



Falkirk Council

VOLUME OF COUNCIL AND COMMITTEE MINUTES

VOLUME 3 2017/2018

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FALKIRK COUNCIL**Minute of the meeting of the Audit Committee held in the Municipal Buildings, Falkirk on Monday 20 November 2017 at 9.30 a.m.****Members:**

Councillor Joan Coombes
Roseann Davidson (Convener)
Nigel Harris
Cecil Meiklejohn
Pat Reid

Officers:

Karen Algie, Head of HR and Business Resources
Rhona Geisler, Director of Development Services
Gary Greenhorn, Head of Planning and Resources
Gordon O'Connor, Internal Audit Manager
Brian Pirie, Democratic Services Manager
Mary Pitcaithly, Chief Executive

Also Attending:

Keith MacPherson, Ernst and Young

AC19. Apology

An apology was intimated on behalf of Provost Coleman.

AC20. Declarations of Interest

No declarations were made.

AC21. Minute**Decision**

The minute of the meeting of the Audit Committee held on 28 September 2017 was approved.

AC22. Internal Audit Progress Report

The committee considered a report by the Internal Audit Manager setting out progress in completing the 2017/18 Internal Audit Plan.

The plan had included 21 assignments. A further two audits had been added since the plan was agreed by the Audit Committee. These were:-

- Carbon Reduction Commitment Energy Efficiency Scheme; and
- LEADER funding.

At October 2017, 6 draft/final reports had been issued, 10 audits had begun and 7 audits had yet to begin. This was broadly comparable with progress in the previous year.

Following a question on the additional audits, the Director of Development Services explained that the purpose of the Carbon Reduction Commitment Energy Efficiency Scheme audit was to ensure that the Council was properly measuring and reporting carbon emissions, and accounting for these appropriately. The committee discussed the success of Development Services in securing external, particularly EU, funding. In regard to EU funding, the Director stated that the implications of BREXIT were not known and it would be a matter for Government to determine how funding currently directed to the EU would be distributed post BREXIT.

Following a question on the impact of the joint working arrangements with Clackmannanshire Council on Internal Audit's ability to meet its key targets and complete the Audit Plan, the Internal Audit Manager explained that the work plans for each authority were separate and as such he did not anticipate that the Clackmannanshire Council work would impact on the team's performance. In regard to the plan and the time allocated to each individual audit, he encouraged a degree of flexibility to ensure that the assurance provided to committee is balanced and fully evidenced.

The committee then asked about specific audits. Following questions, the Internal Audit Manager set out the purpose of the audit of Cyber Security and explained why this audit had not started. He highlighted that the Scottish Government had recently published its Cyber Security Strategy, and that Local Authorities are expected to work towards attaining Cyber Essentials accreditation by October 2018. The Internal Audit review would, therefore, be deferred to avoid any duplication.

Following a question in regard to a planned audit of Welfare Reform, which had not started, the Internal Audit Manager explained that the review would begin at the most appropriate time and this could potentially be in 2018/19. There was however flexibility to adapt the timescales as risks emerge and evolve, for example the roll out of Universal Credit.

The Internal Audit Manager explained, in response to a question in regard to the review of Social Care and Education Transport that work was required to ensure all drivers were subject to the appropriate PVG checks.

Decision

The Committee noted progress being made with completing the 2017/18 Internal Audit Plan.

AC23. Council of the Future Update

The committee considered a report by the Director of Corporate and Housing Services providing an update on the Council of the Future project.

The committee had requested, at its meeting on 21 August 2017 (ref AC8), updates at each meeting on the project plan progress.

Council had, on 20 September 2017, agreed the Council of the Future programme (ref FC38) and that update reports would be provided to the Executive. The Council of the Future Board had agreed a risk register for the programme. The risks would be monitored by the Board and the update reports to the Executive would provide oversight of the management of the risks.

The committee discussed the risk register, highlighting political support and decision making for the programme as a risk to the delivery of the programme, stating that consistent support across the parties was vital. Similarly, there was a need for clear communication in regard to the project, its aims and progress between the Board and all elected members and with all staff. The Chief Executive echoed members' comments, particularly in regard to the need for the strategic direction to be maintained and for distractions to be minimised.

Following a question in regard to ownership of the project, the Chief Executive stated that the Board, group leaders and the Corporate Management Team all had an ownership and leadership role. Beyond this, all staff were encouraged to buy-in and come forward with initiatives. The Head of HR and Business Transformation agreed, stating that the Board would take decisions but the success of the project would rely on buy-in from all members and staff. The employee survey had shown that the majority (85%) of those who responded understood the need for change but only 16% felt involved. The Head of HR and Business Management gave details of staff engagement events including listening events involving 600 members of staff and the Chief Executive explained the role of the Change Agents Network (CAN). The committee agreed that there was enthusiasm for change and members remarked that presentations given by Project lead officers on their change projects had been inspirational. Following discussion on the Contact Centre proposals,

the Chief Executive to arrange a briefing for all members at an appropriate point in the project timeline.

Decision

The committee noted the report.

FALKIRK COUNCIL

Minute of Meeting of the Planning Committee held in the Municipal Buildings, Falkirk on Wednesday 22 November 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

OFFICERS: Kevin Collins, Transport Planning Co-ordinator
Ian Dryden, Development Manager
Jack Frawley, Committee Services Officer
David Gray, Environmental Health Co-ordinator
Iain Henderson, Legal Services Manager
Stuart Murray, Trainee Governance Assistant
Russell Steedman, Network Co-ordinator

P60. Apologies

No apologies were received.

P61. Declarations of Interest

No declarations were made.

P62. Minutes

Decision

- (a) The minute of meeting of the Planning Committee held on 25 October 2017 was approved; and
- (b) The minute of meeting of the Planning Committee On-Site held on 6 November 2017 was approved.

P63. Change of Use from Existing Restaurant, Hot Food Takeaway, Distribution Centre and Office Accommodation to Form Hotel (Class 7) at 262, 264 & 268 Grahams Road, Falkirk FK2 7BH for Dunvegan Properties UK Limited - P/17/0429/FUL (Continuation)

With reference to Minute of Meeting of the Planning Committee held On Site on Monday 6 November 2017 (Paragraph P56 refers), Committee (a) gave further consideration to a report to that meeting by the Director of Development Services; and (b) considered an additional report by the said Director on an application for planning permission to change the use of the Existing Restaurant, Hot Food Takeaway, Distribution Centre and Office Accommodation to Form Hotel (Class 7) at 262, 264 & 268 Grahams Road, Falkirk FK2 7BH for Dunvegan Properties UK Limited.

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 the permission unless a variation is required by a condition of the permission or a non-material variation has been agreed in writing by Falkirk Council as Planning Authority, and**
- (2) Before the building is occupied, the car parking shown on the Approved Plan shall be completed and be made available for use.**

Reason:-

- (1) As these drawings and details constitute the approved development.**
- (2) To ensure that adequate car parking is provided.**

Informative:-

- (1) For the avoidance of doubt, the plan(s) to which this decision refer(s) bear our online reference number(s) 1A, 3, 4, 5A, 6A, 7, 8B and 9.**
- (2) It is recommended that the applicant should consult with the Development Services Environmental Protection Unit concerning this proposal in respect of noise legislation which may affect this development.**

e-mail - envhealth@falkirk.gov.uk

- (3) The applicant shall ensure that noisy work which is audible at the site boundary shall **ONLY** be conducted between the following hours:-

Monday to Friday 08:00 - 19:00 Hours

Saturday 08:00 - 13:00 Hours

Sunday / Bank Holidays No noise audible at site boundary

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

- (4) In accordance with section 58(1) of the Town and Country Planning (Scotland) Act 1997 (as amended), this permission lapses on the expiration of a period of 3 years beginning with the date on which this permission is granted unless the development to which this permission relates is begun before that expiration.
- (5) It is an offence to display without consent signs which require consent under the Town and Country Planning (Control of Advertisements) (Scotland) Regulations 1984; you may be liable to a fine of up to £200 and £20 per day in the case of a continuing offence.
- (6) In the event that unexpected contamination is encountered following the commencement of development, all work on the affected part of the site shall cease. The developer shall notify the Planning Authority immediately, carry out a contaminated land assessment and undertake any necessary remediation works. Development shall not recommence without the prior written approval of the Planning Authority.

P64. Erection of Dwellinghouse at East Bonhard, Linlithgow, EH49 7NT for Mrs Annabell Taylor - P/17/0533/PPP

The Committee considered a report by the Director of Development Services on an application for full planning permission for the Erection of a Dwellinghouse at East Bonhard, Linlithgow, for Mrs Annabell Taylor.

Decision

The Committee agreed to continue consideration of the application to allow an inspection of the site by Committee.

P65. Extension to Dwellinghouse (Raising of Roof Height) at 123 Bantaskine Street, Falkirk FK1 5EX for Mr & Mrs Gregory - P/17/0594/FUL

The Committee considered a report by the Director of Development Services on an application for full planning permission for an Extension to Dwellinghouse (Raising of Roof Height) at 123 Bantaskine Street, for Mr & Mrs Gregory.

Decision

The Committee agreed to continue consideration of the application to allow an inspection of the site by Committee.

FALKIRK COUNCIL

Minute of meeting of the EXECUTIVE held within the Municipal Buildings, Falkirk on Tuesday 28 November 2017 at 9.30 a.m.

Councillors:	David Alexander	Adanna McCue
	Gary Bouse	Cecil Meiklejohn
	Fiona Collie	Alan Nimmo
	Paul Garner	John Patrick
	Dennis Goldie	Robert Spears
	Gordon Hughes	
Officers:	Jack Frawley, Committee Services Officer	
	Rhona Geisler, Director of Development Services	
	Gary Greenhorn, Head of Planning & Resources	
	Colin Moodie, Chief Governance Officer	
	Mary Pitcaithly, Chief Executive	
	Stuart Ritchie, Director of Corporate & Housing Services	
	Bryan Smail, Chief Finance Officer	

EX55. Apologies

An apology was intimated on behalf of Provost Coleman.

EX56. Declarations of Interest

There were no declarations of interest.

EX57. Minute

Decision

The minute of the meeting of the Executive held on 17 October 2017 was approved.

EX58. Rolling Action Log

A rolling action log detailing decisions not yet implemented following the previous meeting on 17 October 2017 was provided. Items 283 - Council of the Future, 316 - Processing of Blue Bin Material and Charter Compliant Service, and 363 – Administration Achievements were subject of reports on the agenda and accordingly fell from the action log.

Decision

The Executive noted the rolling action log.

EX59. Joint Consultative Committee – 14 November 2017

The Executive considered a report by the Director of Corporate and Housing Services which sought approval of policies which the Joint Consultative Committee agreed to refer to the Executive on 14 November 2017. The report considered by the Joint Consultative Committee was provided as an appendix to the report and provided details on the changes proposed to each policy.

Decision

The Executive agreed the changes to the:-

- (1) Managing Sickness Absence Policy & Procedure;**
- (2) Breastfeeding at Work Policy, and**
- (3) Adverse Weather Policy.**

EX60. First 100 Days – Making it Happen

The Executive considered a report by the Leader of the Council which provided information on the achievements of the Administration in its first 100 days.

Councillor Meiklejohn, seconded by Councillor Alexander, moved that the Executive note the report.

As an amendment, Councillor Goldie, seconded by Councillor Nimmo, moved that the Executive agree that the report is withdrawn and checked by officers as to the authenticity of the claims made in the report. Once this has been completed that a further report is submitted to full Council so that all elected members are given a chance to scrutinise its content.

Councillor Patrick gave notice of a further amendment.

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

For the motion (8) – Councillors Alexander, Bouse, Collie, Garner, Hughes, McCue, Meiklejohn and Spears.

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

Abstention (1) – Councillor Patrick.

The motion was carried and was the substantive motion against which the further amendment was taken.

Councillor Patrick then moved his further amendment, seconded by Councillor Nimmo, that the Executive:-

- (1) note the report, and
- (2) agree to amend paragraph 3.4 of the report to read: "We note below some of the key things that have taken place since May to deliver our priorities, outcomes and transformation [with the following additional wording] *developing where appropriate the achievements of the previous administration.*

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

For the motion (8) – Councillors Alexander, Bouse, Collie, Garner, Hughes, McCue, Meiklejohn and Spears.

For the amendment (3) – Councillors Goldie, Nimmo and Patrick.

Decision

The Executive agreed the motion.

EX61. Community Council Elections 2017 Update

The Executive considered a report by the Chief Executive which provided the results of the community council nomination process. The nomination process for the 2017 quadrennial community council elections closed on 13 November 2017.

Two community councils, Denny and Maddiston, received nominations equal to the number of places available and would be established on 14 December 2017. Bo'ness received 13 nominations for 10 places and therefore an election would be held with the day of election being 14 December 2017. The remaining community councils fell into one of the following two categories: those with nominations for two-thirds or more of the vacancies, and those with nominations for fewer than two-third of the vacancies.

It was proposed that for those community councils which had secured nominations for two-thirds or more of the vacancies that they be established with the remaining vacancies filled by co-option. For those community councils with nominations to less than two-thirds of the vacancies it was proposed that the nomination period be extended.

Decision

The Executive:-

- (1) **noted the outcome of the nomination process for the 2017 community council elections;**
- (2) **noted the formation of the community councils referred to in paragraph 4.2 with effect from 14 December 2017;**

- (3) agreed to permit formation of the community councils referred to in paragraph 4.4.1, with the addition of Polmont, with the remaining vacancies being filled by co-option by 31 January 2018;**
- (4) agreed to extend the nomination period to 18 December 2017 for the community councils referred to in paragraph 4.4.3, and**
- (5) noted that an update on the outcome of the processes referred to in 3 and 4 above will be submitted to the next meeting.**

EX62. Council of the Future

The Executive considered a report by the Director of Corporate and Housing Services which provided an update on progress made on the Programme of Change. The report detailed the establishment of the Council of the Future Board on 30 October 2017 which is responsible for prioritising, monitoring and ensure the progress of key transformational projects.

The Council of the Future Programme Risk Register had been developed by Directors and risk specialists within the Council and the Board had agreed that this would be reviewed every 6 months. Controls and mitigating actions were being developed in response to each of the risks with the aim of reducing these risks.

An employee engagement survey had been carried out with a 30.9% response rate. This was considered to be a high response rate compared to other local authorities. The survey revealed that 87% of employees understood the need for change across the Council.

Decision

The Executive noted:-

- (1) progress made in the Council of the Future Programme of Change, and**
- (2) that future quarterly update reports will be provided.**

EX63. Licensing of Taxis and Private Car Hires

The Executive considered a report by the Director of Corporate and Housing Services which provided an update on a number of issues relating to the licensing of taxis and private hire cars.

Sections 165 and 167 of the Equality Act 2010, which relate to wheelchair accessible taxis and private hire cars, were commenced on 6 April 2017. It was proposed that the licensing authority prepare a register of the designated vehicles operating in the area. As such it would become a criminal offence for drivers of designated taxi and private hire cars to refuse to carry passengers in wheelchairs, to fail to provide them with appropriate assistance or to charge them extra.

It was highlighted that 20% of the taxi fleet and 8% of the private hire car fleet were wheelchair accessible; it was proposed that a policy development panel was established to look into this and other taxi and private hire car matters.

In relation to private hire car driver training the report advised that the licensing authority could require a knowledge test be undertaken prior to grant of a license, this process was already in place for taxi drivers.

It was proposed that in terms of the licensing process that current practice was changed so that proof of ownership, appropriate insurance and roadworthiness were no longer required prior to applying.

Decision

The Executive:-

- (1) noted the change in legislation and to implement the provisions of section 165 and 167 of the 2010 Act;**
- (2) agreed to instruct officers to:-**
 - (a) notify the relevant operators that all wheelchair accessible taxis and private hire vehicles licensed by Falkirk Council will be considered designated vehicles under section 165 of the Act, and**
 - (b) prepare a register of licensed taxis and private hire cars to show they are wheelchair accessible and therefore considered designated vehicles for the purpose of section 165 of the Act;**
- (3) noted the taxi matters detailed in the report;**
- (4) agreed the implementation of the knowledge test for private hire drivers with immediate effect;**
- (5) agreed to change the order in which new applicants for taxi or private hire present themselves by seeking the reversal of the current policy that requires an applicant to purchase a vehicle before their application is submitted to one where by the car will be the last obstacle to be overcome, and**
- (6) agreed to establish a Policy Development Panel to consider further all matters relating to the taxi trade and invite the trade and service users to participate. The panel will be made up of 5 members, 3 Administration and 2 Opposition members.**

EX64. Flying of Flags at Falkirk Council Buildings - Protocol

The Executive considered a report by the Director of Corporate and Housing Services which sought approval of a protocol for the flying of flags at Falkirk Council buildings, the draft protocol was appended to the report. The protocol sought to codify existing practice regarding the flying of flags. The protocol also sought to define the categories of individuals whose death would be marked by the lowering of flags. These were: the members of the Royal Family, as set out in the list attached to the protocol, serving councillors and serving and ex- prime ministers and first ministers.

Further a decision was sought concerning a community flag in Denny. Following a public consultation regarding the siting of the flagpole the Executive was invited to consider the responses and select a preferred location.

Decision

The Executive agreed:-

- (1) to add the Rainbow Flag to the policy to be flown on the date of local Pride days and on the International Day against Homophobia, Biphobia and Transphobia;**
- (2) to retain the European Flag within the policy and take a further decision regarding its inclusion at the time of the United Kingdom's exit from the European Union;**
- (3) to approve the draft Protocol for the Flying of Flags at Falkirk Council Buildings subject to the addition of the Princess Royal, and**
- (4) that the Denny and Dunipace flagpole be situated within the town centre, as set out in appendix 2 to the report.**

EX65. Strategic Property Review & Civic Headquarters Project Update Report

The Executive considered a report by the Director of Development Services which provided an update on the Strategic Property Review (SPR). Following decisions taken at the 26 September 2017 meeting of the Executive the following actions had been completed:-

- Abbotsford House was purchased
- Planning consent for the conversion of the vacant space on the first floor of the Community Stadium has been granted
- NHS Forth Valley agree the disposal of the Westbank Centre, set for demolition early 2018
- A lease extension at Callendar Square was requested
- Negotiations were progressing to terminate the lease for Camelon One Stop Shop

It was proposed that a further report on the market testing exercise carried out in relation to the Council Office HQ and Arts Centre was submitted to a future meeting of the Executive. Five expressions of interest had been received and appraised.

Details of three options regarding the early years expansion at Langlees were provided. The options were to: remodel the Dawson centre; remodel school facilities, or provide additional modular accommodation in Langlees Primary School grounds.

Following consultation with local members and portfolio holder comments the following assets were put forward to be declared surplus:-

- Polmont Community Centre
- Bonnybridge Finance Office
- Victoria Buildings
- Weedingshall
- Heathrigg Nursery

Decision

The Executive:-

- (1) noted the progress on the various elements of the Strategic Property Review;**
- (2) noted the responses received in relation to the recent market testing exercise for the civic HQ development, comprising the Council's office headquarters and arts centre provision;**
- (3) agreed to progress the actions, set out at paragraph 4.3 of the report;**
- (4) agreed as the option for delivery of early years accommodation at Langlees/Bainsford to remodel facilities at the school to increase nurse capacity and address ancillary space deficiencies, with community asset transfer of the Dawson centre to the local community;**
- (5) noted progress on the advice and support hub facilities for the central and west areas;**
- (6) agreed the works proposed for the Carronbank House facility, and**
- (7) agreed to declare as surplus to operational requirements and authorise their disposal:-**
 - (a) Polmont Community Centre**
 - (b) Bonnybridge Finance Office**
 - (c) Victoria Buildings**
 - (d) Weedingshall**
 - (e) Heathrigg Nursery.**

EX66. Household Recycling Charter: Compliant Collection Service

The Executive considered a report by the Director of Development Services which provided an update regarding the processing of the Council's blue bin material along with the next steps to a Household Recycling Charter compliant service.

Following authorisation at the June Executive the Director of Development Services applied to Zero Waste Scotland for funding to provide a charter compliant service. A provisional funding award was made which was subject to the implementation of a service with an additional container. The funding allocated was £1.609m, broken down as:-

- Funding for containers - £1.473m
- Communications to households - £88,123
- Frontline training delivered by Zero Waste Scotland - £11,015
- Temporary resourcing to assist with the service change - £36,718.

Decision

The Executive:-

- (1) welcomed the report which is based on the Charter Compliant PDP from 2015, and**
- (2) agreed to further investigate all options, awaiting feedback from other councils who are currently implementing charter compliant services and identify best fit for our residents, service and area.**

EX67. Capital Programmes Update 2017/18

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

As part of the budget for 2017/18, Falkirk Community Trust was allocated £0.1m for investment in football pavilions at Westquarter and Stirling Road. At the time the costs for the upgrades were not known. The full amount for the works was now identified as £0.227m and there was therefore insufficient budget to complete the works.

Decision

The Executive:-

- (1) noted the forecast spend for both the General Fund Services (£34.9m) and Housing Capital Programmes (£33.0m);**
- (2) noted the Prudential Indicators;**
- (3) noted the reduced external borrowing requirement for Capital Programme purposes, and**
- (4) agreed to allocate sufficient funding to complete upgrade works to Westquarter and Stirling Road football pavilions.**

EX68. Treasury Management – Interim Review 2017/18

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

Council approved its Treasury Management Strategy for 2017/18 on 29 March 2017. The Treasury Management code of practice requires that an interim review is carried out.

The report provided an update in regard to:-

- the economic and interest rate outlook
- the borrowing strategy
- the investment strategy
- Treasury Management Prudential Indicators
- the banking contract
- the Prudential Code
- Treasury Management Advisers
- Market in Financial Instruments Directive II, and
- Member Training.

The report also provided benchmarking information which showed that Falkirk Council was 18th out of 32 Scottish Local Authorities in regard to investment balances at 30 September 2017.

Decision

The Executive:-

- (1) noted the progress of the Council's Treasury Management Strategy for 2017/18;**
- (2) noted the reduction in the long term borrowing requirement for 2017/18, and**
- (3) agreed to refer the report to Council for consideration.**

EX69. Community Empowerment: Lease of 19F Winchester Avenue, Denny

The Executive considered a report by the Director of Corporate and Housing Services which sought approval to lease Unit 19F Winchester Avenue, Denny at below market rent to Denny & Bonnybridge Men's Shed.

Denny & Bonnybridge Men's Shed made an application to lease the unit at nominal rent through the Council's normal letting process. Although this was not a statutory asset transfer under the Community Empowerment (Scotland) Act 2015 the Council was required to assess the application in a similar way.

The lease sought was for five years and would be on full repairing and insuring terms with the tenant responsible for all aspects of the property and costs of occupation. The benefits which the Men's Shed listed in their business plan are men having a brighter outlook; remaining healthier; being less lonely and depressed; improving relationships at home and forming friendships, and referral to other organisations such as the NHS and Stroke Scotland.

A full assessment of the application was undertaken by a group of Council officers from Social Work (Adult Services), Community Learning & Development, Growth & Investment, Governance, Policy & Improvement and Asset Management. The group recommended that the application be approved with regard, in particular, to the promotion and improvement of economic development, regeneration, and health and social wellbeing.

Decision**The Executive:-**

- (1) agreed to lease Unit 19F Winchester Avenue, Denny to Denny and Bonnybridge Men's Shed for a period of 5 years on full repairing and insuring terms at a nominal rent of £1 per annum;**
- (2) noted that the proposals are in compliance with the Council's statutory obligations in respect of disposal of land and buildings at less than best price, and**
- (3) agreed that the Director of Development Services be authorised to conclude the lease transaction on the terms set out in this report.**

Minute of meeting of the Civic Licensing Committee held in the Municipal Buildings, Falkirk on Wednesday 29 November 2017 at 9.30 a.m.

Councillors: David Aitchison
David Balfour
Lorna Binnie
Robert Bissett
Jim Blackwood
Gordon Hughes (Convener)
James Kerr

Officers: Bryan Douglas, Licensing Co-ordinator
Jack Frawley, Committee Services Officer
Frances Kobiela, Senior Solicitor
Stuart Murray, Trainee Governance Assistant
Isabel Renton, Senior Licensing Assistant

CL60. Apologies

Apologies were intimated on behalf Depute Provost Ritchie and Councillors Buchanan, Flynn.

CL61. Declarations of Interest

Councillor Bissett declared a non-financial interest in Item CL65 as his daughter-in-law assessed this item in her role as the Food and Safety Co-ordinator within the Environmental Health and Trading Standards Unit, and stated that he would recuse himself from consideration of the item, having regard to the objective test in the Code of Conduct.

CL62. Minute

Decision

The minute of the meeting of the Civic Licensing Committee held on 1 November 2017 was approved.

CL63. List of Applications Granted Under Delegated Powers in October 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 and 31 October 2017 in terms of the Civic Government (Scotland) Act 1982 and notifications of pending public processions.

Decision

The committee noted the report.

CL64. Exclusion of Public

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

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

CL65. Application for the Grant of New Skin Piercing and Tattooing Licence

The applicant, Mr K, and the proposed tattooist Mr G entered the meeting. L Bissett the Food and Safety Co-ordinator, and A Johnson an Environmental Health Officer also entered the meeting.

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

L Bissett and A Johnson were heard in regard to the application.

Questions were then asked by Members of the committee.

The applicant, Mr K spoke in support of the application.

Questions were then asked by Members of the committee.

The committee agreed to a short adjournment at 10.20 a.m. and reconvened at 10.35 a.m. with all members present as per the sederunt with the exception of Councillor Bissett.

Decision

The committee Agreed to grant the skin piercing and tattooing licence for a period of one year subject to the following conditions:-

- 1. That the Licenceholder is present at all times**
- 2. That the Risk Assessment is amended to the satisfaction of Environmental Health and Trading Standards.**

Councillor Bissett rejoined the meeting prior to the next item of consideration.

CL66. Application for the Renewal of a Taxi Driver Licence

The applicant, Mr D, and his employer Mr M entered the meeting.

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

The applicant, Mr D spoke in support of the application.

Mr M, then spoke in support of the character of the applicant.

Questions were then asked by members of the committee.

Decision

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

CL67. Application for the Renewal of a Taxi Operator Licence

The applicant, Mr D and colleague Mr M entered the meeting.

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

The applicant, Mr D spoke in support of the application.

Mr. M, the colleague of Mr D spoke in support of the character of the applicant.

Questions were then asked by members of the committee.

The committee agreed to a short adjournment at 10.45 a.m. and reconvened at 10.50 a.m. with all members present as per the sederunt.

Decision

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

CL68. Applications for the Grant of 3 New Private Hire Car Operator Licences and 1 New Taxi Operator Licence

Mr B entered the meeting.

The committee considered a report by the Chief Governance Officer providing information on applications for the grant of 3 new private hire car operator licences and 1 taxi operator licence, the consultations carried out and responses received.

Mr B spoke in support of the application.

Questions were then asked by members of the committee.

The committee agreed to a short adjournment at 11.10 a.m. and reconvened at 11.15 a.m. with all members present as per the sederunt.

Decision

The committee agreed to grant 3 new private hire car operator licences and 1 taxi operator licence subject to the standard conditions for the period of one year.

CL69. Application for the Renewal of a Private Hire Car Driver

The applicant Mr D, and PC G Hutchieson Police Scotland and Sergeant C Mackenzie Police Scotland, entered the meeting.

The committee considered a revised report by the Chief Governance Officer on an application received for the renewal of a private hire car operator licence (a) advising on the background to the application; (b) summarising the consultations undertaken and responses received, and (c) detailing the applicant's record. The report included a letter of objection submitted by Police Scotland in respect of the licenceholder.

Mr D confirmed that he had no objection to the letter of complaint being circulated, following which the letter was circulated to members.

Sergeant Mackenzie then spoke in amplification of the letter of objection

Questions were asked of PC Hutchieson and Sergeant Mackenzie by members of the Committee.

The applicant spoke in support of the application.

Questions were then asked by members of the committee.

The committee agreed to a short adjournment at 11.45 a.m. and reconvened at 11.55 a.m. with all members present as per the sederunt.

Decision

The committee agreed to renew the private hire car driver licence subject to the standard conditions for a period of six months with a warning letter from the date of the committee.

FALKIRK COUNCIL

Minute of meeting of the Scrutiny Committee held in the Municipal Buildings, Falkirk on Thursday 30 November 2017 at 9.30 am.

Councillors: David Balfour
Lorna Binnie
Allyson Black (Convener)
Nigel Harris
Lynn Munro
Laura Murtagh
Pat Reid
Ann Ritchie

Officers: Carl Bullough, Head of Environmental Services
Danny Cairney, Accountancy Services Manager
Fiona Campbell, Head of Policy, Technology and Improvement
Gary Greenhorn, Head of Planning and Resources
David McGhee, Head of Procurement and Housing Property
Brian Pirie, Democratic Services Manager
Dale Robb, Business & Members Services Manager

S15. Order of Business

The convener varied the order of business from that detailed in the agenda for the meeting. The following items have been recorded in the order they were taken at the meeting.

S16. Apologies

No apologies were intimated.

S17. Declarations of Interest

No declarations were made.

S18. Minutes

Decision

- (a) The minute of the meeting of the Scrutiny Committee held on 5 October 2017 was approved;
- (b) The minute of the meeting of the Performance Panel held on 19 October 2017 was noted.

