



Falkirk Council

**VOLUME OF COUNCIL
AND COMMITTEE MINUTES**

**VOLUME 4
2018/2019**

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FALKIRK COUNCIL

Minute of Meeting of the Planning Committee held in the Municipal Buildings, Falkirk on Wednesday 20 February 2019 at 9.30 a.m.

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

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

P104. Apologies

There were no apologies.

P105. Declarations of Interest

There were no declarations of interest.

P106. Minute

Decision

The minute of meeting of the Planning Committee held on 24 January 2019 was approved.

P107. Development of Land for Residential Use with Associated Works, Including Access, Infrastructure and Landscaping at Scottish Fire and Rescue, Main Road, Maddiston, Falkirk, FK2 0LG for Scottish Fire and Rescue Service – P/17/0347/PPP

The committee considered a report by the Director of Development Services on an application for planning permission in principle for the development of land for residential use with associated works, including access, infrastructure and landscaping at Scottish Fire and Rescue, Main Road, Maddiston.

Decision

The committee refused planning permission in principle for the following reasons:-

Reasons:-

1. The site is located at the core of the village of Maddiston and offers a brownfield opportunity for retail, business or community use, which would provide necessary improvements to the range of facilities available in this growing community. The site has been allocated as opportunity site BUS22 in the Falkirk Local Development Plan 2, Proposed Plan (September 2018) (FLDP2) to be developed for these purposes. The FLDP2 Proposed Plan sets out the latest and most up to date policy position of the Council and is a material consideration. The proposed residential development is contrary to allocation BUS22 and would prejudice development of the site for retail, business or community use in accordance with the Council's current policy position.
2. The proposed development does not accord with Policy HC02 "Windfall Housing" of the Falkirk Local Development Plan 2 Proposed Plan (September 2018) in that the proposal would prejudice the identified development of the site for retail, business or community use in accordance with Falkirk Local Development Plan 2, Proposed Plan (September 2018) allocation BUS22.

P108. Erection of Dwellinghouse (Amendment to House Type P/16/0707/FUL, Plot 3) and Associated Infrastructure at Land to the South of 1-2 Livingstone Rise, Glen Brae, Falkirk for Mrs Jenna Hudson – P/18/0659/FUL

The committee considered a report by the Director of Development Services on an application for planning permission for the erection of dwellinghouse (amendment to house type, Plot 3) and associated infrastructure at land to the south of 1-2 Livingstone Rise, Glen Brae, 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.
 - (i) Unless otherwise agreed in writing no development shall commence on site until a contaminated land assessment in accordance with current guidance has been submitted and approved by the Planning Authority. The assessment shall determine the nature and extent of any contamination on the site, including contamination that may have originated from elsewhere, and also identify any potential risks to human health, property, the water environment or designated ecological sites.
 - (ii) Where contamination (as defined by Part IIA of the Environmental Protection Act 1990) is encountered, a detailed remediation strategy shall be submitted to and approved in writing by the Planning Authority. The strategy shall demonstrate how the site shall be made suitable for its intended use by the removal of any unacceptable risks caused by the contamination.
 - (iii) Prior to the commencement of development the remediation works shall be carried out in accordance with the terms and conditions of the remediation scheme as approved in writing by the Planning Authority. No part of the development shall be occupied until a remediation completion report/validation certificate has been submitted to and approved in writing by the Planning Authority.
 - (iv) 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 development hereby approved will not be occupied or brought into use until the following documents have been submitted to and approved in writing by the Planning Authority:

- i) a copy of the appropriate sustainability label (i.e. at least Bronze Active); and
- ii) a Statement of Conformity which confirms that 10%, of the required CO₂ emissions reduction is achieved through the installation of low and zero carbon generating technologies.

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

- 4. The first floor windows on the north elevation of each dwellinghouse shall be obscure glazed before occupation and thereafter shall be retained as obscure glazed windows for the lifetime of the development.

Reasons:-

- 1. As these drawings and details constitute the approved development.
- 2. To ensure the ground is suitable.
- 3. To ensure the development achieves the required CO₂ emission reduction as a result of development.
- 4. To safeguard the privacy of occupants of adjacent properties.

Informatives:-

- 1. In accordance with section 58(1) of the Town and Country Planning (Scotland) Act 1997 (as amended), this permission lapses on the expiration of a period of 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.
- 2. For the avoidance of doubt, the plan(s) to which this decision refer(s) bear our online reference number(s) 01A, 02B, 03B, 04 and Supporting Documents.
- 3. The applicant shall ensure that noisy work which is audible at the site boundary shall ONLY be conducted between the following hours:

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

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

P109. Demolition of Outbuilding and Erection of Dwellinghouse with Associated Infrastructure at Candiehead House, Standburn, Falkirk, FK1 2LE for Mr Eric Graham – P/18/0645/FUL

The committee considered a report by the Director of Development Services on an application for planning permission for the demolition of outbuilding and erection of dwellinghouse with associated infrastructure at Candiehead House, Standburn, 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) (i) No development shall commence on site until a contaminated land assessment has been submitted to and approved in writing by the Planning Authority. The assessment must determine the nature and extent of any contamination on the site, including contamination that may have originated from elsewhere. Any potential risks to human health, property, the water environment and designated ecological sites should be determined.**
- (ii) Where contamination (as defined by Part iiA of the Environmental Protection Act 1990) is encountered, a detailed remediation strategy demonstrating that the site will be made suitable for its intended use by removing any unacceptable risks, caused by the contamination should be submitted to and approved in writing by the Planning Authority.**
- (iii) Prior to the commencement of development on site, the remediation works must be carried out in accordance with the strategy approved at (ii). No part of the development shall be occupied until a remediation completion report/validation certificate endorsed by the relevant parties have been submitted to and approved in writing by the Planning Authority. Unless otherwise agreed in writing by the Local Planning Authority.**

- (3) No development shall commence on site until a full specification for all exterior materials and finishes, including details of the proposed exterior windows and doors shall be submitted to and approved in writing by the Planning Authority. Thereafter development shall proceed in accordance with the approved details.**
- (4) The development hereby approved 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.

Reasons:-

- (1) As these drawings and details constitute the approved development.**
- (2) To ensure the ground is suitable for the proposed development.**
- (3) To safeguard the visual amenity of the countryside.**
- (4) To ensure the development achieves the required CO₂ emission reduction as a result of development.**

Informatives:-

- (1) In accordance with section 58(1) of the Town and Country Planning (Scotland) Act 1997 (as amended), this permission lapses on the expiration of a period of 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.**
- (2) For the avoidance of doubt, the plan(s) to which this decision refer(s) bear our online reference number(s) 01 - 03, 04A, 05 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.

FALKIRK COUNCIL

Minute of meeting of the Planning Review Committee held in the Municipal Buildings, Falkirk on Monday 4 March 2019 at 9.30 a.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

PRC11. Apologies

There were no apologies.

PRC12. Declarations of Interest

There were no declarations of interest.

PRC13. Minute

The minute of meeting of the Planning Review Committee held on 29 November 2018 was approved.

PRC14. 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.

The committee had previously considered the application on 29 November 2018 (ref PRC9) and had continued the matter in order to allow:-

- (1) an unaccompanied inspection of the site, and
- (2) the applicant to submit further written information.

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

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

- (1) Policies CG01 – Countryside, and CG03 – Housing in the Countryside;
- (2) Supplementary Guidance (SG01) – Development in the Countryside;
- (3) Policy HSG01 - Housing Growth;
- (4) Policy INF05 - Education and New Housing Development;
- (5) Policy INF12 – Water and Drainage Infrastructure;
- (6) Policy RW06 – Flooding;
- (7) Policy INF10 – Transport Assessments;
- (8) the consultation responses received;
- (9) the representations submitted;
- (10) the site history; and
- (11) the benefit of the site inspection.

The committee gave particular consideration to issues related to flooding, access, education provision, sustainability of the site and the status of the Local Development Plan.

Decision

The committee agreed to refuse planning permission in principle for the following reasons:-

- (1) The proposal is contrary to the terms of Policies CG01 'Countryside', CG03 'Housing in the Countryside' as well as Supplementary Guidance SG01 'Development in the Countryside' as it has not been demonstrated that a countryside location was essential for the proposed development and the proposal therefore represented unjustified development in the countryside.
- (2) The proposal would result in undesirable growth out with the allocated sites promoted within the Falkirk Local Development Plan. It has not been demonstrated that the proposed site is sustainable or deliverable within a timeframe which would meet the current housing land supply shortfall. The proposal is therefore contrary to the terms of Policy HSG01 'Housing Growth' of the Falkirk Local Development Plan.
- (3) The proposal would result in unplanned development within the catchment area for schools currently identified as having potential future capacity restrictions. It has not been demonstrated how these capacity issues would be overcome which would be to the potential detriment of education provision. The proposal is contrary to the terms of Policy INF05 'Education and New Housing Development' of the Falkirk Local Development Plan.
- (4) The application does not accord with Policy INF12 'Water and Drainage Infrastructure' of the Falkirk Local Development Plan as it has not been demonstrated that the proposed development would be served by suitable surface water drainage facilities, which would include compliance with current best practice on sustainable urban drainage systems.
- (5) The application does not accord with Policy RW06 'Flooding' of the Falkirk Local Development Plan as it has not been demonstrated, by means of a Flood Risk Assessment, that the proposed development would be free of risk of flooding, that it would not increase the risk of flooding for existing development, or that any flood risks can be managed to an acceptable level, both within and outwith the site.
- (6) The proposal would result in a number of properties without appropriate access to bus service provision to the potential detriment of sustainability. The proposal is contrary to the terms of Policy INF08 'Bus Travel and New Development' of the Falkirk Local Development Plan.

- (7) The application does not accord with Policy INF10 'Transport Assessments' of the Falkirk Local Development Plan as it has not been demonstrated, by means of an appropriately scoped Transport Assessment, that the transport network impacts has been properly defined and that suitable mitigation measures have been identified to address road capacity, road safety and sustainable transport issues.**
- (8) The application does not accord with Policy HSG02 'Affordable Housing' of the Falkirk Local Development Plan as it has not been demonstrated that the required 25% affordable housing provision would be met on the site.**

PRC15. 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.

The committee had previously considered the application on 29 November 2018 (ref PRC10) and had continued the matter in order to allow an unaccompanied inspection of the site.

The Committee requested and heard a short presentation from Mr Whittle, who provided a summary of the application and the papers before the Committee, including reference to the Report of Handling, the reasons for refusal of the application now being reviewed, the applicant's supporting statement, and the representations. He highlighted that in the applicant's submission they had stated that they believed the original application should have been determined by the Planning Committee as the reasons for refusal included contravention of the Local Development Plan. Mr Whittle advised that the Council's Standing Orders did not require that the application was considered by Committee and was appropriately determined by an officer under delegated authority.

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

- (1) Supplementary Guidance (SG01) – Development in the Countryside;
- (2) Policies CG01 - Countryside and CG03 - Housing in the Countryside;
- (3) Policies HSG01 – Housing Growth and HSG 04 – Housing Design;

- (4) Policy HSG05 – Infill Development and Subdivision of Plots;
- (5) The National Roads Development Guide (SCOTS 2014);
- (6) Policies D02 - Sustainable Design Principles; D03 – Urban Design and D04 – Low and Zero Carbon Development
- (7) Policies GN02 – Landscape and GN03 – Biodiversity and Geodiversity;
- (8) Policy GN04 - Trees, Woodland and Hedgerows of the Falkirk Local Development Plan and the associated supplementary guidance SG06 - Trees and Development Policy;
- (9) Policy INF04 - Open Space and New Residential Development and the supplementary guidance SG13 - Open Space and New Development and INF02 - Developer Contributions to Community Infrastructure;
- (10) Policies – INF07 – Walking and Cycling and INF11 – Parking;
- (11) Policy INF12 – Water and Drainage Infrastructure;
- (12) Policy RW07 – Air Quality;
- (13) the consultation responses received;
- (14) the representations submitted;
- (15) the site history; and
- (16) the benefit of the site inspection.

The committee gave particular consideration to issues related to access, road safety, development in the countryside, additional information previously submitted, whether the development constituted infill and the objection from SEPA.

Decision

The committee agreed to refuse planning permission for the following reasons:-

- (1) The proposed development does not relate to housing required for the pursuance of an appropriate rural activity, it does not involve the restoration or replacement of an existing house or the conversion of non-domestic farm buildings or historic building/structure enabling development, it does not constitute appropriate infill development, or constitute a gypsy/traveller**

site. As such the proposed development was contrary to policies CG01 'Countryside' and CG03 'Housing in the Countryside' and Supplementary Guidance SG01 'Development in the Countryside' of the Falkirk Local Development Plan.

- (2) The proposed access, by reason of its location between a tight bend with poor forward visibility and a 90-degree blind corner, combined with the site's location on a single track road of restricted width and alignment, which lacked footway and lighting provision and the proposal to widen the road at the western corner (reducing the visibility splay and facilitating higher traffic speeds) would result in the development being detrimental to road safety and contrary to the National Roads Development Guide (SCOTS, 2014) and policy D02 'Sustainable Design Principles' of the Falkirk Local Development Plan.
- (3) The application was not accompanied by an adequate tree survey and a constraints plan and tree protection plan were not submitted. The trees proposed to be removed as a consequence of the development were not recorded for removal on the survey. As such the proposed development was considered contrary to policy GN04 'Trees, Woodland and Hedgerows' of the Falkirk Local Development Plan and the associated supplementary guidance SG06 'Trees and Development'.
- (4) A financial contribution to open space and play provision has not been agreed. As such the application was contrary to policy INF04 and the supplementary guidance SG13 'Open Space and New Development' and INF02 'Developer Contributions to Community Infrastructure' of the Falkirk Local Development Plan.
- (5) The applicant has failed to demonstrate that the foul water drainage could adequately be dealt with to the satisfaction of the Scottish Environment Protection Agency. Insufficient calculations had been provided in relation to sustainable urban drainage from ROAD 2, roof and driveway run-off. The proposed development is therefore contrary to policy INF12 'Water and Drainage Infrastructure' in the adopted Falkirk Local Development Plan.

FALKIRK COUNCIL

Minute of meeting of the Scrutiny Committee (External) held in the Municipal Buildings, Falkirk on Thursday 7 March 2019 at 9.30 a.m.

Councillors: David Aitchison
David Balfour
Jim Blackwood (Convener)
Niall Coleman
Lynn Munro
Depute Provost Ann Ritchie

Officers: Fiona Campbell, Head of Policy, Technology and Improvement
Joe McElholm, Head of Social Work Adult Services
Philip Morgan-Klein, Service Manager Children's Services
Brian Pirie, Democratic Services Manager

Also Attending: David Lockhart, Scottish Fire and Rescue Service
Brian Robertson, Scottish Fire and Rescue Service

SE23. Apologies

There were no apologies intimated.

SE24. Declarations of Interest

No declarations were made.

SE25. Minute**Decision**

The minute of meeting of the Scrutiny Committee (External) held on 4 October 2018 was approved.

SE26. Rolling Action Log**Decision**

The committee noted the rolling action log.

SE27. Performance Report – Scottish Fire and Rescue Service

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

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

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

The plan also identified 7 local priorities. These were:-

- Priority 1 - Local Risk Management and Preparedness
- Priority 2 - Reduction of Accidental Dwelling Fires
- Priority 3 - Reduction in Fire Fatalities and Casualties
- Priority 4 - Reduction of Deliberate Fire Setting
- Priority 5 - Reduction of Fires in Non-Domestic Property
- Priority 6 - Reduction in Casualties from Non-Fire Emergencies
- Priority 7 - Reduction of Unwanted Fire Alarm Signals

Prior to considering the Service's performance members of the committee raised a concern about the potential impact of public parking at major events, on staff access to Falkirk Fire Station. Mr Lockhart confirmed that there were no parking restrictions on the access road and that at times this could cause difficulties for staff. He had discussed the issue with the Council and was seeking a remedy. The committee asked for a report on the problems together with potential solutions.

The committee discussed the increasing, in England and Wales, role of the Fire Service in working with agencies such as the Ambulance Service in non fire related incidents and sought more information on the prevalence of this in Scotland and on the Service's capacity to fulfil its key obligations. Mr Lockhart set out the key functions of the Fire Service stressing the need for the service to retain capacity to respond to incidents and to be ready for what might occur. Instances of fire had reduced over the years, due in part to the preventative work of the service. However this did not mean that there had been or should be a reduction in capacity. In England and Wales, he confirmed some Fire Services had signed agreements with the Ambulance

Services. However trade union concerns had led to this being halted. Any widening of role should result in formal negotiations. As a result there had been negotiations at the National level on finding a solution. Mr Lockhart explained that as preventative work increased, such as home fire safety visits, Fire Fighters had less operational experience. Perversely the best preparation for Fire Fighting was real life experience, which was contrary to the aim of reducing fires. This meant that there was a need to ensure that training was optimal. He concluded that if the Fire Service was to take on the wider role the training required would similarly widen. There was a need to improve on the 'emotional intelligence' of the service, for example in dealing with people in emergency situations such as medical incidents when their needs differ from their needs in a fire situation.

The committee discussed whether closer links with other agencies and the need to be increasingly cost effective could see, as is the case in Europe, co-location of Emergency Services. Mr Lockhart confirmed that while there was no appetite at Scottish Government level to combine the Fire and Ambulance Service, locally there had been co-location in Falkirk previously. The services both had different resourcing profiles in terms of staff and equipment but nonetheless both services were in dialogue locally.

The committee then turned to instances of deliberate fire raising at Polmont Young Offenders Unit and sought detail on the preventative work in place to reduce this. Mr Robertson discussed a number of initiatives which had been put in place to instill fire skills and embed life safety messages to the young people. The Service also offered home fire safety visits and visited family members. In addition it was hoped that a national smoking ban would lead to a reduction in fire raising.

The committee then discussed the performance in regard to Unwanted Fire Alarm Signals (UWFAS) which had reduced by 12% on the previous comparator period. There had been increases however in the Bonnybridge, Larbert and Falkirk North and South wards. Members sought clarity on whether the rise, in Bonnybridge and Larbert area had been due to the number of alarms at Forth Valley Hospital and sought detail on the preventative work between the service and the NHS in this regard. Mr Lockhart explained that, in general terms, the hospital was looking to improve its performance and reduce UWFAs. There was one to one engagement with key staff on site, for example in monthly meetings held by the services UWFA champion. He explained that generally the hospital would not evacuate as a result of an alarm. Similarly the service did not attend, automatically, each alarm. The service aimed to work with organisations such as NHS to manage its processes and responses.

Decision

The Committee approved the report and acknowledged progress by the Scottish Fire and Rescue Service in meeting its priorities and requested a report on parking issues, together with solutions, around Falkirk Fire Station.

SE28. Falkirk Health and Social Care Partnership Update

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

The report provided a summary of the progress made by the Falkirk Health and Social Care Partnership (HSCP) to implement the Integrated Strategic Plan and set out information on progress with performance since the last update to the Scrutiny Committee (External) on 4 October 2018.

The report provided updates on:-

- Falkirk Integration Joint Board scrutiny and monitoring arrangements
- Progress towards integration
- A home care inspection
- The Summerford House Care Inspection report and improvement plan
- Social Work Adult Services complaints performance
- IJB Audit Committee and Clinical and Care Governance Committee

The convener and members of the committee congratulated Mr McElholm on his forthcoming retirement and expressed their wishes for a happy retirement.

Members of the committee commented on the consistency of care afforded to home care patients. An example had been given at Council on the day before of an individual who had been visited by 17 different carers in one day. The committee sought clarity on the service provided. Mr McElholm concurred with the committee's view that continuity of care was a priority and such instances were a concern. He acknowledged the distinction between commissioned independent care and that commissioned by the Council. Clearly the Council had a greater degree of influence over the latter. Continuity was affected by absence. The absence rate was reducing but remained high, currently 10%. The aim was to reduce this by 50% while factors such as the weather and age profile of staff impacted on the absence rate, it was not possible to sustain a rate of 10%. In January 2018 it had been 14%. Work to confront repeat patterns had been undertaken – for example authorised absence following requests for holiday leave which had been refused. However he also stated that work had been carried out and was ongoing to change shift patterns to manage inefficiencies in the system. There was also a need to pair staff more effectively. As an example Mr McElholm explained that training had been implemented to ensure that home help staff and extended personal carers were able to provide the same level of service. Following a review of traditional home help tasks and training needs there had been an extensive training programme, costing £200k to ensure that both sets of staff could perform the same tasks. Members commented that while acknowledging instances when absence impacted on service, the level of care was generally exceptionally good.

Following a question Mr McElholm explained the service's interaction with the independent sector. He stated that there would always be a relationship with the independent sector in terms of engaging care staff. However as inefficiencies in house are driven out the reliance would diminish. Clearly utilising independent care staff was expensive and could result in overspends. Overall the budget was balanced but within this there had been overspends which had been absorbed. He added that the service required a strong vibrant relationship with the independent sector but this should be on the basis of a steady continent on a locality basis.

Members then sought information on steps taken to address the ageing workforce within the service. Mr McElholm explained that there were a number of workstreams aimed at recruiting younger staff. For example work was ongoing to raise the profile of the job of carers as an attractive career. Mr McElholm stated that within the market a child's carer was a preferred career and that an older person's carer was seen as a job for older people. It was also often the case that younger staff that left found the job to have been an excellent learning experience which they used to go onto careers in, for example nursing. It was important to retain such staff and to do this caring had to be seen as a career and not a stepping stone.

