

DRAFT**FALKIRK COUNCIL**

MINUTE of the MEETING of the AUDIT COMMITTEE held in the MUNICIPAL BUILDINGS, FALKIRK on MONDAY 20 APRIL 2015 at 9.30 a.m.

MEMBERS: Roseann Davidson (Convener)
Councillor Rosie Murray
Baillie Joan Paterson
Councillor Tom Coleman
Provost Pat Reid

OFFICERS: Margaret Anderson, Director of Social Work Services
Fiona Campbell, Head Of Policy, Technology & Improvement
Rhona Geisler, Director Of Development Services
Gary Greenhorn, Head Of Educational Planning & Resources
Kenny McNeill, Educational Resources Manager
Robert Naylor, Director of Children's Services
Gordon O'Connor, Internal Audit Manager
Mary Pitcaithly, Chief Executive
Brian Pirie, Democratic Services Manager
Bryan Smail, Chief Finance Officer
Amanda Templeman, Acting Depute Finance Officer

ALSO ATTENDING: David Meechan and Jim Rundell, Audit Scotland

AC1. ORDER OF BUSINESS

The Convener welcomed Robert Naylor, Director of Children's Services, to the meeting. She then, in terms of Standing Order 14.2(i), revised the order of business. The following items are recorded in the order in which they were taken at the meeting.

AC2. APOLOGIES

Apologies were intimated on behalf of Depute Provost Patrick and Councillor Carleschi.

AC3. DECLARATIONS OF INTEREST

No declarations were made.

AC4. MINUTE**Decision**

The minute of the meeting held on 15 December 2014 was approved.

AC5. NARRATIVE ASPECTS OF THE FINANCIAL STATEMENTS

Jim Rundell, Audit Scotland, provided an overview of the narrative sections within the Council's Annual Accounts. The presentation highlighted:-

- the information set out in the financial statements; and
- changes to Accounts Regulations, including the introduction of a management commentary, the requirement for an Annual Governance Statement, and the publication dates for the unaudited and audited accounts.

The presentation focused on the content and signatories of:-

- the management commentary in the accounts;
- the remuneration report; and
- the Annual Governance Statement.

Following a question on the Annual Governance Statement, Mr Rundell outlined how an Audit Committee would 'consider the findings of an annual review of the system of internal control', noting the value in a fully resourced Internal Audit team with a mix of skills. Gordon O' Connor summarised the process for reviewing and assessing the adequacy of the Internal Audit function.

Decision

The Committee noted the presentation.

AC6. CORPORATE RISK MANAGEMENT (CRM) POLICY AND FRAMEWORK REVIEW

The Committee considered a report by the Director of Development Services presenting an updated Corporate Risk Management (CRM) Policy and Framework for information.

The Council's current CRM Policy and Framework was approved in November 2013. Following a review, an updated Policy and Framework had been developed. The report highlighted the key amendments arising from the review and provided the revised Policy and Framework as appendices.

Decision

The Committee noted the report.

AC7. CORPORATE WORKING GROUPS REVIEW

The Committee considered a report by the Director of Development Services providing an update on the Council's Corporate Working Groups.

The Audit Committee had asked on 23 September 2013, following consideration of a report setting out the role of the then 52 Corporate Working Groups, for a review of the Groups with a new to reducing this number (ref AC19).

Following the review the number has reduced to 14, each aligned to the 7 Corporate Risk Register categories.

The report summarised the key changes to the Corporate Working Group structure following the review and provided information on the objectives of each of the working groups and their membership.

Members welcomed the reduction in the number of working groups and suggested that there may be advantages in links being established between the working groups and their respective portfolio holders.

The Chief Executive, in response to a question, provided information on the reporting structure for the various groups.

Decision

The Committee noted the report.

AC8. INTERNAL AUDIT PROGRESS REPORT

Committee considered a report by the Internal Audit Manager summarising the progress with the 2014/15 Internal Audit Plan.

In regard to the Audit Plan, 19 assignments had been completed to final report and 2 were in progress. The findings from assignments completed to final report were set in appendices to the report.

Of the 21 assignments, a number would not result in a formal assurance being provided. The Convener suggested that future reports should indicate those activities in which the output would be a formal assurance report.

Following questions, Gordon O'Connor set out the reasons for the limited assurance provided following a review of Business Gateway Contract Monitoring and provided detail on the audits of Corporate Purchasing and Council House Buy Back. Following a question on the substantial assurance placed of a site key control test at St Bernadette's Primary, Gary Greenhorn confirmed that the learning points would be circulated to all schools.