S19. Rolling Action Log

A rolling action log detailing the status of actions from the meeting held on 5 October 2017 which had yet to be completed was presented for consideration.

Members remarked that it was regrettable that a report on the Planning Process which had been called for on 18 August 2017 (ref SC9) had not yet been submitted to the committee. The committee had identified this as a potential item for further scrutiny as part of the scrutiny plan and had requested a report in order to consider the issue at length ahead of agreeing its recommendations to Council. The report would be available at the next meeting. However, members stated with concern that this would not allow the committee to consider the issue at today's meeting as part of its consideration of potential items for inclusion in the scrutiny plan. Members were not satisfied with the explanation provided by the Director of Development Services.

Decision

The committee noted the Rolling Action Log.

S20. Food Law Enforcement Services Audit

The committee considered a report by the Director of Development Services presenting the findings an audit of the Council's food law enforcement service.

An audit of the food law enforcement service had been undertaken by Food Standards Scotland (FSS) in December 2016. The audit had provided limited assurance and set out a number of recommendations. An action plan had been developed in consultation with FSS. A follow up inspection had been carried out in November 2017, during which the progress made in addressing the action plan points had been noted. A report on the follow up inspection would be submitted shortly by the FSS.

The Head of Environmental Services summarised the key findings of the audit and set out the actions taken by the Service to address the findings.

Members indicated their concern at the limited assurance provided and sought further detail on the actions required to address the key recommendations and requested detail on progress made. The Head of Environmental Services stated that, at the time of the audit, the Service had 3 key posts vacant. These had been filled (with 2 interviews taking place today). The Service had addressed the key recommendations and was confident that the remaining issues would be addressed shortly. He confirmed that in regard to staff training, all records had been updated and training provided where required.

In response to a question in regard to the Food Safety Enforcement Policy, the Head of Environmental Services confirmed that this was up to date. He also confirmed that the Food Service Plan 2016/17 had been approved and would be revised annually.

Members highlighted the particular pressures on the service to the port in Grangemouth and asked whether the staffing levels were sufficient. In response, the Head of Environmental Services confirmed that the service would be fully staffed shortly and that the staffing compliment exceeded that of comparable Local Authorities. With increased staffing levels, the service would be able to allocate sufficient time to internal monitoring activities.

The committee asked that the report on the follow up inspection is submitted for consideration when it is available.

Decision

The committee noted the report and requested a follow up report on the findings of the follow up inspection by Food Standard Scotland.

S21. Local Government Benchmarking Framework LGBF Performance Information Children Services

The committee considered a report by the Director of Children's Services which provided context in regard to Children's Services' Local Government Benchmarking information.

The committee had considered a report, on 17 August 2017 (ref SC6), on the Local Government Benchmarking Framework (LGBF). Following discussion on the information in regard to Children's Services, in particular in regard to the cost per pupil in pre-school, primary school and secondary school, the committee had called for a detailed report on the reliability of the LGBF data, which had been collated by the Improvement Service (IS), and had requested information which the service considered provided an accurate picture of how the Service was performing. The committee had indicated that this was a potential area for inclusion in the Scrutiny Plan. In particular the committee sought assurance on the cost per pupil provided and commentary on this compared to other Local Authorities.

The report set out the methodology by which costs are calculated by the IS and the key reasons for inconsistency nationally in the way which costs are calculated. The key reasons for inconsistency are:-

There are a number of reasons why costing information may vary between local authorities:-

- Income from Early Years "wrap around care" places and provision is not included. (Key in Falkirk's figures);

- Treatment of Enhanced/ASN provision costs in mainstream schools;
- Treatment of peripatetic or visiting teachers; and
- Different levels of Service may be provided, this is particularly relevant for Early Years where non-statutory childcare services are in place.

Additionally, costs were overstated as a consequence of the Service restructure which saw the Catering and Cleaning function move into Children's Services.

The adjusted costs, taking the factors above into account, were:-

	CHN1 <u>Primary</u>	CHN2 <u>Secondary</u>	CHN3 <u>Early Years</u>
Cost Per Pupil (Submitted)	£ 4,785	£ 6,865	£ 4,951
Cost Per Pupil (Adjusted)	<u>£ 4,368</u>	<u>£ 6,588</u>	<u>£ 4,834</u>
Scottish Average	<u>£ 4,744</u>	<u>£ 6,729</u>	<u>£ 3,857</u>

The adjusted cost per primary pupil of £4,368 showed that primary schools operate very efficiently and placed Falkirk Council in the top quartile nationally, not 17th as the LGBF suggested.

Similarly for cost per secondary pupil, the adjusted cost of £6,558 placed Falkirk Council in the second quartile, not 21st out of 32 as stated in the LGBF.

In regard to cost per pre-school pupil, the cost of £4,834 placed Falkirk Council 21st not 29th. However this is due, in the main, to the fact that the "cost" does not include income and Falkirk Council provides non-statutory extended day care, whereas a number of Local Authorities do not, which inflates Falkirk's "cost"

The Head of Planning and Resources gave a detailed summary of the report. The committee thanked the Head of Planning and Resources for a thorough and informative explanation. Members stated that the report and the summary provided clarified the position in regard to the Service LGBF performance and as a consequence this would no longer be an area for further scrutiny in regard to the Scrutiny Plan. However, members asked several questions in regard to the information provided.

In response to a question on the cost of pre-school per pupil and in particular whether the provision was profitable, the Head of Planning and Resources explained that the true cost was approximately £10 per hour for baby care based on 70% uptake compared against the charge of £4.80 per hour. The charge was broadly comparable with those of other Local Authorities. However it was a matter for Council to determine whether the charge should be increased.

The Head of Planning and Resources stated, in response to a question on the impact of Pupil Equity Funding, that the LGBF was based on cost not income.

The committee sought clarification on the process for determining primary class configuration. In Falkirk, configuration models are determined at the centre with teachers allocated to schools on the basis of number of classes. The Head of Planning and Resources confirmed that this would continue in 2018/19 and led to efficient class configuration. He confirmed there is consultation with head teachers in regard to the class configuration. It was for the head teacher to manage staff and workload. He confirmed that nationally there was shortage of teachers and of supply teachers.

Following questions, the Head of Planning and Resources explained the rationale for catering and cleaning division's move to Children's Services, stating that the majority of the services provided were for Children's Services establishments.

Decision

The committee noted the report.

S22. Antisocial Behaviour

The committee considered a report by the Director of Corporate and Housing Services presenting information on the ways in which the Council and its partners deal with antisocial behaviour.

The committee had identified antisocial behaviour on 17 August 2017 (ref SC9) as a potential area for further scrutiny and had asked for a report on how the Council tackles such behaviour so that the matter could be considered further, ahead of the committee identifying topics for inclusion on the scrutiny plan. Additionally the Executive had, on 17 October 2017 (ref EX49) referred the matter of antisocial behaviour to the committee following consideration of a motion.

The report set out mechanisms to tackle antisocial behaviour with particular reference to council tenants. In collaboration with partners such as Police Scotland, Scottish Fire and Rescue Service, NHS and SACRO, the Council's services are:-

- Conflict Resolution Services;
- Community Safety Team;
- Restorative Justice; and
- Community, Learning and Development.

The report provided a detailed summary of each service.

The Head of Procurement and Housing Property gave a detailed overview of the services provided.

The committee thanked the Head of Procurement and Housing Property for the report and for thorough summary of the services provided. Members indicated that it was likely that the issue of antisocial behaviour in particular in regard to Council tenants would be recommended for inclusion in the scrutiny plan. The committee then discussed the report in detail.

Members considered that tackling issues at an early stage could prevent escalation, highlighting examples where minor issues such as the time taken to fix door entry systems, or remove litter, had caused or exacerbated antisocial behaviour. Members considered that although standards were in place to respond to “low level” issues, there were examples of instances where the standards had not been adhered to and this had caused neighbour disputes to escalate. Members also queried whether the sanctions available were strong enough to deter antisocial behaviour and suggested the complainants needed to have confidence in the mechanisms in place. Often, it was suggested, matters are not reported. In response, the Head of Procurement and Housing Property accepted that where there were delays, this should be addressed. Tenants sign a good neighbour agreement which sets out what is expected of them. While it is not necessarily straight forward to deal with, the public need to have confidence in the systems in place to address antisocial behaviour. He agreed that the Council had to be, and be seen to be, responsive.

The committee discussed the arrangements to tackle and deal with antisocial behaviour and suggested that there was a need to build the public’s understanding of, and confidence in, the arrangements and stated that it was vital that interventions were in place to prevent escalation.

Members accepted that the causes of antisocial behaviour were varied and often complex. For example the mix of tenancies within a housing block and the mental health issues within the communities. In regard to the latter point, the Head of Policy, Technology and Improvement summarised the work of the Community Planning Partnership.

The committee discussed the timescales set out in procedures for dealing with issues, such as the removal of litter in a Council tenancy. The Head of Procurement and Housing Property confirmed that timescales were in place and these were necessary, in some cases statutory. However, he confirmed that if a deadline for action had elapsed the matter would not be dropped and would remain on record. Cases would not have to “start again” if the antisocial behaviour repeated itself. In response, the committee suggested that the advice given by officers had been unclear or inconsistent on occasion.

In considering the agencies with which the Council worked, members highlighted that budget cost and future cuts would impact on their ability to deliver current services.

Following the discussion, the committee agreed to recommend antisocial behaviour to Council for inclusion in the scrutiny plan. The scope of the review would focus on council tenancies but would consider arrangements for mixed tenancies, causes of antisocial behaviour, prevention and enforcement and communication with the community.

Decision

The committee agreed to recommend the topic of antisocial behaviour to council for inclusion in the Scrutiny Plan for 2018.

S23. Scrutiny Plan: The Role of Elected Members in Engaging in the Complaints Process

The committee considered a report by the Director of Corporate and Housing Services summarising the ways in which elected members can raise and track constituents' enquiries and engage in the complaints process.

The committee had identified the role of elected members in engaging in the complaints process on 17 August 2017 (ref SC9) as a potential topic for further scrutiny and had asked for an issues report so that the matter could be considered further, ahead of committee identifying topics for inclusion on the scrutiny plan.

The report set out the methods by which members can raise constituents' enquiries, the introduction of the Customer First system and highlighted developments made to the system following consultation with members. The report also highlighted inconsistencies in the way in which enquiries are handled by complaints officers.

The Business and Members Services manager gave a summary of the report.

The committee thanked the Business and Members Services manager for the report and thorough response to the issues raised by members on 17 August.

The Business and Members Services manager confirmed, in response to questions, that the Customer First system which logged and tracked enquiries and complaints was not widely used by elected members. Since the Local Government elections in May 2017, there had been an uptake in use, particularly by newly elected members. The Business and Members manager confirmed that members could use other means of raising enquiries but emphasised that they would be logged on Customer First regardless of the method used e.g email, telephone call or face to face

contact. Following discussion with members, a post box email address would be set up to assist members to raise enquiries without having to access the web based form. This was discussed further with members indicating that they would find a generic email address useful. It was reiterated, however, that some members would prefer to raise enquiries by direct contact with officers.

The committee discussed the enquiries and complaints processes and suggested that flow charts for each could be useful to help members understand the various stages.

The committee discussed their ability to track enquiries and complaints using Customer First. Currently they were not able to do so. However, the Head of Policy, Technology and Improvement suggested that the access requested could be arranged and suggested that it would be useful to establish a users group, with elected members, to look at this further, together with other issues raised by users.

The committee sought clarification as to how MP and MSP enquiries are handled. The Head of Policy, Technology and Improvement agreed to investigate further, in particular whether there was a protocol in place.

Following the discussion, the committee welcomed the steps taken to adjust the processes following consultation with elected members and confirmed that it was not necessary to further scrutinise this area of business, given in particular the proposal to establish a users group and the creation of a generic email address.

Decision

The committee noted:-

- (1) the role of elected Members in engaging in the complaints process on behalf of constituents, and**
- (2) the development of the Customer First system and the associated training proposals.**

S24. Scrutiny Plan

The committee considered a report by the Director of Corporate and Housing Services summarising topics which had been identified for consideration ahead of the committee recommending items for inclusion on the scrutiny plan for 2018.

These were:-

- Responses to Anti Social Behaviour;

- Pupil Equity Fund – the use and effect of the pupil equity fund was raised at the last performance panel. It was suggested that if this was considered for inclusion it would not start until the end of the next calendar year to allow projects to come to fruition.
- External funding – alternative ways of funding and commissioning. The way the Council funds external organisations via grants has been questioned by Members. A scrutiny panel could look at alternative methods of commissioning such services e.g. public social partnerships, tendering etc;
- Members enquiries and complaints;
- The cost of the planning process – this issue emerged following discussion on the Local Government Benchmarking information. A report on this would be presented to the next meeting.
- Community involvement in the delivery of services – work on this issue was being progressed through the community planning partnership's locality planning arrangements. In the coming months workshops etc. on co production with local communities would be organised. It was therefore suggested that scrutiny of this topic might be premature.
- Local Government Benchmarking Framework – Children's Indicators – Again this was raised during the discussion on the Local Government Benchmarking overview report.

Council had agreed on 29 March 2017 (ref FC86) to include fly tipping on the Scrutiny Plan. At its meeting on 5 October 2017 (ref SC14), the committee agreed to recommend the Allocations Policy for inclusion in the plan. The Head of Policy, Technology and Improvement summarised the topics for consideration and recommended that any review of Community Involvement in the delivery of service could be carried out in 2019 and therefore not included in the 2018 plan.

The committee highlighted that it could not determine whether a review of the Planning Process could be recommended to Council because the report by the Director of Development Service, which had been requested by the committee on 17 August (ref SC9) had not yet been submitted for consideration.

Members reiterated their frustration and indicated that this should be highlighted to Council in the Scrutiny Plan report and that this could come forward as a recommendation following consideration of the report at the next meeting.

After discussion, the committee identified the following items:-

- antisocial behaviour;

- Pupil Equity Fund – as a potential item for 2019; and
- community involvement in the delivery of services – as a potential item for 2019.

Members also asked that the report to Council on 6 December 2017 highlights the position in regard to the Planning Process and that the committee may propose this as a fourth item following its meeting on 1 February 2018.

Decision

The committee agreed to:-

(1) recommend to Council the following scrutiny plan for 2018:-

- fly tipping;
- housing allocations; and
- antisocial behaviour;

(2) highlight the use and effect of the Pupil Equity Fund and community involvement in the delivery of as potential topics for 2019.

Minute of meeting of the Planning Committee held On Site on Monday 4 December 2017 commencing at 9.30 a.m.

Councillors: David Alexander (Convener)
Robert Bissett
Jim Blackwood
Gary Bouse
Joan Coombes
Gordon Hughes
James Kerr
Adana McCue
Lynn Munro
Laura Murtagh

Officers: Arlene Fraser, Committee Services Officer
David Paterson, Planning Officer (Item P69 only)
Karen Quin, Senior Solicitor
Russell Steedman, Network Co-ordinator (Item P69 only)
Bernard Whittle, Development Management Co-ordinator

P66. Apologies

An apology was intimated on behalf of Councillor McLuckie.

P67. Declarations of Interest

No declarations were intimated.

P68. Extension to Dwellinghouse (Raising of Roof Height) at 123 Bantaskine Street, Falkirk FK1 5EX for Mr & Mrs Gregory - P/17/0594/FUL

With reference to Minute of Meeting of the Planning Committee held on 22 November 2017 (Paragraph P65 refers), Committee gave further consideration to a report by the Director of Development Services on an application for full planning permission for the extension to dwellinghouse (raising of roof height) at 123 Bantaskine Street, Falkirk.

The Convener introduced the parties present.

The Development Management Co-ordinator outlined the nature of the application.

Mrs Gregory, applicant, was heard in relation to the application.

Questions were then asked by members of the Committee.

Councillors Binnie and Reid, local Members for the area, were heard in relation to the application.

The Convener concluded by thanking the parties for their attendance. The matter would be determined by the Planning Committee on 24 January 2018.

P69. Erection of Dwellinghouse at East Bonhard, Linlithgow, EH49 7NT for Mrs Annabell Taylor - P/17/0533/PPP

With reference to Minute of Meeting of the Planning Committee held on 22 November 2017 (Paragraph P64 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 dwellinghouse at East Bonhard, Linlithgow.

The Convener introduced the parties present.

David Paterson, Planning Officer outlined the nature of the application.

Mr & Mrs Taylor, the applicants, were heard in relation to the application.

Questions were then asked by members of the Committee.

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

The Convener concluded by thanking the parties for their attendance. The matter would be determined by the Planning Committee on 24 January 2018.

Draft**FALKIRK COUNCIL****Minute of Joint Meeting of the Pensions Committee/Board held in the Municipal Buildings, Falkirk on Thursday 7 December 2017 at 9.30 a.m.****Present:**

Committee:-

Councillors Falkirk Council:-

Jim Blackwood

Adanna McCue

John Patrick (Depute Convener)

Pat Reid

Councillor Donald Balsillie, Clackmannanshire Council
Ian McLean, Pensioner Representative

Board:-

Susan Crook, Unison

Sandy Harrower, UCATT

Gordon Irvine, Unite

Jennifer Welsh, SEPA

Attending:

Alastair McGirr, Pensions Manager

Stuart Murray, Trainee Governance Assistant

Bryan Smail, Chief Finance Officer

Antonia Sobieraj, Committee Services Officer

**Also in
Attendance:**Bruce Miller, Chief Investment Officer, Lothian Pension Fund
Catherine McFadyen, Hymans Robertson**PE24. Minute's Silence**

Councillor Patrick, Depute Convener referred to the recent passing of Provost Coleman, Convener of the Committee. He paid tribute to him by way of his considerable contribution to the Committee over the years, to Falkirk Council and to the communities of Bonnybridge and Larbert. The Committee and Board conveyed their sincere condolences to Provost Coleman's family. There then followed a minutes silence in tribute to Provost Coleman.

PE25. Apologies

Apologies were intimated on behalf of Councillor William Buchanan, Falkirk Council; Councillor Margaret Brisley, Stirling Council; Ed Morrison, Scottish Children's Reporter Administration; Simon Hunt, Scottish Autism; Tommy Murphy, GMB; and Andrew Douglas, Unison.

PE26. Declarations of Interest

No declarations were made.

PE27. Minute**Decision**

The minute of the joint meeting of the Pensions Committee and Board on 21 September 2017 was approved.

PE28. Code of Conduct and Register of Interests

The Committee and Board considered a report by the Director of Corporate and Housing Services on the Code of Conduct and Register of Interests for Committee and Board members and Fund Senior Officers.

The report detailed the requirements of the Pensions Regulator Code of Practice 14 on Governance and Administration for the Fund's formal management of conflicts of interest.

Decision

The Committee and Board noted the report.

The Committee approved the draft Conflict of Interest Policy, subject to the opportunity for members of the Committee and Board making further comment for final approval at the meeting in March 2018.

PE29. Funding Strategy Statement

The Committee and Board considered a report by the Director of Corporate and Housing Services on the draft Funding Strategy Statement and seeking approval for its issue to stakeholders as part of a wider consultation exercise.

Decision

The Committee and Board noted the report.

The Committee agreed:-

- (1) that Committee and Board members submit any final comments on the report to the Chief Finance Officer by 18 February 2018; and**
- (2) that a final report be submitted to the meeting in March 2018 for approval and enabling subsequent consultation with Trades Unions and Fund Employers.**

PE30. Valuation Update

The Committee and Board considered a report by the Director of Corporate and Housing Services providing an update on the progress of the 2017 Fund Valuation including detail of the assumptions proposed by the Fund Actuary.

Decision

The Committee and Board noted the report.

The Committee approved the assumptions proposed by the Fund Actuary for the 2017 valuation.

PE31. 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.

The areas covered within the report including the following:-

- Risk Register;
- Pension Fund Consultation on Consolidated Set of Draft Regulations;
- Markets in Financial Instrument Directive 2014/65 (MiFID II);
- Pension Fund Budget Update;
- Committee and Board Training;
- Corporate Governance Issues; and
- Voting.

Decision

The Committee and Board noted the report including the provisional arrangements for the Annual Conference during April 2018 on a date to be confirmed in due course.

PE32. Environmental, Social and Governance (ESG) Update

The Committee and Board considered a report by the Director of Corporate and Housing Services advising of the recent requests from Fund constituents to divest from fossil fuel companies in line with the Environmental, Social and Governance (ESG) considerations of the Fund.

The areas covered within the report included the following:-

- The focus in previous two years by the Fund in particular to the environmental stewardship and the challenges of climate change;
- The adoption of the additional Environmental, Social and Governance (ESG) beliefs within the Statement of Investment Principles (a “SIP”) stating how ESG considerations would be taken into account in the investment process;
- The undertaking of a carbon measurement exercise to better understand the associated risks;
- The manager engagement in relation to fossil fuel company investment exposure in respects of decisions;
- The quarterly reporting on voting undertaken by the Pensions and Investment Research Consultants (PIRC);
- The Fund’s current approach to ESG as set out in the SIP; and
- The recent lobbying and legal position.

Decision

The Committee and Board noted the report.

PE33. Market Review and Fund Manager Performance

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

Decision

The Committee and Board noted:-

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

PE34. 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.

PE35. Commentary on Fund Manager Performance

The Committee and Board considered a report by the Director of Corporate and Housing Services providing commentary and reviewing the overall performance of the Fund and of the associated Fund Managers.

Decision

The Committee and Board noted the Fund Managers' performance and the action taken by them during the quarter to 30 September 2017, in accordance with their investment policies.

PE36. Infrastructure Investment

The Committee and Board considered a report by the Director of Corporate and Housing Services providing an update on the Fund's objective to reach its strategic weightings in infrastructure as set out in the Fund's Statement of Investment Principles (SIP).

Decision

The Committee and Board noted the report.

PE37. Joint Investment Strategy Panel Update

The Committee and Board considered a report by the Director of Corporate and Housing Services providing an update on the meeting of the Joint Investment Strategy Panel on 7 September 2017.

Decision

The Committee and Board noted the report.

FALKIRK COUNCIL

Minute of meeting of the Planning Review Committee held in the Municipal Buildings, Falkirk on Monday 18 December 2017 at 9.30 a.m.

Councillors: David Alexander (Convener)
Robert Bissett
Gary Bouse
James Kerr
John McLuckie

Officers: Douglas Blyth, Team Leader, Legal Services
Donald Campbell, Development Management Co-ordinator (for agenda items PRC45 and PRC47).
Antonia Sobieraj, Committee Services Officer
Bernard Whittle, Development Management Co-ordinator (for agenda items PRC44 and PRC46).

PRC40. Apologies

No apologies were intimated.

PRC41. Declarations of Interest

No declarations were made.

PRC42. Minute

Decision

The minute of meeting of the Planning Review Committee held on 3 November 2017 was approved.

PRC43. Opening Remarks

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

PRC44. Planning Application P/16/0707/FUL - Erection of 3 Dwellinghouses and Associated Infrastructure on Land to the South of 1 - 2 Livingstone Rise, Glen Brae, Falkirk

The Committee considered documents which related to the Application for Review for planning application P/16/0707/FUL for the erection of three dwellinghouses and associated infrastructure on land to south of 1 - 2 Livingstone Rise, Glen Brae, Falkirk.

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

PRC45. Planning Application P/16/0721/FUL - Change of Use of Public Open Space to Private Garden Ground and Erection of Outbuilding and Fence (partially Retrospective) at 4 Kinglass Court, Bo'ness EH51 9RH

The Committee considered documents which related to the Application for Review for planning application P/16/0721/FUL for a change of use of public open space to private garden ground and the erection of an outbuilding and fence (partially in retrospect) at 4 Kinglass Court, Bo'ness.

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

The meeting adjourned at 9.55 a.m. for the purpose of conducting a site inspection and reconvened at 1.00 p.m., with all those present as per the sederunt.

PRC46. Planning Application P/16/0707/FUL - Erection of 3 Dwellinghouses and Associated Infrastructure on Land to the South of 1 - 2 Livingstone Rise, Glen Brae, Falkirk

The Committee reconvened to give consideration to documents which related to the Application for Review for planning application P/16/0707/FUL for the erection of three dwellinghouses and associated infrastructure on land to south of 1 - 2 Livingstone Rise, Glen Brae, Falkirk.

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

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

- (1) Scottish Planning Policy 2014;
- (2) Supplementary Guidance SG01 - Development in the Countryside;
- (3) Supplementary Guidance SG015 - Low and Zero Carbon Development;
- (4) Policies DO2, D03, D04, CG01, CG03O and HSG05 of the Falkirk Local Development Plan;
- (5) the consultation responses received;
- (6) the representations submitted;
- (7) the site history; and
- (8) the benefit of the site inspection.

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

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

PRC47. Planning Application P/16/0721/FUL - Change of Use of Public Open Space to Private Garden Ground and Erection of Outbuilding and Fence (partially Retrospective) at 4 Kinglass Court, Bo'ness EH51 9RH

The Committee reconvened to give consideration to documents which related to the Application for Review for planning application P/16/0721/FUL for a change of use of public open space to private garden ground and the erection of an outbuilding and fence (partially in retrospect) at 4 Kinglass Court, Bo'ness.

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

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

- (1) Policies D03 and INF03 of the Falkirk Local Development Plan;
- (2) the Legal Agreement 1993 - 32.50 acres at Kinglass Farm;
- (3) the consultation responses received;
- (4) the representations submitted;
- (5) the site history; and
- (6) the benefit of the site inspection.

After discussion, and having sought and heard advice from Mr Blyth and Mr Campbell, the Committee **AGREED**, Councillor Bouse dissenting:-

- (1) To **GRANT** planning permission, subject to the condition that no further structures be constructed in the future within the curtilage of the property without the prior approval of the Planning Authority and such other conditions as the Director of Development Services shall deem appropriate; and
- (2) That the preparation of the decision notice be delegated to the Chief Governance Officer.

FALKIRK COUNCIL

Minute of meeting of the EXECUTIVE held within the Municipal Buildings, Falkirk on Tuesday 9 January 2018 at 9.30 a.m.

Councillors:	David Alexander	Adanna McCue
	Gary Bouse	Cecil Meiklejohn
	Fiona Collie	Alan Nimmo
	Paul Garner	John Patrick
	Dennis Goldie	Robert Spears
	Gordon Hughes	
Officers:	Jack Frawley, Committee Services Officer	
	Rhona Geisler, Director of Development Services	
	Tracey Gillespie, Human Resources Manager	
	Sara Lacey, Head of Social Work Children's Services	
	Colin Moodie, Chief Governance Officer	
	Mary Pitcaithly, Chief Executive	
	Stuart Ritchie, Director of Corporate & Housing Services	
	Bryan Smail, Chief Finance Officer	

EX70. Apologies

There were no apologies.

EX71. Declarations of Interest

Councillor Garner declared the financial interest of a family member in agenda item 12 (ref EX81) who would be affected and stated that he would not take part in discussion or decision making on the item.

EX72. Minute

Decision

The minute of the meeting of the Executive held on 28 November 2017 was approved.

EX73. Rolling Action Log

A rolling action log detailing decisions not yet implemented following the previous meeting on 28 November 2017 was provided. Items 111 – Decriminalised Parking Enforcement, and 228 – Tourism 2020 Update on Progress were the subject of reports on the agenda and accordingly fell from the action log.

Decision

The Executive noted the rolling action log.

EX74. Decriminalised Parking Enforcement

The Executive considered a report by the Director of Development Services providing an update on the preparations for the possible introduction of decriminalised parking enforcement (DPE) in the Falkirk area and sought approval to initiate the formal application process with Scottish Ministers.

Decision

The Executive:-

- (1) noted the progress made with putting in place the infrastructure required to allow Decriminalised Parking Enforcement to be implemented, and**
- (2) agreed to instruct officers to submit the application for Decriminalised Parking Enforcement powers to Scottish Ministers.**

EX75. Tourism 2020 Strategy Update

The Executive considered a report by the Director of Development Services providing an update on the Council's tourism activity since the launch of the Falkirk Area Tourism Strategy 2015 – 2020 and progress toward development of an independent Falkirk Area Tourism Partnership.

The Falkirk Area Tourism Strategy set three key targets:-

- increase visitor expenditure in the Falkirk area by 20% over the next five years to 2020
- increase overnight visitor accommodation (serviced bedrooms and self-catering units) in the Falkirk area by 20% over the next five years to 2020
- develop a Falkirk Area Tourism Partnership to take ownership of, review and implement the strategy.

The Falkirk Area Tourism Partnership operated as an informal body and included the Council, VisitScotland, Falkirk Towns Ltd, Falkirk Community Trust, Scottish Canals, Bo'ness and Kinneil Railway and a number of local businesses. In developing a formal legal structure for the partnership a core working group of tourism businesses was established. Tourism sector businesses were consulted and agreed to progress the establishment of a company limited by guarantee with cooperative articles of association. The group will work to secure external funding opportunities and determine future marketing activities and promotion work.

