



Falkirk Council

VOLUME OF COUNCIL AND COMMITTEE MINUTES

VOLUME 3 2018/2019

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FALKIRK COUNCIL

Minute of Meeting of the Planning Committee held in the Municipal Buildings, Falkirk on Wednesday 21 November 2018 at 9.30 a.m.

COUNCILLORS: David Alexander (Convener)
Robert Bissett
Jim Blackwood
Gary Bouse
Provost William Buchanan
Joan Coombes
Gordon Hughes
Adanna McCue
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

P81. Apologies

There were no apologies.

P82. Declarations of Interest

Councillor Bouse declared a non-financial interest in agenda item 5 (ref P85) as he has formerly had dealings with the applicant company and stated that he considered that this required him to recuse himself from consideration of the item having had regard to the Objective Test in the Code of Conduct.

P83. Minute

Decision

Minute of meeting of the Planning Committee held on 24 October 2018 was approved.

P84. Alterations to Shopfront at 16 & 18 Princes Street, Falkirk, FK1 1NE for Mrs Pauline Spears – P/18/0229/FUL – Continuation

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.

The Committee, at its meeting of 24 October 2018,:-

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

The Convener advised that as there were no parties present who wished to address the committee the hearing element would be dispensed with.

Decision

The Committee agreed that, subject to the submission of a satisfactory amended design showing a single entrance and a wood and glazed frontage, planning permission be granted.

Informative(s):-

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

In line with his earlier declaration of interest Councillor Bouse left the meeting prior to consideration of the following item.

P85. Development of Land for Residential Purposes at Land to the East of 8 - 10 Main Street, Main Street, Bo'ness for CCG (Scotland) Ltd - P/18/0424/PPP

The committee considered a report by the Director of Development Services on an application for planning permission for the development of Land to the east of 8-10 Main Street, Main Street, Bo'ness.

Decision

The committee agreed that it is **Minded to Grant Planning Permission** subject to:-

- (a) Notification of the application to Scottish Ministers in relation to the HSE objection, in accordance with the Town and Country Planning (Notification of Applications) (Scotland) Direction 2009;
- (b) Conclusion of a Legal Agreement in terms satisfactory to the Director of Development Services within 6 months of the date of a **Minded to Grant** decision and index linked from that date, as follows:
 - A financial contribution of £955.50 per flat and £1911.00 per house towards open space provision in the Bo'ness area; and
 - The provision of a minimum of 15% of affordable housing (social rented accommodation to be accommodated on site).
- (c) Thereafter, remit to the Director of Development Services, to approve the application subject to the following condition(s):-
 1. Plans and particulars of the matters specified below shall be submitted for consideration by the planning authority, in accordance with the timescales and other limitations in section 59 of the Town and Country Planning (Scotland) Act 1997 (as amended). No work shall begin until the written approval of the authority has been given, and the development shall be carried out in accordance with that approval. The specified matters are:
 - (a) the siting of the building(s);
 - (b) the design of the building(s);
 - (c) the external appearance of the building(s);
 - (d) details of the access arrangements;
 - (e) details of landscaping of the site; and
 - (f) details of proposed boundary treatments.
 2. As part of the first application for the approval of Matters Specified in Conditions, a contaminated land assessment shall be submitted for the written approval of this Planning Authority. Before each dwellinghouse or flat is occupied (1) any necessary remedial works to make the ground safe shall be carried out in accordance with an approved remediation strategy and (2) any necessary remediation completion report/ validation certificate shall be submitted to and approved in writing by this Planning Authority.

3. **As part of the first application for the approval of Matters Specified in Conditions, the proposed surface water drainage strategy and associated design detail (as appropriate) shall be submitted for the written approval of this Planning Authority. Thereafter the development shall be carried out in accordance with the approved details.**
4. **No development shall commence on site until an appropriate scheme of intrusive site investigation works has been undertaken to confirm coal mining conditions, including mine entries on site. The findings and details of any necessary remedial or other mitigation measures to ensure safety and stability of the proposed development shall be submitted to and approved in writing by the Planning Authority. The approved mitigation measures shall be implemented prior to the development commencing.**
5. **No development shall commence on site until a material schedule, of all external materials, has been submitted to and approved in writing by the Planning Authority. Thereafter, only the approved materials shall be used, unless otherwise agreed in writing.**
6. **No development shall commence on site until the following documents have been submitted to and approved in writing by the Planning Authority:**
 - i) **a copy of the appropriate sustainability label (i.e. at least Bronze Active); and**
 - ii) **a Statement of Conformity which confirms that 10%, of the required CO₂ emissions reduction is achieved through the installation of low and zero carbon generating technologies.**

Details and a timetable of how this is to be achieved, including details of physical works on site, shall be submitted to and approved in writing by Falkirk Council. The approved details shall be implemented in accordance with the approved timetable and retained as operational thereafter, unless otherwise agreed in writing by the Local Planning Authority.

7. **The development shall be designed in accordance with the National Roads Development Guide.**
8. **For the avoidance of doubt, the development shall make provision for and shall include the existing vehicular and pedestrian access to 8-10 Main Street, Bo'ness.**

Reason(s):-

1. To ensure that the matters specified are given full consideration and to accord with section 59 of the Town and Country Planning (Scotland) Act 1997 as amended by the Planning etc. (Scotland) Act 2006.
- 2, 4. To ensure the ground is made suitable for the approved development.
3. To ensure that adequate drainage is provided.
5. To safeguard the visual amenity of the area.
7. To ensure the development achieves the required CO₂ emission reduction as a result of development.
- 7, 8. To safeguard the interests of the users of the highway.

Informative(s):-

1. Plans and particulars of the matters listed above shall be submitted for consideration by the planning authority, in accordance with the timescales and other limitations in section 59 of the Town and Country Planning (Scotland) Act 1997 (as amended). No work shall begin until the written approval of Falkirk Council as planning authority has been given, and the development shall be carried out in accordance with that approval.
2. For the avoidance of doubt, the plan(s) to which this decision refer(s) bear our online reference number(s) 01 and Supporting Documents.
3. The applicant shall ensure that noisy work which is audible at the site boundary shall **ONLY** be conducted between the following hours:

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

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

Councillor Bouse re-joined the meeting following consideration of the previous item.

P86. Erection of 4 Dwellinghouses and Access Road at Home Farm, Drove Loan, Head of Muir, Denny, FK6 5LH for Mr Stephen Russell - P/18/0461/PPP

The committee considered a report by the Director of Development Services on an application for planning permission for the erection of 4 dwellinghouses and access road at Home Farm, Drove Loan, Head of Muir, Denny.

Councillor Blackwood, seconded by Councillor Bissett, moved that the Committee agrees to continue consideration of the item to allow a combined inspection of the site and hearing session.

As an amendment, Councillor Murtagh, seconded by Councillor McCue, moved that the Committee agrees not to continue consideration of the item to allow a combined inspection of the site and hearing session to be held and proceeds to consider the application at this meeting.

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

For the motion (6) – Provost Buchanan and Councillors Bissett, Blackwood, Bouse, Hughes and Munro.

For the amendment (4) – Councillors Alexander, Coombes, McCue and Murtagh.

Decision

The committee agreed the motion.

P87. Erection of Dwellinghouse at Hareburn Hatchery, Falkirk, FK1 2JE for Mr & Mrs Gavin Haddow - P/18/0361/FUL

The committee considered a report by the Director of Development Services on an application for planning permission for the erection of a dwellinghouse at Hareburn Hatchery, Falkirk.

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.
 - i. No development shall commence on site unless otherwise agreed with the planning authority until a contaminated land assessment has been submitted and approved. The assessment must determine the nature and extent of any contamination on the site, including contamination that may have originated from elsewhere. Any potential risks to human health, property, the water environment and designated ecological sites should be determined. The contaminated land assessment must be approved in writing by the Planning Authority.
 - ii. Where contamination (as defined by Part IIA of the Environmental Protection Act 1990) is encountered, a detailed remediation strategy should be submitted to the Planning Authority demonstrating that the site will be made suitable for its intended use by removing any unacceptable risks, caused by the contamination. The scheme must be approved in writing by the Planning Authority.
 - iii. Prior to the commencement of development of the site, the remediation works must be carried out in accordance with the terms and conditions of the remediation scheme, and as agreed by the Planning Authority. No part of the development shall be occupied until a remediation completion report/validation certificate endorsed by the relevant parties have been submitted to and agreed in writing by the Planning Authority.
 - iv. If unexpected contamination is found after development has begun, development of the affected part of the site must stop. The developer must notify the Planning Authority immediately and carry out a contaminated land assessment, and undertake any necessary remediation works, before development of the affected part of the site may continue.
3. Prior to works commencing on site, the details of all external materials and finishes, including details of the proposed roof lights, exterior windows and doors shall be submitted to and approved in writing by the Planning Authority. Thereafter the development shall proceed in accordance with the approved details.

4. 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 required CO₂ emissions reduction is achieved through the installation of low and zero carbon generating technologies.

Details and a timetable of how this is to be achieved, including details of physical works on site, shall be submitted to and approved in writing by Falkirk Council. The approved details shall be implemented in accordance with the approved timetable and retained as operational thereafter, unless otherwise agreed in writing by the Local Planning Authority.

5. Prior to works commencing on-site, a plan shall be submitted showing the finalised parking and turning arrangements within the confines of the site, which require to include a minimum of three car parking spaces 2.5m wide by 5m long, with the turning area allowing vehicles to enter and exit the site in a forward gear, with the finalised details being approved in writing by the Planning Authority.
6. Prior to works commencing on-site, details of the proposed drainage strategy shall be submitted to and approved in writing by the Planning Authority.
7. A residential caravan shall be sited in accordance with the approved plan (online reference No. 04) for a period not exceeding 2 years from the date of this permission unless otherwise agreed in writing with the Planning Authority. Thereafter all temporary residential accommodation shall be permanently removed from the site.

Reason(s):-

1. As these drawings and details constitute the approved development.
2. To ensure the ground is suitable for the proposed development.
3. To safeguard the visual amenity of the area.

4. To ensure the development achieves the required CO₂ emission reduction as a result of development.
5. To ensure that adequate car parking is provided.
6. To ensure that adequate drainage is provided.
7. As the caravan is not a suitable permanent form of development.

Informative(s):-

1. For the avoidance of doubt, the plan(s) to which this decision refer(s) bear our online reference number(s) 01, 02, 03 and 04.
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 site boundary

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

4. The Coal Authority considers that the content and conclusions of the latest Coal Mining Risk Assessment Report are sufficient for the purposes of the planning system in demonstrating that the application site is, or can be made, safe and stable for the proposed development. The Coal Authority therefore withdraws its objection to the proposed development. However, further more detailed considerations of ground conditions, foundation design and gas protection measures may be required as part of any subsequent building warrant application.

P88. Development of Land for Residential Use with Associated Infrastructure at Land to the North of Crownerland Farm, Linlithgow for Malcolm Whitecross Ltd - P/17/0797/PPP

The committee considered a report by the Director of Development Services on an application for planning permission for the development of Land for residential use with associated infrastructure at land to the north of Crownerland Farm, Linlithgow.

Decision

The committee agreed that it is minded to Grant Planning Permission in Principle subject to:-

- (a) The completion within 6 months of a Planning Obligation within the terms of Section 75 of the Town and Country Planning (Scotland) Act 1997, in terms satisfactory to the Director of Development Services in respect of:-**
 - (i) The payment of a proportionate financial contribution towards improvements to the M9 Junction 4 (Lathallan Roundabout);**
 - (ii) The payment of a proportionate financial contribution towards improvements to Myrehead Road and its junction with the A803;**
 - (iii) The payment of a financial contribution to fund improvements to the existing bus service;**
 - (iv) The payment of a proportionate financial contribution at the overall rate of £6,900 per dwellinghouse and £2,900 per flat towards improving capacity at Whitecross Primary School (£4,800 per dwellinghouse and £1,850 per flat) and Graeme High School (£2,100 per dwellinghouse and £1,050 per flat);**
 - (v) The provision of 25% of the total site units as affordable housing units;**
 - (vi) The payment of a financial contribution towards the improvement and maintenance of existing open space in the local area, if this is agreed as an alternative to full on-site open space provision;**
 - (vii) Addressing any shortfall identified by NHS Forth Valley in the capacity of the local health services to accommodate the proposed development; and**

- (viii) **The payment of a financial contribution to fund the provision of a cycle/footpath crossing of the Manuel Burn to connect the development site to the recreation ground on Vellore Road.**
- (b) **and thereafter, on conclusion of the foregoing matters, remit to the Director of Development Services to grant planning permission in principle subject to the following condition(s):-**
 - 1. **Plans and particulars of the matters specified below shall be submitted for consideration by the planning authority in accordance with the timescales and other limitations in Section 59 of the Town and Country Planning (Scotland) Act 1997 (as amended). No development shall begin within each respective development area until the written approval of the planning authority has been given in respect of the relevant specified matters (unless otherwise agreed). The specified matters are:-**
 - (a) **Existing and proposed site levels;**
 - (b) **Proposed finished floor levels;**
 - (c) **The siting of the buildings;**
 - (d) **The design of the buildings;**
 - (e) **The external appearance of the buildings;**
 - (f) **Details of the access arrangements;**
 - (g) **Details of landscaping and open space provision;**
 - (h) **Details of proposed boundary treatments;**
 - (i) **A tree protection plan, including the precise location and details of the protective fencing;**
 - (j) **A construction environmental management plan;**
 - (k) **An updated protection species survey, including a badger protection plan;**
 - (l) **An invasive species survey;**
 - (m) **The provision of biodiversity enhancement measures;**
 - (n) **A detailed surface water drainage strategy, including design and calculations;**

- (o) A contaminated land assessment;
 - (p) The provision of pedestrian and cycle facilities, including suitable linkages to the wider network;
 - (q) The provision of new bus related infrastructure;
 - (r) Detailed proposals for the realignment of the carriageways of Manuel Terrace and the B825 adjoining the application site;
 - (s) Detailed proposals for the re-design of the 5-arm junction within the existing Whitecross Village;
 - (t) Detailed proposals for traffic management measures to create a 'quiet lane' on Station Road;
 - (u) The precise details of the provision of on-site low and zero carbon generating technologies;
 - (v) A travel pack;
 - (w) The phasing / timing of the development, including the timing of provision of green infrastructure, open space facilities and new cycle / footpath linkages, including new crossings of the burns;
 - (x) Details of watercourse crossings demonstrating that they are designed to convey the 1 in 200 year flow. Assessment of blockage conditions should also be provided to demonstrate that any overtopping will not result in any flooding of properties;
 - (y) The provision of public art / a village gateway feature; and
 - (z) The carrying out of pre and post construction electrofishing studies.
2. That in order to comply with Section 59 of the Town and Country Planning (Scotland) Act 1997, as amended by the Planning etc. (Scotland) Act 2006, in the case of the matters specified, application for approval must be made before:-
- (a) The expiration of 3 years from the date of the grant of planning permission in principle; or
 - (b) The expiration of 6 months from the date on which an earlier application for such approval was refused; or

- (c) The expiration of 6 months from the date on which an appeal against such refusal was dismissed,

whichever is the latest.

Provided that only one such application may be made in the case after the expiration of the 3 year period mentioned in sub-paragraph (a) above.

3. That the development to which this permission relates must be begun not later than whichever is the later of the following dates:-
 - (a) The expiration of 5 years from the date of grant of this planning permission in principle; or
 - (b) The expiration of 2 years from the final approval of the specified matters or, in the case of approval on different dates, the final approval of the last such matter to be approved.
4. The development shall be carried out in general accordance with the land uses, layout, landscape framework, street hierarchy, design principles and phasing shown on the submitted masterplan (Revision C) and phasing plan (Revision A) (unless otherwise agreed).
5. The number of residential units shall not exceed 225 (unless otherwise agreed).
6. Further to condition 1(g), the scheme of landscaping shall include the following details (as appropriate):-
 - (a) An indication of all existing trees, shrubs and hedges proposed to be removed, those to be retained and, in the case of damage, proposals for their restoration;
 - (b) The location of all proposed new trees, shrubs, hedges and grassed areas;
 - (c) A schedule of plants to comprise species, plant sizes and proposed numbers, densities and nursery stock sizes;
 - (d) Methods of protection (tree shelters / guards / staking / fencing) and including initial maintenance to aid rapid establishment; and
 - (e) A programme for completion and subsequent maintenance.

- 7. No trees shall be removed until such time as (a) the tree protection fencing is in place in accordance with the details approved under condition 1(i) above and (b) the fencing as erected has been inspected by the Planning Authority and is to its satisfaction.**
- 8. The temporary protective fencing shall remain in place until all works within the respective development area have been completed. No further tree removal, excavation, level changes, trenching, material storage or machinery access shall take place within the fenced off areas.**
- 9. There shall be no tree, scrub or grassland clearance within the bird nesting season (March to August inclusive) unless a nesting bird check is carried out by a suitably qualified ecologist prior to commencement of the clearance works. The findings of any nesting bird check shall be submitted to and approved in writing by this Planning Authority prior to the works commencing.**
- 10. Further to condition 1(k), an updated protected species survey will be required if it has been more than 12 months since the last protected species survey.**
- 11. The roads layout shall be designed and constructed in accordance with the National Roads Development Guide (NRDG) and Falkirk Council Addendum.**
- 12. The parking provision on the site shall accord with the National Roads Development Guide (NRDG) and Falkirk Council Addendum.**
- 13. Further to condition 1(r), no residential unit within Phase 1 of the development as shown on Phasing Plan Revision A shall be occupied until the approved realignment of Manuel Terrace has been fully completed.**
- 14. Further to condition 1(r), no residential unit within Phase 2 of the development as shown on Phasing Plan Revision A shall be occupied until the approved realignment of the B825 has been fully completed.**
- 15. Further to conditions 1(s) and 1(t), no residential unit shall be occupied until the approved re-design of the 5-arm junction within the existing Whitecross Village and the approved measures to create a 'quiet lane' on Station Road have been fully completed (unless otherwise agreed).**

16. The development shall not commence until appropriate mitigation measures have been agreed to address the impact of the development on M9 Junction 4 (Lathallan Interchange). The nature of the mitigation shall either by physical improvements to these junctions in the form of traffic signals, generally as illustrated on Dougall Baillie Associates' Drawing No. 17424-SK-20, or a financial contribution in lieu of the said physical works. The details of the physical works or the level of the financial contribution required shall be agreed in writing with the Planning Authority, in consultation with Transport Scotland.
17. Further to conditions 1(a) and 1(b), the existing and proposed site levels along with proposed finished floor levels shall demonstrate that the site layout accords with the recommendations within the Flood Risk Assessment provided in ensuring development is outwith the floodplain and floor levels are raised an appropriate level above the design flood level. There should be not landraising within the functional floodplain.

Reason(s):-

1. To ensure that the matters specified are given full consideration and to accord with section 59 of the Town and Country Planning (Scotland) Act 1997 as amended by the Planning etc. (Scotland) Act 2006.
2. To accord with section 59 of the Town and Country Planning (Scotland) Act 1997 as amended by the Planning etc. (Scotland) Act 2006.
3. To accord with section 59 of the Town and Country Planning (Scotland) Act 1997 as amended by the Planning etc. (Scotland) Act 2006.
4. To ensure compliance with the general principles of the masterplan, in the interests of good place-making.
5. The submitted masterplan is predicated on 200 to 225 residential units.
6. To safeguard the visual amenity of the area.
7. To safeguard the visual amenity of the area.
8. To safeguard the visual amenity of the area.
9. To safeguard the interests of bird species.

10. To safeguard the interests of protected species.
11. To safeguard the interests of the users of the public highway.
12. To ensure that adequate parking is provided.
13. To ensure the timely and orderly completion of the off-site roadworks, in the interests of the users of the public highway.
14. To ensure the timely and orderly completion of the off-site roadworks, in the interests of the users of the public highway.
15. To ensure the timely and orderly completion of the off-site roadworks, in the interests of the users of the public highway.
16. To mitigate the adverse impact of the development on the safe and efficient operation of the trunk road.
17. To ensure that the development is acceptable in terms of flood risk.

Informative(s):-

1. For the avoidance of doubt, the plan(s) to which this decision refer(s) bear our online reference number(s) 01, 02, 03A, 04, 05A, 06, 07, 08, 09, 10, 11 and 12.
2. Plans and particulars of the matters listed above shall be submitted for consideration by the planning authority, in accordance with the timescales and other limitations in section 59 of the Town and Country Planning (Scotland) Act 1997 (as amended). No work shall begin until the written approval of Falkirk Council as planning authority has been given, and the development shall be carried out in accordance with that approval.
3. SEPA have advised that authorisation is required under The Water Environment (Controlled Activities) (Scotland) Regulations 2011 (CAR) to carry out engineering works in or in the vicinity of inland surface waters (other than groundwater) or wetlands. Inland water means all standing or flowing water on the surface of the land (e.g. rivers, lochs, canals, reservoirs).
4. SEPA have advised that the applicant may need to apply for a construction site licence under CAR for water management across the whole construction site. This will apply to sites of 4 hectares or more, sites 5km or more in length which contain more than one hectares of ground on a slope of 25 degrees or more or which cross over 500 metres of ground on a slope of 25 degrees or more. The applicant is recommended to contact their local SEPA office for pre-application discussions.

5. **Police Scotland has advised that appropriate security measures should be considered during the construction phase. These measures could / should include the installation of CCTV or 24 hour security operation and a fence at least 2.5 metres high, of weld-mesh, expanded metal or welded palisade design.**
6. **Shell UK have requested the developer to contact Penspen, Unit 2, Kirkby Lonsdale Business Park, Kirkby Lonsdale, Cumbria, prior to any excavations in order to preserve the integrity of the Shell North Western Ethylene Pipeline (NWeP).**
7. **Scottish Water have advised that the Balmore Water Treatment Works and the Whitecross Waste Water Treatment Works currently have sufficient capacity to serve the proposed development, but further investigations may be required to be carried out once a formal connection application has been submitted.**

P89. Formation of Vehicular Access at 42 Larbert Road, Bonnybridge, FK4 1EE for Miss Nicola Foster - P/18/0479/FUL

The committee considered a report by the Director of Development Services on an application for formation of vehicular access at 42 Larbert Road, Bonnybridge.

Decision

The committee agreed to continue consideration of the item to allow a combined inspection of the site and hearing session.

P90. Erection of 18 Dwellinghouses, 21 Flatted Dwellings, Associated Landscaping, Roads and Drainage Infrastructure at Land to the South of Hill of Kinnaird Farmhouse, Falkirk for CALA Homes (West) Ltd - P/18/0311/FUL

The committee considered a report by the Director of Development Services on an application for planning permission for the erection of 18 dwellinghouses, 21 flatted dwellings, associated landscaping, roads and drainage infrastructure at Land to the South of Hill of Kinnaird Farmhouse, Falkirk.

Decision

The committee agreed to continue consideration of the item to a future meeting and requested that further information is provided by officers to members on:-

- 1. impact on education provision in the area;**
- 2. the number of residential units envisaged for the wider site, and**
- 3. whether there is scope for any additional contributions to be sought in relation to education provision, as appropriate.**

FALKIRK COUNCIL

Minute of meeting of the EXECUTIVE held within the Municipal Buildings, Falkirk on Tuesday 27 November 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: Karen Algie, Head of HR & Business Transformation
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
Bryan Smail, Chief Finance Officer

EX81. Order of Business

The Convener varied the order of business. The following items have been recorded in the order that they were taken at the meeting.

EX82. Apologies

There were no apologies.

EX83. Declarations of Interest

Councillor Bissett declared a non-financial interest in agenda item 4 (ref EX85) 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.

EX84. Minute**Decision**

The minute of the meeting of the Executive held on 16 October 2018 was approved subject to the inclusion of an apology submitted by Councillor Flynn.

EX85. Rolling Action Log

A rolling action log detailing decisions not yet implemented following the previous meeting on 16 October 2018 was provided. Item 318 - Falkirk Townscape Heritage Initiative Update and Steeple End Use Options was the subject of a report on the agenda and accordingly fell from the action log.

Decision

The Executive noted the rolling action log.

EX86 Revenue Budget/Medium Term Financial Plan [MTFP]

The Executive considered a report by the Director of Corporate and Housing Services which provided an update on savings options identified by officers. The report also set out an update on Budget related matters and the way forward to the Budget meeting of Council on 27 February 2019.

Information was provided on the projected budget gap. The estimated gap for 2019/20 had increased from £14m to £18m which was primarily attributable to the UK Treasury's triennial valuation of the teachers' pension scheme. Other adjustments had been built in including increased energy costs from contract review and the income impact of a new commercial crematorium in Stirling.

A breakdown of the savings options for each of the Council's three Service were appended to the report. Falkirk Community Trust and the Integration Joint Board (IJB) required to take their savings options/business plans through their own governance processes. The business plans for Trust and the IJB would be submitted to Council on 5 December.

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

- (1) the overall position set out in the report, and
- (2) that Services will identify further savings options in advance of the budget meeting in February.

As an amendment, Councillor Goldie, seconded by Councillor Bissett moved that the Executive:-

- (1) notes the huge levels of public concern at the proposals for cuts in schools across the District, and
- (2) agrees to refer this report to the Council so that all members have an opportunity to ask questions and to discuss this issue that is important to all communities.

Following discussion, Councillor Meiklejohn as the mover of the motion, with the consent of Councillor Bouse as her seconder and the Convenor, accepted the terms of the amendment.

Decision

The Executive:-

- (1) noted the huge levels of public concern at the proposals for cuts in schools across the District, and**
- (2) agreed to refer the report to Council so that all members have an opportunity to ask questions and to discuss this issue that is important to all communities.**

The Executive adjourned at 10.45am and reconvened at 10.55am with all members present as per the sederunt.

EX87. Referral from Corporate Partnership Forum

The Executive considered a report by the Director of Corporate and Housing Services which sought approval for the immediate implementation of three revised policies which had been referred from the Corporate Partnership Forum. The policies were:-

- (1) Adverse Weather Policy
- (2) Retirement (Teaching and Non-Teaching) Policy
- (3) Local Government Pension Scheme (LGPS) – Employer Discretions

Adverse Weather Policy

The Adverse Weather Policy had been revised and reformatted to make it easier to read and understand. A copy of the updated policy was attached to the report. The policy has been updated to include:-

- Explanation of the potential impact of different weather warnings on Council operations
- Guidance in relation to school closures due to adverse weather
- Additional guidance regarding communication during adverse weather.

Retirement Policy (Non Teaching and Teaching Employees)

The retirement policies had been updated to take account of changes to the LGPS and the Scottish Teachers Pension Scheme. Copies of the revised policies were attached to the report. The policies had been simplified and reformatted to make them easier to use with clearer section headings and use of plain English, as well as hyperlinks instead of appendices. Both policies also provided clearer guidance on re-employment.

In line with the Regulations additional information had been included in the policy for non teachers on the ability to retire from age 55 without employer consent.

Local Government Pension Scheme – Employer Discretions

A new version of the LGPS had been introduced with effect from 1st June 2018 and applied to all existing active members on 1st June 2018 and to all new members joining thereafter. The Regulations of the LGPS required all scheme employers to prepare and publish a written statement indicating how they intended to exercise their discretionary powers in a number of areas.

The proposed changes were explained in the discretions policy attached to the report. The main change to the scheme was that members aged 55 or over could take immediate payment of their benefit without requiring employer consent but with the benefits being actuarially reduced. One further change was in relation to the waiving of actuarial reduction. As all individuals had the right to take benefits at 55 the proposal was to simplify the regulation so that each member was treated on an equal basis removing the exceptional compassionate circumstance provision.

The annual severance report was also provided as an appendix to the report and included a summary of the numbers, costs and savings attached to early retirees in 2017/18.

Decision

The Executive:-

- (1) approved the immediate implementation of changes to:-**
 - (i) Adverse Weather Policy**
 - (ii) Retirement (Teaching and Non-Teaching) Policy**
 - (iii) Local Government Pension Scheme – Employer Discretions, and**
- (2) noted the costs and savings achieved from voluntary severance and ill health retiral arrangements for the period 2017/18.**

EX88. Provision of Free Sanitary Products in Council Offices

The Executive considered a report by the Director of Corporate and Housing Services which sought approval of the introduction of provision of free sanitary products in Council Offices. Over recent years access to sanitary products for females had emerged as a public concern including poverty issues related to in-work poverty.

Decision

The Executive agreed the introduction of free sanitary products in Council offices based on a 10% uptake and that this would be kept under review to ensure appropriate provision was made.

EX89. Treasury Management – Interim Review 2018/19

The Executive considered a report by the Director of Corporate and Housing Services which, in line with the Treasury Management Code of Practice reporting requirements, provided an interim review of the Treasury Management function.

The report provided an update in regard to:-

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

The report also provided benchmarking information which showed that Falkirk Council was 18th out of 32 Scottish Local Authorities in regard to investment balances at 31 August 2018.

Decision

The Executive:-

- (1) noted the progress of the Council's Treasury Management Strategy for 2018/19;**
- (2) noted the reduction in the long term borrowing requirement for 2018/19, and**
- (3) referred the report to Council for consideration.**

EX90. Capital Programmes Update 2018/19

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

The General Fund Services and Housing Capital Programmes were approved by Council on 7 March 2018. The 2018/19 budgets for both programmes were part of a three year plan and as such there would be movement in spend across the years. The approved 2018/19 budget for the General Fund had been revised to £39.3m. The forecast spend for the General Fund was £36.9m, which was £2.4m less than budget. The forecast spend for the Housing Capital Programme was £35.1m, which was £3.4m less than the budget.

The Executive noted the:-

- (1) forecast spend for both the General Fund Services (£36.9m) and Housing Capital Programme (£35.1m);**
- (2) reduction in the external borrowing requirement for Capital Programme purposes, and**
- (3) Prudential Indicators.**

EX91. Falkirk Townscape Heritage Initiative – Steeple End Use Business Case and Public Realm Update

The Executive considered a report by the Director of Development Services which provided an update on the Falkirk Townscape Heritage Initiative (THI). The business case prepared by Falkirk Community Trust for future use of the Steeple was also presented along with an update on the delivery of the town centre public realm works.

The Executive agreed at its meeting on 13 June 2017 (ref EX10) that the Trust retain its lease and that the Falkirk Local History Society operate the Steeple as a local heritage space and attraction subject to submission of a viable business case for approval. The business case was provided as an appendix to the report.

The Executive:-

- (1) approved the business plan prepared by Falkirk Community Trust and noted the approval of the Falkirk Common Good Committee for commitment of additional revenue budget of up to £6,410 per annum over the next two years to support delivery of a viable future use of the Steeple as set out in section 5 of the report;**

- (2) noted the outcome of the delivery of the THI public realm works including the support provided to local town centre businesses directly affected by the works, and
- (3) noted the achievements delivered by the Falkirk THI project between 2013 and 2018 and results of the public perception survey.

EX92. Land Surplus to Operational Requirements – Vellore Road, Maddiston

The Executive considered a report by the Director of Development Services which sought approval for the transfer of land at Vellore Road, Maddiston between the Council and a neighbouring landowner.

Decision

The Executive agreed:-

- (1) to declare the surplus land at Vellore Road, Maddiston as surplus to operational requirements;
- (2) that the Director of Development Services shall be authorised to agree terms and conclude the transaction for the disposal of the surplus land to the neighbouring landowner subject to the neighbouring landowner obtaining any necessary planning permission or consent, and
- (3) that the Director of Development Services shall be authorised to agree terms and conclude the transaction for the acquisition from the neighbouring landowner of the acquisition land.

EX93. 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.

EX94. Extract of Minute of Meeting of the Executive held on 16 October 2018 - agreed as a correct record.

Minute of meeting of the Civic Licensing Committee held in the Municipal Buildings, Falkirk on Wednesday 28 November 2018 at 9.30 a.m.

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

Officers: Bryan Douglas, Licensing Co-ordinator
Jack Frawley, Committee Services Officer
Rose Mary Hoey, Interim Legal Services Manager

Also Attending: Lindsay Fyfe, Licensing Standards Officer (Observing)
Thomas Ross, Licensing Standards Officer (Observing)

CL61. Apologies

Apologies were intimated on behalf of Councillors Bissett and Flynn.

CL62. Declarations of Interest

None.

CL63. Minute

Decision

The minute of the meeting of the Civic Licensing Committee held on 31 October 2018 was approved.

CL64. List of Applications Granted Under Delegated Powers in October 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 October 2018 in terms of the Civic Government (Scotland) Act 1982.

Decision

The committee noted the report.

CL65. Knowledge Test Failures

The committee considered a report by the Chief Governance Officer providing details of three applications for new taxi driver licences, the knowledge test opportunities, and the options available to members. The Licensing Co-ordinator referred to a letter of support submitted by Mr Hussain in respect of his application. The letter was circulated to the committee.

Decision

The committee:-

- (1) refused to grant the taxi driver licence for Mr Cantley 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;**
- (2) refused to grant the taxi driver licence for Mr Owen 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**
- (3) agreed to give Mr Hussain 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.**

CL66. Exclusion of Public

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

CL67. Application for the Grant of a New Second Hand Dealer Licence (Used Vehicles)

The applicant, Mr R, entered the meeting.

