



Falkirk Council

**VOLUME OF COUNCIL
AND COMMITTEE MINUTES**

**VOLUME 1
2017/2018**

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FALKIRK COUNCIL

Minute of meeting of the EDUCATION EXECUTIVE held in the Municipal Buildings, Falkirk on Tuesday 13 June 2017 at 9.30 am.

COUNCILLORS:

David Alexander
Gary Bouse
Provost Tom Coleman
Fiona Collie
Paul Garner
Dennis Goldie
Gordon Hughes
Adanna McCue
Cecil Meiklejohn
Alan Nimmo
John Patrick
Robert Spears

**REPRESENTATIVES
OF RELIGIOUS
BODIES:**

Dr Brendan McGuckin
Rev Michael Rollo
Mrs Maureen Tait

CO-OPTEES:

Jonathan Barclay (Pupil Representative)
Helena Barton (Pupil Representative)

OFFICERS:

Gary Greenhorn, Head of Planning and Resources
David Mackay, Head of Education
Colin Moodie, Chief Governance Officer
Robert Naylor, Director of Children's Services
Brian Pirie, Democratic Services Manager
Karen Thomson, Childcare Provision Co-ordinator

EE1. Apologies

Apologies were intimated on behalf of Fiona Craig and Margaret Smith (teacher representatives).

EE2. Declarations of Interest

No declarations were intimated.

EE3. Minute**Decision**

The minute of the meeting of the Education Executive held on 21 March 2017 was approved.

EE4. Pupil Equity Funding – Local Guidelines

The Executive considered a report by the Director of Children's Services presenting local operating guidelines on the use of Pupil Equity Funding.

As part of the Scottish Attainment Challenge programme, each primary and secondary school received funding from the Pupil Equity fund, the Education Executive had previously been advised of the allocation to each school for 2017/18.

National operating guidance had been issued by the Scottish Government to head teachers. This was to be supplemented by local operating guidance. Draft local operating guidance was presented for approval.

The report set out the accountability and reporting processes which will support head teachers and detailed additional central support which could be requested by head teachers.

Decision

The Education Executive agreed the Falkirk local operating guidance for the Pupil Equity Fund as set out in appendix 1 of the report, noting the associated Scottish Government Grant conditions.

EE5. Early Years Learning and Childcare – Expansion to 1140 hours by 2020

The Executive considered a report by the Director of Children's Services providing an update on additional funding provided by the Scottish Government towards the expansion of early years provision.

Falkirk Council had received an additional £0.653m revenue funding and £1.252m capital funding from the Scottish Government for the expansion of early years provision in 2017/18. The funding must be fully spent in 2017/18. It was likely that further funding would be provided for the period 2018-2021. The aim of guidance issued by the Scottish Government was that authorities make best use of assets by:-

- making full use of all existing assets;

- using what we purchase developing and enhancing use of partner assets; and
- creating what we need creating or building new capacity where gaps exist.

Local Authorities were required to submit an Early Years Expansion Plan to the Scottish Government by 29 September 2017. In addition, Authorities were requested provide an analysis of infrastructure expansion plans and estimated costs and future additional staffing requirements.

The report summarised key considerations in the following areas of service provision:-

- use of private and voluntary sector nurseries;
- use of child-minders;
- early years establishments staffing structures;
- further education increased places and course provision;
- national graduate programme; and
- use of external space for classroom or play provision.

An initial phase of infrastructure projects, which when completed would provide 1140 hours of provision were set out. Projects at Langlees, Slamannan, Easter Carmuir and Avonbridge primary schools were presented for consideration.

Decision

The Education Executive agreed:-

- (1) to note the information and content of the report;**
- (2) the Children's Services revenue and capital expenditure plans for 2017/18 as detailed within the report, and**
- (3) to ask for a further report later in 2017 on the progress of current expansion plans and an update on future infrastructure investment.**

EE6. Statutory Consultation - Permanent Relocation of the Mariner Support Service

The Executive considered a report by the Director of Children's Services proposing that a consultation is undertaken on a proposal to permanently relocate the Mariner Support Service from Weedingshall to the Laurieston Campus.

The Education Executive had agreed, on 29 September 2015 (ref EE28), to purchase the site of the former Focus school with the intent that the Mariner Support Service was transferred from its Weedingshall base to the new site. A temporary relocation was agreed by the Education Executive on 2 February 2016 (ref EE40) and the move had taken place in August 2016.

The Schools (Consultation) (Scotland) Act 2010 required that a statutory consultation takes place in order that the current temporary relocation could be made permanent.

The report set out the benefits of the new campus as well as the limitations of the original Weedingshall site. If agreed, the consultation would run from 23 August until 6 October 2017.

Decision

The Education Executive agreed:-

- (1) to a formal consultation, as detailed in the report, on a proposal to permanently relocate the Mariner Support Service from Weedingshall to the Laurieston Campus, and**
- (2) that a report back from this consultation will come to a future meeting for a decision on the proposal.**

FALKIRK COUNCIL

Minute of meeting of the EXECUTIVE held within the Municipal Buildings, Falkirk on Tuesday 13 June 2017 at 10.50 a.m.

Councillors:	David Alexander	Gordon Hughes
	Gary Bouse	Adanna McCue
	Provost Tom Coleman	Cecil Meiklejohn
	Fiona Collie	Alan Nimmo
	Paul Garner	John Patrick
	Dennis Goldie	Robert Spears

Officers:

Robin Baird, Waste Manager
 Jack Frawley, Committee Services Officer
 Rhona Geisler, Director of Development Services
 Colin Moodie, Chief Governance Officer
 Robert Naylor, Director of Children's Services
 Mary Pitcaithly, Chief Executive
 Stuart Ritchie, Director of Corporate & Housing Services
 Bryan Smail, Chief Finance Officer

EX1. Apologies

There were no apologies.

EX2. Declarations of Interest

No declarations were made.

EX3. Minute

Decision

The minute of the meeting of the Executive held on 21 March 2017 was approved.

EX4. Rolling Action Log

A rolling action log detailing decisions not yet implemented following the previous meeting on 21 March 2017 was provided.

Decision

The Executive noted the rolling action log.

EX5. Valedictory Remarks

The Convener, on behalf of the Executive, thanked Robin Baird, Waste Manager for his service to the Council over many years and wished him well in the future.

EX6. Processing of Blue Bin Material and Charter Compliant Service

The Executive considered a report by the Director of Development Services providing an update on the processing of the Council's blue bin material as well as presenting the next steps to provide a Household Recycling Charter compliant service.

Blue bin material is processed at the Council's bulking facility at Roughmote. The Service is allocated a budget of £280,912 to process the material. The annual cost of processing co-mingled dry recyclate externally ranges from £625,000 to £937,000 based on the Council's current tonnages. The cost of processing the material at Roughmote is in the region of £500,000. Processing internally remains the most cost effective option but is outwith the allocated budget.

Falkirk Council was the first local authority to sign up to the National Household Recycling Charter, which is a fundamental commitment to improve household waste and recycling services. The Council is not currently compliant with the Charter because paper/cardboard and plastics/metals are collected in one container. Non compliance makes the Council ineligible for external funding.

Councillor Garner, seconded by Provost Coleman, moved that the Executive agrees:-

- (1) to authorise the Director of Development Services to submit a funding application to Zero Waste Scotland to allow the authority to provide a Household Recycling Charter compliant collection service;
- (2) to authorise the Director of Development Services to provide details of the funding application outcome and develop an implementation plan for approval at a future meeting, and
- (3) that the said implementation plan is to be informed by the conclusions of a review of the current domestic waste collection and disposal arrangements in place in the Council area. Such review is to incorporate a stakeholder engagement exercise. The review findings are to be reported back to the Executive at the same future meeting referred to in clause 2.

The Executive adjourned at 11.10 a.m. to allow members of the Opposition to consider the terms of the motion and reconvened at 11.20 a.m. with all members present as per the sederunt.

As an amendment, Councillor Goldie, seconded by Councillor Nimmo, moved, in substitution for the motion, that the Executive continues the report to find out where we can draw down the financial resources for this.

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

For the motion (10) – Provost Coleman; and Councillors Alexander, Bouse, Collie, Garner, Hughes, Meiklejohn, McCue, Patrick and Spears.

For the amendment (2) – Councillors Goldie and Nimmo.

Decision

The Executive agreed the motion.

EX7. Falkirk Tax Incremental Finance Initiative and Falkirk Gateway

The Executive considered a report by the Director of Development Services providing an update on the Falkirk Tax Incremental Finance Initiative (TIF), Investment Zone and the Falkirk Gateway including proposals to procure development partners through the establishment of a framework for delivery.

The Falkirk Economic Partnership, involving national economic development agencies, local business representatives and the Council is progressing the development of a business case for the Investment Zone. An outline business case is expected to be submitted to the Scottish and UK Governments later in the year, following consideration by the Executive.

The Council has appointed an agent to market the Gateway site and work is underway to accelerate developer interest. The agent has highlighted the need to establish a framework of development partners which assists delivery of projects and enables the Council to respond to investment enquiries seeking a completed development scheme within a fixed timescale. Council would procure developers via the Official Journal of the European Union. A report on this work would be presented to a future meeting of the Executive for approval.

Decision

The Executive:-

- (1) noted the update of progress of the Falkirk Tax Incremental Finance Initiative and Investment Zone proposals, and**

- (2) agreed to procure a developer framework agreement for the Falkirk Gateway, Tax Incremental Finance Initiative and Investment Zone sites.**

EX8. Financial Outturn 2016/17

The Executive considered a report by the Director of Corporate and Housing Services providing an outturn comparison against the budget for 2016/17. Net expenditure at 31 March 2017 is forecast to be £329.1m which is £3.176m (1%) below the resources available. This represented a movement of £1.151m (0.35%) from the position at January 2017 and was mainly due to favourable movements in Service expenditure.

The report set out the reasons for significant deviations from budget in the following areas:-

- Children's Services – under budget by £0.854m;
- Social Work Adult Services – under budget by £0.533m;
- Development Services – under budget by £0.068m;
- Corporate & Housing Services – under budget by £1.041m.

The budget savings for 2016/17 required Services to reduce staff numbers by c231 full time equivalent (FTE). From March 2016 to March 2017 the Council's workforce had reduced from 6,013 FTE to 5,906 FTE. There were 16 employees seeking redeployment and 137 leaving through voluntary severance in 2016/17.

The Housing Revenue Account was on budget and there was no application of reserves. The projected level of reserves is considered to be prudent to meet future revenue and capital investment requirements being in line with the Scottish average of c10% of annual expenditure.

The General Fund Reserve shows a balance of £11.529m at March 2017. This was £1.479m more favourable than the projected position previously reported and was primarily due to the lower than expected costs relating to compensatory lump sums and equal pay. Further, fees relating to work on the new Council HQ were to be charged to the General Fund in 2016/17 and amounted to £0.480m.

There had been a number of transfers made to the Repairs and Renewals Fund to offset future commitments, including £.0750m for the strategic property review, £0.165m for roads signage and £0.102m for enhancing procurement arrangements.

Decision

The Executive noted the:-

- (1) Council's year-end financial position for 2016/17, and**

- (2) transfers to the Repairs and Renewals Fund and Earmarked Reserves as outlined at Appendix 3 to the report.**

EX9. Treasury Management Annual Review 2016/17

The Executive considered a report by the Director of Corporate and Housing Services presenting the Treasury Management Annual Review 2016/17. Council is required to produce an annual review of treasury management activities together with the prudential and treasury indicators as set out in Regulations issued under the Local Government in Scotland Act 2003.

The report provided a review of:-

- economic and interest rates;
- the borrowing strategy 2016/17 outcome;
- the investment strategy;
- treasury management prudential indicators;
- member training, and
- benchmarking information.

Decision

The Executive:-

- (1) noted the contents of the Treasury Management Annual Review 2016/17, and**
- (2) agreed to refer the report to Council for consideration.**

EX10. Falkirk Townscape Heritage Initiative Update and Steeple End Use Options

The Executive considered a report by the Director of Development Services presenting an update on the progress of the Falkirk Townscape Heritage Initiative (THI) and options for the future use of the Steeple.

The Falkirk THI commenced in 2013 and is due to complete on 30 September 2018. A total of £3.6m of grant funding from Heritage Lottery Fund and Historic Environment Scotland has been awarded to deliver the scheme within Falkirk town centre's conservation area.

The Steeple is a priority project within the Falkirk THI and renovation works were completed in May 2017. The Steeple is a Common Good property, maintained by the Council and leased to Falkirk Community Trust. The premises comprise a ground floor commercial premises, first floor small storage and toilet area, second and third floor restored former prison cells. The report presented three options for the future use of the building:-

- 1) Market the vacant space for lease as a commercial opportunity;
- 2) Falkirk Community Trust retain the lease and formally put in place with the Falkirk Local History Society arrangements for the Society to operate the Steeple as a local heritage space and attraction, and
- 3) Keep the premises vacant while the future use of the Steeple is considered. This can take place in the context of the Council's ongoing Strategic Asset Review.

Decision

The Executive:-

- (1) noted the continued successful delivery of the Falkirk Townscape Heritage Initiative, and**
- (2) approved option 2 for the proposed future use of the Steeple as set out in section 5 of the report, subject to submission of a viable business case for Executive approval.**

EX11. Refurbishment of Arnotdale House, Dollar Park, Falkirk

The Executive considered a report by the Director of Development Services advising of a successful funding bid to the Regeneration Capital Grant Fund for the refurbishment of Arnotdale House and the proposed letting of the property to Cyrenians.

Arnotdale House is a Common Good property and a Grade B listed building, prominently situated within Dollar Park. The external fabric of the property was refurbished in 2014 and further capital funds of £450k had been allocated for a Phase 2 refurbishment. Phase 2 had been scheduled for 2016/17 following receipt of a proposal from Cyrenians. The works were put on hold in order to use the Council funds as leverage for external funding. The Scottish Government's Regeneration Capital Grant Fund has allocated funding of £1.125m for the project.

The proposal is to develop a café, events/meeting space and office accommodation in Arnotdale House. The key outputs of the refurbishment project and lease to Cyrenians are:-

- to provide work experience and job opportunities for people from deprived communities and vulnerable groups;
- that individuals on community payback or supervision orders will have access to learning new skills and development opportunities to help them back to work;
- that 4 new FTE jobs will be created, and

- to provide interpretation materials on the history of Dollar Park and Robert Dollar, who donated the park and Arnotdale House to the town.

Decision

The Executive agreed to the refurbishment of Arontdale House using the Regeneration Capital Grant Fund award of £1.125m and £450k from the Council's capital programme to accommodate a community facility led by Cyrenians.

EX12. 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.

EX13. Sale of former Torwood School site, Torwood, near Larbert

The Executive considered a report by the Director of Development Services providing the outcome of the marketing exercise regarding the sale of the former Torwood school site.

Councillor Coleman, seconded by Councillor Spears, moved that the Executive does not proceed with the disposal of this site at this time and examines additional options for maximising the use and value of the site.

As an amendment, Councillor Goldie, seconded by Councillor Nimmo, moved, in substitution for the motion, that the Executive accept the offer and associated terms set out in the report.

On a division 10 members voted for the motion and 2 voted for the amendment.

Decision

The Executive agreed not to proceed with the disposal of the former Torwood School site at this time and examines additional options for maximising the use and value of the site.

Minute of meeting of the Civic Licensing Committee held in the Municipal Buildings, Falkirk on Tuesday 20 June 2017 at 9.30 a.m.

Councillors:

David Aitchison
David Balfour
Lorna Binnie
Robert Bissett
Jim Blackwood
Jim Flynn
Gordon Hughes (Convener)
James Kerr
Depute Provost Ann Ritchie

Officers:

Bryan Douglas, Licensing Co-ordinator
Arlene Fraser, Committee Services Officer
Frances Kobiela, Senior Solicitor
Colin Moodie, Chief Governance Officer
Isabel Renton, Senior Licensing Assistant

CL14. Apologies

There were no apologies.

CL15. Declarations of Interest

No declarations were intimated.

CL16. Minute

Decision

The minute of the meeting of the Civic Licensing Committee held on 5 April 2017 was approved.

CL17. List of Applications Granted Under Delegated Powers in March, April and May 2017 and Notifications of Public Processions Pending

The Committee considered a report by the Chief Governance Officer detailing the applications granted under delegated powers between 1 March and 31 May 2017 in terms of the Civic Government (Scotland) Act 1982 and notifications of pending public processions.

Decision

The Committee noted the report.

CL18. Knowledge Test Failures

The Committee considered a report by the Chief Governance Officer providing details of applicants' applications and their knowledge test results, and the options available to members.

Decision

The committee refused to grant the Taxi Driver licences in terms of the Civic Government (Scotland) Act 1982, Section 13 (5) on the ground that the applicants, having failed to pass the knowledge test, have failed to satisfy the Authority that they had adequate knowledge of the area to which the licence relates and the layout of roads in the area.

CL19. 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.

CL20. Application for the Grant of a New Private Hire Car Driver Licence

The applicant, Mr H entered the meeting.

The committee considered a report by the Chief Governance Officer providing information on an application received for the grant of a new private hire car driver licence and to the consultations and responses received.

Mr H spoke in support of his application.

Questions were then asked by members of the committee.

The committee agreed to a short adjournment at 9.50 a.m. and reconvened at 10.00 a.m. with all members present as per the sederunt.

Decision

The committee agreed to grant the private hire car driver licence for a period of one year, subject to the standard conditions and with a warning letter.

CL21. Application for the Variation of Two Private Hire Car Operator Licences

The applicant, Mr H, entered the meeting.

The committee considered a report by the Chief Governance Officer providing information on an application for the variation of two private hire car operator licences.

A written request by the applicant to vary licence condition No.8 to allow him to operate without the need to display door signage, and the reasons for this was attached as an appendix to the report.

Mr H spoke in support of his application.

Questions were then asked by members of the committee.

The committee agreed to a short adjournment at 10.10 a.m. and reconvened at 10.15 a.m. with all members present as per the sederunt.

Decision

The committee agreed to the variation of condition 8 to allow private hire car operator licences No.97 and No.138 to operate without displaying door signage on his vehicles.

The applicant gave an undertaking that if his circumstances changed, he would inform the Licensing Section.

CL22. Suspension Hearing in Relation to Taxi Driver Licence No.465

The licenceholder, Sergeant White and PC Hutchison, Police Scotland entered the meeting.

The committee considered a report by the Chief Governance Officer providing information relating to taxi driver licence No.465, which related to a recent medical condition and the licenceholder's subsequent failure to reach the standards of medical fitness adopted by Falkirk Council.

The licenceholder was heard in relation to the matter and in response to questions from members.

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.

Decision

The committee agreed not to suspend the private hire car driver licence but that the following condition be applied:-

That the licenceholder be permitted to only undertake school contracts until such time as he meets the DVLA Group 2 Regulations Standard.

The applicant gave an undertaking to contact the Licensing Section once he has undertaken another medical fitness test.