Decision

The Executive:-

- (1) noted the contents of the report in relation to tourism growth in the Falkirk area, as presented in the 2016 STEAM report;**

- (2) noted the feedback from the initial Visit Scotland Growth Tourism Industry barometer;
- (3) noted the progress of the Visit Scotland Growth Fund, marketing activity and joint marketing activity undertaken with Visit Scotland;
- (4) noted that the Falkirk area Tourism Strategy would be updated to include additional activity with the Heritage and Food and Drink sectors, and
- (5) agreed the proposals for formation of a new Visit Falkirk tourism partnership organisation to take forward marketing activities jointly with key industry partners.

EX76. Antonine Wall Steering Group: Development of Stage 2 Heritage Lottery Fund Bid

The Executive considered a report by the Director of Development Services providing an update on the Rediscovering the Antonine Wall project and sought approval for submissions of a stage 2 Heritage Lottery Fund (HLF) bid.

A stage 1 bid was approved by the HLF in March 2017 and the partnership was invited to make a stage 2 bid. HLF had awarded £97,000 to assist with the stage 2 bid and West Dunbartonshire Council had appointed a project manager to oversee its preparation.

Across the partnership area it was anticipated that the total project value was likely to be in the region of £1.5. - £2.7m dependent upon the success of other bids for match funding.

Decision

The Executive:-

- (1) noted progress made to date at stage 1 and the appointment of a Project Manager by West Dunbartonshire Council as lead authority;
- (2) approved in principle the submission of a stage 2 bid to the Heritage Lottery Fund for the Rediscovering the Antonine Wall project;
- (3) authorised West Dunbartonshire Council, as lead authority, to submit the stage 2 Heritage Lottery Fund application on Falkirk Council's behalf and undertake all required procurement, financial and other associated requirements as part of the project, and
- (4) noted that officers would report the outcome of the stage 2 bid to elected members in a subsequent Information Bulletin report.

EX77. Projected Financial Position 2017/18

The Executive considered a report by the Director of Corporate and Housing Services providing an update on the financial position of the Council for 2017/18 along with an update on the position with Reserves consistent with the policy approved by the Executive in January 2015.

Net expenditure at 31 March 2018 was forecast to be £328.8m which was £3.191m (1%) below the resources available. This reflected a movement of £1.047m from the position reported in October and was mainly due to an adjustment to housing benefits costs.

Decision

The Executive noted the:-

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

EX78. Assets Surplus to Operational Requirement

The Executive considered a report by the Director of Corporate and Housing Services seeking approval for the land, detailed in the report, to be declared surplus to operational requirements for disposal.

The Council's Corporate Asset Management Strategy and the Housing Asset Management Plan include objectives to secure operational efficiencies through asset realisation, including the disposal of land which is surplus to operational requirements.

Decision

The Executive agreed to declare the following land as surplus to operational requirements and authorised the disposal of the assets on the terms set out in the report:-

Housing Revenue Account

- (1) Garage Site at 1a Carron Terrace, Rumford – negotiate disposal to private home owner, and**
- (2) Land at 158 Main Street Carronshore – negotiate disposal to private home owner.**

EX79. Attendance at Conference – Request for Approval

The Executive considered a report by the Director of Corporate and Housing Services seeking approval for Councillor Coombes to attend the Scottish Tourism Alliance Conference.

Decision making on members' attendance at conferences and seminars is delegated to the Chief Governance Officer where the cost does not exceed £200. For conferences and seminars exceeding £200, approval was required from the Executive. The fee associated with Councillor Coombes' request was £200 + VAT and was therefore over the delegated threshold.

Decision

The Executive agreed:-

- (1) the request from Councillor Coombes to attend the Scottish Tourism Alliance Conference at a cost of £200 plus VAT on 1 March 2018;**
- (2) that a report is submitted by Councillor Coombes following the conference for inclusion in the Information Bulletin, and**
- (3) that a moratorium on requests to attend conferences from elected members is put in place for the foreseeable future.**

EX80. 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 6 & 11 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.

EX81. Employee Terms and Conditions: 35/37 Hours Protection – Consultation Update

The Executive considered a report by the Director of Corporate and Housing Services providing an update on the matter of 35/37 hour protection.

Decision

The Executive agreed to:-

- (1) await the outcome of the outstanding trade union ballot relating to the proposals, and**
- (2) request that officers submit a report to a future meeting providing information on the options and scenarios available to take the matter forward.**

EX82. ThinkWhere Limited (formerly Forth Valley GIS)

The Executive considered a report by the Director of Corporate and Housing Services providing an update on progress made by ThinkWhere in developing their products and business including the need to attract external investment.

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

- (1) notes the progress made by thinkWhere Limited in delivering on its business transformation plan;
- (2) notes that the Council is working with thinkWhere Limited to assist it in securing new external investment, which would also include a partial or full divestment of the Council's shareholding in the company;
- (3) agrees that officers continue working with thinkWhere Limited to assist it in seeking new external investors including negotiations on the issues of:-
 - the transfer of the Council's shareholding in whole or in part where possible maximising the return of, and a return on, the Council's investment
 - pension liabilities – including the possibility of continuing the Council guarantees to Falkirk Pension Fund
- (4) agrees that the outcome of any negotiations be reported back to the Executive for approval.

As an amendment, Councillor Goldie, seconded by Councillor Nimmo, moved that the Executive agrees to cut the Council's ties with the company at the earliest opportunity.

On a division a vote was taken by show of hands for the amendment or the motion, there being 10 members present with voting as undernoted:-

For the amendment (2).

For the motion (8).

Decision

The Executive agreed the motion.

**Minute of meeting of the Civic Licensing Committee held in the
Municipal Buildings, Falkirk on Wednesday 10 January 2018 at 9.30 a.m.**

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

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

CL69. Apologies

Apologies were intimated on behalf Councillors Blackwood, Buchanan and Flynn.

CL70. Declarations of Interest

Depute Provost Ritchie declared a non financial interest in Item CL78 by virtue of having prior knowledge of the applicant and recused herself from consideration of the item, having regard to the objective test in the Code of Conduct.

CL71. Minute

Decision

The minute of the meeting of the Civic Licensing Committee held on 29 November 2017 was approved.

CL72. List of Applications Granted Under Delegated Powers in November 2017

The committee considered a report by the Chief Governance Officer detailing the applications granted under delegated powers between 1 and 30 November 2017 in terms of the Civic Government (Scotland) Act 1982.

Decision

The committee noted the report.

CL73. Exclusion of Public

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

CL74. Application for the Renewal of a Taxi Driver Licence

The applicant, Mr W, and his employer Mr B, entered the meeting.

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

The applicant, Mr W spoke in support of the 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.

Councillor Binnie, seconded by Councillor Ritchie moved that the taxi driver licence renewal be granted with a warning letter, subject to the standard conditions for a period of one year.

As an amendment, Councillor Bissett, seconded by Councillor Aitchison, moved that the taxi driver licence renewal be granted, subject to the standard conditions for a period of one year.

On a division, 3 members voted for the amendment and 4 voted for the motion.

Decision

The committee agreed the motion.

CL75. Application for the Grant of a New Private Hire Car Driver Licence

The applicant, Mr I, entered the meeting.

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

The applicant, Mr I spoke in support of the application.

Questions were then asked by members of the committee.

The Licensing Co-ordinator circulated additional information clarifying the applicant's record.

The committee agreed to a short adjournment at 10.25 a.m. and reconvened at 10.35 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, subject to the standard conditions for a period of one year.

CL76. Application for the Grant of a New Taxi Operator Licence

The applicant, Mr W, and his agent Mr S, entered the meeting.

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

The applicant's agent, Mr S spoke in support of the application.

Questions were then asked by members of the committee.

The committee agreed to a short adjournment at 10.50 a.m. and reconvened at 11.00 a.m. with all members present as per the sederunt.

Decision

The committee agreed to grant a new taxi operator licence, subject to the appropriate insurance documentation; V5 certificate and taxi inspection test certificate being submitted to the satisfaction of officers.

The applicant gave an undertaking that he would replace the vehicle with another vehicle which would adhere to Falkirk Council policy criteria, when the current vehicle reaches the end of its natural life.

CL77. Application for the Renewal of a Second Hand Dealer Licence

The applicant, Mr Y, and his wife, Mrs Y, 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 details of an application for the renewal of a second hand dealer licence.

The application had been continued from the Civic Licensing Committee on 23 August 2017 (Paragraph CL33 refers), to allow an inspection of the premises to be undertaken by members. Members of the Civic Licensing Committee had undertaken a visit on 29 November 2017.

The committee agreed to a short adjournment at 11.05 a.m. and reconvened at 11.30 a.m. with all members present as per the sederunt.

Decision

The committee agreed to renew the second hand dealer licence, subject to the standard conditions for a period of three years.

In accordance with her earlier declaration, Depute Provost Ritchie left the meeting prior to consideration of the following item.

CL78. Suspension Hearing in Relation to a Private Hire Car Driver

The licenceholder Mr C, together with Sergeant Mackenzie and PC Hutchison, Police Scotland, entered the meeting.

The committee considered a report by the Chief Governance Officer advising of a letter of representation submitted by Police Scotland in respect of the licenceholder.

Sergeant Mackenzie, the Chief Constable's representative was heard in relation to the matter referred to in the letter of representation.

There were no questions to Sergeant Mackenzie from Mr C or members.

Mr C was then heard in relation to the letter of representation.

There being no questions from Sergeant Mackenzie, members asked questions of Mr C.

Both parties were invited to sum up.

The committee agreed to an adjournment at 12.10 p.m. and reconvened at 12.20 pm. with all members present as per the sederunt, with the exception of Depute Provost Ritchie.

Decision

The committee agreed to take no further action.

FALKIRK COUNCIL

Minute of meeting of the Scrutiny Committee (External) held in the Municipal Buildings, Falkirk on Thursday 11 January 2018 at 9.30 a.m.

Councillors:

David Balfour
Lorna Binnie
David Grant
John McLuckie
Laura Murtagh
Malcolm Nicol
Depute Provost Ann Ritchie

Councillors in Attendance:

David Alexander, Public Protection Portfolio Holder
Robert Spears, Culture, Leisure & Tourism Portfolio Holder

Officers:

Sally Buchanan, Fairer Falkirk Manager
Fiona Campbell, Head of Policy, Technology and Improvement
Jack Frawley, Committee Services Officer
Rhona Geisler, Director of Development Services
Linda Gilliland, Policy & Community Planning Team Leader
Mark Meechan, Community Learning & Development Manager
George Paul, Team Leader
Andrew Wilson, Policy and Community Planning Manager

Also Attending:

Eddie Ritchie, Scottish Fire & Rescue Service
David Lockhart, Scottish Fire & Rescue Service
Martin Rioch, Scottish Fire & Rescue Service

SE14. Appointment of Convener

In the absence of the convener, nominations for the position of convener were sought with reference to Standing Order 50.5 that the Convener of the committee would be such member of the committee from the largest Opposition group as shall be appointed by the committee.

Councillor Grant nominated Councillor McLuckie. There being no other nominations Councillor McLuckie assumed the chair for the remainder of the business.

SE15. Apologies

An apology was intimated on behalf of Councillor Blackwood.

SE16. Declarations of Interest

There were no declarations of interest at this point.

SE17. Minute**Decision**

The minute of meeting of the Scrutiny Committee (External) held on 16 November 2017 was approved.

SE18. Performance Report – Scottish Fire and Rescue Service

The committee considered a report by the Director of Corporate and Housing Services presenting a local performance report of the Scottish Fire and Rescue Service, for the period 1 April 2017 to 30 September 2017.

The committee asked if, following an increase in deliberate fire setting incidents at Polmont Prison, any intervention work had been carried out. MR stated that such interventions had been carried out with a specific individual.

Members sought further information on the auditing of licensed premises, expressing concern that fire exits were often blocked. MR advised that audit work was undertaken on a targeted basis determined by level of risk. Therefore places where people undertook overnight stays like care homes and hospitals were prioritised. Other types of premises were inspected thematically. In the Falkirk area there were 1.5 auditing officers so there was a need to prioritise their work to the areas of highest risk. However, the Service worked closely with colleagues in the Council's licensing section and would respond to any concerns raised, as they would respond to specific concerns raised by elected members. Members commented that when the Licensing Board undertook site visits to licensed premises it would be useful to have the auditing officers present.

The committee asked why there was an increase in deliberate fire setting during periods of good weather. MR stated that there is an increase in deliberate fire setting every year around April, which tied in with the school holidays. Hot weather could make the land tinder dry. Cycle patrols had been undertaken with Police Scotland. There had also been school visits in a targeted approach to try and prevent this spike in deliberate fire setting. The school based Police Officers identified at risk groups of young people.

Following a question on home safety visits, MR stated that the elderly were at higher risk and were therefore targeted. During visits people were asked questions to determine their risk level and an appropriate response was then put in place. There had been a specific initiative at sheltered housing premises to decrease the risk of accidental fires. Specsavers had worked in partnership to help promote the home safety programme to over 65s. Further, there was strong partnership with Housing and flats were regularly checked for clear means of escape and corridors were kept clutter free.

The committee asked about the increased number of false alarms and if this was due to automated systems. MR stated that as more alarm systems came online there were more calls. There was a proposal to look at staff alarms in large public buildings. This would involve caretakers involving the cause of an alarm prior to an appliance being dispatched. However, building evacuation would still take place.

Decision

The committee approved the report and acknowledged progress by the organisation in meeting their priorities.

SE19. Following the Public Pound - Poverty and Equality

The committee considered a report by the Director of Corporate & Housing Services presenting updates on each of the external organisations funded by Corporate & Housing Services which provide services in relation to poverty and equality which fall within the Following the Public Pound reporting and monitoring arrangements.

Annual reporting statements were provided for each of the 8 organisations. These were:-

- LGBT Youth Scotland
- Falkirk CAB
- Grangemouth & Bo'ness CAB
- Denny & Dunipace CAB
- Armed Forces Project – Denny CAB
- MacMillan Money Matters
- Action Group
- Central Scotland Regional Equality Council

Members asked why some of LGBT Youth Scotland's work related to areas which would benefit all young people but was not being offered to all. Mark Meechan stated that there were a variety of projects which supported young people more widely. However, he advised that the young people who engaged with LGBT Youth Scotland were often found to be unwilling to engage with the services offered by other groups. It was therefore important that this specific service was provided. The issues covered by LGBT Youth Scotland were raised by service users.

The committee then discussed the Central Scotland Regional Equality Council (CSREC). Members discussed that Clackmannanshire Council had removed their funding contribution but still received service provision. The view was put forward that the organisation's work should be funded by Police Scotland or the Scottish Government. Discussion also considered the difference between criminal behaviour and inappropriate behaviour but that both needed to be tackled and educated against. It was felt that the work of this organisation covered extremely important areas and that the focus should not be taken off this. A question was asked on what the £42,000 from Forth Valley Language Support was to encourage the learning of English as a second language to assist with integration. Following this discussion Fiona Campbell stated that CSREC used to be the racial council and the Council dealt with a range of other organisations serving the needs of other protected groups. Further she advised that Forth Valley Language Support was a trading company which provided translation services. The work of this company was to create an income stream for the organisation.

Decision

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

- (1) LGBT Youth Scotland**
- (2) Falkirk Citizens Advice Bureau**
- (3) Grangemouth & Bo'ness Citizens Advice Bureau**
- (4) Denny & Dunipace Citizens Advice Bureau**
- (5) Armed Forces Project – Denny Citizens Advice Bureau**
- (6) MacMillan Money Matters**
- (7) Action Group**
- (8) Central Scotland Regional Equality Council**

SE20. Following the Public Pound – Falkirk Towns Ltd and Falkirk Environment Trust

The committee considered a report by the Director of Development Services presenting updates on Falkirk Towns Ltd and Falkirk Environment Trust which fall within the Following the Public Pound reporting and monitoring arrangements.

Annual reporting statements were provided for each of the organisations.

Prior to discussion on Falkirk Towns Ltd, Councillor Nicol declared a non-financial interest as the spouse of a Grangemouth business owner, and stated that he considered that this required him to recuse himself from consideration of the item with regard to the Councillor's Code of Conduct. Councillor Nicol left the meeting at this point.

The committee asked about the provision of a handyman service to carry out small repairs. Rhona Geisler advised that the post was funded by the Falkirk Business Improvement District (BID) levy. Whereas the funding from the Council was allocated to Falkirk Towns core costs such as staffing. The handyman post responded quickly to occurrences of graffiti and similar issues. This work was a priority for BID businesses.

Members asked if there were representatives from other town centres in the district on the organisation, particularly if there was scope for more events outwith Falkirk town centre. Rhona Geisler advised that the BID company and levy payers were all drawn from Falkirk town centre by the nature of the organisation. Therefore monies raised had to be spent there. There was a joint working agreement in place for services provided in other town centres. She highlighted that there had been discussions regarding the possibility of a BID organisation being created in Bo'ness but that it would be for local businesses to take forward themselves.

The committee discussed if it was possible to condition that the funding was also used in some of the district town centres. Rhona Geisler stated that such matters had been part of previous budget discussions. Where funding was allocated without condition it was up to the company to determine how to spend. It was therefore up to Council to determine if any conditions should be attached. However, she advised that the funding was allocated for the core service delivery and to reallocate it would have an impact on the ability of the organisation to operate.

Following consideration of and decision making on the report on Falkirk Towns Ltd, Councillor Nicol re-joined the meeting.

Decision

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

- (1) Falkirk Environment Trust**
- (2) Falkirk Towns Ltd**

SE21. Following the Public Pound - Community Development

The committee considered a report by the Director of Children's Services presenting updates on each of the external organisations funded by Children's Services which provide services in relation to community development which fall within the Following the Public Pound reporting and monitoring arrangements.

Annual reporting statements were provided for each of the 6 organisations. These were:-

- Denny Community Support Project

- Dennyloanhead Community Project
- The Powerstation
- Workers Education Association
- Dobbie Hall Trust
- CVS Falkirk & District

Prior to discussion on the Dobbie Hall Trust, Councillor Murtagh declared a non-financial interest as she regularly attended the management committee meetings, and stated that she considered that this required her to recuse herself from consideration of the item with regard to the Councillor's Code of Conduct. Councillor Murtagh left the meeting at this point.

Members discussed potential refurbishment works at the Dobbie Hall and that the terms of the lease agreement were for wind and watertight. Members asked if repairs could be carried out without additional funding. Mark Meechan stated that he felt that if in 18 months no progress on the building condition had been made he worried about the sustainability of the management committee. There would then be a possibility of the building being handed back to the Council.

The committee asked about possibilities to look at alternative options such as sharing another building as members were keen to preserve local services. Mark Meechan advised that different options had been looked at, identifying where groups could meet locally in Council facilities or other community spaces such as church halls.

Members asked about working in partnership with Falkirk Community Trust on shared use of assets. Mark Meechan stated that the Service had a good relationship with the Trust. However, he noted that the Trust had carried out an options appraisal on the sustainability of their assets. Therefore co-location was being looked at wherever possible.

Decision

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

- (1) Denny Community Support Project**
- (2) Dennyloanhead Community Project**
- (3) The Powerstation**
- (4) Workers Education Association**
- (5) Dobbie Hall Trust**
- (6) CVS Falkirk & District.**

FALKIRK COUNCIL

Minute of meeting of the EDUCATION EXECUTIVE held in the Municipal Buildings, Falkirk on Tuesday 23 January 2018 at 9.30 am.

COUNCILLORS: David Alexander
Gary Bouse
Fiona Collie
Gordon Hughes
Adanna McCue
Cecil Meiklejohn (Convener)
Alan Nimmo
John Patrick
Robert Spears

**REPRESENTATIVES
OF RELIGIOUS
BODIES:** Rev Michael Rollo
Maureen Tait

CO-OPTEES: Fiona Craig (Teacher Representative)
Nicola Jordan (Parent Representative)
Margaret Smith (Teacher Representative)

OFFICERS: Arlene Fraser, Committee Services Officer
Gary Greenhorn, Head of Planning and Resources
David Mackay, Head of Education
Colin Moodie, Chief Governance Officer
Robert Naylor, Director of Children's Services
Karen Thomson, Childcare Provision Co-ordinator

EE26. Apologies

Apologies were intimated on behalf of Councillors Garner and Goldie, and Karen Procek, (Parent Representative).

EE27. Declarations of Interest

No declarations were made.

EE28. Minute**Decision**

The minute of the meeting of the Education Executive held on 7 November 2017 was approved.

EE29. Rolling Action Log

A rolling action log detailing decisions not yet implemented following the previous meeting on 7 November 2017 was provided.

Decision

The Education Executive noted the rolling action log.

EE30. Education Executive Membership

The Education Executive considered a report by the Director of Corporate and Housing Services seeking to appoint non-elected members to the Education Executive.

The selection processes for the nomination of 2 teachers from the serving staff of schools, and 2 parent representatives chosen by Falkirk Area Parent Forum, were detailed in the report.

Decision

The Education Executive agreed to appoint, until the next Local Government Elections:-

- (1) Fiona Craig and Margaret Smith as the teacher representatives on the Education Executive, and**
- (2) Nicola Jordan and Karen Procek as the parent representatives on the Education Executive.**

EE31. Forth Valley and West Lothian Improvement Collaborative – Progress Report

The Education Executive considered a report by the Director of Children's Services providing an update on the establishment of the Regional Improvement Collaborative for Education involving Falkirk, Clackmannanshire, Stirling and West Lothian councils, as agreed at the previous meeting of the Education Executive on 7 November 2017.

A briefing session for all Falkirk elected members on the new collaborative and the Scottish Government consultation on "Empowering Schools" took place on 23 November 2017.

A launch event, attended by elected members and officials from the four councils, took place in December 2017. The event set out the initial aims of the collaborative and areas of focus for early collaborative work.

Extensive work had been carried out to identify and agree areas of focus for the initial Regional Improvement Plan. Five themed areas of work were

identified reflecting the priorities of schools across the Regional Collaborative. Each council will lead on one or more of the themes.

A Regional Summit took place on 22 January to enable appropriate consultation to be carried out, prior to the draft Regional Improvement Plan being submitted to the Scottish Government and Education Scotland by the end of January 2018.

Decision

The Education Executive:-

- (1) noted the progress made to date in establishing the Regional Improvement Collaborative, and**
- (2) agreed that the Regional Lead Officer submit a further report to the next meeting of the Education Executive detailing comment and feedback from the Scottish Government and Education Scotland following consultation on the initial Regional Improvement Plan to the Scottish Government at the end of January 2018.**

EE32. Specialist Education for Additional Support Needs in Primary and Secondary Schools

The Education Executive considered a report by the Director of Children's Services summarising the findings from the statutory public consultation to consider the expansion of provision for children and young people who have social and communication difficulties, including Autism Spectrum Disorder.

The Education Executive had agreed, on 5 September 2017 (ref EE14), that a statutory public consultation be carried out to consider the expansion of additional support needs provision by opening specialist classes in 3 mainstream primary schools and 2 mainstream secondary schools. This would allow a greater number of children with additional support needs to be educated locally as close to their home and community as reasonably possible.

In line with the Schools (Consultation) (Scotland) Act 2010 legislation, a consultation exercise was carried out between 13 September and 10 November 2017.

The report summarised the consultation responses, the key comments made and issues raised by Education Scotland.

A report of the consultation "Inclusion and Additional Support Needs in Falkirk: Proposals for 2018 Onwards", which included Education Scotland's full report, was appended to the report.

Decision

The Education Executive:-

- (1) noted the responses to the statutory consultation recently undertaken and the recommendations contained within the report attached as appendix 1 to the report, and**
- (2) agreed to instruct the Director of Children's Services to bring a further report providing full details and proposals of how Children's Services would progress with this expansion plan.**

EE33. Report Back on Statutory Consultation – Permanent Relocation of the Mariner Support Service

The Education Executive considered a report by the Director of Children's Services providing an update on the formal consultation held on the proposal to permanently relocate the Mariner Support Service from Weedingshall to the Laurieston Campus.

The Education Executive had agreed, on 13 June 2017 (ref EE6), that a statutory public consultation be carried out on the proposal to permanently relocate the Mariner Support Service from Weedingshall, Polmont to the Laurieston Campus.

In line with the Schools (Consultation) (Scotland) Act 2010 legislation, a consultation exercise was carried out between 23 August and 6 October 2017.

The report summarised the consultation responses and the main issues arising.

A report of the consultation "Proposal to Permanently Relocate the Mariner Support Service from Weedingshall to the Laureston Campus", was appended to the report.

Decision

The Education Executive:-

- (1) noted the reponse to the formal consultation exercise undertaken on the proposals;**
- (2) agreed that the Mariner Support Service is permanently relocated from Weedingshall to the Laurieston Campus, and**
- (3) agreed that Weedingshall is declared surplus to Children's Services' requirements.**

EE34. Early Learning and Childcare – 2020 Expansion Plan

The Education Executive considered a report by the Director of Children's Services detailing feedback from recent liaison meetings with the Scottish Government's Early Years Team and the proposed updates and changes to Children's Services Strategic Early Learning and Childcare (ELC) Expansion Plan.

Officers from Children's Services met with the Scottish Government's Early Years Team (SGEYT) to discuss and review the Council's initial Strategic ELC Expansion Plan.

After meeting with the 32 local authorities, the Scottish Government issued further guidance. This confirmed that due to significant differences between initial revenue and capital cost estimates, local authorities required to review and re-assess their initial plans.

Following feedback from SGEYT and the guidance issued, Children's Services reviewed the Council's existing expansion plans. The amendments proposed reflect the need to have additional infrastructure capacity to enable parents to have a reasonable and proportionate level of flexible choice options. The various options proposed were detailed in the appendix to the report.

Local authorities require to re-submit expansion plan information and data by 9 February 2018.

Decision

The Education Executive:-

- (1) noted the feedback on recent liaison meetings held with the Scottish Government's Early Years Team;**
- (2) agreed the proposed changes to be made to the Strategic ELC Expansion Plan, and**
- (3) agreed that the Director of Children's Services submits further data as requested by the Scottish Government and provides regular updates to the Education Executive on plans and progress with ELC expansion plans as they develop.**

FALKIRK COUNCIL

Minute of Meeting of the Planning Committee held in the Municipal Buildings, Falkirk on Wednesday 24 January 2018 at 9.30 a.m.

COUNCILLORS:

David Alexander (Convener)
Robert Bissett
Jim Blackwood
Gary Bouse
Provost William Buchanan
Gordon Hughes
James Kerr
Adanna McCue
John McLuckie
Lynn Munro
Laura Murtagh

OFFICERS:

Kevin Collins, Transport Planning Co-ordinator
Katherine Chorley, Planning Officer
Chris Cox, Sustainable Transport Co-ordinator
Ian Dryden, Development Manager
Iain Henderson, Legal Services Manager
Alexandra Lewis, Planning Officer
Martin MacNiven, Environmental Health Co-ordinator
Julie Seidel, Planning Officer
Antonia Sobieraj, Committee Services Officer
Russell Steedman, Network Co-ordinator
Richard Teed, Senior Forward Planning Officer

P70. Apologies

An apology was intimated on behalf of Councillor Coombes.

P71. Declarations of Interest

Councillor Kerr declared a non financial interest in item 10 (minute P79) by virtue of him being an applicant for planning permission on part of the site under consideration eight years ago and having been a former member of Sheildhill and California Community Council, in consequence of which he recused himself from consideration of the item, having regard to the objective test in the Code of Conduct.

P72. Minutes**Decision**

- (a) The minute of meeting of the Planning Committee held on 22 November 2017 was approved; and
- (b) The minute of meeting of the Planning Committee On-Site held on 4 December 2017 was approved.

P73. Extension to Dwellinghouse (Raising of Roof Height) at 123 Bantaskine Street, Falkirk FK1 5EX for Mr and Mrs Gregory - P/17/0594/FUL (Continuation)

With reference to Minute of Meeting of the Planning Committee held on 22 November 2017 (Paragraph P65 refers), Committee (a) gave further consideration to a report to that meeting by the Director of Development Services; and (b) considered an additional report by the said Director on an application for full planning permission for the extension to a dwellinghouse (Raising of Roof Height) at 123 Bantaskine Street, Falkirk.

Decision

The Committee agreed to grant planning permission as the proposal is considered to be sympathetic to the surrounding neighbourhood, such grant to be subject to conditions determined by the Director of Development Services including a condition to the effect that the materials and external finishes shall be consistent with the existing property in terms of colour, materials and finishes.

Prior to consideration of the following item of business, Provost Buchanan informed the Committee that as he had not attended the site visit and was not a member of the Committee at that time, he would not take part in consideration of planning application P/17/0533/PPP (minute P74). He also intimated at that time that as he had not attended the site visit for the previous application P/17/0594/FUL (minute P73), he had not taken part in consideration of that application.

P74. Erection of Dwellinghouse at East Bonhard, Linlithgow, EH49 7NT for Mrs Annabell Taylor - P/17/0533/PPP (Continuation)

With reference to Minutes of Meetings of the Planning Committee held on 22 November 2017 (Paragraph P64 refers), Committee (a) gave further consideration to a report to that meeting by the Director of Development Services; and (b) considered an additional report by the said Director on an application for planning permission in principle for the erection of a dwellinghouse at East Bonhard, Linlithgow.

Councillor Munro, seconded by Councillor Hughes, moved that Committee grant planning permission in principle as the proposal is, in the planning judgement of the Committee, considered an appropriate infill development, is sympathetic to the surrounding area and respects the character of the area. Appropriate conditions to be determined by the Director of Development Services.

