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**Volume 2
2018-2019**

FALKIRK COUNCIL

Minute of meeting of the EDUCATION EXECUTIVE held in the Municipal Buildings, Falkirk on Tuesday 4 September 2018 at 9.30 am.

COUNCILLORS:

David Alexander
Robert Bissett
Fiona Collie
Joan Coombes
Dennis Goldie (Convener)
Nigel Harris
James Kerr
Adanna McCue
Cecil Meiklejohn
Laura Murtagh
John Patrick

**REPRESENTATIVES
OF RELIGIOUS
BODIES:**

Maureen Harkins
Rev Michael Rollo

CO-OPTEES:

Alice Dunn, Pupil Representative
Aaron Laurie, Pupil Representative
Karen Procek, Parent Representative

OFFICERS:

Michelle Brown, Community Education Worker
Tracey Fox, Data Project Officer
Arlene Fraser, Committee Services Officer
Gary Greenhorn, Head of Planning and Resources
Sara Lacey, Head of Social Work Children's Services
Kenneth Lawrie, Chief Executive
David Mackay, Head of Education
Colin Moodie, Chief Governance Officer
Robert Naylor, Director of Children's Services
Karen Thomson, Childcare Provision Co-ordinator

EE19. Apologies

Apologies were intimated on behalf of Councillor Nimmo; Maureen Tait, Religious Representative; Fiona Craig, Teacher Representative, and Nicola Jordan, Parent Representative.

EE20. Declarations of Interest

No declarations were made.

EE21. Minute

Decision

The minute of the meeting of the Education Executive held on 29 May 2018 was approved.

EE22. Rolling Action Log

A rolling action log detailing decisions not yet implemented following the previous meeting on 29 May 2018 was provided.

Decision

The Education Executive noted the rolling action log.

EE23. Education Executive Membership – Pupil Representatives

The Education Executive considered a report by the Director of Corporate and Housing Services seeking approval of the process to appoint pupil representatives to the Education Executive and to make appointments to the two vacancies.

Children's Services had proposed a selection process where each secondary Headteacher would nominate two pupil representatives on an annual basis. Each secondary school would nominate on a rotational basis, allowing representation from each secondary school and giving more pupils an opportunity to participate in the Education Executive.

Falkirk High School had nominated two pupils, Alice Dunn and Aaron Laurie as the representatives for this year.

Decision

The Education Executive agreed:-

- (1) the selection process as set out in paragraphs 4.1 & 4.2 of the report, and**
- (2) to appoint Alice Dunn and Aaron Laurie as the two pupil representatives on the Education Executive, for a period of one year, with immediate effect.**

The Education Executive welcomed Alice and Aaron to their first meeting.

EE24. Forth Valley and West Lothian Improvement Collaborative – Progress Report and Update on the Scottish Government “Empowering Schools” Agenda

The Education Executive considered a report by the Director of Children’s Services which provided an update on the work of the Regional Improvement Collaborative for Education involving Falkirk, Clackmannanshire, Stirling and West Lothian Councils. It also provided an update on the Scottish Government’s Empowering Schools agenda and its decision not to progress the draft Education (Scotland) Bill, at this time.

Work between the four authorities had continued to develop approaches and strategies to support schools and a Development Officer had been appointed to assist development of the Phase 2 Regional Collaborative Improvement Plan. The draft Phase 2 plan had been submitted to Education Scotland, and was circulated as Appendix 5 to the report.

Information was provided on the impact of the Scottish Government’s decision not to introduce the Education (Scotland) Bill at this time, and to an agreement that local government would deliver the Headteacher’s Charter, meaningful school empowerment, collaboration, and pupil and parent participation across Scotland.

Additional targeted funding of £46m would be available over 3 years, £10m of which would be allocated to support the six regional improvement collaboratives. A bidding approach would be developed for each regional improvement collaborative to access this funding.

It was anticipated that the pace of progress would increase once additional staffing resources were received from Education Scotland and funding was received from the Scottish Government.

The Education Executive adjourned at 9.50 a.m. to consider the contents of Appendix 5, which had been made available at the start of the meeting, and reconvened at 10.25 a.m. with all Members present as per the sederunt.

Decision

The Education Executive:-

- (1) noted the letter received from the Deputy First Minister and Cabinet Secretary for Education (attached as appendix 1 to the report) which intimated that the Scottish Government had published a draft Education (Scotland) Bill but that it would not be introduced to Parliament at this time;**
- (2) noted the Education Reform – Joint Agreement reached between the Scottish Government and COSLA (attached as appendix 2 to the report) and referenced in the letter detailed above;**

- (3) noted the joint statement made by the Scottish Government and COSLA regarding the Joint Agreement (attached as appendix 3 to the report);
- (4) noted that the Cabinet Secretary, in his statement to Parliament on 26 June 2018, announced that up to £10m would be made available to enhance regional capacity to support schools (the full statement is attached as appendix 4 of the report);
- (5) noted the appointment of the Regional Improvement Collaborative Development Officer;
- (6) noted the Phase 2 Forth Valley and West Lothian (FVWL) Improvement Collaborative Plan which was submitted to Education Scotland on 3 September 2018, attached as appendix 5 to the report, and
- (7) agreed that the Director of Children's Services provide further reports to the Education Executive which detail:-
 - i. feedback received from Education Scotland on the Phase 2 Regional Improvement Plan;
 - ii. the allocation of support to be received from Education Scotland officers;
 - iii. the level of financial support the FVWL Collaborative will receive from the Scottish Government, and
 - iv. the arrangements for evaluating progress regarding the Headteachers' Charter, Parental and Community Engagement, and Pupil Participation.

EE25. National Improvement Framework (NIF) Education Plan

The Education Executive considered a report by the Director of Children's Services informing of the new arrangements regarding the National Improvement Framework (NIF) and seeking its approval for submission to the Scottish Government.

The NIF was updated annually to reflect the changing local and national priorities. The Council's second draft NIF was appended to the report and outlined Children's Services three high level areas for improvement, together with a number of initiatives to be progressed over the coming year.

The plan also linked to the key priorities and outcomes of the Single Outcome Local Delivery Plan, draft Corporate Plan and the Integrated Children's Services Plan.

The draft plan was submitted to the Scottish Government by the deadline of 31 August, with a covering note advising that this would be considered by the Education Executive at this meeting.

Decision

The Education Executive agreed:-

- (1) the National Improvement Framework Plan 2018-2019 for submission to the Scottish Government, and**
- (2) that the Director of Children's Services bring back a report evaluating its impact in November 2019.**

EE26. Specialist Education for Social and Behavioural Needs for Primary and Secondary School Pupils

The Education Executive considered a report by the Director of Children's Services seeking approval to combine and rename Ofgang School Support Service and Mariner Secondary School Support Service into a single Inclusion and Wellbeing Support Service (3-18).

The Service's current configuration required to be adapted to reflect the changing demographics in the population of children in Falkirk, and to ensure the Council continued to meet its statutory obligation.

Realigning the current educational provision would provide greater opportunities to build capacity across the service, to develop new and innovative approaches to support, particularly from primary to secondary transition for pupils with social and behavioural needs.

In terms of the Schools (Consultation) (Scotland) Act 2010, there was no requirement to conduct a formal consultation as both establishments would retain their school SEED status. However, in line with Council policy, Children's Services would undertake an informal consultation with all key stakeholders on the renaming of the Service.

Decision

The Education Executive agreed:-

- (1) that Children's Services progress with the informal consultation regarding the proposal to combine and re-name both Ofgang School Support Service and Mariner Secondary Support Service to form the Inclusion and Wellbeing Support Service (3-18), and**
- (2) that the Director of Children's Services bring a report to the Education Executive summarising the outcomes of this consultation and make recommendations.**

EE27. Scottish Attainment Challenge Fund (SACF) – Additional Support for Care Experienced Children and Young People

The Education Executive considered a report by the Director of Children's Services advising that the Scottish Government was allocating additional funding to support and improve the outcomes for care experienced children and young people. Information was also provided on how the Children's Services plan to utilise and target this funding through its "Closer to Home" Strategy.

Information on Falkirk's funding allocation for 2018/19 and 2019/20 was provided, which was based on there being 245 looked after children in the area as recorded in the latest census.

The key principles of the additional funding stream were designed to enable local authorities to make strategic decisions around how best to improve the attainment of care experienced children from birth to the age of 26 years.

The report detailed the proposed planned projects which would be developed through engagement and consultation with stakeholders to ensure the funding directly focused on support for care experienced children and young people. Four test for change posts were included within the proposed planned projects and the details for each were set out.

Decision

The Education Executive:-

- (1) noted the additional funding received and the plan, set out in section 4 of the report, to undertake four tests of change, and**
- (2) agreed that the Director of Children's Services provides a progress report early in 2019.**

EE28. SQA Attainment in Falkirk Secondary Schools (2018)

The Education Executive considered a report by the Director of Children's Services providing information on the initial analysis of Scottish Qualifications Authority (SQA) attainment within Falkirk Council secondary schools in 2018.

The report, at this stage, provided information obtained solely from the Council's management information system (SEEMIS) and detailed only passes in National 3 and 4 courses and A-C passes of graded courses within the National Qualifications framework. Figures would be updated later in the session by the Scottish Government's Insight information system. This would be refreshed in February 2019 to include outcomes for school leavers', national and comparator authority figures.

Details of future changes to the way in which young people were assessed in National 5 Qualifications, particularly in relation to the removal of mandatory unit assessments, was provided.

Information on the actions and strategies which would be implemented to further improve attainment levels and performance, was also provided.

The Education Executive:-

- (1) noted the SQA attainment of Falkirk Council secondary schools;**
- (2) agreed that a future report would be presented to the Education Executive in the spring of 2019 to take account of updated and additional SQA and other attainment data.**

EE29. Summary of HMI Inspections

The Education Executive considered a report by the Director of Children's Services providing an overview of the performance of schools and early years provisions inspected by Her Majesty's Inspectorate (HMI) and Care Inspectorate between January 2017 and June 2018. The report set out the performance of Falkirk Council early learning and childcare establishments, including partner providers, and schools.

Four nursery establishments, 5 primary schools, 1 secondary school and 1 additional support for learning service were inspected by HMI, together with 12 nursery or early learning centres inspected by the Care Inspectorate.

Details of achievement against the quality indicators for these inspections, was provided as Appendix 1 to the report.

Decision

The Education Executive noted the evaluation of each educational establishment.

EE30. Summary of Care Inspectorate Inspections

The Education Executive considered a report by the Director of Children's Services providing an overview of the performance of the regulated services within Children & Families Social Work which were inspected by the Care Inspectorate between January 2017 and June 2018 and detailed changes to the inspection framework from 1 April 2018.

Details from the inspections undertaken by the Care Inspectorate on Falkirk's Children's Houses and Family Placement Services, were provided as Appendix 1 to the report. These services were inspected against the previous Care Standards; new standards had been introduced known as the Health and Social Care Standards.

The new inspection approach came into effect in April 2018 and was relevant across all health and social care provision. It would not only focus on regulated care settings, but would include social care, early learning and childcare, children's services, social work, health provision, and community justice.

Decision**The Education Executive:-**

- (1) noted the evaluation of each registered service, as detailed in Appendix 1, and**
- (2) agreed that an overview report on Care Inspectorate inspections was presented to the Education Executive on an annual basis.**

EE31. Falkirk Community Learning and Development (CLD) – Action Plan 2018-2021

The Education Executive considered a report by the Director of Children's Services seeking approval of Falkirk's CLD Action Plan 2018-21 and to its publication by 7 September 2018.

The report referred to the Community Learning and Development (CLD) (Scotland) Regulations 2013 which placed two obligations on the Council; to ensure that the need for CLD provision within the Council area was assessed, and a 3 year plan be published.

The draft CLD Action Plan 2018-21 set out what CLD provision the Council would make, how it would co-ordinate provision with other providers, what action the other providers would take during the period of the plan and what needs would be met.

The CLD Action Plan 2018-21 was provided as an appendix to the report.

Decision

The Education Executive agreed:-

- (1) the 3 year CLD Action Plan 2018-2021 (as per Appendix 1), and to its publication by 7 September 2018, and**
- (2) that an annual report detailing the progress and impact of Falkirk's CLD Action Plan 2018-2021 is brought to the Education Executive.**

Councillor Patrick left the meeting during consideration of the previous item.

EE32. Mothballing of Primary Schools

The Education Executive considered a report by the Director of Children's Services presenting proposed operational parameters for Children's Services to progress consultation on the mothballing of a primary school where the number of catchment area pupils on the school roll fell below an agreed level. The report also detailed proposed amendments to the current Admission Policy which would be required, if the recommendations were approved.

The report set out the Scottish Government's statutory guidance under the Schools (Consultation) (Scotland) Act 2010, which dealt with the issue of mothballing. The term mothballing, referred to a temporary decision to close a school where the catchment pupil roll fell very low.

Information on Children's Services proposed criteria and parameters to be used when considering mothballing primary schools, together with the proposed management actions to be taken if schools were identified for temporary closure, was presented.

The proposed changes to the admissions policy were provided as an appendix to the report.

Decision

The Education Executive agreed:-

- (1) the criteria and parameters for schools to be considered for mothballing, as outlined in section 4.1 of the report;**
- (2) the proposed changes to the Admissions Policy, as outlined in Appendix 1, and**

- (3) the proposed Children's Services management actions to be taken when schools are being considered for mothballing, as outlined in section 4.2 of the report.**

EE33. Early Learning and Childcare (ELC) – 2020 Expansion Plan Update

The Education Executive considered a report by the Director of Children's Services providing an update on infrastructure expansion plans for years 1 & 2; individual establishment infrastructure expansion plans on a ward by ward basis and details of other associated work streams.

The report provided progress information on the current plans for each educational establishment operating as part of year 1 and year 2. Work was also progressing on the recruitment and selection process of registered childminders within the phase 1 area, and further engagement with the Private and Voluntary Nurseries Partnership Group was ongoing.

Details of the infrastructure improvement work planned for each establishment on a ward by ward basis, was provided as Appendix 1 to the report.

Decision

The Education Executive:-

- (1) noted the progress on years 1 and 2 expansion plans;**
- (2) noted the ward by ward summary of the infrastructure expansion plans, as detailed in appendix 1 to the report, and**
- (3) agreed that the Director of Children's Services continues to provide the Education Executive with progress updates on the ELC expansion plans.**

EE34. Asset Surplus to Operational Requirements

The Education Executive considered a report by the Director of Children's Services seeking approval to proceed with the disposal of the property at 17 Cadzow Crescent, Bo'ness.

Information was provided on the previous use of the property.

Children's Services no longer had an operational need for the property and after consultation with other Council services, it had been confirmed that there was no other operational requirement for the asset.

Decision

The Education Executive agreed that the property at 17 Cadzow Crescent, Bo'ness was surplus to operational requirements.

FALKIRK COUNCIL

Minute of Meeting of the Planning Committee held in the Municipal Buildings, Falkirk on Wednesday 12 September 2018 at 9.30 a.m.

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

OFFICERS: Douglas Blyth, Team Leader
Ian Dryden, Development Manager
Arlene Fraser, Committee Services Officer
Iain Henderson, Legal Services Manager
Russell Steedman, Network Co-ordinator
Bernard Whittle, Development Management Co-ordinator

P64. Apologies

There were no apologies.

P65. Declarations of Interest

There were no declarations of interest at this point.

P66. Minutes

Decision

- (a) the minute of meeting of the Planning Committee held on 15 August 2018 was approved, and**
- (b) the minute of meeting of the Planning Committee On-Site held on 27 August 2018 was approved.**

P67. Redevelopment of Existing Farm Buildings to Form 6 Dwellinghouses and Erection of 4 Dwellinghouses at Burnhouse Farm, Denny FK6 6QY for Rustic ECO Properties Ltd - P/17/0437/FUL - Continuation

With reference to Minute of Meeting of the Planning Committee held on 15 August 2018 (Paragraph P58 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 redevelopment of existing farm buildings to form 6 dwellinghouses and erection of 4 dwellinghouses at Burnhouse Farm, Denny.

With reference to Standing Order 33, the convener referred to 3 deputation requests received from the applicant and 2 objectors to be heard in relation to this item.

Councillor Blackwood, seconded by Councillor Munro, moved that the deputation requests be refused.

As an amendment, Councillor Bouse, seconded by Councillor Hughes, moved that the deputation requests be granted.

Councillor McLuckie gave notice of a further amendment to continue the application to allow additional information recently received on access proposals to be considered by officers.

Following discussion on the terms of the further amendment, and with the consent of the convener and unanimous agreement of all members present, Councillors Blackwood, Munro, Bouse and Hughes, agreed to withdraw the motion and amendment.

Decision

The committee agreed to continue consideration of this item of business to allow additional information received on access proposals to be considered by officers.

P68. Erection of Dwellinghouse and Associated Works at the Wood Yard, Cauldcoats Holdings, Linlithgow EH49 7LX for Genius Loci Architectural Design - P/18/0175/FUL - Continuation

With reference to Minute of Meeting of the Planning Committee held on 15 August 2018 (Paragraph P59 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 erection of dwellinghouse and associated works at the wood yard, Cauldcoats Holdings, Linlithgow.

Decision

The committee, having exercised its planning judgement, granted planning permission on the basis that it was satisfied (1) that the development meets the terms of Policy CG03 “Housing in the Countryside” in that it is housing required for the pursuance of the management of a business for which a countryside location is essential, and (2) on matters of road safety and such grant be subject to conditions determined by the Director of Development Services including a condition relating to the reconfiguration of the access to the site from the junction with the A904 to be submitted to and approved in writing by this Planning Authority.

P69. Erection of 3 Dwellinghouses and Associated Access Road (Renewal of Planning Permission P/15/0320/FUL) at Roughmute Transport Depot, Larbert, FK5 3NP for Ian Craig Haulage Ltd – P/18/0358/FUL

The committee considered a report by the Director of Development Services on an application for planning permission for the erection of 3 dwellinghouses and associated access road (renewal of planning permission P/15/0320/ful) at Roughmute Transport Depot, Larbert.

Decision

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

- (1) The development hereby approved shall be implemented in accordance with the plan(s) itemised in the informative below and forming part of this permission unless a variation is required by a condition of the permission or a non-material variation has been agreed in writing by Falkirk Council as Planning Authority.**
- (2) (i) No development shall commence on site unless otherwise agreed with the planning authority until a contaminated land assessment has been submitted and approved. The assessment must determine the nature and extent of any contamination on the site, including contamination that may have originated from elsewhere. Any potential risks to human health, property, the water environment and designated ecological sites should be determined. The contaminated land assessment must be approved in writing by the Planning Authority.**
- (ii) Where contamination (as defined by Part IIA of the Environmental Protection Act 1990) is encountered, a detailed remediation strategy should be submitted to the Planning Authority demonstrating that the site will be made suitable for its intended use by removing any unacceptable**

risks, caused by the contamination. The scheme must be approved in writing by the Planning Authority.

- (iii) Prior to the commencement of development of the site, the remediation works must be carried out in accordance with the terms and conditions of the remediation scheme, and as agreed by the Planning Authority. No part of the development shall be occupied until a remediation completion report/validation certificate endorsed by the relevant parties have been submitted to and agreed in writing by the Planning Authority.**
- (iv) If unexpected contamination is found after development has begun, development of the affected part of the site must stop. The developer must notify the Planning Authority immediately and carry out a contaminated land assessment, and undertake any necessary remediation works, before development of the affected part of the site may continue.**
- (3) Development shall not begin until a scheme for protecting the dwellinghouses from noise from transport and commercial sources has been submitted to and approved in writing by the Planning Authority. The dwellinghouses shall not be brought into use until the measures in the approved noise prevention scheme operate to the satisfaction of the Planning Authority.**
- (4) For the avoidance of any doubt or ambiguity there shall be no pedestrian or vehicle access to the site from the adjacent haulage yard.**
- (5) Prior to the commencement of development, full details of lighting proposals for the access onto the A8004 shall be submitted to and approved in writing by this Planning Authority.**
- (6) Prior to the commencement of development, details of measures to prevent vehicles turning right onto the A8004 shall be submitted to and approved in writing by this Planning Authority.**
- (7) Prior to the commencement of development, a surface water drainage strategy shall be submitted to and approved in writing by this Planning Authority.**
- (8) Prior to the development being occupied, visibility splays measuring 2.4 x 60 metres shall be provided in both directions, from both accesses, onto the A8004. There shall be no obstruction to visibility greater than 260mm in height above carriageway level within the splay.**

- (9) Prior to the development being occupied, the access shall be formed in a manner to ensure that no loose material or surface water drainage is discharged onto the public road.**
- (10) Prior to the commencement of development, the details of the colour and specification of all proposed external finishing materials shall be submitted to and approved in writing by this Planning Authority. Thereafter, the development shall be carried out in accordance with the approved details.**
- (11) Prior to the commencement of development, the details of the height, location, colour and specification of all proposed fences, walls, gates and any other means of enclosure shall be submitted to and approved in writing by this Planning Authority. Thereafter, the development shall be carried out in accordance with the approved details.**

Reason(s):-

- 1. These drawings and details constitute the approved development.**
- 2. To ensure the ground is suitable for the proposed development.**
- 3. To protect occupants of the dwellinghouses from transportation noise.**
- 4. To avoid potential conflict between residential and commercial users.**
- 5-6. To safeguard the interests of the users of the highway.**
- 7. To ensure that adequate drainage is provided.**
- 8-9. To safeguard the interests of the users of the highway.**
- 10-11. To safeguard the visual amenity of the area.**

Informative(s):-

- 1. For the avoidance of doubt, the plan(s) to which this decision refer(s) bear our online reference number(s) 01. The decision also refers to plans 02A, 03A, 04A, 05, 06, 07 and 08 approved under P/15/0320/FUL.**
- 2. The applicant shall ensure that noisy work which is audible at the site boundary is only conducted between the following hours:**

Monday to Friday 08:00 - 18:00 hours

Saturday 08:00 - 17:00 hours

Sunday/Bank Holidays No noise audible at the site boundary

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

- 3. 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.

4. Scottish Water have advised that the development proposals impact on existing Scottish Water assets. Any conflict with assets identified may be subject to restrictions on proximity of construction. The applicant is advised to contact the Scottish Water Asset Impact Team at service.relocation@scottishwater.co.uk.

P70. Erection of Detached Dwellinghouse with Integral Garage (Plot 2) at Land to the South of The Stables, Braeface Road, Banknock for Mr & Mrs David Fleming – P/18/0397/FUL

The committee considered a report by the Director of Development Services on an application for planning permission for the erection of detached dwellinghouses with integral Garage (Plot 2) at land to the South of The Stables, Braeface, Banknock.

Decision

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

- (1) The development hereby approved shall be implemented in accordance with the plan(s) itemised in the informative below and forming part of this permission unless a variation is required by a condition of the permission or a non-material variation has been agreed in writing by Falkirk Council as Planning Authority.
- (2) The development shall not commence until the precise details of the colour and specification of all proposed external finishing materials and surface materials have been submitted to and approved in writing by this Planning Authority. The roof profile/form shall also be subject to further consideration for approval in writing by the Planning Authority. Thereafter the development shall be carried out in accordance with the approved details.
- (3) The development shall not commence until a scheme of soft landscape works has been submitted to and approved in writing by this Planning Authority. The details of the scheme shall include (as appropriate):-
 - (i) An indication of existing trees, shrubs and hedges to be removed, those to be retained and, in the case of damage, proposals for their restoration;

- (ii) The location of all new trees, shrubs, hedges and grassed areas;
 - (iii) A schedule of plants to comprise species, plant sizes and proposed numbers/density; and
 - (iv) A programme for subsequent maintenance.
- (4) Unless otherwise agreed, the proposed dwellinghouse shall not be occupied until the soft landscape works as indicated on the Landscape Plan approved under P/16/0660/MS C have been fully completed to the satisfaction of the Planning Authority.
- (5) The proposed dwellinghouse shall not be occupied until it has been confirmed that there is a visibility splay measuring 4.5 metres x 54 metres in a northerly direction at the junction of the Cloybank Estate access road and Braeface Road, within which there is no obstruction to visibility greater than 1 metre above carriageway level.
- (6) The proposed dwellinghouse shall not be occupied until it has been confirmed that there is a visibility splay measuring 4.5 metres x 48 metres in a southerly direction at the junction of the Cloybank Estate access road and Braeface Road, within which there is no obstruction to visibility greater than 1 metre above carriageway level.
- (7) The proposed dwellinghouse shall not be occupied until the first 15 metres of the Cloybank Estate access road has been widened to a position to the west of the access that will serve the 6 private dwellinghouses, in accordance with precise details to be agreed in writing by this Planning Authority.
- (8) The individual driveway shall be formed so that its gradient does not exceed 1 in 10.
- (9) The development hereby approved shall 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 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.

- (10) Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (Scotland) Amendment Order 2011 (or any Order revoking and re-enacting that Order), no development within Class 3E (Gates, Fences, Walls or any other Means of Enclosure) shall be undertaken without the express prior consent of this Planning Authority.

Reason(s):-

1. As these drawings and details constitute the approved development.
- 2-4. To safeguard the visual amenity of the area.
- 5-7. In the interests of road safety.
8. To ensure the construction is fit for purpose.
9. To ensure the development achieves the required CO2 emission reduction as a result of development.
10. To safeguard the visual amenity of the area.

Informative(s):-

1. For the avoidance of doubt, the plan(s) to which this decision refer(s) bear our online reference number(s) 01,02A and 03.
2. In accordance with section 58(1) of the Town and Country Planning (Scotland) Act 1997 (as amended), this permission lapses on the expiration of a period of 3 years beginning with the date on which this permission is granted unless the development to which this permission relates is begun before that expiration.
3. The 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 the boundary

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

4. In the event that unexpected contamination is encountered following the commencement of development, the applicant is advised to notify the Planning Authority immediately, carry out a contaminated land assessment, undertake any necessary remediation works and only commence the development with the prior written approval of the Planning Authority.

5. **Care should be taken to minimise air emissions / suppress dust created during construction. The Institute of Air Quality Management (IAQM) provides dust management guidance for the construction phase.**

P71. Declaration of Interest

Councillor Coombes declared a non-financial interest in agenda items 8 & 9 (ref P72 & P73) as she had, subsequent to the committee's initial consideration of application P/17/0733/CPE and its decision to canvass information, attended a public meeting of neighbouring residents. While she did not consider that she had prejudged the matter or demonstrated bias, the Code of Conduct for Councillors states that if a member proposes to take part in the decision making process, they must not give grounds to doubt their impartiality and there should not be occasion for suspicion of bias or prejudgement. Having regard to the objective test in the Code of Conduct, Councillor Coombes stated that she would recuse herself from consideration of the items.

Councillor Coombes, as a local member, requested that she be allowed to speak in terms of Standing Order 38.1(x), having given prior notice of her intent. With the consent of the Convener, Councillor Coombes was heard in relation to items P72 & P73 and thereafter, left the meeting.

P72. Use of Land and Premises as Materials and Soil Treatment Facility (Class 5 General Industrial) at Carron Works, Stenhouse Road, Carron, Falkirk, FK2 8UW for ATG Group – P/17/0733/CPE

The committee considered a report by the Director of Development Services on an application for planning permission for the use of land and premises as materials and soil treatment facility (class 5 general industrial) at Carron Works, Stenhouse Road, Carron.

The committee adjourned at 10.20 a.m. and reconvened at 10.25 a.m. with all members present as per the sederunt, with the exception of Councillor Coombes.

Councillor Bouse, seconded by Councillor Hughes moved that committee refuse the application for the following reasons:-

It is considered that there is insufficient information on lawfulness to satisfy the planning authority.

The authority has not received evidence that is sufficiently precise and unambiguous to justify the grant of a certificate on the balance of probabilities.

The site has been subject to significant periods of inactivity particularly between 2012 and 2015 and then 2016 to date. There is a lack of evidence to demonstrate any activity that took place in 2015/16.

The application covers a building on the site and external areas. Information received by the authority indicates that there has been no activity on the external area since around 2012 and it is understood this was a requirement by SEPA in terms of an amendment to their licence. It is understood that there may be soil in the building but there has been no dealing with this since 2016. The building would appear to be in poor state of repair. A section of the roof would appear to have collapsed. This constitutes evidence of abandonment of use.

It is acknowledged that waste management licences have been in place for the site but the condition of the site and lack of activity for very prolonged periods is considered to amount to abandonment of use of the site.

As an amendment, Councillor Munro, seconded by Councillor Kerr, moved that committee continue consideration of the item to allow a combined inspection of the site and hearing session by committee.

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 (9) – Provost Buchanan, Councillors Alexander, Bissett, Blackwood, Bouse, Hughes, McCue, McLuckie and Murtagh.

For the Amendment (2) – Councillors Kerr and Munro.

Decision

The committee agreed the Motion.

P73. Use of Land and Premises as Materials and Soil Treatment Facility (Class 5 General Industrial) at Carron Works, Stenhouse Road, Carron, Falkirk, FK2 8UW for ATG Group – P/18/0351/CPE

The committee considered a report by the Director of Development Services on an application for planning permission for the use of land and premises at materials and soil treatment facility (class 5 general industrial) at Carron Works, Stenhouse Road, Carron, Falkirk.

Decision

The committee refused the application for the following reasons:-

It is considered that there is insufficient information on lawfulness to satisfy the planning authority.

The authority has not received evidence that is sufficiently precise and unambiguous to justify the grant of a certificate on the balance of probabilities.

The site has been subject to significant periods of inactivity particularly between 2012 and 2015 and then 2016 to date. There is a lack of evidence to demonstrate any activity that took place in 2015/16.

The application covers a building on the site and external areas. Information received by the authority indicates that there has been no activity on the external area since around 2012 and it is understood this was a requirement by SEPA in terms of an amendment to their licence. It is understood that there may be soil in the building but there has been no dealing with this since 2016. The building would appear to be in poor state of repair. A section of the roof would appear to have collapsed. This constitutes evidence of abandonment of use.

It is acknowledged that waste management licences have been in place for the site but the condition of the site and lack of activity for very prolonged periods is considered to amount to abandonment of use of the site.

FALKIRK COUNCIL

Minute of meeting of the Scrutiny Committee held in the Municipal Buildings, Falkirk on Thursday 13 September 2018 at 9.30 am.

Councillors: David Balfour
Lorna Binnie
Jim Blackwood
Jim Flynn
Lynn Munro (convener)
Pat Reid

Officers: Fiona Campbell, Head of Policy, Technology and Improvement
Douglas Duff, Head of Planning and Economic Development
Maureen Lockey, Customer First Adviser
David MacKay, Head of Education
Brian Pirie, Democratic Services Manager
Stuart Ritchie, Director of Corporate and Housing Services
Allan Stewart, Improvement Manager

S16. Apologies

Apologies were intimated on behalf of Councillors Black and Coleman.

S17. Declarations of Interest

No declarations were made.

S18. Minutes**Decision**

- (a) The minute of the meeting of the Scrutiny Committee held on 7 June 2018 was approved; and**
- (b) The minute of the meeting of the Performance Panel held on 9 August 2018 was noted.**

S19. Rolling Action Log

A rolling action log detailing the status of actions from the meeting held on 7 June 2018 which had yet to be completed was presented for consideration.

Decision

The committee noted the Rolling Action Log.

S20. Complaints Annual Report

The committee considered a report by the Director of Corporate and Housing Services presenting the Council's Complaints Annual Report for 2017/18.

The Complaints Annual Report set out the Council's performance against 8 indicators set by the Scottish Public Services Ombudsman in 2016/17. They are:-

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

Over the period the Council had received 2832 complaints compared to 2462 in the previous year. Of these, over 90% had been closed at stage 1 of the Complaints Handling Process.

In regard to performance against timescale, 89% of stage 1 complaints had been closed within the 5 day deadline and 69% of stage 2 complaints had been closed within the 20 day deadline (compared to 79% in 2016/17).

In 2017/18 the areas of service which had received the most complaints had been:-

	Totals
Household waste collection	602
Housing repairs	388
Staff conduct	290
Council tax account enquiries	111
Household garden waste	102
Other	71
Road gritting	58
Bulky household waste collections	51
Care at home	50
Road maintenance	47

The committee welcomed the report and sought clarification if the complaints referred to had included those from elected members. The Customer First Adviser explained the process for recording complaints and confirmed that the report referred to complaints from the public. The Head of Policy,

Technology and Improvement added that it included complaints recorded by members on behalf of the public and highlighted that the Council's complaints management system, CRM, brought consistency to the process. In response to a question, the Head of Policy, Technology and Improvement stated that an increase in the number of complaints received should be viewed as a positive. This indicated that the complaints procedure was transparent and by logging all complaints the Council could not only deal with issues but also learn from them.

The committee discussed the re-launched Contact Centre and remarked that customer service had improved noticeably since the new telephony system was introduced. The Head of Policy, Technology and Improvement agreed that the new system allowed much improved response to and management of calls to the Council. Importantly the new system allowed Contact Centre staff to prioritise complaints. This had been introduced as part of a Council of the Future project which would see all telephony systems replaced.

Members then discussed the Complaints Handling Process and asked whether a complaint was closed when the issue was dealt with or whether it was closed when action was promised, citing examples where it appeared to be the latter which had led to follow up contacts from members to find out when action had been taken. The Customer First Adviser explained that the Contact Centre manages complaints and allocates them to the appropriate service who then deal with them. Services are expected to be proactive and to deal with complaints within the SPSO timescales. The Head of Policy, Technology and Improvement confirmed that a complaint is closed when the issue is resolved. When the time for resolution is longer than the timescales set, she concurred that it was good practice to keep the complainant informed.

The committee discussed front line resolution and sought clarity on whether dissatisfaction at the end of a stage could lead to a follow up complaint. The Customer First Adviser explained that in such cases these would be dealt with by the stage 2 process. Managers were expected to monitor complaints information to analyse trends and to take action, if for example stage 2 complaints had arisen through lack of appropriate action at stage 1.

In response to a question in regard to the Local Authority Complaints Handlers Network, the Head of Policy, Technology and Improvement stated that this was for practitioners and provided an opportunity to share best practice and to discuss national issues.

The committee discussed complaints about staff conduct. Although 290 complaints appeared high, a number had been vexatious but nonetheless managers were expected to review each and for action to be taken when appropriate. The Head of Policy, Technology and Improvement explained that in addition to vexatious complaints, complaints about staff could be an expression of dissatisfaction about the response provided rather than about the employee's conduct. She confirmed, in response to a question, that training and guidance on customer service was available for staff.

The ethos of both the SPSO and Council was to make it easier for the public to complain. Complaints provided an opportunity to resolve issues quickly and to renew service provisions. In regard to the number of complaints received, the Council was not necessarily looking to see a decrease in number but was looking to see an improvement in resolution and in service. Digital technology made it easier and quicker to complain and it also, in the case of the Contact Centre technology, allowed complaints to be prioritised and better directed. Again members praised the new system and paid recognition of the work of the Contact Centre staff. The Head of Policy, Technology and Improvement agreed that the quality of the service provided by Customer First staff was key – without their knowledge and expertise the system would not function.

Members suggested that issues with the length of time taken to answer calls to the Council remained unsatisfactory. The Head of Policy, Technology and Improvement responded that the new system, which had replaced 20 year old Featurenet technology, allowed calls to be answered quickly and while there may have been initial delays when the system was replaced, she was not aware of delays; in fact the time taken to answer calls was much improved. She undertook to provide information to the committee which would show the average time to answer a call. The Customer First Adviser also undertook to find out whether the Contact centre staff undertook follow up customer satisfaction call-backs.

Decision

The committee noted the Council's performance between April 2017 and March 2018.

S21. Performance Management and Best Value – Information and Workshop Session for Members

The committee heard a presentation from the Director of Corporate and Housing Services which set out the Council's approach to Best Value. The presentation set out:-

- the objectives of best value
- the causes evaluated by the Accounts Commission when auditing Local Authorities
- the key messages of the best value follow-up inspection by Audit Scotland 2018
- the Council's response to the follow-up inspection key findings in regard to Corporate/Service Plans, Council of the Future, Financial planning and Scrutiny agreements

Allan Stewart, Improvement Manager then explained the Council's approach to performance management, highlighting:-

- the principles of strategic planning and management
- the Council's strategic planning management system performance
- the benefits/effective management
- the performance management framework
- the proven for preparing the performance management plan
- the steps of carrying out the plan
- the repeating mechanisms

The committee then considered Services' key performance indicators. The Head of Education, the Director of Corporate and Housing Services and the Head of Planning and Economic Development explained their respective services' key indicators and rationale for identifying these particular indicators as "important indicators".

The Head of Policy, Technology and Improvement discussed the process by which performance was scrutinised by Council. In particular she questioned whether the current arrangement by which performance was considered by a performance panel was fit for purpose and sought members' views on whether performance could be better dealt with by the Scrutiny Committee. There was general agreement amongst members that performance could be better scrutinised by the Scrutiny Committee, rather than by the panel.

FALKIRK COUNCIL

Minute of meeting of the Appeals Committee held in the Municipal Buildings, Falkirk on Friday 14 September 2018 at 9.30 a.m.

Councillors:

David Alexander
Gary Bouse (Convener)
James Kerr
John McLuckie
Lynn Munro
Pat Reid
Robert Spears

Officers:

Jack Frawley, Committee Services Officer
Kathleen Docherty, Senior Human Resources Adviser
Rose Mary Hoey, Interim Legal Services Manager

A1. Apologies

An apology was intimated on behalf of Councillor Collie.

A2. Declarations of Interest

There were no declarations at this point.

A3. Minutes

Decision

The minutes of meeting of the appeals committee held on 31 October 2017 and 22 February 2018 were approved.

A4. Exclusion of Public

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

A5. Appeal Against Final Written Warning

The Committee considered papers relating to an Appeal against dismissal which included (a) Note of Procedure; (b) Submission from the Head of Social Work Adult Services dated 3 September 2018, and (c) Copies of core documents relating to the Appeal.

The Interim Legal Services Manager and the Senior Human Resources Adviser were in attendance as legal adviser and personnel adviser to the Committee respectively.

The Appellant, Ms B, was present and was accompanied by Mr G Irvine, Unite.

The Head of Social Work Adult Services and Human Resources Team Leader (Operations) (A Reid) were present as representatives of the Council.

As a preliminary matter, the Appellant's representative made a request that a time sheet be received as part of his submission. The Head of Social Work Adult Services intimated that there was no objection to the request. After consideration, the Committee agreed to this request.

The Appellant's representative presented the case. He began his submission by referring to a number of witness statements lodged as Core Documents.

At this point, Councillor McLuckie declared a non-financial interest as a family member had been interviewed as part of the investigation. He stated that he considered that this required him to recuse himself from consideration of the matter. Councillor McLuckie accordingly left the meeting.

The Appellant's representative then continued with his presentation of the case.

The Head of Social Work Adult Services indicated that he had no questions for the Appellant or her representative.

Members of the Committee then asked questions of the Appellant.

The Head of Social Work Adult Services then presented the case on behalf of the Council and led evidence from a witness Ms B.

The Appellant's representative then asked questions of the Head of Social Work Adult Services and Ms B.

Members of the Committee then asked questions of the Head of Social Work Adult Services and Ms B, after which the witness left the meeting.

The Head of Social Work Adult Services summarised the case on behalf of the Council.

The Appellant's representative summarised the Appellant's case.

The parties to the appeal withdrew.

The Committee, having given careful consideration to all of the submissions made, **AGREED** that the decision taken by management to discipline Ms B was justified in all the circumstances and that the decision to issue her with a final written warning together with the additional sanction of disciplinary redeployment was reasonable in all the circumstances. Accordingly the appeal was **REFUSED**.

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

Draft**FALKIRK COUNCIL**

Minute of Joint Meeting of the Pensions Committee/Board held in the Municipal Buildings, Falkirk on Thursday 20 September 2018 at 11.00 a.m.

Present:

Committee:-

Councillors Falkirk Council:-

Jim Blackwood

Provost William Buchanan

Adanna McCue (Convener)

John Patrick

Pat Reid

Councillor Donald Balsillie, Clackmannanshire Council

Ian McLean, Pensioner Representative

Board:-

Susan Crook, Unison

Simon Hunt, Scottish Autism

Tommy Murphy, GMB

Jennifer Welsh, SEPA

Attending:

Justyna Korszen-Bennett, Senior Accountant

Alastair McGirr, Pensions Manager

Brian Pirie, Democratic Services Manager

Bryan Smail, Chief Finance Officer

Also in**Attendance:**

Rob Jones, Ernst and Young (External Audit)

Bruce Miller, Chief Investment Officer, Lothian Pension Fund

PE20. Apologies

Apologies were intimated on behalf of Councillor Niall Coleman; Andy Douglas, Unison; Sandy Harrower, UCATT; Gordon Irvine, Unite; and Ed Morrison, SCRA.

PE21. Declarations of Interest

There were no declarations.

PE22. Minute**Decision**

The minute of the joint meeting of the Pensions Committee and Board held on 23 August 2018 was approved.

PE23. Annual Audit Report 2017/18

The Committee and Board considered a report by the Director of Corporate and Housing Services on the Fund's Annual Audit Report 2017/18.

The Audit had been undertaken by the funds external Auditors, Ernst & Young. The Annual Audit Report, which was appended, set out the main findings from the 2017/18 audit together with matters arising. Three significant matters arising had been identified by the auditors, these were:-

- timeliness and quality
- employer year end data returns
- governance matters – business continuity plan

The management response to these were set out in the Audit Report. The Audit Report concluded that the Auditors had issued an unqualified audit opinion on the Pension fund financial statements. As part of the process, management confirmed that it would, on behalf of the fund, be issuing a letter of representation to the Auditors.

Following a discussion on the protocol for preparing and issuing the letter of representation, the Chief Finance Officer stated that in future years the letter would be made available to the Committee and Board for noting.

Decision

The Committee and Board noted:-

- (1) the Annual Audit Report for 2017/18; and**
- (2) noted the management actions proposed at page 21 of the audit report in response to the recommendations made in the report.**

The Committee and Board agreed the response to the Ernst and Young letter of 4 June 2018 addressed to the Pensions Committee.

PE24. Audited Pension Fund Annual Report and Accounts 2017/18

The Committee and Board considered a report by the Director of Corporate and Housing Services presenting Falkirk Pension Fund's Audited Annual Report and Accounts for 2017/18 and attaching as an appendix for inspection, a copy of the Fund's Audited Annual Report and Accounts for 2017/18.

Decision

The Committee and Board noted the Audited Pension Fund Annual Report and Accounts 2017/18.

The Committee approved the Audited Pension Fund Annual Report and Accounts 2017/18 and their publication on the Fund website following completion of the external audit.

PE25. General Governance Matters

The Committee and Board considered a report by the Director of Corporate and Housing Services which provided an update on miscellaneous matters associated with the business of the Falkirk Council Pension Fund.

In particular the report set out summaries in relation to:-

- a change in the risk rating relating to IT systems
- the annual benefit statement for members
- investment in Bank Hapoalim

Decision

The Committee and Board noted the contents of the report.

PE26. Market Review and Fund Manager Performance

The Committee and Board considered a report by the Director of Corporate and Housing Services which provided an update on recent investment market developments; the Fund's strategic allocation and performance, and monitoring activity of the Fund's investment mandates during the most recent quarter.

Decision

The Committee and Board noted:-

- (1) recent investment market developments;**
- (2) the Fund's strategic allocation;**
- (3) the Fund's performance for the period ending 30 June 2018, and**
- (4) the investment monitoring activity of the Joint Investment Strategy Panel.**

PE27. 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.

PE28. Commentary on Fund Manager Performance

The Committee and Board considered a report by the Director of Corporate and Housing Services which provided further details on individual manager mandates, including current developments and issues identified through the wider monitoring process to the period 30 June 2018.

Decision

The Committee and Board noted the contents of the report.

PE29. Joint Investment Strategy Panel Update

The Committee and Board considered a report by the Director of Corporate and Housing Services summarises key points arising from the meeting of the Joint Investment Strategy Panel held on 11 September 2018.