CL23. Application for the Grant of a Temporary Public Entertainment Licence

The applicant, Mr M, Sergeant M White and PC G Hutchison, Police Scotland entered the meeting. The applicant's father and a friend were also in attendance.

The committee considered a report by the Chief Governance Officer providing information on an application for the grant of a temporary public entertainment licence.

The committee noted that an objection had been submitted from the Chief Constable, Police Scotland, which was appended to the report.

The Chief Constable's representative, Sergeant White spoke in amplification of the objection.

The applicant, Mr M had no questions for Sergeant White.

Members of the committee asked questions of Sergeant White.

Mr M was then heard in relation to the objection and in support of his application.

Members of the committee then asked questions of Mr M.

There being no further questions, both parties summed up.

The committee agreed to a short adjournment at 11.55 a.m. and reconvened at 12.25 p.m. with all members present as per the sederunt.

Councillor Hughes, seconded by Councillor Binnie moved that, having regard to public safety, the temporary Public Entertainment Licence be refused in terms of the Civic Government (Scotland) Act 1982 paragraph 5(3)(c)(v) and (d).

As an amendment, Councillor Blackwood, seconded by Councillor Kerr, moved that a site visit of the premises take place prior to determination of the application.

On a division, 2 members voted for the amendment and 7 voted for the motion.

Decision

The committee agreed the motion.

FALKIRK COUNCIL

Minute of Meeting of the Planning Committee held in the Municipal Buildings, Falkirk on Tuesday 27 June 2017 at 9.30 a.m.

COUNCILLORS:

David Alexander (Convener)
Robert Bissett
Jim Blackwood
Gary Bouse
Joan Coombes
Gordon Hughes
James Kerr
Adanna McCue
John McLuckie
Lynn Munro
Laura Murtagh
Malcolm Nicol

OFFICERS:

Douglas Blyth, Team Leader, Legal Services
Donald Campbell, Development Management
Co-ordinator
Kevin Collins, Transport Planning Co-ordinator
Ian Dyden, Development Manager
Jack Frawley, Committee Services Officer
Iain Henderson, Legal Services Manager
Russell Steedman, Network Co-ordinator
Richard Teed, Senior Forward Planning Officer
Brent Vivian, Senior Planning Officer
Bernard Whittle, Development Management Co-ordinator

P10. Apologies

No apologies were intimated.

P11. Declarations of Interest

Councillor Alexander declared a non-financial interest in item 5 (ref P16) as the owner of a property neighbouring the application site and stated that he considered that this required him to recuse himself from consideration of the item having regard to the objective test in the Code of Conduct.

Councillor Hughes entered the meeting prior to consideration of the following item.

P12. Minutes

Decision

- (a) The minute of meeting of the Planning Committee held on 22 March 2017 was approved;**
- (b) The minute of meeting of the Planning Committee On-Site held on 3 April 2017 was approved; and**
- (c) The minute of special meeting of the Planning Committee held on 3 April 2017 was approved.**

P13. The Falkirk Council (On Street Parking Space for Disabled Persons) (No. TRO/DB/16/056) Order 2017 – Croftfoot Place, Dunipace

The Committee considered a report by the Director of Development Services on an application to reserve a parking space on Croftfoot Place, Dunipace for disabled persons.

Decision

The committee agreed to make the Order in respect of the disabled person's parking space on Croftfoot Place, Dunipace.

P14. Formation of Car Wash and Valet Centre, Including Siting of No. 2 Containers, Erection of Shelter, 2.2 Metre High Acoustic Fence and 3 Metre High Polycarbonate Screen (Partially Retrospective) at Land to the South East of Tannery Garage, Grangemouth Road, Falkirk for Wash & Valet North Ltd - P/17/0044/FUL

The Committee considered a report by the Director of Development Services on an application for full planning permission for the formation of a car wash and valet centre, on land to the rear of the New Tannery Garage, Falkirk.

Decision

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

Prior to consideration of the following item of business Councillor Alexander left the meeting in line with his declaration of interest.

In the absence of the convener, Iain Henderson, Legal Services Manager sought nominations for the position of depute convener for the following item of business.

Councillor McCue nominated Councillor Bouse.

Councillor Blackwood nominated Councillor McLukie.

In terms of Standing Order 22.1, the vote was taken by roll call, there being 11 members present with voting as undernoted:-

For Councillor Bouse (4) – Councillors Bouse, Hughes, McCue and Murtagh.

For Councillor McLuckie (7) – Councillors Bissett, Blackwood, Coombes, Kerr, McLuckie, Munro and Nicol.

Councillor McLuckie was elected depute convener for the following item and assumed the chair.

P15. Erection of Restaurant (Class 3) Unit and Hot Food Takeaway Unit at Land to the South of 58 Grahams Road, Grahams Road, Falkirk for Eskgate Ltd – P/17/0017/FUL

The Committee considered a report by the Director of Development Services on an application for full planning permission to erect a restaurant (Class 3 use) and a hot food takeaway (Sui-Generis use) at land to the south of 58 Grahams Road, Falkirk, with ancillary parking, landscaping, (including fencing/walling), access and road junction infrastructure.

Decision

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

Councillor Alexander re-joined the meeting following consideration of the previous item and retook the chair.

P16. Development of Land for Residential Purposes at Bogend, Falkirk, FK2 8SH, for Mrs Irene Klapwijk – P/17/0057/PPP

The Committee considered a report by the Director of Development Services on an application for the demolition of a large garage at Bogend, Falkirk, FK2 8SH, and the development of the land for residential purposes.

Decision

Committee refused Planning Permission for the following:-

Reason(s):-

1. **The proposed development represents unjustified development in the countryside as it has not been demonstrated that a countryside location is essential or the development meets any of the criteria for appropriate countryside development, contrary to policies CG01 'Countryside' and CG03 'Housing in the**

Countryside' and Supplementary Guidance SG01 'Development in the Countryside' of the Falkirk Local Development Plan; and

- 2. The application site is on land identified as being at risk from flooding. The applicant has failed to demonstrate that the site can be effectively developed and flood risk managed, contrary to policies D02 'Sustainable Design Principles' and Policy RW06 'Flooding' of the Falkirk Local Development Plan.**

Informative(s):-

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

P17. 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 at 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 2015, 28 October 2015, 24 February 2016, 21 June 2016 and 25 January 2017 (Paragraphs P215, P122, P78, P139, P26, P115 refer), 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 the 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 at land to the north of Watson Place, Glasgow Road, Longcroft.

Decision

The committee agreed to continue consideration of the application and 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 31 August 2017, the matter be brought back to the next meeting of the committee for a decision to be taken by members which may potentially be refusal of the application.

P18. Modification of Planning Obligation under Section 75 of the Town and Country Planning (Scotland) Act 1997 attached to Planning Permission F/2001/0700 to the extent that its terms be waived insofar as they affect the subjects under title STG61960 at Forth Valley Royal Hospital, Stirling Road, Larbert for John Pollock and Sons Ltd – P/16/0682/75M

The Committee considered a report by the Director of Development Services on an application to modify the Section 75 planning obligation attached to planning permission F/2001/0700 in that the terms be waived insofar as they relate to an area of land within the western part of Forth Valley Royal Hospital, Stirling Road, Larbert.

Councillor McLuckie, seconded by Councillor Coombes, moved that Committee agrees to modify the Section 75 Planning Obligation attached to planning permission F/2001/0700 in accordance with the details set out in the application. The proposed modification was addressed through Minute of Agreement issued by Falkirk Council on 8 July 2009 and the modification is considered to satisfy all of the policy tests of Scottish Government Planning Circular 3/2012 'Planning Obligations and Good Neighbour Agreements'.

As an amendment, Councillor Alexander, seconded by Councillor Bouse, moved that Committee agrees to continue consideration of this item and requests that a report is submitted to the next meeting with further information.

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

For the motion (7) - Councillors Bissett, Blackwood, Coombes, Kerr, McLuckie, Munro and Nicol.

For the amendment (5) - Councillors Alexander, Bouse, Hughes, McCue and Murtagh.

Decision

The Committee agreed the motion.

P19. Development of Land for Residential Purposes at Land to the South of 4-7 The Bungalows, The Bungalows, Larbert for Scottish Ministers, (NHS Forth Valley) c/o Ryden – P/17/0027/PPP

The Committee considered a report by the Director of Development Services on an application for planning permission in principle to establish the principle of housing development on land to the south of 4-7 The Bungalows, Larbert.

Councillor Alexander, seconded by Councillor Murtagh, moved that Committee agrees to refuse planning permission in principle for the following reasons:-

- (1) the westernmost part of the application site lies outwith the urban limit and the allocated site boundary – Housing Proposal H75 – Pretoria Road as identified in the Falkirk Local Development Plan. As a result, the proposed development is therefore contrary to Policy CG01 – Countryside, Policy CG03 – Housing in the Countryside and Supplementary Guidance SG01 – Development in the Countryside as it has not been demonstrated that a countryside location is required nor have any of the criteria for appropriate countryside development been met, and
- (2) the proposed development would result in unacceptable impacts on local infrastructure, particularly the local road network and education provision.

As an amendment, Councillor McLuckie, seconded by Councillor Coombes, moved that Committee agrees to continue consideration of this item of business to allow an inspection of the site by Committee.

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

For the motion (6) - Councillors Alexander, Bouse, Hughes, McCue, Murtagh and Nicol.

For the amendment (6) - Councillors Bissett, Blackwood, Coombes, Kerr, McLuckie and Munro.

There being an equality of votes, Councillor Alexander, exercised his casting vote in favour of the motion.

Decision

The Committee agreed the motion.

P20. Extensions to Dwellinghouse and Creation of Access at 116 Larbert Road, Bonnybridge, FK4 1EP for Mr Gordon Fowler – P/17/0049/FUL

The Committee considered a report by the Director of Development on an application for full planning permission for a one and a half storey extension that would replace an existing single storey rear extension at 116 Larbert Road, Bonnybridge.

Decision

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

- P21. Variation of Condition 2 of Planning Permission P/14/0094/FUL to allow for the Storage of Additional Scrap Metal in the North West Part of the yard and Removal of Condition 3 of Planning Permission P/14/0094/FUL to Allow for Storage within the North West Part of the Yard on a Permanent Basis at All Parts Auto Salvage, Hillview Road, High Bonnybridge, Bonnybridge, FK4 2BD for A-Braidwood & Son Ltd – P/17/0064/VRC**

The Committee considered a report by the Director of Development Services on an application to vary condition 2 of planning permission P/14/0094/FUL to allow for the storage of additional scrap metal in the north-west part of the site and remove condition 3 of planning permission P/14/0094/FUL to allow for storage within the north-west part of the yard at All Parts Auto Salvage, Hillview Road, High Bonnybridge on a permanent basis.

Decision

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

FALKIRK COUNCIL

Minute of meeting of the Planning Committee held On Site on Monday 7 August 2017 commencing at 9.30 a.m.

Councillors:

David Alexander (Convener) (except for application P/17/0017/FUL)
 Gary Bouse (for applications P/17/0017/FUL, P/17/0044/FUL and P/17/0064/VRC)
 Joan Coombes (for applications P/17/0017/FUL and P/17/0044/FUL)
 Gordon Hughes
 James Kerr
 Adanna McCue
 John McLuckie
 Lynn Munro
 Laura Murtagh
 Malcolm Nicol

Officers:

Kirsty Hope, Assistant Planning Officer (for application P/17/0049/FUL)
 Stephen McClure, Planning Officer (for application P/17/0017/FUL)
 Brian Pirie, Democratic Services Manager
 Karen Quin, Solicitor
 Crawford Sibbald, Environmental Health Officer
 Russell Steedman, Network Co-ordinator
 Brent Vivian, Senior Planning Officer (for application P/17/0064/VRC)
 Bernard Whittle, Development Management Co-ordinator

P22. Apologies

Apologies were intimated on behalf of Councillors Bissett and Blackwood.

P23. Declarations of Interest

In accordance with his non financial declaration of interest at the meeting of the Planning Committee on 27 June 2017 (Paragraph P11 refers), Councillor Alexander was not present at this site visit (P/17/0017/FUL). Councillor McLuckie assumed the role of Convener in his absence.

P24. Erection of Restaurant (Class 3) Unit and Hot Food Takeaway Unit at Land to the South of 58 Grahams Road, Grahams Road, Falkirk for Eskgate Ltd – P/17/0017/FUL

With reference to Minute of Meeting of the Planning Committee held on 27 June 2017 (Paragraph P15 refers), Committee gave further consideration to a report by the Director of Development Services on an application for full planning permission for the erection of a restaurant unit and hot food takeaway at land to the south of 58 Grahams Road, Grahams Road, Falkirk.

The Convener introduced the parties present.

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

Mr John Russell, a representative for John Russell Partnership, the applicants agent, spoke in support of the application.

Mr Gugen, a supporter, was heard in relation to the application.

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

Mrs Keating, an objector, was heard in relation to the application.

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

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

The objections included the following issues:-

- The lack of clarity in regard to the location of a proposed 8ft close knit fence.
- Removal of tree to south-east of the site would damage 50/50a Grahams Road through subsidence;
- Planting of new native species of tree as replacements for a tree removed will cause damage to 50/50a Grahams Road, and would block access for maintenance, as well as affecting the drainage on the building;
- The rear garden of 50a Grahams Road would be overlooked by restaurant windows on the south facing elevation, as well as the proposed roof windows;
- The proposal would create general noise issues to residents from sources such as cars and extraction fans
- Pollution and smells would blow directly over the garden ground of 50a Grahams Road;
- The removal of the tree to the south-east of the site would cause subsidence to gardens of adjacent residential properties;
- No requirement for an additional restaurant or hot food takeaway, there are plenty nearby;

- The proposed access to the restaurant car-park would cause chaos to traffic flow on Grahams Road, which already cannot cope;
- The proposed landscaping would affect access for 50a Grahams Road to maintain fencing and hedging;
- A new fence of adequate design and height would require to be erected around the site boundary;
- The proposed restaurant and hot food takeaway would have a greater impact on the amenity of the area compared with past uses and proposals.

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

Questions were then asked by members of the Committee.

The Convener concluded by thanking the parties for their attendance. The matter would be determined by the Planning Committee on 16 August 2017.

Councillor Alexander resumed the Convenership of the meeting following consideration of the foregoing item of business.

P25. Formation of Car Wash and Valet Centre, Including Siting of No. 2 Containers, Erection of Shelter, 2.2 Metre High Acoustic Fence and 3 Metre High Polycarbonate Screen (Partially Retrospective) at Land to the South East of Tannery Garage, Grangemouth Road, Falkirk for Wash & Valet North Ltd - P/17/0044/FUL

With reference to Minute of Meeting of the Planning Committee held on 27 June 2017 (Paragraph P14 refers), Committee gave further consideration to a report by the Director of Development Services on an application for full planning permission for the formation of a car wash and valet centre, on land to the rear of the New Tannery Garage, Falkirk.

The Convener introduced the parties present.

The Development Management Co-ordinator (B Whittle) outlined the nature of the application.

Mr McCormack, a representative for Inhouse Design was heard in relation to their representation to the application.

Mr Malik, the applicant, was heard in relation to the application.

Ms Rogers, an objector, was heard in relation to the application.

Mrs Galloway, an objector, was heard in relation to the application.

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

Mrs Maley, an objector, was heard in relation to the application.

The objections included the following issues:-

- The proposed car wash would be too close to adjacent residential properties and would cause nuisance by way of noise and increased traffic (vehicular and pedestrian);
- Even although the noise would be low level, there would be a constant drone;
- The proposed development would have an unacceptable impact on parking and traffic generation in an already busy area;
- The visual impact of a 3 metre high barrier would be unacceptable in terms of residential and visual amenity;
- Spray would come over the proposed barrier into adjacent gardens;
- Existing drainage is inadequate;
- The siting of the car wash could be altered to minimise the description to neighbouring properties.
- The residential amenity of adjoining properties would be unacceptably affected;
- Gardens could not be used;and
- Loss of privacy and amenity;

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

Questions were then asked by members of the Committee.

The Convener concluded by thanking the parties for their attendance. The matter would be determined by the Planning Committee on 16 August 2017.

P26. Extensions to Dwellinghouse and Creation of Access at 116 Larbert Road, Bonnybridge, FK4 1EP for Mr Gordon Fowler – P/17/0049/FUL

With reference to Minute of Meeting of the Planning Committee held on 27 June 2017 (Paragraph P20 refers), Committee gave further consideration to a report by the Director of Development Services on an application for a one and a half storey extension that would replace an existing single storey rear extension.

The Convener introduced the parties present.

The Assistant Planning Officer (K Hope) outlined the nature of the application.

Mr Fowler, the applicant, was heard in relation to the application

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

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

The objections included the following issues:-

- Balconies would overlook the property to the rear.
- Unsure of the height of the wall/fence for new boundary.
- Visual amenity concerns regarding the bin location. Could this be concealed.
- Existing overflowing bins a concern.
- Damage to neighbouring vehicles from blown over bins.
- Red line boundary is incorrect as the line includes part of a neighbouring driveway and public path.
- Outlook and privacy concerns to neighbour's bedroom.
- Overlooking concerns to neighbouring garden from rooflight/balcony.
- The proposed extension would be closer to the existing boundary and inaccuracies in the measurements to the boundary.
- Would like assurances that any skips are kept within the site and existing boundaries are not damaged.
- Inaccuracy of the existing and proposed rear driveway profile. The incline is steeper than shown and significant excavation would be required.
- Proposed boundary wall may cause damage to neighbouring property. No details on plans of how this wall would be constructed.

Questions were then asked by members of the Committee.

The Convener concluded by thanking the parties for their attendance. The matter would be determined by the Planning Committee on 16 August 2017.

P27. Variation of Condition 2 of Planning Permission P/14/0094/FUL to allow for the Storage of Additional Scrap Metal in the North West Part of the yard and Removal of Condition 3 of Planning Permission P/14/0094/FUL to Allow for Storage within the North West Part of the Yard on a Permanent Basis at All Parts Auto Salvage, Hillview Road, High Bonnybridge, Bonnybridge, FK4 2BD for A-Braidwood & Son Ltd – P/17/0064/VRC

With reference to Minute of Meeting of the Planning Committee held on 27 June 2017 (Paragraph P21 refers), Committee gave further consideration to a report by the Director of Development Services on an application for vary condition 2 of planning permission P/14/0094/FUL to allow for the storage of additional scrap metal in the north-west part of the site and remove condition 3 of planning permission P/14/0094/FUL to allow for storage within the north-west part of the site on a permanent basis at All Parts Auto Salvage, Hillview Road, High Bonnybridge, Bonnybridge.

The Convener introduced the parties present.

The Senior Planning Officer (B Vivian) outlined the nature of the application.

Mr Snow, the applicant, was heard in relation to the application.

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

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

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

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

Mrs McLelland, an objector, was heard in relation to the application.