The committee considered a report by the Chief Governance Officer providing details of an application for a new second hand dealer licence (used vehicles), the consultations carried out, the responses received and detailing the applicant's record.

Mr R was heard in support of the application.

Questions were asked by members of the committee.

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

Decision

The committee agreed to grant the second hand dealer licence for three years, subject to the standard conditions.

DRAFT**FALKIRK COUNCIL**

Minute of meeting of the Planning Review Committee held in the Municipal Buildings, Falkirk on Thursday 29 November 2018 at 2.00 p.m.

Councillors: David Alexander (Convener)
Gary Bouse
Gordon Hughes
Lynn Munro

Officers: Douglas Blyth, Team Leader, Legal Services
Donald Campbell, Development Management Co-ordinator
Jack Frawley, Committee Services Officer
Bernard Whittle, Development Management Co-ordinator

PRC6. Apologies

There were no apologies.

PRC7. Declarations of Interest

There were no declarations of interest.

PRC8 . Minute

The minute of meeting of the Planning Review Committee held on 1 May 2018 was approved.

PRC9. Planning Application P/18/0151/PPP – Land to the North of 41 Kings Seat Place, Glendevon Drive, Maddiston

The committee considered documents which related to the Application for Review for planning application P/18/0151/PPP for the development of land to the north of 41 Kings Seat Place, Glendevon Drive, Maddiston.

After discussion, the Committee **AGREED** that it still did not have sufficient information to allow it to make a determination and that the meeting would be adjourned to allow Members to conduct an unaccompanied inspection of the site and to allow the applicant to submit further written information which could not have been provided before the time the application was decided by the Officer handling the application due to a delay in the passing on of the consultation responses.

Decision

The committee agreed to continue consideration of the item to a future meeting to allow:-

- (1) an unaccompanied inspection of the site, and**
- (2) the applicant to submit further written information which could not have been provided before the time the application was decided by the Officer handling the application due to a delay in the passing on of the consultation responses.**

PRC10. Planning Application P/18/0044/FUL – Erection of 4 Dwellinghouses, Land to the North East of Broadhead, Falkirk

The committee considered documents which related to the Application for Review for planning application P/18/0044/FUL for the erection of 4 dwellinghouses at land to the north east of Broadhead, Falkirk.

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

Decision

The committee agreed to continue consideration of the item to allow an unaccompanied inspection of the site.

Minute of meeting of the Planning Committee held On Site on Monday 3 December 2018 commencing at 9.30 a.m.

Councillors: David Alexander (Convener)
Jim Blackwood
Gary Bouse
Provost William Buchanan
Gordon Hughes
Adanna McCue
Lynn Munro
Laura Murtagh

Officers: Kevin Brown, Planning Officer
Arlene Fraser, Committee Services Officer
Iain Henderson, Legal Services Manager
Craig Russell, Senior Roads Development Officer
Bernard Whittle, Development Management Co-ordinator

P91. Apologies

Apologies were intimated on behalf of Councillors Bissett and Coombes.

P92. Declarations of Interest

There were no declarations of interest.

P93. Formation of Vehicular Access at 42 Larbert Road, Bonnybridge, FK4 1EE for Miss Nicola Foster - P/18/0479/FUL

With reference to the minute of the meeting of the Planning Committee held on 21 November 2018 (Paragraph P89 refers), Committee gave further consideration to a report by the Director of Development Services on an application for the formation of a vehicular access and parking area in the front garden of the property at 42 Larbert Road, Bonnybridge.

The Convener introduced the parties present.

The Planning Officer outlined the nature of the application.

The applicant was heard in relation to the application.

Mr G MacFarlane, was heard in support of the application.

Questions were then asked by members of the committee.

Councillor Coleman, a local member for the area, was heard in relation to the application.

Councillor Grant, a local member for the area, was heard in relation to the application.

The Convener concluded by thanking the parties for their attendance. The matter would be determined by the Planning Committee on 24 January 2019.

P94. Erection of 4 Dwellinghouses and Access Road at Home Farm, Drove Loan, Head of Muir, Denny, FK6 5LH for Mr Stephen Russell - P/18/0461/PPP

With reference to the minute of the meeting of the Planning Committee held on 21 November 2018 (Paragraph P86 refers), Committee gave further consideration to a report by the Director of Development Services on an application for planning permission in principle for the erection of 4 dwellinghouses and associated access road on land within the greenbelt between Denny and Bonnybridge. The proposed site is located to the immediate north of the M876 and is accessed via a private road onto Drove Loan which sits to the west of the site.

The Convener introduced the parties present.

The Planning Officer outlined the nature of the application.

The applicant was heard in relation to the application.

Questions were then asked by members of the committee.

Councillor Harris, a local member for the area, was heard in relation to the application.

The Convener concluded by thanking the parties for their attendance. The matter would be determined by the Planning Committee on 24 January 2019.

FALKIRK COUNCIL

Minute of Joint Meeting of the Pensions Committee and Board held in the Municipal Buildings, Falkirk on Thursday 6 December 2018 at 9.30 a.m.

Present:

Committee:-

Councillors Falkirk Council:-

Jim Blackwood

Niall Coleman

Adanna McCue (Convener)

John Patrick

Pat Reid

Councillor Donald Balsillie, Clackmannanshire Council

Andy Douglas, Unison

Ian McLean, Pensioner Representative

Board:-

Susan Crook, Unison

Sandy Harrower, UCATT

Simon Hunt, Scottish Autism

Ed Morrison, SCRA

Jennifer Welsh, SEPA

Attending:

Arlene Fraser, Committee Services Officer

Justyna Korszen-Bennett, Senior Accountant

Alastair McGirr, Pensions Manager

Bryan Smail, Chief Finance Officer

Also in**Attendance:**

Albert Chen, Portfolio Manager, Lothian Pension Fund (Secondee)

Scott Jamieson, Independent Advisor to the Pension Fund

Catherine McFadyen, Hymans Robertson

PE30. Apologies

Apologies were intimated on behalf of Provost Buchanan.

PE31. Declarations of Interest

There were no declarations.

PE32. Minute**Decision**

The minute of the joint meeting of the Pensions Committee and Board held on 20 September 2018 was approved.

PE33. Local Government Pension Scheme - Consultation on Scheme Structure

The Committee and Board considered a report by the Director of Corporate and Housing Services seeking agreement to submit the Fund's response to the recent consultation into the structure of the Local Government Pension Scheme in Scotland. The purpose of the consultation was to determine whether the long term interests of scheme members and employers could be served better by changing the current structure.

At its meeting on 23 August 2018 (ref PE18), the Pensions Committee and Board agreed to establish a working group, consisting of 3 committee members and 2 board members, to prepare a draft response for approval; and that officers would provide advice to the group.

The group's draft response had been previously circulated to members of the Committee and Board with a request for comments. The Pension Fund's draft formal response to the consultation was appended to the report.

Decision

The Pensions Committee and Board agreed the draft response appended to the report, and that it be submitted as the Pension Fund's formal response to the consultation.

PE34. Funding Update

The Committee and Board considered a report by the Director of Corporate and Housing Services advising of the funding position of the Falkirk Council Pension Fund as at 31 October 2018.

The updated funding position was set out and showed an improvement from a level of 92% at the 2017 valuation, to 94% as at the end of October 2018. The funding position had been a factor in formulating the proposed investment strategy for the Fund.

Decision

The Committee and Board noted the funding position as at 31 October 2018.

PE35. Investment Strategy Update

The Committee and Board considered a report by the Director of Corporate and Housing Services providing details of the conclusions from the Fund's review of investment strategy, and seeking approval of the strategy.

A review of the fund had been undertaken in conjunction with the Lothian and Fife Pension Funds, the support of the Joint Investment Strategy Panel and an investment consultant from Hymans Robertson.

Decision

The Pensions Committee and Board noted the proposed investment strategy as set out in paragraphs 8.1 to 8.3 of report; and

The Pensions Committee agreed the proposed investment strategy as set out in paragraphs 8.1 to 8.3 of the report.

PE36. Business Continuity Arrangements

The Committee and Board considered a report by the Director of Corporate and Housing Services providing an update on Business Continuity Arrangements. The Falkirk Council Pension Fund Business Continuity document, was appended to the report.

Decision

The Committee and Board noted the Fund's Business Continuity arrangements as set out in Appendix 1 to the report.

PE37. Pension Fund Risk Register

The Committee and Board considered a report by the Director of Corporate and Housing Services providing an update on the Pension Fund Risk Register.

Decision

The Committee and Board:-

- (1) considered and commented upon the risk management policy and updated risk register;**
- (2) approved the risk management policy and risk register as set out in the appendices to this report, and**

- (3) **agreed to include an additional financial management risk relating to climate change.**

PE38. Training Policy

The Committee and Board considered a report by the Director of Corporate and Housing Services setting out, for consideration, the revised training arrangements for those involved in the governance of the Fund.

Decision

The Pensions Committee and Board:-

- (1) **noted the training events made available in the period August 2017 to date and the attendance of members at these events, as set out in Appendix 1 to the report;**
- (2) **noted the questions and answers to the knowledge and skills questionnaire set out in Appendix 2 to the report.;**
- (3) **agreed the revised Training Policy attached as Appendix 3 to the report;**
- (4) **agreed the proposed areas for training in 2019, set out in section 7 of the report, and**
- (5) **that members will prioritise attendance at training where practicable.**

PE39. General Governance Matters

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

- Data Quality Audit
- Annual Benefit Statements for Members
- Small Admitted Bodies Initiative
- Pension Fund Budget
- Corporate Governance Issues
- Voting
- Sharefile
- Pensions Committee Vacancy

Decision

The Committee and Board noted the report.

The Convener advised that this was Ian McLean's last meeting and, on behalf of the Committee and Board thanked him for his great commitment and contributions as a member of the Committee.

PE40. Market Review and Fund Manager Performance

The Committee and Board considered a report by the Director of Corporate and Housing Services providing an update on recent investment market developments; the Fund's strategic allocation and performance; and on the monitoring activity of the Fund's investment mandates during the most recently completed 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 September 2018, and**
- (4) the investment monitoring activity of the Joint Investment Strategy Panel.**

PE41. 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.

PE42. Commentary on Fund Manager Performance

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

Decision

The Committee and Board noted the contents of the report and its appendix.

PE43. Joint Investment Strategy Panel Update

The Committee and Board heard from the Chief Finance Officer summarise key points arising from the meeting of the Joint Investment Strategy Panel held on 11 September 2018.

Decision

The Committee and Board noted the information presented.

FALKIRK COUNCIL

Minute of meeting of the Scrutiny Committee held in the Municipal Buildings, Falkirk on Thursday 13 December 2018 at 11.00 am.

Councillors: David Balfour
Lorna Binnie
Allyson Black
Jim Blackwood
Niall Coleman
Lynn Munro (Convener)

Officers: Carl Bullough, Head of Environmental Services
Fiona Campbell, Head of Policy, Technology and Improvement
Brian Pirie, Democratic Services Manager

S22. Apologies

Apologies were intimated on behalf of Councillor Reid.

S23. Declarations of Interest

No declarations were made.

S24. Minutes**Decision**

- (a) The minute of the meeting of the Scrutiny Committee held on 13 September 2018 was approved; and**
- (b) The minute of the meeting of the Performance Panel held on 18 October 2018 was noted.**

Following discussion of the minute the panel agreed to consider further at a later date, the outcomes of the review of looked after children (including the closer to home project); Children's Services' processes for engaging with employees and pupils, and the outcomes to date of the Pupil Equity Fund. The committee therefore requested that reports on each area be submitted in due course to allow scrutiny of each.

S25. Rolling Action Log

A rolling action log detailing the status of actions which had yet to be completed was presented for consideration.

Decision

The committee noted the Rolling Action Log and agreed to delete actions 412, 413, 447 and 448 from the log.

S26. Report of the Fly Tipping Scrutiny Panel

The committee considered a report by the Director of Corporate and Housing Services presenting the report and recommendations of the scrutiny panel review of Fly Tipping.

Councillor Black, as convener of the panel, summarised the work of the panel and highlighted the key recommendations of the panel. Councillor Black thanked the officers who had supported the panel and praised the members of the panel, Councillor Coleman and Patrick for their commitment and contribution to the review. In addition Councillor Black thanked the contribution from community groups, such as Communities along the Carron, and partner organisations (Zero Waste Scotland and Keep Scotland Beautiful) for their input to the panel's work. She also recognised the valuable insight provided by officers from North Ayrshire Council and West Lothian Council who had provided overviews of their respective approaches to dealing with Fly Tipping.

The panel's recommendations were:

- That the Council undertakes comprehensive review of the cost and charging for fly-tipping to ensure the Council is covering all costs including disposal. This in turn should inform charging for removing fly tipping which should be at full cost recovery including an additional fine.
- That residents, including tenants, are reminded of their obligations to dispose of rubbish and waste appropriately. For tenants this can be achieved through reminders of their tenancy obligations under the housing tenancy agreement, particularly those who live in flats. The issue of supporting tenants needs to be considered along with how we deal with fly tipping in urban areas. This issue needs to be considered by both Development Services and Housing working together.
- A report is presented to a future Executive on the potential for establishing a trusted trader's scheme taking account of the discussions that took place within the panel.

- Officers review access to the civic amenity centre to ensure it is available to those who require to use it, that people can pay, where appropriate, at the site, that budget options are understood in terms of their consequences on small businesses, people without transport etc.
- Officers review enforcement, the fee structure and bulky uplifts policy to encourage public to use this in conjunction with the civic amenity site and report back to the Executive on this in due course. This should include an approach to education, advice and support for community organisations, younger people, tenants including private sector and for small traders.
- The Council adopts a one Council approach to fly tipping. This would include utilising My Falkirk as the platform for reporting and managing the service. In addition, it is recommended that there is a review of management of the various elements of service into one designated team and this is reported back to the Executive in due course.
- Officers investigate and report back on establishing a freecycle/reuse scheme for items of furniture etc., to be developed in conjunction with the 3rd sector.
- The Council reviews its engagement with the communities to enable them to support the Council in tackling fly-tipping and general litter picks.
- That there is an update on progress on the recommendations made above to scrutiny committee at six months and then a year following the Executive's consideration of this report.

Councillor Black commended the recommendations highlighting in particular the recommendations that the Council investigate the setting up of a Freecycling scheme for furniture and carpets, and that the Council adopt a 'one Council' approach to tackling Fly Tipping backed by visible enforcement.

Members of the committee thanked the panel for its work and commended the report. The committee then asked a number of questions in regard to the recommendations.

In regard to the process for alerting the Council to instances of Fly Tipping and the Council's subsequent response to deal with the waste Carl Bullough concurred that currently there were multiple points of access to the Council and the Council's processes for dealing with waste were not joined up. The Council did work with community groups and offered support and materials. However again this was fragmented.

In response to a question Councillor Black confirmed that the panel had considered the difficulties faced by the Council in engaging with private land owners. However the general recommendation that they adopt a One Council approach to Fly Tipping encompassed looking at issues concerning private land owners.

The recommendations, Councillor Black stated, pointed officers to areas of concern and provided an opportunity to review all factors. If agreed then service would be tasked with identifying solutions and reporting these back to the Executive. The panel had also recommended that update reports be submitted to the Scrutiny committee.

Members discussed the potential to introduce a furniture and carpet Freecycle scheme. Again Councillor Black stated that the panel had proposed this in order to allow further, detailed, consideration. It did not have a fixed idea of a model although it had encouraged that while supported by the Council any scheme would be run by the voluntary sector. Members of the committee welcomed the recommendations. Although there were practical issues, such as health and safety and the viability of such a venture, the committee fully endorsed the proposal.

The committee discussed the recommendation that fees and charges at the Waste Recycling Centres (WRC) be reviewed. There was a balance between the cost of permits for traders, uptake of permits and of Fly-tipping if the cost was prohibitively expensive. Councillor Black agreed but stressed that it was important that a balance was struck so that traders used the WRC. She highlighted the proposal that the Council consider introducing a 'trusted trader' scheme. This would give the public confidence that waste would be disposed of correctly and could include benefits for the traders.

Members of the committee highlighted examples of community based initiatives, such as litter picks and commended the panel's recommendations that the Council structures itself to engage with and support community groups.

Decision

Agreed the recommendations from the scrutiny panel review of fly tipping and to refer the recommendations to the Executive.

FALKIRK COUNCIL

Minute of meeting of the Appeals Committee held in the Municipal Buildings, Falkirk on Friday 11 January 2019 at 9.30 a.m.

Councillors:

David Alexander
Gary Bouse (Convener)
Fiona Collie
Lynn Munro
Pat Reid

Officers:

Jack Frawley, Committee Services Officer
Tracey Gillespie, Human Resources Manager
Rose Mary Hoey, Interim Legal Services Manager

A11. Apologies

Apologies were intimated on behalf of Councillors Blackwood, Patrick and Spears.

A12. Declarations of Interest

There were no declarations of interest.

A13. Minutes

Decision

The minutes of meeting of the Appeals Committee held on 7 November 2018 was approved.

A14. 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.

A15. 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 21 December 2019, and (c) Copies of core documents relating to the Appeal.

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

The Appellant, Ms H, was present and accompanied by Mr M McGregor, UNISON.

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

The Appellant's representative presented the case on behalf of the Appellant.

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

Members of the Committee then asked questions of the Appellant's Representative.

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

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

Members of the Committee then asked questions of the Head of Social Work Adult Services and Ms H, 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 dismiss Ms H from Council Service was reasonable in all the circumstances. Accordingly the appeal was **REFUSED**.

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

FALKIRK COUNCIL

**Minute of meeting of the EXECUTIVE held within the Municipal Buildings,
Falkirk on Tuesday 15 January 2019 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
Malcolm Nicol
Alan Nimmo

Officers: Mandy Brown, Planning Officer
Fiona Campbell, Head of Policy, Technology & Improvement
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 and Housing Services
Bryan Smail, Chief Finance Officer

EX95. Apologies

An apology was intimated on behalf of Councillor Flynn.

EX96. Declarations of Interest

Councillor Bissett declared a non-financial interest in agenda item 7 (ref EX101) as the holder of an allotment and stated that he considered that this required him to recuse himself from consideration of the item having regard to the objective test in the Code of Conduct.

EX97. Minute

Decision

The minute of the meeting of the Executive held on 27 November 2018 was approved.

EX98. Rolling Action Log

A rolling action log detailing decisions not yet implemented following the previous meeting on 27 November 2018 was provided. Items 433 – Food Growing Strategy and 441 – Household Recycling Charter: Compliant Collection Service were the subject of reports on the agenda and accordingly fell from the action log.

Decision

The Executive noted the rolling action log.

EX99. Motion referred to the Executive under Standing Order 31- Universal Credit

On 5 December 2018, and in accordance with Standing Order 31.1, Council referred the following motion, proposed by Councillor Black to the Executive:-

Council agrees that child poverty is on the rise and that Universal credit and benefit sanctions have led to a rise in foodbank use and the increased poverty in our area.

Council also acknowledges that due to welfare reform more people are struggling to sustain their tenancies.

Council therefore agrees to ask the Chief Executive to:-

1. consider how services are delivered across the council area, with particular emphasis on sustainability of tenancies, income maximisation and inequalities, so that our anti poverty strategy can be fit for purpose at this time of increasing hardship for our citizens, and
2. report back to the Executive on the outcome of his review.

In terms of Standing Order 31.2, Councillor Black spoke in support of her motion.

Councillor Bissett, seconded by Councillor Nimmo, moved the terms of the motion.

Decision

The Executive agreed the motion.

EX100. Scrutiny Committee – 13 December 2018
Scrutiny Panel – Fly Tipping

The Executive considered a report by the Director of Corporate and Housing Services presenting the report and recommendations of the scrutiny panel review of Fly Tipping. Councillor Black, Convener of the panel, summarised the work of the panel and highlighted the key recommendations of the panel. The Scrutiny Committee had agreed to refer these recommendations to the Executive at its meeting of 13 December 2018 (ref S26).

The panel's recommendations were:

- 1) That the Council undertakes comprehensive review of the cost and charging for fly-tipping to ensure the Council is covering all costs including disposal. This in turn should inform charging for removing fly tipping which should be at full cost recovery including an additional fine.
- 2) That residents, including tenants, are reminded of their obligations to dispose of rubbish and waste appropriately. For tenants this can be achieved through reminders of their tenancy obligations under the housing tenancy agreement, particularly those who live in flats. The issue of supporting tenants needs to be considered along with how we deal with fly tipping in urban areas. This issue needs to be considered by both Development Services and Housing working together.
- 3) A report is presented to a future Executive on the potential for establishing a trusted trader's scheme taking account of the discussions that took place within the panel.
- 4) Officers review access to the civic amenity centre to ensure it is available to those who require to use it, that people can pay, where appropriate, at the site, that budget options are understood in terms of their consequences on small businesses, people without transport etc.
- 5) Officers review enforcement, the fee structure and bulky uplifts policy to encourage public to use this in conjunction with the civic amenity site and report back to the Executive on this in due course. This should include an approach to education, advice and support for community organisations, younger people, tenants including private sector and for small traders.
- 6) The Council adopts a one Council approach to fly tipping. This would include utilising My Falkirk as the platform for reporting and managing the service. In addition, it is recommended that there is a review of management of the various elements of service into one designated team and this is reported back to the Executive in due course.
- 7) Officers investigate and report back on establishing a freecycle/reuse scheme for items of furniture etc., to be developed in conjunction with the 3rd sector.

- 8) The Council reviews its engagement with the communities to enable them to support the Council in tackling fly-tipping and general litter picks.
- 9) That there is an update on progress on the recommendations made above to scrutiny committee at six months and then a year following the Executive's consideration of this report.

Decision

The Executive:-

- (1) noted the work of the Panel and its findings as set out in the appendix of the report, and**
- (2) approved the recommendations at paragraphs 7.2-7.10 of the appendix.**

In line with his declaration of interest Councillor Bissett left the meeting prior to consideration of the following item.

EX101. Dig In: Falkirk Council's Community Food Growing Strategy

The Executive considered a report by the Director of Corporate and Housing Services seeking approval for a consultative draft Community Food Growing Strategy which was provided as an appendix to the report. The strategy set out how Falkirk Council and partner organisations would work together to support community growing across the area. The report outlined the strategy's content and proposed approach to consultation, to be undertaken over a 12 week period and sought agreement on the priorities, actions and suggested sites that could be used for allotments or informal community growing.

Decision

The Executive agreed:-

- (1) the draft Community Food Growing Strategy as a basis for public consultation, and**
- (2) that should no comment be made as part of the consultation process or only minor comment, the Director of Development Services be authorised to confirm the final version of the strategy, otherwise the matter be referred back to the Executive.**

Councillor Bissett re-joined the meeting following consideration of the previous item.

EX102. Household Recycling Charter: Compliant Collection Service

The Executive considered a report by the Director of Corporate and Housing Services which provided an update on the outcome of the funding application to Zero Waste Scotland and also the Deposit Return Scheme (DRS) consultation.

At its meeting on 25 September 2018 the Executive agreed a preferred model of delivery of a charter compliant collection service (ref EX56). The Director of Development Services was instructed to make a funding bid to Zero Waste Scotland in order to implement this model.

Zero Waste Scotland advised that they would fund the Council's bid in full. The proviso was a requirement to spend c£1m in the current financial year and the remainder, c£500k, in 2019/20.

The consultation for a DRS ended on 25 September 2018. To date no feedback on the consultation had been received. It was anticipated that a scheme could be live in 2020.

Decision

The Executive:-

- (1) noted the outcome of the funding application, and**
- (2) instructed the Director of Development Services to implement the agreed Household Waste Recycling Charter compliant collection service.**

EX103. Litter Strategy Development

The Executive considered a report by the Director of Corporate and Housing Services which provided an update on the development of a litter strategy in relation to the revised Code of Practice on Litter and Refuse (Scotland) 2018 (CoPLAR).

The Scottish Government introduced the new CoPLAR in June 2018 which emphasised the role of litter prevention. The CoPLAR, aligned with the National Litter Strategy, encouraged duty bodies to prioritise litter prevention to influence behavioural change and adopt a sustainable approach to clear litter and refuse. Duty bodies must have regard to the code in that they outline the standard required for each duty, support the prioritisation of where and when to tackle problems and provide the maximum timescales for restoring areas to the standard. Bodies are also encouraged to undertake robust monitoring.

The development of a litter strategy should be in alignment with the CoPLAR and should aim for all citizens and duty bodies in the Falkirk Council area to understand their responsibilities, to be accountable for their actions and to help keep the area clean. This was balanced with meeting the expectations of communities at a time of heightened budgetary pressures. It was suggested that the approach should be to create a strategic framework which outlined how the Council would carry out its responsibilities and provide leadership and support to other bodies and communities to prevent litter and flytipping.

The intention of the litter strategy would be to provide a strategic approach to dealing with litter and flytipping. The Council would work with partners to develop litter prevention action plan(s). The Council's own plan would outline each Service's preventative actions to tackle litter and flytipping in relation to three main areas; information, infrastructure and enforcement. The Council would also develop a Community Litter Prevention Action Plan for the Falkirk area. It would enable the Council to work with community partners to share resources, deliver objectives and provide knowledge to influence behavioural change.

Decision

The Executive:-

- (1) considered the content of the report and the approach in the development of the Council's litter strategy and litter prevention action plan(s), and**
- (2) instructed the Director of Development Services to develop a litter strategy in line with the requirements of the revised Code of Practice on Litter and Refuse (Scotland) 2018 (CoPLAR) and report back to Members in due course.**

EX104. Employee Volunteering Policy

The Executive considered a report by the Director of Corporate and Housing Services which sought approval of an Employee Volunteering Policy. The policy was considered to be a good vehicle to assist in building relationships within the local community, and to allow employees to support a charity/service that may be of interest/important to them. A similar type of policy had been adopted by other Councils including West Lothian and North Ayrshire, with whom benchmarking had been undertaken.

Providing employees one paid day per year to volunteer (pro rata for part time employees) was a positive mechanism to support locality planning. It could improve employee morale and should help increase employee engagement. Importantly, it will benefit the local community by providing support, whilst also allowing the development of increased skills and resources.

Decision

The Executive approved the Employee Volunteering Policy for immediate implementation.

EX105. Local Government Settlement and Scottish Government Budget 2019/20

The Executive considered a report by the Director of Corporate and Housing Services which provided an update on the Local Government Settlement and the Scottish Government Budget, noting that this was a provisional position pending agreement by the Scottish Parliament. The grant Settlement was by far the biggest variable which determines the Council's financial position.

The Settlement was again presented as a partnership with a package of measures to be provided by local government in return for the provisional funding. Examples of these measures, set out below, and detailed in the Circular and Cabinet Secretary letter to the COSLA President are:-

- Baseline of the £170m additional revenue negotiated as part of the 2018/19 Settlement.
- Additional ring-fenced funding in both capital and revenue for Early Learning and Childcare.
- Cap of 3% rise in council tax.
- An additional £160m ring-fenced for IJB's to be added to the IJB's 2018/19 budgets.
- Maintenance of the pupil teacher ratio at the national level.

Falkirk revenue grant was reduced by £7.148m (2.64%) from its 2018/19 level after adjusting for new spend commitments. This was more severe than assumed in the Medium Term Financial Plan and is closer to the pessimistic end of the scenarios spectrum in the Plan. In consequence, the estimated Budget Gap has increased to circa £20m after allowing for other mitigations. Officers continued to work to identify additional savings options to bridge this figure.

COSLA had pressed the Cabinet Secretary to allocate some of the health consequentials to adult social work and not give it all to the NHS and he had done this. However the extra funding was ring-fenced for the Integration Joint Board (IJB) and their 19/20 resource allocation from councils must be this sum added to the 2018/19 IJB Budget. This materially constrained councils' ability to have the IJB contribute towards closing their Budget Gaps. Falkirk currently assumed the IJB would contribute £3m – the rule was estimated to restrict this to c£1m.

Councillor Meiklejohn, seconded by Councillor Bouse, moved that the Executive notes the report and in particular its implications for the Council's 2019/20 General Fund Revenue and Capital Budgets.

As an amendment, Councillor Bissett, seconded by Councillor Nimmo, moved that the Executive agree that the Leader of the Council write to the Finance Secretary, Derek Mackay, challenging cuts to Falkirk Council asking that the cuts to Falkirk Council and all Councils should be no larger than the cut from Westminster.

The Executive adjourned at 10.50am to allow members to consider the terms of the amendment and reconvened at 11.00am with all members present as per the sederunt.

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

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

For the amendment (6) – Councillors Bissett, Coombes, Goldie, Harris, Nicol and Nimmo.

Decision

The Executive agreed the amendment.

EX106. 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. It also provided an update on the position with Reserves.

Projected net expenditure at 31 March 2019 was forecast to be £344.2m which was £1,177m (0.3%) above the resources available. This was an improvement of £0.789m from the stated position in October 2018 of £1,966m 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 £62.8m 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;
- (3) instruct Service Directors to take appropriate actions to maintain their costs within the approved budget, and
- (4) agreed the transfer of the Supporting People budget from Social Work Adult Services to Corporate and Housing Services.

EX107. Local Government in Scotland Financial Overview 2017/18

The Executive considered a report by the Director of Corporate and Housing Services which provided a summary of the Accounts Commission's "Financial Overview 2017/18". The overview report provided a wide range of information and a broad assessment of the financial state of local government in Scotland, albeit based on the previous financial year. The report was timed to help inform Councils' Budget preparation.

The report highlighted that local government relied on Scottish Government grant for the bulk of its funding and that in 2017/18 this reduced by 2.3% in real terms. Between 2013/14 and 2017/18 funding decreased at a faster rate [6.92%], than the Scottish Government revenue budget [1.65%].

The report stated that there were wide variations in what councils charged for and the level of charge made. Some councils were introducing new fees and charges e.g. garden waste collection. The report identified a number of spend pressures faced by councils, with pay inflation a key factor. Overall increases in spending in Education and Social Work were offset by reductions in other services.

The report stated that one of the most significant challenges for councils were financial issues associated with the IJB's. The majority of IJB's had underlying financial sustainability issues with 11 out of 30 incurring deficits in 2017/18. A further 8 would have incurred deficits without covering funding from their partners. It was noted that the Falkirk IJB was relatively well positioned with reserves and had prepared a medium term financial plan.

The Scottish Government published a five year financial strategy in May 2018. This had not yet led to multi-year budgets, but the UK Spending Review in 2019 would represent an opportunity to do this. The Accounts Commission recognised that Members were required to make difficult decisions. It was essential that all councillors, not just the Administration, work effectively with officers and other stakeholders to identify and deliver necessary savings.

Decision

The Executive noted the Financial Overview 2017/18 report.

EX108. Living Wage Implementation

The Executive considered a report by the Director of Corporate and Housing Services which sought approval of a revised methodology for implementation of the Living Wage.

The Council was accredited as a Living Wage Employer by the Living Wage Foundation (LWF). This meant that the Council was required to implement the LWF's confirmed hourly living wage within 6 months of its announcement, normally November each year. There were c1220 employees on the living wage. Due to the time taken to negotiate a national pay award, there was often a delay in the implementation.

Given the delay relating to the national pay award, and the resulting living wage discrepancy for the period to which the pay award applied it was suggested that the rate of £8.75 be implemented in the next available pay run. It was also suggested that this be backdated to cover the period of the anticipated pay award.

For future years it was suggested that the LWF's confirmed hourly rate was implemented each year on 31 March. This would only be required if a pay award was not agreed in time for the LWF rate to be applied by 1 April. Any subsequent agreement of the pay award would then be applied on the agreed date and backdated accordingly.

Decision

The Executive agreed:-

- (1) the Living Wage Foundation pay rate of £8.75 per hour be implemented for those employees to whom this would apply, with effect from January pay run, back dated to 31.3.18, and**
- (2) the Living Wage Foundation's confirmed hourly rate of pay, normally announced in November each year, be automatically implemented on the 31 March of the following year, if the national pay award has not been implemented by this date to accommodate this.**

EX109. Graduate & Internship Scheme

The Executive considered a report by the Director of Corporate and Housing Services which sought approval of a graduate and internship scheme. c37% of Falkirk Council employees were aged over 50 which would increase to c52% in 5 years. As there was no statutory retirement age the age profile did not necessarily mean that there would be a skills shortage at a particular point in time. Actions would be taken to mitigate against the possibility and improve the diversity of the workforce.

For the graduate scheme it was proposed that Services considered their future workforce planning needs in line with their workforce plans. On this basis, a range of graduate opportunities would be available across the Council.

The Intern Scheme would be paid summer placements for undergraduates for up to 12 weeks. Placements should be valuable work experiences, bringing benefits to the Council and the individuals. Ideally, interns would be given responsibility and diverse work to maximise the opportunity for professional development. A structured work plan was important for this.

For the schemes to be successful, graduates and interns would need to be well managed. A corporate induction programme would be arranged to provide an understanding of the Council. Dedicated mentors/coaches would require to be identified for each graduate/intern. Mentors/Coaches did not need to be a current manager and thereby this offered a good development opportunity for aspiring managers.