The report summarised discussion in regard to:-

- an audit of the cost of Foreign Exchange Transactions
- currency hedging
- infrastructure assets
- a review of all fund mandates

Decision

The Committee and Board noted the contents of the report.

Draft

Minute of meeting of the Common Good Fund Committee (Falkirk) held in the Municipal Buildings, Falkirk on Friday 21 September 2018 at 11.15 am.

Councillors:

David Alexander
Lorna Binnie
Robert Bissett
Provost William Buchanan (Convener)
Dennis Goldie
Cecil Meiklejohn
John Patrick
Pat Reid
Depute Provost Ann Ritchie

Officers:

Danny Cairney, Senior Service Manager, Corporate Finance
Hazel Jones, Senior Accountant
Brian Pirie, Democratic Services Manager

CGF1. Apologies

No apologies were intimated.

CGF2. Declarations of Interest

Councillor Reid, as the Treasurer, and Provost Buchanan and Councillor Patrick as members of Friends of Falkirk War Memorial each declared a financial interest in item CGF 7 and took no part in the discussion or decision making on the item.

Councillor Binnie, as Chair of Falkirk Trades Union Council, declared a financial interest in item CGF 8 and took no part in the discussion or decision making on the item.

CGF3. Order of Business

The Convener altered the order of business from that shown on the agenda. The following items have been recorded in the order they were considered at the meeting.

CGF4. Minute**Decision**

The Minute of the meeting held on 23 February 2017 was approved.

CGF5. Application for Financial Assistance, Communities Along the Carron Association (CATCA)

The Committee considered a report by the Director of Corporate and Housing Services detailing a request for funding from Communities Along the Carron Association (CATCA) towards the purchase of a trishaw which would be used by the people of Falkirk.

The request was for £8,000 to purchase one of two trishaws. Funding was in place to purchase the second bike.

The senior service manager advised that the balance of Falkirk Common Good Fund was £769,421 at 31 March 2018. Rents and interest in 2018/19 would generate approximately £27k which would give a projected balance of £796,421 at year end.

After discussion on whether the project fell within the scope of Falkirk Common Good Fund, members concluded that the application provided insufficient information to allow them to make a decision.

Decision

The Committee agreed to continue consideration of this item to allow Communities Along the Carron Association to provide further information on how the trishaw would be utilised, in particular on how it would benefit the people of Falkirk.

CGF6. Application for Financial Assistance, Forth Valley Broadcasting Service – Royal Radio

The Committee considered a report by the Director of Corporate and Housing Services detailing a request for funding from Forth Valley Broadcasting Service toward the cost of providing additional production facilities for the hospital radio service at Forth Valley Royal Hospital.

The cost of the project was £11,316 and funding was sought from the Common Good Fund of £5,000.

Decision

The Committee agreed not to award £5,000 from the Common Good Fund to the Forth Valley Broadcasting Service.

In accordance with earlier declarations, Provost Buchanan and Councillors Patrick and Reid withdrew from the meeting. Depute Provost Ritchie took the chair.

CGF7. Application for Financial Assistance, Friends of Falkirk War Memorial

The Committee considered a report by the Director of Corporate and Housing Services detailing a request for funding from the Friends of Falkirk War Memorial.

The application was for £55,476 for a project to extend the site of the War Memorial in Dollar Park to improve public access. In addition two pillars would be erected to display the names of the war dead from the former burgh. The total cost of the project was £163,977. Funding from other sources for the balance, had been made. The applicant had advised that, should there be a shortfall a further application would be made to the Common Good Fund. In addition any refund of VAT (approx £9,500) would be returned to the Fund after completion of the project.

Members indicated support for the project, but were mindful of the impact of the amount requested and the potential for a further application to be made should there be a funding shortfall. Consequently members discussed the potential of adding caveats to any award.

Decision

The Committee agreed, on condition that full funding is in place prior to the work commencing, to award £55,476 from the Common Good Fund to the Friends of Falkirk War Memorial.

Provost Buchanan and Councillors Patrick and Reid re-joined the meeting. Provost Buchanan resumed the Chair.

In accordance with her earlier declaration, Councillor Binnie left the meeting.

CGF8. Application for Financial Assistance, Falkirk Trades Union Council

The Committee considered a report by the Director of Corporate and Housing Services detailing a request for funding from Falkirk Trades Union Council.

The funding was for the erection of an International Workers Memorial. The cost of the project was £16,500 with £15,500 sought from the Common Good Fund.

Decision

The Committee agreed to award £15,500 to the Falkirk Trades Union Council for the erection of an International Workers Memorial.

Councillor Binnie re-joined the meeting.

CGF9. Application for Financial Assistance, Falkirk Council

The Committee considered a report by the Director of Corporate and Housing Services detailing a request for ongoing funding by Falkirk Council.

The application was for ongoing funding of £6,410 per annum to support Falkirk Local History Society to operate the Steeple as a local heritage space and attraction. The Steeple was leased to Falkirk Community Trust, however the Steeple would be sub-leased to the Falkirk Local History Society to operate the Steeple as an attraction. Although the application was for recurring funding of £6,410 the requirement for funding would be reviewed annually and it was anticipated by the Council's Project Manager that the Steeple would, in time be self-financing. The Committee considered awarding funding for a specific period in light of the management review process. Should the funding not be made available there was a significant risk that the project, which was supported by Falkirk Council, would not go ahead.

Decision

The Committee agreed to provide £6,410 in 2018/2019 and 2019/20, and noted that subsequent applications may be made subject to future management review.

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.

Minute of meeting of the Civic Licensing Committee held in the Municipal Buildings, Falkirk on Wednesday 26 September 2018 at 9.30 a.m.

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

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

Also Attending: Craig Beatt, Private Sector Officer (Observing)
Angela Kerr, Senior Private Sector Officer (Observing)
Wendy Laird, Private Sector Officer (Observing)

CL44. Apologies

Apologies were intimated on behalf of Provost William Buchanan.

CL45. Declarations of Interest

None.

CL46. Minute

Decision

The minute of the meeting of the Civic Licensing Committee held on 22 August 2018 was approved.

CL47. List of Applications Granted Under Delegated Powers in August 2018, Notifications of Public Processions Pending, Breakdown of Taxi and Private Hire Licences in Operation

The committee considered a report by the Chief Governance Officer detailing the applications granted under delegated powers during August 2018 in terms of the Civic Government (Scotland) Act 1982.

Decision

The committee noted the report.

CL48. Knowledge Test Failures

The committee considered a report by the Chief Governance Officer providing details of four applications for new taxi driver licences, the knowledge test opportunities, and the options available to members.

The applicants were not in attendance and had submitted no additional information in support of their applications.

Decision

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

CL49. 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.

CL50. Application for the Renewal of a Taxi Driver Licence

The applicant, Mr C, 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.

Mr C spoke in support of the application.

Questions were then asked by members of the committee.

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

Decision

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

CL51. Application for the Renewal of Late Hours Catering Licence Number 48

The Licensing Co-ordinator advised that the Director of the applicant company had submitted a letter stating that he was unable to attend the meeting due to an urgent matter. The committee agreed to determine the application in his absence.

The committee considered a report by the Chief Governance Officer on an application received for the renewal of a late hours catering licence number 48.

Decision

The committee agreed to renew the Late Hours Catering licence, subject to the standard conditions for a period of three years.

CL52. Revocation/Suspension Hearing in Relation to a Taxi Driver Licence

The licenceholder, Mr C, and his employer Mr B, entered the meeting.

The committee considered a report by the Chief Governance Officer providing information relating to a taxi driver and his medical condition and to his subsequent failure to reach the standard of medical fitness adopted by Falkirk Council for holders of taxi driver licences.

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

The committee agreed to a short adjournment at 10.25 a.m. and reconvened at 10.40 a.m. with all members present as per the sederunt.

Decision

The committee agreed:-

- (1) to suspend the taxi driver licence for the unexpired portion of the duration of the licence in terms of the Civic Government (Scotland) Act 1982, Schedule 1 paragraph 11(2)(c) on the ground of public safety;**

- (2) to suspend the taxi driver licence for the unexpired portion of the duration of the licence in terms of the Civic Government (Scotland) Act 1982, Section 13(4) on the ground that the applicant has failed to satisfy the Authority that he is physically fit to be the holder of such a licence, and**
- (3) if the applicant can later satisfy the Authority that he has attained the DVLA Group 2 Standards of fitness, the decision to recall the suspension order will be delegated to officers.**

FALKIRK COUNCIL

Minute of the meeting of the Audit Committee held in the Municipal Buildings, Falkirk on Thursday 27 September 2018 at 2.30 p.m.

Members:

Councillor Niall Coleman
Councillor Joan Coombes
Councillor Nigel Harris
Councillor Cecil Meiklejohn
Councillor Pat Reid

Officers:

Danny Cairney, Senior Service Manager Corporate Finance
Rhona Geisler, Director of Development Services
Kenneth Lawrie, Chief Executive
Kenny McNeill, Children's Services Resources Manager
Gordon O'Connor, Audit Manager
Brian Pirie, Democratic Services Manager
Stuart Ritchie, Director of Corporate & Housing Services
Bryan Smail, Chief Finance Officer

Also Attending:

Steven Reid, Ernst & Young

A16. Apologies

No apologies were intimated. In the absence of a Convener, Councillor Coombes took the chair.

A17. Order of Business

The chair varied the order of business from that shown on the agenda. The following items are recorded in the order in which they were taken at the meeting.

A18. Declarations of Interest

No declarations were made.

A19. Minute

Decision

The minute of the meeting of the Audit Committee held on 18 June 2018 was approved.

A20. 2017/18 Annual Audit Report to Members and the Controller of Audit

The Committee considered a report by the Director of Corporate and Housing Services presenting the 2017/18 Annual Audit Report by the Council's External Auditors, Ernst & Young LLP, together with proposed Audit opinion and letter of representation by Ernst & Young LLP.

The Chief Finance Officer provided background to the Auditor's Report highlighting the key messages. Steven Reid, then gave a detailed summary of the Report. He confirmed that he intended to issue an unqualified audit opinion in regard to the Council's accounts.

Both the Chief Finance Officer and Mr Reid set out the key messages contained in the Auditor's Report. These focussed on:-

- financial management
- financial sustainability
- governance and transparency
- value for money

The Audit Report set out the Auditor's assessment of the Council's arrangements identifying the degree of risk potentially facing the Council in regard to each (described by red, amber or green colour coding). An action plan, showing the potential risk together with management response was set out in an appendix to the Audit Report.

The Committee sought more detail on those areas considered high risk – financial sustainability and value for money, - in particular in regard to the projected £60m budget gap over the next 5 years and Council's response to closing the gap.

The Director of Corporate & Housing Services concurred that the financial situation warranted the Auditors' high risk rating. There was an intrinsic link between the Council of the Future transformational project and financial sustainability. He acknowledged the need to increase the pace of implementing the various strands of the project and driving transformation and that the size of the challenge facing the Council was understood by the Corporate Management Team.

In response to a question, the Director confirmed that other local authorities faced significant challenges. In the case of Falkirk Council, however the Auditors had identified the pace of implementing and achieving savings as an issue. Previously Council had been able to identify 'easy to access' savings to balance its budget. These were less easily identified now and consequently there was a need to transform services in order to achieve the savings required to close the budget gap.

The Chief Finance Officer stated that the Executive had approved the Medium Term Financial Plan on 25 September 2018. Financial sustainability was an inherent risk for all Councils but the Plan would reduce the risk.

Members responded that as long as the Scottish Government set a one year budget, it was difficult to effectively plan for the medium term. There was a risk in cutting too deep, too quick and in doing so, there could be consequential impacts – for example by reducing capital spend there would be an increased cost in building repairs and maintenance in future years.

In response to comments on the use of reserves to plug budget gaps, the Chief Finance Officer repeated that this was inadvisable, and there was a need to tackle the underlying debts. Reserves could be used to buy time so that sustainable options could be implemented (with reserves topped up in time), however simply plugging gaps with reserves was unsustainable.

The Chief Executive stated that there was a fundamental difference between ‘cutting’ and ‘transforming’. He cited an example where financial intervention had led to service improvement and which had also taken costs out the system. The Council needed to be entrepreneurial, to work with communities and invest in digitisation – the aim was to take costs out without damaging services.

Decision

The Committee noted the:-

- (1) Annual Audit Report for 2017/18, and**
- (2) action plan appended to the Annual Audit Report.**

A21. Annual Accounts 2017/18

The Committee considered a report by the Director of Corporate and Housing Services presenting the audited accounts for 2017/18.

The draft accounts had been submitted to the Controller of Audit by 30 June and had been considered by the Committee on 13 August 2017 (ref AC8).

The accounts had now been audited by Ernst and Young and were presented for approval. The audit certificate was free from qualification.

Following a question in regard to Falkirk Community Stadium Ltd (FCSL), the Chief Finance Officer confirmed that a report on FCSL would be submitted to the Executive in due course.

Decision

The Committee approved the audited annual accounts for 2017/18.

A22. Temperance Trust Annual Accounts 2017/18

The Committee considered a report by the Director of Corporate and Housing Services presenting Falkirk Temperance Trust's audited annual Trust's accounts 2017/18 for consideration ahead of their submission to the Trustees.

Following a question on the various Trusts which had been established in the area over the years, the Chief Finance Officer explained that the Temperance Trust was unique given the status of its Trustees.

Decision

The Committee agreed to recommend approval of the audited annual accounts of the Temperance Trust to its Trustees.

A23. Internal Audit Progress Report

The Committee considered a report by the Internal Audit Risk and Corporate Fraud Manager setting out progress in completing the 2018/19 Internal Audit Plan.

The Plan had originally set out 23 assignments. An additional assignment had since been included, and completed. This was in regard to Revenues and Benefits Data Handling and Bulk Mailing. A review of the Council of the Future Board's scrutiny of programme and project would also be undertaken towards the end of 2018/19. To date 6 assignments had been completed with a further 8 in progress.

At the meeting in June 2018 (ref AC13), the Internal Audit Manager had undertaken to review the set of key performance indicators by which Internal Audit performance was measured. They were:-

- Complete 85% of agreed audits.
- Have 90% of recommendations accepted.
- Spend 75% of time on direct audit work.
- Issue 75% of draft reports within 3 weeks of completion of fieldwork.
- Complete (to issue of final report) 75% of main audits within budget.

Following review a revised set were now proposed:-

- Complete 85% of agreed assignments;
- Issue 85% of draft reports within 3 weeks of completion of fieldwork;
- Have 95% of recommendations accepted by management; and
- Demonstrate via annual self assessment that the section operates in compliance with PSIAS.

In response to a question in regard to the audit of building security and the limited assurance awarded, the Internal Audit Manager confirmed that the Corporate Risk Management Group would oversee improvement actions to address the findings. In addition revised guidelines would be prepared and issued.

At the meeting in June 2018 (ref AC12) the External Auditor had confirmed that he considered the grading of Audit recommendations to be good practice and that this had been commended to the Council's Internal Audit function.

Following a question from the Committee, the Internal Audit Manager confirmed that he had agreed with the Auditors' recommendation and having taken the opportunity to review and benchmark, would provide an update on recommendations for grading audit findings in the next Internal Audit progress report.

Decision

The Committee:-

- (1) noted progress being made with completing the 2018/19 Internal Audit Plan, and**
- (2) agreed the revised set of Key Performance Indicators set out in the report.**

Councillor Reid left the meeting during consideration of the previous item of business.

A24. Corporate Risk Management Update

The Committee considered a report by the Director of Corporate and Housing Services on progress made in embedding Corporate Risk Management (CRM) arrangements.

The Executive had approved a revised Corporate Risk Management Policy and Framework on 15 May 2018 (EX13). The report set out progress in embedding CRM arrangements.

Following questions in regard to risks relating to Criminal and Community Justice arrangements, the Children's Services Resources Manager, explained that a key vacant post had been filled in June and consequently he expected that progress in addressing issues in these areas would pick up.

Members asked whether there was a risk in the post of Audit Committee Convener not being filled. The Democratic Services Manager explained that the recruitment process was ongoing and that it was intended that the position be filled at the earliest opportunity.

Decision

The Committee noted:-

- (1) the Corporate Risk Management Update;**
- (2) the updated Corporate Risk Register (CRR), and**
- (3) that a Members' Risk Workshop/Training will be arranged.**

Draft**FALKIRK COUNCIL**

Minute of meeting of the Scrutiny Committee (External) held in the Municipal Buildings, Falkirk on Thursday 4 October 2018 at 9.30 a.m.

Councillors:

David Aitchison
David Balfour
Jim Blackwood
David Grant
Depute Provost Ann Ritchie (Convener)

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
Joe McElholm, Head of Social Work Adult Services
Cathy Megarry, Service Manager Children's Services
Robert Naylor, Director of Children's Services
Brian Pirie, Democratic Services Manager
Ali Walls, Service Manager, Children's Services
Andrew Wilson, Policy and Community Planning Manager

Also Attending

David Anderson, Scottish Fire and Rescue Service
Neil Brown, General Manager, Falkirk Community Trust
Jane Clark, Business Development Manager, Falkirk community trust
David Lockhart, Scottish Fire and Rescue Service
Lesley O'Hare, Culture and Libraries Manager, Falkirk Community Trust
Amanda Templeman, Chief Finance Officer H&S Partnership

SE14. Apologies

Apologies were intimated on behalf of Councillors Coleman and Munro.

SE15. Declarations of Interest

No declarations were made.

SE16. Minute**Decision**

The minute of meeting of the Scrutiny Committee (External) held on 16 August 2018 was approved.

SE17. Rolling Action Log

A rolling action log detailing an action not yet implemented following the previous meeting on 16 August 2018 was provided.

The Democratic Services Manager advised that Police Scotland would provide information on road collisions broken down by type of vehicle by the end of October 2018. The information would cover the period from April 2017 to June 2018.

Decision

The committee noted the rolling action log.

SE18. Following the Public Pound - Public Protection

The committee considered a report by the Director of Corporate and Housing Services presenting reporting statements for organisations funded under the Following the Public Pound (FPP) arrangements for the period 1 April 2017 to 31 March 2018 for the Council's public protection outcome including alcohol, drugs and community justice.

Funding was provided, by Corporate and Housing Services, Children's Services and Development Services to 7 external organisations to provide services which could not readily be provided by the Council. As part of the arrangements, monitoring statements had been prepared, by the relevant monitoring officer for consideration by the committee for 5 of the organisations.

The 7 organisations were:-

Organisation	Monitoring Service	Annual Funding
SACRO – Youth Justice	Children's Services	£100,664
Forth Valley Family Support	Corporate and Housing	£11,560
Committed to Ending Abuse (Falkirk & District Women's Aid)	Corporate and Housing Services	£175,802
Central Scotland Fire and Rescue	Corporate and Housing	£4,798

Falkirk BID - Taxi	Corporate and Housing	£20,000
Falkirk BID – Delivery & Promotion of Town	Development Services	£78,309
Cyrenians	Children’s Services	£173,305

The Forth Valley Family Support Project was tendered and as such monitoring was included as part of the contract monitoring procedure and as such was not reported. Similarly the Central Scotland Fire and Rescue Project funding falls below the reporting threshold of £10,000.

Following a question in regard to the Committed to Ending Abuse Project the Head of Policy, Technology and Improvement undertook to provide information, from Police Scotland, on whether it was the case that domestic abuse increased when Old Firm football matches took place.

Members praised the Taxi Marshalling Service and asked whether local businesses contributed funding to the project. The Head of Policy, Technology and Improvement stated that while they did not, many contributed in kind, for example by providing food to marshals. Discussions were ongoing with taxi operators in regard to the extent of their contribution to funding for the project.

The committee considered the Falkirk Bid Project – delivery and promotion of town centres and asked whether, in light of the closure of Marks and Spencer, there had been an increase in anti-social behaviour.

The Head of Planning and Economic Development and the Head of Policy, Technology and Improvement responded that there was evidence to suggest an increase in regard to the closure of Marks and Spencer. Mr Duff confirmed that work was ongoing to attract businesses to the town centre. In the main there had recently been small independent businesses, Cow Wynd business, as an example and suggested that the trend in future would be for similar businesses to move into the town centre, rather than large traditional stores.

Following a question, Ms Campbell outlined the work of the Cyrenians. Largely the work undertaken by the organisation was ‘on request’ and undertook to establish a generic email inbox so that the organisation could be easily contacted.

Decision

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

- (1) SACRO – Youth Justice**
- (2) Forth Valley Family Support**
- (3) Committed to Ending Abuse (Falkirk & District Women’s Aid)**

- (4) Central Scotland Fire and Rescue
- (5) Falkirk BID – Taxi Marshalling
- (6) Falkirk BID – Delivery & Promotion of Town Centres
- (7) Cyrenians

SE19. Following the Public Pound: Services to Children & Young People – 2017/18 Annual Reporting Statements

The committee considered a report by the Director of Children's Services presenting reporting statements for organisations funded under the Following the Public Pound (FPP) arrangements for the period April 2017 to March 2018 for the external organisations that provide services to children and young people.

Funding was provided by Children's Services to 13 external organisations to provide services which could not readily be provided by the Council. As part of the arrangements, monitoring statements had been prepared, by the relevant monitoring officer, for consideration by the Committee.

The organisations were:-

Organisation	2016/17	2017/18
Aberlour Early Years Outreach Service	£263,464	£227,705
Aberlour Family Support Centre - Langlees	£201,260	£168,811
Barnardo's Axis Service	£105,405	£105,405
Barnardo's Education and Family Resources Service	£253,644	£281,583
Barnardo's Cluaran Service	£345,297	£345,297
Home-Start Falkirk West	£29,488	£28,014
NHS Forth Valley CAMHS Clinical Psychologist for Looked After Children	£67,401	£68,472
NHS Forth Valley Speech & Language Therapy Service	£465,040	£465,040
One Parent Families Scotland Maddiston/Braes Family Centre	£115,654	£92,523
Quarriers Children's Rights Service	£86,200	£86,200

Signpost Recovery Criminal Justice Link Nurse – Women Offenders	£22,255	£22,255
Signpost Recovery Time 4 Us	£42,375	£38,869
“Who Cares?” Scotland Advocacy Service	£27,970	£27,970
TOTAL	£2,025,453	£1,958,144

Following questions, the Director of Children’s Services gave a detailed overview of the Service’s Closer to Home Strategy. The aim was to reduce the Council’s reliance on external residential care. In addition to achieving improved outcomes for vulnerable children and young people it would achieve significant budget savings.

In response to a question on the recruitment of foster carers, Mr Naylor stated that recruitment had been broadly consistent each year, with 5 or 6 recruited. The number of carers remained, taking into account leavers, at 60. It was intended to increase the number of foster carers to 90 thereby reducing reliance on expensive agency foster care places. He then summarised the recruitment process which would be employed and the support which was in place for carers, such as respite.

The committee sought information on the NHS Forth Valley CAMHS Project and in particular the reasons for the long waiting time, up to 26 weeks for an appointment. Mr Naylor confirmed the national target was 18 weeks and confirmed that despite Scottish Government funding there had been no decrease so far in waiting times. He then explained work which was ongoing in schools to support ‘lower level’ mental health issues which could reduce the number of interventions required by CAMHS.

Decision

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

- (1) Aberlour Early Years Outreach**
- (2) Aberlour Family Support Centre – Langlees**
- (3) Barnardo’s Axis Service**
- (4) Barnardo’s Education and Family Support Resource Service**
- (5) Barnardo’s Cluaran Service**
- (6) Home-Start Falkirk West**
- (7) NHS Forth Valley CAMHS Clinical Psychologist for Looked After Children**
- (8) NHS Forth Valley Speech & Language Therapy Service**
- (9) One Parent Families Scotland Maddiston/Braes Family Centre**
- (10) Quarriers Children’s Rights Service**
- (11) Signpost Recovery Criminal Justice Link Nurse – Women Offenders**

- (12) **Signpost Recovery Time 4 Us**
 (13) **“Who Cares?” Scotland Advocacy Service**

SE20. Following the Public Pound: Falkirk Community Trust

The committee considered a report by the Director of Corporate and Housing Services providing an update on services provided by Falkirk Community Trust on behalf of the Council and which are reported under the following the Public Pound reporting and monitoring arrangements.

The report covered the reporting period, 1 April 2017 to 31 March 2018, and provided performance information in regard to 27 performance indicators.

The Trust General Manager gave an overview of services provided, performance, together with a summary of notable achievements.

Following questions in regard to the programming of events at the Bo'ness Hippodrome and the cost of family events the committee discussed performance issues. In response to a question on library provision, Mr Brown confirmed that use of libraries was increasing. Conversely he confirmed that uptake on the Kelpies tours had decreased compared to the previous year. This had been anticipated however, with an understanding that the tour would be, for many, a onetime experience. Overall income at the Helix had increased with income of approximately £1m generated from the visitor centre. In regard to the Kelpies, the Trust was working with Scottish Canals to develop Joint ventures at the Kelpies.

The committee noted that the Trust had secured £1m from external sources. However, given that one of the reasons for establishing the Trust was that an ALEO would be better able to attract funding, members asked if the Trust planned to attract more in 2019/20. Mr Brown stated that each year the Trust constantly attracted £850,000 to £1m from external sources. He stated that the external funders themselves faced financial constraints and as such, the aim of the Trust was to generate income.

The committee discussed the plans for the Trust to stage a professional pantomime at Falkirk Town Hall in 2018 and sought assurance that where amateur local groups had been inconvenienced, suitable alternative arrangements had been put in place. The committee also sought similar assurance in regard to Stenhousemuir Gymnastic Club. The committee then discussed the Trust's plan for the Kinneil Estate and Kinneil House in particular. Ms O'Hare confirmed that there was a master plan in place in regard to developing Kinneil Estate. She stated that significant funding with regard to developing Kinneil House into a tourist attraction for public use. Any projects would require significant capital investment. In regard to the Estate, Historic Environment Scotland had secured significant funding from the Heritage Lottery Fund of £500,000, £400,000 of which would be used for projects along the Antonine Wall.

The committee then highlighted local issues in Bo'ness and Grangemouth which Mr Brown undertook to look at.

Members noted the recent improvement programmes at the Mariner Centre and asked Mr Brown to detail future investment plans at Bo'ness Recreation Centre. In response, Mr Brown referred to recent improvement work in regard to the pitches, flood lights and chimney and in response to a suggestion that it had not received its 'share' of funding citing the Mariner Centre Soft Play Project.

Mr Brown stated that the Mariner Centre was in the better location for a higher return of investment and that pro rata, Bo'ness Recreation Centre received its fair share of maintenance funding. It did however require significant investment in plant and equipment.

Decision

The committee approved the report and acknowledged progress by the Trust in meeting Council's priorities.

SE21. Falkirk Health and Social Care Partnership Update

The committee considered a report by the Chief Officer, Falkirk Health & Social Care Partnership.

The report set out the progress made by the Falkirk Health and Social Care Partnership in implementing its Strategic Plan and presented the Annual Performance Report, with performance information in regard to unscheduled care and local performance indicators.

An inspection of the homecare service had been carried out by the Care Inspectorate during May 2018. The Inspection Report had been published in July 2018. Grades awarded to services on how they were performing at the time of inspection against care inspectorate quality themes and statements had fallen in all three areas (Care and Support; Management and Leadership; and Staffing) as poor, poor and adequate respectively. An improvement plan had been implemented to address the main issues set out in the Inspectorate's Report. A follow up inspection would be carried out.

The committee discussed the review of the Homecare Service. Mr McElhom confirmed that a follow up on the review recommendations would be carried out in October. The overarching conclusion of the review had been that the pace of change was insufficiently fast to drive up performance. The service was, he emphasised, continually working to improve and would address the findings of the review citing a review of work rotas as an example of improvements that could be achieved in service delivery.

Following a question in regard to high levels of sickness and absence, Mr McElhom provided background to the reasons for absence which included the age and health profile of the workforce. Musculoskeletal injuries accounted for a significant, but not all, of the absence factors. Work was ongoing to improve staff morale which, he accepted, would be impacted upon by changes such as the implementation of a new work rota. Absence was managed consistently according to policy however, Mr McElhom stressed that cultural change was required to address morale across the service.

In response to a question in regard to personal care Mr McElhom stated that delays in implementing the programme were not due to lack of funding or training. The timescale for implementation was being taken forward in negotiation with staff and trades union and he would like to see the service in place by 1 April 2019. The change represented a huge challenge for staff but it was not feasible to continue as is.

Members criticised the poor mobile phone reception at the Forth Valley Royal Hospital. The lack of signal meant that visitors and patients were effectively cut off from friends and families. Ms Templeman undertook to establish the extent of the problem as described and to provide a response.

Decision

SE22. Performance Report: Scottish Fire & Rescue Service

The committee considered a report by the Director of Corporate and Housing Services presenting the local performance report of the Scottish Fire and Rescue Service for the period 1 October 2017 to 31 March 2018.

The report summarised performance against the local Fire and Rescue Plan 2014-18. The Plan was based on:

- The Scottish Government's overarching vision for public services;
- Strategic priorities set by Scottish Ministers;
- National outcomes within the National Performance Framework; and
- The Fire and Rescue Framework for Scotland 2013. This sets out 4 Strategic aims for the service and 7 national equalities outcomes.

The plan also identified 7 local priorities. These were:

- Priority 1 - Local Risk Management and Preparedness
- Priority 2 - Reduction of Accidental Dwelling Fires
- Priority 3 - Reduction in Fire Fatalities and Casualties
- Priority 4 - Reduction of Deliberate Fire Setting
- Priority 5 - Reduction of Fires in Non-Domestic Property

- Priority 6 - Reduction in Casualties from Non-Fire Emergencies
- Priority 7 - Reduction of Unwanted Fire Alarm Signals

The committee sought further detail on instances of fire raising at Polmont Young Offenders institution. Mr Lockhart provided background and context, explaining the educational and preventative work undertaken by the Service.

Members considered instances of fires in dwellinghouses and asked whether the increase in electronic equipment in households, such as computers and computer games, had contributed to an increase in fires in the home. Mr Lockhart stated that kitchens remained the highest risk. However bedrooms were now a higher risk than previously. Although it could be expected that more electronics would mean more fires he stated that there was also a greater fire and safety awareness nowadays and so the number of fires was less than predicted. He also explained that in instances of domestic fires, alcohol and drugs continued to be a factor.

The committee discussed and praised the Safe Drive Stay Alive educational programme. In response to a question on its effectiveness, Mr Lockhart agreed that it was difficult to produce statistics because it was a preventative campaign and importantly, road traffic accidents could happen outwith the area. This meant that while the number of accidents in Falkirk was decreasing, it was possible that accidents involving Falkirk citizens occurred outwith the area. Following questions, Mr Lockhart outlined the methods employed, such as social media, to publicise the campaign.

Following questions, Mr Lockhart summarised the ongoing discussion with the Fire Brigades Union in regard to pay and the role of fire fighters. The roll out of out of hours cardiac support had been put on hold pending the conclusion of the dialogue. This service would however provide significant benefits to the public.

Decision

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

FALKIRK COUNCIL

**Minute of meeting of the EXECUTIVE held within the Municipal Buildings,
Falkirk on Tuesday 16 October 2018 at 9.30 a.m.**

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

Officers: Karen Algie, Head of HR & Business Transformation
Danny Cairney, Senior Service Manager Corporate Finance
Colin Frame, Principal Surveyor (Strategic Projects)
Arlene Fraser, Committee Services Officer
Rhona Geisler, Director of Development Services
Kenny Gillespie, Head of Housing
Kenneth Lawrie, Chief Executive
Colin Moodie, Chief Governance Officer
Robert Naylor, Director of Children's Services
Bryan Smail, Chief Finance Officer

Also Attending: Councillor Robert Spears, Portfolio Holder Culture, Leisure
& Tourism for item EX77

EX63. Apologies

An apology was intimated on behalf of Councillor Nicol.

EX64. Declarations of Interest

There were no declarations of interest.

EX65. Minute**Decision**

**The minute of the meeting of the Executive held on 25 September 2018
was approved.**

EX66. Rolling Action Log

A rolling action log detailing decisions not yet implemented following the previous meeting on 25 September 2018 was provided.

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

Councillor Coombes entered the meeting during consideration of the following item.

EX67. Fees and Charges

The Executive considered a report by the Director of Corporate and Housing Services which had been continued from the Council meeting on 19 September 2018 (ref FC44) to the Executive for approval.

The report presented the Corporate Charging and Concessions Policy which sought to introduce a consistent approach to charging and concessions across the Council taking into account the Poverty Strategy following a request by Council at its February meeting (ref FC81).

A draft Policy was set out in Annex 1 within Appendix 1 to the report. This had been developed to take into account best practice and ensure consistency across the Council, while enabling Services the flexibility to manage their approach to meet the needs of their customers.

The Council was about to introduce a new chargeable service within the registration team. The team would provide a passport checking service for EEA and Swiss nationals applying for residence in the UK. It was provided on behalf of the Home Office. The proposed charge was £30 as an estimate of full cost recovery with a concession offered to any applicant in receipt of a means tested benefit.

Decision**The Executive:-**

- (1) approved the Corporate Charging and Concessions Policy;**
- (2) noted the Policy will apply to all new charges and that the level of existing charges and the eligibility and level of concessions for those charges will be reviewed in line with the Policy as part of the budget process for 2019/20, and**
- (3) agreed the proposed charge and concession for the European Passport Checking Service.**

EX68. Second Nature: A Biodiversity Action Plan for the Falkirk Council Area

The Executive considered a report by the Director of Development Services which provided the finalised third Biodiversity Action Plan for the Falkirk Council area, the results of the public consultation process and seeking approval of the finalised plan.

The Executive had, at its meeting on 15 May 2018 (ref EX20), approved the draft action plan for consultation. Officers were instructed to carry out a programme of public consultation and prepare a finalised plan for approval.

The report set out the consultation process undertaken and details in appendix 1, the summary of the consultation responses and changes to the draft plan.

The action plan aimed to conserve and enhance the wild plants, animals and habitats of the Falkirk area. It coordinated and focussed the work of numerous local organisations and individuals to help conserve the most important and/or threatened wildlife. Maintenance of an up to date action plan was vital to the Council fulfilling its statutory duty to further the conservation of biodiversity detailed in the Nature Conservation (Scotland) Act 2004.

The finalised action plan was provided as Appendix 2 to the report.

Decision**The Executive:-**

- (1) approved the “Second Nature: A Biodiversity Action Plan for the Falkirk Council Area”, and**
- (2) agreed that officers publish and implement the Action Plan.**

EX69. Strategic Housing Investment Plan 2019/20 – 2023/24

The Executive considered a report by the Director of Corporate and Housing Services which sought approval of the Strategic Housing Investment Plan (SHIP) 2018-2023, prior to submission to the Scottish Government, and agreement to progress actions to support delivery of additional housing projects.

The SHIP’s purpose is to set out strategic investment priorities for affordable housing over the next 5 years in order to achieve the outcomes contained in the Local Housing Strategy (LHS).

The Scottish Government issued new draft guidance in July 2018 which contains revised procedures for preparing SHIPs, including the requirement for the document to be produced and submitted annually.

Details of the resources and funding available to deliver affordable housing was set out, together with the list of projects covering the full 5 years of the SHIP. There was a shortfall in funding identified over the next 5 years, but officers would continue to review and manage the SHIP to maximise the amount of available funding from the Scottish Government, in order to deliver the maximum number of locally available affordable properties.

The report also included information in relation to the Council's proposed new build projects and the requirements to acquire these sites.

Decision

The Executive:-

- (1) agreed the SHIP 2019/2020 to 2023/24 (Appendix 1) for submission to the Scottish Government;**
- (2) authorised officers to enter into negotiations to transfer the land at Denny High School, Bainsford Day Centre, former Oakbank Home, Polmont and Main Street, Bonnybridge to the Housing Revenue Account, and**
- (3) noted that officers will adapt the SHIP in line with available resources in order to maximise the supply of affordable housing locally and provide updates to Members of any changes.**

EX70. Falkirk Local Development Plan – Supplementary Guidance SG12 – Affordable Housing

The Executive considered a report by the Director of Development Services which sought approval for consultation on amendments to Supplementary Guidance SG12 Affordable Housing.

Planning authorities may adopt statutory Supplementary Guidance (SG) which forms part of the Development Plan. The SG provides additional detailed guidance on the implementation of policies in the Local Development Plan (LDP).

SG12 relates to the adopted LDP Policy HSG02 on affordable housing, which set out requirements for the provision of affordable housing as part of new private housing development.

Minor updates to SG12 had been identified and, if approved, would provide a clearer view of the types of affordable housing and the approach required to deliver affordable housing on private housing sites. The proposed changes are detailed in Appendix 1.

The report referred to the 6 week consultation exercise which will be carried out, and the necessary requirements and procedures to be undertaken, prior to the finalised SG12 forming part of the Local Development Plan.

Decision

The Executive:-

- (1) approved the draft amendments to SG12 Affordable Housing and authorised officers to undertake consultation on the revised document, and**
- (2) agreed that, following the consultation process, in the event that no comments or only minor comments are received, the Director of Development Services be authorised to submit the finalised draft SG12 to Scottish Ministers for approval otherwise the matter will be reported back to the Executive.**

EX71. Council of the Future

The Executive considered a report by the Director of Corporate and Housing Services which provided the fourth quarterly update on the progress made on the Council of the Future (COTF) Programme of Change.

The change programme had progressed in its implementation and delivery phase with details being provided on progress of achievements from July 2018 to September 2018.

Progress reports for all Council of the Future projects was detailed in Appendix 2.

Updates on the following projects were set out in the report:

- Smart Working, Smart Travel
- Next Generation Contact Centre
- BMD
- Implementation of the Advice Hub and Spokes – Phase 2
- Living Well Falkirk
- Future Projects for Council of the Future

A number of employee engagement events had been held with an outcome being a commitment to continue to seek best practices in other local authorities. Future sessions would involve 3 identified councils to help develop thinking, share ideas and build on core findings into programme and project plans.

Information was provided on the findings from the review of COTF governance arrangements. The agreed governance framework is in place and directly focusses on the imperative for an increased pace of change and a greater focus on achieving financial savings in the next period and beyond.

Financial savings of c.£5m had been achieved from COTF programmes in 2018/19. Additional financial benefits for the next 5 years had been identified from current and new COTF projects.

Decision

The Executive noted:-

- (1) the progress made in the Council of the Future Programme of Change;**
- (2) the imperative for an increased pace of change and a greater focus on achieving financial savings in the next period and beyond, and**
- (3) that future quarterly update reports will be provided.**

EX72. Update on Council HQ/Replacement Arts Centre Project

The Executive considered a joint report by the Chief Executive and Director of Development Services which outlined the work currently being progressed and indicative timescales for the next steps to progress with a HQ/Arts Centre replacement project in the town centre.

At its meeting on 14 August 2018 (ref EX39), the Executive had agreed to progress proposals for delivery of the replacement HQ/Arts Centre.

The report detailed the progress to date, the steps intended to take the project forward to enable the Council to identify a means of delivering the project in partnership with developers and other community planning partners.

In order to develop the shared vision and action plan, a town centre working group workshop took place on 3 October 2018, involving representatives from Falkirk BID, local retailers, landowners and other town centre stakeholders. Results of the workshop would be further considered at the next meeting of the town centre working group in November.

The report set out the progress in the preparation of the business case, which would be used as the basis for the procurement exercise, and details of the updated outline specifications for the replacement HQ project.

It was agreed that the Director of Development Services would meet with the Council's representatives on the Falkirk Town Centre Working Group prior to each meeting.

Decision

The Executive:-

- (1) noted the progress since the last meeting in August;**
- (2) agreed the outline specification for the HQ/Arts Centre including adoption of a revised space standard for the facility of 0.6 desks per FTE;**
- (3) agreed to initiate the procurement process, including the allocation of £300k funding from the Strategic Property Review capital funds, in order to finalise the HQ/Arts Centre requirements and provide specialist procurement advice to the Council for selection of a preferred project, and**
- (4) agreed that a further report be brought back with the outcome of the initial stages of the procurement exercise.**

EX73. Falkirk Investment Zone Update

The Executive considered a report by the Director of Development Services which provided an update on the work to introduce an Investment Zone initiative for the Falkirk area, being considered by the Scottish and UK governments; and the outputs of the work so far, including details of the submission and feedback on the Outline Business Case (OBC), and the timeline and process for the next stages of the bid for this initiative.

The Executive had, at its meeting on 21 February 2017 (ref EX112), agreed that an outline bid submission for an Investment Zone initiative for Falkirk be made to UK and Scottish Governments.

A Steering Group was formed to oversee the Investment Zone OBC preparation, with representatives of Falkirk Council, Scottish Enterprise, Scottish Futures Trust, Forth Valley College and Scottish Canals. A consultancy team was commissioned to prepare the OBC, and prior to the application being submitted, engagement with the wider business community had taken place.

The bid submitted sought c.£207m of funding to deliver a proposed package of works, which would promote economic opportunities in the area. A summary of the submission was attached as Appendix 1 to the report.

The report provided information on the further engagement and work required with partners and wider stakeholders, to enable work to proceed to the next stage to complete the scope of the full project, including firming up the package for costing and delivery.

Financial contributions had been sought from organisations within the Falkirk Economic Partnership to conclude the next stage of work on the initiative. A proposed contribution of £50k from the Development Services budget be made by the Council towards this work.

Decision

The Executive:-

- (1) noted the progress of work on the Investment Zone initiative;**
- (2) agreed to commit additional funding of £50k, as set out in para 6.3 towards completion of an agreement for delivery of the Investment Zone, and**
- (3) agreed that the contract awarded to the appointed consultants, Grant Thornton, be extended to enable completion of this work, including examination of anticipated contributions from the Council over the life of the initiative.**

EX74. Projected Financial Position 2018/19

The Executive considered a report by the Director of Corporate and Housing Services which provided an update on the financial position of the Council for 2018/19 and its Reserves; and detailed progress with meeting the budgeted financial targets.

In August, the Executive noted the projected overspend in net expenditure of £5.380m however, this variation was partially due to expenditure funded from reserves. The expenditure for this report, had been offset by contributions from reserves, as the overall effect was to reduce the previously reported overspend to £3.197m. The impact on the General Fund position remains the same as that reported in August.

Net expenditure at 31 March 2019 was now forecast to be £345.2m which was £1,996m (0.6%) above the resources available. This was an improvement of £1,231m from the restated August overspend of £3.197m and, was primarily due to a reduction in the projected overspend within Children's Services.

The report set out the reasons for the significant deviations from budget by each service.

Spending within the Housing Revenue Account of £62.7m was in line with the budget. The reserve balance brought forward at 1 April 2018 was £5.093m and no application of reserves was planned for 2018/19.

Decision

The Executive:-

- (1) noted the Council's projected year-end financial position for 2018/19;**
- (2) noted the position with respect to Reserves, and**
- (3) agreed to instruct service directors to take appropriate actions to maintain their costs within the approved budget.**

EX75. Arnotdale House, Dollar Park, Falkirk

The Executive considered a report by the Director of Development Services which provided an update on the project to refurbish Arnotdale House, Dollar Park, Falkirk being undertaken in partnership with Cyrenians and seeking approval for lease terms for the property.

The property had been vacant for some time and in 2014, the external fabric of the property was refurbished. Additional funding of £1.125m had been allocated from the Regeneration Capital Grant Fund to complete phase 2 works. The property is held on the Falkirk Common Good account.

Cyrenians is a registered charity and provide a wide range of support and services to families in the local area.

The report set out the key outputs of the refurbishment project and proposed terms for the lease to Cyrenians. The goals and objectives of the proposed project had been assessed with the findings detailed in the report.

Decision

The Executive:-

- (1) noted the progress on the refurbishment works at Arnotdale House, and**
- (2) agreed to lease Arnotdale House to Cyrenians at a reduced rent on full repairing and insuring terms as detailed on paragraph 4.5 of the report.**

EX76. Land Surplus to Requirements – Beech Lee, Old Polmont and 362-370 Main Street, Stenhousemuir

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

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

There are no operational requirements to retain the two sites detailed in the report and their disposal would generate capital receipts to support the Council's General Services Capital Programme.