The objections included the following issues:-

- Noise levels when the last increase in scrap took place were unacceptable.
- Unable to enjoy garden last time.
- Noise levels will increase.
- Noise levels will be unacceptable.
- The noise levels are excessive when there is no monitoring as the scrap is dropped from a greater height.
- Noise levels for the railway line will have to be revised as electrification of the line will reduce the noise levels by 30%.
- This is a quiet and peaceful residential area.
- The resultant pile of scrap would not be left in perpetuity so there is certainty that noise will always be an issue.
- The noise survey showed clearly that the noise would be higher than is permissible
- Serious concerns with impacts on local environment.
- Increase in heavy traffic on Bonnyhill Road.
- Unacceptable volume of traffic on a B road.
- The roads in the area are totally unsuited to an increase in heavy traffic.
- Issues with Bonnyhill Road/ Tamfourhill Road in terms of sharp bends, damage to grass verges and restricted width.
- The small back road is frequently used by local people.
- Heavy use by industrial vehicles would greatly increase the risk of accidents.
- The northern splay at the secondary entrance is poor.
- Under the 2014 application, the secondary access was solely to provide access for vehicles stored on a short term basis for insurance assessment.
- Need confirmation of the operating hours/ days and timescales.
- Is the material only coming from the Bankside premises?
- More unsightly high piles of scrap.
- Assume maximum height is still 5 metres?

- The bund does not reach the eastern boundary and reduces in height below 2.5 metres towards this point.
- Visual impact is to the detriment of the area.
- There has been no regard to the area around the site, where roadside tree have been cut down and metal fencing topped with razor wire.
- Is the condition of the bund and tree growth to be monitored?
- What area of the site is to be used to store the material?

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

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

Questions were then asked by members of the Committee.

The Convener concluded by thanking the parties for their attendance. The matter would be determined by the Planning Committee on 16 August 2017.

FALKIRK COUNCIL

Minute of Meeting of the Appointments Committee held in the Municipal Buildings, Falkirk on Tuesday 8 August 2017 at 9.30 a.m.

COUNCILLORS:

David Alexander
Gordon Hughes
Cecil Meiklejohn (convener)
Malcolm Nicol
Pat Reid

OFFICERS:

Karen Algie, Head of Human Resources and Business Transformation
Brian Pirie, Democratic Services Manager
Stuart Ritchie, Director of Corporate and Housing Services

AP9. Apologies

Apologies were intimated on behalf of Councillors Garner and Nimmo.

AP10. Declarations of Interest

None.

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 Process for the Post of Head of Housing

The committee considered a report by the Director of Corporate and Housing Services which outlined the available options for recruitment and selection for the post of Head of Housing. The report provided information on the advantages and disadvantages of three recruitment options, namely:

- recruitment and selection restricted to an internal pool of applicants;
- external advertisement with internally managed recruitment and selection, and

- external recruitment managed by appointed consultants.

A draft timetable for recruitment to the post was included. Appended to the report were a: job description; personal specification; candidate information pack, and draft advert.

Decision

The appointments committee agreed:-

- (1) to recruit to the post of Head of Housing by external advertisement with an internally managed recruitment and selection process;**
- (2) the draft advert as appended to the report with the salary adjusted to account of the recent pay award;**
- (3) that the advert would be placed in the recruitment portal myjobscotland and in the Glasgow Herald and Inside Housing publications ;**
- (4) the job description, personal specification and terms and conditions appended to the report;**
- (5) the additional selection methods outlined in paragraph 4.12 of the report; and**
- (6) to informally meet with candidates before the interviews are held.**

FALKIRK COUNCIL

Minute of meeting of the EXECUTIVE held within the Municipal Buildings, Falkirk on Tuesday 15 August 2017 at 9.30 a.m.

Councillors:	David Alexander	Gordon Hughes
	Gary Bouse	Adanna McCue
	Provost Tom Coleman	Cecil Meiklejohn
	Fiona Collie	Alan Nimmo
	Paul Garner	John Patrick
	Dennis Goldie	Robert Spears
Officers:	Karen Algie, Head of HR & Business Transformation	
	Danny Cairney, Accountancy Services Manager	
	Jack Frawley, Committee Services Officer	
	Rhona Geisler, Director of Development Services	
	Kenny Gillespie, Property and Asset Manager	
	Joe McElholm, Head of Social Work Adult Services	
	Carole McGhee, Capital Manager	
	Colin Moodie, Chief Governance Officer	
	Robert Naylor, Director of Children's Services	
	Mary Pitcaithly, Chief Executive	
	Stuart Ritchie, Director of Corporate & Housing Services	

EX14. Minute Silence

The Executive observed a minute's silence for the victims of the Charlottesville attack.

EX15. Apologies

No apologies were intimated.

EX16. Declarations of Interest

Councillor Garner declared a financial interest in item 12 (ref EX26) as a family member would be affected and stated that he would not take part in discussion or decision making on the item.

EX17. Minute**Decision**

The minute of the meeting of the Executive held on 13 June 2017 was approved.

EX18. Rolling Action Log

A rolling action log detailing decisions not yet implemented following the previous meeting on 13 June 2017 was provided.

Decision

The Executive noted the rolling action log.

EX19. Local Housing Strategy 2017-2012

The Executive considered a report by the Director of Corporate and Housing Services presenting the draft Local Housing Strategy (2017-2022) for approval and submission to the Scottish Government. The Housing (Scotland) Act 2001 places a statutory duty on Councils to prepare local housing strategies, supported by an assessment of housing need and demand. The previous strategy covered the period 2011-2016 and 55 of the 59 actions were completed.

The draft strategy set out six key priorities:-

1. Increasing housing supply
2. Creating sustainable communities
3. Improving access to housing
4. Providing housing and support to vulnerable groups
5. Tackling fuel poverty
6. Improving housing conditions.

The draft strategy had been reviewed by the Scottish Government and feedback was received that it was a “very strong Local Housing Strategy”. In two areas additional information had been requested and the strategy had been amended to include this.

The report advised that the housing need and demand assessment had estimated that 591 additional homes would be required in the Falkirk area each year to 2021. The Council’s Strategic Housing Investment Plan would be reviewed and an updated plan for 2017-2022 would be submitted to the next meeting taking account of the allocation of an additional c£11.1m per annum from the Scottish Government’s Resource Planning Assumptions.

Decision

The Executive approved the Local Housing Strategy 2017-2022 for submission to the Scottish Government.

EX20. Commissioning Update: Services for Survivors of Trauma

The Executive considered a report by the Head of Social Work Adult Services providing an update on the work being undertaken to commission a fit for purpose service for survivors of trauma. The commissioning direction had been reviewed to ensure that the approach taken allows for integrated delivery and recognises good practice in relation to treatment and support for survivors of trauma.

A service model had been developed, incorporating tiers of support; practical & emotional support; support for parents (challenging systemic behaviours), and counselling and therapeutic interventions. The model was informed by work undertaken within a multi-agency working group with Falkirk Council, NHS Forth Valley and Third Sector agencies. The service would be commissioned on a phased basis. Phase one would consist of practical & emotional support and support for parents (challenging systemic behaviours), commencing November 2017. Phase two will consist of counselling and therapeutic interventions and will be incorporated into an overarching review and strategic commissioning of mental health services.

Decision

The Executive noted the progress towards the development of a new service for survivors of trauma, which now falls within the scope of services governed by the Integration Joint Board.

EX21. Projected Financial Position 2017/18

The Executive considered a report by the Director of Corporate and Housing Services providing an update on the projected financial position of the Council for 2017/18 and an update on the position of the Council's Reserves.

Projected net expenditure at 31 March 2018 was forecast to be £329.4m which is £2.246m (0.7%) below available resources primarily due to lower employee costs and capital charges relating from actions taken relating to voluntary severance. It was projected that there would be a general fund reserve balance of £10.475m at March 2018. The report advised of the following deviations from budget:-

- Children's Services – over budget by £0.740m (0.4%)
- Social Work Adult Services – under budget by £0.567m (9.8%)
- Development Services – over budget by £0.135m (0.5%)
- Corporate & Housing Services – under budget by £1.564m (5.3%).

Spending within the Housing Revenue Account was in line with the budget. The reserve balance brought forward at 1 April 2017 was £5.093m and no application of reserves was planned for 2017/18.

Decision

The Executive noted:-

- (1) the Council's projected year-end financial position for 2017/18, and**
- (2) the position with respect to reserves.**

EX22. Capital Programmes Outturn 2016/17

The Executive considered a report by the Director of Corporate and Housing Services providing details of the outturn position, subject to final audit review, for the 2016/17 General Fund Services and Housing Capital Programmes. A revised budget for 2016/17 of £34.622m was agreed by the Executive on 21 February 2017. Subject to audit, the outturn for the General Services Capital Programme for 2016/17 was £30.826m, an underspend of £3.796m. Details of service area spend and slippage were provided. The Housing Capital Programme for 2016/17 had an outturn of £31.1m giving an underspend of £0.2m.

Decision

The Executive:-

- (1) noted the outturn position subject to audit for 2016/17 for both the General Fund (£30.8m) and Housing Capital Programmes (£31.1m);**
- (2) noted the Prudential Indicators, and**
- (3) agreed to request that the Director of Development Services submit a report to the next meeting providing information on options to accelerate the work on the Denny Eastern Access Road.**

EX23. Strategic Property Review – Office Accommodation (Abbotsford House)

The Executive considered a report by the Director of Development Services providing an update on work undertaken examining office accommodation options for staff currently occupying Abbotsford House and recommending next steps.

The lease on Abbotsford House was due to expire at the end of September 2018. Discussions were ongoing with the landlord regarding the potential to continued occupation of the premises. The service had examined alternative

provision offered by private sector providers but this had not yielded positive outcomes. The report advised that another relocation option was to temporarily move staff into Council owned properties. It was proposed that suite 1B at Falkirk Community Stadium was utilised and that a planning application for a change of use to office accommodation be made.

Decision

The Executive agreed:-

- (1) to authorise the Director of Development Services to submit a planning application for the change of use of Suite 1B at Falkirk Community Stadium to office accommodation to assist its appraisal of options for location of Abbotsford House staff, and**
- (2) to receive a further report at its next meeting.**

EX24. Decisions Taken Under Delegated Powers

The Executive considered a report by the Director of Corporate and Housing Services advising the Executive of decisions taken under delegated powers. Four decisions were taken under delegated powers and details of these were provided.

Decision

The Executive noted the decisions taken under delegated powers.

EX25. 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 paragraphs 11&12 of part 1 of schedule 7A to the said Act.

Councillor Garner left the meeting prior to consideration of the following item of business in accordance with his declaration of interest.

EX26. Employee Terms and Conditions: 35/37 Hour Protection - Consultation Update

The Executive considered a report by the Director of Corporate and Housing Services providing an update on the statutory consultation and negotiations with Trade Unions regarding the 35/37 hour protection which some employees receive.

Decision

The Executive agreed that:-

- (1) in recognition of the ongoing fairness issues, impact on morale and potential equality issues for the majority of the workforce who do not receive protection, officers are asked to approach employees directly who are receiving this protection, to seek their voluntary acceptance to remove the protection arrangements;**
- (2) the Director report back to the Executive in September, on the outcome of the request to those employees receiving protection to remove this on a voluntary basis;**
- (3) in the meantime discussions with Trade Unions should continue with the aim of reaching a collective arrangement if this is possible, and**
- (4) in managing this change, officers are asked to consider the individual circumstances of employees who have the protection, by providing them with the option of retaining their level of pay and increasing their working hours accordingly or alternatively retaining their current hours and reducing pay.**

FALKIRK COUNCIL**Minute of Meeting of the Planning Committee held in the Municipal Buildings, Falkirk on Wednesday 16 August 2017 at 9.30 a.m.****COUNCILLORS:**

David Alexander (Convener) (Except item P32)
 Jim Blackwood
 Gary Bouse
 Joan Coombes
 Gordon Hughes
 James Kerr
 Adanna McCue
 John McLuckie
 Laura Murtagh
 Malcolm Nicol

OFFICERS:

Kevin Collins, Transport Planning Co-ordinator
 Ian Dyden, Development Manager
 Arlene Fraser, Committee Services Officer
 Iain Henderson, Legal Services Manager
 Martin Macniven, Environmental Health Officer
 Crawford Sibbald, Environmental Health Officer
 Russell Steedman, Network Co-ordinator
 Bernard Whittle, Development Management Co-ordinator

P280. Apologies

Apologies were intimated on behalf of Councillors Bissett and Munro.

P29. Declarations of Interest

Councillor Alexander declared a non-financial interest in item 5 (ref P32) as the owner of a property neighbouring the application site and stated that he considered that this required him to recuse himself from consideration of the item having regard to the objective test in the Code of Conduct.

Prior to consideration of business, Councillor Blackwood informed the Committee as he had not attended the site visits on 7 August 2017, he would not take part in consideration of planning applications P/17/0044/FUL and P/17/0049/FUL (Paragraphs P31 and P33). He advised that he would take part in consideration of planning applications P/17/0017/FUL and P/17/0064/VRC (Paragraphs P32 and P34 refers) as he had visited the sites independently.

P30. Minutes**Decision**

- (a) **The minute of meeting of the Planning Committee held on 27 June 2017 was approved; and**

- (b) The minute of meeting of the Planning Committee On-Site held on 7 August 2017 was approved.

P31. Formation of Car Wash and Valet Centre, Including Siting of No. 2 Containers, Erection of Shelter, 2.2 Metre High Acoustic Fence and 3 Metre High Polycarbonate Screen (Partially Retrospective) at Land to the South East of Tannery Garage, Grangemouth Road, Falkirk for Wash & Valet North Ltd - P/17/0044/FUL - (Continuation)

With reference to Minutes of Meetings of the Planning Committee held on 27 June (Paragraph P14 refers) and the Planning On-Site Committee held on 7 August 2017 (Paragraph P25 refers), Committee (a) gave further consideration to a report to these meetings by the Director of Development Services; and (b) considered an additional report by the said Director on an application for full planning permission for the formation of a car wash and valet centre, on land to the rear of the New Tannery Garage, Falkirk.

Decision

The Committee agreed to refuse Planning Permission for the following reason:-

1. **it is considered that the introduction of a car wash and valet centre would be incompatible with the established residential character and amenity of the area, contrary to policy HSG06 'Non-Residential Uses in Residential Areas' of the Falkirk Local Development Plan.**

Informative(s):-

1. **for the avoidance of doubt, the plan(s) to which this decision refer(s) bear our online reference number(s) 01 - 04 and Supporting Documents.**

In accordance with his earlier declaration, Councillor Alexander left the meeting prior to consideration of the following item. In the absence of the Convener, the Depute Convener, Councillor McLuckie took the chair.

P32. Erection of Restaurant (Class 3) Unit and Hot Food Takeaway Unit at Land to the South of 58 Grahams Road, Grahams Road, Falkirk for Eskgate Ltd – P/17/0017/FUL - (Continuation)

With reference to Minutes of Meetings of the Planning Committee held on 27 June (Paragraph P15 refers) and the Planning On-Site Committee held on 7 August 2017 (Paragraph P24 refers), Committee (a) gave further consideration to a report to these meetings by the Director of Development Services; and (b) considered an additional report by the said Director on an application for full planning permission to erect a restaurant (Class 3 use) and a hot food takeaway (Sui-Generis use) at land to the south of 58 Grahams Road, Falkirk, with ancillary parking, landscaping, (including fencing/walling), access and road junction infrastructure.

Decision

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

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

- 2. i. No development shall commence on site unless otherwise agreed with the planning authority until a contaminated land assessment has been submitted and approved. The assessment must determine the nature and extent of any contamination on the site, including contamination that may have originated from elsewhere. Any potential risks to human health, property, the water environment and designated ecological sites should be determined. The contaminated land assessment must be approved in writing by the Planning Authority.**

- ii. Where contamination (as defined by Part IIA of the Environmental Protection Act 1990) is encountered, a detailed remediation strategy should be submitted to the Planning Authority demonstrating that the site will be made suitable for its intended use by removing any unacceptable risks, caused by the contamination. The scheme must be approved in writing by the Planning Authority.**

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

- iv. If unexpected contamination is found after development has begun, development of the affected part of the site must stop. The developer must notify the Planning Authority immediately and carry out a contaminated land assessment, and undertake any necessary remediation works, before development of the affected part of the site may continue.**

- 3. Prior to works commencing on-site, full details of the the proposed extraction and ventilation equipment shall be submitted to and agreed in writing by the Planning Authority.**

4. Prior to works commencing on-site, details of the materials to be used on the external surfaces of the buildings, and in the construction of any hard standings/walls/fences, shall be submitted to and approved in writing by the Planning Authority. The development shall thereafter be carried out using the approved materials or such alternatives as may be agreed in writing with the Planning Authority.
5. Development shall not begin until details of the scheme of hard and soft landscaping works have been submitted to and approved in writing by the Planning Authority. Details of the scheme shall include (as appropriate):
 - (i) existing and finished ground levels in relation to a fixed datum, preferably ordnance
 - (ii) existing landscaping features and vegetation to be retained and, in the case of damage, restored
 - (iii) location and design, including materials, of walls, fences and gates
 - (iv) soft and hard landscaping works
6. The development hereby approved will not be occupied or brought into use until the following documents have been submitted to and approved in writing by the Planning Authority:
 - i) a copy of the appropriate sustainability label (i.e. at least Bronze Active); and
 - ii) a Statement of Conformity which confirms that 10%, of the required CO₂ emissions reduction is achieved through the installation of low and zero carbon generating technologies.

Details and a timetable of how this is to be achieved, including details of physical works on site, shall be submitted to and approved in writing by Falkirk Council. The approved details shall be implemented in accordance with the approved timetable and retained as operational thereafter, unless otherwise agreed in writing by the Local Planning Authority.
7. Before the building is occupied, the car parking and access shown on the Approved Plan shall be completed in full to the satisfaction of the Planning Authority.
8. Prior to any works commencing on-site, a Tree Protection Plan relating to all relevant trees on the site, which is in accordance with Supplementary Guidance SG06 Trees and Development, shall be submitted to and approved in writing by the Planning Authority.

Reason(s):-

1. As these drawings and details constitute the approved development.
2. To ensure the ground is suitable for the proposed development.
- 3,5. To safeguard the environmental amenity of the area.
4. To safeguard the visual amenity of the area.
6. To ensure the development achieves the required CO₂ emission reduction as a result of development.
7. To ensure adequate parking and access is available at the site.
8. To ensure that the existing trees are retained and protected during construction work.

Informative(s):-

1. For the avoidance of doubt, the plan(s) to which this decision refer(s) bear our online reference number(s) 01, 02A, 03A, 04B, 05B and 06A.
2. In accordance with section 58(1) of the Town and Country Planning (Scotland) Act 1997 (as amended), this permission lapses on the expiration of a period of 3 years beginning with the date on which this permission is granted unless the development to which this permission relates is begun before that expiration.
3. The proposed development lies within an area that has been defined by The Coal Authority as containing potential hazards arising from former coal mining activity. These hazards can include: mine entries (shafts and adits); shallow coal workings; geological features (fissures and break lines); mine gas and previous surface mining sites. Although such hazards are seldom readily visible, they can often be present and problems can occur in the future, particularly as a result of development taking place.