By way of an amendment, Councillor Bouse, seconded by Councillor Alexander, moved that Committee refuse planning permission in accordance with the recommendations within the report.

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

For the motion (5) - Councillors Bissett, Hughes, Kerr, Munro and Murtagh.

For the amendment (4) - Councillors Alexander, Blackwood, Bouse and McCue.

Councillor McLuckie abstained.

Decision

The Committee agreed to grant planning permission in principle as the proposal is, in the planning judgement of the Committee, considered an appropriate infill development, is sympathetic to the surrounding area and respects the character of the area and such grant to be subject to conditions as determined by the Director of Development Services.

P75. Demolition of Kiln and Erection of 2 Dwellinghouses on Land to the South East of Whitstonedg, Falkirk for Mr Douglas MacMillan - P/17/0490/FUL

The Committee considered a report by the Director of Development Services on an application for full planning permission for the demolition of a former kiln and the erection of two dwellinghouses and associated infrastructure on land to the south east of Whitstonedg, Falkirk.

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 the permission unless a variation is required by a condition of the permission or a non-material variation has been agreed in writing by Falkirk Council as Planning Authority.**

- (2) 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.

- (3) No development shall commence on site until a full specification for all exterior materials and boundary enclosures has been submitted to and approved in writing by the Planning Authority. Thereafter, development shall proceed in accordance with the approved details.
- (4) No development shall commence on site until a specification for the reuse of all retained brick (where suitable for re-use) is submitted to and approved in writing by the Planning Authority. Thereafter development shall proceed in accordance with the approved details.
- (5) Should any evidence of bats or their roosts be witnessed prior to or during the course of demolition of the kiln, all work shall cease and immediate contact be made with Scottish Natural Heritage.

Reasons:-

- (1) As these drawings and details constitute the approved development.
- (2) To ensure the development achieves the required CO₂ emission reduction as a result of development.
- (3) To safeguard the visual amenity of the countryside.
- (4) To ensure that brick from the former kiln is retained and used in the development.
- (5) To ensure potential biodiversity interests are safeguarded.

Informatives:-

- (1) In accordance with section 58(1) of the Town and Country Planning (Scotland) Act 1997 (as amended), the permission lapses on the expiration of a period of three years beginning with the date on which the permission is granted unless the development to which the permission relates is begun before that expiration.
- (2) For the avoidance of doubt, the plans to which the decision refers bear the online reference numbers 01B, 02A, 03, 04 and Supporting Documents.
- (3) The applicant shall ensure that noisy work which is audible at the site boundary shall **ONLY** be conducted between the following hours:-

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

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

- (4) For advice in relation to biodiversity interests during construction, contact be made with Scottish Natural Heritage on 01786 450362 or email enquiries@snh.gov.uk.

P76. Demolition of Public House (Sui Generis) and Erection of Building for Retail Use (Class 1) with Associated Infrastructure, Including ATM Machine at 175 Dean Road, Bo'ness EH51 0HG for Pittsburgh Fife Ltd - P/17/0590/FUL

The Committee considered a report by the Director of Development Services on an application for full planning permission for the demolition of a public house and the erection of a class 1 shop and associated infrastructure at 175 Dean Road, Bo'ness.

Decision

The Committee agreed to continue consideration of the application to allow an inspection of the site by Committee.

P77. Alterations and Change of Use of Retail Storage/Office to Form 7 Flatted Dwellinghouses at 88 North Street, Bo'ness EH51 9NF for All In One Property Solutions - P/17/0637/FUL

The Committee considered a report by the Director of Development Services on an application for full planning permission for the alteration and change of

use of the former 'Woolworths' building to form 7 flats (comprising a bedsit and one and two bedroom accommodation) within the town centre outstanding conservation area at 88 North Street, Bo'ness.

Decision

The Committee agreed to continue consideration of the application to allow an inspection of the site by Committee.

P78. Erection of Dwellinghouse Outbuilding and Temporary Siting of Residential Caravan (Renewal of Planning Permission P/14/0499/FUL) on Land to the North West of Atlanta, Slamannan, Falkirk for Mr Duncan Bennie - P/17/0640/FUL

The Committee considered a report by the Director of Development Services on an application for full planning permission for the erection of one dwellinghouse with associated outbuilding and ancillary accommodation and the temporary siting (partially retrospective) of a residential caravan currently on site on land to the north west of Atlanta, Slamannan.

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 the permission unless a variation is required by a condition of the permission or a non-material variation has been agreed in writing by Falkirk Council as Planning Authority.**
- (2) (i) No development shall commence on site until a contaminated land assessment has been submitted to and approved in writing by the Planning Authority. 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.**
- (ii) Where contamination (as defined by Part (iiA) of the Environmental Protection Act 1990) is encountered, a detailed remediation strategy demonstrating that the site will be made suitable for its intended use by removing any unacceptable risks, caused by the contamination should be submitted to and approved in writing by the Planning Authority.**

- (iii) Prior to the commencement of development on site, the remediation works must be carried out in accordance with the strategy approved at (ii). 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 approved in writing by the Planning Authority. Unless otherwise agreed in writing by the Local Planning Authority.
- (3) No development shall commence on site until a full specification for all exterior materials and finishes, including details of the proposed rooflights, exterior windows and doors shall be submitted to and approved in writing by the Planning Authority. Thereafter development shall proceed in accordance with the approved details.
- (4) 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.
- (5) No development shall commence on site until a specification for the reuse of all retained natural stone in the approved development is submitted to and approved in writing by the Local Authority. Thereafter development shall proceed in accordance with the approved details.
- (6) A residential caravan shall be sited in accordance with the approved plan (the online reference No. 01) for a period not exceeding three years from the date of the permission unless otherwise agreed in writing with the Planning Authority. Thereafter all temporary residential accommodation shall be permanently removed from the site.
- (7) For the avoidance of doubt, the domestic outbuilding hereby approved shall be for domestic purposes only, ancillary to the main use of the dwellinghouse.

Reasons:-

- (1) As these drawings and details constitute the approved development.**
- (2) To ensure the ground is suitable for the proposed development.**
- (3) To safeguard the visual amenity of the countryside.**
- (4) To ensure the development achieves the required CO2 emission reduction as a result of development.**
- (5) To ensure that stone from the former farm steading is retained and used in the development.**
- (6) As the Caravan is not a suitable permanent form of development.**
- (7) To ensure that the property is used for domestic purposes only.**

Informatives:-

- (1) In accordance with section 58(1) of the Town and Country Planning (Scotland) Act 1997 (as amended), this permission lapses on the expiration of a period of three years beginning with the date on which the permission is granted unless the development to which the permission relates is begun before that expiration.**
- (2) For the avoidance of doubt, the plan(s) to which the decision refer(s) bear the online reference numbers 01, 02, 03 and Supporting Documents.**
- (3) The application site is in the vicinity of a High Pressure Gas Transition Pipeline. The Scotland Gas Network Code of Practice document SSW22 must be circulated and signed a minimum of 7 days prior to the commencement of any works. You are advised to contact Angus Robertson, Scotland Gas Networks on Tel: 0141 418 4158 for advice.**

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

P79. Erection of 91 Dwellinghouses and Associated Infrastructure on Land to the South West of Tappernail Farm, Reddingmuirhead for Persimmon Homes (East Scotland) - P/17/0504/FUL

The Committee considered a report by the Director of Development Services on an application for full planning permission for the erection of 91 dwellinghouses and associated infrastructure on land to the south west of Tappernail Farm, Reddingmuirhead.

Decision

The Committee agreed to continue consideration of the application to allow an inspection of the site by Committee.

Councillor Kerr re-entered the meeting following consideration of the foregoing item of business.

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

P80. Extension to Dwellinghouse (Dormer) at 7 Corona Crescent, Bonnybridge FK4 1GG for Mr Derick Ramsay - P/17/0626/FUL

The Committee considered a report by the Director of Development Services on an application for full planning permission to install a dormer extension on the rear roof plane of a semi-detached two storey dwellinghouse at 7 Corona Crescent, Bonnybridge.

Decision

The Committee agreed to continue consideration of the application to allow an inspection of the site by Committee.

Councillor Murtagh re-entered the meeting following consideration of the foregoing item of business.

P81. Erection of 43 Social Houses including all Associated Roads, Footpaths and Services on Land to the West of Falkirk High School, Blinkbonny Road, Falkirk for Falkirk Council - P/17/0715/CPL

The Committee considered a report by the Director of Development Services on an application seeking confirmation that an application for planning permission is not required for the proposed development of 43 dwellings (including 19 x 2 bed houses, 10 x 3 bed houses, 2 x 4 bed houses, 8 x 2 bed flats and 4 x 1 bed flats) on land to the west of Falkirk High School, Blinkbonny Road, Falkirk.

Decision

The Committee agreed that a Certificate of Lawfulness be issued for the following reason:-

- (1) The proposed development complies with Part 12, Class 33(a) of the Town and Country Planning (General Permitted Development) (Scotland) Order 1992 as Amended, in that the works for the erection of dwellings conform to the Falkirk Local Development Plan 2015.**

Informatives:-

- (1) For the avoidance of doubt, the plans to which the decision refers bear the online reference numbers 01, 02, 03A, 04A, 05A, 06, 07A, 08, 09A, 10, 11, 12, 13, 14, 15, 16, 17 and 18.**
- (2) For the avoidance of doubt the development must be carried out in accordance with all of the supporting documents and plans submitted as part of the application.**
- (3) All windows marked with obscure glazed should be constructed as such and retained thereafter as obscure glazed.**
- (4) 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.

- (5) A developer contribution of £27,000 shall be paid towards A803 Corridor Improvement Works.**

A developer contribution of £70,707 shall be paid towards Open Space Improvement Works.

A developer contribution of £24,100 shall be paid towards Nursery Provision.

All contributions are to be paid in accordance with a timetable to be agreed by the applicant and Local Planning Authority, prior to commencement of development on site.

DRAFT**FALKIRK COUNCIL**

Minute of meeting of the Planning Review Committee held in the Municipal Buildings, Falkirk on Friday 26 January 2018 at 9.30 A.M.

Councillors: David Alexander (Convener)
Robert Bissett
Jim Blackwood
Gary Bouse
John McLuckie

Officers: Douglas Blyth, Team Leader, Legal Services
Antonia Sobieraj, Committee Services Officer
Bernard Whittle, Development Management Co-ordinator

PRC48. Apologies

Apologies were intimated on behalf of Councillor Murtagh.

PRC49. Declarations of Interest

No declarations were made.

PRC50. Minute

The minute of meetings of the Planning Review Committee held on 18 December 2017 was approved.

PRC51. Opening Remarks

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

PRC52. Planning Application P/17/0389/FUL - Extension to Dwellinghouse at 27 Tryst Road, Stenhousemuir, Larbert FK5 4QH

The Committee considered documents which related to the Application for Review for planning application P/17/0389/FUL for a two storey extension to a rear of a detached dwellinghouse at 27 Tryst Road, Stenhousemuir, Larbert.

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

PRC53. Planning Application P/17/0517/FUL - Erection of 2 Dwellinghouses at Land to the North East of Standburn Villa, Falkirk

The Committee considered documents which related to the Application for Review for planning application P/17/0517/FUL for the erection of two detached dwellinghouses on land to the north east of Standburn Villa, Falkirk.

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

The meeting adjourned at 9.40 a.m. for the purpose of conducting site inspections and reconvened at 11.00 a.m., with all those present as per the sederunt.

PRC54. Planning Application P/17/0389/FUL - Extension to Dwellinghouse at 27 Tryst Road, Stenhousemuir, Larbert FK5 4QH

The Committee reconvened to give consideration to documents which related to the Application for Review for planning application P/17/0389/FUL for a two storey extension to a rear of a detached dwellinghouse at 27 Tryst Road, Stenhousemuir, Larbert.

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

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

- (1) Supplementary Guidance - Residential Extensions and Alterations.
- (2) Policy HSG07 - Residential Extensions and Alterations of the Falkirk Local Development Plan;

- (3) the consultation responses received;
- (4) the representation submitted;
- (5) the site history; and
- (6) the benefit of the site inspection.

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

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

PRC55. Planning Application P/17/0517/FUL - Erection of 2 Dwellinghouses at Land to the North East of Standburn Villa, Falkirk

The Committee reconvened to give consideration to documents which related to the Application for Review for planning application P/17/0517/FUL for the erection of two detached dwellinghouses on land to the north east of Standburn Villa, Falkirk.

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

After further discussion and having sought and heard advice from Mr Blyth and Mr Whittle, and having given consideration to the material contained within the documentation, the Committee considered:-

- (1) Supplementary Planning Guidance H.STA1 - Standburn Housing Allocation;
- (2) Policies D01, GN04, HSG02, HSG04, INF02, INF04, INF05, INF07 and INF12 of the Falkirk Local Development Plan;
- (3) Allocated Housing Site H73 of the Falkirk Local Development Plan;
- (4) the consultation responses received;
- (5) the representation submitted;
- (6) the site history; and

- (7) the benefit of the site inspection.

After discussion, the Committee considered that it still did not have sufficient information to allow it to make a determination. Thereafter, the Committee **AGREED:-**

- (1) that the matter be continued to a future meeting of the Committee on a date to be agreed;
- (2) that further information in the form of written submissions, be submitted by:-
 - (a) the Director of Development Services providing information on:-
 - (i) the planning history of the allocated housing site (H73) within the Local Development Plan;
 - (ii) the previous applications relating to the application site;
 - (iii) the roads access to the application site; and
 - (iv) the detailed clarification on the requirement for developer contributions.
- (3) that the written submissions requested be provided within a period of 14 days from receipt of the request; and
- (4) that the written submissions requested from the Director of Development Services be copied to the applicant in order that the applicant may make comments in reply.

Draft**FALKIRK COUNCIL****Minute of Meeting of the Planning Committee held in Wallacestone Primary School, Braemar Drive, Brightons, Falkirk on Tuesday 30 January 2018 commencing at 7.00 p.m.**

The purpose of the meeting was to hold a pre-determination hearing in terms of the Planning etc. (Scotland) Act 2006. When sitting in this capacity, the Planning Committee comprises all members of the Council.

<u>Councillors:</u>	David Alexander (Convener)	Adanna McCue
	David Balfour	John McLuckie
	Robert Bissett	Lynn Munro
	Allyson Black	John Patrick
	Jim Blackwood	Pat Reid
	Provost William Buchanan	
	Joan Coombes	

<u>Officers:</u>	Ian Dryden, Development Manager
	Iain Henderson, Legal Services Manager
	Stephanie McGhee, Committee Assistant
	Antonia Sobieraj, Committee Services Officer
	Brent Vivian, Senior Planning Officer

<u>Also Attending:</u>	Kevin Collins, Transport Planning Co-ordinator
	Sarah Colquhoun, Modern Apprentice (Governance)
	Steven Dean, Gladman Developments Limited
	Alexandra Lewis, Planning Officer
	Russell Steedman, Network Co-ordinator
	George Saliagopolous, Gladman Developments Limited
	Richard Teed, Senior Forward Planning Officer

P82. Apologies

Apologies were intimated on behalf of Councillors Bouse, Kerr, Collie, Murtagh and Aitchison.

P83. Declarations of Interest

Councillor Hughes declared a non financial interest in relation to the application by virtue of him, as local member concurring with the concerns of local constituents in relation to the application, in consequence of which he recused himself from consideration of the item, having regard to the objective test in the Code of Conduct.

P84. Development of Land for Residential Development with Associated Engineering Works and Landscaping on Land to the North of Wallace Lea Stables, Standrigg Road, Brightons for Gladman Developments Ltd - P/17/0519/PPP

The Committee considered a report by the Director of Development Services on an application for planning permission in principle for the development of land for residential development with associated engineering works and landscaping on land to the north of Wallace Lea Stables, Standrigg Road, Brightons, Falkirk.

1. The Convener formally welcomed those present and outlined the procedures relating to the meeting.
 2. The Senior Planning Officer outlined the nature of the application.
 3. The applicant's representative was heard in relation to the application. Mr S Dean thanked the Committee and the public for their engagement. He commented that the benefits of the development included dealing in part with the shortfall in housing land supply in the area and it would provide constructions jobs, spend in the area and generate additional Council Tax. There would be benefits in the provision of a footpath on Sunnyside Road and improvements for the nearby junction. The details for these roads works are being finalised. The development would be a suitable and effective housing site.
 4. No comments were made by consultees.
 5. Section 38A of the Town and Planning (Scotland) Act 1997 together with Regulation 27 of the Town and Country Planning (Development Management Procedure) (Scotland) Regulations 2008 give those persons who have submitted representations on relevant planning applications the right to be heard before a Committee of the Council before the application is determined. On this occasion, in addition to those persons who had submitted representations, some other members of the public in attendance at the meeting were permitted to address the Committee.
- (a) Mr D Callaghan, Convener of the former Reddingmuirhead and Wallacestone Community Council, an objector, raised concern in relation to the prevalence of major housing developments and the number of houses built in the local area which had received planning permission. He stressed that these developments had placed a strain on the local infrastructure including local schools, NHS services and roads. He believed that the LDP2 Main Issues Report had supported his concerns. There was also a continuing erosion of the countryside resulting in the area no longer being rural which would result in there being no green estates at all. He stressed that there was a significant amount of land elsewhere in the Falkirk Council area and that the applicants had failed to look at other locations for this development. He

questioned the validity of previous decisions as many developments, such as Whitecross, had failed to materialise. Whitecross was to supply 1,500 houses but that development has stalled. In the meantime there have been two recent planning applications submitted for Whitecross. In addition, there were other applications for housing developments in the pipeline for consideration by the Council including one for the development of land for residential/mixed use to the east of Gilston Farm, Polmont. If this development was to be granted then it would make other applications harder to refuse. He questioned whether house supply figures were now out of date. He stressed that the Council policy had failed to implement a robust brownfield sites policy and applicants should be looking to locate developments on brownfield sites rather than on green spaces. Moreover, each application for residential development should not be considered in isolation but rather be considered as part of a strategic approach. The cumulative impact on local communities should be recognised. He finally raised concern that NHS Forth Valley, a statutory consultee had made no comment on the proposals and that this was not acceptable. He intended to raise the matter with the local MSP. He had concern about the generation of additional patients in the area and the ability to cope with that.

- (b) Ms S Imrie, an objector to the development, asked whether the applicant would be making Stirling Road wider to accommodate increased traffic. The problem is not the footway but rather the volume of traffic. It would not help to narrow the road. A concern is that the traffic assessment took place when the schools were on holiday.

Response by the applicant's representative:-

Discussion is taking place with Roads and Planning. There is a solution planned to provide a footway. The footway is seen as a benefit. The comments from Roads are that the junction can deal with the anticipated volume of traffic. In relation to the point on the traffic assessment, he is not a traffic engineer able to answer the specific point.

- (c) Mr Fortune, an objector to the development,

The concern is the number of cars using the road. Most families have more than one car. The road is narrow with poor lines of sight. If anyone parks outside their homes, drivers find it hard to see.

- (d) Mr P Queen, an objector to the development, stressed that if the development is granted against the LDP, it will not take place in a sustainable way. Flooding assessment and mining assessment have only been conducted as a desktop exercise. The area is known for flooding. There has been significant mining and flooding in the past. He indicated that the pattern of development proposed was indefensible. This would create a ribbon strip and further erosion into the area. Clearly this did not comply with the LDP.

- (e) Ms C Lowe, an objector to the development, raised concern that due to the narrow width of Sunnyside Road and the large amount of traffic using that road including the school bus, there was potential that congestion would influence drivers who would drive onto the pavement.
- (f) Ms A Mitchell, an objector to the development, raised concern relating to the effect on education provision and the safety of children walking to school. She indicated that Braes High School was at 90% capacity and would soon reach overcapacity. She questioned whether there was enough space for the school to expand. She raised concern at the impact of enhanced nursery provision from 2020 and how this will affect infrastructure. She asked if there were plans to look at the projections for nursery provision and if this involves school areas. She also indicated concern that the walk to Maddiston Primary School from the proposed development was unsafe for children and asked whether there is room for the footway extension – especially by the cricket club.

Response by the Senior Forward Planning Officer:-

Braes High School would experience a high occupancy level in the mid 2020's. The Council's Children's Services had been aware for some time of a population peak for primary schools. This had resulted in a rezoning in 2009 to address the issue. It was expected that the school could be extended to meet demand and this was why a developer contribution was requested pro rata. The pupil yield was calculated across the Council area and this was currently being reviewed. Wallacestone Primary School was extended in 2007 from a 2 to a 3 stream school. It was estimated that in 5 years' time the school would have 100 less pupils. Projections from NHS Forth Valley had identified that school rolls would reduce over this period. This took account of a natural migration balance across the Council area. In short, it was expected there would be approximately 30 to 40 pupils extra for 100 new places available in the next 15 years. This was manageable.

- (g) Mrs H Sutton, an objector to the development, sought clarification on nursery provision in the next five years.

Response by the Senior Forward Planning Officer:-

The legislative requirements for the expansion of early learning and childcare up to 2020 had doubled the nursery places required for 3 to 4 year olds and eligible two year olds to 1140 hours per year. In order to reach this requirement a developer contribution was required.

- (h) Mr A McLeod, an objector to the development, raised concern at lack of adequate parking at local schools.

Response by the Senior Forward Planning Officer:-

This was an issue across the Council area.

- (i) Ms J Smith, an objector to the development, criticised the statutory requirements for the assessment of planning applications in isolation by local authorities. She indicated that dealing with applications individually and on their own merits did not take into account the cumulative effects of the increasing number of developments on local communities.
- (j) Mr S Sutton, an objector to the development, indicated the benefit to the local cricket club to the local community and how it was valued. The current drainage problems affecting the club would be exacerbated by the development. There are shallow mine workings in the area that have an adverse impact on drainage. He has concerns about the use of the existing drainage pipes as an overflow. The development and associated works could result in flooding issues for the club and new water channels being formed. He commented that he has concerns that people will use the cricket club grounds as a surrogate pavement. The Council previously did the works for the pavement, took the verge and established the pavement. The Transport Assessment by the applicant does not seem to be correct in this regard. On the application masterplan, the soakaway is right on the edge of the cricket ground. This would attract children who would be approaching the cricket club unseen. This could be a health and safety issue particularly with machinery and equipment they may come across.
- (k) Ms W McPherson, an objector to the development, questioned why there was no requirement at this stage for an Environmental Impact Assessment (EIA) to be carried out. Given the size of the development she would normally expect this to be undertaken. She believed that had this been undertaken, the cumulative impact of the proposal would have been identified in relation to all the proposed developments. She then referred to a number of environmental issues that had to be addressed including impact of glacial till which underlies the site and the nature of the clay soil that isn't permeable. She raised concern about the creation of an attenuation pond with stagnant water as a result. She has read the geo-environmental report and there is to be an investigation for mining but it does not say when. She questioned why no intrusive investigation has yet been carried out. She also felt the issues around grouting and water in the bedrock needs to be investigated before permission is granted. She commented that the report refers to the potential for mine gas but doesn't say what is to be done in relation to it. In short, while the applicant may not have technically done anything wrong, they haven't gone far enough to look at the risks of development and how to deal with them and their impact on the area.
- (l) Mr P Norris, an objector to the development, referred to the Transport Assessment and had concerns that information was incorrect such as the frequency of trains serving the area. He then confirmed the importance of applications being considered against a background of the Council area as a whole. This was necessary because of the

significant size of the development. He made reference to the Housing Land Audit and the shortfall in housing identified therein. The shortfall would be addressed should the Whitecross and Gilston Park developments progress. He stressed the importance of building on brownfield sites and that a sustainable development approach to development was paramount. He highlighted the importance of improving a range of local facilities including areas such as health and recreation for older children.

- (m) Mr B Rooney, an objector to the development, raised concern that in the previous year he had been advised by the Planning section of Development Services that no application for a housing development had been submitted.
- (n) Mr B Fortune, an objector to the development, raised concern that there was little incentive for applicants to develop on brownfield sites due to the higher cost of development than for greenfield sites. He commented that if this had gone to an EIA, a test would have been consideration of alternatives. The alternatives are not coming forward.
- (o) Mr G Love, an objector to the development, commented that what is really needed is social housing, not the 25% affordable housing proposal. That needs to be addressed.
- (p) Ms M Montinaro, on behalf of Shieldhill and California Community Council, an objector to the development, commented that housing completions remain low. Statistics were based on 2008 housing factors and since then there had been a downturn. She raised concern that the projected housing need in the Housing Land Audit had been too high from the outset. She commented that there is no shortfall in the 5 year housing land supply. The LDP makes no provision for windfall or small sites. The projections are wrong. Planning is about responsible use of land as a resource. She commented on the inadequate capacity of the local infrastructure and that it currently could not support the development. She believed that applications should not be considered on their own merits but had to be taken as part of a wider analysis of housing need. This consideration included complying with the LDP and LDP2. She questioned the measures to be undertaken by the applicant to install pipelines under the road. Furthermore, there was a need for appropriate expertise for drilling work.

Response by Mr S Deans, the applicant's representative:-

He would not be adding anything further at this stage.

5. Questions were then asked by Members of the Committee as follows:-

- Q(a) Clarification was sought on why NHS Forth Valley had submitted no comment to the proposals.

Q(b) Clarification was sought on the views of the Council's Roads Development Unit in relation to the proposals.

Response by the Roads Development Co-ordinator:-

The Roads Development Unit has raised some concerns about the width of Sunnyside Road and the junction. It has been recommended that the road be 6.25m in width with a 2m wide footway. It is up to the developer to provide that.

Q(c) Clarification was sought on whether there was sufficient land for housing available in the Council area in the next five years.

Response by the Planning Officer (A Lewis):-

The Housing Land Audit 2016/17 had identified a shortfall of 760 units in the effective land supply over a five year period. The Main Issues Report set out preferred options and alternatives for LDP2. An annual target of 675 units is included in the current adopted 2015 Local Development Plan, and the preferred option for LDP2 is 480 units annually. Whilst a material consideration, this figure is not yet adopted Council policy, nor has it been subject to external scrutiny. There were a whole range of influences affecting these figures including changes in population demographics.

Q(e) Clarification was sought on the reason why no detailed inspections were carried out in relation to mining.

Response by Development Manager:-

The application being considered at this stage is an application for planning permission in principle. The detail which applicants must provide in a full application is not required at this stage. Should an application be approved and that this result in the submission of a later full application a comprehensive list of conditions would be attached. In relation to the Coal Authority as a statutory consultee, the Council relied upon the Desktop Risk Assessment undertaken by that Authority as a consultee. Should the Council be minded to grant permission and a later full application be approved with associated conditions placed on the applicant, only after the Council as Planning Authority was satisfied there had been full adherence (including consultation with all relevant parties) to these conditions could work commence on site.

The Convener asked members if there were any planning matters they would wish covered in the report to Council.

It was requested that information in the effective land supply be covered along with cumulative effect of development and the position in relation to the Health Board.

8. Close of Meeting

The Convener concluded by thanking the parties for their attendance and advising that the matter would be determined by Falkirk Council on 7 March 2018.

FALKIRK COUNCIL

Minute of meeting of the Scrutiny Committee held in the Municipal Buildings, Falkirk on Thursday 1 February 2018 at 9.30 am.

Councillors: David Balfour
 Allyson Black (Convener)
 Nigel Harris
 Lynn Munro
 Laura Murtagh
 Pat Reid
 Ann Ritchie

Officers: Fiona Campbell, Head of Policy, Technology and Improvement
 Douglas Duff, Head of Planning and Economic Development
 Sara Lacey, Head of Social Work Children's Services
 Stuart Murray, Graduate Trainee, Committee Services
 Brian Pirie, Democratic Services Manager

S25. Apologies

An apology was intimated on behalf of Councillor Binnie.

S26. Declarations of Interest

No declarations were made.

S27. Minutes**Decision**

- (a) The minute of the meeting of the Scrutiny Committee held on 30 November 2017 was approved;**
- (b) The minute of the meeting of the Performance Panel held on 14 December 2017 was noted.**

Following questions on item PP11 in regard to members' personal safety when undertaking duties, in particular home visits, the Democratic Services Manager confirmed that training would be organised in conjunction with Police Scotland. The Head of Policy, Technology and Improvement confirmed that the possibility of incorporating a 'flag' system to warn of potential risks associated with visiting particular individuals within the Customer First system had been raised by members and would be investigated.

S28. Rolling Action Log

A rolling action log detailing the status of actions from the meeting held on 30 November 2017 which had yet to be completed was presented for consideration.

Following a question, the Head of Policy, Technology and Improvement gave an update on action 313 in regard to a proposal to hold a workshop for elected members on the Customer first system, confirming that a session would be held shortly with members. This session was called for by the committee as part of its consideration of potential scrutiny plan items and would include discussion on members' levels of access to the system. In regard to action 392 the Democratic Services Manager confirmed that a generic email address for enquiries would be operational by 23 February 2018.

Decision

The committee noted the Rolling Action Log.

S29. Cost per planning application- Local Government Benchmarking Framework LGBF Indicator

The committee had considered Local Government Benchmarking Framework (LGBF) performance information on 17 August 2017 (ref S6) and had asked for a further report on indicator ECON2, the cost per planning application. The LGBF data had shown that Falkirk Council's cost was the highest of the 32 local authorities in Scotland and the committee had sought clarification on whether the indicator was accurate.

