including staffing requirements to address the actions from a recent Internal Audit report regarding information governance and the impact of new drug costs for a small number of patients with rare conditions. A proposal to employ two new Consultant Physician posts which would replace the use of premium agency and therefore deliver better value and savings had been approved by the Senior Leadership Team in June 2019.

The capital budget for the same period reflected a balanced position. Detailed assessment on the financial impact of land disposal as part of the Bellsdyke development agreement continued and discussion with the Scottish Government in managing the timing of capital and revenue implications was underway.

The NHS Board discussed the savings required including the pressures regarding central budgets and the importance of a long term strategic approach to drive savings systematically. The focus on the Project Management Office (PMO) approach would assist with this and highlight further opportunities to drive efficiencies.

The NHS Board:

- **Noted a revenue overspend of £0.860m to 30 June 2019**
- **Noted a balanced capital position to 30 June 2019**
- **Noted a savings requirement in 2019/20 of £19.2m, of which £16.4m had been identified to date**
- **Noted key financial risks outlined in section 6 of the report**

10.3 Corporate Risk Register Update

The NHS Board considered a paper “Corporate Risk Register Update” provided by Mr Scott Urquhart, Director of Finance.

Mr Urquhart presented the Corporate Risk Register updated as of 31 July 2019 and highlighted in particular the increased scores for Risks 3 and 10. These were in relation to NHS Forth Valley’s Information Governance obligations and supporting infrastructure including a recent

localised electrical outage. Work was ongoing to mitigate the risks and it was expected that these scores would reduce accordingly.

The NHS Board discussed the details of these particular risks and the need to explore alternative storage and options to digitalise records in the long term. In response to a question from Mr Rennie regarding why the electrical outage had been included in the risk register if it was not a systemic issue, Mr Urquhart advised that although appropriate contingency plans had been activated, further testing work was ongoing to provide additional assurance.

The NHS Board:

- **Noted the assurance provided regarding the effective management and escalation of risks**

Mr Urquhart left the meeting at this point

6. BETTER CARE

6.1 Director of Public Health Report 2016-2018

The NHS Board considered a paper “Director of Public Health Report 2016-2018” provided by Dr Graham Foster, Director of Public Health and Strategic Planning.

Dr Foster outlined the work to improve the health and well being of the population in line with NHS Forth Valley’s Healthcare Strategy: Shaping the Future and agreed national priorities. The report was called ‘Positive Steps’ and reflected the substantial improvements and developments made.

The NHS Board acknowledged the positive achievements made including the alternative approach to prisoners’ health through social influencing, the work to reduce drug related deaths and the success of the Daily Mile, which had started in Forth Valley for primary school children and was now an international success and being promoted to employers for their staff. The social determinants of health which impacted the health and wellbeing of the Forth Valley population were discussed and the challenges faced. The themes and consequences of deprivation and inequality were evident in the report and the need to invest in programmes/services for vulnerable groups.

To enable to the NHS Board to consider this and understand the implications to people’s health and wellbeing in further detail, it was agreed this would form part of a future Board Seminar.

The NHS Board:

- **Noted the draft Director of Public Health report 2016-2018**
- **Noted the breadth of work carried out to improve the health of the population of NHS Forth Valley**

7. BETTER VALUE

7.1 Executive Performance Report

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

Mrs Cowan provided updates on the improvements and deteriorations with regards to the eight key standards. She highlighted the national commitment to achieve the 62 day cancer target - 95% of patients urgently referred with a suspicion of cancer should be treated within 62 days, by spring 2021 and this was also reflected in NHS Forth Valley’s Annual Operational Plan

2019/2020. Mrs Cowan noted that the May 2019 monthly position was 85.9%, a 4.2% improvement on the May 2018 position of 81.3% and noted the position against the 31 day target was 96.1%.

In respect of the Waiting Times Improvement Plan, the agreed target for outpatients with an ongoing wait beyond the 12 week outpatient wait standard for March 2020 was 1250. Mrs Cowan highlighted that at the end of June 2019 the total number of patients waiting was 1899, noting this was ahead of agreed milestone. In respect of the 12 week Treatment Time Guarantee, the agreed target for March 2020 was 750 patients waiting longer than 12 weeks. Although behind the plan with 987 patients waiting at the end of June 2019, this was an improvement from June 2018.

Mr Murray highlighted the performance with A&E waits over 4 hours and the impact of boarding and Delayed Discharges. Work continued to ensure there was a consistent approach through the escalation/decision policy and the Unscheduled Care Programme Board. The whole system approach involved both Chief Officers and partnership colleagues and included 'Home First' where appropriate and the need for a fully integrated discharge team to ensure the necessary conversations took place timeously across all partners.

Miss Donaldson highlighted the continuing reduction in sickness absence levels with a further decrease of 0.32% from the May to June position. The work of the Health and Wellbeing Absence Management Programme Board continued with the early return to work scheme assisting with the reduction while supporting staff to remain feeling valued and part of the team. Mr Clark confirmed the positive impact of changing conversations with staff to understand all factors involved and establish what alternative arrangements would assist them to return.

The NHS Board discussed the various reasons for absence and the importance of using policies such as Carer's and Parental Leave appropriately to ensure figures were accurate.

The NHS Board:

- **Noted the current key performance issues and actions**
- **Noted the detail within the balanced scorecard**

7.2 Healthcare Associated Infection Report

The NHS Board considered a paper "Healthcare Associated Infection Report" presented by Professor Angela Wallace, Nurse Director.

Professor Wallace provided an update on the current status of Healthcare Associated Infections (HAI) noting that while Staphylococcus Aureus Bacteraemia (SABs) and Device associated Bacteraemia (DABs) remained within normal control limits, Clostridium difficile infection (CDI) had exceeded them slightly. All cases had been investigated with no single cause identified and July figures reflected a return to within control limits. One large bowel surgical site infection was also noted for June. Mrs Swan noted the positive impact of the work detailed in the HAI Annual Report at the Board meeting in May 2019 and the continued improvement with caesarean surgical site infections.

Healthcare Environmental Inspectorate (HEI) had made an unannounced visit to Falkirk Community Hospital in June 2019. Feedback received was favourable and it was anticipated that the final report would be published in August 2019.

The NHS Board:

- **Noted the assurance provided**

A short comfort break was taken at this point in the agenda

7.3 Complaints Handling Procedure

The NHS Board considered a paper “Complaints Handling Procedure” presented by Professor Angela Wallace, Nurse Director.

Professor Wallace provided a brief background to the new Complaints Handling model which was implemented across NHS Scotland in April 2017. This provided a standard person centred approach, complying with the Scottish Public Services Ombudsman (SPSO) guidance and meeting the Patient Rights (Scotland) Act 2011.

The NHS Forth Valley Complaints Handling Procedure had been reviewed and a number of minor amendments, highlighted for ease of reference, were proposed to reflect changes in staffing/roles and the introduction of GDPR.

The NHS Board:

- **Approved the minor amendments to the updated NHS Forth Valley Complaints Handling Procedure (CHP)**

7.4 Final Annual Operational Plan

The NHS Board considered a paper “Final Annual Operational Plan” presented by Mrs Cathie Cowan, Chief Executive.

The draft Annual Operational Plan (AOP), developed in line with guidance received from the Scottish Government, had been presented to the NHS Board in May 2019. Mrs Cowan noted that following comments and further discussion with Scottish Government colleagues and Chief Officers the plan had been updated accordingly. The AOP formed the performance contract between NHS Forth Valley and the Scottish Government, including the agreed waiting times targets and the commitment from both Partnerships’ Leadership Teams to deliver improvements with Delayed Discharges.

The NHS Board discussed the challenges faced and the commitment within the AOP, using the Strategy Deployment Matrix, to drive and monitor the implementation of the long term vision and priorities as set out in NHS Forth Valley’s Healthcare Strategy ‘Shaping the Future’.

The NHS Board:

- **Noted the assurance provided within the Annual Operational Plan 2019/2020**
-

8. BETTER GOVERNANCE

8.2 Strategic Deployment Progress Report

The NHS Board considered a presentation “Strategic Deployment Progress” provided by Mrs Cathie Cowan, Chief Executive.

Mrs Cowan provided a brief outline of the 7 Programme Boards which had been established to direct, co-ordinate and oversee the implementation of NHS Forth Valley’s Healthcare Strategy along with any relevant directions from Scottish Government, NHS Board and IJBs.

The Programme Boards were; Children and Families, Elective/Scheduled Care, Emergency /Unscheduled Care, Health Improvement and Health Prevention, Infrastructure, Learning Disability and Mental Health, and Primary Care. Each Board had a Strategy Deployment Matrix (SDM) apart from Unscheduled Care who would use the Recovery Plan ‘Getting ForthRigh’.

The SDM was a 'plan on a page', a quality improvement method to ensure the strategic goals of the Healthcare Strategy drove the progress and actions at all levels, aligning improvements against corporate objectives, resources and staff engagement. This would provide a co-ordinated approach to align the organisational strategy with the service plans of both Partnerships and Directorates.

The NHS Board:

- **Noted the update provide**
- **Noted that quarterly progress reports would be provided by each Programme Board**

8.3 Falkirk Community Hospital Development Plan

The NHS Board considered a paper "Falkirk Community Hospital Development Plan" presented by Mrs Cathie Cowan, Chief Executive.

Mrs Cowan reaffirmed the NHS Board's continued commitment to review Falkirk Community Hospital (FCH). Although the plans for significant development had been halted due to the financial collapse in late 2010, there had been some improvements and refurbishment undertaken such as the creation of Unit 5 and the creation of the Woodlands Resource Centre.

Mrs Cowan provided a brief outline of the key areas of redevelopment at the FCH and the need to develop and approve an appropriate and affordable clinical model which also reflected the Forth Valley wide services involved. This review would be led by Falkirk Health and Social Care Partnership's (HSCP) Chief Officer. While an initial Project Governance Structure was provided this would require wider consultation with stakeholders and cognisance of those services on site which were not within the IJB's responsibility.

Mrs Cowan advised that a review of Care Home provision by Falkirk Council some time ago had identified a request for an Intermediate Care facility on site. This had not been finalised and a review of the proposal was suggested with the preference for a more fully integrated service model. Mr Linkston highlighted discussions which took place during the Falkirk IJB meeting in June 2019 regarding the building of a new Intermediate Care facility on the FCH site. Falkirk Council had allocated capital spend to this project and Mr Linkston advised that due to the timeframes involved with the overall redevelopment of FCH, NHS Forth Valley should assist Falkirk HSCP with the progression of the proposed facility.

Mrs Swan highlighted the huge opportunity available to improve how services were integrated and delivered while ensuring patients' geographical needs were also met. The NHS Board discussed the importance of establishing the right model for the Falkirk population including involvement of the Third Sector and alleviating the pressures associated with delayed discharges.

The NHS Board:

- **Noted the update provided regarding the business case process and draft governance arrangements**
- **Noted the intention to share the paper with the Falkirk IJB**

9. BETTER WORKFORCE

9.1 Workforce Projections and Plan 2019-20

The NHS Board received a verbal update on "Workforce Projections and Plan 2019-20" provided by Miss Linda Donaldson, HR Director.

Miss Donaldson advised that NHS Forth Valley's Workforce Projections had been submitted to the Scottish Government as required. The Workforce Plan 2019-2020 was due to be considered by the Area Partnership Forum (APF) on 2 August 2019 and these would both be presented to the NHS Board at the September meeting.

The NHS Board:

- **Noted the update provided**

9.2 The Scottish Government Response to the Sturrock Review

The NHS Board considered a presentation and paper "The Scottish Government Response to the Sturrock Review" presented by Miss Linda Donaldson, HR Director.

Miss Donaldson provided a brief background to the Sturrock Review and its remit following the public disclosure in September 2018, of concerns regarding bullying and harassment in NHS Highland.

In response to the review the Cabinet Secretary for Health and Sport, Jeane Freeman, had sent a letter to all NHS Boards to reflect on and learn from the findings and provide assurance that the necessary actions had been taken with regards to the recommendations. The NHS Forth Valley response letter provided had been drafted following wide engagement and discussion with Executives, the Senior Leadership Team, the APF and staff side colleagues. Progress on actions would be considered by the Staff Governance Committee.

The NHS Board discussed the importance of ensuring a culture where NHS Forth Valley's values were evident and staff felt able to raise concerns or issues. This would also provide opportunities for improvement with the use of constructive solutions rather than sanctions.

The NHS Board:

- **Noted the contents of the response to the Cabinet Secretary's letter of 20 May 2019**

10. BETTER GOVERNANCE

10.1 Blueprint for Good Governance – Improvement Plan Update

The NHS Board considered a paper "Blueprint for Good Governance – Improvement Plan Update" presented by Mrs Cathie Cowan, Chief Executive.

Mrs Cowan noted that the Blueprint for Good Governance Improvement Plan had been presented to the NHS Board in May 2019. This had built on the considerable work undertaken in 2018 including the Board Development Diagnostic Tool and the further self assessment following the publication of DL (2019)02 – Blueprint for Good Governance to identify further opportunities for development and improvement.

Mrs Cowan provided a brief update noting the majority of actions were either complete or on track with further work required to progress the remainder.

The NHS Board:

- **Noted the progress made with the Improvement Plan and the continuing work to further enhance governance across the NHS Board's authorising environment**

10.2 Governance Update

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

Mrs Cowan highlighted the special Audit Committee meeting which had taken place in June 2019 to provide all Board members the opportunity to consider in detail 2 particular Internal Audit reports. Following discussions regarding the recommendations within report A25/19 Information Assurance, it had been proposed that the Information Governance Group should now be aligned to the Performance and Resources Committee rather than Clinical Governance Committee. Terms of References for both Committees would be updated accordingly.

As part of the Good NHS Board Governance work led by Mr John Brown, Chair of the Corporate Governance Steering Group, consideration had been given to the Remuneration Committee. The proposals and draft remit had been discussed at a Remuneration Workshop, led by Ms Shirley Rodgers, Director of Health Workforce, Scottish Government. The Remuneration Sub Committee had considered and agreed with the opportunities for development in June 2019. Mrs Cowan noted that these changes were subject to further amendments depending on the outcome from the national work regarding Terms of Reference and Standing Orders.

The NHS Board:

- **Approved the Audit Committee’s proposal that Information Governance would report to Performance Resources Committee**
- **Agreed with the proposal that the Remuneration Sub Committee should become a full Committee of the Forth Valley NHS Board with updated Terms of Reference, noting that this was subject to further national amendments**

10.4 East of Scotland Research Service Annual Report 2019-20

The NHS Board:

- **Noted the East of Scotland Research Service Annual Report 2019-20**

10.5 Governance Committee Minutes

10.5.1 Performance and Resources Committee: 30 April 2019

The NHS Board noted the assurance provided through the summary paper and minute of the Performance and Resources Committee meeting held on 30 April 2019

10.5.2 Endowment Committee: 7 June 2019

The NHS Board noted the assurance provided through the summary paper and draft minute of the Endowment Committee meeting held on 7 June 2019

10.5.3 Audit Committee: 15 March 2019

The NHS Board noted the assurance provided through the summary paper and minute of the Audit Committee meeting held on 15 March 2019

10.5.4 Clinical Governance Committee: 14 June 2019

Mrs Swan highlighted that she and Mr Murray had now met with the new Chief Officer for Clackmannanshire and Stirling IJB regarding how both Clinical and

Care Governance structures would link. She also noted that the Falkirk IJB's Clinical and Care Governance Committee was developing well.

The NHS Board noted the assurance provided through the summary paper and draft minute of the Clinical Governance Committee meeting held on 14 June 2019

10.6 Advisory Committee Minutes

10.6.1 Area Clinical Forum: 21 March and 16 May 2019

The NHS Board noted the assurance provided through minutes of the Area Clinical Forum meetings held on 21 March and 16 May 2019

10.7 Integration Joint Boards

10.7.1 Falkirk Integration Joint Board Directions

The NHS Board noted the Directions from Falkirk IJB

10.7.2 Falkirk IJB minute: 28 March and 5 April 2019

The NHS Board noted the minutes of Falkirk IJB meetings held on 28 March and 5 April 2019

10.7.3 Clackmannanshire and Stirling IJB minute: 27 March 2019

The NHS Board noted the minute of the Clackmannanshire and Stirling IJB meeting held on 27 March 2019

11. ANY OTHER COMPETENT BUSINESS

11.1 Emerging Topics

Mrs Cowan advised that a delegation from Shengkang Hospital Development Centre were due to visit NHS Forth Valley on 16 August 2019 to better understand Scotland's healthcare system and practise. They were also keen to visit Forth Valley Royal Hospital to consider and recognise the design and construction opportunities.