Decision

The Executive agreed to declare the following sites surplus to requirements and authorised the Director of Development Services to conclude the transactions, on the terms set out in the report:-

- 1. land at Beech Lee, Grange Road, Old Polmont – disposal by negotiated agreement**
- 2. land at 362-370 Main Street, Stenhousemuir – disposal on the open market.**

EX77. Synthetic Sports Pitches

The Executive considered a report by the Director of Corporate and Housing Services which provided an update on the arrangements to create two synthetic sports pitches at Newtown Park, Bo'ness and Westfield Park, Denny.

The Executive had agreed on 29 November 2016 (ref EX90) that the Council would become joint applicants with the 2 clubs for **sportscotland** funding of £250,000 for each pitch. Funding bids were submitted to **sportscotland** in August 2017 and, subsequently, approved with both applications being awarded £250,000 in January 2018.

On conclusion of the necessary agreements, work on the Westfield Park site commenced in June with the new synthetic pitch being completed in September, and within the funding available.

The pitch at Newtown Park will be delayed until 2019, as the necessary site investigations revealed a mine shaft in the vicinity, which will require remedial work to be undertaken, prior to the commencement of the pitch. The cost of the pitch and additional remedial works is still within the available funding.

Camelon Juniors had also expressed an interest in developing a 3G surface, however, the Council has, at this time, no approved funding for any further development of 3G pitches. Assistance and support in relation to obtaining external funding would be provided to the club.

Decision

The Executive:-

- (1) noted the position on the synthetic pitches at Newtown Park and Westfield Park and that any significant changes or issues will be reported through the Capital Programme; and**
- (2) agreed, that further to the interest of Camelon Juniors in developing a synthetic pitch, appropriate advice and support will be provided in relation to the sourcing of external funding.**

EX78. 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 (TIF) initiative including revisions to the infrastructure programme with proposals for an elevated cycle/pedestrian bridge structure at the A9/A904 Westfield roundabout, and further amendments to lease arrangements at Falkirk Stadium.

Since the TIF started 5 years ago, the Council had delivered £6m of infrastructure work, with the remainder required to be delivered over the next 6 years.

A revised implementation schedule for TIF projects was attached as Appendix 1 to the report, which set out changes to delivery timescales to the Westfield roundabout project, the provision of the proposed Westfield Ring and associated site works.

The projects are required to allow an increase in road capacity which is essential to support longer term development and improve vehicular access/movement across the Gateway, Helix Park, the Kelpies, Falkirk Stadium, Forth Valley College and access to Falkirk town centre; as well as creating capacity to allow for clear pedestrian access across the four sites.

Information was provided on the revised ground lease at the Falkirk Community Stadium. The District Valuer had valued the proposed lease variation and confirmed that the Council will continue to achieve best value from this transaction.

Decision

The Executive:-

- (1) noted the update on progress with the Falkirk TIF Initiative;**
- (2) agreed the revised implementation schedule for TIF projects as outlined in Appendix 1, including provision of an elevated**

cycle/pedestrian bridge structure at the A9/A904 Westfield roundabout, and

- (3) agreed to revise the ground lease with Falkirk Football Club at the Falkirk Community Stadium as outlined in paragraph 4.4 of the report.**

EX79. 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 Paragraphs 2&6 of Part 1 of Schedule 7A of the said Act.

EX80. Redevelopment Haugh Gardens, Bainsford

The Executive considered a report by the Director of Corporate and Housing Services to agree proposals for the redevelopment of Haugh Gardens, Bainsford.

This item is exempt from publication on the grounds that it would involve the disclosure of exempt information as defined in paragraphs 2&6 of Part 1 of Schedule 7A to the Local Government (Scotland) Act 1973.

FALKIRK COUNCIL

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

COUNCILLORS: David Alexander (Convener)
Robert Bissett
Jim Blackwood
Gary Bouse
Provost William Buchanan
Joan Coombes
Gordon Hughes
Lynne Munro
Laura Murtagh

OFFICERS: Kevin Collins, Transport Planning Co-ordinator
Ian Dryden, Development Manager
Jack Frawley, Committee Services Officer
David Gray, Environmental Protection Co-ordinator
Iain Henderson, Legal Services Manager
Stephen McClure, Planning Officer
Russell Steedman, Network Co-ordinator
Brent Vivian, Senior Planning Officer

P74. Apologies

An apology was intimated on behalf of Councillor McCue.

P75. Declarations of Interest

There were no declarations of interest.

P76. Minute

Decision

Minute of meeting of the Planning Committee held on 12 September 2018 was approved.

P77. The Falkirk Council (On-Street Parking Space for Disabled Persons)(No TRO/DB/17/116) Order 20__ – Balfour Crescent, Larbert

The committee considered a report by the Director of Development Services on an application to reserve a parking space on Balfour Crescent, Larbert for disabled persons.

Decision

The committee agreed to make the Order in respect of the disabled person's parking space on Balfour Crescent, Larbert.

P78. Redevelopment of Existing Farm Buildings to Form 6 Dwellinghouses and Erection of 4 Dwellinghouses at Burnhouse Farm, Denny FK6 6QY for Rustic ECO Properties Ltd - P/17/0437/FUL – Continuation

With reference to Minute of Meeting of the Planning Committee held on 12 September 2018 (Paragraph P67 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 redevelopment of existing farm buildings to form 6 dwellinghouses and erection of 4 dwellinghouses at Burnhouse Farm, Denny.

With reference to Standing Order 33, the convener referred to a deputation request received from an objector to be heard in relation to this item.

The committee agreed not to hear the deputation.

Councillor Blackwood, seconded by Councillor Hughes, moved that the application be refused on the grounds that:-

- (1) the development would have an adverse impact on road safety;
- (2) the road and access would be unsuitable for the traffic generated by the development, and
- (3) there would be non compliance with the National Road Development Guide in that the access road would not be to adoptable standard.

As an amendment, Councillor Alexander, seconded by Councillor Bouse, moved that:-

The committee agrees that is it minded to grant planning permission subject to the satisfactory conclusion of a Section 75 Planning Obligation within 6 months of the minded to grant decision and index linked from that date. The planning obligation being required to secure the payment of an education contribution in the sum of £21,000. Thereafter, to grant planning permission subject to the following conditions:-

1. The development hereby approved shall be implemented in accordance with the plan(s) itemised in the informative below and forming part of this permission unless a variation is required by a condition of the permission or a non-material variation has been agreed in writing by Falkirk Council as Planning Authority.
2. The development shall not commence until the exact details of the colour and specification of all proposed external finishing materials and surface finishes have been submitted to and approved in writing by this Planning Authority. Thereafter, the development shall be carried out in accordance with the approved details.
3. The development shall not commence until the exact details of the location, height, construction and colour of all proposed walls, fences and any other means of enclosure have been submitted to and approved in writing by this Planning Authority. Thereafter the development shall be carried out in accordance with the approved details.
4. The development shall not commence until details of a scheme of soft landscaping works have been submitted to and approved in writing by this Planning Authority. Details of the scheme shall include (as appropriate):-
 - (i) An indication of existing trees, shrubs and hedges to be removed, those to be retained and, in the case of damage, proposals for their restoration;
 - (ii) The location of all new trees, shrubs, hedge and grassed areas;
 - (iii) A schedule of plants to comprise species, plant sizes and proposed numbers/ density; and
 - (iv) A programme for completion and subsequent maintenance

Thereafter, the development shall be carried out in accordance with the approved details. No existing vegetation shall be removed prior to approval of the scheme of soft landscape works.

5. The proposed development shall be carried out in accordance with the Construction Phasing and Traffic Statement submitted 5th April 2018 (unless otherwise agreed). The maximum number of units under construction at any one time shall be four (unless otherwise agreed).
6. The applicant shall keep a record of daily construction traffic flow including vehicle type and time of arrival/ departure, which shall be made available to the Planning Authority upon request.
7. The development shall not commence until a scheme for enhancing the biodiversity of the site has been submitted to and approved in writing by

this Planning Authority. The scheme shall be informed by the potential enhancement measures set out in the Extended Phase 1 Habitat Survey, and consider opportunities for habitat creation at the SUDS facility. Thereafter the development shall be carried out in accordance with the approved details and a timescale(s) for completion of the approved details.

8. The development shall be carried out in accordance with the Bat Protection Plan and the best practice measures to safeguard otters and badgers detailed in the Extended Phase 1 Habitat Survey.
9. No site preparation works such as demolition, vegetation removal or soil stripping shall be carried out between mid-March and late August unless a pre-construction breeding bird survey has been submitted to and approved in writing by this Planning Authority.
10. An updated protected species survey shall be submitted for the written approval of this Planning Authority if the development does not commence within 12 months of the date of the carrying out of the previous survey(s).
11. The development shall not commence until a Tree Protection Plan has been submitted to and approved in writing by this Planning Authority (unless otherwise agreed). Any necessary temporary protective fencing shall be erected prior to each respective phase of the development commencing, in accordance with the approved details and to the satisfaction of this Planning Authority.
12. Any temporary protective fencing required by condition 11 shall remain in place until all works within the respective development phase have been completed. No tree removal, excavation, level changes, trenching, material storage or machinery access shall take place within the fenced off areas.
13. The development approved shall 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 this Planning Authority. The approved details shall be implemented

in accordance with the approved timetable and retained as operational thereafter, unless otherwise agreed in writing by this Planning Authority.

14. The development shall not commence until an historic building survey has been carried out. Following commencement of the development, the changes made during the construction work shall also be recorded. Copies of the survey shall be lodged with the archives at Callendar House and at the National Monuments Record, in accordance with a timescale to be agreed.
15. The development shall not commence until the exact details of the proposed active open space provision have been submitted to and approved in writing by this Planning Authority. The approved active open space provision shall be fully completed prior to the commencement of phase 2 of the development (unless otherwise agreed).
16. The development shall not commence until the detailed design of the surface water drainage arrangements and measures to control the rate of flow to the 'feature' water channel have been submitted to and approved in writing by this Planning Authority. Thereafter the development shall be carried out in accordance with the approved details.
17. The development shall not commence until a contaminated land assessment has been submitted to and approved in writing by this Planning Authority (unless otherwise agreed). The development shall not be occupied until (a) any necessary remedial works to make the ground safe have been carried out in accordance with an approved remediation strategy and (b) any necessary remediation completion report/ validation certificate has been submitted to and approved in writing by this Planning Authority.
18. The final details and the timing of implementation of the proposed access improvement works shall be subject to the written approval of this Planning Authority before the development commences. The existing access (i.e. from its junction with the C67 to the point of the new section of road) shall be upgraded in accordance with the approved details before the development commences.
19. Following completion of the works to the existing access approved under condition 18, and prior to the development commencing, a roads conditions survey shall be carried out, in consultation with the Planning Authority.

20. Within 2 months of completion of each phase of the proposed development (or at any other time determined by the Planning Authority), any remedial works considered necessary by this Planning Authority at the end of each phase, to return the private access road to the condition as recorded in the pre-development roads conditions survey, shall be fully completed to the satisfaction of this Planning Authority.
21. The development shall not be occupied until the proposed maintenance arrangements for the common ownership areas and infrastructure to serve the proposed development have been submitted to and approved in writing by this Planning Authority. Thereafter the development and infrastructure shall be maintained in accordance with the approved details.

Reasons for the conditions above:-

1. As these drawings and details constitute the approved development.
- 2- 4. To safeguard the visual amenity of the area.
5. To ensure an appropriate phasing of development and scale of construction appropriate to the area.
6. To ensure monitoring of compliance with the submitted Construction Phasing and Traffic Statement.
7. To promote biodiversity.
- 8, 10. To safeguard the interests of protected species.
9. To safeguard the interests of breeding birds.
- 11-12. To safeguard the visual amenity of the area.
13. To ensure the development achieves the required CO2 emission reduction as a result of development.
14. To record the historic and architectural interest of the buildings to be converted.
15. To ensure the development includes appropriate provision of active open space.
16. To ensure the provision of adequate and appropriate surface water drainage and flood mitigation measures.
17. To ensure the ground is suitable for the proposed development.
- 18-20. To safeguard the interests of the users of the private access road.
21. To ensure that appropriate maintenance arrangements are put in place.

Informative(s):-

1. For the avoidance of doubt, the plan(s) to which this decision refer(s) bear our online reference number(s) 01A, 02, 03E, 04A, 05, 06, 07, 08, 09, 10, 11, 12, 13A, 14, 15, 16, 17A, 18A, 19A, 20, 21, 22B, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33 and 34A.

2. In accordance with section 58(1) of the Town and Country Planning (Scotland) Act 1997 (as amended), this permission lapses on the expiration of a period of 3 years beginning with the date on which this permission is granted unless the development to which this permission relates is begun before that expiration.
3. The proposals to install advance warning signs and junction marker bollards on the C67 would require the approval of the Roads Authority.
4. The applicant is advised to ensure that noisy works that are audible at the site boundary are only conducted within the following hours:-

Monday to Friday	0800 to 1900 hours
Saturday	0800 to 1300 hours
Sunday/Bank Holidays	No noise audible at the site boundary

5. It is advised that the residents of the proposed development may, from time to time, be exposed to noise or dust emanating from Northfield Quarry, which lies to the north of the site.
6. SEPA have advised that the size of the proposed foul treatment plant will require an application to SEPA for a discharge licence.
7. SEPA have advised that minor bridges across a watercourse, with no construction on the beds or banks, are covered by General Binding Rule 6 of the Water Environment (Controlled Activities) (Scotland) Regulations (CAR).
8. SEPA have advised that they should be contacted at any early stage, as there may be requirement for a CAR licence for the construction works and abstraction of flows from the main watercourse channel.

In terms of Standing Order 22.1, a vote was taken by roll call, there being 9 members present with voting as undernoted:-

For the Motion (4) –Councillors Bissett, Blackwood, Coombes and Hughes.

For the Amendment (5) – Provost Buchanan and Councillors Alexander, Bouse, Munro and Murtagh.

Decision

The committee agreed the amendment.

P79. Erection of Detached Dwellinghouse with Integral Garage (Plot 5) at Land to the South of The Stables, Braeface Road, Banknock for Mr and Mrs A Elwood – P/18/0471/FUL

The committee considered a report by the Director of Development Services on an application for planning permission for the erection of detached dwellinghouses with integral garage (plot 5) at land to the south of The Stables, Braeface Road, Banknock.

Decision

The committee agreed to grant planning permission subject to the following condition(s):-

- 1. The development hereby approved shall be implemented in accordance with the plan(s) itemised in the informative below and forming part of this permission unless a variation is required by a condition of the permission or a non-material variation has been agreed in writing by Falkirk Council as Planning Authority.**
- 2. The development shall not commence until the precise details of (a) the existing and proposed finished levels and (b) the colour and specification of all proposed external finishing materials and surface materials, have been submitted to and approved in writing by this Planning Authority. Thereafter the development shall be carried out in accordance with the approved details.**
- 3. The development shall not commence until a scheme of soft landscape works has been submitted to and approved in writing by this Planning Authority. The details of the scheme shall include (as appropriate):-**
 - (i) An indication of existing trees, shrubs and hedges to be removed, those to be retained and, in the case of damage, proposals for their restoration;**
 - (ii) The location of all new trees, shrubs, hedges and grassed areas;**
 - (iii) A schedule of plants to comprise species, plant sizes and proposed numbers/density; and**
 - (iv) A programme for subsequent maintenance.**
- 4. Unless otherwise agreed, the proposed dwellinghouse shall not be occupied until the soft landscape works as indicated on the Landscape Plan approved under P/16/0660/MSK have been fully completed to the satisfaction of the Planning Authority.**

5. The proposed dwellinghouse shall not be occupied until it has been confirmed that there is a visibility splay measuring 4.5 metres x 54 metres in a northerly direction at the junction of the Cloybank Estate access road and Braeface Road, within which there is no obstruction to visibility greater than 1 metre above carriageway level.
6. The proposed dwellinghouse shall not be occupied until it has been confirmed that there is a visibility splay measuring 4.5 metres x 48 metres in a southerly direction at the junction of the Cloybank Estate access road and Braeface Road, within which there is no obstruction to visibility greater than 1 metre above carriageway level.
7. The proposed dwellinghouse shall not be occupied until the first 15 metres of the Cloybank Estate access road has been widened to a position to the west of the access that will serve the 6 private dwellinghouses, in accordance with precise details to be agreed in writing by this Planning Authority.
8. The individual driveway shall be formed so that its gradient does not exceed 1 in 10.
9. The development hereby approved shall 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 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.

10. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (Scotland) Amendment Order 2011 (or any Order revoking and re-enacting that Order), no development within Class 3E (Gates, Fences, Walls or any other Means of Enclosure)

shall be undertaken without the express prior consent of this Planning Authority.

Reason(s):-

1. As these drawings and details constitute the approved development.
- 2-4. To safeguard the visual amenity of the area.
- 5-7. In the interests of road safety.
8. To ensure the construction is fit for purpose.
9. To ensure the development achieves the required CO₂ emission reduction as a result of development.
10. To safeguard the visual amenity of the area.

Informative(s):-

1. For the avoidance of doubt, the plan(s) to which this decision refer(s) bear our online reference number(s) 01B, 02A, 03B, 04A, 05A and 06.
2. In accordance with section 58(1) of the Town and Country Planning (Scotland) Act 1997 (as amended), this permission lapses on the expiration of a period of 3 years beginning with the date on which this permission is granted unless the development to which this permission relates is begun before that expiration.
3. The 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 the boundary

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

4. In the event that unexpected contamination is encountered following the commencement of development, the applicant is advised to notify the Planning Authority immediately, carry out a contaminated land assessment, undertake any necessary remediation works and only commence the development with the prior written approval of the Planning Authority.

5. **Care should be taken to minimise air emissions / suppress dust created during construction. The Institute of Air Quality Management (IAQM) provides dust management guidance for the construction phase.**

P80. Alterations to Shopfront at 16 & 18 Princes Street, Falkirk, FK1 1NE for Mrs Pauline Spears – P/18/0229/FUL

The committee considered a report by the Director of Development Services on an application for planning permission for the alteration to shopfront at 16-18 Princes Street, Falkirk.

Councillor Coombes, seconded by Councillor Murtagh, moved that the committee:-

- (1) agrees to continue consideration of the application and hold a hearing session at the next scheduled meeting of the committee;
- (2) requests that officers undertake discussion with the applicant regarding the potential for use of alternative materials, and
- (3) notes that Members may wish to undertake an independent inspection of the application site in advance of the next meeting.

As an amendment, Provost Buchanan, seconded by Councillor Munro, moved that the committee:-

- (1) agrees to continue consideration of the application and to hold an unaccompanied site inspection of the application site by the committee with a subsequent hearing session to be held at the next scheduled meeting of the committee, and
- (2) requests that officers undertake discussion with the applicant regarding the potential for use of alternative materials.

In terms of Standing Order 22.1, a vote was taken by roll call, there being 9 members present with voting as undernoted:-

For the Motion (7) – Councillors Alexander, Bissett, Blackwood, Bouse, Coombes, Hughes and Murtagh.

For the Amendment (2) – Provost Buchanan and Councillor Munro.

Decision

The committee agreed the motion.

Minute of meeting of the Civic Licensing Committee held in the Municipal Buildings, Falkirk on Wednesday 31 October 2018 at 9.30 a.m.

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

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

Also Attending: Angela Kerr, Senior Private Sector Officer (Observing)
Wendy Laird, Private Sector Officer (Observing)

CL53. Apologies

Apologies were intimated on behalf of Councillors Aitchison and Blackwood.

CL54. Declarations of Interest

None.

Depute Provost Ritchie joined the meeting prior to consideration of the following item.

CL55. Minute

Decision

The minute of the meeting of the Civic Licensing Committee held on 26 September 2018 was approved.

CL56. List of Applications Granted Under Delegated Powers in September 2018, Notifications of Public Processions Pending, Breakdown of Taxi and Private Hire Licences in Operation

The committee considered a report by the Chief Governance Officer detailing the applications granted under delegated powers during September 2018 in terms of the Civic Government (Scotland) Act 1982.

Decision

The committee noted the report.

CL57. Knowledge Test Failures

The committee considered a report by the Chief Governance Officer providing details of two applications for new taxi driver licences, the knowledge test opportunities, and the options available to members.

Decision

The committee:-

- (1) refused to grant the taxi driver licence for Mr McFarlane in terms of the Civic Government (Scotland) Act 1982, Section 13(5) on the grounds that the applicant, having failed to pass the knowledge test, had failed to satisfy the Authority that he had adequate knowledge of the area to which the licence relates; the layout of roads in the area and of the Council's licence conditions, and**
- (2) agreed to give Mr Armstrong a final opportunity to take and pass the knowledge test, and should the applicant fail the knowledge test, to authorise the Chief Governance Officer to refuse the application without further reference to committee in terms of the Civic Government (Scotland) Act 1982, Section 13(5) on the grounds that the applicant, having failed to pass the knowledge test, had failed to satisfy the Authority that he had adequate knowledge of the area to which the licence relates; the layout of roads in the area and of the Council's licence conditions.**

CL58. 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.

CL59. Application for the Renewal of a Private Hire Car Driver Licence

Mr Dickson, the applicant's representative, together with Sergeant Mackenzie and PC Hutchison, Police Scotland, entered the meeting. The applicant was not in attendance.

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; (c) detailing the applicant's record, and (d) referring to a

letter of representation submitted by the Chief Constable, Police Scotland in respect of the application.

Mr Dickson confirmed that he had no preliminary matters, nor any objection to the letter of representation from the Chief Constable being circulated. The letter was circulated to members.

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

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

Mr Dickson was then heard in relation to Chief Constable's letter of representation and in support of his client's application.

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

Both parties were invited to sum up.

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

Decision

The committee agreed to renew the private hire car driver licence, subject to the standard conditions for the period of one year until 30 June 2019.

CL60. Application for the Grant of a New Taxi Operator Licence

The applicant, Mr G, entered the meeting.

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

Mr G was heard in support of the application.

Questions were then asked by members of the committee.

The committee agreed to a short adjournment at 10.10 a.m. and reconvened at 10.15 a.m. with all members present as per the sederunt, with the exception of Depute Provost Ritchie.

Decision

The committee agreed to grant the new taxi operator licence, subject to the proposed vehicle being within the age and specification policy and the appropriate insurance documentation; V5 certificate and taxi inspection test certificate being submitted to the satisfaction of officers, and subject to the standard conditions for the period of one year.

Draft**FALKIRK COUNCIL**

Minute of meeting of the EDUCATION EXECUTIVE held in the Municipal Buildings, Falkirk on Tuesday 6 November 2018 at 9.30 am.

COUNCILLORS:

David Alexander
Robert Bissett
Fiona Collie
Joan Coombes
Jim Flynn
Nigel Harris
Adanna McCue
Cecil Meiklejohn
Laura Murtagh
Alan Nimmo
John Patrick

**REPRESENTATIVES
OF RELIGIOUS
BODIES:**

Rev Michael Rollo
Maureen Tait

CO-OPTEES:

Fiona Craig, Teacher Representative
Alice Dunn, Pupil Representative
Aaron Laurie, Pupil Representative
Karen Procek, Parent 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
Paul Wilcox, Communications Officer

EE35. Apologies

Apologies were intimated on behalf of Councillor Goldie and Maureen Harkins, Religious Representative.

EE36. Convener

In the absence of the Convener, the Chief Governance Officer sought nominations for the role of Convener for the meeting.

Councillor Nimmo nominated Councillor Bissett.

Councillor McCue nominated Councillor Meiklejohn.

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

For Councillor Bissett (3) – Councillors Bissett, Coombes and Nimmo.

For Councillor Meiklejohn (5) – Councillors Alexander, Collie, McCue, Meiklejohn and Murtagh.

Abstentions (3) – Councillors Flynn, Harris and Patrick.

Accordingly, Councillor Meiklejohn assumed the Chair.

EE37. Declarations of Interest

No declarations were made.

EE38. Minute

Decision

The minute of the meeting of the Education Executive held on 4 September 2018 was approved.

EE39. Rolling Action Log

A rolling action log detailing decisions not yet implemented following the previous meeting on 4 September 2018 was provided. Items 338 – National Improvement Framework (NIF) –Education Plan, and 397 – Early Learning and Childcare – 2020 Expansion Plan were subject of reports on the agenda and accordingly fell from the action log

Decision

The Education Executive noted the rolling action log.

EE40. Implementing the Council's Medium Term Financial Plan in Falkirk's Schools

The Education Executive considered a report by the Director of Children's Services which set out the current estimated financial savings target that Children's Services are expected to achieve in terms of the Council's current Medium Term Financial Plan (MTFP) and the proposed approach to achieving school level savings within the context of the Council's MTFP.

The MTFP was presented to the Executive on 25 September 2018 (ref EX58). This highlighted the need to address the estimated budget gap of £60m over the next 5 years.

A joint agreement between the Scottish Government and COSLA had been reached to progress aspects of the draft Education Bill, without the need for legislation. This included empowering schools and an expectation that Headteachers make decisions on their spending within the delegated budget received from the local authority. Until now, the local authority has been responsible for directing the school sector on the savings required.

The proposed approach to achieving school level savings was to adopt a “funding envelope approach”, based on existing devolved school management (DSM) allocation, and that schools be tasked with identifying targeted savings from their envelope.

Service Managers and Headteachers would require to consult with their individual stakeholders on possible budget savings options. A proposed 4 week consultation timescale was outlined to allow feedback to be assessed and reviewed.

Appendix 1 to the report, outlined potential areas that schools are likely to consider for budget savings options.

Decision

The Education Executive agreed:-

- (1) the principle of requiring schools to identify targeted savings from their Devolved School Management (DSM) “funding envelope” as proposed at paragraph 4.1 in the report;**
- (2) that the Director of Children’s Services direct Headteachers to consult locally with parents, staff, pupils and other stakeholders on the savings options likely to be considered in order to achieve their (school level) proportionate share of the savings that have been attributed to Children’s Services in the MTFP, and**
- (3) that the Director of Children’s Services report back on the development of schools’ budget savings plans to the January meeting of the Education Executive.**

EE41. Promoting Positive Relationships in Falkirk’s Educational Establishments (Anti-Bullying Policy)

The Education Executive considered a report by the Director of Children’s Services presenting for approval the updated Anti-Bullying Policy, rebranded “Promoting Positive Relationships in Falkirk’s Educational Establishments”.

Work to update the Policy had commenced in April 2017 when a Working Group was convened, ahead of the publication of new national guidance on anti-bullying in November 2017 and May 2018.

The new Policy merged the current Anti-Bullying Policy and the new national guidance on approaches for dealing and recording; and monitoring instances of bullying behaviour.

A number of strategic actions to be undertaken over a 3 year period were included in the new Policy, which complemented the work currently undertaken through the new National Improvement Framework. It was recommended that the approaches detailed in the updated Policy be reviewed in 2021.

Decision

The Education Executive approved the new policy for implementation in Falkirk's Early Learning and Childcare Centres (ELCCs) and schools.

EE42. National Improvement Framework - Standards and Quality Report 2018

The Education Executive considered a report by the Director of Children's Services which provided an evaluation summary of the impact of the Education Division NIF Plan, and sought approval to publish the Council's first Standards and Quality Report 2017-2018.

On 5 September 2017 (ref EE13) the Education Executive, had approved the NIF Improvement Plan 2017-18, which outlined the vision, key priorities and expectations of Children's Services in raising educational attainment and achievement for all pupils.

In line with new national guidelines, local authorities are required to publish annually, a Standards and Quality Report providing an evaluation summary of progress and improvements in relation to their NIF Improvement Plan.

The Standards and Quality Report 2018 was attached as appendix 1 to the report and set out progress, achievement and work undertaken in the academic session 2017-18. Identified areas for continued improvement for session 2018-19, was also provided.

Decision

The Education Executive:-

- (1) noted the report, and**
- (2) agreed that the Director of Children's Services publishes the report on the Falkirk Council website.**

EE43. Early Learning and Childcare (ELC) – 2020 Expansion Plan Update

The Education Executive considered a report by the Director of Children's Services which provided an update on the Early Learning and Childcare (ELC) 2020 Expansion Plan.

Year 1 had realised 8 planned projects, and 2 further projects being successfully delivered and fully operational. Review and re-assessment of Year 2 projects implementation dates and proposed phasing arrangements was currently ongoing.

Following work undertaken by the Strategic Property Review, 3 properties had been identified for consideration as potential early years use. It is proposed that consultation exercises be undertaken to assess whether the alternative property options set out offer best value, and meet the suitability and capacity requirements. Any informal consultation would involve groups and stakeholders, including parents, parent councils, staff and local elected members.

Information was provided on the partnership work with the Scottish Child Minding Association, with some children now receiving part of their provision via this blended approach between a local authority provider and a childminder.

Decision**The Education Executive:-**

- (1) noted the successful delivery of the Year 1 (2018) projects;**
- (2) noted the plans to review and re-asses the delivery timeframes for Year 2 projects;**
- (3) agreed that the Director of Children's Services can progress consultation with parents and other stakeholders on the plans to consider and utilise alternative properties, and**
- (4) agreed that the Director of Children's Services continues to provide Education Executive with progress updates on the ELC expansion plans and the feedback from the consultations agreed at (3) above.**

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

EE44. Lease Agreement – Astro turf and Changing Rooms, Dawson

The Education Executive considered a report by the Director of Children's Services seeking approval to lease the astro turf area and changing rooms at Dawson at below market rent to the Dawson Sports Development Association (DSDA).

DSDA is a Scottish Charitable Incorporated Organisation (SCIO) and provide recreational facilities and advance social needs, health and wellbeing in the local area.

The organisation currently uses the property, but in order to support its activities in the community, it now requires a formal lease, details of which were set out in the report. This will allow them to make improvements to ensure activities can be sustained and maximise community benefits. An allocation of £65,000 from Cashback for Communities fund had been secured by DSDA to create a multi-sports area.

The goals and objectives of the proposed project had been assessed, with the findings detailed in the report.

Decision**The Education Executive:-**

- (1) agreed to lease the astro turf area and changing rooms, Dawson to Dawson Sports Development Association for a period of 15 years on full repairing and insuring terms at a nominal rent of £1 per annum;**
- (2) noted 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 Children's Services, in consultation with the Director of Development Services, be authorised to conclude the lease transaction on the terms set out in the report.**

DRAFT**FALKIRK COUNCIL**

Minute of meeting of the Appeals Committee held in the Municipal Buildings, Falkirk on Wednesday 7 November 2018 at 9.30 a.m.

Councillors:

David Alexander
Gary Bouse (Convener)
Jim Blackwood
Lynn Munro
John Patrick
Pat Reid

Officers:

Kathleen Docherty, Senior Human Resources Adviser
Jack Frawley, Committee Services Officer
Rose Mary Hoey, Interim Legal Services Manager

A6. Apologies

Apologies were intimated on behalf of Councillors Collie and Spears.

A7. Declarations of Interest

There were no declarations of interest.

A8. Minutes**Decision**

The minutes of meeting of the Appeals Committee held on 14 September 2018 was approved.

A9. Exclusion of Public

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

A10. Appeal Against Dismissal

The Committee considered papers relating to an Appeal against dismissal which included (a) Note of Procedure; (b) Submission from the Head of Social Work Adult Services dated 29 October 2018, and (c) Copies of core documents relating to the Appeal.

The Interim Legal Services Manager and the Senior Human Resources Adviser were in attendance as legal adviser and personnel adviser to the Committee respectively.

The Appellant, Mr G, was present and confirmed he was happy to proceed with the hearing without representation.

The Head of Social Work Adult Services and Human Resources Team Leader (Operations) (S Ricketts) were present as representatives of the Council.

The Appellant presented his case.

The Head of Social Work Adult Services indicated that he had no questions for the Appellant.

Members of the Committee then asked questions of the Appellant.

The Head of Social Work Adult Services then presented the case on behalf of the Council.

The Appellant indicated that he had no questions for the Head of Social Work Adult Services.

Members of the Committee then asked questions of the Head of Social Work Adult Services.

The Head of Social Work Adult Services summarised the case on behalf of the Council.

The Appellant summarised his case.

The parties to the appeal withdrew.

The Committee, having given careful consideration to all of the submissions made, **AGREED** that the decision taken by management to discipline and dismiss Mr G from Council service was not justified in all the circumstances of this case. Accordingly the appeal was **UPHELD**.

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

FALKIRK COUNCIL

Minute of the meeting of the Audit Committee held in the Municipal Buildings, Falkirk on Monday 19 November 2018 at 9.30 a.m.

Members:

Councillor Niall Coleman
Councillor Nigel Harris
Councillor Cecil Meiklejohn
Councillor Alan Nimmo
Councillor Pat Reid

Officers:

Rhona Geisler, Director of Development Services
Gary Greenhorn, Head of Planning & Resources
Kenneth Lawrie, Chief Executive
Rebecca McDonald, Change Programme Manager
Gordon O'Connor, Audit Manager
Brian Pirie, Democratic Services Manager

Also Attending:

Rob Jones, Ernst & Young

A25. Apologies

No apologies were intimated. In the absence of a Convener, Councillor Meiklejohn took the chair.

The Democratic Services Manager gave an update on the progress in recruiting an independent Convener. Despite interest no formal applications had been received. The position had been advertised through myjobscotland and CIPFA. The advert had been circulated by the Falkirk Rotary Club to its members and network of contacts. Further options to advertise would be explored with a view to attracting interest.

A26. Declarations of Interest

No declarations were made.

A27. Minute**Decision**

The minute of the meeting of the Audit Committee held on 27 September 2018 was approved.

In response to a question on item A21 Annual Accounts 2017/18, the Director of Development Services confirmed that a report on Falkirk Community Stadium Ltd would be submitted to the Executive in due course.

A28. Internal Audit Progress Report

The Committee considered a report by the Internal Audit Risk and Corporate Fraud Manager setting out progress in completing the 2018/19 Internal Audit Plan.

The Audit Plan for 2018/19 had set out 23 assignments. Since the start of the year a further 3 assignments had been added to the plan:-

- Revenues and Benefits Data Handling / Bulk Mailing;
- Council of the Future Board – Scrutiny of Programme and Project Progress; and
- Scottish Social Housing Charter – Annual Return.

Two assignments had been rescheduled, these were:-

- Implementation of Headteachers' Charter: this assignment had been included in the Plan on the basis that the Education (Scotland) Bill would be passed during 2018/19. As this had not been the case this item would be deferred.
- Social Work Adult Services Financial Procedures: this assignment would be rescheduled into early 2019/20, dovetailing with the implementation of the new Social Work information system.

Of the 23 assignments for 2018/19, 13 had been completed and 5 were in progress.

With regard to Audit recommendations Internal Audit had adopted a new gradings recommendation. These were:-

Grade 1: Key risks and/or significant deficiencies which are critical to the achievement of strategic objectives. Consequently management needs to address and seek resolution urgently.

Grade 2: Risks or potential weaknesses which impact on individual objectives, or impact the operation of a single process, and so require prompt but not immediate action by management.

Grade 3: Less significant issues and/or areas for improvement which we consider merit attention but do not require to be prioritised by management.

The report also set out 25 recommendations that remained outstanding beyond the agreed implementation date.

The committee sought clarification on the procedures in place to ensure that outstanding recommendations were actioned. The Internal Audit Manager explained that out of approximately 270 recommendations 25 remained outstanding. In some cases circumstances had changed which meant that they could either be dropped or deferred, however the majority should be actioned. The progress of implementation was monitored and there was dialogue on progress of Services. The committee acknowledged that Internal Audit was not blind to the issue but requested that the next update provided detail on the remaining outstanding actions, including any mitigating circumstances and if appropriate revised implementation dates.

Gary Greenhorn confirmed that of the 6 outstanding recommendations set out in the report in regard to schools 4 had now been actioned.

Following a question on National Fraud Initiative (NFI) data matching the Internal Audit Manager explained that 2896 recommended matches had been released to Falkirk Council (out of 8366 matches in total). All recommended matches had been investigated and the findings had been largely immaterial. This gave assurance that the remaining matches did not present a risk. Nevertheless they would be investigated. In response to a question in regard to the workload implication the Internal Audit Manager explained that Internal Audit worked closely with Services and procedures were in place to investigate matches. Rob Jones confirmed that External Audit reported bi-annually on NFI work as part of the annual audit. This would be included in the 2018/19 review.

The committee then discussed the recommendations arising from an audit on the General Capital Programme highlighting recommendations in regard to slippage of overspends. The Internal Audit Manager explained the rationale for the recommendations. The two key recommendations were that the role of Lead Project Offices should be strengthened and that they be held accountable via the Corporate Management Team or the Executive for the project overspends.

Members sought assurance in regard to an instance when costs had been allocated to the incorrect cost code. The Internal Audit Manager explained that the systems in place could rectify such errors and the finding was not particularly significant.

Decision

The Committee agreed to note progress being made with completion of the 2018/19 Internal Audit Plan.

A29. Council of the Future Update

The Committee considered an update report by the Director of Corporate and Housing Service on the Council of the Future (COTF).

Since the last update report, on 9 April 2018, the COTF project board had met 3 times to consider progress on projects, the engagement plan and the project risk register.

The Chief Executive stated that the COTF projects would be reprioritised and recalibrated early in the new year to reflect the priorities of the Council's medium term financial plan and the service business plans which were currently being developed. This was a critical piece of work and it was important that the committee was informed of progress. The committee concurred and ask that a presentation be given to all members on the refreshed project.

In addition, following discussions, the committee asked for an update report to its next meeting on 8 April 2018 and that as part of the consideration of the report, it received 2 presentations, from the project lead officers, on key projects.

The Convener reminded the committee that, in terms of governance, the Executive had oversight of the project but that it was in order for the Audit Committee to satisfy itself that the governance and risk constraints were in place. In regard to the governance of the project Rob Jones confirmed, following a question, that the External Auditors had made recommendations as part of the 2017/18 Audit and that these would be followed up in 2018/19. Members reflected on the observation by Ernst & Young that the project was not progressing sufficiently quickly.

In response the Convener stated that the project board regularly questioned the pace of the projects and questioned officers on barriers to progress. The Change Programme Manager explained, following a question on the number of projects within the COTF banner that reports were submitted to the Executive regularly and that there was 'visibility' for members on the project.

The members discussed the frequency in which updates were submitted to the Audit Committee. A report had been requested for the next meeting. The committee would consider the reporting frequency at that meeting having considered the update report.

Decision

The Audit Committee agreed to note the update on the Council of the Future Change Programme and agreed when they would like to receive a further update.

- (1) The Audit Committee noted the update on the Council of the Future Change Programme.**

- (2) requested a further update report to the next meeting following the reprioritisation and recalibration of the Project and to receive a presentation on projects by Project Leads, and**
- (3) that a briefing be held for all members following the reprioritising/calibration of the Project.**

A30. Audit Committee Workplan 2019

The Committee considered a report by the Director of Corporate and Housing Services setting out the Audit Committee Workplan for 2019.

The 2016/17 Annual Report to Members and the Controller of Audit had recommended that a workplan be produced for the Audit Committee. This would, it had concluded, assist the effectiveness of the committee on a regular or cyclical basis was presented. In addition the committee had during the previous item called for a report on the Council of the Future Project to be submitted in April 2019. The draft work plan would be adjusted to reflect the decision.

The Democratic Services Manager confirmed that, following a question, the committee was required to review its effectiveness and that a workplan would assist in this process.

Decision

The Audit Committee agreed its workplan for 2019.



MINUTE OF MEETING OF ENVIRONMENT AND ECONOMY BOARD

COSLA Offices, Edinburgh

20th April 2018

Present

Cllr Steven Heddle (in the Chair)	COSLA
Cllr Alan Donnelly	Aberdeen City
Cllr Ron Sturrock	Angus
Cllr Robin Currie*	Argyll and Bute
Cllr George Gordon*	City of Edinburgh
Cllr Donald Crichton (Video Conf)	Comhairle nan Eilean Siar
Cllr Andrew Wood*	Dumfries and Galloway
Cllr John Jamieson	East Dunbartonshire
Cllr John Patrick	Falkirk
Cllr Altany Craik	Fife
Cllr Anna Richardson	Glasgow City
Cllr Duncan Macpherson	Highland
Cllr Russell Imrie	Midlothian
Cllr John Cowe	Moray
Cllr Alex Gallagher	North Ayrshire
Cllr Danish Ashraf	North Lanarkshire
Cllr Graham Sinclair (Video Conf)	Orkney Islands
Gerry McCartney	Public Health Directors
Cllr John McNaughtan	Renfrewshire
Gordon Mackay	SCOTS
Cllr Mark Rowley	Scottish Borders
Cllr Robbie McGregor*	Shetland Islands
Pamela Smith	SLAED
Steve Barron	SOLACE
Cllr John Anderson	South Lanarkshire
Chris Wood-Gee	Sustainable Scotland Network

Apologies

Cllr Sandy Wallace	Aberdeenshire
Cllr Aileen Morton	Argyll and Bute
Gareth Waterson	CIPFA – Directors of Finance
Cllr Donald Balsillie	Clackmannanshire
Cllr Archie Dryburgh	Dumfries and Galloway
Cllr Lynne Short	Dundee City
Cllr Jim Roberts	East Ayrshire
Cllr Norman Hampshire	East Lothian
Cllr Alan Lafferty	East Renfrewshire
Robert Gray	HOPS
Cllr Colin Jackson	Inverclyde

Cllr Alasdair Bailey
 Andrew Fraser
 Cllr Ryan Thomson
 Jim Savege
 Cllr Brian McGinley
 Cllr Evelyn Tweed
 Cllr Iain McLaren
 Cllr Cathy Muldoon

Perth and Kinross
 Public Health Directors
 Shetland Islands
 SOLACE
 South Ayrshire
 Stirling
 West Dunbartonshire
 West Lothian

1. Welcome and Apologies

Cllr Heddle welcomed those present to the meeting and in particular Councillors George Gordon and Duncan Macpherson who had both recently been appointed to the Board by their respective Councils. Apologies received for absence and substitutions were noted.

2. Minute of the Environment and Economy Board on 4 December 2017 and Matters Arising

The Board agreed to approve the minute of the previous meeting held on 4th December 2017 as an accurate record.

3. Environment and Economy Board Plan

The Board was presented with the latest version of the Environment and Economy Board Plan.

The meeting was provided with two verbal updates on specific issues within the Plan. Firstly, it was noted that a positive meeting had been held with the Cabinet Secretary for Rural Economy and Connectivity, Fergus Ewing MSP on broadband. Plans were underway to build better relationships with the UK Government around this issue and to ensure a more joined-up approach was being developed going forward. Secondly, members were advised that the Minister for Transport and the Islands, Humza Yousaf MSP had accepted a request to attend the meeting of the Board scheduled on 2nd November 2018.

During discussion on broadband, concerns were articulated about the 100% (R100) superfast broadband programme as there were many communities across the countries not receiving the coverage expected. It was reiterated that more detailed information around the delivery of the programme needed to be made available to local authorities so they knew exactly what had been achieved in their local area and could then plan ahead accordingly. It was also noted that there was a variety of funds and projects running around broadband and officers agreed to provide a succinct briefing on these.

The Board agreed the latest iteration of the Plan.

Items taken in public session

Cllr Heddle advised that items 4 and 5 would be taken together.

4. Circular Economy and Scottish Deposit Return System

The Board was provided with a PowerPoint presentation from Ian Gulland, Chief Executive of Zero Waste Scotland on the circular economy opportunities. He outlined the purpose of Zero Waste Scotland, the strategic context that the circular economy sat within, and the key role that local authorities played in bringing communities on the journey to enable the circular economy to be a success.

Ian also provided members with a flavour of the work to introduce a deposit return system. Scottish Government announced this last September and Zero Waste Scotland had

subsequently been asked to develop options. It was expected that a consultation would be published in the late summer.

There was a wide-ranging discussion with several views expressed and a number of questions which Ian responded to. In particular, members expressed that they were keen for councils to be able to influence the design of a new deposit return system, as well as the opportunities to employ existing council resources in a new system were explored, and that there would be no financial burden on local government as a result of the new system.

