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## FALKIRK COUNCIL

**Minute of meeting of the EDUCATION EXECUTIVE held in the Municipal Buildings, Falkirk on Tuesday 7 June 2016 at 9.30 am.**

**COUNCILLORS:** David Alexander  
Jim Blackwood  
Thomas Coleman  
Dennis Goldie  
Adrian Mahoney  
Craig Martin (Convener)  
Alan Nimmo  
Robert Spears

**REPRESENTATIVES  
OF RELIGIOUS  
BODIES:** Margaret Coutts  
Michael Rollo

**CO-OPTES:** Mike Ablett (Parent Representative)  
Jonathan Barclay (Pupil Representative)  
Helena Barton (Pupil Representative)  
Fiona Craig (Teacher Representative)  
Martin Craigen (Parent Representative)

**OFFICERS:** Gary Greenhorn, Head of Planning & Resources  
David Mackay, Acting Head of Education  
Colin Moodie, Depute Chief Governance Officer  
Brian Pirie, Democratic Services Manager  
Catherine Quinn, Curriculum Support Manager

**ALSO ATTENDING:** Lisa Doran, St Mungo's High School  
Louise Noon, St Frances Xavier Primary School

### **EE1. Apologies**

Apologies were intimated on behalf of Councillors Gow, Dr C R Martin and Nicol and Margaret Smith.

### **EE2. Declarations of Interest**

No declarations were made.

**EE3. Portfolio Holder's Remarks**

Councillor Nimmo advised that a pupil, Abbie McCallum, of Bo'ness Academy had won the Sky Living for Scotland Award. He also informed members that the Head of Education Anne Pearson had left to take up a new post. Councillor Nimmo confirmed that he had received intimation that Hector Cairns, the representative of the Roman Catholic church, intended to resign from the Education Executive. Councillor Nimmo, Councillor Martin and members of the Education Executive acknowledged Mr Cairns' contribution to the Education Executive and its predecessor.

**EE4. Minute****Decision**

**The minute of the meeting of the Education Executive held on 29 March 2016 was approved.**

**EE5. "Making Thinking Visible"**

Lisa Doran and Louise Noon gave a presentation on the "Making Thinking Visible" project, summarising its key principles and highlighting examples when it had benefitted learning in the classroom.

In response to questions Ms Doran confirmed that the project was a pilot but it was hoped that it would be rolled out in clusters across the authority.

**EE6. National Improvement Framework: Teacher Judgement Collection 2016**

The Education Executive considered a report by the Director of Children's Services on the requirement to provide pupil level data as part of the National Improvement Framework.

One of the key elements of the National Improvement Framework was the assessment of children's progress. All schools were required to report pupils' Curriculum for Excellence level achievements to the Scottish Government. The information related to Mathematics, Reading, Writing, Listening and Talking for P1, P4, P7 and S3 and for children in special schools at all stages. The Scottish Government would not publish the information for 2016 but the data would be used to inform the 2016 National Improvement Framework, which would be published by the end of 2016.

The report set out the data collection process. The data would be quality assured to inform planning and further moderation activities across clusters and the authority.

## **Decision**

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

- (1) note the report, and**
- (2) consider further reports on Curriculum for Excellence attainment data.**

## **EE7. New ASN Secondary School – Project Update**

The Education Executive considered a report by the Director of Children's Services providing an update on the ASN secondary school project.

The Education Executive had agreed, on 29 March 2016 (ref EE45) to take the ASN Secondary School project to financial close. This had been achieved on 6 May 2016 and the main construction phase began on 9 May 2016. The project costs at financial close were £17,729m, £5k below the budgeted provision of £17.734m.

A consultation on the name of the school had been undertaken between November 2015 and January 2016 and had resulted in a shortlist of 5 preferred names:-

- Carrongrange Academy;
- Grangeburn High School;
- Abbotsgrange School;
- Grange Academy; and
- Helix Academy

A further consultation, on the shortlisted suggestions was proposed, with the results to be reported to Education Executive on 8 November 2016.

## **Decision**

### **The Education Executive agreed:-**

- (1) to note that financial close was achieved for the ASN secondary school project; and**
- (2) to the consultation on the preferred name for the new school as outlined in the report.**

## FALKIRK COUNCIL

**Minute of meeting of the EXECUTIVE held within the Municipal Buildings, Falkirk on Tuesday 7 June 2016 at 10.30 a.m.**

<b>Councillors:</b>	David Alexander	Linda Gow
	Jim Blackwood	Adrian Mahoney
	Tom Coleman	Craig Martin (Convener)
	Dennis Goldie	Alan Nimmo
	Gerry Goldie	Robert Spears

**Officers:**

Robin Baird, Waste Manager  
 Fiona Campbell, Head of Policy, Technology and Improvement  
 Colin Frame, Principal Surveyor  
 Rhona Geisler, Director of Development Services  
 Rose Mary Glackin, Chief Governance Officer  
 Gary Greenhorn, Head of Planning and Resources  
 Colin Moodie, Depute Chief Governance Officer  
 Brian Pirie, Democratic Services Manager  
 Mary Pitcaithly, Chief Executive  
 Stuart Ritchie, Director of Corporate and Housing Services  
 Bryan Smail, Chief Finance Officer

### **EX18. Apologies**

Apologies were intimated on behalf of Councillors Dr C R Martin and Nicol.

### **EX19. Declarations of Interest**

No declarations were made at this point.

### **EX20. Minute**

#### **Decision**

**The minute of the meeting of the Executive held on 17 May 2016 was approved.**

**EX21. Data Protection**

The Executive considered a report by the Director of Corporate and Housing Services giving an update on progress with the actions set out in the undertaking given to the Information Commissioner's Office (ICO) in November 2015 following a data breach, and presenting a Data Protection Policy for approval.

A draft Data Protection policy, the need for which had been identified in the undertaking, was attached as an appendix to the report. The policy set out at 8 high level commitments, each of which requires further work to ensure compliance across the Council, with the work being taken forward by the Information Governance Manager.

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

- (1) approved the Data Protection Policy as appended to the report, and**
- (2) noted the steps taken by officers to ensure compliance with the undertaking given to the Information Commissioner's Office.**

**EX22. Community Empowerment (Scotland) ACT 2015**

The Executive considered a report by the Director of Corporate and Housing Services on the Community Empowerment (Scotland) Act 2015 presenting proposed responses to consultations issued in regard to the Act and providing information on locality planning and participatory budgeting.

While the Act was passed on 17 June 2015, much of the secondary legislation bringing it into effect is still to be enacted.

A report on the Act was submitted to the Executive 18 August 2015 (ref EX30) and a seminar for all members on its likely implications was held on 23 September 2015.

The report summarised the key features of the Act in regard to:

- community planning;
- participation requests;
- community right to buy; and
- asset transfer requests.

When the report was written, the Scottish Government was consulting on the following:-

- draft Guidance and Regulation for Community Planning (closing date 13 June 2016);
- draft Regulations on Participation Requests (closing date 15 June 2016);
- draft Regulations on Asset Transfer (closing date 20th June 2016); and
- secondary legislation relating to part of the Land Reform (Scotland) Act 2003 (closing date 20 June 2016).

The consultations documents were appended to the report together with proposed responses for each.

A further seminar on the latest position in regard to the implications of the Act was proposed.

### **Decision**

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

- (1) noted the consultation documents and approved the responses attached as appendices 2 to 5 of the report;**
- (2) approved the work already started in relation to locality planning and participatory budgeting and asked officers to continue to develop the work and to provide further updates in relation to it;**
- (3) asked officers to develop processes and procedures in relation to parts of the Act where draft regulations have been issued with a view to reporting back to the Executive in the autumn;**
- (4) asked for further updates in progress as further guidance and regulations are issued, and**
- (5) noted that a seminar will be held for all elected members on the latest position of the Community Empowerment (Scotland) Act 2015.**

### **EX23. Falkirk Community Trust Policy Development Panel – Interim Conclusions**

The Executive considered a report by the Director of Corporate and Housing Services presenting interim conclusions from the policy development panel which had been reviewing Falkirk Community Trust.

On 17 March 2015, the Executive established a policy development panel to review Falkirk Community Trust (ref EX138). The remit of the panel was to review:-

- the original intention of establishing the Trust and whether those objectives and expectations have been realised;
- what has been achieved since its establishment in terms of service performance;
- governance, monitoring and relationships with the Trust as a charitable company limited by guarantee;
- financial performance and risk management issues, and
- where relevant, how other Councils manage their relationships with similar arm's length independent bodies.

The report set out the work of the panel to date and the areas considered as part of its work plan. The panel's findings in regard to governance, communication and engagement and service delivery were summarised.

The panel had identified areas for further discussion with the Trust and had recommended that these be facilitated by an external and independent party. The areas for further discussion are:-

- Governance
- Increasing external funding and income
- Accountability and responsibility for the Trust to the Council
- Engagement with the community and stakeholders
- Vision and planning for services over the coming years

During the discussion, Councillors D Goldie and Spears both declared a non-financial interest in the item as Directors of the Trust but did not consider that this required them to recuse themselves from the meeting having had regard to the specific exclusion in the Code of Conduct.

On 16 December 2015, Council had agreed to extend the remit of the panel to co-ordinate a strategic assessment of the Trust and Council's asset portfolio and requested that the panel complete this work by the end of August 2016(ref FC69). To accommodate the submission of its interim findings, the panel had agreed to take forward this further phase of its work with a view to reporting to the Executive on it, and on the outcome of the facilitated discussions, in the autumn.

## **Decision**

### **The Executive agreed:**

- (1) to note the interim findings of the policy development panel;**
- (2) that the panel will engage with Falkirk Community Trust on the issues arising from its work as set out in paragraph 4.4 of the report;**

- (3) to the appointment of external and independent support for the panel in taking forward discussions with the Trust, and**
- (4) that the panel will report back in autumn 2016 on those discussions along with its findings as per the Council decision in December 2015.**

#### **EX24. Review of Borrowing and Treasury Management Governance and Reporting Methods**

The Executive considered a report by the Director of Corporate and Housing Services providing an update on the review of current borrowing and treasury management governance arrangements and reporting methods.

The review followed consideration of a report by Audit Scotland entitled 'Borrowing and Treasury Management in Councils' which was considered by the Scrutiny Committee on 20 August 2015 (ref S16) and referred to the Executive on 29 September 2015 (ref EX42).

The report set out the main findings of the review, highlighting the training sessions on treasury management held for members on 15 and 31 March 2016 and the suggestions emerging therefrom including the addition of benchmarking information in future treasury management reports.

The report also addressed the current governance arrangements which had been reviewed by the Council's Treasury Advisors, Capita Asset Services, and assessed against the approach taken by other Councils, and which were deemed to be fit for purpose. Moreover, Internal and External Audit had carried out a review of the Council's investment arrangements with the former reporting a conclusion of "substantial assurance" in relation to them.

#### **Decision**

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

- (1) to note the details of the review that was carried out, and**
- (2) that benchmarking data would be routinely incorporated into future Treasury Strategy reports.**

#### **EX25. Treasury Management Annual Review 2015/16**

The Executive considered a report by the Director of Corporate and Housing Services presenting the Treasury Management Annual Review 2015/16.

As set out in Regulations issued under the Local Government in Scotland Act 2003, Council is required to produce an annual review of treasury

management activities together with the prudential and treasury indicators for 2015/16.

The report provided a review of:-

- economic and interest rates;
- the borrowing strategy 2015/16
- investment strategy;
- treasury management prudential indicators; and
- member training.

### **Decision**

**The Executive noted the Treasury Management Annual Review 2015/16 and agreed to refer the report to Council for consideration.**

## **EX26. Business Transformation Update**

The Executive considered an update report by the Director of Corporate and Housing Services on progress with projects being taken forward as part of the Council's Business Transformation agenda.

The report noted the fundamental aim of Business Transformation as being to streamline and modernise processes and services. It comprises a suite of projects and initiatives, some of which are complex, cross-cutting and multi-year, and sits alongside the financial budgeting process.

The report provided an overview of the following key business transformation projects:-

- Support Services Transformation and Review (SSTAR);
- Mobile and Flexible Working;
- Building Maintenance; and
- Social Work Information System.

The report also provided an overview of the Service and Corporate reviews planned for 2016 and detailed the scope of the work of Improvement Groups which had been established to consider new ways of working.

### **Decision**

**The Executive agreed to note:-**

- (1) progress made to date in relation to key Business Transformation projects and short life Improvement Groups, and**
- (2) that progress with corporate and Service reviews will be reported and monitored through the Business Transformation Board as these projects progress.**

**EX27. Financial Outturn 2015/16**

The Executive considered a report by the Director of Corporate and Housing Services presenting the financial position of the Council for 2015/16 as at 31 March 2016.

At 31 March 2016, an underspend of £2.3m was projected in General Fund net expenditure.

The report set out the main deviations from budget as well as highlighting workforce changes throughout the year.

The report also summarised the year-end position in regard to General Fund Reserves, including the Repairs and Renewals Fund, Earmarked Reserves and Capital Reserves, together with the year-end position on the Housing Revenue Account.

**Decision**

**The Executive noted:**

- (1) the Council's year-end financial position for 2015/16, and**
- (2) the transfers to the Repairs and Renewals Fund and Earmarked Reserves as outlined in appendix 3 to the report.**

**EX28. Charter for Household Recycling in Scotland**

The Executive considered a report by the Director of Development Services on the options developed to support implementation of the Charter for Household Recycling in Scotland.

The Executive had agreed, on 12 January 2016 (ref EX80), to sign up to the Charter, having considered recommendations from the policy development panel. The panel had, thereafter, met on a further three occasions to review the options available for, and the budgeting implications of, implementing the terms of the Charter recognising that the current provision is not charter compliant.

The panel had considered 4 options and had carried out public consultation on them. However, at its final meeting on 12 May 2016, the panel was unable to agree on a preferred option to recommend. The options were:-

- option 1 - 4 weekly collection of wheeled bins;
- option 2 - weekly collection of trolley box;
- option 3 - fortnightly trolley box with blue bin paper and card only;
- option 4 - fortnightly non-recyclable waste with 4 weekly collection of other wheeled bins

The report set out the current agreed budget position for the service, the revenue and capital costs associated with each option and the respective variations from the budgeted position concluding with a recommendation to adopt option 1 given its potential to achieve the highest savings as well as continuing the roll out of the intended waste diversion implantation strategy.

Councillor C Martin, seconded by Councillor D Goldie, moved that the Executive:-

- (1) notes the outcome of the Policy Development Panel considerations and in particular that no recommendations on a way forward had been settled on by the panel; and
- (2) does not accept the officer recommendation as set out in paragraph 3.5 of the report at this stage.

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

- (1) notes the outcome of the Policy Development Panel considerations and in particular that no recommendations on a way forward had been settled on by the panel;
- (2) adopts scenario 4 as set out paragraph in 2.10 of report as the favoured option for proceeding;
- (3) authorises the Director of Development Services to complete the transition plan referred to and submit a funding bid to Zero Waste Scotland on this basis; and
- (4) instructs the Director of Development Services to report back on the outcome of the bid process.

On a division 7 members voted for the motion and 2 voted for the amendment, with voting as follows:-

For the motion (7) - Councillors Blackwood, D Goldie, G Goldie, Mahoney, C Martin, Nimmo and Spears.

For the amendment (2) – Councillors Alexander and Coleman.

### **Decision**

**The Executive agreed the motion.**

### **EX29. Denny Town Centre Regeneration: Phase Two Development**

The Executive considered an update report by the Director of Development Services on the Denny Town Centre regeneration project.

The Executive had agreed, on 23 February 2016 (ref EX94), to conclude an agreement with County Properties (Northern) Ltd, in regard to the marketing of the phase 2 site, subject to a commitment being secured from B&M Retail Ltd. as the operator.

Since then, County Properties had advised that B&M's national strategy had changed to focus on larger store formats with connection to garden centre provision and consequently B&M no longer had an interest in locating in Denny and County Properties had no other operator for the site at this time.

The report set out two options in regard to phase 2 of the project. These were to:-

- remarket the site now, or
- remarket the site on completion of phase1

In regard to phase 1, it was expected that the units would be available for fit out from September, with the first tenants expected to open for business in November.

Councillor Alexander advised the Executive that he had recently received correspondence in regard to B&M's interest in the site which appeared to contradict the information provided by County Properties Ltd. Members asked the Director of Development Services to look into the substance of the correspondence and continued consideration of the item of business until later in the meeting to allow enquiries to be made (see item EX32).

Councillor Gow entered the meeting during consideration of the foregoing item of business.

### **EX30. 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 ground that it would involve the likely disclosure of exempt information as defined in Paragraph 9 of Part 1 of Schedule 7A to the said Act.

**EX31. Thomas Cook Retail LTD, Central Park, Larbert**

The Executive considered a report by the Director of Development Services on a proposal to extend the term of the lease of 4 Central Boulevard, Central Park, Larbert held by Thomas Cook Retail Ltd.

**Decision**

**The Executive approved the lease extension with Thomas Cook Retail Ltd. on the terms detailed in paragraph 3.2 of the report.**

The Executive adjourned at 1.30 pm to allow officers to enquire into the information referred to by Councillor Alexander during the debate at item EX29 and reconvened at 2.15 pm with members present as per the sederunt with the exception of Councillors G Goldie and Mahoney.

**EX32. Denny Town Centre Regeneration: Phase Two Development (Continued)**

Upon resumption of this item the Director of Development Services confirmed the position in regard to B&M's interest in the site as confirmed by County Properties Ltd.

**The Executive agreed to:-**

- (1) note the report on the progress of the Denny Town Centre regeneration project; and**
- (2) remarket the site on completion of phase 1 of the project (option 2 as outlined in paragraph 3.3 of the report).**

**FALKIRK COUNCIL**

**MINUTE of MEETING of the PLANNING REVIEW COMMITTEE held in the MUNICIPAL BUILDINGS, FALKIRK on THURSDAY 9 JUNE 2016 at 9.30 A.M.**

**COUNCILLORS:** Baillie William Buchanan (Convener) (PRC8)  
John McLuckie  
Craig Martin (PRC 3 – 7)  
Sandy Turner

**OFFICERS:** Jack Frawley, Committee Services Officer  
Iain Henderson, Legal Services Manager  
Brent Vivian, Senior Planning Officer

**ALSO ATTENDING:** Ged Hainey, Associate, Ryden LLP

In the absence of the Convener, the Depute Convener Councillor McLuckie assumed the Chair.

**PRC1. APOLOGIES**

An apology was intimated on behalf of Baillie Buchanan.

**PRC2. DECLARATIONS OF INTEREST**

No declarations were made.

**PRC3. MINUTES****Decision**

**The minutes of meetings of the Planning Review Committee held on 9 October 2015, 14 March 2016 and 22 March 2016 were approved.**

**PRC4. PLANNING REVIEW COMMITTEE PROCEDURES**

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

The Committee **AGREED** to hear the following three agenda items together as the applications had been continued from the meeting on 9 October 2015 (Paragraphs PRC12, PRC13 and PRC14 refer) and were of a similar nature and referred to immediately adjoining sites.

- PRC5. PLANNING APPLICATION P/13/0513/FUL - ERECTION OF DETACHED DWELLINGHOUSE AND DETACHED DOMESTIC DOUBLE GARAGE (PLOT 1) AT LAND TO THE SOUTH EAST OF BYWAYS, GLEN ROAD, TORWOOD (CONTINUATION)**
- PRC6. PLANNING APPLICATION P/13/0514/FUL - ERECTION OF DETACHED DWELLINGHOUSE AND DETACHED DOMESTIC DOUBLE GARAGE (PLOT 2) AT LAND TO THE SOUTH EAST OF BYWAYS, GLEN ROAD, TORWOOD (CONTINUATION)**
- PRC7. PLANNING APPLICATION P/13/0509/FUL - ERECTION OF DETACHED DWELLINGHOUSE AND DETACHED DOMESTIC DOUBLE GARAGE (PLOT 3) AT LAND TO THE SOUTH EAST OF BYWAYS, GLEN ROAD, TORWOOD (CONTINUATION)**

With reference to the Minutes of Meetings of the Planning Review Committee held on 9 April 2014 (Paragraphs PRC8, PRC9 and PRC10 refer), 9 June 2014 (Paragraphs PRC15, PRC16 and PRC17 refer), 29 September 2014 (Paragraphs PRC35, PRC36 and PRC37 refer), and 9 October 2015 (PRC12, PRC13 and PRC14 refer) the Committee considered a report by the Director of Corporate and Housing Services and submitted documents (circulated) in relation to the Applications for Review for three planning applications P/13/0513/FUL, P/13/0514/FUL and P/13/0509/FUL each being for the erection of a detached dwellinghouse and a detached domestic double garage (Plots 1, 2 and 3) on land to the south east of Byways, Glen Road, Torwood.

The Committee heard a presentation from Mr Henderson who provided a summary of the report updating the Committee on developments following its previous consideration of the applications on 9 October 2015.

After discussion, and having sought and heard advice from Mr Henderson and Mr Vivian, the Committee considered all the papers including the report, the documents relating to the applications attached thereto and the Scottish Ministers' Screening Direction that no further screening or Environmental Impact Assessment is required in detail.

### **Decision**

**The Planning Review Committee agreed, notwithstanding the Scottish Ministers' appeal decision and having taken into account the representations from Forestry Commission Scotland, the applicants and the Scottish Ministers' screening direction, that there are no material changes in circumstances which justify a refusal of the planning permissions, to proceed to conclude the planning agreement including replacement planting and, if satisfactorily concluded, then issue permission. The Planning Review Committee agreed that the replacement planting would require to be completed in advance of commencement of the dwellinghouses.**

The committee agreed to a short adjournment at 10.50am and reconvened at 11.10am with all members present as per the sederunt.

Having entered the meeting following the adjournment, Baillie Buchanan assumed the Chair for the remainder of the meeting.

Councillor Martin left the meeting prior to consideration of the following item.

**PRC8. PLANNING APPLICATION P/15/0022/FUL - DEVELOPMENT OF LAND TO FORM HOLIDAY PARK WITH RAISED DECK MOUNTED CHALETS, CAMPING PODS, DECK MOUNTED RECEPTION BUILDING AND ANCILLARY ROADS AND DRAINAGE AT LAND TO THE SOUTH WEST OF DENOVAN HOUSE (CONTINUATION)**

The Committee considered documents which related to the Application for Review for planning application P/15/0022/FUL for the development of land to form holiday park with raised deck mounted chalets, camping pods, deck mounted reception building and ancillary roads and drainage at land to the south east of Denovan House.

Mr Henderson, Legal Services Manager, provided a summary of the procedures to be followed at the Hearing.

Mr Hainey provided an overview of the application and consideration to date. He summarised the applicant's supporting statement, the applicant's response to the previous procedure notice, comments by interested parties and consultees, the applicant's response and letters of support.

After discussion, and having sought and heard advice from Mr Henderson and Mr Hainey, the Committee considered the report and the documents relating to the applications attached thereto in detail. It was considered that the response to the procedure notice while covering the range of points raised was not of sufficient detail and depth on almost all points to allow a decision to be taken. In particular discussion took place over the need for additional information on matters including drainage, septic tanks, visual impact, management of the site, road traffic, parking and access issues, ecology, bats, trees and environmental impact. It was requested that officers prepare a further 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 ("the 2013 Regulations"), that further information by way of written submissions be**

**provided by the applicant in line with a clear scope of requirements prepared by officers having regard to areas identified during discussion including drainage, septic tanks, visual impact, management of the site, road traffic, parking and access issues, ecology, bats, trees and environmental impact (the second procedure notice);**

- (2) the response from the applicant to the second procedure notice should be made within a timescale of 3 months from receipt by the applicant of the second procedure notice mindful of timescales necessary for the carrying out of a Bat Survey where this information should be submitted within the three month period or such longer period as may be agreed by the Chief Governance Officer, and**
- (3) interested parties be allowed a period of 14 days to provide comments following receipt of the information and that these interested parties should include Scottish Natural Heritage, the Scottish Environmental Protection Agency and Roads specialists. The applicant would thereafter be allowed a period of 14 days to respond to any such comments.**

## FALKIRK COUNCIL

**MINUTE of MEETING of the PLANNING REVIEW COMMITTEE held in the MUNICIPAL BUILDINGS, FALKIRK on MONDAY 13 JUNE 2016 at 9.30 A.M.**

**COUNCILLORS:** Baillie William Buchanan (Convener)  
Steven Carleschi  
Colin Chalmers  
John McLuckie  
Malcolm Nicol

**OFFICERS:** Iain Henderson, Legal Services Manager  
John Milne, Senior Planning Officer (for agenda item 4, minute PRC12 and PRC14)  
Antonia Sobieraj, Committee Services Officer  
Bernard Whittle (for agenda item 5, minute PRC13 and PRC15)

### **PRC9. APOLOGIES**

No apologies were intimated.

### **PRC10. DECLARATIONS OF INTEREST**

No declarations were made.

### **PRC11. OPENING REMARKS**

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

### **PRC12. PLANNING APPLICATIONS – P/14/0398/PPP - DEVELOPMENT OF LAND FOR RESIDENTIAL PURPOSES AT DENOVAN HOUSE, DENNY, FK6 6BJ**

Mr Henderson provided a brief summary of the background to the application, which related to the Application for Review for planning application P/14/0398/PPP for the development of land for residential purposes at Denovan House, Denny referring to the meeting held on 25 September 2015 (minute PRC7) and the decision taken by members to hold a Hearing to discuss the specified matters, namely:-

- (a) Whether there is justification for the proposed development in terms of meeting the prescribed circumstances to permit new housing development in the countryside under the Development Plan or the existence of any material considerations that would justify going against the plan.

After discussion, and having sought and heard advice from Mr Henderson, the Committee **AGREED** that as three Members present were not part of the Committee which initially considered the application at the meeting on 25 September 2015, that the meeting would be adjourned to allow Members to conduct an unaccompanied inspection of the site.

**PRC13. PLANNING APPLICATION – P/14/0686/FUL - ERECTION OF DWELLINGHOUSE WITH INTERNAL GARAGE ON LAND TO THE SOUTH OF AONACH-MOR, GLEN ROAD, FALKIRK**

Mr Henderson provided a brief summary of the background to the application, which related to the Application for Review for planning application P/14/0686/FUL for the erection of a dwellinghouse with internal garage on land to the south of Aonach-Mor, Glen Road, Torwood, Falkirk referring to the meeting held on 25 September 2015 (minute PRC8) and the decision taken by members to hold a Hearing to discuss the specified matters, namely:-

- (a) Whether the site of the proposed dwellinghouse correctly falls outwith the Torwood Village Limit in the Local Development Plan and whether decisions taken by the Planning Authority to grant permissions in the vicinity of the application site should have resulted in adjustment of the Village Limit in the Local Development Plan;
- (b) In the event that the proposed development is considered to correctly fall outwith the Torwood Village Limit, whether there is justification for the proposed development in terms of meeting the prescribed circumstances to permit new housing development in the countryside under the Development Plan or the existence of any material considerations that would justify going against the plan; and
- (c) Whether existing developments in Torwood at the bottom of Newington Lane (opposite Aonach-Mor) and at the northern end of Glen Road should be considered to be precedents for development of the nature proposed by the current application; and

After discussion, and having sought and heard advice from Mr Henderson, the Committee **AGREED** that as three Members present were not part of the Committee which initially considered the application at the meeting on 25 September 2015, 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 the site inspections and reconvened at 11.20 a.m., with all those present as per the sederunt.

**PRC14. PLANNING APPLICATION - P/14/0398/PPP - DEVELOPMENT OF LAND FOR RESIDENTIAL PURPOSES AT DENOVAN HOUSE, DENNY FK6 6BJ**

The Committee reconvened to give further consideration to the Application for Review for planning application P/14/0398/PPP for the development of land for residential purposes at Denovan House, Denny.

The Committee noted that the applicant was attendance, namely Dr Wesley Edmund.

The Committee then discussed the procedure to be followed at the Hearing and agreed in terms of the Regulations that they would firstly seek a summary of the review and the papers from Mr Milne to ensure that all members were fully familiar with matters and thereafter allow the applicant to present his statement in terms of the specified matters. Thereafter, the Committee would then lead discussion and questions before moving on to deliberation of the application.

The Committee duly heard a presentation from Mr Milne, who provided a summary of the application, the papers before the Committee, including those papers previously issued to the meeting on 25 September 2015 (minute PRC7).

The Committee then heard the submission from Dr Edmund, the applicant, who was heard in support of the application referring to the Hearing statement submitted.

Members of the Committee then asked questions of the applicant.

The Committee then proceeded to deliberate on the merits of the application, and having sought and heard advice from Mr Henderson and Mr Milne, took into account the following factors:-

- (1) Policies EQ14, EQ18, EQ19 and SC03 of the Falkirk Council Local Plan;

- (2) Policies CG01, CG03, D09 and D012 of the Falkirk Council Local Development Plan - Proposed Plan;
- (3) the consultation responses received;
- (4) the representations submitted;
- (5) the site history;
- (6) the supporting documents provided by the applicant;
- (7) the benefit of the site inspections; and
- (8) the applicant's Hearing statement.

After discussion, and having sought and heard advice from Mr Henderson and Mr Milne, the Committee **AGREED:-**

- (1) To **GRANT** planning permission in principle but subject to the condition that this is limited to one dwellinghouse only and such other conditions as the Director of Development Services shall deem appropriate; and
- (2) That the preparation of the decision notice be delegated to the Chief Governance Officer.

**PRC15. PLANNING APPLICATION - P/14/0686/FUL - ERECTION OF DWELLINGHOUSE WITH INTERNAL GARAGE ON LAND TO THE SOUTH OF AONACH-MOR, GLEN ROAD TORWOOD, FALKIRK**

The Committee reconvened to give further consideration to the Application for Review for planning application P/14/0686/FUL for the erection of a dwellinghouse with internal garage on land to the south of Aonach-Mor, Glen Road, Torwood, Falkirk.

The Committee noted that the applicant's representative was in attendance, namely Mr Andrew Bennie.

The Committee then discussed the procedure to be followed at the Hearing and agreed in terms of the Regulations that they would firstly seek a summary of the review and the papers from Mr Whittle to ensure that all members were fully familiar with matters and thereafter allow the applicant's representative to present the applicant's statement in terms of the specified matters. Thereafter, the Committee would then lead discussion and questions before moving on to deliberation of the application.

The Committee duly heard a presentation from Mr Whittle, who provided a summary of the application, the papers before the Committee, including those papers previously issued to the meeting on 25 September 2015 (minute PRC8).

The Committee then heard the submission from Mr Bennie, the applicant's representative, who was heard in support of the application referring to the Hearing statement submitted.

Members of the Committee then asked questions of the applicant's representative.