There being no further competent business the Chairman closed the meeting at 12.15pm

FALKIRK COMMUNITY PLANNING STRATEGIC BOARD

05 September 2019

MINUTE OF MEETING

In attendance:	Cllr Meiklejohn (Chair)	Falkirk Council
	Cllr Alexander	Falkirk Council
	Kenneth Lawrie	Falkirk Council
	Fiona Campbell	Falkirk Council
	Kenny Gillespie	Falkirk Council
	Sally Buchanan	Falkirk Council
	David Kennan	Falkirk Council
	Erin Cowan	Falkirk Council
	Cllr Collie	IJB/Falkirk Council
	David Mellor	CVS Falkirk
	Ken Thomson	Forth Valley College
	David Lockhart	Scottish Fire and Rescue Service
	Tracy Robertson	Police Scotland
	Damian Armstrong	Police Scotland

Item No	Item	Action
1.	Apologies Julia Swan – NHS It was agreed we would remind partners to send a substitute if they are unable to attend.	Sally
2.	Note of meeting Previous meeting note accepted. No matters arising	
3.	Community Planning Future Direction Kenneth gave a brief overview of the proposed future direction and role of Board and Executive. If agreed then we would review the remit, frequency and membership of the Board and Executive. The group were supportive of the proposed future direction for the Board and Executive group. It was noted that scrutiny of Scottish Fire and rescue Service and Police Scotland could be undertaken by the Community Planning Partnership instead of Council as currently happens. It was agreed that we would leave it as so for now and the Board could reconsider as part of future improvements. There is a need for clarity on how the Board will hold partners accountable. The proposal is to scrutinise a particular issue and develop an improvement plan highlighting who is responsible for taking it forward, which will be used to drive accountability. The Community Planning Future Direction recommendations were accepted.	
4.	Falkirk Alcohol and Drug Partnership Report presented by Fiona Campbell as Chair of the Alcohol and Drug	

	<p>Partnership (ADP). The improvement plan was to be considered by the ADP that afternoon.</p> <p>It was agreed the ADP need to identify the actions that will make the biggest impact and ensure they are progressed.</p> <p>To give the board the whole picture of what is happening the prevention work in schools/colleges should be included in future reports.</p> <p>It was noted that the IJB are going to appoint a new chair for the ADP following Fiona's retirement. Post meeting note: Martin Thom, Head of Integration has been appointed as chair of the ADP.</p> <p>It was noted that the improvement plan has a lot of actions and the Board agreed the ADP should be asked to identify those that will make the biggest impact.</p> <p>The Board requested an update on the improvement plan for the meeting on 21st November to include actions and outputs and what the ADP needs from the Community Planning Partnership going forward.</p>	Martin Thom
5.	<p>Improving Locality Planning</p> <p>Fiona provided an update on locality planning. We are currently reviewing how we support communities to participate and how we can support services and partners to engage with communities.</p> <p>It was agreed that we would come back to the Board in 6 months with a process map for how locality planning will be taken forward in the future.</p>	Kenny
6.	<p>AOB</p> <p>None</p>	



Draft

Minute of meeting of the Integration Joint Board held within the Municipal Buildings, Falkirk on Friday 6 September 2019 at 9.30 a.m.

Voting Members:

Allyson Black
Fiona Collie (Chair)
Alex Linkston
Michelle McClung, (Vice Chair)
Cecil Meiklejohn
Julia Swan

**Non –voting
Members:**

Margo Biggs, Service User Representative
Patricia Cassidy, Chief Officer, IJB
Cathie Cowan, Chief Executive, NHS Forth Valley
David Herron, GP Medical Representative
Lesley James, Depute Chief Social Work Officer (substitute)
Jen Kerr, Third Sector Interface
Sara Lacey, Chief Social Work Officer
Kenneth Lawrie, Chief Executive, Falkirk Council
Morven Mack, Carers Representative
Andrew Murray, NHS Medical Director (Medical Rep)
Roger Ridley, Falkirk Council Staff Representative
Amanda Templeman, Chief Finance Officer

Also Attending:

Laura Byrne, Associate Director of Pharmacy (Primary Care), NHS Forth Valley
Mark Fairlie, Senior Finance Manager, NHS Forth Valley
Jack Frawley, Committee Services Officer, Falkirk Council
Andrea Fyfe, Acute Services Director, NHS Forth Valley
Stuart Irwin, Democratic Services Graduate
Colin Moodie, Chief Governance Officer, Falkirk Council
Lorraine Patterson, Head of Integration
Martin Thom, Head of Integration
Suzanne Thomson, Senior Service Manager (Planning & Performance)

IJB17. Apologies

An apology was intimated on behalf of Angela Wallace, Nurse Director.

IJB18. Declarations of Interest

There were no declarations of interest.



Prior to the consideration of further business, there was discussion on the issue of late papers (agenda items 6, 10 and 22). Concerns were raised with the Chief Officer that this could be viewed as a deliberate attempt to avoid scrutiny. Without sufficient time to digest report contents Members stated that effective scrutiny was rendered impossible.

More general comments also highlighted the need for reports to be more concise as they were overly long. The Convener advised that there had been discussions which sought to result in shorter agendas. The agenda for this meeting had listed those items for decision first and then those for noting. She committed to looking at how this area could be improved and raised the possibility of the information bulletin for reports which did not require decision.

Members stated that where there were exceptional circumstances it could be acceptable for reports to be issued late. It was noted that some reports, for example the Chief Officer report, are held until others are available, to ensure the Chief Officer report can pull all the relevant reports together and advise the Board where required. The Board agreed that in this scenario the report should be issued on time, indicating that this was the case and a verbal update could be provided.

The Chief Officer welcomed the call for shorter agendas. She advised that at the previous meeting the Board had requested a number of reports to come to this meeting. She also highlighted repetition such as the request for a performance monitoring report specifically on delayed discharge and unscheduled care. The Board noted that the presentation on delayed discharge had made the position much more clear than it was previously and supported the Chief Officer in having one performance monitoring report. The Chief Officer also noted the importance of scrutiny and timely issues of reports, and that this was dependent on partners' co-operation in meeting report deadlines.

The board agreed to change the order of business, the following items are recorded in the order they were considered at the meeting.

IJB19. Presentation - Prescribing

The Board was provided with a presentation on prescribing by David Herron, GP Clinical Lead and Laura Byrne, Associate Director of Pharmacy (Primary Care).

Decision

The Integration Joint Board noted the presentation on Prescribing.

IJB20. Minute**Decision**

The minute of the meeting of the Integration Joint Board held on 7 June 2019 was approved, subject to the removal of Cathie Cowan from the list of those attending.

IJB21. Rolling Action Log

A rolling action log detailing ongoing and closed actions following the previous meeting on 7 June 2019 was provided.

Decision

The Integration Joint Board noted the rolling action log.

IJB22. Chief Officer Report

The Integration Joint Board considered a report by the Chief Officer presenting to update members on current developments within the Falkirk Health and Social Care Partnership (HSCP).

The report provided information on:-

- Integrated Structures
- Phase 1 and Phase 2 Services
- Forth Valley Wide Services
- Support Services Agreement
- Unscheduled Care and Delayed Discharge
- Intermediate Care Facility
- Falkirk Community Hospital
- Housing Contribution Statement
- Publications and Correspondence

Members discussed best use of communal facilities in older peoples' housing and the possibility that these would be opened to communities who would be charged but concern was expressed that residents would also be charged to use the facilities. The Chief Officer advised that she would liaise with the Council's Head of Housing for an e-mail response on the point raised. However, she also advised that the work was only at an exploratory stage and that no decisions had been taken.

Decision

The Integration Joint Board:-

- 1) noted the content of the report;**

- 2) **noted the development of the draft Housing Contribution Statement, which will be presented to the IJB meeting in November 2019 for consideration and approval, and**
- 3) **agreed to reschedule the IJB meeting planned for 1 November 2019 to 22 November 2019.**

IJB23. 2019/20 Financial Projection

The Integration Joint Board considered a report by the Chief Finance Officer presenting an updated financial position, including the projected outturn for 2019/20. This report also provided an update on the recommendations agreed in the budget report presented to the June meeting.

The report set out the various elements of the IJB budget including:-

- Partnership Base Budget
- Partnership Funding
- Leadership Funding
- Integration Funding
- Financial Projection
- Savings Development
- Risk Sharing and Due Diligence
- Reserves
- Directions

Decision

The Integration Joint Board:-

- 1) **noted the contents of the report;**
- 2) **noted that where operational management of services had not transferred, financial accountability had also not transferred and assurance on financial matters was sought from the partner organisation;**
- 3) **noted that there was a high risk that the Partnership would not achieve financial balance in 2019/20;**
- 4) **sought confirmation from NHS Forth Valley that further measures to achieve financial balance would be developed for 2019/20;**
- 5) **requested that partners report back to the IJB in November 2019, setting out an agreed risk sharing proposal.**

IJB24. Partnership Funding

The Integration Joint Board considered a report by the Chief Finance Officer presenting:-

- an overview of recommendations made by the Partnership Funding Group (PFG) and Strategic Planning Group (SPG);
- a proposed spending strategy for the Dementia Innovation Fund; and
- an update on the implementation of strategic commissioning and proposed Partnership principles.

Decision

The Integration Joint Board:-

- 1) approved the recommendations relating to applications for Partnership Funding, set out within Appendix 1 to the report;**
- 2) approved recommendations arising from the review of initiatives currently supported by Partnership Funds, within Appendix 2 to the report;**
- 3) noted that a review of Partnership Funding governance, including the role of the PFG had been progressed and the outcome would be reported to a future meeting;**
- 4) approved the spending strategy and governance arrangements for the Dementia Innovation Fund, set out within section 5 and Appendix 3 to the report, and**
- 5) noted progress regarding strategic commissioning in section 6 of the report, in line with the implementation of the integrated structure and localities.**

Cathie Cowan left the meeting during consideration of the previous item.

The Board adjourned at 11.30am and reconvened at 11.45am with all members present as per the sederunt with the exception of Cathie Cowan.

IJB25. Falkirk Community Hospital**Decision**

The Integration Joint Board agreed to continue the item to the next meeting.

IJB26. NHS Forth Valley, Annual Operational Plan**Decision**

The Integration Joint Board agreed to continue this item to the next meeting.

IJB27. Falkirk HSCP Unscheduled Care Improvement Plan Home Care Inspection Update

The Integration Joint Board was provided with a presentation by Patricia Cassidy, Chief Officer and Andrea Fyfe, Acute Services Director. The Board then considered a report by the Head of Integration providing an update on the whole system work and plans for Unscheduled Care. This included the development of a specific Falkirk HSCP plan. The plan would be integral to the whole system approach to unscheduled care and support an improvement in performance against delivery targets, including delays in discharge. This would support better transfer of care, promote independence and improve outcomes.

There were 6 essential actions which the Unscheduled Care Plan was based on:-

- Action 1 - Clinically Focussed and Empowered Hospital Management.
- Action 2 - Hospital Capacity and Patient Flow Realignment
- Action 3 - Patient rather than bed Management Operational Performance
- Action 4 - Medical and Surgical Processes arranged for optimal care
- Action 5 - Seven Day Services
- Action 6 - Ensuring Patients are cared for in their own homes.

Decision

The Integration Joint Board noted and supported the development and delivery of the HSCP Unscheduled Care Plan which would be presented to a future meeting of the Board.

IJB28. Unscheduled Care Programme and Delayed Discharge Performance Monitoring Report

The Integration Joint Board considered a report by the Medical Director, NHS Forth Valley which provided an update on selected Key Performance Indicators (KPI) in respect of unscheduled care performance. Three KPIs from the current data set, Delayed Discharge, performance against the 4 hour Emergency Access Standard and Unscheduled Occupied Bed Days, were included in run chart format. The report was intended to support the Board's oversight of the challenges and aid scrutiny by focusing on these KPIs. The report provided the Board with updated information on

performance and practice development in relation to continuous improvement on delayed discharge.

Decision

The Integration Joint Board noted the:-

- 1) current position in relation to unscheduled care and delayed discharge, and**
- 2) ongoing improvement work.**

IJB29. Intermediate Care Facility

The Integration Joint Board considered a report by the Head of Planning & Economic Development which provided an update on the consideration of options and recommendations to progress the delivery of an intermediate care home facility.

Intermediate care services were being provided at the Summerford Care Home, and a recent upgrade of the property had allowed the care to continue to be provided in the short term. However, to provide a longer term sustainable intermediate care solution, it had been confirmed that a new build facility was required. Based on a previous feasibility study, the Council had allocated capital funds of circa £3.7m for a new build intermediate care facility.

Following a site option appraisal and taking account of factors such as transport, access, size, development potential for the facility, it remained the view that the optimal site was located at the Falkirk Community Hospital.

Decision

The Integration Joint Board agreed:-

- 1) that the intermediate care facility be located within a site in the western half of the Falkirk Community Hospital site;**
- 2) to undertake the next stages of appraisal in conjunction with NHS Forth Valley linked to the Falkirk Community Hospital master planning process, and**
- 3) to request a report back to a future meeting with finalised proposals.**

IJB30. Mental Health Strategy: Action 15 Funding Proposal

The Integration Joint Board considered a report by the Chief Finance Officer which presented the Action 15 Planning and Monitoring Group recommendation for funding for Community Mental Health Nurses attached to the Justice Service.

Decision

The Integration Joint Board approved the use of Action 15 funds to appoint two Community Mental Health Nurses and delegated decision making for future funding proposals to the HSCP Leadership Group for the remaining balance of funding.

IJB31 MSG Progress with Integration Improvement Plan

The Integration Joint Board considered a report by the Chief Officer presenting the draft Ministerial Strategic Group (MSG) Progress with Integration Improvement Plan for consideration and approval. The Plan had been submitted to the Scottish Government on 28 August 2019. The draft improvement plan had been developed to reflect the views set out in the self evaluation template previously approved by the Board.

Decision

The Integration Joint Board approved the draft MSG Progress with Integration Improvement Plan.

David Herron left the meeting during consideration of the previous item.

IJB32. Review of Falkirk Alcohol and Drug Partnership Governance

The Integration Joint Board considered a report by the Head of Policy, Technology & Improvement which provided an update on the work being undertaken by the Falkirk Alcohol and Drugs Partnership (ADP) and a review of its governance.

Decision

The Integration Joint Board:-

- 1) noted the new national delivery framework for Alcohol and Drug Partnerships;**
- 2) agreed that the IJB take over the responsibility for the ADP;**
- 2) agreed to appoint Martin Thom, Head of Integration as chair of the Falkirk ADP, and**

- 4) **noted that this report was presented to the Falkirk Community Planning Partnership on 15 August 2019 to advise them of the changes to the Falkirk ADP Governance.**

Margo Biggs and Morven Mack left the meeting during consideration of the previous item.

IJB33. Membership of the Integration Joint Board

The Integration Joint Board considered a report by the Senior Service Manager presenting proposed changes to the Third Sector membership on the Board.

Following a suggestion from Members it was confirmed that the Board could expand its membership as it saw fit. A proposal was made that discussions were held with the Scottish Ambulance Service (SAS) in order to explore adding a category of membership to include a representative of SAS.

Decision

The Integration Joint Board agreed:-

- 1) **the appointment of Ania Sandland as Third sector representative, and**
- 2) **to recruit to the vacant substitute positions for the service user and carer representatives.**

IJB34. Clinical and Care Governance Committee – Terms of Reference

The Integration Joint Board considered a report by the Chief Governance Officer presenting for approval draft Terms of Reference for the Clinical and Care Governance Committee. The report sought agreement to expand the committee's membership through inclusion of a Third Sector Representative and invited the Board to consider the terms of appointment to the committee.

Decision

The Integration Joint Board:-

- 1) **agreed the Clinical and Care Governance Committee Terms of Reference;**
- 2) **agreed to expand the committee's membership to include a Third Sector Representative;**

- 3) **agreed to appoint Jen Kerr as the Third Sector Representative on the committee, subject to agreement between the Third Sector Representatives, if there was not agreement the matter would be considered at the next meeting of the Board;**
- 4) **agreed that the term of appointment to the Clinical and Care Governance Committee align with that of the Chair of the Board from 1 May 2021 and agrees that the current appointments will continue until 30 April 2021, and**
- 5) **authorised the Chief Governance Officer to make any consequential changes to the Terms of Reference as a result of the Board's decision.**

Following consideration of the previous item Andrew Murray, Medical Director left the meeting.

IJB35. Performance Monitoring Report

The Integration Joint Board considered a report by the Senior Service Manager presenting a review of local performance indicators. This was based on the most up to date position against the previously reported timeframe where applicable, giving a year on year comparison. Progress against the suite of national integration indicators was reported as reflected in the Falkirk HSCP Annual Performance Report, which was the subject of a separate report on the agenda. A summary of Falkirk's performance was reported in the Insights into Social Care 2017 – 18 report.

The Performance Monitoring Report June 2018 – June 2019 was provided as an appendix to the report.

Decision

The Integration Joint Board noted:-

- 1) **the content of the performance monitoring report;**
- 2) **that appropriate management actions would continue to be taken to address the issues identified through these performance monitoring reports.**

IJB36. Falkirk Health & Social Care Partnership Annual Performance Report 2018-19

The Integration Joint Board considered a report by the Senior Service Manager presenting the Falkirk HSCP Annual Performance Report 2018 – 2019 which outlined how the Partnership was working towards delivering the Strategic Plan and the nine national Health and Wellbeing Outcomes.