The committee highlighted with concern the statistic that Scotland had the highest mortality rates in the UK for those under 75. Mr McElholm explained that factors such as alcohol, drugs and lack of exercise were significant contributing factors. He outlined an initiative, with Falkirk Community Trust, aimed at healthy ageing amongst people in their 50s, which aimed to support them in managing their well-being by making simple decisions about exercise. The Head of Performance, Technology and Improvement agreed that inequalities contributed to premature mortality stating that women in prosperous areas lived 20 years longer than men in poorer areas.

Following a question Mr McElholm explained that the majority of carers worked on their own and that support was based on need. He cited a model in the Netherlands which had been promoted by the Scottish Government based on a small neighbourhood basis. This model was more expensive however. Mr McElholm repeated that the move to integrated localities would deliver improvements.

Decision

The committee approved the report and acknowledged progress by the Health and Social Care Partnership in meeting its Strategic Plan priorities.

FALKIRK COUNCIL

**Minute of meeting of the EXECUTIVE held within the Municipal Buildings,
Falkirk on Tuesday 12 March 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
Alan Nimmo
Pat Reid

Officers: Paul Ferguson, Revenue Manager
Jack Frawley, Committee Services Officer
Rhona Geisler, Director of Development Services
Kenneth Lawrie, Chief Executive
Colin Moodie, Chief Governance Officer
Robert Naylor, Director of Children's Services
Bryan Smail, Chief Finance Officer

EX125. Apologies

There were no apologies.

EX126. Declarations of Interest

Councillor Bissett declared a financial interest in item EX131 in that he had an interest in purchasing the property in the event the decision was taken that it be disposed of on the open market. He stated that he considered that this required him to recuse himself from consideration of the item.

EX127. Minute

Decision

The minute of the meeting of the Executive held on 19 February 2019 was approved.

EX128. Rolling Action Log

A rolling action log detailing decisions not yet implemented following the previous meeting on 19 February 2019 was provided. Item 437 – Council Headquarters Project was the subject of a report on the agenda and accordingly fell from the action log.

Decision

The Executive noted the rolling action log.

EX129. Town Centre and Council HQ/Arts Centre

The Executive considered a report by the Director of Development Services which provided an update on the progress relating to the regeneration of Falkirk town centre and delivery of the Council's civic headquarter (HQ) and Arts Centre replacement projects.

The Council had participated in a working group involving representatives of Falkirk BID, local retailers, landowners and other town centre stakeholders. The working group suggested that a revitalised town centre should:-

- be a strong and distinctive place to live, work and rest
- create a vibrant place for interaction
- be the centre of an economic powerhouse (TIF/Investment Zone)
- accommodate a diverse range of uses with culture at its heart
- attract people and business back
- exploit the benefits of heritage
- have strong community 'ownership' – a place where 'inclusion is non-negotiable'.

A draft action plan was appended to the report. The action plan identified responsibilities and a timeline for delivery. A governance model was also appended to the report and proposed the formation of 'Revitalising Falkirk' - a Town Centre Partnership and a 'Town Centre Forum'. The Forum would be a sounding board for measures proposed by the Partnership and would receive reports on progress. Draft terms of reference and details of representation would be submitted to a future meeting of the Executive.

The Executive approved the approach to procurement for the HQ at its meeting on 16 October 2018 (ref EX72). The Council of the Future Board was responsible for overseeing the process to assess Bidders participating in the competitive dialogue stage, and assessing Bids (through dialogue) to recommend the preferred bidder/scheme. A scoring matrix, developed using the assessment criteria identified in the report to the October Executive, would be agreed by the Board and referred to the Executive for

decision. The recommendation on a preferred bidder and scheme would also be referred to Members for decision.

A feasibility study on the Arts Centre was being commissioned by Falkirk Community Trust in their capacity as the current operator of the town hall. It was anticipated that consultants would be appointed to undertake this work in March 2019.

Decision

The Executive agreed:-

- (1) to progress the formation of a Town Centre Partnership to take forward work to revitalise the town centre;**
- (2) that the terms of reference and representation of the Town Centre Partnership be the subject of a further report to Executive;**
- (3) to assist in delivery of a town centre action plan, being established by the Partnership, and**
- (4) the approach to procurement of the Council's civic headquarters and arts centre projects as set out in section 4 of the report.**

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

EX130. Asset Surplus to Requirements – Land at Burnhead Lane/East Bridge Street, Falkirk

The Executive considered a report by the Director of Development Services which sought approval to sell a piece of land at Burnhead Lane and East Bridge Street, Falkirk.

Decision

The Executive agreed to:-

- (1) declare land at Burnhead Lane/East Bridge Street surplus to operational requirements, and**
- (2) authorise the Director of Development Services to dispose of the property by negotiation.**

EX131. Asset Surplus to Requirements – Larbert Cemetery Lodge

The Executive considered a report by the Director of Development Services which sought approval to sell Larbert Cemetery Lodge, 25 Muirhead Road, Larbert.

Decision

The Executive agreed to:-

- (1) declare Larbert Cemetery Lodge surplus to operational requirements, and**
- (2) authorise the disposal of the property on the open market.**

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

EX132. Exclusion of Public

The Executive agreed in terms of section 50A(4) of the Local Government (Scotland) Act 1973, to exclude the press and public from the meeting for the following item of business on the ground that it would involve the likely disclosure of exempt information as defined in paragraph 8 of part 1 of schedule 7A to the said Act.

EX133. Irrecoverable Debts 2018/19

The Executive considered a report by the Director of Corporate and Housing Services which sought approval to write out of the accounts for 2018/19 debts which were in excess of £5,000 and were unlikely to be recoverable.

Decision

The Executive agreed, subject to further recovery action being taken should the opportunity arise, that the following debts in excess of £5,000 were written out of the accounts for 2018/19:-

- (1) Council Tax debts totalling £73,330.10 as detailed in appendix A to the report;**
- (2) rent debts totalling £49,472.49 as detailed in appendix B to the report;**
- (3) Housing Benefit Overpayments debts totalling £56,635.82 as detailed in Appendix C to the report;**

- (4) Non-Domestic Rates debts totalling £860,087.37 as detailed in Appendix D to the report, with an appropriate adjustment to the Contributable return, to Scottish Government for 2018/19;**
- (5) Sundry Account debts totalling £92,221.00 (Inclusive of any VAT) as detailed in Appendix E to the report, and**
- (6) Temporary Accommodation charges totalling £36,768.09 as detailed in Appendix F to the report.**

Minute of meeting of the Civic Licensing Committee held in the Municipal Buildings, Falkirk on Wednesday 13 March 2019 at 9.30 a.m.

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

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

Also Attending: PC Gordon Hutchison, Police Scotland
Sergeant Clare Mackenzie, Police Scotland

CL89. Apologies

Apologies were intimated on behalf of Depute Provost Ritchie and Councillor Goldie.

CL90. Declarations of Interest

There were no declarations.

CL91. Minute

Decision

The minute of the meeting of the Civic Licensing Committee held on 6 February 2019 was approved.

CL92. List of Applications Granted under Delegated Powers in February 2019, Notifications of Public Processions Pending, and 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 February 2019 in terms of the Civic Government (Scotland) Act 1982.

Decision

The committee noted the report.

CL93. Knowledge Test Failure

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

Decision

The committee refused to grant the taxi driver licence in terms of the Civic Government (Scotland) Act 1982, Section 13(5) for Mr Horton, on the grounds that he 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.

CL94. 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.

CL95. Applications for the Grant of Three New Taxi Operator Licences

Mr B, the day to day manager of the applicant company, entered the meeting.

The committee considered a report by the Chief Governance Officer providing details of three applications for the grant of new taxi operator licences and to the consultation carried out.

Mr B was heard in support of the application.

Questions were then 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:

- (1) grant 3 new taxi operator licences, subject to the appropriate insurance documentation; V5 certificate and taxi inspection test**

certificates being submitted to the satisfaction of officers, and subject to the standard conditions for the period of one year; and

- (2) depart from policy to allow a wheelchair accessible vehicle to be operated on one licence however, such vehicle must be registered no earlier than 2014.**

CL96. Application for the Renewal of a Street Trader Licence

The applicant, Mr J, his solicitor and the solicitor's trainee, together with 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 street trader licence, the consultations carried out, and the responses received, which included a letter of objection from Police Scotland.

The applicant's agent advised that he had a preliminary matter to raise, in that as the matter was sub-judice, insufficient information had been provided to him. The Clerk clarified that sufficient information would also be needed for the committee.

The committee agreed that the letter of objection from Police Scotland be circulated. Accordingly, a copy of the objection was circulated to members.

The Licensing Co-ordinator was heard in relation to the application and in response to questions by members.

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

There being no questions to Sergeant Mackenzie from the applicant's agent, a question was asked by a member of the committee.

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

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

Both parties summed 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 street traders licence, subject to the standard conditions for a period of three years.

With reference to Standing Order 20.5, Councillor Flynn requested that his dissent from the decision be entered in the minute.

CL97. Suspension Hearing in relation to a Late Hours Catering Licence

Sergeant C Mackenzie and PC G Hutchison, Police Scotland entered the meeting.

The Licensing Co-ordinator advised that the licenceholder had advised that he would not be in attendance nor legally represented, and had not sought a continuation of the matter.

The committee agreed to proceed with the matter in the absence of the licenceholder, and to circulate the letter of complaint. Accordingly, a copy of the letter was circulated to members.

The committee considered a report by the Chief Governance Officer providing information in relation to a letter of complaint from Police Scotland requesting the suspension of a late hours catering licence.

Sergeant Mackenzie, Police Scotland was heard in relation to the Chief Constable's letter of complaint.

Questions were then asked by members of the committee.

Sergeant Mackenzie was 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 revoke the late hours catering licence with immediate effect in terms of the Civic Government (Scotland) Act 1982, Schedule 1 paragraph 11(10).

DRAFT**FALKIRK COUNCIL**

Minute of meeting of the Planning Review Committee held in the Municipal Buildings, Falkirk on Monday 18 March 2019 at 9.30 a.m.

Councillors: David Alexander (Convener)
Jim Blackwood
Provost William Buchanan
Adanna McCue

Officers: Douglas Blyth, Team Leader, Legal Services
Jack Frawley, Committee Services Officer
Stephen McClure, Planning Officer

PRC16. Apologies

An apology was intimated on behalf of Councillor Grant.

PRC17. Declarations of Interest

There were no declarations of interest.

PRC18. Minute

The minute of meeting of the Planning Review Committee held on 4 March 2019 was approved.

PRC19. Planning Application P/18/0606/FUL – Change of Use of Outbuilding to Form Dwellinghouse, Hillview, Glen Road, Torwood, Larbert, FK5 4SN

The committee considered documents which related to the Application for Review for planning application P/18/0606/FUL for the change of use of outbuilding to form dwellinghouse, Hillview, Glen Road, Torwood.

The Committee requested and heard a short presentation from Mr McClure, who provided a summary of the application and the papers before the Committee, including reference to the absence of a Report of Handling by virtue of the application being appealed as a non-determination, the applicant's supporting statement and the representations.

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 accompanied inspection of the site.

The meeting adjourned at 9.45 a.m. for the purpose of conducting a site inspection and reconvened at 10.35 a.m., with all members present as per the sederunt.

PRC20. Planning Application P/18/0606/FUL – Change of Use of Outbuilding to Form Dwellinghouse, Hillview, Glen Road, Torwood, Larbert, FK5 4SN

The Committee reconvened to continue consideration of documents which related to the Application for Review for planning application P/18/0606/FUL for the change of use of outbuilding to form dwellinghouse, Hillview, Glen Road, Torwood.

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

- (1) Scottish Planning Policy 2014;
- (2) Supplementary Guidance SG01 - Development in the Countryside;
- (3) Policy CG01 – Countryside;
- (4) Policy CG03 – Housing in the Countryside;
- (5) Policies D02 – Sustainable Design Principles, D03 – Urban Design and D04 – Low and Zero Carbon Development;
- (6) Policy INF02 – Developer Contributions to Community Infrastructure;
- (7) Policy INF11 - Parking;
- (8) the consultation responses received;
- (9) the representations submitted;
- (10) the site history; and
- (11) the benefit of the site inspection.

Provost Buchanan, seconded by Councillor Blackwood, moved that the Committee continue consideration of the matter in order to conduct a hearing in accordance with the terms of Schedule 1 of the Town and Country Planning (Schemes of Delegation and Local Review Procedure) (Scotland) Regulations 2013.

Councillor Alexander, seconded by Councillor McCue, moved, as an amendment, that the Committee agree:-

- (1) to grant planning permission, subject to such conditions as the Director of Development Services shall deem appropriate, for the following reason:-
 - (i) that having assessed the policies the Committee gave more weight to the site inspection and site history as put forward by the applicant, and
- (2) that the preparation and issue of the decision notice be delegated to the Chief Governance Officer.

In terms of Standing Order 20.8 and having heard the terms of the amendment, Provost Buchanan, with the unanimous consent of those present at the meeting, withdrew his motion.

Decision

The committee agreed:-

- (1) to grant planning permission, subject to such conditions as the Director of Development Services shall deem appropriate, for the following reason:-**
 - (ii) that having assessed the policies the Committee gave more weight to the site inspection and site history as put forward by the applicant, and**
- (2) that the preparation and issue of the decision notice be delegated to the Chief Governance Officer.**

FALKIRK COUNCIL

Minute of Meeting of the Planning Committee held in the Municipal Buildings, Falkirk on Tuesday 19 March 2019 at 9.30 a.m.

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

OFFICERS: Ian Dryden, Development Manager
Arlene Fraser, Committee Services Officer
David Gray, Environmental Protection Co-ordinator
Iain Henderson, Legal Services Manager
Russell Steedman, Network Co-ordinator
Bernard Whittle, Development Management Co-ordinator

P110. Apologies

There were no apologies.

P111. Declarations of Interest

Councillor Hughes declared a non-financial interest in agenda Item 5 (ref P114) as he has acted in a ward representative role on this and previous similar applications 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.

P112. Minute**Decision**

The minute of meeting of the Planning Committee held on 20 February 2019 was approved.

P113. Erection of Dwellinghouse and Double Garage at Land to the South of East Bonhard, Linlithgow for Mrs Margaret Linkston – P/18/0712/FUL

The committee considered a report by the Director of Development Services on an application for planning permission for the erection of dwellinghouse and double garage at land to the South of East Bonhard, Linlithgow.

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

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

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

For the Motion (7) – Provost Buchanan, Councillors Bissett, Black, Coombes, Grant, Hughes and Munro.

For the Amendment (5) – Councillors Alexander, Blackwood, Bouse, McCue and Murtagh.

Decision

The Motion was carried.

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

Councillors Kerr and McLuckie, as local members, requested that they be allowed to speak in terms of Standing Order 38.1(x), having given prior notice of their intent. With the consent of the Convener, Councillors Kerr and McLuckie were each heard in relation to Item P114.

P114. Change of Use of Vacant Land to Form Private Permanent Gypsy/Traveller Pitch (One Static Caravan and One Tourer), Formation of Hardstanding and Car Parking, Erection of Fencing, Gates and Sheds (Part Retrospective) at Wesleymount, Church Road, California, Falkirk, FK1 2BD for Mrs A Fowler – P/18/0522/FUL

The committee considered a report by the Director of Development Services on an application for planning permission for the change of use of vacant land to form private permanent gypsy/traveller pitch (one static caravan and one tourer), formation of hardstanding and car parking, erection of fencing, gates and sheds (part retrospective) at Wesleymount, Church Road, California, Falkirk.

Decision

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

Councillor Murtagh left the meeting following consideration of the previous item.

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

P115. Alteration and Change of Use of Women's Refuge (Class 7) to Form 3 Flatted Dwellinghouses at 1-3 Seaview Place, Bo'ness for Hazeldean Properties Ltd – P/18/0710/FUL

The committee considered a report by the Director of Development Services on an application for planning permission for the alteration and change of use of women's refuge (class 7) to form 3 flatted dwellinghouses at 1-3 Seaview Place, Bo'ness.

Decision

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

- (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; and**
- (b) Thereafter, remit to the Director of Development Services, to approve the application 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) For the avoidance of doubt, the replacement lintels shall match the existing lintels in terms of material, texture, colour and appearance.**

Reason(s):-

- 1. As these drawings and details constitute the approved development.**

2. To preserve and enhance the character of the listed building.

Informative(s):-

1. In accordance with section 58(1) of the Town and Country Planning (Scotland) Act 1997 (as amended), this permission lapses on the expiration of a period of 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.
2. For the avoidance of doubt, the plan(s) to which this decision refer(s) bear our online reference number(s) 01 - 07, 08A, 09, 10, 11A 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.

P116. Demolition of Fire Damaged Dwellinghouse and Erection of New Dwellinghouse at Linhouse Cottage, Linhouse Farm, Avonbridge, Falkirk, FK1 2JS for Mr and Mrs A Campbell – P/18/0637/FUL

The committee considered a report by the Director of Development Services on an application for planning permission for the demolition of fire damaged dwellinghouses and erection of new dwellinghouses at Linhouse Cottage, Linhouse Farm, Avonbridge, 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. Notwithstanding any details previously submitted, the development shall not proceed above foundation level until such

time as details of materials have been submitted to, and approved in writing by, the Planning Authority.

3. Notwithstanding any details previously submitted, the development hereby approved shall not be occupied or brought into use until such time as 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 timetable of how this is to be achieved, including details of physical works on site, shall be submitted to, and approved in writing by, the Planning Authority. The approved details shall thereafter be implemented in accordance with the approved timetable and retained operation thereafter, unless otherwise agreed in writing by the Planning Authority.

Reason(s):-

1. As these drawings and details constitute the approved development.
2. To ensure that the proposed development respects the character of the application site and its setting.
3. To ensure that 10% of carbon reduction is achieved by low and zero carbon generating technologies.

Informative(s):-

1. For the avoidance of doubt, the plan(s) to which this decision refer(s) bear our online reference number(s) 01-07, 08A and 09A.
2. 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.

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

P117. Use of Land for Storage with 18 No. Containers at Depot, Dock Street, Bo'ness for Dianne Connachan - P/18/0598/FUL

The committee considered a report by the Director of Development Services on an application for planning permission for the use of land for storage with 18 no. containers at Depot, Dock Street, Bo'ness.

The committee refused planning permission for the following reasons:-

1. The visual impact of the proposed storage container units in terms of height and open views of the storage area would not respect the character and appearance of the Bo'ness Town Centre Conservation Area and would not be sympathetic to the application site's significantly residential and heritage use setting. The proposed development would not integrate sensitively in visual terms with the surrounding area. Accordingly, the proposed development does not accord with policies D10 "Conservation Areas", BUS03 "Business Areas with Potential for Redevelopment" and D02 "Sustainable Design Principles" and Supplementary Guidance SG16 "Listed Buildings and Unlisted Properties in Conservation Areas" of the Falkirk Local Development Plan.
2. The proposed development would not provide a satisfactory standard of access and egress arrangement to safeguard the interests of road users. Accordingly, the proposed development does not accord with policy D02 "Sustainable Design Principles" of the Falkirk Local Development Plan, and consequently therefore, does not accord with policy BUS03 "Business Areas with Potential for Redevelopment" 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) 01A and 02.

P118. Application under Section 42 of the Town and Country Planning (Scotland) Act 1997, as Amended, for Variation of Deemed Planning Permission (Scottish Government Energy Consents Unit Ref EC00005229) to the Extent that Condition 18 thereof is modified as follows: Prior to the Commencement of the Development, Except for

Site Preparation, Ground and Enabling Works, the Remediation Works Identified in the Approved Remediation Strategy Shall be Carried out in Accordance with the Terms of that Strategy. No Part of the Development shall be Occupied Until a Remediation Completion Report or Validation Certificate has been Submitted to the Planning Authority and Approved at Site to the West of Forth Ports Plc, Central Dock Road, Grangemouth, for Forth Ports Limited – P/18/0324/VRC

The committee considered a report by the Director of Development Services on an application under Section 42 of the Town and Country Planning (Scotland) Act 1997, as Amended, for Variation of Deemed Planning Permission (Scottish Government Energy Consents Unit Ref EC00005229) to the extent that Condition 18 thereof is modified as follows: Prior to the Commencement of the Development, Except for Site Preparation, Ground and Enabling Works, the Remediation Works Identified in the Approved Remediation Strategy Shall be Carried out in Accordance with the Terms of that Strategy. No Part of the Development shall be Occupied Until a Remediation Completion Report or Validation Certificate has been Submitted to the Planning Authority and Approved at Site to the West of Forth Ports Plc, Central Dock Road, Grangemouth.

Councillor Black, seconded by Councillor Coombes moved that committee continue consideration of the item to allow a combined inspection of the site and hearing session by committee.

As an amendment, Councillor Bouse, seconded by Councillor Grant, moved that committee agree not to continue consideration of the item to allow a combined inspection of the site and hearing session to be held and proceed to consider the application at this meeting.

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

For the Motion (5) – Provost Buchanan, Councillors Bissett, Black, Coombes and Munro.

For the Amendment (6) – Councillors Alexander, Blackwood, Bouse, Grant, Hughes and McCue.

The Amendment was carried.

Committee proceeded to consider the application.

Councillor Alexander, seconded by Councillor Grant moved that committee grant the application in accordance with the recommendations set out in the report.