Iain confirmed he saw huge opportunities for councils in a deposit return system, and that he and Zero Waste Scotland had an absolute commitment to a constructive dialogue with local government and more detailed discussions. The chair equally confirmed COSLA's interest in maintaining such a dialogue.

The Board:

- i. noted the content of Ian Gulland's presentation and thanked him for his attendance;
- ii. noted the substantial impact that the introduction of a Scottish Deposit Return System would have on all Local Authorities and agreed that the Board Plan be adjusted to reflect this shift in focus;
- iii. agreed that COSLA write to the Cabinet Secretary for the Environment to impress local government's commitment to increasing recycling and seeking an active involvement in the design of the system and relevant decisions; and
- iv. agreed that COSLA contacts its member councils on the introduction of the Scottish Deposit Return System and invite early engagement to assist with developing local government's position and input.

5. The Crown Estate

a) Scottish Crown Estate Bill

The Board was provided with a report which invited members to discuss the now published Scottish Crown Estate Bill.

The Board noted COSLA's evidence at Appendix B of the report which was submitted to the Scottish Parliament in March.

b) Crown Estate Pilots – presentation and discussion with consultant Sarah Brown

The Board considered a report which invited members to discuss the proposed criteria for pilots being developed by Crown Estate Scotland and to agree the COSLA response.

A PowerPoint presentation was also provided by Sarah Brown, a consultant to Crown Estate Scotland. She highlighted the engagement that had taken place with stakeholders to date, the consultation document and the fact that COSLA had been given an extension of 23 April to respond, and encouraged local authorities to bring forward any pilots or good ideas which they felt were worthy of consideration – there was a willingness to facilitate innovation.

The Board:

- i. discuss the presentation on the criteria for pilots which were being developed by Crown Estate Scotland, and
- ii. agree the COSLA response as appended to the report.

6. Climate Change Plan and Bill

The Board received a report which informed members that Scottish Government had now finalised its Climate Change Plan (CCP) and was expected to introduce shortly a Climate Change Bill with a new carbon reduction target for the period until 2050.

The Board:

- i. agreed that COSLA maintain the current Board position on the Bill of a *minimum* carbon reduction target at 90% by 2050, but more importantly, emphasise the urgent need for more clarity and dedicated resources here and now, and for developing robust, funded policies and proposals
- ii. agreed COSLA continue to push for Scottish Government to commence discussions, in line with the UN Paris Agreement, on how Local Government can be equipped and resourced to make the contribution it was keen and politically committed to making, and
- iii. agreed COSLA support strong national governance to oversee Scotland's Climate Change Plan, with a strategic role for Local Government across all sectors and carbon reduction envelopes.

7. UK's Exit from the European Union: Policy, Funding and International Engagement after Exit

The Board considered a report which provided an assessment of the recent UK-EU withdrawal agreements on the issues that were part of the remit of this Board and, building on the discussion from last December provided a scope of the future engagement opportunities post Brexit.

In response to questions about various EU funding streams, it was noted that SLAED had prepared a comprehensive briefing which would be shared with members for information.

The Board:

- i. noted the update on the UK-EU withdrawal process and on environmental policy and legislation;
- ii. highlighted other issues which members wished to raise to COSLA's attention on our work on the UK's exit; and
- iii. discuss and agreed there was support for developing a shared local government strategy for engagement with voluntary international commitments such as the Covenant of Mayor, Under2 MoU, Bonn Registry, NAZCA Platform as well as international bodies dealing with sustainable economic development.

8. Impact of Winter Weather on Local Government – verbal update/discussion

The views of the Board were sought on what, if any, lessons could be learned from the recent severe winter weather.

During discussion, members acknowledged the tremendous effort of council staff in continuing to deliver services during the severe winter weather. The importance of learning lessons from this were stressed, particularly around the mixed messages that people were receiving about travelling. It was also clarified that the Cabinet Secretary had made £10m available to all local authorities to help cover costs associated with the severe weather and that this was instead of local authorities submitting claims through the Bellwin Scheme. The distribution of these funds would be considered by Leaders on 27th April.

The Board noted the content of the discussion and that officers would raise the issues discussed with Scottish Government. It was further noted that further information would be shared with members around the severe winter weather monies local authorities would receive.

Items taken in private session

9. Planning Bill

The Board considered a report which provided information on the Planning Bill and informed members of potential future issues around rights of appeal predicted to arise over the course of the Bill.

After the move into private session, Cllr Heddle provided an additional verbal update following a meeting with the Cabinet Secretary for the Environment, Climate Change and Land Reform, Roseanna Cunningham MSP on the Crown Estate. The meeting had been arranged to discuss the distribution of the net revenue from the Crown Estate to Local Authorities. There were some differing views expressed at the meeting with the Cabinet Secretary, but hopefully a compromise had been struck.

The Board:

- i. noted the next steps and likelihood of amendments on the right of appeal at stage 2 of the Bill,
- ii. discussed COSLA's policy position on rights of appeal and agreed that, for the time being, COSLA continue to be opposed to it, and
- iii. agreed a further report be brought back once the position of right of appeal was clarified following the stage 1 report.

10. Enterprise and Skills – oral update from Chair

The Board received an oral update on developments associated with the enterprise and skills review.

The meeting was advised that COSLA would be writing to the Strategic Board about local government's role in economic development, business support and Business Gateway and it was noted that the development of the South of Scotland agency, which COSLA supported, would be considered in further detail at the next meeting.

The Board noted the content of the oral update and agreed to be kept informed of any developments.

11. Date of next meeting – 15 June 2018

The Board noted the date of the next meeting was 15th June 2018.



MINUTE OF MEETING OF COMMUNITY WELLBEING BOARD

COSLA Offices, Edinburgh

4th May 2018

Present

Cllr Anne Simpson*	Aberdeenshire
Cllr Kieron Green*	Argyll and Bute
Cllr Andy Ferguson	Dumfries and Galloway
Cllr Elena Whitham	East Ayrshire and COSLA
Cllr Jim Goodfellow	East Lothian
Cllr Colm Merrick	East Renfrewshire
Cllr Jim Flynn	Falkirk
Cllr Judy Hamilton	Fife
Cllr Jennifer Layden	Glasgow City
Cllr Margaret Paterson	Highland
Cllr Jim Clocherty (video conf)	Inverclyde
Cllr Stephen Curran	Midlothian
Cllr Lorna Creswell (Tele Conf)	Moray
Cllr Peter Barrett	Perth and Kinross
Anna Baxendale*	Public Health Directors
Cllr John McNaughtan*	Renfrewshire
Cllr Watson McAteer	Scottish Borders
Cllr Maureen Chalmers	South Lanarkshire
Cllr Iain McLaren*	West Dunbartonshire

*denotes substitute

Apologies

Cllr Lesley Dunbar	Aberdeen City
Cllr Iris Walker	Aberdeenshire
Tony Cain	ALACHO
Cllr Colin Brown	Angus
Cllr Robin Currie	Argyll and Bute
Gary Fairley	CIPFA-Directors of Finance
Cllr Craig Holden	Clackmannanshire
Cllr Ian Campbell	City of Edinburgh
Cllr Kenny John MacLeod	Comhairle nan Eilean Siar
Cllr Kevin Cordell	Dundee City
Cllr Paul Ferretti	East Dunbartonshire
Cllr Judy Hamilton	Fife
Cllr Louise McPhater	North Ayrshire
Cllr Colin Cameron	North Lanarkshire
Cllr Andrew Drever	Orkney Islands

Catherine Mackereth	Public Health Directors
Cllr Marie McGurk	Renfrewshire
Cllr Alastair Cooper	Scottish Borders
Jane Martin	Social Work Scotland
Lilian Cringles	Social Work Scotland
Malcolm Burr	SOLACE
Sandra Black	SOLACE
Cllr Ian Davis	South Ayrshire
Cllr Chris Kane	Stirling
Cllr Diane Docherty	West Dunbartonshire
Cllr Dave King	West Lothian

1. Welcome and Apologies

Cllr Elena Whitham welcomed those present to the meeting. Apologies received for absence and substitutions were noted.

2. Minute of Previous Meeting 9th March 2018

Under matters arising, it was noted that further reports on gypsy/travellers would be brought forward to future meetings following the positive engagement with Davie Donaldson. It was also highlighted that the Finnish universal basic income experiment had recently fell after two years of running and it was queried whether this would have an impact on the Scottish pilots. In response, it was noted that there were specifics and nuances to the Finland model which were different to the Scottish approach and a report would be brought to a future meeting detailing all of this.

The minute of the previous meeting held on 9th March 2018 was agreed as an accurate record.

Migration & Rights

3. Brexit: The Settlement Process and Engagement with EU Citizens

a. COSLA Update

The Board considered a report which informed members of recent COSLA activity relating to the settlement process and engagement with EU citizens.

The Board:

- i. noted and supported COSLA's current and planned work with local authorities and ministers on engaging EU citizens in our communities;
- ii. noted the key concerns raised by EU citizens during the regional engagement events;
- iii. noted COSLA's work with the Home Office regarding the EU settlement scheme and agreed to the continuation of this work;
- iv. noted and discussed the Home Office presentation on the settlement scheme; and
- v. agreed and supported COSLA's planned partnership work with the European Commission.

b. Presentation from the Home Office

The Board received a verbal presentation from Mark Doran, Deputy Director for EU Exit Immigration Strategy, on the EU Settlement Scheme. He highlighted that main task of the Home Office was to now begin communicating with EU citizens about what they would need to do. An awareness raising campaign was about to commence to facilitate this.

The Board noted the content of the presentation and agreed to be kept informed of any developments.

4. Migration, Population and Diversity Team Business Plan

The Board was provided with a report which set out the business plan for the work of the Migration, Population and Diversity (MPD) Team for 2018/19 and also outlined the planned re-establishment of the Strategic Migration Partnership (SMP) Board during the year.

During discussion, it was clarified that the SMP Board membership was still to be agreed but it would be an officer group comprising of

The Board:

- i. noted and agreed the MPD Team business plan for 2018/19; and
- ii. agreed the re-establishment of the SMP Board during 2018/19.

Poverty and Social Security

5. Family Reunion Crisis Grant Scheme

The Board received a report which informed members of the Scottish Government's intention to formally establish a Family Reunion Crisis Grant scheme to financially support families reuniting with refugees already resident in Scotland. The report sought members' views on its routing through Scottish Welfare Fund operations, guidance on its use and how local authorities would be funded to meet the costs.

The Board:

- i. noted that the Minister for Social Security was expected to announce the formal establishment of a Family Reunion Crisis Grant Scheme on 9 May, and that it would apply from mid-May 2018;
- ii. agreed that the Scottish Welfare Fund operation was the right mechanism for managing the new fund;
- iii. agreed the main aspects of the Guidance (outlined in paragraph 11 and appended in full in the report) and supported the continued participation of COSLA officers to work with Scottish Government on finalising that Guidance; and
- iv. agreed the funding approach as outlined in paragraphs 13 – 16 of the report.

6. Child Poverty

The Board considered a report which invited views on the Draft Child Poverty Guidance and to agree that COSLA works to obtain funding for child poverty for local authorities, as well as to exert greater influence on national child poverty priority setting and delivery.

There was a wide-ranging discussion with a number of points of view put across. In particular, the need for local models to not be overly prescriptive and allow for local flexibility was stressed. The important role that credit unions and the third sector had to play was also highlighted.

Community Empowerment

7. Open Government Partnership

The Board received a report which provided an overview of the Open Government initiative in Scotland and the role local government had played in the 2017 action plan.

The Board noted the ongoing activity and intention to keep this matter on the agenda of relevant boards.

8. Participatory Budgeting Mainstreaming Activity Update

The Board considered a report which detailed the progress so far of COSLA's Participatory Budgeting Development Manager who was supporting mainstreaming activity across all 32 member Councils. The report provided an initial overview of the survey sent to all members

asking them to consider what activity they currently did and what could or should be within scope for mainstream participatory budgeting.

There was a comprehensive discussion with lots of suggestions put forward which officers agreed to pick up. In particular, it was agreed that an event be held so examples of good practice across the country could be shared and members could get a better grasp of the different approaches to this piece of work.

The Board:

- i. noted the progress and ongoing activity; and
- ii. provided comments to inform the further development of this strand of work.

Housing

9. Landlord Registration Consultation

The Board was provided with a report which invited discussion on the Scottish Government consultation on Landlord Regulation in Scotland.

During discussion, it was commented that it would be useful if an incentive scheme for landlords could be explored. It was also suggested that a report be brought to a future meeting which outlined statistics of how many times councils had helped landlords meet their legal obligation and the different actions that had been taken.

The Board:

- i. noted the publication of the consultation by Scottish Government;
- ii. discussed and provided comments to inform COSLA's response; and
- iii. mandated the Community Wellbeing Spokesperson to agree the final COSLA response in line with comments provided by Board members.

10. Homelessness and Rough Sleeping Action Group Report

The Board considered a report which provided an update on recent developments in policy around homelessness and sought agreement on next steps in this policy area.

During discussion, the importance of appropriate investment and resources being made available to tackle homelessness was emphasised. It was also commented that, particularly in rural areas, location can be more important than housing for some individuals as they wanted to remain close to their social contacts. Any action therefore had to be careful that it did not breach the equalities duty. These points were noted.

The Board:

- i. noted recent publications, from both the Local Government Committee and the Homelessness and Rough Sleeping Action group, in relation to homelessness;
- ii. noted the reconstituted Homeless Prevention Steering Group had met for the first time this year;
- iii. mandated COSLA Officers to work with Scottish Government, ALACHO and others to scope actions required to take forward recommendations in relation to rapid rehousing, and housing first; and
- iv. noted recommendations were expected over the coming months from the Homelessness and Rough Sleeping Action Group on transforming the use of temporary accommodation and how to bring an end to homelessness in Scotland.

11. Scottish Energy Efficiency Programme

The Board received a report which provided an update on recent developments around Scotland's Energy Efficiency Programme (SEEP) which had now been renamed Energy Efficiency Scotland.

The Board:

- i. noted Leaders agreed at their meeting in April that local government should work in a constructive partnership with Scottish Government to shape Energy Efficient Scotland nationally and deliver locally; and
- ii. noted the Community Well-being Board and the Environment and Economy Board would take forward individual policy strands pertaining to Energy Efficient Scotland and escalate decisions of strategic importance to Leaders as appropriate.

Community Safety and Justice

12. Fire and Rescue Consultation Response

The Board received a report which outlined COSLA's provisional response to the Scottish Fire and Rescue Service's (SFRS) 'Transformation Consultation' and invited the views of members.

There were a number of tweaks suggested to the response which officers agreed to pick up.

The Board:

- i. provided views on COSLA's provisional response to the SFRS consultation; and
- ii. agreed, subject to the tweaks agreed at the meeting being made, the response to the consultation.

13. Legal Aid Review

The Board considered a report which advised members that the Independent Review of Legal Aid presented its report in late February this year. It contained 6 strategic aims and a significant number of recommendations. Responses to these were being considered by the Scottish Government which would produce its own analysis and conclusions. Of the strategic aims 3 were of direct relevance to COSLA and Scottish Local Government. The report repeated COSLA's previous observations and summarised the issues that arose from the Independent Review's recommendations.

During discussion, concerns were articulated around capacity and it was emphasised that funding would be key to determining how much help could be provided by local authorities.

The Board:

- i. noted the previous position of COSLA expressed to the Independent Review;
- ii. noted the main recommendations of relevance to Scottish Local Government and COSLA; and
- iii. offered advice and comment.

Other

14. Scottish Government's Creative Strategy

The Board received a report which detailed that the Programme for Government included a commitment by the Scottish Government to develop a cultural strategy for Scotland. Responsibility for the area was shared between Scottish and Local Government. Councils provide significant support in the areas of grants to third sector groups, advice to small businesses, local festivals as well as the more usual libraries, museums, art galleries, theatres and halls. The report covered the progress to date.

The following councils all indicated that they would be interested in hosting regional consultation events on the draft strategy: Glasgow City; Dumfries and Galloway; and Aberdeenshire.

The Board:

- i. noted the content of the report;
- ii. provided comment on the themes that were emerging;
- iii. agreed to a meeting between Council 'Culture Convenors' and the Cabinet Secretary to discuss progress; and
- iv. noted that a small number of individual member authorities could host regional consultation events over the draft strategy.

15. AOCB

Members were informed that a housing event would be held after the next meeting of the Board on 22nd June. Further details would be sent to members.

It was noted that the gypsy/traveller minimum site standards would become a requirement in June.

Date and Time of Issue – 21 August 2018
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Falkirk Council

Committee Services Action Sheet

Community Planning Strategic Board – 24 May 2018

Attending: Councillor C Meiklejohn (Chair), Councillor F Collie, Falkirk IJB, M Pitcaithly, F Campbell, A Wilson, M O'Neill, R Naylor, M Davies all Falkirk Council, J Swan & G Foster, NHS Forth Valley, D Lockhart, Scottish Fire and Rescue Service, M Fotheringham, Police Scotland, D Mellor, CVS Falkirk and District
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Apologies: Councillor D Alexander and S Ritchie, both Falkirk Council
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Agenda Item No	Subject and Source	Decision <i>(This decision may not be the final minute wording)</i>	For Action By	For Info	Further Approval/ Consideration <i>(where indicated)</i>
1/2	WELCOME, INTRODUCTION & APOLOGIES	<p>(1) The Chair welcomed everyone to meeting and thanked the Chief Executive of Falkirk Council for her contribution over the years, noting her retirement in June.</p> <p>(2) The Chair also thanked the Chief Officer of CVS Falkirk and District for her contribution to Community Planning, noting her retirement in July.</p>			

		(3) The Chair noted the apologies intimated			
3	MINUTE Action Note of the Meeting of the Community Planning Strategic Board on 22 March 2018.	APPROVED MATTERS ARISING ACTION POINTS:- (1) J Swan asked how the IJB's responsibilities on mental health and wellbeing sat with those contained within the delivery plan. The delivery plan is to be updated to better reflect the national mental health strategy. Discussion has also taken place with the Children's Commission re linked work. The Health & Social Care Partnership's Chief Officer is well placed to oversee this area of business chairing both the delivery group and sitting as part of the IJB. (2) Action: National Mental Health Strategy to be circulated to Board Members	A Wilson		

4	LOCALITY PLANNING GROUP (EAST) PROGRESS & RECOMMENDATIONS	<p>RECOMMENDATIONS APPROVED</p> <p>DISCUSSION SUMMARY & ACTION</p> <p>(1) The report was circulated in advance to allow community action planning in Grangemouth to be progressed</p> <p>(2) A community conversation has been organised for 27 June to feedback the key issues arising from the collated evidence and locality consultation. The event will be attended by community representatives, Elected Members and partners. Attendees will be asked to identify their priority issues as well as what success will look like for these.</p> <p>(3) A Stakeholder's Group will be established following the community conversation. The membership of this</p>	A Wilson		
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		<p>group needs to be broad to reflect the wide nature of the probable themes which will be progressed within Community Action Planning. It is expected that the group will report back in December.</p>			
		<p>(4) In Bo'ness and Blackness the community referenced the recent amount of consultation which had taken place and the number of agencies working in the area. They asked that duplication of activity be avoided. A meeting will be arranged with the Coalfield Regeneration Trust which has been working in the area to explore the potential for collaboration</p>	A Wilson		
		<p>(5) Further work in the Upper Braes will be progressed by CLD and will focus on communities being better able to access</p>	M Meechan		

		<p>funding</p> <p>(6) The head teacher, Grangemouth High School remains keen that young people be involved in Community Action Planning</p> <p>(7) Work needs to be progressed regarding getting a community view on local assets</p> <p>(8) Preparatory work in the western locality is underway with the collation of both locality and settlement profiles. A locality consultation is also at an advanced stage of preparation. The on-line consultation will be supported by both schools and community workshops. Lessons learned in the east will be applied.</p> <p>(9) The Chair asked if all stakeholders were engaged in locality planning.</p>	<p>A Wilson</p> <p>A Wilson, M Meechan & C Isdale</p> <p>A Wilson</p>		
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		Action: Letter to be sent to partners from the Chief Executive, Falkirk Council to clarify the ask of partners in support of locality planning and to seek their support and contribution in this endeavour	A Wilson		
5	UPDATE ON INTEGRATED CHILDREN'S SERVICES PLANNING DAY AND INTEGRATED CHILDREN'S SERVICES PLAN REFRESH	<p>NOTED and AGREED as per report.</p> <p>DISCUSSION SUMMARY & ACTION</p> <p>(1) M Davies updated the Board on action being taken to address priorities within the re-alignment of Children's Services. This includes action in the following areas; mental health and wellbeing, physical activity, healthy eating, reducing the impact of passive smoke and alcohol misuse, corporate parenting, improving outcomes for looked after and accommodated</p>			

		<p>children, child poverty.</p> <p>(2) A planning day will take place to review / refresh the Integrated Children's Services Plan</p> <p>(3) The Board discussed the amount of data available on children / young people with additional support needs</p> <p>(4) ACTION – An update report should be submitted to a future Board meeting</p>	M Davies		
6	THE IMPACT OF UNIVERSAL CREDIT	<p>VERBAL UPDATE</p> <p>(1) F Campbell advised that Universal Credit had been introduced on 28 March. It was too early to be able to provide a detailed impact assessment. £100,000 has been allocated to help mitigate the impact of this introduction.</p> <p>(2) The Hub approach implemented in Grange3mouth and to be available in the</p>			

		<p>west in Denny later in year improves the service offer with partners to people in receipt of Universal Credit</p> <p>(3) The rollout of digital inclusion is also helping. Funding is still available to support local communities</p> <p>(4) The way Universal Credit is paid to citizens may also present challenges, eg increasing arrears, when previously housing benefit was paid directly to landlords</p>			
7	ENGAGING AND EMPOWERING COMMUNITIES EVENT	<p>VERBAL UPDATE</p> <p>(1) F Campbell briefed the Board on the purpose of the proposed event which to explore the principles supporting co-production and to promote this as a way of working across the CPP.</p> <p>(2) A Wilson advised that the programme would include local examples of good practice, as</p>			

		<p>well as external examples from West Lothian and East Ayrshire. The event is planned for September.</p> <p>(3) ACTION – Final agenda to be sent to Board when available</p>	A Wilson		
8	IMPROVEMENT SERVICE LEARNING CLUSTER	<p>VERBAL UPDATE</p> <p>(1) A Wilson that the regional learning events are proving useful. He has asked the Improvement Service if learning can be shared nationally. A national event is being planned for later in the year.</p>			
9	HEALTH IMPROVEMENT STRATEGY, FORTH VALLEY HEALTH BOARD	<p>PRESENTATION</p> <p>(1) G Foster provided an overview of the Health Improvement Strategy</p> <p>(2) The Chair expressed interest in hearing a Falkirk perspective on the strategy. G Foster said that O Harding could provide this</p> <p>(3) Locality Planning provides an opportunity to review</p>			

		<p>issues such as health inequalities and homelessness from a very local perspective</p> <p>(4) ACTION – O Harding to be invited onto the Fairer Falkirk Partnership</p>	F Campbell		
10	OTHER BUSINESS	<p>ROLE OF LOCATION DIRECTOR</p> <p>(1) M Pitcaithly advised that the Scottish Government has recently refreshed the role of Location Director, although F Robertson will still be our local representative</p> <p>(2) ACTION – Letter from the Scottish Government to be circulated to the Board</p> <p>OFFICERS LEAVING</p> <p>(1) The Chair noted that M O'Neill and M Fotheringham were moving onto new roles and thanked them for their contribution to Community Planning</p>	A Wilson		
11	CONFIRMATION OF FUTURE MEETING DATES 2018:-	NOTED	Fiona Campbell		

	Executive Group:- <ul style="list-style-type: none">• 24 August at 10:00 a.m.• 18 October at 2.00 p.m.• 13 December at 2.00 p.m. Strategic Group:- <ul style="list-style-type: none">• 6 September at 10.00 a.m.• 22 November at 10.00 a.m.				
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Falkirk Community Trust

Board Meeting Minute

Minute of a meeting of the Board of Directors of Falkirk Community Trust Limited (the "Company") held at Callendar House on **31st May 2018** at 10am. Ruth Morrison (RM) chaired the meeting throughout.

No members of the public attended.

Present: Ruth Morrison (RM) Chair; Suzanne Arkinson (SA); Cllr William Buchanan (WB) (items1-6); Cllr Joan Coombes (JC); Colette Filippi (CF) (items 1-6 & 10); Cllr Jim Flynn (JF) (items1-6 &10); Cllr Cecil Meiklejohn (CM) (items1-6 &10); Simon Rennie (SR); David White (DW).

Apologies: Cllr Lorna Binnie (LB); Derek Easton (DE).

In Attendance: Maureen Campbell (MC); Neil Brown (NB); Lesley O'Hare (LoH); Jane Clark (JC); Margaret Smith (MS); Andrew Roberts (AR) (items 1,2,4-6).

No.	Agenda Item	Agreement / Action	Due Date	Who
		Agenda Part 1: Business Items		
	Welcome	RM welcomed Directors to the meeting and all Directors warmly welcomed the award of Tourist Attraction of the Year to Callendar House at the Scottish Hospitality Awards.		
1	Minute of Meeting	The minute of the meeting held on 8 th March 2018 was approved.		
2	Matters Arising	<u>Barclay Report Update</u> The Board noted that CM has raised the matter with the Finance Minister and that MC has spoken with Michael Mathieson and with the Minister for Sport. The Board noted that SPoRTA continue to press for further dialogue with the Government.		
3	Director Appointments	The Board noted the recent recruitment campaign for Independent Directors and the recommendation from the Nominations Committee to make the following new appointment effective from 1 st June 2018: Andrew Roberts – Independent Director (article 19.2 (ii)) Decision The Board agreed the above recommendation of the Nominations Committee; and agreed to amend the appointment of Colette Filippi from article 19.2(ii) to article19.3 with immediate effect.		
4	Provisional Financial Outturn 2017/18	MS presented the provisional outturn on the financial status of the Trusts activities for the 12 months to March 2018 and noted that the figures reported are subject to final audit review. The Board noted that projected surplus on charitable activities is £35,000 and customer income is an improvement on that previously projected despite the extreme winter weather in the final quarter. A provisional charitable donation of £361,000 from the Trading Company was welcomed. The Board noted that an update on the net subsidy position will be reported to the August meeting. The Board discussed the impact of vacancy management and the year-end process.		
5	Council request for Statement of	The Board noted the Council's annual request for a Statement of Assurance from the Trust to feed into the Council's Annual Governance Statement. The response summarises how we		

No.	Agenda Item	Agreement / Action	Due Date	Who
	Assurance for year to end March 2018	<p>are managing the following:</p> <ul style="list-style-type: none"> • achievement of objectives and compliance with legislation, strategies, policies, and procedures; • robust and evidenced management of risk; • economic, efficient, effective, and safe use of resources and assets; and • proper financial stewardship, management and control; • the relevance, reliability, and integrity of financial and other management information. <p>The Board noted that in addition to external audit the Trust derives substantial assurance through a robust programme of internal audits. The Board noted that the management team have begun discussion with the Council's new corporate fraud team on the process for flagging and reporting any concerns which will be cascaded through the organisation.</p> <p>Decision</p> <p>The Board approved the Statement of Assurance.</p>		
6	Business Plan 2018/19 Update	<p>NB updated the Board on the Business Plan actions being taken to secure the agreed savings associated with the reduced service payment in 18/19. The Board noted the detailed report and that one club has come forward to express and interest in community asset transfer; that work progresses with Grangemouth Golf Club on management arrangements for the Golf Course; that agreement has been reached with Children's Services to enable outdoor activity provision to continue; that work is underway on co-location of facilities; that the heritage learning service is no longer available; that revised fees & charges were introduced in April; and that the Trust continues to achieve staff turnover savings.</p> <p>The Board welcomed the good set of statistics presented in the monitoring report and discussed the complexities and timescales of the Business Plan submissions deadline, the frustration of annualised budget planning and if the planning process could tie in to the options appraisal.</p>		
7	Libraries as Community Hubs: update	<p>LoH updated on work with Falkirk Council to explore colocation of services at Falkirk Library within the vision of libraries as community hubs. A design brief and sketch plans have been produced to meet both Trust and Council requirements. The Board noted that this has required some compromises and that the Trust is trying to be a good partner through an integrated solution while taking care to ensure our customer interests are fully considered.</p> <p>The Board noted that the children's library will relocate from the first to the second floor and that there are no funds forthcoming from the Council for the redesign of the children's library or redecoration of the second floor. The Trust will try to identify some funds but will be unable to meet the anticipated cost of £30-40k for shelving and décor of the space. The Board expressed concern that the children's library is being compromised.</p>		
8	Risk Update	<p>The Board noted 3 risks and mitigation action affecting the Trust at this time associated with GDPR, Marketing and Health & Safety over the summer holiday period.</p>		

No.	Agenda Item	Agreement / Action	Due Date	Who
9	Health & Safety Update	The Board noted the update on Health & Safety and that performance results for incidents and accidents at 0.011% is very small in comparison to the volume of admissions across our venues. Staff are vigilant and responsive to accidents and incidents and the Board praised the swift and effective response of gym staff at a recent incident.		



FALKIRK INTEGRATION JOINT BOARD

DRAFT Minute of the Falkirk Integration Joint Board held in the Committee Suites, Municipal Building, Falkirk on Friday 1 June 2018 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
Cathie Cowan Chief Executive, NHS Forth Valley
Mary Pitcaithly, Chief Executive, Falkirk Council
Sara Lacey, Chief Social Work Officer
Morven Mack, Carers Representative
Maureen Hill, Third Sector Representative
Margo Biggs, Service User Representative
Claire Bernard, Falkirk Third Sector Interface
Matt McGregor, Council Staff Representative
Robert Clark, NHS Staff Representative
Angela Wallace, NHS Nurse Director (Nursing Rep)

In Attendance:

Joe McElholm, Head of Social Work Adult Services
Suzanne Thomson, Programme Manager
Kathy O'Neill, General Manager
Vivienne Meldrum, Senior Information Analyst (for item IJB207)
Fiona Campbell, Chair of FADP (for item IJB223)
Stuart Cumming, Associate Medical Director (for item IJB224)
Deirdre Coyle, Head of Information Governance (for item IJB226)
Sonia Kavanagh, Corporate Governance Manager, (minute)

IJB210. APOLOGIES

Apologies were received on behalf of Karen Herbert and Andrew Murray.

Mrs Swan highlighted that this would have been Ms Herbert's last meeting and expressed the Integration Joint Board's thanks and acknowledgement for her contribution, wishing her all the best for the future.

A warm welcome was extended to Ms Maureen Hill who was attending for the first time in her role as the new Third Sector Representative, replacing Ms Herbert.

The Integration Joint Board also acknowledged Ms Pitcaithly's contribution to the IJB and the Partnership as she was due to retire at the end of June 2018. Julia wished the Chief Executive well with her future endeavours.

IJB211. DECLARATIONS OF INTEREST

There were no declarations of interest.

IJB212. MINUTE OF THE FALKIRK IJB MEETING HELD ON 6 APRIL 2018

Regarding IJB196 – Financial Report, Professor Wallace noted the impact of the extended use of additional winter beds into April 2018 on the community hospital overspend.

Decision**The Integration Joint Board:-**

1. The minute of the Integration Joint Board meeting held on 6 April 2018 was approved.

IJB213. ACTION LOG

The Integration Joint Board considered the Action Log presented by the Chair and noted the updates provided.

Ms Swan noted that following the completion of the Board's self evaluation a development session would be held after the meeting to discuss the results and outcomes.

Add Falkirk Carers Strategy update as an action.

It was agreed that Item 19 regarding the Intermediate Care Facility would remain on the Action Log to enable regular updates to be provided until details were finalised.

Action 25 update on transitions Joe & Sara

Action 26 CCG Development session in August

IJB214. CHIEF OFFICER REPORT

The Integration Joint Board considered a report by the 'Chief Officer.

The paper referred to the paper at agenda Item 10: Integration Arrangements, prepared by the NHS Chief Executive. She highlighted that although NHS Forth Valley outlined their ongoing commitment to integration and the further implementation of operational arrangements to the Partnership, there was no breakdown of the total Falkirk elements for the budget, staffing, administration resource or detail of the senior management structure.

There were a number of services which were provided on a Forth Valley wide or specialist basis that would require to be 'hosted'. A formal agreement for hosting arrangements would need to be agreed with partners.

Ms Cassidy provided further updates on developments within the Health and Social Care Partnership including an update on the redesign of Day Services for Younger Adults, the request to provide six monthly report on integration to Falkirk Council, and the development of an Information Bulletin to highlight relevant information to IJB members not necessarily covered within the IJB meetings.

A Believe and Achieve event had been held on 23 April 2018 and Councillor Collie congratulated Mr McElholm and his team on the event and the real opportunity to deliver better outcomes for people with disability and their carers in Falkirk. In response to a question from Ms Mack regarding whether the packages of care review had been completed, Mr McElholm advised that this was well advanced and agreed to bring an update to a future meeting.

Mrs Swan made a statement that before opening the discussion as IJB chair she objected to the recommendations of the Chief Officer Report and members of the IJB discussed these in detail. Mr Linkston proposed that the report should be deferred to the September IJB to enable his Chief Executive to lead on urgent discussions regarding integration arrangements. Ms Pitcaithly seconded this motion and proposed that both Item 10 - Integration Arrangements and Item 11 - Support Services Arrangements on the agenda; should also be deferred to a special meeting of the IJB. As this needed to be progressed urgently the IJB agreed this should be arranged to take place before the end of June. Councillor Meiklejohn supported this approach to ensure constructive discussions could be held and a defined timetable established to enable Phase 1 to be completed by the September timeframe.

Mrs Cowan highlighted that she would direct and oversee the work in the lead up to delegation of phase 1 operational management arrangements would direct and oversee this work and would include both Chief Officers. She provided assurance that significant progress had been made building on work previously led by Professor Wallace. The work was supported by NHS Forth Valley's Area Partnership Forum.

Decision

The Board did not agree to the following recommendations in the Chief Officer Report:-

- 2.2 approve the definition and responsibilities of hosting as a starting point for discussions with Clackmannanshire & Stirling IJB as set out in section 4 of this report.**
- 2.3 request the Chief Officer continue the work with the Chief Officer from Clackmannanshire and Stirling IJB and the NHS Chief Executive to develop the terms of agreement for consideration at the IJB meeting in September.**
- 2.4 request the Chief Finance Officer to bring back a costed proposal for support services as outlined in section 5.**

The Integration Joint Board:-

- 2.1 Noted the content of the report**
- 2.5 Delegated the Chair, Vice-Chair, Chief Officer and Chief Executives to approve the final Annual Performance report as set out in section 11**
- 2.6 Considered a proposal to develop an IJB Information Bulletin as outlined in section 11**

IJB215. FINANCIAL POSITION 2017/18

The Integration Joint Board considered a paper 'Financial Position 2017/18' provided by Ms Amanda Templeman, Chief Finance Officer.

Ms Templeman advised that the Annual Accounts 2017/18 would go to the Audit Committee in June 2018 for consideration, prior to submission to the external auditors, Ernst and Young. The final outturn for 2017/18 would be reported back to the IJB once the accounts and audit process had been completed.

Details regarding the projected financial outturn position (excluding set aside) were provided including the risk sharing agreement for each partner to take responsibility for their overspend, Leadership Funding and Partnership Funding. Discussions were ongoing with colleagues in NHS Forth Valley and Falkirk Council to ensure earmarked reserves were reported in a consistent manner.

Ms Templeman highlighted the challenge to set an appropriate level of general reserves at the current stage of the Partnership. It had been recommended that it was set at £0.250m, however given the pressures faced by the Partnership going forward it was considered prudent to transfer £0.297m, the projected underspend for Adult Social Care, into general reserves.

The IJB discussed the need for medium term financial planning and link with the Scottish Government's 5 year projection for Health and Social Care, due to be published soon.

Decision

The Integration Joint Board:-

- 1. Noted the contents of the report**
- 2. Approved the transfer of £0.297m into general reserves**
- 3. Approved the issue of Final Directions to the Partners for 2017/18**

IJB216. 2018/19 BUDGET

The Integration Joint Board considered a paper '2018/19 Budget' provided by Ms Amanda Templeman, Chief Finance Officer.

Ms Templeman provided an update on the 2018/19 budget. It was proposed that while previous reports had set out the NHS and Adult Social Care spends separately, a joint report for the Partnership would be used, focussing on the actual services provided, with further work required to refine the figures with a view to eventually moving to a locality based reporting model where appropriate.

The savings tracker was outlined, including the resultant risk rating which would evolve and develop to provide narrative and detail for those rated as amber or red. Ms Templeman highlighted that allocation letters had now been received from the Scottish Government in relation to mental health and the Alcohol and Drug Partnership (ADP) budgets and provided a brief overview. However, she noted that these would need to be considered further to understand them fully and establish the budgets available and savings required. Briefing notes would be prepared and sent to members with further clarification.

Ms Templeman highlighted an emerging pressure due to the extended use of temporary additional winter contingencies into April 2018. Although the additional cost of the winter beds would sit as a pressure it was hoped these costs would be mitigated during the financial year.

Decision

The Integration Joint Board:-

- 1. Noted the contents of the report**
- 2. Approved the savings at Appendix 3, excluding those relating to mental health services**

3. **Noted that further information on mental health budget would be presented to the IJB following confirmation of funding from the Scottish Government**

IJB217. PERFORMANCE REPORT

The Integration Joint Board considered a paper 'Performance Report' presented by Mrs Cathie Cowan, Chief Executive, NHS Forth Valley.

Mrs Cowan introduced Mrs Vivienne Meldrum, a member of the NHS Forth Valley Performance team. She reported that in future Ms Meldrum would provide support to the IJB, and would be presenting the performance reporting including details on the local indicators.

Mrs Meldrum provided an overview of the new report structure, focussing on performance against the baseline year 2015/16 which was the year before IJB was established.

Details were provided regarding unscheduled care indicators such as Emergency Department (ED) 4 hour target and attendance rates, readmissions and delayed discharge, as well as the Social Work Adult Services indicators including complaints, and sickness absence. Mr McElholm reported the focus the service has on absence and the level of absences is below other comparative authorities. The key actions required or taken to support and address these issues were also outlined.

Mrs Cowan agreed that NHS sickness absence and complaints would be incorporated into future reports.

The IJB considered the overall performance and discussed the need for contextual information around certain indicators to understand current challenges and the potential impact on other services and performance indicators. With regards to complaints, Ms Swan suggested this could be considered in detail through the Clinical and Care Governance Committee Development Day which was due to take place in August 2018.

Decision

The Integration Joint Board:-

1. **Noted the content of the performance report**
2. **Noted the new format of the performance report**
3. **Noted that appropriate management action continued to be taken to assess the issues identified through the performance reports**

IJB 218. PARTNERSHIP FUNDING

The Integration Joint Board considered a paper 'Partnership Funding' presented by Ms Amanda Templeman, Chief Finance Officer.

Ms Templeman provided the bi-annual performance update regarding Partnership Funding including key areas of achievement and the need to ensure funding was used appropriately in line with a whole system approach.

A number of initiatives were subject to review with details provided of those currently underway including Closer to Home, Rapid Access Frailty Clinic and those which were allocated funds with the need for an implementation plan regarding the model of provision; Alcohol Related Brain Injury (ARBI), AHP resource and Summerford.

Decision

The Integration Joint Board:-

- 1. Noted the performance of initiatives, provided within Appendix 1, and that a full programme report would be provided with the Annual Report in September 2018**
- 2. Noted the review process regarding specific initiatives and that the outcome and recommendations would be reported in September 2018**

Items 10 & 11 should be noted as deferred as they appeared on the agenda

IJB221. STRATEGIC PLAN 2019-2022

The Integration Joint Board considered a paper 'Strategic Plan 2019-2022' presented by Ms Suzanne Thomson, Programme Manager.

Ms Thomson outlined the ongoing work to review the current Strategic Plan 2016-2019 and an indication of the timescales and resource required to achieve this.

A joint workshop had been held on 4 May 2018 with the IJB and Strategic Planning Group (SPG) to discuss and seek views on the options and opportunity. The initial work appeared to indicate there were some aspects to be updated including refinement to more focussed and measurable outcomes and consideration to a new outcome relating to the workforce.

The IJB agreed the workshop had been beneficial and emphasised the important piece of work.

Ms Black noted the importance of officers committing to their attendance at the Strategic Planning Group, as this was an emerging issue.

Decision

The Integration Joint Board:-

- 1. Noted a further joint workshop with the IJB and Strategic Planning Group would be organised for early August 2018**
- 2. Noted the Strategic Planning Group were reviewing their terms of reference and membership, and an update would be presented to the next Board meeting**

IJB222. RISK MANAGEMENT ARRANGEMENTS

The Integration Joint Board considered a paper 'Risk Management Arrangements' presented by Ms Patricia Cassidy, Chief Officer.

Ms Cassidy highlighted the emerging issues around risk management arrangements and the actions to address this.

It was noted that due to changes in personnel there had been some capacity issues with providing assistance with risk management and the identification for appropriate resource would need to be agreed by NHS Forth Valley. It was important for both partners to continue to provide assurance to the IJB on their respective risk management arrangements and where appropriate, provide administration support to the IJB risk management arrangements.

It was noted that the IJB need to received a report on the Risk Register at a minimum once per year.

Decision

The Integration Joint Board:-

- 1. Noted the emerging issues and the steps outlined in section 4 and 5 of the report**
- 2. Noted the risk management arrangements were reported to the IJB Audit Committee on 16 March 2018**

IJB223. FALKIRK ALCOHOL AND DRUG PARTNERSHIP

The Integration Joint Board considered a paper 'Falkirk Alcohol and Drug Partnership' presented by Ms Fiona Campbell, Chair of FADP.

Ms Campbell outlined the activity and outcomes of the work covered within the FADP Annual Report 2016-2017 and the positive and constructive response received from the Scottish Government regarding the report.

Decision

The Integration Joint Board:-

- 1. Noted the progress being made by the FADP as acknowledged by the Scottish Government**
- 2. Noted the broad range of activity which was taking place to address the challenges in the communities related to substance misuse**
- 3. Noted that where there were areas of particular concern, such as Drug Related Deaths and every effort was being made at a multi-agency level to address this**
- 4. Noted Drug Related Deaths had reduced significantly in 2017 and in-depth analysis of this was currently taking place**

IJB224. PRIMARY CARE IMPROVEMENT PLAN

The Integration Joint Board considered a paper 'Primary Care Improvement Plan' presented by Dr Stuart Cumming, Associate Medical Director.

Dr Cumming outlined the work led by the Chief Executive of NHS Forth Valley in preparing the Primary Care Improvement Plan for Forth Valley in response to the new 2018 General Medical Services contract (GMS) which was introduced in January 2018.

The benefits of the new GMS contract for patients were outlined and would help them access the right person, at the right place, at the right time in line with the Scottish Government's Primary Care Vision and Outcomes. There would also be professional benefits, with a refocusing of the GP role as an Expert Medical Generalist and the introduction of a wider range of assistance through financial, infrastructure and workforce support to enable GP practices to be robust and sustainable. The NHS Programme Board would oversee implementation of the Plan.

The finalised draft Primary Care Improvement Plan would be submitted to the Scottish Government in July 2018.

The IJB discussed the impact of the new GMS contract with communication and education required to ensure people understood and trusted the new approach. The impact on support provided by professionals including nurses and pharmacists was noted, with the need for appropriate development of enhanced skills.

Mrs Cowan thanked Dr Cumming and highlighted that the work to develop the Plan for both IJBs was a good example of how corporate support could deliver better ways of working and was delighted to be leading this important work.

It was noted that an EPIA would be required and Dr Cumming noted this would be circulated.