Decision

The Committee noted:-

- (1) the progress with completing planned 2014/15 internal audit work; and**
- (2) Internal Audit performance.**

AC9. INTERNAL AUDIT PLAN 2015/16

The committee considered a report by the Internal Audit Manager presenting the 2015/16 Internal Audit plan.

The Plan set out 21 assignments to be undertaken during 2015/16. These had been determined taking account of role and progress on the plan would be reported to Committee. The Committee sought clarification on the planned reviews of Reducing Bureaucracy in Schools and Member's Services Training, Allowances and Expenses. . Additionally Gordon O' Connor explained the arrangements for auditing Falkirk Community Trust.

Decision

The committee noted the report and agreed the planned Internal Audit coverage for 2015/16.

AC10. ANNUAL EXTERNAL AUDIT PLAN 2014/15

The Committee considered a report by the Chief Finance Officer presenting the Audit Scotland Audit Plan for 2014/2015.

The Audit Plan set out the key challenges and risks facing Falkirk Council and the audit work undertaken in 2014/15, and detailed in an appendix significant financial statement audit risks and the assurance procedures for these.

Members sought clarification on the definition of 'materiality' and how this was set by Audit Scotland.

In terms of the identified risks, further clarification was sought by members in regard to the arrangements to audit the Health and Social Care Integration Joint Board, Preparation of Accounts, and on the current staffing levels within the Internal Audit team.

Decision

The Committee noted the report.

AC11. EXTERNAL AUDIT PROGRESS REPORT

The Committee considered Audit Scotland's External Audit Progress Report.

The report set out progress against the Audit Plan for 2014/2015. Of the 6 planned activities, 3 had been delivered within the target timescale and 3 were on target.

The Committee discussed the Council's long term financial planning process and was advised that known factors were considered as part of that process.

The report recommended that Council should ensure that financial plans are in place for the short (1-2 years), medium (3-5 years) and longer term (5-10 years).

Decision

The Committee noted the report.

AC12. LOCAL CONSIDERATION OF NATIONAL AUDIT REPORTS

The Committee considered a report by the Director of Corporate and Neighbourhood Services detailing those National Audit reports published by Audit Scotland since March 2015 and advising to which bodies within the Council they had been reported to.

Decision

The Committee noted the report.

AC13. LOCAL SCRUTINY PLAN 2015 -16

The Committee considered a report by the Chief Executive providing the Local Area Network's Local Scrutiny Plan for Falkirk Council for 2015-2016.

The Local Area Network, led by Audit Scotland and comprising representatives of the Scottish Housing Regulator, Education Scotland, the Care Inspectorate and Healthcare Improvement Scotland had developed a scrutiny plan for Falkirk Council for 2015-16. The Plan identifies national and local risks and sets out how they will be audited. The Plan also provides a summary of the conclusions from 2014-2015 in regard to:-

- governance and accountability;
- performance management;
- housing and homeless services;
- health and social work services for older people; and
- targeted follow-up work on National Performance Audits

Decision

The Committee noted the report.

DRAFT**FALKIRK COUNCIL**

MINUTE of MEETING of the JOINT CONSULTATIVE COMMITTEE held in the MUNICIPAL BUILDINGS, FALKIRK on TUESDAY 21 APRIL 2015 at 9.30 A.M.

COUNCILLORS:

David Alexander
David Balfour
Stephen Bird
Gerry Goldie
Adrian Mahoney
Dr Craig R Martin
Rosie Murray
Depute Provost John Patrick

**TRADE UNION
REPRESENTATIVES:**

Gray Allan, UNISON
Les Grant, UCATT
Bert McManus, GMB
Herbie Schroder, T&G
Margaret Smith, EIS
Lynne Tanner, UNISON

OFFICERS:

Karen Algie, Head of Human Resources and Customer First
Margaret Anderson, Director Of Social Work
John Angell, Head Of Planning & Transportation
Tracy Gillespie, Human Resources Manager
Anne Marie Johnstone, Organisational Development Manager
Robert McMaster, Head Of Roads & Design
Kenny McNeill, Educational Resources Manager
Brian Pirie, Democratic Services Manager

ALSO ATTENDING:**JCC1. APOLOGIES**

Apologies were intimated on behalf of Councillor Meikljohn; and Margaret Cook (UNISON); Colin Findlay (EIS); Bill Marshall (Unite) and Graham Turnbull (UCATT).

JCC2. DECLARATIONS OF INTEREST

No declarations were made.

JCC3. MINUTE**Decision**

The minute of the meeting of the Joint Consultative Committee held on 17 February 2015 was approved.