As an amendment, Provost Buchanan, seconded by Councillor Black, moved that committee considers the original condition 18 imposed by the

Reporter is reasonable and there is no justification for it to be amended and accordingly refuses the application.

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

For the Motion (5) – Councillor Alexander, Bouse, Grant, Hughes and McCue.

For the Amendment (6) – Provost Buchanan, Councillors Bissett, Black, Blackwood, Coombes and Munro.

Decision

The Amendment was carried.

FALKIRK COUNCIL

Minute of Joint Meeting of the Pensions Committee and Board held in the Municipal Buildings, Falkirk on Thursday 21 March 2019 at 9.30 a.m.

Present:

Committee:-

Councillors Falkirk Council:-

Jim Blackwood

Provost William Buchanan

Niall Coleman

Adanna McCue (Convener)

Board:-

Susan Crook, Unison

Sandy Harrower, UCATT

Attending:

Justyna Korszen-Bennett, Senior Accountant

Alastair McGirr, Pensions Manager

Brian Pirie, Democratic Services Manager

Bryan Smail, Chief Finance Officer

Also in Attendance:

Rob Jones, Ernst and Young

PE44. Apologies

Apologies were intimated on behalf of Councillors Balsillie, Patrick and Reid; Andy Douglas, Unison; Simon Hunt, Scottish Autism; Ed Morrison, SCRA; and Jennifer Welsh, SEPA.

PE45. Declarations of Interest

No declarations were made.

PE46. Minute**Decision**

The minute of the joint meeting of the Committee and Board held on 6 December 2019 was approved.

PE47. Audit Plan for Falkirk Council Pension Fund

The Committee and Board considered a report by the Director of Corporate and Housing Services providing details of the 2018/19 External Audit Pension Fund Audit Plan.

The External Auditor's Audit Plan for 2018/19 was presented. The key milestones for the plan were:

17/6/2019	Latest date for Public Inspection Notice
27/6/2019	Consideration of Unaudited Accounts by Committee
30/6/2019	Latest date for submission of Unaudited Accounts
26/9/2019	Consideration of Audited Accounts by Committee
30/9/2019	Latest date for submission of Audited Financial Statements
30/9/2019	Latest date for issue of ISA 260 and Annual Audit Report

The fee for 2018/19 was £24,360, an increase from 2017/18 of £4,360 which reflected the range of work to be carried out and to align the fee with those reviewed on other similar sized funds.

The previous plan in 2017/18 had made two recommendations. These were:-

- Steps should be taken to improve the timeliness and quality of employer data returns at year end.
- Business Continuity and Conflicts of Interest documentation should be completed.

Both recommendations had been implemented.

Decision

The Committee and Board noted the issuing of the Annual Audit Plan by Ernst and Young (EY) in line with the requirements for the audit of the 2018/19 Pension Fund annual report and accounts.

PE48. Pension Fund Risk Register

The Committee and Board considered a report by the Director of Corporate and Housing Services providing an update on the risk register.

The Committee had agreed an updated risk register on 6 December 2018 (ref PE37). Senior Fund officers meet twice yearly to consider revisions to

the register. The latest review had been on 19 February. Two further risks had been added to the register. These were:-

Brexit

- the risk that Brexit has an adverse impact on asset values (e.g. through a weakening of the UK economy)

Climate change and Sustainability

- the risk that fund asset values are adversely impacted by climate change and a failure to promote sustainability

An updated risk register was presented for approval.

Decision

The Committee approved the updated risk register.

PE49. Statement of Investment Principles

The Committee and Board considered a report by the Director of Corporate and Housing Services seeking approval of the revised Statement of Investment Principles (SIP).

The fund was required to maintain and publish a statement of Investment Principles (SIP) which set out the beliefs and principles it intends to adopt in investing fund money. A SIP had been adopted in August 2017 (ref PE8). A revised SIP had been developed following a review and a workshop session for the Committees and Boards of the Falkirk, Fife and Lothian Funds. The revised SIP included the following changes:-

1. the incorporation of high level principles/beliefs which emerged from the November workshop;
2. an updated section showing the Fund's target asset allocation across the newly agreed policy groups (Equities, Other Real Assets, Non Gilt Debt, Gifts and Cash) and the permitted ranges for each group (see SIP Appendix A);
3. a statement recording how the Fund will comply with the UK Stewardship Code (see SIP Appendix C); and, overall,
4. a simplification of content and format to improve readability.

The SIP provides the Framework within which the Fund sets its investment strategy. The Funding and Investment objectives were to

- achieve a funding level of 100% over 20 years
- achieve an annual return of gilts plus 2.8%

Decision

The Committee approved the revised Statement of Investment Principles.

PE50. General Governance Matters

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

- proposed scheme changes
- McCloud judgement
- longevity
- Scheme National Fraud Initiative
- Small Admitted Bodies Initiative
- Corporate Governance issues
- Class Action
- Voting
- Annual Conference

The report set out the background to Climate Action 100+, an investor initiative to encourage the largest corporate greenhouse gas emitters to take action on climate change. The Fund had been invited to join the initiative and to adopt a sign on statement. This was appended to the report for consideration.

Decision

The Committee and Board noted the report.

The Committee agreed to join the Climate Action 100+ initiative.

PE51. 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.

PE52. Pension Fund Budget 2019/20

The Committee and Board considered a report by the Director of Corporate and Housing Services presenting details of the proposed fund budget for 2019/20.

The proposed budget was £7.9m, an increase of £279k on the 2018/19 budget. The report summarised the key costs in regard to:-

- oversight and governance
- business administration
- investment management

Decision

The Committee and Board noted the Pension Fund budget for 2019/20, and

The Committee approved the Pension Fund budget for 2019/20.

PE53. 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 31 December 2018, and**
- (4) the investment monitoring activity of the Joint Investment Strategy Panel (JISP).**

PE54. 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 31 December 2018.

Decision

The Committee and Board noted the report.

PE55. Joint Investment Strategy Panel Update

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

The key points included:-

- Future agenda planning and content
- Falkirk's investment strategy and areas for further consideration between the Chief Finance Officer, Pensions Manager and JISP advisers
- Joint procurement of third party services
- Potential for Currency Hedging and / or Stock Lending
- Cost benchmarking exercises
- Review of internally managed portfolios
- Review of externally managed portfolios
- Membership of the JISP
- Scheduling of additional JISP meetings to consider the asset classes best suited to the Fund's policy group asset allocations

Decision

The Committee and Board noted the report.

Draft**FALKIRK COUNCIL**

Minute of meeting of the EDUCATION EXECUTIVE held in the Municipal Buildings, Falkirk on Tuesday 26 March 2019 at 9.30 am.

COUNCILLORS:

David Alexander
Robert Bissett
Fiona Collie
Joan Coombes
Nigel Harris
Adanna McCue
Cecil Meiklejohn (Convener)
Laura Murtagh
Alan Nimmo
John Patrick
Pat Reid

**REPRESENTATIVES
OF RELIGIOUS
BODIES:**

Maureen Harkins

CO-OPTEEs:

Karen Procek, Parent Representative
Merle Stevenson, Parent Representative

OFFICERS:

Ashley Cupples, Early Years Pedagogue
Tracey Fox, Data Project Officer
Arlene Fraser, Committee Services Officer
Gary Greenhorn, Head of Planning and Resources
Sara Lacey, Head of Social Work Children's Services
Kenneth Lawrie, Chief Executive
David Mackay, Head of Education
Colin Moodie, Chief Governance Officer
Robert Naylor, Director of Children's Services
Gemma Paterson, Early Years Pedagogue
Karen Thomson, Childcare Provision Co-ordinator
Vivien Thomson, Service Manager

EE54. Apologies

Apologies were intimated on behalf of Councillor Flynn; Rev Michael Rollo, Church Representative; John Chalmers and Fiona Craig, Teacher Representatives; Alice Dunn and Aaron Laurie, Pupil Representatives.

EE55. Declarations of Interest

There were no declarations.

EE56. Minute**Decision**

The minute of the meeting of the Education Executive held on 29 January 2019 was approved.

EE57. Rolling Action Log

A rolling action log detailing decisions not yet implemented following the previous meeting on 29 January 2019 was provided. Items 436 – Motion Family Cap; 442 – Specialist Education and Social Behavioural Needs for Primary and Secondary School Pupils; and 444 - SQA Attainment in Falkirk Secondary Schools 2017/18, were subject of reports on the agenda and accordingly fell from the action log.

Decision

The Education Executive noted the rolling action log.

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

EE58. Education Executive Membership

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

The selection processes for the nomination of one teacher from the serving staff of schools, and one parent representative chosen by Falkirk Area Parent Forum, was detailed in the report.

Decision

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

- (1) John Chalmers, Bonnybridge Primary School as the primary schools teacher representative on the Education Executive; and**
- (2) Merle Stevenson as a parent representative on the Education Executive.**

EE59. Scottish Qualifications Authority (SQA) – Attainment in Falkirk in 2017-18

Tracey Fox, Data Project Officer, Children's Services gave a presentation on the Scottish Qualifications and Measures.

The Education Executive considered a report by the Director of Children's Services advising on the attainment of young people leaving Falkirk Council's secondary schools in 2017/18, therefore, focused solely on point of exit data.

The performance information for Falkirk Council secondary schools is benchmarked against the national average, Virtual Comparator (VC) and where available, against the Forth Valley and West Lothian Regional Improvement Collaborative, comprising of Falkirk, Stirling, Clackmannanshire and West Lothian Councils. The VC is made up of pupils from other local authorities who have similar characteristics to the pupils in Falkirk Council schools.

The report set out the progress schools are making towards the delivery of the Council's priorities contained in the Educational Division Improvement Priorities 2018-19.

The data included attainment in literacy and numeracy as well as leaver destination information for senior pupils exiting their education, variously at the end of S4, S5 and S6.

Decision

The Education Executive:-

- (1) noted Falkirk Council secondary school leavers' results for 2017-18;**
- (2) noted the positive progress made by Falkirk Council pupils across a range of attainment measures, and**
- (3) requested that the Director of Children's Services continue to engage with schools on tracking and monitoring pupil's progress, and with partners in planning for positive leaver destinations.**

In terms of Standing Order 35.1(ii), the Convener ruled that there had been a material change in circumstances since the decision of Council to set instrumental music tuition fees, at the meeting on 27 February 2019. This decision was taken prior to the COSLA guidance on "Instrumental Music Tuition" being considered.

EE60. Instrumental Music Tuition Fees

The Education Executive considered a report by the Director of Children's Services providing recent guidance issued by COSLA regarding "Instrumental Music Tuition", which included recommendations for charges and concessions. The COSLA Guidance paper was appended to the report.

The report set out the background to the guidance which aims to support local authorities on their decision making of instrumental music services and approaches to charging. Due to the timing of its publication, there was no time to consider the guidance prior to the Council's budget meeting.

Children's Services currently apply two level of charges, full and concessionary. The fee levels, set as part of the 2019/20 budget paper, are £160 (full) and £50 (concessionary). The concessionary charge applies to those pupils who qualify for free school meals. Charges apply for pupils selecting to receive individual or group tuition in a particular instrument or genre, and not to those studying for their SQA music examination.

COSLA guidance and recommendation is that there should be no charge for students who have entitlement to free school meals. The estimated loss of income to this proposal would be c.£6k per annum.

Decision

The Education Executive:-

- (1) noted the report and the COSLA Guidance, set out in Appendix 1;**
- (2) agreed that from 1 April 2019, no charge for instrumental music tuition would be made for those pupils who are entitled to free school meals, and**
- (3) instructed the Director of Children's Services to undertake a wider review of the current charges in line with the Improvement Service findings as outlined in section 4.3(ii) of the report.**

EE61. Early Learning and Childcare (ELC) – 2020 Expansion Plan Update

Ashley Cupples and Gemma Paterson, Early Years Pedagogues gave a presentation on Marvellous Mealtimes in Falkirk, which had been developed in Bowhouse and Nethermains Primary Schools' Early Learning Centres.

The Education Executive considered a report by the Director of Children's Services providing an update on the ELC expansion plans and progress, together with details of new proposals that support the ELC expansion and implementation plans.

Significant work had been undertaken to develop designs and access ELC options for Kinglass Social Work Office, Callendar Business Park Nursery, Inchlair Nursery School, Woodburn Day Nursery and Victoria Primary school; and the projects at Hallglen ELC and Kinnaird ELC.

The projects identified in Phases 2 & 3 were all currently "on track" as planned. A further 3 establishments had been proposed to accelerate and bring "on stream" earlier than previously planned and within the resources available.

Children's Services have identified proposals which will provide support to partner provider nurseries in phasing in the implementation of 1140 hours; to ensure that their staff and their premises meet the necessary requirements, and to offer increased packages that will provide additional flexibility for parents.

Information was provided on how Children's Services propose to meet the challenges around providing those children accessing 1140 hrs, with a meal at lunchtime and the proposal for additional funding, to allow existing charges for nursery snacks to cease, from August 2019.

Children's Services plan to review and expand the ELC workforce to ensure there is a diverse, gender/age balance workforce, and to create opportunities for "on the job" training programmes. It is estimated that an additional 75fte posts will be recruited by August 2019.

Decision

The Education Executive:-

- (1) noted the overall content of the updated progress report;**
- (2) agreed to the proposals detailed in Section 4.3 to accelerate a further 3 projects;**
- (3) agreed to the proposals in Section 4.4 (ii) to accelerate and support the implementation of 1140 hours across our Partner Provider Nurseries;**
- (4) agreed to the proposals detailed in Section 4.5 to review and consider options around meal provision in our ELC establishments;**
- (5) noted the provision of additional funding as detailed in Section 4.8 and request that the Director of Children's Services provide details on the funding bid at the next meeting;**
- (6) agreed to the proposals to recruit additional staff as detailed in Section 4.8, and**
- (7) noted the updated financial information showing new commitments in Section 6.**

Merle Stevenson left the meeting after consideration of the previous item of business.

EE62. Report on the Consultation on the Proposed Mothballing of Bothkennar and Limerigg Primary Schools

The Education Executive considered a report by the Director of Children's Services providing details on the recent informal consultations undertaken on the proposed mothballing of Bothkennar and Limerigg Primary Schools and the recommendations on the way forward.

The Education Executive had agreed the criteria and parameters for schools to be considered for mothballing on 4 September 2018 (ref EE32). Management actions to be taken when schools were considered for mothballing had also been previously agreed.

The School Census for 2018/19 identified two schools that fell within the agreed parameters to be considered for mothballing, namely Bothkennar and Limerigg Primary Schools.

The report set out details of the informal consultation processes undertaken with affected parents and other families who reside within the defined catchment areas, and the responses received. There were no objections to either school being mothballed.

Decision

The Education Executive:-

- (1) noted the responses from the recent consultations;**
- (2) agreed that Limerigg and Bothkennar Primary Schools should be mothballed from August 2019, and that pupils attending these schools transfer automatically to Slamannan and Beancross Primary Schools, and**
- (3) authorised the Director of Children's Services to put measures in place to support pupils transferring to the alternative catchment schools during the current school session if that is requested.**

Councillor Harris left the meeting during consideration of the previous item and re-joined the meeting during consideration of the following item.

EE63. Renaming of 'Mariner Support Service' and 'Oxgang School and Support Service' to Inclusion and Wellbeing Service 3-18: Report on Feedback from the Informal Naming Consultation

The Education Executive considered a report by the Director of Children's Services providing feedback on the consultation with children, young people, parents and staff, together with the outcome of the preferred name for the new school.

The Education Executive had agreed to progress with the informal consultation regarding the proposal on 4 September 2018 (ref EE26).

Following the consultation carried out between 1 October 2018 and 21 December 2018, the responses received indicated that the preference was to combine both Oxbang School and Support Service and Mariner Support Service into a single service with the name of “Inclusion and Wellbeing Service 3-18”.

Decision

The Education Executive:-

- (1) noted the progress report on the rename, and**
- (2) agreed that the combined service be called “Inclusion and Wellbeing Service 3-18” in accordance with the preference expressed by parents, pupils and staff.**

EE64. Foster Carer Recruitment

The Education Executive considered a report by the Director of Corporate and Housing Services outlining proposals to support a significant increase in the number of local foster carers, in line with the Children’s Service’s Closer to Home Strategy.

Information was provided on the need to recruit additional foster carers to meet the need for placements for Falkirk children who require alternative family care, and which should be provided, as close to home as possible.

At present, the number of local children requiring foster placements outweighs the placements available from Council foster carers. This results in the Council purchasing placements from external agencies, the costs of which, are significantly more than the internal provision, and are often outwith the Council area.

To meet demand for placements and the goals of the Closer to Home Strategy, work on a dedicated and competitive recruitment focus and marketing strategy is currently being developed.

Details of the Council’s existing foster carer Payment for Skills Scheme and proposals for an increase in the payments, was set out in the report.

Decision

The Education Executive approved the proposed changes to the existing Falkirk Council foster carer Payment for Skills scheme and staffing structure as detailed at paragraphs 4.6 and 6.1 to attract local people to foster for the Council.

EE65. Child Tax, Universal Credit

The Education Executive considered a report by the Director of Children's Services providing an update on the guidance being provided to Social Workers, Housing and Finance staff who may receive a request to validate a benefit support application for a child conceived without consent.

Falkirk Council has developed guidance for staff in Housing, Finance and Social Work Services to ensure that staff are aware of the process of obtaining benefits for children conceived without consent and understand the process of verification. The guidance also highlights the specialist support services which are available to help people affected by this issue. The guidance was appended to the report.

Decision

The Education Executive noted the guidance provided to Social Work and relevant Housing and Finance staff.

Minute of meeting of the Planning Committee held On Site on Monday 1 April 2019 commencing at 9.30 a.m.

Councillors: David Alexander (Convener)
Provost William Buchanan (Depute Convener)
Allyson Black
Jim Blackwood
Gary Bouse
Gordon Hughes (Item P4 only)
Lynn Munro

Officers: Donald Campbell, Development Management Co-ordinator
John Milne, Senior Planning Officer (for application P/18/0522/FUL)
David Paterson, Planning Officer (for application P/18/0712/FUL)
Brian Pirie, Democratic Services Manager
Karen Quin, Senior Solicitor
Russell Steedman, Network Co-ordinator

P1. Apologies

Apologies were intimated on behalf of Councillors Bissett, McCue and Murtagh.

P2. Declarations of Interest

There were no declarations of interest.

P3. Change of Use of Vacant Land to Form Private Permanent Gypsy/Traveller Pitch (One Static Caravan and One Tourer), Formation of Hardstanding and Car Parking, Erection of Fencing, Gates and Sheds (Part Retrospective) at Wesleymount, Church Road, California, Falkirk, FK1 2BD for Mrs A Fowler – P/18/0522/FUL

With reference to the minute of the meeting of the Planning Committee held on 19 March 2019 (ref P114), Committee gave further consideration to a report by the Director of Development Services on an application for the Change of Use of Vacant Land to Form Private Permanent Gypsy/Traveller Pitch (One Static Caravan and One Tourer), Formation of Hardstanding and Car Parking, Erection of Fencing, Gates and Sheds (Part Retrospective) at Wesleymount, Church Road, California, Falkirk.

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 Hughes, was heard in support of the application.

Questions were then asked by members of the committee.

Questions included the following:-

- The relevance of two interim interdicts to the operation of the meeting
- Ownership of the land and access rights
- Current and pending enforcement actions in regard to the land

Councillor James Kerr, a local member for the area, was heard in relation to the application and asked questions which included the following:-

- The definition of 'mutual vehicular access' in regard to access to the site
- Whether the response by the Roads Authority had been taken into account by the Planning officer
- The impact of the finding by the Directorate for Planning and Environmental Appeals in regard to a nearby property and whether the finding applied to the application site
- Whether works on the site had caused flooding

Councillor John McLuckie, a local member for the area, was heard in relation to the application and asked questions which included the following:-

- Whether the site was part of the site which was subject to the finding by the Directorate for Planning and Environmental Appeals and therefore subject to its restrictions
- The response by SEPA and why SEPA had not been consulted as a matter of course
- The location of the site in regard to the boundary for settlements, having regard to the Local Development Plan.

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

P4. Erection of Dwellinghouse and Double Garage at Land to the South of East Bonhard, Linlithgow for Mrs Margaret Linkston – P/18/0712/FUL

With reference to the minute of the meeting of the Planning Committee held on 19 March 2019 (ref P113), Committee gave further consideration to a report by the Director of Development Services on an application for the Erection of Dwellinghouse and Double Garage at Land to the South of East Bonhard, Linlithgow.

The Convener introduced the parties present.

The Planning Officer outlined the nature of the application.

The applicant and her agent Mr J Jewitt were heard in relation to the application.

Questions were then asked by members of the committee.

Questions related to:-

- The drainage arrangements for the development
- Whether there was a flood risk
- The proposed building materials

Depute Provost Ritchie, 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 April 2019.

FALKIRK COUNCIL

Minute of meeting of the Scrutiny Committee held in the Municipal Buildings, Falkirk on Thursday 4 April 2018 at 9.30 am.

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

Officers: Fiona Campbell, Head of Policy, Technology and Improvement
Douglas Duff, Head of Planning and Economic Development
Ian Dryden, Development Manager
Kenneth Lawrie, Chief Executive
David Mackay, Head of Education
Brian Pirie, Democratic Services Manager
Stuart Ritchie, Director of Corporate and Housing
Danny Thallon, Environment Co-ordinator

S1. Apologies

No apologies were intimated.