The Board had agreed at its June meeting that to meet publication timescales the draft report would be circulated to members for comments in July, with the final agreement to publish delegated to the Chair, Vice-Chair, Chief Officer and Chief Finance Officer.

The Falkirk Health and Social Care Partnership Annual Performance Report 2018 – 2019 was provided as an appendix to the report.

Decision

The Integration Joint Board noted:-

- 1) the publication of the Annual Performance Report 2018 – 2019; and**
- 2) that there would be a revision published to local performance against the national indicators once completeness issues had been resolved.**

IJB37. Forth Valley NHS Board Scheme of Delegation

The Integration Joint Board considered a report by the Director of Finance, NHS Forth Valley which sought to provide assurance on the NHS Forth Valley Scheme of Delegation. A review of NHS Standing Orders, including Scheme of Delegation, was part of a wider NHS governance review led by John Brown, Chair of Greater Glasgow & Clyde NHS Board.

The updated Scheme of Delegation reflected changes to operational management/delivery arrangements being delegated to the Chief Officer in their Director of Health & Social Care role. This built on arrangements already in place (e.g. Community Mental Health and Learning Disability services). The report set out the financial governance arrangements in place to ensure that there was appropriate and effective management control of resources in line with the Forth Valley NHS Board Standing Financial Instructions and Scheme of Delegation.

The Chief Officer stated that staff managing integrated teams needed to be clear on the policies and delegated authority within each organisation. She commented it would be good to have this information as it was not available on the intranet. The Senior Finance Manager stated that he would circulate the information.

Decision

The Integration Joint Board noted the assurance provided that appropriate processes and systems were in place to enable the Chief Officer in her Director of Health & Social Care service management and delivery role to exercise the effective management control of resources within the framework of Forth Valley NHS Board Standing Financial Instructions.

IJB38. Minutes of Committees and Groups

Decision

The Integration Joint Board noted the minutes of Committees and Groups.

FORTH VALLEY NHS BOARD

TUESDAY 26 NOVEMBER 2019
For Approval

Item 3 - Draft Minute of the Forth Valley NHS Board Meeting Held on Tuesday 24 September 2019 at 9am, in the NHS Forth Valley Headquarters, Carseview House, Castle Business Park, Stirling.

Present	Mr Alex Linkston (Chair)	Mrs Cathie Cowan
	Mrs Julia Swan	Mr John Ford
	Dr Michele McClung	Mr Stephen McAllister
	Mr Allan Rennie	Councillor Allyson Black
	Councillor Susan McGill	Councillor Les Sharp
	Mr Robert Clark	Mr Andrew Murray
	Dr Graham Foster	Mr Scott Urquhart
	Professor Angela Wallace	
In Attendance	Miss Linda Donaldson, Director of HR	
	Mrs Elsbeth Campbell, Head of Communications	
	Ms Kerry Mackenzie, Head of Performance	
	Mrs Sonia Kavanagh, Corporate Governance Manager (<i>minute</i>)	

1. APOLOGIES FOR ABSENCE

Apologies for absence were intimated on behalf of Dr James King.

2. DECLARATION(S) OF INTEREST(S)

Councillor Black declared an interest in Item 12.1 and would excuse herself at the end of the open session.

3. MINUTE OF FORTH VALLEY NHS BOARD MEETING HELD ON 6 AUGUST 2019

The minute of the Forth Valley NHS Board meeting held on 6 August 2019 was approved as a correct record.

4. MATTERS ARISING FROM THE MINUTE

There were no matters arising from the minute.

5. PATIENTS/STAFF STORY

Professor Angela Wallace introduced a short film which highlighted the positive impact of organ donation from the recipients' perspective. Three dialysis patients shared their stories about how the 'gift' of an organ had transformed their lives and their gratitude to those families who had agreed for the donation to take place. Although a change to the legislation was due in 2020, with the introduction of an opt-out system of donation, the need to raise awareness about the importance of sharing your organ donation decision with your family was noted.

Mr Rennie introduced Mrs Jane Hall who was the Donor Family representative on the Organ Donation Committee, of which he was Chair. Mrs Hall described her own organ donation journey from a family's perspective and how knowing her husband's wishes had given her and

her son the strength to cope at an emotional and difficult time to ask that he be considered for organ donation.

Mr Linkston:

- **thanked Mrs Hall for sharing her inspirational story and acknowledged the importance of people having meaningful conversations with their families regarding organ donation and supporting their wishes**
 - **NHS Board members noted the powerful stories shared and the positive outcomes and improved quality of life for those who received organs**
-

The NHS Board noted Ms Cassidy's attendance and agreed to take items 10.2.1 at this point in the agenda, this was acknowledged

10.2.1 Falkirk HSCP Annual Performance Report 2018-19

The NHS Board considered a paper "Falkirk Health and Social Care Partnership (HSCP) Annual Performance Report' provided by Ms Patricia Cassidy, Chief Officer.

Ms Cassidy provided an overview of progress made over the previous year including the development of new services to support adults with a learning disability, progress with localities and locality planning and the Health and Social Care Partnership's (HSCP) overall performance against the national integration indicators.

NHS Board members noted that performance was variable across a number of indicators. Challenges remained in respect of Delayed Discharges and although performance had improved with packages of care performance had remained fairly static.

In response to a question from Mrs Swan regarding those people with serious addiction problems who may not be reached and supported, Ms Cassidy highlighted that as the Alcohol and Drug Partnership transferred to the HSCP to deliver services there would be an opportunity to further realise the benefit of integration and focus the activity accordingly.

Mrs Cowan welcomed the report and in thanking Ms Cassidy acknowledged the efforts to deliver improved outcomes for those functions and resources delegated to the IJB to direct. Clarity on the gaps in data was confirmed.

The NHS Board:

- **Noted the publication of the Falkirk HSCP Annual Performance Report 2018-19**
-

6. BETTER CARE

6.1 Preparation of the Forth Valley Health and Social Care Winter Plan 2019-202

The NHS Board considered a paper "Preparation of the Forth Valley Health and Social Care Winter Plan 2019-2020" provided by Mrs Andrea Fyfe, Director of Acute Services and Mrs Janette Fraser, Head of Planning.

Mrs Fraser outlined the process to prepare a draft Winter Plan 2019-20 led by the Winter Planning Steering Group. The drafting had been prepared in line with the guidance and self assessment reporting template published by the Scottish Government in September 2019. The final plan was due to be submitted by the end of October 2019, accompanied by a joint letter from the Chief Executive, IJB Chief Officers and Chairs of the NHS Board and IJBs confirming

that the plan had been developed in partnership in response to the self assessment and guidance.

It was noted that the Winter Planning Steering Group chaired by Andrea Fyfe had been established to ensure the health and social care arrangements for managing all year round capacity and flow was able to deal with the additional pressures during the winter period. Mrs Fyfe highlighted the current pressures on the acute site and the reliance on additional contingency beds to support flow. It was noted that members of the Winter Steering Group were responsible for their service areas and had agreed to deliver specific actions to ensure the Plan was fit for purpose.

Mrs Fyfe highlighted particular risks including the need for additional staff and funding to support the ongoing contingency arrangements and the financial implications due to the significantly reduced funding allocation from Scottish Government for winter 2019-2020. NHS Board members discussed the remit of the Steering Group and in particular the need for actions to be prioritised to ensure activity was focussed appropriately and best value was achieved. In response to a question from Mr Linkston regarding the reason for the reduced funding and whether there was potential for an additional allocation, Mr Urquhart advised that no specific reason had been provided and at present there was no expectation that there would be a further tranche of funding.

Further discussions took place in relation to investment in prevention and promoting the uptake of the flu vaccinations. It was noted that vaccinations for health and care staff in line with CMO guidance were due to be commenced through a drop in clinic approach.

Mrs Cowan acknowledged the work being progressed by the Group and asked if the draft Plan prepared by the Winter Plan Steering Group be circulated to NHS Board members prior to final submission – this was agreed.

Mr Linkston referred to adverse weather and the added pressure this creates whilst acknowledging the significant contribution from staff and the wider community during the previous winter who had worked collaboratively to ensure patients were safe and well cared for.

The NHS Board:

- **Noted the assurance provided regarding progress being made by the Winter Planning Steering Group in developing the Forth Valley Health and Social Care Winter Plan 2019-20**
 - **Delegated approval of the plan to the Chief Executive and Chair**
-

7. BETTER CARE

7.1 Executive Performance Report

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

Mrs Cowan provided updates on particular performance deteriorations with regards to the eight key standards. Performance against the 62 day cancer target, 95% of patients urgently referred with a suspicion of cancer should be treated within 62 days by spring 2021, for July 2019 was 70.4% with 21 breaches. Although both the 12 week outpatient wait and 12 week Treatment Time Guarantee (TTG) showed deterioration in performance there was an improvement August 2018 to August 2019 and Mrs Cowan provided assurance that action plans per speciality were in place to support improvement.

With regards to the Psychological Therapies and CAMHS positions, despite a fluctuating/deteriorating performance, an improving position over the previous 12 months was highlighted. It was noted that a detailed update provided by Ms Jennifer Borthwick, Head of Psychological Services, and Ms Jacqueline Sproule, Service Manager CAMHS regarding the staffing and data issues had been considered by the Performance and Resources Committee in August 2019.

The NHS Board discussed the challenges regarding funding and staffing and the potential opportunities for alternative approaches to support children in Tiers 1 and 2 of the CAMHS 4 tiered model. Dr Foster reminded the NHS Board of the range of local activity underway with mental health being a strategic priority within the Health Improvement Strategy. This included the work to deliver free Mental Health First Aid training across local schools and colleges, mindfulness sessions and Growth Mindset Resilience training in schools; as well as the Social Influence programme which aimed to address substance misuse and risk behaviours by helping young people to balance their understanding of their own beliefs and behaviours against those of their peers. Further discussion also took place in relation to the wider impact of poverty and deprivation on mental health, alcohol and drug misuse and suicide rates.

Mrs Cowan noted the challenging position and increasing demand across Scotland in relation to A&E waits over 4 hours. She highlighted the particular impact of delayed discharges on capacity and boarding levels within Forth Valley Royal Hospital and across the wider system. Delays were creating an ongoing need for additional contingency beds to support flow which was contributing to the set aside budget overspend.

Miss Donaldson provided a brief update on the work of the Health and Wellbeing Absence Management Programme Board to reduce sickness absence, noting that a presentation on the outcomes from this would be considered at a future Performance and Resources Committee meeting. Mr Murray reported on the significant decrease in the Stroke Care Bundle performance. He explained the complexities of the individual elements involved in the Bundle and highlighted that a deep dive into this was due to be taken by the Clinical Governance Committee at their October meeting.

In response to a question from Mr Rennie regarding the potential correlation between absence figures and performance with the key standards, Mrs Cowan noted that although there were capacity challenges, evidence based work would be required to establish the root causes and whether absence was a factor. This would be undertaken with results presented to a future Performance and Resources Committee for more detailed consideration. Mrs Cowan suggested that it might be more helpful to have this update alongside the work being led by the Health and Wellbeing Absence Management Programme Board.

The NHS Board:

- **Noted the current key performance issues and actions**
- **Noted the detail within the balanced scorecard**

7.2 Healthcare Associated Infection Report

The NHS Board considered a paper “Healthcare Associated Infection Report” presented by Professor Angela Wallace, Nurse Director.

Professor Wallace provided an update on the current status of Healthcare Associated Infections (HAI), noting that Staphylococcus Aureus Bacteraemia (SABs) and Clostridium Difficile Infection (CDI) remained within normal control limits. However, Device Associated Bacteraemia (DABs) had exceeded control limits due to hospital acquired Hickman line infections. Professor Wallace provided assurance that the pathway of patients with Hickman lines continued to be reviewed to ensure appropriate line management advice and education was provided. One breast surgery and one caesarean site infections were also noted for August.

The overall estate and cleaning compliance remained positive with a number of superficial maintenance repairs highlighted to Serco and Estates colleagues.

The NHS Board:

- **Noted the assurance provided**

7.3 Programme Management Office Update

The NHS Board considered a paper “Programme Management Office Update” presented by Ms Gillian Morton, Programme Director.

Ms Morton detailed the progress with the Corporate Programme Management Office (CPMO) and how it would be developed further to assist and drive the development and delivery of the NHS Board’s ambitious change programme.

Ms Morton provided a brief outline of the purpose and approach taken with the CPMO and the functions it offered to manage relevant programmes and projects using a standardised approach to achieve the NHS strategic goals and IJB directions. New ways of working would be developed, improving processes and ensuring system wide collaboration. Key programmes of work for 2019/202, which aligned to the Financial 5 Year Plan, were highlighted and details of the assigned Senior Responsible Officer and scope of work involved were provided.

Mr Urquhart advised that a key part of the Financial Strategy for the long term was to reduce waste and unwanted variation and ultimately deliver better value. He noted that prescribing as a Forth Valley wide programme was a particular area of opportunity which would also assist with the current budget overspends reported by the IJBs. The NHS Board discussed the positive use of CPMO and how it could streamline projects to deliver timely results. Mrs Cowan in this regard highlighted the elective care programme and progress being achieved. She noted that further key performance measurements regarding CPMO performance would be provided to a future meeting.

The NHS Board:

- **Noted the assurance provided regarding the progress made to now expand the Corporate Programme Management Office**

8. BETTER VALUE

8.1 Finance Report

The NHS Board considered a paper “Finance Report” provided by Mr Scott Urquhart, Director of Finance.

Mr Urquhart provided a summary of the financial position for NHS Forth Valley to 31 August 2019, with a year to date overspend against budget of £0.981m.

A comprehensive review of financial projections had taken place with service and budget managers, along with the identification of all non-recurring opportunities including those on the balance sheet. Areas of confirmed risk would continue to be closely monitored and a number of actions were underway including review of supplementary staffing requirements and discretionary spend including contingency bed areas.

Mr Urquhart advised that the current financial forecast remained broadly in line with the position projected in the NHS Board’s 2019/20 financial plan. He highlighted four key areas of risk to the position which were ongoing delivery of savings requirements, expenditure trends over the

winter period associated with capacity pressures, finalisation of risk share arrangements with both IJBs, and confirmation of anticipated capital proceeds and specific Scottish Government funding allocations.

Discussion took place regarding the projected overspend in Acute services and the work led by Mrs Andrea Fyfe, Director of Acute Services to support sustainable recurring balance. This included improved clinical and financial engagement and progressing a number of work streams to deliver efficiencies and recurrent cost improvement.

The NHS Board:

- **Noted a revenue overspend of £0.981m to 31 August 2019**
- **Noted a balanced capital position to 31 August 2019**
- **Noted a savings requirement in 2019/20 of £19.2m, of which £17.6m had been identified to date**
- **Noted the key financial risks outlined in section 6 of the report**

8.2 Elective Care Development Programme Update

The NHS Board considered a paper “Elective Care Development Programme Update” provided by Mr Scott Urquhart, Director of Finance and Ms Gillian Morton, Programme Director.

Ms Gillian Morton introduced Mrs Janette Fraser, Head of Planning who provided the update on the Elective Care Development Programme. Mrs Fraser summarised the current timeline and progress with the Elective Care Development Programme, to create and deliver additional capacity for elective care. This included the collaborative arrangements with the Golden Jubilee National Hospital to commission surgery for NHS Scotland patients in 2 phases, the retrofit of a laminar flow system in Theatre 16, at the request of the Scottish Government, and workforce implications due to the recruitment required to deliver the additional elective capacity.

It was noted that the original plan to provide the required additional inpatient beds involved a number of complex internal moves and redesign of existing spaces. As the timeframes involved would extend beyond the target date of April 2020, alternative options had been considered. Following a cost comparison review it was possible to build an extension using a modular construction method within the same capital expenditure as the original plan. Indicative illustrations of the modular ward and its proposed location were provided in appendix 1 and Mrs Fraser noted that Forth Health had met with Falkirk Council Planning Department and submitted initial drawings.

The NHS Board:

- **Noted the progress with delivering the Elective Care Development Programme as part of the NHS Board’s Corporate Programme Management Office portfolio**

A short comfort break was taken at this point in the agenda

9. BETTER WORKFORCE

9.1 Themes from Staff Conference

The NHS Board received a verbal update on “Themes from Staff Conference” provided by Miss Linda Donaldson, HR Director.

Miss Donaldson advised that the Staff Conference with the theme 'Starts with Us, Building a Positive Future' had been held on 30 August 2019. This had been well received by staff and sessions included Realistic Medicine, Well Being and the Talent Management approach.

Initial feedback from the event was very positive with those participating appreciating the focus on collaborative relationships, trust and acts kindness and compassion. Feedback would be shared with the Staff Governance Committee and inform future programmes of work e.g. realistic medicine and value adding activities.