The Committee then proceeded to deliberate on the merits of the application, and having sought and heard advice from Mr Henderson and Mr Whittle, took into account the following factors:-

- (1) Supplementary Guidance SG01;
- (2) Policy Env.1 of the Falkirk Council Structure Plan;
- (3) Policies EQ19, SC03 and SC08 of the Falkirk Council Local Plan;
- (4) Policies CG03 and HSG05 of the Falkirk Council Local Development Plan;
- (5) the consultation responses received;
- (6) the representations submitted;
- (7) the site history;
- (8) the supporting documents provided by the applicant;
- (9) the benefit of the site inspections; and
- (10) the applicant's Hearing statement.

After discussion, and having sought and heard advice from Mr Henderson and Mr Whittle, the Committee **AGREED**, Councillor Chalmers dissenting:-

- (1) To **GRANT** planning permission, subject to such conditions as the Director of Development Services shall deem appropriate; and
- (2) That the preparation of the decision notice be delegated to the Chief Governance Officer.

**Minute of meeting of the Civic Licensing Committee held in the Municipal Buildings, Falkirk on Wednesday 15 June 2016 at 9.30 a.m.**

**Councillors:** Jim Blackwood  
Baillie Joan Paterson  
Depute Provost John Patrick  
Provost Pat Reid (convener)  
Sandy Turner

**Officers:** Bryan Douglas, Licensing Co-ordinator  
Jack Frawley, Committee Services Officer  
Rose Mary Glackin, Chief Governance Officer  
Frances Kobiela, Senior Solicitor  
Brian Samson, Licensing Enforcement Officer

**CL28. Apologies**

Apologies for absence were intimated on behalf of Councillors Garner, Hughes and Ritchie.

**CL29. Declarations of Interest**

Councillor Blackwood declared a non financial interest in items CL36 and CL37 by virtue of having prior knowledge of the licence holder, in consequence of which he recused himself from consideration of the items, having regard to the objective test in the Code of Conduct.

**CL30. Minute**

**Decision**

**The minute of the meeting of the Civic Licensing Committee held on 18 May 2016 was approved.**

**CL31. LIST OF APPLICATIONS GRANTED UNDER DELEGATED POWERS IN APRIL 2016 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 30 April 2016 in terms of the Civic Government (Scotland) Act 1982, and (b) notifications of pending public processions.

**Decision**

**The committee noted the report.**

**CL32. Knowledge Test Failure**

The committee considered a report by the Chief Governance Officer (a) summarising one applicant's application and knowledge test results, and (b) the options available to members.

**Decision**

**The committee agreed to refuse the taxi driver licences in terms of the Civic Government (Scotland) Act 1982, s.13(5) on the grounds that the applicant, Mr Adams, 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 and the layout of the roads in the area.**

**CL33. Civic Licensing Enforcement – April 2016**

The committee considered a report by the Chief Governance Officer giving an overview of enforcement action taken with regard to Civic Licensing activities during April 2016.

**Decision**

**The committee noted the report.**

**CL34. 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.

**CL35. Application for the Grant of a New Taxi Driver Licence**

Mr T, the applicant, accompanied by Mr S and Miss W his agents 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 on the background to the application; (b) summarising the consultations undertaken and responses received, and (c) detailing the applicant's record.

Mr S spoke in support of the application.

Questions were then asked by members of the committee.

### **Decision**

**The committee agreed to instruct officers to arrange for the applicant to undertake an Electronic Treadmill Test to show that he meets the DVLA Group 2 Regulations Standards. Should the applicant fail the test the application will be considered at a future meeting of the Civic Licensing Committee. Should the applicant pass the test, the Chief Governance Officer is authorised to grant the licence for a period of one year subject to the standard conditions.**

In accordance with his declaration of interest, Councillor Blackwood left the meeting prior to consideration of the following item.

#### **CL36. Suspension Hearing in Relation to Taxi Driver No. 0391**

Mr McA, the licence holder, his agents Mr S and Miss W, and Sergeant M White, Police Scotland entered the meeting.

The committee considered a report by the Chief Governance Officer (a) referring to a letter of complaint dated 5 May 2016, submitted by Police Scotland requesting the suspension of the licence holder's taxi driver licence; (b) setting out the details of the complaint, (c) and advising that a hearing under paragraph 11 of schedule 1 of the Civic Government (Scotland) Act 1982 required to be held.

Mr S, agent for the licence holder, advised that he had no preliminary points to make on the competency of the complaint following which the letter of complaint was circulated.

Sergeant White was heard in relation to the letter of complaint.

Mr S was then heard in relation to the complaint.

Questions were then asked by the committee.

The committee agreed to a short adjournment at 10.15 a.m. and reconvened at 10.25 a.m. with all members present as per the sederunt with the exception of Councillor Blackwood.

The committee agreed to hear further from Mr S in mitigation of any possible suspension.

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

## **Decision**

**The committee agreed to suspend the licence for a period of two weeks with effect from one minute past midnight on Sunday 19 June 2016 until midnight on Sunday 3 July 2016, in terms of the Civic Government (Scotland) Act 1982, Schedule 1 paragraph 11 (2) (a) on the ground that the applicant is not a fit and proper person to be the holder of such a licence.**

### **CL37. Suspension Hearing in Relation to Taxi Operator No. 391**

Mr McA, the licence holder, his agents Mr S and Miss W, and Sergeant M White, Police Scotland entered the meeting.

The committee considered a report by the Chief Governance Officer (a) referring to a letter of complaint dated 5 May 2016, submitted by Police Scotland requesting the suspension of the licence holder's taxi driver licence ; (b) setting out the details of the complaint, (c) and advising that a hearing under paragraph 11 of schedule 1 of the Civic Government (Scotland) Act 1982 required to be held.

Mr S, agent for the licence holder, advised that he wished to raise a preliminary point on the competency of the complaint as in a letter of complaint dated 10 March 2015 it was stated that no complaint would be made against the licence holder's taxi operator licence. Sergeant White advised that the letter requesting suspension of the licence holder's taxi operator licence was a later letter, being dated 5 May 2016 following changes in circumstances. The committee agreed to hear the complaint, following which the letter of complaint was circulated.

Sergeant White was heard in relation to the letter of complaint.

Mr S was then heard in relation to the complaint.

Questions were then asked by the committee.

## **Decision**

**The committee agreed to take no further action.**

Councillor Blackwood rejoined the meeting prior to consideration of the following item.

### **CL38. Suspension Hearing in Relation to Taxi Driver Licence No. 1899**

Mr S, the licence holder, his partner Ms S and Sergeant M White, Police Scotland entered the meeting.

The committee considered a report by the Chief Governance Officer (a) referring to a letter of complaint dated 20 May 2016, submitted by Police Scotland requesting the immediate suspension of the licenceholder's taxi driver licence; (b) setting out the details of the complaint, and (c) advising that a hearing under paragraph 11 of schedule 1 of the Civic Government (Scotland) Act 1982 required to be held.

Mr S advised that he had no preliminary points to make on the competency of the complaint following which the letter of complaint was circulated.

Sergeant White was heard in relation to the letter of complaint.

Questions were then asked by the licence holder and the committee.

Mr S was then heard in relation to the complaint.

Questions were then asked by the committee.

The committee agreed to a short adjournment at 11.55 a.m. and reconvened at 12.10 p.m. with all members present as per the sederunt.

### **Decision**

**The committee agreed to take no further action but instructed officers that should a renewal application be made for this licence that it will be determined by committee.**

**FALKIRK COUNCIL**

**Minute of meeting of the Scrutiny Committee held in the Municipal Buildings, Falkirk on Thursday 16 June 2016 at 9.30 am.**

**COUNCILLORS:** Allyson Black  
Stephen Bird  
Steven Carleschi  
Colin Chalmers  
Cecil Meiklejohn (convener)  
Provost Pat Reid

**OFFICERS:** Jack Frawley, Committee Services Officer  
Kenny Gillespie, Property & Asset Manager  
Sara Lacey, Senior Service Manager  
Carole McGhee, Capital Manager  
David McGhee, Head of Procurement & Housing  
Property  
Colin Moodie, Depute Chief Governance Officer  
Robert Naylor, Director of Children's Services

**S1. APOLOGIES**

An apology was intimated on behalf of Baillie Paterson.

**S2. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**S3. MINUTES****Decision**

- (1) The minute of the meeting of the Scrutiny Committee held on 31 March 2016 was approved, and
- (2) The minute of the meeting of the Performance Panel held on 24 March 2016 was noted and the committee requested:-
  - (i) a report providing information on the impact of the special uplifts charge including information on contaminated bins and housing estate management.

#### **S4. SOCIAL WORK CHILDREN & FAMILIES UPDATED BUDGET POSITION**

The committee considered a report by the Director of Children's Services which provided an updated budget position for Children and Families Social Work. The report included information on budget expenditure, contextual information, actions commenced in 2015/16 to manage the budget, and actions planned for 2016/17 to manage the budget. Robert Naylor provided an overview of the report.

Members asked which actions the Service had taken to reduce the number of children and young people in residential care. Robert Naylor stated that a number of young people had left their residential placements having turned 18, while the Service had identified alternative placements for some younger children. In multi-agency meetings the Service was arguing strongly that there could be greater use of internal provision rather than external residential placements. Sara Lacey stated that there were focussed exit plans to get young people home with support packages rather than having them stay in residential placements.

Robert Naylor stated that he had previously met with the Reporter on the types of decisions being made by children's hearings. In particular he had focussed on instances where decisions did not match the recommendations from the Service. He advised the Reporter that Falkirk had appropriate alternative provision available to residential placement. He also attended a panel members training session. Panel members had commented that it was difficult to reach a decision when the child was not present and they had been advised as to why this was not always appropriate.

Members then discussed kinship care and payments to kinship carers. Sara Lacey stated that more information on payments would be publicised once the national guidance was clarified. She confirmed that the possibility of kinship care for a young person was made available to children's hearings. Further she stated that there were over 50 young people in kinship care. Robert Naylor stated that extra funding in this area would help with overall costs as it was another option of provision that avoided the use of external providers.

The committee asked about the typical length of stay in a secure unit. Sara Lacey stated that it would not be years, just for the required period of time to keep the young person safe if they posed a significant risk to themselves and/or others. The Service desired to have young people return to a community or alternative setting.

Members discussed a number of points including the appropriateness of the budget, whether the reduction in the number of children accommodated was sustainable, and the rates paid to foster carers compared to other areas. Sara Lacey stated that there was some variance to the costs in this area but that they were flattening out. Additional financial stability had been achieved through the contract negotiated with Care Visions and Focus Towards Successful Care. These contracted beds were similar to those available internally. In terms of the drop in the number of children accommodated, she

stated that the figure was open to variance but should be relatively stable. Robert Naylor stated that the Service had sought to identify why in Falkirk there was a higher proportion of looked after children in residential school placements. Team Managers had been challenged to provide alternatives in their recommendations to children's hearings.

The committee asked about the number of looked after children who had mental health issues or other additional support needs. Sara Lacey commented that looked after young people had often been through very traumatic early life experiences which could lead to significant mental health issues. The Looked After Children Psychologist made referrals to Child and Adolescent Mental Health Services (CAMHS). She stated that there were good links with Adult Services Social Work to enable a smooth transition process.

The committee asked about the pilot of Self-Directed Support (SDS). Sara Lacey stated that this was an innovative way to provide support and that the developments nationally had been slower in relation to children and young people than with adult care. The Service would emphasise the opportunities of SDS, which included using resources creatively. In response to a question on kinship carers access to SDS, Sara Lacey confirmed that, as SDS related to the child, a kinship carer could use this approach.

Members asked why there would be an average 2.6% increase in the costs of secure placements in 2016/17. Sara Lacey stated that Scotland Excel operated a 3-4 year national contract within which suppliers could renegotiate in line with reasonable increases.

The committee asked for information on local population demographics and if they would affect social work spending. Robert Naylor stated that locally there had been a higher birth rate than that at a national level. The bulge resulting from this was about to pass through the high schools. More children were presenting with need, for example with autistic spectrum disorders.

The committee asked why £230,000 of £354,000 additional funding received for implementation of the Children and Young People (Scotland) Act 2014 was not utilised. Robert Naylor advised that the need for guidance on kinship carer payments and delayed uptake in early years provision to two year olds had caused this underspend.

Members sought further information on the integration of the Education Family Support Service and the Social Work Intensive Family Support Service. Robert Naylor stated that each team had between 8 and 10 FTE posts and performed slightly different functions. The Education team had been more focussed on outreach to young people at risk of needing intervention from social work services. The Social Work team had been more involved with families who were involved in child protection or looked after child systems. He noted that external organisations also provided family support services. The funding to external organisations had been reviewed to identify best

practice; efficiencies were anticipated in this area. He advised that additional spending in family support services should lead to a reduction in spending on looked after children but that this was not an exact science.

## **Decision**

### **The committee:-**

- (1) noted the progress in achieving a significant reduction in the overspend outturn for 2015/16;**
- (2) noted the proposals for ongoing strategies for managing the 2016/17 budget, and**
- (3) requested a further update report to a future meeting of the committee.**

## **S5. REVIEW OF STANDARD FOR RE-LETTING PROPERTIES**

The committee considered a report by the Director of Corporate and Housing Services which provided information on the implementation of the new Standard for Re-letting Properties. The report set out the background to the introduction of the revised Standard, performance information, and information on other changes. A copy of the revised Standard was appended to the report. David McGhee provided an overview of the report.

Members asked for information on the number of properties which were rejected and the number of call backs which were made of the voids team. David McGhee stated that the data was not available but that the Service allowed a period for tenancy settlement of approximately one month. If recurring issues were identified in that period then they would be addressed. The inspection process which was in place reduced the number of points of contact for the tenant. The staff member who identified work was also responsible for the quality of it. In relation to the number of call backs to the voids team he stated that although the information was not collated currently, with there being no requirement to report it, it was good management data to identify where issues arise.

The committee discussed the average time taken to re-let a property and that this had increased to 50 days following the introduction of the new Standard. David McGhee stated that the Service worked to identify vacant properties early and reallocate them. He highlighted that early engagement with tenants was key. Kenny Gillespie advised that the new Standard was superior to that of other local authorities and that the level of work required impacted on the timescale to re-let. He commented that a full asbestos check was carried out and that the Service tried to do any capital works while void rather than during occupancy. The Service continued to look at ways to work smarter and targeted a reduction in the number of days taken to re-let.

Members stated that there was a need to improve the situation with gardens. They highlighted this was important and commented that this could be looked at during voids as it was a recurring issue. The committee requested a further report back on this area.

The committee sought information on the reasons for 9% of tenants not being satisfied with the condition of their home following the introduction of the new Standard. Kenny Gillespie stated that of those who were not satisfied about half tended to be dissatisfied that the general level of the Standard was not high enough. The other half were generally as the result of small issues like a leak in the heating system or certain aspects of fitting. He stated that some issues could only be identified through the property being lived in.

Members asked why some properties were left in a poor state when vacated, which resulted in a more lengthy time to re-let. David McGhee stated that the review of services to tenants sought to identify more opportunities for staff to identify and visit at risk properties where inspections or interventions were needed. One possibility was having neighbourhood officers attend more frequently. There was a principle to inspect high flatted properties once a year from a housing management perspective. There would be savings in the long term through more active engagement but neighbourhood officers would need sufficient capacity to do so.

The committee asked about the review of the offer process for applicants in the 'Home Seeker' banding. David McGhee stated that there was a desire to have more continuity in the process with accommodation officers carrying out engagement and sign ups which neighbourhood officers currently do. The aim was to have less points of the contact.

Members then asked about the approach to recharging and if this was sometimes pedantic for natural wear and tear. David McGhee advised that the approach to recharging was being unpicked and worked through. He noted that with older properties there were demands on condition.

The committee asked why, in some cases, existing fixtures and fittings were being removed. Kenny Gillespie stated that fixtures and fittings have to comply with all relevant regulations. Therefore if any existing fittings did not meet legal standards during, for example, the electrical check they were removed. Where possible the Service ensured that existing fixtures are left in place. There had been positive feedback from tenants where fittings and fixtures were left.

Members asked about the consultation undertaken with incoming tenants on the layout and style of kitchen units, where assessed as needing a new kitchen. Kenny Gillespie stated that the consultation work was carried out by the single point of contact and the Service sought as much tenant involvement as possible.

The committee asked to have the number of council house inspections included in reports to the performance panel. David McGhee stated that the Service could look to gather data and build an evidence base.

### **Decision**

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

- (1) noted the position regarding the implementation of the new Standard Re-letting Properties, and**
- (2) requested a report on the standards of gardens for re-letting.**

Provost Reid left the meeting prior to consideration of the following item.

## **S6. PROCUREMENT IN COUNCILS – IMPACT REPORT**

The committee considered a report by the Director of Corporate and Housing Services which provided information on the Accounts Commission impact report on “Procurement in Councils”. The report also provided information in relation to the Public Contracts (Scotland) Regulations 2015. Appended to the report were documents providing information on both national and local progress on implementing the Accounts Commission’s recommendations. David McGhee provided an overview of the report.

The committee discussed the key changes under the 2015 Regulations and highlighted concerns around the volatility of the care home sector. David McGhee stated that the Council took part in the National Care Home Contract which was operated by Scotland Excel. Officers monitored the situation regarding residential care homes and engaged directly with them to identify any issues in the provision of service early. It was highlighted that issues could include management changes and difficulties with recruitment of staff. Officers would intervene in such situations where possible and appropriate. In response to a comment from the committee of concern relating to a change to a “new light touch regime for procurement of social/other services”, David McGhee stated that this related to advertising obligations and the selection of tenders.

Members asked if the Council provided support to small and medium sized enterprises to complete the online system. David McGhee stated that such an approach was at the heart of the Council’s practice and the Service worked closely with the Business Gateway. There was engagement with providers to help them trade locally and more widely. The Council also ran procurement clinics.

The committee discussed the impact of the living wage and when fair working practices might not be felt to be relevant and proportionate to include for evaluation. David McGhee stated that the living wage was a consideration across all procurement activity but could not be made mandatory. The Council could apply it higher criteria in evaluation terms. He commented that contracts for materials and services would be differently weighted. There was no blanket approach in place for evaluation and weighting.

### **Decision**

**The committee noted:-**

- (1) the Accounts Commission Procurement in Councils impact report;**
- (2) the changes arising from the Public Contracts (Scotland) Regulations 2015 and the Procurement Reform (Scotland) Act 2014, and**
- (3) the new procurement assessment regime and associated implications.**

## **S7. AUDIT SCOTLAND FOLLOW-UP REPORT – MAJOR CAPITAL INVESTMENT IN COUNCILS**

The committee considered a report by the Director of Corporate and Housing Services which provided information on the recommendations from Audit Scotland's national follow up report "Major Capital Investment in Councils" published in January 2016 and the Council's compliance with these. Carole McGhee provided an overview of the report.

The committee discussed the intention to undertake post project reviews and that this was a positive change to practice.

### **Decision**

**The committee noted that:-**

- (1) post-project reviews will be undertaken for those projects which were completed in 2015/16 and going forward for completed projects valued at £1m or more, and**
- (2) additional financial information for projects which span more than one financial year will be included in future Capital Update reports to the Executive.**

**FALKIRK COUNCIL**

**Minute of the meeting of the Audit Committee held in the Municipal Buildings, Falkirk on Monday 20 June 2016 at 9.30 a.m.**

**Members:** Steven Carleschi  
Tom Coleman  
Roseann Davidson (Convener)  
Rosie Murray  
Baillie Joan Paterson  
Depute Provost John Patrick

**Officers:** Gary Greenhorn, Head of Planning & Resources  
Gordon O'Connor, Internal Audit Manager  
Brian Pirie, Democratic Services Manager  
Stuart Ritchie, Director of Corporate & Housing Services  
Amanda Templeman, Acting Depute Chief Finance Officer

**Also Attending:** Jim Rundell, External Audit Manager, Audit Scotland

**AC14. Apologies**

An apology was intimated on behalf of Provost Reid.

**AC15. Declarations of Interest**

No declarations were made.

**AC16. Minute**

In regard to item AC13 – Best Value Improvement Plan, the Director of Corporate & Housing Services gave an update on progress in implementing the plan since the last meeting.

**Decision**

**The minute of the meeting of the Audit Committee held on 18 April 2016 was approved.**

**AC17. Internal Audit: Annual Assurance Report 2015/16**

The committee considered a report by the Internal Audit Manager on the Internal Audit programme for 2015/16.

The report summarised:-

- Internal Audit work completed in 2015/16 and the overall assurance on the Council's control framework based on that work;
- Internal Audit's performance against established key performance indicators; and
- an update on Internal Audit's compliance with Public Sector Internal Audit Standards.

In response to a question the Internal Audit manager explained the arrangements in place for auditing the Integration Joint Board.

In regard to the 2015/16 Audit programme, the committee sought further detail on the audit of mobile device security and the factors resulting in limited/substantial assurance being provided. The Internal Audit Manager explained that the substantial assurance was around the governance arrangements in place but that there was room for improvement in regard to device set up and turnaround. He confirmed that these were being addressed. In terms of device security he confirmed that the procedures complied with national requirements.

He also provided further detail in regard to the audits of SEEMIS Security and Management and Pensions Administration, noting in the latter case that an audit plan would be approved by the Pensions Committee.

**Decision**

**The committee noted:-**

- (1) that sufficient Internal Audit activity was undertaken to allow a balanced assurance to be provided;**
- (2) the Internal Audit provided substantial assurance on the Council's control framework for the year to 31 March 2016;**
- (3) that Audit Scotland will place formal reliance on the work of Internal Audit;**
- (4) that the performance against Key Performance Indicators for the year to 31 March 2016 set out at paragraph 3.5; and**
- (5) that Quality Assurance and Improvement Programme outputs confirm no material non-conformance with the Public Sector Internal Audit Standards.**

**AC18. Annual Governance Statement 2015/16**

The committee considered a report by the Chief Executive presenting the Annual Governance Statement for inclusion in the Council's 2015/16 Annual Accounts.

The report summarised:-

- the arrangements for reporting on the Council's governance framework for the year to 31 March 2016; and
- the six principles of good governance as defined in the 2007 CIPFA and SOLACE guidance "Delivering Good Governance in Local Government".

A draft Annual Assurance Statement was provided.

The Director of Corporate and Housing Services gave a summary of progress in regard to the key projects which formed the Business Transformation project.

**Decision**

**The Committee approved the draft Annual Governance Statement and noted:-**

- (1) the Council's compliance with requirements for an annual review of the effectiveness of the Council's system of internal control, and inclusion of an Annual Governance Statement in the Annual Accounts; and**
- (2) that the Annual Governance Statement will form part of the Council's 2015/16 Annual Accounts.**

**AC19. Falkirk Council Annual Accounts 2015/16 and Falkirk Temperance Trust Accounts 2015/16**

The committee considered a report by the Director of Corporate and Housing Services presenting Falkirk Council's Annual Accounts together with Falkirk Temperance Trust's Accounts 2015/16.

The unaudited annual accounts for both the Council and the Trust were, in terms of the Local Authority Accounts (Scotland) Regulations 2014, required to be submitted to the Auditor by 30 June 2016. A set of each would be presented to Council on 22 June 2016 and would be available for inspection online on 20 June.

In response to a question the Acting Depute Chief Finance Officer explained how the Council values its council houses. Although the methodology had changed recently there was no impact on the accounts.

**Decision**

**The committee approved the report.**

**AC20. Why the Accounts Matter**

The committee considered a report by the Director of Corporate and Housing Services presenting Audit Scotland's report "Why Accounts Matter".

"Why Accounts Matter" emphasised the importance of financial statements and their place in the governance and accountability framework. It highlighted the role of elected members in the accounts process and identified members three key duties as:-

- to scrutinise and approve the accounts;
- to consider the financial results when setting future budgets and reserves policies; and
- to consider the annual audit report and hold officers to account on areas of concern reported.

Jim Rundell gave a short overview of Audit Scotland's report.

**Decision**

**The committee noted the report.**

**AC21. Review of Systems of Internal Control**

The committee considered a report by the Director of Corporate and Housing Services presenting the findings of Audit Scotland's review of the Council's Systems of internal Control.

Audit Scotland had reviewed the Council's main financial systems and had not found significant issues.

However an action plan; to address 7 points, had been drawn up following the review. The plan included 2 action points from 2014/15 which had not been addressed.

Members of the committee noted that Council had suffered an 11% reduction in funding and highlighted the impact of this on the Council's ability to deliver services. Members also highlighted Audit Scotland's advice to make the most of the funding available. Mr Rundell expanded upon the advice at the request of members.

The Director of Corporate and Housing Services gave an overview of the current position in regard to the implementation of the Community Empowerment (Scotland) Act and its implications for Council.

**Decision**

**The Committee noted the report and the proposed management actions.**

**AC22. External Audit Progress Update Report**

The committee considered Audit Scotland's Progress report for 2015/16.

Mr Rundell gave an overview of the report. In regard to the Council's governance arrangements, he confirmed that Audit Scotland would cease to be the external auditors on 30 September, and summarised the transition arrangements.

The report summarised:-

- Audit Scotland's governance work which included reviews of Internal Controls and Governance, ICT and the National Fraud Initiative;
- the outcomes of national audit work, in particular a review of 'Developing Financial Reporting in Scotland'; and
- progress against the 2015/16 audit plan.

**Decision**

**The committee noted the report.**

**FALKIRK COUNCIL****Minute of meeting of the Appointments Committee held in the Municipal Buildings, Falkirk on Tuesday 21 June 2016 at 12.30 p.m.**

**Councillors:** Allyson Black  
 Thomas Coleman  
 Craig Martin (Convener)  
 Cecil Meiklejohn  
 Alan Nimmo  
 Provost Pat Reid

**Officers:** Karen Algie, Head of HR & Business Transformation  
 Jack Frawley, Committee Services Officer  
 Robert Naylor, Director of Children's Services  
 Mary Pitcaithly, Chief Executive

**AP9. Apologies**

An apology was intimated on behalf of Councillor Nicol.

**AP10. Declarations of Interest**

There were no declarations of interest.

**AP11. Exclusion of Public**

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

**AP12. Appointment of Head of Education**

The committee considered a report by the Director of Children's Services which outlined the selection process for the post of Head of Education. The committee agreed to interview a short list of 1 candidate.

**Decision**

**The committee agreed to appoint David Mackay to the post of Head of Education on the relevant salary and conditions of service.**

**FALKIRK COUNCIL**

**MINUTE of MEETING of the PLANNING COMMITTEE held in the MUNICIPAL BUILDINGS, FALKIRK on TUESDAY 21 JUNE 2016 at 9.30 a.m.**

**COUNCILLORS:** Baillie William Buchanan (Convener)  
Steven Carleschi  
Colin Chalmers  
Paul Garner  
Adrian Mahoney  
Craig Martin  
John McLuckie  
Malcolm Nicol  
Martin Oliver  
Baillie Joan Paterson  
Sandy Turner

**OFFICERS:** John Angell, Head of Planning and Transportation  
Ian Dryden, Development Manager  
Kevin Collins, Transport Planning Co-ordinator  
Iain Henderson, Legal Services Manager  
Antonia Sobieraj, Committee Services Officer  
Russell Steedman, Network Co-ordinator  
Brent Vivian, Senior Planning Officer

**P21. APOLOGIES**

No apologies were intimated.

**P22. DECLARATIONS OF INTEREST**

Councillor Oliver declared a non financial interest in item 6 (minute P26) by virtue of him being an objector to the application, in consequence of which he recused himself from consideration of the item, having regard to the objective test in the Code of Conduct.

Prior to consideration of business, the Members below made the following statements:-

- Councillor Oliver informed the Committee that, while he had not attended the site visit, he would take part in consideration of planning application P/15/0580/OUT (minute P24) as he was sufficiently familiar with the site.
- Councillor Nicol informed the Committee that, while he had not attended the site visit, he would take part in consideration of planning application P/15/0580/OUT (minute P24) as he was sufficiently familiar with the site.

- Councillor Garner informed the Committee that, while he had not attended the site visit, he would take part in consideration of planning application P/15/0580/OUT (minute P24) as he was sufficiently familiar with the site.

Councillor McLuckie entered the meeting prior to consideration of the following item of business.

## **P23. MINUTES**

### **Decision**

- (a) **The minute of meeting of the Planning Committee held on 25 May 2016 was approved; and**
- (b) **The minute of meeting of the Planning On-Site Committee held on 6 June 2016 was approved.**

Councillor C Martin entered the meeting during consideration of the following item of business.

## **P24. EXTENSION TO FLAT AND FORMATION OF HARDSTANDING AT 4 WEST TERRACE, BLACKNESS, LINLITHGOW EH49 7NN FOR MR DAVID HEWITT - P/16/0104/FUL (CONTINUATION)**

With reference to Minute of Meeting of the Planning Committee held on 25 May 2016 (Paragraph P17 refers), Committee (a) gave further consideration to a report to that meeting by the Director of Development Services; and (b) considered an additional report by the said Director on an application for full planning permission for a two storey extension to the side of a flat and linked by a single storey flat roofed extension and the formation of hardstanding at 4 West Terrace, Blackness, Linlithgow.

### **Decision**

**The Committee agreed to refuse planning permission on the grounds that the proposal is contrary to Policy HSG07 'Residential Extensions and Alterations' of the Falkirk Local Development Plan as well as Supplementary Guidance SG03 'Residential Extensions and Alterations' in that the scale, design and materials are not sympathetic to the existing building and surrounding area, the scale and location of the extension will adversely affect the amenity of the area and neighbouring properties, it would constitute overdevelopment of the plot and the development would have a detrimental impact on road safety.**

**P25. THE FALKIRK COUNCIL (A993 DEAN ROAD, BO'NESS) (PROHIBITION OF WAITING) ORDER 2015**

The Committee considered a report by the Director of Development Services seeking a decision on the Falkirk Council (A993 Dean Road, Bo'ness) (Prohibition of Waiting) Order 2015.

**Decision**

**The Committee agreed to make the Traffic Regulation Order referred to in the Report.**

Councillor Oliver left the meeting prior to consideration of the following item of business.

**P26. DEVELOPMENT OF LAND FOR UP TO 550 HOUSES, A COMMERCIAL BLOCK INCLUDING A CONVENIENCE STORE AND NURSERY, AND ASSOCIATED INFRASTRUCTURE INCLUDING ACCESS JUNCTION WORKS, NEW ROADS AND PATHS, OPEN SPACE, WOODLAND PLANTING, SURFACE WATER DRAINAGE PONDS AND PLAY FACILITIES ON LAND TO THE NORTH OF WATSON PLACE, GLASGOW ROAD, LONGCROFT FOR MACTAGGART & MICKEL - P/09/0508/OUT**

With reference to Minutes of Meetings of the Planning Committee held on 23 March 2011, 25 February and 28 October 2015 and 24 February 2016, (Paragraphs P215, P122, P78 and P139 refer), Committee (a) gave further consideration to reports to those meetings by the Director of Development Services; and (b) considered an additional report by the said Director on an application for planning permission in principle (formerly outline planning permission) for the development of land for up to 550 dwellinghouses and a commercial block and associated infrastructure including an access junction works, new roads and paths, open space, woodland planting, surface water drainage ponds and play facilities on a site to the north of Watson Place, Glasgow Road, Longcroft.