S2. Declarations of Interest

No declarations were made.

S3. Minutes**Decision**

- (a) The minute of the meeting of the Scrutiny Committee held on 13 December 2018 was approved; and
- (b) The minute of the meeting of the Performance Panel held on 14 February 2019 was noted.

S4. Rolling Action Log

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

The convener highlighted that a number of reports which had been requested by the committee and which had been scheduled to be submitted to this meeting (items 439, 454, 455 and 456) had not been included on the agenda. The Head of Education explained the reason for the delay in each case. The convener responded that, at the least, the Rolling Action Log should have been updated to set out these reasons. Members of the committee stated that in their view a report when called for should be submitted within a reasonable timescale and by the expected date. The convener concurred and drew the committee's attention to the findings of the review of scrutiny which had been undertaken by the Chief Executive and a working group of members earlier in the year which had found that there was a perception culturally within the Council that scrutiny was seen as a lesser function. The lack of the expected reports, she considered, demonstrated this. The Chief Executive concurred and stated that he would ensure that the findings of the review, and the committee's views, were understood by all Directors.

Decision

The committee noted the Rolling Action Log and agreed to remove actions 411, 430 and 457 from the log.

S5. Report of the Anti-social Behaviour Scrutiny Panel

The committee considered a report by the Director of Corporate and Housing Services presenting the report and recommendations of the scrutiny panel's review of Anti-social Behaviour.

A scrutiny panel, comprising the Depute Provost and Councillors Binnie, Blackwood (convener) and Grant, had undertaken a review of Anti-social Behaviour between October 2018 and February 2019. The report by the panel, and its findings, were set out in the appendix to the report.

The convener of the panel, Councillor Blackwood, summarised the work of the panel and thanked members, officers and stakeholders for their contribution to the panel's work.

Councillor Blackwood moved that the committee agrees the recommendations of the panel:-

1. The panel commends the good partnership working in place by all agencies in addressing Anti-social Behaviour and encourage this to continue and be built upon as opportunities arise;
2. Services should actively seek to engage with young people out with community facilities and through methods which suit young people;

3. Guidance should be provided for Councillors to assist in dealing with complaints relating to Anti-social Behaviour, including best practice regarding mediation, mental health training and how to have challenging conversations;
4. Requests that the Housing Allocations Scrutiny Panel includes in its work plan consideration of the link between allocations and perceived Anti-social Behaviour.

The committee discussed the panel's findings. In particular the committee welcomed the panel's recommendation that the scrutiny panel which will consider Housing Allocations, consider the link between allocations and perceived Anti-social Behaviour, and gave examples of Anti-social Behaviour. Members also welcomed the panel's recommendations that guidance should be provided to elected members to assist in dealing with complaints in regard to Anti-social Behaviour, particularly in regard to having challenging conversations.

Councillor Coleman commended the work of the panel. In praising the panel's findings he proposed the following amendment which expanded the terms of the motion:-

1. The panel commends the good partnership working in place by all agencies in addressing Anti-social Behaviour and encourage this to continue and be built upon as opportunities arise. Services should actively engage with communities when activity has been reported, being proactive rather than reactive, Services should work in partnership with other Councils ensuring that proven good practice on Anti-social Behaviour is shared and routinely updated;
2. Services should actively seek to engage with all individuals out with community facilities giving particular consideration young people, elderly isolated people, those with recognised substance abuse issues, and those with recognised mental health issues and through methods which, best suit them;
3. Services should review the support offered to victims of Anti-social Behaviour, whether the victim be directly or indirectly affected by Anti-social Behaviour or whether the victim be the recipient of vexatious Anti-social Behaviour complaints against them;
4. Guidance should be provided for Councillors to assist in dealing with complaints relating to Anti-social Behaviour, including best practice regarding mediation, mental health training and how to have challenging conversations, the Council also recognises the role of local members in issues relating to Anti-social Behaviour as legitimate advocates on behalf of constituents. The Council must recognise the role of the elected member and the expectations on the elected member of the general public;

5. Requests that the Housing Allocations Scrutiny Panel includes in its work plan consideration of the link between allocations and perceived Anti-social Behaviour, thus giving us a more rounded approach to dealing with Anti-social Behaviour from a specific service delivery point.;
6. Council though recognising the complex nature of Anti-social Behaviour ensures that collective and holistic approach is taken to information given to Councillors to enable them to assess situations correctly while being mindful that all Councillors are Registered Data Controllers, with the Information Commissioner's Office and doing so within the parameter of GDPR and potential future legislation relating to data protection.

The committee adjourned, at 10.00 a.m. to allow members the opportunity to consider the proposed amendment and reconvened at 10.15 a.m. with all members present.

With the consent of convener, Councillor Blackwood agreed to withdraw his proposed motion provided that, in addition to the terms of the amendment the committee request an update report, in 6 months time, on the implementation of the panel's findings.

Decision

The Scrutiny Committee agreed the recommendations of the Scrutiny Panel, as further expanded and set out below:-

- (1) The panel commends the good partnership working in place by all agencies in addressing Anti-social Behaviour and encourage this to continue and be built upon as opportunities arise. Services should actively engage with communities when activity has been reported, being proactive rather than reactive, Services should work in partnership with other Councils ensuring that proven good practice on Anti-social Behaviour- is shared and routinely updated;**
- (2) Services should actively seek to engage with all individuals out with community facilities giving particular consideration young people, elderly isolated people, those with recognised substance abuse issues, and those with recognised mental health issues and through methods which, best suit them;**
- (3) Services should review the support offered to victims of Anti-social Behaviour, whether the victim be directly or indirectly affected Anti-social Behaviour or whether the victim be the recipient of vexatious Anti-social Behaviour complaints against them;**

- (4) Guidance should be provided for Councillors to assist in dealing with complaints relating to Anti-social Behaviour, including best practice regarding mediation, mental health training and how to have challenging conversations, the Council also recognises the role of local members in issues relating to Anti-social Behaviour as legitimate advocates on behalf of constituents. The Council must recognise the role of the elected member and the expectations on the elected member of the general public;**
- (5) Requests that the Housing Allocations Scrutiny Panel includes in its work plan consideration of the link between allocations and perceived Anti-social Behaviour, thus giving us a more rounded approach to dealing with Anti-social Behaviour from a specific service delivery point.;**
- (6) Council though recognising the complex nature of Anti-social Behaviour ensures that collective and holistic approach is taken to information given to Councillors to enable them to assess situations correctly while being mindful that all Councillors are Registered Data Controllers, with the Information Commissioner's Office and doing so within the parameter of GDPR and potential future legislation relating to data protection.**
- (7) The committee requested an update report on implementation of the recommendations in six months.**

S6. Local Government Benchmarking Framework 2017/18

The committee considered a report by the Director of Corporate and Housing Services providing an update on the Local Government Benchmarking Framework (LGBF) data for 2017/18.

LGBF was a national approach to preparing, comparing and improving the performance of Councils across Scotland. It had replaced the statutory performance indicators which had been required by Audit Scotland and were compiled by the Improvement Service on behalf of the Society of Local Authority Chief Executives (SOLACE). The LGBF was a suite of common performance indicators and national family group events and was used by Audit Scotland as part of its statutory performance framework and used to assess Council's

Focus on improvement.

The LGBF for 2017/18 contained 77 indicators, of which 65 had been published in February 2019. These covered service cost, service delivery and costumer satisfaction. Although not perfect, due to inconsistency in how the data was collected, the data, supplemented by local information could be used by the Council to drive improvement.

In regard to the indicators, from 2010/2011 to 2017/18 68% (44) had improved while 32% (21) had deteriorated.

When compared to the national average 71% (46) were better and 29% (19) were worse.

The committee had previously scrutinised the complete data set, most recently in 2018 (ref S12). Members at the time had expressed concern that the volume of information presented in a single report had restricted their ability to readily identify areas for further scrutiny. To assist the committee, each Service, would now include as part of its performance reporting (now to the Scrutiny Committee):-

- Key and important indicators from the LGBF and performance, targets, benchmarks over time by service – this will identify those areas we are seeking to improve in.
- Background and context information on those indicators locally i.e. locality information, other PIs that provide additional analysis.
- How we intend to improve and the steps we are taking to achieve that improvement.
- What further work the Service was doing on that area of service.

Members of the committee considered that the inclusion of the information, in the performance reports would assist the committee in its work. Members asked whether the LGBF information was disseminated to, and considered, by individual Services and to what extent. The Head of Policy, Technology and Improvement explained that this was the case and explained that the Corporate Management Team and Service Management Teams utilised the information to improve performance and service. The Director of Corporate and Housing Services, Head of Planning and Economic Development and Head of Education each explained how the information was used within their respective services. The Head of Policy, Technology and Improvement also explained, in response to a question, that each Council used benchmarking family groups to compare and share best practice and to learn. SOLACE oversaw the process.

In regard to indicator CHN10 - adults satisfied with local schools, members sought further information on whether the survey had been restricted to parents of pupils or included all adults. The Head of Education explained that the survey had included adults other than parents and carers and was part of a wider Scottish Household Survey. The Chief Executive explained that the sample they used from the Scottish Household Survey was small and it was this survey upon which % satisfaction indicators in the LGBF were based. The Head of Education added that the service and schools carried out their own surveys with parents. The deterioration recorded by the indicator was disappointing and the Service was looking to better understand the reasons for the dissatisfaction. It was the case however that parents tended to express concerns at a local level rather than to the centre. Attainment results were positive and schools were doing a good job so it was important to understand why 30% of adults surveyed were not satisfied with local schools.

The committee discussed CHN3 - cost per preschool education place. This was £5431, 16th most expensive. The Head of Education, in response to a question, confirmed that the costs included former social work nursery provision which was not statutory day care and which many Local Authorities did not provide. Historically the Council had agreed to provide this care. It was important, members suggested, that the Service look at its provision and determine whether additional and costly care could be provided in a less costly way or whether it should be provided at all.

In regard to ECON4 - % of procurement spent on local enterprises, members welcomed an increase from 18.4% to 32.17% and suggested that it should be higher. The Head of Planning and Economic Development stated that the Service worked closely with the procurement team to enable and support local suppliers in order that they can tender for work.

The committee highlighted ECON7 - adults satisfied with refuse collection which had reduced from 77% to 69% this ranked Falkirk Council at 31 out of 32. Mr Duff stated that the sample size was small, approximately 100 households, and was not reflective of local satisfaction. The Chief Executive concurred that small sample sizes could produce anomalous and unreflective feedback. Nationally SOLACE was looking at ways of improving this measure. Results from the Scottish Household Survey were based on a survey of adults – so a survey on waste collection would in all probability include a high proportion of waste collection service users but a lower proportion of parents so the results in regard to satisfaction of waste services and of local schools could not be equally relied upon to be reflective of user's satisfaction. Members suggested that local, larger, survey would produce more reliable indication of user satisfaction. The Chief Executive explained that local surveys were conducted, for example using the citizen's panel, but the point of the LGBF was to produce Scotland wide results for comparison across Councils. Local surveys did yield more informative and useful outputs but a national indicator had value too, albeit with caveats around the sample size and make up of the sample.

Following a question the Head of Planning and Economic Development summarised the results so far of a trend to use synthetic plastic material to fill pot holes. Indicator ECON4(c) 3% of B class roads which should be considered for maintenance treatment had increased from 39.56% to 42.09%. Should the trial prove successful, Mr Duff suggested, the indicator would improve. Again however Mr Duff questioned the robustness of the indicator. Benchmarking with other Local Authority Family groups suggested that the Council's costs were lower than Authorities of a similar size.

The committee considered that the report generally showed an improving Council. However members questioned the robustness of the data set and the validity of the Scottish Household Survey information. The Head of Policy, Technology and Improvement concurred that the value in itself of SHHS data was questionable and should be looked at in conjunction with other performance information.

Ms Campbell explained that the report gave an overview and Services would provide analysis as part of their performance reporting schedule to the Scrutiny Committee which could include the results of local surveys to supplement the national data.

The Chief Executive concurred recalling that the LGBF was an improvement on the previous Audit Scotland indicators. The information on service performance and on cost of service provision was useful. In regard to the latter cost was a more subtle issue. Higher cost was not necessarily negative - it could be an indicator of being where we wanted to be in regard to provision of a service. However cost indicators were useful when looking to drive efficiencies. For example a high cost good service was not necessarily negative but a high cost low performing service would be one which would be scrutinised. In regard to SHHS information, the Chief Executive, the committee was correct to question its value. The important question in regard to user satisfaction was what the Council was doing to measure user satisfaction. Members agreed and generally welcomed the information with the caveat that the SHHS data was not reflective necessarily of the local view. The Head of Policy, Technology and Improvement stated again that the information would be contained within performance reports and could be viewed at this level as a 'can opener' to enable members to begin to formulate their questions ahead of more detailed and contextualised information coming forward in the individual service performance reports.

Decision

The committee noted:-

- (1) Audit Scotland's increased focus on the use of Local Government Benchmarking Framework indicators as a means to drive improvement;**
- (2) 2017/18 Local Government benchmarking Framework data for Falkirk Council, the IJB and Falkirk Community Trust;**
- (3) the indicators that were improving and deteriorating from 2010/11 to 2017/18, set out in appendix 1 of the report;**
- (4) the indicators that compared better and worse that the national average, set out in appendix 2 of the report;**
- (5) the indicators that were in the top and bottom quartiles, set out in appendix 3 of the report; and**
- (6) that individual Service reports would be presented to future meetings for consideration.**

S7. Local Government Benchmarking Framework Indicator: Cost per planning application - Update report

The committee considered a report by the Director of Development Services providing an update on the Local Government Benchmarking Framework (LGBF) indicator ECON2 on the cost per planning application which was requested by the Committee at its meeting on 5 April 2018.

The committee had called for a report on the LGBF indicator ECON2 – the cost of planning following its consideration of the LGBF suite of indicators in August 2017(ref S6). This had ranked Falkirk Council as 32 out of the 32 Scottish Local Authorities in regard to the cost of a planning application. The report on 5 April 2018 had set out:-

- details of the component costs which make up the ECON2 indicator;
- comparative information for all Scottish Local Authorities;
- contextual information and information to show recent costs and the trend;
- a detailed explanation of the planning process (including timescales) and its costs;
- an overview of Audit Scotland audit of major planning applications; and
- an overview of the national Planning Review and the recent Planning (Scotland) Bill.

The report stated that there would be a review of the cost of service provision in response to the LGBF indicator and as part of work by the Scottish Government in regard to the Planning Bill. It was recognised nationally that the methodology for calculating the cost of planning was inconsistent and unreliable. The committee had requested an update on the work undertaken in regard to the review. The report set out:-

- a summary of the findings of the cost of planning exercise carried out by the Heads of Planning Scotland and the Improvement Service;
- an update on the Council's most recent Planning Performance Framework; and
- a summary of work undertaken to identify potential service improvements to reduce the cost of the planning service and the intended actions.

Further work would be undertaken, as part of a Council of the Future project. This work would consider the planning process in regard to:-

- Local Development Plan
- strategy preparation
- technical and systems support
- development management

The latter would include a review of the Council's Scheme of Delegation with a view to reducing the costs relating to taking applications to the Planning Committee.

Members of the committee commended the work undertaken and the information provided. In regard to ECON2, members noted the improvement in the Council's ranking, to 16 out of 32, but suggested that should all Councils apply the same methodology in calculating the indicator then there was a probability that all would see an improvement in performance and as such the ranking may still not reflect the Council's position. Nonetheless the review had driven cost improvements and efficiencies in the Council's process and this was welcomed. The Head of Planning and Economic Development concurred, noting that the LGBF process was neither robust nor consistently applied. There had been improvements identified in the Council's processes which had resulted in efficiencies in costs and improvements in service and the Council of the Future project would progress these further. It was questionable whether other Local Authorities had reviewed their processes as vigorously as Falkirk Council had. The Development Manager concurred. He gave examples of various workstreams which would identify efficiencies in the process. These included a review of the process leading to consideration by the Planning Committee. The cost to the Service of taking a report to the Planning Committee was £2,000 and it was Anti-social Behaviour anticipated that this could be reduced. Additionally the review would consider the provision of a planning service. This was a service which applicants and potential applicants welcomed and which was well used, but which was expensive and currently provided free of charge to the customer.

The committee discussed the report. Members highlighted the need to share best practice with other Planning Authorities. Mr Dryden explained the process of taking a planning application to the Planning Committee, detailing the work required to assess an application and to prepare a report for the committee the work could be complex and required input from other services such as Governance. The fee for an application was £250 - £400. There was therefore no cost recovery if an application goes to Committee and the cost is borne by the Authority. In response to a question Mr Dryden confirmed that the applicant's fee is set nationally. He also confirmed that there was scope to introduce a fee for the cost of the planning service.

In regard to the cost of preparing committee reports Mr Dryden, following questions, explained the process – from submission of an application to deliberation by the Planning Committee. He suggested that a review of the Scheme of Delegation may result in fewer application types being considered by Committee. Members of the committee expressed concern that a review could diminish the role of the elected member in the process. Mr Dryden stressed that this was not the intention. Some types of applications did not require Committee approval in other Authorities and the aim of the review was to look at all options. Its aim was to look at what should be considered by the Planning Committee and what could be delegated to officers to determine.

The Head of Planning and Economic Development supported the proposed review recognising that members played an important role in the planning process. There was a drive nationally, he explained, to improve and streamline the process for the applicant, by for example, moving the process on-line where possible. In regard to technology it was suggested by members, that the need for site visits could be reduced if the Planning Committee was better able to view sites at the Committee meeting and suggested using Google maps and images taken by drones as possible solutions. The Democratic Services Manager agreed that these could be looked at. There had been a reduction in the number of additional meetings on site. This was due to work by Governance and the Committee to better understand the role of site visits. In conclusion Mr Duff stated that further work would be taken forward by the Council of the Future project. He also stated that it was likely that the introduction of the Planning Bill could have a major impact on the workload of the Planning service.

Decision

The committee noted:-

- (1) the feedback from Scottish Government on the Council's Planning Performance Framework submission 2017-18;**
- (2) the results of the cost of the planning exercise conducted by Heads of Planning Scotland and the Improvement Service, and**
- (3) the work undertaken to identify potential service improvements to reduce the cost of the planning service and the intended actions for the service.**

S8. Economic Strategy Update

The Committee had considered the Economic Strategy on 1 February 2018 (ref S30) and had requested an update on the implementation of the strategy after a year. The Head of Planning and Economic Development gave a presentation which set out:-

- background to the strategy
- growth – including town centre development and tourism
- investment – including Falkirk TIF and the Investment Zone
- inclusion – including employability activities

The presentation also highlighted performance. Mr Duff referred to a suite of indicators which showed the Council's performance against Scotland wide performance.

The committee thanked Mr Duff for the presentation. However members considered that a presentation did not afford the committee sufficient opportunity to scrutinise performance.

There had been too much information provided and members stated that they required information of this type in advance, in the format of a report to afford them the opportunity to prepare and to formulate questions. The committee discussed various elements of the presentation but considered that they had insufficient information to properly scrutinise the information and asked for a report. The Democratic Services Manager suggested, given the preparation time required and the committee's workplan that the report be submitted to the committee on 12 September when Development services was scheduled to present its performance report.

Decision

The Committee requested an update report on the impact of the Economic Strategy at its meeting on 12 September 2019.

FALKIRK COUNCIL

Minute of meeting of the Audit Committee held in the Municipal Buildings, Falkirk on Monday 8 April 2019 at 9.30 a.m.

Members:

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

Officers:

Rhona Geisler, Director of Development Services
Gary Greenhorn, Head of Planning & Resources
Kenneth Lawrie, Chief Executive
Brian Pirie, Democratic Services Manager
Stuart Ritchie, Director of Corporate and Housing
Bryan Smail, Chief Finance Officer

Also Attending:

Rob Jones, Ernst & Young
Grace Scanlin, Ernst & Young

A1. Apologies

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

The Democratic Services Manager advised that the recruitment and selection panel, which had been established by Council, had appointed Ms Paula Tovey as convener of the committee. Ms Tovey was in attendance as an observer at today's meeting. The committee welcomed Ms Tovey and introduced themselves. The chair also welcomed Councillor Nimmo to the committee.

A2. Declarations of Interest

No declarations were made.

A3. Minute**Decision**

The minute of the meeting of the Audit Committee held on 19 November 2018 was approved.

A4. Internal Audit Plan 2019/20

The committee considered a report by the Internal Audit Manager presenting the Internal Audit Plan for 2019/20.

The proposed Audit Plan for 2019/20 with 23 associated assignments (annually recurring, committed and indicative) was set out in appendices 1 to 3 of the report.

The Public Sector Internal Audit Standards 2017 (PSIAS) required the preparation of a risk based Internal Audit Plan setting out the Internal Audit team's work programme. This was set out within the context of a Joint Working Arrangement with Clackmannanshire Council which covered 2019/20 with an option of a further year.

Following a question, the Chief Executive gave an overview of exploratory discussions with Stirling and Clackmannanshire Councils in regard to shared services. There were areas, in back office functions predominantly, where services could potentially be shared. The outcome of the discussions would be reported to the Executive in due course. Following a further question, Mr Lawrie confirmed that notwithstanding the fact that the Council collaborated with West Lothian Council on the Regional Improvement Collaborative, the current focus of discussions was the Forth Valley area.