JCC4. EMPLOYEE TURNOVER

The committee considered a report by the Director of Corporate and Neighbourhood Services detailing the employee turnover figures for the period April to January 2015 as set against the benchmark comparison figure for public sector organisations of 9.4%.

Decision

The committee noted the report.

JCC5. SICKNESS ABSENCE

The committee considered a report by the Director of Corporate and Neighbourhood Services providing updated information on sickness and absence across Services of the Council and the steps being taken to manage absence.

The committee had previously discussed the actions taken to address absence and in particular letters issued to staff when absence triggers are reached (ref JCC36). Since the last meeting template absence letters had been revised in consultation with the Trade Union side and circulated to Elected Members of the committee for information.

Decision

The committee noted the report.

JCC6. SERVICE BASED FORUMS

The committee considered a report by the Director of Corporate and Neighbourhood Services presenting minutes from the meetings of Development, Social Work and Education Service Based Forums for the period November 2014 to February 2015.

Decision

The committee noted the report.

MINUTE of MEETING of the CIVIC LICENSING COMMITTEE held in the MUNICIPAL BUILDINGS, FALKIRK on WEDNESDAY 22 APRIL 2015 at 9.30 A.M.

COUNCILLORS:

Jim Blackwood
Baillie William Buchanan
Gordon Hughes
Baillie Joan Paterson
Depute Provost John Patrick
Provost Pat Reid (Convener)
Ann Ritchie
Sandy Turner

OFFICERS:

Bryan Douglas, Licensing Co-ordinator
Rose Mary Glackin, Chief Governance Officer
Frances Kobiela, Senior Solicitor
Brian Samson, Licensing Enforcement Officer (for agenda item 5 (minute CL5))
Antonia Sobieraj, Committee Services Officer

CL1. APOLOGIES

No apologies were intimated.

CL2. DECLARATIONS OF INTEREST

No declarations were intimated.

CL3. MINUTE

Decision

The minute of the meeting of the Civic Licensing Committee on 18 March 2015 was approved.

CL4. LIST OF APPLICATIONS GRANTED UNDER DELEGATED POWERS IN FEBRUARY 2015 AND NOTIFICATIONS OF PUBLIC PROCESSIONS PENDING

The committee considered a report by the Chief Governance Officer detailing (a) applications granted under delegated powers between 1 and 28 February 2015 in terms of the Civic Government (Scotland) Act 1982, and (b) notifications of pending public processions.

Decision

The committee noted the report.

CL5. CIVIC LICENSING ENFORCEMENT – FEBRUARY 2015

The committee considered a report by the Chief Governance Officer giving an overview of enforcement action taken with regard to Civic Licensing activities during February 2015.

The committee noted the report.

CL6. EXCLUSION OF PUBLIC

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

CL7. ORDER OF BUSINESS

In terms of Standing Order 14.2(i), Provost Reid 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.

CL8. APPLICATION FOR THE GRANT OF A NEW SKIN PIERCING AND TATTOOING LICENCE

The applicant, Ms McL, entered the meeting.

The committee considered a report by the Chief Governance Officer on an application for the grant of a new skin piercing and tattooing licence (a) advising of the background to the application; (b) outlining the licence conditions; (c) detailing the consultations undertaken and responses received, and (d) summarising the experience and training of the proposed tattooist.

Ms McL spoke in support of the application.

Questions were then asked by Members of the committee.

Decision

The committee agreed to grant the skin piercing and tattooing licence for a period of one year subject to the standard conditions.

CL9. APPLICATION FOR THE GRANT OF A NEW PRIVATE HIRE CAR OPERATOR LICENCE

Mr M, as representative of the applicant company and the day to day manager, entered the meeting.

The committee considered a report by the Chief Governance Officer on an application for the grant of a private hire car operator licence (a) advising of the background to the application, and (b) detailing the consultations undertaken and the responses received.

Mr M spoke in support of the application.

Questions were then asked by members of the committee.

Decision

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

CL10. APPLICATION FOR THE GRANT OF A NEW TAXI DRIVER LICENCE

The applicant, Mr J, entered the meeting.

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

Mr J spoke in support of the application.

Questions were then asked by Members of the committee.

