

The background of the slide features a large, light blue watermark of the City of Vancouver's coat of arms. The crest is a shield divided into four quadrants. The top-left quadrant shows a city skyline with a diagonal beam of light. The top-right quadrant depicts a stag's head with antlers. The bottom-left quadrant shows a three-masted sailing ship on wavy water. The bottom-right quadrant features a grizzly bear standing on its hind legs. Above the shield is a crown with four maple leaves. A banner at the bottom contains the motto "A NE FOR A".

Agenda Item 3

Minute

Draft

FALKIRK COUNCIL

**Minute of meeting of the EXECUTIVE held within the Municipal Buildings,
Falkirk on Tuesday 25 September 2018 at 9.30 a.m.**

Councillors: David Alexander
Robert Bissett
Gary Bouse
Joan Coombes
Jim Flynn
Paul Garner
Dennis Goldie (Convener)
Nigel Harris
Gordon Hughes
Cecil Meiklejohn
Malcolm Nicol
Alan Nimmo

Officers: Douglas Duff, Head of Planning & Economic Development
Ross Fenwick, Waste Manager
Jack Frawley, Committee Services Officer
Rhona Geisler, Director of Development Services
Kenneth Lawrie, Chief Executive
Colin Moodie, Chief Governance Officer
Robert Naylor, Director of Children's Services
Stuart Ritchie, Director of Corporate & Housing Services
Bryan Smail, Chief Finance Officer

EX51. Apologies

There were no apologies.

EX52. Declarations of Interest

Councillor Bissett declared a non-financial interest in agenda item 4 (ref EX54) as the holder of an allotment but stated that he considered that this did not require him to recuse himself from consideration of the item having regard to the objective test in the Code of Conduct.

There were no further declarations at this point.

EX53. Minute

Decision

The minute of the meeting of the Executive held on 14 August 2018 was approved.

EX54. Rolling Action Log

A rolling action log detailing decisions not yet implemented following the previous meeting on 14 August 2018 was provided. Items 426 – Medium Term Financial Plan; 431 – Motion – Single Use Plastics, and 438 – Household Recycling Charter: Compliant Collection Service were subject of reports on the agenda and accordingly fell from the action log.

Decision

The Executive noted the rolling action log.

EX55. Referral from Corporate Partnership Forum

The Executive considered a report by the Director of Corporate and Housing Services which sought approval of the Criminal Convictions Checking Policy following its consideration by the Corporate Partnership Forum on 1 August 2018.

The Criminal Convictions Checking policy provided guidance on carrying out criminal convictions checks for those who worked with vulnerable adults or children. To reduce duplication, the policy merged the previous PVG & Criminal Convictions Checking Policy and the Overseas Criminal Convictions Checking Policy. The changes arose as a result of the decision of Council in February 2018 to stop retrospective criminal conviction and PVG checks. It was also updated to a new format which used hyperlinks instead of appendices to be more user friendly and incorporated 'How To' guides to assist managers and employees.

Decision

The Executive agreed the immediate implementation of changes to the Criminal Convictions Checking Policy.

EX56. Household Recycling Charter: Compliant Collection Service

The Executive considered a report by the Director of Development Services which sought agreement of a preferred Household Waste Recycling Charter Compliant Collection Service for the purposes of a funding application to Zero Waste Scotland. At its meeting on 14 August 2018 (ref EX45), the Executive considered a report by the Director of Development Services which set out options for a Charter Compliant Collection Service. The Executive requested that the Director of Development Services undertook analysis of a further option. The outcome of that analysis was included in the report, information of collection costs and collection service options were provided as appendices to the report.