The committee had determined, on 30 November 2017 (ref S21) that subject to consideration of the report (which had been asked for in August 2017) that it would recommend to Council that this item was a potential item for inclusion on the 2018 Scrutiny Plan. Council had noted the position on 6 December 2017 (ref FC57) when considering its Scrutiny Plan.

The committee considered a report by the Director of Development Services which provided analysis of the Services' ECON2 performance indicator.

Following assessment of the information provided to the Improvement Service for 2015/16 it had been found that there was an inconsistency on how the costs are compiled across local authorities. Falkirk Council's submission had included £1.912m of costs attributable to roads maintenance. Had these been stripped out the cost per application would have been £7543, not £11,421, which would have placed Falkirk Council 25 out of 32 Scottish Local Authorities. For 2016/17 the cost was £7618, placing Falkirk Council 28 out of 32.

The Head of Planning and Economic Development explained the elements of cost which comprised the overall cost – planning, environmental initiatives, countryside recreation and management and Parks and Open Spaces.

Nationally the methodology used by Local Authorities was not consistent and it could be argued that the costs which Falkirk include should be attributed to other LGBF indicators. On a like for like comparison with other authorities of a comparable size showed that Falkirk's costs were broadly in line.

Members discussed the report at length. In response to an assertion that in fact Falkirk Council's costs were significantly higher than comparable authorities, the Head of Planning and Economic Development agreed that on the figures presented it looked this way but stated that if the cost element associated with environmental issues was removed the costs would be in line. This, he argued, illustrated that the costs for 'planning' placed Falkirk Council mid-range across Scotland. The indicator was not a reliable guide given the inconsistent approach taken by Scottish Local Authorities to its calculation.

Members remained unclear as to the elements which should properly be included in the cost per planning application and requested a comparison, for each element, against all 32 Local Authorities. Similarly if costs associated with the indicator were stripped out and attributed elsewhere then there would be a consequential impact on other performance indicators. Given this the committee asked for further contextual information. In response to a statement that the planning process was streamlined, members asked for information setting out the Council's planning process.

During the discussion members acknowledged that statistics in themselves can be misleading and asked whether the indicator took cognisance of Falkirk's unique economic environment, citing major applications at, for example, the Grangemouth complex as unique in Scotland. The Head of Planning and Economic Development stated that the cost of major applications were not included in the ECON2 costs. The indicator reflected local and household applications. He referred to a recent review by Audit Scotland on how the Council dealt with major planning applications which had concluded that the Council has shown major improvement.

Having considered the report and having had regard to the discussion the Committee considered that further information was required to allow it to determine whether the issue should be subject to scrutiny as part of the scrutiny plan.

Decision

The committee requested a further, detailed report, to the next meeting.

The report to include:-

- (1) detail on the component costs which make up the indicator;**
- (2) comparative information for all Scottish Local Authorities;**

- (3) contextual information and information to show recent costs and the trend;**
- (4) detailed explanation of the planning process (including timescales) and why the costs appear comparatively high; and**
- (5) overview of Audit Scotland audit of major planning applications together with the AS report.**

S30. Economic Strategy Update

The Committee had requested an update report on the implementation of the Economic Strategy which had been agreed by the Executive on 1 December 2015 (ref EX73).

The Committee considered a report by the Director of Development Services which provided an overview of the progress of the Economic Strategy 2015-2025 together with actions and developments relating to the Community Planning Partnership's Strategic Outcomes and Local Delivery Plan (SOLD). The report focused on projects such as:

- delivery of the Falkirk Tax Incremental Financing (TIF) initiative
- development of the new Forth Valley College campus
- development of the Grangemouth port and chemicals complex by Ineos, Forth Ports and other businesses
- progress of the area as an international tourism destination
- progress of town centre regeneration projects including the Falkirk THI
- delivery of employability programmes

The progress of projects which relate to two SOLD outcomes were set out as appendices. These relate to:-

- SOLD Outcome Two: We will grow our local economy to secure successful business, investment and employment; and
- SOLD Key Priority Two: Maximising Job Creation and Employability.

The Head of Planning and Economic Development provided a detailed summary of the report, highlighting key projects and milestones.

The Committee discussed the need for a joined up coherent approach between the Council, business (particularly in Grangemouth given the importance of industry to the area) and the community. It was suggested by members that there was insufficient dialogue with community groups and local residents to ensure that the local workforce, and future workforce, is sufficiently skilled and experienced to compete in the jobs market. The Head of Planning and Economic Development agreed that there was a need to engage with both businesses and the community. He cited the Investment Zone as an example when dealing with both businesses and the community, input would be vital, recognising that until recently the major players, in particular INEOS, had not been in a position to expand due to the economic climate. However the decision by INEOS to import ethane had changed the

landscape and there was now an opportunity to engage with the local community. In regard to the skills and experience Mr Duff highlighted the initiatives of Forth Valley College in particular to develop local skills, citing recent investment on STEM related topics. This would transform the approach to skills enhancement across the existing and future workforce. He also gave examples of ongoing work required to develop and improve the town centre in Grangemouth. While there had been improvements to Stenhoumuir and Denny Town Centres recently, work was ongoing to identify opportunities to support development in Grangemouth town centre, with the Council keen to consider any options which come forward.

Following a question on the LEADER project Mr Duff explained the eligibility criteria for projects to receive funding noting that urban initiatives were not eligible. In regard to investment in the area, Mr Duff stated that investment from Chinese concerns was significant, particularly in Grangemouth. The Council had, he explained, developed significant knowledge and experience in working with Chinese investors which would be beneficial in attracting and supporting future investment.

The committee discussed the development of Falkirk Town Centre, highlighting the disappointing vacancy rates in the centre and in the retail park as a concern. Mr Duff responded that while the vacancy rate in the retail park was low this was a higher rate in the town centre. Over the years the role of the traditional town centres had changed, with many shrinking and their focus changing from retail to leisure. He gave a summary of the Council Headquarters and town hall projects, noting that the council had a key role in the civic and cultural offer of the town centre.

Following a question Mr Duff gave an overview of the work of Falkirk BID and highlighted its role in attracting investment in the area and summarised a number of THI projects. He then provided responses to requests for information on the TIF programme, highlighting work at Beancross and Westfield which had been delayed but would be completed in 2018 and 2019 respectively. In regard to the Investment Zone Mr Duff explained the strategic and economic importance of Falkirk and stated that there was a need for city zones to work with the Falkirk Investment Zone in order to drive the local and national economy. He agreed with members that in developing investment opportunities it was vital that there is engagement with the local community highlighting local work with INEOS in the area.

Decision

The Committee requested an annual update on the progress of the Economic Strategy.

S31. Scrutiny Panels

The committee considered a report by the Head of Policy, Technology and Improvement on the arrangements for delivering the 2018 scrutiny plan.

Council had agreed, on 6 December 2018 (ref 57) a scrutiny plan for 2018 comprising reviews of:-

- Fly tipping – potentially running from January to March
- Housing Allocations – how the process works and how it could improve – potentially running from April to June
- Anti-Social Behaviour - specifically looking at this from the point of view of residents. It is also proposed that this include looking at responses to incidents, communication and where does responsibility lie across partners for dealing with particular issues – potentially running from September to November

The reviews would be undertaken by scrutiny panels. It was recommended that the first review would be that on fly tipping. The panel for this review had been established (Councillors Bissett, Harris and Murtagh). It was proposed that all 3 panels are established now and meet to consider their respective scope and remit for each panel. These would be reported to the Scrutiny Committee and allow the workplan to be developed ahead of the panels starting their reviews (which would run consecutively). The order in which the reviews would be undertaken to be determined.

Following discussion members considered that the order of review would be fly tipping, antisocial behaviour and housing allocation. With reference to the earlier item (S29) members confirmed that the committee may seek Council approval to add the cost per planning application to the Scrutiny plan.

In regard to the composition of the Antisocial Behaviour and Housing Allocation panels, membership would be 5, with 3 members from opposition groups and 2 from the Administration.

Decision

The Committee agreed:-

- (1) the schedule for the 3 scrutiny panels for the coming year will be Fly Tipping; Antisocial behaviour; and Housing Allocations.**
- (2) that each panel will comprise 5 members (with 2 from the Administration and 3 from Opposition Groups);**
- (3) to ask the clerk to seek nominations for the Anti-Social Behaviour and Housing Allocations panels;**
- (4) that scoping documents for the Anti-Social Behaviour and Housing Allocations Scrutiny Panel are brought back to Committee for approval;**

- (5) that the fly tipping panel has its scoping meeting in the coming weeks and that a report is brought back to the next Committee outlining progress; and**
- (6) to defer consideration on whether the cost of the cost of the planning process should be included in the scrutiny plan for this year until the next meeting when a detailed report will be provided.**

DRAFT**FALKIRK COUNCIL****Minute of Meeting of the Appointments Committee held in the Municipal Buildings, Falkirk on Friday 2 February 2018 at 2.30 p.m****COUNCILLORS:**

David Alexander
Paul Garner
Cecil Meiklejohn (convener)
Malcolm Nicol
Alan Nimmo
Pat Reid

OFFICERS:

Karen Algie, Head of HR & Business Transformation
Jack Frawley, Committee Services Officer
Mary Pitcaithly, Chief Executive

AP25. Apologies

There were no apologies.

AP26. Declarations of Interest

There were no declarations of interest.

AP27. 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.

AP28. Appointment Process for the Post of Chief Executive

The committee considered a report by the Head of Human Resources and Business Transformation which outlined the available options for recruitment and selection for the post of Chief Executive. A draft timetable for recruitment to the post was included. Appended to the report were a: job description; personal specification; post terms and conditions; recruitment pack; and draft advert.

Decision**The appointments committee:-**

- (1) noted Council's decision that this post be advertised externally;**
- (2) noted the salary to be applied to the post of Chief Executive as outlined in paragraph 3.3 of the report;**
- (3) agreed the arrangements for the management of the recruitment and selection process outlined in paragraph 4.3b of the report;**
- (4) agreed the job description, personal specification and terms and conditions appended to the report as referred to in paragraph 4.5 of the report;**
- (5) agreed the draft timetable as referred to in paragraph 4.8 of the report;**
- (6) noted the draft recruitment pack provided in appendix 4 and referred to in paragraph 4.4 of the report;**
- (7) agreed the draft advert provided in appendix 5 and referred to in paragraph 4.14 of the report, and**
- (8) agreed the additional selection methods outlined in paragraph 4.15 of the report with the addition of an informal session allowing all members the opportunity to participate.**

Minute of meeting of the Planning Committee held On Site on Monday 5 February 2018 commencing at 9.30 a.m.

Councillors: David Alexander (Convener)
Robert Bissett
Jim Blackwood
Gary Bouse
Provost Buchanan
Joan Coombes
Gordon Hughes
Adanna McCue
John McLuckie (Depute Convener)
Lynn Munro
Laura Murtagh

Officers: Jack Frawley, Committee Services Officer
Kirsty Hope, Assistant Planning Officer
Karen Quin, Senior Solicitor
Julie Seidel, Planning Officer
Russell Steedman, Network Co-ordinator
Bernard Whittle, Development Management Co-ordinator

P85. Apologies

Apologies were intimated on behalf of Provost Buchanan (for item P90), and Councillors Blackwood (for item P90) and Kerr.

P86. Declarations of Interest

There were no declarations.

P87. Alterations and Change of Use of Retail Storage/Office to Form 7 Flatted Dwellinghouses at 88 North Street, Bo'ness, EH51 9NF for All In One Property Solutions – P/17/0637/FUL

With reference to Minute of Meeting of the Planning Committee held on 24 January 2018 (Paragraph P77 refers), Committee gave further consideration to a report by the Director of Development Services on an application for full planning permission for the alterations and change of use of retail storage/office to form 7 flatted dwellinghouses at 88 North Street, Bo'ness EH51 9NF.

The Convener introduced the parties present.

The Planning Officer outlined the nature of the application.

The applicant was heard in relation to the application.

An objector was heard in regard to the application. The objections included the following issues:-

- Access to the building and fire safety
- Bin storage
- Quality of the application

Questions were then asked by members of the Committee.

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

The Convener concluded by thanking the parties for their attendance. The matter would be determined by the Planning Committee on 20 February 2018.

P88. Demolition of Public House (Sui Generis) and Erection of Building for Retail Use (Class 1) with Associated Infrastructure, Including ATM Machine at 175 Dean Road, Bo'ness, EH51 0HG for Pittsburgh Fife Ltd – P/17/0590/FUL

With reference to Minute of Meeting of the Planning Committee held on 24 January 2018 (Paragraph P76 refers), Committee gave further consideration to a report by the Director of Development Services on an application for full planning permission for the demolition of public house (sui generis) and erection of building of retail use (class 1) with associated infrastructure, including ATM Machine at 175 Dean Road, Bo'ness, EH51 0HG.

The Convener introduced the parties present.

The Planning Officer outlined the nature of the application.

The applicant was heard in relation to the application.

Six objectors were heard in regard to the application. The objections included the following issues:-

- No need for another shop in Bo'ness
- The shop would have an unacceptable impact on the business of existing shops in the area
- The road and access are dangerous, in particular for school children
- Traffic generated at the site will cause congestion
- The blocking off of shared access points
- Lack of parking

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

The Convener concluded by thanking the parties for their attendance. The matter would be determined by the Planning Committee on 20 February 2018.

P89. Extension to Dwellinghouse (Dormer) at 7 Corona Crescent, Bonnybridge, FK4 1GG for Mr Derick Ramsay – P/17/0626/FUL

With reference to Minute of Meeting of the Planning Committee held on 24 January 2018 (Paragraph P80 refers), Committee gave further consideration to a report by the Director of Development Services on an application for full planning permission extension of dwellinghouse (dormer) at 7 Corona Crescent, Bonnybridge, FK4 1GG.

The Convener introduced the parties present.

The Assistant Planning Officer outlined the nature of the application.

The applicant's representative was heard in relation to the application.

An objector was heard in regard to the application. The objections included the following issues:-

- Structural concerns with adjoining dwelling
- Soundproofing concerns

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 20 February 2018.

P90. Erection of 91 Dwellinghouses and Associated Infrastructure at Land to the South West of Tappernail Farm, Reddingmuirhead for Persimmon Homes (East Scotland) – P/17/0504/FUL

With reference to Minute of Meeting of the Planning Committee held on 24 January 2018 (Paragraph P79 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 91 dwellinghouses and associated infrastructure at land to the south east of Tappernail Farm, Reddingmuirhead.

The Convener introduced the parties present.

The Planning Officer outlined the nature of the application.

The applicant was heard in relation to the application.

A representative of the former Reddingmuirhead and Wallacestone Community Council was heard in regard to the application.

A representative of the Shieldhill and California Community Council was heard in regard to the application.

6 objectors and 1 neutral party were heard in regard to the application.

The objections included the following issues:-

- The application is contrary to the Falkirk Local Development Plan and the Reporter's examination findings and decision
- The application represents an over development of the site
- The landscape and visual impact of the development would be significant
- H69 should be master planned
- Substantial green space would not be achieved and the proposals would destroy the landscape setting and countryside amenity of the area
- Housing allocation H69 is bigger than that shown in the Main Issues Report. The additional space was for extensive planting and habitat improvements, not additional units
- The applicant's statement in relation to depopulation within the surrounding area, is misleading and incorrect
- The site would not be served by a sustainable means of transport
- The proposed development does not represent an appropriate scale, density and design of development
- Road safety concerns, if planning permission is granted a roundabout or other method of safely allowing access is required

- The proposed development represents an overdevelopment of the site. The previous application was refused because it exceeded the housing capacity of 30 units
- The site will remove an existing green space and reduce the opportunity to walk
- Inadequate capacity in catchment schools
- Improvement from the last application, but there could be a further reduction and more detached homes

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 20 February 2018.

Draft**FALKIRK COUNCIL****Minute of Meeting of the Planning Committee held in Larbert Village Primary School, Main Street, Larbert on Tuesday 6 February 2018 commencing at 7.00 p.m.**

The purpose of the meeting was to hold a pre-determination hearing in terms of the Planning etc. (Scotland) Act 2006. When sitting in this capacity, the Planning Committee comprises all members of the Council.

Councillors:

David Alexander (Convener)
David Balfour
Robert Bissett
Jim Blackwood
Gary Bouse
Joan Coombes
Paul Garner

David Grant
Gordon Hughes
Adanna McCue
John McLuckie
Lynn Munro
Pat Reid

Officers:

Ian Dryden, Development Manager
Iain Henderson, Legal Services Manager
Stephanie McGhee, Committee Assistant
John Milne, Senior Planning Officer
Antonia Sobieraj, Committee Services Officer

**Also
Attending:**

Andrew Caine, Gladman Developments Limited
Donald Campbell, Development Management Co-ordinator
Kevin Collins, Transport Planning Co-ordinator
Sarah Colquhoun, Modern Apprentice (Governance)
Lyndsay Fraser, Gladman Developments Limited
Stuart Murray, Graduate Trainee Governance Assistant
Alistair Shaw, Development Plan Co-ordinator
Russell Steedman, Network Co-ordinator
Richard Teed, Senior Forward Planning Officer

P91. Apologies

Apologies were intimated on behalf of Provost Buchanan and Councillors Aitchison, Kerr, Murtagh and Patrick.

P92. Declarations of Interest

No declarations were made.

P93. Proposed Residential Development, Access, Landscaping, Open Space and Associated Works on Land to the North of Loch View, Stirling Road, Larbert for Gladman Developments Ltd - P/17/0632/PPP

The Committee considered a report by the Director of Development Services on an application for planning permission in principle for the proposed residential development, access, landscaping, open space and associated works on land to the north of Loch View, Stirling Road, Larbert.

1. The Convener formally welcomed those present and outlined the procedures relating to the meeting.
2. The Senior Planning Officer outlined the nature of the application.
3. The applicant's representative was heard in relation to the application. Ms L Fraser explained to the committee that the site was part of a larger landholding. Following analysis, the site of the application was considered to be the most suitable area for development. The initial proposal had been for 100 units. The feedback from this was considered and an amended proposal was submitted reducing the numbers to 60 units. Benefits included site drainage development, improved footways, differing house types, economic benefits from construction and Council tax, the bringing of a range of house types to the area, links to parkland, a pedestrian crossing facility and it would assist in meeting the shortfall in the housing land audit. She stated that it is a good site to provide housing and it is a modest scale of development. It is a sustainable location and in line with the scale and character of the surrounding area.
4. The consultees representatives present were heard in respect of their comments in relation to the application as follows:-
 - (a) Mr G Hainey, on behalf of NHS Forth Valley, a statutory consultee and an objector, raised concern that the site was greenfield and it had not been allocated for housing within the Local Development Plan. There would be unknown impacts on the local infrastructure including education and NHS services. The primary objection related to the impact on the NHS facility at Loch View and its residents as detailed in the report.
 - (b) Ms C Gill, Lead Nurse, on behalf of NHS Forth Valley, a statutory consultee and an objector, provided a summary of the services provided at Loch View and its purpose which was to provide a therapeutic and caring environment for its residents, many of whom had complex needs including learning difficulties, mental illness and complex behaviour. The site was purposefully chosen for its countryside setting. It had a quiet, therapeutic and peaceful outside space with a garden for relaxing and for growing vegetables. This

environment would be eroded should the development be approved. The patients could be adversely affected by a construction site and the additional noise at such close proximity.

5. Questions were then asked by Members of the Committee as follows:-

Q(a) Clarification was sought on whether there would be a housing shortfall over the next five years.

Response by the Development Plan Co-ordinator:-

The Scottish Planning Policy stated that the Council was required to have a 5 year supply of housing land and 3375 units was the target. This was monitored through Housing Land Audit. The Audit current showed a total of 2615 units. This meant that there was a 3.9 years supply as opposed to 5 years hence the shortfall.

Q(b) Clarification was sought in relation to Larbert as an area for additional housing.

Response by the Development Plan Co-ordinator:-

The Strategy for housing in Larbert within the 2015 Local Development Plan (LDP) was one of consolidation. This work identified a significant amount of land at Kinnaird on which to build but that there should be no more development beyond that. The Local Development Plan is being reviewed at present. The Main Issues Report (MIR) acknowledged that there was a need for more housing land across the area albeit it did not specifically include Larbert and Stenhousemuir.

Q(c) Clarification was sought on the number of children projected to come into the area and schools.

Response by the Senior Forward Planning Officer:-

Based on the current ratio of 0.25 pupils per house it was envisaged that approximately 15 children from the proposed development would enrol at Larbert Village Primary School. Based on the current ratio of 0.09 pupils per house, it was envisaged that 5-6 children would enrol at St Bernadette's RC Primary School. Based on the current ratio of 0.14 pupils per house, it was envisaged that 8-9 children would enrol at Larbert High School. The scale of the proposed development would require investment in local nursery provision to meet the necessary demand.

Q(d) Clarification was sought on matters relating to the operation of the Sustainable Urban Drainage System (SUDS) Pond and whether this would involve going under the road.

Response by the applicant's representative:-

The work would be undertaken by crossing under Quintinshill Drive to get to the SUDS area.

Q(e) Clarification was sought on whether the development would result in overdevelopment in Larbert.

Response by the Development Plan Co-ordinator:-

The term overdevelopment relates to infrastructure. You need to look across the area and assess what is available. Some areas have more infrastructure than others. This will be looked at but it can't be gone into in detail at this meeting.

Q(f) Clarification was sought on whether applicant had consulted with NHS Forth Valley and the impact on the area in relation to the physical and developmental wellbeing of the residents of Loch View.

Response by the applicant's representative:-

Consultation had taken place with NHS Forth Valley and as a result of discussions the proposals had been updated. The new proposal had resulted in the proposed development being moved further away from the Loch View facility and it included substantial landscaping and a buffer.

Q(g) Clarification was sought as to whether the applicant had considered other parts of the Falkirk Council area for development where there is more capacity in schools etc for additional houses.

Response by the applicant's representative:-

We do look at all areas but this particular site came onto the market. A bid was put in and the bid was successful.

6. Section 38A of the Town and Planning (Scotland) Act 1997 together with Regulation 27 of the Town and Country Planning (Development Management Procedure) (Scotland) Regulations 2008 give those persons who have submitted representations on relevant planning applications the right to be heard before a Committee of the Council before the application is determined. On this occasion, in addition to those persons who had submitted representations, some other members of the public in attendance at the meeting were permitted to address the Committee.

(a) Ms Y Weir, an objector to the development, and on behalf of a number of local residents, thanked the committee for hearing from her. She stressed that the development was contrary to the Local Development Plan (LDP). She raised concern that the site was not identified for housing and it was contrary to policy CG03 'Housing in the

Countryside'. She stressed that the development was not in accordance with sustainable housing growth. The Masterplan for the new hospital had identified the land for greenspace/agriculture and for NHS Forth Valley/healthcare use. In terms of the housing supply, there was already a level of unsustainable growth within Larbert and there was a substantial amount of housing in the Larbert and Stenhousemuir area. The area had more than met its contribution to the overall land supply. There were a range of new large developments such as slip roads, Larbert Royal Hospital and the town centre. The local road network was experiencing extreme pressures and they were currently unable to cope with the already heavy traffic volumes and congestion. Main Street was down to a single lane on the majority of days. Furthermore, the traffic flow assessment noted in the report was underestimated. The transport assessment undertaken by NHS Forth Valley in 2016 had shown the heavy traffic that would require to access the hospital site. The projection figure had in fact doubled from that envisaged when the hospital was originally built. There was a high level of access required at the development's proposed access opposite Torwood Avenue with the nearby bus stop and the Ambulance Service's entrance. There was also no pavement on the southbound stretch and no safe cycle routes. In terms of parking, there was already an overspill at Larbert Station as the area was at overcapacity. The impact on the quality of education, from larger classes, would be significant with more demands placed on staff. Larbert High School is set to be the largest High School in Scotland. It is important to protect the quality of education. The primary schools currently also have capacity issues. The projection of number of children seems to be on the low side. There would be a loss of greenspace in the area and a detrimental effect on the wildlife. The site was included in the Open Space Strategy. The amount of open space in the area was lower than the Falkirk Council average. Other impacts included the increase in anti social behaviour, the local ecology, the local heritage such as at the 'B' listed Larbert House, the sensitive setting of Loch View and the Maggie's Centre. There would, in addition, be an adverse impact on the already unacceptable GP waiting times as well as flooding and drainage concerns. The proposed development did not complement the principles of 'placemaking' and most properties in the area were incompatible in terms of style as most properties were currently single storey bungalows. In short, this was not a sustainable site for housing and any benefits would be outweighed by the detriment.

- (b) Mr R Haig, an objector to the development, raised concern at the effect on the Maggie's Centre and stressed the value of the facility. He indicated that it would be criminal to impact on that. He recognised that Larbert House had been regenerated well. This regenerative work had not however impacted negatively on the area and in this case the greenspace must be retained. He strongly criticised the development being moved nearer to the Maggie's Centre.

- (c) Mr P Deans, an objector to the development, re-iterated the issues previously highlighted on the impact on the Maggie's Centre and that this was a valued charity providing valued rehabilitation and support to cancer patients. He believed that it was a disgrace not to consider the negative effect on the patients of the Maggie's Centre. The proposed development was totally inappropriate.
- (d) Ms S Constable, an objector to the development, raised concern at the negative impact on patients attending the Maggie's Centre. She referred to the peace which patients enjoyed at the centre where they are able to experience the countryside and relax. If there were a large housing scheme next to the centre, this would be detrimental to patients and their recovery.
- (e) Mr W Kidd, an objector to the development, raised the concern over the number of new houses built in the area since 2014 and that that seemed set to rise further. There was an insufficient infrastructure capacity to accommodate the current pupils and any additional pupils would place a significant strain on an already stretched infrastructure. The substantial level of commuter parking at Larbert train station and on local roads for those travelling to Glasgow and Edinburgh had also placed a strain on the area and this would be exacerbated by the development. He indicated that the applicants alone would gain from the proposed development and not the local community.
- (f) Mr D Davies, an objector to the development, referred to the golden triangle of facilities enjoyed in the area including the Maggie's Centre, Larbert Hospital, Loch View and the open space. The area was an oasis to the local community including dog walkers, children, walkers and those enjoying local physical exercise. The recognised benefits for mental health were paramount. The proposed development included flats with no decent play areas or leisure facilities. The validity of the development and the resultant loss of space and the amenity of the local and precious gem currently enjoyed had to be questioned.
- (g) Mr N Colman, an objector to the development, raised concern at the increased traffic impact from the development and the additional congestion, particularly at Larbert Cross, and that this was not sustainable. There would be a saturation of parking and this would place stress on an important main road.
- (h) Ms M McIntyre, an objector to the development, raised concern at the impact of additional traffic on the Ambulance Service. She questioned how the ambulances could get through in circumstances where the roads were congested.
- (i) Ms L Findland, an objector to the development, highlighted that shortly after Larbert Hospital had opened the cars had moved further over and this had resulted in a wide channel opening up in the centre of the

road. A long period had passed until the road was repaired. This could happen again and the condition of Stirling Road was appalling.

- (j) Mr A Penman, an objector to the development, raised concern that Foundry Loan was a disgrace with traffic at the moment. The road was being dug up through development.
- (k) Ms E Barron, an objector to the development, raised concern that there would be a detrimental effect on the family of deer grazing nearby. The development would scare away the significant wildlife in the local area. The hospital construction had previously had a huge impact. The deer only recently returned to the area. The construction of the proposed development would undoubtedly scare the deer away again. The development would also destroy the beautiful area.

Response by the applicant's representative:-

A Stage 1 Transport Assessment had now been carried out. This was currently being considered by Council officers.

7. Further questions were then asked by Members of the Committee as follows:-

- (a) Clarification was sought on what was the anticipated traffic at the time of the building of Larbert Hospital as compared to the actual figures now (as a percentage).

Response by the Transport Planning Co-ordinator-

There was a Travel Plan for Larbert Hospital. The information was not available at this meeting. The information would however be included in the report to the Council when the application would be considered.

- (b) Clarification was sought on the Transport Impact Study.

Response by the Transport Planning Co-ordinator-

The Road Safety Audit was currently being analysed by officers. The details of the analysis would be included in the report to the Council.

- (c) Clarification was sought on the environmental impact of possible pollution created from the development.

Response by the Transport Planning Co-ordinator-

This was a matter for the Council's Environmental Protection Unit to answer in terms of air quality. Officers from that Unit would be available to respond to members questions at the Council meeting.

Response by the Senior Planning Officer-

Part 4.6 of the report referred to consultation which had taken place with the Environmental Protection Unit (EPU) in relation to the proposed development. There were no comments received in relation to air quality. Further consultation would however now take place with the EPU to provide a response for members at the Council meeting.

- (d) Clarification was sought on whether the urban limit was at Stirling Road and that the area to the west was greenfield.

Response by the Development Plan Co-ordinator:-

Yes this would run behind the houses to the west of Stirling Road. All the of the sites in the application area fall outwith the urban limit as defined in the LDP proposals map.

- (e) Clarification was sought Clarification was sought on the open space in the area falling short of the Council average and whether the proposed development would reduce this further.

Response by the Development Plan Co-ordinator:-

The site was included in the Open Space Audit. There was currently no public access to the site. It is a setting but not an actual recreational site in itself. It was private farmland which provided a view for the housing development's residents.