**Decision**

**The Committee agreed to:-**

- (1) note the contents of the report; and**
- (2) continue consideration of the application, noting that if the Section 75 Planning Obligation has not been satisfactorily concluded and planning permission in principle granted (with the updated planning conditions detailed in the recommendation to the report dated 28 October 2015) by 30 November 2016, the matter will require to be brought back to Committee for further consideration and potential refusal.**

**DRAFT**

**MINUTE of MEETING of the COMMON GOOD SUB-COMMITTEE (BO'NESS) held in the MUNICIPAL BUILDINGS, FALKIRK on WEDNESDAY 22 JUNE 2016 at 4.30 PM.**

**COUNCILLORS:** Adrian Mahoney  
Depute Provost John Patrick  
Provost Pat Reid (Convener)  
Ann Ritchie

**OFFICERS:** Carole McGhee, Capital Manager  
Harry Forster, Committee Services Officer

**CGF1. APOLOGY**

An apology was intimated on behalf of Councillor Sandy Turner.

**CGF2. DECLARATIONS OF INTERESTS**

Councillor Mahoney and Ritchie each declared a non-financial interest in item CGF4 as a member of the Friends of Kinneil and Historic Scotland and as a co-opted member of the White Lady Mountain Bike Community Interest Company Steering Group respectively but did not consider that this required them to recuse themselves from consideration of the item having had regard to the objective test in the Code of Conduct.

**CGF3. MINUTE**

**Decision**

**The minute of the meeting held on 10 April 2014 was approved.**

**CGF4. APPLICATION FOR FINANCIAL ASSISTANCE BUILD SKILLS LOOP AND JUMP TRACK PROJECT**

The Sub-Committee considered a report by the Director of Corporate and Housing Services detailing a request for funding from the White Lady Mountain Bike Community Interest Company towards the development of a "Build Skills Loop and Jump Track" in Kinneil Woods, Bo'ness.

The report gave details of the cost of the project and funding from SportsScotland. An application to match funding from SportsScotland had been submitted to Environment Body Scotland on the condition that a 10% third party contribution was obtained.

**Decision**

**The Sub-Committee agreed to award £2,300 from the Bo'ness Common Good Fund towards the White Lady Mountain Bike Community Interest Company's development of a "Build Skills Loop and Jump Track" in Kinneil Woods subject to funding from other sources being secured for the project.**

DRAFT**FALKIRK COUNCIL**

**MINUTE of JOINT MEETING of the PENSIONS COMMITTEE/BOARD held in the MUNICIPAL BUILDINGS, FALKIRK on THURSDAY 23 JUNE 2016 at 9.30 A.M.**

**PRESENT:**

Committee:-  
Councillors Falkirk Council:-  
Jim Blackwood  
Tom Coleman  
Steven Carleschi  
Dr Craig R Martin  
Depute Provost John Patrick (Convener)

Councillor Colin Campbell, Stirling Council  
Ian McLean, Pensioner Representative

Board:-  
Susan Crook, Unison  
Ed Morrison, Scottish Children's Reporter Administration's (SCRA)  
Tommy Murphy, GMB

**ATTENDING:**

Justyna Korszen-Bennett, Senior Accountant  
Alastair McGirr, Pensions Manager  
Gordon O'Connor, Audit Manager (for items 5 and 6) (minute PE5 and PE5)  
Bryan Smail, Chief Finance Officer  
Antonia Sobieraj, Committee Services Officer

**ALSO IN ATTENDANCE:**

Lyndon Bolton and Kevin Murphy, Schroder Investment Management  
Christopher Down, Hearthstone Investments  
Louise Dodds, Audit Scotland  
Simon Jones and William Marshall, Hymans Robertson  
Bruce Miller, Investment Manager, Lothian Pension Fund  
Alister Steele, Castle Rock Edinvar

**PE1. APOLOGIES**

Apologies were intimated on behalf of Councillor Craig Martin, Falkirk Council; Donald Balsillie, Clackmannanshire Council; Jennifer Welsh, SEPA; Sandy Harrower, UCATT; Andrew Douglas, Unison and Gordon Irvine, UNITE.

**PE2. DECLARATIONS OF INTEREST**

No declarations were made.

**PE3. MINUTE****Decision**

**The minute of the joint meeting of the Pensions Committee and Board on 11 March 2016 was approved.**

**PE4. PENSION BOARD MEMBERSHIP**

The Committee and Board considered a report by the Director of Corporate and Housing Services intimating changes to the membership of the Board.

The report detailed:-

- The resignations from the Board from Councillor Archie Drummond, Clackmannanshire Council and Herbie Schroder, UNITE;
- That Councillor Donald Balsillie, Clackmannanshire Council had been nominated to replace Councillor Drummond on the Board;
- The legislation requiring that the Employer and Trades Union sides on the Board each nominate one of its number to serve as Convener annually on a rotational basis;
- That Councillor Drummond from the Employer side served as Chair for one year from June 2015 and that Susan Crook, Unison had been nominated to serve as Chair of the Board from June 2016 for one year; and
- That the Employer Side would be invited nominate a Chair for the year from June 2017.

**Decision**

**The Committee and Panel noted the report and the subsequent information from UNITE that Gordon Irvine had been nominated to serve as a replacement to Herbie Schroder on the Board.**

The Committee agreed:-

- (1) that Susan Crook, Unison serve as Chair of the Board for the coming year; and
- (2) to invite the Employers side to replace Councillor Drummond as Chair of the Board from June 2017.

**PE5. INTERNAL AUDIT ANNUAL ASSURANCE REPORT 2015/16**

The Committee and Board considered a report by the Director of Corporate and Housing Services on the Internal Audit Annual Assurance Report 2015/16.

The report detailed:-

- The work undertaken by Internal Audit during 2015/16, and provided an assurance on arrangements for risk management, governance, and control based on that work;
- The provision of substantial assurance for the year to 31 March 2016;
- The operational activity to provide the overall assurance; and
- The compliance with Public Sector Internal Audit Standards (PSIAS) 2013;

### **Decision**

#### **The Committee and Board noted:-**

- (1) **the Internal Audit Annual Assurance Report 2015/16 and the sufficient Internal Audit activity undertaken to allow a balanced assurance; and**
- (2) **that Internal Audit was able to provide substantial assurance in respect of the Fund's overall arrangements for risk management, governance and control for the year to 31 March 2016.**

#### **PE6. FALKIRK COUNCIL PENSION FUND - UNAUDITED ANNUAL REPORT AND ACCOUNTS – 2015/16**

The Committee and Board considered a report by the Director of Corporate and Housing Services on the Falkirk Pension Fund's Unaudited Annual Report and Accounts for 2015/2016 and (a) referring to the Local Government Pension Scheme (Scotland) Regulations 2014, which required administering authorities to publish a Pension Fund annual report including a Fund account and a net assets statement; (b) the various additional requirements of the Local Authority Accounts (Scotland) Regulations 2014 requiring unaudited accounts; and (c) attaching as an appendix for inspection, a copy of the Fund's Unaudited Annual Report and Accounts for 2015/16.

### **Decision**

**The Committee and Board noted the publication of the Unaudited Falkirk Council Pension Fund Annual Report and Accounts 2015/16 detailed in the Appendix to the report.**

#### **PE7. INTERNAL AUDIT PLAN 2016/17**

The Committee and Board considered a report by the Internal Audit Manager on the Internal Audit Plan 2016/17.

The report included:-

- The planned Internal Audit work on Fund transactions, pension investments and the migration of data to the Altair Pension system;
- The reporting of Internal Audit work through draft audit reports providing a statement on the level of assurance on risk management, governance and control and an action plan setting out any specific audit recommendations; and

- The overall assurance as detailed in the definitions in Appendix 1 to the report.

### **Decision**

**The Committee and Board noted the report and that that an Annual Assurance Report would be provided in due course.**

**The Committee agreed the planned Internal Audit coverage for 2016/17 and that a further report on progress be submitted to a future meeting.**

## **PE8. GENERAL GOVERNANCE MATTERS**

The Committee and Board considered a report by the Director of Corporate and Housing Services presenting an update on various matters associated with the governance of the Falkirk Council Pension Fund.

The areas covered within the report included the following:-

- The Risk Register;
- The Public Sector Exit Payments;
- The Pooling Arrangements with England and Wales;
- The Local Authority Pension Fund Forum (LAPFF) of 58 local authority Pension Funds; and
- The Local Government Pension Scheme Training and Investment Seminar on 5 and 6 October 2016 in Edinburgh.

### **Decision**

**The Committee and Board noted the report.**

## **PE9. INVESTMENT BELIEFS**

The Committee and Board considered a report by the Director of Corporate and Housing Services inviting consideration of the adoption the Fund's core investment beliefs for inclusion in the Fund's Statement of Investment Principles.

The report detailed:-

- The investment beliefs as a valuable tool for the justification of investment decisions;
- That documented investment beliefs was evidence of good governance and principled decision making;
- The support of the Investment Strategy Sub Group for the incorporation of key beliefs into the Fund's revised strategy;
- The a published set of investment beliefs would:-
  - provide clarity over the role and objectives of the various mandates,
  - assist in prioritising competing investment demands,
  - enable the long term view to be taken; and

- provide a consistent framework for decision making and an ongoing record of the decision making rationale; and
- The various beliefs for consideration including:-
  - the importance of having clear and well defined strategic objectives;
  - that strategic asset allocation was a key determinant of risk and return;
  - that being a long term investor provided opportunities for enhanced returns;
  - that both active and passive management had a role to play; and
  - the significance of fees and costs.

## **Decision**

**The Committee and Board noted the report.**

**The Committee agreed to adopt the core investment beliefs as detailed in Appendix 1 to the report and their inclusion in the Fund's Statement of Investment Principles.**

## **PE10. INVESTMENT STRATEGY – SMART BETA OPTIONS**

The Committee and Board considered a report by the Director of Corporate and Housing Services on progress of the investment in smart beta following work of the Investment Sub Group and setting out alternative strategies.

The areas covered in the update report included:-

- The smart beta investment being made as part of the revised asset allocation adopted by the Fund;
- The revised allocation reflecting a desire to reduce the risk of poor funding outcomes whilst maintaining the chances of attaining fully funded status in the longer term;
- The revised allocation together with the longer term aspirational allocation;
- That the smart beta investment would form part of the allocation to listed equities of 55%;
- That the smart beta option would improve the diversity of the Fund's equity structure and offering a solution with lower costs and lower volatility than would result from another active mandate;
- The various smart beta strategies including fundamental weighting, low volatility, equal weighting, high quality, momentum weighting and multi factor;
- The focus on fundamental weighting, low volatility and equal weighting approaches in line with the Fund's aim of reducing risk;
- The exploration of implementation through existing relationships with Legal and General or the secondment arrangement with Lothian Pension Fund;
- The Fund's equity investments being rebalanced with a view to assets being split equally between the various managers; and
- The smart beta investment based on the low volatility and fundamental approaches and their consistency with the Fund's investment strategy.

**Decision**

The Committee and Board noted the report.

The Committee agreed:-

- (1) the pursuance of a smart beta strategy based on the fundamental weighting and low volatility approaches in equal measure; and
- (2) the investment funded from the rebalancing of existing mandates so that an equal split of assets was achieved between the four existing equity managers and the smart beta investment;
- (3) that an implementation plan would be submitted for consideration to the next meeting in September 2016.

The Convener agreed an adjournment at 10.45 a.m. The meeting reconvened at 11 a.m., with all Members present as per the sederunt.

**PE11. HEARTHSTONE INVESTMENTS PLC**

The Committee and Board received a presentation by Christopher Down, Hearthstone Investments and Alister Steele, Castle Rock Edinvar in relation the Fund's investment in social and affordable housing with Hearthstone Investments.

The Committee had agreed on 17 March 2014 to the investment of £30m Hearthstone Investments Housing Fund for Scotland to fund new social and affordable housing. The investment was made on the basis of £15m being allocated to social housing and £15m to affordable housing.

The presentation included:-

- The completion of 62 social housing units at Bellsdyke, Larbert totalling £7.5 m;
- The completion of the 17 affordable housing apartments in Bo'ness totalling £1.49m; and
- The planned 34 social housing units within the Falkirk Council area during 2017 totalling £3.4m.

The Convener thanked Mr Down and Mr Steele for their comprehensive presentation.

Councillor Dr C R Martin left the meeting during consideration of the following item of business.

**PE12. PRESENTATION - SCHRODER INVESTMENT MANAGEMENT**

The Committee and Board received a presentation by Lyndon Bolton and Kevin Murphy, Schroder Investment Management.

The presentation covered the undernoted:-

- The value investing basics;
- The areas of the market and compelling value;
- The banking and mining sectors; and
- The Falkirk UK portfolio, equity and performance.

The Convener thanked Mr Bolton and Mr Murphy for their comprehensive presentation.

**PE13. EXCLUSION OF PUBLIC**

**The Committee 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 ground 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.**

**PE14. FUND MANAGER PERFORMANCE REVIEW**

The Committee and Board considered a report by the Director of Corporate and Housing Services reviewing the overall performance of the Fund and of the undernoted Fund Managers:-

- Aberdeen Asset Management;
- Baillie Gifford (Bond Mandate);
- Baillie Gifford (Diversified Growth);
- Legal and General Investment Management;
- Newton Investment Management;
- Schroder Investment Management (UK Equities); and
- Schroder Investment Management (Property)

**Decision**

**The Committee and Board noted the Fund Managers' performance and the action taken by them during the quarter to 31 March 2016, in accordance with their investment policies.**

**PE15. PRIVATE EQUITY AND ALTERNATIVES UPDATE**

The Committee and Board considered a report by the Director of Corporate and Housing Services on the progress of the Pension Fund's private equity and alternatives investment programme for SL Capital (Standard Life), Wilshire Associates, Grosvenor Capital, M&G, Heathstone and UK Infrastructure (in conjunction with Lothian Pension Fund) for the quarter ending 31 March 2016.

**Decision**

**The Committee and Board noted the progress of the Pension Fund's private equity and alternatives investment programme for the quarter ending 31 March 2016.**

**The Committee agreed to align the in house collaboration with the Lothian Fund, leaving discretion in approving projects to the Chief Finance Officer.**

**NOTE: The Committee expressed a wish that, where appropriate, due consideration be given to UK projects or projects with a UK, Scottish or local dimension.**

Draft

**Minute of meeting of the Common Good Sub-Committee (Grangemouth) held in the Municipal Buildings, Falkirk on Thursday 11 August 2016 at 9.15 am.**

**Councillors:** Provost Pat Reid (Convener)  
Depute Provost John Patrick  
Allyson Black

**Officers:** Hillary MacArthur, Accountancy Services Manager  
Harry Forster, Committee Services Officer

**CGF5. Apologies**

No apologies were intimated.

**CGF6. Declarations of Interests**

Councillor Black declared a non financial in item CGF8 interest as a member of the Friends of Charlotte Dundas Group and consequently stated that she would take no part in the discussion or the decision making on this item.

In accordance with her declaration, Councillor Black left the meeting following this item.

In accordance with Standing Order 13 the convener closed the meeting as there was not now a quorum of members present.

**CGF7. Minute**

This item was not considered as the meeting was inquorate.

**CGF8. Application for Financial Assistance Friends of Charlotte Dundas**

This item was not considered as the meeting was inquorate.

**FALKIRK COUNCIL**

**MINUTE of MEETING of the PLANNING REVIEW COMMITTEE held in the MUNICIPAL BUILDINGS, FALKIRK on FRIDAY 12 AUGUST 2016 at 9.30 A.M.**

**COUNCILLORS:** Baillie William Buchanan (Convener)  
Colin Chalmers  
John McLuckie  
Sandy Turner

**OFFICERS:** Bernard Whittle, Development Management Co-ordinator  
Iain Henderson, Legal Services Manager  
Antonia Sobieraj, Committee Services Officer

**PRC16. APOLOGIES**

No apologies were intimated.

**PRC17. DECLARATIONS OF INTEREST**

No declarations were made.

**PRC18. MINUTES****Decision**

- (a) The minute of meeting of the Planning Review Committee held on 9 June 2016 was approved; and**
- (b) The minute of meeting of the Planning Review Committee held on 13 June 2016 was approved.**

**PRC19. OPENING REMARKS**

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

**PRC20. PLANNING APPLICATION P/15/0695/FUL – EXTENSION TO DWELLINGHOUSE AT 60 ALMA STREET, FALKIRK FK2 7HE**

The Committee considered documents which related to the Application for Review for planning application P/15/0695/FUL for a two storey extension and dormer extension to a dwellinghouse at 60 Alma Street, Falkirk.

After discussion, the Committee **AGREED** that it 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 accompanied inspection of the site.

**PRC21. PLANNING APPLICATION P/15/0708/FUL – EXTENSION TO DWELLINGHOUSE AND ERECTION OF DETACHED GARAGE AT 21 BROWN STREET, FALKIRK FK1 4PX**

The Committee considered documents which related to the Application for Review for planning application P/15/0708/FUL for the extension to a two storey dwellinghouse and the erection of a detached garage at 21 Brown Street, Falkirk.

After discussion, the Committee **AGREED** that it 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 accompanied inspection of the site.

The meeting adjourned at 9.45 a.m. for the purpose of conducting site inspections and reconvened at 11.00 a.m., with all those present as per the sederunt.

**PRC22. PLANNING APPLICATION P/15/0695/FUL – EXTENSION TO DWELLINGHOUSE AT 60 ALMA STREET, FALKIRK FK2 7HE**

The Committee reconvened to give consideration to documents which related to the Application for Review for planning application P/15/0695/FUL for a two storey extension and dormer extension to a dwellinghouse at 60 Alma Street, Falkirk.

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

After further discussion and having sought and heard advice from Mr Henderson and Mr Whittle, and having given consideration to the material contained within the documentation, the Committee considered that it had

sufficient information within the papers provided in relation to the application for Review, and considered:-

- (1) Supplementary Guidance SG03 - Residential Extensions and Alterations;
- (2) Policy HSG07 of the Falkirk Local Development Plan;
- (3) the consultation responses received;
- (4) the representation submitted;
- (5) the site history;
- (6) the supporting documents provided by the applicant; and
- (7) the benefit of the site inspection.

After discussion, and having sought and heard advice from Mr Henderson and Mr Whittle, the Committee **AGREED:-**

- (1) To **GRANT** planning permission, subject to such conditions as the Director of Development Services shall deem appropriate; and
- (2) That the preparation of the decision notice be delegated to the Chief Governance Officer.

**PRC23. PLANNING APPLICATION P/15/0708/FUL – EXTENSION TO DWELLINGHOUSE AND ERECTION OF DETACHED GARAGE AT 21 BROWN STREET, FALKIRK FK1 4PX**

The Committee reconvened to give consideration to documents which related to the Application for Review for planning application P/15/0708/FUL for the extension to a two storey dwellinghouse and the erection of a detached garage at 21 Brown Street, Falkirk.

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

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

- (1) Supplementary Guidance SG03 - Residential Extensions and Alterations;
- (2) Policy HSG07 of the Falkirk Local Development Plan;
- (3) the consultation responses received;
- (4) the representation submitted;
- (5) the site history;
- (6) the supporting documents provided by the applicant; and
- (7) the benefit of the site inspection.

After discussion, and having sought and heard advice from Mr Henderson and Mr Whittle, the Committee **AGREED:-**

- (1) To **GRANT** planning permission, subject to such conditions as the Director of Development Services shall deem appropriate including a condition requiring that before any works start on site amended drawings shall be submitted for the written approval of the planning authority to accurately show the position of proposed windows and doors; and
- (2) That the preparation of the decision notice be delegated to the Chief Governance Officer.

**FALKIRK COUNCIL**

**Minute of meeting of the EXECUTIVE held within the Municipal Buildings, Falkirk on Tuesday 16 August 2016 at 9.30 a.m.**

<b>Councillors:</b>	David Alexander	Adrian Mahoney
	Jim Blackwood	Dr Craig R Martin
	Tom Coleman	Craig Martin (Convener)
	Dennis Goldie	Alan Nimmo
	Gerry Goldie	Robert Spears
	Linda Gow	

**Officers:**

Douglas Duff, Head of Economic Development and Environmental Services  
 Rose Mary Glackin, Chief Governance Officer  
 Jennifer Litts, Head of Housing  
 Lesley MacArthur, Integrated Care Fund Co-ordinator  
 Joe McElholm, Head of Social Work Adult Services  
 Robert Naylor, Director of Children's Services  
 Brian Pirie, Democratic Services Manager  
 Mary Pitcaithly, Chief Executive  
 Stuart Ritchie, Director of Corporate and Housing Services  
 Bryan Smail, Chief Finance Officer

**EX33. Apologies**

An apology was intimated on behalf of Councillor Nicol.

**EX34. Declarations of Interest**

No declarations were made at this point.

**EX35. Minute****Decision**

**The minute of the meeting of the Executive held on 7 June 2016 was approved.**

**EX36. Rolling Action Log**

A rolling action log detailing decisions not yet implemented following the previous meeting on 7 June 2016 was provided.

**Decision**

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

**EX37. Local Housing Strategy 2015 update**

The Executive considered a report by the Director of Corporate and Housing Services providing an update on the delivery of outcomes set out in the Local Housing Strategy 2011-2016.

The Local Housing Strategy (LHS) set the strategic direction for tackling housing need and demand, informed future investment and was the sole strategic document for homelessness, housing support and fuel poverty. It had been revised since its adoption in 2011 to account for the changing landscape, notably the integration of health and social care and the Scottish Government's increased emphasis on housing options to tackle homelessness.

The report provided an update on:-

- the LHS;
- the Annual Homelessness Statement;
- the Strategic Housing Investment Plan (SHIP);
- the Housing Needs and Demand Assessment (HNDA);
- the Housing Contribution Statement – Health and Social Care Integration; and
- the Older People's Housing Plan.

**Decision**

**The Executive noted:-**

- (1) progress in delivering the Local Housing Strategy; and**
- (2) the key findings relating to the Housing Need and Demand Assessment, the Annual Homelessness Statement, the Older People's Housing Plan and the Housing Contribution Statement.**

Councillor Gow joined the meeting during consideration of the previous item.

### **EX38. Policy Development Panel Update – Civic Licensing**

The Executive considered a report by the Director of Corporate and Housing Services presenting policy development panel recommendations in regard to the civic licensing resolution and providing an update on the development of a public procession policy.

The Executive had established a policy development panel to review certain aspects of civic licensing. The panel presented its recommendations in regard to taxi licence duration and late hours catering policy to the Executive on 29 September 2015 (ref EX 50). Since then the panel had met to review the civic licensing resolution and to develop a policy on public processions.

The report summarised the panel's work in regard to the resolution, highlighting the distinction between mandatory and optional licensing activities and recommending amendments to the current resolution to reflect changing circumstances.

The report also outlined progress in development of the public processions policy noting that it was currently in abeyance pending the review of Temporary Traffic Regulation Orders (TTROs) arrangements.

#### **Decision**

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

- (1) the proposed revisions to the civic licensing resolution as recommended by the policy development panel and authorised officers to advertise the amended resolution in the local press in accordance with the Civic Government (Scotland) Act 1982; and**
- (2) to note progress with the draft public processions policy.**

### **EX39. Commissioning Process: Services for Survivors of Trauma**

The Executive considered a report by the Director of Corporate and Housing Services presenting options for the commissioning of services for those affected by abuse (survivors of trauma).

The Executive had agreed on 29 September 2015 (ref EX 46) to commission a new service for survivors of trauma using the Public Social Partnership (PSP) approach with the intention that the service would be in place by April 2016.

Since June 2015 work had been ongoing with local partners to develop a delivery model intended to enable survivors of trauma to access a range of services in line with their needs. The intention was to pilot the new model of service during 2016/17. A service model and commissioning framework had been developed and was appended to the report. Feedback on the framework called into question the willingness of some partners to participate in the pilot. In light of that, four options were set out for taking the commissioning process forward:

- to progress with the PSP pilot;
- to tender the service;
- to pause the process and gather further information; and
- to provide an in-house service.

Each option had been appraised and the scores and risks for each option were provided.

### **Decision**

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

- (1) agreed to make use of the commissioning framework to develop a service specification with a view to tendering as soon as possible (option 2 in the report); and**
- (2) requested a further report on the outcome of the commissioning process.**

#### **EX40. Housing Revenue Account – Land Sales Under £5,000 for Additional Residential Garden Ground**

The Executive considered a report by the Director of Corporate and Housing Services presenting changes in the way that applications to purchase Housing Revenue Account (HRA) land under the value of £5,000 are undertaken.

Applications by owners seeking to buy areas of land adjoining their properties for use as additional residential garden ground are currently determined by the Director of Corporate and Housing Services under delegated authority. The number of applications received has increased over recent years. However, the number of applications resulting in a purchase is significantly less than the number of applications received. Between 2012 and 2014, only 13 out of 71 applications had resulted in sales. The current process, which involves a number of services within the Council, is staff intensive and the income is less than the cost to administer the process.

The procedure had been reviewed and a simplified process was now proposed. Additionally, it was proposed that a non-returnable fee of £200 is

applied on application. This would contribute towards the administration costs involved in dealing with the application and help mitigate the abortive time and cost spent on applications which are not concluded.

Councillor C Martin, seconded by Councillor G Goldie, moved that:-

The Executive agrees to:-

- (1) introduce a non-returnable fee of £200 for all applications to purchase HRA land at a price of less than £5,000 for the purposes of use as additional residential garden ground; and
- (2) the proposed revised consultation process.

As an amendment, Councillor Coleman, seconded by Councillor Alexander, moved the following addendum to the motion:-

The Executive agrees the terms of the motion but adds that:-

A refusal of sale by the Council will lead to an automatic return of the £200 fee to the applicant.

On a division 8 members voted for the motion and 3 voted for the amendment, with voting as follows:-

For the motion (8) - Councillors Blackwood, D Goldie, G Goldie, Gow, Mahoney, C Martin, Dr C R Martin and Nimmo.

For the amendment (3) – Councillors Alexander, Coleman and Spears.

### **Decision**

**The Executive agreed the motion.**

#### **EX41. Cyclical Maintenance – Painterwork**

The Executive considered a report by the Director of Corporate and Housing Services recommending that the painterwork element of the cyclical maintenance programme is put to tender.

A review of the Building Maintenance Division (BMD) in 2015 by the Association of Public Sector Excellence (APSE) had highlighted the Cyclical Maintenance Programme as an area for improvement. A subsequent and more detailed internal review of the cyclical maintenance operations and a bench making analysis was carried out by a review group involving employee and volunteers and trades union representatives. It had concluded that costs could be saved by using new paint products with a longer lifecycle and installing PVC soffits and fascia on buildings of a certain height.

Having regard to the benchmarking analysis, one third of the cyclical maintenance programme had been tendered with the following outcomes:

- the work cost c70% less than comparable BMD rates;
- customer satisfaction was high at over 90%; and
- availability and flexibility of additional resources were provided to meet contract timescales.

It was consequently proposed that the remainder of the cyclical maintenance programme should be put out for competitive tender with a view to securing 50-70% savings on current costs. The current cohort of staff would be accommodated on other painterwork duties.

### **Decision**

**The Executive agreed that a tendering exercise is carried out for the painter work element for the Council's full Cyclical Maintenance Programme for a 3 year period commencing late 2016.**

### **EX42. Projected Financial Position 2016/17**

The Executive considered a report by the Director of Corporate and Housing Services presenting the financial position of the Council for 2016/17 as at 30 June 2016.

At 30 June 2016, an underspend of £0.756m was projected in General Fund net expenditure.

The report set out the main deviations from budget as well as highlighting workforce changes throughout the year.

The report also summarised the year-end position in regard to General Fund Reserves, including the Repairs and Renewals Fund, Earmarked Reserves and Capital Reserves, together with the year-end position on the Housing Revenue Account.

### **Decision**

**The Executive noted:-**

- (1) the Council's projected year-end financial position for 2016/17, and**
- (2) the current position with regard to reserves.**

**EX43. Capital Programmes Outturn 2015/16**

The Executive considered a report by the Director of Corporate and Housing Services detailing the provisional outturn position, subject to audit, of the 2015/16 General Fund Services and Housing Capital Programmes.

The outturn figure at 31 March 2016 was £25.5m. The report detailed spend across Services and set out the main reasons for the variance of £2.04m.

In regard to the Housing Capital Programme, the outturn was £25.4m. The report summarised the various workstreams highlighting variance from budget.

The prudential indicators for the capital programmes were set out. They demonstrated that the various programmes were prudent and affordable.

**Decision**

**The Executive noted the outturn position, subject to audit for 2015/16, for both the General Services Fund (£25.5m) and Housing Capital Programmes (£25.4m).**

**EX44. Towards a Community Development Finance Institution**

The Executive considered a report by the Director of Corporate and Housing Services presenting proposals to establish a Community Development Finance Institution (CDFI) in partnership with Fife and West Lothian Councils.

A CDFI is a service that offers borrowing and money advice to low income, high risk groups who would otherwise use, higher cost alternatives.

The report set out the work undertaken to date to explore the option of establishing a CDFI to serve the Falkirk, Fife and West Lothian areas and set out the key findings from a feasibility study and business case which had been requested by a steering group comprising senior elected members from the three Councils.

The report set out in detail the costs for the project should it go ahead.

**The Executive agreed:-**

- (1) to authorise officers to seek to tender for a Community Development Finance Institution solution in conjunction with their counterparts in Fife and West Lothian;**

- (2) that officers will engage with key stakeholders e.g. banks, Scottish Government with regard to seeking any required loan capital; and**
- (3) to request a report on the outcome of these discussions and that the tender process is reported back to the Executive in late 2016 for a decision on proceeding to delivery.**

Councillor C Martin declared a financial interest in the following item, as an employee of Network Rail, and left the meeting at this point, demitting the chair.

Councillor D Goldie took the chair for the item of business.

#### **EX45. Assets Surplus to Operational Requirements**

The Executive considered a report by the Director of Development Services recommending that areas of land in Longcroft, Tamfourhill and Dennyloanhead (each shown on plans appended to the report) were declared surplus to operational requirements:-

The report set out the rationale for declaring each piece of land surplus together with disposal opportunities in regard to the land in Dennyloanhead and in Tamfourhill.

#### **Decision**

**The Executive agreed to declare the following land as surplus to operational requirements and to authorise disposal:**

- (1) Land to the South of Kilsyth Road in Longcroft – disposal on the open market;**
- (2) Land at Lime Road in Tamfourhill – disposal by negotiation; and**
- (3) Land to the North of Glasgow Road in Dennyloanhead – disposal by negotiation and subject to a further report to the Executive.**

Councillor C Martin re-joined the meeting at the conclusion of this item and resumed the chair.

**EX46. Sale of Land to the North of Kilsyth Road – Banknock Strategic Growth Area**

The Executive considered a report by the Director of Development Services proposing that land to the north of Kilsyth Road in Banknock is declared surplus to operational requirements and sold to I&H Brown Ltd for £500,000.

The report set out the rationale for proposal which was to enable the development of up to 550 houses, a new village centre and other associated infrastructure in accordance with a planning consent issued in 2012.