The NHS Board:

- **Noted the update provided and a ongoing work under the auspices of the Staff Governance Committee**

9.2 Workforce Projections and Plan 2019-20

The NHS Board considered a paper "Workforce Projections and Plan 2019-20" provided by Miss Linda Donaldson, HR Director.

The Workforce Plan closely aligned with NHS Forth Valley's Annual Delivery Plan 2019/2020 and was fundamental to ensure the workforce was right, with the appropriate skills, values, behaviours and knowledge to deliver services and provide quality care which met both the current needs as well as future demand.

Miss Donaldson noted that the Workforce Plan had been shared with Staff Side representatives and approved by the Chief Executive, Director of Nursing and Employee Director (on behalf of the Area Partnership Forum). Workforce Projections had been submitted to the Scottish Government as required in June 2019 and these were included at annex B.

The NHS Board discussed the implications of the workforce challenges and whether there were national plans to address. Miss Donaldson highlighted that a national plan was expected, noting the clear focus on under 25s and the investment required in young people. Dr Foster highlighted that NHS Forth Valley was a Corporate Parent and enquired about the possibility to involve looked after children within the Modern Apprentice scheme, Miss Donaldson confirmed this would be promoted.

Mr Linkston highlighted the recently published Audit Scotland report 'NHS workforce planning – part 2, the clinical workforce in general practice' and the challenges in primary care. Miss Donaldson noted that this was due to be considered in further detail at the Staff Governance Committee meeting in December 2019. The need to respond to the shifting expectation of the public and address the challenges in primary care was discussed with alternative approaches required to balance the pressures in unscheduled care including out of hours and GP recruitment.

The NHS Board:

- **Noted the NHS Forth Valley Workforce Plan 2019-20**

10. BETTER GOVERNANCE

10.1 Governance Committee Minutes

10.1.1 Performance and Resources Committee: 25 June 2019

Mr Ford noted the previous discussions earlier in the agenda regarding CAMHS and Psychological Therapies performance and highlighted the informative presentations which had been considered to understand the current challenges in further detail. The key findings from the Internal Audit report – Internal Control Evaluation 2018/19 had also been considered and the Performance and

Resources Committee were content for the actions to be reviewed by the Audit Committee.

The NHS Board noted the assurance provided through the summary paper and minute of the Performance and Resources Committee meeting held on 25 June 2019.

10.1.2 Clinical Governance Committee: 16 August 2019

Mrs Swan highlighted the useful presentation provided by Mr Preiss, Consultant Trauma and Orthopaedics. Details of the positive improvements and innovations had been provided as well as highlighting the importance of both IJBs in their strategic planning role for unscheduled care to reduce the current capacity bed challenges in the Orthopaedic Service.

She noted the valuable contribution and assurance provided by deep dives which enabled members to understand the process in more detail and the issues and actions required/taken to address them.

The NHS Board noted the assurance provided through the summary paper and draft minute of the Clinical Governance Committee meeting held on 16 August 2019.

10.1.3 Audit Committee: 7 and 18 June 2019

Councillor Sharp highlighted in particular the special Audit Committee meeting held on 18 June which provided the opportunity for all Board members to discuss two particular Internal Audit reports.

The NHS Board noted the assurance provided through the summary paper and draft minutes of the Audit Committee meetings held on 7 and 18 June 2019.

10.2 Integration Joint Boards

10.2.2 Clackmannanshire and Stirling HSCP Annual Performance Report 2018-2019

The NHS Board noted the published Annual Performance Report 2018-2019 for Clackmannanshire and Stirling HSCP.

10.2.3 Falkirk IJB Minute: 7 June 2019

The NHS Board noted the minute of the Falkirk IJB meeting held on 7 June 2019.

11. SCHEDULE OF MEETINGS 2020

The NHS Board noted the schedule of meetings for 2020.

As previously noted Councillor Black had declared an interest and withdrew from the meeting at this point in the agenda.

12. ANY OTHER COMPETENT BUSINESS

12.1 Emerging Topics – Closed Session

The NHS Board considered a report regarding three of NHS Forth Valley's four Board managed (2C) practices, provided by Dr Stuart Cumming, Associate Medical Director for Primary Care. It was noted that papers had been presented to the Senior Leadership Team in June and September 2019. At the September meeting it had been agreed that a paper updating both IJBs on the process underway be developed and Dr Cumming had agreed to take this forward.

The NHS Board:

- **Noted the expressions of interest received to date**
- **Agreed to advertise the relevant practices and begin the formal tender process**
- **Delegated the development of a tender document to enable submission of business cases to the Chief Executive to oversee**
- **Delegated the development of a mechanism to agree local weighting of criteria to support the selection of a preferred applicant(s) to the Chief Executive to oversee**

There being no further competent business the Chairman closed the meeting at 12.25pm

Minute of Meeting of the Falkirk District Twinning Association held Park Street, Falkirk on Thursday 10 October 2019 at 6pm

Attending: Elaine Mitchell (Chair), Cllr Pat Reid (Treasurer), Cllr Laura Murtagh, Ian Burt, Laura McEwan and Ewan McWilliams

Apologies: Provost William Buchanan, Cllr Ann Ritchie, Janet Weir, Andy Christie and Roy Robertson

Meeting began at 18:00

1. Note of meeting held on 24 June 2019

The note of the meeting of the Falkirk District Twinning Association held on the 24 June 2019 was circulated and **APPROVED**.

2. Champion's Board visit to Créteil in July

The Committee was in Park Street to receive a presentation from the young people who visited Créteil at the conclusion of their regular meeting.

3. Social Programme

a. Wee Tree Theatre

There is nothing suitable found at this stage.

b. UPEC – Université Paris-Est Créteil

A letter from Catherine Jiguet-Jiglaire made reference to the positive stay experienced by the two exchange students.

c. Bibliotheque

EM noted that a message has been left with Anna Heron to explore any potential opportunities arising from the three areas within the libraries project.

d. Social

The Association discussed ideas but there are no definitive plans currently set.

4. Electronic Banking

The treasurer informed the Association that the balance currently stood at £5,266.20 following the inclusion of the grant from Falkirk Council. There was a proposal to add a new signatory to the current signatories (Elaine Mitchell and Pat Reid) to be addressed at the next meeting. In addition, there remains no update on the transition Electronic Banking.

5. Any Other Business

The idea was explored to unify twinning operations in Falkirk. EM agreed to invite the other arm of twinning in Falkirk to discuss the ideas and their potential.

6. Date of the Next Meeting

The next meeting of the Association will be on **TBC** to be held in the Municipal Buildings, Falkirk.

Meeting ended at 18:30 and the Committee move to attend the presentation held by the Champion's Board.



MINUTE OF MEETING of HEALTH AND SOCIAL CARE BOARD

Cosla Offices, Verity House, 19 Haymarket Yards, Edinburgh

Friday 1st November 2019

Present

COSLA Spokesperson	Councillor Stuart Currie
Angus Council	Councillor Lois Speed
City of Edinburgh Council	Councillor Ricky Henderson
Dumfries & Galloway Council	Councillor Stephen Thompson
East Dunbartonshire Council	Councillor Susan Murray
East Lothian Council	Councillor Fiona O'Donnell
East Renfrewshire Council	Councillor Caroline Bamforth
Falkirk Council	Councillor Cecil Meiklejohn*
Midlothian Council	Councillor Margot Russell
Orkney Islands Council	Councillor Rachael King
Renfrewshire Council	Councillor Jacqueline Cameron
Scottish Borders Council	Councillor Elaine Thornton-Nicol*
South Ayrshire Council	Councillor Julie Dettbarn
South Lanarkshire Council	Councillor John Bradley
Stirling Council	Councillor Graham Lambie
West Dunbartonshire Council	Councillor Marie McNair
IJB Chair	Peter Murray
IJB Chief Officers	Val de Souza
Public Health Directors	Dr Susan Webb
SPDS	Laura Simpson
Social Work Scotland	Dr Jane Kellock
Carers Representative	Peter Burke

* denotes substitute

Apologies

Aberdeen City Council	Councillor Sarah Duncan
Aberdeenshire Council	Councillor Anne Stirling
Clackmananshire Council	Councillor Les Sharp
Comhairle nan Eilean Siar	Councillor Kenny John McLeod
Dundee City Council	Councillor Ken Lynn
East Ayrshire Council	Councillor Iain Linton
Falkirk Council	Councillor Fiona Collie
Glasgow City Council	Councillor Mhairi Hunter
Highland Council	Councillor Isabelle Campbell
Inverclyde Council	Councillor Robert Moran
Moray Council	Councillor Shona Morrison
North Ayrshire Council	Councillor Robert Foster

North Lanarkshire Council	Councillor Paul Kelly
Perth & Kinross Council	Councillor Colin Stewart
Scottish Borders Council	Councillor Tom Weatherston
Shetland Islands Council	Councillor Allison Duncan
West Lothian Council	Councillor Harry Cartmill
CIPFA – Directors of Finance	Donald Forrest
ENABLE	Councillor Paul O’Kane
IJB Chief Officers	Julie Murray
SOLACE	Andrew Kerr

Welcome

Cllr Stuart Currie welcomed members and confirmed that he had returned as interim Spokesperson following the resignation of Cllr Peter Johnston. Cllr Currie will hold the position of interim Spokesperson until next Convention where a permanent appointment will be made. Cllr Currie thanked Cllr Johnston for his service to COSLA.

Cllr Currie introduced Lisa Powell, a new Policy Officer in the Health and Social Care team. She will be working on adult social care. He also highlighted that Jackie Livingstone, Membership Support Officer, has now left COSLA, and noted thanks for her support to the HSC Board.

Cllr Currie highlighted a recent ministerial meeting with Cabinet Secretary for Health and Sport, Jeane Freeman MSP. He stressed the importance of representing Local Government views with Scottish Government officials in these meetings, and in the upcoming Ministerial Strategic Group on Health and Community Care.

Public session

1. Minute of Previous Meeting of 13 September 2019

The minute of the previous meeting was approved with one amendment, that the minute should reflect comments relating to the Children and Young People’s Mental Health Services PIDs regarding potential connectivity issues in rural areas.

2. COSLA Health and Social Care Board Plan

John Wood gave an update regarding the work of the team and the Board Plan. The following updates were provided:

- **National Care Home Contract (NCHC)**
Officers have not met the deadline they set themselves for progressing a new NCHC and are now working with Scottish Care to agree a rate by negotiation on the outstanding elements.
- **Four Seasons Health Care**
Officers have maintained good contact with the provider. They have been cooperative in regular meetings with COSLA, Commissioners and IJBs. Individual board members may get in touch with the team privately to discuss any concerns for their local area.
- **Mental Health Officers (MHOs)**
The principles agreed previously will be fed into the group, in hopes that funding for Local Authorities can be secured.
- **Spending review**

There has been good progress, but the continued UK budget uncertainty has created delays in progressing aspects of the campaign.

The Health and Social Care Board Plan has been refreshed with a colour key added to explain what is meant by red/amber/green progress.

A question was put forward about how the board is working on the Health and Justice vision, as its themes cover several boards.

3. Chief Social Work Adviser (CSWO) report

Members received a presentation from Iona Colvin, Chief Social Work Adviser at the Scottish Government. Strengths, assets and rights-based approaches were highlighted as key in promoting a culture change in social care.

Members were invited to discuss the contents and ask questions. Cllr Currie highlighted the importance of CSWO reports at local level, stressing that although they can be very long and part of wide agendas, they deserve a good degree of scrutiny from members.

During discussion, a question was raised surrounding referrals, specifically around the quantity and the fit for each service. Iona reassured members that this is being taken forward, and that the system should move towards not having referrals in the longer term. A strengthened multi-disciplinary approach and strengths-based supports to individuals would support this aim, although the eligibility for services will always link to the money available. Members raised the need for training and competency in strengths-based approaches, as there is increased expectation on communities to provide this support.

There was concern from members that hierarchies between NHS and Social Care were still influencing practice, and that social care staff needed to feel empowered and involved. Iona highlighted good pilot work that is happening in Lanarkshire around youth criminal justice.

Members agreed to the recommendations contained in the paper.

4. Carers Strategic Policy Statement consultation

Clare Thomas presented the paper on the Carer's Strategic Policy Consultation and outlined some points for consideration that would form COSLA's response to the consultation.

Members agreed to the recommendations contained in the paper.

Private Session

5. Draft Framework for Community Health and Social Care Integrated Services

John Wood presented the paper, noting that conversations with Scottish Government have been reassuring. It was noted that the Framework is on the agenda at the upcoming MSG and that it is important to ensure it links in well to the whole system approach, and that there should not be additional burdens to the IJBs.

David Rowland from the Integration Division at Scottish Government gave an update on the framework from his perspective:

- He emphasised that the framework is still a starting point and needs to evolve over time and respond to changing needs.
- It should be owned by Planning Manager network, IJB Network and chief officers.

- There has been lots of engagement on this. The team have sought to draw on existing guidance, policy and strategy and on the experience of IJBs.
- The framework has an underpinning ethos of an assets-based approach. It aims to promote consistency around what people can expect from services.
- The framework should also help IJBs by giving characteristics that can be used to reflect on outcomes.
- It aims to remove bureaucracy and move towards multidisciplinary working. There will be enablers that must be in place for this to work.
- There should be thinking around how we create collaborative leadership, a shared vision, team ethos, culture and values. This should include support to staff from senior leadership.

David Rowland noted that Scottish Government are keen to get to the testing stage, and the Ministerial Strategic Group (MSG) seeks to agree this. The work should complement existing planning and minimise additionality overall. It was reinforced that the Framework is not intended to be used as an audit tool, and reassurance will be given at MSG that this is about local areas working with what works for them and their population.

It was noted that it was encouraging to see comments on recognition of historical funding patterns and local flexibility coming through in the revised draft. However, some language could still be seen as contentious.

Members agreed they were closer to being able to support the framework, and that points raised would be highlighted at the upcoming MSG.

Members agreed to the recommendations contained in the paper.

6. Public Health Scotland

Emma Kennedy presented the paper giving updates on the progress of Public Health Scotland. It was noted that officers were still waiting for a response from the Minister on the request from Leaders for 50:50 COSLA representation on the Board.

Officers had worked to secure additional COSLA appointments to the Board and had reached an agreement of 2 nominated positions. This has now been superseded by the request from Leaders. It was raised that geographical representation on the Board is critical. It was felt by officers that the COSLA appointments will be a conduit for views from local levels, representing the COSLA membership, rather than the Board members.

COSLA appointments will be determined by the Presidential Team and a process is being drawn up. Getting the board established quickly in time for the vesting date was the current priority, and that any further changes could be sought later if needed. The Public Appointments will be made by February.

Discussion:

- IJBs are considering putting public health spokespeople on boards and these links should be explored.
- It is important that the priorities are broad enough to cover rural areas.
- There will be lots of ways for people to engage with the new board and priorities. It is not to be another specialist health board, it is a very different way of doing things. Hopefully the 7 appointments and COSLA's direct appointments reflect the range of views and approaches. It's an exciting new way of working.

- It's an omission to exclude a specific reference to Health Protection in strategic priorities the strategic priorities were lifted from the legislation, more work is needed on this so that they cover all of the public health domains.

Members agreed to the recommendations contained in the paper.

7. Children and Young People's Mental Health (CAMHS) - Community support and Programme Update

This item was in two parts, Part A focused on community support for children and young people, and Part B on the overall programme including CAMHS and Neurodevelopment Services.

The Board discussed issues relating to funding, in particular costing of the community support framework. They also discussed issues relating to remote and rural communities, including digital connectivity. There was concern that while equity of access to support within communities is discussed, it is not clear whether this means geographical communities or communities of interest, or both. Careful planning was urged and ensuring whole system working across services and professionals. There was also a discussion on the importance of measuring outcomes, not just outputs.

On report 7A, the board agreed to follow up with comments to Laura and that these would be shared with the Children and Young People's Mental Health and Wellbeing Programme Board. They note the intention that COSLA Leaders will be asked to consider an updated framework over the coming months.

On report 7B, the Board noted the updated Project Initiation Documents and paid particular attention to commented on the previously unseen Project Initiation Documents. The Board endorsed the feedback to be provided to the Programme Board at paragraphs 11 and 12 of the report.

Members agreed to the recommendations contained in the paper.

8. Independent Review of Learning Disability and Autism in the Mental Health Care and Treatment (Scotland) Act 2003

Officers presented an outline of a COSLA response to consultation being carried out by the independent review team. The board discussed the outline and provided their views:

- Social work Scotland have written a response which will be shared with COSLA. They have shown support for the human rights approach but have also stressed the resource implications.
- The review findings will now feed into the wider John Scott QC Review of the Mental Health Act.
- It is felt that the proposals for additional secure units are not well thought through and cannot yet be supported.
- A blanket approach would mean that it wouldn't work for everyone.
- Community based settings in rural areas would be extremely resource intensive.

Officers agreed to take the feedback on board when drafting COSLA's response.

Members agreed to the recommendations contained in the paper.

9. Review of telecare call handling services

The purpose of this report was to outline the findings of the joint COSLA and Scottish Government review of call handling services and to agree to next steps surrounding finalisation of the final report and next steps.