Decision

The Integration Joint Board:-

- 1. Noted the Primary Care Improvement Fund element of the wider primary care fund was being used by Integration Authorities to commission primary care services and was allocated on an NRAC basis through Health Boards to Integration Authorities**
- 2. Agreed a Forth Valley approach to develop a single plan and that this should clearly set out the use of the Falkirk allocation**
- 3. Delegated authority to the Chief Officer, Chief Finance Officer and IJB Chair to sign-off the draft plan and noted that the NHS Chief Executive would sign-off on behalf of the NHS Forth Valley Board**
- 4. Noted that the Board would receive the submitted plan at the September IJB meeting**

IJB225. REDESIGN OF MENTAL HEALTH SERVICES UPDATE

The Integration Joint Board considered a paper 'Redesign of Mental Health Services Update' presented by Mrs Kathy O'Neill, General Manager.

Mrs O'Neill outlined the progress made with the redesign of Specialist Adult Mental Health Services and Specialist Dementia Services, following the publication of Scotland's Mental Health Strategy 2017-2027 and the third Dementia Strategy for Scotland.

Strategic commissioning work in relation to community based mental health services aligned with the changes to be implemented within Adult Mental Health services and provided a cohesive approach for adult and older adult services based on need.

It was noted the Strategic Commissioning work was in target to have new arrangements in place from April 2019.

The Post Diagnostic Support (PDS) Dementia project had been awarded funding through the Primary Care Mental Health Transformation Fund for 2 years. Information regarding the proposed PDS pathway and staffing requirements were outlined and while both the Partnership and Health Board supported this plan in principle a further detailed implementation plan would be required.

Mrs Cowan highlighted that the paper reflected good partnership working and what integration can deliver with support.

Decision

The Integration Joint Board:-

- 1. Noted the content of the report**

2. Noted the planned activities

IJB226. GENERAL DATA PROTECTION REGULATION (GDPR)

The Integration Joint Board considered a paper 'General Data Protection Regulation (GDPR)' presented by Ms Deirdre Coyle, Head of Information Governance.

Ms Coyle highlighted the key features of the new GDPR and noted that although the new legislation would have a greater impact on Falkirk Council and NHS Forth Valley there would be certain requirements for the IJB including the responsibility to have a nominated Data Protection Officer to ensure compliance. The corporate support from NHS Forth Valley and Falkirk Council was noted.

Decision

The Integration Joint Board:-

- 1. Noted the requirements of new Data Protection legislation, and its significance for the work of the IJB**
- 2. Approved Deirdre Coyle, Head of Information Governance, NHS Forth Valley as the Data Protection Officer (DPO) for the Falkirk IJB**
- 3. Noted that further work would be required by the IJB to review arrangements for processing of personal data by the IJB, to check that processes were compliant with GDPR**
- 4. Noted that the IJB must document its arrangements for processing personal data, and have a privacy notice in place for the public, in line with the requirement of GDPR in relation to transparency and accountability**

MINUTE OF MEETING OF HEALTH AND SOCIAL CARE BOARD

COSLA Offices, Edinburgh

1st June 2018

Present

Cllr Peter Johnston (in the Chair)	COSLA
Cllr Kieron Green	Argyll and Bute
Peter Murray	Chair of the IJB Chairs & Vice Chairs
Cllr Ian Campbell	City of Edinburgh
Cllr Stephen Thompson	Dumfries and Galloway
Cllr Ken Lynn	Dundee City
Cllr Iain Linton	East Ayrshire
Cllr Fiona O'Donnell	East Lothian
Cllr Caroline Bamforth	East Renfrewshire
Cllr Robert Bissett	Falkirk
Cllr Kate Stephen	Highland
Val de Souza*	IJB Chief Officers
Cllr Margot Russell*	Midlothian
Cllr Frank Brown	Moray
Cllr Robert Foster	North Ayrshire
Cllr Rachael King	Orkney Islands
Cllr Chris Ahern	Perth and Kinross
Cllr Jacqueline Cameron	Renfrewshire
Cllr Tom Weatherston	Scottish Borders
Cllr Emma Macdonald*	Shetland Islands
Cllr Maureen Chalmers*	South Lanarkshire
Laura Simpson	SPDS
Cllr Graham Lambie	Stirling
Cllr Marie McNair	West Dunbartonshire
Cllr Harry Cartmill	West Lothian

*denotes substitute

Apologies

Cllr Sarah Duncan	Aberdeen City
Cllr Anne Stirling	Aberdeenshire
Cllr Lois Speed	Angus
Donald Forrest	CIPFA – Directors of Finance
Cllr Ricky Henderson	City of Edinburgh
Cllr Ellen Forson	Clackmannanshire
Cllr Kenny John MacLeod	Comhairle nan Eilean Siar
Cllr Mohrag Fischer	East Dunbartonshire
Cllr Samantha Steele	Fife
Cllr Mhairi Hunter	Glasgow City

Julie Murray	IJB Chief Officers
Cllr Robert Moran	Inverclyde
Cllr Derek Milligan	Midlothian
Cllr Paul Kelly	North Lanarkshire
Chris Littlejohn	Public Health Directors
Cllr Allison Duncan	Shetland Islands
Joanna Macdonald	Social Work Scotland
Andrew Kerr	SOLACE
Cllr John Bradley	South Lanarkshire
Cllr Julie Dettbarn	South Ayrshire

1. Welcome and Apologies

Cllr Johnston welcomed those present to the meeting. Apologies received for absence and substitutions were noted.

Prior to moving onto the formal business, Cllr Johnston provided a verbal update on some of his engagements since the Board last met. He also raised three specific issues.

Firstly, he highlighted that the Improvement Service was hosting a workshop on public health as part of their Elected member development programme. It was to be held on 29th June in South Lanarkshire Council and further details would be circulated by email. Secondly, initial discussions on an independent commission on children and young people's mental health and on a suicide prevention action plan had been held with Scottish Government. Officers would provide further information under AOB on both these issues, when there would also be an opportunity for discussion. Finally, the Cabinet Secretary for Health and Sport, Shona Robison had made an announcement in Parliament that she would undertake a review – through the Ministerial Strategic Group (MSG) – of the progress that had been made under Integration Authorities. It was noted that this would be a key item for discussion with Ms Robison when she joined the meeting for the next item.

The Cabinet Secretary joined the meeting.

2. Address from the Cabinet Secretary for Health and Sport, Shona Robison MSP, followed by presentation of Ministerial Strategic Group data

The Cabinet Secretary for Health and Sport, Shona Robison addressed the meeting on two specific items, namely the review of progress by Integration Authorities, and Safe Staffing.

A wide-ranging discussion followed with the Cabinet Secretary and she responded to a number of questions and points raised.

Alison Taylor (Head of Integration) from the Scottish Government then provided members with a PowerPoint presentation on the integration data from the Ministerial Strategic Group.

The Board:

- i. thanked Ms Robison for her attendance and noted the content of the discussion with her;
- ii. agreed to invite Ms Robison to future meetings of the Board as appropriate;
- iii. noted the content of the presentation from Alison Taylor on the MSG data; and
- iv. agreed that a copy of the slides on the MSG data be circulated to members following the meeting.

3. Minute of Previous Meeting 6th April 2018

Under matters arising, it was noted that further information would be sent to members about local charging thresholds/policies.

The minute of the previous meeting held on 6th April 2018 was agreed as an accurate record.

4. Health and Social Care Board Plan

The Board received an updated Health and Social Care Board Plan which reflected recent progress towards the Board's priorities.

The Board noted the progress to date.

Items taken in private session

5. Health and Social Care Integration: Review of Progress

The Board considered a report which provided information to members about the Cabinet Secretary's announcement in Parliament on 2 May 2018 that she would initiate a review of progress by Integration Authorities and invited members to take a position on this.

There was a wide-ranging discussion with a number of views expressed and suggestions put forward. In particular, members broadly welcomed and supported the review. The importance of capturing the positives and good practice within the system so that the focus was not solely on the negatives was emphasised. It was also commented that the review needed to adopt a holistic approach which encapsulated wider issues such as housing. Financial planning and sustainability were also key issues which the review needed to address. Officers agreed to feed all the issues raised into the review.

The Board:

- i. considered the likely scope of the 'review of progress by Integration Authorities' and offered views on how this should be carried out;
- ii. welcomed the Cabinet Secretary's view that this work should report to the Ministerial Strategic Group;
- iii. agreed that the review of progress should, in the first instance, look to incorporate or align with rather than cut across existing initiatives; and,
- iv. agreed that the review of progress should focus on how the underlying principles of integration could be better delivered upon.

6. Safe Staffing

The Board considered a report which advised that the Scottish Government's Health and Care (Staffing) Bill on 'Safe Staffing' (the Bill) was introduced to Parliament on 23rd May 2018. The report provided an update on COSLA officers' engagement with Scottish Government, sought members' consideration of the Scottish Government's policy assurances and an endorsement of COSLA's proposed approach to the legislative process.

During discussion, members reiterated their previous reservations around the introduction of the proposed legislation. It was suggested, for example, that COSLA should explore whether the legislation could only apply at a certain threshold which would make it more conducive for rural areas and allow for the flexibility they needed. Officers agreed to pick this point up and others raised.

The Board:

- i. noted the update on COSLA officers' engagement with the Scottish Government;
- ii. considered the assurances offered by Scottish Government at paragraph 9 of the report; and
- iii. agreed COSLA's proposed approach to the legislative process and that COSLA would seek to engage closely with Scottish Government to ensure they were able to deliver on the commitment to meeting any financial burdens on councils.

7. National Care Home Contract

The Board received a report which provided an update on a proposed future arrangement for the operational management of the National Care Home Contract (NCHC) and invited members to provide input on the roles and responsibilities ahead of a final decision by COSLA Leaders.

The Board:

- i. noted the decision taken by COSLA Leaders;
- ii. noted the proposed future roles as detailed in paragraph 5 and 6 of the report; and
- iii. noted that further updates would be provided to the Board as the detail of the transfer progressed and a final decision would be made by COSLA Leaders.

8. Diet and Healthy Weight Strategy

The Board was provided with a report which invited members to agree that COSLA endorses the principles of the Scottish Government “Healthy Diet and Healthy Weight Delivery Plan” (the Plan), based on the outline of its likely content which was provided in Appendix A of the report.

During discussion, members highlighted the need to work with the private sector and the key role that planning had to play. Crucially, the policy also had to take cognisance of wider policies such as the national walking strategy and free school meals. All these points were noted.

The Board:

- i. considered the summary of the content of the Scottish Government’s diet and healthy weight strategy which was outlined in Appendix A of the report; and
- ii. agreed that COSLA provide general support for the principles outlined.

Cllr Johnston advised that AOB would be taken as the next agenda item, as opposed to the last, as the two issues officers wanted to raise required to be considered in private session.

9. AOCB

Commission on Children and Young People’s mental health

The Board was advised that, following a meeting with the Cabinet Secretary for Health and Sport, Shona Robison and Minister for Mental Health, Maureen Watt on 31st May, the Scottish Government had indicated that they planned to announce the establishment of a Commission on Children and Young People’s mental health before the Summer recess. Scottish Government wanted this commission to be done jointly with COSLA and members’ views were sought on this.

During discussion, members emphasised the importance of it being jointly commissioned and suggested that the third sector should also be heavily involved given the significant role they play in this area of work.

The Board agreed that it be a joint COSLA / Scottish Government Commission and noted that it would also be discussed at COSLA’s Children and Young People Board on 8th June.

Suicide Prevention Plan

The Board was informed that, at the same ministerial meeting on 31st May, the Scottish Government also asked that COSLA jointly sign their Suicide Prevention Plan 2018-2023 which was to be launched by the end of June. A paper was tabled at the meeting which detailed the proposed shared vision and summary of ambition of the Plan.

Following a comprehensive and robust discussion, the Board:

- i. agreed that the COSLA Health and Social Care Spokesperson write to the Cabinet Secretary to set out members' concerns around process and request a delay to the publication of the detailed action plan to enable members to consider it more thoroughly;
- ii. agreed that COSLA Political Group Leaders raised mental health at their meeting with the Cabinet Sub Committee on 7th June as an area for improved partnership working; and
- iii. agreed, in the meantime, COSLA work with Scottish Government officers to continue to refine the vision and ambition and develop the activities.

Items taken in public session

10. Environmental Health (Public Health Reform)

The Board considered a report which provide members with an update on progress towards the joint COSLA-Scottish Government public health reform programme, and presented draft public health priorities for members' consideration and endorsement.

The Board:

- i. agreed a review of the local government environmental health services should consider the issues outlined at paragraph 8 of the report insofar as resources allowed;
- ii. remitted COSLA officers to explore opportunities for embedding a review within the public health reform programme's activity on optimising the specialist public health workforce; and
- iii. adopted the position that the output of a review, including any recommendations, should be brought back to the HSC Board (or COSLA Leaders if required) for agreement.

11. Free Personal Care for under-65s

The Board received a report which provided an update about progress being made towards the implementation of the Scottish Government policy to extend free personal care to adults aged under 65. The report offered members an opportunity to shape COSLA's key messages to the Health & Sport committee on Tuesday 5th June 2018.

During discussion, it was requested that Self-Directed Support be raised in the context of this policy, which officers agreed to do. It was also clarified that work was ongoing around funding and potential take-up and members would be kept informed as it developed.

The Board:

- i. agreed the key messages at paragraph 9 of the report as the key points for COSLA's submission to the Health & Sport Committee on 5th June;
- ii. suggested some additional views which ought to be raised for consideration by the committee; and
- iii. noted the progress and focus of the work being done through the implementation advisory group.

12. Local Governance Review

The Board considered a report which informed members that COSLA and the Scottish Government had jointly agreed to deliver a Review of Local Governance. The report highlighted the review process, and the steps being taken by COSLA in relation to this. It was also an initial opportunity for the Board to highlight potential health and social care issues or opportunities which it wished to pursue as the Review progressed.

It was commented that local democracy in Scotland needed enriched and promoted through this work.

The Board:

- i) noted the Review process and timescales;
- ii) noted the strategic approach being developed by COSLA's Special Interest Group;
- iii) considered and highlighted potential issues or opportunities for the Board to consider as part of the initial scoping exercise, recognising that this was the first of a series of reports and opportunities for discussion.

MINUTE OF MEETING OF ENVIRONMENT AND ECONOMY BOARD

COSLA Offices, Edinburgh

15th June 2018

Present

Cllr Steven Heddle (in the Chair)	COSLA
Cllr Alan Donnelly	Aberdeen City
Cllr Sandy Wallace	Aberdeenshire
Cllr Aileen Morton	Argyll and Bute
Cllr George Gordon	City of Edinburgh
Cllr Donald Crichton	Comhairle nan Eilean Siar
Cllr Andrew Wood*	Dumfries and Galloway
Cllr Jim Roberts	East Ayrshire
Cllr John Jamieson	East Dunbartonshire
Cllr John McMillan*	East Lothian
Cllr John Patrick	Falkirk
Cllr Altany Craik	Fife
Cllr Duncan Macpherson	Highland
Christina Cox*	HOPS
Jim Birrell*	HOPS
Cllr Russell Imrie	Midlothian
Cllr Graham Leadbitter	Moray
Cllr Alex Gallagher	North Ayrshire
Cllr Graham Sinclair	Orkney Islands
Gerry McCartney	Public Health Directors
Cllr John McNaughtan	Renfrewshire
Derick Murray	Regional Transport Partnerships
Gordon Mackay	SCOTS
Cllr Mark Rowley	Scottish Borders
Cllr Ryan Thomson	Shetland Islands
Pamela Smith	SLAED
Jim Savege	SOLACE
Cllr John Anderson	South Lanarkshire
Cllr Iain McLaren	West Dunbartonshire

Apologies

Cllr Ron Sturrock	Angus
Gareth Waterson	CIPFA – Directors of Finance
Cllr Donald Balsillie	Clackmannanshire
Cllr Archie Dryburgh	Dumfries and Galloway
Cllr Lynne Short	Dundee City
Cllr Norman Hampshire	East Lothian
Cllr Alan Lafferty	East Renfrewshire

Cllr Anna Richardson	Glasgow City
Robert Gray	HOPS
Cllr Colin Jackson	Inverclyde
Cllr Danish Ashraf	North Lanarkshire
Cllr Alasdair Bailey	Perth and Kinross
Andrew Fraser	Public Health Directors
Steve Barron	SOLACE
Cllr Brian McGinley	South Ayrshire
Cllr Evelyn Tweed	Stirling
Chris Wood-Gee	Sustainable Scotland Network
Cllr Cathy Muldoon	West Lothian

1. Welcome and Apologies

Cllr Heddle welcomed those present to the meeting and in particular Councillor Graham Leadbitter who had recently been appointed to the Board by his Council and was attending his first meeting. A roundtable introduction was then done.

2. Minute of the Environment and Economy Board on 20 April 2018 and Matters Arising

The Board agreed to approve the minute of the previous meeting held on 20th April 2018 as an accurate record.

3. Environment and Economy Board Plan

The Board was presented with the latest version of the Environment and Economy Board Plan. It was recommended that the Islands Bill be removed from the Plan now that it had successfully passed stage 3 in the Scottish Parliament.

Members of the Board thanked COSLA for their support on the Islands Bill. However, some disappointed was expressed that the two wards proposal was turned down. It was noted that COSLA would continue to make representation on this specific point through a forthcoming consultation associated with elections.

The Board agreed that the Islands Bill now be removed from the Plan, and subject to this amendment being made, agreed the latest iteration of the Plan.

Items taken in public session

4. Proposed Restricted Roads (20mph Limit) (Scotland) Bill

The Board received a report which informed Members that the Proposed Restricted Roads (20mph Limit) (Scotland) Bill was developing and may feature in Parliament after the summer recess. COSLA, therefore, needed to establish a position on the Bill's proposals.

Mark Ruskell MSP joined the meeting for this item and outlined the benefits of introducing a 20mph speed limit across the country. He highlighted that his strategy would focus on enforcement, social marketing and working with communities. The Bill was to be introduced at the end of the Summer providing it received the appropriate level of support across the Scottish Parliament.

There was a wide-ranging discussion with several views articulated and questions which Mark responded to. Members broadly supported the aspirations of the Bill, but had some concerns regarding, how it would be implemented, how this would affect local democracy, how this would be financed and wanted reassurances that a one-size-fits-all solution wouldn't be used across the country.

The Board:

- i. welcomed Mark Ruskell MSP to the Board and discussed his proposal for a Bill;
- ii. agreed a position on the proposed Bill as described in paragraphs 8-12 of the report; and
- iii. agreed that a further report be brought to the next meeting of the Board which would include the costings provided by SCOTS.

5. Regional Economic Partnerships

The Board considered a report which invited Members to discuss how Local Government leads the debate on the development of regional partnerships as set out in the Enterprise and Skills Review.

There was a comprehensive discussion with a number of views and ideas put forward which officers agreed to pick up. In particular, members were supportive of regional partnerships and acknowledged that the debate should be ambitious and include all national agencies. The importance of regional partnerships being allowed to develop organically and for the Scottish Government not to impose a particular model on areas was stressed. The need for a holistic approach involving areas such as transport, planning was also emphasised.

The Board discussed how Local Government wished to see Regional Partnerships develop in future and mandated SOLACE, SLAED and COSLA officers to develop more detailed proposals for future consideration.

Cllr Heddle advised that the agenda order would be tweaked to allow the private items to now be taken. The Board would return to the remaining public items at the end of the meeting.

Items taken in private session

6. Biodegradable Landfill Ban

The Board was provided with a report which outlined that the Scottish Government introduced legislation in 2012, to ban the landfill of biodegradable municipal waste from the 1st January 2021. Councils collect this as part of their statutory duties. The report considered the implications of the ban to Local Authorities.

During discussion, it was highlighted that there were additional implications for island authorities and Scottish Government had to take cognisance of these. The importance of Scottish Government adopting a flexible approach to some of the Councils who were encountering challenges was emphasised.

It was suggested that an additional recommendation also be incorporated in the following terms : 'remind the Scottish Government of the need to pursue the wider concept of Extended Producer Responsibility'. This was unanimously agreed.

The Board:

- i. noted the state of readiness of Local Government in Scotland for the ban coming into force in 2021;
- ii. agreed that COSLA intensifies its works with all relevant parties in order to establish a suite of potential solutions for those authorities that would otherwise not meet the ban, or meet the ban late, in line with the policy priorities laid out in paragraph 12-14 of the report;

- iii. agreed that the Board Plan is adjusted to provide for regular updates on our work in this area; and
- iv. agreed to remind the Scottish Government of the need to pursue the wider concept of Extended Producer Responsibility.

7. Planning Bill

The Board considered a report which provided an update on the Planning Bill and detailed the developing issues as the Bill progressed to Stage 2.

A copy of the Royal Town Planning Institute's (RTPI's) open letter to counter some of the current claims about 'fair rights of appeal' was tabled at the meeting.

Following a robust discussion, members were supportive of maintaining the status quo on rights of appeal and endorsed the letter by the RTPI. The financial implications of introducing a new right of appeal were highlighted and it was emphasised that any cost burdens would have to be shared.

The Board:

- i. noted the completion of stage 1 of the Planning (Scotland) Bill;
- ii. noted that while COSLA would continue to lobby for a maintaining the status quo on rights of appeal, an appetite for change had been identified in Parliament and required further discussion before Stage 2 of the Bill; and
- iii. provided views on a purpose for planning and the Parliamentary debate on appeal.

8. National Transport Strategy – Oral Update

The Board received an oral update on the current position with the National Transport Strategy.

The Board noted the content of the oral update and agreed to be kept informed of any developments.

9. Broadband – Oral Update

The Board was provided with a brief oral update on the key aspects of the R100 and other digital projects.

The Board noted the content of the oral update and noted that a fuller briefing in writing would be provided at a future meeting.

Items taken in public session

10. Consultation on new Enterprise Agency for the South of Scotland

The Board considered a report which sought agreement on COSLA's response to the consultation on a new Enterprise Agency for the South of Scotland.

The Board:

- i. noted the publication of the consultation; and
- ii. agreed COSLA's response at Annex A of the report.

11. Local Governance Review

The Board considered a report which informed members that COSLA and the Scottish Government had jointly agreed to deliver a Review of Local Governance. The report highlighted the review process, and the steps being taken by COSLA in relation to this. It was

also an initial opportunity for the Board to highlight potential issues or opportunities which it wished to pursue as the Review progressed.

During discussion, it was commented that the flexibilities achieved through the Islands Bill needed to be replicated right across Scotland through this review.

The Board:

- i. noted the Review process and timescales;
- ii. noted the strategic approach being developed by COSLA's Special Interest Group;
- iii. considered and highlighted potential issues or opportunities for the Board to consider as part of the initial scoping exercise, recognising that this was the first of a series of reports and opportunities for discussion.

12. Fisheries Policy after the UK's Exit from the EU

The Board received a report which advised Members that the UK Government was due to leave the EU in March 2019. The report invited a discussion on the implications for Local Authorities of changes to fishing policy after the UK leaves the EU. Simon Collins, Executive Officer for the Shetland Fisherman's Association, joined the meeting for discussion on this item.

Members welcomed the report and highlighted the importance of COSLA taking the lead on this policy. The opportunities for coastal communities were acknowledged and was worth exploring as part of the future regional partnership discussions.

The Board discussed the report and agreed COSLA developed a policy position.

13. Date of next meeting

The Board noted the date of the next meeting was Friday 14th September 2018.

MINUTE OF MEETING OF COMMUNITY WELLBEING BOARD

COSLA Offices, Edinburgh

22nd June 2018

Present

Cllr Iris Walker	Aberdeenshire
Tony Cain	ALACHO
Cllr Robin Currie	Argyll and Bute
Cllr Ian Campbell	City of Edinburgh
Cllr Andy Ferguson	Dumfries and Galloway
Cllr Elena Whitham	East Ayrshire and COSLA
Cllr Jim Goodfellow	East Lothian
Cllr Colm Merrick	East Renfrewshire
Cllr James Kerr*	Falkirk
Cllr Judy Hamilton	Fife
Cllr Margaret Paterson	Highland
Cllr Jim Clocherty (tele conf)	Inverclyde
Cllr Louise Laing	Moray
Cllr Andrew Drever	Orkney Islands
Cllr Peter Barrett	Perth and Kinross
Cllr Marie McGurk	Renfrewshire
Cllr Alastair Cooper	Shetland Islands
Cllr Maureen Chalmers	South Lanarkshire
Cllr Diane Docherty	West Dunbartonshire

*denotes substitute

Apologies

Cllr Lesley Dunbar	Aberdeen City
Cllr Colin Brown	Angus
Gary Fairley	CIPFA-Directors of Finance
Cllr Craig Holden	Clackmannanshire
Cllr Kenny John MacLeod	Comhairle nan Eilean Siar
Cllr Kevin Cordell	Dundee City
Cllr Paul Ferretti	East Dunbartonshire
Cllr Jim Flynn	Falkirk
Cllr Jennifer Layden	Glasgow City
Cllr Stephen Curran	Midlothian
Cllr Louise McPhater	North Ayrshire
Cllr Colin Cameron	North Lanarkshire

Catherine Mackereth
 Cllr Watson McAteer
 Lilian Cringles
 Malcolm Burr
 Sandra Black
 Cllr Ian Davis
 Cllr Chris Kane
 Cllr Dave King

Public Health Directors
 Scottish Borders
 Social Work Scotland
 SOLACE
 SOLACE
 South Ayrshire
 Stirling
 West Lothian

1. Welcome and Apologies

Cllr Elena Whitham welcomed those present to the meeting. Apologies received for absence were noted.

2. Minute of Previous Meeting 4th May 2018

The minute of the previous meeting held on 4th May 2018 was agreed as an accurate record.

Community Empowerment

3. Participatory Budgeting Research Presentation

The Board received a PowerPoint presentation from Clemmie Hill-O'Connor of the Glasgow Caledonian University research team. She advised that they had been evaluating the progress of Participatory Budgeting in Scotland so far and provided an overview of the key findings from the interim evaluation. She also reflected some initial thoughts on the further work the team had been doing in preparation for their final report in August/September 2018.

The Board thanked Clemmie for her attendance and noted the content of her presentation.

4. Participatory Democracy Team

The Board considered a report which outlined the next steps for mainstreaming participatory budgeting activity, the development of a team to support and develop implementation across all members Councils. It was noted that this would be achieved through the development of a national IT solution and delivery of training for both Elected Members and Employees.

There was a wide-ranging discussion with a number of views articulated and points of clarification sought. In particular, it was clarified that the proposed development team would form part of COSLA's bid to the Scottish Government on a suggested way forward to help mainstream participatory budgeting.

The Board:

- i. noted the proposed team and outcomes; and
- ii. provided comment to inform the further development of this strand of work.

5. Local Governance Review

The Board considered a report which informed members that COSLA and the Scottish Government had jointly agreed to deliver a Review of Local Governance. The report highlighted the review process, and the steps being taken by COSLA in relation to this. It was also an initial opportunity for the Board to highlight potential issues or opportunities which it wished to pursue as the Review progressed.

During discussion, it was commented that the recent passing of the Islands Bill provided an opportunity for similar powers to be made available to other parts of Scotland. The important

role the third sector play in delivering services was also highlighted and it was emphasised that they must be involved in the review.

The Board:

- i. noted the Review process and timescales;
- ii. noted the strategic approach being developed by COSLA's Special Interest Group;
- iii. considered and highlighted potential issues or opportunities for the Board to consider as part of the initial scoping exercise, recognising that this was the first of a series of reports and opportunities for discussion.

Housing

6. Homelessness and Rough Sleeping Action Group Update

The Board received a report which provided updates on developments in policy around homelessness following publication of the most recent set of recommendations from the Homelessness and Rough Sleeping Action Group (HARSAG) and sought agreement on next steps in relation to specific work on funding of temporary accommodation.

During discussion, the need for appropriate and consistent funding to be made available to properly tackle homelessness was stressed. It was also acknowledged that partners such as health and prisons all had to be involved and committed to this piece of work.

The Board:

- i. noted HARSAG published their most recent set of recommendations on 29th May, this set of recommendations focused on transforming the use of temporary accommodation;
- ii. noted Kevin Stewart – Minister for Local Government accepted 15 of the recommendations in principle and committed to work in partnership with local government to analyse the consequences of the other six recommendations relating specifically to financing of temporary accommodation;
- iii. mandated COSLA Officers to work with Scottish Government, ALACHO and others to analyse the recommendations in relation to funding of temporary accommodation over the summer months with updates and decisions on further actions being brought back to the Board after summer recess; and
- iv. noted recommendations were expected by the end of June from the Homelessness and Rough Sleeping Action Group on how to bring an end to homelessness in Scotland.

7. Energy Efficient Scotland Consultation

The Board considered a report which provided members with an opportunity to comment on the consultation currently being undertaken by Scottish Government on the "Energy Efficient Scotland" policy more generally, following the publication of the Energy Efficient Scotland Routemap in May 2018.

There was broad agreement that the Long-Term Domestic Standard should be enforced at a local level by local authorities but further discussions on the implementation would be necessary.

The Board:

- i. noted the consultation currently being undertaken by Scottish Government in relation to Energy Efficient Scotland, in addition to the one being undertaken specifically for Social Housing;
- ii. provided comments on the consultation to shape the content of COSLA's submission; and
- iii. mandated the Community Well-being Spokesperson to agree the final COSLA response in line with comments provided by Board members.

8. EESH2 Consultation

The Board received a report which invited members to comment on the consultation currently being undertaken by Scottish Government in relation to Energy Efficiency Standards for Social Housing (EESH) post 2020 following the publication of the Energy Efficient Scotland Routemap in May 2018.

There were a number of comments made which officers agreed to pick up. In particular, the challenges that off-gas grid houses had in meeting the standards were highlighted unless there was significant financial investment made.

The Board:

- i. noted the consultation currently being undertaken by Scottish Government in relation to Energy Efficiency Standards for Social Housing post 2020;
- ii. provided comments on the consultation to shape the content of COSLA submission of same; and
- iii. mandated the Community Well-being Spokesperson to agree the final COSLA response in line with comments provided by Board members today.

Equality and Human Rights

9. Human Trafficking and Exploitation – Training and Annual Report

The Board considered a report which provided an update on the training and awareness raising materials which had been developed for local authority and public use. The report also shared the first annual report on the progress of the Trafficking and Exploitation Strategy.

Members welcomed the Annual report and commended all the hard work that had been done to prepare it. It was requested that an opportunity to look at in more detail be provided at a future meeting, which officers agreed to.

The Board:

- i. agreed that local authorities would accept the e-learning DVD and seek to enable as many staff as possible to complete the training in the local authority; and
- ii. note and provide comment on the first Annual Report on the progress of the Trafficking and Exploitation Strategy.

10. Improving Gypsy/Travellers' Lives

The Board received a report which invited views on ways in which COSLA, and local government more broadly, could drive local leadership to improve outcomes for, and tackle racism and discrimination experienced by, Gypsy/Travellers.

There was a comprehensive discussion with a number of local examples of how they were tackling this issue provided. Members were keen that COSLA established a robust case of

what would be required to meet the appropriate standards so that this could be presented to Scottish Government constructively to find a solution.

The Board:

- i. noted updates on recent developments and their implications for COSLA's work on Gypsy/Traveller equalities;
- ii. indicated that some local authorities were considering piloting the 'Negotiated Stopping' accommodation model;
- iii. endorsed the work being undertaken at a political and officer level and reiterate their commitment to tackle racism and discrimination of any kind;
- iv. discussed and advised on ways in which COSLA and the Community Wellbeing Board – along with colleagues across Local Government – could help to provide leadership in delivering on these aims; and
- v. agreed that further information be sent to members about the visit to Leeds to see the negotiated stopping model.

Poverty and Social Security

11. Local Authority Children's Funeral Charges

The Board considered a report which informed members that on 25 May COSLA Leaders agreed that Local Government should work in partnership with Scottish Government to remove local authority charges for children's burials and cremations. Children were defined as those aged 0 – 17. The detail of a proposition would now be developed and signed off through COSLA's standing governance arrangements. The report updated members on the development of that proposition and invited views on key aspects. The report also updated on funding principles and process.

The Board:

- i. noted the steps taken in England and Wales to remove Children's Funeral and Cremation Charges and the steps taken to better understand the variations in policy and practice across Scotland;
- ii. noted Leaders in-principle agreement to work collaboratively with the Scottish Government towards the removal of local authority charges for burials and cremations for children under 18 in Scotland;
- iii. provided views to inform a more detailed proposal to be co-developed between COSLA and the Scottish Government; and
- iv. mandated the spokespeople for Community Wellbeing and Children & Young People to sign-off a final proposal.

12. Benefit Uptake

The Board received a report which sought to establish a joint commitment between Scottish Government and Local Government to increase the uptake of social security benefits, to see the first of the newly devolved benefits as the priority and to take the learning from an uptake campaign from that to develop a wider programme for the benefit of those on lowest income and most vulnerable to financial crisis.

The Board:

- i. agreed to the opportunity to develop an uptake campaign as a shared and equal endeavour;
- ii. agreed local government's prominent role on campaign co-design and co-delivery, with a first focus on Carer's Allowance Supplement;

- iii. noted that there is no additional funding available to local authorities or partners;
- iv. provided views on campaign direction and priorities, and on any issues and concerns; and
- v. agreed that COSLA officers work with Scottish Government colleagues to promote and facilitate discussions with local government communication networks and with others as appropriate.

13. Universal Credit Update

The Board considered a report which provided an update on COSLA's continuing work to monitor the impact of the rollout of Universal Credit upon local authorities. The report highlighted the future challenges involved in Managed Migration of all those claimants currently on legacy benefits.

Cllr Judy Hamilton suggested that an additional recommendation be incorporated that COSLA write to the Secretary of State for Work and Pensions in the strongest possible terms highlighting the concerns expressed by local authorities on the current rollout of Universal Credit and requesting a pause until further improvements and changes had been made. This was unanimously agreed by the Board.

The Board agreed that COSLA:

- i. continue to gather appropriate evidence from local authorities on the impacts of Universal Credit roll out and press the Department of Work and Pensions to improve processes, consistency and efficiency;
- ii. provide further information to the Board on Managed Migration as it emerges; and
- iii. write to the Secretary of State for Work and Pensions in the strongest possible terms highlighting the concerns expressed by local authorities on the current rollout of Universal Credit and requesting a pause until further improvements and changes had been made

Community Safety & Justice

14. Response to Justice Committee Review of Police and Fire Reform

The Board received a report which outlined COSLA's provisional submission to the request from the Scottish Parliament's Justice Committee for responses to their post legislative scrutiny of the Police and Fire Reform Act (2012).

During discussion, the unintended consequences that the increased turnover of senior offices was having was highlighted and officers agreed to feed this point into the submission.

The Board:

- i. provided views on COSLA's provisional submission; and
- ii. agreed the COSLA submission.

15. Appropriate Adult Service Consultation

The Board considered a report which outlined COSLA's provisional response to the Scottish Government's consultation on establishing a statutory Appropriate Adult service in Scotland.

The Board:

- i. provided views on COSLA's provisional response to the Appropriate Adult service consultation; and
- ii. agree the COSLA consultation response.

Other

16. National School Libraries Strategy – Links with public libraries

The Board received a report which advised members that the Deputy First Minister (DFM) announced the Scottish Government's intention to develop a National School Library Strategy. COSLA were participating in the National School Library Strategy advisory group. The Scottish Library and Information Council (SLIC) was leading the development of the strategy and had developed a series of draft recommendations which would form the basis of the strategy. The Children and Young People Board would consider the full draft strategy in early September before it was launched in the middle of that month. One draft recommendation had implications for Public Libraries and was set out in the report.

The Board:

- i. considered the draft recommendation on links between school libraries and public libraries from the developing National School Library Strategy and provided views on the practicality of such an approach; and
- ii. agreed the proposed COSLA position in paragraph 12 of the report, that links between school library and public systems was supported by the Community Well Being Board. This was on the basis that authorities and schools would be encouraged to explore the possibility of sharing a library management system.

17. Update Report

The Board considered a general update report covering one issue in relation to Lord Bracadale's Independent Review of Hate Crime Legislation Consultation.

The Board noted the content of the update and further noted that recommendations from Lord Bracadale's report were to be considered by the Scottish Government.

18. AOCB

Asylum Contract

The meeting was advised that COSLA had been seeking to meet with both bidders for the new asylum accommodation contract, but a scheduled meeting had been cancelled at very short notice further to Serco flagging concerns that they had about the process (which COSLA believed to be wholly unjustified) with the Home Office. This resulted in the Home Office advising both bidders not to attend.

Cllr Whitham and COSLA officers were very unhappy about this as it hugely undermined the attempts that COSLA had been making to engage with the new contract discussions. As such, Cllr Whitham suggested that she, together with partners on the New Scots Leadership Board, write to the Immigration Minister to express their disappointment at the inability of key partners (including the sphere of government most impacted by current asylum policy) to engage with the process in any meaningful way.

The Board unanimously agreed to this course of action.

Crofting Stakeholders Forum

It was noted a vacancy had arisen on the above group. Further information would be sent to members.



FALKIRK INTEGRATION JOINT BOARD

DRAFT Minute of the Special Meeting of the Falkirk Integration Joint Board held on Monday 25 June 2018 at 10.30am in the Committee Suites, Municipal Building, Falkirk.

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
Cathie Cowan Chief Executive, NHS Forth Valley
Mary Pitcaithly, Chief Executive, Falkirk Council
Sara Lacey, Chief Social Work Officer
Morven Mack, Carers Representative
Maureen Hill, Third Sector Representative
Margo Biggs, Service User Representative
Matt McGregor, Staff Representative
Andrew Murray, NHS Medical Directors (Medical Rep)
Angela Wallace, NHS Nurse Director (Nursing Rep)

In Attendance:

Joe McElholm, Head of Social Work Adult Services
Suzanne Thomson, Programme Manager
Kathy O'Neill, General Manager
Colin Moodie, Chief Governance Officer
Scott Urquhart, Director of Finance
Linda Donaldson, Acting Director of HR
Sonia Kavanagh, Corporate Governance Manager (minute)

Mrs Swan noted that this would be Ms Pitcaithly's last meeting and on behalf of the IJB wished her all the best for her retirement.

Mrs Swan advised that due to the nature of the items to be discussed both reports would be considered together as one item of business followed by an opportunity for the non-voting members to seek clarification where necessary. The discussion would then be opened up to all Board members.

IJB227. APOLOGIES

Apologies were received on behalf of Robert Clark and David Herron.

IJB228. DECLARATIONS OF INTEREST

There were no declarations of interest.

IJB229. INTEGRATION UPDATE AND INTEGRATED STRUCTURES

The Integration Joint Board considered a paper 'Integration Update' provided by Mrs Cathie Cowan, Chief Executive, NHS Forth Valley.

Before presenting her report Mrs Cowan made two points: the first being that the report had been shared with a solicitor who specialised in the integration of health and social care at the Central Legal Office. The advisor had confirmed the contents of the paper were in line with and accurately reflected the Public Bodies (Scotland) Act and the local Integration Scheme. The second point referred to an email request from the Chief Executive, Falkirk Council following their meeting with the IJB Chair and Vice Chair on the 18 June 2018. The request asked that a response to the recommendations from the IJB's Internal Audit report be included in the paper Mrs Cowan was preparing. The report, whilst not joint included a reference to the recommendations made by internal audit and a response from the IJB's Chief Internal Auditor has confirmed the report provided clarity, and this was detailed in paragraph 4.10.

Mrs Cowan advised that the report built on work led by Professor Wallace during 2017 which involved both Chief Officers and the General Manager for the current Community Services Directorate (CSD). This directorate as reported previously would be dissolved before and certainly no later than March 2019.

Mrs Cowan acknowledged that at the time of agreeing the Integration Scheme the scope of health services that would be operationally managed by the Chief Officers within the Health & Social Care Partnerships had not yet been agreed. She set out the Health Board's ongoing commitment to integration and in particular the delegation of operational management arrangements of services in-scope from the CSD General Manager to each of the Partnership Chief Officers.

Mrs Cowan described the responsibilities and relationships between the IJB, Health Board and Local Authority as well as the role of the Chief Officer. She acknowledged that the Chief Officer role was complex with two distinct and equal roles; accountability to the IJB for all its responsibilities including strategic planning and ensuring directions were being carried out, and accountability to the Chief Executive for NHS service delivery and to the Chief Executive, Falkirk Council for social care service delivery.

Mrs Cowan noted that Scottish Government guidance and the Integration Scheme clearly outlined where responsibilities for risk lay, with the Chief Officer responsible for establishing the IJB's Risk Management Strategy and developing risk reporting arrangements. NHS Forth Valley and Falkirk Council would continue to identify and manage their own risks while escalating those which were IJB related to the Chief Officer. The IJB's Risk Register would be maintained by the Chief Officer with administrative support provided by both Parties. These sections of the report had been included at the request of the Falkirk Council's Chief Executive, which in turn responded to the recommendations of the Internal Audit report referred to earlier.

Mrs Cowan whilst acknowledging the delay to delegate operational management arrangements restated her determination to move forward in partnership with all three Local Authorities to improve outcomes for each of the IJB's local population. Mrs Cowan referred to a meeting involving Chief Executives (Stirling Council was represented by Deputy Chief Executive) of all three Local Authorities operating in Forth Valley and the two Chief Officers in February 2018. At this meeting it had

been agreed to a phased implementation, with Phase 1 completed by September 2018 and Phase 2, which would involve hosting arrangements/principles, to be completed by March 2019 – proposed hosting principles were appended to the paper. Mrs Cowan highlighted the current work she was leading on through the Phase 1 Integration Team, supported by Chief Officers and key senior managers from both Parties. This work was described within the Service Profile appendix. It was noted that the management structure proposals by the Chief Officers for both partnerships differed and would be subject to governance and affordability checks.

Mrs Cowan noted that she had met with the Chair and Vice Chair of the IJB and Falkirk Council's Chief Executive on 18 June 2018 and it had been agreed that Falkirk Partnership would have two Heads of Service (NHS and LA), with recruitment to these posts required. Further professional support would also be provided through GP and Nursing/AHP structure as direct reports to the Chief Officer.

Corporate Support would continue to be provided to assist the Chief Officer and ensure IJB business requirements were met, including finance, risk, performance and strategic planning. A separate report for this support would be presented to a future IJB meeting.

Mrs Cowan noted her disappointment that it had not been possible to provide a joint report but confirmed her commitment to deliver integration and the necessary resources as developed with the full involvement of both Chief Officers and senior managers from both Parties.

INTEGRATED STRUCTURES

The Integration Joint Board considered a paper 'Integrated Structures' presented by Ms Mary Pitcaithly, Chief Executive, Falkirk Council.

Ms Pitcaithly advised that due to points of difference between both Chief Executives the report aimed to provide clarity on the variances and seek the views of the IJB.

A brief outline of the transfer of operational responsibilities for services was provided, noting that when Adult Social Care had transferred to the IJB on 1 April 2016 all decisions relating to those services had since been taken by the IJB or Chief Officer via the Leadership Team. The operational management arrangements for the Integrated Mental Health Team and Integrated Learning Disability Team had then transferred in February 2017.

Ms Pitcaithly highlighted that the report was written following receipt of proposals from the Chief Executive of NHS Forth Valley on the morning of 20 June 2018. At this time the appendices to that report had not been made available. She noted it may be that the revised report and appendices address some of the concerns in this report.

At the December 2017 meeting of the IJB, the Chief Executives were asked to submit a joint paper detailing the plans for further integration. The IJB was clear that the pace of change had to increase as a matter of urgency.

To date it has not been possible for the Chief Executives to agree a joint paper to fulfil the terms of this decision. There are diverging views on the following areas:

- The role of the Chief Officer
- The governance of in-scope services
- The management structures
- Hosted services.

Ms Pitcaithly stated it is the view of the Council that the above points need to be absolutely clear and agreed in order to mitigate the substantial risks associated with the transfer of services. It is the Council's view that until these areas are clarified, the opportunities and benefits associated with integration cannot be realised and the pace of transformation will continue to be slow. This will continue to pose a risk to the reputation of the NHS Board, the Council and the IJB.

The Integration Scheme states that the Chief Officer is accountable to the IJB. In addition the Chief Officer must be a member of the management structures, and report to the Chief Executives, of both parties. Falkirk Council considers the Chief Officer a Director level post.