If any of the coal mining features are unexpectedly encountered during development, this should be reported immediately to The Coal Authority on 0345 762 6848. Further information is available on The Coal Authority website at www.gov.uk/government/organisations/the-coal-authority

4. Noise associated with the completed development shall not give rise to a noise level, assessed with the windows open, within any dwelling or noise sensitive buildings in excess of the equivalent to Noise Rating Curve (N.R.C.) 35 between 07.00 hours and 22.00 hours and N.R.C. 25 at all other times.

5. **Separate formal Advertisement Consent may be required for any signs associated with the proposed development. It is the applicant's responsibility to obtain this before any signs are displayed on site. For advice please contact Falkirk Council Development Management, Abbotsford House, David's Loan, Falkirk, FK2 7YZ (tel: 01324 504748)**

6. **The applicant shall ensure that noisy work which is audible at the site boundary shall ONLY be conducted between the following hours:**

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

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

7. **It is advised that the developer and/or site manager liaise with neighbouring properties bounding the site to ensure good working practises are undertaken in the protection of the relevant trees on-site, and in the protection of neighbouring properties.**

Note: With regard to Conditions 4 and 5, the Committee's preference was for fencing of a height of 6' 6".

Councillor Alexander re-joined the meeting following consideration of the previous item and resumed the chair.

P33. Extensions to Dwellinghouse and Creation of Access at 116 Larbert Road, Bonnybridge, FK4 1EP for Mr Gordon Fowler – P/17/0049/FUL - (Continuation)

With reference to Minutes of Meetings of the Planning Committee held on 27 June (Paragraph P20 refers) and the Planning On-Site Committee held on 7 August 2017 (Paragraph P26 refers), Committee (a) gave further consideration to a report to these meetings 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 one and a half storey extension that would replace an existing single storey rear extension at 116 Larbert Road, Bonnybridge.

With reference to Standing Order 38.1(x), the Committee agreed to the request from Councillor Buchanan that he be heard in relation to his attendance at the site visit on 7 August.

After hearing from Councillor Buchanan, the Committee thereafter reconvened normal business.

Decision

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

- 1. The development hereby approved shall be implemented in accordance with the plan(s) itemised in the informative below and forming part of this permission unless a variation is required by a condition of the permission or a non-material variation has been agreed in writing by Falkirk Council as Planning Authority.**
- 2. Notwithstanding the provisions of Part 1 of the Town and Country Planning (General Permitted Development) (Scotland) Order 1992 and subsequent amendments, no window(s), rooflights and or alterations beyond those granted in this permission shall be formed on the gable elevation facing onto number 4 Drummond Place, without the express prior written consent of this Planning Authority.**
- 3. Vehicular access to the driveway from Larbert Road shall be via a minimum 3 metre wide dropped kerb footway crossing, formed in accordance with details to be submitted to and approved in writing by this planning authority in consultation with the Falkirk Council Roads Services.**
- 4. The driveway shall be formed with a maximum gradient of 10% and such that no surface water is discharged or loose material is carried onto the public road.**
- 5. Notwithstanding the approved plans, the frontage boundary enclosure shall be no higher than 0.6 metres in height.**

Reason(s):-

- 1. As these drawings and details constitute the approved development.**
- 2. To safeguard the privacy of the occupants of adjacent properties.**
- 3 - 4 To safeguard the interests of the users of the highway.**
- 5. To allow visibility from the access and to safeguard the interests of the users of the highway.**

Informative(s):-

- 1. For the avoidance of doubt, the plan(s) to which this decision refer(s) bear our online reference number(s) 01, 02A, 03, 04, 05, 06, 07, 08A, 09, 10, 11,12 and 13.**

P34. Variation of Condition 2 of Planning Permission P/14/0094/FUL to allow for the Storage of Additional Scrap Metal in the North West Part of the

yard and Removal of Condition 3 of Planning Permission P/14/0094/FUL to Allow for Storage within the North West Part of the Yard on a Permanent Basis at All Parts Auto Salvage, Hillview Road, High Bonnybridge, Bonnybridge, FK4 2BD for A-Braidwood & Son Ltd – P/17/0064/VRC - (Continuation)

With reference to Minutes of Meetings of the Planning Committee held on 27 June (Paragraph P21 refers) and the Planning On-Site Committee held on 7 August 2017 (Paragraph P27 refers), Committee (a) gave further consideration to a report to these meetings by the Director of Development Services; and (b) considered an additional report by the said Director on an application to vary condition 2 of planning permission P/14/0094/FUL to allow for the storage of additional scrap metal in the north-west part of the site and remove condition 3 of planning permission P/14/0094/FUL to allow for storage within the north-west part of the yard at All Parts Auto Salvage, Hillview Road, High Bonnybridge on a permanent basis.

With reference to Standing Order 33, Councillor Alexander referred to deputation requests received from an objector and from Bonnybridge Community Council to be heard in relation to this item.

The Committee consented to hear the deputations.

The Committee heard from Ian McGregor, Chairman, Bonnybridge Community Council and Alfred Hargreaves, objector in relation to the application.

The Committee thereafter reconvened normal business.

Councillor McLuckie, seconded by Councillor Nicol, moved to continue the application to a future meeting of the Committee (the next meeting if possible) to allow:-

1. officers and the applicant to enter into discussion to investigate and better understand the methods and outcomes of noise testing including the locations at which such testing can take place;
2. representatives from SEPA to be invited to attend the Committee to clarify and explain (a) their regulatory role and remit in relation to sites such as the application site; (b) their view on the application as a statutory consultee, and (c) their decision to modify the Waste Management Licence on 17 March 2016 to increase the maximum tonnage per year and amend the site boundary to include the north-west area, and
3. officers to report more fully on the planning history of the site, the consequences and outcomes of that planning history and the current position with the site.

As an amendment, Councillor Bouse, seconded by Councillor Hughes, moved that Committee refuse planning permission for the following reason:-

1. the proposal has a strong likelihood of causing a significant adverse impact on noise sensitive residential properties in the area, to the detriment of residential amenity, potentially on an on-going basis, and it has not been demonstrated that such impacts could be mitigated to an acceptable level.

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

For the motion (6) - Councillors Blackwood, Coombes, Kerr, McLuckie, Murtagh and Nicol.

For the amendment (4) – Councillors Alexander, Bouse, Hughes and McCue.

Decision

The Committee agreed the motion.

P35. Formation of Vehicular Access at 42 Larbert Road, Bonnybridge for Miss Nicola Foster – P/17/0208/FUL

The Committee considered a report by the Director of Development Services on an application for formation of a vehicular access and parking area in the front garden of an end terrace property at 42 Larbert Road, Larbert. The proposed driveway would take access directly from a lay-by parking area on the south side of Larbert Road.

Decision

The Committee agreed to refuse planning permission for the following reason:-

1. the proposal would result in the formation of a driveway access without a suitable vehicle in-curtilage turning area and with poor/limited visibility to the detriment of road safety. The proposal is contrary to the terms of Policy HSG07 – Residential Extensions and Alterations to the Falkirk Local Development Plan.

Information(s):-

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

P36. Modification of Planning Obligation under Section 75 of the Town and Country Planning (Scotland) Act 1997 attached to Planning Permission P/12/0546/FUL, insofar as the requirement to provide 46 Units of Affordable Housing is removed in lieu of payment of an Affordable Housing Commuted Sum of £805,000 at Land to the South of Mydub

**Farm, Glasgow Road, Denny for Avant Homes (Scotland MK) Ltd –
P/17/0356/75M**

The Committee considered a report by the Director of Development Services on an application to modify the Section 75 Planning Obligation attached to planning permission P/12/0546/FUL, so that the requirement to provide 46 units of affordable housing on the site is removed in lieu of the payment of a commuted sum of £805,000 to the Council for the provision of affordable housing within the Council area.

Decision

The Committee agreed to modify the Section 75 Planning Obligation attached to planning permission P/12/0546/FUL in accordance with the details as set out within the application. The reason being that the proposed modification is considered to satisfy all of the policy tests of Scottish Government Planning Circular 3/2012 “Planning Obligations and Good Neighbour Agreements”.

Draft**FALKIRK COUNCIL**

Minute of meeting of the Scrutiny Committee held in the Municipal Buildings, Falkirk on Thursday 17 August 2017 at 9.30 am.

Councillors:

David Balfour
Lorna Binnie
Allyson Black (Convener)
Nigel Harris
Laura Murtagh
Pat Reid
Depute Provost Ann Ritchie

Officers:

Caroline Binnie, Communications and Participation Manager
Rhona Geisler, Director of Development Services
Philip Morgan-Klein, Service Manager
Robert Naylor, Director of Children's Services
Brian Pirie, Democratic Services Manager
Stuart Ritchie, Director of Corporate and Housing Services
Alan Stewart, Improvement Manager

S1. Appointment of Convener

In terms of Standing Order 50.1 the committee was required to appoint a convener from the largest Opposition group.

Councillor Reid nominated Councillor Black.

Decision

The Committee agreed to appoint Councillor Black as convener.

S2. Apologies

An apology was intimated on behalf of Councillor Munro.

S3. Declarations of Interest

There were no declarations of interest.

S4. Minutes**Decision**

- (a) The minute of the meeting of the Scrutiny Committee held on 2 February 2017 was approved;
- (b) The minute of the special meeting of the Scrutiny Committee held on 9 March 2017 was noted; and
- (c) The minute of the meeting of the Performance Panel held on 23 March 2017 was noted.

S5. Rolling Action Log

A rolling action log detailing the status of actions from the meeting held on 15 September 2016 which had yet to be completed was presented for consideration.

Decision

The committee noted the Rolling Action Log.

S6. Local Government Benchmarking Framework 2015/16 Update

The committee considered a report by the Director of Corporate and Housing Services presenting a summary of the Local Government Benchmarking data from 2015/16.

The Local Government Benchmarking Framework (LGBF), had replaced Audit Scotland's Statutory Programme Indicators performance information and had been compiled by the Improvement Service. The Local Government Benchmarking Framework data was a national benchmark which compared Scottish Local Authorities with the aim of improving performance in key areas. It consisted of:-

- a suite of common performance indicators, and
- family groups which look at areas of service, what are the differences across a number of Councils with regards to performance and what lessons can be learned from best practice to improve service provision.

The LGBF was a key element of Audit Scotland's statutory performance reporting framework to review Council's focus on improvement. The data relied upon:-

- Councils preparing information and data returns in a consistent way;
- national data sets being statistically significant in each Council area, and
- the Local Finance Return from each Council being consistently prepared.

It contained 80 indicators covering service cost, service delivery and customer satisfaction and included information on Council's priorities and concerns. It showed where there had been improvement or deterioration together with a comparison against Scottish Local Authorities.

The report highlighted and provided commentary on:-

- indicators by Service;
- comparison to the national average for 2015/16;
- Services' position relative to quartiles.

In addition to the report provided analysis on:-

- corporate indicators;
- Children's Services performance;
- Corporate and Housing Services performance;
- Development Services performance;
- Adult Social Work performance;
- Falkirk Community Trust performance.

The respective performance information relating to Adult Social Work and Falkirk Community Trust was presented but would be considered by the Scrutiny Committee (External) as part of its scrutiny of the Integration Joint Board and Falkirk Community Trust.

The Committee discussed the benchmarking figures for Children's Services. Members asked whether they showed deterioration of performance. The Director of Children's Services referred to indicators CHN 1-3 which showed the cost per pupil at primary, secondary and preschool respectively and contended that there was a question over the process by which the Improvement Service had compiled the figures. They appeared to indicate a deterioration in performance, with costs increasing on 2014/15 although comparable to the national average. Previously the costs had been amongst the lowest in Scotland. The fact that the figures suggested a significant increase in cost cast doubt over the collation of the figures and therefore in their value. In regard to indicators CHN 4-6 which showed the percentage of pupils gaining 5+ awards, the Director of Children's Services stated that the percentage was improving year on year and that attainment was improving. He highlighted CHN 8A which showed an increase in gross cost of looked after children in residential based services. Children's Services was currently looking to reduce the number of children placed outwith the authority and negotiating with care providers in relation to commissioning rates. This would bring the costs down. He also noted that the costs could fluctuate widely depending on the needs of the pupils and the intake in a given year. Members sought further clarification in regard to the costs per pupil set out in indicators CHN 1-3. The Director of Children's Services stated that he could not explain how the costs were compiled by the Improvement Service and had no confidence that they were accurate. They did not however in themselves give

cause for concern. Centrally held performance information showed that the authority was not out of step with the rest of Scotland.

In response to a question as to why the report stated that a decrease in adult satisfaction with local schools would be more likely to reflect the sample of the Scottish household survey rather than from parental satisfaction surveys, the Director of Children's Services stated that the household survey included adults with no children.

In regard to CHN3, cost per preschool registration, the Director of Children's Services stated that, in his view, it was inconceivable that the cost had increased by £1900 and again questioned the methodology for compiling the figures.

Members commented on 12 new indicators, grouped within indicators CHN 13-16 which related to achievement levels in reading, writing and listening and responding. These were "experimental" and relied upon teacher judgement. Members asked if sufficient guidance was available to schools in order to carry this out consistently. The Director of Children's Services explained that he had confidence in the teachers' judgement and explained that the judgement process would develop noting that that support from the centre would provide assurance to assist teachers. In reviewing the data, the Director of Children's Services stated that the authority was performing in line with expectations.

Members of the committee sought assurance that the authority was performing well, in particular in the context of decreasing budgets. The Director of Children's Services advised that, in recent years, attainment had been improving.

Members asked for clarification on the cost per planning application, indicator ECON2, which at £11,421 was the highest in Scotland. The Director of Development Services stated that the cost provided by the Improvement Service may be incorrect. The planning application process was currently being reviewed with a view of improving efficiencies – nonetheless, the cost provided was not correct.

The committee then discussed the data relating to Corporate and Housing Services. In response to a question on HSN3 (percentage of dwellings meeting Scottish Housing Quality Standards) and in particular the Council's ranking of 20 out of 32, the Director of Corporate and Housing Services stated that there were a number of authorities in a cluster in terms of score and so the relative position was misleading. There had nevertheless been improvement since 2015/16 and the percentage was now 93%.

In regard to CORP2, the cost of the democratic core per 1000 population (which had increased to £21,336), the Director of Corporate and Housing Services confirmed that the costs related to supporting the democratic core and not in providing direct services to the public.

In regard to indicator ENV6, which measured the percentage of total household waste arising that is recycled, members noted the slight decrease from 54.3% to 53.9%. Members asked if the dip was due to mixed contamination, and whether the figure measured what is actually recycled from household waste or simply the waste in totality. The Director of Development Services stated that it was the global figure of that is collected which was used and the figures show the percentage of this which is recycled. The dip reflected the challenges faced in separating mixed recyclates and the level of contaminants therein. These were significant challenges ahead, for example no household waste could be put into landfill post 2020.

Members asked whether the average time (hours) between the time of a domestic noise complaint being made and attendance at site, CORP5B2, which was 8.6 hours, was a cause for concern. The Director of Development Services stated that the figure of 8.6 hours compared well with the national average of 58.9 hours but stated that such a difference suggested that there was an inconsistency in how authorities collated the data for the survey. However the figure of 8.6 hours was accurate and attributed this to the changes in how the noise nuisance service. However the key factor was how the Council deals with noise rather than by these distinctions. The Director of Development Services suggested that the 2017/18 figures would show a different response time due to staffing losses in the statutory noise service.

In regard to Children's Services, members asked to provide an explanation for the authority's ranking of 25 in indicator CHN12B (average total tariff SIMD quintile 1). The Director of Children's Services stated that the focus was on closing the attainment gap. However, there was also a focus on closing the gap in the most disadvantaged areas, referencing the Pupil Equity Fund (PEF) as an example. Over the last 10 years attainment has risen locally and nationally. Interventions which apply to all pupils will result in attainment improving across all pupil groups. While this is positive, the gap between the top and bottom groups will remain largely the same. Following on, members asked who would be at fault if the Pupil Equity Fund intervention did not result in the gap closing. The Director of Children's Services responded that if some schools could use the PEF to close the gap while others couldn't then there would be questions asked of how the funding had been used. However, if nationally the funding did not result in the gap closing then there would be a question over the system itself. There were issues over how this is measured (for example, for P1 there is no national standard for measuring the gap) with the only concrete measure being at the point pupils leave school.

Decision:-

The Committee noted:-

- (1) Audit Scotland's increased focus on the use of the Local Government Benchmarking Framework indicators as a means to drive improvement;**

- (2) **the 2015/16 Local Government Benchmarking Framework refresh data for Falkirk Council and Falkirk Community Trust;**
- (3) **the indicators improving and deteriorating from 2010/11 (or the first year of reporting) 2015/16 in Appendix 1 of the report;**
- (4) **the indicators that compare better and worse than the national average, in Appendix 2 of the report and**
- (5) **the indicators that are in the top and bottom quartiles in Appendix 3 of the report.**

S7. National and Local Audit/Scrutiny Reports

The committee considered a report by the Director of Corporate and Housing Services highlighting reports which had recently been published by Audit Scotland together with an overview of the local scrutiny plan which had been published in March 2017.

Audit Scotland had published the following reports:-

- National Scrutiny Plan – A summary of local government strategic scrutiny activity 2017/18;
- Falkirk Council – Local Scrutiny Plan 2017/18;
- Principles for a Digital Future;
- Local Government in Scotland – Performance and Challenge 2017.

A summary was provided of each report, with particular reference to how these relate to Falkirk Council.

The Local Area Network (LAN), which comprised representatives of all scrutiny bodies who engage with Falkirk Council, had published its Local Scrutiny Plan for 2017/18. Following a risk based assessment, the LAN had determined that no new risks had been identified that require specific work in 2017/18. The LAN would however monitor progress made by the Council in addressing the actions arising from the Best Value Audit follow up undertaken by Audit Scotland in 2016. Additionally an inspection of Educational Psychological Services would be undertaken in October 2017.

The committee discussed the digital future project MyFalkirk. In particular members sought information in the channel shift from telephone call to online contact with the Council. The Communications and Participation Manager confirmed that officers held and analysed information on online contact and on telephone contact. As the Council shifted to greater use of online information, it was vital that interface with the public was fit for purpose. For example, there was a drive to make sure the electronic processes supported customer interaction. There was a need to move away from providing forms in PDF format move to electronic forms in which data could be input and accessed by staff directly. This would greatly enhance the customer experience and

improve bureaucracy. The Improvement Manager highlighted work on the MyFalkirk project process as an example where it was vital that customers were able to easily contact the Council. There was a significant amount of work to digitise and improve the processes ongoing within the Council but the focus would be on the point of contact with the customer and their experience of this contact.

The committee discussed the culture change shift to the use of online services by the public and sought detail on how the current projects support the public. The Improvement Manager stated that in addition to improving the customer interface there were workstreams aiming to improve processes within the Council. He stated, for example, a move to a single telephone (mobile and fixed line) contract with BT. This would allow better interaction between mobile phones and desktop based information such as an Outlook diary and would allow officers not only to access information more effectively but to provide the public with more reliable information and to connect with Council services more effectively.. Members asked if the Council held information on the purported 5% of the population who do not have broadband coverage, for example, if they were known and if processes were in place to support them. The Improvement Manager indicated that he would provide a response in regard to them.