It was noted that the report only came out a few days before papers for the Boars went out, which meant that there had been little for officers to provide comment on its content.

Members discussed the report, noting that the report outlines that telecare is not currently regulated by the Care Inspectorate. It was put forward that there needs to be an appropriate level of scrutiny in this fast-moving area. The importance of keeping up with developments in technology in this fast-moving area was also highlighted.

Members agreed to the recommendations contained in the paper.

10. Health and homelessness

Members were concerned that a policy went through COSLA that is underfunded, in an aim to increase support to sustain tenancies. Members were reassured that COSLA had raised concerns on this. There is to be further discussions on funding in due course with Scottish Government.

Members were asked to suggest potential representatives for the Homelessness Prevention and Strategy Group, with a suggestion that this be someone from an IJB. It was agreed that discussion would take place to ensure the right representation.

Members agreed to the recommendations contained in the paper.

11. UK exiting the EU

John Wood provided an update regarding Brexit and Health and Social Care. Members shared concerns around rural issues, border restrictions and environmental health.

The intention is that COSLA will send out information to members on an ongoing basis. The lack of a UK budget at this juncture makes planning more difficult.

Members agreed to the recommendations contained in the paper.

12. Next meeting

2020 meeting dates to be circulated after final confirmation by COSLA Leaders in November. Next meeting is tentatively scheduled for 7th Feb.

MINUTE OF MEETING OF COMMUNITY WELLBEING BOARD

8th November 2019 at 10.30 am

COSLA Offices, Verity House, 19 Haymarket Yards, Edinburgh

Present

Cllr Ian Davis	South Ayrshire
Cllr Andrew Hassan (VC)	Aberdeenshire
Cllr Robin Currie	Argyll and Bute
Cllr Amy McNeese-Mechan	City of Edinburgh
Cllr Andy Ferguson	Dumfries and Galloway
Cllr Elena Whitham	East Ayrshire - COSLA Spokesperson
Cllr Jim Goodfellow	East Lothian
Cllr Jim Flynn	Falkirk
Cllr Judy Hamilton	Fife
Cllr Jennifer Layden	Glasgow City
Cllr Margaret Paterson	Highland
Cllr Jim Clocherty	Inverclyde
Cllr Kelly Parry	Midlothian - COSLA Spokesperson
Cllr Louise Laing	Moray
Cllr David Dawson (VC)	Orkney Islands
Cllr Peter Barrett	Perth and Kinross
Cllr George Turnbull	Scottish Borders
Cllr Alastair Cooper	Shetland Islands
Cllr Diane Docherty	West Dunbartonshire
Professor Alison McCallum	Directors of Public Health
Kathleen Glasik	Scottish Government

Apologies

Cllr Sandra Thornton	East Dunbartonshire
Cllr Louise McPhater	North Ayrshire
Cllr Marie McGurk	Renfrewshire
Cllr Chris Kane	Stirling
Cllr Lesley Dunbar	Aberdeen City
Cllr Iris Walker	Aberdeenshire
Cllr Colin Brown	Angus
Cllr Jane McTaggart	Clackmannanshire
Cllr Kenny John MacLeod	Comhairle nan Eilean Siar
Cllr Kevin Cordell	Dundee City
Cllr Colm Merrick	East Renfrewshire
Cllr Stephen Curran	Midlothian
Cllr Danish Ashraf	North Lanarkshire
Cllr Andrew Drever	Orkney Islands
Cllr Maureen Chalmers	South Lanarkshire
Cllr Dave King	West Lothian
Tony Cain	ALACHO

1. Introduction

1.1 Welcome and Apologies

The Chair welcomed everyone to the meeting. Apologies and substitutions were noted.

1.2 Minute of Previous Meeting and Matters Arising

Minute

The Board agreed to approve the minute of the meeting as an accurate record.

2. Presentations

2.1 Community Wellbeing Board Overview

The report was noted. It was agreed that it would be helpful if the work was streamlined with a narrative over how it all slots together given the breadth of the work being undertaken by the three teams.

2.2 Glasgow Caledonian University Evaluation of PB Activity in Scotland 2016 – 2018

A presentation was provided by Dr Claire MacRae of Glasgow Caledonian University on the Evaluation of Participatory Budgeting in Scotland 2016-18. The presentation outlined a three-stage approach to Mainstream PB in Scotland; 1) Transaction, 2) Transference and 3) Transformation to gauge progress towards the 1% Framework Agreement. Presentation recognised that many councils are at different stages in working towards the agreement but in most instances activity is at a transactional stage via small grants PB activity. The next stage will be for Mainstream PB activity to engage and involve communities within deliberative processes and discussions surrounding local PB activity (transferral stage). By devolving decision making power to local communities this will encourage transformational processes whereby communities are empowered to engage in local decision making. It was acknowledged that progressing PB activity towards mainstream/transformation requires advancing current methods of community engagement.

Members acknowledged the positive impact of small grants PB within local communities and the additional benefits of community led events (community capacity building and increased community networks). Members broadly agreed that there was a challenge in managing the expectations of community members who expected an annual cycle of small grants PB, were excited by the process although could find these difficult and long to access relatively small sums of money. It was noted that community grants are no longer being externally funded by the Scottish Government. It was acknowledged that Mainstream PB could benefit from clarity of definition but ultimately it should involve both deliberation activity, community decision making and the exercise of member led discretion.

Discussions also explored how Local Outcome Improvement Plans can be used within mainstream participatory budgeting, as is the case in Fife who are currently undertaking PB with their Subsidised Passenger Transport budget (£22m). The need to engage with trade unions was raised as there was some nervousness about the impact PB could have. Some positive comments were made about the engagement of young people in the processes including making presentations as well as voting. Concerns were raised about the year to year nature of some of the work given the uncertainty of funding for councils.

Noted was the publication of an [evaluation by Glasgow Centre for Population Health which examined Glasgow City Council's approach to PB.](#)

The chair noted the ongoing support for PB across members and welcomed the findings from Glasgow Caledonian University's evaluation.

2.3 Citizens' Basic Income – Information on Member Councils' Progress

Wendy Hearty of the Improvement Service and Paul Vaughan from Fife Council presented on progress towards establishing Citizens Basic Income (CBI) pilots in local authority areas. The presentation highlighted the partnership working across four local authorities, and the supporting contributions made by the Improvement Service, NHS Health Scotland and the Scottish Government. The Scottish Government had contributed funding assistance. The CBI Steering Group has published an interim report and Wendy and Paul what is needed to

Key points made through the presentation related to the Steering Group's preferred model design; how pilots could be evaluated; the political, financial and ethical feasibility of establishing pilots; and next steps to be completed towards agreeing the final CBI model options that would be presented through a final report to the Scottish Government in 2020.

The Board discussion and questions provided clarity on pilot intentions – that is to test a 'basic' income approach rather than, for example, to extend to testing income levels thought necessary for 'healthy living'. There was agreement on the need to enable gendered analysis through the pilots. In relation to pilot locations and a question on the benefits of both rural and urban testing, it was made clear that areas had not yet been chosen and would not necessarily be restricted to the four participating local authorities' areas. There was a discussion on how CBI might act as a deterrent to job search - the research largely suggests otherwise – and the absolute need for CBI to mesh with other benefits that would still be necessary in a way that removed confusion for citizens.

It was confirmed that the UK Government, and its relevant departments, are engaging with the feasibility project but a clear way forward has yet to be found. Board members highlighted the potential positive impacts of CBI in recognising the value of volunteering, reducing the stress on benefit claimants and recognising the role of CBI in a changing reality of a labour market increasingly impacted by greater artificial intelligence driven solutions.

The report was approved, and members agreed:

- i. To note both the progress being made with the feasibility as evidenced through the submission of an interim report to Scottish Government and that further work still needs to be done ahead of the final report in relation to feasibility;
- ii. To share the interim report within local authorities and seek feedback on and support for the innovative work that is being done across Councils in this area;
- iii. To consider a further CBI update ahead of its final report to Scottish Government (March 2020); and
- iv. that COSLA will continue to support CBI planning work in line with COSLA's position and interest.

3. Housing

3.1 Review of Scottish Fire Safety Regime for Domestic High Rise Property

Members considered a report that set out work following the Grenfell fire, to develop a framework to assist councils and other organisations in the removal of combustibles from high rise properties. the report highlighted that the concerns on this issue had not proven to be as significant in Scotland, due to actions already in place by councils and others to deal with this safety issue. it was noted that the framework may be used in relation to tenement properties in the future. In response to the request for offers of assistance to pilot the framework, Glasgow City, West Dunbartonshire and Fife Councils made known their interest.

Members also agreed that COSLA seek assurance that legislative changes are made so that councils receive reimbursement for removal of items in this context.

3.2 SHELTER Charter for Change – Campaign

The report on this topic advised members that SHELTER has approached COSLA to sign up to its Charter for Change, which seeks

- stronger laws to ensure that there is a right to safe, secure and affordable homes for all
- that everyone knows and can defend their housing rights and
- that laws are not broken, and rights are upheld

There was substantial discussion about the approach made by SHELTER and the organisation's challenge of councils in relation to their actions on dealing with homelessness. It was suggested that COSLA seek to clarify with SHELTER, the need for recognition that councils are working toward addressing homelessness and that resorting to legal action is not always productive.

On that basis, Members agreed that COSLA sign up to the Charter for Change with the commitments suggested both at paragraph 8 of the report and any additional suggestions agreed by the Board, and agreed that Cllr Whitham, on behalf of the Board provides SHELTER with COSLA's formal commitment to the campaign.

3.3 Homelessness and Rapid Rehousing Transition Plans

Members were provided with an update on the funding distribution agreed by Leaders for Year 1 of the Rapid Rehousing Transitions Plans (RRTPs) and were also made aware of other policy issues relating to ending homelessness that are currently under development, including the work about to commence on the development of a Public Sector duty to prevent homelessness.

Members noted the actions taking place on the funding for years 2 and 3 of the RRTPs and were reminded that a move to plan based funding cannot take place until RRTPs are signed off and there is detail on the quantum. Finally, members were reminded that it was Leaders Meeting responsibility to make recommendations on distribution rather than the Boards so as to avoid unsettling the established COSLA governance procedures.

Members accepted the report and noted that Homelessness and the Rapid Rehousing Transition Plans is to be discussed at the Housing Conveners meeting on 18 November. It was also noted that COSLA will bring reports back to the Board on the development of the work on the Public Sector duty to prevent homelessness.

3.4 Gypsy Traveller Delivery Plan

The report noted that COSLA and the Scottish Government have passed a significant milestone in producing the joint Action Plan to improve the lives of Gypsy/Travellers. It was noted that member authorities are now making progress on the development of Delivery Plans. It was also noted that a Short Life Working Group was set up over the summer to support Scottish Ministers and COSLA to take forward the accommodation actions as a priority.

The Community Wellbeing Board:

- i. Agreed the proposals for governance of the plan set out in the report;
- ii. Commented on and agreed the draft accommodation Delivery Plan attached as Appendix 1;
- iii. Noted the activities proposed under Action 1 of the Delivery Plan and the support that councils may need to ensure that the £2m additional funding can deliver immediate site improvements (this Action is specifically for local authorities that currently have site provision); and
- iv. Agreed the activities proposed under Action 3 of the Delivery Plan, including that further data collection may be needed to improve understanding of accommodation needs and demands.

4. Poverty

4.1 Local Child Poverty Action Reports

Members considered a first, broad assessment of year one Local Child Poverty Action Reports. The discussion focused on the contribution of partners and the need for Scottish Government funding assistance to help local approaches to be more transformative. There was a concern about the plethora of relatively small funding streams this year that relate to Child Poverty and the need to ensure that LAs can keep track of these. COSLA officers recently updated the base budget position for 19/20 and shared this with Directors of Finance, ensuring that this tracking is possible. Members spoke positively about good work in their local authority areas.

The Board agreed to:

- i. note first year reporting achievements;
- ii. agree next steps set out in the report; and
- iii. agree to mandate the Community Well Being Spokesperson to seek a further discussion with the Cabinet Secretary for Local Government and Communities if that is considered appropriate following the publication of the Poverty and Inequality Commission's report on LCPARs.

4.2 Rapid Poverty Mitigation Fund

This item updated Board members on COSLA Leaders consideration and agreement on Scottish Government funding for local authorities to support those impacted by a 'no-deal' Exit from the European Union. In the event of a 'no-deal', Leaders had taken a decision to agree to a £7 million non-recurring revenue fund to cover the period 1 November 2019 to 30 April 2020. Local authorities would have flexibility in terms of which poverty mitigation route is used. Should the funding require to be deployed, Scottish Government and COSLA would jointly agree light touch reporting arrangements, building on existing, established arrangements.

The Board agreed to

- i. note the provision of the Rapid Poverty Mitigation Fund for local authorities;

- ii. Note that COSLA Leaders agreed to the principle of the Fund at their meeting on 25 October; and
- iii. agree to the next steps set out in the report.

5. Responses & Updates

5.1 Response to Migration Advisory Committee (MAC) Salary Threshold and Points Based System Consultation

As part of COSLA's ongoing commitment to highlight the positive benefits of migration and to lobby for a post-Brexit immigration system that can meet Scotland's economic, workforce and demographic needs on a local, as well as a national level, officers have drafted a response to the current call for evidence from the Migration Advisory Committee on salary thresholds and a points-based immigration system.

Key points made during the discussion were a significant number of the local government workforce will not meet the stated salary threshold and we must consider parts of the country with old-age dependency ratios, as well as areas in need of increased population.

This report was approved, and members

- i. Discussed COSLA's response to the MAC call for evidence, and;
- ii. Endorsed the COSLA response to the MAC call for evidence.

5.2 Policing Update and Draft Consultation Responses on:

(a) Police Scotland's Strategic Police Plan (2026 Strategy);

Members noted the update on local government's relations with Police Scotland and the COSLA Police Scrutiny Conveners Forum held on 6 November. In addition, members agreed COSLA's feedback to the Scottish Police Authority's (SPA) refresh of Police Scotland's Strategic Plan (2026 Strategy).

(b) Strategic Police Priorities (SPPs)

Members agreed COSLA's response to the Scottish Government's consultation on Police Scotland's Strategic Police Priorities.

5.3 Equally Safe Update

Cllr. Parry highlighted that, due to the pre elected period, COSLA's 16 Days of Activism Against Gender Based Violence was now being limited to three key activities, with the remainder of the approved programme to be rescheduled for early next year.

Cllr Parry also requested that Board Members promote local access to the Safe Lives 'Whole Lives – Improving the Response to Domestic Abuse in Scotland' Survey for survivors of domestic abuse, in their local areas. This Survey is currently live and will remain open until the 10th of December 2019. Links to the Safe Lives and the purpose of the Survey were provided as was a link to the promotional poster with an accessible QR Code.

5.4 General Update Report

The update report was noted

6. Others

The date of Next Meeting was noted as: 24th January 2020



CYP Item 01

MINUTE OF MEETING OF CHILDREN AND YOUNG PEOPLE BOARD

Friday 15th November

10.30 am

COSLA Offices, Verity House, 19 Haymarket Yards, Edinburgh

Present

COSLA Spokesperson	Councillor Stephen McCabe
ASL Review Chair (Guest)	Angela Morgan
Aberdeen City Council	Councillor M. Tauqeer Malik (Substitute)
Aberdeenshire Council	Councillor Gillian Owen (VC)
Argyll and Bute Council	Councillor Kieron Green (Substitute)
City of Edinburgh Council	Councillor Ian Perry
Comhairle nan Eilean Siar	Councillor Angus McCormack
Dumfries and Galloway Council	Councillor Jeff Leaver
Dundee City Council	Councillor Roisin Smith
East Dunbartonshire Council	Councillor Jim Goodall
East Lothian Council	Councillor Jim Goodfellow (Substitute)
Falkirk Council	Councillor David Alexander (Substitute)
Fife Council	Councillor Fay Sinclair (Teleconference)
Highland Council	Councillor John Finlayson
Midlothian Council	Councillor Jim Muirhead
Moray Council	Councillor Sonya Warren
North Ayrshire Council	Councillor John Bell
North Lanarkshire Council	Councillor Frank McNally
Orkney Islands Council	Councillor Gwenda Shearer (Videoconference)
Perth and Kinross Council	Councillor John Duff
Scottish Borders Council	Councillor Carol Hamilton
Shetland Islands Council	Councillor George Smith
South Ayrshire Council	Councillor Julie Dettbarn (Substitute)
South Lanarkshire Council	Councillor Kathy Loudon

Stirling Council
 West Dunbartonshire Council
 West Lothian Council
 Directors of Public Health
 SOLACE

Councillor Susan McGill (Teleconference)
 Councillor Karen Conaghan
 Councillor David Dodds
 Dona Milne
 Grace Vickers

Apologies

Aberdeen Council
 Angus Council
 Argyll and Bute Council
 Clackmannanshire Council
 East Ayrshire Council
 East Lothian Council
 East Renfrewshire Council
 Falkirk Council
 Glasgow City Council
 Inverclyde Council
 Renfrewshire Council
 South Ayrshire Council
 ADES
 ADES
 CIPFA - Directors of Finance
 SPDS
 Social Work Scotland

Councillor John Wheeler
 Councillor Derek Wann
 Councillor Yvonne McNeilly
 Councillor Graham Lindsay
 Councillor Fiona Campbell
 Councillor Shamin Akhtar
 Councillor Paul O'Kane
 Councillor Adanna McCue
 Councillor Chris Cunningham
 Councillor Natasha Murphy
 Councillor Jim Paterson
 Councillor William Grant
 Professor Michael Wood
 Terry Lanagan
 Alan Puckrin
 Kristine Johnson
 Ben Farrugia

Welcome and Apologies

The Spokesperson welcomed everyone to the meeting and noted apologies.