The proposals submitted by NHS Forth Valley do not include the transfer of senior staff to the IJB, beyond Service Manager level. There is an expectation that those Service Managers that transfer would report directly to the Chief Officer. Currently NHS Forth Valley have General Manager roles in place and the Council would expect a General Manager role to transfer to the IJB to ensure sufficient capacity and avoid the Chief Officer and Head of Social Work Adult Services roles becoming hindered by day to day operational responsibilities.

Furthermore, the lack of clarity will result in confusion surrounding lines of accountability and individual responsibilities. An example of this is the lines of accountability for the community hospitals which are unclear.

Ms Pitcaithly stated the Council recognises a role for the Chief Officer to operate autonomously on behalf of the IJB, to challenge and hold to account both the Health Board and the Council in following directions and implementing the strategic plan. This view is not shared by colleagues in the Health Board.

Under the current proposals, NHS Forth Valley will retain the management for the vast majority of in-scope functions. This would result in decisions on the majority of in-scope functions being taken by the NHS Senior Leadership Team, of which the Chief Officer is only one voice. This can provide little or no assurance that the voice of the IJB will be heard and acted upon. There is little evidence of developments within the in-scope services coming to the IJB for decision making, notwithstanding the terms of the Direction.

Current proposals refer to a NHS Forth Valley wide Programme Board model. Once again the Chief Officer and IJB role is diluted and the ability to give direction and influence change is curtailed. This has serious implications for the IJB to fulfil its statutory responsibilities.

The IJB has a lead role in strategic planning and oversight of in-scope functions and services. This role is not reflected in the current proposals.

To date the IJB has not approved any principles to be applied to hosted services. The absence of a mutually agreed position with the Health Board and Clackmannanshire and Stirling IJB currently brings a level of uncertainty to the arrangements for integration.

Ms Pitcaithly reported it is unusual for public authorities to set out the divergence of views in such an open way. But it is important that the IJB is properly informed of the discussions that have taken place and why agreement has not been reached. The Council has approached integration in an open and supportive way to not only to meet the legislation but because to realise the benefits of integration for the people of the Falkirk area.

Mrs Swan thanked Mrs Cowan and Ms Pitcaithly for their reports and opened the discussion to the IJB.

Mr McGregor raised a concern regarding the ongoing lack of agreement, the impact for staff and the need for this to be resolved to support working within the Partnership. Ms Pitcaithly said that while she sympathised with staff side she had to be assured as Falkirk Council's Chief Executive that sufficient resources were being delegated.

Mr Linkston questioned the assurance sought by Ms Pitcaithly and referred to the delegation of operational social care management arrangements and the lack of involvement by the IJB in this decision making. He highlighted the paper that he had requested as an IJB member dated September 2015.

Mr Linkston highlighted the progress and the support for Mrs Cowan's proposals to delegate operational management arrangements including hosting agreed by the other IJB operating within Forth Valley.

Ms Lacey raised a concern regarding appropriate senior management arrangements, with the necessary experience and seniority. As Chief Social Work Officer, she also provided professional advice and advised that further information regarding the professional support was required to provide the necessary assurance.

Ms Donaldson, Acting Director of HR for NHS Forth Valley referred to the appendices attached to Mrs Cowan's report and the level of detail in relation to the delegation of operational management resource and how this aligned with the NHS national profiles. She provided information about the proposed senior management structure.

Mrs Cowan added that she was intending not to retain the CSD General Manager role and that the NHS senior management post transferring would be comparable to the Head of Service roles in Falkirk Council.

Professor Wallace also advised that good progress had been made during the recent Phase 1 Integration meetings with regards to understanding the operational management resources to be delegated by Parties in each of the IJBs. She had also highlighted at one of the meetings that a Deputy Nurse Director would be aligned to each partnership, with a similar approach for AHPs, to provide additional professional support. Mr Murray noted that similar support would also be provided from a medical perspective to each of the Partnerships although details were still to be finalised.

Ms Pitcaithly noted that the limited opportunities for the Chief Officer, as a member of NHS Forth Valley's Senior Leadership Team (SLT) and proposed Programme Boards, was not appropriate for her to fulfil her complex role and to work autonomously. Ms Cassidy advised that while she was a member of NHS SLT and

the Programme Boards, this was as part of NHS senior management role and did not fulfil the requirements of her role as Chief Officer of the IJB.

Professor Wallace sought further clarification from the Chief Officer to help her understand why membership of SLT was not sufficient.

Ms Cassidy explained that as Chief Officer she was required to make decisions about in scope services through the IJB Governance process and that despite this NHS SLT had continued to make decisions about in scope services. The example provided was the recent 'Community at the Front Door proposal'. This proposal should have come to the IJB for decision as required by the directions issued by the IJB in April 2018.

Ms Swan added that Chief Executives needed to be allowed to determine how they managed their staff and workload and this was not a matter for the IJB.

Ms Pitcaithly advised it was not sufficient for the SLT or Programme Boards to tell the IJB what had been agreed through these groups. This approach suggests the IJB is a strategic commissioning only body, and not responsible for service delivery. It perhaps epitomises the problem as this is not the Council's view, nor has the IJB approved this as a model.

Mr Linkston enquired about progress with locality and direction of travel. The detail has been asked for by the board and limited information has been provided. Progress appears to be made in other areas. Ms Cassidy highlighted the recent Board Development session on locality working which those in attendance found very helpful. Unlike other areas, Falkirk does not yet have integrated locality working and a significant focus and effort has been on reaching agreement on the transfer of in-scope functions and services.

There was a discussion by the Board about autonomy and the scope and boundary of the Chief Officers role.

Ms Cowan advised that there had been discussions regarding the Chief Officer role being designated at Director level and if this assisted understanding she would support this reflected in the title (Director/Chief Officer). Mrs Swan noted this and the need for the IJB to be clear on the Chief Officer's role and responsibilities. Ms Pitcaithly highlighted the Kings Fund report, 'Leading across health and social care in Scotland', which provided further details regarding roles and responsibilities of Chief Officers and agreed to circulate this to the IJB for information.

Following further discussions the complex landscape, including the ongoing national and regional work, was noted. It was agreed that a collective understanding was required around both the Chief Officer role and the IJB's to enable the process of integration to progress. Mrs Cowan referred to the feedback from the NHS Chief Internal Auditor who had in his feedback said the report provided clarity to both these areas.

The recommendations contained in the two reports were not considered, and the IJB agreed to a short adjournment at 11.55am until 12.25pm to allow a proposal for consideration to be drafted.

Mr Moodie outlined the Chair's proposal. The IJB agreed that while there had been significant progress made further assurance was required before delegation of operational management could take place. Councillor Meiklejohn seconded the

proposal with support also intimated by Mrs Cowan, Ms Pitcaithly, Councillor Collie and Mr Linkston and the need to prioritise and achieve the delegation of operational management of services as soon as possible.

Decision

The Integration Joint Board:-

Agreed that it had insufficient assurance at this stage for the delegation of operational management to proceed but recognised the significant progress made and the work undertaken.

The Board asked the Chief Executives and the Chief Officer to bring a further report back to the next meeting of the Board setting out clearly:-

- 1. The role of the Chief Officer recognising her role as a director in both organisations but also her statutory role as the IJB's Chief Officer**
- 2. The management structure proposed by the Health Board in relation to the transferring management responsibilities to include:-**
 - a. clarity on the senior management post; and**
 - b. the professional structures proposed**
- 3. The governance arrangements for in scope health functions**
- 4. A fuller description of the principles for determining hosting with particular reference to the risks and benefits of hosting or transferring services to the partnerships.**

Minute of Meeting of the Central Scotland Valuation Joint Board held within Hillside House, Stirling on Friday 29 June 2018 at 9.30 a.m.

Councillors:

David Balfour (Convener)
Lorna Binnie
Kenneth Earle
Craig Holden
Jeremy McDonald
Bill Mason
Alan Nimmo
John Patrick
Jim Thomson

Officers:

Ashley MacGregor, Assistant to the Treasurer
Brian Pirie, Assistant to the Clerk
Paula Tovey, Chief Accountant and Section 95
Officer, Clackmannanshire Council
Jane Wandless, Assistant Assesor
Peter Wildman, Assessor and Electoral
Registration Officer
Isabel Wright, Senior Internal Auditor, Falkirk
Council

VJB1. Apologies

Apologies were intimated on behalf of Councillors Alexander, Coombes, Gibson and Grant.

VJB2. Declarations of Interest

Councillor Patrick declared a non-financial interest in item VJB5 as a member of Falkirk Pension Fund but considered that this did not require him to recuse himself from the decision making having had regard to the objective test in the Code of Conduct.

VJB3. Minute

The minute of the meeting held on 2 February 2018 was approved.

VJB4. Appointment of Treasurer

The Board considered a report by the Clerk asking the Board to appoint an interim Treasurer.

Decision

The Board agreed to appoint Paula Tovey, Chief Accountant and Section 95 Officer, Clackmannanshire Council, to the post of Treasurer on an interim basis until such time as her post is confirmed or another person is appointed.

VJB5. Draft Financial Statements as at 31 March 2018

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 2017/18 draft accounts had been drawn up in accordance with the local authority Code of Practice (which reflected International Financial Reporting Standards) and showed an underspend of £156k against a budget of £2.584m.

The Board considered a report by the Treasurer presenting the draft financial statements for 2017/18. In February 2018 the Board had approved a budget for 2018/19 which had included £284k of reserves which was ear marked for specific projects. It was proposed that £34k was allocated from this to spend to save to allow a scanning project from 2016/17 to continue to March 2019.

Decision

The Board agreed:-

- 1) to approve an increase in the Spend to Save earmarked reserve of £34k; and**
- 2) to note the 2017/18 Draft Statement of Accounts and agree to their submission to the Controller of Audit**

VJB6. Internal Audit Annual Assurance Report 2017/18

The Board considered the Annual Assurance report for 2017/18 by the Internal Audit Manager based on work undertaken. Internal Audit was able to provide Substantial Assurance on the adequacy of the Board's arrangements for risk management, governance and control for 2017/18.

Decision

The Board noted the Report.

VJB7. 2017/18 Internal Audit Review – Register of Electors

The Board considered a report by the Internal Audit Manager presenting the findings of a review of the adequacy of the arrangements for maintaining the register of electors. Overall the review found Substantial Assurance and had made four recommendations for further improvement. An action plan to address the recommendations had been agreed with the ERO and progress would be reviewed during 2018/19.

Decision

The Board noted the findings arising from the 2017/18 Internal Audit review of the Register of Electors.

VJB8. Internal Audit Plan 2018/19

The Board considered a report by the Internal Audit Manager presenting the internal Audit Plan for 2018/19. The work would focus on:-

- assessing the robustness and completeness of Business Continuity Planning arrangements;
- reviewing the process for recording, monitoring, and responding to requests received under the Freedom of Information (Scotland) Act 2002; and
- inputting to the Annual Governance Statement Assurance Questionnaire process.

In response to a question in regard to business continuity, the Assessor gave an overview of the Business Continuity Plan confirming that arrangements to back up data were in place. It was his intention to review cyber security arrangements in 2018/19. The Assessor also confirmed that good progress had been made to transfer paper files to electronic media. He advised that the IT systems had been subject annually to a health check in recognition of the potential risks of cyber-attacks.

Decision

The Board:-

- 1) agreed planned Internal Audit coverage for 2018/19; and**
- 2) noted that progress against the Plan will be reported to the Board and summarised in an Annual Assurance Report.**

VJB9. Risk Assessment Report

The Board considered a report by the Assessor & Electoral Registration Officer presenting a revised Risk Management Strategy. The Risk Management Strategy which had been approved in 2012 was reviewed annually. The purpose of the strategy was to identify risks before they occur and establish a response to the potential risks. The revised Strategy highlighted the latest risk analysis for all general risks highlighting updated actions.

The main risks were:-

- cyber security
- funding
- resources and staff retention

In response to questions the Assessor summarised the arrangements to address the risk of cyber-attacks, including the recruitment of a part time systems administrator. He also set out the challenges in recruiting and retaining qualified valuers. It was difficult to compete with the private sector in terms of wages and traditional public sector benefits such as pension plans and flexible working were now not unique to the public sector.

Decision

The Board:-

- 1) approved the revised Risk Strategy; and**
- 2) noted the current general risk assessment analysis for all functions.**

VJB10. Best Value Report 2017/18

The Board considered a report by the Assistant Assessor presenting service performance information for the period 1 April 2017 to 31 March 2018.

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, 1038 changes had been made during the period - of these 63% were amended within 3 months, 86% within 6 months and 14% 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, 933 new entries were registered in the period, with 94% added within 3 months, 99% added within 6 months and 1% took longer – as against targets of 97%; 99% and 1% respectively.

The report provided background and context as to why the targets had not been met. It was proposed that the targets remain unchanged in 2018/19.

Decision

The Board considered and commented on the continuing commitment to Best Value.

VJB11. Valuation Team Appeals Report

The Board considered a report by the Assistant Assessor advising of the progress made in dealing with appeals relating to the 2017 revaluation progress together with an update on appeals relating to the 2005 and 2010 Revaluation process.

To date 1002 (22%) of 2017 appeals had been disposed of. The Valuation Appeals Committee had met on 10 occasions with a further 5 scheduled before 31 December 2018. All appeals required to be dealt with by December 2020. There were 10 appeals outstanding in regard to 2005 and 21 outstanding in regard to 2010.

Following questions the Assistant Assessor explained the complexity of and workload required in order to deal with appeals, citing as example appeals in regard to the refinery at Grangemouth. In response to questions the Assessor gave detailed explanation of the appeals process, using the Thistle Centre, Stirling as an example.

Decision

The Board considered and commented on the following:-

- 1) the significant appeal workload arising from the 2017 Revaluation.**
- 2) the re-introduction of Shooting Rights and Deer Forests into the Valuation Roll.**
- 3) progress in disposal of appeals relating to the 2005 and 2010 revaluations.**
- 4) progress in disposal of Council Tax Appeals.**

VJB12. GDPR Report

The Board considered a report by the Assistant Assessor providing an update on actions taken to ensure compliance with the General Data Protection Regulations and Data Protection Act 2018 which came into effect in May 2018.

Notably Stephen Coulter, Head of Resources and Governance, Clackmannanshire Council had been appointed Data Protection Officer for the Board, Assessor and Electoral Registration offices.

Decision

The Board noted ongoing commitment to compliance with the GDPR Regulations and the Data Protection Act 2018

VJB13. Whistleblowing Policy

The Board considered a report by the Assistant Assessor presenting a Whistleblowing policy for approval. The aim of the policy was to encourage all employees, and others, who have serious concerns about any aspect of the Board's work to come forward without the fear of reprimands. The policy sat within other policies such as the anti-corruption and fraud policy.

Decision

The Board approved the new Whistleblowing Policy.

VJB14. Exclusion of Public

Resolved in terms of Section 50A(4) of the Local Government (Scotland) Act 1973, to exclude from the meeting the press and public for the following items of business on the ground that they would involve the likely disclosure of exempt information as defined in Paragraphs 11 and 12 of Part 1 of Schedule 7A to the said Act.

VJB15. 2017/18 Internal Audit Review – IT Control Environment

The Board considered a report by the Internal Audit Manager presenting the findings arising from a review of the IT control environment. Overall the review had found Substantial Assurance in relation to the adequacy of the arrangements for the management and security of the IT infrastructure and had made 11 recommendations for improvement. An action plan to address the recommendations had been agreed with by the assessor and progress would be reviewed during 2018/19.

Decision

The Board noted the report.

MINUTE OF MEETING OF LEADERS

COSLA Offices, Edinburgh

29th June 2018

Office Bearers:

Cllr Alison Evison	Aberdeenshire	President
Cllr Graham Houston	Stirling	Vice President

Present:

Cllr Douglas Lumsden (video conf)	Aberdeen City Council
Angela Scott	Aberdeen City Council
Cllr Jim Gifford (video conf)	Aberdeenshire Council
Jim Savege	Aberdeenshire Council
Cllr Bob Myles*	Angus Council
Margo Williamson	Angus Council
Cllr Aileen Morton	Argyll and Bute Council
Cleland Sneddon	Argyll and Bute Council
Andrew Kerr	City of Edinburgh Council
Cllr Adam McVey	City of Edinburgh Council
Nikki Briddle	Clackmannanshire Council
Cllr Ellen Forson	Clackmannanshire Council
Malcolm Burr	Comhairle nan Eilean Siar
Cllr Roddie Mackay	Comhairle nan Eilean Siar
Cllr Rob Davidson	Dumfries and Galloway Council
Lorna Meahan*	Dumfries and Galloway Council
Cllr John Alexander	Dundee City Council
Fiona Lees	East Ayrshire Council
Cllr Douglas Reid	East Ayrshire Council
Cllr Elena Whitham	East Ayrshire Council
Gerry Cornes	East Dunbartonshire Council
Cllr Andrew Polson	East Dunbartonshire Council
Cllr Willie Innes	East Lothian Council
Monica Patterson*	East Lothian Council
Cllr Tony Buchanan	East Renfrewshire Council
Lorraine McMillan	East Renfrewshire Council
Cllr Cecil Meiklejohn	Falkirk Council
Stuart Ritchie*	Falkirk Council
Steve Grimmond	Fife Council
Cllr David Ross	Fife Council
Cllr Jen Layden*	Glasgow City Council
Annemarie O'Donnell	Glasgow City Council
Derek Yule*	Highland Council
Cllr Stephen McCabe	Inverclyde Council
Aubrey Fawcett	Inverclyde Council
Kenneth Lawrie	Midlothian Council

Cllr Russell Imrie*
 Roderick Burns
 Cllr Graham Leadbitter
 Cllr Joe Cullinane
 Elma Murray
 Alistair Buchan
 Cllr Steven Heddle
 Cllr James Stockan
 Cllr Peter Barrett*
 Bernadette Malone
 Sandra Black
 Cllr John McNaughtan*
 Cllr Shona Haslam
 Maggie Sandison
 Cllr Steven Coutts
 Cllr John Ross
 Lindsay Freeland
 Cllr Jonathan McColl
 Joyce White
 Cllr Lawrence Fitzpatrick
 Jim Forrest*
 Cllr Peter Johnston

Midlothian Council
 Moray Council
 Moray Council
 North Ayrshire Council
 North Ayrshire Council
 Orkney Islands Council
 Orkney Islands Council
 Orkney Islands Council
 Perth and Kinross Council
 Perth and Kinross Council
 Renfrewshire Council
 Renfrewshire Council
 Scottish Borders Council
 Shetland Islands Council
 Shetland Islands Council
 South Lanarkshire Council
 South Lanarkshire Council
 West Dunbartonshire Council
 West Dunbartonshire Council
 West Lothian Council
 West Lothian Council
 West Lothian Council

*denotes substitute

Apologies:

Cllr David Fairweather
 Cllr Mary Campbell
 Cllr Gail Macgregor
 Gavin Stevenson
 David Martin
 Cllr Vaughan Moody
 Angela Leitch
 Mary Pitcaithly
 Cllr David Alexander
 Cllr Susan Aitken
 Steve Barron
 Cllr Margaret Davidson
 Cllr Derek Milligan
 Paul Jukes
 Cllr Jim Logue
 Cllr Murray Lyle
 Tracey Logan
 Cllr Douglas Campbell
 Eileen Howat
 Stewart Carruth
 Cllr Scott Farmer
 Graham Hope

Angus Council
 City of Edinburgh Council
 Dumfries and Galloway Council
 Dumfries and Galloway Council
 Dundee City Council
 East Dunbartonshire Council
 East Lothian Council
 Falkirk Council
 Fife Council
 Glasgow City Council
 Highland Council
 Highland Council
 Midlothian Council
 North Lanarkshire Council
 North Lanarkshire Council
 Perth and Kinross Council
 Scottish Borders Council
 South Ayrshire Council
 South Ayrshire Council
 Stirling Council
 Stirling Council
 West Lothian Council

Items taken in public session

Welcome

The President welcomed those present to the meeting. Prior to moving onto the formal business, she highlighted the following issues.

Firstly, Cllr Willie Innes was warmly welcomed back having missed the last few months through illness. Secondly, it was noted that Cllr Bob Myles had stood down as Leader of Angus Council and she thanked him for his commitment and contribution as it was his last Leaders' meeting. Thirdly, she welcomed Cllr Graham Leadbitter who was attending his first Leaders' meeting having recently taken up the role as Leader of Moray Council. Fourthly, it was noted that Cllr Steve Burgess had stood down as COSLA Green Group Leader and had been replaced by Cllr Mary Campbell. Lastly, Leaders were also informed that COSLA's Corporate Director, Brenda Campbell would be leaving the organisation on a two-year secondment to take up the position of Deputy Director for Local Government at Scottish Government. The President thanked Brenda for her enormous contribution to COSLA and wished her well in her new role.

1. Minute of Previous Meeting 25th May 2018

The minute of the Leaders' meeting held on 25th May 2018 was agreed as an accurate record.

2. Leaders Priorities Update

Leaders considered a report which provided an overview of activity being undertaken through Leaders in pursuit of COSLA's key priorities, in line with recommendations made as part of the Strategic Review of COSLA.

There were a number of comments and queries which officers responded to. In particular, it was noted it could be as late as December before COSLA finds out if its bid to the European Commission for funding to take forward work around equalities had been successful. In respect of Universal Credit, COSLA was aware of the pressures being experienced by Councils and the Community Wellbeing Board had mandated the Spokesperson on 22nd June to write to the UK Government again seeking a pause to the rollout. It was also clarified that whilst COSLA had the capacity to deliver on the priorities it would have to be continually monitored and some of the historical issues may eventually be removed. Officers would ensure that the current update would be made accessible to all Councillors in Scotland.

Leaders:

- i. considered and commented on the draft update attached at Appendix I of the report;
- ii. noted that the quarter January – March was included as part of the Annual COSLA Update presented to Convention in March and that progress updates would continue to be provided on a quarterly basis; and
- iii. noted the early progress made against the additional activities listed under the two new priorities agreed by Convention in March 2018.

Items to be taken in private session

3. Local Democracy and Reform

a) Open Government Partnership

Leaders received a report which invited them to endorse COSLA's engagement with the Open Government initiative in Scotland and to consider the opportunity to develop and lead on sector specific actions within the 2018/20 action plan.

Leaders:

- i. considered the opportunity to lead on the development of the next action plan in line with COSLA's drive to make a case for positive change and push for communities' 'Right to Local Self Government' in law;
- ii. agreed that COSLA's participation was an opportunity to forward and strengthen our overriding democratic principles as set out in the Constitution and COSLA Plan; and
- iii. agreed COSLA's involvement and engagement in the development of the next action plan with the Presidential team and Community Wellbeing Spokesperson actively participating in the Ministerial Steering Group.

b) Local Governance Review

Leaders considered a report which provided an update regarding the initiation of Strand 2 of the Review of Local Governance, an update on the strategic approach to this agreed by COSLA's Special Interest Group, and highlighted the joint political processes established between COSLA and the Scottish Government to oversee the review.

Leaders:

- i) noted that Strand 2 of the review had now been initiated, and that councils and a wide range of public services were being invited to identify the reforms that they wished to see as part of an iterative development process;
- ii) noted the initial activity being undertaken to identify and develop key national reform themes in line with the strategic approach identified by COSLA's Special Interest Group; and
- iii) noted the commitment to joint political oversight of the Review and its conclusions.

c) EU Charter

Leaders received a report which provided an update on proposals for a Member's Bill seeking to put the European Charter of Local Self Government into law in Scotland, highlighted that a draft response to the initial consultation would be brought to Leaders in August, and asked Leaders to support this work through appropriate communications and parliamentary activity.

Leaders:

- i. noted that an initial consultation on a Members' Bill would be published by Andy Wightman MSP;
- ii. noted that COSLA would develop a formal consultation response for consideration by Leaders in August; and
- iii. agreed that COSLA developed an appropriate programme of communication and parliamentary work to support this activity in line with its democratic principles.

4. Local government employees: payment for sleep-in duty

Leaders considered a report which advised that in October 2017 the Scottish Government and COSLA issued a joint letter committing to moving, over the course of 2018/19, to paying the Living Wage (currently £8.75) to adult social care workers carrying out sleepover duty. Additional resources of £10m were secured in the recent local government settlement for councils to cover these additional costs for procured services. No additional money was made available to pay local government employees the Living Wage for sleepovers; it was assumed, wrongly, that councils already paid the Living Wage for sleepovers. This was not the case and local government employees currently received an allowance of £35.41 (plus payment for hours actually worked, if woken).

Cllr Douglas Reid, seconded by Cllr Aileen Morton proposed that an additional recommendation be incorporated in the following terms : - 'iv. agree that the COSLA Health and Social Care spokesperson will raise this issue with the new Cabinet Secretary, Health & Sport, and invites Councils, as a matter of urgency to provide COSLA with full details of

additional costs of replacing current sleepover pay arrangement with payment of an hourly rate at the SLGLW level.’ The recommendation was unanimously agreed.

Accordingly, Leaders:

- i. noted the employee relations, operational and reputational issues arising out of a discrepancy in pay rates for sleepover duty between local government employees and those employed in the procured care sector;
- ii. authorised current sleepover pay arrangements to be updated, such that local government employees would receive an hourly rate of the Scottish Local Government Living Wage for sleepover shifts, with effect from 1 September 2018; and
- iii. remitted implementation of this change, including discussion with SJC Joint Secretaries, to COSLA officers; and
- iv. agree that the COSLA Health and Social Care spokesperson would raise this issue with the new Cabinet Secretary, Health & Sport, and invited Councils, as a matter of urgency to provide COSLA with full details of additional costs of replacing current sleepover pay arrangement with payment of an hourly rate at the SLGLW level.

5. Children’s Services Funding and Distribution

Leaders were provided with a report which invited them to consider and agree funding for three areas relating to Children’s services. If Leaders were to agree to the proposed funding in section A, then Leaders were asked to agree the distribution of these funds in section B of the report.

Leaders:

- i. noted the level of Attainment Challenge Funding for Care Experienced Children as set out at paragraphs 5 and 6 of the report;
- ii. agreed that officers would work with the Scottish Government to review the funding for 2019/20 and 2020/21;
- iii. agreed the funding for Youth justice and a proposed reinvigoration of the whole system approach as set out a paragraphs 11-17 of the report; and
- iv. agreed the funding for Child burials and cremation as set out at paragraphs 18-21 of the report.
- v. agreed distribution for Attainment Challenge Funding for Care Experienced Children as set out at paragraphs 24 and 25 of the report;
- vi. agreed distribution for Youth justice and a proposed reinvigoration of the whole system approach as set out paragraph 26 of the report; and
- vii. agreed distribution for Child burials and cremation as set out at paragraph 27 of the report.

6. Spending Review

Leaders considered a report which provided an update on COSLA activity on the Spending Review for 2019/20, following on from the activity and priorities agreed at Leaders April meeting.

Leaders:

- i. agreed that COSLA’s political leadership, with officers, would continue to develop engagement and work on the Spending Review over the summer; and
- ii. agreed that a further report on progress would come to Leaders in August.

7. Improvement Service Review

Leaders received a report which built on the update to Leaders in April 2018 regarding the decision by the Improvement Service Board to review its current operating model against three core options for change. Since then, the Improvement Service Board had considered its position further, and had come to the view that these options should be simplified and that a review of the Improvement Service should not be done in isolation, without the participation of

COSLA. The Board had therefore agreed to make a formal approach to COSLA to participate in a strategic options appraisal.

Leaders:

- i. agreed that COSLA participate in the strategic options appraisal of the Improvement Service;
- ii. agreed that the Vice President represents COSLA on a steering group to establish the scope of the options appraisal;
- iii. agreed that COSLA and the Improvement Service jointly appoint an independent person to undertake the work of the appraisal; and
- iv. agreed in principle to co-fund this appointment with the Improvement Service, and delegate final agreement to Group Leaders pending confirmation of costs.

Prior to the conclusion of business, Cllr James Stockan thanked COSLA for their support in ensuring the passing of the historic Islands Bill. He hoped that this would be the start of further devolution to local government.

Forth Valley NHS Board
TUESDAY 25 SEPTEMBER 2018

Item 3 - Draft Minute of the Meeting Held on Tuesday 7 August 2018, held in the NHS Forth Valley Headquarters, Carseview House, Castle Business Park, Stirling.

For Approval

Present	Mr Alex Linkston (Chair)	Mrs Cathie Cowan
	Mr John Ford	Mrs Jo Chisholm
	Dr James King	Councillor Allyson Black
	Councillor Susan McGill	Dr Graham Foster
	Mr Andrew Murray	Professor Angela Wallace
	Mr Scott Urquhart	Miss Linda Donaldson

In Attendance

Mrs Elsbeth Campbell, Head of Communications
Ms Kerry Mackenzie, Head of Performance
Mr Jonathan Procter, Director of Facilities and Infrastructure (*Item 7.2*)
Ms Laura Henderson, Performance Management Officer (*minute*)

The NHS Board welcomed and congratulated Miss Donaldson on her on appointment to the role of Director of Human Resources.

1. APOLOGIES FOR ABSENCE

Apologies for absence were intimated on behalf of Mrs Julia Swan, Ms Fiona Gavine, Mr Robert Clark, Dr Michele McClung and Councillor Les Sharp.

2. DECLARATION(S) OF INTEREST(S)

There were no declarations of interest.

3. MINUTE OF FORTH VALLEY NHS BOARD MEETINGS

3.1 The minute of the Forth Valley NHS Board meeting held on 29 May 2018 was approved as a correct record.

3.2 The minute of the Forth Valley Special NHS Board meeting held on 15 June 2018 was approved as correct record.

4. MATTERS ARISING FROM THE MINUTE

There were no additional matters arising.

PATIENTS/STAFF STORY

Professor Angela Wallace, Director of Nursing introduced a presentation which was a reflective account of a staff member's experience of end of life care when their father-in-law passed away.

The daughter-in-law spoke of the compassionate and person centred care that took account of her father in law's needs alongside those of the wider family and especially her elderly mother-in-law's emotional wellbeing. It was noted that even during very busy times this did not impact on the care of her elderly father-in-law.

The daughter-in-law concluded by saying the care provided was 'a master class in end of life care'.

The NHS Board:

- **Noted the caring and compassionate approach shown by staff.**

5. BETTER HEALTH

5.1 A Healthier Future – Scotland's Diet and Healthy Weight Delivery Plan

The NHS Board considered a paper "A Healthier Future – Scotland's Diet, Activity and Healthy Weight Delivery Plans and the Framework for the Prevention, Early Detection and Early Intervention of Type 2 Diabetes", provided by Dr Graham Foster, Director of Public Health and Strategic Planning.

Dr Foster reported that in November 2017 the NHS Board noted the publication of the Scottish Government Consultation Document "A Healthier Future – Action and Ambitions on Diet, Activity and Healthy Weight" which proposed a range of actions to improve diet and help more people to maintain a healthier weight.

In July 2018 the Scottish Government published three papers where were entitled *A Healthier Future – Scotland's Diet and Healthy Weight Delivery Plan*, *A Healthier Future – Framework for the Prevention, Early Detection and Early Intervention of type 2 diabetes* and *Active Scotland Delivery Plan*.

Dr Foster explained that NHS Forth Valley had set out clear local Public Health Priorities in the Health Improvement Strategy "*A Thriving Forth Valley*". The NHS Board had previously agreed not to have specific priorities on Healthy Weight and Physical Activity as these issues were already national priorities within the Programme for Government and were included within the June 2018 Public Health Priorities for Scotland publication as "*Priority 6 - A Scotland where we eat well, have a healthy weight and are physically active*".

Dr Foster described the four tier approach which was currently already in place within Forth Valley. Tier 1: Universal Provision, Tier 2: Targeted Provision, Tier 3: Specialist Provision and Tier 4: Bariatric Provision. A number of groups and initiatives were in place to support each tier such as Keep Well, Active Stirling, Diabetes Explained, Counterweight and Counterweight Plus. Dr Foster added that the Scottish Government had proposed that bariatric surgery should be available in three or four regional centres for extreme obesity. It was suggested that NHS Forth Valley should be performing approximately 20 bariatric surgeries per year, split between priority 1 and priority 2 patients. It was noted there was a significant cost with risks associated with performing bariatric surgery and NHS Forth Valley could limit these by investing in Tiers 1 to 3.

Mr Urquhart highlighted that there was evidence to support better value when investing in early intervention within healthcare.

Mrs Chisholm supported the proposal but felt there could be more information included around malnutrition and eating disorders to ensure the initiative was joined up with other areas of weight management. Mrs Chisholm encouraged a collaborative approach and suggested linking with the Local Authorities for a more holistic approach.

Dr Foster confirmed the work on malnutrition and eating disorders both in the acute service and with community planning partners however these issues were not a significant focus of the national strategy documents which the Board was asked to note and support.

Mr Ford suggested a costed plan which would look at the totality of work required against the resources currently available.

It was agreed that this was a priority for NHS Forth Valley. Mr Linkston requested the paper be updated to reflect discussion of the costs/risks around bariatric surgery and looked forward to Dr Foster coming back to the NHS Board with more details and costed plans for local delivery of the Framework and Action Plans.

The NHS Board:

- **Noted the publication of the Diet and Healthy Weight Delivery Plan, the Type 2 Diabetes Framework and the Active Scotland Delivery Plan**
- **Approved the local approach and actions set out subject to the relevant amendments**

6. BETTER CARE

6.1 Executive Performance Report

The NHS Board considered a paper “Executive Performance Report” provided by Mrs Cathie Cowan, Chief Executive.

Mrs Cowan expressed disappointment that overall performance was not improving at pace. However, she acknowledged turning around long standing issues required an approach that took account of wider system issues including the role of partners to deliver sustainable improvement. She highlighted a number of forthcoming events and support from Government colleagues. Mrs Cowan added that there were also a number of improvement projects which will be directed through the Programme Boards. Mrs Chisholm suggested a list of these projects should be compiled to provide visibility of the work involved. Mrs Cowan agreed to progress this and to share some of this work in greater detail at a future Board Development session.

Mr Linkston added that moving forward there was also a requirement for a modernisation of services ensuring the management were making the best use of resources.

Mr Ford indicated it may be helpful to complete a workforce verses activity utilisation assessment which would demonstrate any variance in productivity and would outline how resources were being utilised.

Mr Murray agreed that sharing the improvement work underway in the NHS Board would enable Board members to fulfil their scrutiny role as well as contribute to the further transformational work being developed and progressed.

The NHS Board:

- **Noted the current key performance issues affecting NHS Forth Valley**
- **Noted the detail within the balanced scorecard**

6.2 National Healthcare Associated Infection Reporting Template (HAIRT)

The NHS Board considered a paper “National Healthcare Associated Infection Reporting Template (HAIRT)” provided by Dr Graham Foster, Director of Public Health and Strategic Planning.

Dr Foster provided an update on the current status of Healthcare Associated Infections (HAI) and infection control measures. Staphylococcus Aureus Bacteraemia (SABs) and Device associated Bacteraemia (DABs) remained within normal control limits with no hospital acquired

SABs or DABs in June 2018. One hospital acquired Clostridium difficile infection (CDI) for the same period was noted.

Two surgical site infections were highlighted, due to an abdominal hysterectomy and a large bowel surgery.

The NHS Board:

- **Noted the assurance provided**

6.3 Integration – Progress Report

The NHS Board received a presentation entitled “Integration” provided by Mrs Cathie Cowan, Chief Executive.

Mrs Cowan provided an update on the NHS Board's ongoing commitment to support integration and in particular to delegate operational management responsibilities for in-scope services to the Chief Officers. She confirmed the in-scope functions currently managed by the Community Services General Manager would be shared across each Chief Officer and for services not in-scope work was underway to transfer operational management arrangements to existing General Managers. The senior managers currently responsible for services would report to the Chief Officers through structures yet to be established. Board members noted the work in progress to establish integrated management structures in each of the Partnerships with Clackmannanshire and Stirling moving to appoint to the agreed locality structure. NHS Forth Valley would also invest in a professional structure to support each of the Chief Officers. Mrs Cowan confirmed she was due to meet with the new the Chief Executive, Falkirk Council. Work thereafter to progress the IJB's decision reached at its June 2018 meeting would begin. Mrs Cowan added that a working group had been established to oversee delegation of operational management arrangements and thanked Ms Donaldson for her support and input to this work.

The presentation covered 4 key areas, Governance arrangements, Management Structures, Hosting and key Risks. Governance arrangements were detailed in a visual aide but Mrs Cowan added this would be made clear within the paper to both IJBs. She was due at the request of the Clackmannanshire and Stirling IJB to provide an update report to build on previous updates to this IJB. An update report was due to be presented to the Falkirk IJB which would be progressed with input from both the new Chief Executive and Chief Officer.

Board members reflected on the role of the Chief Officers in regard to their accountability to the IJB for all of its responsibilities and the Chief Executives of the Council and NHS Board for the delivery of integrated services in line with the policies and procedures of both Parties. Board members noted IJB responsibilities which include: producing a Strategic Plan as per the legislation requirements, for issuing directions to the Health Board and Council and for then ensuring, by holding both parties to account that the Plan is delivered to improve outcomes for its local population. The IJB was also responsible for the performance report, managing its risks as a legal entity and the prospective and retrospective financial report.

Miss Donaldson provided reassurance that the Heads of HR of all parties had been involved in the positive discussions in identifying differences in terms and conditions and agreeing a way forward. Staff would still be employed through their original employer NHS/Council as the IJB would not employ staff directly. Falkirk IJB were proposing a Head of Service structure similar to Falkirk Council which was different to the NHS structure which if progressed would have implications for the wider Health Board pay structure. Mrs Cowan was confident that similar to the appointment of the Chief Officer terms and conditions of employing bodies would be respected.

Mrs Cowan added that the Chief Officers would be required to set objectives and appraisals moving forward in the same format as the other direct senior management reports.

Mrs Cowan acknowledged a workshop to progress hosting arrangements was yet to take place. All three Local Authorities would need to play into this and support from Scottish Government has been sought and would be supported once a date was agreed.

Dr Foster added to the discussion around the hosting of services to highlight that the Health Improvement issue had been raised previously and had been causing some confusion. Dr Foster updated the Board members by reference to the 'The Public Bodies (Joint Working) (Scotland) Act 2014'. This set the framework for integrating adult health and social care, which would ensure a consistent provision of quality, sustainable care services for the increasing numbers of people in Scotland who need joined-up support and care, particularly people with multiple, complex, long-term conditions. The focus of the Act was on care and treatment for persons of at least 18 years of age and there was no specific mention of public health services, health promotion or support to Community Planning.

Dr Foster explained that 'The Public Bodies (Joint Working) (Prescribed Health Board Functions) (Scotland) Regulations 2014' only referred to health care 'services provided by health professionals that aim to promote public health'. Health professionals were defined in the act as "persons engaged in the provision of health care", for example doctors and nurses. Dr Foster stressed that the regulations clearly did not intend to require the delegation of specialist public health or health promotion services to the Integration Joint Boards but rather referred to the health promotion roles of clinical staff such as health visitors, nurses and doctors. In these circumstances Dr Foster stated he was opposed to including the non-clinical specialist health promotion staff in hosting arrangements.

Councillor Black suggested that allocating Health Promotion Teams to be based within locality teams could lead to new opportunities.

Dr Foster agreed but clarified that the existing specialist teams were both small and specialised and could not readily be distributed between localities. He added that the locality teams did provide new opportunities and the Health Promotion team's Annual Delivery Plan had already been developed with a strong focus on providing specialist support within the localities, this would not change.

Councillor McGill agreed that in her experience this was the best way to provide support to the clinical staff who actually delivered health promotion advice directly to patients and supported Dr Foster's position.

Ms Angela Wallace acknowledged the update which helped address confusion in regard to these services/specialties.

It was noted that the Community Services General Manager role would be disbanded and the services divided where appropriate with all children services being transferred to Mrs Gillian Morton, General Manager for Women and Children Services. The transfer of services was underway but to mitigate risk and to ensure appropriate ongoing support the Community Services General Manager role would remain within the NHS structure until delegation of operational management arrangements were transferred to each of the Chief Officers.

Mrs Cowan agreed to provide a future update to the NHS Board on progress to delegate operational management arrangements to the Chief Officers.

The NHS Board:

- **Noted the assurance provided**

A short comfort break was taken at this point

7. BETTER VALUE

7.1 Finance Report

The NHS Board considered a paper “Financial Report for Period Ended 30 June 2018”, presented by Mr Scott Urquhart, Director of Finance.

Mr Urquhart provided a summary of the financial position for NHS Forth Valley to 30 June 2018 with a year to date overspend of £0.920m. The in-year position comprised an overspend on Health and Social Care Partnership (H&SCP) services (which include prescribing and Community Hospitals) of £0.406m, and an overspend on Clinical Directorates and Estates / Facilities areas of £0.514m.

The key financial pressure areas were noted as drug and supplies costs which included new medicines and oncology drugs, temporary workforce cover arrangements, and timing of savings plan delivery. Expenditure on temporary staff (bank, agency, locum and overtime costs) for the three month period to 30 June was £4.185m, reflecting an increase of £0.573m on the previous year comparator, with absence rates noted as one of the drivers of spend.

An update on savings plans and delivery was provided noting £16.149m savings schemes identified to date and work ongoing to reduce yet to be identified cash savings of £2.3m. A full detailed report on progress against savings plans was referenced within the finance report.

Mr Urquhart outlined initial year-end outturn projections for Directorates and highlighted a number of areas which required further focus and planning for the Board to be in a position to deliver a balanced financial position for 2018/19. A full assessment of the forecast financial outturn position and risks taking into account expenditure rates, savings delivery, winter plans and IJB positions would be taken at month 6 to revise the current projection which remained at £1.9m overspend per the approved financial plan.

An update on longer term financial planning was scheduled for the Board Seminar on 21 August.

The NHS Board:

- **Noted the revenue overspend of £0.920m to 30 June 2018**
- **Noted the balanced capital position to 30 June 2018**
- **Noted the updated position on savings with £16.149m identified at 30 June 2018 and work ongoing to reduce yet to be identified cash savings of £2.3m**

7.2 ‘Shaping the Future’ – A Supporting Digital eHealth Strategy 2018-2022

The NHS Board considered a paper “‘Shaping the Future’ – A Supporting Digital eHealth Strategy 2018-2022”, presented by Mr Jonathan Procter, Director of Facilities and Infrastructure.

Mr Procter explained how technology had advanced considerably over the last decade and had brought about significant changes in the way NHS Forth Valley treated and cared for patients. Mr Procter also explained how the NHS FV Digital and eHealth Strategy would aim to support the priority areas identified in the Healthcare Strategy ‘Shaping the Future’, as well as the emerging local and national initiatives arising from a range of other strategic priorities.

The digital strategy would touch all four quarters of healthcare from the replacement of local community system, the national GP Technology replacement procurement and rollout, Health & Social Care Information Portal/ Information Sharing Across H&SC to the National Patient Management System (Trakcare).

Mr Procter highlighted the Strategy has been overseen by a Working Group over the last year and had worked in partnership with a number of stakeholder groups; Directorate Management Teams and FV eHealth Clinical Groups, eHealth Programme Board, Area Medical Committee, Data Sharing Partnership, Senior Leadership Team and the Patient Panel to ensure clarity of direction. In addition to this there were also two workshops which had been very well received with over 100 attendances. Previously the Working Group had reviewed the priorities from the Forth Valley Clinical Services Review (CSR) process, FV Healthcare Strategy (*Shaping the Future*) and the new National Digital Health and Care Strategy as well as a range of other national local priorities.

Mr Procter added that the digital eHealth Strategy had a “golden thread” straight to the NHS Board’s clinical strategy and it was noted there were 28 key priorities and developments outlined throughout the Digital eHealth Strategy which had been linked, where possible, directly to the Health Board’s strategic priorities.

Councillor McGill asked for clarity around the timescales for the new community system and on the functionality of the mobile devices. Mr Procter advised that the work for the community system had been approved by the Senior Leadership Team following a business case in June. The mobile devices when fully developed would be 3G/4G compatible enabling staff within the community to work remotely.

Mrs Cowan thanked Mr Procter for progressing this important work and added that she liked the layout of the paper and could see the clear links to the Board’s strategy.