**Decision**

**The Executive agreed:-**

- (1) to declare the site surplus to operational requirements, and**
- (2) to authorise the disposal of the site to I & H Brown Ltd for £500,000 plus any increase in the Nationwide House Prices Index for Scotland to the date of entry.**

**EX47. Decisions Taken Under Delegated Powers**

The Executive considered a report by the Director of Corporate and Housing detailing three decisions taken by Chief Officers during the summer recess.

Council had agreed on 12 June 2016 (ref FC 25) to delegate the decision making process, with provisions, to Chief Officers during the summer recess.

Three decisions were taken using delegated authority. These were-

<b>Decision taken</b>	<b>Chief Officer</b>
<ul style="list-style-type: none"> <li>• Award of contract in respect of upgrading works to 100 residential properties in the Grangemouth area.</li> </ul>	Director of Development Services
<ul style="list-style-type: none"> <li>• Variation of a taxi licence due to the replacement of a vehicle.</li> </ul>	Chief Governance Officer
<ul style="list-style-type: none"> <li>• Grant of 4 new private hire car operator licences.</li> </ul>	Chief Governance Officer

**Decision**

**The Executive noted the report.**

**FALKIRK COUNCIL**

**Minute of Meeting of the Planning Committee held in the Municipal Buildings, Falkirk on Wednesday 17 August 2016 at 9.30 a.m.**

**Councillors:** Steven Carleschi  
Colin Chalmers  
Paul Garner  
Adrian Mahoney  
Craig Martin  
John McLuckie (Convener)  
Malcolm Nicol  
Alan Nimmo  
Martin Oliver  
Baillie Joan Paterson  
Sandy Turner

**Officers:** Kevin Collins, Transport Planning Co-ordinator  
Ian Dryden, Development Manager  
Rhona Geisler, Director of Development Services  
Rose Mary Glackin, Chief Governance Officer  
Iain Henderson, Legal Services Manager  
Crawford Sibbald, Environmental Health Officer  
Antonia Sobieraj, Committee Services Officer  
Russell Steedman, Network Co-ordinator  
Bernard Whittle, Development Management Co-ordinator

**P27. Apologies**

Apologies were intimated on behalf of Baillie Buchanan.

**P28. Declarations of Interest**

No declarations were made.

**P29. Minute**

**Decision**

**The minute of meeting of the Planning Committee held on 21 June 2016 was approved.**

Baillie Paterson and Councillor C Martin entered the meeting during consideration of the following item of business.

**P30. Erection of Dwellinghouse and Domestic Garage on Land to the West of 10 Agricultural Holdings, Kilsyth Road, Longcroft for Mrs Fiona Carlin – P/16/0359/FUL**

The Committee considered a report by the Director of Development Services on an application for full planning permission for the erection of a four bedroom two storey detached dwellinghouse and an attached double garage on a site consisting of open grazing land lying to the west of an existing dwellinghouse on land to the west of Agricultural Holdings, Kilsyth Road, Longcroft. The proposal had been the subject of a previous planning application which was approved on 27 April 2016. The current application had been submitted due to the application site increasing in size by extending further to the north. The location of the proposed dwellinghouse had therefore materially changed and would sit further back into the site.

**Decision**

**The Committee (1) noted the undertaking by the owner of the entire H10 site that she (a) has no intention now or in the future of allowing development of the site with the exception of the self build house which is the subject of the application; and (b) will support removal of the site from the Falkirk Local Development Plan; and (2) 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 the 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) No development shall commence until the exact details of the colour and specification of the proposed external finishing materials have been submitted to and approved in writing by the Planning Authority. Thereafter the development shall be carried out in accordance with the approved details;**
- (3) No development shall commence until the exact details of the height, location, construction, colour and plant species etc. of all proposed means of boundary enclosure have been submitted to and approved in writing by the Planning Authority. Thereafter the development shall be carried out in accordance with the approved details and a timescale(s) to be agreed in writing by the Planning Authority;**

- (4) The dwellinghouse shall not be occupied until acoustic glazing with a specification of 10/12/6 or acoustic equivalent is installed and permanent ventilation is provided in order that windows can be kept closed without loss of ventilation. The acoustic glazing shall ensure that internal levels with the windows closed do not exceed 35dB daytime and 30dB nighttime, when measured as LAeq,T.;
- (5) Vehicular access to the property shall be via a dropped kerb footway crossing, formed in accordance with details to be approved in writing by the Planning Authority;
- (6) The driveway shall be formed with a maximum gradient of 1 in 10 and in a manner to ensure that no surface water is discharged, or loose material is carried, onto the public road; and
- (7) The dwellinghouse shall not be occupied until visibility splays measuring 2.4 metres x 59 metres are provided in both directions from the access onto the A803. There shall be no obstruction to visibility greater than 600mm above the height of the carriageway within these splays.

**Reason(s):-**

- (1) As these drawings and details constitute the approved development.
- (2,3) To safeguard the visual amenity of the area.
- (4) To ensure the occupiers of the property are safeguarded against excessive noise intrusion from transportation noise.
- (5-7) To safeguard the interests of the users of the highway.

**Informative(s):-**

- (1) In accordance with section 58(1) of the Town and Country Planning (Scotland) Act 1997 (as amended), the permission lapses on the expiration of a period of three years beginning with the date on which the permission is granted unless the development to which the permission relates is begun before that expiration.
- (2) For the avoidance of doubt, the plan(s) to which the decision refer(s) bear the online reference number(s) 01, 02, 03, 04 and 05.
- (3) Formation of the dropped kerb will require Minor Roadworks Consent. The applicant should contact Roads Services on 01324 506070 to obtain the relevant application form.

- (4) The applicant is advised to ensure that noisy works that are audible at the application site boundary are only conducted during the following hours:-**

**Monday to Friday 0800 to 1800 hours  
Saturday 0900 to 1700 hours  
Sunday/ Bank Holidays 1000 to 1600 hours**

**Deviation from these hours will not be permitted unless in emergency circumstances and with the prior approval of the Environmental Health Unit.**

- (5) The applicant is advised to ensure that all works on the affected of the application site cease in the event that any made ground, suspect substances or odours are encountered following the commencement of the development. In such circumstances, the applicant is required to notify the Planning Authority immediately, carry out a contaminated land assessment and undertaken any necessary remediation works, and only recommence the development with the prior written approval of the Planning Authority**

The Committee noted that the following application had been withdrawn as the same proposal had been approved at the meeting of the Local Planning Review Committee on 12 August 2016.

**P31. Extension to Dwellinghouse at 60 Alma Street, Falkirk FK2 7HE for Mrs Nicola Cattanach – P/16/0362/FUL**

**P32. Change of Use from Beauty Salon to Hotel Annex (Retrospective) at 21A Orchard Street, Falkirk FK1 2RF for Mr Stuart Crawford – P/16/0214/FUL**

The Committee considered a report by the Director of Development Services on an application for full planning permission for the change of use from beauty salon, located on the ground floor of a building sub divided into flatted dwellings, to a hotel annex (in retrospect) at 21A Orchard Street, Falkirk.

#### **Decision**

**The Committee agreed to continue consideration of this item of business to allow an inspection of the site by Committee.**

**P33. Alterations and Change of Use from Retail/Offices to Hotel and Alterations, Extension and Change of Use from Office and Hairdressers to Hotel (Partially Retrospective) at 22 and 26 Princes Street, Falkirk FK1 1NE and 2, 4, & 6 Kerse Lane, Falkirk FK1 1RG for Mr Stuart Crawford – P/16/0162/FUL**

The Committee considered a report by the Director of Development Services on an application for full planning permission for the change of use of two units operating as retail/offices and associated alterations (partially in retrospect) adjoining a hotel comprising several buildings, the main building being category B listed, on a site surrounded by a mixture of both commercial and residential properties and fronting onto Kerse Lane and Princes Street, Falkirk.

**Decision**

**The Committee agreed to continue consideration of this item of business to allow an inspection of the site by Committee.**

**P34. Extension of Dwellinghouse (Amendment to Planning Permission P/15/0706/FUL) (Partly Retrospective) at Priorsford, 75 Grahamsdyke Road, Bo'ness EH51 9DZ for Mr David Ness – P/16/0201/FUL**

The Committee considered a report by the Director of Development Services on an application for full planning permission for a conservatory extension on two levels to the rear of a two storey detached dwellinghouse (amendment to planning permission P/15/0706/FUL) (partly in retrospect) and a covered raised patio area at Priorsford, 75 Grahamsdyke Road, Bo'ness.

**Decision**

**The Committee agreed to continue consideration of this item of business to allow an inspection of the site by Committee.**

**P35. Erection of Sprinkler Tank, Pumphouse, Storage Cabin, Stacked Staff Welfare Unit, Weighbridge Ticket Office, Fuel Tank, Vehicle Wash Kiosk and Underground Weighbridges at Masterton Ltd, Bo'ness Road, Grangemouth FK3 9XF for FCC Environment – P/16/0260/FUL**

The Committee considered a report by the Director of Development Services on an application for full planning permission for the erection of sprinkler tank, storage cabin, stacked staff welfare unit, weighbridge ticket office, fuel tank, vehicle wash kiosk and underground weighbridges on a site located at the west side of Inchyra Road at the former Masterton Ltd site waste recycling and transfer facility, Bo'ness Road, Grangemouth.

## Decision

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

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

## Reason:-

- (1) As these drawings and details constitute the development.

## Informative(s):-

- (1) In accordance with section 58(1) of the Town and Country Planning(Scotland) Act 1997 (as amended), the permission lapses on the expiration of three years beginning with the date on which the permission is granted unless the development to which the permission relates is begun before that expiration.
- (2) For the avoidance of doubt, the plan(s) to which the decision refer(s) bear the online reference number(s) 01A, 02B, 03, 04 and 05.
- (3) The application site falls within or is partially within the Development Low Risk Area as defined by the Coal Authority. However, as coal mining activity was undertaken at depth, no recorded surface hazards currently exist which could pose a risk to new development. Unrecorded coal mining related hazards could still exist. It is not necessary to consult the Coal Authority on any planning applications which fall within the Development Low Risk Area.

**P36. Change of Use of Open Space to Extend Car Compound at Adjacent (Class 6) Storage and Distribution Business and Erection of 2.1m Boundary Fence at D J Manning Auctioneers, Bridgeness Road, Bo'ness EH51 9SF for John Pye Auctioneer Ltd – P/16/0127/FUL**

The Committee considered a report by the Director of Development Services on an application for full planning permission for the change of use of an area of open space extending 748 square metres (forming part of a larger area of open space) for the extension of a car park (for the existing commercial premises) and the erection of a 2.1 metre boundary fence on a site at D J Manning Auctioneers, located on the north side of Bridgeness Road at the junction of Carriden Brae, Bo'ness.

**Decision**

**The Committee agreed to continue consideration of this item of business to allow an inspection of the site by Committee.**

Draft

**Minute of meeting of the Common Good Sub-Committee (Grangemouth) held in the Municipal Buildings, Falkirk on Thursday 18 August 2016 at 9.15 am.**

**Councillors:** Provost Pat Reid (Convener)  
Depute Provost John Patrick  
David Balfour  
Robert Spears

**Officers:** Carol McGhee, Capital Manager  
Harry Forster, Committee Services Officer

**CGF9. Apologies**

Apologies were intimated on behalf of Baillie Paterson and Councillor Black.

**CGF10. Declarations of Interests**

No declarations were made.

**CGF11. Minute**

**Decision**

The minute of the meeting held on 10 June 2013 was approved.

**CGF12. Application for Financial Assistance Friends of Charlotte Dundas**

The Common Good Sub Committee, (Grangemouth) considered a report by the Director of Corporate and Housing Services advising of a by the Friends of Charlotte Dundas for funding towards the development of the Charlotte Dundas Heritage Trail.

The report set out the request for funding of £2500 which, if approved, would enable funding of £50,000 to be released. The total cost of the project to create a heritage trail along the canal between the Helix Park and Lock 1 was £216,608.

**Decision**

**The sub Committee agreed to award £2500 from Grangemouth Common Good Fund towards the development of the Charlotte Dundas Heritage Trail.**

**FALKIRK COUNCIL**

**Minute of meeting of the SCRUTINY COMMITTEE (EXTERNAL) held in the Municipal Buildings, Falkirk on Thursday 18 August 2016 at 9.30 a.m.**

**COUNCILLORS:** David Balfour  
Gordon Hughes  
Steven Jackson (Convener)  
Charles MacDonald  
Brian McCabe  
John McLuckie  
Rosie Murray  
Depute Provost John Patrick

**OFFICERS:** Fiona Campbell, Head of Policy, Technology and Improvement  
Matthew Davies, Service Manager  
Jack Frawley, Committee Services Officer  
Iain Henderson, Legal Services Manager

**ALSO ATTENDING:** Chief Inspector Damian Armstrong  
Temporary Chief Superintendent Stephen McAllister  
Constable Amy McGregor

**SE5. Apologies**

There were no apologies.

**SE6. Declarations of Interest**

There were no declarations of interest.

**SE7. Minute****Decision**

**The minute of meeting of the Scrutiny Committee (External) held on 10 March 2016 was approved.**

**SE8. Police Scotland – Falkirk Area Command Performance**

The committee considered a report by the Director of Corporate and Housing Services which provided an overview of the Police Scotland performance report for the period April 2015 to March 2016. Appended to the report were: Performance Falkirk Council Area April – March 2015/16; Performance

Report Police Scotland; Scottish Crime Recording Standard, and an extract from the Scottish Police Authority's Review of Governance in Policing.

The committee sought an update on the number of community police officers. Steven McAllister advised that there had been a change to the deployment model. Previously there had been larger numbers of community officers but they were often drawn away from community work to deal with other incidents. Now, although there were a reduced number of community officers, they were dedicated ward officers. This model had received commendation at the Scottish Parliament. Officers' attendance at community council meetings had improved which had also resulted in positive feedback. In order to evaluate the model independently research had been commissioned which would be made available to the committee for information.

Following further discussion on the policing model in place locally, Steven McAllister advised that there were five sergeants to each inspector, with nine constables to each sergeant. This redressed the balance of individuals' responsibility and provided an opportunity for a saving in higher cost salaries while providing more front line constables. No diminution of service was anticipated following the introduction of this model.

Members discussed the public satisfaction figures in relation to self critical assessment and in comparison to Council satisfaction rates commenting that there was scope for improvement from the reported figures which ranged between 70% and 50%. Steven McAllister stated that making a comparison with Council figures was not entirely appropriate as Police Scotland often dealt with people in extremis. He advised that when the local public satisfaction rates were compared against the national data the performance locally was better than average.

The committee sought an update on the matters raised within section 4.4 of the report, namely:-

- funding for CCTV;
- the funding of joint provision for stray dogs;
- parking enforcement, and
- Police Scotland's role in the management of parades and processions.

The convener highlighted for the committee's attention that he along with the Leader of the Council and the Public Protection Portfolio Holder would be meeting with the police to take forward discussions on these key areas. Members commented that it was important to work in partnership in order to be constructive and highlighted the role of the committee in scrutinising Police Scotland's performance locally.

Steven McAllister stated that in relation to parking enforcement there required to be further dialogue between the police and the Council following the retirement of traffic wardens and move towards decriminalisation. In relation to Police Scotland's role in the management of parades and

processions he advised that the police complied with the regulations relating to processions. There had been previous meetings with Council officers where each organisations roles and responsibilities had been clarified and he did not anticipate any issues going forward. It was stated that there were a variety of approaches nationally to the funding of CCTV provision and that this was not the sole responsibility of Police Scotland. He noted that regarding joint provision for stray dogs there had been concern in communities. Discussions continued between Falkirk, Stirling and Clackmannanshire Councils and Police Scotland in order to achieve a solution going forward.

The committee requested a report to the next meeting to provide an update on:-

- (1) any outcomes arising from discussions between the Council and Police Scotland;
- (2) funding for CCTV, the funding for joint provision for stray dogs, parking enforcement and Police Scotland's role in the management of parades and processions, and
- (3) proposals for a revised reporting format and content of future Police Scotland performance reports.

In response to a question on illegal and irresponsible parking, Damian Armstrong stated that ward officers were often engaged in tackling these issues and that where the public reported issues an officer would attend where possible. He highlighted that ward officers were committed to dealing with issues raised by communities.

Members sought information on how Police Scotland worked to reassure communities where there had been instances of break-ins. Steven McAllister highlighted the role of the ward officers in providing reassurance to communities. Damian Armstrong advised that there had been a significant reduction in housebreaking. Where required the Community Investigation Unit would focus on particular areas and this was supplemented by ward officers visiting individual residents. Residents were offered advice on security of sheds, cars and other potential targets. In specific instances the Prevention Intervention Team would also carry out leaflet drops to ensure people knew how to reduce their risk of being a victim of housebreaking. He also advised that he would ensure housebreaking was included in his weekly article in the Falkirk Herald.

The committee asked for information on the performance figures for detection in Falkirk. Steven McAllister advised that the information related to Forth Valley but that the division was one of the strongest performers nationally. Some information was only available on a Forth Valley basis but where possible Falkirk specific information would be presented. Following a question on response times, Amy McGregor stated that she would provide members with a link to the online national database after the meeting which can provide Council level analysis.

A question was raised about how often illegal or irresponsible parking issues were reported to the police and how often these concerns were responded to. Damian Armstrong stated that there were a number of notification methods and that ward officers would visit places known to suffer from such issues without prompt and these visits were not counted in figures. He highlighted the example of parking at the Kelpies and that engagement was ongoing with Falkirk Community Trust as a public education approach was required alongside enforcement.

Members sought information on what scale of issue was presented by 'legal highs'. Damian Armstrong confirmed that there was now legislation in place to tackle the issue which was a priority. Fiona Campbell stated that the Falkirk Drug and Alcohol Partnership was monitoring the impact of 'legal highs' through information from the Scottish Ambulance Service and NHS Forth Valley. In terms of hospital attendances related to 'legal highs' the health service did not see a significant number of incidents. There was ongoing educational prevention work in the Council's high schools.

The committee asked why the number of domestic abuse incidents had increased 10.4% against the same period last year. Damian Armstrong highlighted the success of the domestic abuse unit which carried out work including looking at an offender's previous history. This has led to an increase in historical cases being reported and was a part of the reason for the increase alongside increased confidence in the police to deal with such cases.

Members asked about card skimming devices used at ATMs. Damian Armstrong stated that there had been no confirmed instances of skimmers being used in Falkirk. The Prevention and Intervention Team had worked with local businesses on preventative measures including putting up information signage on the risks.

The committee commented on the increased provision of school based officers, with each high school in the area now having an officer based in it. Steven McAllister highlighted the positive partnership between the local authority and police on this project and that school based officers were now integral to the model of deployment. There were good links between the school based officers and ward officers.

## **Decision**

**The committee requested that a report be brought to the next meeting to cover:-**

- (1) any outcomes arising from discussions between the Council and Police Scotland;**
- (2) funding for CCTV, the funding for joint provision for stray dogs, parking enforcement and Police Scotland's role in the management of parades and processions, and**

- (3) **proposals for a revised reporting format and content of future Police Scotland performance reports.**

#### **SE9. Central Scotland Regional Equality Council**

The committee considered a report by the Director of Corporate and Housing Services which provided an update on the work of the Central Scotland Regional Equality Council to address the key challenges facing the organisation. Fiona Campbell provided an overview of the report.

##### **Decision**

**The committee noted the progress made by Central Scotland Regional Equality Council in terms of the stability of the organisation, work to address critical financial issues and agreement with the Council regarding the focus of its work for the coming year.**

#### **SE10. Following the Public Pound: Community Safety**

The committee considered a report by the Director of Corporate and Housing Services which provided an update on the work of external organisations in receipt of funding in whole or in part, who provide community safety services, and who fall within the Following the Public Pound (FPP) reporting and monitoring arrangements. Fiona Campbell provided an overview of the report.

- (a) Falkirk Towns Ltd – Specialised Security Taxi Marshalling Service

Fiona Campbell provided an overview of the report, advising that Falkirk Towns Ltd – Specialised Security Taxi Marshalling Service received a direct grant of £24,500 in the reporting period.

The committee discussed the performance of the service and value it added to Falkirk's night time economy.

##### **Decision**

**The committee approved the report and acknowledged progress by Forth Valley Macmillan Money Matters Project.**

- (b) SACRO Restorative Justice/Restorative Acceptable Behaviour Service

Matthew Davies provided an overview of the report, advising that SACRO Restorative Justice/Restorative Acceptable Behaviour Service received a direct grant of £127,400 in the reporting period.

The committee asked if there was close working with the School Based Police Officers. Matthew Davies confirmed that partnership work was undertaken. There had been joint internet safety presentations.

### **Decision**

**The committee approved the report and acknowledged progress by SACRO Restorative Justice/Restorative Acceptable Behaviour Service.**

(c) Forth Valley Alcohol and Drug Partnership – Contract with Scottish Families Against Drugs (SFAD)

Fiona Campbell provided an overview of the report considering the performance of Forth Valley Alcohol and Drug Partnership – Contract with Scottish Families Against Drugs (SFAD). She advised that a direct grant from Falkirk Council of £20,000 was received by the organisation in the reporting period which was matched by funding from Stirling and Clackmannanshire Councils.

In response to a question on the number of tele-health referrals Fiona Campbell advised that she would provide this information to members after the meeting. Discussion highlighted need to promote the service and combat stigma. The committee raised concern that the audited accounts had not yet been received.

### **Decision**

**The committee approved the report and acknowledged progress by Forth Valley Alcohol and Drug Partnership – Contract with Scottish Families Against Drugs.**

**FALKIRK COUNCIL**

**MINUTE of MEETING of the Joint Consultative Committee held in the Municipal Buildings, Falkirk on Tuesday 23 August 2016 at 9.30 a.m.**

**Councillors:** David Alexander  
David Balfour  
Paul Garner  
Adrian Mahoney  
Rosie Murray

**Trade Union Representatives:** Gray Allan, UNISON  
Gordon Irvine, Unite  
Colin Finlay, EIS  
Bill Marshall, Unite  
Bert McManus, GMB  
Margaret Smith, EIS  
Raymond Smith, GMB

**Officers:** Rhona Geisler, Director of Development Services  
Tracey Gillespie, Human Resources Manager  
Brian Pirie, Democratic Services Manager  
Ian Renton, HR Systems & Payroll Manager  
Stuart Ritchie, Director of Corporate and Housing  
Kenny McNeill, Educational Resources Manager

**JCC10. Apologies**

Apologies were intimated on behalf of Depute Provost Patrick; Councillors Bird, G Goldie and Dr C R Martin; Margaret Cook, UNISON, Lyn Turner, Unite and Christina Lambie, GMB

**JCC11. Declarations of Interest**

No declarations were made.

**JCC12. Minute****Decision**

**The minute of the meeting of the Joint Consultative Committee held on 19 April 2016 was approved.**

**JCC13. Employee Turnover**

The committee considered a report by the Director of Corporate and Housing Services detailing the employee turnover figures for the period April 2016 to May 2016 as set out against the benchmark comparison figure for public sector organisations of 9.4%. The Falkirk Council turnover figure for the period April to May 2016 was 1.2%.

**Decision**

**The committee noted the report.**

**JCC14. Sickness Absence**

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

**Decision**

**The committee noted the sickness absence statistics provided and the actions being developed and carried out to support managers in managing sickness absence.**

**JCC15. Service Based Forums**

The committee considered a report by the Director of Corporate and Housing Services presenting minutes from the meetings of Development Services and Corporate and Housing Service Based Forums for the period February – June 2016.

**Decision**

**The committee noted the report.**

**JCC16. Recruitment & Selection Policy**

The committee considered a report by the Director of Corporate and Housing presenting a revised Recruitment & Selection Policy for approval.

The Recruitment & Selection Policy had been reviewed to account for policy and process changes, in light of legislative changes and to include reference to the Council's recruitment portal.

The main changes were:-

- Guaranteed interviews are currently available for individuals with disabilities. This is proposed to be extended to looked after children and continuing care/care leavers in line with Falkirk Council's Corporate Parenting Strategy. Appendix 15 has been added to include text for writing to guaranteed interview scheme candidates;
- The information on pensions has been updated to reflect the changes to the pension schemes;
- The Rehabilitation of Offenders Form has been removed due to a change in legislation. Information on criminal records checks has been updated and the PVG flowchart has been removed as it is now contained in more detail in the PVG Criminal Convictions Checking Policy (see separate report);
- Information on eligibility to work in the UK, security checks and baseline health questionnaires have been updated in line with guidance received. Appendix 8 has been updated to include information on the 3 step check for identity documents;
- The policy has been updated to advise that correspondence with candidates should be via myjobscotland portal which applicants use to apply;
- The information on hard copy application packs has been removed as these are no longer required;
- The pre-employment checklist has been renamed recruitment checklist and the requirements to ask the applicant to sign the application form has been removed as advice confirms this is no longer required;
- The guidance on references has been amended to ask extra questions for drivers as has the section on baseline health questionnaires, and
- The policy has been updated to include references to the Council's recruitment portal, Talentlink and the intranet site Inside Falkirk.

### **Decision**

**The committee approved the revised Recruitment & Selection Policy and agreed to refer it to the Executive for consideration.**

### **JCC17. PVG & Criminal Convictions Checking Policy**

The committee considered a report by the Director of Corporate and Housing presenting a revised PVG & Criminal Convictions Checking Policy for approval.

The policy had been reviewed to account for changes in legislation and guidance received and to better reflect the processes in place.

The main changes were:-

- Information on when and how to make referrals to Disclosure Scotland for the PVG scheme has been added;

- Information for Countersignatories on the Disclosure Scotland information they should be aware of has been added;
- Information regarding PVG/Disclosure risk assessments has been amended to ensure these forms are not kept in personal files;
- The Rehabilitation of Offenders Form has been removed due to a change in legislation;
- Additional information has been added on VISOR vetting which is an additional level of checking required for those using the VISOR system, and
- Information on checks for Baseline Personnel Security Standard purposes has been added

### **Decision**

**The committee approved the revised PVG & Criminal Convictions Checking Policy and agreed to refer it to the Executive for consideration.**

### **JCC18. Gender Based Violence**

The committee considered a report by the Director of Corporate and Housing presenting a revised Gender Based Violence Policy for approval.

The policy had been reviewed to account for policy and process changes and in legislation/guidance received.

The main changes were:-

- The Policy was previously called the Workplace Domestic Abuse Policy and focussed solely on this particular area. The Gender Based Violence aspect of the Policy widens the scope of the types of violence which may affect workplace performance. This is covered in paragraph 3.1 of the policy
- The policy has been updated to ensure that guidance covered is in line with Equally Safe, Scotland's strategy for preventing and eradicating violence against women and girls
- The policy provides further guidance to managers on identifying possible Gender Based Violence as well as the support/processes to follow and information/training that is available

### **Decision**

**The committee approved the revised Gender Based Violence Policy and agreed to refer it to the Executive for consideration.**

**Minute of meeting of the Civic Licensing Committee held in the Municipal Buildings, Falkirk on Wednesday 24 August 2016 at 9.30 a.m.**

**Councillors:** Jim Blackwood  
Baillie William Buchanan  
Paul Garner  
Gordon Hughes  
Baillie Joan Paterson  
Depute Provost John Patrick  
Provost Pat Reid (convener)  
Ann Ritchie  
Sandy Turner

**Officers:** Allison Barr, Consumer Protection Manager  
Bryan Douglas, Licensing Co-ordinator  
Arlene Fraser, Committee Services Officer  
Rose Mary Glackin, Chief Governance Officer  
Frances Kobiela, Senior Solicitor  
Brian Samson, Licensing Enforcement Officer

**CL39. Apologies**

No apologies for absence were intimated.

**CL40. Declarations of Interest**

Councillor Ritchie declared a non-financial interest in Item CL50 and recused herself from consideration of the item, having regard to the objective test in the Code of Conduct.

**CL41. Minute**

**Decision**

**The minute of the meeting of the Civic Licensing Committee held on 15 June 2016 was approved.**

**CL42. List of Applications Granted under Delegated Powers in May and June 2016 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 May and 30 June 2016 in terms of the Civic Government (Scotland) Act 1982, and (b) notifications of pending public processions.

**Decision**

**The committee noted the report.**

**CL43. Civic Licensing Enforcement - May/June 2016**

The committee considered a report by the Chief Governance Officer giving an overview of enforcement action taken with regard to Civic Licensing activities during May and June 2016.

**Decision**

**The committee noted the report.**

**CL44. 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.

**CL45. Application for the Renewal of a Late Hours Catering Licence**

The applicant was not in attendance.

The objectors, Mr C and Mrs U entered the meeting.

The Licensing Co-ordinator advised that he had received a letter from the applicant's agent advising that due to a long standing commitment, his client was unable to attend today's meeting, and requested that the matter be continued.

The committee were also advised that Mr C, objector had submitted additional documentation which the applicant and her agent had still to have sight.

The committee discussed the continuation request and the late submission by the objector.

**Decision**

**The committee agreed to continue the application to a future meeting.**

**CL46. Application for the Renewal of a Private Hire Car Driver Licence**

The applicant, Mr R, entered the meeting.

The committee considered a report by the Chief Governance Officer on an application for renewal of a private hire car driver licence (a) advising on the

background to the application; (b) summarising the consultations undertaken and responses received, and (c) detailing the applicant's record.

Mr R spoke in support of the application.

Questions were then asked by members of the committee.

### **Decision**

**The committee agreed to renew the private hire car driver licence for a period of one year subject to the standard conditions.**

#### **CL47. Application for the Grant of a New Taxi Driver Licence**

The applicant, Mr H, and his father, both 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 on the background to the application; (b) summarising the consultations undertaken and responses received, and (c) detailing the applicant's record.

Mr H spoke in support of the application.

Questions were then asked by members of the committee.

**The committee agreed to instruct officers to arrange for the applicant to undertake a medical; and should he fail the medical to remit the matter back to committee for consideration; should the applicant pass the medical, to authorise the Chief Governance Officer to grant the taxi driver licence for a period of one year, subject to the standard conditions.**

#### **CL48. Application for the Grant of a New Taxi Driver Licence**

The applicant, Mr H, 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 on the background to the application; (b) summarising the consultations undertaken and responses received, and (c) detailing the applicant's record.

Mr H spoke in support of the application.

Questions were then asked by members of the committee.

**The committee agreed to the taxi driver licence for a period of one year, subject to the standard conditions.**

**CL49. Application for the Grant of 5 new Private Hire Car Operator Licences**

Mr B, an employee and representative of the applicant company, entered the meeting.

The committee considered a report by the Chief Governance Officer on applications received for the grant of 5 new private hire car operator licences (a) advising on the background to the applications, and (b) summarising the consultations undertaken and responses received.

**Decision**

**The committee agreed to grant the five new private hire car operator licences for a period of one year, subject to the standard conditions.**

In accordance with her declaration of interest, Councillor Ritchie left the meeting prior to consideration of the following item.