Public Session

1. Children and Young People Workplan

A summary of the Board Workplan was provided to the meeting.

2. ASL Review – Presentation Independent Chair

Angela Morgan, the Independent Chair provided an update on her engagement to date and the emerging themes.

Angela has widely engaged and heard from parents and is happy that additional resources have been agreed so more of this engagement can take place, has also heard from teachers. The themes are in line with previous reports, with communication issue between parents and schools, and that the focus on attainment does not suit all children. There is lots of good practice which will be shared, good examples of inclusive practice.

Members discussed engagement with rural areas, families who wanted special school provision instead of mainstreaming, the quality of Initial Teacher Education, the knowledge of ASN amongst deputy heads and principal teachers, out of school support and the need for a whole system approach.

Angela noted that recommendations will be realistic. That there is a need to listen to parents and children. Angela want to hear from members about good case studies and the type of information members receive on the ASL picture in their areas, contact details for the review were emailed to Board Members after the meeting.

The Board:

- i. Agreed that COSLA fully engages in this review process; and
- ii. Invited Angela to return in early 2020 to discuss the final recommendations to Scottish Government and COSLA.

Private Session

3. Minute of Previous Meeting of

The Board agreed to approve the minute of the meeting as an accurate record, following two changes to attendance.

4. ELC Update and Eligibility

The report provided an update on the progress towards the delivery of the Early Learning and Childcare Expansion by August 2020, the proposed changes to eligibility in light of Scottish Government commitments regarding deferred entry into Primary 1 and extending the 2 year old offer to children with care-experienced parents.

Board members had a wide ranging discussion which included discussion on the links with early entry into primary 1, the likely impact on delivering the expansion, the need for a clear national message and that clarity about definitions of care-experience are required in a timely manner.

The Board:

- i. Noted and comment on findings within the Delivery Progress Report.
- ii. Approved the position on the proposed changes to eligibility as set out in paragraphs 18 to 22
- iii. Provided a view on the ELC 'boost' to the Parental Employability Support Fund ahead of consideration by COSLA Leaders.

5. Breastfeeding Friendly Scotland – Early Years

This report updated the Board on the Scottish Government's 'Breastfeeding Friendly Scotland' scheme and sets out the steps that local authorities could take in support of the scheme.

Board members were broadly welcoming of the scheme, highlighting that language should be used sensitively where possible and that steps should be considered to promote the scheme in schools, partner ELC settings and with childminders.

This paper invites the Children and Young People Board to:

- i. Noted the aims of Breastfeeding Friendly Scotland
- ii. Supported the implementation of the Breastfeeding Friendly Scotland in Early Learning and Childcare settings.

6. Out of school care for Scotland – draft framework consultation Response

The report asked the Board to approve COSLA's response to the Scottish Government's consultation on Early Learning and Childcare. During discussion members reinforced the importance of adequate resourcing, linking with the ELC expansion and ensuring local flexibility.

The Board:

- i. Considered and commented on the draft consultation response
- ii. Approved the consultation response, subject to any comments provided by the Board.

7. Child Poverty – Local Action Reports IS Feedback

This report provided the Board some high-level feedback from the Improvement Service's National Child Poverty Coordinator on the first year of Local Child Poverty Action Report, highlighted the forthcoming paper from the Poverty and Inequality Commission on the Local Action Reports and invited members to consider whether further discussions with the Cabinet Secretary for Communities and Local Government should be pursued.

Members shared their experience of developing the developing Local Action Reports and were clear that additional investment in local authorities will be required to meet the 'step-change' envisioned within the Child Poverty Act and therefore mandated the Children and Young Person's Spokesperson to meet with the Cabinet Secretary to discuss further.

The Board

- i. Noted first year reporting achievements;
- ii. Agreed next steps as set out in paragraphs 13-18;
- iii. Agreed to mandate the Children and Young Person's Spokesperson to seek a further discussion with the Cabinet Secretary for Communities and Local Government if that is considered appropriate following the publication of the Poverty and Inequality Commission's report on LCPARs.

8. Free school Meal Eligibility Criteria- impact of UC

Members discussed the issues in relation to UC and FSM eligibility and agreed with the COSLA position as set out in the paper. Members wish to be kept up to date with progress on this and related FSM criteria for Scotland.

The Board:

- i. Noted the issues in relation to the roll out of Universal credit on Free School Meal (FSM) eligibility.
- ii. Agreed the proposed COSLA position set out at paragraph 15-17 in relation to FSM eligibility
- iii. Agreed that COSLA officers, Local Authority representatives and Scottish Government work jointly to address the barriers that currently exists in relation to the use of DWP data by Councils.

9. Response to Education Committee on Subject Choices

Members noted that COSLA did not submit formal evidence but the Children and Young People Spokesperson [wrote to the Committee Convenor](#) outlining the strong Local Government support for the Curriculum for Excellence, Getting it Right for Every Child (GIRFEC) and the ongoing education reforms.

The Board:

- i. Noted the response to Inquiry Report at Appendix A and offer views on the response
- ii. Agreed the proposed COSLA position at paragraph 7

10. Children (Scotland) Bill Consultation

Members provided feedback on the consultation response. Additional points were made on the importance of child contact centres, as well as on domestic abuse and court decisions on contact.

Members:

- i. Agreed the COSLA position on the Bill; and
- ii. Agreed on the response to the Justice Committee and the Finance and Constitution Committee, following comments from members.

11. Historical Child Abuse Consultation

The Board noted there are a range of key areas set out in the consultation which have significant implications for Local Government. COSLA officials advised initial meetings have taken place with Local Government partners and some issues of concern have been highlighted and these are set out in the paper.

The Board:

- i. Noted the consultation on the Historical Child Abuse Scheme,
- ii. Commented on the broad local government positions that will be used to inform the COSLA response,
- iii. Agreed the proposed COSLA position at paragraph 6, before final approval by COSLA Leaders of the COSLA response, at their meeting on 29th November.

12. Restraint and Seclusion in Scottish Schools

This report provided information on engagement with the Deputy First Minister around restraint and seclusion in schools and sought members agreement that the COSLA position adopted in February 2019 was revised.

The Board:

- i. Reconsidered the position taken in February 2019, that COSLA were not in favour of stand-alone guidance or national reporting;
- ii. Discussed the new proposals: and
- iii. Agreed the COSLA position outlined at paragraphs 11-14

13. Proposed Disabled Children and Young People (Transitions) (Scotland) Bill

This report highlighted the consultation Johann Lamont MSP launched on a Proposed Disabled Children and Young People (Transitions) (Scotland) Bill on the 9th of October 2019, the consultation closes on 22nd January 2020.

Due to timings, with the next Children and Young People Board not taking place until the 21st of February 2020, the Board were asked to agree that a COSLA response is developed and signed off by our Spokesperson.

The Board:

- i. Noted the launch of the consultation;
- ii. Discussed the aims of the proposed Bill and provided feedback to Officers; and
- iii. Agreed that a COSLA response is developed and that sign off is delegated to the CYP Spokesperson

14. Children and Young People's Mental Health and Wellbeing Programme Board Update

Members received an update on the work of the Children and Young People's Mental Health and Wellbeing Programme Board, specifically on community-based support and a draft CAMHS Specification for Scotland.

The Board:

- i. Commented on the community-based support framework;
- ii. Commented on the draft principles for delivery of community-based support;
- iii. Commented on the draft CAMH Service specification;
- iv. Noted the intended approach and timeline in terms of political sign off.

15. Independent Child Trafficking Guardians Consultation

The Scottish Government is consulting on the appointment and role of Independent Child Trafficking Guardians as introduced by the Human Trafficking and Exploitation (Scotland) Act 2015. This paper outlines the proposed COSLA response.

The Board:

- iv. Provided information on anything officers have raised locally with regards to the consultation;
- v. Commented on the draft COSLA response to the consultation which is broadly supportive of the consultation, including and addressing, the issues identified in paragraph 5; and
- vi. Agreed the COSLA submission subject to any comments provided during the meeting.

16. AOCB and Close

The dates for the 2020 COSLA Children and Young People Board meetings were announced, subject to Leader's approval at the end of November. The next meeting of the Board is on Friday 21st February.

Community Planning Strategic Board

10am 21st November 2019

Committee Suite, Municipal Buildings, Falkirk

In Attendance:	Cllr Meiklejohn (Chair)	Falkirk Council
	Cllr Bissett	Falkirk Council
	Kenneth Lawrie	Falkirk Council
	Kenny Gillespie	Falkirk Council
	Sally Buchanan	Falkirk Council
	Jude Breslin	Falkirk Council
	Seony Ross	Falkirk Council
	Martin Thom	Falkirk Council
	Elaine Lawlor	NHS Forth Valley
	Julia Swan	NHS Forth Valley
	Maureen Campbell	Falkirk Community Trust
	Patricia Cassidy	HSCP
	Ken Thomson	Forth Valley College
	Jen Kerr	CVS Falkirk
	David Mellor	CVS Falkirk
	Oliver Harding	NHS/ SOLD 4
	Chris Stewart	Police Scotland
	Tracey Robinson	Police Scotland
	David Lockhart	Scottish Fire and Rescue Service
	Brian Robertson	Scottish Fire and Rescue Service

	Item	Action
1.	Apologies Cllr Alexander – Falkirk Council Cllr Collie - IJB Jackie McArthur – Forth Valley College Lesley Sheppard – Scottish Government Douglas Duff - Falkirk Council Robert Naylor; Jude Breslin attended in his absence	
2.	Minutes of the last meeting The actions of the previous meeting were reviewed. All were either completed or to be discussed as part of the main meeting agenda. The minutes of the previous meeting were accepted.	

3.	<p>Drug and Alcohol Improvement Plan Update</p> <p>Martin Thom provided an introduction highlighting that he took over as chair at the end of October. The next meeting is planned for mid-December.</p> <p>Elaine Lawlor gave an overview of the current situation in Falkirk in relation to drug and alcohol use and the forthcoming improvement plan:</p> <ul style="list-style-type: none"> • <i>Drug related Death</i> - understanding people's journey. • <i>Hospital Resource</i> - there are opportunities to intervene and a clear need to redesign resources to respond to needs • <i>Young people</i> - Looking at a pathway, gaps, some with mental health issues don't fit into the CAMHS model. • <i>Tackling stigma</i> –attitude with businesses in town. • <i>Foetal alcohol spectrum disorder</i> – preventative focus, health visitor, maternity staff, primary care staff. • <i>Alcohol related brain injury</i> – preventable. If people stop drinking, they can stay at home and reduce risk • Purchased a £1.5m service for full recovery. • <i>Social influencing project</i> – needs proper resources; it's preventative and needs to be embedded. <p>With regards to the social influencing project, Chris Stewart advised that Police Scotland has 9 school-based officers across the area. Chris confirmed he was happy for them to support this work as a priority.</p> <p><i>Chris suggested that ensuring Police Scotland have referral pathways to support users would be beneficial. Elaine confirmed that this had been looked at previously but could be revisited for retraining.</i></p> <p>Other Issues that could be considered:</p> <ul style="list-style-type: none"> • Pharmacy prescriptions • Role of vets – often prescribed human drugs which could be an unregulated gap • Understanding the journey of users • Understanding the complexity of the mix of prescription and illegal drugs • Violence and intimidation for users from dealers <p><i>Report/ Improvement plan early in the new year with commitments from partners.</i></p>	<p>Chris/ Elaine</p> <p>Alcohol and Drug partnership</p>
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4.	<p>Community Planning Partnership Structure Options</p> <p>Kenneth presented options for the Community Planning structure:</p> <p>Option 1 – retain Board and Exec but alter roles and introduce an Improvement group to better connect existing groups.</p> <p>Option 2 – combine Board and Exec into one group, still with the inclusion of an Improvement Group</p> <p>The consensus was to support option 2 and combine the groups to provide more focus, prevent duplication and make it easier for partners to resource officers to attend meetings.</p> <p>The improvement group will give guidance on the evidence, as well as better connecting the groups that sit under the Board.</p> <p>Potential areas of support:</p> <ul style="list-style-type: none"> • CVS intention to offer support to community groups and leaders, which could provide an opening to offer community membership of the Board. • Children's Commission quality improvement programme to inform this work • Work in the community needs to be drawn into our work and we need to offer more support <p><i>Terms of Reference to be drafted and dates and programme for 2020 to be arranged.</i></p>	Community Planning Team
5.	<p>Locality Planning Update</p> <p>Kenny gave an overview of progress made regarding locality planning. Subgroup of partners from locality planning group are working on how to improve things for Central. This will include widening community involvement right at start of the process and having partners and communities leading this work, designing and delivering the process.</p> <p>Enabled Communities – A Council of the Future workstream that will support the Council to change the way that we work with communities. Workshop session in January will involve communities, partners and local members.</p> <p>We are also looking for partners to bring reports to CP Board, for subgroups or forums to have rolling chairs, increasing partner involvement and leadership.</p> <p><i>Report due back next meeting, including an update on the planned workshop on a new approach within the central locality.</i></p>	Kenny

6.	<p>Future issues for Board to consider</p> <p>Kenneth introduced the topics that were suggested by partners on which to focus. He added that although the options are limited right now, it is the beginning of a process of identifying key issues.</p> <p>Discussion opened with mental health and wellbeing, given its local and national profile. Discussion in support of this included:</p> <ul style="list-style-type: none"> • Mental health includes many of the other issues • Partners can pull together things they are working on which relates to mental health • As part of the Children's Commission quality improvement work there is a mental health and wellbeing project, so this could form the beginning/ framework for looking into mental health. <p>Transport - a need to recognise what a barrier lack of transport is, not just cost but there being a bus there in the first place. There is currently work taking place to investigate transport across the Forth Valley which can be reported to the Board.</p> <p>Loneliness – this would be a good theme to address within the community. This could be a factor within Mental Health and Wellbeing</p> <p><i>Mental health and wellbeing was chosen as the focus</i></p>	Improvement Group and MHWB Group
7.	<p>Executive Meeting 12th December</p> <p>Cancelled due to new agreed process – future meeting dates to be arranged and advised ASAP.</p>	
8.	<p>AOB</p> <p>New college campus building will be open to staff on 6th January and to students on 8th January. It is a good resource with a 200-seat conference room, will host a meeting in probably late Feb/ March</p>	

FORTH VALLEY NHS BOARD

TUESDAY 28 JANUARY 2020
For Approval

Item 3 - Draft Minute of the Forth Valley NHS Board Meeting Held on Tuesday 26 November 2019 at 9am, in the NHS Forth Valley Headquarters, Carseview House, Castle Business Park, Stirling.

Present

Mr Alex Linkston (**Chair**)
Mrs Julia Swan
Dr Michele McClung
Councillor Allyson Black
Councillor Les Sharp
Mr Robert Clark
Dr Graham Foster
Professor Angela Wallace

Mrs Cathie Cowan
Mr John Ford
Mr Allan Rennie
Councillor Susan McGill
Dr James King
Mr Andrew Murray
Mr Scott Urquhart

In Attendance

Mrs Elsbeth Campbell, Head of Communications
Ms Kerry Mackenzie, Head of Performance
Ms Gillian Morton, Programme Director (Item 8.2 and 8.3)
Ms Janette Fraser, Head of Planning (Item 6.1 and 8.2)
Mr Robert Stevenson, Senior Planning Manager (Item 6.2)
Ms Pauline Jones, Emergency Planning Officer (Item 6.2)
Ms Ellen Hudson, Deputy Nurse Director (Item 7.3)
Ms Lesley Thomson, Head of Community Nursing (Item 7.3)
Ms Lorraine Robertson, Service Manager, Mental Health (Item 7.3)
Mrs Sonia Kavanagh, Corporate Governance Manager (*minute*)

1. APOLOGIES FOR ABSENCE

Apologies for absence were intimated on behalf of Miss Linda Donaldson and Mr Stephen McAllister.

2. DECLARATION(S) OF INTEREST(S)

There were no declarations of interest.

3. MINUTE OF FORTH VALLEY NHS BOARD MEETING HELD ON 24 SEPTEMBER 2019

The minute of the Forth Valley NHS Board meeting held on 24 September 2019 was approved as a correct record.