Decision

The Committee noted the published national and local audit/scrutiny plans.

S8. Complaints Annual Report 2016/17

The committee considered a report by the Director of Corporate and Housing Services presenting the Complaints Annual Report for 2016/17.

The Annual Report set out performance, against 8 benchmarked indicators:-

- Complaints received per 1,000 population;
- Number of complaints closed;
- Complaints upheld, partially upheld and not upheld;
- Average response times;
- Performance against timescales;
- Number of cases where an extension is authorised;
- Customer satisfaction;
- Learning from complaints.

In 2016/17 the Council had received slightly fewer complaints than in 2015/16 (15.4 per 1000 population compared to 16 per 1000 population). Over 90% had been closed at stage 1 of the Complaints Handling Process and 80% had been closed by the stage 2 deadline in terms of outcome 47.9% had been upheld or partially upheld at stage 1 and 45% had been upheld or partially upheld at stage 2.

The committee discussed the findings of the scrutiny panel which had made recommendations in regard to complaints handling and sought assurance that these had been implemented. The Director of Corporate and Housing Services confirmed that these had been agreed by the Executive on 21 March 2017 (ref EX126) and had been implemented by officers. Members noted that in terms of the overall number of interactions with the public Council wide, the number of complaints was small. However, it was important that any complaints received are efficiently and effectively handled. In this regard, members asked whether training was provided to all staff. The Communications and Participation Manager stated that training was provided on the complaints handling process. It was important that Council was not defensive about complaints and recognised the value, in terms of public satisfaction and improving service delivery, that complaints are handled sensitively and that lessons are learned. The Director of Development Services highlighted the APDS process which allowed training to be tailored to individual needs. In response to a question, the Communications and Participation Manager confirmed that online equalities and diversity training was available.

The committee then considered the implementation of the Complaints Handling Procedure (CHP) within Children's Services. The process had been revised so that first stage complaints would be dealt with at school level rather than at the centre. This was seen as a positive innovation by members but it was important that this was communicated to parents. It was suggested that it may a barrier previously that complaints about a school matter was dealt with centrally and it was important that parents were aware of the change in the process.

The committee then considered the role of elected members in supporting constituents who wished to make or who had made complaints and stated that all members should be aware of the CHP. In this regard, it was suggested by members that the terminology used was unclear and provided a barrier to understanding and sought clarity on how multiservice complaints were handled. The Communications and Participation Manager advised that in the case of multiservice complaints, a lead service would be identified and it would have responsibility for pulling together the response. Scottish Public Services Ombudsman (SPSO) guidance was followed for such complaints.

The committee considered that new members in particular may fully understand their role in both raising complaints on behalf of constituents or in supporting constituents who had made complaints but who were not satisfied after stage 1. Members may tend to raise issues brought by constituents as a member's enquiry rather than as a complaint. Both processes are different and therefore clarity on the correct approach was sought. The Communications and Participation Manager concurred that this was an area which could be looked at further and indicated that a report would be brought to committee so that it could be looked at in more depth. The Director of Development Services stated that if a complaint was received as part of a member's enquiry it would be treated as a complaint. The convener

responded that this highlighted a grey area around the members' role once the enquiry had been made.

Decision

The Committee noted the Council's complaints performance between April 2016 and March 2017.

S9. Scrutiny Plan and Establishment of a Standing Scrutiny Panel on Performance

The committee considered a report by the Director of Corporate and Housing Services requesting that it establish a standing scrutiny panel on performance (the Performance Panel), identifying potential topics for inclusion in the Scrutiny Plan and establish a scrutiny panel on fly tipping and associated issues.

In terms of Standing Orders the standing scrutiny committee on performance, the Performance Panel consists of up to 5 core members, with the convener appointed by the panel itself. The committee was invited to set the political composition of the panel.

Although the panel's reporting cycle would be determined by the panel the following cycle was suggested:-

- Children's Services;
- Corporate and Housing Services;
- Development Services.

Following consideration of the work undertaken by the Scrutiny Committee Council had agreed in 29 March 2017 (ref FC83) to include fly tipping and associated issues on the scrutiny plan. The committee was invited to establish a scrutiny panel of up to 5 members to undertake the review. Following discussion members confirmed that the panel comprise 3 members (with 2 drawn from the Opposition groups and 1 from the Administration).

The Scrutiny Plan itself was set by Council. The committee was invited to consider topics for inclusion on the plan. Once these were agreed by the committee, Council would be invited to consider the committee's recommendations and confirm the Scrutiny Plan.

The committee discussed potential topics for inclusion in the scrutiny plan. Issues which had been discussed during today's meeting, in particular during the discussion on the Local Government Benchmarking Framework(LGBF) (ref SC6) were raised as potential topics. These were:-

- the planning process (in particular the cost);
- the veracity of the LGBF statistics in regard to Children's Services, in particular the cost; and

- the role of elected members in advising and assisting constituents in regard to complaints

In addition, the convener suggested that the housing allocation policy could be included as a potential item. Councillor Black further suggested that the Council's procedures for dealing with antisocial behaviour could be considered. Following discussion, the members of the committee supported Councillor Black's suggestions.

Additionally, Councillor Reid suggested that a committee may wish to consider how the Council engages with community groups to deliver services which were traditionally delivered by the Council. After discussion, the committee again accepted this as a potential topic.

The convener summarised the discussion, indicating that reports on the following topics should be brought to committee as potential items for inclusion on the scrutiny plan:-

- the housing allocation policy;
- antisocial behaviour;
- the planning process including the costs;
- Children's Services benchmarking information;
- engagement with community groups to deliver Council services; and
- the role of elected members in engaging in the complaints process.

Decision

The committee agreed:-

- (1) potential topics for inclusion in the scrutiny plan and requested that that reports will be submitted to the next meeting on the topics identified:**
 - the housing allocation policy;
 - antisocial behaviour;
 - the planning process including the costs;
 - the veracity of Children's Services benchmarking information;
 - engagement with community groups to deliver Council services; and
 - The role of elected members in engaging in the complaints process;
- (2) to establish a 3 member scrutiny panel on fly-tipping and associated issues comprising of 2 Opposition members and 1 Administration member.**
- (3) that names of the members of the scrutiny panel would be provided to the Chief Governance Officer by Group Leaders;;**

- (4) to establish a standing scrutiny panel on performance to be known as the Performance Panel which all members may attend;**
- (5) that the core membership of the Performance Panel would be 5 members with 3, including its convener, being drawn from the Opposition and 2 being drawn from the Administration, and**
- (6) that names for the core membership would be provided to the Chief Governance Officer by the Group Leaders.**

Draft**FALKIRK COUNCIL**

Minute of the meeting of the Audit Committee held in the Municipal Buildings, Falkirk on Monday 21 August 2017 at 9.30 a.m.

Members: Provost Tom Coleman
 Roseann Davidson (convener)
 Councillor Nigel Harris
 Councillor Cecil Meiklejohn
 Councillor Pat Reid
 Councillor Robert Spears

Officers: Rhona Geisler, Director of Development Services
 Gary Greenhorn, Head of Planning and Resources
 Gordon O'Connor, Internal Audit Manager
 Mary Pitcaithly, Chief Executive
 Brian Pirie, Democratic Services Manager
 Bryan Smail, Chief Finance Officer
 Allan Stewart, Improvement Manager

Also Attending: Keith MacPherson, Ernst and Young

AC1. Order of Business

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

AC2. Introduction to the Role of the Audit Committee

The committee heard from Brian Pirie, Gordon O'Connor, Bryan Smail, and Keith MacPherson on the following:-

- the role of the Audit Committee;
- Risk Management and Internal Audit;
- the Council's Accounts; and
- the role of the Audit Committee with respect to external audit.

AC3. Apology

An apology was intimated on behalf of Councillor Coombes.

AC4. Declarations of Interest

No declarations were made.

AC5. Minute**Decision**

The minute of the meeting of the Audit Committee held on 13 March 2017 was approved.

AC6. Internal Audit Charter

The committee considered a report by the Internal Audit Manager seeking approval of the Internal Audit Charter. The Charter set out the role, authority and responsibility of the Council's Internal Audit team.

Following a question, the Internal Audit Manager confirmed that, in his view, the Internal Audit function was suitably resourced. He then summarised, in response to questions, the arrangements by which colleagues from South Ayrshire Council would provide an independent external quality assessment of the Internal Audit function's compliance with standards. The review would include interviews with the Chief Executive and the convener.

Decision

The committee approved the Internal Audit Charter as set out at appendix 1 of the report.

AC7. Internal Audit Annual Assurance Report 2016/17

The committee considered a report by the Internal Audit Manager on the Internal Audit programme for 2016/17.

The report summarised:-

- Internal Audit work completed in 2016/17 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 on the Audit team's performance the Internal Audit Manager confirmed that the independent review by South Ayrshire Council would interrogate the team's performance. He also summarised the dialogue with Services following audits with particular reference to timescales for addressing action points.

Following a question on the governance arrangements around the Council of the Future (CoF) project, Mr O'Connor confirmed that he attended the CoF change group and detailed his role in regard to governance and challenge. In response to a question on the Audit Committee's role in ensuring that the CoF projects are delivered on time, Mr O'Connor confirmed that future progress reports would include information on his team's role in relation to the CoF project. Mr O'Connor then explained why a planned audit of housing rents in 2016/17 had been deferred. If necessary, targeted audit work could be picked up in 2017/18 using 'ad hoc' days within the audit plan.

In response to a question on the review of building security Mr O'Connor explained that at the time of the review 'no assurance' could be provided. Since then, with oversight from the Corporate Risk Management group there had been considerable work to improve security and embed good and consistent practice across the Council.

Decision

The committee noted that:-

- (1) sufficient Internal Audit work was undertaken to support a balanced assurance;**
- (2) Internal Audit can provide substantial assurance on the Council's arrangements for risk management, governance, and control for the year to 31 March 2017;**
- (3) Internal Audit met, or exceeded, each of its five key performance indicators; and**
- (4) self assessment against Public Sector Internal Audit Standards confirmed no material non-conformance with those Standards.**

AC8. Falkirk Council Annual Accounts 2016/17 and Falkirk Temperance Trust Accounts 2016/17

The committee considered a report by the Director of Corporate and Housing Services presenting the unaudited annual accounts of the Council and Falkirk Temperance Trust for the financial year ended 31 March 2017 for approval. These had, in accordance with the Local Authority Accounts (Scotland) Regulations 2014, been submitted to the auditor by the deadline of 30 June 2017 and published online for inspection.

The Committee discussed the Cof project at length, highlighting the timescales to complete the project, in response to a question on the timescales the Chief Executive explained that the 5 year timescale was challenging. In order to deliver significant change in both function and culture, time would be required to see the benefits. Mrs Pitcaithly explained the governance arrangements for the project and the role of the Leadership Board in particular. Members questioned the Chief Executive on the potential for slippage and sought clarification of the role of elected members in the oversight arrangements. In response to a comment, the Chief Executive concurred that delivery of proposed changes was a formidable target, stating that while additional resources had been utilised the project required support from all staff.

Following discussion members of the committee asked that an overview of the project plan is included as a standing item on future agendas.

The Committee then discussed the impact of year on year budget savings on service delivery. The Chief Executive stated that, as staff numbers decrease, the pressure to deliver services increases. In such times it is important to ensure that services to the public, in particular vulnerable groups, are protected, and to renew how services are delivered, mitigating against risks on service provision changes. Following a question on the impact of pay awards on the budget the Chief Executive said that higher than budgeted awards would have a significant impact on the budget.

The Committee then asked questions on the Council's stakeholder engagement during the budget setting process. Mrs Pitcaithly provided examples of the engagement on projects including the review of community halls and on the impact of the Community Empowerment Act. She also provided a summary of the Scottish Government's proposed Public Sector Reforms, noting that a Bill may emerge by October 2017.

Decision

The committee:

- (1) approved the Annual Governance Statement contained in the Annual Accounts; and**
- (2) noted that the Unaudited Annual Accounts and the Falkirk Temperance trust Accounts had been passed to the Auditor by the statutory deadline of 30 June 2017.**

AC9. Local Consideration of National Reports

The committee considered a report by the Director of Corporate and Housing Services providing a summary list of reports produced by Audit Scotland which had been considered by Council.

Decision

The committee noted the list of reports provided by Audit Scotland and the committees to which they had been submitted.

FALKIRK COUNCIL**Minute of Meeting of the Joint Consultative Committee held in the Municipal Buildings, Falkirk on Tuesday 22 August 2017 at 9.30 a.m.****Councillors:**

David Balfour
 Lorna Binnie (convener)
 Dennis Goldie
 Nigel Harris
 James Kerr
 Cecil Meiklejohn
 Laura Murtagh
 Pat Reid
 Robert Spears

**Trade Union
Representatives:**

Les Grant, UCATT
 Gordon Irvine, Unite
 Margaret Smith, EIS
 Raymond Smith, GMB
 Lynne Tanner, UNISON
 Lyn Turner, Unite

Officers:

Jack Frawley, Committee Services Officer
 Rhona Geisler, Director of Development Services
 Tracey Gillespie, Human Resources Manager
 Kenny McNeill, Children Services Resources Manager
 Stuart Murray, Trainee Governance Assistant
 Brian Pirie, Democratic Services Manager
 Ian Renton, HR Systems and Payroll Manager
 Stuart Ritchie, Director of Corporate and Housing Services

JCC1. Apologies

Apologies were intimated on behalf of Councillor Coombes; Colin Finlay, EIS; Bert McManus, GMB, and Bill Marshall, GMB.

JCC2. Declarations of Interest

Councillors Binnie, Goldie, Reid and Spears all made a non-financial declaration as current or former members of trade unions, but stated that having had regard to the objective test in the Code of Conduct, they did not consider that this required them to recuse themselves from consideration of the business.

JCC3. Minute**Decision**

The minute of the meeting of the Joint Consultative Committee held on 28 February 2017 was approved.

JCC4. Employee Turnover

The committee considered a report by the Director of Corporate and Housing Services providing employee turnover figures for the period April 2017 to May 2017 as set out against the benchmark comparison figure for public sector organisations of 16.5%. The Falkirk Council turnover figure for the period April 2017 to May 2017 was 1.1%, which was lower than the pro-rata benchmark figure.

Decision

The committee noted the report.

JCC5. Sickness Absence

The committee considered a report by the Director of Corporate and Housing Services providing an update on sickness absence across all Services for the periods April 2016 to March 2017 and April 2017 to May 2017 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.

JCC6. Service Based Forums

The committee considered a report by the Director of Corporate and Housing Services presenting, as appendices to the report, minutes from the meetings of Corporate & Housing and Development Services Service Based Forums for the period January 2017 to April 2017.

Decision

The committee noted the report.

JCC7. Use of Defibrillators

The committee considered a report by the Director of Corporate and Housing Services providing an update on the provision of defibrillators in the Council area along with the mapping process and identification of possible further locations.

Decision

The Committee noted:-

- (1) the report;**
- (2) that the matter would be reported to members at a future date for approval, and**
- (3) that a presentation by the Scottish Ambulance Service would be arranged for all Councillors and Trade Union members of the committee.**

Minute of meeting of the Civic Licensing Committee held in the Municipal Buildings, Falkirk on Wednesday 23 August 2017 at 9.30 a.m.

Councillors: David Aitchison
David Balfour
Lorna Binnie
Robert Bissett
Jim Blackwood
William Buchanan
Jim Flynn
Gordon Hughes (Convener)
James Kerr
Depute Provost Ann Ritchie

Officers: Bryan Douglas, Licensing Co-ordinator
Arlene Fraser, Committee Services Officer
Colin Moodie, Chief Governance Officer
Isabel Renton, Senior Licensing Assistant

CL24. Apologies

There were no apologies.

CL25. Declarations of Interest

No declarations were intimated.

CL26. Minute

Decision

The minute of the meeting of the Civic Licensing Committee held on 20 June 2017 was approved.

CL27. List of Applications Granted Under Delegated Powers in June and July 2017 and Notifications of Pending Public Processions

The Committee considered a report by the Chief Governance Officer detailing the applications granted under delegated powers between 1 June and 31 July 2017 in terms of the Civic Government (Scotland) Act 1982 and notifications of pending public processions.

Decision

The committee noted the report.

CL28. 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.

CL29. Application for the Grant of a New Taxi Operator Licence

The applicant, Mr H entered the meeting.

The committee considered a report by the Chief Governance Officer providing information on an application received for the grant of a new taxi operator licence and to the consultations and responses received.

Mr H spoke in support of his application.

Questions were then asked by members of the committee.

Decision

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

CL30. Application for the Grant of a New Private Hire Car Driver Licence

The applicant, Mr T, entered the meeting.

The committee considered a report by the Chief Governance Officer providing information on an application for the grant of a new private hire car driver licence and to the consultations and responses received.

Mr T spoke in support of his application.

Questions were then asked by members of the committee.

The committee agreed to a short adjournment at 10.00 a.m. and reconvened at 10.05 a.m. with all members present as per the sederunt.

Decision

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 private hire car driver licence for a period of six months, subject to the standard conditions.

CL31. Applications for the Grant of 6 New Private Hire Car Operator Licences

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

The committee considered a report by the Chief Governance Officer providing information on applications for the grant of 6 new private hire car operator licences and to the consultations and responses received.

Mr B spoke in support of the applications.

Questions were then asked by members of the committee.

The committee agreed to a short adjournment at 10.10 a.m. and reconvened at 10.20 a.m. with all members present as per the sederunt.

Decision

The committee agreed to grant the 6 private hire car operator licences, subject to the standard conditions.

CL32. Application for the Variation of Street Trader Licence No.1257

The applicant, Mr D, entered the meeting.

The committee considered a report by the Chief Governance Officer providing information on an application for the variation of a street trader licence.

Mr D spoke in support of the application and identified on a map, the location where he proposed to trade.

Questions were then asked by members of the committee.

The committee agreed to a short adjournment at 10.35 a.m. and reconvened at 10.50 a.m. with all members present as per the sederunt.

Decision

The committee agreed to continue the application to allow further information on the proposal to be provided.

CL33. Application for the Renewal of a Second Hand Dealer Licence

The applicant, Mr Y, accompanied by his wife, Mrs Y and his neighbour, Mr B entered the meeting. Mr H, Mr S and Ms W, objectors were also in attendance.

The committee considered a report by the Chief Governance Officer providing information on an application for the renewal of a second hand dealer licence. The report highlighted the consultations undertaken and two letters of

objection received, and referring to two DVDs submitted by one of the objectors.

The applicant advised that he had no preliminary points to make on the competency of the objections, following which these were circulated.

The applicant confirmed that he had no objection to the DVDs being shown to the committee.

Mr S, objector was heard in relation to his objection.

Mr H and Ms W, objectors were then heard in relation to their objection.

The applicant was invited to ask questions of the objectors.

Questions were then asked by members of the committee.

Mr Y spoke in support of his application.

Mr B, neighbour was then heard in support of the application.