Decision

The committee agreed:-

- (a) that the applicant be given the opportunity to take and pass the knowledge test;**
- (b) that, should the applicant fail the knowledge test, the Chief Governance Officer is authorised to refuse the licence without further reference to committee;**
- (c) that, should the applicant take and pass the knowledge test, officers would arrange for the applicant to sit the Council's medical test;**
- (d) that, should the applicant pass both tests, the Chief Governance Officer is authorised to grant the taxi driver licence; and**
- (e) that, should the applicant pass the knowledge test but fail the medical test, that the application be considered at a future meeting of the committee.**

NOTE: the Committee noted that the applicant was eligible (if feasible within the timescale) to take the knowledge test a maximum of three times before the deadline for determining the application which is currently 31 May 2015.

CL11. APPLICATION FOR THE RENEWAL OF A TAXI DRIVER LICENCE

The applicant, Ms McM, together with her partner Mr C, entered the meeting.

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

Ms McM spoke in support of the application.

Questions were then asked by Members of the committee.

Decision

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

CL12. APPLICATION FOR THE RENEWAL OF A TAXI OPERATOR LICENCE

The applicant, Mr W, was not in attendance. The Licensing Co-ordinator advised that the applicant had submitted apologies advising that he was unable to attend but had no objection to the application being heard in his absence. The committee thereafter agreed to consider the application in the applicant's absence.

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

Decision

The committee agreed to renew the licence for a period of one year subject to the standard conditions but with the variation to condition 13 to allow the sign referred to, to be a magnetic sign of similar size and design supplied by the licensing authority and paid for by the applicant. The applicant will be excused the duty to display the sign when the vehicle is not undertaking licensed taxi activities and will be kept within the vehicle at all other times.

CL13. APPLICATION FOR THE RENEWAL OF A TAXI DRIVER LICENCE

The applicant, Mr M, entered the meeting.

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

Mr M spoke in support of the application.

Questions were then asked by Members of the committee.

Decision

The committee agreed to renew the licence for a period of one year with a warning letter detailing the standards expected of taxi drivers and subject to the standard conditions.

CL14. SUSPENSION HEARING IN RELATION TO TAXI DRIVER LICENCE NO.391

The licenceholder, Mr McA, together with his representative Mr S, and Inspector D Gibson and Sergeant I McGregor, Police Scotland, all entered the meeting.

The committee considered a report by the Chief Governance Officer advising of (a) a letter of complaint submitted by Police Scotland in respect of the licenceholder seeking a suspension of his taxi driver licence.

Mr S, the licenceholder's representative, raised as a preliminary point, the ongoing court action and the potential for prejudice to his client if the complaint was considered before that action was concluded.

After consideration of the request from the licenceholder's representative, the committee agreed it should have sight of the letter of complaint before determining how to proceed.

Following confirmation that neither the licenceholder nor his representative had an objection, the letter of complaint was circulated.

Inspector Gibson confirmed, on behalf of Police Scotland, that he had no objection to adjourning hearing pending conclusion of the court action.

No questions were asked of Inspector Gibson by Members of the committee or the licenceholder's representative.

Decision

The committee agreed to continue consideration of the matter until the court proceedings had been concluded.

**MINUTE of MEETING of CENTRAL SCOTLAND VALUATION JOINT BOARD
held within HILLSIDE HOUSE, STIRLING on FRIDAY 23 JANUARY 2015 at 9.30
a.m.**

COUNCILLORS:

Donald Balsillie
Irene Hamilton
Margaret Brisley
Gordon Hughes
Charles MacDonald (Convener)
Adrian Mahoney
Rosie Murray
Alan Nimmo

OFFICERS:

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

VJB32. APOLOGIES

Apologies were intimated on behalf of Councillor McChord and Councillor Turner.

VJB33. DECLARATIONS OF INTEREST

No declarations were made.

VJB34. MINUTE

The minute of the meeting held on 21 November 2014 was approved.

VJB35. ELECTORAL REGISTRATION UPDATE

The Board considered a report by the Assessor and Electoral Registration Officer on electoral registration activity in 2014 together with challenges for 2015 and beyond.

The report set out the electoral registration activity in regard to the European Parliamentary election on 22 May 2014 and the Scottish Independence Referendum on 18 September 2014. Public interest in the referendum led to unprecedented levels of electoral registration activity and demand. This was immediately followed on 19 September 2014 with the introduction of Individual Electoral Registration (IER) in Scotland. This has resulted in significantly increased electoral registration activity and will impact on staff workload and budget. In addition, to comply with the requirements of IER preparations are underway for the UK Parliamentary election on 7 May 2015. In addition the annual canvass will commence on 15 July 2015 with a new electoral register to be published on 1 December 2015.