Decision

The Executive agreed that a Graduate & Intern Scheme be introduced across the Council commencing in summer 2019.

EX110. Land Surplus to Requirements – Lithgow Place, Denny

The Executive considered a report by the Director of Corporate and Housing Services seeking approval for an area of land, held on the Housing Revenue Account, to be declared surplus to operational requirements for disposal.

Decision

The Executive agrees to declare the land at Lithgow Place, Denny as surplus to operational requirements and authorise the Director of Development Services to agree terms for and conclude the disposal of the land.

EX111. Council of the Future

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

From October – December 2018 the Council of the Future Board met twice and received presentations by Project Leads on:-

- Payments Review
- Procuring for the Future
- Locality Planning
- Strategic Property Review

The following engagement events had been held:-

- 1 Leadership Forum.
- 6 Change Agent Network (CANs). Hackathons took place on Participatory Budgeting, and Change Management Skills.
- Multiple service based employee listening events, development workshops and communication groups.

Project Manager development sessions continued to provide support in using project management tools and writing robust business cases. These sessions and a fresh approach to employee communication were a direct response to the Employee Engagement Survey Management Action Plan. The training and development in place for employees and managers was tailored to increase capacity to deliver transformational change across the Council by getting more people involved in change. An employee e-newsletter was launched in December 2018, 'Falkirk Five', to keep employees informed.

The Council of the Future Change Fund was used to support projects subject to the Council of the Future governance arrangements. Change Fund bids had been approved for Closer to Home and Bereavement Services. A bid for the Social Work system replacement projects was pending final submission. It was anticipated that the Fund for 2018/19 would be fully utilised.

Decision

The Executive noted:-

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

Minute of meeting of the Civic Licensing Committee held in the Municipal Buildings, Falkirk on Wednesday 16 January 2019 at 9.30 a.m.

Councillors:

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

Officers:

Bryan Douglas, Licensing Co-ordinator
Arlene Fraser, Committee Services Officer
Dale Inglis, Licensing Assistant
Frances Kobiela, Senior Solicitor

CL68. Apologies

Apologies were intimated on behalf of Councillor Flynn.

CL69. Declarations of Interest

There were no declarations.

CL70. Minute

Decision

The minute of the meeting of the Civic Licensing Committee held on 28 November 2018 was approved.

CL71. List of Applications Granted Under Delegated Powers in November and December 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 November and December 2018 in terms of the Civic Government (Scotland) Act 1982.

Decision

The committee noted the report.

CL72. Knowledge Test Failures

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

Decision

The committee refused to grant taxi driver licences for Ms Lewis; Mr Ferri; Mr Inglis; Ms Smith, and Mr Nelson 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, had failed to satisfy the Authority that they 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.

CL73. Exclusion of Public

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

CL74. Application for the Renewal of a Private Hire Car Operator Licence

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

The committee considered a report by the Chief Governance Officer providing details of an application for the renewal of a private hire car operator licence, the consultations carried out, the responses received, and detailing the applicant's record.

Sergeant Mackenzie, Police Scotland was heard in relation to the Chief Constable's letter of representation which had been submitted in relation to the application.

There being no questions to Sergeant Mackenzie, the applicant, Mr McC was heard in support of the application.

Questions were asked by members of the committee.

The committee agreed to a short adjournment. On reconvening, all members were present as per the sederunt.

Decision

The committee agreed:-

- (1) to renew the private hire car operator licence, subject to the standard conditions for a period of 12 months, and**
- (2) that if the applicant applies to renew his current taxi driver licence, and if he has not incurred any convictions additional to the convictions considered at this meeting, to authorise the Chief Governance Officer to grant the renewal of the taxi driver licence, without the requirement to refer the matter to committee.**

CL75. Application for the Grant of a New Taxi Driver Licence

The applicant, Mr G, entered the meeting.

The committee considered a report by the Chief Governance Officer providing details of an application for the grant of a new taxi driver licence, the consultations carried out, the responses received, and detailing the applicant's record.

Mr G was heard in support of the application.

Questions were asked by members of the committee.

The committee agreed to a short adjournment. On reconvening, all members were present as per the sederunt.

Decision

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

CL76. Application for the Renewal of a Late Hours Catering Licence No.190

The applicant's agent Mr Sandeman, entered the meeting. The applicant was not in attendance.

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

The committee noted that one objection had been received in respect of the application but that the objector was not in attendance.

The applicant's agent advised that he had no preliminary matters to raise concerning the validity of the objection. Accordingly, a copy of the objection was circulated to members.

The applicant's agent was heard in response to the issues raised in the objection and in clarification of questions raised by members.

Thereafter the applicant's representative was heard in support of the application.

The committee agreed to a short adjournment. On reconvening, all members were present as per the sederunt.

Decision

The committee agreed to renew the late hours catering licence, subject to the standard conditions for a period of one year.

CL77. Application for the Grant of a New Late Hours Catering Licence

Mr R, the director of the applicant company, entered the meeting.

The committee considered a report by the Chief Governance Officer providing information on an application for the grant of a new late hours catering licence.

Mr R spoke in support of the application.

Questions were asked by members of the committee.

The committee agreed to a short adjournment. On reconvening, all members were present as per the sederunt.

Decision

The committee agreed to grant the late hours catering licence, subject to the standard conditions for a period of one year.

CL78. Application for the Grant of a New Late Hours Catering Licence

Mr R, the director of the applicant company, entered the meeting.

The committee considered a report by the Chief Governance Officer providing information on an application for the grant of a new late hours catering licence.

Mr R spoke in support of the application.

Questions were asked by members of the committee.

The committee agreed to a short adjournment. On reconvening, all members were present as per the sederunt.

Decision

The committee agreed to grant the late hours catering licence, subject to the standard conditions for a period of one year.

CL79. Application for the Grant of a New Late Hours Catering Licence

Mr R, the director of the applicant company, entered the meeting.

The committee considered a report by the Chief Governance Officer providing information on an application for the grant of a new late hours catering licence.

Mr R spoke in support of the application.

Questions were asked by members of the committee.

The committee agreed to a short adjournment. On reconvening, all members were present as per the sederunt.

Decision

The committee agreed to grant the late hours catering licence, subject to the standard conditions for a period of one year.

CL80. Application for the Grant of a New Late Hours Catering Licence

Mr R, the director of the applicant company, and Mr C, an objector, both entered the meeting.

The committee considered a report by the Chief Governance Officer providing information on an application for the grant of a new late hours catering licence.

The committee noted that an objection had been received in respect of the application and that the objector was in attendance.

The applicant advised that he had no preliminary matters to raise concerning the validity of the objection. Accordingly, a copy of the objection was circulated to members.

The objector was invited to speak in amplification of his objection. At this point, the objector advised that he wished to withdraw his letter of objection.

Thereafter, Mr R spoke in support of the application.

Questions were asked by members of the committee.

The committee agreed to a short adjournment. On reconvening, all members were present as per the sederunt.

Decision

The committee agreed to grant the late hours catering licence, subject to the standard conditions for a period of one year.

Draft

Minute of meeting of the Common Good Fund Committee (Falkirk) held in the Municipal Buildings, Falkirk on Thursday 17 January 2019 at 9.15 am.

Councillors:

Provost William Buchanan (Convener)
 Cecil Meiklejohn
 John Patrick
 Patrick Reid

Officers:

Hazel Jones, Senior Accountant
 Brian Pirie, Democratic Services Manager

CGF10. Apologies

An apology was intimated on behalf of Councillors Alexander and Bissett.

CGF11. Declarations of Interest

There were no declarations of interest.

CGF12. Minute**Decision**

The Minute of the meeting held on 21 September 2018 was approved.

CGF13. Application for Financial Assistance, Communities Along the Carron Association (CATCA)

The Committee had considered on 21 September 2018, 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 Committee had continued consideration of the application in order to seek further information on the proposed use of the trishaw and the benefit to the people of Falkirk.

The information had been provided by CATCA and was appended to the report.

Decision

The Committee agreed to award £8000 to Communities Along the Carron Association for the purchase of a trishaw.

FALKIRK COUNCIL

**Minute of Meeting of the Planning Committee held in the Municipal Buildings,
Falkirk on Thursday 24 January 2019 at 9.30 a.m.**

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

OFFICERS: Kevin Collins, Transport Planning Co-ordinator
Ian Dryden, Development Manager
Arlene Fraser, Committee Services Officer
David Gray, Environmental Protection Co-ordinator
Iain Henderson, Legal Services Manager
Craig Russell, Senior Roads Development Officer
Russell Steedman, Network Co-ordinator
Richard Teed, Senior Forward Planning Officer

P95. Apologies

Apologies were intimated on behalf of Councillors Alexander and Black.

P96. Chair

In the absence of the Convener, Provost Buchanan assumed the Chair.

P97. Declarations of Interest

There were no declarations at this point.

P98. Minutes

Decision

- (a) **The minute of meeting of the Planning Committee held on 21 November 2018 was approved, and**

- (b) The minute of meeting of the Planning Committee On-Site held on 3 December 2018 was approved.

P99. Erection of 4 Dwellinghouses and Access Road at Home Farm, Drove Loan, Head of Muir, Denny, FK6 5LH for Mr Stephen Russell - P/18/0461/PPP - Continuation

With reference to Minute of Meeting of the Planning Committee held on 21 November 2018 (Paragraph P86 refers), Committee (a) gave further consideration to a report to that meeting by the Director of Development Services; and (b) considered an additional report by the said Director on an application for planning permission in principle for the erection of 4 dwellinghouses and access road at Home Farm, Drove Loan, Head of Muir, Denny.

Decision

The Committee refused planning permission for the following reasons:-

- 1. The development proposed represents undesirable and unjustified development within the countryside to the detriment of environmental quality and the established rural character of the area. The proposal is contrary to the terms of policies CG01 'Countryside' and CG03 'Housing in the Countryside' of the Falkirk Local Development Plan as well as Supplementary Guidance SG01 'Development in the Countryside'.**
- 2. The proposal represents undesirable and unjustified development within the Greenbelt which would undermine the primary function of the Greenbelt by reducing visual separation between settlements and eroding settlement identity. The proposal is contrary to policy CG02 'Greenbelt' of the Falkirk Local Development Plan.**
- 3. The proposal represents a pedestrian and road safety hazard due to the increased traffic which would be generated on an existing private access road of restricted width and alignment and which does not benefit from street lighting or footpath provision. The proposal is contrary to the terms of the National Roads Development Guide.**

Informative(s):-

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

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

P100. Formation of Vehicular Access at 42 Larbert Road, Bonnybridge, FK4 1EE for Miss Nicola Foster - P/18/0479/FUL - Continuation

With reference to Minute of Meeting of the Planning Committee held on 21 November 2018 (Paragraph P89 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 formation of vehicular access at 42 Larbert Road, Bonnybridge.

Councillor Murtagh, seconded by Councillor Munro, moved that the Committee:-

refuse planning permission for the following reasons:-

1. the proposal would result in the formation of a driveway access with poor visibility to the detriment of road safety. The proposal is contrary to the terms of Policy HSG07(3) - Residential Extensions and Alterations of the Falkirk Local Development Plan.

Informative(s):-

1. for the avoidance of doubt, the plan(s) to which the decision refer(s) bear our online reference number(s) 01-05 inclusive.

As an amendment, Provost Buchanan, seconded by Councillor Grant, moved:-

that Committee grant planning permission, subject to conditions determined by the Director of Development Services, for the development as the proposal would take cars off the road and, having viewed the site, the Committee was satisfied in relation to visibility.

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

For the Motion (5) – Councillors Bouse, Coombes, McCue, Munro and Murtagh.

For the Amendment (5) – Provost Buchanan; Councillors Bissett, Blackwood, Grant and Hughes.

There being an equality of votes and in terms of Standing Order 22.6 the convener used his casting vote in favour of the Amendment.

Decision

The Amendment was carried.

P101. Erection of 18 Dwellinghouses, 21 Flattened Dwellings, Associated Landscaping, Roads and Drainage Infrastructure at Land to the South of Hill of Kinnaird Farmhouse, Falkirk for Cala Homes (West) Ltd - P/18/0311/FUL - Continuation

With reference to Minute of Meeting of the Planning Committee held on 21 November 2018 (Paragraph P90 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 18 dwellinghouses, 21 flattened dwellings, associated landscaping, roads and drainage infrastructure at Land to the South of Hill of Kinnaird Farmhouse, Falkirk.

Decision

The committee agreed to continue consideration of the application to a future meeting of the Planning Committee to enable officers to consult with and seek representations from the developer on the potential for agreement on additional education contributions to those already paid/provided in kind.

The committee had regard to the considerations set out in the report and, in particular, those at paragraph 6 and Circular 3/2012. It noted that there are existing pressures on education infrastructure and that there has been an increase in the ratio of pupil numbers per house in both policy terms and in practice since the grant of the outline planning permission for the larger development site. It expressed concern that there may be infrastructure deficiencies connected with the development proposed in this planning application noting also that there are other parts of the outline planning permission site for which new permission has still to be granted.

Members also sought further information from officers in relation to the traffic impact of the proposed development.

Councillor Hughes declared a non-financial interest in the following item as he had acted in a ward representative role on this and previous applications for the same substantive development and stated that he considered that this required him to recuse himself from consideration of the item having regard to the objective test in the Code of Conduct.

Councillor Hughes left the meeting prior to consideration of the item.

P102. Erection of 2 Dwellinghouses at Land to the North East of Standburn Villa, Falkirk for Ms D Green – P/18/0541/FUL

The committee considered a report by the Director of Development Services on an application for planning permission for the erection of 2 dwellinghouses at land to the north east of Standburn Villa, Falkirk.

Decision

The Committee refused planning permission for the following reasons:-

- 1. By virtue of a lack of detail in respect of boundary treatments, landscape planting and a wider masterplan for the H73 site, the proposal fails to achieve the proposed design and layout quality set out within the H73 site schedule and supplementary guidance 'Standburn Housing Allocation - H.STA1' to the potential detriment of urban design, residential, visual and landscape amenity and placemaking. The proposal fails to accord with the terms of policy HSG04 - Housing Design, D01 - Placemaking and GN04 -Trees, Woodland and Hedgerows of the Falkirk Local Development Plan.**
- 2. The proposal fails to demonstrate how affordable housing requirements for the wider H73 housing site would be met with the potential consequence that a shortfall in provision would occur as a result of this proposal. The application is therefore contrary to the terms of policy HSG02 - Affordable Housing of the Falkirk Local Development Plan.**
- 3. The proposal fails to demonstrate how developer contribution requirements relating to Education infrastructure requirements for the wider H73 housing site would be met with the potential consequence that a shortfall in provision would occur as a result of this proposal. The application is therefore contrary to the terms of policy INF05 - Education and New Housing Development and INF02 - Developer Contributions of the Falkirk Local Development Plan.**
- 4. The proposal fails to demonstrate how developer contribution requirements relating to Open Space provision requirements for the wider H73 housing site would be met with the potential consequence that a shortfall in provision would occur as a result of this proposal. The application is therefore contrary to the terms of policy INF04 - Open Space and New Residential Development and INF02 - Developer Contributions of the Falkirk Local Development Plan.**

5. The proposal fails to demonstrate how developer contribution requirements relating to Core Path upgrade requirements in the surrounding area would be met with the potential consequence that a shortfall in provision would occur as a result of this proposal. The application is therefore contrary to the terms of policy INF07 - Walking and Cycling and INF02 - Developer Contributions of the Falkirk Local Development Plan.
6. The proposal fails to demonstrate that the wider allocated housing site (H73) could be suitably drained following completion of the current application proposal with the potential for surface water flooding to increase as a result of development. The proposal is therefore contrary to the terms of policy INF12 - Water and Drainage Infrastructure of the Falkirk Local Development Plan.

Informative(s):-

1. For the avoidance of doubt, the plan(s) to which this decision refer(s) bear our online reference number(s) 01-06 inclusive.

Councillor Hughes re-joined the meeting following consideration of the previous item.

P103. Erection of Sub Station at Land to the East of Parklea, Maddiston, Falkirk for Persimmon Homes East Scotland – P/18/0573/FUL

The committee considered a report by the Director of Development Services on an application for planning permission for the erection of a sub station at land to the east of Parklea, Maddiston, Falkirk.

Decision

The committee granted 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 proposed planting and landscaping works as shown on approved planning drawing 04A (DWA Landscape Architects Ltd drawing number 143.103.04b) shall be completed within the first available planting season following construction of the substation. Thereafter, the hedge and landscape planting shall be retained in perpetuity and maintained in accordance with the details set out on approved planning drawing 04A (DWA Landscape Architects Ltd drawing number 143.103.04b).

Reason(s):-

1. As these drawings and details constitute the approved development.
2. To ensure that the proposed landscaping works are completed within an appropriate timescale, maintained to an acceptable standard and to protect visual amenity levels.

Informative(s):-

1. For the avoidance of doubt, the plan(s) to which this decision refer(s) bear our online reference number(s) 01, 02A, 03, 04A.
2. In the event that unexpected contamination is encountered following the commencement of development, all work on the affected part of the site shall cease. The developer shall notify the Planning Authority immediately, carry out a contaminated land assessment and undertake any necessary remediation works. Development shall not recommence without the prior written approval of the Planning Authority.
3. The applicant shall ensure that noisy work which is audible at the site boundary shall ONLY be conducted between the following hours:

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

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

4. In accordance with section 58(1) of the Town and Country Planning (Scotland) Act 1997 (as amended), this permission lapses on the expiration of a period of 3 years beginning with the date on which this permission is granted unless the development to which this permission relates is begun before that expiration.

FALKIRK COUNCIL

Minute of meeting of the EDUCATION EXECUTIVE held in the Municipal Buildings, Falkirk on Tuesday 29 January 2019 at 9.30 am.

COUNCILLORS:

David Alexander
Robert Bissett
Fiona Collie
Joan Coombes
Dennis Goldie (Convener)
Nigel Harris
Cecil Meiklejohn
Laura Murtagh
Alan Nimmo
John Patrick

**REPRESENTATIVES
OF RELIGIOUS
BODIES:**

Rev. Michael Rollo

CO-OPTES:

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
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

EE45. Apologies

Apologies were intimated on behalf of Councillors Flynn and McCue; Maureen Harkness, Religious Representative, and Nicola Jordan, Parent Representative.

EE46. Tributes to Maureen Tait

The Convener referred to the recent passing of Maureen Tait, the Church of Scotland representative, and reflected on Maureen's considerable contribution to education in the Falkirk area and to her involvement on the Education Executive. The Leader of the Council, Director of Children's Services and Rev. Rollo all spoke in memory of Maureen.

The Education Executive extended its condolences to Maureen's family.

EE47. Declarations of Interest

There were no declarations.

EE48. Minute**Decision**

The minute of the meeting of the Education Executive held on 6 November 2018 was approved.

EE49. Rolling Action Log

A rolling action log detailing decisions not yet implemented following the previous meeting on 6 November 2018 was provided. Item 449 – Implementing the Council's Medium Term Financial Plan in Falkirk's Schools was subject of a report on the agenda and accordingly fell from the action log.

Decision

The Education Executive noted the rolling action log.

EE50. Implementing the Council's Medium Term Financial Plan (MTFP) In Schools

The Education Executive considered a report by the Director of Children's Services providing details on the outcomes from the development of school's budget savings plans.

At its meeting on 6 November 2018 (ref EE40) the Education Executive had instructed the Director of Children's Services to 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.

The report set out the consultations undertaken, the feedback received and the outcome of the process which had identified various savings options to achieve the overall savings targets for both primary and secondary school sectors.

It was noted that during the consultation period, Headteachers had opted to work collegiately and pragmatically within their individual school sectors to discuss and consider the budget options available, before agreeing on their collective submissions.

Details of the total budget savings options for both sectors, and the estimated impact on staffing resources was detailed in appendix 1 to the report.

The options would now be incorporated within the overall Children's Services budget savings options and included within the Council's overall budget process.

Decision

The Education Executive noted:-

- (1) the consultation carried out by both Children's Services and primary and secondary schools, and**
- (2) that the budget options put forward by the primary and secondary school sectors would be included within the Council's overall budget process.**

EE51. Forth Valley and West Lothian Regional Improvement Collaborative – Progress Report

The Education Executive considered a report by the Director of Children's Services providing an update on the work of the Regional Improvement Collaborative (RIC) and the Scottish Government's Empowering Schools' agenda.

The report provided details on the outcome of Education Scotland's peer review process and the key actions for the RIC, which included the need to strengthen and develop its governance arrangements.

The Lead Officer had participated in a peer review process with colleagues from Education Scotland and from the West Partnership RIC at the end of September 2018. As an outcome of this process, key actions for each of the RICs were agreed. The two key actions for the FVWL RIC were:-

- to develop a Governance model that effectively reflected the principle of leading from the middle, collaboration and bottom up. The leadership and work stream groups would be responsible for developing the "offer" to schools and practitioners, with the reference and engagement groups developing the "ask". Engagement groups would comprise pupils, parents, practitioners and wider stakeholders
- that the Lead Officer would report on the progress to the Chief Executives and elected members via the relevant education committees of each council.

To strengthen the governance arrangements a Regional Board would be established comprising a senior elected member (Council Leader or Education Portfolio Holder/Education Spokesperson) from each local authority and the four Chief Executives. The Regional Board would monitor the progress and pace of the work of the RIC. The Governance Plan was provided at Appendix 1 to the report.

Progress made in progressing some key activities and actions was provided in a report “Achievements to Date” which was attached as Appendix 2 to the report.

The RIC received a grant offer of £899,270 from the Scottish Government for the period 1 August 2018 to 31 July 2019. The Grant would primarily be used to fund the secondment of staff to lead key areas of development work in various roles.

Decision

The Education Executive noted:-

- (1) the contents of the report;**
- (2) Appendix 1 which detailed the Forth Valley and West Lothian Regional Improvement Governance Plan;**
- (3) Appendix 2 which provided further details of progress entitled “Achievements to Date”;**
- (4) Appendix 3: Education Scotland report of December 2018 – “Thematic Inspection of Readiness for Empowerment”; and**
- (5) that further progress reports would be presented to the Education Executive twice per year.**

EE52. 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 the Early Learning and Childcare (ELC) 2020 Expansion Plan.

The report set out details and feedback received from the consultation and assessment of the potential use of both Stenhousemuir and Kinglass Social Work Offices, and the nursery at Callendar Business Park. The proposals offered development opportunities to re-provision the early years’ estate and allow an increase in capacity and improved facilities.

A summary of the Year 2 revised project implementation plans were set out in Appendix 1 to the report. This included details of proposals to accelerate 5 establishments earlier than previously planned, all within the resources available. It was envisaged that around 80 new posts would be created on completion of the work.

Information was provided on a number of larger and more challenging implementation projects scheduled for completion by August 2020, and the collegiate work which had been undertaken in relation to design, planning, location, and delivery models.

A summary of the capital and revenue funding associated with ensuring that all project plans were delivered on time and developed within the overall financial resource package, was provided. Officers were currently looking at the potential use of additional funding being used to help support providers in the private and third sector, including childminders, and how to utilise the funding to the best effect.

Councillor Meiklejohn, seconded by Councillor Murtagh, moved that the Education Executive note:-

- (1) the feedback from the consultation exercises and agree the three proposals as detailed in Section 4.1(i) to 4.1(iii) of the report; and in addition to declare the Stenhousemuir Social Work Office surplus to requirement subject to consultation with local members;
- (2) the update on Year 2 ELC Projects and agreed both the proposed accelerated projects and revised phased implementation plans as summarised in Appendix 1 of the report;
- (3) the progress on major projects as outlined in Section 4.3 and that the Director of Children's Services provide the Education Executive with a regular update on these;
- (4) the update on other associated workstreams contained in Sections 4.4 to 4.7 in the report, and
- (5) the additional revenue funding received (Section 6.2(i) and the update on the current years, 2018/19 financial position for revenue and capital funding as summarised in Sections 6. and 6.2 of the report.

By way of an amendment, Councillor Bissett, seconded by Councillor Nimmo moved that the Director of Children's Services revisit the proposed Early Years provision at Kinglass Social Work/Medical Practice instead of Kinneil Primary School and report back to the next meeting of the Education Executive, on the grounds of health and safety and security within the grounds of the property.

Having heard from officers that further consideration would be given to the concerns raised in relation to the viability of Kinglass Social Work Office, Councillor Bissett with the consent of his seconder, intimated that he wished to withdraw the amendment.

In terms of Standing Order 20.8, and with the unanimous consent of those present, the amendment was withdrawn.

Decision

The Education Executive agreed the motion.

EE53. Short Breaks Services Statement

The Education Executive considered a report by the Director of Children's Services seeking approval of the draft Falkirk Short Breaks Services Statement, which was appended to the report.

The Short Breaks Services Statement is a requirement of the Carers (Scotland) Act 2016 and set out information on the current arrangements for short breaks provision in the area.

The Statement was produced in line with statutory guidance and developed by a multi-agency group. Both adult and young carers were actively involved in the consultation and review of the Statement.

As the Statement applied to both Adult and Children's Services, approval was required from both the local authority and the Integration Joint Board (IJB). Approval was given by the IJB in December 2018.

Decision

The Education Executive approved the Short Breaks Services Statement.

Draft**Minute of meeting of the Civic Licensing Committee held in the Municipal Buildings, Falkirk on Wednesday 6 February 2019 at 9.30 a.m.**

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

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

CL81. Apologies

Apologies were intimated on behalf of Councillors Bissett and Flynn.

CL82. Declarations of Interest

There were no declarations.

CL83. Minute**Decision**

The minute of the meeting of the Civic Licensing Committee held on 16 January 2019 was approved.

CL84. List of Applications Granted Under Delegated Powers in January 2019, Notifications of Public Processions Pending, Breakdown of Taxi and Private Hire Licences in Operation

The committee considered an updated report (tabled) by the Chief Governance Officer detailing the applications granted under delegated powers during January 2019 in terms of the Civic Government (Scotland) Act 1982.

Decision

The committee noted the report.

CL85. 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 Licensing Co-ordinator referred to a letter of support submitted by Ms Shedden in respect of her application. The letter was circulated to the committee.

Decision**The committee:-**

- (1) **refused to grant the taxi driver licences in terms of the Civic Government (Scotland) Act 1982, Section 13(5) for Mr Henderson and Mr Anderson, on the grounds that they, having failed to pass the knowledge test, have failed to satisfy the Authority that they had adequate knowledge of the area to which the licence relates; the layout of roads in the area and of the Council's licence conditions;**
- (2) **agreed to give Mr Grimshaw and Ms Shedden, a final opportunity to take and pass the knowledge test, and should the applicant(s) fail the knowledge test, to authorise the Chief Governance Officer to refuse the application(s) without further reference to committee in terms of the Civic Government (Scotland) Act 1982, Section 13(5) on the ground that the applicant(s), having failed to pass the knowledge test, have failed to satisfy the Authority that they had adequate knowledge of the area to which the licence relates; the layout of roads in the area and of the Council's licence conditions, and**
- (3) **should, Mr Grimshaw and/or Ms Shedden pass the knowledge test, to instruct officers to arrange for the applicant(s) to undertake a medical; and should they fail the medical to remit the matter back to committee for consideration; should the applicant(s) pass the medical, to authorise the Chief Governance Officer to grant the taxi driver licence(s).**

CL86. 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.

CL87. Application for the Renewal of a Taxi Driver Licence

The applicant, Mr N, Sergeant C Mackenzie and PC S Trenchard, Police Scotland entered the meeting.

The committee considered a report by the Chief Governance Officer providing details of an application for the renewal of a taxi driver licence, the consultations carried out, the responses received, detailing the applicant's record, and referring to a letter of objection submitted by the Chief Constable, Police Scotland in respect of the application.

Following confirmation that the licence holder had no objection, the letter of objection from the Chief Constable was circulated. A statement from the licence holder was also circulated.

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

There being no questions from the licence holder, a member asked a question of Sergeant Mackenzie.

Mr N was then heard in relation to Chief Constable's letter of objection and in clarification to matters referred to in his statement.

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

Both parties were invited to sum up.

The committee agreed to a short adjournment. On reconvening, all members were present as per the sederunt.

Decision

The committee agreed to renew the taxi driver licence with a warning letter, subject to the standard conditions for a period of 12 months.

CL88. Application to Vary a Private Hire Car Operator Licence

The applicant, Mr M, entered the meeting.

The committee considered a report by the Chief Governance Officer providing details of an application for the variation of a private hire car operator licence.

Mr M was heard in support of the application.

Questions were asked by members of the committee.

The committee agreed to a short adjournment. On reconvening, all members were present as per the sederunt.

Decision

The committee agreed to depart from policy and grant the variation to private hire car operator licence No.90 to allow a replacement vehicle to be operated however, such vehicle must be registered from 2013, be of similar size and model and must be fully converted and capable of carrying large wheelchairs.

FALKIRK COUNCIL

Minute of meeting of the Appeals Committee held in the Municipal Buildings, Falkirk on Thursday 7 February 2019 at 9.30 a.m.

Councillors:

David Alexander
Jim Blackwood
Lynn Munro
John Patrick
Robert Spears

Officers:

Tracey Gillespie, Human Resources Manager
Colin Moodie, Chief Governance Officer
Brian Pirie, Democratic Services Manager

A16. Appointment of Convener

In the absence of Councillor Bouse, Councillor Alexander took the chair.

A17. Apologies

Apologies were intimated on behalf of Councillors Bouse, Collie and Reid.

A18. Declarations of Interest

No declarations were made.

A19. Minute**Decision**

The minutes of meeting of the Appeals Committee held on 11 January was approved.

A20. 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.

A21. Appeal Against Dismissal

The Committee considered papers relating to an Appeal against dismissal which included (a) Note of Procedure; (b) Submission from the Appellant; (c) Submission from the Head of Social Work Children's Services dated 30 January 2019, and (d) Copies of core documents relating to the Appeal.

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

The Appellant, Mr A, was present and accompanied by Mrs Christina Lambie, GMB.

The Head of Social Work Children's Services and Human Resources Team Leader (Claire Haston) were present as representatives of the Council.

As a preliminary matter, the Appellant sought permission to circulate a letter from his Medical Practice Pharmacist as part of his submissions. The Head of Social Work Children's Services made no objections to the request. After consideration the Committee agreed to its late inclusion as part of the Appellant's submission.

The Appellant presented his case.

The Head of Social Work Children's Services then asked questions of the Appellant's representative.

Members of the Committee then asked questions of the Appellant.

The Committee adjourned at 10.40 am for a comfort break and reconvened at 10.55 am.

The Head of Social Work Children's Services presented the case on behalf of the Council and led evidence from two witnesses – Mr D and Mrs H. Footage from a CCTV recording was also shown.

The Head of Social Work Children's Services firstly led evidence from Mr D.

The appellant's representative asked questions of the Head of Social Work Children's Services and of Mr D.

Members of the committee asked questions of the Head of Social Work and Mr D.

Mr D then withdrew.

Mrs H joined the meeting.

The Head of Social Work Children's Services led evidence from Mrs H.

The appellant's representative asked questions of the Head of Social Work Children's Services and of Mrs H.

Members of the committee asked questions of the Head of Social Work and Mrs H.

Mrs H then withdrew.

The Committee then adjourned at 12.10 pm for a break and reconvened at 12.25 pm.

The Appellant's representative asked further questions of the Head of Social Work Children's Services.

Members of the Committee then asked further questions of the Head of Social Work Children's Services.

The Head of Social Work Children's 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 parties to the appeal were recalled and the decision intimated to them.

The Committee, having carefully considered all of the submissions made, **AGREED** that the decision taken by management to discipline Mr A was justified in the circumstances but considered that the decision to dismiss Mr A was excessive.

The Committee, therefore, **AGREED** to uphold the appeal by Mr A and to reinstate the Appellant to his post from the date of the dismissal and to substitute a final written warning for the sanction of dismissal.

The Committee also expressed its expectation that the Appellant undergo a medical assessment to ensure his fitness to undertake his duties.

FALKIRK COUNCIL

**Minute of meeting of the EXECUTIVE held within the Municipal Buildings,
Falkirk on Tuesday 19 February 2019 at 9.30 a.m.**

Councillors: David Alexander
Robert Bissett
Gary Bouse
Joan Coombes
Jim Flynn
Paul Garner
Nigel Harris
Gordon Hughes
Cecil Meiklejohn
Malcolm Nicol

Officers: Fiona Campbell, Head of Policy, Technology & Improvement
Angus Duncan, Outdoor Access Team Leader
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
Gary Neil, Area Roads Engineer
Stuart Ritchie, Director of Corporate and Housing Services
Bryan Smail, Chief Finance Officer

EX112. Appointment of Convener

Following the resignation of Councillor Goldie as Convener of the Executive the Chief Governance Officer sought nominations for the role of Convener for the meeting.

Councillor Garner nominated Councillor Meiklejohn. There being no further nominations Councillor Meiklejohn assumed the Chair.

EX113. Apologies

Apologies were intimated on behalf of Councillors Goldie and Nimmo.