Questions were asked by the objectors, Mr S and Mr H.

Questions were then asked by members of the committee.

Thereafter, the objectors and the applicant summed up.

The committee agreed to a short adjournment at 12.55 p.m. and reconvened at 1.20 p.m. with all members present as per the sederunt.

Decision

The committee agreed to continue the application to a future meeting to allow an inspection of the premises to be undertaken.

Draft**FALKIRK COUNCIL**

Minute of Joint Meeting of the Pensions Committee/Board held in the Municipal Buildings, Falkirk on Thursday 24 August 2017 at 9.30 a.m.

Present:

Committee:-

Councillors Falkirk Council:-

Jim Blackwood

Provost Tom Coleman (Convener)

Adanna McCue

John Patrick

Pat Reid

Andrew Douglas, Unison

Ian McLean, Pensioner Representative

Board:-

Susan Crook, Unison

Gordon Irvine, Unite

Sandy Harrower, UCATT

Simon Hunt, Scottish Autism

Ed Morrison, Scottish Children's Reporter Administration

Jennifer Welsh, SEPA

Attending:

Justyna Korzsen-Bennett, Senior Accountant (Pension Fund)

Alastair McGirr, Pensions Manager

Stuart Murray, Trainee Governance Assistant

Brian Pirie, Democratic Services Manager

Bryan Smail, Chief Finance Officer

Also in Attendance:

Bruce Miller, Chief Investment Officer, Lothian Pension Fund

PE1. Convener's Remarks

The Convener highlighted the contribution made by the former Convener, Councillor John Patrick, to the work of the Pensions Committee over the last 16 years.

PE2. Apologies

Apologies were intimated on behalf of Councillors Brisley and Buchanan

PE3. Declarations of Interest

No declarations were made.

PE4. Minute**Decision**

The minute of the joint meeting of the Pensions Committee and Board on 16 March 2017 was approved.

PE5. Pension Committee and Pension Board Appointments

The Committee and Board considered a report by the Director of Corporate and Housing Services advising of the new appointments to the Committee and Board following the Local Government Elections in May 2017. The report also invited the Pension Board to appoint a Chair from its Employer Group, for the period until July 2018 and to appoint a Chair from its Trade Union Group from July 2018.

The meeting adjourned at 9.40am to allow members of the Board to consider nominations to the position and reconvened at 9.45am.

Decision

The Committee and Board noted the membership changes set out in the report.

The Board appointed:-

- (1) Simon Hunt (Scottish Autism) to serve as Chair of the Board until July 2018, and**
- (2) Susan Crook (UNISON) as Chair of the Board from July 2018.**

PE6. Unaudited Annual Report and Accounts 2016/17

The Committee and Board considered a report by the Director of Corporate and Housing Services presenting the Unaudited Fund Annual Report and Accounts for 2016/17; and the Fund Annual Governance Statement.

During discussion on the accounts members commented on both the high management fees and the substantial increase in these compared to previous years.

Decision**The Committee:-**

- (1) noted the Unadited Annual Report and Accounts 2016/17 of the Falkirk Council Pension Fund, and**
- (2) approved the Fund Annual Governance Statement.**

PE7. General Governance Matters

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

- Risk Register
- Actuarial Services Tender
- State Pension Age
- Corporate Governance Issues
- Training
- Future meeting dates

Decision

The Committee and Board noted the report.

PE8. Statement of Investment Principles

The Committee and Board considered a report by the Director of Corporate and Housing Services presenting an updated version of the Fund's Statement of Investment Principles for approval.

The Statement sets out the objectives, policies and principles adopted by Falkirk Council in undertaking the investment of fund monies.

Decision

The Committee and Board noted the updated Statement of Investment Principles, and

The Committee approved the updated version of the Statement of Investment Principles.

PE9. Governance Compliance Statement

The Committee and Board considered a report by the Director of Corporate and Housing Services presenting an updated version of the Fund's Governance Compliance Statement for approval.

At the joint meeting of 16 March there had been an agreement to revise the governance arrangements so that:-

- (1) the implementation of investment strategy is to be delegated to the Chief Finance Officer subject to proper advice having been received from the Joint Investment Strategy Panel; and
- (2) the setting of investment strategy remains the responsibility of the Pensions Committee

The Statement had been updated to include the revision.

Decision

The Committee and Board noted the updating of the Governance Compliance Statement, and

The Committee approved the updated version of the Governance Compliance Statement.

PE10. MiFID 2 and Opting Up for Professional Status

The Committee and Board considered a report by the Director of Corporate and Housing Services describing the Markets and Financial Instrument Directive (MiFID) 2014/65 which would be applied from 3 January 2018. Under the arrangements local authorities pension funds would be classified as "retail clients" unless they opt-up to "elective professional client" status.

The report set out the potential impact of the directive highlighting the loss of protection should the Fund opt-up together with the benefits.

Failure to complete the opt-up process by 3 January, 2018 could result in the Fund's managers' terminating mandates on the grounds of non-compliance with MiFID 2.

Decision

The Committee and Board noted the potential impact of MiFID 2 being incorporated into UK law on 3 January 2018;

The Pensions Committee:

- (1) agreed to applications for professional client status being submitted to all relevant institutions, and**
- (2) noted that in electing for professional client status, the Fund will forgo certain protections available to retail clients as outlined in appendix 1 to the report.**

PE11. Market Review and Fund Manager Performance

The Committee and Board considered a report by the Director of Corporate and Housing Services providing an update on recent market investment developments; the Pension Fund's strategic allocation and performance; and on the monitoring activity of the Fund's investment mandates for the period ending 30 June 2017.

Decision

The Committee and Board noted

- (1) recent investment market developments;**
- (2) Fund's strategic allocation;**
- (3) the Fund's performance for the period ending 30 June 2017, and**
- (4) the investment monitoring activity of the Joint Investment Strategy Panel.**

PE12. Exclusion of Public

AGREED in terms of section 50A(4) of the Local Government (Scotland) Act 1973, to exclude the press and public from the meeting for the following items of business on the 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.

PE13. Commentary on Fund Manager Performance

The Committee and Board considered a report by the Director of Corporate and Housing Services which reviewed the overall performance of the Fund and the undernoted Fund Managers together with commentary on each.

Decision

The Committee and Board noted the report.

PE14. Joint Investment Strategy Panel Update

The Committee and Board considered an update report by the Director of Corporate and Housing Services on the first meeting of the Joint Investment Strategy Panel held on 24 July 2017 between Lothian and Falkirk Pension Funds under the revised governance arrangements.

Decision

The Committee and Board noted report.

DRAFT

Minute of Meeting of the Central Scotland Valuation Joint Board held within Hillside House, Stirling on Friday 17 February 2017 at 9.30 a.m.

Councillors:

Margaret Brisley
 Kenneth Earle
 Gordon Hughes
 Charles MacDonald (Convener)
 Adrian Mahoney
 Corrie McChord
 Rosie Murray
 Derek Stewart
 Jim Thomson
 Graham Watt

Officers:

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

VJB35. Apologies

Apologies were intimated on behalf of Councillors Meiklejohn, Nimmo, Stalker and Turner.

VJB36. Declarations of Interest

No declarations were intimated.

VJB37. Minute

The minute of the meeting held on 18 November 2016 was approved.

VJB38. Draft Revenue Budget 2017/18

The Board considered a joint report by the Treasurer and Assessor presenting the draft Revenue Budget for 2017/18.

The Board's draft Revenue Budget for 2017/18 was set out, together with the net requisitions for each of the constituent authorities.

The proposed budget was £2,584,370. The funding was £2,464,520 assumption.

In terms of the anticipated funding settlement this represented a gap of £119,850 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 £880,800. It was proposed to fund the budget shortfall from reserves and to provide the constituent authorities with a refund. Given the projected indicative funding gap to 2020 it was proposed that the minimum uncommitted reserve level was increased to 6% of net revenue expenditure, equating to £274,960 in 2017/18.

The report set out the proposed budget, changes from the 2016/17 budget, indicative funding for 2018/19 and the requisitions from the three constituent authorities.

Decision

The Board agreed:-

- (1) the Valuation Joint Board's Revenue Budget for 2017/18, as detailed in appendix A of the report.**
- (2) to increase the minimum level of reserves to 6% of net revenue expenditure.**
- (3) to create Spend to Save and Property Maintenance Funds from reserves to allow the Board to reduce expenditure in future years; and**
- (4) to requisition the constituent authorities for their share of the net expenditure as set out below:-**

	Requisition
	£
Falkirk	1,214,515
Stirling	868,990
Clackmannanshire	381,015
Total	2,464,520

VJB39. Report on Mail and Printing Contract

The Board considered a report by the Assessor and Electoral Registration Officer seeking the Board's authority to enter into an agreement with the Royal Mail for printing and postage services.

The report set out a recommendation from the Assessor to enter into a call off contract with the Royal Mail for physical and hybrid mail and scheduled/regular bulk mail until 30 September 2019 at a cost of £420,000. In terms of standing orders, the Board's approval was required.

Decision

The Board agreed to authorise the Assessor to enter into a call off contract with Royal Mail until 30/09/2019.

VJB40. Records Management Policy

The Board considered a report by the Assistant Assessor presenting a Records Management policy for approval.

A policy for the creation, management and disposal of records was presented. Previously, the Board's records management had been incorporated within Falkirk Council's records management policy. The draft policy would ensure that the Board had its own policy to allow it to meet its duty in terms of the Local Government (Scotland) Act 1994 and the Public Records (Scotland) Act 2011 to ensure that records created by the Board are properly managed.

Decision

The Board approved the draft Records Management Policy as appended to the report.

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

VJB41. Revaluation 2017 Update Report

The Board considered an update report by the Assessor and Electoral Registration Officer on progress with the 2017 Non Domestic Revaluation Programme.

The Assessor was required to revalue the Rateable Value of non domestic properties every 5 years and produce a new Valuation Roll.

The previous revaluation had been 2010, and the 2015 revaluation was postponed by the Scottish Government.

The Rateable Value was the Assessor's opinion of the property's rental value, taking into account various statutory assumptions and were based on rental levels two years prior to the revaluation date (1 April 2015).

The process would result in both increases and decreases to Rateable Values and would impact differing ways to various sectors such as the hospitality trade and retail properties.

The Assessor explained the process – in particular the notification and appeals process. Although appeals would be considered by the Assessor, the final determination would be through an independent Valuation Appeal Panel.

Members expressed concern at the potential increase to Rateable Value, in particular, small businesses (such as pubs) and their ability to absorb increases given the difficult trading environment. The Assessor confirmed that, while efforts would be made to consider and where possible reach a solution, if he considered his valuation to be correct the final recourse was to the Panel and this process could take 3 years. In the meantime the tenant would be expected to meet the higher value.

Members expressed concern that this could result in small businesses going out of business. The Assessor explained his statutory duty in this process and emphasised the need for him to be fair, consistent and impartial.

Members discussed support offered to Local Authorities by the Scottish Government as part of its budget settlement and indicated that they would pursue the matter of support through their Local Authorities.

Decision

The Board noted the report.

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

VJB42. Convener's Remarks

The Convener stated that this was the final meeting of the current Board before the Local Government elections in May 2017. He thanked members for their commitment and support and thanked the Assessor, Deputy Assessor, Clerk and Treasurer for the professional advice

VJB43. 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 Paragraphs 11 and 12 of Part 1 of Schedule 7A to the said Act.

VJB44. Minutes

- (a) The minute of the special meeting held on 15 July 2016 was approved; and
- (b) The minute of the special meeting held on 7 October 2016 was approved.

Draft**FALKIRK COMMUNITY PLANNING PARTNERSHIP**

Minute of Meeting of the Community Planning Strategic Board held in the Municipal Buildings, Falkirk on Thursday 2 March 2017 at 2.00 p.m.

Present:

Councillors Falkirk Council:-
 Craig Martin (Convener)
 Jim Blackwood
 Cecil Meiklejohn

Julia Swan, Non-Executive Member, NHS Forth Valley
 Karen Herbert, Chief Executive, CVS Falkirk and District
 Superintendent Martin Fotheringham, Police Scotland
 Gary Laing, Local Officer, Scottish Fire and Rescue Service
 Fiona Robertson, Scottish Government

Attending:

Falkirk Council:-
 Nick Burgess, Service Manager, Children's Services
 Fiona Campbell, Head of Policy, Technology and Improvement, Corporate and Housing Services
 Douglas Duff, Head of Economic Development and Environment Services
 Andrew Wilson, Policy and Community Planning Manager, Corporate and Housing Services

1. Apologies

Apologies were intimated on behalf of Mary Pitcaithly, Chief Executive, Falkirk Council; Ken Thomson, Principal, Forth Valley College

2. Welcome and Introduction

The Convener welcomed everyone to the meeting.

3. Minute**Decision**

The minute of the meeting of the Community Planning Partnership Strategic Board held on 15 December 2016.

4. Strategic Outcomes and Local Delivery Plan – Approval of Priorities and Outcomes Composite Delivery Plan.

The Board considered a report by Head of Policy, Technology and Improvement, Falkirk Council on the Strategic Outcomes and Local Delivery Plan – Approval of Priorities and Outcomes Composite Delivery Plan and clarity was provided on proposed reporting, which will include qualitative and impact data as well as Key Performance Indicators (KPIs), and that reporting will be timely and focussed.

Decision

The Board agreed:-

- (1) to approve the proposed SOLD Combined Delivery Plan;**
- (2) that a framework for a practical and feasible reporting schedule be brought to the next meeting of the Board;**
- (3) to the development of SMART Success Measures and corresponding timeframes by the Delivery Co-ordination Group and Evidence Support Group whilst noting the existing Partnership's reporting framework; and**
- (4) that the Community Planning Executive Group shall review the reporting framework to ensure each delivery group is adequately supported by sub groups, to allow the Board to effectively scrutinise and monitor progress.**

5. Locality Planning Framework - Approval of Outcomes Improvement Plan

The Board considered a report by Head of Policy, Technology and Improvement, Falkirk Council on the Locality Planning Framework – Approval of Outcomes Improvement Plan.

There was some discussion around the need for three officers, and therefore the need for partner agencies to feed into three groups. There was some concern that this may raise capacity issues for partner organisations. It was clarified that the three areas identified, East, West and Central Falkirk, have differing priorities.

The inclusion of young people in the voting process for participatory budgeting was highlighted. The recent Asset review undertaken by Falkirk Council was also mentioned, as future plans to streamline property assets across the area may impact on service delivery.

Decision**The Board:-**

- (1) noted the progress in developing the first Community Action Plan process in Bo'ness and Blackness; and
- (2) agreed:-
 - (a) to approve the Locality Planning Framework;
 - (b) to the implementation of the framework and appropriate participation; and
 - (c) the establishment of the first Locality Planning Officer Group in the East was approved, and that the Board would oversee this process.

6. Falkirk Community Justice Partnership – Approval of Outcomes Improvement Plan

The report by the Chair of the Community Justice Partnership was considered and the hard work of Dawn Wheildon in preparing the report was commended. The reduction in budget was acknowledged, and the Board was reassured that planning around policy, not just finance, would be carefully implemented.

Decision**The Board agreed:-**

- (1) to sign off the content of the Falkirk Community Justice Outcomes Improvement Plan;
- (2) to approve the submission of the plan to Community Justice Scotland; and
- (3) to the publication of the plan on 31 March 2017.

7. Agenda item was withdrawn

8. Community Planning Conference

Decision

Due to the timing of local government elections, the Board agreed that the conference dates be put back until Autumn 2017.

9. Date of Next Meeting

The Board noted that the next meeting would be on Thursday, 13 April 2017 at 2.00 pm

FORTH VALLEY NHS BOARD

DRAFT

Minute of the Forth Valley NHS Board meeting held on Tuesday 30 May 2017 in the NHS Forth Valley Headquarters, Carseview House, Castle Business Park, Stirling.

Present

Mr Alex Linkston (Chair)	Dr Graham Foster
Mrs Fiona Ramsay	Professor Angela Wallace
Mr Andrew Murray	Mr John Ford
Mr Tom Hart	Mrs Julia Swan
Dr Michele McClung	Ms Jo Chisholm
Dr James King	

In Attendance

Ms Elaine Vanhegan, Head of Performance and Governance
 Mrs Elsbeth Campbell, Head of Communications
 Mrs Kathy O'Neill, General Manager
 Mr David McPherson, General Manager
 Ms Monica Inglis, Head of Clinical Governance (Item 5.3)
 Mrs Gillian Morton, General Manager (Item 5.3)
 Mr Scott Urquhart, Assistant Director of Finance
 Ms Debbie Forbes, Senior Midwife McQIC (Item 5.3)
 Ms Fiona Cook, Clinical Ward Manager Paediatrics (Item 5.3)
 Ms Kirsty MacInnes, Practice Development/Quality Improvement Midwife (Item 5.3)
 Ms Jo McLaren, Corporate Services (*minute*)

1. APOLOGIES FOR ABSENCE

Apologies for absence were intimated on behalf of Ms Linda Donaldson and Ms Fiona Gavine.

2. DECLARATION(S) OF INTEREST(S)

There were no declarations of interest.

3. MINUTE OF FORTH VALLEY NHS BOARD MEETING HELD ON 28 MARCH 2017

The minute of the Forth Valley NHS Board meeting held on 28 March 2017 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 Patient Story

The NHS Board received a short presentation video outlining a gentleman's experience of the service at Forth Valley Royal Hospital.

The gentleman provided a brief background of his symptoms and advised that he was admitted into CAU for observation before being transferred to the stroke unit for specialist care. The

gentleman acknowledged the outstanding care provided by the entire team at Forth Valley Royal Hospital, from domestic staff to nursing and medical staff who each played a vital role in his recovery.

He hoped that this feedback would be beneficial to the team in Forth Valley Royal Hospital and also the organisation as a whole going forward.

Professor Wallace advised that this had been a positive and helpful experience to share as it had acknowledged various cultural aspects which NHS Forth Valley was continuing to focus on, around confidence in care and team work. The gentleman had also acknowledged that he was allowed flexibility for his own routine which aligned well with NHS Forth Valley's person centred values.

The NHS Board noted the update provided,

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 provided a brief update, highlighting the performance relating to infection prevention and control.

There had been a considerable in month improvement with regards to Staphylococcus aureus Bacteraemia (SABs), with 5 received in April 2017 compared with 15 received in March 2017. In April 2017 there were 2 Community, 2 Healthcare and 1 Hospital acquired SAB. It was acknowledged that the March 2017 position would have an impact on the 12 month rolling average reported within the Performance Report.

With regards to Clostridium difficile Infections (CDI), there were 3 at April 2017; 2 Healthcare and 1 Community acquired. It was highlighted that NHS Forth Valley was in a positive position in relation to CDI infections nationally, and work was continuing to ensure the position was sustained going forward.

It was highlighted that there continued to be good performance in relation to Device associated Bacteraemias, with 2 received at April 2017, an improved position from the previous month.

The paper provided an overview of the Surgical Site Infection position for April 2017. It was highlighted that there had been 2 reported in month, one mandatory procedure and 1 voluntary procedure, both of which were reported nationally.