The Board sought clarification on the impact of the referendum on staff workload and on the service. The Assessor and ERO stated that the workload was unprecedented and that the commitment of all staff in working long hours had been to the service meeting huge public demand. At one point 1000 calls were received in a single day and 700 emails were regularly received daily. The Board asked that's it thanks and appreciation were expressed to all staff involved.

It was anticipated that postal budget for 2014/15 would be overspent as a direct consequence of IER. The Board sought confirmation that the budget would be balanced at year end. In response the Assessor and Electoral Registration Officer indicated that overall the revenue budget would be underspent but within that the postal budget would be significantly overspent.

Decision

The Board noted the report.

VJB36. DRAFT REVENUE BUDGET 2015/16

The Board considered a report by the Treasurer and the Assessor and Electoral Registration Officer presenting the draft revenue budget for 2015/16.

The Boards 2015/16 revenue budget was set out, together with the net requisitions for each of the constituent authorities. It was proposed that the gap between the proposed budget of £2,744,350 and the funding assumption of £2,547,940 is met from reserves. Additionally it was proposed that £277,000 was utilised from reserves to refund the constituent authorities. It was projected that reserves would be £359,000 at year end when the refund and earmarked funds are accounted for. The minimum level of reserves required is £82,330 (3% expenditure).

The report set out the drivers for the increased budget, in particular the introduction of Individual Electoral Registration; the reserves position and the requisition for each authority should the budget be approved.

The Board highlighted the budget pressures facing the constituent authorities and the actions being taken by each authority to reduce expenditure. Members questioned the proposed, increased, budget.

The assistant to the Treasurer confirmed that, while it was proposed that the gap is met from reserves in 2015/16, it was anticipated that funding would be received from the Cabinet Office to mitigate against the costs of IER. However the extent of the funding was not yet known.

Members questioned the level of reserves held by the Board and why it was necessary to hold such levels, which were in the order of 5 times the minimum level required. The Assessor set out the reasons for this and confirmed that, while it was prudent to carry a larger level of reserves than the minimum, particularly in light of the expected budget pressures in 2016/17 and 2017/18 he anticipated the level reducing. The position would be better known after the impact of IER.

Decision

The Board agreed:-

- (1) the Valuation Joint Board's Revenue Budget for 2015/2016 of £2,744,350, as detailed in appendix A of the report;**
- (2) the refund of 50% of general reserves in excess of the minimum level required, and**
- (3) to requisition the constituent authorities for their share of the net expenditure as outlined in table 5 of the report.**

TRANSITIONAL BOARD

MINUTE of MEETING of the FALKIRK TRANSITIONAL BOARD held in the MUNICIPAL BUILDINGS, FALKIRK on FRIDAY 6 FEBRUARY 2015 at 9.30 AM.

MEMBERS:

Councillor Allyson Black, Falkirk Council (Chair)
Councillor Dennis Goldie, Falkirk Council
Councillor Linda Gow, Falkirk Council
Alex Linkston, Chairman of NHS Forth Valley
Julia Swan, Non-Executive Member of NHS Forth Valley

OFFICERS:

Margaret Anderson, Director of Social Work Services, Falkirk Council
Fiona Campbell, Head of Policy, Technology and Improvement, Falkirk Council
Dr Graham Foster, Director of Public Health and Planning, NHS Forth Valley
Jack Frawley, Committee Services Officer, Falkirk Council
Jann Gardner, Efficiency, Productivity & Quality Programme Lead, NHS Forth Valley
Jane Grant, Chief Executive, NHS Forth Valley
Colin Moodie, Depute Chief Governance Officer, Falkirk Council
Kathy O'Neill, CHP General Manager, NHS Forth Valley
Mary Pitcaithly, Chief Executive, Falkirk Council
Bryan Smail, Chief Finance Officer, Falkirk Council
Suzanne Thomson, Programme Manager - Health & Social Care Integration, Falkirk Council

TB14. APOLOGIES

An apology was intimated on behalf of Mr Jim King.

TB15. DECLARATIONS OF INTEREST

No declarations were made.

TB16. MINUTE

The Chair raised that members needed to be provided with contact details for senior officers and all board members as soon as possible, following a previous request from the board. The Chair highlighted that when the board requested information it was important that this was provided as timeously as possible.

Councillor Goldie raised that he had requested information on the number of readmissions following discharge. The Chief Executive, NHS Forth Valley stated that the information sought was currently stored along with information on planned readmissions. The board would be provided with the information once work to separate the data had been completed. She highlighted that NHS Forth Valley had a longer average length of stay than the average for Scotland, which would suggest that there was not a problem with premature discharges.