**CL50. Application for the Grant of a New Window Cleaner Licence**

The applicant was not in attendance.

The committee considered a report by the Chief Governance Officer on an application for the grant of a new window cleaner 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 to be in attendance.**

Councillor Ritchie rejoined the meeting after consideration of the previous item.

**CL51. Application for the Grant of a New Skin Piercing and Tattooing Licence**

The applicant, Mr W, was accompanied by Ms H, manager.

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.

Mr W 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.**

The committee adjourned at 10.30 a.m. and reconvened at 10.35 a.m. with all members present as per the sederunt, with the exception of Councillor Garner.

### **CL52. Notification of Intention to Hold a Public Procession – Scottish Recovery Consortium**

The organiser's representatives, Ms McLaughlin and Mr Windebank, entered the meeting.

Also present for this item were Chief Inspector Damian Armstrong (Police Scotland); Chris Cox and Dot Reid (Development Services, Falkirk Council); Alex Fleming (Falkirk BID); Alasdair McNiven (First Bus), and Ben Mardell (The Helix).

The committee considered a report by the Chief Governance Officer in relation to a notification from the Scottish Recovery Consortium (SRC) of their intention to hold a public procession on Saturday 17 September 2016 commencing at The Kelpies, Helix Park, Falkirk, proceeding along Etna Road, Grahams Road, Park Street, Kerse Lane, Bellevue Street, Callendar Road and concluding at Callendar Park, Callendar Estate, Falkirk. The report (a) advised of the background to the notification; (b) set out the decision making framework and procedures; (c) detailed the consultations undertaken and the responses received, and (d) outlined the considerations to be taken into account by the licensing authority.

Dot Reid, Area Roads Engineer, was heard in relation to the proposals contained in the Traffic Management Plan which was submitted by Coneworx on 23 August and which she stated required further development. She advised that a Temporary Traffic Regulation Order was required and, as an event had taken place earlier this calendar year on a number of the roads proposed for this event, the Roads Authority required permission from the Scottish Ministers. An application had been made to which a response was still awaited. She further advised that Scottish Power would be undertaking planned road works on Grahams Road and that this road is on the proposed parade route. She advised further that the proposed route raised issues of public safety that needed to be addressed. A meeting had taken place with a representative of the Scottish Recovery Consortium, Police Scotland and officers from Falkirk Council to discuss an alternative route for the public procession.

Chief Inspector Armstrong, Police Scotland, was heard in relation to the development of the Traffic Management Plan to address public safety issues and the number of additional police personnel required to be deployed for the event.

Alasdair McNiven, First Bus was heard in relation to the impact the proposed route would have on passengers accessing the town centre. The route proposed included Grahams Road and Callendar Road which were key arterial accesses to the town and could therefore cause disruption to services.

An alternative route along Thornhill Road (avoiding Grahams Road) was suggested.

Alex Fleming, Falkirk BID advised that the proposed alternative route may alleviate the impact on town centre businesses and cause less disruption to those who live, work and visit the town. She also suggested that a review of the start time from 12 noon to 11.00 a.m. may also cause less impact.

Ben Mardell, The Helix, spoke in relation to possible traffic management issues. He advised that Falkirk Football Club's home game on 17 September commenced at 5.30 p.m. and as the parade was due to finish at approximately 4.00 p.m., there was potential for traffic congestion leading in and out of the area.

Ms McLaughlin was heard in response to questions raised by members and, in particular, to egress at the conclusion of the event from Callendar Park and to the proposed alternative route.

The committee adjourned at 11.55 a.m. and reconvened at 12.05 p.m.

## **Decision**

**The committee agreed in terms of Section 63(1)(ii) of the Civic Government (Scotland) Act 1982, having had regard to the considerations in section 63(8)(a)(i), (ii) and (iv), imposes the following conditions on the holding of the procession:-**

- (1) the organiser of the public procession shall arrange for a Traffic Management Plan to be prepared to the satisfaction of both the Roads Authority and Police Scotland two weeks before the date of the procession;**
- (2) the procession shall commence at 12 noon on Saturday 17 September 2016. The route will be changed to commence at 12 noon from the Kelpies, leaving the Helix Park, proceed along Etna Road, turn left onto Thornhill Road, turn right onto Ladysmill, turn left onto Bellsmeadow Road, turn left onto Callendar Road and thereafter entering and assembling at Callendar Park, and**
- (3) such other conditions as the Chief Governance Officer shall deem appropriate.**

**FALKIRK COUNCIL****Minute of meeting of the Appeals Committee held in the Municipal Buildings, Falkirk on Thursday 25 August 2016 at 9.30 a.m.**

**Councillors:** Jim Blackwood  
Colin Chalmers  
Dennis Goldie  
Linda Gow  
John McLuckie (Convener)  
Depute Provost John Patrick  
Sandy Turner

**Officers:** Tracey Gillespie, Human Resources Manager  
Coin Moodie, Depute Chief Governance Officer  
Antonia Sobieraj, Committee Services Officer

**A15. Apologies**

Apologies were intimated on behalf of Councillor Bird.

**A16. Declarations of Interest**

No declarations were made.

**A17. Exclusion of Public**

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

**A18. Appeal Against Dismissal**

The Committee considered papers relating to an Appeal against dismissal which included (a) Note of Procedure; (b) Submission from the Head of Housing dated 10 August 2016; (c) Copies of core documents relating to the Appeal; and (d) Submission from the Appellant.

The Depute Chief Governance Officer and the Human Resources Manager were in attendance as legal adviser and personnel adviser to the Committee respectively.

The Appellant, Ms H, was present and was accompanied by S Crook, Unison.

The Head of Housing and Human Resources Business Partner (S Ricketts) were present as representatives of the Council.

The Appellant presented her case.

The Head of Housing then intimated that she had no questions for the Appellant or her representative

Members of the Committee then asked questions of the Appellant.

The Head of Housing presented the case on behalf of the Council.

The Appellant then asked questions of the Head of Housing.

Members of the Committee then asked questions of the Head of Housing.

The Committee agreed an adjournment at 10.45 a.m. to allow the Head of Housing to provide the answer to a member's question within the agenda papers as presented. The meeting reconvened at 11.50 a.m. with all parties present.

The Head of Housing clarified the matters requiring clarification prior to the adjournment.

The Head of Housing then summarised the case on behalf of the Council.

The Appellant summarised her case.

The parties to the appeal withdrew.

The Committee, having given careful consideration to all of the submissions made, **AGREED** that the decision taken by management to dismiss Ms H from Council service was reasonable in all the circumstances. Accordingly the appeal was **REFUSED**.

The parties to the appeal were recalled and the decision intimated to them.

**FALKIRK COUNCIL**

**Minute of meeting of the Planning Committee held On Site on Monday 29 August 2016 commencing at 9.30 a.m.**

**Councillors:** Baillie William Buchanan (Convener)  
Adrian Mahoney  
Malcolm Nicol  
John McLuckie  
Sandy Turner

**Officers:** Ian Dryden, Development Manager  
Stephen McClure, Planning Officer (for applications P/16/0214/FUL and P/16/162/FUL)  
Julie Seidel, Planning Officer (for application P/16/0127/FUL)  
Crawford Sibbald, Environmental Health Officer (for applications P/16/0214/FUL and P/16/162/FUL)  
Antonia Sobieraj, Committee Services Officer  
Russell Steedman, Network Co-ordinator  
Karen Quin, Solicitor

**P37. Apologies**

Apologies were intimated on behalf of Baillie Paterson and Councillors Chalmers, Garner and Oliver.

**P38. Declarations of Interest**

No declarations were made.

**P39. Change of Use from Beauty Salon to Hotel Annex (Retrospective) at 21A Orchard Street, Falkirk FK1 2RF for Mr Stuart Crawford – P/16/0214/FUL**

With reference to Minute of Meeting of the Planning Committee held on 17 August 2016 (Paragraph P32 refers), Committee gave further consideration to a report by the Director of Development Services on an application for full planning permission for the change of use from beauty salon, located on the ground floor of a building sub divided into flatted dwellings, to a hotel annex (in retrospect) at 21A Orchard Street, Falkirk.

The Convener introduced the parties present.

The Planning Officer (S McClure) outlined the nature of the application.

Mr Murray, the applicant's agent, was heard in relation to the application.

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

The objections included the following issues:-

- The inadequate parking arrangements for the site;
- The latest of a number of retrospective applications;
- The initial information stated that the property would only be used for office purposes by the hotel;
- That the chalked blackboard sign placed in the front grounds of the hotel was not suitable for a residential area;
- The detrimental effect on traffic and parking;
- The extension of facilities of the main hotel but not including rooms;
- The delay between the submission of the application and the officer site visit in April 2016;
- The vehicles using the site often double parked on Orchard Street or blocked residents driveways;
- That the hotel room residents generated a lot of noise in early mornings and in late evenings thereby disturbing residents of neighbouring dwellings;
- That the building met minimum requirements for the purposes of leasing out rooms and operating as an office;
- The disturbance to residents in adjacent properties from hotel staff using the main front entrance at night and the activation of the security light;
- The already inadequate parking at the hotel; and
- The inaccuracy of the submitted plans because the works on site had already been completed.

Prior to Members commencing their questions on the application, the Committee meeting adjourned and members and Council officers viewed the former Beauty Salon building from the outside.

The meeting thereafter reconvened in the car park of the Orchard Hotel.

Questions were then asked by Members of the Committee.

Provost Reid, a local Member for the area, was heard in relation to the application.

The Convener concluded by thanking the parties for their attendance. The matter would be determined by the Planning Committee on 14 September 2016.

**P40. Alterations and Change of Use from Retail/Offices to Hotel and Alterations, Extension and Change of Use from Office and Hairdressers to Hotel (Partially Retrospective) at 22 and 26 Princes Street, Falkirk FK1 1NE and 2, 4, & 6 Kerse Lane, Falkirk FK1 1RG for Mr Stuart Crawford – P/16/0162/FUL**

With reference to Minute of Meeting of the Planning Committee held on 17 August 2016 (Paragraph P33 refers), Committee gave further consideration to a report by the Director of Development Services on an application for full planning permission for the change of use of two units operating as retail/offices and associated alterations (partially in retrospect) adjoining a hotel comprising several buildings, the main building being category B listed, on a site surrounded by a mixture of both commercial and residential properties and fronting onto Kerse Lane and Princes Street, Falkirk.

The Convener introduced the parties present.

The Planning Officer (S McClure) outlined the nature of the application.

Mr Murray, the applicant's agent, was heard in relation to the application.

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

The objections included the following issues:-

- The excessive noise nuisance as the two rear windows and a fire door could be left open;
- The ongoing noise issue relating to the hotel;
- The larger number of people gathering and loitering around the access areas to the rear of the hotel;
- The ongoing issues with parking in Orchard Street due to hotel overspill and the exacerbation due to the proposal;
- That the hotel had expanded enough within the current site;
- The retrospective application;
- The concern on the reasoning for the creation of a further bar area rather than additional hotel accommodation;
- The outstanding issues with the unit being absorbed into the hotel on Princes Street;
- The current noise from hotel visitors and residents in the rear parking area and the expected exacerbation;
- The existing plans did not accurately reflect the work on site particularly the completed work;
- The storing of an access ramp for the Princes Street entrance;
- The replacement of several windows facing the car park with UPVC without planning permission;
- That works had already taken place on the units on Kerse Lane;
- The overlooking to neighbouring dwellings on Orchard Street, especially in relation to the proposed roof windows;

- The creation of a visually intrusive design into the area and that it did not match the neighbouring sandstone villas;
- The rear access not being for emergency use only but rather for staff and hotel guests including smokers; and
- The roof windows in the rear extension overlooked properties in Orchard Street.

Prior to Members commencing their questions on the application, the Committee meeting adjourned and members and Council officers entered the two premises previously the former retail/officers and offices and hairdressers.

The meeting thereafter reconvened in the car park of the Orchard Hotel.

Questions were then asked by Members of the Committee.

Provost Reid, a local Member for the area, was heard in relation to the application.

The Convener concluded by thanking the parties for their attendance. The matter would be determined by the Planning Committee on 14 September 2016.

The Committee noted that the following application had been withdrawn since the Planning Committee meeting on 17 August 2016 and therefore no visit to the site would take place.

**P41. Extension of Dwellinghouse (Amendment to Planning Permission P/15/0706/FUL) (Partly Retrospective) at Priorsford, 75 Grahamsdyke Road, Bo'ness EH51 9DZ for Mr David Ness – P/16/0201/FUL**

**P42. Change of Use of Open Space to Extend Car Compound at Adjacent (Class 6) Storage and Distribution Business and Erection of 2.1m Boundary Fence at D J Manning Auctioneers, Bridgeness Road, Bo'ness EH51 9SF for John Pye Auctioneer Ltd – P/16/0127/FUL**

With reference to Minute of Meeting of the Planning Committee held on 17 August 2016 (Paragraph P36 refers), Committee gave further consideration to a report by the Director of Development Services on an application for full planning permission for the change of use of an area of open space extending 748 square metres (forming part of a larger area of open space) for the extension of a car park (for the existing commercial premises) and the erection of a 2.1 metre boundary fence on a site at D J Manning Auctioneers, located on the north side of Bridgeness Road at the junction of Carriden Brae, Bo'ness.

The Convener introduced the parties present.

The Planning Officer (J Seidel) outlined the nature of the application.

Mr Reid, the applicant's agent, was heard in relation to the application.

Mr Hicking, the applicant's representative, was heard in relation to the application.

The Committee Services Officer, at the request of the Convener, read out an email from Mr Hunt, an objector, in relation to the application, having submitted his apologies for the meeting.

Mr McBlain, on behalf of his wife, an objector, was heard in relation to the application.

The objections included the following issues:-

- The existing noise nuisance from traffic and the additional vehicles, including HGVs;
- That the road was not designed to cope with the large volume of traffic associated with surrounding industrial and commercial uses;
- The accidents on Bridgeness Road at the junction of the site;
- The double yellow lines being ignored by drivers and the lack of monitoring by Police Scotland;
- That the adjacent commercial premises affected the residential amenity of surrounding residents resulting in them being pushed out of the area;
- The impact on the visual amenity of the area; and
- The traffic generation and road safety.

Questions were then asked by Members of the Committee.

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

The Convener concluded by thanking the parties for their attendance. The matter would be determined at the Planning Committee on 14 September 2016.

Members thereafter viewed the rear car parking area of the site.

## **FORTH VALLEY NHS BOARD**

### **DRAFT**

Minute of the Forth Valley NHS Board meeting held on Tuesday 26 January 2016 in the NHS Forth Valley Headquarters, Carseview House, Castle Business Park, Stirling.

<b>Present</b>	Mr Alex Linkston ( <b>Chair</b> )	Mrs Jane Grant
	Dr Graham Foster	Mrs Fiona Ramsay
	Mrs Helen Kelly	Miss Tracey Gillies
	Ms Fiona Gavine	Mr James King
	Mr Tom Hart	Mrs Julia Swan
	Councillor Les Sharp	Mrs Joanne Chisholm
	Mr John Ford	

<b>In Attendance</b>	Ms Elaine Vanhegan, Head of Performance Governance
	Mrs Elsbeth Campbell, Head of Communications
	Mrs Kathy O'Neill, General Manager, CHP
	Mr David McPherson, General Manager, Surgical Directorate
	Mrs Rita Ciccu-moore, Associate Director of Nursing (on behalf Angela Wallace)
	Mrs Morag Farquhar, Programme Director (on behalf of Tom Steele)
	Dr Rosemary Millar, Public Health Medicine (shadowing Graham Foster)
Mrs Sonia Kavanagh, Corporate Services ( <i>minute</i> )	

## **1. APOLOGIES FOR ABSENCE**

Apologies for absence were intimated on behalf of Dr Stuart Cumming, Dr Allan Bridges, Councillor Corrie McChord, Mr Tom Steele and Professor Angela Wallace.

Mr Linkston welcomed everyone to the meeting and introduced the new non executive Board member Joanne Chisholm.

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

There were no declarations of interest.

## **3. MINUTE OF FORTH VALLEY NHS BOARD MEETINGS**

### **3.1 Minute of Forth Valley NHS Board meeting held on 24 November 2015**

The minute of the Forth Valley NHS Board meeting held on 24 November 2015 was approved as a correct record.

## **4. MATTERS ARISING FROM THE MINUTE**

There were no matters arising from the minute.

## **5. QUALITY AND SAFETY**

### **5.1 Volunteering Story**

Mrs Rita Ciccu-moore, Associate Director of Nursing introduced a presentation about a mother's experience while her daughter was a patient in the Paediatric Ward. It highlighted the contributions made by the Volunteers and the difference they made to the lives of patients and

their families was enormous. The recent award ceremony in December 2015 which celebrated the incredible work undertaken by volunteers across Forth Valley was also highlighted.

The mother talked about how a volunteer's caring offer to sit with her daughter while she went to make phone calls provided comfort and reassurance and she felt the support the volunteer gave provided her time to talk to her family and update them on her daughter's health.

The NHS Board acknowledged the range of work by volunteers, the huge impact to life in hospital and the recognised difference made.

## **5.2 National Healthcare Associated Infection Reporting Template (HAIRT)**

The NHS Board considered a paper "National Healthcare Associated Infection Reporting Template", presented by Dr Graham Foster, Director of Public Health and Planning.

Dr Foster highlighted the various updates relating to infection prevention and control and noted the encouraging figures.

The number of Staphylococcus aureus bacteraemia (SABs) for this financial year to date was 73 with 7 reported SABs for December 2015. The in month rate per 1000 acute occupied bed days for December was 0.2, with a provisional 12 month rolling average of 0.31, against an agreed trajectory of 0.24. The number of Clostridium difficile infection remained low with 2 for December 2015. There were 5 cases of Device Associated Bacteraemia infections in December 2015 and no HAI related deaths.

Estate and Cleaning Compliance figures remained at acceptable levels, although it was highlighted the older Community Hospital properties were harder to maintain. Ward Visits showed a reduction in the total non compliances for December 2015 compared to the previous month.

In response to Mr Ford's query regarding details around the increasing trend of non compliance with Safe Disposal of Waste, Dr Foster confirmed he would investigate this further.

Preparations were underway involving appropriate stakeholders for the announced Healthcare Environment Inspectorate (HEI) inspection of Clackmannanshire Community Healthcare Centre on 27 and 28 January 2016.

The NHS Board noted the report and progress to date.

## **5.3 Nursing and Midwifery Council (NMC) Revalidation**

The NHS Board considered a paper "Nursing and Midwifery Council (NMC) Revalidation", presented by Mrs Rita Ciccu-moore, Associate Director of Nursing.

Mrs Ciccu-moore outlined the introduction of the NMC revalidation process for registered nurses and midwives and the preparations NHS Forth Valley had put in place to support this. Although individual practitioners were personally responsible for meeting their revalidation requirements NHS Forth Valley had provided an ongoing awareness raising programme since February 2014 and continued to offer support for staff.

A detailed Project Initiation Document regarding the NMC Revalidation and Revalidation Programme Plan provided robust and enabling systems to ensure the transition of nurses and midwives whilst registering, did not impact the safe care and services for patients. Mrs Ciccu-moore highlighted that without a valid registration staff would not be registered and therefore not able to carry out their work as a nurse or midwife.

Mrs Swan requested a follow up report to the NHS Board on revalidation to review the progress and challenges incurred.

In response to Mr Ford's question regarding early warning systems Mrs Ciccu-moore confirmed they were working with various teams to have all registered staff details on the eESS system.

In response to a question from Ms Gavine around the advantages of revalidation, Mrs Ciccu-moore and Mrs Kelly confirmed the new process would benefit patients through continued high standards, good practice and compliance. This was driven nationally and agencies were also required to comply.

The NHS Board noted the pending NMC Revalidation and the systems in place to support.

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

### **6.1 Report of the Director of Public Health 2013-2015**

The NHS Board considered a paper "Report of the Director of Public Health 2013-2015", presented by Dr Graham Foster, Director of Public Health and Strategic Planning.

Dr Foster highlighted the report, previously published in hardcopy, was now an on-line publication which provided savings and enabled further background information and associated publications to be attached via various links. Dr Foster introduced Dr Rosemary Millar, Speciality Registrar, Public Health, who provided a presentation on the main themes of the "Report of the Director of Public Health".

The report described the demographics and background health of the Forth Valley population. The vision for Public Health focused on 3 main areas; supporting children in the early years, promoting access to 'worthwhile work' and delivering substance misuse services with a recovery orientated focus. Delivery on these challenges would do much to tackle the behaviours and diseases associated with deprivation.

Dr Millar outlined the population demographics and the improvements made with life threatening diseases along with the significant challenges faced due to an ageing population. More efficient services to help people live longer healthier lives would be achieved through integration of health and social care, a greater focus on prevention and a shift towards treatment in a community setting.

In response to Ms Gavine's disappointment regarding the lack of focus on well being and nutrition within the report, Dr Foster confirmed that while these were both important factors it was essential to focus on the cycle of inequality and deprivation and their resulting effects on the lives of those in Forth Valley.

Councillor Sharp praised the excellent report and asked if it could be shared with Clackmannanshire Community Planning Partnership. Dr Foster highlighted that plans were in place to ensure wide discussion and consultation. This report along with the Needs Assessment undertaken for the Integration Strategic Plans and the CSR Case for Change, were powerful documents stating the need for future redesign.

The NHS Board thanked Dr Millar for the comprehensive presentation and noted the challenges faced within the report.

## 7. CORE PERFORMANCE

### 7.1 Executive Performance Report

The NHS Board considered a paper "Executive Performance Report", presented by Mrs Jane Grant, Chief Executive.

Mrs Grant highlighted that preparation through the Winter Plan had supported the organisation to respond to periods of higher demand through December and into January. Although there had been some challenges with the 4 hour wait in Emergency Department (ED) recovery of the system had been swifter and performance had remained above the Scottish average. Mrs Grant paid tribute to the staff who worked extremely hard to ensure patients were cared for in a safe and comfortable manner during some pressurised periods. The Chairman also recognised the staff's efforts during this challenging time. A high profile awareness campaign continued to provide health advice and information and details of services and support available.

In respect of the Clinical Services Review, the publication of the National Clinical Strategy was still awaited, and as previously agreed the content of this would be reviewed prior to finalising the Healthcare Strategy for Forth Valley.

Forth Valley's overall performance had remained positive through December with the RAG status within the Balanced Scorecard mainly green or amber, however, there would be some challenges moving into January and February 2016. The December compliance with the 4 hour ED target was 97.8%; MIU 99.9%, ED 97.4% with 3 eight hour and no twelve hour breaches. This was a remarkable improvement on the same period of last year of 84.2%, although there had been some particularly difficult days in January where performance had been variable with ongoing actions to address these issues.

The 18 week RTT position in November 2015 was 91.1% against a national position of 87.1%. However, there was a continued rise in the overall patients waiting over 12 weeks with 2191 in December compared to the November figure of 1572 and this would affect the RTT performance going forward.

Improvement continued with the Psychological Therapies RTT with performance at 87.6% for December 2015. Progress with Child and Adolescent Mental Health Services (CAMHS) was underway to achieve the RTT by March 2016 although the rising numbers of referrals required further discussions with primary care colleagues.

The Finance Report for period ending 31 December 2015 reported a balanced position in both revenue and capital, with a projected out-turn of a surplus of £0.200m for revenue and this would be covered later in the agenda.

There were a number of events held to recognise the outstanding contribution of staff and volunteers including another Long Service Awards ceremony, the 2015 British Academy of Audiology's (BAA) Team of the Year Award presented to the NHS Forth Valley's Audiology and Volunteer Service and an event to celebrate the various voluntary organisations across Forth Valley. NHS Forth Valley had become the first NHS Board in Scotland to support the John's Campaign, where patients with dementia stayed in the company of carers in the ward so they could be surrounded by familiar faces.

Mrs Grant reported on the Balance Scorecard and Performance Summary, highlighting particular areas of note.

## **Safe**

The total number of SABs in December 2015 was 7, as previously discussed in the agenda. Hand Hygiene compliance at December 2015 for Community Hospital was 97.2% and Acute Hospitals 99%, both against a target of 95%. Monitoring was essential to ensure compliance and was reported under the HAIRT item in the agenda. Mrs Grant highlighted the announced Healthcare Environment Inspectorate (HEI) inspection of Clackmannanshire Community Healthcare Centre was due on 27 and 28 January 2016.

## **Person Centred**

Clinical Quality Indicators (CQIs) focussed on quality improvement rather than a measure of performance. Compliance for December 2015 was; Falls 97%, Pressure Area Care 95% and Food, Fluid and Nutrition 94% all against a target of 95%. The NHS Forth Valley Food, Fluid and Nutritional Care (FFNC) steering group would oversee the assessment of and support to malnutrition issues within older people.

Work continued at all levels to deliver the LDP standard of 4% for Attendance Management, with the absent rate for November 2015 at 5.39% against the average Scotland position of 5.22%.

The Annual Knowledge Skills Framework development reviews completed on eKSF showed a position of 79% at December 2015 against a target of 80%. Although this was a substantial improvement it was important to achieve the standard to ensure staff development.

The Stroke Care Bundle position at November 2015 was 72.5% against a local trajectory of 80% and highlighted the improvements over recent months. The calculation complexities across the 4 key elements within the Stroke Care Bundle contributed to the challenge in achieving and maintaining the target but notable progress had been made over the past year.

Although complaints were dealt with timeously, renewed emphasis was required to reduce the actual number of complaints. Detailed Directorate workplans were in place to address this. There were 33 complaints and 24 prison complaints received in December 2015.

## **Equitable**

The positive position around the Smoking Cessation target to sustain and embed successful smoking quits, at 12 weeks post quit, in the 40% most deprived SIMD areas was 219 for 2015/16. The current position was 57 to the end of September 2015 against a trajectory point of 55 and it was anticipated that NHS Forth Valley would achieve the full year target by March 2016.

The ongoing delivery of the target for pregnant women booked for antenatal care by 12 weeks for December 2015 was 92.5%, ahead of the 80% target.

## **Timely**

The NHS Board noted that further detail would be provided under item 7.3, Waiting Times Report.

## **Effective and Efficient**

The delayed discharge target was that no one would wait for more than 14 days to be discharged from hospital into a more appropriate care setting, once treatment was complete. This target remained challenging across the partnerships with the December 2015 census at 26. The local authority breakdown was Clackmannanshire 0, Falkirk 24 and Stirling 1 and Fife 1. The total bed days lost to delayed discharge decreased to 1095 from 1284 at the November 2015 census. Weekly meetings continued concentrating on individual patient needs to ensure appropriate

movement, placement and packages of care. There was greater focus on those patients who were delayed in their discharge with Code 9 exemptions, and included Guardianship.

GP prescribing costs per patient showed £191.15 at October 2015 against the Scottish position of £193.41. Cost per patient had increased slightly during 2014/15, mirroring national trends and a further modest increase was anticipated for 2015/16 reflecting the uplift in the drug tariff as part of the community pharmacy contract settlement. Ongoing issues were being experienced in relation to volume growth, short supply and uptake of new drugs.

The NHS Board noted the information contained in the Chief Executive's Summary and the main areas highlighted in the Balanced Scorecard and Performance Summary.

## **7.2 Financial Monitoring Report**

The NHS Board considered a paper "Financial Monitoring Report", presented by Mrs Fiona Ramsay, Director of Finance.

Mrs Ramsay provided a summary of the financial position for NHS Forth Valley to 31 December 2015 and the balanced financial position reported for both revenue and capital.

The forecast out-turn position remained a projected surplus of £0.200m for revenue although there remained pressures in the system which could be exacerbated from January to March 2016. Focus continued on cessation of waiting list initiatives and utilisation of the private sector. The 5 areas where continuation to the year end had been agreed; ENT, Orthopaedics, Endoscopy, Psychological Therapies and CAMHS and there would be an increasing risk in delivery of access targets as a consequence. Overspends continued in both Surgical and Medical Directorates with action to address overspend agreed between Chief Executive, Director of Finance and General Managers.

The Winter Plan funding as approved at the October 2015 Performance and Resources Committee had been transferred to the relevant budgets in December. The funding received for partnership working including Transitional Funds, Delayed Discharges and Integrated Care Funding was transferred to relevant bodies as approved plans were implemented, with NHS Forth Valley retaining the responsibility to manage these funds between financial years.

Due to the full year effect of 'off patent' drugs within primary care and increased income from rebates, funding of £0.500m had been transferred from primary care prescribing to central reserves. There remained a risk that this was required to meet increased costs in the remaining months of the financial year.

Current year cash saving requirements (CRES) were reflected in the financial position and overall savings delivery plans remained on track. There were some areas where this had not been achieved and alternatives found to ensure pressures were met. It was important that every effort was made to identify recurrent cash savings for 2016/17 early, given the pressures anticipated in the forthcoming year.

The draft Local Delivery Plan (LDP) was due to be submitted by early March 2016. To meet this deadline the NHS Board approved delegated authority to the Performance and Resources (P&R) Committee to approve the draft Local Delivery Plan at its meeting in February 2016.

The NHS Board also noted:

- The balanced revenue and capital positions to December 2015, with a projected surplus of £0.200m for revenue and balanced for capital outturn to end of March 2016.
- The significant financial challenge ahead with the 2016/17-2020/21 Financial Plan

### **7.3 Waiting Times Report**

The NHS Board considered a paper “Waiting Times Report”, presented by Mr David McPherson, General Manager.

Mr McPherson provided an update on the NHS Board’s position in relation to a range of access targets established by the Scottish Government. It was noted that in November 2015 the 18-week RTT was 91.1%.

At the December 2015 census, the number of patients waiting over 12 weeks increased to 2205 from 1572 in November 2015 with 799 patients exceeding 16 weeks. Main challenges were within Ophthalmology, Orthopaedics, Gastroenterology, Dermatology, Anaesthetic, ENT and Neurology.

Treatment Time Guarantee (TTG) compliance remained high at 99%, However as of 18 January 2016 there had been 48 breaches of the TTG and it was anticipated this pressure would continue into February.

In December 2015 the number of patients waiting over 42 days for endoscopy rose to 89 from 58 in November 2015.

Mr McPherson highlighted that Psychological Therapy services showed continued improvements in December 2015 with 87.6% patients treated within the 18 weeks RTT standard. However, challenges remained for CAHMS services with 36.4% of patients treated against the same RTT standard of 90%. Significant financial commitment had been made to enhance clinical capacity of the service but the full impact had not yet been realised in terms of waiting list reduction and impact of treating the longer waiting patients.

The NHS Board noted the Waiting Times Report, acknowledged the progress made and the remaining challenges to date.

### **7.4 Communications Quarterly Update Report for September – December 2015**

The NHS Board considered a paper “Communications Quarterly Update Report for September – December 2015”, presented by Mrs Elsbeth Campbell, Head of Communications.

Mrs Campbell provided an update on the main campaigns and events between September and December 2015. As part of the Winter Plan the ‘Be Health-Wise this Winter’ campaign encouraged people to prepare ahead for the winter period and provided information regarding local health treatment and advice.