The performance with regards to the ward visit programme had improved throughout the past 12 months, highlighting a reduction in non compliances. Following a specific question in relation to managing patient care equipment, a brief overview was provided around what this theme encompassed. It was acknowledged that there was a downward trend in performance within this measure and focus was continuing to improve this going forward. It was highlighted that the priority was around ensuring that a high quality patient care process was maintained at all times and appropriately linked to actions required, such as, labelling equipment as clean. It was highlighted that this area would require ongoing focus.

Discussion took place around Personal Protective Equipment (PPE) and what this measure meant in terms of Health and Safety. It was noted that this theme was not around a lack of health and safety for staff it was primarily around ensuring that the right PPE was used for the right environment and was not around the risk to staff.

The NHS Board noted the update provided.

5.3 Patient Safety Programme in Maternity Services

The NHS Board received a presentation “Scottish Patient Safety Programme, Maternity and Children Quality Improvement Collaborative (MCQIC) in NHS Forth Valley” led by Professor Angela Wallace, Director of Nursing and supported by Ms Monica Inglis, Head of Clinical Governance, Mrs Gillian Morton, General Manager, Ms Debbie Forbes Senior Midwife MCQIC, Ms Fiona Cook, Clinical Ward Manager Paediatrics and Ms Kirsty MacInnes Practice Development / Quality Improvement Midwife.

An overview of the Scottish Patient Safety Programme was provided, highlighting the breadth of the overall programme throughout NHS Forth Valley and the overall aims. It was highlighted that this programme linked well with the ‘Better every day - Shaping the Future Quality Improvement Strategy’. A summary of all areas covered within the Scottish Patient Safety Programme was provided.

With regards to MCQIC, the overall aim was to reduce the avoidable harm to women and babies by 30%. There were three workstreams in place to take this forward; Maternity, Neonatal and Paediatric care. It was emphasised that the person centred focus and priorities were firmly established within each workstream. Work continued in relation to maintaining reliable processes and setting stretch aims in order to deliver better outcomes.

There were three national outcomes in which NHS Forth Valley were actively progressing towards:

- Reduction in stillbirths
- Reduction in post partum haemorrhage
- Reduction in neonatal deaths

An overview of the actions being progressed within each of these was provided and detail around the performance for each.

Detail was provided around the work currently ongoing within each of the workstreams in order to reduce harm. With regards to maternity, actions included foetal movement education and the warm bundle which provided hand knitted hats to all babies born. Work was continuing with regards to Post Partum Haemorrhage (PPH), a risk assessment had been developed for women in order to gauge whether this was a possibility. It was also highlighted that the method used by Forth Valley to measure blood loss was more accurate than elsewhere and could impact performance compared to the rest of Scotland.

With regards to smoking cessation it was highlighted that the work here had been positive and there were 3 points of contact allowing an opportunity for women to be referred to smoking cessation services. Discussion took place around the opportunity for targeting partners who smoke, at this point, it was highlighted that this was already being taken forward and smoking cessation services were offered to partners as well as the women.

With regards to the Neonatal workstream, the goal was to reduce harm to neonates. An overview of progress to date was provided along with planned next steps.

It was highlighted that Forth Valley had been recognised by HIS as a pilot site to develop a national Paediatric Early Warning Scoring (PEWS) chart which had received a considerable amount of support and input from staff within the Paediatrics department. It was noted that this work was now complete and ready to be circulated for use nationally.

There was also a continued focus around person centred priorities within the paediatrics department, using the, ‘what matters to me’ questionnaire for children going to theatre. There had also been the introduction of an IR2 system which was around recognising success in terms of care. It was acknowledged that this was a positive step forward for the organisation and

further feedback would be welcomed in order to consider using it in other areas of the organisation.

Mrs Swan advised that this had been a positive presentation which provided the Board with assurance that issues were being taken forward and addressed as fully as possible.

The NHS Board noted the update provided.

6. STRATEGIC PLANNING AND DEVELOPMENT

6.1 Mental Health Strategy (2017-2027)

The NHS Board received a presentation on the 'Scottish Government Mental Health Strategy (2017-2027)' presented by Mrs Kathy O'Neill, General Manager.

The NHS Forth Valley Mental Health Strategy coverer a period of 10 years and sets out the key priorities that the Scottish Government consider would drive improvements in the mental health population of Scotland. The strategy included 40 recommendations to be taken forward in conjunction with a range of partners, including local authority.

The strategy concentrated on the key issues around mental health in Scotland and highlighted the areas of required action, linking with the priorities outlined within the Board's Healthcare Strategy. It was noted that the purpose of the presentation was to raise awareness of the strategy and provide an overview of the work ongoing to analyse and implement the strategy going forward.

The determents of poor mental health were highlighted as:

- Poverty
- Education
- Justice
- Social Security
- Employment

It was stressed that this strategy had incorporated the main themes from Shaping the Future in order to ensure appropriate linkages. An overview of the next steps were provided around the priorities within the strategy would be taken forward and fully integrated into the community.

Following discussion around the expertise available to treat mental health in people with physical and emotional disabilities, it was highlighted that work was continuing around developing adult services by creating a hub which would help build on available capacity and expertise through an integrated approach with all partners. It was also highlighted that work would continue with the sensory centre to contribute to this going forward.

Following a specific question around the use of pharmaceuticals in the management of children with mental health issues it was highlighted that the current priority was around the development of the CAMH Service, providing as much additional capacity as possible to re balance how children were managed. Discussion also took place around how this aligned to primary care and ensuring priorities were appropriately linked. It was highlighted that work was underway nationally around alternative medication pathways which Gillian Morton, General Manager would be able to provide detail on.

It was raised that the use of virtual Cognitive Behavioural Therapy (CBT) courses were advertised online and discussion took place around the evidence base of using these. It was highlighted that the psychological therapies matrix, which underpinned the work carried forward through this service was supportive of computerised CBT, and had evidence to support the initiative, however this was based on individual needs.

It was highlighted that the Dementia and Suicide Prevention Strategy which was awaiting publication would make further reference to third sector services in terms of prevention and support.

The NHS Board noted the update provided.

7. CORE PERFORMANCE

7.1 Executive Performance Report

The NHS Board considered a paper "Executive Performance Report", presented by Ms Elaine Vanhegan, Head of Performance and Governance.

The NHS Forth Valley Performance Framework was revised and presented to the Performance and Resources Committee in April 2017. There were no further changes required however, the Committee noted the national context of performance management in the NHS and that the landscape was rapidly changing and becoming more complex going forward, with the implementation of the Public Bodies (Joint Working) (Scotland) Act 2014. It was highlighted that with regards to reporting of performance, the senior team remained mindful of these changes and were reviewing how best to capture this going forward while not duplicating effort. In January of this year Integration Authorities were requested by the Scottish Government to submit Improvement Plans and trajectories around unscheduled care considering the areas noted below:

- Unplanned admissions
- Unscheduled hospital occupied bed days
- A&E performance
- Delayed discharges
- End of life care
- Balance of care spend

Work had continued across a number of fronts in relation to taking forward the Healthcare Strategy and considering the next steps. Focus had been maintained on the key priorities with progress on standards and targets regularly reported.

Correspondence had been received with regards to the Local Delivery Plan, outlining the expectations. The letter noted the challenges faced within NHS Scotland and suggested that through the triple aim approach of best care, best value and best health that actions were prioritised. There was also mention of regional development plans which should be progressed.

The NHS Board had previously approved the redesign of Trystview, Bellsdyke Hospital, to provide a low secure female unit which would be open to patients from facilities out with Forth Valley. It was noted that work on the unit was nearly completed in terms of both capital spend and structure. Following consultation with staff and patients it had been re named 'Hope House' in order to be seen as a separate unit from the rest of Trystview, this was considered an important factor during the consultation process.

There was a recent visit from the Cabinet Secretary to Forth Valley Royal Hospital where she met staff in ward B32 to launch a national consultation on staffing levels. It was highlighted that Forth Valley were already doing well locally around this and had been using workforce tools to ensure safe staffing levels in all clinical areas for a number of years.

Performance

Ms Vanhegan provided a summary of the core performance for NHS Forth Valley for the period to the end of March and April 2017. Although focus continued on all aspects of performance there were some continuing challenges in respect of key access targets.

The absence position remained stable with the overall March 2017 position at 5.15% against a Scotland position of 5.30%. The 12 month position in terms of sickness absence for the period April 2016 – March 2017 highlighted that NHS Forth Valley was better than the Scotland position; NHS Forth Valley 5.11%, Scotland 5.20%. Work continued in respect of striving to achieve the 4% target and continued to remain below the Scottish average.

In terms of emergency access, the April 2017 position was 90.5% Board wide; MIU 99.7% and ED 88.6% with 11 patients waiting longer than eight hours and no patients waiting longer than 12 hours. Performance had continued to be challenging and as a result the organisation had been required to provide daily monitoring 3 times over a 4 week period to the Scottish Government. It was highlighted that NHS Forth Valley were required to achieve above 90% for a period of 10 days within ED before this would cease. Activity over April and May 2017 had increased with a number of days reporting over 200 attendances. It was highlighted that this was a challenging position for the organisation and focussed work was currently underway, led by Mr Murray, Medical Director to look at improving internal processes and preventing breaches in order to improve the position going forward.

At the end of April 2017 the number of patients waiting for an outpatient appointment that exceeded the 12 week waiting time standard was 2974, an increase on the March position but remained under the end of March target of 3000.

In terms of TTG there has been an increase from the end of March position of 468 to 585 patients having an ongoing wait beyond 12 weeks at the end of April 2017. Challenges remain in three key specialties; Orthopaedics, ENT and General Surgery. Focus had continued within these three specialties with every effort being made to reduce the number waiting.

The 18 week Referral to Treatment (RTT) position in March 2017 was 79.4%. The CAMH Services performance had remained strong with a performance of at 94.6% against the 90% standard. The 18 week RTT position for Psychological Therapies had remained challenging with an April 2017 position of 40.8%, as the focus remained on bringing in those patients who had been waiting the longest, first.

Against the 62 day cancer standard, the position for the quarter ending December 2017 was 89.5% with the monthly position to March 2017 at 93 %. Forth Valley continued to perform well against the 31 day target with performance for the quarter ending December 2016 97.4% and the monthly position to March 2017 at 95.3%. Both in month positions were above the Scottish average and further work was underway in respect of patients who wait beyond the target with appropriate actions agreed to support improvement.

The position regarding delayed discharges had been static over the past few weeks and continued to pose a challenge in terms of capacity. The position for delays over 14 days at April 2017 census was 19 against a zero target. The local authority breakdown was; Clackmannanshire 1, Stirling 0 and Falkirk 14 delays. There were also 4 delays from Local Authorities out with Forth Valley. The total delays for Forth Valley was, 54 including guardianships and code 9s.

It was highlighted that the Finance section would be covered in detail under the specific agenda item.

The target was to further reduce the Hospital Standardised Mortality Ratio (HSMR) by 10% from the new base by 2018. At the quarter ending December 2016, the provisional HSMR position for NHS Forth Valley was 1.03. This was a reduction from the baseline of 10.1%, with a reduction in the Scottish position of 8.4%.

It was highlighted that the HAI position had been covered in detail earlier in the agenda. The NHS Board noted the good performance in respect of the 10 patient safety essentials which were each highlighted within the paper.

With regards to person centred and the work ongoing around falls, it was highlighted that NHS Forth Valley was striving to reduce falls and falls with harm as part of the Scottish Patient safety programme. A number of actions have been agreed and were being taken forward in support of the target to achieve a 20% reduction in all falls and a 25% reduction in falls with harm.

At April 2017, the eKSF position for NHS Forth Valley was 71%, a reduction from the March 2017 position. It was anticipated that performance would increase around this measure going forward as a number of staff had lapsed at year end. Focus was maintained on ensuring departments were driving forward the importance of these reviews.

The position at March 2017 in respect of the stroke care bundle was 79.5% of all patients admitted to hospital with a diagnosis of stroke received the appropriate elements of the bundle. Swallow screening remained the most significant factor in limiting the overall ability to achieve all the stroke care bundle elements. Ms Vanhegan provided some context around the fails from the previous week, highlighting 1 had failed within 4 minutes, one within 21 minutes and one due to no date being included on the documentation. It was highlighted that focus remained on ensuring documentation was appropriately completed.

The NHS Board noted the update provided and acknowledged the ongoing work throughout the organisation in relation to each of these measures. It was agreed that all of the red areas Board members were already aware of and had received comprehensive updates throughout the year around actions being taken forward in respect of these.

7.2 Financial Monitoring Report

The NHS Board considered a paper "Financial Report For Period Ended 30th April 2017", presented by Mr Scott Urquhart, Assistant Director of Finance.

Mr Urquhart provided a summary of the financial position for NHS Forth Valley to 30 April 2017. The revenue financial position was an overspend of £0.596m, with the majority of the overspend arising from savings deducted but not yet delivered plus continuation of 2016/17 service pressures such as use of temporary medical workforce issues and acute prescribing costs.

Savings plans totalling £20.265m had been identified and further detail on this was outlined within the paper. It was highlighted that embedding the savings initiatives this year would require significant effort and drive. With regards to unidentified savings this was currently at £3.735m, which reflected an improvement on the opening financial plan position, with further options to be considered towards closing that gap.

It was noted that there were initiatives that could be brought in this year to reduce the risk of unidentified savings on a non recurring basis in order to mitigate the risk. The financial position going forward would remain challenging and there required to be continued focus on managing cost pressures and delivering savings.

Discussion took place around savings opportunities including workforce redesign and prescribing, it was highlighted that this mirrored the national position in terms of relative cost base. Professor Wallace advised that in relation to staffing savings this targeted reduced agency costs and that the use of workforce tools to determine safe staffing levels was well rehearsed throughout Forth Valley and this would continue.

The NHS Board noted:

- The revenue overspend of £0.596m to 30 April 2017
- The balanced capital position to 30 April 2017
- The updated position on savings , with £20.265m savings plans identified.
- Work ongoing to reduce yet to be identified savings of £3.735m

7.3 Waiting Times Report

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

Mr McPherson acknowledged the financial challenges going forward, highlighting that this was having an adverse effect on meeting certain access targets.

It was highlighted that in terms of going forward the priority was to bridge any gaps in services through capacity planning which would identify available resources per specialty allowing this to be managed robustly and to identify which parts of the pathway were challenged. It was noted that additional support would be available through the Scottish Government around private sector activity. It was highlighted that this was currently being negotiated for Gastroenterology and Orthopaedics.

An overview of the challenges which had been experienced within Psychological Therapies were provided and it was anticipated that the service would soon be fully staffed.

With regards to the access policy, DNAs were being managed rigorously through this and through the use of the patient reminder service. It was noted that ensuring clinics were at their maximum capacity was key to ensuring access targets were achieved going forward.

It was also noted that a pilot was being trialled within theatres in order to maximise theatre slot usage and avoid missed slots. It was highlighted that feedback would be provided on this as required.

The NHS Board noted the update provided.

7.4 Communications Quarterly Update Report

The NHS Board considered a paper ‘Communications Quarterly Update Report’ presented by Ms Elsbeth Campbell, Head of Communications.

The paper provided an overview on the ongoing work to develop and improve internal and external communications across the organisation in line with NHS Forth Valley’s Communication Strategy. It also provided a summary of the work underway around key service developments and events across NHS forth Valley.

An overview was provided around the following:

- Pharmacy First
- Use of NHS Forth Valley Vehicles for advertising service availability to the public such as the Minor Injuries Unit
- Patient Reminder Service
- Support for older people
- Awards for NHS Forth Valley and staff

Following a specific question in relation to measuring the impact of Pharmacy First, it was noted that there was work underway within Pharmacy to identify number of prescriptions and timings of those accessing the service. It was agreed that feedback on some of this data would be useful in

future as it would be beneficial to see whether this was having the desired impact in terms of reducing patients at the front door services and primary care.

Discussion took place in relation to ALFY and whether more could be done to promote the service and ensure the message was reaching the targeted audience.

The NHS Board noted the update provided.

8. GOVERNANCE

8.1 Governance Committee Minute

8.1.1 Performance and Resources Committee – 25 April 2017

The NHS Board noted the minute of the Performance and Resources Committee meeting held on 25 April 2017 and also acknowledged the positive performance in relation to achieving financial balance for 2016/17.

The NHS Board recognised the generous donation from the RVS and thanked them for the service provided through the Community Hospitals.

8.1.2 Audit Committee – 24 March 2017

The NHS Board noted the minute of the Audit Committee meeting held on 24 March 2017.

8.1.3 Staff Governance Committee – 17 March 2017

The NHS Board noted the minute of the Staff Governance Committee meeting held on 17 March 2017.

8.1.4 Clinical Governance Committee – 10 February 2017 and 31 March 2017

Ms Swan advised that the Clinical Governance Committee had received a positive presentation on the MOSES system which considered adverse events and improving the quality of these reviews going forward. It was acknowledged that there was real clinical engagement with the system and a significant step forward for NHS Forth Valley.

The NHS Board noted the minutes of the Clinical Governance Committee meeting held on 10 February 2017 and 31 March 2017.

8.1.5 Endowment Committee – 24 March 2017

The NHS Board noted the minute of the Endowment Committee meeting held on 24 March 2017.

8.2 Advisory Committee Minute

8.2.1 Area Clinical Forum – 16 March 2017

The NHS Board noted the minute of the Area Clinical Forum meeting held on 16 March 2017.

8.3 Integration Joint Board Minutes

8.3.1 Falkirk Integration Joint Board – 3 February 2017

The NHS Board noted the minute of the Falkirk Integration Joint Board meeting held on 3 February 2017

8.3.2 Clackmannanshire and Stirling Integration Joint Board – 1 February 2017

The NHS Board noted the minute of the Clackmannanshire and Stirling Integration Joint Board meeting held on 1 February 2017.

9. ANY OTHER COMPETENT BUSINESS

There being no other competent business, the Chairman closed the meeting.

FORTH VALLEY NHS BOARD

DRAFT

Minute of the special meeting of Forth Valley NHS Board held on Friday 16 June 2017 in Rooms 1 and 2, the Learning Centre, Forth Valley Royal Hospital.

Present

Mr Alex Linkston (**Chair**)
 Dr Graham Foster
 Ms Fiona Gavine
 Mr James King
 Mr Tom Hart
 Mr John Ford
 Cllr Allyson Black

Mrs Fiona Ramsay
 Mr Andrew Murray
 Professor Angela Wallace
 Mrs Jo Chisholm
 Mrs Julia Swan
 Dr Michele McClung
 Cllr Susan McGill

In Attendance

Ms Elaine Vanhegan, Head of Performance and Governance
 Mrs Alison Richmond-Ferns, Associate Director of HR
 Mr Scott Urquhart, Assistant Director of Finance
 Mrs Sonia Kavanagh, Corporate Governance Manager (*minute*)

1. APOLOGIES FOR ABSENCE

There were no apologies for absence noted.