Councillor Goldie stated that it was important that the minutes captured all requests from the board and that answers were supplied from officers in writing. In order to ensure this took place Councillor Goldie asked if matters arising would be an item on subsequent agendas. The Depute Chief Governance Officer stated that matters arising would be an item on future agendas of the board but advised that it should only be used for genuine matters arising and not for debates on items of business.

The board discussed the process for setting agendas of the board. The Chair suggested that whoever held the Chair for the next meeting could discuss the agenda with officers and that all actions arising from the previous meeting should be included. Mr Linkston stated that although the board brought together two different cultures, there needed to be one way of working going forward. He suggested that there should be a set of rules to govern agenda setting, with disputes settled by the Chair. Further, he proposed that a standing item could be created in order to keep the board up to date on delayed discharge. Councillor Goldie stated that who sets the agenda required further discussion.

Councillor Goldie stated that he wanted to avoid a situation where questions could be asked and not answered, highlighting that sufficient processes needed to be put in place to govern this. The Chief Executive, Falkirk Council stated that the minute of 9 January 2015 was different to normal Council style. Mrs Pitcaithly suggested that a way to ensure all relevant points were picked up for the minute would be to have the Chair summarise the decision of the board at the end of each item.

The Chair asked for information on the announcement by the Health Secretary, Shona Robison, of additional funding over three years of £100 million nationally to assist the National Health Service and Councils to deal with delayed discharge. The CHP General Manager stated that at the time of the January census, in the Falkirk area, seven people had waited four weeks or more to be discharged and twenty people had waited under four weeks to be discharged. She added that the most recent information, not yet validated, showed four people waited over four weeks for discharge and twenty five under four weeks for discharge. The Director of Social Work Services stated that the issues causing delays were the same as described to the board previously, however the number of delays was closer to the zero target than it had been previously. Mrs Anderson highlighted that progress against targets had come at a financial cost, particularly in relation to care home places availability, which had contributed to overspend in the Council's social work budget. She advised that work would be done in relation to additional funding and reported to a future meeting of the board. Margaret Anderson stated that evaluation would be needed to determine the extent to which funding could be used to bring on new actions or would be needed to support the continuation of existing actions.

Councillor Gow stated her support to having delayed discharge as a standing item, highlighting that it was a central issue for both NHS Forth Valley and the Council in relation to budgets and service delivery. She highlighted that the demand for beds and the number of beds available were causing pressure on both organisations and that work needed to concentrate on how to reduce delays. Councillor Gow requested information on the work of the Frailty Rapid Access Clinic and on Anticipatory Care Plans.

Councillor Goldie sought clarification that the board would have input on how additional funding was spent. Mr Linkston stated that the additional funding announced by the Health Secretary would come to the board for allocation. He stated that any additional funding needed to be viewed strategically to deal with issues such as demographic pressures, which would increase demand in the future. Mrs Grant advised that, until guidance was issued from the Scottish Government, information could only be provided to the board on the broad streams and not specifics of what the funding would be used for. Mrs Pitcaithly asked if a date for receiving the guidance was known. Mrs Grant stated that a due date for the guidance was not currently known. Councillor Goldie stated that the board would need to see any proposals in good time prior to taking decisions on spending.

Margaret Anderson suggested that rather than receiving multiple reports at the next meeting on delayed discharge issues that the board may wish to receive one report to deal with the issues members had raised. A combined report would also provide members with greater clarity on the complex patient journey from admission through to post discharge care.

The Chair asked for information on work to provide the board with proposed report formats. Mr Moodie stated that a report would be presented to the next meeting of the board and that it would contain information relating to the points raised on the protocol for agenda setting and submission of reports to the board.

Councillor Goldie asked about the process for approval of the integration scheme and when it would next be presented to the board. He highlighted that if the scheme was submitted to the 11 March 2015 meeting of Council that it would have been issued to Councillors before being considered by the board. Mrs Pitcaithly advised that these timescales were being looked at and that all avenues were being explored to allow the board to consider the scheme before it was submitted to the constituent organisations for approval.

Mr Linkston highlighted that the finance section of the scheme was still to be completed and seen by the board. He stated that this was a crucial section of the scheme going forward and therefore the board needed sufficient time to consider and get it right, as making changes in the future would be difficult. The Chair echoed the comments made by Mr Linkston and stated that the board needed to see the scheme before the March meeting. Mr Moodie stated that the board would consider the scheme prior to it being submitted to the Health Board and Council for approval. Further, in line with the decision of the board that all papers would be issued five clear days prior to meetings, members would have time to consider the scheme before the March meeting.