The committee sought assurance in regard to the impact of the agreement with Clackmannanshire Council on the ability of the Internal Audit team to deliver its plan for 2019/20. In particular members questioned whether, as the work was being carried out with fewer resources that this was in effect an efficiency saving. The Chief Finance Officer explained that audits were planned on a risk assessed basis. Mr Smail acknowledged the workload but was confident that the plan would be delivered. Councillor Meiklejohn added that she anticipated a shift in audit focus to particular projects such as Town Centre regeneration, the growth deal and the Medium Term Financial Plan. In regard to shared services it was likely that these would be in back office functions and would not foreshadow Service takeovers.

Decision

The Audit Committee agreed the Internal Audit Plan for 2019/20

A5. Corporate Risk Management Update

The committee considered a report by the Director of Corporate and Housing Services presenting an updated Corporate Risk Management (CRM) Policy and Framework for approval.

Since the last update to committee, on 27 September 2018 (ref A24) a number of actions had been undertaken to embed risk management. In addition;

- the review of Governance Groups (including a self assessment of their roles and effectiveness) was progressing;
- the Integrated Assurance Map (IAM) had been updated to reflect Internal and External Audits which had been undertaken in 2018/19, and the 2019/20 Internal Audit Plan. The IAM would continue to be regularly updated;
- Services were working to ensure that meaningful consequences, controls, and lessons learnt were included in the Corporate Risk Register;
- risk management had been embedded within the Council of the Future Programme, via a Risk Strategy and Programme Risk Register. The risk register would be fully reviewed to reflect wave 2 of the change programme once this was approved by the Executive in May 2019; and
- a revised Annual Assurance Statement process had been approved by the Corporate Management Team and was being implemented. This would provide more comprehensive assurance to underpin the Annual Governance Statement.

The committee discussed the need for all staff and elected members to be aware of risk and to embed risk within the organisational culture.

In response to a question in regard to the risk Failure in Leadership, Governance and Decision Making, the Chief Executive advised that the risk statement had since been updated although the risk remained at medium.

The committee discussed risk in regard to welfare reform and poverty. Whilst the Council could mitigate the risk around welfare reform it could not, it was suggested, mitigate against poverty.

Councillor Meiklejohn concurred but stated that the Council had to aspire to mitigate the risk of poverty as far as possible. She cited the Poverty Strategy and the Concessions Policy as examples where the Council could play a part. It was also vital that services were redesigned to target those most in need.

The Chief Executive concurred and stated that as funding reduces, the Council would face increasing challenges to ensure that those who were most in need of support were supported. The Leader of the Council agreed with a statement that while Council alone could not lift all those in poverty, it could provide an improvement in equality. As an example members cited Grangemouth, which was one of the most economically viable areas in the UK, but which had child poverty.

Decision

The Committee noted the Corporate Risk Management Update.

A6. External Audit Recommendations 2017/18

As part of the Audit Plan for 2017/18 the External Auditor had made 8 recommendations. An action plan had been agreed. The progress made to date in addressing the recommendations was set out in an appendix. It was anticipated that a review of the actions would be included as part of the External Auditor's workplan for 2018/19.

The 8 recommendations were:-

- (1) Financial statement presentation - management commentary
- (2) Financial statement presentation – Expenditure and Funding Analysis
- (3) IAS 19 Accounting for defined benefit pensions
- (4) Capital programme monitoring and reporting
- (5) Governance and transparency – Internal audit improvement actions
- (6) Governance and transparency prior year audit recommendations
- (7) Value for money – Council of the future monitoring and reporting arrangements
- (8) Financial sustainability / Value for money – Delivery of Council of the Future and MTFP

The Director of Corporate and Housing gave a detailed explanation of the recommendation, and actions, around recommendation (8) - Financial Sustainability / Value for Money – Delivery of Council of the Future and MTFP. Mr Ritchie explained the development of Service Business Plans and confirmed that the plans would be considered by the Budget Working Group on 15 April 2019 ahead of a briefing for all members on 23 April and their consideration by the Executive on 14 May 2019. Mr Ritchie explained that good progress had been made in regard to the recommendation and that the key to bridging the £76k gap over the next five years was ambition.

The Chief Finance Officer then explained the background to recommendation (4) IAS 19 Accounting for defined benefit pensions. The difference identified of £6.8m had arisen from an understating of the Council's share of the Pension Funds Assets at 31 March 2019 because the figure, due to accounting deadlines was an estimate. The difference was that between the estimated and actual values.

The committee then discussed the budget gap and the Council's ability to bridge it. Members observed that each year the Council delivered its budget despite reduced funding. The Chief Finance Officer explained that the Council's budget had many variables of which the biggest are the Revenue Support Grant and pay costs. Mr Smail explained that move to multiyear pay awards and multiyear budgets were positive and assisted the budget process.

Mr Smail highlighted that while focus tended to be on savings and gaps, the size of Council investment and range of service delivery should be recognised. As an example Mr Smail highlighted the Council's housing investment.

Decision

The Committee noted the External Audit Recommendations.

A7. Falkirk Annual Audit Plan Year Ended 31 March 2019

The committee considered the external auditor's Annual Audit Plan 2018/19.

Ernst and Young had been appointed as the Council's external auditor for the period 2016/17 to 2020/21.

The report set out:-

- audit context;
- financial statements and accounting;
- wide scope audit framework; and
- team, fees and deliverables.

The plan summarised the assessment of the key challenges and risks facing the Council and reflected the risks and priorities facing the Council.

The fees for 2018/19 was £313,980, an increase of £5,630 on the 2017/18 fees.

Decision

The Committee noted the Falkirk Annual Audit Plan 2018-19.

Minute of meeting of the Civic Licensing Committee held in the Municipal Buildings, Falkirk on Wednesday 10 April 2019 at 9.30 a.m.

Councillors:

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

Officers:

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

Also Attending:

Craig Beatt, Private Sector Officer
Angela Kerr, Senior Private Sector Officer

CL1. Apologies

There were no apologies.

CL2. Declarations of Interest

Councillor Hughes declared a non-financial interest in agenda item 9 (ref CL9) as the applicant was a constituent and 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.

Councillor Balfour declared a non-financial interest in agenda item 12 (ref CL12) in that he had passed the initial enquiry to the appropriate department and 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.

CL3. Minute

Decision

The minute of the meeting of the Civic Licensing Committee held on 13 March 2019 was approved.

CL4. List of Applications Granted under Delegated Powers in March 2019, Notifications of Public Processions Pending, and 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 March 2019 in terms of the Civic Government (Scotland) Act 1982.

Decision

The committee noted the report.

CL5. 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.

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 Ahmed and Mr Atkinson, on the grounds that they, 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;**
- (2) agreed to give Mr Findlater a final opportunity to take and pass the knowledge test, and**
 - i. should Mr Findlater 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 ground that the applicant, having failed to pass the knowledge test, has failed to satisfy the Authority that he had adequate knowledge of the area to which the licence relates; the layout of roads in the area and of the Council's licence conditions, and**
 - ii. should, Mr Findlater pass the knowledge test, to instruct officers to arrange for the applicant to undertake a medical; and should he fail the medical to remit the matter back to committee for consideration; should the applicant pass the medical, to authorise the Chief Governance Officer to grant the taxi driver licence.**

CL6. 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.

CL7. Application for the Grant of a New Taxi Operator Licence

The applicant, Mr F, entered the meeting.

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

Mr F was heard in support of his application.

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

CL8. Application for the Renewal of a Taxi Driver Licence

The licence holder, Mr M, entered the meeting.

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

Mr M was heard in support of his application.

Questions were then 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 renew the taxi driver licence with a warning letter, subject to the standard conditions until 29 February 2020.

CL9. Application for the Grant of a New Taxi Driver 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 grant of a new taxi driver licence, the consultations carried out, the responses received, and detailing the applicant's record.

The Licensing Co-ordinator, with the consent of committee, circulated two character references which had been submitted in support of the application.

Mr M was heard in support of his application.

Questions were then 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, subject to the standard conditions for a period of one year.

CL10. Application for the Renewal of a Taxi Driver Licence

The licence holder, Mr D, entered the meeting.

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

The Licensing Co-ordinator, with the consent of committee, circulated a character reference which had been submitted in support of the application.

Mr D was heard in support of his application.

Questions were then 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 renew the taxi driver licence with a warning letter, subject to the standard conditions until 31 January 2020.

CL11. Application for the Renewal of a Taxi Operator Licence

The licence holder, Mr D, entered the meeting.

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

The Licensing Officer, with the consent of members, circulated a character reference which had been submitted in support of the applicant's application.

Mr D was heard in support of his application.

Questions were then 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 renew the taxi operator licence, subject to the standard conditions until 31 January 2020.

The committee agreed to a short recess at 10.55 a.m. and re-convened at 11.05 a.m., with all members were present as per the sederunt

CL12. Consideration of Private Landlord Registration

The private registered landlord (PRL), Mr M, his companions, Ms T and Mr M, entered the meeting.

The committee considered a report by the Director of Corporate and Housing Services which set out the background to the provisions of the Antisocial Behaviour Etc. (Scotland) Act 2004 which provides the statutory framework regarding the registration of private landlords. The report set out details of a complaint relating to the PRL and the relevant enquiries undertaken in relation to the complaint.

The committee heard from the Private Sector Officer.

The PRL was heard in relation to the complaint.

With the PRL's consent, Ms T and Mr M were heard in support of the PRL and in clarification of details contained in the complaint.

Following questions by members of the committee, the PRL was 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 remove the landlord, Mr M from the register on the grounds that he is not a fit and proper person in terms of section 29 and section 84 of the Antisocial Behaviour Etc. (Scotland) Act 2004.

FALKIRK COUNCIL

**Minute of meeting of the EXECUTIVE held within the Municipal Buildings,
Falkirk on Tuesday 16 April 2019 at 9.30 a.m.**

Councillors: David Alexander
Gary Bouse
Joan Coombes
Paul Garner
Nigel Harris
Gordon Hughes
Cecil Meiklejohn (Convener)
Malcolm Nicol
Alan Nimmo
Pat Reid

Officers: Fiona Campbell, Head of Policy, Technology & Improvement
Jack Frawley, Committee Services Officer
Rhona Geisler, Director of Development Services
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
Danny Thallon, Environment Co-ordinator

Also Attending: Councillor Spears, Culture, Leisure & Tourism Portfolio
Holder for item EX10

EX1. Apologies

Apologies were intimated on behalf of Councillors Bissett and Flynn.

EX2. Declarations of Interest

There were no declarations of interest.

EX3. Minute

Decision

The minute of the meeting of the Executive held on 12 March 2019 was approved.

EX4. Rolling Action Log

A rolling action log detailing decisions not yet implemented following the previous meeting on 12 March 2019 was provided. Item 432 – Community Empowerment Update was the subject of a report on the agenda and accordingly fell from the action log.

Decision

The Executive noted the rolling action log.

EX5. Motion referred to the Executive under Standing Order 31 from the meeting of Falkirk Council on 6 March 2019

On 6 March 2019, and in accordance with Standing Order 31.1, Council referred the following motion, proposed by Councillor Black, to the Executive:-

Funeral Poverty is on the rise, with more families struggling to pay for their loved ones funeral.

Nationally increasing numbers of people are having a Paupers Funeral, which Councils have to organise.

Stirling Council has recently made changes to their bereavements services plan, whereby they now offer a reduced burial, which offers the relatives a chance to say goodbye. This was done in collaboration with local undertakers who were willing to support this.

Council recognises that funeral poverty is on the increase.

Council will actively seek opportunities to offer a funeral service that enables grieving relatives to say goodbye whilst keeping costs to a minimum.

Council will engage with the local bereavement sector to see where collaborative working can take place to support families who are struggling to afford their loved ones funeral costs.

Council asks the Director of Development Services to bring forward a report to an Executive meeting within 3 months.

Councillor Coombes, seconded by Councillor Reid, moved the terms of the motion.

As an amendment, Councillor Garner, seconded by Councillor Hughes, moved the terms of the motion subject to substitution of the final paragraph to read as follows:-

Council asks the Director of Development Services to bring forward a report to an Executive meeting once the new Funeral Expense Assistance (FEA) scheme has been implemented and established.

Following discussion, Councillor Coombes as the mover of the motion, with the consent of Councillor Reid, as her seconder, and the Convener, agreed to alter the text of her motion to incorporate the terms of the amendment.

Decision

The Executive:-

- (1) noted that funeral poverty was on the increase;**
- (2) requested that the Council actively sought opportunities to offer a funeral service that enabled grieving relatives to say goodbye whilst keeping costs to a minimum;**
- (3) requested that the Council engage with the local bereavement sector to see where collaborative working could take place to support families who were struggling to afford their loved ones funeral costs, and**
- (4) agreed that the Director of Development Services bring forward a report to an Executive meeting once the new Funeral Expense Assistance (FEA) scheme had been implemented and established.**

EX6. Participatory Budgeting – Proposed Framework

The Executive considered a report by the Director of Corporate and Housing Services providing a framework of proposals to develop and implement participatory budgeting (PB) within Falkirk Council.

PB sought to mobilise, include and empower individuals and communities to manage public resources differently this went beyond deciding on small grants and stretched to directly involving communities in service redesign. The Council sought to:-

- Proactively involve and engage local people in making decisions on how resources were allocated and deployed in their community;
- Engage people in the design of policy and strategy that eliminated participation gaps;
- Pursue a process of deliberative dialogue that allocated resources in a way that delivered improved outcomes using direct community participation in the decision making process.

The Scottish Government and CoSLA agreed that at least 1% of local authority budgets would be subject to a Community Choices PB approach by the end of 2021. This could include budgets discharged by the Council to the Integration Joint Board in relation to adult social care. To achieve the 1% requirement would mean that circa £2.9m should be subject to some form of PB by the end of 2021.

It was proposed that the Council's framework comprise three distinct elements:-

- A grant funded approach designed to support community based projects, but subject to community voting, to decide which projects would be funded.
- A place based approach where geographic budgets were established for a defined range of services and local community representatives had a say on how resources should be prioritised and deployed.
- Taking a mainstream approach to redesigning services from the perspective of people who use them. This approach to co-production or service redesign would provide citizens with have a deeper influence on the services they receive.

The Local Governance Review policy development panel was established to develop and progress the Council's approach on local governance and to consider local decision making. It was proposed that the content of the report be considered by the PDP and that it develop proposals for:-

- (1) The approach to a small grants PB scheme including:-
 - How much should be allocated in the context of locality planning
 - Potential for other sources of funding to be included
 - The mechanism for decision making
 - The criteria for decision making
- (2) Recommendations for applying PB to various council budgets including recommendations on:-
 - What budgets will be subject to PB
 - How decisions will be taken and by whom
 - Accountability and responsibility
- (3) Proposals for taking forward a Wigan type deal if this was deemed appropriate in Falkirk. This would include assessing the feasibility of repurposing a number of existing community focused funds, and the potential of crowdfunding to generate additional monies for this purpose.

Decision

The Executive:-

- (1) agreed the proposed elements of a Council participatory budgeting framework, subject to more detailed development, and:-**
 - a. a community grant funded model targeted on areas for Community Action Planning, as set out in paragraphs 4.2 – 4.8 of the report;**
 - b. a place based model working with a grouping of services and the accompanying preparatory work needed to make this happen, as set out in paragraphs 4.9 – 4.13 of the report, and**
 - c. using co-production and service redesign to mainstream citizen influence on how resources are deployed to achieve outcomes.**
- (2) noted the initial steps being taken to progress the development of a community deal based on the concept developed by Wigan Council;**
- (3) requested that the Local Governance Review policy development panel hold a session on Participatory Budgeting, considering each element in turn and making recommendations to the Executive on how Participatory Budgeting would work in Falkirk, and**
- (4) requested that a further report on participatory budgeting was presented to the Executive in June providing further detail on how Participatory Budgeting would work in Falkirk, including service specific proposals on place based Participatory Budgeting, and incorporating recommendations from the policy development panel.**

EX7. Public Sector Equality Duty

The Executive considered a report by the Director of Corporate and Housing Services seeking approval of Falkirk Council's Equality Outcomes and Mainstreaming report.

The Equality Act 2010 required that the Council and separately in its capacity as the Education Authority report every two years on the difference that its approach to mainstreaming had made in schools, the community and the workforce. The Council also required to report on progress towards achieving its Equality Outcomes. The report had to be published by 30 April 2019.

The Council required to demonstrate 'due regard' in the way it conducted business; delivered services and made decisions. The elements of the general duty are:-

- eliminate unlawful discrimination, harassment and victimisation and other prohibited conduct;
- advance equality of opportunity between people who share a relevant protected characteristic and those who do not, and
- foster good relations between people who share a protected characteristic and those who do not.

The proposed Equality Outcomes and Mainstreaming report was attached as an appendix to the report.

Decision

The Executive agreed:-

- (1) the updated mainstreaming report;**
- (2) an equality outcomes progress report on those outcomes the Council agreed in 2017, and**
- (3) that the report be published in line with the Public Sector reporting requirements.**

EX8. Development Plan Scheme 2019

The Executive considered a report by the Director of Development Services seeking approval of the latest update to the Council's Development Plan Scheme.

Under Section 20B of the Town and Country Planning (Scotland) Act 1997, planning authorities required to prepare a Development Plan Scheme at least annually. The 2019 update to the Development Plan Scheme focused on progress with, and the projected programme for, the Falkirk Local Development Plan 2 (LDP2).

The proposed Development Plan Scheme 2019 was provided as an appendix to the report and it:-

- explained the development plan framework for the area, and how it was evolving;
- explained the key stages in preparing a local development plan;
- set out the intended programme for LDP2, and the remaining Supplementary Guidance associated with LDP1;
- described the progress made to date on LDP2; and

- explained how the Council had involved and would involve people and agencies at each stage in the preparation of LDP2.

The Proposed LDP2 was published at the end of September 2018. This was a delay of one month compared with the timescale set out in the previous Development Plan Scheme. 187 submissions were made, comprising 405 comments, of which 303 sought changes to the plan. Should the Council make no notifiable modifications to the plan, submission to Scottish Ministers was programmed for July 2019, after which the Examination would take place. The anticipated adoption date was July 2020 which remained within the 5 year lifespan of LDP1, in accordance with the Council's statutory obligations.

Decision

The Executive approved the Falkirk Local Development Plan Scheme 2019.

EX9. Forest Estate Plan

The Executive considered a report by the Director of Development Services seeking approval of six Urban Woodland Management Plans (UWMP) for submission to Forestry Commission Scotland (FCS). Together these formed the Falkirk Council Forest Estate Plan. Consultation on the six UWMP had been carried out. Details of the six UWMP were provided in appendices to the report, the areas were:-

UWMP Area	Woodland Compartments	Total Forest Inventory Area
Bo'ness	10	36.72ha
Bonnybridge	10	29.98ha
Denny	11	22.20ha
Falkirk North	8	74.28ha
Falkirk South	17	43.41ha
Polmont	14	65.04ha
Total	70	271.63ha

The programme of woodland management works prescribed within the suite of UWMP was significant. Woodland management intervention works would involve felling and thinning of individual trees in areas of existing woodland. This could be an emotive subject for communities due to the intensive nature of works within woodlands and the short term impact on the local landscape. However the implementation of the UWMP would lead to the planting of nearly 40,000 new trees.

The UWMP would be submitted to FCS for approval. Officers would then work to implement the programme of works prescribed in the Falkirk North UWMP. No further consultation with the public was planned, however, in advance of any on-site works local members would be made aware of any imminent works; works would be advertised on the Council's website and via social media, and warning signage would be erected so both locals and visitors were aware of any works and their duration.

The cost of implementing the Falkirk North UWMP was not known. More detailed work was needed to clarify costs and would be dependent on the price of carrying out works within the various woodland compartments and the price of timber when the works are carried out. Additional funding was likely to be required to implement the Falkirk North UWMP in 2020. Opportunities for additional funding support would be explored with Sustrans for the upgrade of existing paths and the provision of new paths.

Decision

The Executive:-

- (1) approved the suite of six UWMP which together comprised the Falkirk Council Forest Estate Plan;**
- (2) instructed officers to submit the six UWMP to Forestry Commission Scotland for approval;**
- (3) instructed officers to apply to the Scottish Government's Forestry Grant Scheme for Woodland Improvement Grant and Sustainable Management of Forest Grant and, depending on the outcome, begin the implementation of the Falkirk North UWMP in 2020; and**
- (4) instructed officers to continue to monitor funding availability from Forestry Grant Scheme and other sources and report back to Executive on progress and opportunities for implementation of the other 5 UWMP in 2020.**

EX10. Zetland Park, Grangemouth, Masterplan

The Executive considered a report by the Director of Development Services providing an update on the progress of the masterplan and funding bid for Zetland Park, Grangemouth. A revised masterplan had been prepared which built on the previous masterplan and would support a stage 2 bid for funding to the National Lottery Heritage Fund (NLHF) formerly HLF.

The funding strategy sought to increase contributions from business and industry and community fundraising while driving down costs for delivering the capital works and activity programme. Subject to Executive approval officers would obtain the necessary statutory consents for more detailed proposals to be submitted alongside a stage 2 bid and submit that stage 2

bid to the NLHF in August 2019. A decision from NHLF on the bid was expected in December 2019. If successful the delivery phase of the project would be between December 2019 and September 2021 with capital works likely to be delivered from late summer 2020.