- (f) Clarification was sought if the development met the criteria set out in policy CG03 'Housing in the Countryside'..

Response by the Planning Officer (J Milne):-

This report prepared for the Pre Determination Hearing did not provide an assessment of the weight given to the policies. The report to the Council would provide this assessment for consideration.

- (g) Clarification was sought on the way in which nursery provision would be provided in the area as a result of the current legislation and from the proposed development.

Response by the Senior Forward Planning Officer:-

At Larbert Village Primary School all the capacity would be used to meet the legislative requirements. Further nursery provision would be required in the Larbert area and substantial financial investment was necessary. This proposed development would add to the pressure and this was the reason for seeking a developer contribution. .

- (h) Clarification was sought on whether there would be crossing points for children crossing Stirling Road.

Response by the Convener:-

The current application was for planning permission in principle and at this stage no such detail was required in relation to the application.

8. Close of Meeting

The Convener concluded by thanking the parties for their attendance and advising that the matter would be determined by Falkirk Council on 7 March 2018.

DRAFT**Minute of meeting of the Civic Licensing Committee held in the Municipal Buildings, Falkirk on Wednesday 7 February 2018 at 9.30 a.m.**

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

Officers: Bryan Douglas, Licensing Co-ordinator
Arlene Fraser, Committee Services Officer
Rose Mary Hoey, Legal Services Manager
Colin Moodie, Chief Governance Officer

CL79. Order of Business

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

CL80. Apologies

Apologies were intimated on behalf Councillor Kerr.

CL81. Declarations of Interest

No declarations were made.

CL82. Minute**Decision**

The minute of the meeting of the Civic Licensing Committee held on 10 January 2018 was approved.

CL83. 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 6 of Part 1 of Schedule 7A to the said Act.

CL84. Suspension Hearing in relation to a Private Hire Car Driver

The licenceholder Mr M, together with Sergeant Mackenzie and PC Hutchison, Police Scotland, entered the meeting.

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

Following confirmation that the licenceholder had no objections, the letter of complaint from the Chief Constable was circulated.

Sergeant Mackenzie, the Chief Constable's representative was heard in relation to the matter referred to in the letter of complaint.

There being no questions from Mr M, a member asked a question of Sergeant Mackenzie.

Mr M was then heard in relation to the letter of complaint.

There being no questions from Sergeant Mackenzie, a member asked a question of Mr M.

Both parties were invited to sum up.

The committee agreed to an adjournment at 10.00 am and reconvened at 10.15 am, with all members present as per the sederunt.

Decision

The committee agreed to take no further action.

CL85. List of Applications Granted Under Delegated Powers in December 2017

The committee considered a report by the Chief Governance Officer detailing the applications granted under delegated powers between 1 and 31 December 2017 in terms of the Civic Government (Scotland) Act 1982.

Decision

The committee noted the report.

CL86. Knowledge Test Failure

The committee considered a report by the Chief Governance Officer providing details of an application for a new taxi driver licence, his knowledge test result, and the options available to members.

Decision

The committee agreed:-

- (1) that the applicant be offered a final opportunity to pass the knowledge test;**
- (2) should he fail on this occasion, that the application be refused in terms of the Civic Government (Scotland) Act 1982, Section 13 (5) on the ground that the applicant, having failed to pass the knowledge test, has failed to satisfy the Authority that he had adequate knowledge of the area to which the licence relates and the layout of roads in the area, and**
- (3) that if the applicant passes the knowledge test, that officers arrange for him to undertake a medical; and should he fail the medical to remit the matter back to Committee for consideration; should the applicant pass the medical, to authorise the Chief Governance Officer to grant the taxi driver licence.**

CL87. Exclusion of Public

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

CL88. Applications for the Grant of Two New Private Hire Car Operator Licences

Mr M, the sole Director 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 2 new private hire car operator licences and to the consultations and responses received.

Mr M spoke in support of the applications.

Questions were then asked by members of the committee.

Decision

The committee agreed to grant 2 new private hire car operator licences, subject to the appropriate insurance documentation; V5 certificates and taxi inspection test certificates being submitted to the satisfaction of officers, and subject to the standard conditions for a period of one year.

CL89. Application for the Renewal of a Private Hire Car Driver Licence

The applicant, Mr M, together with Sergeant Mackenzie and PC Hutchison, Police Scotland, entered the meeting.

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

Sergeant Mackenzie, the Chief Constable's representative was heard in relation to the letter of representation submitted by the Chief Constable.

There being no questions from Mr M, a member asked a question of Sergeant Mackenzie.

The applicant spoke in support of the application.

Questions were then asked by members of the committee.

The committee agreed to a short adjournment at 10.50 a.m. and reconvened at 11.00 a.m. with all members present as per the sederunt.

Decision

The committee agreed to renew the taxi driver licence with a warning letter, subject to the standard conditions for a period of one year.

CL90. Application for the Grant of a New Taxi Driver Licence

The applicant, Mr K, entered the meeting.

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

The applicant spoke in support of the application.

Questions were then asked by members of the committee.

The committee agreed to a short adjournment at 11.10 a.m. and reconvened at 11.20 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 taxi driver licence for a period of six months with a warning letter, and subject to the standard conditions.

FALKIRK COUNCIL**Minute of meeting of the EXECUTIVE held within the Municipal Buildings,
Falkirk on Tuesday 13 February 2018 at 9.30 a.m.**

Councillors:	David Alexander	Adanna McCue
	Gary Bouse	Cecil Meiklejohn (Convener)
	Fiona Collie	Alan Nimmo
	Paul Garner	John Patrick
	Gordon Hughes	Robert Spears

Officers:

Richard Broadley, Planning & Environment Manager
 Ross Fenwick, Waste Strategy Co-ordinator
 Jack Frawley, Committee Services Officer
 Rhona Geisler, Director of Development Services
 David Mackay, Head of Education
 Gayle Martin-Brown, Education Support Officer
 Colin Moodie, Chief Governance Officer
 Stuart Murray, Graduate Trainee Governance
 Mary Pitcaithly, Chief Executive
 Stuart Ritchie, Director of Corporate & Housing Services
 Bryan Smail, Chief Finance Officer

EX83. Apologies

An apology was intimated on behalf of Councillor Goldie.

EX84. Declarations of Interest

There were no declarations of interest.

EX85. Minute**Decision**

The minute of the meeting of the Executive held on 9 January 2018 was approved.

EX86. Rolling Action Log

A rolling action log detailing decisions not yet implemented following the previous meeting on 9 January 2018 was provided. Items 285 – Consultative Draft – Historic Environment Strategy for Falkirk; 319 – Sale of former Torwood School site, Torwood, near Larbert; 386 – Community Council Elections 2017 Update, and 388 – Household Recycling Charter: Compliant Collection Service were the subject of reports on the agenda and accordingly fell from the action log.

Decision

The Executive noted the rolling action log.

EX87. 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.

EX88. Gaelic Language Plan

The Executive considered a report by the Director of Children's Services which provided, as an appendix, the second iteration of Falkirk's draft Gaelic Language Plan for submission to Bòrd na Gàidhlig prior to public consultation.

All local authorities and public bodies were legally required to create a Gaelic Language Plan which would be reviewed every 5 years resulting in the adoption of a new plan. The plan outlined how the Council would support and increase Gaelic language and culture.

The first iteration of the plan had been implemented in March 2013 and the second iteration was due for approval by Bòrd na Gàidhlig on 5 March 2018. Following approval of the plan by Bòrd na Gàidhlig a 6 week public consultation.

Decision

The Executive agreed the Falkirk draft Gaelic Language Plan.

EX89. Historic Environment Strategy for Falkirk 2017

The Executive considered a report by the Director of Development Services which provided, as an appendix, the finalised Historic Environment Strategy for Falkirk 2017 following a process of external consultation.

Consultation on the draft strategy had taken place between 19 April 2017 and 31 May 2017. Consultation responses were received from:-

- Scottish Natural Heritage
- Historic Environment Scotland
- The Falkirk Townscape Heritage Initiative
- Reddingmuirhead and Wallacestone Community Council
- Falkirk Community Trust
- 18 Members of the public.

Decision

The Executive approved the finalised Historic Environment Strategy for Falkirk.

EX90. Waste Services: Update

The Executive considered a report by the Director of Development Services which provided an update in relation to the processing and disposal of the Council's waste and recycling material.

Feedback had been sought from other Councils on their waste services arrangements. Details of the collection services provided by other Councils were contained in an appendix to the report. The report highlighted that:-

- Every Council provided at least one bin as part of the collection service
- 18 Councils provided 3 bins
- 10 Councils provided 4 bins
- 9 Councils used at least one box-type container as part of the service
- 17 Councils had a separate caddy for food waste collection
- 13 Councils have mixed garden and food waste
- 5 Councils provided a charter compliant service

Decision

The Executive:-

- (1) noted the contents of the report and what other Council's are doing in relation to Charter Compliant Collection Services, and**
- (2) agreed to request that the Director of Development Services develop another Charter Compliant Collection Service which best suits our needs.**

EX91. Community Council Elections 2017 Update

The Executive considered a report by the Chief Executive which set out the results of the extended nomination period for those community councils which failed to secure the 2/3 nomination level required to form in November 2017. An extended nomination period ran until 18 December 2017 advertised on the Council website and twitter pages. Banknock, Blackness and Shieldhill & California community councils all formed as a result of the extended nomination period.

Grahamstone, Middlefield and Westfield, and Reddingmuirhead and Wallacestone had secured sufficient nominations to fill 2/3 of their membership, and with Executive approval, could form with the remaining places filled by co-option. Larbert, Stenhousemuir and Torwood would also meet the 2/3 level if 2 late nominations were accepted, the Executive was invited to determine whether or not to accept these nominations.

Following discussion at the meeting of Council on 6 December 2017, the Executive was also invited to consider re-establishing the policy development panel on community councils.

Decision

The Executive:-

- (1) noted the outcome of the extended nomination process for the 2017 community council elections;**
- (2) noted the formation of the 3 community councils referred to in paragraph 4.2 with effect from 18 December 2017;**
- (3) agreed to permit the formation of the 2 community councils referred to in paragraph 4.3 with the remaining vacancies being filled by co-option;**
- (4) agreed to accept the late nominations received in respect of the Larbert, Stenhousemuir and Torwood community council and allow the community council to form with the remaining vacancies being filled by co-option;**
- (5) noted that the 8 remaining community councils referred to in paragraph 4.4 have not formed as part of the 2017 nomination process, and**
- (6) agreed to re-establish the policy development panel on community councils to conclude its work and consider any further changes necessary to the Scheme for the Establishment of Community Councils. The membership of the Panel would be 5 with 3 members drawn from the Administration and 2 from the Opposition.**

EX92. Capital Programmes Update 2017/18

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

Decision

The Executive noted the:-

- (1) forecast spend for both the General Fund Services (£32.9m) and Housing Capital Programmes (£32.6m);**
- (2) reduced external borrowing requirement for Capital Programme purposes, and**

(3) Prudential Indicators.

EX93. Falkirk Tax Incremental Finance Initiative – update report

The Executive considered a report by the Director of Development Services which provided an update on the Falkirk Tax Incremental Financing Initiative (TIF) including progress with the Falkirk Gateway marketing, Healthier Greener Falkirk project and Gateway/TIF developer proposals.

During marketing of the Gateway GVA, the Council's agent, highlighted the need for the Council to establish a framework of development partners for various projects. This would help expedite delivery of any of these projects as required. The developer framework covered each of the following project sizes:-

- Less than £5m
- Between £5m and £20m
- Between £20m and £50m
- Over £50m.

The Council's 'Healthier Greener Falkirk' funding application to the Low Carbon Travel & Transport Fund had been approved. The project aimed to encourage more active travel trips and reduce carbon emissions from conventional motor travel. The initiative involved establishment of two complementary 'Hub' facilities in the town centre and at Falkirk Community Stadium in order to accommodate this a revision to the ground lease arrangement at Falkirk Community Stadium was required.

Decision

The Executive:-

- (1) noted the update of progress of the Falkirk TIF Initiative;**
- (2) agreed that legal agreements be concluded in appropriate terms with the developers listed in Appendix 1 for the establishment of a developer framework for the Falkirk Gateway/TIF;**
- (3) agreed the revised implementation schedule for TIF projects as outlined in appendix 2, and**
- (4) agreed to a revision of the ground lease arrangement with Falkirk Football Club at the Falkirk Community Stadium as outlined in paragraph 4 to enable delivery of the low carbon vehicle hub and increased football pitch provision at the site.**

EX94. 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.

EX95. Sale of former Torwood School site, near Larbert and former Seabegs Road Depot Site, Bonnybridge

The Executive considered a report by the Director of Development Services which sought transfer of the former Torwood school site to Corporate & Housing Services and agreement on how to proceed regarding disposal or transfer of the former Seabegs Road Depot site.

Decision

The Executive agreed:-

- (1) to transfer the former Torwood school site to Corporate & Housing Services to facilitate Council housing development, at a price of £600,000, subject to verifiable site specific abnormal costs that arise, and**
- (2) that the Director of Development Services investigate the feasibility of splitting the Seabegs Road site to accommodate both Corporate & Housing Services and Storage UK interests and report back on the implications.**



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 4 August 2017 at 9.30am.

Voting Members:

Julia Swan (Chairperson)
Allyson Black (Vice Chair)
Alex Linkston
Michelle McClung
David Alexander (substitute for Cllr Meiklejohn)
Fiona Collie

Non-voting Members:

Patricia Cassidy, Chief Officer
Amanda Templeman, Chief Finance Officer
Fiona Ramsay, Interim CEO, NHS Forth Valley
Mary Pitcaithly, CEO, Falkirk Council
Sara Lacey, Chief Social Work Officer
Tom Hart, NHS Staff Rep
Morven Mack, Carers Rep
Angela Price, Third Sector Rep
Angela Wallace, NHS Nurse Director (Nursing Rep)
Leslie Cruickshank, GP Rep
Andrew Murray, NHS Medical Director (Medical Rep)
Gordon Irvine, (substitute for Sandra Burt)
Margo Biggs, (substitute for Martin Murray)

In Attendance:

Kathy O'Neill, General Manager (Item 10)
Suzanne Thomson, Programme Manager (Item 9)
Elaine Vanhegan, Head of Performance Management
Fiona Gordon, Service Manager (Item 9)
William McQuillan, Procurement and Commissioning Manager (Item 11)
Dennis O'Donnell, Service Manager (Item 11)
Lesley Middlemiss (Item 12)
Jo McLaren, Performance Management Officer, NHS Forth Valley (minute)

IJB116. ACTIVITIES OF DAILY LIVING (ADL) SMARTCARE

The Integration Joint Board received a presentation in the Lecture Theatre, on the 'Activities of Daily Living (ADL) Smartcare' provided by Professor Peter Gore.

The remaining business of the Integration Joint Board took place afterwards.

IJB117 APOLOGIES

Apologies were received on behalf of Cecil Meiklejohn, Sandra Burt, Council Staff Rep, Martin Murray, Service User Rep, Joe McElholm, Head of Social Work, Adult Services and Karen Herbert, Falkirk Third Sector Interface



Ms Swan acknowledged that there had been a delay in the circulation of the Board papers due to a combination of both timing and staffing issues. It was noted that future meetings would not be scheduled at this time of the year. It was stressed that those involved in report production strive to meet all deadlines to ensure timely circulation.

IJB118. DECLARATIONS OF INTEREST

There were no declarations of interest.

IJB119. MINUTE OF THE FALKIRK IJB MEETING HELD ON 16 JUNE 2017

Decision

The minute of meeting of the Integration Joint Board held on 16 June 2017 was approved.

IJB120. ACTION LOG

The Integration Joint Board considered the 'Action Log' presented by the Chair.

It was noted that any updates would be provided under the specific agenda items throughout the meeting.

The Integration Joint Board noted the update provided.

IJB121. CHIEF OFFICER REPORT

The Integration Joint Board considered a paper 'Chief Officer Report' presented by the Chief Officer.

Ms Cassidy provided an update on developments within the Health and Social Care Partnership including the required representation on the Community Planning Strategic Board, the HSCP support services arrangements/governance and delayed discharge position. Further updates were provided on the Integration Joint Board Annual Report, consultations and correspondence including an overview of the national Health and Social Care standards.

The Board discussed transfer of services in detail. Mrs Ramsay advised that the current environment was complex in relation to taking this forward, with detailed discussions ongoing, jointly, around phased transfer of services. It was acknowledged that challenges remained for NHS managers who were trying to manage area wide, across two partnerships while maintaining focus on providing services to patients. Mrs Ramsay highlighted work would be undertaken to progress this, led by Professor Wallace working with the 2 Chief Officers, 2 General Managers from NHS Forth Valley, staff side, HR and Finance. There had been discussions around the approach with the 2 Chief Officers to ensure this was moved forward in partnership.

Following a specific question around improving the delayed discharge position, Ms Cassidy advised that there remained some volatility within the system, however



every effort was being made to sustain an improved position. It was also highlighted that there had been additional support provided by the Scottish Government, informal feedback to date had been positive in terms of the local approach, highlighting no additional measures / actions were suggested to support improvement.

Discussion took place in respect of the continued focus around reablement and closer to home. It was stressed that this option was being progressed when appropriate.

It was noted that the work ongoing in respect of staff engagement had been positive to date.

Decision

The Integration Joint Board:-

- (1) **Nominated Fiona Collie as the IJB representative for the Community Planning Partnership Strategic Board at section 4.6**
- (2) **Agreed that the Chief Officer and Leadership team prepare a draft structure and timeline for the implementation of an integrated management and locality structure, including the required support services, for consideration at the next Board meeting in October 2017.**
- (3) **Noted the communication about Joint Inspections of Integrated Health and Social Care and the proposal to complete a self evaluation.**
- (4) **Approved the proposal to participate in the Priority Setting Framework as detailed in section 4.8 of this report.**
- (5) **Delegated authority to the Chief Officer to approve the Advocacy Award of Contract and to report to the October IJB meeting, updating the Board on the Contract Award.**
- (6) **Noted that a programme of staff engagement would be developed.**
- (7) **Agreed that a tender was to be drafted and issues to continue the service model developed as part of the pilot of Discharge to Assess (D2A)**
- (8) **Agreed that the CFO and Leadership team was to identify the funding required from existing resources and if required from the leadership funds remitted to the Leadership Team to:**
 - **Enable the extension of the current provider until D2A tender is in place in October**
 - **Fund the service from October until the end of March 2018 during the tender process for Homecare and Care at Home services.**
- (9) **Noted the update on delayed discharge in section 8 of the report.**
- (10) **Noted the update on the new National Health and Social Care standards in section 13.**
- (11) **Noted the Chief Officer's group, joint response on behalf of IJB's to the Safe and Effective Staffing in Health and Social Care Consultation within Appendix 4.**

IJB122. INTEGRATION JOINT BOARD FINANCIAL REPORT

The Integration Joint Board considered a paper 'Integration Joint Board Financial Report' presented by the Chief Finance Officer.

The report provided an update on the financial position for 2017/18. The report provided a detailed overview of the Partnership Base Budget, Leadership Funding,



Integration Funding, Partnership Funding and reserves. It was noted that the intention was to review the report going forward to provide a clearer focus around the financial position.

Detail was provided around the 2017/18 projected out turn with pressures highlighted for both adult social care and NHS, particularly around prescribing.

Decision

The Integration Joint Board:-

- (1) Noted that a full risk assessed budget recovery plan would be submitted to the October IJB meeting.**
- (2) Noted the changes to the approved budget as set out in paragraphs 4.1 and 4.2**
- (3) Noted the projected overspend for the Partnership of £1.490m as set out in section 5 and the reasons for variations.**
- (4) Noted the use of Leadership Funding as set out in section 6.**
- (5) Noted the projected balance of £1.467m for Integration Funding as set out in section 7.**
- (6) Noted the available balance of £2.2m for Partnership Funding as set out in section 8.**
- (7) Noted the position on reserves as set out in section 9.**
- (8) Noted the future workstreams as set out in section 10.**

IJB123. IJB ANNUAL PERFORMANCE REPORT

The Integration Joint Board considered a paper 'Falkirk Health and Social Care Partnership Annual Performance Report' presented by the Chief Officer.

The report outlined how the partnership was working towards meeting the Strategic Plan and the nine National Health and Wellbeing Outcomes.

An overview was provided around the main sections covered within the report which included: an introduction from the Chair and Chief Officer, a summary of the Integration Joint Board and governance structure, review of the strategic plan against the 5 local outcomes, ongoing work being progressed to enable change, performance against both the financial requirements and national health and wellbeing outcomes. A brief overview with regards to next steps was also provided.

It was noted that a summary document would be produced and published online along with the full report. It was agreed this would be beneficial for wider stakeholders and the general public.

Following a specific query in relation to Performance Management reporting within the final section of the report it was highlighted that the Autonomy and Decision Making factor was missing one of the self directed support options. Ms Cassidy advised she would feedback to Ms Collie on this, following the meeting.

It was noted that the report provided a helpful overview of the performance in relation to the national position.

Decision

The Integration Joint Board:-

Approved the Annual Performance Report 2016-17.



IJB124. PARTNERSHIP FUNDING

The Integration Joint Board considered a paper 'Partnership Funding' presented by the Chief Officer.

The report provided detail in relation to Partnership Funding; Integrated Care and Delayed Discharge funds. This included, funding recommendations relating to proposals reviewed in accordance with the agreed Partnership Funding governance process, and further information regarding ALFY and the Braveheart Optimise Health Programme.

The paper highlighted that following recent communication with the Project Manager, further sources of funds in relation to Braveheart had not yet been secured and were unlikely to be in place before February 2018. It was noted that a funding request had been received that morning, however detail of this was not currently available. It was agreed that an update would be provided to the Board at the next meeting in October 2017.

Discussion took place in respect of the activity around the ALFY service. It was noted that there has been a considerable increase in phone calls during July following a specific question in relation to low activity levels for this service. It was highlighted that the performance only took into account the phonecalls received by the service and there was a significant amount of other activity which was not captured, including phonecalls from the service to follow up on patients post discharge.

Following a query in relation to Mental Health and carer services it was highlighted that there was currently a Mental Health Wellbeing group. With regards to membership it was agreed that this would be picked up outwith the meeting by Ms Cassidy where further detail and assurance could be provided around this, and agree a way forward in respect of additional Third sector feed in.

Discussion took place around Strathcarron and the positive work being taken forward in relation to palliative and end of life care.

Decision

The Integration Joint Board:-

- (1) Approved the allocations of Partnership Funding.**
- (2) Noted the additional information relating to ALFY and Braveheart Optimise Health Programme.**

IJB125. NHS CASES FOR CHANGE – PROGRESS REPORT

The Integration Joint Board considered a paper 'NHS Cases for Change: Progress Report' presented by the General Manager, Community Services Directorate.

The paper provided an overview of progress to date with the cases for change discussed and agreed at the June Integration Joint Board, and proposed some additional proposals for agreement. It was highlighted that a number of cases for change required agreement by the Clackmannanshire and Stirling Integration Joint



Board at the end of June, the opportunity to progress planning and implementation had been limited.

The paper provided an overview of the reconfiguration of Falkirk Community Hospital beds, prescribing for both primary care and mental health services, progress updates on the income generation proposal around Hope House, review of day services for older adults with mental health problems, continence services, adult and community based specialist mental health services. It was highlighted the initial reviews of the Health Improvement Fund would be completed by the end of October 2017.

Discussion took place in relation to the additional budgetary requirements and also around prescribing for both primary care and mental health.

Decision

The Integration Joint Board:-

- (1) Noted the progress made in the planning and implementation of the cases for change discussed and agreed at the June IJB.**
- (2) Noted the additional budgetary contribution of £0.230 as described in the paper.**
- (3) Approved the proposal to reconfigure beds at Falkirk Community Hospital.**
- (4) Approved the additional work ongoing to increase prescribing savings**
- (5) Noted that a detailed recovery plan would be presented at the October 2017 meeting which would include the financial projections and risks associated with these cases for change**

IJB126. HOMECARE AND COMMUNITY CARE CONTRACT

The Integration Joint Board considered a paper 'Homecare and Community Care Contract' presented by the Head of Procurement and Housing Property.

The report provided an update on the proposed strategy and principles to facilitate the delivery of the new Homecare and Community Services framework contract. The IJB were provided with an overview of how the current arrangements functioned at the moment and the proposal for going forward, including timelines. The intention was to move to an initial two year contract with the option for an additional two, 12 month extensions.

Discussion took place around ensuring best value within this contract. It was highlighted that all care staff would be paid the living wage and there was a requirement for all those submitting tender applications to provide assurance that their staff were appropriately rewarded, recognised and trained prior to their tender application being considered. It was also noted that this would further ensure continuity of staff by providing greater opportunity for retention of staff. There would be an ability to block the contract if staffing requirements were not met which included no zero hour contracts.

Discussion also took place in relation to sustaining current service levels and it was noted that there was process in place to ensure that individual contracts could continue if the service user wished and required them to. It was agreed that this was



a positive step as these services were central to providing care and relied on by many service users in the Falkirk area. It was also stressed that work would continue throughout the contract to engage with the successful organisation to ensure that it maintained the grade 4 or above care inspectorate rating. An improvement plan would be developed if this dropped to below grade 4.

With regards to the timetable, it was agreed that this would be challenging going forward, however, there was opportunity for movement built into the timescales therefore, it was anticipated that the end date would be achieved.

It was noted that further consideration may be required around specialist care staff in terms of the living wage.

Decision

The Integration Joint Board:-

- (1) Noted the contract principles.**
- (2) Noted the contract timetable and associated stakeholder consultation.**
- (3) Noted that a further report would be submitted to the IJB meeting on 6 October 2017 to approve the finalised contract strategy.**

IJB127. PRIMARY CARE TRANSFORMATION

The Integration Joint Board considered a paper 'Primary Care Transformation Programme' presented by the Clinical Lead, NHS Forth Valley.

The report sought approval from the members of the Board for the proposed NHS Forth Valley wide implementation of the National Primary Care Transformation Programme, including Out of Hours (OOH) Urgent Care Transformation. An update was also provided on the Scottish Government funded Primary Care Transformation programmes and the improvement approaches proposed by Forth Valley, which were agreed by the Scottish Government in autumn 2016.

It was highlighted that there were three key strands of working being progressed;

- Mental Health
- General practice
- Out of Hours primary care

The transformation programme was informing work going forward and ensuring that this new model of care was delivered safely and robustly. The paper highlighted the various steps being taken forward around this. It was noted that a piece of work was also being progressed around workforce development.

An overview was provided in relation to the Mental Health proposal around the re-modelling of post diagnostic support for dementia and also detail around supporting people with autism spectrum disorders (ASDs). Further discussion took place in relation to user input to these processes, with particular focus on autism. It was highlighted that input from patients from all age groups was essential to the development of this, in order to build capacity for psychological therapy staff to support patients fully.



It was stressed that this was a clinically focussed initiative in the first instance, however other services were involved in other areas of the programme including NHS 24 and Scottish Ambulance Service.

With regards to dementia patients, work was ongoing to capture all available resources to develop a more robust Post Diagnostic Support model. Focus in the short term was to reduce the number of patients waiting.

Decision

The Integration Joint Board:-

- (1) Approved the proposed outline of the programme.**
- (2) Noted a fully revised Out of Hours Urgent Care Model of Service and Workforce plan would be presented to both IJBs and the NHS Board within the timescales associated with the Bridging funding available.**
- (3) Agreed the proposed governance arrangements.**
- (4) Delegated authority to the Chief Officer, as a member of the Primary Care Transformation Group, to take the appropriate actions required to implement the Primary Care Transformation programme.**
- (5) Noted that regular reports would be provided to future IJB meetings.**

It was highlighted that Dr Leslie Cruickshank would be stepping down as the GP representative on the Falkirk IJB following this meeting. Ms Swan thanked Dr Cruickshank for his contribution to the Board over the last year.

IJB128. GP OUT OF HOURS

The Integration Joint Board considered a paper 'NHS Forth Valley GP Out of Hours Service Interim Changes' presented by the Medical Director.

The paper provided detail of the current challenges in providing a sustainable GP Out of Hours Service over the summer months and the short and longer term actions required to deliver a sustainable service model in future.

Decision

The Integration Joint Board noted the interim arrangements for the period July – September 2017.

Minute of Meeting of the Central Scotland Valuation Joint Board held within Hillside House, Stirling on Friday 29 September 2017 at 9.30 a.m.

Councillors:

David Balfour (Convener)
Martha Benny
Lorna Binnie
Joan Coombes
Douglas Dodds
Kenneth Earle
Gordon Hughes
Alan Nimmo
Jim Thomson

Officers:

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

Also Attending:

Tom Reid, Audit Scotland
Graham Templeman, Internal Audit, Falkirk
Council

VJB13. Apologies

Apologies were intimated on behalf of Councillors Alexander, Gibson, Holden and Mason.

VJB14. Declarations of Interest

No declarations were made.

VJB15. Minute

The minute of the meeting held on 23 June 2017 was approved.

VJB16. Final Financial Statements as at 31 March 2017 and External Audit Report

The Board considered a report by the Treasurer on the arrangements for preparing and auditing the draft final accounts as at 31 March 2017.