The Chair asked for an update on the report which had been requested on options for the finance officer. The Chief Finance Officer stated that options had been considered and would be presented in a report to the next meeting of the board.

On the suggestions of Mr Linkston the board clarified that the first appointment of a Chair and Vice-Chair would expire on 30 April 2017 so as to tie in with the local government election cycle.

Councillor Gow asked for an update on the drafting of standing orders and how this work was undertaken. Mrs Grant stated that the Transitional Fund had been utilised to support the integration process, including the appointment of a programme manager. Mrs O'Neill advised that work on standing orders was a joint process and that meetings were ongoing to create a draft for the board's consideration. Councillor Gow asked how additional work was financed. Mrs O'Neill stated that the Transitional Fund would also support this.

Councillor Gow asked about support for the Chief Officer and the provision of support to the board. Councillor Black highlighted that performing work to support the board and integration process placed additional demands on staff. Mrs O'Neil advised that, as per the integration scheme, each constituent organisation provides support as required, utilising existing resources where possible.

Mr Linkston stated that care was required to avoid creating an additional bureaucracy to support the integration joint board (IJB) and Chief Officer. He stated that as few dedicated appointments as possible should be made, such as using an existing finance officer.

The board agreed that the start time of the meeting of the selection panel on Thursday 12 March 2015 would be moved to 9am to allow all members to attend. Mrs Swan asked for clarification on the issue of agenda and papers for the selection panel meeting. Mr

Moodie advised that the papers had been issued, in line with the board's request, five clear days ahead of the meeting.

Decision

The minute of meeting of the Falkirk transitional board held on 9 January 2015 was approved.

TB17. CLINICAL SERVICES REVIEW

The board was provided with a presentation by the Director of Public Health and Planning on the clinical services review. The presentation covered:

- the background to the review;
- engagement work carried out during phase 1 of the review;
- the methodology of the review, and
- the timeline for each step of the review with a completion date of April 2015 for draft final reports.

Dr Foster stated that the clinical services review was a significant piece of work and that it would be important to the work of the IJB. The review had been undertaken as the previous five year healthcare strategy had come to an end in April 2014. Other factors which influenced the review were: implementing NHS Scotland's 2020 Vision and NHS Forth Valley values; the integration of health and social care; the demographic 'time bomb', and financial pressures.

The board thanked Dr Foster for his presentation.

Councillor Goldie asked how many of the fifty consultation meetings had been held in Falkirk. Dr Foster advised that two meetings had been held in the Falkirk area, one in St Francis church hall and one at the college. He stated that meetings had not been arranged on a geographic basis but by interest group. Only one open public meeting had been held as they were not the most productive method of consultation. Holding meetings with interest groups meant that useful feedback was received from patients.

Councillor Goldie expressed concern that only two meetings had been held in the Falkirk area as the population of Falkirk comprised half of the total for the Forth Valley area. He stated that investment in district nurses was required and highlighted that difficulties could arise after surgical discharge if there were complications for the patient. Dr Foster stated that GPs were informed of discharges and provided support to people. He stated that issues in this area showed the need for better partnership working and a joined up approach. Dr Foster also stated that any complications arising from surgery should be rectified immediately and that people should not have to wait a long time for readmission. Mrs Grant stated that there were already actions in place to ensure effective communication with people when being discharged, to make clear the routes for re-entry.

Councillor Gow asked for information on other areas where the joined up approach had been used and for evidence of success. Dr Foster stated that there was lots of evidence available and highlighted a report by the King's Fund on Integrating health and social care in Torbay.

Councillor Gow asked how the information from the review would be fed back to the board. Dr Foster stated that the information gathered would inform the NHS plan and would also assist in the development of the IJB's strategic plan.

Councillor Gow asked about telecare. Dr Foster advised that the use of telecare was widespread in Highland highlighting that one psychogeriatrician covered the whole area. To do this there were 200 contact points installed across the area which enabled video conferencing and for patients to have regular contact.

Councillor Gow highlighted the 'My name is' approach and that NHS Forth Valley were good at treating people rather than just treating conditions. Mr Linkston stated that the health board had to undertake the clinical services review but that the information would help the work of the board. He highlighted that a new model of care was required as, with growing demographics, continuation of the current model would require building more hospitals and care homes.

Decision

The transitional board noted the presentation.

TB18. PROGRESS REPORT: BO'NESS TEST OF CONCEPT PROJECT

The transitional board considered a joint report by the Director of Social Work Services and the CHP General Manager providing a progress report on the Bo'ness test of concept project. The report provided a detailed overview of the project and progress as of January 2015.