Decision

The Executive agreed:-

- (1) the revised Zetland Park Masterplan as set out at Appendix 3 to the report, and**
- (2) that officers undertake further work on the detailed elements of the project and as required statutory consents and submit a stage 2 bid for funding to the National Lottery Heritage Fund in August 2019.**

EX11. Treasury Management Strategy 2019/20

The Executive considered a report by the Director of Corporate and Housing Services which provided the framework for the expected treasury activities for 2019/20.

In terms of the CIPFA Code of Practice for Treasury Management, Council was required to agree an annual Treasury Management Strategy. The recommended strategy for 2019/20 was presented.

The strategy set out:-

- the economic and interest rate outlook;
- borrowing and investment strategies;
- treasury indicators and treasury management advisers;
- the loan fund repayments;
- the treasury management code of practice & prudential code, and
- elected member and officer training.

Decision

The Executive agreed to refer the report to Council for consideration and recommended that Council.

- (1) adopts the Borrowing Strategy for 2019/20 as set out in section 4.2 of the report;**
- (2) adopts the Investment Strategy for 2019/20 and approves the list of “Permitted Investments” as set out in section 4.3 of the report;**
- (3) approves the Treasury Indicators as set out in section 4.4 of the report, and**

- (4) approves the changes to the Loans Fund repayments as set out in section 4.7.7 of the report.**

EX12. Denny Town Centre Regeneration – Update Report

The Executive considered a report by the Director of Development Services providing an update on the status of the Denny town centre regeneration project including the phase 1 development and the outcome of marketing phases 2 and 3.

Phase 1 building was well established with the Library and eight of the ten commercial units let. Phase 2 had been marketed twice previously with no committed interest resulting. Subsequently there had been no new retail sector interest in the site. Interest had been expressed by Corporate & Housing Services regarding potential social housing on the site. Further work was required to consider the means to deliver a scheme for the site and recommendations would be presented to a future Executive.

One offer was received for Phase 3 to relocate the existing post office and convenience store business. This was deemed suitable as it would provide an improved post office and convenience store offer at the location.

Decision

The Executive:-

- (1) noted the progress of the Denny town centre regeneration project;**
- (2) noted progress on the development of the Phase 2 site and agreed that a further report on mixed use proposals for the site come forward to a future meeting of the Executive for decision, and**
- (3) agreed to dispose of the Phase 3 site to Mr Mark Love for the development of a Post Office and convenience store provision at a price of £10,000.**

EX13. Asset Surplus to Operational Requirements

The Executive considered a report by the Director of Development Services seeking approval market and sell a section of the Kemper Avenue Public Car Park in Falkirk. The area of ground proposed to be sold was 0.47 Hectares of an underused public car park.

Decision

The Executive:-

- (1) agreed to declare 0.47 hectares of Kemper Avenue public car Park surplus to operational requirements, and**
- (2) authorised the Director of Development Services to dispose of the property on the open market.**

Minute of meeting of the Common Good Fund Committee (Falkirk) held in the Municipal Buildings, Falkirk on Thursday 18 April 2019 at 4.00 pm.

Councillors:

David Alexander
Lorna Binnie
Robert Bissett
Cecil Meiklejohn
Depute Provost Ann Ritchie

Officers:

Hazel Jones, Senior Accountant
Brian Pirie, Democratic Services Manager

Also Attending:

Maurine Robb, Friends of Falkirk War Memorial
Ian Scott, Friends of Falkirk War Memorial

CGF1. Apologies

Apologies were intimated on behalf of Provost Buchanan and Councillors Patrick and Reid.

In the absence of the convener, Provost Buchanan, Depute Provost Ritchie took the chair.

CGF2. Declarations of Interest

No declarations were made.

CGF3. Minute

Decision

The Minute of the meeting held on 17 January 2019 was approved.

CGF4. Application for Financial Assistance, Friends of Falkirk War Memorial

The committee had considered a report for financial assistance from the Friends of Falkirk War Memorial for the restoration of and placement of a plaque on, the Falkirk War Memorial on 21 September 2018 (ref CGF7). The committee had awarded £55,476 towards costs of £163,997 (including VAT) on the condition that the full funding for the project was in place prior to work commencing. Further information had now been provided by the Friends of Falkirk War Memorial together with a request for further funding.

The organisation had now requested the Fund underwrite the project (up to £100,000, now estimated at £112,070 and agree to allocate a further £44,524 towards the project.

The report set out various applications made by the organisation for alternative funding, some of which had yet to be granted and advised that donations of £10,000 had been made with further sums anticipated.

Maurice Robb and Ian Scott of the Friends of Falkirk War Memorial provided an overview of the project and the structure of the costs.

The balance of the Common Good Fund was £761,585 (not including the sum previously awarded by the committee in respect of the project). Income in 2018/19 had been £28,484.

Decision

The Committee:-

- 1) noted the shortfall in funding for the Falkirk War Memorial restoration project;**
- 2) agreed a further award of up to £44,524 from Falkirk Common Good Fund for the restoration of, and placement of a plaque on, Falkirk War Memorial and;**
- 3) noted that this would result in a total of up to £100,000 being awarded to the project and that, should other funding sources be successful, the full amount would not be required.**

Draft

Minute of Meeting of the Falkirk District Twinning Association held within the Municipal Buildings, Falkirk on Tuesday 27 March 2018 at 6.30pm

Attending: Elaine Mitchell (Chair), Roy Robertson, Jane Jackson, Janet Weir (Champions Board), Laura McEwan, Jamie O'Rourke, Councillor Pat Reid, Ian Burt, Councillor Laura Murtagh, Ewan McWilliams (Minute)

Apologies: Provost William Buchanan and Andy Christie

Meeting began at 18:30

1. Note of meeting held on 27 February 2018

The note of the meeting of the Falkirk District Twinning Association held on the 27 February 2018 was circulated (via email) and **APPROVED**. LME proposed and JO seconded.

2. Matters Arising

EM noted that quite a few items for matters arising will be addressed through the main body of the agenda.

3. Student and Youth Exchanges

a. Erasmus Project (Champions Board)

JW updated the Association noting no further progress since the previous meeting and that they will be able to finalise the application once they completed the planning visit in Créteil. The application is 75 percent written and needs to be submitted on or before 02 May 2018.

b. Wee Tree Theatre

JO informed the Association that they hadn't heard from Marie or Romaine but believes it is the same situation as the Erasmus Project; that they will be able to finalise their plans once they complete the visit in Créteil.

4. Twinning Visits

a. Project Planning Visit to Créteil, 09-12 April 2018

EM indicated that the next main task before heading off to Creteil was the preparation of small gifts for the hosts. The group shared ideas and planned to keep in contact by email throughout the next weeks to organise what gifts could be brought together. Cllr L Murtagh would go to delta studios to see what gift they could source for Anne Berruet, Romain Guimber and Rebecca Noémie. Cllr L Murtagh referenced a book (by Alan Bissett) produced as part of the Creative Places Award as a potential

gift. **Action** - EM will contact Linda Gavin to try to source a couple of copies of the book.

b. Créteil University

Regarding the proposition by Professor Catherine Jiguet-Jiglaire of Université Paris-Est Créteil (UPEC) to help look into any opportunities for a student exchange EM and LME indicated that there was no real movement on the establishment of language links with UPEC.

c. Créteil Visit to Falkirk

EM noted that a skeleton programme for English language student visit to Scotland was near completion and discussed ideas for potential day out visit locations.

5. Twinning Website

EM reminded that Association of MC stepping down from working on the website and suggested the interim solution that Cllr P Reid agreed to carry forward this work. **Action** - EM to coordinate a meeting with MC and Cllr Reid to discuss taking over responsibilities for the website.

6. Promotion of Twinning Association

EM noted that the Association on the presentation to the Odenwald Association on 13 March 2018 went well. EM highlighted their intention is to hold a joint twinning event with other twinning associations in Scotland.

7. Any Other Business

EM reminded the Association that fundraising is part of the Constitution and that we should look to do some fundraising activities. The Association discussed some ideas and noted that we should table the item on the agenda for a future meeting.

JO informed the Association that the Arts and Civic Committee has been re-energised with an active chair and new trustees. They are now looking to engage more with the civic side and thought that the FDTA could play a part, either by becoming a member (£30 p.a.) or to establish links by attending their regular meetings and maybe doing a talk. The meetings take place every second Friday of the month with LM and LME agreeing to attend, if timing permit.

Cllr Reid informed the Association of complications to change over to digital banking and noted that three signatories would be required in this process.

JW noted that she had been unable to speak to young people re: attending twinning association and would make another attempt and update the Association at the next meeting.

8. Date of the Next Meeting

The next meeting of the Association will be on **Tuesday 12 June 2018** to be held in the Municipal Buildings, Falkirk.

Meeting ended at 19:10

Falkirk Community Trust

Board Meeting
Minute

Minute of a meeting of the Board of Directors of Falkirk Community Trust Limited (the "Company") held at Callendar House on **8th November 2018** at 10.00am. David White (DW) chaired the meeting throughout.

Two members of the public attended.

Present: David White (DW) Chair; Suzanne Arkinson (SA); Cllr Lorna Binnie (LB); Cllr Joan Coombes (JoC); Derek Easton (DE); Colette Filippi (CF); Cllr Jim Flynn (JF); Cllr Cecil Meiklejohn (CM); Simon Rennie (SR); Andrew Roberts (AR).

Apologies: Cllr William Buchanan (WB); Lesley O'Hare (LoH).

In Attendance: Maureen Campbell (MC); Neil Brown (NB); Paul Finnie (PF); Jane Clark (JaC); Margaret Smith (MS).

No.	Agenda Item	Agreement / Action	Due Date	Who
		Agenda Part 1: Business Items		
	Welcome	DW welcomed all to the meeting and noted the success of the recent fireworks event in Callendar Park which had been well attended and thanked PF and his team for organising a safe and well managed event.		
1	Minute of Meeting	The minute of the meeting held on 30 th August 2018 was approved.		
2	Matters Arising	<u>2017/18 Annual Report Publication</u> The Board noted that the Annual Report has been published.		
3	Projected Financial Position 2018/19	MS presented an update on the projected financial position for the year 2018/19 based on actual performance for the period to the end of September 2018. The Board welcomed the favourable overall projected position of £182k surplus on charitable activities. The Board noted that this has been achieved through careful management of costs and significant one off underspends in back office costs to offset lower than budgeted income. The Board noted that income growth continues year on year but there are areas where the level of growth has been less than expected. The Board discussed the budgetary impact of the soft play at the Mariner Centre and need to consider seasonal and programme variations within the projected figures. The Board expressed concern that the appendices to the report are not well connected and asked that further consideration is given to their presentation and layout. Action Review the presentation and data provided in the appendices to aid interpretation.	March Board	MS
4	Business Strategy 2019-2024	JaC reported that the Strategy has been updated with comments received from Directors following their consideration of the first draft at the August Board meeting. A small number of revisions have been made and highlighted in the updated draft appended to the report. The core focus of the Strategy on Customers, Viability and Leadership is unchanged. The Board noted that a vision statement has been drafted; that an easy to read and shorter version of the Strategy will be created round the vision; and that this will be communicated to employees, customers and community. The Board discussed the importance of engagement with health services and the valuable contribution		

No.	Agenda Item	Agreement / Action	Due Date	Who
		<p>the Trust makes to well-being and place making agendas. The Board noted the Strategy will be included within the Trusts business plan submission to the Council.</p> <p>Decision</p> <p>The Board:</p> <ul style="list-style-type: none"> a) Approved the Trust's Business Strategy 2019-24; b) Approved the vision statement; c) Agreed to receive a draft 'easy read' Strategy at the next Board meeting. 		
5	Risk Update	<p>The Board noted the high level risk and mitigation actions affecting the Trust at this time associated with the increase in the Councils funding gap and the likelihood that further savings could be required from the Trust if the Council's funding pressures increase again. The Board noted the Trust's growth focus is a key component of mitigation.</p>		
6	Health and Safety Update	<p>The Board noted the update and welcomed that there are no significant issues to report following a recent busy period. Considerable activity across the Trust at this time to pro-actively manage health & safety includes:</p> <ul style="list-style-type: none"> • Establishment of an audit process • A review of staff training records within Sport & Leisure • A review of first aid provision and qualifications in Culture & Libraries • Training in Public Liability claims handling. <p>The Board noted the increasing trend in public liability claims and welcomed the focus on training to aid robust data and recording processes. The Board noted that accident levels continue to be very low.</p>		

FALKIRK COMMUNITY PLANNING PARTNERSHIP**ACTION NOTE****COMMUNITY PLANNING STRATEGIC BOARD – 22 NOVEMBER 2018****Attending:**

Councillor C Meiklejohn (Chair), Councillor D Alexander, Councillor F Collie, Falkirk IJB
K Lawrie, F Campbell, A Wilson, M Durrington, M Meechan, Falkirk Council
J Swan, NHS Forth Valley
D Lockhart, Scottish Fire and Rescue Service
D Armstrong, Police Scotland
D Mellor CVS Falkirk and District
K Thomson, Forth Valley College
L Shepherd, Scottish Government

Apologies:

Councillor D Goldie, S Ritchie, D Duff, Falkirk Council
O Harding, NHS Forth Valley
P Cassidy, Falkirk Health and Social Care Partnership
T McLoughlin, Police Scotland

Agenda Item No.	Subject and Source	Decision <i>(this decision may not be the final minute wording)</i>	For Action By	For Info	Further Approval/ Consideration <i>(where indicated)</i>
1	WELCOME, INTRODUCTION AND APOLOGIES	(1) The Chair welcomed everyone to the meeting. (2) The Chair noted the apologies intimated.			
2	MINUTE Action Note of the Meeting of the Community Planning Strategic Board on 6 September 2019.	APPROVED MATTERS ARISING ACTION POINTS:- (1) Children's & Young People's Mental Health & Wellbeing Update – this will be provided at the next meeting. (2) CAMHS Briefing – this will be provided at the next meeting. J. Swan noted that the latest information suggests that the service is improving. The Chair stressed the need for improvement in outcomes as well as performance. (3) Proposals to support employees experiencing mental health and wellbeing being progressed by the			

Agenda Item No.	Subject and Source	Decision (this decision may not be the final minute wording)	For Action By	For Info	Further Approval/ Consideration (where indicated)
		Mental Health and Wellbeing Delivery Group.			
3	LOCALITY PLANNING PROGRESS REPORT	<p>Recommendations were approved</p> <p>F. Campbell introduced this item.</p> <p>(1) This included an update on progress in the eastern locality including community action planning in Grangemouth and the work of the thematic groups and Stakeholder's Group. Work to tackle Grangemouth issues is not business as usual. Community conversations are being organised in the Upper Braes regarding local assets. Community representatives are leading a local process of Community Action Planning in Bo'ness and Blackness.</p> <p>(2) The Locality Planning group has met to consider the initial issues paper for the western locality. The approach on community engagement has been changed in the western locality to work more closely alongside local community groups.</p> <p>(3) Cllr. Alexander asked how aware local communities within the eastern locality are regarding external funding opportunities.</p>			

Agenda Item No.	Subject and Source	Decision (this decision may not be the final minute wording)	For Action By	For Info	Further Approval/ Consideration (where indicated)
		<p>There is also a need to find a method on how engagement can be improved with local businesses in the Grangemouth area to see how they can become better neighbours. There may be a role for Scottish Enterprise in this.</p> <p>(4) K. Lawrie highlighted the need to re-calibrate the relationship with local communities to support improved community led processes. F. Campbell asked whether or not work is required in the western locality to build improved community cohesion. A review of the resources supporting community engagement is underway within the Council, with the aim of improving their alignment and efficiency. K. Thomson wondered whether the CPP is spreading itself too thin regarding Locality Planning.</p>			
4	COMMUNITY PLANNING IMPACT REPORT – AUDIT SCOTLAND	<p>Recommendations were approved. A. Wilson introduced this item.</p> <p>DISCUSSION SUMMARY & ACTION</p> <p>(1) This is a follow up to the 2016 report. The report notes the challenges faced</p>			

Agenda Item No.	Subject and Source	Decision (this decision may not be the final minute wording)	For Action By	For Info	Further Approval/ Consideration (where indicated)
		by CPP's due to level of public sector reform.			
		<p>A national review on the effectiveness of Community Planning is scheduled for 2019/20.</p> <p>(2) The report notes the areas in which CPP's have made the most progress. These include, leadership, scrutiny and evidence led approaches. CPP's have as yet not delivered on the level of change anticipated in the statement of ambition. Other key messages are outlined at 3.5. There needs to be an uplift in the pace of Community Planning supported by significant levels of contribution for all of the key partners.</p> <p>(3) J. Swan noted the extended range of responsibilities which CPP's have. She wondered if there is scope for collaboration with other partnerships. Community Planning locally needs to ensure that it secures added value for all partners. K. Lawrie noted the need for collective leadership as the boundaries between organisations become less clear.</p> <p>(4) The Chair highlighted that Community Planning is now a mainstream activity for all partners.</p>			

Agenda Item No.	Subject and Source	Decision <i>(this decision may not be the final minute wording)</i>	For Action By	For Info	Further Approval/ Consideration <i>(where indicated)</i>
		<p>She asked that the self assessment incorporates success as well as areas for improvement. Cllr. Alexander noted the considerable change in the objectives of CPP's. Communities are interested in the services they receive, not our processes.</p> <p>(5) The CPP needs to focus on the key things it needs to deliver and how well this is being done. Also, what things we should be doing differently.</p>			
5	REVIEW OF LOCAL GOVERNANCE	<p>Recommendations were approved.</p> <p>F. Campbell introduced this item.</p> <p>(1) There are two aspects of the review:</p> <ul style="list-style-type: none"> (a) Engagement with local communities. (b) Engagement with the public sector. 	F. Campbell		
		<p>(2) The focus of the review is to deliver on improving subsidiarity and local democracy. This is guided by the principles of the Christie Commission</p>			

Agenda Item No.	Subject and Source	Decision (this decision may not be the final minute wording)	For Action By	For Info	Further Approval/ Consideration (where indicated)
		as set out at 3.13.			
		<p>The Council has established a Policy Development Panel to consider:</p> <ul style="list-style-type: none"> (a) How national work can be informed. (b) The potential for a petitions committee and/or area committees significant levels of contribution for all of the key partners. <p>(3) J. Swan noted the extended range of responsibilities which CPP's have. She wondered if there is scope for collaboration with other partnerships. Community Planning locally, needs to ensure that it secures added value for all partners. K. Lawrie noted the need for collective leadership as the boundaries between organisations become less clear.</p> <p>(4) The Chair highlighted that Community Planning is now a mainstream activity for all partners. She asked that the self assessment incorporates success as well as areas for improvement. Cllr. Alexander noted the considerable change in the objectives of CPP'. Communities are</p>			

Agenda Item No.	Subject and Source	Decision <i>(this decision may not be the final minute wording)</i>	For Action By	For Info	Further Approval/ Consideration <i>(where indicated)</i>
		interested in the services they received, not our processes.			
		(5) The CPP requires to focus on the key items it needs to deliver and how well it is doing this, also what things we should be doing differently.			
5.	REVIEW OF LOCAL GOVERNANCE	<p>Recommendations were approved.</p> <p>F. Campbell introduced this item.</p> <p>(1) There are two aspects of the review:</p> <ul style="list-style-type: none"> (a) Engagement with local communities (b) Engagement with the public sector. <p>(2) The focus of the review is to deliver on improving subsidiarity and local democracy. This is guided by the principles of the Christie Commission as set out at 3.13. The Council has established a Policy Development Panel to consider:</p> <ul style="list-style-type: none"> (a) How national work can be informed. 	F. Campbell		

Agenda Item No.	Subject and Source	Decision (this decision may not be the final minute wording)	For Action By	For Info	Further Approval/ Consideration (where indicated)
		<p>(b) The potential for a petitions committee and/or area committees.</p> <p>(c) Locality Planning.</p> <p>(d) The role and purpose of Community Councils.</p> <p>(e) Local taxation, local representation and Participatory Budgeting.</p> <p>(3) Written proposals regarding Part 2 of the review are to be submitted to the Scottish Government by 14 December 2018. All partners with a potential contribution are to be involved.</p> <p>(4) We need to have a collective focus on issues and priorities as well as what makes things better for local communities. The approach we develop in response to the review needs to fit with local circumstances.</p> <p>(5) The Chair highlighted the need for our local approach to focus on how we enable and support local communities to be empowered. J. Swan agreed with this point and the</p>			

Agenda Item No.	Subject and Source	Decision <i>(this decision may not be the final minute wording)</i>	For Action By	For Info	Further Approval/ Consideration <i>(where indicated)</i>
		need to shift the balance of influence.			
6	PUBLIC PROTECTION CHIEF OFFICER'S GROUP – SUMMARY OF PROGRESS	<p>Recommendations were approved.</p> <p>K. Lawrie introduced this report.</p> <p>(1) This is the first report from this delivery group. The scope of activity covered is significant and includes a number of sensitive topics. There is much positive work underway and a number of areas have undertaken self evaluations. The scope of activity includes:</p> <ul style="list-style-type: none"> (a) Child Protection – following a receive audit, there is clear focus on areas which require improvement, as well as a commitment to improving professional standards and data sharing. (b) Adult Protection – requires further improvement. Current focus on financial harms and engaging with service users. (c) Community Justice – the Board was asked to note the CJP's annual report. (d) ADP – the Board was asked to note the extension of the Recovery support and the local 	Chief Officer Group		