The report provided information on:-

- the requirements of a Charter Compliant Collection Service
- the current collection service
- an option previously awarded Zero Waste Scotland funding
- the option put forward at the meeting of 14 August
- the financial implications of the collection service options
- the Scottish Government's consultation on a deposit return scheme

The Scottish Government had announced that a deposit return system for single-use drinks containers would be introduced as part of the Programme for Government. The consultation document 'A Deposit Return Scheme for Scotland' was published in June 2018 with the end of the consultation period on 25 September 2018. It was unclear as to what the process for the introduction of a DRS would be and what material it would include. Officers would continue to liaise with stakeholders involved in the implementation of the DRS and consider the impact of a deposit return on the Council's waste collection service and the range of opportunities that may exist under the system. Whatever scheme was adopted, there was likely to be a reduction in the material collected by Council services.

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

- (1) notes the content of the report and the analysis of the further option, and agrees that the current projected overspend of circa £1.2 million is unsustainable, and
- (2) agrees therefore, consistent with the outcome of the previous Policy Development Panel, preference would be for option scenario 4 from the PDP which we would seek to take forward following engagement with the public on the implementation and authorises the director of Development services to submit a funding application to Zero Waste Service for containers to provide the agreed service.

The Executive adjourned at 9.40am to allow members to consider the terms of the motion and reconvened at 10.00am with all members present.

By way of an amendment, Councillor Coombes seconded by Councillor Nimmo moved that the Executive agrees:-

- (1) the option set out in paragraph 4.7 of the report as the preferred Household Waste Recycling Charter Complaint Collection Service and to authorise the Director of Development Services to submit application to Zero Waste Scotland for containers to provide the agreed service;
- (2) to instruct the Director of Development Services to report back to Members following the outcome of the funding application process, and
- (3) to instruct the Director of Development Services to report back to Members on the outcome of the Deposit Return Scheme consultation.

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

For the motion (5) – Councillors Alexander, Bouse, Garner, Hughes and Meiklejohn.

For the amendment (7) – Councillors Bissett, Coombes, Flynn, Goldie, Harris, Nicol and Nimmo.

Decision

The Executive agreed the amendment.

EX57. Workforce Plan 2018-22

The Executive considered a report by the Director of Corporate and Housing Services which sought approval of the Council's Workforce Plan for 2018-22. The Workforce Plan was a 'live' document and subject to annual review to ensure it met the objectives of having the right people, with the right skills, in the right place, at the right time. The Human Resources team worked with Services to develop their Service Workforce Plans and the overarching Council Workforce Plan, which incorporated these. The draft Workforce Plan 2018-22 was appended to the report.

The Executive adjourned at 10.40am to allow members to take advice from officers and reconvened at 10.50am with all members present as per the sederunt.

Decision

The Executive:-

- (1) noted the revised arrangements for workforce planning, and**
- (2) agreed the Council's Workforce Plan for 2018-2022.**

EX58. Medium Term Financial Plan [MTFP]

The Executive considered a report by the Director of Corporate and Housing Services which provided information on the MTFP Model and how this would be taken forward over the next five years. It was anticipated that each Service would develop a five year business plan over the next six months. These business plans would be supported by guidance and principles including:-

- No cost shunting.
- Zero Based Budget mindset.
- Alert to Council-wide and cross-cutting dimension.
- Focus on customer/user interests, which in turn should feed in from the Locality Plan process.
- Corporate Plan priorities.
- Strategic Property Review.
- Preventative/ Early Intervention.

It was anticipated that the financial environment facing the Council would remain challenging. It was essential that the Council was proactive in its forward strategic planning to manage that environment and ensure its financial robustness and sustainability.

The work to take forward the MTFP would have a significant impact on constrained resources and this would need to be managed within the framework of the Council's Workforce Strategy. The report provided details of the progress which had been made in progressing the MTFP and the Council of the Future transformation agenda.

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

- (1) the progress of the Medium Term Financial Plan [MTFP] as set out in the report, and
- (2) the introduction of cash limits for each Service area to help drive out the necessary transformational savings options.