4. MATTERS ARISING FROM THE MINUTE

There were no matters arising from the minute.

5. PATIENTS/STAFF STORY

Professor Angela Wallace shared a short video that captured the patient centred 'What matters to me' celebration. The video captured feedback from patients, staff, visitors, carers and friends. Feedback focused very much around appreciation, good communications including listening, clarity and explanations, positive attitudes, team working and ambience. Board

members heard about different methods of feedback that were being considered to ensure services continued to meet the needs of people in Forth Valley.

The NHS Board:

- **Noted the update**

6. BETTER HEALTH

6.1 Forth Valley Health and Social Care Winter Plan 2019-20

The NHS Board considered a paper “Forth Valley Health and Social Care Winter Plan 2019-2020” provided by Dr Graham Foster, Director of Public Health and Strategic Planning.

Dr Foster introduced Mrs Fraser, Head of Planning, who highlighted the wide collaboration involved in preparing the Winter Plan for 2019-20. This included NHS Forth Valley, the three Local Authorities, Scottish Ambulance Services, NHS24, the Integration Authorities and the third sector.

The Falkirk and the Clackmannanshire and Stirling Health and Social Care Partnerships along with NHS Forth Valley were jointly responsible for ensuring robust operational arrangements were in place for winter including the festive period. Following the NHS Board meeting in September, the first draft plan was submitted to the Scottish Government as required. With subsequent feedback and the announcement of additional funding the timeline for the final submission had been extended. Mrs Fraser outlined the funding allocation and the associated risks to deliver the plan. It was noted that the Winter Steering Group and Working Group would continue to meet throughout the winter to ensure operational arrangements were adapted accordingly in response to demands.

Mrs Cowan acknowledged the collaborative approach taken which included clinical input to develop and agree the Winter Plan, Mrs Cowan also welcomed the spread of investment across all of the Scottish Government priority areas.

The funding received from Scottish Government was noted and NHS Board members discussed the ability and risks associated with being able to respond to the additional impact of winter demand across the whole system whilst continuing to maintain and improve performance across key indicators. Board members also discussed the need for contingency beds whilst delayed discharges remained high and associated staffing costs to fund additional beds. Mrs Cowan confirmed that elective care funding could be used on a non recurring basis to fund Council and contingency beds.

The NHS Board:

- **Noted that approval of the plan was required from the NHS Board and Integration Joint Boards’ Chairs, the NHS Forth Valley Chief Executive and the Chief Officers prior to submission**
- **Approved the draft Winter Plan on behalf of NHS Forth Valley**

6.2 NHS Forth Valley Major Incident Plan

The NHS Board considered a paper “NHS Forth Valley Major Incident Plan” provided by Dr Graham Foster, Director of Public Health and Strategic Planning.

Dr Foster introduced Mr Robert Stevenson, Senior Planning Manager and Ms Pauline Jones, Emergency Planning Officer who outlined the changes to the former Major Emergency Plan (MEP) and associated Action Cards, following changes in legislation, statutory guidance and the organisational management changes.

The Major Incident Plan reflected the Scottish Government's 'Major Incidents with Mass Casualties' guidance and provided clarification of roles and responsibilities, with reference to the Health and Social Care Partnerships (i.e. Local Authority staff responsibilities). The associated action cards which provided details on the necessary activation, response and recovery processes were due to be finalised, with publication and implementation due in January 2020.

Mrs Cowan highlighted a particular section within the plan to be amended regarding who could declare a major incident. She advised that major incidents were usually declared by the blue light emergency services; Scottish Ambulance, Police Scotland, Scottish Fire and Rescue Service or through the Resilience Partnership.

Mr Stevenson advised that the framework provided the information to enable the necessary Health Board and Health and Social Care Partnerships (noting Local Authority staff duties within each of our Councils) to, along with the other responders to combine their capabilities to ensure the best possible response to a declared major incident. He provided assurance that all levels of incidents had the necessary supporting plans and also linked to those of local groups. Associated risks were assessed jointly with responders to ensure processes and procedures were in place to mitigate.

In response to a question from Mr Rennie regarding the use of social media by the public and how this information was utilised, Mrs Campbell advised that the national guidance had been updated to include social media.

The NHS Board:

- **Approved the new Forth Valley Major Incident Plan subject to the amendment highlighted**
- **Noted that the Forth Valley Major Incident Plan would become operational on Friday 31 January 2020 to allow for the necessary training and familiarisation of the new plan and processes**

7. BETTER CARE

7.1 Executive Performance Report

The NHS Board considered a paper "Executive Performance Report", presented by Mrs Cathie Cowan, Chief Executive.

Mrs Cowan provided updates on the performance position with regards to the eight key standards against the agreed trajectories and in particular those standards that were challenged. This included performance against the 62 day cancer target, 95% of patients urgently referred with a suspicion of cancer should be treated within 62 days, with 86.3% noted for September 2019 against the December trajectory of 90.9%. While the 12 week outpatient wait showed deterioration there was an improving position over the period October 2018 to October 2019 and Mrs Cowan noted that performance against the 12 week Treatment Time Guarantee (TTG) was on course to meet the agreed trajectory in March 2020 of 750 patients. Delayed discharges continued to impact on flow within Forth Valley Royal Hospital resulting in additional boarding and need for staffed contingency beds being open. The waits for care packages and home care places continued to fluctuate on a day to day basis. The range of actions to address the challenges was detailed within the paper.

The NHS Board discussed the current position including the need to ring fence beds for elective care to deliver the agreed TTG target. Work continued to stabilise staffing levels within CAHMS to address the vacancies. Ms McClung highlighted the work of the Staff Governance

to scrutinise in detail the sickness and absence levels and the reasons involved. Mr Clark also provided re-assurance that significant work was ongoing to understand the potential impact on absence levels in relation to demographics and shift patterns and how to attract quality staff to NHS Forth Valley. It was proposed that this could be considered further at a NHS Board seminar.

The NHS Board:

- **Noted the current key performance issues and actions**
- **Noted the detail within the balanced scorecard**
- **Noted that the work regarding sickness and absence would be considered further at a future NHS Board seminar**

7.2 Healthcare Associated Infection Report

The NHS Board considered a paper “Healthcare Associated Infection Reporting Template” presented by Professor Angela Wallace, Nurse Director.

Professor Wallace highlighted the ongoing work to re-format the report to ensure the necessary assurance continued to be provided regarding Healthcare Associated Infections (HAI) performance and the systems in place to monitor. This would also include the new AOP targets for Staphylococcus Aureus Bacteraemia (SABs) and Clostridium difficile infection (CDIs) which had been set for 2019-2022.

Influenza rates were currently within seasonal norms both locally and nationally and it was anticipated that near patient testing for influenza would commence by the end of November 2019.

The number of non compliances reported during ward visits had increased compared to the previous month with details provided to the relevant nurse in charge and line manager to enable the appropriate action to be carried out to address any issues.

The NHS Board:

- **Noted the assurance provided**

7.3 Nursing and Midwifery Annual Report 2018-2019

The NHS Board considered a paper “Nursing and Midwifery Annual Report 2018-2019” provided by Professor Angela Wallace, Nurse Director.

Professor Wallace introduced Ms Ellen Hudson, Deputy Nurse Director, Ms Lesley Thomson, Head of Community Nursing and Ms Lorraine Robertson, Service Manager for Mental Health who provided various updates on the wide range of progress made to improve services and care, supporting the three pledges within the Nursing and Midwifery Strategy, ‘We Care’. These were to:

- Be better every day at promoting caring, safe and respectful care
- Be recognised locally and nationally for our culture of care that is driving excellence in practice and the development of nurses and midwives to be at the forefront of improvement, education and professionalism
- Be part of the NHS Forth Valley and wider integration health and social care system delivering our ‘Shaping the Future’ Healthcare Strategy and achieving the 2020 vision

The NHS Board noted and recognised the work being undertaken including the Advance Nurse Practitioner role in Mental Health services, review of nursing workforce in prisons and the transformation in Health Visiting. The success of the Best Start implementation was also

recognised with NHS Forth Valley as an early Adopter Board for the Scottish Government's initiative. The need for staff to be supported as demand increased and their roles developed was discussed.

The NHS Board:

- **Noted the progress and contribution from nurses and midwives in NHS Forth Valley across the Health and Social Care system and the wider NHS in Scotland**
 - **Noted the annual report in respect to the delivery of the Nursing and Midwifery Strategy 'We Care'**
-

8. BETTER VALUE

8.1 Finance Report

The NHS Board considered a paper "Finance Report" presented by Mr Scott Urquhart, Director of Finance.

Mr Urquhart provided a summary of the financial position for NHS Forth Valley to 31 October 2019, with a year to date overspend of £0.943m and a forecast outturn position in line with opening AOP projections at £2.400m overspend. It was noted that a number of factors could influence the projected year end position including service capacity risks over winter with associated contingency requirements, further opportunities identified for non-recurring resources, and the outcome of year end cost sharing arrangements between partner organisations of Integration Authorities.

While discussions were ongoing with Partners in the Clackmannanshire and Stirling Partnership, the NHS Board considered in detail a proposal to be made to Falkirk IJB, i.e. that 50% of the year end pressure on in-scope health budgets be met by Falkirk IJB reserve balances (projected at 1.428m) on a non recurring basis for 2019/20. The NHS Board discussed and endorsed the proposal as a balanced and fair approach for 2019/20, recognising the need to further develop longer term arrangements with Integration Authorities for future. Mrs Cowan recognised the current pressures across the partnerships and stressed the importance of money losing its identity.

It was noted that Board commissioned work had commenced, supported by Buchan Associates, to develop a Capacity and Financial Model to support the Set Aside Budget and an overview of progress to date was shared with the NHS Board. Mrs Cowan was keen to share this commissioned work with IJBs.

The timing of land disposal and receipts as part of an ongoing long term Development Agreement had been discussed at the Performance and Resources Committee in October 2019. The position had now been finalised subject to External Audit review and the associated financial transactions for 2019/20 had been prepared. A meeting with Audit Scotland to consider the accounting treatment had been scheduled for the end of November to conclude the financial arrangements. A further update would be taken to the Performance and Resources Committee meeting in December.

The NHS Board:

- **Noted a revenue overspend of £0.943m to 31 October, with a projected year end outturn position of £2.400m overspend, subject to further non recurring options currently being finalised**
- **Noted a balanced capital position to 31 October 2019 and a projected break even position on capital at financial year end**

- **Noted a savings requirement in 2019/20 of £19.2m, of which £18.7m had been identified to date**
- **Noted the key financial risks outlined in section 6 of the report, particularly in relation to winter capacity pressures and high cost medicines**
- **Noted the planned work progressing on Set Aside arrangements (Appendix 5)**
- **Approved the proposal on 2019/20 risk sharing arrangements for Falkirk IJB.**

8.2 Elective Care Development Programme Update

The NHS Board considered a paper “Elective Care Development Programme Update” provided by Mr Scott Urquhart, Director of Finance and Ms Gillian Morton, Programme Director.

Ms Gillian Morton introduced Mrs Janette Fraser, Head of Planning who provided an update on the Elective Care Development Programme.

Mrs Fraser summarised the progress and current stage of the programme to provide additional capacity for day case and inpatient surgery including additional MRI imaging, in order to improve access and reduce waiting times for elective treatment for NHS Forth Valley and NHS Scotland. Work continued on finalising commissioning arrangements with the Golden Jubilee National Hospital and along with the Scottish Government to agree a capacity plan.

Mrs Cowan commended the team on the pace of the programme and the recruitment undertaken. An update to a future Board meeting to confirm the commissioning arrangements was agreed.

The NHS Board:

- **Noted progress with delivering the Elective Care Development Programme as part of the NHS Board’s Corporate Programme Management Office portfolio**

8.3 Corporate Programme Management Office Update

The NHS Board considered a presentation “Corporate Programme Management Office Update” presented by Ms Gillian Morton, Programme Director.

Ms Morton outlined the benefits of a Portfolio Management Office (PMO) approach and the need to ensure staff were appropriately trained, with the necessary skills to ensure delivery and success.

While work continued with the Elective Care programme, potential priority areas for improvement were being scoped against strategic goals, linked to the 3 year budget and resource plan, to ensure resources were utilised efficiently and effectively.

The NHS Board discussed progress and the need for quality improvement as well as savings. An update report would be presented at the next meeting with further project details, priorities and outcomes.

The NHS Board:

- **Noted the update provided**

8.4 Strategic Deployment Matrix Update

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

Mrs Cowan explained that the Strategic Deployment Matrix (SDM) was a quality improvement method, notably a 'plan on a page', to ensure organisational strategic objectives and priorities aligned to direct and monitor implementation.

Programme Boards had been established in autumn 2018 and a SDM approach adopted, aligned to the NHS Board's Healthcare Strategy: Shaping the Future, with the exception of the Unscheduled Care Programme Board which would continue to use the Getting Forthright Programme recovery plan (recovery plan was in response to escalation).

Board members noted that the approved Annual Operational Plan (AOP) 2019/2020 set a level zero SDM and that the priority areas described also aligned with Programme Board SDMs. Work to finalise Pentana uploads was noted, the data captured would also track delivery of progress against agreed priorities and corresponding results. Board and/or Assurance Committee reporting would begin from 2020.

Mrs Cowan advised that a demonstration of how the Pentana system would be used to monitor and track performance of the priority projects would be provided at the Board seminar in February 2020.

The NHS Board:

- **Noted the assurance provided that the Programme Board approach during 2020/2021 would connect strategy with delivery of the NHS Board's strategic priorities as set out in 'Shaping the Future' and the approved Annual Operational Plan 2020-2021**
-

9. BETTER WORKFORCE

9.1 Communication Update Report

The NHS Board considered a paper "Communication Update Report" presented by Ms Elsbeth Campbell, Head of Communications.

Ms Campbell provided an overview of some of the key work undertaken to promote the wide range of service developments, campaigns, events and initiatives across Forth Valley from May to October 2019.

Highlights included local Organ Donation activities to coincide with the national Organ Donation week in early September, the social and local media initiatives to draw attention to alternatives to the Emergency Department for minor or non-urgent health issues, and the work of 'Best in Class' project in Clackmannanshire which provided patients with hip and knee problems the opportunity to attend special exercise classes to help to reduce the need for surgery. This initiative had also been highlighted in an Audit Scotland report and was showcased by BBC Scotland.

Ms Campbell noted that the annual staff award ceremony continued to provide an opportunity to recognise the achievements of staff across NHS Forth Valley and highlighted that the new format, held at the Albert Halls had been well received.

The NHS Board:

- **Noted the update and progress which had been made during the period and the priorities for the next quarter**
-

10. BETTER GOVERNANCE

10.1 Corporate Risk Register Quarterly Update

The NHS Board considered a paper “Corporate Risk Register Quarterly Update” presented by Mr Scott Urquhart, Director of Finance.

Mr Urquhart provided details of the 11 active risks within the Corporate Risk Register. He noted in particular those risks with the highest scores and the progress made to mitigate them.

The NHS Board discussed the active risks and suggested indicative dates for targets to be achieved along with the direction of travel to be included, providing further clarity and understanding. It was noted that the Board would receive a proposal to align risks with Assurance Committees.

The NHS Board:

- **Noted the assurance provided regarding the effective management and escalation of risks**

10.2 Governance Committee Minutes

10.2.1 Performance and Resources Committee: 27 August 2019

Mr Ford highlighted the presentation on Unscheduled Care which had described the interlinking and whole system approach to meet the operational challenges faced.

He noted the growing demand for dementia services and the need to set out the preferred model required including the impact on acute and community resources as well as the Third Sector.

The NHS Board noted the assurance provided through the summary paper and minute of the Performance and Resources Committee meeting held on 27 August 2019.

10.2.2 Staff Governance Committee: 20 September 2019

Dr McClung noted the involvement of staff side with the Elective Care Programme Workforce planning and as previously highlighted during the Performance Report item, the continuing work to manage attendance.

The NHS Board noted the assurance provided through the summary paper and draft minute of the Staff Governance Committee meeting held on 20 September 2019.

10.2.3 Clinical Governance Committee: 11 October 2019

Mrs Swan highlighted the Stroke Services presentation which had noted the challenges faced to achieve the Stroke Care Bundle and the impact of delayed discharges on bed availability. She noted the links with the wider health and social care agenda and the whole system work being undertaken.

The NHS Board noted the assurance provided through the summary paper and draft minute of the Clinical Governance Committee meeting held on 11 October 2019.

10.2.4 Audit Committee: 8 October 2019

Councillor Sharp highlighted in particular the interesting presentation from the Counter Fraud Services regarding Patient Exemption Claims and the work to develop an Assurance Map for NHS Forth Valley.

The NHS Board noted the assurance provided through the summary paper and draft minute of the Audit Committee meeting held on 8 October 2019.

10.2.5 Endowment Committee: 8 October 2019

The NHS Board noted the assurance provided through the summary paper and draft minute of the Endowment Committee meeting held on 8 October 2019.