EX114. Declarations of Interest

Councillor Nicol declared the financial interest of a family member in item EX122 as the owner of a business in Grangemouth town centre which may be affected by the report's proposals. He stated that he would recuse himself from consideration of the item with regard to the objective test in the Code of Conduct.

EX115. Minute**Decision**

The minute of the meeting of the Executive held on 15 January 2019 was approved.

EX116. Rolling Action Log

A rolling action log detailing decisions not yet implemented following the previous meeting on 15 January 2019 was provided. Item 458 – Motion – Universal Credit was the subject of a report on the agenda and accordingly fell from the action log.

Decision

The Executive noted the rolling action log.

EX117. Order of Business

In terms of Standing Order 14.2 the Convener advised of a change of order to the business. The following items have been recorded in the order they were considered at the meeting.

EX118. A Risk Based Approach to Road Asset Safety Inspections

The Executive considered a report by the Director of Development Services which sought approval of a revised policy on road safety inspections. The revised policy was intended to ensure that the Council's approach complied with the "Well Managed Highway Infrastructure – A Code of Practice" which recommended that a risk based approach to managing all aspects of the road network was taken.

Implementation of the risk based approach was a move away from the previous prescriptive model which focussed on worst case scenario thinking when assigning categories of response. The revised approach utilised a risk matrix tool to evaluate hazard in terms of likelihood and most probable consequence. The risk posed was then categorised and the corresponding level of response determined.

Decision

The Executive agreed the adoption of the revised road safety inspection policy to fulfil the requirements of the Code of Practice in implementing a risk based approach to the maintenance and management of the road network.

EX119. Towards a Fairer Falkirk 2019 – 2024

The Executive considered a report by the Chief Executive which sought approval of the poverty strategy 'Towards a Fairer Falkirk 2019 - 2024'. The strategy and action plan were based on the following four themes:-

- (1) Fairer Access to Services
- (2) Fairer Money
- (3) Fairer Culture
- (4) Fairer Childhood

The report also set out five commitments for Falkirk Council which were to:-

- Make it everyone's job to do their bit to mitigate the impact of poverty across the Falkirk Council area
- Make food and activities available to families in need during the school holidays
- Work with lone parents to understand their needs and what we can do to address these
- Help people maximise their income by supporting people to claim all the benefits that they are entitled to
- Work together with partners to help people to make their house a home.

At its meeting on 15 January 2019 the Executive (ref EX99) had requested that the Chief Executive:-

- (1) conduct a review of how services were delivered across the council area with particular emphasis on sustainability of tenancies, income maximisation and inequalities, so that the poverty strategy was fit for purpose, and
- (2) report back to the Executive on the outcome of the review.

The report advised the Executive on the outcome of the review and highlighted where those outcomes were incorporated in the strategy.

Decision

The Executive agreed:-

- (1) the strategy 'Towards a Fairer Falkirk 2019 -2024';**
- (2) the five commitments for Falkirk Council; and**
- (3) to recommended to Council that that £40k is allocated at the budget setting to continue the Holiday Food Initiative for 2019/20.**

EX120. Falkirk Local Development Plan – Revised Supplementary Guidance SG 10 Education and New Housing Development

The Executive considered a report by the Director of Development Services which sought approval of public consultation on the revised Supplementary Guidance on Education and New Housing Development (SG 10). Supplementary Guidance expanded on the policies and proposals of the Falkirk Local Development Plan to help applicants understand the Council's development requirements at an early stage.

SG10 set out specific rates for houses and flats to calculate the required level of contribution for an eligible housing development. The rates were based on typical construction costs per pupil and pupil product ratios (PPRs). PPRs were the average number of nursery or school age children generated by a new dwelling. SG10 required revision to account for updated PPRs and updated school construction costs. The rates would be index linked.

It was proposed that the revised SG10 be subject to a statutory six week consultation period.

Decision

The Executive agreed to:-

- (1) the publication of the draft revised supplementary guidance attached as Appendix 1 as a basis for public consultation;**
- (2) delegate authority to the Director of Development Services to submit a finalised version of the guidance to Scottish Ministers for approval if no significant objections are received during the public consultation, and**
- (3) receive a further report on the guidance, if significant objections are raised during the public consultation.**

EX121. Revised Core Paths Plan

The Executive considered a report by the Director of Development Services which sought approval for consultation of the revised Core Paths Plan. The Core Paths Plan identified a network of paths and waterways that provided people with reasonable (non-motorised) access throughout the area.

The path network had grown and benefited from over £6m of investment from 2014 to 2018. As a result a number of new routes were considered suitable for inclusion in the Core Paths Plan. The change to the total length of the path network was from 431km in 2010 to 617km in 2018.

It was proposed that a 12 week consultation was undertaken on the revised Core Paths Plan between March and May 2019.

Decision

The Executive agreed:-

- (1) the Revised Core Paths Plan (draft) and the criteria used to identify core paths (shown at table 2) for consultation;**
- (2) to delegate authority to the Director of Development Services to finalise the draft plan if no significant objections are received during the public consultation, and**
- (3) to receive a further report on the draft plan, if significant objections are raised during the public consultation.**

In line with his earlier declaration of interest Councillor Nicol left the meeting prior to consideration of the following item.

EX122. Tax Incremental Finance Initiative/Falkirk Gateway – 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 and the results of the marketing of the Falkirk Gateway.

The Gateway development sites were marketed by the Council's agent, GVA. The Council received two stage 2 bids. Each bid was assessed by an assessment panel comprising Council officers from Planning, Legal, Finance and Economic Development assisted by GVA. The assessment panel considered each submission against a set of key criteria. Following the appraisal it was recommended that Fintry Estates/Hargreaves be selected as the preferred developer.

Decision

The Executive agreed to:-

- (1) the appointment of Fintry Estates Limited/Hargreaves as preferred developer for the Falkirk Gateway site;**
- (2) authorise the Director of Development Services to progress negotiations on detailed heads of terms including the joint commission of a report on retail impact;**
- (3) request a report back to Members in due course, and**
- (4) recommend to Council that any capital receipts from the Gateway site are ring-fenced to the Town Centre Regeneration Programme.**

Councillor Nicol re-joined the meeting following consideration of the previous item.

EX123. Capital Programmes Update 2018/19

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

The General Fund Services and Housing Capital Programmes were approved by Council on 7 March 2018. The 2018/19 budgets for both programmes were part of a three year plan and as such there would be movement in spend across the years. The approved 2018/19 budget for the General Fund had been revised to £39.3m. The forecast spend for the General Fund was £32.883m, which was £6.380m less than budget. The forecast spend for the Housing Capital Programme was £34.4m, which was £4.1m less than the budget.

Decision

The Executive:-

- (1) noted the forecast spend for both the General Fund Services (£32.9m) and Housing Capital Programmes (£34.4m)**
- (2) noted the Prudential Indicators**
- (3) noted the reduction in the external borrowing requirement for Capital Programme purposes**

- (4) authorised officers to enter into negotiations to transfer the property at 85 Grahams Road, Falkirk from the General Fund to the Housing Revenue Account.

EX124. Land Exchange at Meeks Road, Falkirk and Earls Road, Grangemouth

The Executive considered a report by the Director of Development Services which sought approval to exchange areas of land at Meeks Road, Falkirk and Earls Road, Grangemouth with Network Rail. The acquisition of the land at Earls Road depot would give the Council complete ownership of the site.

Decision

The Executive agreed:-

- (1) to declare 434.59sqm of land at Grahamston Station, Meeks Road, Falkirk surplus to requirements and agree to its disposal to Network Rail;
- (2) to an acquisition by the Council of 3,370.2sqm of land at Earls Road Depot, Grangemouth, and
- (3) that the Director of Development Services shall be authorised to conclude the transaction by way of a land exchange with Network Rail.

Minute of Meeting of the Falkirk District Twinning Association held within the Municipal Buildings, Falkirk on Tuesday 12 June 2018 at 6.00pm

Attending: Elaine Mitchell (Chair), Ewan McWilliams (Minute), Councillor Pat Reid, Laura McEwan, Liz Paton, Janet Weir, Jane Jackson, Jamie O'Rourke, Calum Campbell, Ian Burt and Andy Christie

Apologies: Provost William Buchanan, Councillors Laura Murtagh and Ann Ritchie, Roy Robertson and Linda Gavin

Meeting began at 18:05

1. Note of meeting held on 27 March 2018

The note of the meeting of the Falkirk District Twinning Association held on the 27 March 2018 was circulated (via email) and **APPROVED**. Jamie O'Rourke (JO) proposed and Janet Weir (JW) seconded.

2. Progress reports from Project Planning visit in Créteil

a. Wee Tree Theatre / Conservatoire de Musique

Calum Campbell (CC) updated the Association on the potential collaboration with the Conservatoire de Musique. After further discussion and reflection it became apparent that this was not the best partnership for a number of reasons - see Wee Tree Youth Theatre Report for further details.

JO identified potential next steps could involve looking for a more suitable community-based group with similar interests. Elaine Mitchell (EM) noted that she would contact Romaine to discuss this opportunity.

Supporting Documentation



Wee Tree Youth
Theatre

b. Erasmus + / Champion's Board

JW updated the Association on the Erasmus+ project, revealing in principle the agreement to go ahead with the project. A key factor will be that the young people needing to apply to take advantage of the Erasmus+ opportunity for October 2019. JW identifies that the preparations are in advanced stages due to them being able to utilise work on their previous proposal.

c. Bibliotheque

EM provided a brief update and noted that she would contact Linda Gavin to provide a more detailed update.

d. UPEC – Université Paris-Est Créteil

Laura McEwan (LM) updated the Association on the request to link with Scottish universities; however, there was little by way of positive response as all universities already have established links. The second part of the request seeking opportunities for student links in events management has shown more potential within the Falkirk Community Trust.

Post Meeting Update: 29 June 2018

Lesley O'Hare (Falkirk Community Trust) presented two ideas in the early stages of development that have good potential to host a student:

1. Undertaking research into content for an app for Callendar House researching stories and themes (Julia Harkness), and
2. Connected to the Hippodrome Cinema and either working on the development of Hippfest 2019 or building on existing links between the cinema and the Mediateque in Creteil (Paul Eames/Alison Strauss)

Lesley will follow these up with Catherine Jiguet-Jiglaire who is responsible for organising student placements for UPEC.

3. Twinning Visits

a. Feedback from Student Visit, April 2018

Andy Christie (AC) and Ian Burt (IB) fed back to the Association on the English students visit in April. They noted that the visit went well, with appreciative students and an excellent programme to follow. There was particular mention of the great day out at New Lanark.

b. Future Visits

There are no future visits planned. There is potential for a members visit to Créteil.

4. Twinning Website

PR and EM need to rearrange a meeting with MC to support the transitional takeover of the website.

5. Treasurers Report

Cllr Reid updated the Association on their current finances. The current balance stood at £4,562.22 post inclusion of the £2,000 grant from Falkirk Council. There is no expenditure expected in the near future other than an annual audit fee of £100.

6. Promotion of Twinning Association

a. Fundraising Event(s)

The Association discussed an idea to hold a joint fundraising event with the Odenwald Association after October 2018. EM proposed to discuss this further at to the next meeting.

French Quiz Night

Friday 28 September 2018

Venue: Cllr Reid to identify and book a suitable venue

Tickets: How many do we need?

Who will design?

Who will print?

Who will sell?

Raffle: If there is a raffle, how will we get raffle prizes?

Decoration: Will we need to decorate the venue?

In order to plan the French Quiz Night there are areas of work that need to be undertaken. Particularly on:

- Venue
- Tickets
- Raffle
- Decoration

7. Any Other Business

None

8. Date of the Next Meeting

The next meeting of the Association will be on **Tuesday 04 September 2018** to be held in the Municipal Buildings, Falkirk.

Meeting ended at 19:40

Minutes

SEStran Partnership Board

10.00am, Friday, 22 June 2018

Victoria Quay, Edinburgh

Present

Name

Organisation Title

Cllr Gordon Edgar (Chair)	Scottish Borders Council
Laura Alexander	Non-Councillor Member
Cllr Colin Davidson (Deputy Chair)	Fife Council
Cllr Dave Dempsey	Fife Council
Cllr Ian Ferguson	Fife Council
Vivienne Gray	Non-Councillor Member
Callum Hay	Non-Councillor Member
Simon Hindshaw	Non-Councillor Member
Cllr Chris Horne	West Lothian Council
Cllr Russell Imrie	Midlothian Council
Cllr Darren Lee	Clacks Council
Richard Llewellyn	Non-Councillor Member
Cllr Laura Murtagh	Falkirk Council
Dr Doreen Steele	Non-Councillor Member
Catherine Stones	Non-Councillor Member
Barry Turner	Non-Councillor Member
Paul White	Non-Councillor Member

In Attendance

Nikki Boath	SEStran
Angela Chambers	SEStran
Kevin Collins	Falkirk Council
John Connarty	CEC (Treasury)
Keith Fiskien	SEStran
Elizabeth Forbes	SEStran

Lisa Freeman	SEStran
Peter Forsyth	East Lothian Council
Ken Gourlay	Fife Council
Jim Grieve	SEStran
Peter Jackson	SEStran
Catriona Jones	SEStran
Gavin King	CEC (Secretary)
Kerra McKinnie	Board Observer
Lesley Newdall	CEC (Chief Internal Auditor)
Jim Stewart	West Lothian Council
Cara Wilson	SEStran

Apologies for Absence

Cllr Fiona Collie	Falkirk Council
Cllr Jim Fullarton	Scottish Borders Council
Cllr Lesley Macinnes	CEC
Cllr Cathy Muldoon	West Lothian Council
Cllr David Key	CEC
Cllr Peter Smaill	Midlothian Council
Cllr Brian Small	East Lothian Council
George Eckton	SEStran
Graeme Johnstone	Scottish Borders Council
Gordon Mungall	Board Observer

1. Minutes

Decision

- 1) To agree the minute of the previous meeting 16 March 2018 as a correct record.
 - 2) To agree the minute of the Performance and Audit Committee of 8 June 2018.
- (Reference – minutes, submitted.)

2. Bus Travel

Catriona Jones presented a policy area discussion paper looking at possible actions for the Partnership to increase the number of journeys taken by bus in the South East of Scotland.

Following questions and discussion, the following was highlighted:

- SEStran could facilitate discussions between the bus industry and partners on local plans.
- How data could be utilised to better inform public demand for bus services. This would be particularly helpful for subsidised services.
- Bus companies were making progress on smart ticketing but there could be a key role for SEStran in aiding integration.
- SEStran should play a major role in addressing congestion as it was essential that a regional approach was taken to this problem.
- The locations where congestion was affecting services had been identified but funding solutions were proving to be more difficult.
- Work was being undertaken in Fife looking at more radical solutions such as no cars being allowed in Dunfermline town centre.
- East Lothian's Bus Passengers' charter was highlighted as a piece of best practice which was welcomed by all parties. Using best practice and lessons learnt, SEStran could help Councils and bus companies improve bus services.
- Whether community transport could be utilised more to improve accessible transport had not been fully explored.
- The best concentration of young people were in schools and these could be worked with to ascertain how young people would like to use buses.
- Any survey should be simple as the range of questions needed to cover rural and urban travel was too big. A simple question to young people in a workshop, asking what puts young people off using buses would produce the most results.

Decision

- 1) To agree to produce a research paper on the control of congestion.
- 2) To agree to explore community transport and if that could be utilised to improve accessible transport in particular in rural areas.

Declaration of Interest

Paul White declared a non financial interest as being a member of the Confederation of Passenger Transport (CPT).

3. Unaudited Annual Accounts

The annual accounts for the year ended 31 March 2018 was presented.

Decision

To note that the audited annual accounts, incorporating the Auditor's report would be presented to the Performance and Audit Committee and Partnership Board in September 2018.

4. Review of Governance Scheme 2018

Approval was sought for amendments to SEStran's Standing Orders, List of Committee Powers and List of Officer Powers.

Decision

- 1) To repeal and approve the governance documents appended to the Report by the Secretary to take effect from 23 June 2018.
- 2) To delegate authority to the Secretary to make any such amendments necessary to the Governance documentation to implement the decision of the Board.

5. Internal Audit – Annual Report 2017/2018

Internal Audit provided their annual opinion on SEStran based on the audit carried out in 2017/18. Internal Audit considered that the SEStran control environment and governance and risk management frameworks were generally adequate but with enhancements required.

Decision

To note the Internal Audit opinion for the year ended 31 March 2018.

6. Appointments to Performance and Audit Committee

Decision

- 1) To appoint Callum Hay and Simon Hindshaw as non-councillor members.
- 2) To appoint Councillor Imrie as chair of the committee.

7. Projects, NTS2 Progress and EU Exit Update

An update was provided on key aspects of projects and initiatives progressed in the last quarter, the progress with the National Transport Strategy Review and the latest position on the UK leaving the EU.

Decision

- 1) To approve the Regional Cycle Network Grant Scheme grant as outlined in paragraph 4.4 of the report by the Strategy and Projects Officer.
- 2) To approve the Sustainable and Active Travel Grant Scheme grant as outlined in paragraph 5.3 of the report by the Strategy and Projects Officer.

8. European Conference on Mobility Management 2019

SEStran in partnership with Napier University Transport Research Institute had successfully bid to host the 23rd European Conference on Mobility Management in

2019. The membership costs of the program would be 7500 euros shared between SEStran and Napier TRI.

Decision

To note the report and approve the membership costs of the conference.

Declaration of Interest

Robert Llewellyn declared a financial interest as an employee of Napier University.

9. Annual Treasury Report 2017/2018

The Annual Treasury Report for 2017/18 was outlined.

Decision

To note the report.

10 Transport (Scotland) Bill

Details were provided of the Transport (Scotland) Bill that had been introduced to the Scottish Parliament on 8 June 2018.

Decision

To note the report.

11. Applications to the Local Rail Development Fund

The Local Rail Development Fund was available through 2018/19 to any stakeholder organisation with a responsibility or interest in local transport issues.

Decision

To note the report.

12. Borders Corridor Study – SEStran Response

Details were provided of the response by SEStran to the Borders Transport Corridors – Pre Appraisal Report.

Decision

To note the report and the response by SEStran.

13. Risk Framework

The six monthly risk register update was provided.

Decision

To note the report and the risk register.

14. Cyber Resilience

An update was provided on the Cyber Resilience project.

Decision

- 1) To note that the Performance and Audit Committee on 8 June 2018 approved that the Cyber Essentials PLUS accreditation be pursued.
- 2) To note that the final assessment and accreditation would be completed by October 2018.

15. Minutes

Decision

- 1) To note the minute of the RTP Joint Chairs of 7 March 2018.
- 2) To note the minute of the Integrated Mobility Forum of 27 April 2018
- 3) To note the minute of the Chief Officers Liaison Group meeting of 24 May 2018.
- 4) To note the minute of the Logistics and Freight Forum of 31 May 2018.

Minutes



SEStran Partnership Board

10.00am, Friday, 21 September 2018

City Chambers, Edinburgh

Present

Name

Organisation Title

Cllr Gordon Edgar (Chair)	Scottish Borders Council
Laura Alexander	Non-Councillor Member
Cllr Donald Balsillie	Clackmannanshire Council
Cllr Chas Booth	City of Edinburgh Council
Cllr Fiona Collie	Falkirk Council
Cllr Colin Davidson (Deputy Chair)	Fife Council
Cllr Jim Fullarton	Scottish Borders Council
Vivienne Gray	Non-Councillor Member
Callum Hay	Non-Councillor Member
Cllr Russell Imrie	Midlothian Council
Richard Llewellyn	Non-Councillor Member
Cllr Laura Murtagh	Falkirk Council
Dr Doreen Steele	Non-Councillor Member
Barry Turner	Non-Councillor Member
Paul White	Non-Councillor Member

In Attendance

Angela Chambers	SEStran
Keith Fiskien	SEStran
Peter Forsyth	East Lothian Council
Lisa Freeman	SEStran
Ken Gourlay	Fife Council
Jim Grieve	SEStran

Beth Harley-Jepson	SEStran
John Inman	City of Edinburgh Council
Peter Jackson	SEStran
Stuart Johnston	City of Edinburgh Council
Karen Jones	Scott-Moncrieff
Gavin King	City of Edinburgh Council (Secretary)
Graeme Malcolm	West Lothian Council
Scott Prentice	Scotrail
Rhona Proctor	Transport Scotland
Iain Shaw	City of Edinburgh Council (Treasury)
Julie Vinders	SEStran
Alastair Young	Transport Scotland

Apologies for Absence

Cllr Dave Dempsey	Fife Council
Cllr Karen Doran	City of Edinburgh Council
Cllr Ian Ferguson	Fife Council
Simon Hindshaw	Non-Councillor Member
Cllr David Key	City of Edinburgh Council
Cllr Lesley Macinnes	City of Edinburgh Council
Cllr Cathy Muldoon	West Lothian Council
Cllr Brian Small	East Lothian Council
Catherine Stones	Non-Councillor Member
Kevin Collins	Falkirk Council
George Eckton	SEStran
Graeme Johnstone	Scottish Borders Council
Ewan Kennedy	City of Edinburgh Council
Gordon Mungall	Board Observer

1. Minutes

Decision

- 1) To agree the minute of the previous meeting of 22 June 2018 as a correct record, subject to making it more explicit that a meeting with all stakeholders

would be organised in relation item 2 – Bus Travel, and at item 8 the name under declaration of interest be changed from Robert to Richard.

- 2) To agree the minute of the Performance and Audit Committee of 7 September 2018.

(Reference – minutes, submitted.)

2. Presentation by Scotrail

Scott Prentice (Head of Business Development) of Scotrail provided a PowerPoint presentation on the revolution of rail in Scotland and how recent investments and forthcoming changes to timetables would affect rail services across the country and specifically in the South East of Scotland over the next year.

He highlighted that the last few years had seen a £2bn investment in rail infrastructure by Scotrail with central belt services receiving a significant benefit. There were 70 new Class 385 Express Trains and 26 new High Speed Trains. The majority of journeys would see more services, more seats and faster journeys by 2019. The communication of all the changes would commence on 24 September and Regional Transport Partnerships and local authorities were encouraged to feedback any issues which came to light with the phased introduction of the new services and timetables.

Following a wide-ranging discussion and a number of questions, the following key points emerged:

- All services on the Borders railway would have newer carriages which had more space and were more reliable.
- It was hoped that the revised timetables would attract more people to use trains as opposed to cars. Scotrail estimated that the reforms would attract 1.5m-2m new passengers.
- The reforms would last until the mid-2020s. In the meantime six priority corridors had been identified with a view to creating more infrastructure space.
- Equalities was a key output considered when developing the new timetable. Falkirk Grahamston had been identified as one of the stations needing work carried out to address issues such as wheelchair accessibility.
- The case for extra trains at Alloa would have to be made by the Regional Transport Partnership. The timetable designed was scalable so it could accommodate more regular services but it was unlikely to be economically viable.
- Scotrail had engaged with local bus services and provided them with forecasted timetables. It was hoped that this would allow the services to become more complimentary as opposed to competing for business.
- There was a lot of work still to be done to improve smart ticketing with only 8% of all journeys in Scotland using this approach.
- Scotrail was open to having discussions with local authorities about alleviating costs for those from socially deprived backgrounds and some current initiatives

were outlined. However, it was highlighted that annual fares were set by the Scottish Government usually in line with RPI.

Decision

- 1) To thank Scott for his attendance and note the presentation provided.
- 2) To agree that a copy of the slides be circulated to members of the Board and made accessible on the SEStran website.

3. Presentation by Transport Scotland

Alastair Young of Transport Scotland provided a PowerPoint presentation on High Speed Rail. He highlighted that work on the HS2 rail line had begun. A North of HS2 to Scotland working group was set up in June 2016. They examined over 200 potential infrastructure options and identified the best performing options for further consideration. The Scottish Government had subsequently commissioned a feasibility study into two of these and Transport Scotland would go to the Scottish Government Cabinet in the summer of 2019 with proposals.

Decision

- 1) To thank Alastair for his attendance and note the presentation provided.
- 2) To agree that a copy of the slides be circulated to members of the Board and made accessible on the SEStran website.

4. Rail Update

An update was provided on current and future rail issues within the SEStran region.

Decision

- 1) To note the report.
- 2) To agree that the Chair would write to local MPs and MSPs to bring to their attention the Levenmouth Sustainable Transport Study and explore the possibility of arranging a political meeting.

5. Audited Annual Accounts 2017/18

Approval was sought for the audited annual accounts for the year ended 31 March 2018.

Decision

- 1) To note the audited annual accounts and the Auditor's opinion in the audit certificate to the accounts.
- 2) To authorise the annual accounts for signature.

6. Finance Officer's Report

The Board considered a report which provided a first update on financial performance of the Core and Projects budgets of the Partnership for 2018/19, in accordance with the Financial Regulations of the Partnership. The report presented an analysis of financial performance to the end of August 2018, including details of the cash flow position of the Partnership in respect of its' net lending to and borrowing from the City of Edinburgh Council.

Decision

- 1) To note an under-recovery of £9,000 for employee costs from EU-funded projects was forecast to be offset by a corresponding underspend of £9,000 on the projects budget. Total revenue expenditure was forecast to be within the revenue budget resources of the Partnership.
- 2) In line with the decision of the Partnership Board on 22 June 2018, to approve the 2017/18 underspend of £16,000 be utilised as funding for the Sustainable and Active Travel Grant Scheme, following confirmation of the balance after the annual external audit.
- 3) To note that further updates would be presented to future meetings of the Partnership Board in 2018/19 detailing budget transfers proposed to project spending plans.

7. Invoice Payment Procedure

Details were provided of a proposed revised Invoice Payment Procedure, following the findings of the 2017/18 Annual Audit.

Decision

To approve to approve the amended "Authorisation of Invoices for Payment - Certifying Officers and Limits of Authority" as detailed in Appendix 2 of the report.

8. External Audit Report

Scott-Moncrieff, the external auditors completed an audit in September 2018 and their findings were outlined in the 2017/18 Annual Audit Report.

Decision

To note the report.

9. Projects Update

An update was provided on key aspects of projects and initiatives progressed in the last quarter and covered the latest position on the process for the UK leaving the EU.

Decision

To note the report.

10. Draft Annual Report 2017/18

Details were provided of SEStran's draft Annual Report for the year 2017/18, and approval was sought for its publication.

Decision

To approve the draft Annual Report for 2017/18 and to approve that the Head of Programmes be given authority to complete the suggested amendments made at the meeting and to then publish the report.

11. Bus Travel

The Board considered a report which highlighted the main discussion points and outlined proposed actions, following the presentation and discussion on Bus Travel at the Board meeting held on 22 June 2018.

Decision

To note the report.

Declaration of Interest

Paul White declared a financial interest as an employee of CPT Scotland.

12. Transport (Scotland) Bill

Details were provided of the Transport (Scotland) Bill that had been introduced to the Scottish Parliament on 8 June 2018. The Bill was now in the first stage of the parliamentary process in which the Rural Economy and Connectivity Committee had launched a consultation and two responses, which SEStran was involved with, were appended to the report for comment by members.

Decision

- 1) To note the proposed SEStran response to the Transport (Scotland) Bill Consultation.
- 2) To agree to forward any additional comments to officers by 26 September 2018.
- 3) To agree the Joint RTP Consultation response.

13. Date of Next Meeting

Decision

- 1) To note that the next Partnership Board meeting would be held at 10.00am on Friday 7 December 2018 in Victoria Quay, Edinburgh.
- 2) To agree that the use of video/tele conferencing be explored to enable members to have the opportunity to attend remotely.

14. Edinburgh and South East Scotland City Region Deal

Details were provided of the Accelerating Growth: The Edinburgh and South East Scotland City Region Deal document.

Decision

To note the document.

15. Public Service Reform (Scotland) Act (PSRA) 2017/18

Details were provided of the annual information to be published as part of the Public Services Reform (Scotland) Act.

Decision

To note the content of the material for publication under the Public Services Reform (Scotland) Act 2010 and detailed in appendix 1 of the report.

16. Head of Programmes Report

An update was provided on activity and engagement through the RTP Chairs Forum on the Planning Bill, reviews of the National Transport Strategy and Strategic Transport Projects Review and Active Travel funding for RTPs and other matters of relevance to the Partnership.

Decision

To note the report.

17. Midlothian Active Travel Strategy (Draft) – SEStran Consultation Response

Details were provided of SEStran's response to the consultation of Midlothian Council's Active Travel Strategy (draft).

Decision

To note the response.

18. Minutes

Decision

- 1) To note the minute of the RTP Joint Chairs of 5 September 2018.
- 2) To note the minute of the Chief Officers Liaison Group meeting of 23 August 2018.

FORTH VALLEY NHS BOARD
27 NOVEMBER 2018

Item 3 - Draft Minute of the Meeting Held on Tuesday 25 September 2018, held in the NHS Forth Valley Headquarters, Carseview House, Castle Business Park, Stirling.

Present	Mr Alex Linkston (Chair)	Mrs Cathie Cowan
	Mrs Julia Swan	Mr John Ford
	Mrs Jo Chisholm	Ms Michele McClung
	Councillor Allyson Black	Councillor Les Sharp
	Councillor Susan McGill	Dr Graham Foster
	Mr Robert Clark	Mr Scott Urquhart
	Professor Angela Wallace	Miss Linda Donaldson, Director of HR

In Attendance	Mrs Elsbeth Campbell, Head of Communications
	Ms Kerry Mackenzie, Head of Performance
	Ms Patricia Cassidy, Chief Officer, Falkirk H&SCP (Item 7.3)
	Mrs Kathy O'Neill, General Manager (Item 9.1)
	Ms Janette Fraser, Head of Planning (Items 6.1 and 9.2)
	Mrs Sonia Kavanagh, Corporate Governance Manager (<i>minute</i>)

1. APOLOGIES FOR ABSENCE

Apologies for absence were intimated on behalf of Ms Fiona Gavine, Dr James King and Mr Andrew Murray.

2. DECLARATION(S) OF INTEREST(S)

There were no declarations of interest.

3. MINUTE OF FORTH VALLEY NHS BOARD MEETING HELD ON 7 AUGUST 2018

The minute of the Forth Valley NHS Board meeting held on 7 August 2018 was approved as a correct record.

4. MATTERS ARISING FROM THE MINUTE

There were no additional matters arising.

5. PATIENTS/STAFF STORY

Mr Linkston introduced a gentleman who provided an emotional account of his friend's end of life care and treatment. The gentleman described his experience, highlighting what he considered to be a failure to deliver professional and appropriate end of life care at a time when there should have been expert support, care and compassion for him and the family.

The NHS Board:

- **Thanked the gentleman for sharing his story and providing them with an opportunity to listen, reflect and learn from his experience to assist with the continual improvement of services.**

6. BETTER HEALTH

6.1 Winter Plan Update

The NHS Board considered a paper “Winter Plan Update”, provided by Ms Janette Fraser, Head of Planning.

Ms Fraser outlined the collaborative work involving partner organisations to produce the Health and Social Care Winter Plan in line with the Scottish Government’s letter ‘Preparing for Winter 2018-19’.

A Winter Plan Working Group had been established to ensure services were fully prepared for the winter period from November 2018 to March 2019 with particular focus regarding the festive holiday fortnight. A number of specific areas would be targeted in line with Ministerial direction and included: flu vaccination for staff, weekend and earlier in the day discharges, contingencies to respond to adverse weather conditions and capacity planning for the whole system to ensure health and social care services were planned and delivered to manage increased demand.

It was noted that although the Health Board would receive an allocation of funds to distribute across the health and social care including through the Integration Joint Boards the fund was not sufficient to support additional beds should demand exceed operational capacity.

The final NHS Forth Valley Winter Plan 2018-2019 was due to be submitted to the Scottish Government by the end of October 2018 accompanied by a joint letter from the Chief Executive, IJB Chief Officers and Chairs of the NHS Board and IJBs confirming that plans had been reviewed and fit for purpose

The NHS Board discussed the work involved and in particular the need to ensure a high uptake of the flu vaccination for staff employed by the local Councils and the Health Board as well as the wider population. In response to a question from Mrs Swan regarding the positive impact of the screening programme undertaken in 2017, Dr Foster confirmed that the near patient testing for the Influenza virus undertaken the previous year was now being universally used. Dr Foster also stressed that the 2018 vaccination was highly effective and this would need to be widely communicated.

Mrs Cowan highlighted the current challenges in flow associated with delayed discharge and a need for Chief Officers and others to act consistently to support discharge planning proactively. This was now urgent in the lead up to winter.

The NHS Board:

- **Noted the progress and assurance with developing the Forth Valley Health and Social Care Winter Plan 2018-19**
- **Delegated approval of the plan to the Chief Executive and Chair, in partnership with the Chief Officers and Chairs of both Integration Joint Boards**

6.2 Vaccination Transformation Programme

The NHS Board considered a paper “Vaccination Transformation Programme”, provided by Dr Graham Foster, Director of Public Health and Strategic Planning.

Dr Foster advised that Mr Andrew Murray, Medical Director was leading on the Vaccination Transformation Programme (VTP), one of the key priorities identified in the Memorandum of Understanding between the Scottish Government, the British Medical Association, Integration Joint Boards and Health Boards to enable the new General Medical Services (GMS) contract to be implemented.