Agenda Item No.	Subject and Source	Decision (this decision may not be the final minute wording)	For Action By	For Info	Further Approval/ Consideration (where indicated)
		strength of peer support.			
		<p>There is an in-year spike of drug related deaths and near fatal overdoses.</p> <p>(e) Gender Based Violence/Hate Crime – there needs to be a closer relationship between issues and evidence review in support of this.</p> <p>(2) F. Campbell highlighted the work already underway to review and improve substance misuse services, including:</p> <p>The establishment of a task group on drug related deaths, which has already identified areas for improvement. An initial review of DRD information highlights that many have been in contact with a number of services. The task group is focussing on</p> <ul style="list-style-type: none"> - Review of services. - A re-assessment of vulnerability for those experiencing chronic substance misuse issues. - Developing a care management approach. - Mapping of a user's journey 			

Agenda Item No.	Subject and Source	Decision <i>(this decision may not be the final minute wording)</i>	For Action By	For Info	Further Approval/ Consideration <i>(where indicated)</i>
		through care.			
7.	ADOPTION OF THE PHYSICAL ACTIVITY EXEMPLAR PROPOSAL	<p>(3) Cllr. Collie and J. Swan highlighted the need for collaboration with the Health and Social Care Partnership on drug related deaths. This work will integrate with the review of Clinical Care Governance.</p> <p>(4) Cllr. Alexander stresses the need for immediate action. Drug related deaths appear to involve multiple substances and do not fit a demographic pattern.</p> <p>(5) Board Members asked if financial pressures had impacted on services supporting gender based violence/hate crime. Service providers follow Scottish Government guidance on hate crime. The influence of football on domestic abuse is also being reviewed. It is intended that a more holistic approach will be taken.</p> <p>Recommendations were approved – M. Durrington introduced this report.</p>	Health and Wellbeing Delivery Group		

Agenda Item No.	Subject and Source	Decision <i>(this decision may not be the final minute wording)</i>	For Action By	For Info	Further Approval/ Consideration <i>(where indicated)</i>
		(1) The proposal to adopt the Physical Activity Exemplar emerged from the Health and Wellbeing Delivery Group.			
		<p>This looks at the role of the workplace in promoting physical activity. Category 2 outlined in Appendix 1 provides the exemplar's essential criteria. Implementation can be tailored for each partner. The Delivery Group propose to arrange a workshop in the New Year for partners. The final version of the exemplar has still to be published by the Scottish Government, but is unlikely to change. The Board agreed that adoption of the exemplar should have a helpful impact on reducing absence rates, particularly long-term sickness absence.</p> <p>(2) J. Swan emphasised that the exemplar fits well with NHS Forth Valley's objectives. D. Lockhart clarified the alignment of the exemplar with the Health Working Lives award. K. Lawrie stressed the need for a collective effort to support implementation. . Thomson offered the assistance of the College regarding communications.</p>			

Agenda Item No.	Subject and Source	Decision <i>(this decision may not be the final minute wording)</i>	For Action By	For Info	Further Approval/ Consideration <i>(where indicated)</i>
		(3) The Chair stressed the need for clear goals to support implementation. F. Campbell wondered how employees with a disability can get involved.			
8	COMMUNITY LEARNING AND DEVELOPMENT ACTION PLAN	<p>Recommendations were approved. M. Meechan introduced this report.</p> <p>(1) The Scottish Government has recently introduced revised guidance in this area to embed CLD within Community Planning. Community organisations and partners have been involved in the development of the action plan from the start.</p> <p>(2) Key elements of the action plan include:</p> <ul style="list-style-type: none"> • Reflecting statutory requirements • Underpins continuing local delivery of CLD provision • CLD needs to operate in partnership with others • Our understanding of what CLD does? • The importance of CLD in support of locality planning • Positive inspection outcomes • The process supporting the development of this plan 	M. Meechan		

Agenda Item No.	Subject and Source	Decision <i>(this decision may not be the final minute wording)</i>	For Action By	For Info	Further Approval/ Consideration <i>(where indicated)</i>
		Future focus of CLD in support of our most deprived areas.			
		<p>(3) The service plans to provide 6 monthly updates on the implementation of the action plan. Appendix 2 outlines actions.</p> <p>(4) All local football clubs have been made aware of CLD provision. The Chair highlighted the need for CLD to be at the forefront of engagement with seldom heard groups across a broad range of activity.</p> <p>(5) K. Lawrie welcomed the positive nature of the report and the importance of CLD at the heart of Community Planning.</p>			
9	ROLE AND PURPOSE OF THE EXECUTIVE GROUP	<p>K. Lawrie verbally updated the Board on this work.</p> <p>(1) The Executive Group is currently looking at its role and remit within Community Planning. It has had an initial discussion looking at how it might best meet future demands. Some ideas being considered</p>	K. Lawrie		

Agenda Item No.	Subject and Source	Decision <i>(this decision may not be the final minute wording)</i>	For Action By	For Info	Further Approval/ Consideration <i>(where indicated)</i>
		include: <ul style="list-style-type: none"> • Providing strategic leadership • Co-ordinating the public sector in the area 			
		<ul style="list-style-type: none"> • Its role in transformational change • Supporting delivery groups and locality planning (2) These ideas will be included within an options paper for the next Executive Group meeting in December with a report being submitted to the Board thereafter.			
10	CONFIRMATION OF FUTURE MEETING DATES 2019	NOTED			

Agenda Item No.	Subject and Source	Decision <i>(this decision may not be the final minute wording)</i>	For Action By	For Info	Further Approval/ Consideration <i>(where indicated)</i>

FORTH VALLEY NHS BOARD

TUESDAY 27 NOVEMBER 2018

For Approval

Item 3 - Draft Minute of the Meeting Held on Tuesday 27 November 2018, held in the NHS Forth Valley Headquarters, Carseview House, Castle Business Park, Stirling.

Present	Mr Alex Linkston (<i>Chair</i>)	Mrs Cathie Cowan
	Mrs Julia Swan	Mr John Ford
	Dr Michele McClung	Councillor Allyson Black
	Dr James King	Dr Graham Foster
	Mr Robert Clark	Mr Scott Urquhart
	Professor Angela Wallace	Miss Linda Donaldson

In Attendance	Mrs Elsbeth Campbell, Head of Communications
	Mr David McPherson, General Manager (Item 8.3)
	Mrs Janette Fraser, Head of Planning (Item 6.1)
	Mrs Hazel Meechan, Public Health Specialist (Item 6.2)
	Ms Pamela Smith, Employment & Training Unit Manager, Falkirk Council (Item 6.2)
	Ms Shiona Strachan, Chief Officer (Item 7.1)
	Mrs Lynn Waddell, Equality & Diversity Manager (Item 9.3)
	Ms Ellen Hudson, Deputy Nurse Director (Shadowing Professor Wallace)
	Mrs Irene Graham, PA to Medical Director (<i>minute</i>)

1. APOLOGIES FOR ABSENCE

Apologies for absence were intimated on behalf of Ms Fiona Gavine, Mr Andrew Murray, Councillor Les Sharp and Councillor Susan McGill.

2. DECLARATION(S) OF INTEREST(S)

There were no declarations of interest.

3. MINUTE OF FORTH VALLEY NHS BOARD MEETING HELD ON 25 SEPTEMBER 2018

The minute of the Forth Valley NHS Board meeting held on 25 September 2018 was approved as a correct record subject to the following amendment:

Item 6.2 – Mr Andrew Murray was not leading on the Vaccination Transformation Programme.

Post meeting – Mrs Cathie Cowan had presented the Draft NHS Forth Valley British Sign Language Plan 2017-2023. This set out NHS Forth Valley's plan to meet the actions and long term goals of the Scottish Government as detailed in their BSL National Plan 2017-2023. The NHS Board approved the plan

4. MATTERS ARISING FROM THE MINUTE

There were no additional matters arising.

5. PATIENTS/STAFF STORY

Professor Wallace introduced a short film which relayed the experiences of a resident of the Royal Scottish National Hospital (RSNH). The lady had been a resident in RSNH for 34 years and had often found it stressful being in a ward with 60 other residents. She had moved to Ercall Road, a supported home in the community and had been a resident there for 23 years where she was happy and independent, able to make her own choices, go shopping and look after her own money.

A support worker also highlighted how attitudes had changed, with patients supported to make their own choices and achieve their outcomes.

The NHS Board:

- **The NHS Board noted the positive changes in the care and support for people living with a learning disability.**

The NHS Board agreed to take Item 9.3 at this point in the agenda

9.3 Equality and Diversity in NHS Forth Valley

The NHS Board considered a paper “Equality and Diversity in NHS Forth Valley” presented by Mrs Lynn Waddell, Equality and Diversity Manager.

Mrs Waddell outlined the work that had taken place across NHS Forth Valley to progress equality outcomes and Directorate priorities.

The key issues which had been taken into consideration were:

- Implementation of the BSL Bill was published on the Intranet and cascaded throughout NHS services
- Transfer of Forensic Rape and Sexual Health Services from police accommodation to NHS Forth Valley premises adapted to provide a forensic suite with specialist facilities for children as well as police interview areas for both adults and children will open in 2019. The facility would be supported by staff trained in supporting people who had experienced trauma. The approach to meet HIS standards had been acknowledged by Scottish Government as an example of best practice.
- National evaluation completed by Equality and Human Rights Commission on the Public Bodies’ requirement in meeting the Equality Duties.
- Update on NHS Forth Valley’s Equality Outcomes.
- Changes to NHS Forth Valley Equality Impact Assessment process - this was currently being tested and would be launched on 1 January 2019.
- Development of Lesbian, Gay, Bisexual and Transgender Guidance for staff within Children and Emergency Departments in partnership with LGBT Youth Scotland.
- NHS Forth Valley submission to the Stonewall Scotland’s Workforce Equality Index 2018 - results would be available in February 2019.
- NHS Forth Valley progress on four equality priority areas - implementation of quality, the analysis and use of equality data, access to buildings and signage.

Dr McClung sought assurance regarding the percentage of young people being provided with support and Mrs Waddell reassured her that separate guidance for young people and adults was in place.

The NHS Board:

- **Noted and approved the content of the report**

- **Approved leadership support and direction to the delivery of the action required to mainstream equality within service delivery and employment practice**

The NHS Board agreed to take Item 8.3 at this point in the agenda

8.3 Waiting Times Improvement Plan

The NHS Board received a presentation on “Waiting Times Improvement Plan” presented by Mr David McPherson, General Manager.

Mr McPherson provided an update on the current position regarding trajectories for Outpatients and Inpatients waiting over 12 weeks. The Scottish Government had provided additional funding to drive improvement and it was anticipated that a reduction in the number of Outpatients to 2500 by end of March 2019 and for inpatients – 464.

Mr McPherson explained that the National Waiting Times Improvement Plan was a three year plan with the following expected outcomes to be achieved from 2019 to 2021:

- October 2019
 - 80% of Outpatients would wait less than 12 weeks
 - 75% of Inpatients would wait less than 12 weeks
 - 95% cancer treatment patients would be seen within 31 days
- October 2020
 - 85% of Outpatients would wait less than 12 weeks
 - 85% of Inpatients would wait less than 12 weeks
- Spring 2021
 - 95% of Outpatients would wait less than 12 weeks
 - 100% of Inpatients would wait less than 12 weeks
 - 95% cancer treatment patients would be seen within 62 days

An Elective Care Waiting Times Plan had been produced, prioritising work in the first quarter from January to March 2019. A bid by the Senior Leadership Team for approximately £1.8m to help achieve the expected outturn had been submitted to the Scottish Government and Mr McPherson would report back to the NHS Board once a response had been received.

To mitigate the risk with theatre capacity a group procurement tender for the purchase of private sector assistance was due to be submitted. It was intended that funding received would be recurring to enable the recruitment of permanent staff.

A Capacity Plan for 2019/20 was being developed and those specialties which were currently not in balance would be targeted to support improvements for people waiting. It was noted that regionally there were a small number of sub-specialties that would benefit from a shared service model approach to address sustainability risks. Output from regional work to address sustainability issues would be reported to the NHS Board during 2019.

The NHS Board:

- **Noted the progress and assurance regarding the Elective Care Programme**

The NHS Board agreed to take Item 7.1 at this point in the agenda

7.1 Joint Inspection (Adults) of the Effectiveness of Strategic Planning

The NHS Board considered a paper “Joint Inspection (Adults) of the Effectiveness of Strategic Planning” provided by Ms Shiona Strachan, Chief Officer.

Ms Strachan outlined the effectiveness of the arrangements for strategic planning in Clackmannanshire and Stirling Health and Social Care Partnership following the Joint Adult Inspection.

A draft improvement plan had been produced which concentrated on the improvements identified in the Joint Inspection report which had focussed on the following Quality Indicators:

- Key performance outcomes
- Policy development and plans to support improvement in service
- Leadership and direction that promoted partnership

Mrs Cowan invited Ms Strachan to provide an update to the NHS Board on the implementation to appoint to an approved integrated management structure. Ms Strachan provided an update on the appointment to new integrated Locality Management posts. She confirmed that a Locality Manager had been appointed in Stirling and details of similar posts in the Clackmannanshire and the rural area were also being progressed. The vacant Clackmannanshire post would be covered meantime by the Head of Community Mental Health and Learning Disability to enable the structure to be established.

Mr Linkston commended Mrs Strachan on the integrated approach taken and the action plan produced. The NHS Board noted that Ms Strachan was due to leave Clackmannanshire and Stirling Health and Social Care Partnership at the end of the year and wished her well for the future.

The NHS Board:

- **Considered the draft improvement actions which were subject to agreement with the Lead Inspector (Appendix 1)**
- **Noted the content of the Joint Inspection (Appendix 2)**

6. BETTER HEALTH

6.1 Forth Valley Area Health and Social Care Partnerships Winter Plan 2018-19

The NHS Board considered a paper “Forth Valley Area Health and Social Care Partnerships Winter Plan 2018-19”, provided by Mrs Janette Fraser, Head of Planning.

Mrs Fraser reported that as part of the Scottish Government’s requirement for “Preparing for Winter 2018-19” a Health and Social Care Winter Plan had been produced in collaboration with partner organisations. It had been agreed at the NHS Board meeting in September to delegate authority to the Chief Executive and NHS Board Chair to approve the Winter Plan and this had now been submitted to Scottish Government at the end of October 2018.

The Winter Plan was underpinned by a comprehensive multi-agency action plan including the festive period arrangements for Primary Care Out of Hours, flu and norovirus plans and a directory which detailed the availability of services and how to access them over the festive period. To ensure discharges could be maintained at an acceptable level, actions included an improvement trajectory for weekend and earlier in the day discharges and appropriate staffing arrangements across acute, primary and social care settings. Contingency beds to support unscheduled care performance was noted and the financial risk associated with beds being opened beyond the winter designated period.

A detailed discussion took place on unscheduled care performance and Board members agreed a whole system health and care approach to improve the 4 hour access standard especially to support flow was necessary. The role of our Partnerships in unscheduled care was highlighted as part of the reform work led by the Programme Board.

The NHS Board:

- **Noted the final Forth Valley Area Health and Social Care Partnerships Winter Plan 2018-19 which the Chief Executive and Chair approved in October 2018**

6.2 Fair Start Scotland: Forth Valley Community Planning Partnership Programme

The NHS Board considered a paper “Fair Start Scotland: Forth Valley Community Planning Partnership Programme”, provided by Mrs Hazel Meechan, Public Health Specialist and Ms Pamela Smith, Employment & Training Unit Manager, Falkirk Council.

Mrs Meechan stated that the Scottish Government had launched the Fair Start Scotland model in April 2018 and work was underway in partnership with local authorities to provide person-centred support for the long term unemployed and address health barriers to work. Other providers of the Fair Start programme throughout Scotland included:

- People Plus Group (private provider) in Glasgow and Highlands and Islands
- Remploy (Supported business) in Lanarkshire and Tayside
- Start Scotland (private and Third sector provider) for the east and south west regions of Scotland
- Momentum Scotland in Aberdeen and Aberdeenshire (Third sector provider)
- The Wise Group (Third sector provider) in the west region of Scotland

Ms Smith explained that the aim was to support Fair Start clients with a holistic support programme which assisted them to upskill and make them ready for employment. This also included support to address any health barriers to work from the NHS Forth Valley Health for Work Service.

This support was dependent on the following factors:

- The severity of their health barriers to work
- Their compliance with the agreed plan of health services for their needs
- Requirements of the Fair Start Scotland programme case manager

Falkirk Council was the contract leader for the partnership with Scottish Government and had secured 3 year funding for the programme for the Forth Valley area, which included funding for the Health for Work service.

Following discussion and in response to concerns regarding the longevity of the programme and whether people would be financially disadvantaged, Ms Smith advised that although people may only be able to work limited hours due to their health/disability they would be financially better off in work.

The NHS Board:

- **Noted the work currently being carried out with partner organisations**
- **Approved the continuing health service role in the early stages of delivery of the Fair Start programme within the Forth Valley area**

7. BETTER CARE

7.2 Executive Performance Report

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

Mrs Cowan reported that performance across a number of areas notably the 4 hour access standard continued to be challenging. A number of improvements were being progressed by the Elective and Unscheduled Care Programme Boards and attention to balance both elective and emergency demand/capacity was important.

Board members noted the ongoing work within the Health and Social Care Partnerships to reduce the numbers of delayed discharges which was impacting on the wait for bed timings in ED. Board members discussed the 4 hour access performance in detail, improvement support from Scottish Government and the impact of work underway to improve performance. It was noted that improvement support was delivering small scale change which now needed more pace. An in-depth and focused discussion on unscheduled care was planned for December as part of the Performance and Resources Committee approach to greater scrutiny for those standards that were not being met. Improvements in CAMHS and work to improve psychological therapies waiting times and absence rates were noted.

Mr Murray added that at a recent meeting of the Clinical Governance Committee, Dr Anthony Byrne provided a presentation on stroke which had been well received. Mr Linkston suggested that a visit to the Stroke Unit may assist the NHS Board to understand the complexities of the stroke bundle.

Mrs Cowan in response to a question from Mr Linkston advised that following the Chief Medical Officer’s (CMO) recent visit to the Emergency Department, both herself and Miss Donaldson had met with consultants to discuss the recommendations made by the CMO to improve Departmental working and the 4 hour access standard.

The NHS Board:

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

7.3 National Healthcare Associated Infection Reporting Template (HAIRT)

The NHS Board considered a paper “National Healthcare Associated Infection Reporting Template (HAIRT)” provided by Dr Graham Foster, Director of Public Health and Strategic Planning.

Dr Foster provided an update on the current status of Healthcare Associated Infections (HAI) and infection control measures. The Staphylococcus Aureus Bacteraemia (SABs) and Clostridium difficile Infections (CDIs) remained within normal control limits in October 2018 and the case numbers for Device associated Bacteraemia (DABs) had reduced to 9 which was now within the normal control limits.

Five surgical site infections were highlighted; four due to c-sections, with a change of dressings used to help reduce infections and one due to large bowel surgery.

The NHS Board:

- **Noted the assurance provided**

7.4 Integration Update

The NHS Board received a verbal update building on previous presentations and reports on “Integration” provided by Mrs Cathie Cowan, Chief Executive.

Mrs Cowan by way of background reminded Board members that the Public Bodies (Joint Working) Act 2014 set out the legislative framework to support the integration of health and social care in Scotland. Mrs Cowan added that the Act was directive on both planning and commissioning or funding responsibilities of the Integration Joint Board for those functions delegated. The IJB did not employ staff and so did not deliver services; its role was to oversee performance and direct NHS Boards and/or Councils when it came to delivering its Strategic Commissioning Plan.

She confirmed that our Partnerships brought together staff from NHS and Social Care, led by our Chief Officers. Chief Officers were accountable to the Council and Health Board Chief Executives all of whom would be working collaboratively to improve the outcomes of the population that the IJB had responsibility for. In this regard the Act did not instruct or direct matters that related to operational arrangements, delivery of services via IJB directions was for the Health Board, Council (s) and IJBs to sort out to best suit their local circumstances.

In regard to progress Mrs Cowan referred to work previously led by Professor Wallace in relation to those services in-scope. This work had informed the work underway to further delegate operational management arrangements to the Chief Officers, community mental health and learning disability management responsibilities were moved to Chief Officers in February 2017.

Mrs Cowan referred to the update provided by Ms Strachan earlier in the Board meeting and the appointments being made in the Clackmannanshire and Stirling Partnership. Agreement on services to be moved to Chief Officers and located in each of the Partnerships in the main had been agreed, however there were some service for example due to their size and specialist nature that were not so easily located in each Partnership. The workshop held on 26 November 2018 involved staff from three service areas relating to specialist mental health, AHP and health promotion all of which fell into this category. Decisions relating to how these services will be delivered will be shared at a special meeting of the Phase 1 Integration Working Group planned for January 2019.

The governance and reference to NHS Forth Valley’s policies, procedures and standing orders were clearly articulated in Chief Officer’s job roles. Updates on NHS Forth Valley’s governance arrangements were being progressed alongside the review of corporate governance which was due to be reported to the NHS Board in March 2019. Ongoing discussions with the Chief Executive, Chief Officer and HR senior officers continued in Falkirk, shadow arrangements were being proposed similar to what was being achieved in Clackmannanshire and Stirling IJB; to date this has not been supported. Mrs Cowan agreed that integrated management structures needed to be consistent with NHS terms and conditions for staff employed by NHS Forth Valley although this need not be a barrier to progressing the appointment of staff in line with our organisational change policies.