2. FORTH VALLEY NHS BOARD ANNUAL ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

The NHS Board considered a paper "Forth Valley NHS Annual Accounts for the Year Ended March 2017", presented by Mr Scott Urquhart.

The NHS Boards were required to submit a signed set of accounts to the Scottish Government Health Department by 30 June 2017. The Accounts had to be signed by the relevant NHS Board members and by the Auditors.

The NHS Board Accounts would be made available in the public domain once they had been laid before Parliament with confirmation expected by September 2017. The Audit Committee members had received a full set of accounts and these were available to Board members on request.

Mr Urquhart highlighted the Finance Report to 31 March 2017 was presented to the Performance and Resources Committee in April 2017. A revenue surplus of £0.204m and a balanced capital position were reported. The final out-turn recorded in the Annual Accounts confirmed a revenue surplus of £1.534m, comprising the £0.204m surplus recorded above plus a further £1.330m surplus due to an accounting adjustment made in respect of a long term contract, with an associated prior year adjustment. The Annual Accounts also confirmed a balanced capital out-turn and achievement of the cash target, in line with projection.

The Audit Committee met on 9 June 2017 where they reviewed and considered the respective Internal and External Audit Reports and a full set of Accounts. The Audit Committee had also prepared an Annual Report on their activities and performance during 2016/17. A draft letter of representation by the Accountable Officer had also been circulated to the committee with

assurances made on aspects of the financial statements, judgement and estimates. The External Auditor had provided an unqualified auditor's report subject to receipt of the final set of financial statements for review, to which there were no changes. There were no specific issues to highlight and the Accounts were submitted for approval.

The Patient Funds Auditors Report was considered by the Audit Committee on 9 June 2017 which recommended approval of the draft audited annual accounts of the Patient Private Funds. There were no specific issues to highlight and the Accounts were submitted for approval.

The Endowment Committee reviewed the draft Endowment Accounts 2016/17 on 9 June 2017 and the Audit Committee considered the Endowment Auditors Report. There were no specific issues to highlight and the Accounts were submitted for approval.

Mr Alex Linkston commended Mrs Ramsay and her team for their performance and achievement within the timescales.

The NHS Board acknowledged the information contained in the report and:-

- Noted the 2016/17 surplus revenue out-turn of £ 0.1.534m, a balanced capital out-turn and achievement of the cash requirement
- Approved the Forth Valley NHS Board Annual Accounts for the year ended 31st March 2017
- Approved the Patients Private Funds Annual Accounts of NHS Forth Valley for the year to 31st March 2017
- Approved the Endowment Accounts of NHS Forth Valley for the year ended 31st March 2017.
- Noted that the approved Annual Accounts would be made public on receipt of confirmation that they have been laid before Parliament which was anticipated to be during September 2017.

3. ANY OTHER COMPETENT BUSINESS

There being no other competent business, the Chairman closed the meeting at 8.45am.



FALKIRK INTEGRATION JOINT BOARD

DRAFT Minute of Meeting of the Falkirk Integration Joint Board held in Rooms 1 and 2, the Learning Centre, Forth Valley Royal Hospital on Friday 16 June 2017 at 9.30am.

Voting Members:

Julia Swan (Chair)
Allyson Black (Vice Chair)
Alex Linkston
Michele McClung
Cecil Meiklejohn
David Alexander (substitute for Fiona Collie)

Non-voting Members:

Patricia Cassidy, Chief Officer
Fiona Ramsay, Interim Chief Executive, NHS Forth Valley
Mary Pitcaithly, Chief Executive, Falkirk Council
Ewan Murray, Chief Finance Officer
Kathy McCarroll, Chief Social Work Officer, Falkirk Council
Tom Hart, NHS Forth Valley Staff Representative
Martin Murray, Service User Representative
Angela Price, Third Sector Representative
Karen Herbert, Third Sector Interface
Angela Wallace, Nursing Representative
Leslie Cruickshank, GP Medical Representative
Andrew Murray, Medical Representative
Gordon Irvine substitute Falkirk Council Staff Representative

In Attendance:

Kathy O'Neill, General Manager Community Services Directorate, NHS Forth Valley
Suzanne Thomson, Programme Manager, Health and Social Care Integration
Elaine Vanhegan, Head of Performance and Governance, NHS Forth Valley
Joe McElholm, Head of Social Work Adult Services, Falkirk Council
Sonia Kavanagh, Corporate Governance Manager, NHS Forth Valley (minute)

Claire Pickthall, AHP Manager, NHS Forth Valley (IJB112)
Robert Stevenson, Senior Planning Manager, NHS Forth Valley (IJB111)
Gina Anderson, Team Manager (IJB101)
Rachel Sinclair, Community Care Worker (IJB101)
Heather Fraser, REACH (IJB101)
Deirdre Gallie, Delay Discharge Co-ordinator (IJB101)
Ross Lawrie, Senior Information Analyst, ISD (IJB101)

IJB99. APOLOGIES

Apologies for absence were intimated on behalf of Fiona Collie, Sandra Burt and Morven Mack.



IJB100. DECLARATIONS OF INTEREST

Karen Herbert declared an interest in IJB108 and IJB112 and would recuse herself from consideration of these items.

IJB101. DISCHARGE TO ASSESS PILOT

The Integration Joint Board received a demonstration of the Delayed Discharge Dashboard by Mr Ross Lawrie.

The Dashboard provided an interactive report which tracked discharge progress, identifying variation and understanding where improvements had occurred and could be made.

Ms Gina Anderson and her colleagues provided a presentation outlining the Discharge to Assess pilot and its partnership approach to achieve timely discharge from hospital. The aim was to promote independence and ensure support requirements were assessed in the most appropriate setting, adjusting them when necessary. The positive impact of the discharge to assess pathway was highlighted through various case studies.

The Integration Joint Board noted the update provided and the ongoing work to put patients and carers at the centre of their pathway.

IJB102. MINUTE OF THE FALKIRK IJB MEETING HELD ON 30 MARCH 2017

Decision

The minute of meeting of the Integration Joint Board held on 30 March 2017 was approved.

IJB103. MINUTE OF JOINT STAFF FORUM MEETING HELD ON 24 MARCH 2017

Decision

The minute of meeting of the Joint Staff Forum held on 24 March 2017 was noted.

IJB104. MEMBERSHIP OF THE INTEGRATION JOINT BOARD

The Integration Joint Board considered a report presented by Mrs Suzanne Thomson, Programme Manager.

Mrs Thomson outlined the changes to representation on the IJB and the need to agree membership to the Audit Committee.

Decision

The Integration Joint Board:-

- 1. Noted the appointment to the IJB as detailed in section 4 of the report**



2. **Agreed that the two voting members of the Audit Committee would be Fiona Collie (Chair) and Alex Linkston.**

IJB105. CHIEF OFFICER REPORT

The Integration Joint Board considered a report presented by Ms Patricia Cassidy, Chief Officer.

Ms Cassidy provided an update on developments within the Health and Social Care Partnership. Information was presented on the advocacy tender/timetable, IJB Annual Report and the Duty of Candour. Further updates were provided on a range of work including support service arrangements, Local Delivery Plan, staff engagement sessions, GP Fellows and Primary Care Transformation Fund. Mrs Cassidy also highlighted consultations/correspondence regarding the Safe and Effective Staffing in Health and Social Care and requirement for a Climate Change Report.

The Partnership continued to work with i-Hub and TRIST to progress the work on whole systems mapping and reablement pathway. A workshop had been arranged for 23 June 2017 and a wide range of stakeholders had been invited to receive an update on Phase 1 and be involved with discussions regarding the next stages of work required.

In response to a question regarding priority given to people who required specialist equipment before they could be discharged, Joe McElholm confirmed that while some adaptations were not always possible they remained a number one priority, however, alternative housing requirements could cause delays.

Decision

The Integration Joint Board:-

1. **Noted the ongoing discussion on the Support Services requirements**
2. **Noted work to finalise the HSCP Local Delivery Plan would be overseen by the Leadership Group and Chief Finance Officer**
3. **Noted progress in the development of the GP Fellows role in strengthening community based services and the next stages**
4. **Noted that further reports on the Primary Care Transformation Fund would be provided**
5. **Remitted the Delayed Discharge Steering Group to present the revised Discharge Improvement Plan to a future IJB meeting**
6. **Remitted the Clinical and Care Governance Group to consider and forward recommendations to implement the Duty of Candour requirements**
7. **Noted the Chief Officer Group would submit a joint response on behalf of IJBs to the Safe and Effective Staffing in Health and Social Care consultation by the due date of 3 July 2017. The Chief Officer would report this to the Board for information**
8. **Noted the duties relating to the IJB and climate change to be progressed by the Leadership Team. An update would be presented to the IJB meeting in December 2017.**

IJB106. IJB FINANCIAL BUDGET REPORT

The Integration Joint Board considered a report presented by Mr Ewan Murray, Chief Finance Officer.



Mr Murray provided a summary of the financial position for year ended 31 March 2017 and the necessary actions required to deal with the overspend: including

budget recovery plan, implementation of savings and efficiency programmes and accounting treatments.

The Integration Joint Board discussed the detail of the net overspend position which consisted of underspend on budgets delegated to Falkirk Council and overspend on operational and universal services budgets delegated to NHS Forth Valley.

Following discussions on the financial position and the challenges faced, the Integration Joint Board agreed it would be beneficial to hold a dedicated OD session for Senior Managers, Chief Officers and Chief Finance Officers on the approach to directions and budget process. This would enable further consideration and review; aligning accountability, knowledge, planning and budget setting timeframes.

Decision

The Integration Joint Board:-

1. **Noted the financial position reported for the year ended 31 March 2017 subject to audit, as per section 4**
2. **Noted the resultant IJB reserves position and the position regarding use of the Integration Fund as set out at sections 5 and 6**
3. **Approved the issuing of final 2016/17 directions to Falkirk Council and NHS Forth Valley, set out in Appendices III and IV of the report**
4. **Noted the 2017/18 IJB Revenue Budget and Budget Recovery Update as per Section 7. This included the high risk of overspend in the current financial year and the costs associated with contingency beds at Falkirk Community Hospital remaining open until end of June 2017**
5. **Noted the current assessment of financial risk in relation to Operational and Universal Services Element of in-scope NHS budgets detailed in Table 5 and the requirement to bring further savings proposals forward to the August IJB meeting**
6. **Remitted the Leadership Group with bringing forward a robust and risk-assessed budget recovery plan to the August IJB meeting to address the level of financial risk outlined**

IJB107. NHS CASES FOR CHANGE

The Integration Joint Board considered a report presented by Mrs Kathy O'Neill, General Manager.

Mrs O'Neill highlighted that work had been undertaken to apportion savings against the in-scope services of the IJB, particularly where savings related to Forth Valley wide service provision. The proposals outlined would support the strategic and financial plans of the IJB and included those relating to change or redesign in the way services were delivered or where there was a level of savings expected.

The proposals included:

- Redesign of services – There was an opportunity with Day Services for Older Adults with Mental Health Problems to move away from traditional day hospital and community mental health team model and establish an integrated Resource model.
- Income Generation – The proposal was to make one bed available in Hope House for patients from other Health Boards.



- Review of Commissioned Services - This case for change involved a review of Health Improvement Fund (HIF) Projects to confirm their ongoing contribution to Health Board and IJB Strategic Plans.
- Service Efficiencies – There was an opportunity for technical switches of medicines within the Mental Health Services and review of the provision of continence products and services.

The proposed savings were calculated on achieving a full year effect, clarity was required regarding what was deliverable in which financial year. Additional proposals may be required. Some proposals required further development or scoping and it was proposed that this process would be overseen by the Leadership Group.

The Integration Joint Board discussed the proposals provided. In response to a question regarding switching from more expensive to less expensive drugs Dr Cruickshank confirmed that patients would be consulted and following assessment, clinical staff would ensure a change was clinically appropriate, monitoring any possible effects throughout the process.

Decision

The Integration Joint Board:-

1. **Noted the progress made in developing the Cases for Change proposals and remitted the General Manager to bring back a report that linked to the budget recovery plan in August**
2. **Approved the Income Generation proposal for Hope House – Low Secure Unit as set out in section 4.2**
3. **Approved the Service Efficiencies proposal for Prescribing – Primary Care and Mental Health Services as detailed in section 4.4.1**

IJB108. PARTNERSHIP FUNDING

The Integration Joint Board considered a report presented by Mrs Suzanne Thomson, Programme Manager.

Mrs Thomson provided detail regarding the end of year financial position for Partnership Funds, based on actual expenditure against the approved allocations for 2016/17.

In line with Partnership Funding due governance process, all recommendations presented to the IJB for investment had been scrutinised by the Partnership Funding Group and endorsed by the Strategic Planning Group. There were a number of projects which required additional consideration and further updates or recommendations would be provided.

A performance overview of each initiative for the financial period 1 April 2016 – 31 March 2017 was also provided.

The Integration Joint Board discussed the various projects and the need to ensure their value and alignment with strategic commissioning priorities.

Decision

The Integration Joint Board:-

1. **Approved the allocations of Partnership Funding as presented in Appendix 1**
2. **Noted the performance information relating to all initiatives funded via**



**Integrated Care and Delayed Discharge Funds for the period 2016/17,
contained in Appendix 2**

IJB109. PERFORMANCE REPORT

The Integration Joint Board considered a report presented by Ms Elaine Vanhegan, Head of Performance and Governance.

Ms Vanhegan provided a performance update on the delivery of relevant targets and measures within the in-scope services of the IJB. The main content of the report focussed on capacity indicators across the system with key exceptions provided for further focus. These included delayed discharges, unplanned admissions and occupied bed days for unscheduled care. There were ongoing challenges in respect of the Emergency Department 4 hour wait and attendances. As a consequence Forth Valley had been requested by the Scottish Government to provide thrice daily monitoring from May to June 2017.

Feedback was sought on the format for the performance report, highlighting that complaints would also be incorporated following the introduction of the new Complaints Handling Procedure as per Item 17 in the agenda. Future focus would ensure linkage to the Delivery Plan.

Decision

The Integration Joint Board:-

- 1. Noted the content of the IJB Performance Report**
- 2. Noted the exceptions highlighted and that appropriate action would be taken forward by the relevant NHS General Managers, in conjunction with the Chief Officer**

IJB110. ELIBIBILITY CRITERIA AND RAS

The Integration Joint Board considered a report presented by Mr Joe McElholm, Head of Social Work Adult Services.

Mr McElholm reported that Public Consultation period for the revised Eligibility Criteria Framework had commenced in February 2017. It was scheduled to run for 6 weeks, however, this had been extended to 16 April 2017.

Details were provided regarding the public engagement process with a breakdown and analysis of the output outlined. The consultation process and implications of changes were discussed. There was a need for appropriate resources to provide the signposting required and ensure that suitable mechanisms were in place to trigger any additional support necessary.

Mr McElholm confirmed that benchmarking across West of Scotland had taken place regarding the impact/trigger of varying levels of informal support on the Resource Allocation System (RAS) and eligibility.

Decision

The Integration Joint Board:-

- 1. Noted the content of the report**
- 2. Approved the implementation of the revised Eligibility Criteria Framework from October 2017, noting that an implementation plan would be developed to support the process**

IJB111. CARERS ACT PROGRESS REPORT

The Integration Joint Board considered a report presented by Mr Robert Stevenson, Senior Planning Manager.

Mr Stevenson highlighted that the Carers (Scotland) Act 2016 was due to commence in April 2018 and discussions had been underway at a national level to address

issues identified during the legislative programme. The Act had a range of new provisions to identify, assess and support carers and a summary of the main areas was provided.

There had been significant progress since the report had been prepared and Mr Stevenson provided a verbal update on the situation.

Angela Price reported that funding for carers in Forth Valley had been reduced and highlighted the impact this caused. Mr Stevenson confirmed that this risk had been identified and was dependent on a national review of funding.

Decision**The Integration Joint Board:-**

- 1. Noted the progress made with planning for the implementation of the Carers Act 2016**

IJB112. PODIATRY SERVICES REDESIGN

The Integration Joint Board considered a report presented by Ms Claire Pickthall, AHP Manager.

Ms Pickthall reported that to fully implement the Scottish Government's Personal Footcare Guidance, NHS Forth Valley had developed plans to redesign local podiatry services. This would ensure clinical podiatry resources were focussed on patients with more serious foot problems while those assessed as requiring basic footcare could be re-directed.

The details of the proposal were outlined with further information provided regarding the basic footcare alternatives available for new low risk patient referrals. The Integration Joint Board discussed the proposed service redesign and were reassured that patients with complex cases would not be at risk and services and resources would be targeted at those most vulnerable.

Decision**The Integration Joint Board:-**

- 1. Agreed the proposed service redesign as detailed, subject to the outcome of the proposed pilot and patient feedback**



IJB113. Review of Day Services (Younger Adults)

The Integration Joint Board considered a report presented by Mr Joe McElholm, Head of Social Work Adult Services.

Mr McElholm set out the main legislative, policy and demographic drivers for change which required the development and provision of future day services for people with learning and physical disabilities in Falkirk.

The vision would need to involve the people affected by its implementation and consultations were key to achieving the personal outcomes required to be more independent, active and contributing members of their communities.

Details of the consultation undertaken, current services provided and guidelines/principles to enable disabled people to live the life they chose were outlined.

The Integration Joint Board discussed the need for continuity of service delivery. It was important for the change to be taken forward through review and assessments ensuring individuals and care providers were engaged with and responding to young people's requirements. Mr McElholm confirmed the commitment to the review process and any changes would take place following necessary assessment.

Mrs Black highlighted the need to provide adults in supported living accommodation similar opportunities to achieve their goals and personal outcomes.

Decision

The Integration Joint Board:-

- 1. Approved the development of a vision for future day services for people with learning and physical disabilities in Falkirk, following the guidelines and principles set out in section 4 of the report.**
- 2. Noted that a further report would be presented at a future IJB meeting detailing progress and implementation planning**

IJB114. Equality Outcomes and Mainstreaming Report

The Integration Joint Board considered a report presented by Mrs Suzanne Thomson, Programme Manager.

Mrs Thomson provided information on the refreshed Equality Outcomes and Mainstreaming Report which was published in April 2017 and highlighted the revised IJB Equality Outcomes.

The report had been prepared in line with the Partnership's Integration Scheme, Strategic Plan and with consistency to the existing equality outcomes of NHS Forth Valley and Falkirk Council.

Decision

The Integration Joint Board:-

- 1. Noted the content of the report**



IJB115. IJB Model Complaints Handling Procedure

The Integration Joint Board considered a report presented by Mrs Suzanne Thomson, Programme Manager.

Mrs Thomson provided a brief outline of the requirement to adopt a model Complaints Handling Procedure (CHP) which also aligned with NHS Forth Valley's.

Details of the draft procedure were included within the report, with emphasis on frontline resolution where possible and a person centred approach.

Decision

The Integration Joint Board:-

- 1. Approved the draft IJB Complaints Handling Procedure for implementation, effective from 16 June 2017**
- 2. Approved the compliance statement and self-assessment return and remitted the Chief Officer to submit this as noted at Section 5.1**