The VTP was announced in March 2017, to review and transform vaccine delivery in light of the increasing complexity of vaccination programmes in recent years and to reflect the changing roles of those, principally GPs, who historically delivered them. Health Boards would now be responsible for the vaccination delivery for the whole population.

Dr Foster provided details regarding the Vaccine Transformation Programme Board who would oversee the phased development and implementation of each of the work streams; pre-school programme, influenza programme, at risk and age group programmes and travel vaccinations/health advice.

Discussions took place regarding the timescales and dedicated resources to ensure access to the vaccination programme whilst improving uptake amongst the population.

The NHS Board:

- **Noted progress with initiating the Vaccination Transformation Programme in NHS Forth Valley and the key actions and timescales required to deliver the programme from 2018 to 2021**

7. BETTER CARE

The NHS Board agreed to take Item 7.3 at this point in the agenda

7.3 Falkirk Health and Social Care Partnership (HSCP) Update

The NHS Board considered a paper “Falkirk Health and Social Care Partnership (HSCP) Update” provided by Ms Patricia Cassidy, Chief Officer.

Ms Cassidy provided various updates including progress with integration, the Home Care Inspection report including work to address recommendations, and ‘Living Well Falkirk’ the online tool for people in the Falkirk area who wanted information, support or help with everyday living.

Further details regarding improvements were also outlined; the Redesign of Day Services for Younger Adults which reflected the Self-Directed Support principles to empower and enable services users to have choice and control over their own support and community based services; and the installation of Changing Places Toilet (CPT) facilities which enabled people who had higher levels of personal care needs to be involved in their communities.

Mrs Swan, as Chair of Falkirk Integration Joint Board (IJB), re-affirmed the work being undertaken to deliver positive outcomes for the people of Falkirk. She also noted that the improvement plan developed to address the recommendations from the recent Home Care Inspection report would go to the IJB for approval and progress would be monitored by the IJB’s Clinical and Care Governance Committee.

Ms Cassidy highlighted the Falkirk HSCP's Annual Performance Report where additional information regarding performance and achievements to use resources differently and improve outcomes could be found.

Dr Foster sought assurance regarding performance and in particular delayed discharges, Ms Cassidy highlighted that the IJB was due to scrutinise this particular area at its meeting on 5 October 2018. She outlined a number of factors which impacted on delayed discharges and the need for a whole system approach, with partners working together in a coordinated approach to ensure patients were discharged safely, for example through the Discharge to Assess model, Home First. Dr Foster asked when it was likely to see sustainable improvement in delayed discharge given the adverse impact this was having on hospital flow.

Mr Linkston added his concerns to the discussion and the lack of pace when it came to the changes needed to deliver tangible results. He added the need to demonstrate that services were effective and more importantly safe given ED performance and the waits associated with flow. Mrs Swan provided assurance that the IJB would be considering the relevant areas for improvement and decisions needed to improve performance. It was noted that Ms Cassidy was progressing work with colleagues which would outline service transformation/change proposals to the IJB for consideration and approval.

The NHS Board:

- **Noted the report**

7.1 Executive Performance Report

The NHS Board considered a paper "Executive Performance Report" provided by Mrs Cathie Cowan, Chief Executive.

Mrs Cowan outlined the key performance issues noting that the 62 day cancer position for the quarter ending June 2018 had now been published and was 81.4% of patients urgently referred with a suspicion of cancer were treated within 62 days or less. The specialty breakdown highlighted particular challenges with Colorectal Screening. Mrs Cowan confirmed that a number of improvement steps including clinical validation were being progressed to address demand and create capacity.

It was noted that the NHS Board would receive an update on work underway to improve access to Psychological Therapies in early January. In addition, the NHS Board would receive a presentation to a planned Board seminar the following month, the focus of which would be on the issues in key specialties and the impact of additional investment.

Mrs Cowan spoke about emergency flow and the impact that delayed discharges were having on system performance including ED performance. In elective care Mrs Cowan highlighted TTG and 12 week OPD performance and the need to adopt a preventative through to surgery approach to cope with demand and the capacity challenges affecting the acute hospital site. It was noted a Plan including scheduling and investment to support additional workload would be presented to the NHS Board in November.

The NHS Board noted the position and in particular sought assurance on delayed discharge management and the work underway to improve elective access standards. It was noted that the Falkirk IJB was considering steps and investment to improve delayed discharges and this would be shared with the NHS Board. A waiting time's improvement plan would also be presented to the Board in November.

The NHS Board:

- **Noted the current key performance issues and actions**
- **Noted the detail within the balanced scorecard**

7.2 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 a positive update on the current status of Healthcare Associated Infections (HAI) noting that Staphylococcus Aureus Bacteraemia (SABs), Device associated Bacteraemia (DABs) and Clostridium difficile infections (CDI) remained within normal control limits.

Three c-sections and three large bowel surgical site infections were highlighted including the targeted work to understand and address.

In addition to the usual updates provided, Dr Foster highlighted the changes to the ward visits which would provide additional detail, enabling a more robust overview of each area visited. However, as a consequence comparable information was not available as yet.

The NHS Board:

- **Noted the assurance provided**

7.4 Integration Update

The NHS Board considered a paper “Integration Update” provided by Mrs Cathie Cowan, Chief Executive.

Mrs Cowan provided a brief update on the work to progress the delegation of operational management responsibilities to both Chief Officers. It was noted that she had established a Working Group in early June 2018 to take this forward. The Working Group involved Chief Officers, Chief Finance Officers, Senior HR Officers from all three Local Authorities and Senior NHS Forth Valley staff including Directors of Nursing and HR.

A review of in-scope and out of scope services within the Community Services Directorate (CSD) led initially by Professor Wallace had taken place last year. This work was now being populated with staff to enable services in-scope to be shared across the two Health and Social Care Partnerships (HSCPs) with operational management thereafter being delegated to the two Chief Officers. Out of scope services previously managed by the General Manager in CSD, notably Children’s Services would be transferred to the General Manager of Women and Children’s Services. Once the operational delegation arrangements were in place the CSD General Manager post would be deleted from NHS Forth Valley’s structure and the CSD disbanded.

Further details were provided in the paper regarding governance and relationships between Chief Officers, IJBs, Local Authorities and the NHS; with diagrams from the Scottish Government to provided further clarity.

Mrs Cowan explained that Miss Linda Robertson, HR Director would provide a short presentation outlining the significant work involved to engage with staff and establish management posts and proposed structures. Ms Robertson explained that Clinical Leadership provision would align with each Partnership to provide the necessary professional advice and support. Further discussions were planned for those in-scope services likely to be hosted through a lead commissioning approach. A hosting workshop event was planned for November and staff would be invited to the event to help address staff concerns raised regarding a lack of understanding in how their services operated and were configured. Scottish Government colleagues would participate in the event.

Discussion focused on the need to now delegate operational responsibilities from the General Manager (CSD) to the two Chief Officers. Staff side had confirmed the need for consistency in the locality posts and for those staff to be redeployed to move to the vacant posts. The importance of moving forward and delegating affordable operational arrangements at pace was agreed.

The NHS Board:

- **Noted the assurance that progress was being made in preparation for the delegation of operational management arrangement to the Chief Officers**
- **Requested future updates to oversee the delegation timetable**

8. BETTER VALUE

8.1 Finance Report

The NHS Board considered a paper “Finance Report to 31 August 2018”, presented by Mr Scott Urquhart, Director of Finance.

Mr Urquhart provided a summary of the financial position for NHS Forth Valley to 31 August 2018 with a year to date overspend of £0.978m.

Mr Urquhart advised that a number of Scottish Government funding allocations had been confirmed during August 2018. Although they had been expected, the overall sums confirmed were higher than initially anticipated and this would help towards reducing the in-year financial risk for the NHS Board and both HSCPs. Based on the updated funding position and following review of expenditure trends for the first 5 months, the year end outturn forecast had been revised from a £1.9m overspend projection to £0.9m overspend projection.

However, this position was subject to two key risks; the HSCPs outturn including confirmation of risk share arrangements, and the potential impact of escalated winter contingencies required to maintain services. Mrs Cowan highlighted the need for Local Authorities and the Health Board to manage their own respective cost pressures.

A series of formal mid-year financial review meetings were planned with General Managers and Executive Directors in October 2018 to discuss financial performance for the year to date and to focus on the opportunities to deliver cost improvement and improved value within services. In response to a question from Mr Ford regarding those schemes which had been risk rated as red, Mr Urquhart explained that where it was not possible to realise these savings alternative solutions would require to be identified including non recurring opportunities. A more detailed report regarding this would be taken to the Performance and Resources Committee in October 2018.

A balance projected capital outturn was anticipated, and further details would be provided to the Performance and Resources Committee regarding two further capital issues in relation to land sales for the Bellsdyke site and plans for utilisation of capital funding for confirmed elective care developments.

The NHS Board:

- **Noted the revenue overspend of £0.978m to 31 August 2018, with an improved projected outturn position and further review planned based on the September position**
- **Noted a balanced capital position to 31 August 2018 and balanced projected capital outturn**
- **Noted the position on savings with £17.346m identified at 31 August 2018 and work ongoing to identify balance of savings (£1.1m)**

9. BETTER WORKFORCE

9.1 Mental Health Strategy

The NHS Board considered a paper “Mental Health Strategy”, presented by Mrs Kathy O’Neill, General Manager.

Mrs O’Neill explained that as part of the Mental Health Strategy 2017-2027, the Scottish Government had made a commitment to provide funding to support the employment of additional mental health workers, to improve access in key settings such as Hospital Emergency Departments, GP Practices, Police Station Custody Suites and Prisons.

The two HSCPs, NHS Forth Valley and other local partners had worked together to produce a Forth Valley wide response to the Government policy direction. The 8 priority proposals provided were consistent with the national Mental Health Strategy, in particular Action 15, to increase capacity of the local mental health workforce and align with partners’ existing strategic objectives and local plans.

The NHS Board discussed the proposals detailed by Mrs O’Neill and the need to provide support to the vulnerable groups involved. However, it was noted that although on this occasion the timeframes for submitting the proposal had been very short, in future this would require further Board engagement to ensure Board members had adequate involvement to enable them to endorse future developments.

The NHS Board:

- **Approved the 8 highlighted proposals which had been previously agreed by the Forth Valley Senior Leadership Team (SLT)**

9.2 Primary Care Improvement Plan

The NHS Board considered a paper “Primary Care Improvement Plan”, presented Ms Janette Fraser, Head of Planning.

As previously highlighted at the NHS Board meeting, the Forth Valley Primary Care Improvement Plan provided the proposed arrangement for implementing the six priorities to deliver the new General Medical Services (GMS) contract.

Ms Fraser provided a brief background to the development of the plan and the innovative approaches to recruitment, making NHS Forth Valley an attractive place to work. Although funding allocation from the Scottish Government was expected to be adequate to cover the proposed additional cost in the first year, details were provided regarding the anticipated challenges with the remaining future years of the Improvement Plan.

Ms Fraser highlighted that the single Forth Valley plan, agreed with the IJBs, NHS Board and Local Medical Committee had been submitted in July 2018 and as yet there had been no response received from the Scottish Government.

In response to a question from Councillor McGill regarding the impact of housing planning applications for the Health Board, Mrs Cowan acknowledged that the process of notification and involvement with initial discussions was vital and should begin with the Local Development Plans of the Local Authorities. Mrs Cowan confirmed she would discuss how to ensure the appropriate protocols/procedures were in place with the respective Chief Executives of Clackmannanshire, Falkirk and Stirling Councils.

The NHS Board:

- **Noted the progress with developing the Primary Care Improvement Plan**
 - **Considered the risks associated with the plan and in particular the financial risks**
 - **Considered the implementation arrangements and proposed support**
-

10. BETTER GOVERNANCE**10.1 Governance Committee Minutes****10.1.1 Clinical Governance Committee: 17 August 2018**

The NHS Board noted the minute of the Clinical Governance Committee meeting held on 17 August 2018.

10.1.2 Staff Governance Committee: 18 May 2018

The NHS Board noted the minute of the Staff Governance Committee meeting held on 18 May 2018.

10.2 Integration Joint Boards**10.2.1 Falkirk IJB: 6 April 2018**

The NHS Board noted the minute of the Falkirk IJB meeting held on 6 April 2018.

10.3 Integration Joint Board Annual Performance Reports 2017-18**10.3.1 Falkirk Integration Joint Board**

The NHS Board noted Falkirk HSCP Annual Performance report 2017-18.

10.3.2 Clackmannanshire and Stirling Integration Joint Board

The NHS Board noted Clackmannanshire and Stirling HSCP Annual Performance Report 2017-2018.

10. ANY OTHER COMPETENT BUSINESS

Mr Linkston highlighted that this would be Mrs Jo Chisholm's last NHS Board meeting. He acknowledged the work and contribution made by Mrs Chisholm and wished her all the best in the future.

There being no further competent business the Chairman closed the meeting at 12.20pm.

FALKIRK INTEGRATION JOINT BOARD

Minute of Meeting of the Falkirk Integration Joint Board held in the Committee Suites, Municipal Buildings, Falkirk on Friday 5 October 2018 at 9.30am.

Voting Members:

Julia Swan (Chair)
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
Kenneth Lawrie, Chief Executive, Falkirk Council
Sara Lacey, Chief Social Work Officer, Falkirk Council
Robert Clark, NHS Forth Valley Staff Representative
Rodger Ridley, substitute Council Staff Representative
Margo Biggs, Service User Representative
Maureen Hill, Third Sector Representative
Jen Kerr, Third Sector Interface
Morven Mack, Carers Representative
David Herron, GP Medical Representative
Angela Wallace, Nursing Representative
Andrew Murray, Medical Representative

In Attendance:

Kathy O'Neill, General Manager
Suzanne Thomson, Programme Manager
Joe McElholm, Head of Social Work Adult Services
Linda Donaldson, NHS Forth Valley HR Director (IJB239)
Gina Anderson, Service Manager (IJB240)
Deirdre Gallie, Delayed Discharge Co-ordinator (IJB240)
Calum MacDonald, Principle Information Analyst, ISD (IJB240)
Viv Meldrum, Lead Analyst for Performance (IJB251)
Philip Morgan-Klein, Service Manager (IJB251)
Chris Mair, Joint Out of Hours Clinical Lead (IJB244)
Sonia Kavanagh, Corporate Governance Manager (minute)

IJB230. APOLOGIES

Apologies for absence were intimated on behalf of Matt McGregor.

IJB231. DECLARATIONS OF INTEREST

There were no declarations of interest noted.

IJB232. MINUTES OF THE INTEGRATION JOINT BOARD MEETINGS**Decision**

1. **The minute of the meeting of the Integration Joint Board held on 1 June 2018 was approved subject to the following amendment:**
Page 6, 3rd paragraph - the removal of a duplication 'would direct and oversee this work...'.
2. **The minute of the special meeting of the Integration Joint Board held on 25 June 2018 was approved.**

IJB233. MINUTES OF JOINT STAFF FORUM MEETINGS**Decision****The Integration Joint Board:-**

1. **Noted the minute of the meeting of the Joint Staff Forum held on 1 May 2018.**
2. **Noted the minute of the meeting of the Joint Staff Forum held on 4 July 2018.**

IJB234. MINUTE OF THE IJB AUDIT COMMITTEE MEETING HELD ON 25 JUNE 2018**Decision****The Integration Joint Board:-**

1. **Noted the minute of the IJB Audit Committee meeting held on 25 June 2018.**

IJB235. MINUTE OF THE STRATEGIC PLANNING GROUP MEETING HELD ON 10 AUGUST 2018**Decision****The Integration Joint Board:-**

1. **Noted the minute of the Strategic Planning Group meeting held on 10 August 2018.**

IJB236. ACTION LOG

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

Mrs Cowan highlighted Action Log 9 and noted the work with Healthcare Improvement Scotland (HIS) to hold two separate events for Psychological Therapies and CAMHS. Dates were yet to be confirmed and this would be progressed in collaboration with the Third Sector.

IJB237. MEMBERSHIP OF THE INTEGRATION JOINT BOARD AND AUDIT COMMITTEE

The Integration Joint Board considered a paper 'Membership of the Integration Joint Board and Audit Committee', presented by Ms Suzanne Thomson, Programme Manager.

Ms Thomson outlined the recent changes to representation on the IJB and the vacancy for a non-voting IJB member on the Audit Committee.

Decision**The Integration Joint Board:-**

- 1. Approved the appointments to the IJB as noted in section 4**
- 2. Noted that a request for expressions of interest for the Audit Committee would be sent to non-voting members**

IJB238. IJB PROGRAMME OF MEETINGS 2019

The Integration Joint Board considered a paper 'IJB Programme of Meetings 2019', presented by Ms Suzanne Thomson, Programme Manager.

In response to feedback received through the self evaluation and discussions at development sessions, it was proposed that there was an alternative programme of meetings/workshops for 2019. Development workshops and briefing sessions would provide an opportunity for earlier involvement and influence in key areas of work to support the implementation of the Strategic Plan. IJB Bulletins would provide information on main areas for noting, and allow Board meetings to concentrate on business which required appropriate scrutiny and decision.

The IJB discussed the possibility of joint workshops with the Leadership Team and Strategic Planning Group. Mrs Cowan proposed that where appropriate, development sessions involving the Clackmannanshire and Stirling IJB could be considered. It was noted that this would be especially beneficial when considering hosting arrangements for example.

Ms Thomson highlighted that following consideration at the Audit Committee meeting on 25 September 2018 the March and June dates would need to be re-arranged.

Councillor Meiklejohn and Councillor Collie both highlighted the need to review agendas and reports and to ensure they were circulated timeously. To manage lengthy agendas, it was agreed business should be focussed with the use of Information Bulletins to assist with this. Councillor Collie also proposed that reports were concise, minimised the use of acronyms and jargon and adopted plain English principles to ensure they were easy to read and understand.

Decision**The Integration Joint Board:-**

- 1. Agreed the proposed timetable of meetings for 2019 subject to the need for alternative Audit Committee dates.**

IJB239. INTEGRATION UPDATE

The Integration Joint Board considered a paper 'Integration Update', presented by Mrs Cathie Cowan, Chief Executive, NHS Forth Valley; Mr Kenneth Lawrie, Chief Executive, Falkirk Council; and Ms Patricia Cassidy, Chief Officer.

Mr Lawrie highlighted the detailed work involved in drafting the paper, with determined effort, shared vision, trust and openness from all partners. Although some tasks were not fully completed, the foundation had been set to achieve the pace of change required.

Mrs Cowan supported Mr Lawrie and advised that the paper was written by a number of people and in particular thanked Karen Algie and Linda Donaldson for their contribution to the management structure section. The effort by everyone had highlighted a willingness to work together to support the delegation of operational management arrangements to the Chief Officer. Mrs Cowan invited Ms Donaldson to present the management and professional structure being proposed.

Miss Donaldson provided details regarding the proposed management and professional structures to support delegation of operational management arrangements. Miss Donaldson acknowledged that work to consider the role of hosting was yet to be progressed but Mrs Cowan had spoken with Local Authority Chief Executives and Chief Officers regarding a workshop involving colleagues from Scottish Government.

Ms Cassidy summarised the progress to date on the key areas set out in the IJB decision on 25 June 2018.

Whilst this progress had been positive, further work was required to review and finalise a health and social care management structure in line with due process.

Ms Cassidy highlighted key points made by Scottish Government colleagues regarding the slower pace of integration in Forth Valley than in other health boards as outlined in Appendix 2.

Councillor Meiklejohn highlighted the positive development session held recently, where clarity was provided by colleagues from the Scottish Government and the pragmatic approach set out which could assist with service development. The IJB agreed that it was essential that there was a clear and shared direction to ensure integration progressed.

Decision

The Integration Joint Board:-

- 1. Noted the significant progress outlined in the report and, in particular, in relation to the proposed management structure**
- 2. Agreed that the Chief Officer would set up a Shadow Management Team (supported by senior HR Officers from NHS Forth Valley and Falkirk Council) to complete the work required as outlined in section 5 of the report**
- 3. Noted that the Chief Officer and the Chief Executives would complete the remaining work in relation to the outstanding issues in the report**
- 4. Agreed that the Chief Officer and Chief Executives reported back to the IJB on 7 December on the work referred to above with a view to providing assurance that the transfer of operational NHS and Council management integrated arrangements could proceed.**

IJB240. PRESENTATION – DELAYED DISCHARGE

The Integration Joint Board received a presentation 'Delayed Discharge', presented by Mr Calum MacDonald, Principle Information Analyst; Ms Deirdre Gallie, Delayed Discharge Co-ordinator; and Ms Gina Anderson, Service Manager.

Mr MacDonald provided details regarding various aspects of performance with delayed discharge and bed day rates, including the complexities and costs involved and how Falkirk compared with the national position. While progress had been made regarding packages of care, it was noted that challenges remained with care home delays. It was highlighted that a significant number of delays were people remaining in hospital after they have been offered 3 alternative interim care home placements.

A Case Study was presented by Ms Anderson and Ms Gallie to demonstrate how services could be improved through collaborative working. The benefits of a whole system approach including reablement and continual review of needs were highlighted and how this achieved a person centred approach to care and improved outcomes.

The IJB thanked Mr MacDonald, Ms Gallie and Ms Anderson for the informative and helpful presentation.

IJB241. DELAYED DISCHARGE IMPROVEMENT PLAN AND SCOTTISH GOVERNMENT WORKSHOP UPDATE

The Integration Joint Board considered a paper 'Delayed Discharge Improvement Plan and Scottish Government Workshop Update', presented by Mr Joe McElholm, Head of Social Work Adult Services and Mrs Kathy O'Neill, General Manager.

Ms Cassidy highlighted the positive impact of working together cohesively as shown through the previous Case Study and introduced Mrs O'Neill, chair of the Delayed Discharge Steering Group.

Mrs O'Neill highlighted the recent workshop held with Brian Slater, Delayed Discharge Policy Manager from Scottish Government regarding the five broad and interdependent categories that caused delays; pathways, systemic determinants, process, capacity and resources. Further details were provided regarding these categories and the actions taken to address through a range of initiatives across the Partnership.

A development session would be arranged to provide an opportunity for in-depth consideration of all elements of the current system and develop a more cohesive integrated system, underpinned by Home First principles and aligned to the related work of the Unscheduled Care Programme Board. It was agreed that other key partners such as the Scottish Ambulance Service (SAS) and housing colleagues should be included in the session.

The IJB discussed the work involved to ensure people were able to be supported to achieve the right outcome/destination for them, including any support required for family members who provided the care.

In response to a question from Mr Murray regarding who would monitor and have oversight of the commissioning for services and ensuring delivery of required results, Ms Cassidy advised that this would be taken through the Leadership Team for the IJB. As previously highlighted the action plan to drive the improvement would be overseen by the Delayed Discharge Steering Group.

Mrs Cowan, whilst acknowledging the work of the Delayed Discharge Expert Group, whose report was used as the basis for the work undertaken to date, highlighted that it was important to remember it had been published in 2012. As a member of the Ministerial Strategic Group for Health and Community Care who had recently met, the current areas for consideration did not match those previously outlined by the Delayed Discharge Expert Group as detailed in section 4.1.1 and in particular with regards to the progress made on reducing emergency admissions and the bed days

saved. Mrs Cowan noted similar admission rates to care homes from both the community and hospitals. She asked IJB members to consider the investment/disinvestment decisions being asked of them when the delayed discharge work and the improvement plan were yet to be concluded. She also highlighted the concerns raised by clinical staff regarding the lack of engagement in the partnership funding proposals. Mr McElholm advised that the Expert Group report had been used by Brian Slater during the development session and remained relevant. Mrs Cowan acknowledged the themes and their appropriateness however the data was more than five years old. She asked that the action plan to be circulated prior to the delayed discharge development session.

Dr Herron highlighted that GPs had experienced patients being discharged inappropriately and without appropriate planning in place.

Decision

The Integration Joint Board:-

- 1. Noted the improvement work which was in progress**
- 2. Noted performance data highlighting improved outcomes in aspects of delayed discharge whilst highlighting where progress had been difficult to maintain**
- 3. Address future performance improvement priorities at a Board Development Session to consider a refreshed action plan combining action on delayed discharge and unscheduled care**

IJB242. CHIEF OFFICER REPORT

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

Ms Cassidy provided an update on key areas of work including the national review of progress with integration, revised guidance regarding the use of Directions and the new public health priorities for Scotland as part of the Public Health Reform Programme. Ms Cassidy noted that confirmation of approval had now been received from the Scottish Government regarding the Integration Scheme which had been revised in response to the Carers (Scotland) Act 2016.

A progress update on the residents who had to transfer when Bield decided to close a number of care homes was provided. Although this had inevitably been challenging for those concerned, Ms Cassidy highlighted that with the appropriate support this had resulted in many positive outcomes for them and their families.

Ms Cassidy noted that the additional work was still required to change the provision of personal foot care in Forth Valley and an update would be provided by NHS colleagues when available.

Decision

The Integration Joint Board:-

- 1. Noted the national review of progress of integration and the recently issued joint statement**
- 2. Noted the new Public Health Priorities outlined in section 8 of the report and agreed that they were incorporated into the IJB Strategic and Locality delivery plans**
- 3. Noted the final ADP investment plan would be submitted to the IJB for consideration at the December meeting, along with a report that provided an update on the activity being undertaken by the ADP**

It was agreed that Items 24 and 25 would be taken at this point in the agenda

IJB243. PRIMARY CARE IMPROVEMENT PLAN DELIVERING THE NEW 2018 GENERAL MEDICAL SERVICES CONTRACT

The Integration Joint Board considered a paper 'Primary Care Improvement Plan Delivering the New 2018 General Medical Services Contract', presented by Dr Stuart Cumming, Associate Medical Director.

Dr Cumming presented the final version of the Forth Valley Primary Care Improvement Plan which provided appropriate and realistic proposals to deliver the benefits envisaged by the new 2018 General Medical Services Contract for Scotland.

A brief outline of the Improvement Plan was provided including the associated financial and resource risks in delivering and sustaining the necessary investment required to deliver the nationally agreed GMS contract.

Decision

The Integration Joint Board:-

1. **Noted that the Forth Valley Primary Care Improvement Plan was approved by the Chief Officer and submitted to the Scottish Government on 30 July 2018**
2. **Noted the risks associated with implementing the Primary Care Improvement Plan**
3. **Noted that the Scottish Government had not as yet, responded to the Forth Valley Primary Care Improvement Plan**

IJB244. PRIMARY CARE: GP OUT OF HOURS IMPROVEMENT PLAN

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

Dr Cumming provided a brief outline of the Primary Care Out of Hours Service Improvement Plan which described the current service provided in Forth Valley and the key improvement measures underway as part of a 24 month programme of change.

The IJB discussed the challenges to NHS Boards to provide a sustainable and cost effective workforce and the need to work with Scottish Ambulance colleagues to ensure their skills complimented each other and were utilised appropriately. Ms Biggs highlighted the need for patients and carers to be kept fully informed so they were aware of and understood the changes and new roles.

Decision

The Integration Joint Board:-

1. **Noted that, although still currently unachievable, the GP OOH service was working hard to deliver a full and sustainable OOH access across the three OOH bases**
2. **Noted that the OOH service was making good progress towards a stable multidisciplinary workforce and service delivery model which delivered a quality service for people whilst providing a good working experience for staff**

3. **Noted that the service was on track to meet the 12 month aim of 30% of OOH service to be ANP supported by January 2019 with ANP posts core funded from service budget**
4. **Noted that it was recognised that delivering quality out of hours care, sustainably, relied on working as part of an effective model of community based supports and working towards a more integrated approach would be a priority moving forward**
5. **Noted the new GP Out of Hours Fund recurring allocation of £271k**
6. **Approved the use of this fund to achieve the aim of 60% multidisciplinary service delivery and supported partnered overnight community care supports as determined by partnership review**

A short comfort break was taken at this point in the agenda

IJB245. FINANCIAL REPORT

The Integration Joint Board considered a paper 'Financial Report', presented Ms Amanda Templeman, Chief Finance Officer.

Ms Templeman provided an update on the 2018/19 Partnership Base Budget details including the main variations especially in relation to the NHS arm of the budget which had arisen due to non-recurring funding from the Scottish Government.

Further details were outlined regarding additional funding for the Alcohol and Drug Partnership (ADP) with a need to agree local arrangements for service improvements and ensure the plan was submitted to the Scottish Government by the end of October 2018. Due to the decisions required by the IJB around the services and the need to focus on localities there was an opportunity to review the Falkirk ADP governance and ensure clarity of accountability and decision making across Forth Valley.

Ms Templeman advised that the projected financial position for the Partnership was an overspend of £2.192m relating to in-scope health services. Details regarding the main areas of pressure regarding budgets delegated to NHS Forth Valley and Falkirk Council were provided. An update of the delivery of savings was also provided with a number of these savings risk rated amber or red for deliverability.

The IJB discussed the need to understand the increase in untimely drug related deaths and consider what support and pathways could be provided to reduce these. A number of groups were highlighted who were looking to undertake this work and it was agreed that Mr McElholm would be the main contact point for them to ensure a coordinated approach and reduce the risk of duplication.

Decision

The Integration Joint Board:-

1. **Noted the contents of the report**
2. **Delegated authority to the Chief Officer, Chair of the IJB and the Chair of the Falkirk Alcohol and Drug Partnership (ADP) to approve the spending plan for additional funding for the ADP, prior to submission to the Scottish Government by 31 October 2018**
3. **Noted that discussions were underway with colleagues in Health to agree how the Partnership best engaged with NHS Forth Valley to bring the budget back into balance**
4. **Approved the revised Directions which reflected changes to the IJB budget, as presented at appendices 5 and 6**

IJB246. UPDATE ON MEDIUM TERM FINANCIAL PLANNING

The Integration Joint Board considered a paper 'Update on Medium Term Financial Planning', presented by Ms Amanda Templeman, Chief Finance Officer.

Ms Templeman briefly outlined the approach and development of a Medium Term Financial Plan (MTFP) which would ensure a robust approach to financial planning, allowing co-ordination between service redesign/ transformation and annual budgets. A key document, the Scottish Government Medium Term Health and Social Care Financial Framework had recently been published and this provided additional clarity for the development of the MTFP, recognising the changes that were required to improve services and the key role of the IJBs to consider health and social care reform at a strategic level.

Ms Templeman noted that the MTFP was not only a financial document but needed to bring together service planning, resource assumption and risk and this was progressing through two parallel workstreams. Collaboration with statutory Partners was crucial to the success of the plan and discussions were ongoing to consider how best to align processes.

Decision**The Integration Joint Board:-**

1. **Noted the contents of the report**

IJB247. REFERRALS FROM FALKIRK IJB AUDIT COMMITTEE

The Integration Joint Board considered a paper 'Referrals from Falkirk IJB Audit Committee', presented by Ms Amanda Templeman, Chief Finance Officer.

Ms Templeman highlighted two items considered at the Audit Committee meeting held on 25 September 2018; the revised terms of reference for the Audit Committee recognised their role in approving the annual accounts prior to onward submission to the IJB, and the annual accounts of the IJB, noting that the auditor's certification was free from qualification. Copies of the accounts would be posted on the NHS Forth Valley, Falkirk Council and Falkirk HSCP websites and their availability advertised in the local press.

Decision**The Integration Joint Board:-**

1. **Approved the revised terms of reference for the Audit Committee**
2. **Approved the Audited Annual Accounts of the Falkirk IJB to 31 March 2018**

IJB248. PARTNERSHIP FUNDING

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

Ms Templeman provided details regarding the five Forth Valley wide initiatives which had only received funding for a year subject to additional conditions of award. These initiatives were required to submit a proposal with supplementary information for

further consideration. The consistent approach taken for appraisal was detailed and the resulting recommendations provided.

Ms Templeman noted there was an amendment required to the report at 4.7. The Leadership Team had considered three proposals however these were still subject to approval with the Chair and Vice Chair.

The Strategic Commissioning approach aimed to analyse, plan, implement and review services to ensure continuous improvement. Engagement with partners, service users and the wider communities was critical within this model and work would continue to be developed along with the review and revision of the Partnership's Strategic Plan. The five key areas of focus were; Community Based Mental Health, Dementia Services, Reablement Services, Support for Carers, and Community Development and Link Work and relevant updates were provided.

In response to Mrs Cowan's caution regarding a decision about the Rapid Access Frailty Clinic, Ms Cassidy advised that the service was not fully utilised. Ms Biggs, highlighted the positive patient feedback which highly commended the service, its person centred approach and the need to improve communication regarding its availability. Dr Herron advised that GP involvement was necessary to improve awareness and highlighted the need to involve NHS Forth Valley Advisory Committees in decisions relating to service change. Ms Templeman noted that the request submitted was to reduce the use of the Rapid Access Frailty Clinic from five days to three, reflecting the actual pattern of usage, but use the remaining two day funding to support more community facing frailty services. Further proposals for using these community facing services would be developed for consideration and approval. It was anticipated that these proposals would be discussed with clinicians during their development.