Mrs Swan asked for information on the cost of the service. The Efficiency, Productivity & Quality Programme Lead stated that as work was at the pilot stage it was difficult to cost. She stated that, dependent on the scale of area covered, the cost of the service was around £20 - £30 per call. Electronic communication solutions were also being considered such as the use of web cams and apps.

Mrs Swan asked for information on the experience of staff involved in the project. Ms Gardner advised that positive feedback had been received from staff as they felt that they were able to get people positive resolutions to their situations. People were more empowered and resilient.

Mrs Pitcaithly asked if the work of the project could be tied in with the review of the out of hours service, highlighting the confusion that can be caused by the availability of multiple entry routes. Ms Gardner advised that Advice Line for You (ALFY) was operated by experienced staff and that service users could have questions dealt with. The system was not run by algorithm and staff listened to the needs of the people they were dealing with.

Councillor Gow stated that isolation was a key issue in regard to caring for older people. She highlighted that in some areas there were less recreational facilities and clubs available to older people than in Bo'ness and that in those areas working with community learning development (CLD) could help reduce loneliness. Councillor Gow highlighted that telecare could be for more than just medical care and could expand to provide opportunities for people to socialise electronically. However, she stated that people would need supported and shown how social media could help them and suggested that

this was an area CLD could develop. Ms Gardner stated that the Living It Up website was available which provided personalised advice on improving and managing health and wellbeing.

Councillor Black asked if good preventative work had led to there being only 14 calls in a one month period. Ms Gardner stated that the number of calls received was in line with anticipated levels. She advised that this level of calls was comparable with other similar phone lines and that the number of calls may increase as awareness of the service increased. Further, the number of calls received would increase as more people were involved. The current test of concept included 200 people and this had generated 14 calls in one month. If these levels were extrapolated across the Falkirk area then the number of calls to ALFY would be around 600 a month.

Decision

The transitional board noted the report.

TB19. PLANNING REQUIREMENTS

The transitional board considered a joint report by the Director of Social Work Services and the CHP General Manager advising of the planning requirements during 2015/16, for the preparation of the strategic plan and alongside this the requirement on NHS Forth Valley to prepare a local delivery plan. The report provided information on the requirement on the IJB to establish a strategic planning group which would prepare the strategic plan for the area. The report also provided information on the strategic plan and the NHS board's local delivery plan.

Mr Linkston asked when the draft strategic plan would be produced. The Programme Manager - Health & Social Care Integration stated that meetings had been arranged to take the work forward but that it was difficult to predict when the plan would be submitted to the board. Mrs Thomson stated that she would produce a timescale for the board to consider. Councillor Goldie asked when this information would be available. Mrs Thomson advised that the timescale would be submitted to the meeting of the board in April.

Mrs Swan stated that the board needed to be able to shape and influence the plan. Mrs Thomson stated that the board was central to the oversight of the creation of the strategic plan. Mrs O'Neill advised that there were a number of stages in the planning process and that work would be carried out to ensure that sufficient time was available for consultation.

Decision

The transitional board agreed:

- (1) that the Falkirk Joint Management Group consider and report to the board proposals for the establishment of the Strategic Planning Group, pending the appointment of the Chief Officer to oversee this work, and**
- (2) to note work ongoing to prepare the Local Delivery Plan, which would be presented to a future board for noting.**

TB20. NON VOTING REPRESENTATION ON THE INTEGRATION JOINT BOARD

The transitional board considered a report by the Head of Policy, Technology and Improvement which proposed that the recruitment of non-voting members to the IJB was formally initiated. Information was provided on work done to date on recruiting non-voting members and the process in regard to those identified by role and from specified groups.

The board discussed the nomination of a member to join the community planning leadership group. Mrs Swan advised that she would be happy to be the board's representative on the leadership group.

Councillor Gow asked if non-voting members identified by role would attend future meetings of the board. Mrs Pitcaithly advised that individuals would be identified but that non-voting members would only attend once the board entered its shadow stage.

Decision

The transitional board agreed to:-

- (1) request that NHS Forth Valley Heath Board identify and nominate health professionals identified by role within the IJB Regulations, to become non-voting members of the IJB;**
- (2) request that Falkirk Council identify the person appointed as Chief Social Work Officer within the amended Council structure to become a nonvoting member of the IJB;**
- (3) nominate Julia Swan as the Board's representative to join the Community Planning Leadership Group;**
- (4) note progress made regarding the recruitment of non-voting members identified by specified groups, and**
- (5) request a further report detailing individual role specifications and support for each representative.**