By way of an amendment, Councillor Nimmo seconded by Councillor Bissett moved that the Executive agrees:-

- (1) to establish a Policy Development Panel to consider the Medium Term Financial Plan, and
- (2) that the panel will consist of 5 members with the following allocation of places:-

SNP – 2
Labour – 2
Conservative – 1

The Executive adjourned at 11.40am and reconvened at 11.50am with all members present as per the sederunt.

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

For the motion (8) – Councillors Alexander, Bouse, Flynn, Garner, Harris, Hughes, Meiklejohn and Nicol.

For the amendment (4) – Councillors Bissett, Coombes, Goldie and Nimmo.

Decision

The Executive agreed the motion.

EX59. Capital Programmes Update 2018/19

The Executive considered a report by the Director of Corporate and Housing Services which provided an update on the forecast position for the General Fund Services and Housing Capital Programmes along with the Prudential Indicators.

A revised budget for the General Services Capital Programme and the 2018/19 forecast was detailed as:-

	£'m
Approved Budget 2018/19	21.201
Add Slippage 2017/18	8.244
Add Projects Rescheduled to 2018/19	0.880
Projects Fully Funded from Additional Contributions	8.938
Revised Budget 2018/19	39.263
Forecast	33.610
Forecast Variance	(5.653)

A number of projects were rescheduled to future years where delivery was dependent on strategic decisions which were yet to be taken. The total value of rescheduled projects was £7.9m of which £0.6m was delivered in 2017/18, £0.9m was forecast to be delivered in 2018/19, with the remaining £6.4m rescheduled beyond 2018/19. Details of the rescheduled Projects were provided in Appendix 1 to the report.

Decision

The Executive noted:-

- (1) the forecast spend for both the General Fund Services (£33.6m) and Housing Capital Programme (£37.4m);**
- (2) the scope for accelerating projects within the General Fund Services Capital Programme and to approve those projects which have been identified;**
- (3) the Prudential Indicators, and**
- (4) the reduced external borrowing requirement for Capital Programme purposes.**

EX60. Single Use Plastics

The Executive considered a report by the Director of Corporate and Housing Services which provided an update on the actions taken following the decision of the Executive on 12 June 2018 to minimise the use of all single use disposable plastics.

A review of Council purchasing had been undertaken and areas of significant single plastic use identified. For each of the areas identified an action had been developed in conjunction with the primary buying service. For example, in relation to refuse sacks work was ongoing with the supplier to ensure the specification was changed to require the items were biodegradable.

A review of current contracts was also underway which would aim to include as many alternative compostable/biodegradable products as possible and reduce plastic packaging around goods or equipment purchased. The work would be undertaken in conjunction with Scotland Excel.

A draft letter was attached to the report for approval which would be issued to all Council suppliers and providers advising them of the actions and seeking their support to undertake similar actions within their own organisations.

Decision

The Executive agreed:-

- (1) with immediate effect the actions set out in Section 4 of the report to reduce single plastic use, including:**
 - (a) stopping purchases of specified items**
 - (b) removal of stocks of specified items**
 - (c) sourcing alternative products, where available**
 - (d) reusing products wherever possible;**
- (2) the delivery of a Council awareness campaign to employees, and**
- (3) to issue a letter as detailed at Appendix 1 to the report, to engage the support of suppliers and providers.**

EX61. Exclusion of Public

The Executive agreed 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 involves the likely disclosure of exempt information as defined in Paragraph 11 of Part 1 of Schedule 7A of the said Act.

Prior to consideration of the following item of business Councillor Garner declared the financial interest of a family member in agenda item 12 (ref EX62) who would be affected and stated that he would not take part in discussion or decision making on the item.

In line with his declaration of interest Councillor Garner left the meeting.

EX62. Employee Terms and Conditions: 35/37 Hours Protection

The Executive considered a report by the Director of Corporate and Housing Services which provided an update on discussions with Trade Unions with the aim of reaching a collective agreement.

Decision

The Executive noted the outcome of the Trade Union ballots and progress achieved in reaching a collective agreement.