Decision

The Integration Joint Board:-

- 1. Approved the recommendations proposed by the Partnership Funding Group and endorsed by the Strategic Planning Group, presented in Appendix 1**
- 2. Noted initiatives supported via Leadership Group fund, as specified in 4.7, which had been assessed via the due governance process**
- 3. Noted the progress made regarding Strategic Commissioning work and that further reports would be presented to the Board**

IJB249. MENTAL HEALTH STRATEGY ACTION 15

The Integration Joint Board considered a paper 'Mental Health Strategy Action 15', presented by Mrs Kathy O'Neill, General Manager.

As part of the Mental Health Strategy 2017-2027, the Scottish Government had made a commitment to provide further funding to support the employment of additional mental health workers to improve access in key settings such as; Hospital Emergency Departments, GP Practices, Police Station Custody Suites and Prisons.

The two HSCPs, NHS Forth Valley and other local partners had worked together to produce a Forth Valley wide response. The 8 priority proposals provided were consistent with the national Mental Health Strategy, in particular Action 15, to

increase capacity of the local mental health workforce and align with partners' existing strategic objectives and local plans.

Discussions took place regarding the proposals noting the short timeframe involved to submit them and the opportunity in future years for further engagement and refinements.

Decision

The Integration Joint Board:-

- 1. Approved the eight highlighted proposals which had previously been agreed by the Falkirk Senior Leadership Team (SLT) and the SOLD Mental Health and Wellbeing Group**

IJB250. HOME CARE REVIEW AND INSPECTION REPORT

The Integration Joint Board considered a paper 'Home Care Review and Inspection Report, presented by Mr Joe McElholm, Head of Social Work Adult Services.

Mr McElholm outlined the work undertaken to review the Home Care Service and understand the needs of service users through the robust information provided by the real time monitoring system (CM2000). As part of the engagement plan, sessions took place in December 2017 and January 2018, to involve staff and consider their suggestions regarding service improvements. These sessions would be repeated in November 2018 and the outcome of the review would be presented to a future meeting.

An annual inspection of Home Care was carried out by the Care Inspectorate and Mr McElholm provided a brief overview of the inspection process and outcome. Although the inspection report recognised work to improve the consistency of the service, the Care Inspectorate had made 2 requirements. These were regarding consistency and reliability in who was giving the care and implementation of internal auditing systems that delivered effective oversight and monitoring of all aspects of the service. The action plan which had been developed to address these issues was detailed and this would be overseen by the Homecare Review Group, chaired by the Chief Officer.

Mrs Cowan noted Mr McElholm's helpful update. She acknowledged the need to ensure appropriate pace of change and consideration of the resource required to address and prioritise these actions. Mr McElholm advised that the Homecare review would continue to compliment the work of the action plan to deliver a culture of continuous improvement and result in a high performing service. Ms Wallace suggested changes to the action plan and offered help in developing timely outcome based actions. Mrs Swan advised that the Clinical and Care Governance Committee would monitor progress providing constructive assistance where necessary.

Decision

The Integration Joint Board:-

- 1. Noted the Care Inspectorate report and improvement action plan**
- 2. Agreed the IJB Clinical and Care Governance Committee would monitor progress with the improvement action plan**

IJB251. PERFORMANCE REPORT

The Integration Joint Board considered a paper 'Performance Report', presented by Ms Patricia Cassidy, Chief Officer.

Ms Cassidy highlighted the content of the paper which ensured effective monitoring and reporting on the delivery of services, relevant targets and measures including the appropriate management actions to address issues.

Mrs Cowan provided assurance that work was ongoing collectively around the unscheduled care pathway.

Decision**The Integration Joint Board:-**

- 1. Noted the content of the performance report**
- 2. Noted that appropriate management actions continued to be taken to assess the issues identified through the performance reports**

Mrs Swan left the meeting at this point and Councillor Black took over as Chair

IJB252. FALKIRK HSCP ANNUAL PERFORMANCE REPORT 2017-18

The Integration Joint Board considered a paper 'Falkirk HSCP Annual Performance Report 2017-18', presented by Ms Suzanne Thomson, Programme Manager.

Ms Thomson highlighted that as agreed at the June 2018 meeting and to meet publication timescales, the draft Annual Performance report had been circulated for comments, with final agreement to publish delegated to the Chair, Vice Chair, Chief Officer and Chief Finance Officer.

The report outlined the activities and improvements that had been achieved over the year and progress against the Strategic Plan and nine national Health and Wellbeing Outcomes.

Decision**The Integration Joint Board:-**

- 1. Noted the publication of the Annual Performance Report 2017-18**

IJB253. ANNUAL REPORT OF THE CHIEF SOCIAL WORK OFFICER 2017/18

The Integration Joint Board considered a paper 'Annual Report of the Chief Social Work Officer 2017/18', presented by Ms Sara Lacey, Chief Social Work Officer.

Ms Lacey provided an overview of the comprehensive report which detailed how the statutory responsibilities had been fulfilled by the Chief Social Work Officer during 2017/18.

These were outlined under 6 main sections:

- Summary of Performance with the key challenges and developments
- Partnership Working – governance and accountability arrangements

- Social Services Delivery Landscape - how the provision of social services was delivered
- Finance and Resources - including constraints and challenges
- Service Quality and Performance - including delivery of statutory function
- Workforce - planning and development activity

Decision

The Integration Joint Board:-

- 1. Noted the contents of the CSWO's Annual Report, which was attached at Appendix 1**
- 2. Acknowledged the commitment, skills and experience of Social Work staff in continuing to deliver high quality services to Falkirk citizens**

IJB254. STRATEGIC PLAN 2019-2022

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

Ms Thomson provided details regarding the ongoing work to prepare the Strategic Plan 2019-2022, including a review of the Strategic Needs Assessment and an indication of the timescales and resource required to achieve this.

Two workshops had been held and there was an agreed shared view that the current Strategic Plan vision and main strategic direction remained relevant. It was noted that some amendments were required to provide clarity regarding local outcomes and what would be achieved through integration and how this would be measured.

Ms Thomson emphasised the importance of regular attendance at the Strategic Planning Group meetings to progress work effectively and the terms of reference had been amended to include the use of substitutes to attend when required.

Decision

The Integration Joint Board:-

- 1. Approved the proposed changes to the local vision, outcomes and high level priorities, prior to further discussion and development via the Strategic Planning Group**
- 2. Noted further work would be progressed via the Strategic Planning Group and a joint workshop with the IJB would be organised for November 2018**
- 3. Approved the revised terms of reference for the Strategic Planning Group**

IJB255. PREPARATION OF THE FORTH VALLEY HEALTH AND SOCIAL CARE WINTER PLAN 2018-19

The Integration Joint Board considered a paper 'Preparation of the Forth Valley Health and Social Care Winter Plan 2018-19', presented by Ms Janette Fraser, Head of Planning.

Ms Fraser outlined the collaborative work involved with partner organisations to produce the Health and Social Care Winter Plan in line with the Scottish Government's letter 'Preparing for Winter 2018-19'.

A Winter Plan Working Group had been established, led by Mr Murray, to ensure services were fully prepared for the winter period from November 2018 to March 2019 with particular focus regarding the festive holiday fortnight. A number of specific areas would be targeted and included; flu vaccination for staff, weekend and earlier in the day discharges, contingencies to respond to adverse weather conditions and capacity planning for the whole system to ensure that health and social care services planned and delivered care in an integrated way. Although the Health Board and Integration Joint Boards would receive an allocation of funds from the Scottish Government, Ms Fraser highlighted the potential financial and workforce implications to deliver the services required.

The final NHS Forth Valley Winter Plan 2018-2019 was due to be submitted to the Scottish Government by the end of October 2018 accompanied by a joint letter from the Chief Executive of NHS Forth Valley, IJB Chief Officers and Chairs of the NHS Board and IJBs confirming that plans had been reviewed and were fit for purpose.

Decision

The Integration Joint Board:-

- 1. Noted the process for developing the Forth Valley Health and Social Care Winter Plan 2018-19**
- 2. Delegated approval of the Winter Plan to the Chief Officer and Chair to allow for submission to the Scottish Government by the end of October 2018**
- 3. Noted that a joint letter would be sent from the NHS Chief Executive, IJB Chief Officers and Chairs of the NHS Board and IJBs with the submission**

IJB256. WEST OF SCOTLAND REGIONAL PLANNING

The Integration Joint Board considered a paper 'West of Scotland Regional Planning', presented by Ms Janette Fraser, Head of Planning.

Ms Fraser provided a brief outline of the West of Scotland Regional Design and Discussion Document 'Putting the individual at the heart of what we do: Transforming care together for the West of Scotland' which was issued in August 2018. This set out a bold agenda for transforming care, bringing together the Healthcare Strategies and Strategic Plans of partner organisations. It described the collective ambitions of the West of Scotland, NHS Boards and Integration Authorities to improve the health and care of the people in their communities.

Ms Fraser highlighted that a detailed version of the document was also available if required.

Decision

The Integration Joint Board:-

- 1. Noted the West of Scotland Design and Discussion Document at Appendix 1**
- 2. Noted the Chief Officer feedback to the Regional Planning Team in Appendix 2**

Minute of Meeting of the Falkirk District Twinning Association held within the Municipal Buildings, Falkirk on Tuesday 09 October 2018 at 6.00pm

Attending: Elaine Mitchell (Chair), Ewan McWilliams (Minute), Ian Burt, Councillor Pat Reid, Laura McEwan, Janet Weir and Andy Christie

Apologies: Provost William Buchanan, Councillors Laura Murtagh and Ann Ritchie, Roy Robertson, Jamie O'Rourke and Jane Jackson

Meeting began at 18:05

1. Note of meeting held on 12 June 2018

The note of the meeting of the Falkirk District Twinning Association held on the 12 June 2018 was circulated (via email) and **APPROVED**.

2. Matters Arising

a. Erasmus +

JW updated the Association on the Erasmus+ project. The application was submitted on Wednesday 03 October 2018 and they are currently awaiting a response.

b. Wee Tree Theatre

EM updated the Association in the absence of Jamie or Calum. The options for exchange are limited by the potential age group of the corresponding collège. A feasibility study in 2019 led by Crèteil would seek an understanding of potential future options.

c. UPEC – Université Paris-Est Créteil

No update provided.

d. Bibliotheque

There were two elements to the bibliotheque project – a book exchange and a professional exchange. This project has stalled. EM discussed a proposal for the book exchange to go forward with the Falkirk Community Trust but any options for professional exchange currently remain out of reach. It was agreed that further enquiries regarding potential participants would be followed (Action - E. Mitchell & Cllr P. Reid).

e. Social

The opportunity for a twinning based social event was discussed again and included the idea of extending the event to involve the Odenwald Association.

The proposal would be to hold the social event at the Abbotsinch in Grangemouth on a Thursday night in February 2019. The venue would cost £200 but include a hot buffet for up to 100 people.

Key Tasks:

EM to email an invitation to the Odenwald Association

Cllr PR to source a quizmaster

LME to identify a Thursday evening

JO to help promote event

3. Membership Form

A proposed membership form was developed and circulated amongst members of the Association. EMW will circulate the form among the current members. In addition, the question of - what are the benefits of becoming a member? - was raised.

Ideas:

Film Night

Quiz Night

4. March AGM

The Annual General Meeting of the Falkirk District Twinning Association will take place on **Tuesday 05 March 2019** at 6pm.

5. Electronic Banking

Cllr Reid updated the Association on their current finances. The current balance stood at £4,506.55. Cllr Reid is to get information on the RBS app to begin to manage the account via digital banking.

6. Any Other Business

The Hippodrome can provide an option for a film night. When given enough notice and guaranteed numbers, they can source almost any foreign language film for show.

A not-for-profit organisation "Lingo-Flamingo" are working with Largs Twinning Association. The Association agreed to wait and see how Largs get on before they make any decision about any opportunity with Falkirk District Twinning Association.

The website administration activities need to be advanced, with EM and Cllr Reid to make arrangements to meet with Myra on Friday 19 October to make an effort to transition.

EM updated the group on the Twinning Conference of the Odenwald Association and would circulate the report presented at the conference.

Creteil Twinning Association is exploring the opportunity to invite members of Falkirk Twinning to visit to Creteil in 2019. The English language students expressed their interest and intention to host this visit.

The Bo'ness Community Council shared a speculative invite from an area in Bordeaux wishing to twin with an area in Scotland. EMW would email the information that was received and the group could discuss this opportunity further at the next meeting.

7. Date of the Next Meeting

The next meeting of the Association will be on **Tuesday 05 February 2019** to be held in the Municipal Buildings, Falkirk.

Meeting ended at 19:30



Environment and Economy Board Item 02

MINUTE OF MEETING OF ENVIRONMENT AND ECONOMY BOARD

Friday 2 November 2018

10.30 am

COSLA Offices, Verity House, Edinburgh

Present

COSLA (Chair)	Councillor Steven Heddle
Aberdeen City Council	Councillor Alan Donnelly
Aberdeenshire Council	Councillor Jeff Hutchison*
Argyll and Bute Council	Councillor Aileen Morton
City of Edinburgh Council	Councillor George Gordon
Clackmannanshire Council	Councillor Donald Balsillie
Dumfries and Galloway Council	Councillor Archie Dryburgh
Dundee City Council	Councillor Mark Flynn *
East Ayrshire Council	Councillor Jim Roberts
East Lothian Council	Councillor Norman Hampshire
Falkirk Council	Councillor John Patrick
Fife Council	Councillor Altany Craik
Glasgow City Council	Councillor Anna Richardson
Midlothian Council	Councillor Margot Russell *
Moray Council	Councillor Graham Leadbitter
Orkney Islands Council	Councillor Graham Sinclair
Perth and Kinross Council	Councillor Angus Forbes
Renfrewshire Council	Councillor John McNaughtan
Scottish Borders Council	Councillor Mark Rowley
Shetland Islands Council	Councillor Robbie McGregor *
West Dunbartonshire Council	Councillor Iain McLaren
NHS Health Scotland	Gerry McCartney
Regional Transport Partnership	Rab Dickson *
SLAED	Pamela Smith
SCOTS	Gordon Mackay
SOLACE	Jim Valentine

*denotes substitute

Apologies

Aberdeenshire Council	Councillor Sandy Wallace
Angus Council	Councillor Ron Sturrock
Comhairle nan Eilean Siar	Councillor Donald Crichton
Dundee City Council	Councillor Lynne Short
East Dunbartonshire	Councillor Graeme McGinnigle
East Renfrewshire	Councillor Alan Lafferty
Highland Council	Councillor Duncan Macpherson
Inverclyde Council	Councillor Colin Jackson
Midlothian Council	Councillor Russell Imrie

North Ayrshire Council
 North Lanarkshire Council
 Shetland Islands Council
 South Ayrshire Council
 South Lanarkshire Council
 Stirling Council
 West Lothian Council
 HOPS
 NHS Health Scotland

Councillor Alex Gallagher
 Councillor Danish Ashraf
 Councillor Ryan Thomson
 Councillor Brian McGinley
 Councillor John Anderson
 Councillor Evelyn Tweed
 Councillor Cathy Muldoon
 Iain McDiarmid
 Andrew Fraser

1. Welcome and Apologies

Councillor Heddle thanked Board Members for their attendance and welcomed substitute Members. The Board was informed that the Cabinet Secretary was running late for the meeting due to transport problems. Apologies received for absence and substitutions were noted.

2. Minute of the Environment and Economy Board on 14 September 2018 and Matters Arising

The Board approved the minute of the previous meeting held on 14 September 2018. Cllr Archie Dryburgh – seconds the minute agreement.

3. Environment and Economy Board Plan

The Board approved the latest iteration of the Environment and Economy Board Plan.

Items in Public

Debate

4. Discussion with Michael Matheson MSP, Cabinet Secretary for Transport, Infrastructure and Connectivity

This agenda item was taken after item 7 due to the delay in the arrival of the Cabinet Secretary.

On arrival, Cllr Steven Heddle welcomed the Cabinet Secretary to the Board and at the request of the Cabinet Secretary asked the Board to go straight to questions and answers.

There was a range of questions to the Cabinet Secretary from Members of the Board. These included questions on:

- The opening of a section of the Aberdeen City Bypass
- Funding for ferries
- The need to address fragile local infrastructure
- Ensuring that the review of the National Transport Strategy also reflected geographic disparity when promoting equality and inclusive growth
- The challenge of dealing with falling bus patronage and the hope that proposals such as Low Emission Zones will help to prioritise public transport
- Road maintenance and the recent announcement of more funding in the UK Budget
- Transport's importance to regional economic development, with the example given of the Borderland's initiative
- The delivery of the Reaching 100% superfast broadband project

The Cabinet Secretary responded to these questions and to other issues raised by Members. He emphasised that he was interested to hear the view of Local Authorities on how transport could be better aligned with economic development and asked for thoughts on whether the system was currently optimal, or suboptimal for Local Authorities.

The Board:

- i. Welcomed Mr Matheson
- ii. Used the paper to inform the discussion with the Cabinet Secretary prioritising, where possible, transport policy matters, and
- iii. Noted that we will seek opportunities to further this dialogue with the Cabinet Secretary at future bilateral meetings.

Items for Discussion and Decision

5. Planning Bill

The Board was provided with an oral update on the Planning Bill. Members were informed of key amendments which have already been debated at stage 2 and areas of high priority for Local Government still to be discussed by the Committee. Stage 2 is scheduled to be completed by 16 November and the Board will be provided with a full update of the Bill at stage 2 at the December Board meeting.

The Board noted the update and welcomed a further update at the December Board meeting.

6. Scottish Crown Estate Bill

During the discussion questions were raised by Members in relation to the local issues that may arise in terms of devolution of the management of Crown Estate assets to local authorities, particularly in relation to the rural estates. Additionally, there was some discussion and potential concern in relation to the amendments outlined in the paper, and COSLA officers clarified the reasoning for the Board Members being recommended at paragraph 13 to oppose an amendment being put forward by John Scott MSP.

The Board:

- i. Noted the content of the report, and the update provided on the draft Bill and the pilot process; and
- ii. Agreed that COSLA continues to lobby on stage 3 of the Bill on the basis of positions previously agreed by the Environment and Economy Board to ensure maximum possible devolution of the Crown Estate to local government.
- iii. Agreed the position at paragraph 13 in relation to the stage 3 amendment currently published and proposed by John Scott MSP.
- iv. Agreed that COSLA's public lines on any further specific stage 3 amendments not yet published are agreed by the Spokesperson and in line with the views expressed by the Board.

7. Transport Bill – Workplace Parking Levy

Members considered the report, which sought to provide greater detail on the workings of Workplace Parking Levies (WPLs) and their potential benefits to Local Government, drawing on the practical example of Nottingham City Council.

Given the high probability of a stage 2 amendment to the Transport Bill to introduce a WPL, Members were encouraged to discuss the proposal in detail and agree to COSLA developing a more refined position with interested Local Authorities.

In depth discussions followed with a variety of opinions expressed by Members. Concerns were raised that a WPL may unfairly disadvantage rural local authorities or those with large commuter populations and that the cost of a WPL scheme could be passed onto the workforce. Further reservations were expressed that a WPL may discourage people to visit city centres and that the risk of unintended consequences must be considered when developing a more detailed COSLA position.

Positive aspects of a WPL were also expressed with support for the general principle of Local Government having greater tax raising powers highlighted. Further discussions focussed on the role a WPL can play in better public transport investment, contributing to carbon reduction targets and a reduction of peak time traffic congestion.

The Board:

- i. Agreed to support Workplace Parking Levies in principle, and
- ii. Agreed to work with interested Local Authorities to develop our position on a Workplace Parking Levy further

8. Scottish Publicly Owned Energy Company

During the discussion, a range of different views were expressed, from full support for the idea of a national energy company, to questions as to whether this was the right vehicle to address the given policy objectives.

Several councils are already actively considering becoming established as energy providers, some councils decided not to go down this route any further. The point was raised that there is a lack of clarity around whether a public energy company would focus on energy generation, energy supply or simply employ so called “white-label” arrangements, all of which all are significantly different.

Members highlighted opportunities which could potentially arise from a public energy company, by linking with energy from waste facilities, utilising heat transfer and linking with councils’ own energy demands. Discussion also touched on the idea of regional energy company schemes, potentially linked to existing economic development cooperation partnerships. A major benefit from a national or regional approach would be the shared risk.

Members considered the report and agreed the recommendations.

The Board:

- i. Noted that there is an opportunity for Local Authorities to consider establishing a more active role in energy supply, whether this would be as part of a national scheme, or as a local/regional initiative, and
- ii. Provided initial comment on their Councils’ interests in and considerations on this subject.

9. Consultation on the Scottish National Investment Bank Bill

Discussion on this item focussed around the Bank's interaction with the Public Works Loan Board, the geographical representation on the Board of the bank, whether the Bank could lend to Arm's Length External Organisations (ALEOs), and issues of governance around lending values to ensure the size of loans on offer proves attractive to SMEs who are looking to drive forward economic growth and innovation.

The Board:

- i. Noted the content of the report; and
- ii. Agreed COSLA's response at Appendix A subject to any comments made during the meeting.

The Board agreed the response with additional comments in relation to geographical representation on the Board of the Bank, and to seek clarity over whether the Bank was able to lend to ALEOs.

10. Enterprise and Skills Strategic Board Plan

Discussion on this item focussed on the following issues: the support of the plan for the work being undertaken in the South of Scotland, and Borderland initiative; how linkages will be made to education in terms of the skills shortages within the economy, and the economic strategy more generally; a public sector first approach is needed to attract suitably qualified individuals to local areas, such as ensuring there are adequate school places etc. for those moving to the area; how the Plan will fit in with existing governance structures such as CPPs; language of the plan can be at times disconnected from reality of inclusive growth.

Cllr Heddle also provided an update on his experience as a member of the Strategic Board, and highlighted that the comments raised today by the Board can be fed back to Scottish Ministers and the Strategic Board itself.

The Board:

- i. Noted the publication of the Strategic Plan – see Annex A
- ii. Provided comments on the content of the Strategic Plan from the perspective of Local Government

11. Reflections on discussion with Cabinet Secretary

At the end of the meeting Cllr Heddle asked the Board for its reflections on the earlier discussion with the Cabinet Secretary. Gordon Mackay spoke about the opportunity of working with Scottish Government on the future of transport delivery. COSLA indicated that it would be seeking the views of Local Authorities on the optimal solution(s) for transport delivery. Pamela Smith spoke about the importance of considering a whole systems approach, recognising the work which is happening on regional economic partnerships in different parts of the country. There was a discussion about the support for Local Authorities in the event of severe weather and it was suggested that the Cabinet Secretary be invited to return to speak to Members at a future date.

12. Date of next meeting

The date of the next meeting was noted as 7 December 2018.



MINUTE OF MEETING OF COMMUNITY WELLBEING BOARD

Friday 9 November 2018

10.30 am

COSLA Offices, Verity House, Edinburgh

Present

Aberdeenshire	Cllr Iris Walker (teleconference)
City of Edinburgh	Cllr Derek Howie *
Dumfries and Galloway	Cllr Andy Ferguson
East Ayrshire (COSLA Spokesperson)	Cllr Elena Whitham
East Lothian	Cllr Sandra Black
Falkirk	Cllr Malcolm Nicol *
Fife	Cllr Judy Hamilton
Glasgow City	Cllr Christina Cannon *
Highland	Cllr Margaret Paterson
Inverclyde	Cllr Jim Clocherty (videoconference)
Midlothian	Cllr Stephen Curran
North Ayrshire	Audrey Sutton
Perth and Kinross	Cllr Peter Barrett
Shetland Islands	Cllr Stephen Leask *
South Ayrshire	Cllr Ian Davis (teleconference)
South Lanarkshire	Cllr Maureen Chalmers
West Dunbartonshire	Cllr Iain McLaren *
ALACHO	Tony Cain
Directors of Public Health	Martin Higgins *

*denotes substitute

Apologies

Aberdeen City	Cllr Lesley Dunbar
Angus	Cllr Colin Brown
Argyll and Bute	Cllr Robin Currie
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 Renfrewshire	Cllr Colm Merrick
Falkirk	Cllr Jim Flynn
Glasgow City	Cllr Jennifer Layden
Moray	Cllr Louise Laing

North Ayrshire	Cllr Louise McPhater
North Lanarkshire	Cllr Colin Cameron
Orkney Islands	Cllr Andrew Drever
Renfrewshire	Cllr Marie McGurk
Scottish Borders	Cllr George Turnbull
Shetland Islands	Cllr Alastair Cooper
Stirling	Cllr Chris Kane
West Dunbartonshire	Cllr Diane Docherty
West Lothian	Cllr Dave King
CIPFA-Directors of Finance	Gary Fairley
Directors of Public Health	Professor Alison McCallum (Lothian)
Social Work Scotland	Lillian Cringles
Social Work Scotland	Jane Martin
SOLACE	Sandra Black
SOLACE	Malcolm Burr

1. Introduction

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

Minute

Amendment to draft minutes of 21 September 2018 were recorded. Councillor Ian Davis (South Ayrshire Council) and Councillor Stephen Curran (Midlothian Council) both confirmed their attendance and asked for this to be reflected.

The Board agreed to approve the minute of the meeting held on 21 September 2018 as an accurate record.

Matters arising – crofting forum

The Scottish Government (SG) Crofting Stakeholder's Forum acts as a sounding board in the development of SG crofting policy, including legislation and funding. Following a nominations request issued out to Leaders, Councillor Kevin Woodbridge (Orkney Council) was proposed as a COSLA representative on this Forum. This would complement the attendance of Councillor Robin Currie (Argyll and Bute Council) and Councillor Donald Crichton (Comhairle nan Eilean Siar Council).

The Board agreed to nominate Councillor Kevin Woodbridge as a COSLA representative on the Forum; the nomination will be notified to the SG.

End of interim tenure of Spokesperson for Community Wellbeing Councillor Elena Whitham

Councillor Whitham confirmed that from this month she would be stepping down from the spokesperson's role, following the return of Councillor Kelly Parry to the role after a period of absence. Councillor Whitham thanked Members for their support during her tenure and looks forward to re-joining the Board as a Member.

2. Justice and Community Safety

2.1 Second Chancers – A Smart Justice Campaign

The report to Members provided a background to ‘Second Chancers’, a smart justice campaign that Community Justice Scotland (CJS) have recently launched. The campaign aims to build confidence in community justice as an effective sentencing option that local government has a pivotal role in leading.

To complement the report, Rebecca Worrall (Senior Campaigns Manager at Community Justice Scotland) delivered a presentation and short film on the background and work being done. The film set out what the justice system is like, based on people’s personal experiences. This is the first national campaign in Scotland. Research was commissioned on public perceptions of what ‘community justice’ is; evidence indicated that there is a gap in public understanding. The aim of the campaign is to start the conversation about a smarter justice system, achieving a better understanding, and highlighting some of the good work already happening around the country. Additional short audio campaign materials were made available for Members to access on their smartphones after the meeting. The Spokesperson for Community Wellbeing thanked CJS for their presentation.

A comprehensive discussion followed. It was agreed that CJS would provide COSLA officers with a copy of the publicly available research i to share it with Board Members. There was support from the Board for the campaign, with queries around the selection of the title ‘second chancers’ and reassurances sought about ensuring consultation includes Chief Social Workers and Community Justice Forums.

Board Members were asked to engage with their own Community Justice Forums on the level of awareness, consultation and impact of the campaign, and to provide feedback to COSLA officers.

The Board:

- i. Provided comments on the ‘Second Chancers’ campaign;
- ii. Viewed the CJS’s campaign materials exhibited in COSLA’s Conference Centre before or after the Board meeting;
- iii. Noted that the campaign materials are available to be presented locally in council areas from CJS; and
- iv. Noted that the campaign materials may be displayed at a future COSLA Leaders or Convention meeting.

2.2 The Delivery of the Equally Safe Strategy

Equally Safe is Scotland’s Strategy for preventing and eradicating all forms of violence against women and girls. COSLA, the Scottish Government and key partners are committed to preventing and eradicating all forms of violence against women and girls, (alternatively know as ‘gender based or gendered violence’).

A paper was presented to the Board, followed by a comprehensive discussion.

Opportunities to demonstrate our commitment include the United Nations Global Campaign for 16 Days of Action to promote awareness and understanding, International Day of Violence Against and Girls, and UN Human Rights Day. The Board was also encouraged to consider establishing local white ribbon male champions and allies within their local areas, and to recognise that work on this topic should be ongoing throughout the year.

The Board agreed there were lots of opportunities for action and that work was already being undertaken in many areas including running campaigns and partnership working. The Spokesperson highlighted that East Ayrshire has taken a position statement on prostitution and Members are welcome to make contact for further details.

COSLA Officers highlighted there were a significant amount of actions relating to this issue and confirmed a plan of work would be brought to the next Board for consideration.

The Board

- i. Considered the progress made to date against actions as outlined in the Equally Safe Delivery Plan 2017 – 2021;
- ii. Considered proposing the establishment of an Equally Safe Special Interest Group to establish a COSLA wide focused and connected approach;
- iii. Considered the content of the proposed COSLA 12-month project plan to maintain current activity and drive forward progress to prevent and eradicate gendered violence;
- iv. Agreed the content with any changes to the suggested actions;
- v. Approved the 12-month plan (November 2018 – October 2019).

The Board agreed all recommendations.

2.3 Unintentional Harm

The report provided Members with an update on work to address unintentional harm as part of the Building Safer Communities (BSC) programme with the proposed establishment of a new online tool to promote good practice.

Shetland Council confirmed it had seen significantly positive results, working in conjunction with the NHS, and would be happy to share this.

The Board agreed they would like to receive a report back giving a summary of councils' activities and use of the toolkit, once the site has gone live.

The Board

- i. Provided comments on the proposed online tool to prevent unintentional harm;
- ii. Noted that local authorities are encouraged to submit local examples of good practice to COSLA for presentation on the online platform;
- iii. Noted that it is anticipated that the web platform will go live early 2019.

2.4 Human Trafficking & Exploitation – Progress Report

This paper provided the Board with a progress report on the significant body of work which has been undertaken and is planned regarding tackling trafficking and exploitation in communities in Scotland.

It was recognised that different types of exploitation occur in our different council areas. COSLA officers confirmed they would be piloting some training and reminded Members there is also an e-learning toolkit for Councils to take forward. COSLA officers are keen to receive feedback on the toolkit and asked for Members to push this forward, as there has been a limited response to date.

The Spokesperson also updated the Board on her attendance at a recent anti-slavery event and took the opportunity to encourage Members to sign up to the Charter for Modern Day Slavery. Councils consider cross cutting action on this topic across all areas of their services.

The Board

- i. Supported the Police Scotland 'In Plain Sight' awareness raising campaign, and its messages, where appropriate;
- ii. Noted and commented on the Anti-Slavery Day event, the resources developed and the key themes identified from the day;
- iii. Considered what partnership working might look like in their area and what structures already exist which might contribute or even lead on tackling trafficking and exploitation in their area;
- iv. Shared the links to the pilot training sessions with appropriate officers and indicate if they would wish to host training in their area in 2019;
- v. Confirmed what work has been undertaken to tackle trafficking and exploitation by means of procurement strategies; and
- vi. Confirmed they would welcome further information at a future meeting on procurement options which can be considered by local authorities.

The Board agreed all recommendations.

3. Consumer Protection

3.1 Collaborative Working Between Lanarkshire Councils and Police

This report presented by Trading Standards Scotland highlighted the joint operational activity undertaken by North and South Lanarkshire Trading Standards and Police Scotland.

The report sought to instigate discussion about the viability of replicating this model across other local authority areas and Police Divisions. Following detailed discussion, comments from the Board were noted for further consideration.

The Board

- i. Noted the benefits of the joint working arrangement between North and South Lanarkshire Council Trading Standards services and Police Scotland.
- ii. Discussed opportunities and the barriers in implementing similar joint working arrangements across local authorities and Police Divisions in Scotland.

3.2 Illegal Money Lending

The paper presented gave a background and insight into the research that has been conducted into Illegal Money Lending in Scotland. The research was commissioned by the Scottish Illegal Money Lending Unit which is part of the Trading Standards Scotland team. It was commissioned to analyse any changes in the borrowing pattern of individuals, interest charged and how repayments are conducted.

There was recognition that more work might be required in some local areas to promote an awareness of credit unions. The Improvement Service has been funding prevention projects for a few years and one issue being considered is the need for immediate access to funds. A project with independent research on 'web chat' is being conducted; results will be provided to the Board when available. In addition, following discussion on the Scottish Welfare Fund, it was agreed that the Board would welcome a future paper being presented on this topic.

The Board:

- i. Noted the initial findings of the research that are included in the paper.
- ii. Discussed and provide feedback on the findings contained within the research.

The Board requested a rewording of recommendation 1 in the paper; COSLA Officers confirmed a review of recommendation 1 would be done and points were noted.

The Board agreed recommendations 2-5.

COSLA Officers confirmed they would present a future paper to the Board on the Scottish Welfare Fund.

4. Social Inclusion

4.1 Housing Beyond 2021

This paper provided the Board with information on the ongoing conversation about housing policy and intent in Scotland post 2021.