The Board was required by law to prepare a Statement of Accounts setting out its financial position at the end of the financial year. Draft accounts must be submitted by 30 June to the Controller of Audit who will

audit their accuracy and completeness. The 2016/17 draft accounts had been drawn up in accordance with the local authority Code of Practice (which reflected International Financial Reporting Standards) and showed a draft surplus of £505k. This meant that the Board now had a usable reserve of £195k.

In considering the final accounts the Board was required to have regard to the Audit Report by the External Auditors, Ernst and Young, which was appended to the report and which included the final accounts for 2016/17. The accounts were unqualified and included an action plan which had been agreed by management.

In response to a question in regard to the costs for the revaluation process, the Assessor confirmed that the costs for revaluation fell to the Board. He confirmed that performance had deteriorated in 2016/17. This could be attributed to the loss of key staff due to illness and a high proportion of trainees within his team. He expected performance to improve in 2017/18. He also explained a national difficulty in attracting qualified valuers which was in the main due to the pay framework within which Assessor's services operate.

Decision

The Board noted:-

- (1) the 2016/17 Financial Statements and agreed their submission to the Controller of Audit; and**
- (2) the External Auditor's report on the Audit.**

VJB17. Revenue Budget 2017/18 – Review as at 31 August 2017

The Board considered a report by the Treasurer setting out the Revenue Budget position as at 31 August 2017.

A year end underspend of £42k was projected. This was attributed in the main to £44k savings arising from staffing vacancies. Additionally, the Cabinet Office had provided £85k, to offset costs associated with Individual Electoral Registration. The Treasurer confirmed that this represented a shortfall in income of £5k and it could not be assumed that further funding would be made available by the Cabinet Office.

Decision

The Board noted the report.

VJB18. Grievance Policy

The Board considered a report by the Assessor and Electoral Registration Officer seeking approval of a revised Grievance Policy and Procedures.

The current Grievance Policy had been in place for a number of years and did not include provisions for dealing with a grievance against the Assessor. The Board had previously asked, in July 2016, that officers revise its key policies.

The revised policy had been developed by officers in consultation with Clackmannanshire Council upon whose policy this had been based. The policy and procedures were appended to the report for approval.

Members sought confirmation that the revised policy and procedures adequately included provision to deal with any grievances against the Assessor. The Assessor confirmed that this was the case.

Decision

The Board approved the revised Grievance Policy and Procedures.

VJB19. Appointment of Divisional Valuer

The Board considered a report by the Assessor and Electoral Registration Officer requesting that Darryl Rae be formally appointed as statutory depute assessor in terms of Section 27(2) of the Local Government Etc. (Scotland) Act 1994.

The report summarised the current staffing structure which provided for two divisional valuer posts.

Decision

The Board agreed to appoint Darryl Rae as a statutory depute assessor in terms of Section 27 of the Local Government Etc. (Scotland) Act 1994.

VJB20. Internal Audit Assurance Report 2016/17

The Board considered a report by the Internal Audit Manager detailing Internal Audit work undertaken during 2016/17.

The Internal Audit Manager had provided significant assurance on the adequacy of risk management, governance and control on the basis of findings of reviews on:-

- Register of Interests (Overseas Vote Applications); and
- Procurement.

The outcomes of an Annual Governance Statement Assurance Questionnaire had also been taken into account in assessing the level of assurance.

Decision

The Board noted the report.

VJB21. Internal Audit Plan 2017/18

The Board considered a report by the Internal Audit Manager setting out the 2017/18 Internal Audit Plan, summarising planned work, and set out the mechanism for reporting on findings arising from that work.

The focus of Internal Audit's work during 2017/18 would be on:

- the General Electoral Roll registration process;
- the IT control environment; and
- input to the Annual Governance Statement Assurance Questionnaire process.

In addition, time would be allocated to the provision of ad hoc consultancy and advice. This would allow Internal Audit to provide advice on guidance and controls and input to short term assignments requested by the Assessor.

Decision

The Board:-

- (1) agreed the planned Internal Audit coverage for 2017/18; and**
- (2) noted that progress against the Audit Plan would be reported to the Board and summarised in an Annual Assurance Report.**



FALKIRK INTEGRATION JOINT BOARD

DRAFT Minute of Meeting of the Falkirk Integration Joint Board held in the Committee Suites, Municipal Buildings, Falkirk on Friday 6 October 2017 at 9.30am.

Voting Members:

Julia Swan (Chairperson)
Allyson Black (Vice Chair)
Michele McClung
John Ford (substitute for Alex Linkston)
Paul Garner (substitute for Cecil Meiklejohn)
Fiona Collie

Non-voting Members:

Patricia Cassidy, Chief Officer
Amanda Templeman, Chief Finance Officer
Mary Pitcaithly, CEO, Falkirk Council
Sara Lacey, Chief Social Work Officer
Sandra Burt, Council Staff Rep
Morven Mack, Carers Rep
Angela Price, Third Sector Rep
Angela Wallace, NHS Nurse Director (Nursing Rep)
Andrew Murray, NHS Medical Director (Medical Rep)

In Attendance:

Suzanne Thomson, Programme Manager
Joe McElholm, Head of Social Work Adult Services
Sonia Kavanagh, Corporate Governance Manager, NHS
Forth Valley (minute)

Fiona Campbell, Head of Policy, Technology and
Improvement (IJB131)
Elaine Lawlor, FV ADP Coordinator (IJB131)
William McQuillan, Procurement and Commissioning
Manager (IJB141)

IJB129. APOLOGIES

Apologies were received on behalf of Alex Linkston, Cecil Meiklejohn, Fiona Ramsay, Tom Hart, Martin Murray and Karen Herbert.

IJB130. DECLARATIONS OF INTEREST

Allyson Black declared an interest in IJB141 and would recuse herself from consideration of this item.

IJB131. ALCOHOL AND DRUG PARTNERSHIP

The Integration Joint Board received a presentation on Falkirk Alcohol and Drug Partnership (ADP) by Fiona Campbell, Head of Policy, Technology and Improvement and Elaine Lawlor, Forth Valley ADP Coordinator.

Ms Campbell and Ms Lawlor provided an overview of the purpose and responsibilities of the multi agency ADP, including the priorities to promote and support recovery from a range of substance use problems and the challenges they faced.

The Integration Joint Board thanked Ms Campbell and Ms Lawlor for the useful and informative presentation.

IJB132. MINUTE OF THE FALKIRK IJB MEETING HELD ON 4 AUGUST 2017

Decision

The minute of meeting of the Integration Joint Board held on 4 August was approved subject to the following amendments:

Page 1 - Attendance – Sandra Burt, Council Staff Rep was present at the meeting
Page 7 - 1st paragraph – ‘...engage with the successful organisations...’

IJB133. MINUTE OF JOINT STAFF FORUM MEETING HELD ON 1 JUNE 2017

Decision

The minute of the Joint Staff Forum meeting held on 1 June 2017 was noted.

IJB134. ACTION LOG

The Integration Joint Board considered the ‘Action Log’ presented by the Chair.

Relevant updates were provided and the Action Log would be amended accordingly.

The Integration Joint Board noted the update provided.

IJB135. CHIEF OFFICER REPORT

The Integration Joint Board considered a paper ‘Chief Officer Report’ presented by Ms Patricia Cassidy, Chief Officer.

Ms Cassidy provided an update on developments within the Health and Social Care Partnership. The development of an integrated structure and the associated support services arrangements continued with further discussions required to ensure that operational and budget management of services were aligned.

Further details were provided on a range of work including the Independent Advocacy Contract which had been awarded to Forth Valley Advocacy, Locality Planning Arrangements, Falkirk Community Justice Partnership and the ongoing engagement regarding the eligibility criteria.

Updates were provided on the Primary Care Transformation Programme, the application to Healthcare Improvement Scotland (HIS) to take part in an 18 month improvement collaborative called the Frailty at the Front Door Collaborative, preparation of the Winter Plan 2017-18 and the ongoing engagement process and work with Regional Planning as part of the Health and Social Care Delivery Plan published in December 2016.

Work continued with improving access to services and earlier interventions, as set out in the Mental Health Strategy 2017-2027 and the programme of work necessary as part of the Allied Health Professions (AHP) Strategy.

The IJB discussed the crucial work being undertaken and the challenges faced both with capacity and timescales. Pharmacy First was highlighted and how this would build capacity in Primary Care by extending the scope of local community pharmacists. A presentation would be provided at a future IJB meeting to highlight the positive work undertaken.

Decision

The Integration Joint Board:-

- 1. Noted the initial progress in the development of a draft structure and the outlined timeline for the implementation of an integrated management and locality structure, including the required support services**
- 2. Requested the Director of Nursing and Chief Officer brought a more detailed plan for consideration at the next Board meeting in December**
- 3. Noted a Board Development session would be held on 3 November 2017 to provide an overview of the Priority Setting Framework Project**
- 4. Noted the Advocacy Award of Contract had been issued by Stirling Council of behalf of the partnership**
- 5. Noted the work to establish the Locality Development Groups and that an update would be provided to a future Board meeting.**
- 6. Noted the contract extension to the Discharge to Assess provider until the end of October 2017 and that the tender process was underway for the provision of the Discharge to Access model from end of October 2017 to end of March 2018**
- 7. Remitted the Chief Officer to approve the Winter Plan 2017-2018 for submission to the Scottish Government**
- 8. Noted the AHP Strategy and the establishment of a Delivery Group to implement the strategy**
- 9. Noted the update on Regional Planning**
- 10. Remitted the Audit Committee to consider the Audit Scotland Self Directed Support progress Report 2017 and self-assessment as detailed in section 10.4**
- 11. Noted the HSCP consultation response to the Carers Draft Regulations and that a response to the Carers Charter would be submitted by the Chief Officer**

IJB136. BUDGET RECOVERY PLAN

The Integration Joint Board considered a paper 'Budget Recovery Plan' presented by Ms Amanda Templeman, Chief Finance Officer.

Ms Templeman provided an update on the financial projection for 2017/18 including the Partnership Base Budget and the options available as part of the financial recovery package.

There continued to be significant financial risks and the main areas of pressure within Adult Social Care and NHS Forth Valley were provided.

In accordance with the Falkirk IJB's Integration Scheme a budget recovery plan would be developed and owned collaboratively. Discussions had taken place between the Chief Finance Officer and the Assistant Directors of Finance and at the Leadership Team meetings.

The IJB discussed the challenges faced and the need for accountability and ownership of the financial risks involved to ensure appropriate action was taken. It was agreed that sourcing saving options would be complex and working collaboratively and in partnership was imperative due to the timescales involved.

Decision

The Integration Joint Board:-

- 1. Noted the changes to the Partnership Base Budget as set out in section 4**
- 2. Noted the financial projection for 2017/18 as set out in section 5**
- 3. Approved the action set out at paragraphs 6.7 to 6.10 of the report, remitting a subgroup of the Leadership Team to review the recovery plan and report back to the IJB in December**
- 4. Noted progress on the development of the Falkirk IJB business plan for 2018/19**

IJB137. FALKIRK IJB AUDITED ANNUAL ACCOUNTS 2016/17

The Integration Joint Board considered a paper 'Falkirk IJB Audited Annual Accounts 2016/17' presented by Ms Amanda Templeman, Chief Finance Officer.

The Annual Accounts of the IJB for the year to 31 March 2017 had been submitted to Ernst and Young, External Auditor, within the statutory timescales and the auditor's certificate was free from qualification.

Decision

The Integration Joint Board:-

- 1. Considered and approved the Audited Annual Accounts of the Falkirk IJB to 31 March 2017**

IJB138. PARTNERSHIP FUNDING

The Integration Joint Board considered a paper 'Partnership Funding' presented by Ms Amanda Templeman, Chief Finance Officer.

Ms Templeman outlined the financial position as at June 2017 for the Partnership Funding and details regarding the Leadership Group allocation.

As previously highlighted to the IJB, financial principles had been implemented to provide a framework for the consistent internal financial management of Partnership Funds. To support this, a change request process had also been developed and a brief update was provided regarding three change requests which had been received and reviewed by the Partnership Funding Group (PFG).

Ms Templeman reported on the progress with strategic commissioning and the engagement process undertaken. A number of risks were outlined which had been identified by the Strategic Commissioning Working Group as having the potential to impact the efficient delivery of the new approach within the anticipated timescales.

Decision

The Integration Joint Board:-

- 1. Approved recommendations regarding Partnership Funding, as presented in section 4**

2. **Noted the progress made with regard to the Strategic Commissioning Review and risks identified with regard to the process, as presented in section 5**

IJB139. STRATEGIC RISK MANAGEMENT REPORT

The Integration Joint Board considered a paper 'Strategic Risk Management Report' presented by Ms Amanda Templeman, Chief Finance Officer.

Ms Templeman reported that the Strategic Risk Register reflected the IJB's current risk profile and further work would be undertaken to ensure that the risks identified reflected each partner's corporate and operational risks and evolving responsibilities. It was anticipated that the Strategic Risk Register would be integrated with the performance reporting arrangements where appropriate.

Details of the risks were provided and in response to Mr Ford's question regarding the high risk rating for financial stability and commissioning, Mr Coyle replied that this remained high due to ongoing risks outwith IJB control. Mr Ford requested the register was updated to ensure clarity around the control mechanisms in place to achieve stability.

Decision

The Integration Joint Board:-

1. **Approved the revised Strategic Risk Register as noted in Appendix 1 and 2**
2. **Noted that IJB Risk Management Strategy and Risk Register would be reviewed during 2017/18 to ensure it aligned with corporate risk, performance and budget setting arrangements and took cognisance of the IJB and Forth Valley arrangements**
3. **Noted an improvement plan would be developed following this review**
4. **Noted the work that was being undertaken to benchmark and develop good risk management practices in conjunction with risk advisors and other IJBs**

IJB140. PERFORMANCE REPORT

The Integration Joint Board considered a paper 'Performance Report' presented by Ms Patricia Cassidy, Chief Officer.

Ms Cassidy provided a performance update on the delivery of relevant targets and measures within the in-scope services of the IJB. Detail in relation to unscheduled care, including delayed discharges was also provided as part of a more targeted approach to performance reporting on thematic areas.

Decision

The Integration Joint Board:-

1. **Noted the content of the performance report to the IJB**
2. **Noted that appropriate management actions continued to be taken to address issues identified through the performance reports**

IJB141. HOMECARE AND COMMUNITY CARE CONTRACT STRATEGY

The Integration Joint Board considered a paper 'Homecare and Community Care Contract Strategy' presented by Mr William McQuillan, Procurement and Performance Manager.

Mr McQuillan outlined the draft contract strategy including the requirements, the process and associated timescales which reflected best practice procurement guidance in terms of structure and content.

Robust and extensive engagement with stakeholders was an important element of the procurement process. In addition to the alignment with locality planning this would ensure person centred, flexible outcomes were delivered and promote independence and wellbeing.

It was proposed that a two stage open procedure was conducted, outlining key criteria, to offer the maximum choice of services and providers. This would enable greater transparency and provide improved value for money and partnership working. The process and necessary timeline were outlined to ensure the new contract was in place by April 2018.

The IJB discussed the draft contract strategy, impressed with the progress made and stakeholder engagement undertaken to meet the necessary requirements.

Decision

The Integration Joint Board:-

- 1. Approved the Homecare and Community Care Contract Strategy, detailed in Appendix 1**

IJB142. CARERS ACT: IMPLEMENTATION PROGRESS REPORT

The Integration Joint Board considered a paper 'Carers Act: Implementation Progress Report' presented by Mr Joe McElholm, Head of Social Work Adult Services.

Mr McElholm provided an update on preparation for the implementation of the Carers (Scotland) Act 2016 from April 2018. Key elements of the implementation process were underway with a focus on co-production with carers and the development of an engagement and communication plan.

Further clarity was required from the Scottish Government regarding the overall additional funding level available to partnerships to enable implementation. An update would be provided when this information was available.

Decision

The Integration Joint Board:-

- 1. Noted the actions already taken or planned locally in relation to preparation for the Carer's Act's commencement at Appendix 1**
- 2. Noted the proposed stakeholder engagement approach described in Appendix 2**
- 3. Remitted the Leadership Team to consider proposals for allocation against the additional resources to support preparation for the Act as noted at 4.5**
- 4. Requested that regular reports were presented to the IJB**

IJB143 REVIEW OF DAY SERVICES (YOUNGER ADULTS) UPDATE

The Integration Joint Board considered a paper 'Review of Day Services (Younger Adults) Update' presented by Mr Joe McElholm, Head of Social Work Adult Services.

Mr McElholm provided details of the consultation programme, highlighting the different demands and expectations in how younger people wished to be supported. Those who did not currently use the existing services wanted flexible services which were tailored to their needs and related to their hobbies or particular interests. However, it was necessary for services to continue to meet the needs and aspirations of current service users who were familiar with and appreciated the existing approach and provisions.

Current packages of care would be reviewed and assessed in line with the Eligibility Criteria and it was anticipated that the shape of existing services would evolve as they responded to individual choices and expectations.

A summary of engagement events was provided which would further support the modernisation of day services. Staff engagement and participation would also continue to ensure they understood and were supported throughout the review.

The IJB discussed the anxieties which existing service users may face and the importance of supporting them and their carers throughout this period of change.

Decision

The Integration Joint Board:-

- 1. Noted the contents of the report**
- 2. Noted that a further report would be presented to a future meeting of the IJB detailing progress and implementation planning of the day services review**
- 3. Requested that a separate report be submitted to the IJB at a future date concerning improvement actions around transitions planning arrangements**

IJB144 ANNUAL REPORT OF THE CHIEF SOCIAL WORK OFFICER 2016/17

The Integration Joint Board considered a paper 'Annual Report of the Chief Social Work Officer 2016/17' presented by Ms Sara Lacey, Chief Social Work Officer.

Following the retirement of Ms Kathy McCarroll in August 2017, Ms Lacey had been appointed as her successor. She provided an overview of the comprehensive report which detailed how the statutory responsibilities had been fulfilled by the Chief Social Work Officer during 2016/17.

These were outlined under 6 main sections:

- Summary of Performance with the key challenges and developments
- Partnership Working – governance and accountability arrangements
- Social Services Delivery Landscape - how the provision of social services was delivered
- Finance and Resources - including constraints and challenges
- Service Quality and Performance - including delivery of statutory function
- Workforce - planning and development activity

The Integration Joint Board:-

- 1. Noted the contents of the Chief Social Work Officer's Annual Report**
- 2. Acknowledged the commitment, skills and experience of social work staff in continuing to deliver high quality services to Falkirk citizens**

IJB145 IJB MEMBERSHIP BY GROUPS

The Integration Joint Board considered a paper 'IJB Membership by Groups' presented by Ms Suzanne Thomson, Programme Manager.

Ms Thomson outlined the proposals to identify and recruit carers, service users, Third sector and staff representatives to the IJB following the end of their term of office on 30 April 2018. The approach would be similar to the previous process and details of the timescales involved to recruit would be developed.

Membership on the IJB was discussed and whether it was necessary to widen the representation. In response to Ms McClung's question regarding inclusion of the Equality Network, it was agreed that a review of the IJB would be undertaken to establish whether there were any potential gaps in representation.

Decision

The Integration Joint Board:-

- 1. Considered the paper and agreed the proposal should be approved**

IJB146 IJB PROGRAMME OF MEETINGS 2018

The Integration Joint Board considered a paper 'IJB Programme of Meetings 2018' presented by Ms Suzanne Thomson, Programme Manager.

Mrs Swan highlighted the proposed timetable for the IJB meetings, Board Development Sessions and Audit Committee meetings in 2018.

Decision

The Integration Joint Board:-

- 1. Agreed the proposed timetable of meetings for 2018**

FORTH VALLEY NHS BOARD

DRAFT

Minute of the Forth Valley NHS Board meeting held on Tuesday 28 November 2017 in the NHS Forth Valley Headquarters, Carseview House, Castle Business Park, Stirling.

Present

Mr Alex Linkston (Chair)	Mrs Julia Swan
Mrs Fiona Ramsay	Ms Fiona Gavine
Dr Graham Foster	Mr Andrew Murray
Professor Angela Wallace	Mr John Ford
Dr Michele McClung	Dr James King
Councillor Allyson Black	Councillor Susan McGill
Councillor Ellen Forson	

In Attendance

Mrs Alison Richmond-Ferns, Associate Director of Human Resources
Mrs Elsbeth Campbell, Head of Communications

Mr David McPherson, General Manager (*Item 8.3*)
Mr Scott Urquhart, Assistant Director of Finance (*Item 8.2*)
Ms Kerry Mackenzie, Deputy Head of Performance and Governance (*Item 8.1*)
Ms Elaine Kettings, Head of Person Centred Care (*Item 5.1*)
Ms Bette Locke, Interim Associate Director of Allied Health Professions (*Item 5.3*)
Dr Henry Prempeh, Health Protection Consultant (*Item 6.1*)
Mrs Sonia Kavanagh, Corporate Governance Manager (*minute*)

1. APOLOGIES FOR ABSENCE

Apologies for absence were intimated on behalf of Mrs Jo Chisholm, Mr Tom Hart and Ms Elaine Vanhegan.

2. DECLARATION(S) OF INTEREST(S)

There were no declarations of interest.

3. MINUTE OF FORTH VALLEY NHS BOARD MEETING HELD ON 26 SEPTEMBER 2017

The minute of the Forth Valley NHS Board meeting held on 26 September 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

Professor Angela Wallace, Director of Nursing, highlighted that following the Celebrating Volunteers Event held on 1 November 2017 a short film would be shown highlighting the essence of the evening and the experience of a particular volunteer and the positive impact her life.

The NHS Board acknowledged the support and dedication of all volunteers who made a real difference to patient life in hospital and thanked them for their valuable work and commitment.

5.2 National Healthcare Associated Infection Reporting Template (HAIRT)

The NHS Board received a paper “National Healthcare Associated Infection Reporting Template (HAIRT)”, provided 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.

The total number of Staphylococcus Aureus Bacteraemia (SABs) to date was 52 with 8 reported in October 2017; 1 Community, 6 Healthcare and 1 Nursing Home acquired SABs. No concerns were raised with case numbers highlighted as being within control limits.

Cases of Clostridium difficile infection (CDI) had reduced since the last NHS Board meeting with 2 reported for October, both healthcare acquired. There were no major concerns around the number of cases of Device Associated Bacteraemia and 7 were reported for the same period.

Overall performance regarding surgical site infection was positive with only one highlighted, relating to a large bowel operation which had been fully investigated.

The NHS Board noted the update and the reassurance provided around infection.

5.3 AHP Strategic Direction – ASPIRE

The NHS Board received a presentation “AHP Strategic Direction - ASPIRE”, provided by Ms Bette Locke, Interim Associate Director of Allied Health Professions.

Ms Locke provided a brief outline of the AHPs in Forth Valley and their contribution to local and national priorities around care closer to home; focussing on prevention, early intervention and self management.

Following a review of AHPs in 2016, the strategic direction had been developed and defined in ASPIRE - Allied Health Professions Supporting and Promoting Improvement, Rehabilitation and Enabling Others (ASPIRE). The model of service delivery’s 4 tier approach would be used as the basis for the transformational change addressing the level of need rather than the diagnosis and moving to a personal outcomes approach.

The NHS Board discussed the cultural change and expectation of services required to move to the preventative model of care. The positive impact of social media was also highlighted and the need to expand this further, providing self help and key messages to the public.

The NHS Board noted the update and supportive approach, requesting further updates on progress.

6. HEALTH IMPROVEMENT AND INEQUALITIES

6.1 Immunisation Services Update

The NHS Board received a presentation “Immunisation Services Update”, led by Dr Graham Foster, Director of Public Health and Strategic Planning.

Dr Foster introduced Dr Henry Prempeh, Health Protection Consultant who provided an overview of the current immunisation services, including their effectiveness and the challenges due to low uptake in neighbouring countries. Work continued with the 4 year transformation programme to

develop local solutions for the delivery of vaccinations based on local needs and to ensure they were safe, accessible, functional and equitable (SAFE).

The NHS Board discussed the need to ensure the programme achieved the necessary requirements provided in the most appropriate location. Uptake was an important factor and it was vital to raise awareness of the importance of vaccines. This would need to be monitored by location and client group to ensure Forth Valley wide coverage.

The NHS Board thanked Mr Prempeh and noted the range of positive work involved.

6.2 A Healthier Future – Consultation Document

The NHS Board considered a paper “A Healthier Future – Consultation Document”, provided by Dr Graham Foster, Director of Public Health and Strategic Planning

Dr Foster highlighted the publication of the consultation document by the Scottish Government which proposed a range of actions to improve diet and weight in Scotland. In considering the best approach they had drawn on experience from implementing the Obesity Route Map and the learning from tackling other public health challenges such as alcohol use and smoking.

Views were now being sought from a wide range of stakeholders on the proposals, priorities and implementation including whether further actions were necessary. The consultation was due to run until end of January 2018.

The NHS Board noted the publication of the Consultation document and the proposal to prepare a NHS Board response.

7. STRATEGIC PLANNING AND DEVELOPMENT

7.1 Taking Forward the Equality and Diversity Agenda in NHS Forth Valley

The NHS Board considered a paper “Taking Forward the Equality and Diversity Agenda in NHS Forth Valley”, presented by Professor Angela Wallace, Director of Nursing.

Professor Wallace provided an update on the progress to meet NHS Forth Valley’s Equality Mainstreaming Duties and Equality Outcomes and the proposed Equality and Diversity Steering Group who would support the implementation within the Directorates.

The 4 priority areas for services to evidence how they were embedding equality into their working practice during 2017-21 were highlighted. A range of training and support had been and continued to be provided with CREATE sessions for GP reception staff, ongoing discussions with NHS Education Scotland regarding e-learning resource and significant input from Stonewall Scotland around the review of Supporting Transgender Staff in the Workplace Protocol.

In response to a question from Councillor Forson regarding the impact of Syrian refugees, Dr Foster provided a brief outline of the national programme including funding and the challenges for the 3 Local Authorities.

The NHS Board approved the content of the report.

7.2 NHS Forth Valley’s Communication Strategy 2018-2021

The NHS Board considered a paper “NHS Forth Valley Communication Strategy 2018-21”, presented by Ms Elsbeth Campbell, Head of Communication.

Ms Campbell set out the key communication aims, principles and priorities for 2018-2021. Effective communications were essential to raise awareness of significant programmes of reform and other important service changes and developments across Forth Valley. This required a joined up approach with greater partnership working locally, regionally and nationally and more creative with online/social media and using resources effectively and efficiently.

The NHS Board discussed the various communication formats and the need to ensure it was accessible and easy to understand for everyone.

The NHS Board approved the Communication Strategy 2018-2021 subject to alignment with the Equality and Diversity Agenda.

8. CORE PERFORMANCE

8.1 Executive Performance Report

The NHS Board considered a paper "Executive Performance Report", presented by Ms Kerry Mackenzie, Deputy Head of Performance and Governance.

Ms Mackenzie highlighted the recently published report by Sir Harry Burns regarding the review of targets and indicators in health and social care. Some key principles and recommendations were identified for using and developing targets and indicators going forward. A number of current targets would remain in respect of cancer treatment, A&E and the Treatment Time Guarantee, however, there was an emphasis on health improvement across the population. Work would be undertaken to ensure performance management and reporting in Forth Valley remained fit for purpose.

As previously reported, an event had recently been held to recognise the contribution made by volunteers across the organisation. NHS Forth Valley had also been presented with the Investing in Volunteers Award by Anne Hislop, Investing in Volunteers Manager for the third time.

A topping out ceremony had been held to mark the completion of the new Stirling Care Village roof on 24 November 2017. The development of the new Care Hub was currently on time and on budget with the majority of facilities expected to be completed by Autumn 2018.

Further positive achievements were highlighted with the Day Medicine Department at Forth Valley Royal Hospital who had won the NHS/999 award at the recent Pride of Forth Valley 2017 awards, for the excellent care they provided and their cheerful and welcoming approach. A Falkirk Mental Health Football group, run in partnership with NHS Forth Valley, Caledonian Services and Stenhousemuir Football Club had won the SFA Mental Health and Wellbeing League 2017 Championship Cup. The group promoted positive mental health through exercise and the opportunity to socialise with others.

Cathie Cowan, the new Chief Executive was due to officially commence on 3 January 2018 and there would be an opportunity to meet her sooner as she planned to attend several meetings before then.

Ms Mackenzie provided a summary of the core performance for NHS Forth Valley and highlighted some continuing challenges in respect of key access targets and pressures around the delayed discharge position. A particular positive programme was highlighted with the adoption of the National Enhanced Colorectal Recovery Initiative which reduced the time patients spent in hospital from several weeks to several days.

The absence position had improved in September 2017 to 4.71% and now reflected a monthly rate lower than the Scotland position of 4.95%. Work continued to meet the 4% target with continual focus at CEO Operational Group and monitoring at Directorate Reviews.

In terms of emergency access, the overall compliance for October 2017 was 91.8% Board wide; MIU 99.9% and ED 89.57% with 62 patients waiting longer than eight hours and 6 patients waiting longer than 12 hours. There were various challenges although the majority of breaches related to 'wait for first assessment'. Performance against the 95% target on a consistent basis continued to be challenging and thrice daily monitoring by the Scottish Government had commenced on 12 September 2017 and only ceased on 17 November 2017 when ED had achieved 92% compliance with the 4 hour wait for 10 consecutive days.