There were a variety of awards presented to staff; the Audiology and Volunteer Service won the 2015 British Academy of Audiology’s (BAA) Team of the Year Award, the Golden Services Award 2015 for the cleanest healthcare premises with more than 250 beds was awarded to Serco, in partnership with NHS Forth Valley and Clackmannanshire Integrated Mental Health Service (IMH) retained its Customer Service Excellence accreditation.

Various engagement events were promoted such as the new Doune Health Centre, ALFY information sessions and the local consultation events for the Health and Social Care Strategic Plans. NHS Forth Valley continued to build on its social media audience and were now ranked 3<sup>rd</sup> amongst NHS Boards in Scotland for Facebook followers.

The NHS Board thanked the Communications Team for all their work, and noted the positive and encouraging updates provided.

## 8. STRATEGIC PLANNING AND DEVELOPMENT

### 8.1 Financial Plan

The NHS Board considered a paper “Financial Plan”, provided by Mrs Fiona Ramsay, Director of Finance.

Mrs Ramsay provided the key messages and planning parameters for Health arising from the 2015 Scottish Government Spending Review which indicated that NHS Territorial Boards would receive a 5.5% uplift. This uplift also included the £250m investment to be directed to Health and Social Care Partnerships to ensure improved outcome in social care.

Mrs Ramsay highlighted the following:-

:

- A new Outcomes Framework would cover those allocations currently provided within the ‘Bundles Allocations’ – these resources would have 7.5% cash saving applied to them.
- Resources for Alcohol and Drug Partnership would be solely managed through Health from 2016/17. In 2015/16 resources totalled £69.2m across Health and Justice. For 2016/17 £53.8m had been indicated as funding to be distributed to Boards with the letter also indicating an expectation that a total of £15m to support efforts and maintain overall spend would come from increase Board baseline budgets.
- Indication that the New Medicines Fund for 2016/17 would be approximately £60m (approx. £85m in 2015/16).

The 3 areas of investment identified were Primary and Community Care, Mental Health and Transformational Change.

Based on estimated costs for Pay (including National Insurance changes in 2016/17), Prices and Prescribing combined with known service pressures and commitment, this indicated that real cash savings of approximately 6% (£27m) would be required for 2016/17. All Directorates had submitted cash savings plans of 3% and these were currently subject to managerial review. The area-wide themes were being used to identify the remaining 3%.

The NHS Board noted the outline planning parameters arising from the 2015 Scottish Government Spending Review. The NHS Board approved delegated authority to the Performance and Review Committee (P&R) to approve the draft Financial Plan along with the draft Local Delivery Plan (LDP) and noted the draft Financial Plan would include the proposed budgets for the Integration Joint Boards.

### 8.2 Primary Care Workforce Challenges

The NHS Board considered a paper “Primary Care Workforce Challenges”, presented by Mrs Fiona Ramsay, Director of Finance.

Mrs Ramsay provided a brief summary on the current position to address the local implications of the national challenge in respect of the primary care workforce. Of the 5 Practices under the management of the Board, 2 had reverted to independent practitioner by the end of 2015. However, the Stenhouse Practice in Stenhousemuir and Wallace Practice in Stirling were now in discussions/vulnerable due to single handed GP cover at present.

The Board had approved £0.500m to support the challenges in primary care and it was likely this would be required in 2016/17.

The NHS Board noted the progress provided.

### **8.3 Health and Social Care Integration**

The NHS Board considered a paper “Health and Social Care Integration”, presented by Mrs Kathy O’Neill, General Manager.

Mrs O’Neill updated the NHS Board on progress with the implementation of Health and Social Care Integration in Forth Valley. The first meetings of the Integration Joint Boards had now taken place with full membership of voting and non-voting members.

Work continued to ensure the delegation of responsibility from the NHS Board and local authorities were in place from 1 April 2016. This would include agreement on budgets and services as well as underpinning frameworks required by the Integration Scheme, such as Clinical and Care Governance and Risk and Performance.

In respect of the Strategic Plans, Strategic Needs Assessments had been produced by both Partnerships with further work required to produce locality level needs assessments for the 6 agreed locality areas. Following conclusion of consultation periods, both revised draft Strategic Plans would be developed through respective Strategic Planning Groups. These would be presented to the Integration Joint Boards for approval to publish before April 2016.

The programme of work to ensure the infrastructure was in place was overseen by the Programme Board. A Forth Valley wide Staff Forum had been established with an initial development session held to confirm Terms of Reference and the operating framework.

Audit Scotland had issued the first report relating to 3 planned audits of the Health and Social Care Integration National Reform Programme. The report provided progress on the emerging arrangements across Scotland for setting up, managing and scrutinising Integration Authorities (IAs) as they became formally established.

The NHS Board noted the progress with Health and Social Care Integration.

### **8.4 Proposed New Build Doune Health Centre Draft Outline Business Case**

The NHS Board considered a paper “Proposed New Build Doune Health Centre Draft Outline Business Case”, led by Mrs Fiona Ramsay, Director of Finance.

Mrs Morag Farquhar outlined the key issues around the proposed new Health Centre in Doune. This would replace the existing health centre which was inefficient, not fit for purpose and not capable of expansion to support the increasing demand for services.

The Outline Business Case had been presented to the Corporate Management Team (CMT) and P&R in December 2015 where it was endorsed for approval by the NHS Board and then the onward submission to Capital Investment Group (CIG). A Design Statement had been developed and facilitated by Architecture and Design Scotland (A&DS) with input from the GP Practice, the CHP and patient representative. The ‘value for money scorecard’ (vfm scorecard) had been updated and would be reviewed and agreed with the Scottish Futures Trust. Both these ‘assurance’ processes required to be completed prior to the document being considered by the CIG.

The NHS Board approved the draft Outline Business Case for the proposed Doune Health Centre for onward submission to CIG and agreed to remit to the Director of Estates and Facilities completion of the assurance processes prior to this.

## **9. GOVERNANCE**

### **9.1 Procurement Strategy 2015-2018**

The NHS Board considered a paper “Procurement Strategy 2015-2018”, presented by Mrs Fiona Ramsay, Director of Finance.

Mrs Ramsay outlined the updated Procurement Strategy and the renewed focus on key elements of the new Legislation and Regulations. Contextually Procurement was governed by the Scottish Public Sector Procurement Directorate and in Health through NSS National Procurement and on to local NHS Board Procurement. The strategy aimed to acknowledge the requirements of the national procurement structures while renewing the local focus on efficiency and effective management of procurement spend.

The NHS Board approved the Procurement Strategy subject to some minor amendments.

### **9.2 Records Management Plan**

The NHS Board considered a paper “Records Management Plan”, presented by Miss Tracey Gillies, Medical Director.

Miss Gillies highlighted the importance of good records management as a corporate governance standard. The Records Management Plan (RMP) set out proper arrangements for the management of the organisations records and would be submitted to the Keeper of the Records (the Keeper) for their agreement by 29 February 2016 as requested. The Keeper also required details for the ‘Senior Manager’ who would be designated as having records management responsibility for NHS Forth Valley. The Board agreed this would be Miss Gillies, Medical Director and Ms Vanhegan, Head of Performance and Governance would undertake the role of ‘Records Manager’ with technical expertise/support provided by Ms Coyle, Head of Information Governance. Every aspect of the RMP required to be approved with sign off used as evidence that the submitted RMP accurately reflected the policies and practices implemented in the organisation. Initial focus had been given to the 6 compulsory elements of the 14 required, however, full compliance with all aspects was considered important.

The NHS Board considered and agreed the Policy Statement and Mrs Grant highlighted the significant task ahead and the assistance required from all Directorates to ensure implementation.

The NHS Board approved the Records Management Plan’s submission to the Keeper and supported the work required to achieve compliance with all 14 elements.

### **9.3 Governance Committee Minutes**

#### **9.3.1 Clinical Governance – 22 May 2015 and 13 November 2015**

The NHS Board noted the minute of the Staff Governance Committee meetings held on 22 May 2015 and 13 November 2015.

#### **9.3.2 Performance and Resources Committee – 22 December 2015**

The NHS Board noted the minute of the Performance and Resources Committee meeting held on 22 December 2015.

### **9.3.3 Endowment Committee – 16 October 2015**

Ms Gavine highlighted a further meeting had been held on 22 January 2016 and due to recent Stock Exchange news the endowment funds may plummet.

The NHS Board noted the minute of the Endowment Committee meeting held on 16 October 2015.

### **9.3.4 Staff Governance Committee – 11 December 2015**

The NHS Board noted the minute of the Staff Governance Committee meeting held on 11 December 2015.

## **9.4 Advisory Committee Minute**

### **9.4.1 Area Clinical Forum – 19 November 2015**

The NHS Board noted the minute of the Area Clinical Forum meeting held on 19 November 2015.

## **9.5 2016 Schedule of Meetings**

The NHS Board noted the schedule of meetings for 2016.

## **10. ANY OTHER COMPETENT BUSINESS**

There being no other competent business, the Chairman closed the meeting at 11.10am.

**MINUTE of MEETING of CENTRAL SCOTLAND VALUATION JOINT BOARD held within HILLSIDE HOUSE, STIRLING on FRIDAY 12 FEBRUARY 2016 at 9.30 a.m.**

**COUNCILLORS:**

Margaret Brisley  
Gordon Hughes  
Charles MacDonald (Convener)  
Corrie McChord  
Adrian Mahoney  
Rosie Murray  
Alan Nimmo  
Jim Thomson  
Sandy Turner

**OFFICERS:**

Nicky Bridle, Treasurer  
Elizabeth Hutcheon, Assistant to the Treasurer  
Brian Pirie, Assistant to the Clerk  
Jane Wanless, Assistant Assessor  
Peter Wildman, Assessor and Electoral  
Registration Officer

**VJB28. APOLOGIES**

Apologies were intimated on behalf of Depute Provost Irene Hamilton and Councillor Meiklejohn.

**VJB29. DECLARATIONS OF INTEREST**

No declarations were made.

**VJB30. MINUTE**

The minute of the meeting held on 20 November 2015 was approved.

**VJB31. DRAFT REVENUE BUDGET 2016/17**

The Board considered a report by the Assessor and Electoral Registration Officer and Treasurer presenting the draft Revenue Budget for 2016/17.

The Board's draft Revenue Budget for 2016/17 was set out, together with the net requisitions for each of the constituent authorities.

The proposed budget was £2,619,526. The funding was £2,514,817 assumption.

In terms of the anticipated funding settlement this represented a gap of £104,710 which it was proposed would be met from uncommitted reserves. In 2015 the Assessor undertook a review of the Board's reserves. The usable reserve at 31 March 2016 was projected to be £664,000. It was proposed to fund the budget shortfall from reserves and to provide the constituent authorities with a refund of £440,000. Given the projected indicative funding gap to 2019 it was proposed that the minimum uncommitted reserve level was increased to 4% of net revenue expenditure, equating to £110,000 in 2016/17.

The report set out the proposed budget, changes from the 2015/16 budget, indicative funding for 2017/18 and the requisitions from the three constituent authorities.

Members sought information on the likely impact of the proposed EU Referendum on the 2016/17 budget. The Assessor confirmed that he did not anticipate funding from government to meet the costs.

### **Decision**

**The Board agreed:-**

- (1) the Revenue Budget for 2016/17;**
- (2) to increase the minimum level of reserves to 4% of net revenue expenditure;**
- (3) the proposed refund of the uncommitted general reserves, as detailed in table 5 of the report, noting that uncommitted Board Reserves remain at 4.0% of net revenue expenditure which is in line with the new minimum reserve level; and**
- (4) to requisition the constituent authorities for their share of the net expenditure as outlined in table 5 of above.**

### **VJB32. APPOINTMENT OF s27 DEPUTE ASSESSOR**

The Board considered a report by the Assessor and Electoral Registration Officer requesting that the Board appoint Russell Hewton, Divisional Valuer, as Depute Assessor in terms of Section 27 of the Local Government Etc. (Scotland) Act 1994.

### **Decision**

**The Board formally appointed Russell Hewton as a statutory Depute assessor in terms of Section 27 of the Local Government Etc. (Scotland) Act 1994.**

## Falkirk Community Trust

Board Meeting  
Minute

Minute of a meeting of the Board of Directors of Falkirk Community Trust Limited (the "Company") held at Falkirk Stadium on 18<sup>th</sup> February 2016 at 9.30am. Ian Scott (IS) chaired the meeting throughout.

**Present:** Ian Scott (IS) Chairman; Steve Mackie (SM); Alex McQuade (AMcQ); Ruth Morrison (RMor); Provost Pat Reid (PR); Simon Rennie (SR); Cllr Robert Spears (RS); Bob Tait (BT); David Whyte (DW).

**Apologies:** Cllr W Buchanan (BB); Cllr Dennis Goldie (DG); Cllr Linda Gow (LG).

**In Attendance:** Maureen Campbell (MC); Neil Brown (NB); Paul Finnie (PF); Lesley O'Hare (LoH); Jane Clark (JC); Danny Cairney (DC); Claire Mennim (CM) – item 5 .

No.	Agenda Item	Agreement / Action	Due Date	Who
	Welcome	The Chairman welcomed Directors to the meeting and noted that with Cllrs Reid and Spears present the meeting was quorate.  Board attendance was raised during the meeting and the Management Team was asked to review Director attendance.		JC
1	Minute of Meeting	The Minute of the meeting on 5 <sup>th</sup> November 2015 was approved.		
2	Matters Arising	<u>Arts Delivery Plan</u>  LOH advised that consultation meetings are being set up including with the voluntary sector and that work is on schedule to report back to the Board in May with an updated plan.  <u>Library Development Plan</u>  IS expressed concern about the time taken to secure the Council's endorsement of plans. PR agreed to discuss this with the Portfolio Holder.		PR
3	Budgetary Control Statement	DC presented the 3 <sup>rd</sup> report for 2015/16 covering the period April – December and the Board noted that to March 2016 the projected surplus on charitable activities is £37,000. This is lower than previously projected. Employee costs continue to offset lower than expected levels of income. The Board noted that income is up on actuals for the same period last year due to continued good performance at the Mariner Centre, Grangemouth Stadium and the Helix. The Trading Company is projecting a surplus.  The Board discussed the statement and noted the following points: <ul style="list-style-type: none"> <li>• The role of the Helix in securing significant trading improvement and that there are elements that continue to perform poorly with scrutiny of these being undertaken by the Trading Company directors;</li> <li>• The implications for the reserves policy in order to make voluntary severance payments;</li> <li>• MC will discuss the reserves policy with the Trusts Financial Advisors and report back timeously to Directors.</li> </ul>		MC
4	Business Plan Update	MC advised that the Council approved the updated Business Plan at their meeting on 17 <sup>th</sup> February which was welcomed by the Board. She provided Directors with a progress update on the implementation of the savings plan. The Board noted the following implementation issues: <ul style="list-style-type: none"> <li>• Terms &amp; Conditions: The Council decided not to change</li> </ul>		

No.	Agenda Item	Agreement / Action	Due Date	Who
		<p>employee Terms &amp; Conditions and are addressing this through their reserves. The Trust requires to consider how it will secure the £170k savings attributed to this in the savings plan.</p> <ul style="list-style-type: none"> <li>• Staffing review at Trust HQ (FCSL takeover): MC advised that work between Ernst &amp; Young and the Council will move forward in the next few months to bring a forward business plan for Falkirk Stadium to the Board for consideration and that meantime no action is possible by the Trust to implement this proposal.</li> <li>• Management efficiencies: work is on-going to firm up on the detail of savings of £200k and MC will ensure the Board are sighted on how the management team intends to progress.</li> <li>• Voluntary severance: full costs are awaited however early indications are that should all current requests be approved, costs will be in excess of the sum set aside for this purpose.</li> </ul> <p>MC updated on capital proposals and explained the intention to set aside a sum in the 17/18 allocation to give greater flexibility to deal with urgent and unplanned works. The Board noted that the Audit &amp; Performance Sub Group would continue to monitor capital activity.</p> <p>The Board noted the Equality &amp; Poverty Impact Assessments that underpin the savings plan; and the Action Plan that provides the work plan for the next 12 months which will be published shortly.</p> <p>The Board discussed the implications for 2017/18 business planning and onwards in the expectation that further budget reductions beyond that currently anticipated could be expected. The Board considered how to make a case for business optimisation in order to protect quality of service and noted that the Councils Policy Development Panel's strategic asset review will be crucial, however work has not yet commenced and Terms of Reference are awaited.</p> <p>BT expressed concern that the Trust is withdrawing permanently from the Steeple and losing a visible locus. The Board noted that this is part of its agreed savings plan and that further work as part of the THI would determine future plans for the Steeple.</p>		
		<p><b>Decisions</b> The Board:</p> <ol style="list-style-type: none"> <li>a) Authorised the Chief Executive to write to the Council seeking financial support for the £170k saving which was to have been met from employee Terms &amp; Conditions;</li> <li>b) Authorised the Chief Executive to access the Trusts reserves to enable appropriate payments to be made at the end of 2015/16 on a short and temporary basis, should the sum set aside for voluntary severance payments be insufficient, but not to have the reserves fall below the lower limit set within the Reserves Policy;</li> <li>c) Agreed to a sum being set aside within the approved capital programme allocation in 2017/18 that enables the Chief Executive to authorise urgent works, if and when required, when business or service critical failures of equipment and facilities occur.</li> </ol>		<p><b>MC</b></p> <p><b>MC</b></p>

5	Business Case for Soft Play Development	<p>MC reminded the Board of the outline Business Case presented to the Board last year and that this is a key priority in the Business Strategy. The finalised Business Case has been completed and is at the stage of seeking landlords consent from Falkirk Council. The Board noted that a presentation had been made recently to key Council personnel to brief about the proposal ahead of a request for Landlords consent being made. The Board noted that all information provided is confidential and will remain so throughout the duration of the project.</p> <p>The Board discussed the options for financing the project and the implications on time and deliverability and noted that a robust communications plan will be required.</p> <p>RS moved a motion as follows:</p> <ul style="list-style-type: none"> <li>• That the project is put on the backburner and does not go ahead in the present economic climate.</li> </ul> <p>The motion was not seconded.</p> <p>IS proposed that the project proceed to secure landlords consent and this was seconded by BT.</p> <p><b>Decision</b> The Board:</p> <ol style="list-style-type: none"> <li>a) Agreed that the project proceed to secure landlords consent;</li> <li>b) Requested a further report recommending the most appropriate financing option following discussion with potential lenders.</li> </ol>		MC
6	Strategic Risk Update	<p>The Board considered the revised approach to managing strategic risks and discussed the four risks considered to be “owned” by the Board itself. The Board welcomed the brevity and visibility of risks relevant to the Board and noted that the Senior Management Team continue to manage the risks at corporate and operational levels.</p> <p>The Board discussed in particular the on-going political and financial risks and the pro-active control measures that are in place.</p> <p>The Board asked that an additional risk is scoped and assessed in relation to strategic Health and Safety responsibilities.</p> <p><b>Decision</b></p> <ol style="list-style-type: none"> <li>a) The Board agreed the revised format for reporting and owning strategic risk;</li> <li>b) Requested an additional risk is documented around Health &amp; Safety;</li> <li>c) Agreed to receive a monitoring report at the August meeting.</li> </ol>		JC / PF
7	Audit & Performance Sub Group	<p>The Board discussed the work of the sub committees. IS advised that he proposed to include these as standing items on each quarterly Board meeting so that each chairperson had an opportunity to flag anything that the Board ought to be aware of and how the sub group is dealing with it. DW stated that as part of good governance, it is important that all Board members are aware of how the Trust is performing from a business perspective.</p> <p>The Board agreed to the proposal subject to asking the chairpersons to ensure escalation is appropriate and avoids unnecessary duplication of discussion.</p>		
				DG / IS

		The Board asked that the unapproved minutes of all meetings are circulated to all Directors for information within the week following each meeting.		<b>JC</b>
8	People Sub Group	As item 7 above.		
9	Information items	IS congratulated the staff on the information items and proposed to keep as an item on the main agenda to ensure that Directors have the opportunity to raise questions or comments on these items.		
		Date of next meeting: Thursday 19 <sup>th</sup> May at 9.30am in Callendar House.		

## FORTH VALLEY NHS BOARD

### DRAFT

Minute of the Forth Valley NHS Board meeting held on Friday 18 March 2016 in the NHS Forth Valley Headquarters, Carseview House, Castle Business Park, Stirling.

<b>Present</b>	Mr Alex Linkston ( <i>Chair</i> )	Mrs Jane Grant
	Mr John Ford	Dr Graham Foster
	Mrs Fiona Ramsay	Mrs Helen Kelly
	Miss Tracey Gillies	Ms Fiona Gavine
	Mr James King	Mr Tom Hart
	Ms Julia Swan	Councillor Corrie McChord
	Councillor Les Sharp	Mrs Joanne Chisholm
<b>In Attendance</b>	Ms Elaine Vanhegan, Head of Performance Governance	
	Mrs Elsbeth Campbell, Head of Communications	
	Mrs Sarah Smith, Corporate Services ( <i>minute</i> )	

### 1. APOLOGIES FOR ABSENCE

Apologies for absence were noted from Dr Allan Bridges, Dr Stuart Cumming, Councillor Linda Gow, Mr Tom Steele and Professor Angela Wallace.

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

There were no declarations of interest.

### 3. FINANCIAL SAVINGS PLAN

The NHS Board received a short presentation from Mrs Ramsay who indicated that the overall content followed that received by the February Performance and Resources Committee updated as appropriate. This covered:

- Income and Funding Changes
- Expenditure Pressures
- Alcohol and Drug Partnership ( ADP) and Bundled Allocations
- Savings Progress
- Health and Social Care Issues
- Risk outline
- Timeline

#### Income Changes

It was confirmed that an increase of 1.7% had been received, which totalled just below £8m.

This increase was offset by estimated changes:

- Net reduction in Bundled Allocations of £0.825m from last year.
- PPRS (Pharmaceutical Price Regulation Scheme) receipts (for New Medicines Fund) £1.350m lower than 2015/16.
- Keep Well Phase Out £0.483m
- ADPs – Estimated Funding reduction £0.853

It was therefore outlined the net income increase to the NHS Board was £4.378m with potential for further reductions over future months.

### Bundled Allocations

Mrs Ramsay highlighted that 'bundled' was simply a terminology used within the NHS and referred to allocations grouped together under general headings.

The areas covered were highlighted as follows, in line with the recently received Outcomes Framework;

- Healthcare Associated Infection HAI
- Maternal and Infant Nutrition
- GIRFEC (Getting It Right For Every Child) Health Visitors
- Family Nurse Partnerships
- eHealth
- Police Custody and Forensic Health
- Dental Services – Emergency Dental Service, Childsmile
- Effective Prevention
- Keep Well

A total allocation had very recently been provided to each Board to cover all areas outlined above, with this allocation being reduced by 7.5% from previous years.

### Estimated Expenditure Increase

Detail was provided noting the estimated increases as:

- Pay Awards and National Insurance £9.431m with recent Budget indicating that a potential further impact on employers' pension contribution was expected in future years.
- Inflation costs, which include PFI £3.105m
- Estimates for Drugs including New Drugs £7.470m
- Pre-committed/expected national regional and local developments £2.394m
- LDP – target requirements (12 week TTG and outpatient performance) £4.592m
- Existing Cost pressures/contingency £4.000m. Mrs Ramsay indicated the importance of contingency funds and indicated that a portion of this figure could be utilised to 'top up' existing contingency monies.

These figures showed a total estimated expenditure increase of £30.992m

As a result of the figures provided, Mrs Ramsay therefore confirmed that the figures showed that an overall saving of £26.614m would be required.

It was outlined that the initial planned Directorate savings were 3%. Further to the National Spending Review however, it was confirmed that additional 3% savings would be required. Additional Area Wide Themes were therefore identified which would ultimately be delivered through Directorates. In total, this would then provide a total saving across NHS Forth Valley of 6% with the need for a consistent approach highlighted.

### Savings Progress Assessment

A savings progress assessment was circulated utilising a Red Amber Green (RAG) status. The definition for each stage was described as follows:

- Green – Schemes all identified and assessed
- Amber – Topics were clear but further work was required
- Red – Within Directorates but work required, or needs broader Board level discussion.

Mrs Ramsay outlined Estimated Savings of £12.962m that were 'green'. It was noted that if we had been working to the original 3% savings requirement, this would have been a positive position.

- Amber items were identified as £2.522m
- Red items were identified as £6.206m
- There was a total of £4.923m still to be identified.

When totalled, items within the RAG categories would provide NHS Forth Valley with the total savings required of £26.614m.

It was confirmed that Forth Valley was relatively well positioned relative to other Boards however Mrs Ramsay stressed that challenges still remained.

### Alcohol and Drug Partnership (ADP)

Mrs Ramsay outlined that there had been a national 21% reduction in funding for the Alcohol and Drug Partnerships which equated approximately to £0.850m for NHS Forth Valley. Mrs Ramsay outlined the proposal which was currently within planning assumptions with this reduction included as a financial pressure for the local NHS to fund and ADPs being requested to identify 6% cash savings in line with other services.

The Cabinet Secretary had issued a letter that indicated Boards should bridge the gap, therefore the proposal made to the Board met with this request.

Mr Ford enquired as to the Budget transfer for the ADP. Mrs Ramsay confirmed that previously nationally, funding of £69.2m had been provided across health and justice. This would now be managed solely via health with £53.8m provided to Boards although it was understood no funding had transferred.

### **The Board approved the proposal as described.**

The 7.5% reduction required across the bundled allocations was discussed. Mrs Ramsay confirmed that it was proposed to manage this on the same basis as the ADP, it would be absorbed as a health pressure with a 6% saving target applied.

### Keep Well

Keep Well was considered specifically. The principles and purpose of Keep Well had previously been presented to the Board. Mrs Ramsay confirmed that funding would cease by the end of during 2016/17. This would result in a £483,000 gap and the Board were advised that there was a choice regarding investment.

The recommendation to the Board was that the gap be treated in the same way as the approach to the ADP, with the gap being absorbed within current pressures and a 6% saving applied. The Board was agreed to maintain Keep Well in the short term, and ensure an evaluation is undertaken ensure the best use of resource is being made in terms of prevention moving forward

### Trystview and Lochview

Mrs Ramsay went on to highlight two areas that required further consideration by the Board, Lochview a Learning Disability facility and Trystview a Mental Health facility. Mrs Ramsay provided a background to the facilities highlighting the potential for savings. It was indicated that

there would require to be some level of investment to support redesign of services to realise financial savings.

Mr Hart raised the potential impact on staff, noting that this would require some consideration. Mrs Kelly confirmed staff engagement is always a key part in any proposed service redesign.

Mrs Ramsay indicated that further detail was required for both schemes in terms of potential impact and likely implications and recommended that a full Case for Change for each be developed.

**The Board approved this recommendation.**

In response to a question from Ms Gavine regarding significant drug expenditure, Miss Gillies provided detail around the area of drugs expenditure noting there were three areas of pressure:

- Demographic
- Cost pressure regarding individual medicines
- New Drugs

Miss Gillies went on to provide assurance regarding the work underway. A detailed savings plan was in place, including a review of Polypharmacy and the processes around when new medicines move onto formulary, ensuring appropriate controls were in place. Mr King highlighted the extensive amount of savings items listed in respect of drugs detailed in the saving plan that had been circulated to Board members.

The area of new drugs was also discussed and Miss Gillies provided a context of the cost, highlighting that 2-3 Drugs that had recently been approved by SMC, would result in a national cost of £25m.

Chief Executive Session

Mrs Ramsay highlighted focussed discussions that had taken place at Chief Executive level around the savings challenge nationally. It was recognised that there was an opportunity for a collective effort to address some of the challenges in a consistent way. Work was being undertaken in four areas on a national basis:

- Sustainability and Best Value
- Prescribing
- Shared Services and Procurement
- Workforce

Mrs Ramsay highlighted that procedures of 'limited clinical value' were being considered under the 'Sustainability and Best Value' heading. Miss Gillies provided clarity for Board members and highlighted the need for clear evidence based thresholds for procedures and for these to be in place consistently across Scotland. The examples of cataracts, varicose veins and hernias were given. A review of current processes was being taken forward by Medical Directors and the Directors of Public Health with the aim to produce a coherent programme by early autumn.

Mrs Ramsay went on to summarise the work being undertaken under the headings of Shared Services and Procurement and Workforce.

Productive Opportunity

Mrs Ramsay summarised the national work being undertaken entitled the Productive Opportunity. This was described as a suite of measures where an assessment had been made where there could be a productive gain, for example; DNAs, Absence, New to Return ratios

In respect of New to Return ratios, Mrs Grant indicated that there were a number of specialities in which Forth Valley were above the national average with significant attention required to ensure better alignment with the Scottish average.

Mrs Ramsay highlighted that improvements would release capacity to support access target achievement which would reduce reliance on private sector and waiting list initiatives.

Mr Hart noted that there may be the implications for the workforce across a number of the schemes discussed and sought clarity on how this would be taken forward. Mrs Grant acknowledged that there would be challenges for the workforce ahead, but provided a commitment that we would continue to work constructively and with a clear and transparent approach. Discussions had already taken place with the Area Partnership Forum and it was confirmed that staff side colleagues had intimated their support and willingness to help and be involved.

In response to a question from Mr Ford regarding the potential impact on Whole Time Equivalent numbers, Mrs Kelly advised that NHS Scotland had some of the best terms and conditions in Scotland in terms of job security. It was detailed that work would be continuing to reduce non-core workforce spend and control of vacancy management. The age demographic of the workforce was also acknowledged and natural reduction could be expected over the next few years.

#### Savings – Local Assessment

Mrs Ramsay provided a summary of the Draft Savings Plan, noting Directorate Schemes and Area Corporate Themes with an assessment based on Red Amber Green status. Mrs Ramsay confirmed that a risk of £10m - £12m in 2016/17 and this was a more significant risk than there was in previous years. Focus would remain on the recurrent position to provide stability. It was noted that the move to the Health and Social Care Integration would reduce overall financial flexibility

Mr Ford enquired as to whether the budget for the Integrated Joint Board (IJB) assumed that the totality of savings would be made. Mrs Ramsay summarised that the paper on the agenda regarding the IJB Budget, clearly illustrated the requirements, acknowledging that a gap was still present. Work would continue with Chief Officers in this regard.

#### Timeline

Mrs Ramsay presented the timeline, noting that the draft Financial Plan would be presented to the Board on 29 March 2016.

The Draft LDP and Financial Templates were due to be submitted to Scottish Government on 21 March 2016, with the final LDP to be submitted by 31 May 2016. The intention was to identify savings plans to meet the £4.923m unidentified savings and plans to mitigate the £10m - £12m risk and present to the May 2016 NHS Board meeting.

Mr Sharp highlighted the potential of continuing to work together noting commonality in themes for savings across Health and Local Authorities. As a result, greater traction may be realised if actions were considered together. Mrs Grant intimated that this would be a key role for Chief Officers.