The NHS Board:

- **Approved the “Shaping the Future – A Supporting Digital and eHealth Strategy 2018-22”**

8. BETTER WORKFORCE

8.1 Socio Economic Duty

The NHS Board considered a paper “Socio Economic Duty”, presented by Professor Angela Wallace, Director of Nursing.

Professor Wallace provided context and the legal implications placed on the NHS Board and Integrated Joint Boards to actively consider how they could reduce inequalities of outcome caused by socio-economic disadvantage, when taking strategic decisions. Professor Wallace added that the NHS Boards were also required publish a written assessment to show how this had been achieved. Scotland was the first to move this from consultation to implementation phase.

Professor Wallace made particular reference to three case studies at the back of the Socio-Economic Duty Consultation document which helped to validate the contents of the paper and agreed to circulate the link to allow Board members to review.

Moving forward it was hoped to incorporate the requirements of the Duty into existing impact assessment processes in the same way as Equality and Diversity was considered at present.

Professor Wallace added that in order to implement the duty, during 2018, NHS Forth Valley would need to consider and implement the following:

- Process in place to identify and capturing decisions (or planned decisions/strategies/policies) for assessment relevant to Socio Economic Duty.

- Consider whether to appoint a director or 'appropriate senior officer' to lead the assessment process to ensure 'due regard' had been taken in relation. Potentially identify a key individual to report and performance manages actions completed in relation to meeting this duty.
- Consider and define 'decisions of a strategic nature' for NHS Forth Valley which would inform future actions.
- Consider the implications for evidence requirements, identifying any potential development work or additional resources required in sufficient time.
- Ensure availability of findings from decision making process, record of actions taken (and reasons for decision) and publication of results to ensure transparency.

Professor Wallace suggested the priorities from all three Community Planning Partnerships should be considered alongside working collectively to support delivery of the Duty. Professor Wallace would work with the Partnerships to start to pull out key themes and report back to the NHS Board once collated and a plan for implementation had been agreed. Mrs Chisholm supported the proposal and suggested that a training needs analysis be undertaken to review the unintended consequences of savings and the impacts this may have on those socio economically disadvantaged.

The NHS Board:

- **Noted the requirement to meet the legal obligations under the Fairer Scotland Duty**
- **Supported the approach taken to amend the impact assessment process to include consideration of the Fairer Scotland Duty**
- **Delegated the decision to appoint a named person to oversee compliance with the Duty to the Chief Executive**

8.2 NHS Forth Valley's Annual Report 2018

The NHS Board considered a paper "NHS Forth Valley Annual Report 2018", presented by Mrs Elsbeth Campbell, Head of Communication.

Mrs Campbell reported that NHS Boards were required to produce an annual report which would provide an overview of their performance for each financial year. NHS Forth Valley's Annual Report for 2018 included information on key service developments, new initiatives and achievements across the organisation.

The report was now a shorter, more visual, summary style report and more accessible for staff, patients, partners and members of the public. It was noted there was also supporting papers for each of the initiatives outlined. The report would be available on line and used to support a number of forth coming meetings such as the Annual Performance Review.

Mr Murray raised three key points regarding the Annual Report for review:-

- For areas which had not met the national target the background colour was predominantly green and suggested a neutral colour was used so as not to mislead
- The layout on page 15 should be reviewed as the large box at the top of the page was of one of the areas which was not meeting the national target and perhaps a good news story should headline the page.
- The national target was not present for all performance fields and it would be best to keep this consistent where possible.

Mrs Campbell agreed to review all points highlighted and amend the report accordingly.

The NHS Board:

- **Approved the Annual Report following the suggested minor amendments**

9. BETTER GOVERNANCE

9.1 East of Scotland Research Ethics Service Annual Report 2017-18

9.2 Governance Committee Minutes

9.2.1 Clinical Governance Committee: 15 June 2018

The NHS Board noted the minute of the Clinical Governance Committee meeting held on 15 June 2018.

9.2.2 Audit Committee: 23 March 2018

The NHS Board noted the minute of the Audit Committee meeting held on 23 March 2018.

9.2.3 Endowment Committee: 23 March 2018

The NHS Board noted the minute of the Endowment Committee meeting held on 23 March 2018.

9.2.4 Performance and Resources Committee: 26 June 2018

The NHS Board noted the minute of the Performance and Resources Committee meeting held on 26 June 2018.

9.3 Advisory Committee Minutes

9.3.1 Area Clinical Forum: 17 May 2018

The NHS Board noted the minute of the Area Clinical Forum meeting held on 17 May 2018.

10. ANY OTHER COMPETENT BUSINESS

There being no further competent business the Chairman closed the meeting.

MINUTE OF MEETING OF HEALTH AND SOCIAL CARE BOARD

COSLA Offices, Edinburgh

24th August 2018

Present

Cllr Peter Johnston (in the Chair)	COSLA
Cllr Ben Lawrie*	Angus
Cllr Kieron Green	Argyll and Bute
Cllr Ricky Henderson	City of Edinburgh
Cllr Ken Lynn	Dundee City
Cllr Iain Linton	East Ayrshire
Cllr Caroline Bamforth	East Renfrewshire
Cllr Ken Andrew*	Glasgow City
Cllr Kate Stephen	Highland
Val de Souza	IJB Chief Officers
Julie Murray	IJB Chief Officers
Peter Murray	Chair of the IJB Chairs & Vice Chairs
Cllr Shona Morrison	Moray
Cllr Rachael King	Orkney Islands
Cllr Chris Ahern	Perth and Kinross
Chris Littlejohn	Public Health Directors
Cllr Jacqueline Cameron	Renfrewshire
Cllr Tom Weatherston	Scottish Borders
Cllr Emma Macdonald*	Shetland Islands
Cllr John Bradley	South Lanarkshire
Laura Simpson	SPDS
Cllr Marie McNair	West Dunbartonshire
Cllr Harry Cartmill	West Lothian

*denotes substitute

Apologies

Cllr Sarah Duncan	Aberdeen City
Cllr Anne Stirling	Aberdeenshire
Donald Forrest	CIPFA – Directors of Finance
Cllr Ellen Forson	Clackmannanshire
Cllr Kenny John MacLeod	Comhairle nan Eilean Siar
Cllr Mohrag Fischer	East Dunbartonshire
Cllr Robert Bissett	Falkirk
Cllr Samantha Steele	Fife
Cllr Robert Moran	Inverclyde
Cllr Derek Milligan	Midlothian
Cllr Robert Foster	North Ayrshire

Cllr Paul Kelly
 Cllr Allison Duncan
 Joanna Macdonald
 Andrew Kerr
 Cllr Graham Lambie

North Lanarkshire
 Shetland Islands
 Social Work Scotland
 SOLACE
 Stirling

1. Welcome and Apologies

Cllr Johnston welcomed those present to the 7th meeting of the board. Apologies were received for absence and substitutions noted. Two new members of the board were welcomed; Cllr Douglas Campbell for South Ayrshire and Cllr Shona Morrison for Moray and a round of introductions were carried out.

Prior to moving onto the formal business, Cllr Johnston provided a verbal update on some of activity he has undertaken since the last board meeting. There has been a number of introductory meetings as a result of the cabinet re-shuffle and positive and productive meetings were reported. A joint meeting has also been held in which Cllr Johnston and Cllr McCabe met Dame Denise Coia to discuss the establishment of the Children and Young People's Mental Health Taskforce. This was also a positive meeting in which a commitment was made to work collaboratively with COSLA.

2. Minute of Previous Meeting 01st June 2018

Two amendments are required to the attendance from the previous minute with these revisions it was agreed as an accurate record. There are no matters arising from the previous minute.

Items taken in public session

3. Health and Social Care Board Plan

The Board received an updated Health and Social Care Board Plan which reflected recent progress towards the Board's priorities.

Members were updated on the cabinet reshuffle and subsequent ministerial meetings Cllr Johnston has attended.

Members received an appendix of COSLA's submission to the Health and Sport committee on the Health and Care (Staffing) (Scotland) Bill and were updated that it is Ms Freeman's intention to proceed with the legislation. COSLA have been called to give evidence to the committee on 18th September 2018.

The Board were also updated on the Independent Review of Mental Health (Care and Treatment) (Scotland) Act 2003 for people with learning disability and/or autism. COSLA officers have met with a member of the review team and a paper will be brought to the board as detail of the review becomes available.

Members received an update on the National Care Home Contract – Enhanced and Reduced Quality Award and a guidance document that has been produced to align the award to the new Care Inspectorate Quality framework.

A query was raised on the format of the Board plan and the recording of key milestones with the need for clarity and consistency highlighted so members could be aware of the progress and target dates in the various areas of work. This will be considered before the next board and a revised plan will be brought.

The Board noted the progress and the verbal updates provided at the meeting.

4. NHS Scotland Regional Planning

Phil Raines, Head of Transformational Change at Scottish Government attended the board to update members on NHS Scotland Regional Planning. The key themes that emerged from the regional plans were service re-design, digital and data, workforce and finance.

There was a wide-ranging discussion focused on the need for regional plans to consider health equalities and the political timing of regional planning. The importance of regional plans adding value to the local delivery of services and not conflicting with local plans such as local workforce planning. There was a strong view amongst members that consideration needed to be given to engagement with rural and island communities and Phil agreed to consider this with John Wood and report back to the Board.

The Board:

- i. Considered and discussed the presentation from Scottish Government on NHS Scotland regional planning; and
- ii. Agreed COSLA works with Scottish Government to create further opportunities for engagement with local authorities and local communities.

5. National Workforce Plan for Health and Social Care

Iona Colvin, Chief Social Work Advisor to the Scottish Government updated the Board on the recommendations for the National Workforce Plan for Health and Social Care. The Board were also presented with a paper that outlined the proposed governance structure to oversee delivery of the plan.

During discussion members raised particular concerns over the need to balance the generalist role with the specialist role and the unintended consequences of this. Welcomed the focus on career progression and the need for focus on the skill sets people have as opposed to job titles to ensure flexibility in the workforce.

The Board:

- i. Noted the offered guidance on the National Health and Social Care Workforce Plan's recommendations and progress, in particular in relation to Part 2;
- ii. Considered and agreed the proposed governance structure of the National Health and Social Care Workforce Plan; and
- iii. Received an update from Iona Colvin, Chief Social Work Advisor to the Scottish Government.

6. Health and Social Care Integration

The Board considered a report on the review of progress under integration that has been announced by the then Cabinet Secretary for Health and Sport with particular consideration of the areas of work the review will focus on. Cllr Johnston update the Board on his meeting with the Cabinet Secretary at which he was assured the review was a review of progress and not about changing the legislation.

The Board were also provided with an update from the IJB Chairs and Vice Chairs Executive Group and the Terms of Reference for this group and the key areas of interest.

Members were asked for their views on the key messages that should be conveyed when Cllr Johnston next meets the Cabinet Secretary. The Board welcomed the commitment to integration and recognised the challenge of this but raised concerns over measuring outcomes in a systematic change. They stressed the importance of recognising the different models of integration and sharing best practice to ensure that while there are local solutions to local issues ideas for innovation can be shared. The network of IJB Chairs and Vice Chairs was recognised as an important forum to do this in. Members were updated on work that had been

identified by the Chief Officers to draw out best practice from Scottish Government returns which could be shared with the Board at a later date.

The Board:

- i. Endorsed the proposed remit and activity of the Integration Review National Leadership Group;
- ii. Considered the key messages for the Spokesperson to convey to the new Cabinet Secretary; and
- iii. Noted the update from the IJB Chairs and Vice Chairs Executive Group Chair.

7. Public Health Reform

The Board were updated on the formation of a new public health body for Scotland and a proposed legislative basis and principles for consideration. The Board were also updated on the positive ministerial meeting which reinforced Scottish Government and COSLA's commitment to a joint approach to the Public Health Reform.

Members welcomed the report and the commitment to a joint approach.

The Board:

- i. Adopted the position that Public Health Scotland should be established as a Special Health Board, with a clear distinct identity, designed in line with our agreed principles and with a primary focus on enabling a whole system to deliver better public health outcomes; and
- ii. Specified that a MOU or Framework Agreement, designed to ensure meaningful accountability to Local Government, is developed and agreed by Ministers and COSLA Leaders;

8. Free Personal Care for Adults under 65

The Board received a report to update members on the progress of estimating costs of implementing the new Community Care Regulations which extends the free entitlement to people under 65 years of age who are assessed as needing personal care. The report advised that once finalised, details of the estimated costs would be presented to COSLA Leaders.

The Board:

- i. Considered the estimation of costs for extending the free personal care policy to adults under the age of 65; and
- ii. Noted the expectation that funding is routed through Local Government;

9. 'Keys to Life' Strategy

The Board considered a report which updated them on work to refresh the Keys to Life 10-year Learning Disability Strategy with more of a focus on early intervention, education and employment.

The Board discussed the report with particular reference to ensuring health outcomes are considered fully as part of the strategy and ensuring there was the proper time both engage properly with the third sector and to fully consider the strategy and endorse as required. The role of the IJB in the strategy was also considered to be a key consideration.

The Board:

- i. Noted the themes which are being developed;
- ii. Agreed that COSLA engages with community and third sector organisations to inform COSLA's position; and
- iii. Agreed that officers work with Scottish Government to fully develop proposals for sign off by Board members at the October Board meeting;

10. Digital Health and Care: Telecare

The Board received a report which sought agreement for COSLA to lead a commission to review call handling services in social care telecare across Scotland.

Discussion by members focused on the importance of linking this work to other strands of work within the Health and Social Care Digital Strategy. The need to balance local knowledge with specialist services was also highlighted as a key concern.

The Board:

- i. Noted and discussed the update on telecare
- ii. Agreed that COSLA leads a commission to review call handling services; and
- iii. Noted the Scottish Governments call for expressions of interest to participate in the Transforming Local Systems pathfinders.

Items taken in private session

11. Mental Health

The Board were updated with the development of two policy initiatives in relation to mental health: The Children and Young People's Mental Health Taskforce; and The Scottish Governments Suicide Prevention Action Plan.

Members welcomed the progress of the Children and Young Peoples Mental Health Taskforce and the report of a positive Ministerial meeting and highlighted the need to ensure parents were involved in the work of the Taskforce.

Members discussed the Scottish Governments Suicide Prevention Action Plan and highlighted areas on which they would like more clarity on the focus and effort of the action plan, who would lead on the implementation and where the budget would sit. Members also raised concerns about the position COSLA had been put in as a result of the timing of this strategy and the possible implications of this not being a jointly owned. This highlights the necessity of a partnership approach.

12. National Care Home Contract

The Board considered a report which detailed the joint working arrangement between COSLA and Scotland Excel for care home services for older people.

The Board:

- i. Agreed the future working arrangements of the NCHC as detailed in the appendix;

13. AOCB

No issues were raised, the future dates of the board meetings were confirmed.

Falkirk Community Trust

Board Meeting Minute

Minute of a meeting of the Board of Directors of Falkirk Community Trust Limited (the "Company") held at Callendar House on **30th August 2018** at 10.00am. Ruth Morrison (RM) chaired the meeting throughout.

No members of the public attended.

Present: Ruth Morrison (RM) Chair; Suzanne Arkinson (SA); Cllr Lorna Binnie (LB); Cllr Joan Coombes (JoC); Derek Easton (DE); Cllr Jim Flynn (JF) (items 1-9, 11 and 12); Cllr Cecil Meiklejohn (CM) (items 1-9 and 12); Simon Rennie (SR); Andrew Roberts (AR); David White (DW).

Apologies: Cllr William Buchanan (WB); Jane Clark (JaC); Colette Filippi (CF).

In Attendance: Maureen Campbell (MC); Neil Brown (NB); Lesley O'Hare (LoH); Paul Finnie (PF); Alistair Mitchell (AM); Kenneth Lawrie (KL); Brian Smail (BS) (items 8-13); Margaret Smith (MS); Greg Brown (GB) (items 1-5).

No.	Agenda Item	Agreement / Action	Due Date	Who
		Agenda Part 1: Business Items		
	Welcome	RM welcomed Directors to the meeting and extended a welcome to Kenneth Lawrie, Chief Executive Falkirk Council.		
1	Minute of Meeting	The minute of the meeting held on 31 st May 2018 was approved.		
2	Matters Arising	<p><u>Carron Gymnastics Centre</u></p> <p>The Board noted that all customers affected by the change have been contacted and offered an alternative location for their activity booking. The majority have accepted and most are relocating to St Mungo's High School, Denny Sports Centre or Polmont Sports Centre. A further 9 regular bookings / customers have decided to source their own alternative. The Board noted opening is anticipated in early December subject to the programme of works being finalised.</p> <p><u>Trust Options Appraisal</u></p> <p>A briefing session for Elected Members was held on 7th June. An update report on Options Appraisal was covered separately on this Board meeting agenda.</p>		
3	2017/18 Annual Accounts	<p>GB advised the Board of a positive audit process and that there were no matters for attention in the audit report, with credit due to our accountancy team.</p> <p>One issue of note concerned accrued income not being included in accounts due to a system error. Management agreed with the recommendations made by Drummond Laurie, and reported that measures are already in place to avoid a reoccurrence.</p> <p>The Board noted that the Helix remains identified as a key risk area with all monies generated by the Helix site needing to be reinvested in the site as part of the Lottery funding agreement. MC advised that although restrictive, this condition has resulted in the level of public subsidy for the Helix significantly reducing since 2009.</p> <p>The Board noted that the letter of support from Falkirk Council</p>		

No.	Agenda Item	Agreement / Action	Due Date	Who
		<p>in respect of funding for the full 12 month period to March 2019 is sufficient comfort to be recognised as a going concern.</p> <p>The Board noted no other significant deficiencies were identified from the audit of systems and controls.</p> <p>Decision</p> <p>The Board approved the Trust's Financial Statements for the period to March 2018</p>		
4	2017/18 Annual Report Publication	<p>The Board noted the draft Annual Report presented by MC and that, although design work is ongoing, it gives a good sense of direction. The Annual Report has been drafted to give a balanced view of the Trust's performance. This seventh report follows the same format as the previous three years, being structured under the themes of <i>Inspiring Active Lives</i>. Customer focussed features have been included to give an understanding of the work that we do and its positive impact on people's lives. The Board discussed the important role of volunteers, with Culture having the biggest volunteer base within Trust, and the advantages of building longer-term relationships with volunteers through a focus on providing volunteers with the same training as Trust staff.</p> <p>To minimise costs a short run will be printed with access to the report mainly be to direct access via the website. Published documents will be provided to OSCR and Companies House. A shorter condensed version will be shared more widely including copies for customers in venues and copies for Trust staff.</p> <p>The Board welcomed the customer focus and asked for the inclusion of more detail to inform the reader of the extent and scale of the Trust's trading activities. The Board noted that the front page will feature the Company name and logo more prominently.</p> <p>Decision</p> <p>The Board approved publication of the Annual Report 2017-18 and a condensed version and noted that it will be reported to Falkirk Council.</p>	Sept 2018	JaC
5	Financial Report Q1 2018/19	<p>MS presented an early update on the projected financial position of the Trust's activities for 2018/19, based on the period to end-July 2018. The Board noted that at this early stage there is a projected deficit on charitable activities of £97,000 due to lower than expected customer income being offset by an underspend in employee costs and supplies & services.</p> <p>The Board discussed the need for close monitoring of budget performance to negate the projected deficit, and noted the significant factor in the deficit of the Mariner Centre closure.</p> <p>The Board also discussed the potential value of reappointing a dedicated Fundraising Officer post to coordinate funding applications and give support to securing additional funds. MC noted that fundraising doesn't deliver a significant return relative to the potential return from increased focus on sales and marketing, and that fundraising will be within the remit of the Business Development Manager post and will be assessed once the role is filled.</p>		

No.	Agenda Item	Agreement / Action	Due Date	Who
6	Board Administration	<p>The Board manages some of its remit through Sub Groups: the Audit & Performance Sub Group and The People Sub Group. Directors are also appointed to Falkirk Community Trading Company, and have a Board member as a link with the Health & Safety Group.</p> <p>MC updated the Board on the review of Sub Group make up. The purpose and remit of Sub Groups remains unchanged.</p> <p>RM clarified that her final day as a Director is 31st August 2018 due to the initial date of registration with Companies House. DW was elected to take over as Board Chair from 1st September.</p> <p>Decision</p> <p>The Board agreed to appoint DW as Chair. The programme of meetings for 2019 was agreed.</p>		
7	A Culture Strategy for Scotland Consultation	<p>LoH presented a report detailing the first draft of the Trust's proposed response to the Scottish Government's consultation on the draft Culture Strategy for Scotland (https://www.gov.scot/Resource/0053/00537570.pdf) on behalf of Falkirk Council.</p> <p>The Board noted that the Trust have contacted 60-70 local public and voluntary arts organisations and will include the small number of responses received; that many organisations may submit their own responses to the consultation; that the consultation may result in increased cultural funding with culture featuring within the prevention agenda, but potentially limited due to the difficulty in proving the causality of intervention in prevention.</p> <p>The Board discussed using arts and culture as a vehicle for innovation and how the Falkirk area's industrial and innovating past could be reflected in the response.</p> <p>LoH advised that the draft report is anticipated to be shared with the Council w/c 3rd September.</p> <p>Decision</p> <p>The Board noted the proposed response.</p>		
8	Risk Update	<p>The Board noted one risk and mitigation action affecting the Trust at this time associated with delays in implementing business growth projects combined with delay in getting the website and online bookings system in place, which are placing pressure on ability to meet income targets. Income for the first quarter is lower than expected and there is a risk that it will not catch up over the next three quarters.</p> <p>The Board discussed potential staffing implications of moving towards greater online transactions and changing purpose of the bookings team function.</p> <p>Decision</p> <p>The Board noted the report.</p>		
9	Health & Safety Update	<p>The Board noted the update on Health & Safety and that performance results for incidents and accidents at 0.0083% is very small in comparison to the volume of admissions across our venues. The majority of accidents occurred at busy Sport & Recreation facilities as well as the Outdoor venues such as</p>		

No.	Agenda Item	Agreement / Action	Due Date	Who
		<p>Helix and our other Parks. Staff are to be commended for their continued vigilance and levels of care that our customer's experience.</p> <p>The Board discussed the use of benchmarking the level of accidents against similar organisations, noting the difficulty and limited use of this due to the disparity of Trusts. SA noted that higher insurance costs can be used as a flag to the Board in identifying potential areas of concern.</p> <p>Decision</p> <p>The Board noted the report.</p>		

Falkirk Community Planning Partnership

Action Note

Community Planning Strategic Board – 6 September 2019

Attending: Councillor C Meiklejohn (Chair), Councillor F Collie, Falkirk IJB, K Lawrie, F Campbell, A Wilson, B Sheridan, D Duff, Falkirk Council, J Swan, O Harding & K O'Neill, NHS Forth Valley, D Lockhart, Scottish Fire and Rescue Service, D Armstrong, Police Scotland, M Ford, CVS Falkirk and District, P Cassidy, Falkirk Health and Social Care partnership

Apologies: Councillor D Alexander, Councillor D Goldie and S Ritchie, all Falkirk Council

Agenda Item No	Subject and Source	Decision (This decision may not be the final minute wording)	For Action By	For Info	Further Approval/ Consideration (where indicated)
1/2	WELCOME, INTRODUCTION & APOLOGIES	(1) The Chair welcomed everyone to the meeting and also welcomed the new Chief Executive of Falkirk Council. (2) The Chair noted the apologies intimated.			
3	MINUTE Action Note of the Meeting of the Community Planning Strategic Board on 22 March 2018.	APPROVED			

Agenda Item No	Subject and Source	Decision <i>(This decision may not be the final minute wording)</i>	For Action By	For Info	Further Approval/ Consideration <i>(where indicated)</i>
		<p>MATTERS ARISING</p> <p>ACTION POINTS:-</p> <p>(1) F Campbell updated the Board on the recent meeting with the Big Lottery regarding Our Place 2 in Camelon. This looked at what further engagement with the local community may be possible to help direct available funding.</p> <p>(2) A Wilson updated the Board on efforts to utilise Scottish Government funding across the Partnership to support the purchase of electric vehicles.</p> <p>(3) Cllr. Collie wondered if any further information on the local impact of Universal Credit is available. F Campbell intimated that a group has been established to monitor impact with information currently being collated to inform a briefing note.</p>	<p>A Wilson</p>		

Agenda Item No	Subject and Source	Decision (This decision may not be the final minute wording)	For Action By	For Info	Further Approval/ Consideration (where indicated)
		(4) A Wilson to contact R Naylor regarding an update on training /workshops for children and young people's mental health and wellbeing			
4	MENTAL HEALTH AND WELL BEING DELIVERY GROUP AND THE INTEGRATED JOINT BOARD PROGRESS AND PERFORMANCE	RECOMMENDATIONS APPROVED P Cassidy introduced this item and referenced the refreshment of the IJB's Strategic Plan and the publication of the annual report, which is available on-line. DISCUSSION SUMMARY & ACTION Outcome 5 - People live full, independent and positive lives within supportive communities (1) P Cassidy highlighted some key achievements within the report as well as a number of actions not on target. This included the 'Whole Systems Approach' being used to look at all aspects of community based care.			

Agenda Item No	Subject and Source	Decision <i>(This decision may not be the final minute wording)</i>	For Action By	For Info	Further Approval/ Consideration <i>(where indicated)</i>
		<p>(2) The Health and Social Care partnership has embarked on a progressive journey but has already made progress in key areas. The re-ablement approach including the discharge to assess pilot, supported by home first and appropriate community support resources was also highlighted. This may also involve tele-care based solutions</p> <p>(3) Practice regarding geriatric assessments, the front door collaborative was also highlighted. A work plan is being implemented to meet the requirements of the Carer's Act. A locality based approach is being developed/ implemented in some areas.</p>			

Agenda Item No	Subject and Source	Decision <i>(This decision may not be the final minute wording)</i>	For Action By	For Info	Further Approval/ Consideration <i>(where indicated)</i>
		<p>Priority 1 - Improving mental health and wellbeing</p> <p>(4) K O'Neill introduced this part of the report. She highlighted some of the national drivers in mental health and wellbeing, as detailed at Appendix 3. The refreshment of the delivery plan has started and will better reflect these drivers. She commented on the Suicide Prevention Action Plan and the need to grow the workforce in this area in non care settings. A programme board on mental health and wellbeing has been established within NHS Forth Valley.</p> <p>(5) There is a focus to promote skills based training.</p>			

Agenda Item No	Subject and Source	Decision <i>(This decision may not be the final minute wording)</i>	For Action By	For Info	Further Approval/ Consideration <i>(where indicated)</i>
		<p>(6) A strategic commissioning approach is being developed which will be supported by an engagement workshop with the 3rd sector. This will help to create a tiered pathway of interventions.</p> <p>(7) A major re-design of secondary care regarding people who present with emergency mental health and wellbeing issues is underway. This includes out of hours access to Community Psychiatric Nurses, as well as access to this resource by GP practices. Support for those experiencing dementia is also improving and Child and Adolescent Mental Health and Wellbeing Services are working towards achieving the national target. J Swan advised that further</p>			

Agenda Item No	Subject and Source	Decision <i>(This decision may not be the final minute wording)</i>	For Action By	For Info	Further Approval/ Consideration <i>(where indicated)</i>
		<p>NHS Board review is planned of CAHMS and Adolescent Mental Health and Wellbeing Services.</p> <p>(8) Cllr Collie welcomed the report which sets out the breadth of activity across mental health and wellbeing. The support given to children with a learning disability is a good example of partnership working.</p> <p>(9) P Cassidy stressed the importance of improving outcomes for children and young people who experience mental health and wellbeing issues. This will be helped by the recent funding announcement by the Scottish Government. Services need to be enhanced to create a broader offer for children and young people.</p>			

Agenda Item No	Subject and Source	Decision (<i>This decision may not be the final minute wording</i>)	For Action By	For Info	Further Approval/ Consideration (<i>where indicated</i>)
		<p>(10) The Board discussed the need for partnership action in support of mental health and wellbeing, particularly in support of employees within partner organisations. The Board agreed that a paper should be submitted outlining proposals for action by partners in this area.</p> <p>Action: The Chair asked that briefing note on the CAHMS service be prepared for the Board</p> <p>Action: Proposals are to be prepared on what actions Community Planning partners can take to support their employees and managers</p>	<p>Mental Health & Wellbeing Delivery Group / Children's Commission</p> <p>P Cassidy</p>		
5	HEALTH AND WELLBEING DELIVERY GROUP PROGRESS AND PERFORMANCE	<p>O Harding introduced this report which was agreed.</p> <p>DISCUSSION SUMMARY & ACTION</p>			

Agenda Item No	Subject and Source	Decision <i>(This decision may not be the final minute wording)</i>	For Action By	For Info	Further Approval/ Consideration <i>(where indicated)</i>
		<p>(1) K Lawrie noted that proposals to promote the adoption of the physical activity exemplar by partners will be made to the Executive Group.</p> <p>(2) O Harding explained that NHS draft guidance on the exemplar exists but is as yet to be published.</p> <p>(3) O Harding commended the contribution of all those partners involved in the delivery group. Effective and linked action across the CPP is pivotal to being able to effectively address the causes of health inequality. He also explained the changed method of collecting data regarding smoking in pregnancy which has impacted on performance, rather than prevalence increasing.</p>			

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		<p>(4) J Swan asked about action which is in place or planned to address physical activity uptake in secondary schools, and there are examples of good practice from elsewhere in Scotland.</p> <p>(5) ACTION – Proposals on Physical Activity Exemplar to be submitted to the Executive Group</p>	O Harding		
6	COUNCIL HEADQUARTERS PROJECT	<p>D Duff introduced this item and highlighted the background to the Council decision to explore town centre option for the siting of a new headquarters. This report was approved.</p> <p>(1) D Duff advised the stage of progress which this work has reached and how this links with partners. This will also integrate with the Strategic Property Review. Falkirk town centre has experienced</p>			

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		<p>challenges in recent times including the closure of the M&S store and the planned closure of the bus station.</p> <p>(2) The need to upgrade Council HQ accommodation is pressing. If this is executed in the right way then this can be a spur to help the regeneration of the town centre.</p> <p>(3) A workshop involving the Scottish Future Trust has been organised for 3 October which will help to establish a business case for this work. This will include developing new uses for the town centre. It is hoped that a contract can be placed this year.</p> <p>(4) The Chair highlighted that this work provides an opportunity to establish stability in Falkirk town centre,</p>			

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		<p>and to develop partnering and co-location options where possible. Potential new use options could include healthcare, student accommodation and supporting the local tourist offer. There is scope for greater collaboration with NHS Forth Valley on this project.</p> <p>(5) This proposal has received all party support.</p>			
7	LOCALITY PLANNING PROGRESS REPORT	<p>Recommendations were approved F Campbell introduced this report.</p> <p>(1) The report provides an update on locality planning in both eastern and western localities. A brief background was provided on historical progress.</p> <p>(2) Community Action Planning is progressing in Grangemouth with the</p>			

Agenda Item No	Subject and Source	Decision <i>(This decision may not be the final minute wording)</i>	For Action By	For Info	Further Approval/ Consideration <i>(where indicated)</i>
		<p>establishment of 4 theme groups and a discussion between local GP practices and community representatives on access to local health services. This activity will shortly be co-ordinated with appointment of a temporary policy officer.</p> <p>(3) In the west, the locality and settlement profiles are currently being collated. The locality consultation is on-going supported by community conversations. These information sources will be used to develop an issues paper.</p> <p>(4) F Campbell outlined the Council's Policy Development Panel which is looking at different aspects of the Community Empowerment Act and the Local Governance Review. This includes</p>			

Agenda Item No	Subject and Source	Decision <i>(This decision may not be the final minute wording)</i>	For Action By	For Info	Further Approval/ Consideration <i>(where indicated)</i>
		<p>the development of the Council's approach on Participatory Budgeting to meet its 1% requirement.</p> <p>(5) M Ford stated that any meeting regarding Bo'ness needs to be with community representatives rather than the Coalfield Regeneration Trust.</p> <p>(6) K Thomson highlighted the Balfour Beattie portal to secure social and community benefits associated with the construction of the new College campus.</p> <p>(7) K Lawrie highlighted the learning from Grangemouth and links with this work with the Investment Zone. The role of business and industry in Community Action Planning is essential. There also a need to secure quick wins from this process</p>			

Agenda Item No	Subject and Source	Decision (This decision may not be the final minute wording)	For Action By	For Info	Further Approval/ Consideration (where indicated)
		(8) O Harding queried the linkage of the themes being progressed in Grangemouth and the SOLD. A Wilson highlighted the connections. He also referenced the changes in Community Learning and Development and its role in Locality Planning. This will be considered by the Council's Policy Development Panel.			
11	CONFIRMATION OF FUTURE MEETING DATES 2018:- Executive Group:- <ul style="list-style-type: none"> • 18 October at 2.00 p.m. • 13 December at 2.00 p.m. Strategic Board:- <ul style="list-style-type: none"> • 22 November at 10.00 a.m. 	NOTED	F Campbell		

MINUTE OF MEETING OF CHILDREN AND YOUNG PEOPLE BOARD

Friday 7 September 2018
 10.30 am
 COSLA Offices, Verity House, Edinburgh

Present

Aberdeenshire Council	Councillor Anne Simpson
Angus Council	Councillor Derek Wann
Argyll and Bute Council	Councillor Yvonne McNeilly
City of Edinburgh Council	Councillor Ian Perry
Dumfries and Galloway Council	Councillor Jeff Leaver
East Ayrshire Council	Councillor Fiona Campbell
East Dunbartonshire Council	Councillor Jim Goodall
East Lothian Council	Councillor Shamin Akhtar
East Renfrewshire Council	Councillor Paul O'Kane
Falkirk Council	Councillor Robert Bissett *
Fife Council	Councillor Fay Sinclair
Glasgow City Council	Councillor Chris Cunningham
Highland Council	Councillor Andrew Baxter
Inverclyde Council	Councillor Stephen McCabe
Midlothian Council	Councillor Margot Russell *
Moray Council	Councillor Sonya Warren
North Ayrshire Council	Councillor John Bell
North Lanarkshire Council	Councillor Frank McNally
Orkney Islands Council	Councillor Rob Crichton
Perth and Kinross Council	Councillor Willie Wilson
Renfrewshire Council	Councillor Jim Paterson
Scottish Borders Council	Councillor Carol Hamilton
Shetland Islands Council	Councillor George Smith
South Ayrshire Council	Councillor William Grant
South Lanarkshire Council	Councillor Katy Loudon
Stirling Council	Councillor Susan McGill
West Dunbartonshire Council	Councillor Karen Conaghan
West Lothian Council	Councillor David Dodds
ADES	Mr Michael Wood
CIPFA - Directors of Finance	Mr Alan Puckrin
Directors of Public Health	Dr Linda de Caestecker
SOLACE	Ms Angela Leitch
SPDS	Ms Kristine Johnston
Social Work Scotland	Mr James Cox
Young Scot	Ms Louise Macdonald

*denotes substitute

Aberdeen City Council	Councillor John Wheeler
Clackmannanshire Council	Councillor Graham Lindsay
Comhairle nan Eilean Siar	Councillor Angus McCormack
Dundee City Council	Councillor Stewart Hunter
Falkirk Council	Councillor Alan Nimmo
Inverclyde Council	Councillor Natasha Murphy
Midlothian Council	Councillor Jim Muirhead

Items taken in public session**Welcome and Apologies**

Councillor Stephen McCabe, COSLA Children and Young People Spokesperson, welcomed those present with roundtable introductions. Substitutions and apologies for absences were noted. The Councillor thanked members for the excellent turnout and support for the Board meetings.

Presentation from Young Scot

The Board received a presentation from Louise Macdonald, Chief Executive of Young Scot, who set out the organisation's range of extensive and collaborative work to support young people. The presentation outlined some of the bespoke and targeted projects currently underway to tackle and reduce the stigma of poverty and inequality in young people, such as digital literacy and functionality of the Young Scot card and the range of services being incorporated within it; the dangers of assumptions about mobile phone accessibility was also highlighted, highlighting the risks of exclusion for some young people due to mobile phone data limitations.

There was wide-ranging discussion with several contributions made including:

- A perspective on experiences from island communities, highlighting the limitations on travel allowances being up to age 18 and not 24. Young Scot confirmed it supported the age extension and petitioning has been undertaken already; it confirmed there is still more work to be done across the bus market, as well as that already done with relevant maritime and aviation companies.
- The vulnerability of dependency on mobile phones rather than a hard copy Young Scot card was queried. Young Scot reassured the Board that, if the access is lost, there are processes to restore this for the young person as quickly as possible, irrespective of preferred mode of use.

The Chief Executive thanked the Board for its support to date and sought continuing input to current projects. The Board thanked the Chief Executive for her presentation - a copy of which had been circulated prior to the meeting - and noted the valuable work being done.

Recommendations and Outcomes

The Board agreed to maximise support for the work of Young Scot and requested a report back on progress at an appropriate juncture.

Board Members agreed to ensure that support and engagement is working at local level and each will circulate the presentation within their own areas.

1. Minute of Previous Meeting

The Board noted a request to be mindful of timescales in relation to Page 5, Education Bill update. The Board agreed to approve the minute of the meeting held on 8 June 2018 as an accurate record.

2. Children and Young People Work Plan

The Board considered the Plan and additional updates were provided as follows:

Priority 2: Looked After Children (Foster, Kinship and Adoptive Care Allowances)

Regarding national kinship and allowances, the wording that appeared in the Programme for Government was not reflective of the recommendations agreed by COSLA Leaders. Scottish Government (SG) assured COSLA officers this was an oversight and will rectify this and revert to the previously agreed position.

Updates on this will be provided to the Board as appropriate.

Priority 4 - Developing Scotland's Young Workforce (Apprenticeship Levy)

An update on progress was requested by the Board. A COSLA officer confirmed a Society of Personnel Directors Scotland (SPDS) national survey had been undertaken. It was noted from the survey findings that due to general budget cuts and the Apprenticeship Levy there had been a significant reduction in investment by councils - as employers - in providing opportunities for young people. That said, councils are still managing to provide the same number of opportunities for young people by spreading resources around, which is positive.

COSLA intends that the survey findings will be discussed between COSLA, SG and Heads of Human Resources.

Priority 7: Education Delivery Plan (including Governance Review and Fair Funding)

COSLA and the SG have recruited for a 6-month secondment from Fife Council to progress agreed work on what was originally termed Fair Funding for Scotland's Schools. The secondee will report to the Fair Funding Working Group with membership drawn from Directors of Children's Services and Directors of Finance and will focus on reviewing Devolved School Management (DSM) Guidance and Self-Evaluation. This will not result in local authorities being told what to devolve through DSM but will focus on a more consistent document which details the output of local authority decisions.

Councillor McCabe provided a summary of the discussion from the Leaders Meeting on 31 August 2018 in relation to funding for Regional Improvement Collaboratives (RICs) and confirmed he had written to the Deputy First Minister about funding arrangements.

Priority 9 – Educational Psychologists Training

The Chief Officer suggested the removal of this priority as it is now deemed to be more of an operational issue for the COSLA Employers Team rather than policy development.

The Board agreed this proposal.

Priority 10 – Children’s Hearings

A template has now been finalised.

Workplan - Content

Some concern was expressed about how much is contained within the workplan. The Chief Officer reassured the Board that the plan was reviewed over summer 2018 and consideration given to what could be removed versus what continued to require strategic oversight. Reviewing of the workplan will be done on a continual basis.

Recommendations and Outcomes

The Board noted the content of the Workplan Priorities.
The Board agreed to the removal of Priority 9.
The Workplan content will be reviewed on a continual basis by COSLA officers.
Updates on priorities will be provided to the Board as appropriate.

3. Update on Education Governance – oral update

The Chief Officer provided an update on the progress made and next steps for the joint working group.

Recommendations and Outcomes

The Board noted the oral update and agreed to receive regular updates.

4. Draft National School Library Strategy

A summary of the development of the strategy was provided to the Board. The strategy focuses on setting a culture of reading and the use of technology, to ensure there is a cohesive school library offer for all children and young people. The paper proposes that the strategy is published jointly with the SG.

The Board welcomed that ‘health and wellbeing’ are set out explicitly within the document and a request was made for reference to ‘health literacy’ to be included. The Directors of Public Health representative expressed a willingness to be involved in the development of this aspect and offered to work with COSLA officers on this.

The Board noted comments about digital connectivity in communities in the North being more challenging and that there might be an inability to match some of the strategic aspirations as a result. It was confirmed that discussion on this had taken place with the SG’s digital strategy team and further discussions would take place.

The question of funding was raised in relation to support for this work. A relatively small amount of funding is available through the School Library Improvement Fund. The SG has indicated that it is open to negotiation on how this funding is allocated and were supportive of officers engaging in this discussion.

Recommendations and Outcomes

The paper invited members to:

- i. Agree the proposed COSLA position set out in para 11-13

The Board agreed the proposed COSLA position within the paper.

Collaboration will take place on 'health literacy' with The Directors of Public Health representative.

COSLA officers will engage in discussion regarding funding from the School Library Improvement Fund.

5. Developing Shared Principles with Third Sector Children's Services Providers

An outline of the paper was provided to the Board. Officers have received representations from third sector children's services providers to build on current partnership working. Views were sought on joint working with the aim of developing shared high-level principles between local authorities and the third sector children's services providers.

Members requested that COSLA officers consider the current role of Third Sector Interfaces (TSIs) as part of the work. A request was lodged to look at local commissioning strategies and it was agreed that this will be considered. The Board did express some concern about duplicating existing work and noted that legislation is in place to require Third Sector involvement in planning. Officers agreed there is a wide range of good practice across Scotland but there was also a recognition that partnerships and good practice could be improved. Officers continue to be alive to resourcing issues and recognise that local autonomy is vital. In trying to replicate good practice, the Third Sector has a key role to play and working together is vital.

Recommendations and Outcomes

This paper invited members to:

- i. Give views on how this engagement should be taken forward and particularly the areas identified in paragraph 9
- ii. Agree the proposed COSLA position in paragraphs 10-11

The Board provided views and agreed the proposed COSLA position within the paper.

6. Education Committee Inquiry - Attainment and Achievement of School Age Children Experiencing Poverty

The Scottish Parliament Education and Skills Committee has completed an inquiry into the attainment and achievement of school age children experiencing poverty. The Committee is seeking an initial response from COSLA to their recommendations; our draft response is proposed within the paper and views were sought from the Board.

The Board suggested that a meeting with the Committee might be valuable and our COSLA Spokesperson confirmed consideration will be given to the best way to engage. The Board were supportive of a letter from the Spokesperson and emphasised the importance of drawing the distinction between activity going on in and around schools and the wider issue of poverty. There are significant benefits - not directly academically related - to supporting young people in schools such as those struggling with external challenges. COSLA officers agreed we should be sharing good practice and that, fundamentally, the work needs resourcing. COSLA officers will engage with Members to understand what work is being done locally.

Recommendations and Outcomes

The paper invited members to:

- i. Agree the proposed COSLA position set out in paragraphs 8-9

The Board agreed on the proposed position.

COSLA officers will engage with Board Members to understand, identify and share local good practice.

7. Early Learning and Childcare Expansion - Partnership Working

A summary of the paper was provided to the Board. Local authorities have committed to a provider neutral funding follows the child model of Early Learning and Childcare delivery from 2020. To facilitate this, a set of high level principles have been developed, setting out the way in which local authorities and funded providers should work together. The Board enquired as to whether this expansion and the principles would include childminders. This was confirmed to be the case.

Recommendations and Outcomes

This paper invited Members to:

- i. Agree the high-level principles for partnership working as set out in paragraph 8; and
- ii. Agree to incorporate these high-level principles into their service planning, delivery and relationships

The Board agreed the position within the paper.

8. Independent Panel on Career Pathways for Teachers

The Board's representative from the Society for Personnel and Development in Scotland (SPDS) referred to the content of a presentation circulated prior to the meeting relating to Teacher Career Pathways and a review being undertaken by an independent panel. A wide range of stakeholders are involved, the group has met twice and formed a positive perspective. Online surveys and open session meetings are taking place. The timetable set is for a 'call for evidence' to take place in September and October 2018, with draft recommendations expected in November, and a report going to the Scottish Negotiating Committee for Teachers (SNCT) for consideration between January and April 2019.