In respect of the elective programme, significant activity continued, although there remained some challenges in terms of capacity. At the end of October 2017 the total number of patients waiting for an outpatient appointment that exceeded the 12 week waiting time standard was 3,186, highlighting a further decrease from September and a favourable performance compared to the rest of Scotland.

In terms of TTG there were 950 patients with an ongoing wait beyond 12 weeks at the end of October 2017. Challenges remained in three key specialties; ENT, General Surgery and Orthopaedics. Focus remained targeted on these specialties with every effort being made to reduce the numbers waiting.

The 18 week Referral to Treatment (RTT) position in September 2017 was 84.4% against the 90% target. The performance within CAMH Services had deteriorated with a RTT of 60% for October. Some staffing challenges had contributed to this reduction, however, plans were in place to provide support where possible until vacancies were filled. The 18 week RTT position for Psychological Therapies remained below the required position with 60.1% for October 2017. The implementation of service redesign continued to be on schedule with significant focus on improving the position.

Against the 62 day cancer standard, the quarterly position to June 2017 was 81.5%, while the September monthly position was 85% of patients with a suspicion of cancer were treated within 62 days against the Scotland position of 87.4%. In September 2017 the management report highlighted that 93.5% of patients were treated within 31 days of decision to treat, with the Scotland position at 94.7% of patients.

The position regarding delayed discharges had improved into October although there were challenges in terms of overall capacity. The position for delays over 14 days at the October 2017 census was 16 against a zero target.

The NHS Board noted the update provided and acknowledged the ongoing work throughout the organisation in relation to each of these measures.

8.2 Financial Report

The NHS Board considered a paper "Financial Report for Period Ended 31 October 2017", presented by Mr Scott Urquhart, Assistant Director of Finance.

Mr Urquhart provided a summary of the financial position for NHS Forth Valley to 31 October 2017 with an overspend of £1.944m, reflecting a small improvement on the previous month position. Key financial pressures were associated with delivery of recurrent savings schemes, drugs costs including new medicines, temporary staffing requirements and the forecast overspend for cross boundary flow services.

Financial pressures on partnership service areas were highlighted as prescribing costs, complex care packages and community hospital costs. With regards to the cost of drugs, focussed work was taking place in respect of poly-pharmacy reviews, technical switches and reductions in waste.

The forecast year-end outturn remained as a break even position, however, it was imperative that Directorates continued to focus on improving the recurring financial position to reduce the risk on current year and establish a sound opening position into 2018/19.

Work was progressing on budget recovery schemes to mitigate in year pressures on partnership services although it was unlikely to fully offset anticipated pressures and further steps as outlined in the Integration Scheme would need to be taken with financial risk if this was unsuccessful.

Although savings achieved to 31 October remained ahead of planned trajectory, additional savings from non-recurring sources would be required to deliver the 2017/18 target, including utilisation of prior year underspend, rebates and reserves slippage. Further information would be taken to the Performance and Resources Committee meeting in December 2017.

The capital forecast outturn position remained breakeven based on expenditure plans and anticipated funding sources and further detail on spend and funding resources were provided.

The NHS Board discussed the challenges faced and the need to ensure clarity around savings requirements across the partnership.

The NHS Board noted:

- The revenue overspend of £1.944m to 31 October 2017
- The balanced capital position to 31 October 2017
- The forecasted balanced outturn position to 31 March 2018 for Clinical Directorates and Corporate/Facilities services, subject to ongoing financial risks.
- A projected overspend on the outturn to 31 March 2018 for Health and Social Care Partnerships and ongoing work to address financial pressures

8.3 Waiting Times Report

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

Mr McPherson provided details around the challenges with waiting times and the actions to address them.

With regards to outpatients, the number of new patients waiting over 12 weeks for their first outpatient appointment at October had reduced to 3186 from 3584 in September 2017. Recovery plans and improvement trajectories remained in place.

As previously highlighted, the Psychological Therapies position in October 2017 was 60.1% of patients were treated within 18 weeks. Work was being undertaken to review the increase in referrals and new models of service delivery were being trialled using more evidence-based group therapy and the potential benefits of triage appointments. There had been staffing pressures in CAMHS with a number of recent vacancies and long term absences. Additional short term resourcing had been approved to facilitate additional sessions.

The NHS Board discussed the various challenges faced and in response to a question regarding the potential of utilising Big Lottery Funding, Mr McPherson confirmed he would clarify the details and feedback. It was suggested that additional information regarding these services could be provided at a Board Seminar to enable further discussion and understanding.

Mr McPherson highlighted the continued positive performance in Diagnostic Imaging tests with no patients waiting over the 42 day waiting time standard for their results.

The NHS Board noted the update provided.

9. GOVERNANCE

9.1 Governance Committee Minutes

9.1.1 Performance and Resources Committee – 31 October 2017

The NHS Board noted the draft minute of the Performance and Resources Committee meeting held on 31 October 2017.

9.1.2 Clinical Governance Committee – 13 October 2017

The NHS Board noted the draft minute of the Clinical Governance Committee meeting held on 13 October 2017.

9.2 Advisory Committee Minutes

9.2.1 Area Clinical Forum: 27 July and 14 September 2017

The NHS Board noted the minutes of the Area Clinical Forum meetings held on 27 July and 14 September 2017.

9.3 Integration Joint Board Minutes

9.3.1 Falkirk Integration Joint Board – 4 August 2017

The NHS Board noted the minute of the Falkirk Integration Joint Board meeting held on 4 August 2017

9.3.2 Clackmannanshire and Stirling Integration Joint Board – 30 August 2017

The NHS Board noted the minute of the Clackmannanshire and Stirling Integration Joint Board meeting held on 30 August 2017.

10. 2018 SCHEDULE OF MEETINGS

The NHS Board noted that following a few minor amendments the schedule would be re-circulated.

11. ANY OTHER COMPETENT BUSINESS

There being no other competent business, the Chairman closed the meeting at 11.50am.



FALKIRK INTEGRATION JOINT BOARD

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

Voting Members:

Julia Swan (Chairperson)
Allyson Black (Vice Chair)
Alex Linkston
Michele McClung
Cecil Meiklejohn
Fiona Collie

Non-voting Members:

Patricia Cassidy, Chief Officer
Amanda Templeman, Chief Finance Officer
Fiona Ramsay, Interim Chief Executive, NHS Forth Valley
Mary Pitcaithly, CEO, Falkirk Council
Sara Lacey, Chief Social Work Officer
Matt McGregor, Council Staff Rep
Morven Mack, Carers Rep
Margo Biggs, Service user Rep
Karen Herbert, Falkirk Third Sector Interface
Angela Wallace, NHS Nurse Director (Nursing Rep)
Andrew Murray, NHS Medical Director (Medical Rep)

In Attendance:

Suzanne Thomson, Programme Manager
Joe McElholm, Head of Social Work Adult Services
Kathy O'Neill, General Manager
Sonia Kavanagh, Corporate Governance Manager, NHS Forth Valley (minute)

Cathie Cowan, (Observer)
Diane Sharp, Clinical Nurse Manager (IJB147)
Fiona Drysdale, ACP Nurse (IJB147)
Dr Robert Wilson, GP Fellow (IJB147)
Dr Scott Williams, Clinical Lead (IJB147)
Mr Peter McLaren, Service Manager (IJB158)
Mr Robert Stevenson, Senior Planning Manager (IJB160)

IJB147. APOLOGIES

Apologies were received on behalf of Tom Hart and Angela Price.

The Integration Joint Board noted Ms Cathie Cowan was attending the meeting as an observer ahead of her taking up her new position as Chief Executive of NHS Forth Valley in January 2018

IJB148. DECLARATIONS OF INTEREST

There were no declarations of interest.

IJB149. ENHANCED COMMUNITY TEAM AND GP FELLOWS

The Integration Joint Board received a presentation 'Closer to Home Services, including Enhanced Community Team, GP Fellows and ALFY' led by Mrs Kathy O'Neill, General Manager.

Mrs O'Neill provided a brief overview of Closer to Home which aimed to build capacity in the community, providing immediate and urgent advice/treatment helping to keep people at home rather than being admitted to hospital. Although they would focus on the NHS response via the Enhanced Team and GP Fellows, support from Social Work and the Third Sector was also required to ensure a whole system approach.

Mrs O'Neill introduced Ms Diane Sharp, Ms Fiona Drysdale and Dr Robert Wilson who provided further information and case studies outlining various patient pathways and the positive outcomes.

The Integration Joint Board thanked the team for the informative presentation and the integrated approach.

The Falkirk IJB agreed to take Item 16 at this point in the agenda.

IJB150. REVIEW OF DAY SERVICES (YOUNGER ADULTS) UPDATE

The Integration Joint Board considered a paper 'Review of Day Services (Younger Adults) Update' presented by Mr Joe McElholm, Head of Social Work Adult Services.

Mr McElholm provided an update on the review of Day Services and the need to provide a service that was responsive to both emerging expectations and the existing demand. This model would need to be flexible and service users and carers satisfied and familiar with. Following extensive consultation, the current model of a building based provision required to be adapted to ensure the services were sustainable and suitable. The Self Directed Support Progress Report also recommended that alternative services and activities were developed to meet the local need and reshape future provision.

It was explained that the review process had caused concern for service users and their families and they had been reassured that work would continue at an individual and service level, to support any change where this may be identified. Existing service users would be offered a community care review to minimise any potential anxieties and support to ensure their individual needs were met. The service would continue to provide a mix of building based and community based support in response to evolving need.

The IJB discussed the need to ensure resources and services were fit for purpose, providing the necessary choice and opportunities while maintaining existing social and network support. The need for change was clear and it was vital to ensure staff and partners were involved to provide a smooth transition for young people and adults.

Decision

The Integration Joint Board:-

1. Noted the redesign of day services was in line with Self-Directed Support principles to empower and enable service users to have choice and control over the design of their own support and develop alternative community based services.
2. Approved the reduction in the number of buildings in which service was currently provided in Day Services for Younger People, through the cessation of service provision at Bainsford Day Centre and Camelon Cottage.
3. Noted that Day Services would continue to be provided at Dundas Resource Centre and Oswald Avenue with consideration given to necessary refurbishment.
4. Noted that the current programme and engagement about the review of Day Services would continue, with a next phase focused on co-produced models of alternative community based support, including exploration of scope for capital investment in alternative models of provision.
5. Noted that a further report would be presented to a future meeting of the IJB detailing progress and planning for the implementation of the Day Service review in the New Year.

IJB151. MINUTE OF THE FALKIRK IJB MEETING HELD ON 6 OCTOBER 2017

Decision

The minute of meeting of the Integration Joint Board held on 6 October 2017 was approved.

IJB152. ACTION LOG

The Integration Joint Board considered the 'Action Log' presented by the Chair and noted the updates provided.

IJB153. MEMBERSHIP OF THE INTEGRATION JOINT BOARD

The Integration Joint Board considered a paper 'Membership of the Integration Joint Board' presented by Ms Suzanne Thomson, Programme Manager.

Ms Thomson outlined the changes to the IJB membership.

Decision

The Integration Joint Board:-

1. **Approved the appointments to the IJB as noted in Section 4.**

IJB154. CHIEF OFFICER REPORT

The Integration Joint Board considered a paper 'Chief Officer Report' presented by Ms Patricia Cassidy, Chief Officer.

Ms Cassidy provided an update on developments within the Health and Social Care Partnership.

Further details were provided on a range of work including the new General Medical Services (GMS) contract which if agreed, was due to come into effect in April 2017; the proposal regarding how the Alcohol and Drug Partnership would link with the IJB

when patient and community based addictions services were transferred to them, and commencement of the Podiatry Service pilot from February 2018. Work also continued with the development of the uninjured faller pathway with Scottish Ambulance Service and the Safe and Together approach for domestic abuse.

Updates were provided on the Primary Care Transformation Programme with implementation activity underway, the Frailty at the Front Door Collaborative with iHub to improve the way frailty was coordinated at the acute care front door and the ongoing work regarding Regional Planning.

Work continued to develop an IJB self-evaluation checklist for Board members to complete to ensure the Board was effective and able to focus on requirements and expectations. Information regarding key publications, correspondence and correspondence was also highlighted.

In response to a question raised by Ms Herbert regarding the Podiatry Service tender, Mrs O'Neill confirmed she would clarify the situation and provide her with an update.

It was agreed that a joint seminar with the NHS Board and both IJBs would provide a shared understanding regarding the proposed changes and impact of the General Medical Services (GMS) contract.

Decision

The Integration Joint Board:-

- 1. Noted the progress to develop a draft structure and the outline timeline for the implementation of an integrated management and locality structure, including the required support services.**
- 2. Noted the increase demand of the current workload on the existing management team.**
- 3. Requested the Chief Officer and the Chief Finance Officer developed a costed proposal for additional support to be agreed with the Chair and Vice chair and Chief Executives. The proposal would identify available funding.**
- 4. Noted the launch of the agreed terms for the General Medical Services Contract and associated documents.**
- 5. Noted the requirement, if the contract was agreed, to develop a HSCP Primary Care Improvement plan by the end of July 2018.**
- 6. Noted update reports on the General Medical Services contract would be provided to future meetings.**
- 7. Noted the contract award for the Discharge to Assess provider from 1 December for 24 weeks with the potential to extend for a further 24 weeks.**
- 8. Remitted key HSCP officers to work with the Alcohol and Drug Partnership (ADP) to prepare a proposal setting out how the ADP would link with the IJB going forward.**
- 9. Remitted the Clinical and Care Governance Group to consider the findings of the Social Work Complaints Review Committee and report back any issues to the Leadership Team and IJB as required.**
- 10. Noted the work to refresh the publication scheme to comply with the new version issued by the Scottish Information Commissioner.**
- 11. Agreed to complete a Board self-evaluation checklist, with findings initially reported to the Chair, Vice-Chair and Chief Officer.**
- 12. Noted the HSCP consultation response to the Carers Charter submitted by the Chief Officer.**
- 13. Noted the HSCP response to the Health and Sport Committee on care home sustainability.**
- 14. Remitted the Chief Officer, Medical Director and performance colleagues to prepare and submit an interim response to the Ministerial Strategic**

Group for Health and Community Care and present this to the IJB meeting in February for approval.

IJB155. FINANCIAL REPORT

The Integration Joint Board considered a paper 'Financial Report' presented by Ms Amanda Templeman, Chief Finance Officer.

Ms Templeman provided an update on the financial position for 2017/18 including progress with the recovery plan.

As agreed at the October meeting of the IJB a sub group of the Leadership Team were remitted to meet appropriate operational managers to identify opportunities for further savings or other mitigation for the 2017/18 financial risk. Although staff were working collaboratively to identify solutions with improvements in some areas it was recognised that further steps as set out in the Integration Scheme would need to be taken.

Details of the adjustments to the Partnership Base Budget were outlined along with the improvement on the projected overspend following the review of projection reporting processes.

Challenges remained with the delivery of the required savings and these continued to be scrutinised as part of the budget recovery work.

The IJB discussed the national pressures around budgets and funding for all Integration Joint Boards and the challenge to track services on an individual basis when managed area wide. Further details regarding set aside budgets and the relevant drivers and governance would be brought to the next meeting.

Decision

The Integration Joint Board:-

- 1. Noted the changes to the Partnership Base Budget as set out in section 4 of the report.**
- 2. Noted the financial projection for 2017/18 and the areas facing pressures as set out in section 5.**
- 3. Noted the progress to date in developing the budget recovery plan and that further updates would be presented to the Leadership Team and the IJB.**
- 4. Noted the use of Leadership Funding as set out in section 7.**
- 5. Noted the projected balance of Integration Funding as set out in section 8.**
- 6. Noted the position on reserves as set out in section 9.**
- 7. Noted the Directions would be reviewed as part of the budget setting process for 2018/19.**

IJB156. FALKIRK INTEGRATION JOINT BOARD BUSINESS CASE 2018/19

The Integration Joint Board considered a paper 'Falkirk Integration Joint Board Business Case 2018/19' presented by Ms Amanda Templeman, Chief Finance Officer.

Ms Templeman outlined the background and requirements for the Business Case 2018/19 and the need to be aligned to the Strategic Plan.

Work would continue with the programme of transformational change to support the delivery of the Strategic Plan in 2018/19 with appropriate performance measures being developed and refined to ensure the streams of work could be fully evaluated.

The Integration Joint Board discussed the various savings and efficiencies outlined and the potential impact this would have on patients and staff as well as the ability/challenges to deliver them.

Decision

The Integration Joint Board:-

- 1. Approved the draft programme of savings options set out in Appendix 3 of the Business Plan and noted that further detail on these savings, including an equality impact assessment, would be brought to the next IJB meeting.**
- 2. Approved the Business Plan for submission to Falkirk Council in December as part of their budget setting process.**
- 3. Noted that an update to the Business Plan would be prepared for the next IJB meeting to include savings options for the Partnership as a whole.**
- 4. Approved the proposal to prepare a costed proposal which identified support for planning, project management, performance and communications, community capacity building and engagement, to be reviewed with the Chair, Vice Chair and the Chief Executives.**

IJB157. PARTNERSHIP FUNDING

The Integration Joint Board considered a paper 'Partnership Funding' presented by Ms Amanda Templeman, Chief Finance Officer.

Ms Templeman provided the biannual performance report regarding initiatives supported via the Partnership Funding and the recommendations following change requests regarding unspent allocations.

Details of the investment plan for 2018-2021 were outlined along with an overview of the performance of existing initiatives.

Following discussion, Mrs Swan, seconded by Ms Collie, moved that the IJB did not agree to the part of recommendation 5.4, where authority would be delegated to the Chief Officer, in conjunction with Chair and Vice Chair, to consider and approve recommendations as presented in section 5.12. Decision 4 would therefore be updated to reflect the amendment.

Decision

The Integration Joint Board:-

- 1. Noted the performance of Partnership Funded initiatives for the period 1 April 2017 to 30 September 2017, presented in appendix 1.**
- 2. Approved recommendations regarding the use of unspent allocations of Partnership Funding, as presented in section 4.2.**
- 3. Approved the investment plan for Partnership Funding for the period 1 April 2018 to 31 March 2021, as presented within appendix 1, subject to detailed costings being presented in February 2018 and on-going performance review**

4. **Approved areas where no further investment was recommended as presented in section 5.11, and agreed to a requirement to bring back an evaluation of the projects in section 5.12 for decision by the Board.**

IJB158. PERFORMANCE REPORT

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

Mrs O'Neill provided a performance update on the delivery of relevant targets and measures within the in-scope services of the IJB.

A summary of key performance by exception was presented including the ongoing challenges with Emergency Department (ED) 4 hour wait, delayed discharge, further work to develop performance information regarding complaints received for in-scope services and the work with services to improve recording of options as part of Self Directed Support (SDS).

The Integration Joint Board discussed the overall framework which continued to evolve and develop, ensuring information reflected the true performance. As this progressed it was agreed that standards would be established to enable comparative monitoring against expectations.

Decision

The Integration Joint Board:-

1. **Noted the content of the performance report**
2. **Noted that appropriate management actions continued to be taken to address issues identified through the performance reports.**

IJB159. DEVELOPMENT OF THE INTEGRATED STRUCTURE

The Integration Joint Board considered a paper 'Development of the Integrated Structure' presented by Professor Angela Wallace, Director of Nursing.

Professor Wallace provided an update of the work undertaken to develop a joint proposal for the transfer of all in-scope adult health services to the Health and Social Care Partnership.

The collaborative approach involved understanding the range of services in-scope to decide which would be operationally managed by each partnership and which, due to their size or speciality should remain Forth Valley wide and could be hosted by one partnership to ensure they were able to deliver efficiently and effectively.

Further work would take place to complete the scoping exercise and finalise proposals for hosting arrangements and develop locality staffing structures.

Detailed discussions took place around the need for work to progress at pace while ensuring all necessary proposals and structures were affordable, accountable and provided the necessary outcomes and benefits. It was important to recognise staff implications and align resources appropriately through an integrated model and deliver the Strategic Plan.

To reflect the further discussion necessary with the Chief Officer, Chief Executives and trade unions and the need for additional information, Ms Meiklejohn, seconded

by Mr Linkston moved that the IJB agree a more detailed report setting out the specifics as outlined below in Decision 2 should be brought to the next meeting.

Decision

The Integration Joint Board:-

1. **Noted the progress detailed in section 4.**
2. **Requested a more detailed report at the next IJB meeting to set out:**
 - a. **Which of the following services delegated to the IJB would be within the management of the Chief Officer, which would be hosted and those where management would be retained by the Health Board**
 - b. **The proposed management structure to reflect this including reference to the localities**
 - c. **The indicative costs of any changes to the management structure if applicable**

IJB160. BIELD BUSINESS STRATEGY

The Integration Joint Board considered a paper 'Bield Business Strategy' presented by Mr Joe McElholm, Head of Social Work Adult Services.

Mr McElholm introduced Mr McLaren, Service Manager, who provided an update on the impact of Bield's decision to withdraw from Care Home provision from 31 March 2018.

Bield had developed a new business strategy to consolidate services around housing and support services, with a focus on improved level of choice for both future and current service users. However, as part of the new strategic direction it had been decided to withdraw from the residential care home market. The impact of the decision was outlined with the need to ensure residents and their families were supported to find alternative arrangements to suit their needs.

It was noted that the Bield Thorton Gardens Bonnybridge site was part of the Falkirk Council's property portfolio and potential opportunities for re-provisioning should be explored further. A future report would be presented to the IJB outlining the viability of alternative uses.

Decision

The Integration Joint Board:-

1. **Noted the decision by Bield to withdraw from the care home market with this including Thorton Gardens in Bonnybridge and Woodlands in Bo'ness.**
2. **Noted the progress made by care managers from Community Care Teams in relation to engagement with the care home residents and their families to find alternative arrangements that best suited their needs.**
3. **Noted Bield's plans to decommission housing support activity in their sheltered housing and to implement their new Retirement Housing with Meals Service model.**
4. **Noted Bield's intention to review their position on registered day care provision with this potentially impacting on the day care provision commissioned from Bield at the Thornhill Court Very Sheltered complex in Falkirk.**
5. **Noted proposals to bring future reports to the IJB relating to the re-provision of services for current Bield care home residents, the implementation of the new Retirement Housing with Meals Service model**

at the Thornhill Court Very Sheltered Housing complex and the outcome of Bield's review of day services locally.

IJB161. WINTER PLAN

The Integration Joint Board considered a paper 'Winter Plan' presented by Ms Janette Fraser, Head of Planning.

Ms Fraser explained that as part of the Scottish Government's requirements for 'Preparing for Winter 2017-18' a Forth Valley Health and Social Care Winter Plan was necessary. The Plan had been prepared by NHS Forth Valley in close collaboration with both partnerships, Scottish Ambulance Service, Serco and NHS 24 and was submitted on 31 October 2017.

The Winter Plan provided details about how the additional pressures placed on health and social care services during the winter period would be dealt with, incorporating local contingency plans and ensuring formal links with the plans of key stakeholders.

Decision

The Integration Joint Board:-

- 1. Noted the development of the Winter Plan and the ongoing discussions regarding the contingency plans including winter beds and the potential to increase capacity for discharge to assess model.**
- 2. Noted the funding of £0.271m from Scottish Government outlined in section 4.8 for the Forth Valley area and that NHS Forth Valley had committed to provided additional funding to contribute towards the cost of winter contingency beds.**
- 3. Requested the Chief Officer and Chief Finance Officer finalised the priorities and contingencies with the Leadership Team and senior NHS colleagues and bring a full report to the next IJB meeting.**

IJB162. CARERS (SCOTLAND) ACT 2016: IMPLEMENTATION REPORT

The Integration Joint Board considered a paper 'Carers (Scotland) Act 2016: Implementation Report' presented by Ms Patricia Cassidy, Chief Officer.

Mr Stevenson, Senior Planning Manager, outlined the ongoing preparations for implementation of the Carers Act from April 2018. This included details of the final national guidance, published for the development of Local Eligibility Criteria and arrangements for a local stakeholder event.

Mr Stevenson also highlighted that the Integration Scheme would now need to be amended to include the new duties put in place by the Carers Act. The two sets of Regulations which had been laid before Parliament set out what functions may/ must be delegated and would come into effect on 18 December 2018.

The need for a flexible approach with the Eligibility Criteria which accommodated requirements for rapid access to respite or short breaks was highlighted along with the need for a parallel approach for young carers. This would lead to a joint approach which would support transitions.

The Integration Joint Board:-

1. **Noted actions taken or planned locally in relation to preparation for implementation of the Carer's Act (Appendix 1).**
2. **Noted the publication of guidance on Local Eligibility Criteria (Appendix 2)**
3. **Noted the proposed stakeholder event scheduled to take place on 6 December 2017 with Falkirk Carers Centre as part of the overall coproduction to develop local carers eligibility criteria, Adult Carer Support Plans and Young Carer Statements.**

IJB163. HOME CARE REVIEW AND INSPECTION 2017

The Integration Joint Board considered a paper 'Home Care Review and Inspection 2017' presented by Mr Joe McElholm, Head of Social Work Adult Services.

Mr McElholm outlined the work undertaken to review Home Care services to ensure it continued to meet the identified outcomes of people who used the services. Redesign work was also taking place towards a whole service reablement focus and providing services which were available to support people with complex and challenging care needs. An engagement plan was in place to improve communication, with a staff engagement event due to take place in December 2017 to engage and inform them about the required service improvements.

An annual inspection of the service by the Care Inspectorate took place in June, with a report published in July 2017. Grades in two of the areas inspected had fallen; Care and Support, and Management and Leadership. The action plan detailing how the requirements and recommendations would be addressed had been produced and further updates on progress would be provided at a future meeting.

Decision

The Integration Joint Board:-

1. **Noted the Home Care Service review currently underway.**
2. **Noted the Care Inspectorate report and improvement action plan.**
3. **Noted that the outcome of the review of home care would be reported to a future meeting of the IJB for information and decisions as appropriate.**

IJB164. IJB CLIMATE CHANGE REPROT

The Integration Joint Board considered a paper 'IJB Climate Change Report' presented by Ms Suzanne Thomson, Programme Manager.

Mrs Swan highlighted the work to prepare and submit the Climate Change report by the required deadline.

Decision

The Integration Joint Board:-

1. **Noted the Falkirk Integration Joint Board Climate Change Report 2016/2017.**
2. **Noted this was submitted to Sustainable Scotland Network.**

IJB 165 ANY OTHER COMPETENT BUSINESS

Mrs Swan expressed the IJB's thanks and acknowledgement for the valuable contribution made by Mrs Ramsay, who was due to retire at the end of January 2018.

Minute of Meeting of the Central Scotland Valuation Joint Board held within Hillside House, Stirling on Friday 8 December 2017 at 9.30 a.m.

Councillors:

David Alexander
David Balfour (Convener)
Lorna Binnie
Douglas Dodds
David Grant
Craig Holden
Bill Mason
Jim Thomson

Officers:

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

VJB22. Apologies

Apologies were intimated on behalf of Councillors Earle, McDonald and Patrick.

VJB23. Declarations of Interest

No declarations were made.

VJB24. Minute

The minute of the meeting held on 29 September 2017 was approved.

VJB25. Interim Valuation Performance Report

The Board considered a report by the Assessor presenting service performance information for the period 1 April 2017 to 30 September 2017.

The service performances as measured by performance indicators for valuation roll work and for valuation list work were set out.

In regard to valuation roll work, which measures the period taken to change the valuation roll, 610 changes were made during the period, excluding 532 new shooting rights entries - of these 81% were amended within 3 months, 98% within 6 months and 2% took longer – against targets of 75%, 90% and 10% respectively.

In regard to the valuation list work, the time taken to add houses to the valuation list, 519 new entries were registered in the period, with 92% added within 3 months, 100% added within 6 months and 0% took longer – as against targets of 97%; 99% and 1% respectively.

Decision

The Board noted the continuing commitment to Best Value.

VJB26. Revenue Budget 2017/18 – Review as at 31 October 2017

The Board considered a report by the Treasurer setting out the Revenue Budget position as at 31 October 2017.

As of 29 September 2017, an underspend of £106k was projected for the 2017/18 budget. The report set out the main movements within the budget. These were:-

- property related expenditure;
- reduced employee costs; and
- funding, from the Cabinet office.

The Assessor provided detail, following questions, on the movements in regard to employee costs. He also explained why there was a saving of £1700 relating to the cancellation of a contract for a scanner.

Decision

The Board noted the report.

VJB27. Revaluation Appeals Report 2017

The Board considered a report by the Assessor setting out the revaluation appeals process.

A total of 10 appeals were scheduled to be heard by the Valuation Appeal Panel in 2018. All appeals must be heard by December 2020.

Following questions, the Assessor explained the implications of the hearings schedule, and the number of appeals, on staffing. The deadline for making an appeal was 30 September 2017, with 4500 made compared with 3800 in 2010.

Decision

The Board noted the report.

VJB28. Programme of Meetings 2018

The Board considered a report by the Clerk setting out proposed meeting dates for 2018.

Decision**The Board:-**

- (1) approved the dates of Friday 2 February; Friday 29 June; Friday 28 September and Friday 16 November 2018 for ordinary meetings of the Board; and**
- (2) noted that special meetings may be convened as necessary outwith the planned timetable.**