#### Social Care

Mrs Ramsay outlined that Forth Valley would receive a share of £250m for Health and Social Care Integration which equated to £13.26m. Mrs Grant had recently received formal direction on this matter as Accountable Officer.

## Summary

Mrs Grant sought confirmation that Board Members were content with the direction of travel at this stage and that the Executive Team should proceed within the timeframe specified.

**The Board confirmed they were content with the approach taken acknowledging further work was required.**

Mrs Chisholm requested that, as the Board required to make some difficult decisions in the months to come, we ensure we use some form of decision making criteria based on the values of the Board and impact of our service users.

## **4/ INTEGRATED JOINT BOARDS BUDGET SETTING**

The NHS Board considered a paper entitled Integration Joint Boards Budget Setting presented by Mrs Fiona Ramsay. Mrs Ramsay highlighted that some of the detail presented had previously been considered based on the 2015/16 baseline budgets.

The budget was split into three categories:

- Strategic Planning (also known as 'Set Aside')
- Operational Oversight
- Family Health Services (these functions were delegated to the Integrated Joint Boards but also covered both Children and Adult Services).

The key issues were highlighted, noting that the budget information had been agreed at the December Performance and Resources meeting (using June 2015 data). The data had now been updated to include:

- Transfer of Community Hospital Budget from Strategic Planning (Set Aside) to Operational Oversight subject to a number of clear principles being agreed
- Deduction of non-recurrent budgets (these would be added as appropriate after the initial budget setting process)
- Recurrent adjustments to budgets which have occurred post June 2015
- Proposed Inflation.
- Savings allocated based on schedule circulated to NHS Board members.

Reference was made to Table 1 of the paper detailing budget proposals with a total initial budget of:

- £143.152m for Falkirk Partnership
- £126.152m for Clackmannanshire/Stirling Partnership.

Using weighted populations to compare with proposed budgets there was a difference weighted towards Falkirk. In line with Integrated Resources Advisory Group (IRAG) guidance it was recommended that no changes to be enacted in 2016/17 and that the position reviewed during the year including population trends

Mrs Ramsay highlighted the unidentified cash savings gap that remained across NHS Forth Valley of £4.923m. An element of this would relate to those budgets within the scope of the IJBs, and therefore the risk was sitting with the Board at present and not the IJB.

Mrs Grant re-emphasised the point noting that decisions had not yet been made regarding the operational matrix for the IJB so this increased the complexity.

It was agreed that it was important to highlight the risk in the paper to the IJB detailing the savings gap and the further impact this will have on resources available for Integration Joint Board.

Mrs Grant highlighted that the transfer of the Community Hospital Budget from Strategic Planning to Operational Oversight was subject to clear principles being agreed. She emphasised the importance of managing patient flow across Forth Valley. Mrs Grant proposed that the Clinical Care Governance Workstream be asked to identify the clear principles prior to any budget transfer. This proposal was agreed by the Board.

**The NHS Board approved the initial 2016/17 Budget Baseline for Falkirk Integrated Joint Board and for Stirling / Clackmannanshire Integrated Joint Board as set out in Table 1, noting that there will require to be further amendments to these budgets reflecting further work on cash savings to ensure financial balance and as additional information such as the impact of recent GP contract negotiations is known.**

**5/ ANY OTHER COMPETENT BUSINESS**

There being no other competent business, the Chairman closed the meeting at 1.50 p.m.

## FALKIRK INTEGRATION JOINT BOARD

**Minute of special Meeting of the Falkirk Integration Joint Board held in the Municipal Buildings, Falkirk on Thursday 24 March 2016 at 9.30am.**

### **Voting Members:**

Allyson Black (Chairperson)  
Dennis Goldie  
Linda Gow  
James King (Vice-Chairperson)  
Alex Linkston  
Julia Swan

### **Non-voting Members:**

Claire Bernard, Third Sector Interface (substitute)  
Patricia Cassidy, Chief Officer  
Claire Crossan, Carer Representative  
Tracey Gillies, Medical Representative  
Jane Grant, Chief Executive, NHS Forth Valley  
Tom Hart, Staff Representative, NHS Forth Valley  
Sara Lacey, Chief Social Work Officer (substitute)  
Fiona McAreavey, GP Medical Representative (substitute)  
Rita Ciccu-Moore, Nursing Representative (substitute)  
Ewan Murray, Chief Finance Officer  
Martin Murray, Service User Representative  
Mary Pitcaithly, Chief Executive Falkirk Council  
Angela Price, Third Sector Representative  
Kevin Robertson, Staff Representative, Falkirk Council (substitute)

### **Officers:**

Elsbeth Campbell, Head of Communications, NHS Forth Valley  
Hugh Coyle, Corporate Risk Co-ordinator  
Jack Frawley, Committee Services Officer, Falkirk Council  
Joe McElholm, Head of Social Work Adult Services, Falkirk Council  
Colin Moodie, Depute Chief Governance Officer, Falkirk Council  
Fiona Ramsay, Director of Finance, NHS Forth Valley  
Bryan Smal, Chief Finance Officer, Falkirk Council  
Suzanne Thomson, Programme Manager (Health & Social Care Integration)  
Elaine Vanhegan, Head of Performance and Governance, NHS Forth Valley

**IJB40. Apologies**

Apologies were received on behalf of Sandra Burt, Leslie Cruickshank, Karen Herbert, Kathy McCarroll and Angela Wallace.

**IJB41. Declarations of Interest**

No declarations were made.

**IJB42. Minute****Decision**

**The minute of meeting of the Integration Joint Board held on 5 February 2016 was approved.**

**IJB43. Matters Arising**

There were no matters arising.

**IJB44. Appointment of Chief Finance Officer**

The Integration Joint Board considered a report by the Chief Officer which provided information on the recruitment of a Chief Finance Officer for the Board. Suzanne Thomson provided an overview of the report.

**Decision****The Integration Joint Board:-**

- (1) agreed the temporary appointment of Ewan Murray as Chief Finance Officer on the basis set out in section 3.3 of the report, and**
- (2) agreed to request that the Chief Officer submits proposals in relation to the recruitment of a Chief Finance Officer to a future meeting of the Board.**

**IJB45. Strategic Plan**

The Integration Joint Board considered a report by the Chief Officer which provided an update on the Strategic Planning arrangements and invited consideration of the draft Strategic Plan and associated documents. Appended to the report were: the draft Strategic Plan; the draft Strategic Plan Summary Plan; the draft Joint Strategic Needs Assessment; the draft Consultation and Engagement report; the Equalities and Poverty Impact Assessment, and the proposed direction for issue to Falkirk Council. Patricia

Cassidy provided an overview of the report and highlighted that NHS Forth Valley's budget would be set on 29 March 2016.

## **Decision**

### **The Integration Joint Board:-**

- (1) agreed the draft Strategic Plan detailed in Appendix 1 to the report, subject to the financial statement being finalised;**
- (2) agreed the draft Strategic Plan summary plan detailed in Appendix 2 to the report;**
- (3) agreed that the draft Joint Strategic Needs Assessment detailed in Appendix 3 to the report is published;**
- (4) agreed that the draft Consultation and Engagement report on the development of the Strategic Plan detailed in Appendix 4 to the report is published;**
- (5) noted the Equalities and Poverty Impact Assessment detailed in Appendix 5 to the report;**
- (6) agreed that the proposed direction detailed in Appendix 6 to the report is issued to Falkirk Council, and**
- (7) noted the contribution by members of the Strategic Planning group in the development of the plan.**

### **IJB46. Integration Joint Board Budget**

The board agreed to combine consideration of the Integration Joint Board Budget with the supplementary paper '**Integration Joint Board Budget – Supplementary Report NHS Forth Valley Proposed Resource Transfer**' as their material was so closely interrelated.

The Integration Joint Board considered reports by the Chief Finance Officer which provided a proposed 2016/17 budget to the Integration Joint Board for Approval and for use as the basis for the financial statement within the Strategic Plan including the Partnership Funding Streams and the use of the Integration Fund announced within the 2016/17 Scottish Budget. Appended to the report were: the budget in scope of the IJB; an extract from Falkirk Council's revenue budget report considered by the Council on 17 February 2016, and the summary of proposed savings options relating to Social Work Adult Services for 2016/17. The supplementary report also presented a proposed 2016/17 budget including information on the initial resource transfer from NHS Forth Valley. Appended to the report were a budget

allocation model and the Direction to Forth Valley Health Board. Ewan Murray provided an overview of the reports.

The board discussed the impact of the introduction of the Living Wage for social care workers and highlighted that the costs relating to the private sector were unknown.

## **Decision**

### **The Integration Joint Board:-**

- (1) noted the proposed payment from the Council;**
- (2) noted the proposed utilisation of the Integration Fund linked to the terms of the Local Government Finance Settlement, including the due diligence process to be completed by the Integration Joint Board Chief Finance Officer;**
- (3) agreed that the Council can take the decisions outlined in paragraph 3.9 of the Integration Joint Board Budget in relation to garden aid and eligibility criteria;**
- (4) agreed to remit the Chief Officer to set up a leadership group as outlined in section 5.3 of the Integration Joint Board Budget report to bring forward to the June 2016 Board meeting a Recovery Plan to mitigate the financial risk as detailed in section 5 of said report;**
- (5) noted the significant areas of financial risk;**
- (6) noted the initial proposed payment from the Health Board;**
- (7) agreed that the proposed payment from the Health Board along with the payment from the Council will form the basis of the financial statement within the Strategic Plan;**
- (8) noted the savings requirements identified with in the proposed Health Board resource transfer per the table attached as Appendix 1 to the NHS Forth Valley Proposed Resource Transfer report;**
- (9) noted the significant areas of financial risk as detailed in Section 5 of the Integration Joint Board Budget report in conjunction with the content of this report;**
- (10) noted, per section 3.6 of the NHS Forth Valley Proposed Resource Transfer report, the level of recurrent cash savings still to be identified by NHS Forth Valley and that this will impact on the resources available for the Integration Joint Board;**

- (11) noted the resultant total initial resource transfer to the Integration Joint Board as detailed in section 3.10 of the NHS Forth Valley Proposed Resource Transfer report, and**
- (12) agreed the direction to the Health Board to provide the functions delegated to the Integration Joint Board.**

#### **IJB47. Financial Regulations**

The Integration Joint Board considered a report by the Chief Finance Officer which provided a set of Financial Regulations for consideration and approval. The IJB was required by the Public Bodies (Joint Working) (Scotland) Act 2014 and the supporting guidance from the Integrated Resourcing Advisory Group (IRAG) to agree a set of financial regulations as part of appropriate governance arrangements. Ewan Murray provided an overview of the report.

Members discussed the arrangements relating to audit and requested that proposals to establish an audit committee were presented to a future meeting.

#### **Decision**

#### **The Integration Joint Board:-**

- (1) agreed to establish an Audit Committee;**
- (2) agreed the Financial Regulations attached in appendix 1 to the report;**
- (3) noted the responsibilities of the Board, Chief Officer and Chief Finance Officer, and**
- (4) agreed to the regular review of the financial regulations as the Board develops and task the Chief Finance Officer to undertake such review as and when required and report back to the Board.**

#### **IJB48. Internal Audit Work 2015/16 and 2016/17**

The Integration Joint Board considered a report by the Internal Audit Manager and the Chief Internal Auditor which provided an update on the Internal Audit Financial Assurance work that had been undertaken for 2015/16 and proposed arrangements for the 2016/17 Internal Audit Plan. Ewan Murray provided an overview of the report.

**Decision****The Integration Joint Board:-**

- (1) noted the findings from the Internal Audit Financial Assurance work for 2015/16, and**
- (2) agreed arrangements for devising and presenting the Internal Audit Plans for 2016/17 onwards.**

**IJB49. 2015/16 Annual Audit Plan**

The Integration Joint Board considered a report by the Chief Finance Officer which provided as an appendix the Audit Scotland Falkirk Integration Joint Board Annual Audit Plan 2015/16. It was noted that in October 2015, the Accounts Commission approved the appointment of Audit Scotland's Audit Service Group as external auditors to the Falkirk Integration Joint Board. This appointment is for one year only i.e. the 2015/16 financial year. Ewan Murray provided an overview of the report.

**Decision****The Integration Joint Board noted the:-**

- (1) 2015/16 Annual Audit Plan;**
- (2) planned audit activity, audit approach, and audit issues and risks as detailed within the plan, and**
- (3) responsibilities of the appointed auditor and Chief Finance Officer/Section 95 Officer of the IJB as detailed within the plan.**

**IJB50. Clinical and Care Governance Framework**

The Integration Joint Board considered a report by the Medical Director which presented the draft Clinical and Care Governance Framework for consideration and approval. The draft Framework was developed by the clinical and care leads from NHS Forth Valley and the Chief Social Work Officer as members of the Forth Valley work stream on behalf of the Falkirk Partnership. The arrangements outlined in the draft Framework were designed to assure the Integration Joint Board, Falkirk Council and NHS Forth Valley that the quality and safety of services delivered by staff, and the outcomes achieved from delivery of those services, are the best possible and will make a difference to the lives of residents. The draft Health and Social Care Integration Forth Valley Clinical and Care Governance Framework was appended to the report. Tracey Gillies provided an overview of the report. She noted that the terms of reference of the Clinical and Care Governance Group would address the approach to statutory mental health services.

## **Decision**

### **The Integration Joint Board:-**

- (1) noted the work carried out by the work stream to develop the Clinical and Care Governance Framework;**
- (2) agreed the draft Clinical and Care Governance Framework and the establishment of a Clinical and Care Governance Group for the Falkirk Partnership; and**
- (3) agreed to delegate authority to the Medical Director and Chief Social Work Officer, as part of the FV work stream, to establish the Clinical and Care Governance Group and develop its terms of reference.**

### **IJB51. Risk Management Strategy**

The Integration Joint Board considered a report by the Chief Officer which provided the board with a draft Risk Management Strategy for information and approval. The implementation of a Risk Management Strategy was a requirement within the Integration Scheme. Patricia Cassidy provided an overview of the report.

## **Decision**

### **The Integration Joint Board:-**

- (1) agreed the draft Risk Management Strategy;**
- (2) noted that the Strategic Risk Management (SRM) Reporting Framework will be developed with consideration to relevant structures and governance arrangements, and**
- (3) agreed that the Chief Officer and the Falkirk Joint Management Group to develop a Strategic Risk Register (SRR) for consideration by the Integration Joint Board in June 2016 for discussion and approval.**

### **IJB52. Performance Management Framework**

The Integration Joint Board considered a report by the Chief Officer which presented a draft Performance Management Framework for approval. The Public Bodies (Joint Working)(Scotland) Act 2014,( the Act) supporting statutory and non-statutory guidance, and the Integration Schemes for the Partnerships in Forth Valley set out a number of provisions relating to good governance, proportionate to the legislative changes required to implement

adult health and social care both operationally and financially. One of these is in respect to the performance management arrangements which require to be established. Elaine Vanhegan provided an overview of the report.

The board were advised that guidance had been issued on the previous day that the annual report for 2016/17 was to be reported in July 2017.

## **Decision**

### **The Integration Joint Board:-**

- (1) agreed the Performance Management Framework acknowledging that further development will be required over time as Integration Joint Board processes become established;**
- (2) noted that final lists of the “Integration Functions Performance Targets” and the “Non-Integration Functions Performance Targets” will be brought back to the Integration Joint Board further to final decisions regarding the delegation of functions;**
- (3) noted the work to date in the development sample Balanced Scorecards per partnership against the National Outcomes and Core Indicators and local measures;**
- (4) agreed to acknowledge the further work required to develop measures against the Strategic Plan focussing on core priorities;**
- (5) noted the further development of the Covalent Performance Management System to support the overall process, and**
- (6) agreed to delegate authority to the Chief Officer to oversee the implementation of the overall Framework and specifically ensure processes are in place in fulfilling the legislative requirements in the production of an Annual Report.**

### **IJB53. Falkirk Integration Joint Board Participation and Engagement Strategy**

The Integration Joint Board considered a report by the Chief Officer which presented a draft Falkirk Integration Joint Board Participation and Engagement Strategy for approval. The draft Strategy was developed by members of the Participation and Engagement workstream. The draft Participation and Engagement Strategy was appended to the report. Suzanne Thomson provided an overview of the report.

Members discussed the importance of this area, particularly in relation to the need for a change of culture and that all staff were kept well informed.

**Decision**

**The Integration Joint Board agreed:-**

- (1) the draft Participation and Engagement Strategy set out in Appendix 1 to the report, and**
- (2) that a review of the current mechanisms to support participation and engagement will be conducted with a report presented to a future meeting of the Board.**

Councillor Goldie left the meeting during consideration of the previous item of business.

**IJB54. Equality Duties**

The Integration Joint Board considered a report by the Chief Governance Officer which advised the board of the duties placed on it by equality legislation and made recommendations on how these should be fulfilled in the first year of operation. Colin Moodie provided an overview of the report.

**Decision**

**The Integration Joint Board agreed:-**

- (1) that Falkirk Council's model for equality impact assessments is used where an equality impact assessment is required, and**
- (2) that the Chief Officer will prepare and publish the information required to fulfil the Board's specific duties in relation to mainstreaming and outcomes.**

**IJB55. Integration of Health and Social Care Complaints Protocol**

The Integration Joint Board considered a report by the Head of Performance and Governance which presented the Health and Social Care Complaints Protocol for consideration and approval which was appended to the report. Elaine Vanhegan provided an overview of the report.

**Decision**

**The Integration Joint Board:-**

- (1) noted and acknowledge the work carried out by the work stream to develop the Complaints Protocol, and**
- (2) agreed the Complaints Protocol acknowledging the forthcoming changes nationally in terms of complaints handling.**

## **IJB56. Information Governance**

The Integration Joint Board considered a report by the Chief Governance Officer which highlighted the board's information governance responsibilities and recommended practical steps to be taken to address those. The board has information governance responsibilities in relation to the information it holds in carrying out its functions. The board will hold a range of information and records - about its business, its members and any operational matters which come to its attention (such as complaints and information requests under freedom of information and data protection legislation). Colin Moodie provided an overview of the report.

### **Decision**

#### **The Integration Joint Board:-**

- (1) noted the Board's responsibilities under the Freedom of Information (Scotland) Act 2002, the Data Protection Act 1998 (including information security), the Public Records (Scotland) Act 2011, and the steps taken, or to be taken, by officers to deal with those; and**
- (2) to delegate authority to the Board's Chief Officer to sign the declaration of acceptance necessary for the Board to adopt the forth Valley Accord on the Sharing of Personal Information, and to sign any information sharing protocols necessary to ensure proper governance of any sharing of personal data by, or with, the Board, and**
- (3) agreed that the Chief Officer act as the Senior Information Risk Officer for the Integration Joint Board.**

## **IJB57. Delegation of Authority**

The Integration Joint Board considered a report by the Chief Governance Officer which sought approval to delegate to the Chief Officer and the Chief Finance Officer such delegated authority as they required in order to effectively carry out their roles. The Chief Officer and Chief Financial Officer of the IJB, currently had no general delegated authorities from the IJB to act or take decisions on its behalf. Such delegation should assist with the implementation and furtherance of IJB business between Board meetings. Colin Moodie provided an overview of the report and noted that a more general scheme would be submitted to a future meeting of the board.

## **Decision**

**The Integration Joint Board agreed to approve the delegations to the Chief Officer and the Chief Financial Officer as set out in Appendix 1 of the report.**

### **IJB58. Support Services**

The Integration Joint Board considered a report by the Chief Officer which outlined the work taking place to identify the support required by the IJB to carry out its range of functions. The Integration Scheme contained a commitment to identify what services are required to support the work of the IJB and agree how these will be delivered. Patricia Cassidy provided an overview of the report.

## **Decision**

**The Integration Joint Board:-**

- (1) noted the ongoing work to develop the support arrangements for the Board in line with the commitment within the Falkirk Integration Scheme, and**
- (2) agreed that proposals for consideration and approval will be brought forward by the Chief Officer to the Board meeting on 3 June 2016.**

### **IJB59. Communications Framework & Protocol**

The Integration Joint Board considered a report by the Chief Officer setting out a proposed framework and protocol for internal and external communication by the Integration Joint Board. Clear, consistent, timely and accessible communications for service users, carers, employees, communities and other stakeholders will increase understanding of what health and social care integration involves and what it means for individuals and their care. The draft protocol was appended to the report. Elspeth Campbell provided an overview of the report.

## **Decision**

**The Integration Joint Board:-**

- (1) agreed the communications framework and protocol detailed in Appendix 1 to the report, and**
- (2) noted that the communications plan will be brought forward to the June Integration Joint Board meeting for approval.**

**IJB60. Delayed Discharge**

The Integration Joint Board considered a report by the CHP General Manager and Head of Social Work Adult Services which updated the board on progress with meeting the national target that no-one who is ready for discharge should be delayed by more than 2 weeks. Joe McElholm provided an overview of the report.

The board congratulated staff for the downward trend presented in the report and stated that the use of case studies in future reports would be helpful.

**Decision**

**The Integration Joint Board noted the current performance.**

**IJB61. Draft NHS Forth Valley Local Delivery Plan**

The Integration Joint Board considered a report by the Chief Officer which presented the first draft of the NHS Forth Valley Local Delivery Plan(LDP) 2016/17. The LDP is the performance contract between the Scottish Government and NHS Boards, and has been prepared in collaboration with the Chief Officer of the Health and Social Care Integration Partnership. Tracey Gillies provided an overview of the report.

**Decision**

**The Integration Joint Board noted the Draft Local Development Plan 2016/17 and to inform the development of the final version of the Local Development Plan, to be submitted to Scottish Government by 31 May 2016. There will be continued opportunities over the next two months for the Health and Social Care Integration Partnerships to further inform the preparation of the final Local Development Plan, primarily thorough the office of the Chief Officer.**

## **FORTH VALLEY NHS BOARD**

### **DRAFT**

Minute of the Forth Valley NHS Board meeting held on Tuesday 29 March 2016 at 9am in Forth Valley Royal Hospital, Stirling Road, Larbert, FK5 4WR.

<b>Present</b>	Mr Alex Linkston ( <b>Chair</b> )	Mrs Jane Grant
	Dr Graham Foster	Mrs Fiona Ramsay
	Mrs Helen Kelly	Miss Tracey Gillies
	Professor Angela Wallace	Mr James King
	Mr Tom Hart	Mrs Julia Swan
	Dr Stuart Cumming	Ms Fiona Gavine
	Mr John Ford	

<b>In Attendance</b>	Ms Elaine Vanhegan, Head of Performance and Governance
	Mrs Elsbeth Campbell, Head of Communications
	Mrs Kathy O'Neill, General Manager, CHP
	Mr David McPherson, General Manager, Surgical Directorate
	Ms Mary Scott Watson, Health Promotion Officer (for item 6.1)
	Ms Pamela Vannan, Health Promotion Officer (for item 6.1)
	Ms Sarah Dickie, Head of Nursing (shadowing Angela Wallace)
Mrs Sonia Kavanagh, Corporate Services ( <i>minute</i> )	

#### **1. APOLOGIES FOR ABSENCE**

Apologies for absence were intimated on behalf of Dr Allan Bridges, Mrs Joanne Chisholm, Councillor Corrie McChord, Councillor Les Sharp and Mr Tom Steele.

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

There were no declarations of interest.

#### **3. MINUTE OF FORTH VALLEY NHS BOARD MEETINGS**

##### **3.1 Minute of Forth Valley NHS Board meeting held on 26 January 2016**

The minute of the Forth Valley NHS Board meeting held on 26 January 2016 was approved as a correct record.

##### **3.2 Minute of Forth Valley NHS Board special meeting held on 18 March 2016**

The minute of the Forth Valley NHS Board special meeting held on 18 March 2016 was approved as a correct record, subject to the following amendment:

Page 5, 2<sup>nd</sup> paragraph: '....achievement which would reduce reliance on private sector and waiting list initiatives'

#### **4. MATTERS ARISING FROM THE MINUTE**

There were no matters arising from the minute.

## 5. QUALITY AND SAFETY

### 5.1 Patient Story

Professor Angela Wallace, Director of Nursing introduced a presentation detailing a couple's experience as the husband tried to care for his wife when she was discharged from Falkirk Community Hospital. On her discharge, due to her poor mobility the lady was unable to use her stair lift and therefore had to remain in her bedroom upstairs. This led to her feeling isolated and also caused further strain on her husband's health as he frequently had to go upstairs to attend to her.

NHS Forth Valley's Rehabilitation and Assessment in the Community and Home (ReACH) Team worked with the family to convert the dining room into a bedroom. They arranged for all necessary equipment to be installed and with assistance of the Scottish Ambulance Services the lady was moved downstairs to her new room downstairs.

The ReACH Team continued to provide ongoing help and assistance for the couple, the strain on the husband was reduced and the lady felt part of her family again.

The NHS Board acknowledged how simple interventions could lead to a significant difference to the couple's lives. It provided a valuable example of how integration could work when services were "joined up".

### 5.2 National Healthcare Associated Infection Reporting Template (HAIRT)

The NHS Board considered a paper "National Healthcare Associated Infection Reporting Template", presented by Dr Graham Foster, Director of Public Health and Strategic Planning.

Dr Foster highlighted various updates relating to infection prevention and control and noted the encouraging figures.

The number of Staphylococcus aureus bacteraemia (SABs) for this financial year to date was 81 with 3 reported SABs for February 2016. The number of Clostridium difficile infection (CDI) also remained low with 2 for February 2016. There were 4 cases of Device Associated Bacteraemia for the same period and no HAI related deaths.

Estate and Cleaning Compliance figures remained at acceptable levels, although the older Community Hospital properties had a greater degree of challenge in terms of environment. Senior staff had completed walkrounds at both Bellsdyke and Stirling Community Hospitals.

Ward Visits showed a reduction in the total non compliances for February 2016 with 154 compared to 222 in the previous month. The increase in invasive devices infection was attributed to incomplete urinary catheter insertion/maintenance bundles in Units 1, 2 and 5, Falkirk Community Hospital. The HAI Quality Improvement Facilitator had since provided relevant training to staff.

Following Mr Ford's query at the last Board Meeting regarding reasons for the increasing trend of non compliance with Safe Disposal of Waste, he raised again whether this had been investigated. Dr Foster confirmed this had been done and it had been highlighted that sharps containers had a shelf life and should be removed within the timeframe even if they were not full. Relevant training had been provided and Dr Foster confirmed he would send all the appropriate information to Mr Ford.

The NHS Board noted the report and progress to date.

### **5.3 NHS Forth Valley Children and Young Persons Strategic Framework 2015-2018**

The NHS Board considered a paper “NHS Forth Valley Children and Young Persons Strategic Framework 2015-2018”, presented by Professor Angela Wallace, Director of Nursing.

Professor Wallace outlined the high level Strategic Framework for NHS Forth Valley to further improve the health and wellbeing of children and young people up to 18 years of age. The key objectives of the strategic framework were highlighted and had been aligned to ensure consistency with the accompanying Action Plan. As preparation for the implementation of the Children and Young People (Scotland) Act 2014 and to embed the various aspects of Getting It Right For Every Child (GIRFEC), the Action Plan would be subjected to further iteration over the coming months.

Professor Wallace, GIRFEC Lead for NHS Forth Valley, also highlighted the significant work required and the challenges to ensure there were sufficient Health Visitors to meet the demands of the “Named Person” service by August 2016.

In response to Mr Hart’s query whether the Universal Pathway for Health Visitors would work into this, Professor Wallace confirmed that while it was driven through the nursing group, Health Visitors would be integral to the Strategic Framework.

Mrs Swan requested further clarification on what the ‘cognisance of the possible effects on associated services such as Child Protection and School Nursing’ referred to. Professor Wallace confirmed that while the model developed would involve all front line staff, there would be an effect on all staff groups, although as yet unclear to what degree. It was hoped that with the Named Person and Universal Pathway children would be seen regularly and in a methodical way which would reduce the need for Child Protection.

In response to Ms Gavine’s query regarding the changes within the Framework, Professor Wallace highlighted that although various elements had been brought to the Board previously, this was the first time they had been delivered in a systematic format which could be driven forward. Ms Gavine also enquired how the framework would enable children to be healthier, to which Dr Foster highlighted the focus on the priority to ensure all children had the best possible life they could.

Mrs Grant highlighted that while the Framework was to be commended, the Action Plan would need further detail on the specific individuals involved and expected outcomes. Mr Linkston suggested that it would be beneficial for “NHS Forth Valley Children and Young Persons Strategic Framework 2015-2018” to be reported to the NHS Board (bi-annually), to monitor progress and impact.

The NHS Board approved the Strategic Framework and agreed further updates to the Action Plan would be presented to the Corporate Management Team and NHS Board as appropriate.

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

### **6.1 Play Mentor Programme**

The NHS Board considered a presentation “Play Mentor Programme”, presented by Dr Graham Foster, Director of Public Health and Strategic Planning.

Dr Foster introduced the Play Mentor Programme and highlighted how this connected to the 3 pillars outlined in the Report of the Director of Public Health 2013-2015.

Ms Scott Watson and Ms Vannan outlined the Play Mentor Programme which had been running for 2 years. The small scale programme provided an opportunity for S3-S4 girls in

Clackmannanshire to be 'successful' and raise their expectations around their own capabilities and future. Preparation for their placements included a full day at Forth Valley College, where they learned about child development and the importance of play, and a residential placement to improve their leadership and team-building skills. The girls also received ongoing support during their placements at nursery and primary schools.

Ms Vannan outlined the benefits and positive impact the programme had on the girls' lives and future aspirations. Although they had not enjoyed school they had worked well in a college environment and received excellent feedback from placements and Forth Valley College. Work was progressing to develop a 3 year plan, source funding and to consider accreditation for the programme.

The NHS Board noted the impressive results and in response to Mrs Ramsay's query regarding a follow up with the girls to monitor positive destinations when they had left school, Ms Scott Watson confirmed this was planned. Mr Ford also enquired whether there were any intentions to roll this programme out for young men and was informed that while it was a viable option it would be completed through a separate group to the girls.

The NHS Board thanked Ms Scott Watson and Ms Vannan for the inspiring presentation and acknowledged the excellent work involved and the impact an alternative technique of learning could provide.

## **7. CORE PERFORMANCE**

### **7.1 Executive Performance Report**

The NHS Board considered a paper "Executive Performance Report", presented by Mrs Jane Grant, Chief Executive.

Mrs Grant highlighted that since the last NHS Board meeting a number of key national reports and strategies had been published and time would be taken at a future Board Seminar to review NHS Forth Valley's position against them. It was positive to note that the themes developed locally through the Clinical Services Review (CSR) process aligned well with the various publications and the draft Healthcare Strategy would be developed to incorporate and reflect the content of these key reports.

As agreed at the NHS Board meeting in January 2016, delegated authority was given to the Performance and Resources Committee to approve the draft Local Delivery Plan (LDP) for 2016/17. The Committee had reviewed and approved the draft for onward submission to the Scottish Government Health and Social Care Directorate (SGHSCD). The final LDP was scheduled for submission by end of May 2016 with any Scottish Government comments incorporated.