The Board discussion was wide ranging, covering aspects such as ensuring evidence is gathered from those with chartered teaching and health and wellbeing teaching experience, considering the impact of the introduction of faculty heads which may narrow down promotion opportunities, inconsistencies across Scotland, career options for specialists, structural lines of management, incentivisation using a mix of drivers, opportunities for progression for those whose inclination is towards not managing others, workforce mobility, challenges in some areas of sources of recruitment and availability, and ensuring local empowerment of teachers is taking place. Some concern was expressed about the tight timescale for this review; SPDS clarified that this timeframe was set by the SG's Deputy First Minister; a suggestion was made that this may have formed part of last year's pay review and so may be a driver for the timeframe. SPDS remains positive about delivery within this timeframe.

Recommendations and Outcomes

This report invited Board Members to:

- i. Note the establishment of the Independent Panel on Career Pathways for teachers;
- ii. Comment on the issues which may be discouraging teachers from applying for promoted posts, included headteacher posts; and
- iii. Note the opportunity to provide views to the Panel, when the Call for Evidence is launched.

The Board noted the content of the paper and provided comment on the issues. It noted also the Call for Evidence.

Items taken in private session

9. Instrumental Music Tuition

The Board discussed increasing media and political attention on the charging policies of local authorities in relation to instrumental music tuition.

A wide-ranging discussion took place, the points of which have all been noted. Board Members appreciate the value of instrumental music tuition whilst noting the pressures on budgets. Looking externally, some queried what contribution the music industry and other sources could bring. A suggestion was made to encourage more good practice sharing rather than adopting a national policy. The Board were of the view that there was no appetite for a national cap on charging, but that officers should participate in a working group which would explore the potential for developing a national approach to charging policies. It was agreed that officers should engage with ADES and Directors of Finance around these issues.

Recommendations and Outcomes

This paper invites members to:

- i. Note the current interest in policies on charging for instrumental music tuition;
- ii. Consider the possible options which officers have explored with the Scottish Government;
- iii. Agree the proposed COSLA position as set out in para 12

The Board noted the paper, considered options and agreed the proposed position.

10. LGBTI Inclusive Education Working Group Recommendations

Draft recommendations made by the LGBTI Inclusive Education Working Group were shared with the Board.

The COSLA Officer reassured the Board that children and young people, schools and those who identify with LGBTI, are being consulted as part of the process and confirmed that the Board will receive updates as the work develops, via the Board Workplan.

Recommendations and Outcomes

This paper invites Board Members to:

- i. Reaffirm the role of schools as LGBTI inclusive environments and agree to consider how these recommendations can support this further;
- ii. Agree that COSLA officers work with civil servants on a joint response to them once published;
- iii. Provide comments on the recommendations to inform the joint response; and,
- iv. Agree that COSLA officers sit on the LGBTI inclusive education implementation group, providing members with updates as work progresses.

The Board provided comments and approved the paper.

11. Children and Young People's Mental Health Taskforce

The Children and Young People's Mental Health Taskforce was agreed as a joint commission between COSLA and Ministers in June 2018. Dr Dame Denise Coia, Chair of the Taskforce, set out preliminary recommendations highlighting areas she would like the Taskforce to consider. A COSLA response is required to the publication.

An update on the COSLA paper was provided, as substantial very recent changes to the recommendations had been made to Dr Coia's recommendations on which COSLA Officers were unsighted.

The Board expressed disappointment on lack of consultation in relation to the changes to recommendations and concern about this approach, given the joint nature of the Taskforce; the Board sought reassurances that COSLA would be fully consulted within the spirit of the original intention of setting up of the Taskforce and that work would be done in a holistic, child centred way, otherwise progress would not be made. The COSLA President will be meeting the Minister for Mental Health this month and will articulate the concerns and expectations of the Board in relation to the Taskforce.

There were concerns that the recommendations were very specific in relation to the Child and Adolescent Mental Health Services (CAMHS) and suggestion was made that a whole system analysis was required, with associated recommendations.

Recommendations and Outcomes

This paper invited Board members to:

- i. Provide comments on the initial recommendations for the work of the Children and Young People's Mental Health Task Force; and
- ii. Agree that COSLA officers respond to the recommendations as outlined in paragraphs 3, 7 and 8.

The Board provided comments and agreed to the paper, noting paragraph 7 was no longer relevant given the last-minute change to recommendations.
The Board agreed that a paper should be submitted to Leaders.

AOCB and Close

The Children and Young People Board agreed in June 2018 that they would like to devote a significant amount of time to considering the Adverse Childhood Experiences agenda which is a headline in the Programme for Government this year. As a result, our Public Health colleagues will be showing the "Resilience" film at the next Board meeting on 5 October. Afterwards, we will be holding a discussion session with elected members and key advisers to explore what our COSLA response should be.

Jane O'Donnell, Chief Officer, has secured internal promotion to Acting Head of Policy for six months. An interim Chief Officer will be appointed and notified to the Board as soon as possible.

Date of Next Meeting

Friday 5 October 2018



MINUTE OF MEETING OF ENVIRONMENT AND ECONOMY BOARD

Friday 14 September 2018

10.30 am

COSLA Offices, Verity House, Edinburgh

Present

Angus Council	Councillor Ron Sturrock
City of Edinburgh Council	Councillor George Gordon
Clackmannanshire Council	Councillor Donald Balsillie
Comhairle nan Eilean Siar	Councillor Donald Crichton
Dumfries and Galloway Council	Councillor Archie Dryburgh
East Ayrshire Council	Councillor Jim Roberts
East Renfrewshire Council	Councillor Alan Lafferty
Fife Council	Councillor Altany Craik
Highland Council	Councillor Duncan Macpherson
Inverclyde Council	Councillor Colin Jackson
Midlothian Council	Councillor Russell Imrie
Moray Council	Councillor Graham Leadbitter
North Ayrshire Council	Councillor Alex Gallagher
North Lanarkshire Council	Councillor Danish Ashraf
Orkney Islands Council (COSLA Spokesperson)	Councillor Steven Heddle
Orkney Islands Council	Councillor Andrew Drever *
Perth and Kinross Council	Councillor Kathleen Baird *
Renfrewshire Council	Councillor John McNaughtan
Shetland Islands Council	Councillor Alastair Cooper *
South Lanarkshire Council	Councillor John Anderson
West Dunbartonshire Council	Councillor Iain McLaren
West Lothian Council	Councillor Cathy Muldoon
HOPS	Iain McDiarmid
MSP (guest)	Graham Simpson
MSP (guest)	Andy Wightman
NHS Health Scotland	Gerry McCartney
Regional Transport Partnership (guest)	Bruce Kiloh
Regional Transport Partnership (guest)	Craig McLaren
SCOTS	Gordon Mackay
SLAED	Caitriona McAulay *
SOLACE	Jim Savege
Transport Scotland (guest)	George Henry
Transport Scotland (guest)	Tom Davy
Transport Scotland (guest)	Tasha Geddie
Waste Services Managers Network	Bruce Reekie

*denotes substitute

Apologies

Aberdeen City Council
 Aberdeenshire Council
 Argyll and Bute Council
 Dundee City Council
 East Dunbartonshire
 East Lothian Council
 Falkirk Council
 Glasgow City Council
 Orkney Islands Council
 Perth and Kinross Council
 Scottish Borders Council
 Shetland Islands Council
 Stirling Council
 NHS Health Scotland
 SLAED
 SOLACE

Councillor Alan Donnelly
 Councillor Sandy Wallace
 Councillor Aileen Morton
 Councillor Lynne Short
 Councillor Graeme McGinnigle
 Councillor Norman Hampshire
 Councillor John Patrick
 Councillor Anna Richardson
 Councillor Graham Sinclair
 Councillor Angus Forbes
 Councillor Mark Rowley
 Councillor Ryan Thomson
 Councillor Evelyn Tweed
 Andrew Fraser
 Pamela Smith
 Steve Barron

1. Welcome and Apologies

Councillor Heddle thanked Board members for their attendance and welcomed substitute Members and guest representatives from Transport Scotland, Regional Transport Partnership and Members of the Scottish Parliament. Apologies were noted.

2. Minute of the Environment and Economy Board on 15 June 2018 and Matters Arising

Members sought an update on progress for Item 12 (Fisheries Policy post-Brexit). COSLA Officers confirmed there was no update yet and would bring this to the Board when available.

The Board approved the minute of the previous meeting held on 15 June 2018.

3. Environment and Economy Board Plan

The Board approved the latest iteration of the Environment and Economy Board Plan.

Items in Public

4. A debate with MSPs on the Planning Bill and the future of the planning system

Councillor Heddle extended the Board's appreciation to Graham Simpson MSP and Andy Wightman MSP for their attendance and input. A written statement from Monica Lennon MSP was also disseminated during the meeting. Councillor Heddle noted that amendments to the Planning Bill are actively being considered by the Scottish Parliament's Local Government and Communities Committee and that this Board session offered an opportunity for important debate on the Bill.

A comprehensive discussion took place where attendees set out their perspectives, experiences, concerns and intentions. Issues covered in the discussion included:

- Training and qualifications requirements for Councillors
- Performance of Councils Proposals
- Strategic Development Planning
- 5-year versus 10-year Planning Cycle
- Local Place Plans
- Land Value Capture
- Right of Appeal
- Creation of Chief Planning Officer Post
- Agriculture and Forestry
- Short Term Holiday Lets
- Financial Resourcing

It was agreed that COSLA Officers would undertake some work on Land Value Capture to explore the breadth of the issue, canvas Board Members and develop a position for consideration at the next Board meeting.

It was concluded that the previously agreed COSLA positions had not changed. COSLA Officers will use the discussion points to develop positions further in some areas. It was reiterated that there are some areas where a COSLA position has not been required or where it would be difficult to secure a collective position due to the variance of local needs, such as with Short Term Holiday Lets.

Members were encouraged to contact COSLA Officers to set out any additional views on the Bill's amendments.

MSPs reinforced the importance to Board Members of being engaged throughout the process as there is a significant need to influence the position. Board Members agreed they will continue to work constructively and positively together and that Planning needs to remain collaborative across local and central government.

Recommendations and Outcomes

The Board was invited to:

- i. Welcome Graham Simpson MSP and Andy Wightman MSP to the Board
- ii. Debate the changes proposed at stage 2
- iii. Agree that COSLA uses the debate to refine its lobbying position
- iv. Agree that COSLA's public lines on specific amendments is agreed by the Spokesperson and in line with the views expressed by the Board.

The Board undertook and agreed the recommendations made above. Board Members will contact COSLA Officers to set out any additional views on the Bill's amendments.

5. Scottish Crown Estate Bill

Members were provided with paper copies of the updated amendments that Andy Wightman had submitted to Committee. Andy Wightman provided a verbal update on the two amendments that were most relevant to local government. These concerned Local Authorities having the right to be transferred the management functions relating to the foreshore; and Local Authorities and trust ports having the ability to manage assets (the seabed) within the harbour area if it is in the public interest to do so, given there are aspirations for development of these to be more streamlined.

Wider discussion followed including consideration of local impacts and unique positions experienced in some Council areas that require consideration - such as in relation to Udal Law in Shetland and Orkney, where the default ownership is with the landowner and not the Crown Estate. Although the Bill relates only to Crown Estate assets and so does not apply to Udal law/assets, there is a need to be aware of the uniqueness of this position.

The Board welcomed the tightening of the wording proposed within the amendments to the Bill and agreed to support the principle and intent of the amendments in so far as they are in line with COSLA's previously agreed lobbying position on the Scottish Crown Estate Bill.

Recommendations and Outcomes

The Board was invited to:

- i. Note the update on the Bill;
- ii. Provide any comments on the amendments proposed by Andy Wightman MSP relevant to local government in Appendix A, and
- iii. Consider formally supporting the proposed amendments from Andy Wightman MSP in advance of the stage 2 debate on 18th September

The Board undertook and agreed the recommendations made above.

6. Transport Bill

The Transport Bill is now being considered by the Scottish Parliament. The paper presented to the Board sought to agree COSLA's position on key aspects of the Bill in time to submit written evidence to Parliament by 28 September. This was the Board's first opportunity to discuss the Bill; Members undertook to ask questions and seek clarification on issues and points of policy. Transport Scotland (TS) guests provided a presentation to the Board and highlighted the elements of the Bill that have the biggest implications for Local Government – including bus services and parking.

Wide ranging discussion took place covering:

Bus Services – the Board noted challenges for rural communities, a request to consider subsidising transport for 16-22-year olds who are at their next stage of engagement with our public transport system following school, management of opportunities for private operators and councils in the provision of services, partnership working and data sharing, consideration of council cross border working and streamlining.

Parking – the Board agreed that there are complexities regarding the protection of footways and implementation and enforcement relating to parking proposals such as permissions, exemptions, funding, costs. A concern was also raised about the enforcement of the ban on pavement and double parking, especially for Local Authorities that had not decriminalised parking enforcement. It was noted that Edinburgh is currently undertaking research into a Workplace Levy.

Transport Scotland is working with stakeholders to discuss, understand and influence the Bill. Board Members agreed that a one-size-fits-all approach is not appropriate to either Bus Services or Parking, local knowledge is fundamental, and consultation needs to be undertaken with local communities by way of impact assessments. Change needs to support our communities and promote connectivity and accessibility.

TS colleagues are hoping to organise a Summit and may be able to include Board Members in participation. Members were encouraged in the meantime to contact our TS colleagues or COSLA Officers to ensure their stakeholder experiences are exchanged.

Recommendations and Outcomes

The Board was invited to:

- i. Note the Transport Bill has started its passage through Parliament;
- ii. Take part in question and answer session on the Bill with Transport Scotland officials;
- iii. Agree which parts of the Bill COSLA should prioritise, noting the focus of this paper of parts 2 and 4 of the Bill, on bus services and parking respectively;
- iv. Agree the high-level points on the Bill as set out in paragraphs 8 and 9, and
- v. Agree that the Board Plan is amended to include the Transport Bill

The Board undertook and agreed the recommendations made above.

Items in Private

7. National Transport Strategy – Future of Transport Governance

A report on transport governance has been published as part of the National Transport Strategy (NTS) review. The report, which is output from the review's Roles and Responsibilities group, favours a form of enhanced, regional transport governance. It does not specify an exact model and as this paper outlines, we believe that there can be no single approach which will be acceptable to Local Government.

The paper presented to the Board by COSLA Officers advocates taking one of the variant models suggested by the NTS report and establish a pathway for councils that may wish to change from the status-quo. This is to ensure that any reform is led by Local Government and remains voluntary in nature.

The Board agreed that it suits and is driven by councils. COSLA officers are keen to undertake consultation with Members to ensure we gain the views of each council area regarding preferred models, in advance.

Following a Member request for the mixed landscape of regional, strategic and planning partnerships to fit together in a streamlined way, COSLA Officers confirmed this would be considered when developing the COSLA approach, keeping in mind the complexities of reform processes being worked at different paces.

Recommendations and Outcomes

The Board was invited to:

- i. Note that the NTS review report favours an enhanced regional model for transport governance
- ii. Agree that this discussion now moves to a political phase and we continue to pursue voluntary, gradual and ground-up reform
- iii. Note that in doing so this will lead to different approaches for different parts of the country, and
- iv. Provide any comments which will help inform COSLA's political discussion with Scottish Government.

The Board undertook and agreed the recommendations made above.

The Board agreed that COSLA Officers should consult with councils to gain views on preferred models, in advance.

COSLA Officers confirmed that they will bring the matter back to the Board for consideration, following further consideration and discussion.

8. Digital Update

An oral update was provided to the Board on R100 procurement.

Recommendations and Outcomes

The Board agreed with this position and looks forward to receiving a further update in due course.

9. Scottish Deposit Return System

The paper delivered to the Board sought to agree COSLA's response to the Scottish Government's consultation on the introduction of a Scottish deposit return system. It outlined issues and developments, and a political position for Board Members to adopt.

In response to assurances sought that rural communities will not be disproportionately disadvantaged, COSLA Officers confirmed that engagement would be taking place with the Scottish Government at an appropriate juncture in relation to funding. It was also confirmed that Officers are working with the Association for Public Service Excellence (APSE), who are undertaking a lot of work on the subject.

Discussion also covered installation of reverse spending machines, successful recycling activity taking place and encouraging the use of new technologies and innovation, as is already being seen in breakthroughs on plastic recycling.

Recommendations and Outcomes

The Board was invited to:

- i. Agree, subject to any changes, the COSLA position set out in paragraph 15 and the proposed way forward in paragraph 27.

The Board agreed with the recommendation made above.

10. Proposed Restricted Roads (20mph Limit) (Scotland) Bill

The Board was provided with a report which updated Members on the proposed Bill being developed by Mark Ruskell MSP and gave an estimate of the financial implications to Local Authorities. The Bill is expected to be published in September.

Costs have been produced by the Society of Chief Officers of Transportation in Scotland (SCOTS), however the COSLA Board is still awaiting the final wording of the Bill. Although supported in principle, the Board expressed views about the costs being potentially prohibitive due to other funding pressures that may supersede this spending. The time frame suggested for implementation would be four years, however clarity is awaited on this. A mix of evidence was brought by Board Members, citing that in some areas it was deemed to be unworkable, unenforceable and resulted in increased fuel usage, compared to other areas where it was working well and promoted public safety. COSLA Officers agreed to consider the evidence further.

Recommendations and Outcomes

The Board was invited to:

- i. Agree that COSLA maintains its position as summarised in paragraphs 2 and 3 for when the Bill is published, and
- ii. Agree that we monitor reaction to the Bill and bring a future report back to the Board if circumstances demand that we revise our position

The Board undertook and agreed the recommendations made above, whilst remaining circumspect until more clarity on the content of the Bill is available.

11. Business Improvement Districts

In advance of the launch by the Scottish Government, COSLA Officers presented a report to the Board which provided a brief overview of the new approach to Business Improvement Districts.

The Board discussed the new model, and suggested we need to ensure local involvement, understanding and funding depending on the scale of bids. Discussion took place and reassurances were sought about ensuring the Scottish Improvement Districts fit with other regeneration activity across Scotland as part of a streamlined inclusive growth programme.

Recommendations and Outcomes

The Board was invited to:

- i. To note the content of the report and the new approach to Improvement Districts in Scotland and provide any comments.

The Board provided comments and noted the new approach.

12. Date of next meeting

The date of the next meeting was noted as Friday 2 November 2018.



MINUTE OF MEETING OF COMMUNITY WELLBEING BOARD

Friday 21 September 2018

10.30 am

COSLA Offices, Verity House, Edinburgh

Present

Aberdeenshire	Cllr Iris Walker
Argyll and Bute	Cllr Robin Currie
City of Edinburgh	Cllr Derek Howie *
Dumfries and Galloway	Cllr Andy Ferguson
East Ayrshire (COSLA Spokesperson)	Cllr Elena Whitham
East Lothian	Cllr Jim Goodfellow *
Glasgow City	Cllr Jennifer Layden
Highland	Cllr Margaret Paterson
Inverclyde	Cllr Jim Clocherty
Moray	Cllr Louise Laing
North Ayrshire	Cllr Louise McPhater
North Ayrshire	Audrey Sutton
Perth and Kinross	Cllr Peter Barrett
Renfrewshire	Cllr Marie McGurk
Scottish Borders	Cllr George Turnbull
Shetland Islands	Cllr Alastair Cooper
South Lanarkshire	Cllr Maureen Chalmers
Stirling	Cllr Chris Kane
West Dunbartonshire	Cllr Diane Docherty
ALACHO	Tony Cain
Directors of Public Health	Professor Alison McCallum (Lothian)

*denotes substitute

Apologies

Aberdeen City	Cllr Lesley Dunbar
Angus	Cllr Colin Brown
City of Edinburgh	Cllr Ian Campbell
Clackmannanshire	Cllr Craig Holden
Comhairle nan Eilean Siar	Cllr Kenny John MacLeod
Dundee City	Cllr Kevin Cordell
East Dunbartonshire	Cllr Sandra Thornton
East Lothian	Cllr Sandra Black

East Renfrewshire	Cllr Colm Merrick
Falkirk	Cllr Jim Flynn
Fife	Cllr Judy Hamilton
Inverclyde	Cllr David Ross
Midlothian	Cllr Stephen Curran
North Lanarkshire	Cllr Colin Cameron
Orkney Islands	Cllr Andrew Drever
South Ayrshire	Cllr Ian Davis
West Lothian	Cllr Dave King
CIPFA-Directors of Finance	Gary Fairley
Directors of Public Health	Catherine Mackereth (Dumfries and Galloway)
Social Work Scotland	Lillian Cringles
Social Work Scotland	Jane Martin
SOLACE	Sandra Black
SOLACE	Malcolm Burr

1.1 Welcome and Apologies

The Chair welcomed everyone to the meeting. Apologies and substitutions were noted.

1.2 Minute of Previous Meeting and Matters Arising

A query was raised about progress made on filling the vacancies within the Scottish Government's Crofters Forum. The Chief Officer confirmed that we are awaiting nominations from councils; he would issue a reminder.

The Board agreed to approve the minute of the meeting held on 22 June 2018 as an accurate record.

2.1 Removal of Local Authority Charges for Children's Burials and Cremations

The Board and COSLA Leaders previously indicated an in-principle agreement to work collaboratively with the Scottish Government (SG) to create consistency in the removal of local authority charges for burials and cremations for children under 18 in Scotland. A summary of the report by COSLA Officers was provided.

Some Members confirmed their council areas have already implemented the removal of charges. Members noted arrangements for stillbirth and pregnancy loss, as well as the cost of funerals in more general terms as being difficult for some to meet.

Following a query for paragraph 12 about the value of a statistical review, COSLA Officers agreed to review this. Members agreed to undertake further discussion as appropriate in the future.

Recommendations and Outcomes

This paper invited the Community Wellbeing Board to:

- i. Note the arrangements that have been agreed, expectations for their implementation and how those will be supported;
- ii. Offer any concerns on intentions and process; and
- iii. Note related developments.

The Board agreed the recommendations.

2.2 Exceptions to Two-Child Benefit Limit

The Board agreed in September 2017 that COSLA Officers should work with the SG and the NHS to develop guidance which protects survivors of non-consensual conception and their families and supports the workforce who are responsible for applying the two-child policy of child tax credit and Universal Credit eligibility. A working group involving key professional groups has now developed draft guidance.

A report was provided to Members, seeking approval of the draft guidance and continuing support for the abolition of the policies on the two-child limit and non-consensual conception.

Members continued to express their vehement opposition to the two-child limit policy and to unequivocally condemn the 'rape clause'.

It was reiterated that support will be needed for not only the women themselves, but also the workforce who will deal with this policy daily; the importance of signposting women to available support services was equally noted.

With reference to wording, two proposals were made:

- Reference to 'COSLA' as well as the SG should be included in the guidance. The Chief Officer confirmed that discussion on this has taken place with the SG and the covering letter issuing the guidance will include COSLA.
- Reference to 'advice services' should be made within the guidance which reflects the variety of support mechanisms available including money advice services.

Recommendations and Outcomes

This paper invited the Community Wellbeing Board to:

- i. Approve the draft Guidance on 'Child Tax/Universal Credit – Two Child limit. Statement for Health and Social Work professionals in Scotland.'
- ii. Continue to express COSLA's fundamental opposition to the two-child limit and the 'rape clause' and our view that both policies should be abolished.

The Board agreed the recommendations.

2.3 Fair Work

In recent years, Fair Work has become a much more prominent focus of debate and attention. The report presented updated the Board on the work taking place nationally on the Fair Work agenda and to seek further views.

Members were positive on the Board's ownership of this agenda and agreed it should become part of the ongoing work plan. Although local authorities are in many ways exemplars of fair work there is some scope for doing more. There was broad agreement on those work priorities identified by COSLA's Leadership Sounding Board and acknowledgement that this agenda needs some prominence too amongst other Boards.

Recommendations and Outcomes

This paper invited the Community Wellbeing Board to:

- i. Offer its views on ownership of this agenda, whether to see it as a core part of its evolving work plan;
- ii. Offer its views on the priorities for a Local Government contribution, reflecting on the discussion that has taken place at the Leadership Sounding Board;
- iii. Agree Next Steps, particularly the need to engage with a range of local government representative groups, the SG and the Fair Work Convention, and the shaping of a report for a future COSLA Leader's meeting.

The Board agreed the recommendations.

2.4 Devolved Social Security

The paper presented updated the Board on the planning and delivery of the SG's devolved security responsibilities, referencing the principles and content of the Overarching Partnership Agreement.

More clarity was sought regarding impacts, timescales, resourcing, accessibility, locations, inter-operability and risk of duplicity with current council services. COSLA Officers confirmed discussions are continuing with the SG. It was agreed there is a need to ensure inclusion and cohesion of signposting across services and training provision for staff.

COSLA Officers highlighted that a survey on preparedness had been issued but had received a poor response rate. Board Members agreed to urge council officers to respond. COSLA Officers will set up a sounding board with councils to collate experiences and share good practice.

Members agreed to consult locally and to bring back contributions to COSLA Officers on how individual councils are approaching the situation currently, given limited information.

Recommendations and Outcomes

This paper invited the Community Wellbeing Board to:

- i. Note the ongoing commitment to joint working between the tiers of government, and Agency implementation progress; and
- ii. Offer any concerns on intentions and process.

The Board agreed the recommendations.

2.5 Supporting Vulnerable Migrants with No Recourse to Public Funds (NRPF)

A paper was presented that highlighted concerns about the impact of the policies on vulnerable migrants and their families. It proposed that work is undertaken to consider further policy change and funding and support.

COSLA Officers confirmed that two organisations have been commissioned to provide a steer; a report back to the Board will take place in January 2019. This is not only a social security issue, but also a poverty issue. Councils are looking after very vulnerable individuals who may become more susceptible to criminality and trafficking due to their circumstances. Members provided experiences from their own council areas and agreed additional and urgent funding is needed. COSLA Officers confirmed discussion is ongoing with the SG. COSLA Officers are also issuing a request to councils in October 2018 to collate and understand available data.

Additionally, Members were encouraged to participate in the NRPF network meetings; details of which will be reissued by COSLA Officers.

Recommendations and Outcomes

This paper invited the Community Wellbeing Board to:

- i. Approve plans to undertake work specified in paragraphs 15-17 and next steps in paragraphs 18-20.
- ii. Indicate interest in supporting any of the work detailed in the report, including work to influence UK Government policy.
- iii. Encourage local authorities who do not currently attend NRPF network meetings to promote meetings to relevant staff.

The Board agreed the recommendations.

3.1 Glasgow Disability Alliance - Budgeting for Equality

The SG commissioned the Glasgow Disability Alliance (GDA) to carry out research to better understand how disabled people can play a full, meaningful and participatory role. The paper presented to the Board highlighted the recently published GDA's research report into the experiences of disabled people and participatory budgeting.

It was confirmed that the GDA are funding a pilot model and COSLA Officers reaffirmed the work being done at paragraph 14, whilst seeking to embed the principles of inclusion and cultural change.

Recommendations and Outcomes

This paper invited the Community Wellbeing Board to:

- i. Note the findings of the report; and
- ii. Consider and provide comment on the findings.

The Board agreed the recommendations.

3.2 Participatory Budgeting Update - Members Event

The report presented to the Board set out the progress of COSLA's Participatory Budgeting Development Manager who is supporting mainstreaming activity across all 32 Councils.

It was highlighted that the digital development will provide a tool box for councils to dip into, based on what they judge will work best for their own communities. Some Members cited positive examples of experiences they have already seen in their own communities.

The Board agreed Community Planning Partnerships should be involved in the decision making; the COSLA Spokesperson confirmed consideration is being given to this.

Regarding timelines for the software solution, a portal called 'Madrid Decides' is being used internationally elsewhere. COSLA Officers confirmed they would report back to the Board on timelines for software solutions and wider progress.

Recommendations and Outcomes

This paper invited the Community Wellbeing Board to:

- i. Note the output of the learning event and agree a roll out of future events
- ii. Provide comment to inform the further development of this strand of work

The Board agreed the recommendations.

3.3 SPA Annual Review of Policing

A summary of the report was provided to the Board. The report outlined COSLA's draft response to the Scottish Police Authority's (SPA) Annual Review of Policing.

Following a discussion on co-location, the Board agreed to take forward a request for consideration of estates rationalisation.

Recommendations and Outcomes

This paper invited the Community Wellbeing Board to:

- i. Provide any views on COSLA's provisional submission;
- ii. Provide comments on any substantive issues with the response; and
- iii. Agree the COSLA submission, subject to any proposed amendments.

The Board agreed the recommendations.

The Board requested that estates rationalisation be taken forward also.

3.4 Note of Previous COSLA Police Scrutiny Convenors Meeting

The paper presented provided a draft note of the COSLA Police Scrutiny Conveners meeting of 26 February 2018. This Group was formally established under COSLA's constitution as a Special Interest Group.

Recommendations and Outcomes

This paper invited the Community Wellbeing Board to:

- i. Note the draft minute from the COSLA Police Scrutiny Conveners Forum meeting that met on 26 February 2018.

The Board agreed the recommendation.

3.5 Update on Policing Relations

A summary of the report was provided, giving Members an update on governance and leadership issues that impact on local government's policing relations.

A verbal update on COSLA's evidence to the Parliament's Justice Committee on policing reform was also provided; the Committee session was positive, with COSLA Officers taking the opportunity to emphasise the importance of local government influencing the agenda at an early stage.

Recommendations and Outcomes

This report invited Community Wellbeing Members to:

- i. Provide any comments on police governance and leadership issues;
- ii. Note the update on Temporary Traffic Regulation Orders (TTROs); and
- iii. Note the oral update on COSLA's oral evidence to the Parliament's Justice Committee.

The Board agreed the recommendations.

Policing – Other Matters Arising

A query was raised regarding progress on the CCTV situation, which had been on the Community Wellbeing agenda previously. COSLA Officers confirmed this is being raised with the SG. The SG will provide some funding to undertake research of CCTV provision and in October a joint advisory group is being set up to look at the research parameters. Although the aspiration is to set up a working group to consider CCTV across Scotland, and the police are supportive of this, there are currently no resources and no clarity over where this remit and funding would come from. Therefore, we aim to consider firstly the research findings from the joint advisory group. COSLA Officers will update the board on the parameters of the research.

Following further discussion, local authority funding of local policing teams – such as CAT - will also be considered by COSLA Officers and brought back to the Board.

3.6 Improving the Lives of Scotland's Gypsy/Travellers: Housing/Accommodation Priorities

Please note that this agenda item was discussed as the first item of business on the day.

The paper submitted set out proposed priorities and suggested activities to increase provision of good quality accommodation for Gypsy/Travellers across Scotland.

A comprehensive discussion took place, with examples given by Members of the good work and challenges across our communities such as negotiating stop points, quality of sites, refuse facilities and capital investment consideration. Following consultation Members will register interest with COSLA Officers in relation to their area participating in a pilot for Negotiated Stopping.

The Board agreed to work on the four priorities set out in the paper:

- Improving quality of accommodation
- Increasing number of sites
- Changes to planning system
- Temporary stopping places

A presentation from Leeds GATE (Gypsy and Traveller Exchange¹) is being organised in Scotland in November 2018 and some Members expressed an interest in attending.

¹ Leeds GATE is a member organisation for Gypsy and Traveller people in West Yorkshire. The aim is to improve quality of life for communities. Working in partnership to address the issues which affect homes, health, education and employment, and circumstances within UK society. www.leedsgate.co.uk

Recommendations and Outcomes

This paper invited the Community Wellbeing Board to:

- i. Agree the four priorities and proposed activities;
- ii. Agree that the COSLA Community Wellbeing Spokesperson writes to the Minister for Equalities and Older People, informing her of the agreed priorities;
- iii. Indicate interest in their local authority participating in the national pilots for Negotiated Stopping.

The Board agreed the recommendations.

4.1 Programme for Government

COSLA Officers provided a report giving an initial assessment of key local government issues for the Communities Wellbeing Board as contained in the SG's wide-ranging Programme for Government 2018-19.

The Chief Officer confirmed he will provide a business plan for the November 2018 Board meeting, to ensure priorities are being progressed and risk assessing is undertaken in conjunction with the traffic light criteria. The Board were asked to provide feedback on the snapshot report as soon as possible to COSLA Officers.

It was highlighted that although sports, arts and culture form part of the Communities Wellbeing remit, limited work has been done on some aspects recently due to other priorities. Libraries and Crofting topics were also noted as areas of interest for the Board's agenda. The Board agreed to add these areas onto the Board's plan.

There was an exchange of experiences on homelessness issues such as compulsory purchase, council tax, use and expansion of powers by local authorities, and the benefit of considering data analysis from charitable organisations. It was agreed that engagement would take place with Shelter regarding data and a paper on the subject would be submitted by COSLA Officers to the Board.

Recommendations and Outcomes

This paper invited the Community Wellbeing Board to:

- i. Note the initial officer analysis of potential Local Government and local democracy implications of the Programme for Government against COSLA's key principles; and
- ii. Consider and provide any initial comments in relation to COSLA's strategic approach to addressing key challenges and opportunities flowing from these.

The Board agreed the recommendations.

4.2 General Update Report

A summary of the report was presented covering developments in areas for information only and comment as appropriate.

Universal Credit (UC) Roll Out

The rollout out of the full Universal Credit service is continuing with an accelerated timetable now underway to complete to all areas by December 2018. COSLA remains of the view that there are significant problems with delivery as experienced by claimants and stakeholders; we continue to highlight issues to the DWP.

COSLA Officers confirmed we are continuing to gather information from councils on local impacts and councils' financial implications. Two impacts for consideration linked to UC roll out are the (1) use of foodbanks and (2) use of loan sharks. It was highlighted that Community Planning Partnerships are hosting a workshop on 23 November as part of their work in visiting community organisations to understand experiences and to gather data. The COSLA Spokesperson reiterated to the Board that COSLA has made a full commitment to continue to lobby Government.

Access to Sanitary Products

The SG gave a commitment in their Programme for Government 2017/18 that pupils and student in schools, colleges and universities should have access to free sanitary products. Local authorities are now delivering this. The 2018/19 commitment is to increase the number and range of places where sanitary products are available for those who need them.

The COSLA spokesperson has requested feedback from Member to COSLA Officers for the next Board meeting on progress within their own areas.

Recommendations and Outcomes

This paper invites Board members to note the update concerning:

- i. Universal Credit Roll Out and plans for Managed Migration
- ii. Access to Sanitary Products

The Board noted the updates.

5. AOCB

The COSLA Spokesperson highlighted a Human Trafficking Conference taking place on 18 October 2018 in Edinburgh. For those wishing too book, please contact COSLA Officer, Mirren Kelly, on 0131 474 9276 or email mirren.kelly@cosla.gov.uk

Dates of remaining Communities Wellbeing Board meetings for 2018 are:

Friday 9 November 2018 at 10.30am

Monday 17 November 2018 at 10.30am

Minute of Meeting of the Central Scotland Valuation Joint Board held within Hillside House, Stirling on Friday 28 September 2018 at 9.30 a.m.

Councillors:

David Alexander
David Balfour (Convener)
Lorna Binnie
Kenneth Earle
Bill Mason
Alan Nimmo
John Patrick
Jim Thomson

Officers:

Elizabeth Hutcheon, Assistant to the Treasurer
Colin Moodie, Clerk
Brian Pirie, Assistant to the Clerk
Jane Wandless, Assistant Assessor
Peter Wildman, Assessor and Electoral Registration Officer

Also attending:

Tom Reid, Audit Scotland

VJB16. Apologies

Apologies was intimated on behalf of Councillors Dodds, Gibson and Grant.

VJB17. Declarations of Interest

No declarations were made.

VJB18. Minute

The minute of the meeting held on 29 June 2018 was approved.

VJB19. Revenue Budget 2018/19 – Review as at 31 August 2018

The Board considered a report by the Treasurer setting out the Revenue Budget position as at 31 August 2018.

A year end underspend of £99k was projected. This was attributed in the main to £92k savings arising from staffing vacancies.

Decision

The Board noted the report.

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

VJB20. Final Financial Statement as at 31 March 2018 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 2018.

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 2017/18 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 £36k. This meant that the Board now had a usable reserve of £541k.

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 2017/18. The accounts were unqualified and included an action plan which had been agreed by management.

Decision

The Board:-

- (1) noted the 2017/18 Financial Statements, and**
- (2) agreed to their submission to the Controller of Audit and noted the External Auditors report on the Audit.**

VJB21. Flexible Working Policy

The Board considered a report by the Assessor and Electoral registration Officer presenting revised Flexible Working Policy for approval.

The Boards' policy had been in place since 2015. It had been reviewed as part of the ongoing review of HR policies and following requests from staff to work compressed hours. The revised policy, which had been developed in consultations with Clackmannanshire Council, and the staff consultation process, contained provision for compressed hours.

Decision

The Board approved the updated Flexible Working Policy.

VJB22. Electoral Registration Update

The Board considered an update report by the Assessor and Electoral Registration Officer on electoral registration matters. In particular the register of electors and stakeholder engagement.

In response to a question on the comparative numbers of registrations in 2014 the Assessor advised that the 2018 figure was higher but warned against comparing the electoral register at 1 December against one which was updated immediately prior to an election event when registration traditionally increased..

In response to a question in regard to the timing of household enquiries, the Assessor concerned that July might seem, given that this would traditionally holiday posed, to less likely to yield results, the Assessor stated that responses were better than might be expected. Importantly in order to have the process completed by the deadline of 1 December, it was necessary to start the process around July.

Decision

The Board noted the report.

VJB23. Records Management Plan

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

In response to a question on the timescales to complete the scanning of all documents the assistant Assessor stated that the intention was to have all documents scanned by the end of the financial year. However if staff had left the service and it had proved difficult to recruit. She confirmed

that if staff could not be recruited then it might be necessary to employ temporary, agency, staff.

The Assistant Assessor indicated that there was no imperative to destroy paper files and that the management team would make a decision on this at an appropriate function. Files would be held until the lease of the building was due to end.

Decision

The Board noted the report.

VJB24. Programme of Meetings

The Board considered a report by the Clerk setting out proposed meeting dates for 2019.

Decision

The Board:-

- (1) approved the dates of Friday 1 February; Friday 28 June; Friday 27 September and Friday 22 November 2019 for ordinary meetings of the Board; and**
- (2) noted that special meetings may be convened as necessary outwith the planned timetable.**

MINUTE OF MEETING OF CHILDREN AND YOUNG PEOPLE BOARD

Friday 5 October 2018

10.30 am

COSLA Offices, Verity House, Edinburgh

Present

Aberdeen City Council	Councillor John Wheeler
Aberdeenshire Council	Councillor Sarah Dickinson *
Angus Council	Councillor Derek Wann
Argyll and Bute Council	Councillor Yvonne McNeilly
City of Edinburgh Council	Councillor Ian Perry
Clackmannanshire Council	Councillor Graham Lindsay
Comhairle nan Eilean Siar	Councillor Paul Finnegan *
East Dunbartonshire Council	Councillor Jim Goodall
East Lothian Council	Councillor Jim Goodfellow *
East Renfrewshire Council	Councillor Paul O'Kane
Falkirk Council	Councillor Alan Nimmo
Fife Council	Councillor Fay Sinclair
Glasgow City Council	Councillor Chris Cunningham
Highland Council	Councillor Andrew Baxter
Inverclyde Council (COSLA Spokesperson)	Councillor Stephen McCabe
Inverclyde Council	Councillor Natasha Murphy
Midlothian Council	Councillor Jim Muirhead
Moray Council	Councillor Sonya Warren
North Ayrshire Council	Councillor John Bell
Orkney Islands Council	Councillor John Ross Scott *
Perth and Kinross Council	Councillor Willie Wilson
Scottish Borders Council	Councillor Carol Hamilton
South Ayrshire Council	Councillor William Grant
South Lanarkshire Council	Councillor Katy Loudon
ADES	Michael Wood
ADES	Jennifer King
CIPFA - Directors of Finance	Alan Puckrin
Directors of Public Health	Sonya Scott *
Dundee City Council	Chris Wright
SPDS	Kristine Johnson
Social Work Scotland	James Cox

*denotes substitute

Apologies

Aberdeenshire Council	Councillor Anne Simpson
Comhairle nan Eilean Siar	Councillor Angus McCormack
Dumfries and Galloway Council	Councillor Jeff Leaver
Dundee City Council	Councillor Stewart Hunter
Dundee City Council	Councillor Roisin Smith
East Ayrshire Council	Councillor Fiona Campbell
East Lothian Council	Councillor Shamin Akhtar
North Lanarkshire Council	Councillor Frank McNally
Orkney Islands Council	Councillor Rob Crichton
Renfrewshire Council	Councillor Jim Paterson
Shetland Islands Council	Councillor George Smith
Stirling Council	Councillor Susan McGill
West Dunbartonshire Council	Councillor Karen Conaghan
West Lothian Council	Councillor David Dodds
Directors of Public Health	Dr Linda de Caestecker
SOLACE	Angela Leitch

Items taken in public session**Welcome and Apologies**

Councillor Stephen McCabe, COSLA Children and Young People Spokesperson, welcomed those present. Substitutions and apologies were noted.

The Spokesperson thanked Councillor Gregor Murray (Dundee City Council) for his contribution to the Board, as he has now stood down. Councillor Roisin Smith would be taking up the position in his stead. Nicola Dickie was formerly introduced as the new Chief Officer for Children and Young People at COSLA following the promotion of Jane O'Donnell to Acting Head of Policy.

The Spokesperson reiterated that the Board had agreed in April to use this meeting to explore the 'ACES' agenda (Adverse Childhood Experiences). The Scottish Government's recent programme for Government referred heavily to the impact of ACE on the life chances and outcomes for children and young people. Our public health colleagues would show a 'Resilience' film and most of the meeting would be used to explore the issues raised and consider how COSLA should approach this from a policy perspective.

Presentation – Adverse Childhood Experiences (ACEs)

The Board received a presentation and screening of the 'Resilience' film.

The ACE term was originally developed in the United States of America for the Adverse Childhood Experiences survey which found that as the number of ACEs experienced increased in the population studied, so did the risk of developing a range of health conditions in adulthood.

The presentation set out the approach to some work being done. This included what does the term mean, what harm does exposure to ACE cause, how does it manifest itself, are some people more likely to be affected than others, how common is ACE, what is the impact. Using a threat and risk scoring mechanism, it was found that that compared to people with no ACEs, those with a score of 4 or more are more likely to:

- have been in prison
- develop health conditions such as heart disease and type 2 diabetes
- have committed violence in the last 12 months
- have health-harming behaviours (high-risk drinking, smoking, drug use).

In conclusion, our public health colleagues highlighted that ACE has been found to have lifelong impacts on health and behaviour, they are relevant to all sectors and involve all of us in society and we have a part to play in preventing adversity and raising awareness of ACEs.

The presentation and screening were followed by Board discussion led by a panel of experts comprising James Cox (Social Work Scotland), Jennifer King (ADES), Sonya Scott (Directors of Public Health) and Chris Wright (Dundee City Council).

The Board agreed this was an excellent presentation. It was also noted that the content of the film was very American in delivery; using a more Scottish or UK content may work well to target and engage audiences here.

The Board noted the content of the presentation and film.

The Board asked that a paper on ACEs and the role of local government be brought to the November Board meeting.

The ACEs session concluded, and the Board moved on to other agenda business.

1. Minute of Previous Meeting of 7 September 2018

The Board agreed to approve the minute of the meeting of 7 September 2018 as an accurate record.

2. Children and Young People Work Plan

A summary of the Board Workplan was provided to the meeting.

On Priority 14 it was confirmed that a report on progress in teacher recruitment will be brought to the November Board.

3. Update on Education Governance

An oral update on progress was provided to the Board by the Acting Head of Policy, Jane O'Donnell.

4. AOCB

Date of Next Meeting is Friday 23 November 2018