There was a wide discussion about what 'good housing' looks like, the involvement of housing and social care partnerships, building 'houses for life', creating a situation where adaptability and accessibility *for all* forms part of the normal future proofing, planning and development process of any housing stock.

COSLA Officers agreed to the suggestion that the topic of rapid rehousing and allocation of funding should also be considered. COSLA Officers encouraged Members to contribute further comments to the Community Wellbeing Team.

The Board

- i. Noted the ongoing conversation;
- ii. Provided initial comments for submission to Scottish Government on same;
- iii. Noted further papers will be brought back for future consideration early in 2019.

The Board agreed all recommendations.

4.2 Accessible Housing – Elected Members’ Toolkit

This paper provided information on the toolkit which aims to support elected members to consider housing for disabled people in their strategies and plans, and to promote more meaningful involvement of disabled people.

It was agreed that the toolkit is an excellent piece of work.

The Board:

- i. Noted the publication and content of the ‘Housing and disabled people: Scotland’s hidden crisis’
- ii. Noted a representative from the Scottish Equality and Human Rights Commission will be attending the meeting to introduce the toolkit and to take comments on same
- iii. Will bring the toolkit to the attention of Elected Members across their Councils.

The Board agreed all recommendations.

4.3 Universal Support Changes

This report provided an update on COSLA’s actions following the recent UK Government announcements on the provision of Universal Support to claimants of Universal Credit.

The Board:

- i. Noted the actions taken to date by COSLA in response to the recent DWP announcement on the provision of Universal Support;
- ii. Noted the direction of travel as approved by Leaders and outlined in paragraphs 19 to 21 of the report;
- iii. Advised on particular implications for local areas and consider any further actions that the Board wished officers to take in this area.

COSLA continues to emphasise the importance of partnership working with the DWP and Citizens Advice Scotland on the overall principles and operation of moving to new arrangements.

Concern continues to exist about waiting times, about the situation for local people in Scotland who may have no local access to Citizens Advice and the setting up of digital access channels that impact on protected dates of claims.

COSLA Officers would seek clarity on the position regarding the digital channels.

The Board also requested that COSLA should make an approach to Members of the UK Parliament serving constituencies in Scotland to set out our position.

4.4 Draft Statutory Guidance on Funeral Costs – COSLA Response

This report summarised the intent of the Scottish Government's Statutory Guidance on Funeral Costs and set out a draft response to the consultation on it.

The Board

- i. Noted the intent of the Scottish Government's Statutory Guidance; and
- ii. Agreed the draft COSLA response to it, including the highlighting of points made in paragraph 13.

The Board agreed all recommendations.

4.5 Access to Sanitary Products

This report updated Members on the eligibility criteria associated with funding and high-level principles for delivery and seeks agreement that local authorities will expand availability of sanitary products beyond schools, through engaging with partners as appropriate.

The Board:

- i. Agreed the high-level principles for delivery as set out at paragraph 5;
- ii. Agreed the proposed eligibility criteria as set out in paragraph 8 but note this is the criteria Scottish Government have used to calculate funding and is not strict criteria for delivery; and
- iii. Agreed in principle, pending a decision by COSLA Leaders, to expand availability of sanitary products beyond schools.

The Board agreed all recommendations.

The paper will now be submitted to Leaders for sign off.

5. AOCB

Local Governance Review – COSLA Officers are keen to receive any further comments from Board Members.

General Data Protection Regulations (GDPR) – Following a Police Conveners' Meeting, some work is required in relation to securing clarity on third party information sharing.

Next Meeting – Monday 17 December 2018.

Minute of Meeting of the Central Scotland Valuation Joint Board held within Hillside House, Stirling on Friday 16 November 2018 at 9.30 a.m.

Councillors: David Alexander
David Balfour (Convener)
Lorna Binnie
Douglas Dodds
Kenneth Earle
David Grant
Bill Mason
Alan Nimmo
Jim Thomson

Officers: Elizabeth Hutcheon, Assistant to the Treasurer
Brian Pirie, Assistant to the Clerk
Peter Wildman, Assessor and Electoral Registration Officer

VJB25. Apologies

Apologies were intimated on behalf of Councillors Coombes, Gibson and Patrick.

VJB26. Declarations of Interest

There were no declarations.

VJB27. Minute

The minute of the meeting held on 28 September 2018 was approved.

VJB28. Revenue Budget 2018/19 – Review as at 30 September 2018

The Board considered a report by the Treasurer presenting the Revenue Budget position as at 30 September 2018.

The projected outturn at 31 March 2019 was £71k below budget. The underspend was, in the main, due to a projected underspend of £81k in employee costs. An overspend of £10k in supplies and services was also projected.

Decision

The Board noted the report.

VJB29. Sharing of Software

The Board considered a report by the Assessor setting out a proposal to share in-house developed software with two other Valuation Boards. The arrangement would allow joint development in future and could result in a budget saving of £33-50k in staff costs. The Assessor had taken legal advice from the Board's external advisors and it had been confirmed that the Board could share costs but could not profit from any such arrangement. Mr Wildman set out the benefits to the Board in the proposal, together with potential risks. At this stage he sought authority to investigate further.

In response to a question the Assessor stated that if agreed it was likely that the number of programmers would increase from 2 to 3. However the costs would be shared between the 3 Boards. Mr Wildman confirmed that the intention was not to host data on behalf of the other, Boards. The arrangement would be restricted to sharing and developing software and the license for any software would be held by Central Scotland Valuation Joint Board. He confirmed that any deal would include governance protocols and as such could be bureaucratic but nonetheless worthwhile.

The Board discussed the proposal in detail and indicated agreement, in principle subject to further information on the outcome of discussion coming forward. Members suggested that similar arrangements should be encouraged to the Scottish government.

Decision

The Board agreed:-

- (1) in principal to the proposal and authorised the Assessor to investigate the feasibility of sharing software with other Joint Boards, and**
- (2) that a further report be submitted to the Board on this matter once investigations were completed.**

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

VJB30. Information Technology Strategy

The Board considered a report by the Assessor presenting a revised Information Technology Strategy for approval.

The Boards current Information Technology Strategy had been approved in June 2013 (ref VJB17. A revised strategy which had been developed in consultation with the Management and Information Technology Teams, and would be in place, for four years, to 2022.

Decision

The Board approved the contents of the updated Information Technology Strategy.

VJB31. Update report on IT Audit

The Board considered an update report by the Assessor on progress made to implement recommendations arising from an internal audit of IT security measures.

The outturn of an internal audit review of IT security measures had been reported to the Board in June 2018 (ref VBJ15). An update showing the progress made in implementing the 11 recommendations which had been identified by the audit was presented. Of the 11, 4 had been completed with work underway on the remainder.

In regard to a recommendation that timescales for the review, testing and deployment of security 'patches' should be reduced, the Assessor confirmed that there had been no issues resulting from 'patches' and there was a roll back position should an issue arise.

The Assessor confirmed, following a question, that email data was outsourced. This allowed flexibility and mobility should there be an issue at Hillside House. The systems had been tested recently and had worked well. A 'live run' was also planned.

Decision

The Board noted the report.

VJB32. Acceptable Use Policy Report

The Board considered a report by the Assessor presenting a revised Acceptable Use Policy for approval.

The Board's current Acceptable Use Policy had been approved in June 2005 (VJB7 refers). It had been reviewed in 2014 and 2017 and updated again in 2018.

Following discussion the Board agreed that the policy should be reviewed annually and submitted to the Board for approval.

In response to questions the Assessor confirmed that the current IT system did not support homeworking for staff. Accessing of emails from unsecured devices was not permitted due to potential scrutiny risks. He confirmed that there had been no instances of the policy being transgressed.

Decision

The Board:-

- (1) approved the Acceptable Use Policy, and**
- (2) agreed that the policy be reviewed annually and submitted to the Board for approval.**

VJB33. Valuation Team Appeals Report

The Board considered a report by the Assistant Assessor presenting a Valuation Team Appeals update.

The report set out information on progress made in regard to:-

- 2017 Revaluation Appeal (to October 2018)
- 2019 Running Roll Appeals
- Appeals lodged against 2005 and 2010 valuation rolls
- Council Tax proposals and appeals

As at 26 October 2018, 36% (1649) of the 2017 Revaluation Appeals which had been received had been disposed of. The deadline for disposing of all appeals was 31 December 2020.

In regard to appeals outstanding against entries in 2005 and 2010 Valuation Rolls the Assessor explained that the majority of these were appeals that had been referred to the Lands Tribunal for Scotland. Any successful appeals could be backdated to 1 April 2005 or 2010 according to when the appeal had been lodged.

Decision

The Board:-

- (1) noted the significant appeal workload arising from the 2017 revaluation;**
- (2) noted the progress in disposal of appeals relating to the 2005 and 2010 revaluations, and**
- (3) noted progress in disposal of Council Tax Appeals.**

VJB34. Interim Valuation Performance Report

The Board considered a report by the Assistant Assessor presenting service performance information for the period 1 April 2018 to 30 September 2018.

The service 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, 580 changes had been made during the period - of these 89% were amended within 3 months, 99% within 6 months and 1% 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, 644 new entries were registered in the period, with 97% added within 3 months, 99% added within 6 months and 1% took longer – as against targets of 97%; 99% and 1% respectively.

It was noted that at this stage in the financial year all targets are being met or exceeded.

Decision

The Board noted the continuing commitment to Best Value.

VJB35. Equality Outcomes and Mainstreaming Report

The Board considered a report by the Assistant Assessor presenting the Board's Mainstreaming Report Together with its Equality Outcomes.

The Equality Act 2010 placed both general and specific duties on the Board. The general duties were to:

- Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010.
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it.
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

The specific duties required the Board to prepare and publish a Mainstreaming Report by 30 April 2013 and every 2 years thereafter. The 2019 report was presented for approval and publication. The Board was also required to prepare and publish equality outcomes by 30 April 2013 and every 4 years thereafter. The 2019 outcomes were presented for approval and publication.

Decision

The Board approved the revised Equality Outcomes and Mainstreaming Report.

FALKIRK INTEGRATION JOINT BOARD

Minute of Special Meeting of the Falkirk Integration Joint Board held in the Boardroom, Denny Town House, Denny on Wednesday 21 November 2018 at 9.30am.

Voting Members:

Julia Swan (Chair)
 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
 Kenneth Lawrie, Chief Executive, Falkirk Council
 Sara Lacey, Chief Social Work Officer, Falkirk Council
 Robert Clark, NHS Forth Valley Staff Representative
 Rodger Ridley, substitute Council Staff Representative
 Margo Biggs, Service User Representative
 Maureen Hill, Third Sector Representative
 Jen Kerr, Third Sector Interface

In Attendance:

Suzanne Thomson, Programme Manager
 Joe McElholm, Head of Social Work Adult Services
 Scott Urquhart, Director of Finance, NHS Forth Valley
 Sonia Kavanagh, Corporate Governance Manager (minute)

IJB257. APOLOGIES

Apologies for absence were intimated on behalf of David Herron, Morven Mack, Matt McGregor, Andrew Murray and Angela Wallace.

IJB258. DECLARATIONS OF INTEREST

There were no declarations of interest noted.

IJB259. FALKIRK INTEGRATION JOINT BOARD BUSINESS PLAN 2019/2020

The Integration Joint Board considered a paper 'Falkirk Integration Joint Board Business Plan 2019/2020', presented by Ms Amanda Templeman, Chief Finance Officer.

Ms Templeman provided a presentation which outlined the work involved to develop the Business Plan with the focus on delivering better outcomes for the people of Falkirk. This concentrated on the key activities which would need to be undertaken within adult social care, anticipating the projected increase in demand and the need to achieve the savings required by Falkirk Council.

Details of the financial turnaround achieved in adult social care since 2016/17 were highlighted, partly reflecting the early realisation of savings achieved from changes

in the service provision as part of the Health and Social Care Partnership Change Programme. These achievements were outlined and the commitment of staff during this period of change and transformation was recognised.

The 5 year Business Plan provided details of the aspirations of the adult social work service including the programme of service redesign and transformation to enable sustainable savings to be recognised. It would be essential to consider and ensure the necessary support required to deliver the scale of transformation was in place including; planning and information management, quality assurance and improvements in public engagement and communication.

Mr McElholm, Head of Social Work Adult Services, presented further details of the work to date and the need for a whole system review of assessment and planning including income maximisation. This would focus on meeting individual need and allocating resources accordingly.

Mr McElholm highlighted that according to the Social Care Survey for 2017, 61.9 per 1,000 of those over 65 years old were in receipt of home care compared to the Scottish average of 48.9. A higher proportion of 18-64 years olds were also receiving care than would be expected based on benchmarking. A cultural shift was required and through a reablement ethos, people would be provided with the support they actually required to achieve their outcomes, feel independent and in control of their own lives and needs. Councillor Collie highlighted the importance of Self Directed Support for all ages and of ensuring housing was fit to meet the future needs and demand.

The proposed draft savings provided in Appendix 1 were linked to the service aspirations and proposals outlined. The main income generation for the Partnership was the provision of chargeable services and as part of the 2018/19 budget setting it was agreed that a review of the contributions for Adult Social Care should be undertaken. A work plan would be developed with details of the final projects required to deliver the proposed transformation, how they linked to the Strategic Plan outcomes and the indicative timeframes for delivery.

The IJB recognised the positive work to date led by Ms Cassidy and Mr McElholm to improve the budget and outcomes for people and the risks of attempting to deliver too much too quickly. Although the financial situation had improved, the complexities involved with charges and fees for example, were noted.

Mr Linkston while supporting the direction outlined, stressed the need to look at the whole system from an IJB perspective rather than the individual partners and to ensure plans were risk assessed with relevant contingency plans where necessary. While clear plans were important he agreed it was vital to have appropriate project support in place to achieve the transformations highlighted.

Mr Linkston raised concerns regarding the current challenges faced by Forth Valley Royal Hospital due to Delayed Discharges. Mrs Cowan highlighted that this was a collective issue and the importance of understanding the demand and where it came from. In response to a point raised regarding medical conversations with families and consultants advising the need for care home placements when not necessarily required, Mrs Cowan noted it was essential to involve clinicians in discussions regarding delayed discharge and its resulting impact and to ensure dialogue with families and social care provided the appropriate outcomes and supported more people to live at home, one of the key elements of the Strategic Plan. She advised that while she was not aware of this in Clackmannanshire and Stirling, if this was happening for people in Falkirk she would intervene to ensure this was rectified. Ms

Cassidy noted the complexities involved and the need for consistent decision making to shift the balance of care to improve patient flow and reduce pressures.

Councillor Black highlighted concerns regarding residential care provision noting that further statistical information was required regarding the potential impact of savings and the available capacity to deliver this service. Ms Cassidy advised that there was a commitment to work with staff to improve and make services more efficient, for example involving them in the Homecare review process, and she highlighted further engagement sessions were planned for early 2019. Councillor Meiklejohn noted that additional information regarding the impact of the equality poverty assessment would be required and how savings could drive change, with an opportunity to reinvest and deliver innovation and transformation.

In response to a question from Ms Biggs regarding the parity of care provided to various groups and how this would be assessed and monitored, Mr McElholm advised this would be achieved through a process of effective assessment and planning. Their level of need would be outcome focused with the infrastructure to support and the investment to develop staff skills.

In response to Councillor Collie's question regarding the development of Falkirk Community Hospital, Mrs Cowan advised that a Business Case would be required. All partners would be involved in considering the aspirations and investment necessary to meet the needs of both Falkirk and Forth Valley wide. A report would be brought back to a future meeting.

Mr Lawrie recognised the positive journey to transform outcomes and highlighted the recent Audit Scotland report which used Falkirk HSCP's Reablement Project Team as an example of this.

Mr Urquhart provided a brief outline of the pressures and challenges of the health arm of the budget with the need for a collaborative and integrated approach to achieve the necessary transformation and improved value.

Decision

The Integration Joint Board:-

- 1. Approved the draft programme of change that was set out in section 9 of the report.**
- 2. Approved the draft programme of savings options set out in Appendix 1 of the Business Plan, noting that further detail would be brought to future meetings of the IJB.**
- 3. Noted that both draft programmes would require additional staff capacity to deliver the transformation in adult services and funding for this was being explored.**
- 4. Approved the Business Plan for submission to Falkirk Council in December as part of their budget setting process.**



CYP Board Item 03

MINUTE OF MEETING OF CHILDREN AND YOUNG PEOPLE BOARD

Friday 23 November 2018

10.30 am

COSLA Offices, Verity House, Edinburgh

Present

Aberdeen City Council	Councillor John Wheeler
Aberdeenshire Council	Councillor Anne Simpson (videoconference)
Argyll and Bute Council	Councillor Kieron Green (substitute)
City of Edinburgh Council	Councillor Ian Perry
	Councillor Paul Finnegan (videoconference & substitute)
Comhairle nan Eilean Siar	Councillor Fiona Campbell
East Ayrshire Council	Councillor Jim Goodall
East Dunbartonshire Council	Councillor Shamin Akhtar
East Lothian Council	Councillor Paul O'Kane
East Renfrewshire Council	Councillor Alan Nimmo
Falkirk Council	Councillor Fay Sinclair
Fife Council	Councillor Chris Cunningham
Glasgow City Council	Councillor John Finlayson
Highland Council	
Inverclyde Council	
(COSLA Spokesperson)	Councillor Stephen McCabe
Midlothian Council	Councillor Jim Muirhead
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 (teleconference)
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	Michael Wood
Directors of Public Health	Sonya Scott (substitute)
SOLACE	Angela Leitch
Social Work Scotland	Ben Farrugia (guest - observer)
Social Work Scotland	Sharon McAlees

Apologies

Angus Council
 Argyll and Bute Council
 Argyll and Bute Council
 Clackmannanshire Council
 Comhairle nan Eilean Siar
 Dumfries and Galloway Council
 Dundee City Council
 Dundee City Council
 Inverclyde Council
 ADES
 CIPFA - Directors of Finance
 Directors of Public Health
 Social Work Scotland
 SPDS

Councillor Derek Wann
 Anne Paterson
 Councillor Yvonne McNeilly
 Councillor Graham Lindsay
 Councillor Angus McCormack
 Councillor Jeff Leaver
 Councillor Roisin Smith
 Councillor Stewart Hunter
 Councillor Natasha Murphy
 Terry Lanagan
 Alan Puckrin
 Dr Linda de Caestecker
 James Cox
 Kristine Johnson

Items taken in public session**1. Welcome and Apologies**

Councillor Stephen McCabe, COSLA Children and Young People Spokesperson, welcomed those present. Substitutions for attendance and apologies were noted.

2. Minute of Previous Meeting of 5 October 2018

Amendments to the minute were noted:

Councillor Yvonne McNeilly was not in attendance at the meeting on 5 October.

The Board agreed to approve the minute of the meeting of 5 October 2018 as an accurate record.

3. Children and Young People Work Plan

A summary of the Board Workplan was provided to the meeting by the Children and Young People Chief Officer. The Chief Officer highlighted the below in particular:

Children's Funeral Fees

Proposed the removal of Children's Funeral Fees from the Work Plan as political sign off has been completed; it is now at implementation phase.

Board Members agreed to the removal.

School Estate Repairs and Refurbishment

Proposed the addition of Repairs and Refurbishment to the Work Plan. An announcement was made by Deputy First Minister regarding funding and it was agreed to work in partnership with COSLA to develop this.

Board Members agreed to the addition.

At the request of Members, progress updates were provided on the following items:

Priority 11: Accessible and Inclusive Services and Education
LGBTI inclusive Education

COSLA officers are meeting with civil servants next week and will provide an update to the Board.

Priority 2: Looked After Children
Foster, Kinship and Adoptive Care Allowances

COSLA officers confirmed that discussions have taken place with civil servants, who in turn have gone back to the Minister. COSLA is awaiting an update and will bring this back to the Board.

Priority 4: Developing Scotland's Young Workforce (DYW)
Apprenticeship Levy

COSLA officers confirmed they are continuing to meet with the Scottish Government and recognise this is a key priority for Members of the Board.

Board Members approved the Work Plan and agreed all changes.

4. Adverse Childhood Experiences

Following the screening of the 'Resilience' documentary at the October 2018 meeting of the Children and Young People's Board, the report presented today by CYP officers summarised key research about Adverse Childhood Experiences (ACEs) in Scotland and highlighted the role for local authorities in tackling their impacts.

During discussion, Members were encouraged to think about ACE in the context of the Child Poverty Act 2010. Members were keen that opportunities for prevention and intervention through early learning and child care should be emphasised in the report, as well as resilience. It was also noted that any work should not be done in isolation. COSLA officers noted these comments.

The Board:

- i. Noted the increasing prominence of ACEs in the development of public policy and the recognition of the role of ACEs in contributing to the outcomes for children and young people
- ii. Agreed the position set out in paragraphs 9 to 11

5. Children (Equal Protection from Assault) (Scotland) Bill

The paper presented to the Board highlighted the Scottish Parliament's Equalities and Human Rights Committee's call for views on a proposed Bill which would remove the defence of "reasonable chastisement" which can be used to justify using physical force on a child.

Members provided broad support for the provisions in the Bill; COSLA officers noted Members' comments about elements linked to avoiding decriminalisation of issues within families, the need to build parenting skillsets and support networks early on: some families will rely more on social work services to support them with this, consideration of any unintended consequences.

The Board:

- i. Discussed and provided comments to inform COSLA's response to the call for evidence;
- ii. Mandated the Children and Young People Spokesperson to agree the final COSLA response in line with comments provided by Board members today.

6. Advocacy in the Children's Hearing System

The paper presented to Members was on the Scottish Government's intention to develop a national advocacy function.

The Social Work Scotland Member on the CYP Board highlighted that there are very complex issues to be considered and welcomes the opportunity to work with COSLA and Members of the Board to understand any implications.

The aim is for this to be a national policy with a national role in maintaining an oversight on delivery.

Detailed discussion took place which included seeking reassurances that services would be provided at local level due to local knowledge and quicker response times, that any service would link in with the range of other local services already in existence, firmer assurances were sought in relation to non-clawback of savings (Section 12 of the COSLA paper); delivery should under-pinned by partnership working.

The Board:

- i. Noted the Scottish Government's intention to enact section 122 of the Act;
- ii. Noted the consultation exercise which the Scottish Government is undertaking;
- iii. Discussed issues members have about enactment including unidentified costs;
- iv. Agreed the proposed COSLA position as set out in paragraph 13 and 14.

7. Local Governance Review

A summary of the paper was presented to the Board. The paper builds on the initial discussion that took place at the CYP Board in June 2018 regarding opportunities to feed into the Review of Local Governance; paragraph 10 of the paper - in relation to the work of the Children and Young People Board - was highlighted. The report also provided an update on the wider review process, and the steps being taken by COSLA.

COSLA officers noted suggestions from Members for the Review to consider:

NHS local accountability and information sharing between the NHS and local authorities, children's services and linking into the national framework, 'looked after' children - particularly regarding employability and opportunities for young people in care.

The Board were content with the examples provided in the COSLA paper.

The Board

- i. Noted the Review process and the work being undertaken by COSLA;
- ii. Considered and agreed key issues or opportunities it wishes to see the Review address.

Items taken in private session

8. Education Update

An oral update was delivered by a COSLA officer, covering the system of empowerment.

Regional Improvement Collaboratives.

A written report will be provided to the next Board meeting.

9. Education Workforce Planning

A summary of the paper was provided to the Board. The report sought to provide information on issues relating to teacher workforce planning.

A wide ranging and lengthy discussion took place and additional comments were provided by Members on 'hidden' vacancies, advertising of posts, geographic-based recruitment challenges, Pupil Equity Fund success variations across council areas, non-sustainability due to funding, unintended consequences considerations, exploration of different pathways for getting into teaching, the meaning of 'school' in the context of the local community.

The Board

- i. Noted the information provided in the report;
- ii. Commented on any issues Members do not believe are working;
- iii. Commented on any actions they believe need taken to improve teacher training, recruitment and retention, and
- iv. Considered the offer by Scottish Government to take into account information from councils on how many teachers are needed to ensure the teaching workforce is the areas they are required.

10. Draft response to Education Committee inquiry into the attainment and achievement of school age children experiencing poverty

The Scottish Parliament's Education and Skills Committee completed an inquiry into the attainment and achievement of school aged children experiencing poverty. COSLA submitted written evidence to the inquiry. A number of recommendations in the inquiry report concern COSLA. The report presented to the Board outlined a draft response to those recommendations.

Members thanked COSLA officers for the good work being done on this and highlighted the excellent value of the toolkit.

Members commented on the non-affordability by family units of participation in basic school activities and requested that reporting should reflect the actual cost of the school day. Following comments made, COSLA officers confirmed the cost of the school day would be included.

The Board

- i. Provided comment on and considered the draft response for approval
- ii. Agreed the COSLA position set out at paragraphs 9-12

11. The Science, Technology, Engineering and Mathematics (STEM) Strategy Annual Report

An update was provided to the Board. The Science, Technology, Engineering and Mathematics (STEM) Education and Training Strategy for Scotland was published on 26th October 2017. The STEM Strategy Implementation Group agreed to seek views from the Board on the first annual report on the strategy prior to publication.

The Board

- i. Were invited to comment on the draft 2018 Annual Report
- ii. Agreed the proposed COSLA position set out in paragraphs 9-11.

12. Instrumental Music Tuition

The Children and Young People Board agreed at a meeting in September 2018 that COSLA officers should participate in a working group with the Scottish Government and the Music Education Partnership Group (MEPG) to explore a national approach to instrumental music tuition charging policies.

COSLA officers confirmed discussions with the Scottish Government have been very constructive.

Some Members took the opportunity to provide an update on the evidence they gave to the Parliamentary Committee as representatives of their local authority areas. Evidential questions from the committee seemed to be focused on instrumental tuition and numeracy, as well as closing the attainment gap.

A wide discussion took place covering impacts of legislating for the provision of music tuition versus maintaining it within guidance only, methods of payment, being mindful of whole-family unit make up, sibling discounting, 'looked after' children, involvement of parental groups. COSLA officers confirmed they would consider the comments made.

The Board

- i. Noted the discussions which have taken place at the working group;
- ii. Noted the activity of two Scottish Parliamentary Committees which are taking a keen interest in instrumental music tuition, including a call for legislation for instrumental music tuition to be free on demand in all schools; and
- iii. Agreed the proposed COSLA position as set out in paragraphs 15 to 22.

13. Counselling for Children and Young People

In the Scottish Government's Programme for Government 2018/19 there was a commitment to "create around 350 counsellors in school education across Scotland and ensure that every secondary school has counselling services".

The paper submitted to the Board presented a proposal on access to counselling and asked for comments.

Discussion took place with Members' comments including ensuring consistency across the country whilst avoiding a 'one size fits all' scenario, learning from good practice in Wales, practical application in island communities, expectations of accessibility, and working in partnership in a holistic way.

The Board

- i. Agreed COSLA officers continue discussions with Scottish Government officials and professional advisors on the provision of counselling for children and young people; and
- ii. Provided comments on the principles associated with counselling provision for children and young people.

14. Early Learning and Childcare National Standard for Funded Provision

A joint Scottish Government and COSLA consultation on the National Standard that all providers delivering funded ELC will be required to meet in 2020 ran from March to June 2018. The report delivered to the Board presented analysis and sought comments from Members on the revisions to the Standard.

Members raised points around deliverability, requirements placed on groups, uptake levels, national funding requiring protections through safeguards and standards, funding following the child, sustainability of workforces and council impacts.

A report will be submitted to the next Board meeting, to ensure continuing oversight.

The Board

- i. Provided comments on the revised National Standard for Funded ELC provision from 2020;
- ii. Noted that COSLA Leaders will be asked to agree the Standard, pending of the Board's comments, later this month.

15. Centre of Excellence for Looked After Children in Scotland (CELCIS) Protecting Children Programme

CELCIS receive funding from local authorities to deliver the Protecting Children Programme. The COSLA report submitted provided Members with a summary of the work to date and sought the Board's view on making recommendations to COSLA Leaders on a continuation of funding for the Protecting Children Programme.

Members requested data evidence and impact results from COSLA officers and expressed a keen-ness to create more local authorities' opportunities to work with CELCIS. COSLA officers confirmed they would explore the evidential data further and discuss with CELCIS. The plan is to look at extending the programme and intensifying some of the work.

The Board

- i. Noted the update report from CELCIS on project activity,
- ii. Agreed the proposed COSLA position at para 9

16. Historical Child Abuse

The paper presented to the Board provided emerging details of the related redress scheme recently announced by the Deputy First Minister.

Members commended the joint work being undertaken and noted that the alignment of partnership working is crucial, as issues emerge.

The Board

- i. Noted the work of the Scottish Child Abuse Inquiry
- ii. Provided comment on the emerging details of the redress scheme
- iii. Highlighted any further areas of concern
- iv. Mandated COSLA Officers to continue to work with Scottish Government Officials around the Inquiry and redress scheme

Date of Next Meeting

The draft COSLA Calendar of Meetings 2019 is being presented to Leaders next week for approval and it is intended the calendar will be issued quickly thereafter.

FALKIRK INTEGRATION JOINT BOARD

Minute of Meeting of the Falkirk Integration Joint Board held in Rooms 1 and 2, Learning Centre, Forth Valley Royal Hospital on Friday 7 December 2018 at 9.30am.

Voting Members:

Julia Swan (Chair)
 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
 Kenneth Lawrie, Chief Executive, Falkirk Council
 Sara Lacey, Chief Social Work Officer, Falkirk Council
 Robert Clark, NHS Forth Valley Staff Representative
 Margo Biggs, Service User Representative
 Jen Kerr, Third Sector Interface
 Morven Mack, Carers Representative
 Angela Wallace, Nursing Representative
 Andrew Murray, Medical Representative

In Attendance:

Suzanne Thomson, Programme Manager
 Joe McElholm, Head of Social Work Adult Services
 Kathy O'Neill, General Manager
 Lesley MacArthur, Integrated Care Fund Co-ordinator (IJB269)
 Viv Meldrum, Lead Analyst for Performance (IJB270)
 Philip Morgan-Klein, Service Manager (IJB270)
 Fiona Campbell, Chair of ADP (IJB273)
 Adrian McLaughlin, Service Manager (IJB274)
 Margaret Petherbridge, Project Development Manager (IJB274)
 Sonia Kavanagh, Corporate Governance Manager (minute)

IJB260. APOLOGIES

Apologies for absence were intimated on behalf of Maureen Hill and Matt McGregor.

IJB261. DECLARATIONS OF INTEREST

There were no declarations of interest noted.

IJB262. MINUTE OF THE INTEGRATION JOINT BOARD MEETING

Mr Murray highlighted a particular decision under IJB244 – Primary Care: GP Out of Hours Improvement Plan. The decision noted that ‘although still currently unachievable the GP OOH service was working hard to deliver a full and sustainable OOH access’. He assured the Board that while a full service was not in place as yet, the lack of sustainability was not borne out by the information he had.

Decision

- 1. The minute of the meeting of the Integration Joint Board held on 5 October 2018 was approved.**

IJB263. MINUTE OF JOINT STAFF FORUM MEETING HELD ON 29 AUGUST 2018

In response to a question regarding Item 3.3 - Day Services for Younger Adults, Mr McElholm confirmed that although the Bainsford building was closed, reviews had taken place, with either new models of support or provision offered or an option to continue with the service in another building.

Further detail regarding the issues highlighted in the Inspection Report around improvement in leadership and management was sought. Ms Cassidy advised that this was included in the Improvement Plan and noted that the Clinical and Care Governance Committee would continue to monitor, with minutes of this meeting coming to the Integration Joint Board to provide assurance on progress.

Decision

The Integration Joint Board:-

- 1. Noted the minute of the meeting of the Joint Staff Forum held on 29 August 2018.**

IJB264. ACTION LOG

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

Councillor Collie highlighted that at the special meeting of the IJB in November 2018 it was agreed that further discussions were required regarding the future plans for Falkirk Community Hospital. Mrs Cowan advised that an initial meeting involving colleagues from the Health Board, Falkirk Council and Hubco, had taken place earlier in the week. The meeting had focused on current demand and how that benchmarked with comparable services. The potential to repatriate out of area services and provide them on a Forth Valley wide basis from Falkirk was something also being considered. A wider stakeholder event geared to include potential partners, e.g. Scottish Ambulance Service (SAS) to inform a Strategic Assessment and Initial Agreement in line with the Capital Investment Manual requirements was being progressed.

In response to Councillor Black's question regarding dates for the Mental Health day, Mrs Cowan confirmed that this had been arranged for springtime in 2019 and details would be circulated.

IJB265. CHIEF OFFICER REPORT

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

Ms Cassidy provided various service updates. This included the establishment of a Transition Coordinator post to work with social workers in children and adult services to ensure young people were identified early and appropriate plans were put in place

for a smooth transition in to adulthood. The positive impact of Living Well Falkirk, a self management web based service offering support, advice and solutions for health and well being was detailed and work was underway to promote this further. Mrs Swan suggested that this could be advertised through the televisions located in the Accident and Emergency waiting room. Mrs Cowan agreed to progress this with the Communications team.