Mrs Grant reported a positive engagement with the Scottish Government for the Mid Year Review. The agenda covered a range of strategic issues and progress against key targets. A number of actions were agreed and the formal Scottish Government letter would be shared once received.

Although overall performance remained positive through the period, with RAG status within the Balance Scorecard mainly green or amber, there remained challenges in respect of some key access targets. In terms of the emergency access, the February 2016 position was 94.1% Board wide; MIU 99.9%, ED 92.6% with 17 eight hour and no twelve hour breaches. Performance was variable with both 'wait for bed' and 'wait for first assessment' breaches. Work continued to address specific issues as they arose.

The 18 week Referral to Treatment (RTT) position in January 2016 was 87.9% against a national position of 86.7%. Significant activity was in place to reduce the number of patients waiting over 12 weeks from 3000 in December 2015 and January 2016 to 2000 by end of March 2016.

The Treatment Time Guarantee (TTG) was also proving to be challenging with 74 inpatient/daycases with completed waits over 12 weeks for the period 1 January – 29 February 2016. An action plan was being taken forward to address issues across all specialities.

In February 2016 Psychological Therapies continued to improve with 81.3% of patients treated within the 18 week referral. Child and Adolescent Mental Health Services (CAMHS) had seen an increase in RTT performance in January 2016 to 61.1%, however the performance to the end of February 2016 had dropped to 35.6%. This was partly due to the additional activity with both services seeing a rise in referral numbers, reflecting a national trend.

An improving position for delayed discharges was highlighted, with delays over 14 days at the February 2016 census reported at 20 against a zero standard. Delayed discharges remained a standing agenda item on the Integration Joint Boards (IJBs) and significant effort was required to achieve and sustain improvement.

The Finance Report for period ending 29 February 2016 reported a balanced position in both revenue and capital, with a projected out-turn of a surplus of £0.200m for revenue and break even for capital. This would be reported later in the agenda.

Mrs Grant went on to report that Maggie's had appointed Ms Liz MacMillan as Centre Head of the new Maggie's Forth Valley Centre, which would be the 20<sup>th</sup> Centre for Maggie's, opening in their 20<sup>th</sup> anniversary year. Mrs Grant also highlighted that two teams had been short listed for this year's British Medical Journal Awards; a team led by Professor Malcolm Macleod, Professor of Neurology and Translational Neuroscience for a referral system for neurology input (Neurology Liaison Service) and the Scottish Centre for Simulation and Clinical Human Factors for designing and delivering new courses for Emergency Medicine teams. There were also nominees for National Awards due in May 2016; Bryan Hynd for Advancing Healthcare Award and the Mental Health Nurses for an RCN Award.

Mrs Grant reported on the Balance Scorecard and Performance Summary, highlighting particular areas of note.

### **Safe**

The total numbers of SABs and CDI remained low for February 2016, as previously discussed in the agenda. There were no real changes with particular issues covered in the agenda.

### **Person Centred**

Clinical Quality Indicator (CQI) compliance for February 2016 was; Falls 98.7%, Pressure Area Care 96.5% and Food, Fluid and Nutrition 95.2%, all against a target of 95%. Work was underway to review the metrics in respect of nutrition and identifying patients at risk of malnutrition in the community.

Challenges remained to deliver the LDP standard of 4% for Attendance Management, with the absent rate for January 2016 at 5.72% against the average Scotland position of 5.53%.

The annual Knowledge Skills Framework development reviews completed on eKSF showed a position of 76% at February 2016 against a target of 80%. Necessary attention would be required to achieve the standard and ensure staff development.

The Stroke Care Bundle position at February 2016 was 79.4% against a local trajectory of 80%. The complexities of calculation across the 4 key elements within the Stroke Care Bundle remained a challenge to achieving and maintaining the target but there had been overall improvement in the year.

The 20 day response time for complaints was 89.7% excluding prisons and 100% for prison complaints, both against the local target of 80%. Work continued to support the reduction in the number of complaints and the focus on complaints regarding communication and staff attitude.

### **Equitable**

The Smoking Cessation target to sustain and embed successful smoking quits, at 12 weeks post quit, in the 40% most deprived SIMD areas was 219 for 2015/16. Data extracted at 3 March 2016 highlighted 175 quits had been achieved which reflected 80% of the full year target. It was anticipated that the full target would be achieved by the year end.

The February 2016 management position for NHS Forth Valley highlighted an extremely positive position with 94.3% of pregnant women booked for antenatal care by 12 weeks, ahead of the 80% target.

### **Timely**

The NHS Board noted that further detail would be provided under item 7.3, Waiting Times Report.

### **Effective and Efficient**

The Delayed Discharge position was considered, with 20 patients reported against a zero standard and the decrease to 800 from 1050 for the total bed days lost. Although improvements were welcomed it was agreed that ongoing focus would be required.

The NHS Board noted the information contained in the Chief Executive's Summary and acknowledged the national recognition received across a wide range of services with the various award nominations. The main areas highlighted in the Balanced Scorecard and Performance Summary were also noted.

## **7.2 Financial Monitoring Report**

The NHS Board considered a paper "Financial Monitoring Report", presented by Mrs Fiona Ramsay, Director of Finance.

Mrs Ramsay provided a summary of the financial position for NHS Forth Valley to 29 February 2016 and the balanced financial position reported for both revenue and capital.

The forecast out-turn position remained a projected surplus of £0.200m for revenue and the risks in arriving at the out-turn included capacity pressures, delivery of access targets, non-core workforce costs and the Directorate overspend positions for Surgical and Medical Directorates.

Funding for partnership working was highlighted including Transitional Funds, Delayed Discharges and Integrated Care Funding. These were transferred to the relevant body as approved plans were implemented, with NHS Forth Valley retaining responsibility to manage these funds between financial years. The majority of 'Funding yet to be distributed' outlined was contained within this category.

Current year cash saving requirements (CRES) were reflected in the financial position and overall savings delivery plans remained on track. There were some areas where this had not been

achieved and alternatives found to ensure pressures were met. Significant work continued to identify recurrent cash savings for 2016/17. The NHS Board had received a further update in March 2016 outlining current savings plans against the 6% (£27m) required in 2016/17. There remained an overall £5m recurrent cash savings still to be identified and a financial risk of between £10m and £12m for 2016/17.

The proposed resource transfer from NHS Forth Valley to Integration Joint Boards (IJBs) had been considered and approved at a NHS Board special meeting on 18 March 2016.

The latest guidance received from SGHSCD required the Local Delivery Plan (LDP) submission of draft plans by March 2016, with final Plans requested by end of May 2016.

The NHS Board noted:

- The balanced revenue and capital positions to February 2016, with a projected surplus of £0.200m for revenue and balanced for capital outturn to end of March 2016.
- The ongoing work to finalise the 2016/17-2020/21 Financial Plan and significant financial challenges ahead.

### **7.3 Waiting Times Report**

The NHS Board considered a paper "Waiting Times Report", presented by Mr David McPherson, General Manager.

Mr McPherson provided an update on the NHS Board's position in relation to a range of access targets established by the Scottish Government.

In January 2016 the 18-week RTT was 87.9% against the national performance of 86.7%. The number of outpatients with ongoing waits over 12 weeks increased from 3146 in January to 3239 in February 2016. The main challenges were in 11 particular specialties which would be dealt with through the provision of additional capacity or in the case of smaller specialities, optimising capacity.

Treatment Time Guarantee (TTG) compliance remained positive compared to the national average. However, there had been 74 breaches since 1 January 2016; the main challenges included Orthopaedic, ENT and General Surgery and a capacity planning exercise was underway to review core capacity across the service and ensure a sustainable position. Immediate action to address the position included running additional theatre sessions.

Radiology had remained compliant with the 42 day waiting time standard and Drug and Alcohol services had also continued to maintain compliance against the 3 week waiting time standard.

The number of patients waiting over 6 weeks for an endoscopy reduced slightly to 109 in February 2016 with measures in place to reduce this further.

The outpatient appointment DNA rate for January 2016 was 8.8%. It was anticipated that the action plan to further reduce this would be presented to the Performance and Resources Committee meeting in April 2016.

In February 2016 CAHMS treated 35.6% of patients against the 18 weeks RTT standard of 90%. Psychological Therapy Services had treated 87.6% patients against the same standard. As previously highlighted there was a notable increase in activity in CAMH, likely to be contributing to the fall in the RTT.

The NHS Board noted the Waiting Times Report, acknowledged the progress made and the remaining challenges to date.

## 8. STRATEGIC PLANNING AND DEVELOPMENT

### 8.1 Financial Plan

The NHS Board considered a paper “Financial Plan”, presented by Mrs Fiona Ramsay, Director of Finance.

Mrs Ramsay outlined the Strategic Financial Plan for 2016/17-2020/21 highlighting the following areas:

- NRAC(National Resource Allocation Committee) and uplifts
- Share of £250m, Alcohol and Drug Partnerships and Bundled Allocations
- Integration Joint Boards
- Operational Budgets
- Pay, Prices Prescribing and PFI
- Managing existing and future pressures
- National Regional and Local issues
- Savings Requirement and Plans
- Summary Risk Schedule
- Future years.

The NHS Board approved the Financial Plan as set out in Annex A of the papers and the Savings Plans set out in Annex B, recognising that work was ongoing to meet the ‘yet to be identified’ savings of £4.923m and noted an estimated financial risk of between £10m and £12m for 2016/17.

The NHS Board agreed that the final Financial Plan for 2016/17 would be considered at the NHS Board meeting on 31 May 2016. This would include the savings proposals to meet the £4.923m yet to be identified and proposals to mitigate the estimated risk of £10m to £12m.

### 8.2 Primary Care Workforce Challenges

The NHS Board considered a paper “Primary Care Workforce Challenges”, presented by Mrs Fiona Ramsay, Director of Finance.

Mrs Ramsay provided a brief summary on the current position to address the local implications of the national challenge in respect of the primary care workforce. There had been no major changes, however, Mrs Ramsay highlighted the locality meeting held in early March 2016 to discuss the support across other practices within the Stenhousemuir Health Centre. Notification had been received by SGHSCD regarding further potential funding for Primary Care Transformation and Primary Care Funding for Mental Health Services. These funds were for a maximum of 2 years although there was no guarantee that these amounts would be made available or that every NHS Board would receive funding.

The NHS Board noted the report.

### 8.3 Health and Social Care Integration

The NHS Board considered a paper “Health and Social Care Integration”, presented by Mrs Kathy O’Neill, General Manager.

Mrs O’Neill updated the NHS Board on progress with the implementation of Health and Social Care Integration in Forth Valley. Significant work was on going to ensure all necessary governance and financial frameworks were in place to support the delegation of functions from 1 April 2016.

Strategic Needs Assessments had been produced for both IJBs and would be published on the Integration website along with the Strategic Plans. Mr Ewan Murray had been appointed as Interim Chief Finance Officer (CFO) for Falkirk IJB in addition to his appointment as Interim CFO for Clackmannanshire and Stirling IJB. Both interim positions were until October 2016 and during this time both Partnerships would consider the content of the role moving forward.

The NHS budget model to support due diligence process had been prepared in line with the national guidance from the Integrated Resource Advisory Group (IRAG) and the methodology used was agreed through the finance work stream and both IJBs. The model had been revised to take account of agreements to move community hospitals from set aside to operational element subject to a formal agreement on the use of the beds across the Community Hospitals. As previously highlighted, the budget model indicated a difference in resource utilisation by population of the partnerships in comparison to NRAC weighted population data. This would be monitored and reviewed during 2016/17 with a recommendation for 2017/18 to be considered. Initial Budgets were agreed for both IJBs at a NHS Board special meeting on 18 March 2016. Mrs Grant emphasised the need to monitor this in line with population projections to maintain the reliability of services across Forth Valley.

The Community Health Partnership (CHP) would stand down as of 1 April 2016, but would continue to deliver operational services as the 'Community Services Directorate' from that date. Discussions were ongoing to determine which services would benefit from being operationally integrated within the Health and Social Care Partnerships and the Community Services Directorate would provide operational management and stability for services meantime and during any transitions. The NHS Board discussed resourcing effectively to manage pressures which were part of the Transformational Change and Mrs Kelly confirmed this message had been re-affirmed to the Joint Staff Forum.

Mrs O'Neill highlighted that a celebration of the 10 year contribution of CHPs would take place on 1 April 2016, hosted by the NHS Board Chairman, Mr Alex Linkston. This would provide an opportunity to thank partners, staff and Public Partnership Forum members who had contributed to the work of the CHP in the last decade. Artwork had been commissioned to acknowledge the changes in services over the years.

The NHS Board noted the progress with Health and Social Care Integration and acknowledged the contribution of CHPs over the last 10 years.

## **9. GOVERNANCE**

### **9.1 Standing Order (including Scheme of Delegation and Standing Financial Instructions)**

The NHS Board considered a paper "Standing Orders", presented by Mrs Fiona Ramsay, Director of Finance.

Mrs Ramsay outlined the revisions to the Standing Orders, Standing Financial Instructions (SFIs) and Scheme of Delegation to reflect Health and Social Care Integration arrangements and other general updates. The update had been considered by the Audit Committee on 18 March 2016 with 1 amendment proposed ie a requirement that the Cabinet Secretary approved any new appointments of Vice Chair. The amendment had now been incorporated into the Standing Orders.

The NHS Board approved the updated Standing Orders including the Scheme of Delegation and Standing Financial Instructions.

### **9.2 Review of Committee Membership**

The NHS Board considered a paper “Review of Committee Membership”, presented by Mrs Jane Grant.

Mrs Grant outlined the key amendments to the NHS Forth Valley Board Committee membership and the Committee Structure and confirmed an updated Committee Structure would be circulated. In particular she highlighted that Dr Allan Bridges and Dr Stuart Cumming’s appointment to the Forth Valley NHS Board would end on 31 March 2016.

Dr James King had been appointed to the NHS Board as of 1 April 2016 in his role as the new Chair of the Area Clinical Forum. Mrs Joanne Chisholm’s appointment as non executive Board member replaced that of the late Mr Charlie Forbes.

The NHS Board approved the ongoing appointment of Mr Jim King as Vice Chair and Mr John Ford as Chair of the Staff Governance Committee and noted the Committee Structure and proposed Committee Membership as outlined in the paper.

The NHS Board acknowledged the work and efforts of Dr Bridges and Dr Cumming to the NHS Board and their positive contributions and assistance over the years.

### **9.3 Governance Committee Minutes**

The NHS Board considered the “Governance Committee Minutes” as follows.

#### **9.3.1 Clinical Governance – 15 January 2016**

The NHS Board noted the minute of the Clinical Governance Committee meeting held on 15 January 2016.

#### **9.3.2 Performance and Resources Committee – 23 February 2016**

The NHS Board noted the minute of the Performance and Resources Committee meeting held on 23 February 2016.

#### **9.3.3 Endowment Committee – 22 January 2016**

The NHS Board noted the minute of the Endowment Committee meeting held on 22 January 2016.

#### **9.3.4 Audit Committee – 22 January 2016**

The NHS Board noted the minute of the Audit Committee meeting held on 22 January 2016.

#### **9.3.5 Staff Governance Committee – 15 March 2016**

Mr John Ford highlighted the Modern Apprentices Event held and their complimentary comments regarding the training provided by NHS Forth Valley.

The NHS Board noted the minute of the Staff Governance Committee meeting held on 15 March 2016.

### **9.4 Governance Committee Annual Reports**

The NHS Board considered the “Governance Committee Annual Reports” as follows.

#### **9.4.1 Annual Report of the Clinical Governance Committee 2015-2016**

Mrs Swan reported on the positive year and the progress made on a range of activities relating to the objectives; System Assurance and Public Health Governance.

The NHS Board noted the Annual Report of the Clinical Governance Committee 2015-2016.

#### **9.4.2 Annual Report of the Endowment Committee 2015-2016**

The NHS Board noted the Annual Report of the Endowment Committee 2015-2016.

#### **9.4.3 Annual Report of the Audit Committee 2015-2016**

The NHS Board noted the Annual Report of the Audit Committee 2015-2016.

#### **9.4.4 Annual Report of the Performance and Resources Committee 2015-2016**

The NHS Board noted the Annual Report of the Performance and Resources Committee 2015-2016.

#### **9.4.5 Annual Report of the Staff Governance Committee 2015-2016**

The NHS Board noted the Annual Report of the Staff Governance Committee 2015-2016.

#### **9.4.6 Annual Report of the Area Clinical Forum 2015-2016**

The NHS Board noted the Annual Report of the Area Clinical Forum 2015-2016.

### **10. ANY OTHER COMPETENT BUSINESS**

There being no other competent business, the Chairman closed the meeting at 11.50am.

## FALKIRK INTEGRATION JOINT BOARD

**Minute of Meeting of the Falkirk Integration Joint Board held in the NHS Forth Valley Royal Hospital, Larbert on Friday 3 June 2016 at 10.30am.**

**Voting Members:**

Allyson Black (Chairperson)  
Graham Foster (substitute)  
Dennis Goldie  
James King (Vice-Chairperson)  
Alex Linkston  
Charles MacDonald (substitute)  
Pat Reid (substitute)  
Julia Swan

**Non-voting Members:**

Sandra Burt, Staff Representative, Falkirk Council  
Claire Bernard, Third Sector Interface (substitute)  
Patricia Cassidy, Chief Officer  
Rita Ciccu-Moore, Nursing Representative (substitute)  
Claire Crossan, Carer Representative  
Leslie Cruickshank, GP Medical Representative  
Tracey Gillies, Medical Representative  
Jane Grant, Chief Executive, NHS Forth Valley  
Sara Lacey, Chief Social Work Officer (substitute)  
Ewan Murray, Chief Finance Officer  
Martin Murray, Service User Representative  
Mary Pitcaithly, Chief Executive Falkirk Council  
Angela Price, Third Sector Representative

**Officers:**

Caroline Binnie, Communications & Participation  
Manager, Falkirk Council  
Nicholas Burgess, Service Manager, Falkirk Council  
Fiona Campbell, Head of Policy, Technology and  
Improvement, Falkirk Council  
Hugh Coyle, Corporate Risk Co-ordinator, Falkirk  
Council  
Jack Frawley, Committee Services Officer, Falkirk  
Council  
Jennifer Litts, Head of Housing, Falkirk Council  
Joe McElholm, Head of Social Work Adult Services,  
Falkirk Council  
Morag McLaren, Associate Director of HR;  
Organisational Development & Learning, NHS Forth  
Valley  
Colin Moodie, Depute Chief Governance Officer,  
Falkirk Council  
Kathy O'Neill, Community Services Directorate  
General Manger, NHS Forth Valley  
Bryan Smail, Chief Finance Officer, Falkirk Council  
Robert Stevenson, Senior Planning Manager, NHS

Forth Valley  
Suzanne Thomson, Programme Manager (Health &  
Social Care Integration)  
Dawn Wheildon, Project Manager, Falkirk Council

### **IJB1. Apologies**

Apologies were received on behalf of Councillor Linda Gow, Tom Hart, Karen Herbert, Kathy McCarroll and Angela Wallace.

### **IJB2. Declarations of Interest**

No declarations were made.

### **IJB3. Minute**

#### **Decision**

**The minute of meeting of the Integration Joint Board held on 24 March 2016 was approved.**

Sandra Burt and Claire Crossan entered the meeting prior to consideration of the following item.

### **IJB4. Strategic Plan**

The Integration Joint Board considered a report by the Chief Officer which provided an update on the progress with the strategic plan and arrangements required to support the developments. Patricia Cassidy provided an overview of the report.

#### **Decision**

**The Integration Joint Board:-**

- (1) requested a further update to a future meeting;**
- (2) noted the progress with the development of the local delivery plan;**
- (3) agreed that the Chief Officer develops a joint management structure across the partnership as detailed in section 5.1 of the report, and**
- (4) approved the pilot of locality arrangements in Denny / Bonnybridge / Larbert / Stenhousemuir as detailed in section 7 of the report.**

**IJB5. NHS Forth Valley Community Services Directorate**

The Integration Joint Board considered a report by the Community Services Directorate General Manager which confirmed to the board the operational arrangements for community health services following the disestablishment of the community health partnership on 1 April 2016. Kathy O'Neill provided an overview of the report.

**Decision**

**The Integration Joint Board noted the report.**

**IJB6. Budget Recovery Plan**

The Integration Joint Board considered a report by the Chief Finance Officer which provided an update of the progress of development of a budget recovery plan. Ewan Murray provided an overview of the report.

The board noted the information and the progress towards closure of the Oakbank and Summerford Care Homes and raised the need for mitigation measures to be in place in advance of winter pressures. The Chief Officer advised that bed modelling would be undertaken to mitigate concerns.

Mr Linkston raised the continued use of Ward 5 due to high demand and advised that this was an unfunded cost for the Heath Board and it was necessary to identify funding for it. The Chairperson noted that there was no information before the Board that would allow it to take a decision on the matter raised. The Chief Officer advised that the issue could be addressed through the Leadership Group with a view to identifying a proposal for the Board at its August meeting.

**Decision**

**The Integration Joint Board noted:-**

- (1) the 2015/16 outturn;**
- (2) the 2016/17 pressures, projections and issues relating to savings delivery;**
- (3) the updated estimates of cost in relation to the National Care Home Contract and the living wage;**
- (4) the work underway to address the projected overspend in Adult Social Care Services and approved the provision of £1m from the balance of the integration fund to cover this risk contingent on efforts being continued to address the overspend;**

- (5) the terms of reference for the Leadership Group;
- (6) the development of the financial sustainability elements of the strategic risk register,
- (7) the ongoing development of assurance, controls and reporting arrangements;
- (8) agreed that bed modelling work should be undertaken in relation to the closure of Oakbank and Summerford and that the Leadership Group be remitted to consider the funding of Ward 5 with a view to reporting back to the next meeting.

Councillor Goldie entered the meeting and Councillor MacDonald left the meeting prior to consideration of the following item of business.

### **IJB7. Partnership Funding**

The Integration Joint Board considered a report by the Chief Officer which provided findings and recommendations regarding partnership funding including the: Integrated Care Fund, Delayed Discharge Fund and Bridging Fund. Suzanne Thomson provided an overview of the report.

#### **Decision**

#### **The Integration Joint Board:-**

- (1) noted the current financial position detailed in section 4 of the report;
- (2) noted the approval of interim funding of up to 6 months by the Chief Officer, in discussion with the Chair and Vice-chair and Chief Executives, for projects with an end date of 30 March 2016;
- (3) approved the draft Integrated Care Fund end of year report for submission to the Scottish Government;
- (4) noted the findings of the review of partnership funding and remitted the Chief Officer to develop a strategic approach to intermediate care pathways, including frailty and reablement; and to review partnerships arrangements for commissioning services to Third Sector organisations;
- (5) approved the revised governance and monitoring arrangements described in section 8 of the report and remitted the Chief Officer to immediately implement these;
- (6) approved the allocation of partnership funds for initiatives with an end date of, or before, 30 September 2016, and

- (7) **remitted the Chief Officer to initiate commissioning discussions with a view to presentation of further commissioning proposals to the IJB in August 2016.**

#### **IJB8. Support Services, and Recruitment to the Post of Chief Finance Officer**

The Chair advised that these items had been deferred to the meeting of the next meeting of the board in August 2016.

#### **IJB9. Strategic Risk Register**

The Integration Joint Board considered a report by the Chief Officer which provided a draft strategic risk register for approval. Ewan Murray provided an overview of the report.

##### **Decision**

##### **The Integration Joint Board:-**

- (1) **approved the strategic risk register appended to the report;**
- (2) **agreed to review the strategic risk register as part of the Board's broader governance arrangements;**
- (3) **noted that risk management training would be included within the Board's development programme, and**
- (4) **noted that the risk landscape and governance structures are still developing and that there the strategic risk register will continue to evolve.**

#### **IJB10. IJB Audit Committee and Internal Audit Planning**

The Integration Joint Board considered a report by the Chief Finance Officer and the Chief Governance Officer which presented proposals for establishment of an audit committee. Ewan Murray provided an overview of the report.

##### **Decision**

##### **The Integration Joint Board:-**

- (1) **agreed the remit for the audit committee as appended to the report;**
- (2) **agreed that the Vice Chairperson would discuss the composition of the committee with the Chief Finance Officer and the Chief Governance Officer outwith the meeting and that detailed proposals would be made to the next meeting of the board;**

- (3) **noted the internal audit planning work as detailed in section 4 of the report, and**
- (4) **delegated authority to the audit committee to consider and approve the 2015/16 accounts to allow approval by 30 September 2016.**

#### **IJB11. Audit Scotland Report**

The Integration Joint Board considered a report by the Chief Officer which advised the board of the publication of the Audit Scotland report “Changing Models of Health and Social Care” published March 2016. A copy of the Audit Scotland report was appended to the report. Patricia Cassidy provided an overview of the report.

##### **Decision**

**The Integration Joint Board noted the report.**

#### **IJB12. Health and Social Care Integration Programme Plan Update**

The Integration Joint Board considered a report by the Chief Officer which provided an update on the progress of the work to implement health and social care integration. Suzanne Thomson provided an overview of the report.

##### **Decision**

**The Integration Joint Board noted the report.**

#### **IJB13. Joint Inspection Improvement Report and Progress Update**

The Integration Joint Board considered a report by the Head of Social Work Adult Services and the Community Services Directorate General Manager which provided an update on the work undertaken to implement recommendations from the joint inspection of services for older people in Falkirk. Joe McElholm provided an overview of the report.

##### **Decision**

**The Integration Joint Board noted the report.**

#### **IJB14. Delayed Discharge**

The Integration Joint Board considered a report by the Community Services Directorate General Manager and the Head of Social Work Adult Services which provided an update on the progress toward meeting the national target that no-one who is ready for discharge should be delayed by more than 2 weeks. Kathy O’Neill provided an overview of the report.

**Decision**

**The Integration Joint Board noted the report.**

**IJB15. Code of Conduct**

The Integration Joint Board considered a report by the Chief Governance Officer which presented a code of conduct for consideration and provided advice on the implications of its approval by Scottish Ministers, particularly in relation to registration of interests. The report also proposed the appointment of a standards officer. Colin Moodie provided an overview of the report.

**Decision**

**The Integration Joint Board agreed:-**

- (1) the code of conduct appended to the report for submission to Scottish Ministers, and**
- (2) that the senior officer providing governance support to the Board will act as the standards officer.**

**IJB16. Equality Outcomes and Mainstreaming Report**

The Integration Joint Board considered a report by the Chief Officer which provided information on the Equality Outcomes and Mainstreaming Report will all Integration Joint Boards were required to publish by 30 April 2016. Colin Moodie provided an overview of the report.

**Decision**

**The Integration Joint Board noted the report.**

**IJB17. IJB Communications Action Plan**

The Integration Joint Board considered a report by the Chief Officer which provided a framework and protocol for internal and external communication by the IJB. Caroline Binnie provided an overview of the report.

**Decision**

**The Integration Joint Board agreed the action plan for internal and external communications.**

**IJB18. Development of IJB Visual Identity**

The Integration Joint Board considered a report by the Chief Officer which provided background to the development of a consistent visual identity for the Falkirk Health and Social Care Partnership and the benefits this would bring. Caroline Binnie provided an overview of the report.

**Decision****The Integration Joint Board:-**

- (1) agreed that a visual identity should be developed for the Falkirk Health and Social Care Partnership;**
- (2) agreed that the development process set out at section 4 of the report should be followed, and**
- (3) noted that a presentation on the visual identity will be brought forward to the December IJB for approval.**

**IJB19. Integration Joint Board Development Programme**

The Integration Joint Board considered a report by the Chief Officer which provided a summary of the outputs from the Board development session held on 3 December 2015 and considered the future development needs of the Board. Morag McLaren provided an overview of the report.

**Decision****The Integration Joint Board:-**

- (1) agreed the production of a development plan for the Board as detailed in section 4.3 of the report which would include a set of priority activities and sessions designed to ensure the Board's effectiveness in its duties over the duration of 2016 – 2018, and**
- (2) requested that a further report was submitted to the next meeting.**

**IJB20. Implementation of the Carers Act 2016**

The Integration Joint Board considered a report by the Senior Planning Manager which provided an update on the main provisions of the Carers (Scotland) Act 2016 and the implications arising from its enactment from April 2017. Robert Stevenson provided an overview of the report.

**Decision****The Integration Joint Board:-**

- (1) noted the passing of the Carers (Scotland) Act on 4 February 2016;**

- (2) noted the main provisions and implications of implementing the Carers (Scotland) Act 2016, in particular the potential cost pressures, and
- (3) agreed to establish a short life working group to take forward the actions required to meet the duties as described in the Act.

#### **IJB21. Draft Strategic Outcomes & Local Delivery Plan**

The Integration Joint Board considered a report by the Head of Policy, Technology & Improvement which provided an update on the development of the Strategic Outcomes & Local Delivery Plan (SOLD) 2016 - 2020. Fiona Campbell provided an overview of the report.

##### **Decision**

##### **The Integration Joint Board:-**

- (1) noted the draft Strategic Outcomes & Local Delivery Plan as appended to the report;
- (2) noted the role which the IJB will have in supporting the attainment of strategic priorities and local outcomes, particularly in terms of the provision of progress and performance reports to the Community Planning Leadership Board;
- (3) noted the draft delivery structure appended to the report, and
- (4) agreed to integrate as much as possible locality work associated with health and social care integration with work being progressed by the Community Planning Partnership to progress a Locality Planning Framework.

Alex Linkston left the meeting during consideration of the previous item. Graham Foster acted as substitute for the remainder of the meeting.

#### **IJB22. NHS Forth Valley Local Delivery Plan 2016/17**

The Integration Joint Board considered a report by the Director of Public Health and Strategic Planning which presented the NHS Forth Valley Local Delivery Plan 2016/17 following its approval by the NHS Forth Valley Board on 31 May 2016. Graham Foster provided an overview of the report.

##### **Decision**

**The Integration Joint Board noted the NHS Forth Valley Local Delivery Plan 2016/17.**

**IJB23. Housing Contribution Statement**

The Integration Joint Board considered a report by the Director of Corporate and Housing Services which provided an update on the Housing Services contribution to the Strategic Plan through the Housing Contribution Statement. Jennifer Litts provided an overview of the report.

**Decision****The Integration Joint Board:-**

- (1) noted the report;**
- (2) agreed to extend the remit of the Housing Contribution Statement sub group to include representatives from NHS Forth Valley and those Registered Social Landlords providing specialist housing for older or disabled people, and**
- (3) agreed that the opportunities identified at section 6.4 of the report are taken forward through the Housing Contribution sub group and that progress is reported back to the IJB.**

**IJB24. Community Justice Transition Plan**

The Integration Joint Board considered a report by the Chief Officer which provided an update on the progress of the transition from the Fife and Forth Valley Community Justice Authority to the Falkirk Community Justice Partnership. Nick Burgess provided an overview of the report.

**Decision**

**The Integration Joint Board noted the transition arrangements including the new statutory duties placed upon the Integration Joint Board within the Community Justice (Scotland) Act 2016.**