10.3 Advisory Committee Minute

10.3.2 Area Clinical Forum: 18 July 2019

Dr King drew attention to the discussion which took place regarding the Sturrock Report on bullying and harassment in NHS Highland. Mrs Cowan confirmed that an update would be presented to a future NHS Board meeting to provide assurance of the ongoing culture related work.

The NHS Board noted the assurance provided through the summary paper and minute of the Area Clinical Forum meeting held on 18 July 2019.

10.4 Integration Joint Boards

10.4.1 Clackmannanshire and Stirling IJB Minute: 17 July 2019

The NHS Board noted the minute of the Clackmannanshire and Stirling IJB meeting held on 17 July 2019.

11. ANY OTHER COMPETENT BUSINESS (Mrs Cowan left the meeting)

11.1 Emerging Topics – Closed Session

There were no declarations of interest.

The NHS Board considered a paper on the process to award the contract for the elective care ward modular build, provided by Mr Scott Urquhart, Director of Finance.

The benefits of a modular ward system had been highlighted in the Elective Care Development Programme Update to the NHS Board in September 2019. The 'Elective Care Programme – Procurement' paper set out the procurement process undertaken, key milestones and risks.

The NHS Board:

- **Agreed consultation with Scottish Government to inform next steps**
- **Delegated authority to the Chairman, Chief Executive and Director of Finance to approve, otherwise a special meeting would be held if required**

There being no further competent business the Chairman closed the meeting at 12.05pm.



MINUTE OF MEETING OF ENVIRONMENT AND ECONOMY BOARD (DRAFT)

Friday, 6 December 2019 at 1035hrs
 COSLA, Verity House, 19 Haymarket Yards, Edinburgh

Present

COSLA Spokesperson

Councillor Steven Heddle

Aberdeenshire Council

Councillor Jeff Hutchison

Argyll and Bute Council

Councillor Aileen Morton

Clackmannanshire Council

Councillor Donald Balsillie

Fife Council

Councillor Altany Craik

Glasgow City Council

Councillor Anna Richardson

Highland Council

Councillor Duncan Macpherson

Midlothian Council

Councillor Margot Russell (Substitute)

Moray Council

Councillor Shona Morrison (Substitute)

Orkney Islands Council

Councillor Graham Sinclair

Renfrewshire Council

Councillor John McNaughton

Scottish Borders Council

Councillor Mark Rowley

Shetland Islands Council

Councillor Robbie McGregor (Substitute)

South Lanarkshire Council

Councillor John Anderson

West Dunbartonshire Council

Councillor Iain McLaren

HOPS

Forbes Barron

NHS Health Scotland

Gerry McCartney

Regional Transport Partnership

John Binning (Substitute)

Scottish Natural Heritage (Guest)

Sally Thomas (Item 4)

Scottish Natural Heritage (Guest)

Peter Rawcliffe (Item 4)

SCOTS

Ewan Wallace (Substitute)

SLAED

Pamela Smith

Sustainable Network Scotland

Lorna Jarvie

Transport Scotland (Guest)

Andy Robinson (Item 9)

Apologies

Aberdeen City Council	Councillor Alan Donnelly
Angus Council	Councillor Ron Sturrock
City of Edinburgh Council	Councillor George Gordon
Comhairle nan Eilean Siar	Councillor Donald Crichton
Dumfries and Galloway Council	Councillor Archie Dryburgh
Dundee City Council	Councillor Alan Ross
East Ayrshire Council	Councillor Jim Roberts
East Dunbartonshire Council	Councillor Graeme McGinnigle
East Renfrewshire Council	Councillor Alan Lafferty
East Lothian Council	Councillor Norman Hampshire
Falkirk Council	Councillor John Patrick
Inverclyde Council	Councillor Colin Jackson
Midlothian Council	Councillor Russell Imrie*
Moray Council	Councillor David Bremner*
North Ayrshire Council	Councillor Alex Gallagher
North Lanarkshire Council	Councillor Meghan Gallacher
Perth and Kinross Council	Councillor Angus Forbes
Shetland Islands Council	Councillor Ryan Thomson*
South Ayrshire Council	Councillor Brian McGinley
Stirling Council	Councillor Evelyn Tweed
West Lothian Council	Councillor Cathy Muldoon
Improvement Scotland	Irene Beautyman
Regional Transport Partnership	Rab Dickson*
SCOTS	Stewart Turner*
SOLACE	Steve Grimmond
SOLACE	Jim Valentine

**Denotes substitute provided*

Apologies are recorded where notified in advance or sederunt not signed

Public Session

1. Welcome and Apologies

The Environment and Economy Spokesperson thanked everyone for their attendance and welcomed substitute Members. He also introduced Eddie Follan as the Acting COSLA Officer for Environment and Economy. Apologies were noted.

2. Minute of Previous Meeting of 6 September 2019 and Matters Arising (paper)

The Minute of the Environment and Economy Board meeting held on 6 September 2019 was accepted as a true record.

Most matters arising were covered on the Agenda or the Board Plan. Members noted that following the last Board meeting, COSLA had provided a response to the Rural Economy and

Connectivity Committee's request for views on the Scottish Government's National Island Plan. The response had been quoted by MSPs during the Committee's evidence session with the Minister for Energy, Connectivity and the Islands on 13 November 2019. The final National Islands Plan was expected for publication before the end of 2019.

3. Environment and Economy Board Plan December 2019 (paper)

Members received an update on the Board Plan and were invited to raise any questions. Regarding Priority 3 (Crown Estate), COSLA officers advised that a meeting had been arranged with the Scottish Government Marine Scotland and the Crown Estate for early 2020 to discuss the development of a new distribution methodology. Members appreciated COSLA's work in relation to the Crown Estate and suggested it would be helpful to be more explicit around encouraging engagement with the Island communities.

4. Scottish Natural Heritage (SNH) and Local Government (paper)

Members were reminded that at the last Board meeting, they had recognised that biodiversity loss was a crucial component of climate change and should be addressed in COSLA's policy response to climate change. The paper provided the Board with an opportunity to discuss the role of Local Government in developing the agenda around biodiversity loss and to consider opportunities for collaboration and joint leadership with Scottish Natural Heritage (SNH) on this area. By way of an introduction, the Board received a presentation from Sally Thomas, Director of People and Nature, SNH. This looked at:

- the impact of climate change on nature and people;
- how nature could be part of the solutions to help us reduce and adapt to climate change;
- current priorities for SNH; and
- areas for collaboration between SNH and Local Government.

Members shared some examples (e.g. threats to unique habitats/native species, volunteer activities) from their local authorities and the potential impact going forward. SNH offered to provide members with any support and advice they might need through its area staff. A number of other areas were discussed, including: -

- SNH support for current initiatives
- Sharing good practice and training for park managers
- SNH role in debate with Scottish Land Commission on how land was used
- Investing in nature to help deliver other priorities for Scotland e.g. health and education agenda
- Use of place-based approach to help deliver urban nature-based solutions across Scotland
- Potential blue carbon stores in Scotland's coastal and marine environments
- Ecological emergency
- Development of marine planning partnerships

The Board:

- i. endorsed its commitment to addressing biodiversity loss by developing relevant partnerships and concrete actions;
- ii. considered the extent to which there were shared strategic issues faced by Local Government and SNH; and
- iii. considered opportunities for collaboration and joint leadership in this area.

Members noted that (ii) and (iii) were specifically for COSLA officers to take forward.

In addition, COSLA officers would work with SNH on the refresh of their 2008 Ranger Statement over the coming months. SNH would consult on the draft statement at an event in January 2020 and formal endorsement would be sought at the Board meeting in March 2020 prior to its publication which was expected in April 2020.

Private Session

5. European Social Funds Payments (paper)

The paper confirmed to the Board that, regrettably, the position had now formally moved from pre-suspension to suspension of European Social Funding. It was still unclear as to when that suspension might end but realistically, it was now expected to be early 2020 before the audit authorities in Scotland and at the Commission could satisfactorily conclude the work needed to free up monies. Meantime, Lead Partners, such as councils, were being asked to bear what was an ever-increasing financial risk.

The Environment and Economy Spokesperson reported on his recent meeting with Ivan McKee, Minister for Trade, Investment and Innovation. Among other things, he had reinforced COSLA's previously agreed positions on underwriting, and the willingness and opportunities to work with Local Government to make optimal use of any unspent or uncommitted EU funding. After the meeting, he had sought further written confirmation of the Scottish Government's position. A response had been received but it did not answer the specific question on what commitment the Scottish Government would make to underwriting the funds at risk. COSLA officers would take a more detailed look at the letter that had just been received on the level of decommitment. Members noted that SOLACE had asked for a survey on the number of jobs in Scotland that depended on EU Structural Funds, the impact on the supply chain etc and the consequences of councils drawing back. The findings would be shared with COSLA to assist in discussions with the Scottish Government.

The Board:

- i. noted the developments over the most recent six months to try to resolve the current pre-suspension of European Social Fund payments;
- ii. noted that Leaders had considered on 29 November the COSLA position set out in paragraphs 13 to 19, particularly requesting the Scottish Government to underwrite any suspended ESF payments;
- iii. noted that Leaders had been asked to agree that COSLA continues to press for a clearer commitment by Scottish Government to work with Local Government to maximise use of the remaining allocated and unallocated EU Funding;
- iv. noted that an oral update on discussion at Leaders had been provided; and

- v. discussed the implications of Leaders' considerations.

Public Session

6. Climate Change (paper)

The Scottish Government had issued a consultation on the role of public sector bodies in tackling climate change. It had several proposals that sought work toward the targets passed in the recent Climate Change (Emissions Reduction Target) (Scotland) Act. The consultation proposed a change to the public sector reporting duty on climate change action, which all Councils, along with a wide range of other public sector bodies, were required to undertake. The Board paper proposed the principles for a COSLA response. It also brought to Members' attention that the Scottish Government had announced the discontinuation of funding for the Secretariat of the Sustainable Scotland Network (SSN) from 1 April 2020.

Some reservations were expressed in relation to para 14 on the Government's proposal for public sector bodies to set a date by which they would reach zero emissions. It was agreed that COSLA's response should be modified to reflect that while some local authorities were in a position to set a date by which they would reach zero emissions, others would require more time to understand what they could realistically agree to.

Subject to the above modification, the Board:

- i. agreed the principles for a COSLA response to the Scottish Government's consultation on the role of public sector bodies in tackling climate change as outlined in paragraphs 13-15; and
- ii. requested that the Spokesperson undertakes the necessary steps to explore the effective functioning of the Sustainable Scotland Network until new structures that support public body climate action were in place.

7. Circular Economy Bill Consultation (paper)

Members were asked to agree COSLA's response to the Scottish Government's consultation on a new Circular Economy Bill. COSLA members were generally content with the principles of the proposal in the Bill but had strong reservations about the proposal that the Household Recycling Charter, which 30 Councils had voluntarily politically committed to, could be made mandatory. Members emphasised the need for the Charter to be a flexible tool as local authorities had different issues e.g. vehicle requirements in rural areas to collect recycling.

The Board:

- i. agreed COSLA's response to the Scottish Government's Circular Economy Bill consultation as outlined in paragraphs 15-20;
- ii. welcomed the join work and direction of travel between COSLA and Scottish Government in developing the strategic direction of waste management services by Councils; and
- iii. confirmed COSLA's political commitment to the Household Recycling Charter, and work with Scottish Government for this to remain a flexible tool for improving recycling rates.

8. Economic Outcomes and Regional Inclusive Growth Research Update

Pamela Smith, Scottish Local Authorities Economic Development (SLAED), tabled an infographic with some headline figures on Economic Development Inputs, Outputs and Outcomes from the SLAED Indicators Report for 2018/19. The full report would be published in January 2020 and was based on data provided by all 32 of Scotland's councils. It summarised the wide range of areas where local authorities were making a significant contribution to the economy of Scotland.

Members also received a verbal update on the Phase 2 EKOS Report 'Regional Approaches to Maximising Inclusive Economic Growth: Local Authorities' Perspective' which would be circulated in early January 2020. This consultation exercise had been jointly commissioned by the Improvement Service, COSLA, SOLACE and SLAED to explore councils' experiences of regional working in the context of promoting inclusive economic growth. Phase 1 had previously been reported to the Board in June 2019. In large part, the Phase 2 consultation confirmed the findings of the initial work but developed thinking in a number of areas.

The consultation work identified a number of issues and possible actions for Local Government and its partners under Strategic Issues, Resources and Expertise, and Partnership.

9. Electric Vehicle (EV) Charging Infrastructure (paper)

The paper provided an outline of ongoing work in relation to electric vehicles (EV) and charging infrastructure. In recognition of the increased relevance of this agenda, the Economy, Energy and Fair Work Committee had issued a call for views on EV infrastructure as part of a wider energy inquiry. COSLA intended to submit a response and the Board was invited to consider and offer their views on EV policy going forward, with a specific focus on the appropriate role for Local Government in the provision of EV charging infrastructure. Representatives from Transport Scotland were present to support the discussion. The main areas discussed are summarised below: -

- Funding for maintenance – available but question over long term sustainability of this.
- Electricity is free/discounted for users but not for local authorities, which would need to determine level and application of potential tariffs. COSLA officers would contact Orkney Islands Council to consider how its specific future EV needs were reflected in the response to the Committee's call for views.
- Most public charge points are currently hosted by local authorities and demand for these is set to rise.
- There is a need to consider what role local authorities wish to play going forward and, where possible, joined up planning and strategic mapping approach to transport needs. Some Regional Transport Partnerships are in fact starting to come together on this agenda.

The Board:

- i. provided general views on the future of the electric vehicle charging infrastructure;
- ii. indicated whether they wish for their authority to explore being involved in further developing their local electric vehicle charging infrastructure; and

- iii. requested that the Spokesperson signs off COSLA's response to the Scottish Parliament's enquiry, based on paragraph 9 and discussions at the Board.

10. Bus Partnership Fund (paper)

The paper informed Members of the Scottish Government announcement to establish a capital Bus Partnership Fund (BPF) for local transport authorities to tackle the negative impact of congestion on bus services in partnership with local bus operators.

Engagement with Transport Scotland officers had been positive to date, and Transport Scotland had expressed their intention for the Fund to be developed with COSLA's input. COSLA has officer representation on the Steering Group which oversees the design of the Fund and it met in December 2019 for the first time. This was the first paper on the Fund, and a further report would be brought back to the Board once more detailed information was available.

Discussions were at a very early stage and COSLA officers would ensure the views expressed by Members about the apparent lack of cognisance in this Fund around specific benefits for island and rural communities was taken into consideration.

The Board:

- i. agreed COSLA's in principle support for the Bus Partnership Fund announced by the Scottish Government;
- ii. agreed that COSLA must have a strong role in the design and governance of the Fund to ensure it maximises the benefits and opportunities of such a scheme; and
- iii. agreed that Transport Scotland officials be invited to an early meeting to discuss the way forward.

11. Planning Fees (paper)

The paper updated Members on the ongoing implementation of the Planning Act and focused on the upcoming consultation of planning fees which was expected to be published immediately after the UK Parliamentary election on 12 December 2019.

During the discussion, Members emphasised the need for local authorities to be able to set their own limits on penalties for retrospective applications to ensure full cost recovery.

The Board:

- i. noted the developments in the implementation of the Planning (Scotland) Act 2019;
- ii. provided their opinion on the potential options for future resourcing of the planning system to ensure full cost recovery, as set out in paragraph 11;
- iii. suggested the means by which COSLA might best lobby around this position; and
- iv. agreed that, taking account of the Board's position, the Spokesperson signs off the consultation response.

12. European Union (paper)

The paper aimed to update Members on upcoming European Union legislation and its relation to ongoing matters relating to UK withdrawal, repatriation of powers and future international engagement.

The Board:

- i. noted developments around UK withdrawal, repatriation of EU powers and the ongoing consultation on replacement of EU funding;
- ii. agreed that COSLA should press for these new powers and funding to enhance rather than diminish the present ability to define and manage them in Scotland;
- iii. agreed that meaningful participation by Scottish local and devolved governments as well as other stakeholders should be ensured when setting up UK-wide arrangements;
- iv. agreed that, in view of the new European Commission priorities on environmental targets and the Scottish Government commitment to alignments by way of a Continuity Bill, early discussions are held with Scottish Government to establish how this will work in practice;
- v. welcomed progress on the ongoing COSLA international engagement scoping exercise and the hosting of the Climate Change summit in Glasgow next year;
- vi. agreed that further work be carried out to scope international opportunities relevant to this Board, in particular those that will have bearing on the new local economic development policy in Scotland in the event of Brexit; and
- vii. agreed that early work take place to organise a Local Government event in partnership at next year's Glasgow Climate Conference.

13. AOCB and Date of Next Meeting

The next meeting will be held on Friday, 14 February 2020.

Meeting dates for the remainder of 2020 were confirmed as:

- Friday, 17 April
- Friday, 5 June
- Friday, 4 September
- Friday, 23 October
- Friday, 4 December

There being no further business, the meeting finished at 1310hrs.