The Homecare Review Group continued to meet monthly to progress the actions identified in the Care Inspection Improvement Plan. The Care Inspectorate had provided positive feedback regarding progress at a meeting with Homecare Managers in November 2018. A follow up visit was due take place in January 2019 and it was anticipated that the annual inspection would be brought forward to March 2019. It was noted that the feedback and any subsequent visits involving the Care Inspectorate would be shared with the Clinical and Care Governance Committee.

Further details regarding the requirement for a Records Management Plan, the Scottish Government's approval of the Winter Plan 2018-2019 and a number of publications and correspondence were also provided within the report.

Decision

The Integration Joint Board:-

- 1. Noted the Chief Officer submitted the Falkirk IJB Climate Change Duties Annual Report 2017-2018 to Sustainable Scotland Network**
- 2. Noted the requirement to prepare a Records Management Plan for the IJB**
- 3. Remitted the Chief Officer to submit the Records Management Plan to The Keeper of the Records**
- 4. Noted the Audit Scotland reports would be circulated for information through the IJB Information Bulletin**
- 5. Noted the Leadership Team would consider the key findings from these reports and complete a self-evaluation and improvement actions as identified.**

IJB266. FINANCIAL REPORT

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

Ms Templeman provided an update on the financial position for 2018/19. Details were provided regarding the Partnership Base Budget and the variations in payments by each Partner to the IJB due to a variety of reasons including additional funding from the Scottish Government or adjustments to correct in-scope/ out of scope budget anomalies.

The financial projection for the Partnership was an overspend of £2.370m and a summary of the main pressures for both Partners was provided. The main areas of pressure for budgets delegated to NHS Forth Valley included Joint Partnership Agreements, Prescribing and Community Hospitals with further financial pressures if the continued use of contingency beds was required to deal with winter demands. Ms Templeman highlighted that the budget delegated to Falkirk Council in respect of Housing Revenue Account (HRA) related spend, was projected to break even at this point in the year. However, the capital budget which was used to provide private sector housing grants was projected to overspend due to an increase in the number of referrals for adaptations. A proposal to use Integration Funding reserves to deal with the projected overspend was detailed.

A summary of the proposed savings for 2018/19 was provided including a projected statement for actual delivery. It was anticipated that the risk sharing arrangements

for 2018/19 would be similar to 2017/18, with each Partner taking responsibility for their respective overspend and further details would be provided once agreed.

Ms Templeman advised that the IJB approach to Directions were due to change once the Scottish Government finalised their revised guidance. A report would be brought back to the IJB once the final guidance had been received.

Mr Linkston raised the need for consistency when dealing with overspends and the resulting risk sharing arrangements. He stressed the importance of a collaborative approach and agreement when developing Directions. Ms Templeman highlighted the complexities of the funding and allocation process by the Scottish Government and noted that further discussions were due to take place regarding reserves and how this would tie in with the risk sharing agreement.

Councillor Collie advised that long term flexible and adaptable housing was critical to ensure people were able to stay at home. It was noted that Falkirk Council were due to review and agree the HRA and Capital budget in January 2019.

It agreed that it would be beneficial for housing colleagues to attend the next IJB meeting to allow a wider discussion and the IJB agreed that Item 14 – Housing Contribution Statement would be deferred to the next meeting.

Decision

The Integration Joint Board:-

- 1. Noted the contents of the report**
- 2. Noted the projected overspend of £2.370m for the Partnership, of which £2.182m related to Health Services and £0.188m to the housing adaptation work**
- 3. Approved the use of £0.100m of Integration Funding reserves to fund the projected overspend within the housing adaptations budget. £0.088m of reserves had already been ringfenced for housing adaptations**
- 4. Noted the ongoing discussions regarding the Risk Sharing Agreement for 2018/19.**

IJB267. IJB BUSINESS CASE

The Integration Joint Board considered a verbal update on 'IJB Business Case', presented by Ms Amanda Templeman, Chief Finance Officer.

Ms Templeman reported that the IJB Business Case had been well received at the Falkirk Council meeting on 5 December 2018. However, concerns had been raised regarding the amount of work required and whether there was sufficient capacity available to deliver the programme outlined.

It was noted that Falkirk Council were considering a range of options with no final decisions reached until the Council set its budget in February 2019. Councillor Meiklejohn advised that education and social care would be prioritised if an improved settlement was received.

Decision

The Integration Joint Board:-

- 1. Noted the verbal update provided.**

IJB268. INTEGRATED STRUCTURE: UPDATE

Mrs Swan advised that there would not be a report at this time, however, Ms Cassidy would provide a verbal update on progress.

Ms Cassidy referred to the previous actions outlined in the report presented at the meeting held in October 2018. She added that as agreed in October, a Shadow Management Team had been set up with membership including Senior Managers, Head of HR, Associate HR Director and both the Employee Director and Trade Unions representatives. It was noted that there was a commitment to a collaborative and systematic approach to inform the development of an integrated management structure. Ms Cassidy noted the workshops held and the number of staff involved and thanked them for their contributions.

Mr Lawrie confirmed that a robust and collaborative process had been undertaken to address the key areas including governance principles and Chief Officer role, which needed to be signed off with both Partners. Mrs Cowan was keen to see an established integrated management structure that took account of employment policies and terms and conditions of both employing organisations. She added that delegating operational management arrangements would enable the Partnership to work in ways that supported new ways of working to improve outcomes for people and communities.

Mrs Swan proposed that a special meeting of the IJB should be arranged for January 2019 to discuss this item in further detail. The IJB were keen to better understand the issues that were delaying operational management arrangements being established. Councillor Collie added this would be an ongoing process of change, therefore needed to provide enough assurance this could be resolved to drive the required transformation that everyone was committed to delivering.

Mrs Cowan proposed moving to 'shadow arrangements' with the relevant locality managers similar to what had been achieved with Clackmannanshire and Stirling IJB. Mr McElholm noted his concerns about introducing risk and stability to the integrated system if such changes were made prior to the IJB agreeing the structure and governance arrangements. Mrs Cowan provided assurance that staff were already in these roles albeit managing only NHS staff, aligning staff to localities would signal a change to those already within the Partnership. Ms Cassidy advised against such a proposal highlighting the need for appropriate governance and agreement around the lines of accountability of the Chief Officer and other arrangements. The risk of aligning staff to structure in the absence of a report was expressed.

Mrs Swan proposed that operational and management issues be discussed by the voting members in advance of the next meeting of the IJB with a report thereafter to the IJB meeting in February 2019. Mrs Cowan supported this and agreed to meet with both Mr Lawrie, senior HR colleagues and Ms Cassidy to discuss establishing the integrated management structure.

Decision**The Integration Joint Board:-**

- 1. Agreed that the voting members would meet to review and understand the Integrated Structure prior to the IJB meeting in February 2019.**

IJB269. PARTNERSHIP FUNDING

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

Ms Templeman provided a performance overview of the Partnership funded initiatives for period 1 April – 30 September 2018, noting particular areas of improvement and initiatives which required further work.

Although the Pharmacy Support initiative had been unable to start due to recruitment challenges, a proposal regarding how this could be progressed in the meantime was being considered while some work utilising existing resource had been initiated. Mrs Cowan asked if this investment was needed given the recent investment in pharmacy related posts. Mrs O'Neill explained that the Primary Care Improvement Fund was specific to the work of GPs that could be undertaken by Pharmacists instead. Further clarity would be provided at the next meeting.

Recommendations regarding funding for a number of initiatives due to end in March 2019 were provided for consideration.

Ms Templeman highlighted that a review of the role and remit of the Partnership Funding Group (PFG) had commenced to ensure the current governance process, including the roles of the Leadership Group Fund, was fit for purpose.

Decision**The Integration Joint Board:-**

- 1. Noted the progress made across Partnership Funded initiatives as highlighted in section 4 and presented in Appendix 1**
- 2. Noted the ongoing review of the remit of the Partnership Funding Group and that an update would be provided to a future IJB meeting**
- 3. Approved continuation of funding in line with the Partnership Funding investment plan, as set out within section 5.1**
- 4. Agreed that additional information requested by the IJB in October with regards to ARBI and Community Development could be presented in February 2019.**

IJB270. STRATEGIC PLAN 2019-2022

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

Ms Thomson provided an update on the continuing work to inform the Strategic Plan for 2019-2022, taking into account recent and emerging policy requirements and the finalised Strategic Needs Assessment.

A number of workshops had been held to review the current plan where it was agreed that the existing strategic direction remained relevant. At the IJB meeting in October 2018 the updates proposed to the local vision and outcomes were approved.

Mrs Cowan sought further clarity on the priorities as described in the paper. It was noted that the priorities were intended to be high level and further work was necessary to develop them and the sub-priorities for approval at a future date. Full consultation was required with key stakeholders, including the Clackmannanshire and Stirling HSCP to ensure their views were reflected in the priorities. Focused

engagement and online public consultation would take place between December 2018 and February 2019.

The IJB discussed the need for ongoing co-development and collaboration to provide the necessary transformation. Wider engagement was vital including those people who were not normally 'reached'.

Decision

The Integration Joint Board:-

- 1. Noted the content of the report**
- 2. Approved the proposed priorities at section 4.2.3 for consultation.**

IJB271. PERFORMANCE REPORT

The Integration Joint Board considered a paper 'Performance Report', presented by Ms Patricia Cassidy, Chief Officer.

Ms Cassidy presented the report which provided details of performance measures and their current status, along with an overview of the key performance issues.

The IJB discussed various aspects of performance and in response to Councillor Black's concern regarding the deterioration in the premortality mortality rate, Mr Murray advised that this would be considered further at the IJB's Clinical and Care Governance Committee to understand the conditions and localities involved. He highlighted that they would also take a 'deep dive' into suicide and drug related deaths and further details would be brought back to the IJB.

The complexities of readmission numbers were discussed in terms of how national figures differed from local figures due to coding variances and the resulting impact in identifying whether there was an overall increase in this area. While the trend showed a decrease in the numbers, further consideration of the data quality was required; whether appropriate admission codes were used and what was required to reduce the likelihood of people being readmitted.

Although the sickness absence figure for Social Work Adult Services was high there was targeted work to better understand the reasons fully, including age profiles, and whether staff could be supported to return to work with a reduced range of duties. Further work would be reported at a later date. Mrs Cowan advised that although there was no specific information regarding absence rates for in-scope services only the NHS Forth Valley rate would be added to provide assurance to IJB members.

Detailed discussion also took place around delayed discharges. It was noted that delays provided an ongoing challenge to NHS services with delays overall in excess of 90 daily. Mrs Cowan shared a number of changes to support system wide flow and support the Emergency Department performance. She shared her concerns that performance had fallen well short and much effort to support staff and the wider system was ongoing. It was noted that an Unscheduled Care Hub had been set up in Forth Valley Royal Hospital. The Hub was intended to support the overall system and in particular address delays at the front and back doors. The need for timely discharges was noted and Professor Wallace highlighted the costs associated with opening NHS contingency beds. The importance of an integrated approach was noted which would also include social care staff from each of the Partnerships.

Decision

The Integration Joint Board:-

1. **Noted the content of the performance report**
2. **Noted that appropriate management actions continued to be taken to assess the issues identified through these performance reports.**

IJB272. WHOLE SYSTEM WORKING

The Integration Joint Board considered a paper 'Whole System Working: Unscheduled Care and Delayed Discharge', presented by Ms Patricia Cassidy, Chief Officer.

Ms Cassidy outlined the range of reports, workshops and presentations regarding delayed discharges which had previously been provided. While there had been a wide range of activity and initiatives across the whole system, unfortunately these had not had the impact anticipated. There was a need for an integrated whole system approach to improve pathways and develop a Home First ethos.

The IJB noted the scope of initiatives and work undertaken so far and the lack of impact achieved. Mr Linkston highlighted the need to focus on delays and particular areas of challenge to realise the specific changes necessary to make a real difference. The importance of an integrated partnership approach was highlighted and Mr Murray noted that other partnerships had joint ownership of the Unscheduled Care Programme Board, with appropriate governance in place, to drive progress. It was noted that both Partnerships had key roles to achieve a step change in performance across NHS Forth Valley.

Mr Linkston advised that unscheduled care and delayed discharges remained a major challenge for Forth Valley Royal Hospital with performance continuing to deteriorate. He suggested that a Short Life Working Group be set up to review and understand the current arrangements and issues and provide recommendations for improvement.

The IJB discussed the proposal in detail and whether this would be an effective approach. A vast amount of improvement work had taken place, and while it was recognised that some areas may take time to deliver, it was vital for all appropriate Partners and stakeholders to take ownership and collectively explore in detail the possible barriers and obstacles which were impacting improvement now.

Robert Clark noted the impact on staff as a result of frequent changes and requested the impact on them as a result be considered and that a plan be agreed and applied.

The longer term solutions, using statistical methodology and refocusing on the priorities that would achieve the significant improvements required could then be considered at a development session.

While it was suggested that the Delayed Discharge Policy Lead, Scottish Government, should be invited to the development session due in January 2019 it was agreed that it would be helpful to include a representative from Inverclyde HSCP and/or other Partnerships to learn from their performance. This was supported and both Chief Executives agreed to progress the setting up of a short life working group.

Decision

The Integration Joint Board:-

1. **Noted the range of improvement work currently underway including unscheduled care**
2. **Agreed to invite the Scottish Government (Delayed Discharge Policy Lead as a critical friend) to participate at the Board development session in the New Year and involve relevant staff and representatives to consider long term sustainable solutions**
3. **Set up a Short Life Working Group with relevant representatives to establish interim improvements.**

Ms Biggs left the meeting at this point.

As previously discussed at IJB266, Item 14 would be deferred to the next meeting.

IJB273. UPDATE ALCOHOL AND DRUG PARTNERSHIP

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

Ms Campbell outlined the work undertaken by ADP including the key challenges and risks faced due to alcohol, the largest form of harm, and the significant concerns regarding Drug Related Deaths and Non Fatal Overdoses.

Details were provided regarding the allocation of additional funding and how this would be used to continue existing services, support the delivery of a specific Alcohol Related Brain Injury Service and further develop the recovery community.

To ensure best value and the delivery of services which made a significant difference to the people who needed the services most, a review of all service provision and funding would be commissioned. This would also contribute to a review of governance including reporting structure, accountability and scrutiny.

The IJB discussed the wide range of reasons for self medication and the importance of involving Third Sector organisations and charities to reach out to those individuals. Mrs Swan highlighted the complexities of addictions and the resulting implications for how services developed, noting the Clinical Care and Governance Committee would be considering these further.

Decision

The Integration Joint Board:-

1. **Considered the annual report and response from Government**
2. **Noted the task group that had been established to review their response to drug related deaths**
3. **Approved the review of governance for the Falkirk ADP to ensure its work was appropriately being taken forward and linked to the IJB and community planning structure in Falkirk**
4. **Noted the review of service and finance that would be commissioned in the coming weeks**
5. **Requested an update report on the above in March 2019**

Mr Clark and Ms Lacey left the meeting at this point.

The IJB agreed to take Items 16 and 17 together as they were related.

IJB274. SHORT BREAKS SERVICES STATEMENT AND CARERS ACT: IMPLEMENTATION UPDATE

The Integration Joint Board considered the papers 'Short Breaks Services Statement and Carers Act: Implementation Update', presented by Mr Adrian McLaughlin, Service Manager and Ms Margaret Petherbridge, Project Development Manager.

One of the duties of the Carers Act was to strengthen opportunities for imaginative and flexible provision of short breaks for carers and cared for people. The Short Breaks Services Statement was due to be published by 31 December 2018 and outlined the current range of services and details of how to access them. The statement would continue to be reviewed in light of feedback and ongoing development.

The Short Breaks Service Statement described a variety of ways which carers could access short breaks whether through funded support from the local authorities or through access to community based support. The Statement applied to both Social Work Adult and Children's Services and required collective approval from the IJB and the Education Executive Committee to enable publication.

The development of appropriate pathways for young adult carers was discussed and the need for a similar approach for young carers as they transitioned into adulthood.

Decision

The Integration Joint Board:-

- 1. Approved the Short Breaks Services Statement (Mrs Cowan highlighted the statement had tracked changes and hyper link material to be added) and which described the current approach to Short Breaks provision for carers and cared for people in Falkirk**
- 2. Noted the progress made to date regarding the Carers Act and the ongoing priority work streams**
- 3. Approved the programme described in Section 4.3 - 4.5 of the Carers Act report, for the development of the Adult and Young Carers Strategy and associated actions**



HSC Item 02

MINUTE OF MEETING OF HEALTH AND SOCIAL CARE BOARD
COSLA Offices, Verity House, 19 Haymarket Yards, Edinburgh

10 December 2018

Present

Aberdeen City Council	Councillor Lesley Dunbar (substitute)
Angus Council	Councillor Lois Speed
Argyll and Bute Council	Councillor Kieron Green
City of Edinburgh Council	Councillor Ricky Henderson
Clackmannanshire Council	Councillor Les Sharp (substitute)
Dumfries and Galloway Council	Councillor Stephen Thompson
East Dunbartonshire Council	Councillor Susan Murray
East Lothian Council	Councillor Fiona O'Donnell
Falkirk Council	Councillor Robert Bissett
Highland Council	Councillor Isabelle Campbell
Midlothian Council	Councillor Margot Russell (substitute)
Orkney Islands Council	Councillor Rachael King
Perth and Kinross Council	Councillor Colin Stewart (substitute; teleconference)
Scottish Borders Council	Councillor Tom Weatherston
South Lanarkshire Council	Councillor John Bradley
West Dunbartonshire Council	Councillor Marie McNair
IJB Chief Officers	Val de Souza
Public Health Directors	Chris Littlejohn
SOLACE	Andrew Kerr
SPDS	Laura Simpson
Convener Health and Sport Committee	Lewis Macdonald MSP (guest speaker)
Clerk to the Health and Sport Committee	Rebecca Macfie (guest)
COSLA Spokesperson (East Lothian Council)	Councillor Stuart Currie

Apologies

Aberdeen City Council	Councillor Sarah Duncan
Aberdeenshire Council	Councillor Anne Stirling
Clackmannanshire Council	Councillor Ellen Forson
Comhairle nan Eilean Siar	Councillor Kenny John MacLeod
Dundee City Council	Councillor Ken Lynn
East Ayrshire Council	Councillor Iain Linton
East Renfrewshire Council	Councillor Caroline Bamforth
Fife Council	Councillor Samantha Steele
Glasgow City Council	Councillor Mhairi Hunter
Inverclyde Council	Councillor Robert Moran
Midlothian Council	Councillor Derek Milligan
Moray Council	Councillor Shona Morrison
North Ayrshire Council	Councillor Robert Foster
North Lanarkshire Council	Councillor Paul Kelly
Perth and Kinross Council	Councillor Chris Ahern
Renfrewshire Council	Councillor Jacqueline Cameron
Shetland Islands Council	Councillor Allison Duncan
South Ayrshire Council	Councillor Julie Dettbarn
Stirling Council	Councillor Graham Lambie
West Lothian Council	Councillor Harry Cartmill
CIPFA – Directors of Finance	Donald Forrest
Director of Public Health NHS (Grampian)	Dr Susan Webb
ENABLE	Councillor Paul O'Kane
IJB Chair	Peter Murray
IJB Chief Officers	Julie Murray

1. Welcome and Apologies

COSLA's Spokesperson thanked Members for attending and welcomed Lewis Macdonald MSP, Convenor of the Scottish Parliament's Health and Sport Committee, as a guest speaker.

The Spokesperson and COSLA officers have had a series of meetings with Scottish Government Cabinet Secretaries and Ministers:

A very productive meeting took place last week with the Cabinet Secretary for Health and Sport, Jeane Freeman MSP. It had been hoped that a draft of the plan could have been shared with this Board meeting, but with dates having shifted, a final plan will be presented to the Board for consideration and approval when available.

The Spokesperson met with the Minister for Public Health, Sport and Wellbeing, Joe FitzPatrick MSP. Several changes will be taking place in the next few months; this will provide a good opportunity to build engagement with Directors of Public Health and other key partners.

A meeting was also held with Clare Haughey, Minister for Mental Health, where an update on the progress of the Mental Health Taskforce was provided.

2. Minute of Previous Meeting of 19 October 2018

The minute of the meeting was agreed as an accurate account.

Public Session

3. Address by Lewis Macdonald MSP

The Board was addressed by Lewis Macdonald MSP, Convener of the Health and Sport Committee.

Mr Macdonald stated that he has been Convener of the Committee since January 2018 and welcomes the positive and evolving working relationship being established with COSLA.

The Committee has drawn up a strategic plan for its work and purpose, with the over-riding aim being to improve the health and wellbeing of the people of Scotland. The Health and Sport Committee and the COSLA Health and Social Care Board are working to the same ends; with different spheres of responsibility and different relationships; but with the same principles and objectives.

The MSP highlighted some of the invaluable work COSLA has undertaken and emphasised how important the organisation's ongoing contribution is:

Frank's Law Subordinate Legislation¹ - COSLA evidence was provided to the Committee. Health and Care Staffing Bill Primary Legislation – COSLA challenged the content; constructive submissions were submitted which have influenced the legislation and debate.

Regarding strategy, the MSP referred to:

Integration

A pre-budget report produced ahead of Wednesday's budget looks at Health and Social Care Implementation. IJBs have a leading role in transforming relationships and integration, with leadership being key to delivery of the integration agenda. The Committee is keen to see sharing of good practice across the country to ensure equal pace of integration delivery. The Committee would like to work closely with COSLA over next few years on integration.

Future Work Programme

- First quarter of 2019:
Human tissue authorisation bill on organ donation
Health and Care Staffing Bill
EU Exit
- Moving into mid 2019:
Enquiry Work on
Primary Care – what will it look like and how will it be delivered in the next generation, with wide and public consultation.
Capacity in Social Care
Medicines

¹ Scottish Conservative MSP Miles Briggs [lodged a member's bill in June in a bid to change the law](#) to extend free personal care to dementia patients aged under 65.

A full Board discussion followed the address from the MSP. This included topics such as Safe Staffing and exploration of different models including social care and local flexibility, challenges of budgetary ring-fencing, Carer's Act and undertaking review to measure deliverables. When questioned on the remit of fuel poverty, the MSP confirmed that the Local Government and Communities Committee has the lead.

The COSLA Spokesperson affirmed that review and reflection should be undertaken on work in order to track progress and review developing relationships – both for good and unintended consequences – and how vital it will be to maintain open channels of communication. The Spokesperson thanked Mr Macdonald for his contribution to the meeting and for the positive engagement with the Board to date.

4. Local Governance Review

The report presented built on the initial discussion that took place at the Board in June 2018 and sought agreement to highlight key opportunities and/or challenges in the terms set out at paragraph 10 onwards. It highlighted potential links between the Review of Local Governance and Health and Social Care Integration, the Reform of Public Health, the structures of the NHS and ongoing work in some areas to explore a single public authority model. It also provided an update on the wider review process and steps being taken by COSLA.

The Chief Officer reiterated that regarding carers and the Third Sector, good progress is being made whilst some improvements are due. He reiterated that all representatives within the Health and Social Care environment need to be involved in the review.

A wide discussion took place which included:

- Reference to the Single Authority Model
- Accountability to local people being at the core
- Different approaches taking place within different council areas
- Request for the extension of workshops to include some additional island locations
- Decoupling 'integration' and 'island authorities' in the Appendix.
- Local Development Trusts - consideration of proportionate governance at all levels including smaller groups
- Considering the use of language in that it can be interpreted differently e.g. 'community' – locality versus interest
- CPPs – referred to in the appendix; need to strengthen community bodies' ability to make participatory submissions

The Board:

- i. Noted the Review process and the work being undertaken by COSLA;
- ii. Considered and agreed key issues and opportunities it wishes to see the Review address;
- iii. Agreed any conclusions from the discussion at paragraph 10 onwards to be fed into the COSLA submission agreed by Leaders in January.

5. Unintentional Harm – Promotion of Good Practice

This report provided Members with an update on the work to address unintentional harm as part of the Building Safer Communities (BSC) programme, with the proposed establishment of a new online tool to promote good practice.

COSLA's Policy Manager confirmed he would contact a specific council at its request, to discuss some ideas and comments.

The Board:

- i. Provided comments on the proposed online tool to prevent unintentional harm;
- ii. Noted that local authorities are encouraged to submit local examples of good practice to COSLA for presentation on the online platform; and
- iii. Noted that it is anticipated that the web platform will go live early 2019.

6. Coming Home

Dr Anne MacDonald's report "[Coming Home](#)" - on out of area placements and delayed discharge for people with learning disabilities and complex needs - was published in November 2018. The COSLA paper submitted to the Board summarised the recommendations.

A short discussion followed. It was agreed that repatriation should be taken on board and suggestion was made for islands-proofing to be considered. It was recognised that economies of scale and workforce needs and pressures are a challenge.

The COSLA Spokesperson welcomed the report, but also emphasised the need to ensure it is possible to deliver on.

The Board:

- i. Discussed the "Coming Home" Report; and
- ii. Agreed that COSLA welcomes the report.

7. Restricting Price Promotions on Food High in Fat, Salt or Sugar

The paper submitted summarised the Scottish Government's consultation on "[Reducing health harms of food high in fat, salt or sugar](#)". The paper provided an update on how local government is working with Scottish Government to quantify the resources which would be required to carry out the proposed role.

During discussion, the following points were noted:w

Point 6 – Suggestion that consideration be given to the amount of aisle space allocated; tackling in-store advertising targeting specific geographical areas and premises such as near primary schools.

Point 7 – Need to support smaller businesses to promote alternatives, where profits may come from these particular food and drink goods.

There would be benefit from securing advice and consulting with Public Health Scotland and local Trading Standards. In response to a question on cross border challenges when purchasing alcohol in the Scottish Borders council area, the Chief Officer confirmed that the Scottish Government would work jointly with the UK Government if consideration of this matter is required.

The Board:

- i. Noted the work to quantify the cost of legislating for local authorities to police price promotions; and;
- ii. Agreed the principles for a COSLA response to the consultation and provide any further commentary;
- iii. Agreed that COSLA officers work with partners and members organisations to develop a detailed response to the consultation based on these principles.

8. COSLA Health and Social Care Board Plan

It was noted that the Board Plan was considered under public and not private session, due to the changing nature of the content. The report submitted presented an update of the Board Plan, reflecting the status of the main workstreams.

The following discussion and updates took place:

National Implementation Plan – A substantive item is proposed for the February 2019 Board meeting. COSLA has asked Members to be ready to take briefings out to their officers when the item comes up.

Keys to Life refresh – This will be submitted to the February 2019 Board for final agreement. The Scottish Government sought a delay to the end of January 2019 to allow for more detail and elements to be captured.

EU Citizens Settled Status Applications – The Scottish Government is keen to pay for EU citizens' applications for those working in the Health and Social Care public sector. The Cabinet Secretary for Health and Sport, Jeane Freeman, indicated her intention to write out on this matter.

Allied Healthcare – The Care Quality Commission has highlighted a matter that has arisen in relation to this service provision, of which 14 local authorities are users. National contingency considerations are currently underway. An update will be provided to the next Board.

Development of Regional Plan for NHS – COSLA is waiting for sight of draft delivery plans and will progress this.

The Board

- i. noted the progress to date and discussed emerging issues.

Private Session

9. Health and Social Care Integration

The Review of Progress Under Integration will report its recommendations to the Ministerial Strategic Group in January before being shared with the Scottish Parliament and COSLA. The paper submitted to the Board provided an overview of the Review so far, sought views and invited consideration of recent developments.

Full discussion took place around funding, IBJs, challenges of working in partnership, commissioning with the Third Sector and regional planning.

The Chief Officer highlighted that some discussion on allocation of funds to the Third Sector has taken place at the Small Reference Group; COSLA officers will share the paper with the Board. The Small Reference Group has also picked up on matters of Leadership and Workforce.

The Board:

- i. Discussed and considered the emerging recommendations of the Review of Progress Under Integration;
- ii. Noted the Audit Scotland report on Health and Social Care Integration with particular reference to the recommendations for COSLA; and
- iii. Considered lending support to the draft statutory guidance on directions at Appendix 1;
- iv. Agreed that the final recommendations should also be considered by COSLA Leaders meeting in the new year.

10. Public Health Reform

This report provided Members with an update on the establishment of Public Health Scotland and the broader reform of public health. It sought views on developments within the programme. Members were also asked to discuss and comment on the draft consultation document on the new organisation, particularly in relation to its future relationship with COSLA and Local Government.

Comments compiled included:

Paragraph 53, Chapter 3 – On governance and accountability it was highlighted that the Scottish Government will be considering this text, comparing it to the original intentions that were set out for reporting lines.

Paragraphs 82 and 83 – Public Health Scotland have the ability to organise pan Scotland services. How will this work in the context of local arrangements?

Paragraph 84 – Public health outcomes / financial impact / consulting with COSLA; a query arose about the timing of the consultation.

Public Health references – some consideration is to be given to the use of language; should it be more about communities and engagement.

Page 10, Section 31 - National specialist health board within NHS Scotland. Some potential blurring of the lines between the different roles in this section, review the compilation of membership and be mindful of rural challenges.

Reference to Third Sector relationship – they are equal partners.

Protected characteristics – young people in care. This should be reflected in the paper.

The Board:

- i. Noted the update on the reform of public health;
- ii. Discussed and provided comment on the consultation document (Appendix 1) with particular reference to the role of COSLA and Local Government
- iii. Agreed the proposed principles to be fed in to the ‘specialist public health workforce’ commission;
- iv. Agreed the proposed principles to be fed in to the ‘accommodation’ commission concerning the location and accommodation of the new body;
- v. Agreed that COSLA spokesperson continue to take key decisions in collaboration with the Minister for Public Health and that, as the establishment of Public Health Scotland nears, regular meetings should take place.

11. Mental Health

(a) Mental Health Task Force

In October 2018, the Board agreed the scope and reporting arrangements of the Children and Young People’s Mental Health Taskforce. It was agreed that the Taskforce would make recommendations to COSLA and Scottish Government and support partners in making the changes needed to improve the mental wellbeing of children and young people. The report provided the Board with the Taskforce Terms of Reference for formal approval and set out the draft delivery plan the Taskforce will work to achieve this.

Discussion included concerns about co-ownership, support for teachers, workstreams potentially taking a long time to develop and the pace of response not reflecting the urgency of the crisis being experienced currently. COSLA officers confirmed that counselling will be available *through* schools, not necessarily *in* schools and support will build on what exists already and what is needed. It was recognised that local decisions are needed for local models. The COSLA Spokesperson emphasised his and the Board’s expectations of joint working and would be relaying this to the Scottish Government.

(b) National Suicide Prevention Leadership Group

A summary update was provided. The three meetings of the group held to date have been very constructive, with a range of partner agencies represented and joined by people with lived-experience also. An update on the work of the Group will be provided to every HSC Board meeting. Rose Fitzpatrick and Denise Coia have been invited to speak at the next Board meeting in February 2019.

The Board:

- i. Formally approved the Terms of Reference as attached as Appendix 1
- ii. Provided comments on the Draft Delivery Plan as set out in Appendix 2, particularly considering deliverability, timescales and ongoing work locally and agree the proposed position set out in paragraphs 9-15;
- iii. Provided a view on alignment of any actions within this delivery plan and the National Suicide Prevention Group delivery plan; and
- iv. Agreed to the Chair of the Taskforce providing a verbal update at the February meeting, alongside the Chair of the National Suicide Prevention Leadership Group.

12. Living Wage in Adult Social Care

COSLA have been committed to paying the Living Wage for all adult social care workers since the introduction of the policy. The paper presented asked Members to provide views on a set of recommendations in a [report](#) commissioned by CCPS (Coalition of Care and Support Providers) and completed by the University of Strathclyde.

Discussion followed which included comment on whether the intensive and detailed monitoring by the Scottish Government would be too cumbersome, intensive and unenforceable for the output that might result, support for procurement centralisation, importance of the living wage, locality of decision making in regard to the living wage and living wage employer recognition mechanisms.

The Board:

- i. Considered the recommendations from the report on Implementing the Scottish Living Wage detailed in paragraph 8 and provided a view on other areas that could assist Local Government with implementation of the policy;
- ii. Provided a view on COSLA's continued commitment to the Living Wage Policy in light of the risk detailed in paragraph 6; and
- iii. Noted that a paper will be taken to COSLA Leaders after the Spending Review outcome.

13. National Care Home Contract – Workforce Sub Group

The National Care Home Contract (NCHC) workforce subgroup was established to consider the challenges facing care homes and propose ways in which members can collectively add value to and support commissioners, providers and staff to continue to deliver sustainable and high-quality care to residents. Following wider engagement, a number of key priority areas for action have been identified by the group and were the subject of Members discussion through the paper submitted.

The Board:

- i. Discussed and agreed the proposed priority areas for the NCHC workforce subgroup;
- ii. Noted if agreed these will be reported to the Cabinet Secretary for Health and Sport; and
- iii. Agreed that COSLA continue to commission evidence to inform the completion of the cost model.

AOCB

Regarding the COSLA Calendar of Meetings 2019, it was noted that Lothian Health Board meetings are held on Wednesdays, so it is unlikely any o councillors will be able to attend future HSC Board meetings held on that day.