The NHS Board:

- **Noted the assurance (also provided earlier in the meeting by Ms Strachan) that progress was being made in preparation for the delegation of operational management arrangement to the Chief Officers**

8. BETTER VALUE

8.1 Finance Report

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

Mr Urquhart provided a summary of the financial position for NHS Forth Valley to 31 October 2018 with a revenue overspend of £0.888m and a projected year end outturn of £0.900m overspend subject to further review based on the November position.

Key financial risks were highlighted as capacity/winter pressures and arrangements for risk share relating to Clackmannanshire and Stirling IJB year end outturn which had not been finalised.

An update on savings delivery was noted with a requirement for £6.6m non recurring sources in meeting the annual savings requirement.

A balanced capital outturn position was forecast. Mr Urquhart highlighted that accounting recognition of a planned disposal of land on the Bellsdyke site was subject to planning consent approval before 31st March 2019 and this was highlighted as a timing risk given the value of the planned disposal.

The NHS Board:

- **Noted the revenue overspend of £0.888m to 31 October 2018, with a projected year end outturn position of up to £0.900m overspend**
- **Noted the ongoing financial risks**
- **Noted the position on savings at 31 October 2018**
- **Noted the balanced capital position to 31 October 2018**

8.2 Financial Planning Update

The NHS Board considered a paper “Financial Planning Update 2019/20 - 2024/25” presented by Mr Scott Urquhart, Finance Director.

Mr Urquhart provided an overview of the national and local financial context and set out the key funding and cost parameters in developing the Board's five year financial plan which will be presented to the NHS Board for approval in March 2019.

He explained the three key drivers underpinning the financial plan were a recurring revenue deficit, unavoidable pay and price inflation, and projected demand increases in relation to demographic and non demographic factors.

Mr Urquhart highlighted the level of potential savings challenge based on current assumptions, noting the position was subject to further confirmation on NHS Board allocations for 2019/20 which would be made available following the Scottish Budget announcement in mid December.

He explained that delivering sustainable longer term financial balance would require a wide range of service and cost improvement initiatives on a whole system basis with a focus on improving value and transformation and that plans were in the process of being developed with Senior Leadership team colleagues.

The NHS Board:

- **Noted the financial plan update**
- **Noted the future years savings challenge with current savings projection range between £17m to £19m subject to further confirmation on indicative allocations**

- **Noted the financial risks highlighted**
- **Noted the work underway to develop cost improvement options**

9. BETTER WORKFORCE

9.1 NHS Forth Valley Workforce Plan 2018-19

The NHS Board considered a paper “NHS Forth Valley Workforce Plan 2018-19”, presented by Miss Linda Donaldson, HR Director.

Miss Donaldson stated that there was a statutory requirement to produce an annual Workforce Plan which included local context and the national and regional drivers. It was important to understand the size and shape of the current workforce in order to plan for the future. The redesign of services needed to be considered to ensure services were up to date and modernised where appropriate. There were a number of factors which needed to be considered when planning for the future:

- Demographic and societal changes
- Rising expectations
- Health informatics and telemedicine
- New healthcare technologies
- Increasing costs of health service provision
- Hard to fill posts

Miss Donaldson advised that this was a dynamic document which would change to meet demand and as new information was made available.

Detailed discussion took place regarding the need for appropriate support staff who were nearing retirement and the challenges faced due a maturing workforce.

The NHS Board:

- **Noted the content of the NHS Forth Valley Workforce Plan 2018-2019**
- **Noted the Plan would be published following sign off by the Chief Executive, Director of Nursing and Employee Director**
- **Noted that this will be shared with members of the Area Partnership for sign off**

9.2 Our People Strategy 2018-2021

The NHS Board considered a paper “Our People Strategy 2018-2021”, presented Miss Linda Donaldson, HR Director.

Miss Donaldson provided an update on the refreshed document which included the following strategic aims:

- To deliver and develop a fit for future, capable and sustainable workforce
- To be a model employer
- To create and maintain a healthy and modern culture

The strategy highlighted how NHS Forth Valley would develop, lead, manage and support their workforce with an agreed and collective purpose. The priorities of Our People Strategy would be achieved through six areas:

- Health and wellbeing
- Positive and values-based culture
- Fit for future leadership

- Recruitment and retention
- Transforming our workforce
- Working with our partners

The NHS Board:

- **Approved the Our People Strategy 2018-2021**

9.4 Communications Update Report

The NHS Board considered a paper “Communications Update Report” presented by Mrs Elsbeth Campbell, Head of Communications.

Mrs Campbell reported on the period from June to November 2018 and highlighted the following key work that had been undertaken during this period:

- Organ Donation campaign
- Extensive media coverage in relation to NHS Forth Valley’s performance figures
- Public meetings regarding the reduction in sessions provided by Aberfoyle & Bucklyvie Medical Practice
- The Cabinet Secretary visit to open two new theatres
- Stirling Health & Care Village was now open with an official opening to be arranged for 2019
- Sod cutting had taken place for the construction of Doune Health Centre
- Cabinet Secretary visited the new Alongside Midwifery Unit in August
- Special platinum 70 years awards service for staff
- Investors in People Gold Award achieved
- Gold Award for Environmental Excellence achieved in August
- The Executive Team had held briefing sessions with staff at various locations
- Digital communications were used extensively and it was noted that NHS Forth Valley was the third highest for engaging with the population via Facebook

Future priorities would be the promotion of the Bellfield Centre, plans for Falkirk Community Hospital and raising awareness across primary care services.

The NHS Board:

- **Noted the update report and progress made during the period**

10. BETTER GOVERNANCE

10.1 Governance Committee Minutes

10.1.1 Performance and Resources Committee: 28 August 2018

The NHS Board noted the minute of the Performance and Resources Committee meeting held on 28 August 2018.

10.1.2 Clinical Governance Committee: 19 October 2018

The NHS Board noted the minute of the Clinical Governance Committee meeting held on 19 October 2018.

10.1.3 Audit Committee: 8 June 2018

The NHS Board noted the minute of the Audit Committee meeting held on 8 June 2018.

10.1.4 Endowment Committee: 8 June and 9 October 2018

The NHS Board noted the minutes of the Endowment Committee meetings held on 8 June 2018 and 9 October 2018.

10.1.5 Staff Governance Committee: 14 September 2018

The NHS Board noted the minute of the Staff Governance Committee meeting held on 14 September 2018.

10.2 Advisory Committee Minute**10.2.1 Area Clinical Forum: 20 September 2018**

The NHS Board noted the minute of the Area Clinical Forum meeting held on 20 September 2018.

10.3 Integration Joint Boards Minutes**10.3.1 Falkirk IJB: 1 June 2018 and 25 June 2018**

The NHS Board noted the minutes of the Falkirk IJB meetings held on 1 June 2018 and 25 June 2018.

10.3.2 Clackmannanshire and Stirling IJB: 13 June 2018

The NHS Board noted the minute of the Clackmannanshire and Stirling IJB meeting held on 13 June 2018.

11. ANY OTHER COMPETENT BUSINESS

Mr Linkston noted that Ms Fiona Gavine's term as Non-Executive of the NHS Board was due to end on 31 December 2018. On behalf of the NHS Board he thanked Fiona for her contribution over the last few years and wished her well for the future.

Mr Linkston informed Board members that interviews for the vacant Non Executive posts had recently taken place and the two successful applicants had been recommended to Cabinet Secretary for formal approval. It was anticipated that they would take up post in January 2019.

There being no further competent business the Chairman closed the meeting at 12.40pm.

MINUTE OF MEETING OF LEADERS

Friday 30 November 2018

11:00

Verity House, 19 Haymarket Yards, Edinburgh

Present

Aberdeen City Council	Councillor Douglas Lumsden
Aberdeen City Council	Ms Angela Scott
Aberdeenshire Council	Councillor Jim Gifford
Aberdeenshire Council	Mr Jim Savege
Angus Council	Councillor David Fairweather
Angus Council	Ms Margo Williamson
Argyll and Bute Council	Councillor Aileen Morton
Argyll and Bute Council	Mr Cleland Sneddon
City of Edinburgh Council	Stephen Moir (substitute)
City of Edinburgh Council	Councillor Adam McVey
City of Edinburgh Council	Councillor Mary Campbell
Clackmannanshire Council	Ms Nikki Bridle
Clackmannanshire Council	Councillor Ellen Forson
Comhairle nan Eilean Siar	Mr Malcolm Burr
Comhairle nan Eilean Siar	Councillor Roddie Mackay
Dumfries and Galloway Council	Councillor Rob Davidson (substitute)
Dumfries and Galloway Council	Ms Lorna Meechan (substitute)
Dundee City Council	Councillor Ken Lynn (substitute)
Dundee City Council	Mr Greg Colgan
East Ayrshire Council	Ms Fiona Lees
East Ayrshire Council	Councillor Douglas Reid
East Dunbartonshire Council	Mr Gerry Cornes
East Dunbartonshire Council	Councillor Vaughan Moody
East Dunbartonshire Council	Councillor Andrew Polson
East Lothian Council	Councillor William Innes
East Lothian Council	Ms Angela Leitch
East Renfrewshire Council	Councillor Tony Buchanan
East Renfrewshire Council	Ms Lorraine McMillan
Falkirk Council	Mr Kenneth Lawrie
Falkirk Council	Councillor Cecil Meiklejohn

Fife Council
 Fife Council
 Fife Council
 Glasgow City Council
 Glasgow City Council
 Highland Council
 Highland Council
 Inverclyde Council
 Midlothian Council
 Midlothian Council
 Moray Council
 Moray Council
 North Ayrshire Council
 North Ayrshire Council
 North Lanarkshire Council
 North Lanarkshire Council
 Orkney Islands Council
 Orkney Islands Council
 Perth and Kinross Council
 Perth and Kinross Council
 Perth and Kinross Council
 Renfrewshire Council
 Renfrewshire Council
 Shetland Islands Council
 Shetland Islands Council
 SOLACE
 South Ayrshire Council
 South Ayrshire Council
 South Lanarkshire Council
 South Lanarkshire Council
 Stirling Council
 Stirling Council
 West Dunbartonshire Council
 West Dunbartonshire Council
 West Lothian Council
 West Lothian Council

COSLA President
 (Aberdeenshire Council)
 COSLA Vice President
 (Stirling Council)
 COSLA Spokesperson CYP
 (Inverclyde Council)
 COSLA Spokesperson CW
 (Midlothian Council)
 COSLA Spokesperson EE
 (Orkney Islands Council)
 COSLA Spokesperson HSC
 (East Lothian Council)
 COSLA Spokesperson Resources
 (Dumfries and Galloway Council)

Mr Steve Grimmond
 Councillor David Alexander
 Councillor David Ross
 Councillor Susan Aitken
 Ms Annemarie O'Donnell
 Councillor Margaret Davidson
 Mr Edward Foster
 Mr Aubrey Fawcett
 Councillor Russell Imrie (substitute)
 Dr Grace Vickers
 Mr Roderick Burns
 Councillor Graham Leadbitter
 Councillor Joe Cullinane
 Councillor Craig Hatton
 Councillor Paul Kelly (substitute)
 Mr Des Murray
 Councillor James Stockan (videoconference)
 Mr Alistair Buchan
 Councillor Murray Lyle
 Mr Jim Valentine
 Councillor Peter Barrett
 Ms Sandra Black
 Councillor Jim Paterson
 Councillor Steven Coutts
 Ms Maggie Sandison
 Ms Catherine Eadie
 Councillor Douglas Campbell
 Ms Eileen Howat
 Mr Lindsay Freeland
 Councillor John Ross
 Councillor Scott Farmer
 Ms Carol Beattie
 Councillor Jonathan McColl
 Ms Joyce White
 Councillor Andrew McGuire (substitute)
 Ms Elaine Cook

Councillor Alison Evison
 Councillor Graham Houston
 Councillor Stephen McCabe
 Councillor Kelly Parry
 Councillor Steven Heddle
 Councillor Stuart Currie
 Councillor Gail Macgregor

Apologies

Aberdeen City Council	Councillor Jenny Laing
City of Edinburgh Council	Mr Andrew Kerr
Dumfries and Galloway Council	Mr Gavin Stevenson
Dumfries and Galloway Council	Councillor Elaine Murray
Dundee City Council	Mr David Martin
Highland Council	Ms Donna Manson
Midlothian Council	Councillor Derek Milligan
North Lanarkshire Council	Councillor Jim Logue
Orkney Islands Council	Councillor James Stockan
Perth and Kinross Council	Ms Karen Reid
Renfrewshire Council	Councillor Iain Nicolson
Scottish Borders Council	Councillor Shona Haslam
Scottish Borders Council	Ms Tracey Logan
South Ayrshire Council	Councillor Brian McGinley
West Lothian Council	Councillor Lawrence Fitzpatrick
West Lothian Council	Mr Graham Hope
COSLA Spokesperson CW (East Ayrshire Council)	Councillor Elena Whitham

Welcome

The President welcomed everyone to the meeting, including those on videoconferencing; apologies were noted.

Public Session**1. Local Governance Review Update**

The report presented provided an update on the strategic approach to the Review of Local Governance and highlighted activities taking place across Local Government and COSLA to develop and finalise submissions to Strand 2 of the Review.

Members thanked COSLA for the work and progress completed to date. In response to a question about subsidiarity and devolving powers to local government and further, the President highlighted that this is a key message coming through in submissions and would be incorporated.

Leaders agreed all recommendations:

- i. Noted the Review process and the work being undertaken by councils and COSLA to develop submissions as part of this;
- ii. Noted that Leaders will be provided with COSLA's draft submission to the Review at their meeting in January 2019;
- iii. Agreed that COSLA works with the Scottish Government Cabinet Sub Committee to implement appropriate joint political mechanisms to address all aspects of the evidence and findings.

2. Planning (Scotland) Bill Update

The Spokesperson for Environment and Economy provided a summary of the paper, which updated Leaders on COSLA's engagement and provided the key changes following the conclusion of Stage 2.

Leaders agreed all recommendations:

- i. Noted that Stage 2 of the Planning (Scotland) Bill has been completed and we have achieved many of our lobbying goals, developed through the Environment and Economy Board;
- ii. Endorsed the further work required, again the detail of which to be developed through the Environment and Economy Board, ahead of Stage 3 of the Bill and wider planning reform.

3. Scotland's Future Employability Services

The Spokesperson for Community Wellbeing provided an update on the strategic partnership with the Scottish Government to shape future provision. The paper highlighted that officials had put forward a draft framework for more effective partnership and joint working between the Scottish Government and Local Government.

Brief discussion took place including regarding the provision of a COSLA Chief Officer post. It was confirmed that exploration of this opportunity under a single portfolio lead will take place with the Scottish Government.

Leaders agreed all recommendations:

- i. Considered and commented upon the opportunities to advance partnership working on employability services with Scottish Government; and
- ii. Approved the draft 'Scottish Government and Scottish Local Government Partnership Working Framework for Employability'.

4. Local Authorities Working to Tackle Depopulation

The Spokesperson for Community Wellbeing updated the Board on the paper which explored how COSLA's Migration, Population and Diversity Team can support local authorities to develop strategies to address their demographic challenges using migration as a potential lever for growth.

Following discussion, it was confirmed that points raised by Members would be considered: on framing more 'migration in Scotland' questions to Government and rapid population growth in some areas of the country.

Leaders agreed all recommendations:

- i. Agreed to COSLA's proposed next steps for supporting councils to address their demographic challenges;
- ii. Agreed that COSLA will continue to lobby the UK Government for an immigration system that recognises Scotland's needs.

5. COSLA Calendar of Board Meetings 2019

The purpose of the paper submitted was to present the draft calendar of COSLA Leaders', Leadership Sounding Board, Policy Boards, and Convention meetings for 2019.

The paper invited Leaders to:

- i. Agree the proposed calendar of COSLA meetings for 2019 as set out in the Appendix.
- ii. Note that the date and location for Annual Conference will be in early October with the exact date and venue to be confirmed.
- iii. Agree that a recommendation will be made to Convention to incorporate the Autumn Convention into the Annual Conference in October, which will replace the December 2019 Convention and for future years.
- iv. Note that the location for Convention on 29 March and Leaders on 30 August is yet to be confirmed.

An amendment was proposed and seconded by the Conservative Group to:

- iv. Note the location for convention on 29th March is yet to be confirmed.
- v. Agree that Leaders on 30 August should be held in COSLA office
- vi. Agree that location for conventions should be held in a location that is easily accessible by rail and air.

A separate proposal, which was seconded, was made to move the recommendations in the paper.

The Conservative Group amendment vote was 6.

The proposal to move the recommendations in the COSLA paper was 23.

The motion was carried to support the recommendations in the COSLA paper.

Therefore, Leaders agreed the recommendations:

- v. Agreed the proposed calendar of COSLA meetings for 2019 as set out in the Appendix.
- vi. Noted that the date and location for Annual Conference will be in early October with the exact date and venue to be confirmed.
- vii. Agreed that a recommendation will be made to Convention to incorporate the Autumn Convention into the Annual Conference in October, which will replace the December 2019 Convention and for future years.
- viii. Noted that the location for Convention on 29 March and Leaders on 30 August is yet to be confirmed.

Items Taken in Private Session**6. Draft Minute of Previous Meeting of 26 October 2018**

The minute was agreed as an accurate account.

7. Spending Review
8. Local Government Pay Negotiations Update and New Proposal
9. Brexit Update
10. Review of Structure of Scottish LG Pension Scheme
11. ELC National Standard for Funded Provision from 2020
12. Access to Sanitary Products
13. Review of the Main Funding Floor



Environment and Economy Board Item 02

MINUTE OF MEETING OF ENVIRONMENT AND ECONOMY BOARD

Friday 7 December 2018

COSLA Offices, Verity House, 19 Haymarket Yards, Edinburgh

Present

Aberdeenshire Council	Councillor Jeff Hutchison
City of Edinburgh Council	Councillor George Gordon
Clackmannanshire Council	Councillor Donald Balsillie
Dumfries and Galloway Council	Councillor Archie Dryburgh
Dundee City Council	Councillor Lynne Short
East Ayrshire Council	Councillor Jim Roberts
East Renfrewshire Council	Councillor Alan Lafferty
Falkirk Council	Councillor John Patrick
Highland Council	Councillor Duncan Macpherson
Midlothian Council	Councillor Margot Russell (Substitute)
Moray Council	Councillor Theresa Coull (Substitute)
North Lanarkshire Council	Councillor Danish Ashraf
Orkney Islands Council	Councillor Graham Sinclair (Videoconference)
Perth and Kinross Council	Councillor Kathleen Baird (Substitute)
Renfrewshire Council	Councillor John McNaughtan
Shetland Islands Council	Councillor Ryan Thomson
South Ayrshire Council	Councillor Brian McGinley (Videoconference)
South Lanarkshire Council	Councillor John Anderson
West Dunbartonshire Council	Councillor Iain McLaren
Regional Transport Partnership SLAED	John Binning (Substitute) Pamela Smith
COSLA Spokesperson (Orkney Islands Council)	Councillor Steven Heddle

Apologies

Aberdeen City Council	Councillor Alan Donnelly
Angus Council	Councillor Ron Sturrock
Argyll and Bute Council	Councillor Aileen Morton
Comhairle nan Eilean Siar	Councillor Donald Crichton
East Dunbartonshire Council	Councillor John Jamieson
East Lothian Council	Councillor Norman Hampshire
Fife Council	Councillor Altany Craik
Glasgow City Council	Councillor Anna Richardson
Highland Council	Donna Manson
Inverclyde Council	Councillor Colin Jackson
Midlothian Council	Councillor Russell Imrie
Moray Council	Councillor Graham Leadbitter
North Ayrshire Council	Councillor Alex Gallagher
Perth and Kinross Council	Councillor Angus Forbes
Perth and Kinross Council	Councillor Alasdair Bailey
Scottish Borders Council	Councillor Mark Rowley
Stirling Council	Councillor Evelyn Tweed
West Lothian Council	Councillor Cathy Muldoon
HOPS	Iain McDiarmid
NHS Health Scotland	Andrew Fraser
NHS Health Scotland	Gerry McCartney
Regional Transport Partnership	Rab Dickson
SCOTS	Gordon Mackay
SOLACE	Jim Valentine
SOLACE	Jim Savege
Waste Services Managers Network	Bruce Reekie

1. Welcome and Apologies

Councillor Heddle thanked Board Members for their attendance and welcomed substitute Members. Apologies were noted and 'round table introductions took place.

2. Minute of the Environment and Economy Board on 2 November 2018 and Matters ArisingMinute of Previous Meeting

The Board approved the minute of the previous meeting as an accurate account.

Matters Arising

The Spokesperson asked for it to be noted that the paper on the EU Exit impact on fishing communities could not be provided for today's meeting. The intention is to provide it to the next Board meeting.

Further to Item 3, the Spokesperson confirmed that the right opportunity is being sought for dialogue with the Cabinet Secretary for Transport, Infrastructure and Connectivity, Michael Matheson MSP.

3. Environment and Economy Board Plan

The Board approved the latest iteration of the Environment and Economy Board Plan. The Board were asked to be mindful that as EU Exit progresses, this may impact on the Plan and may require an adjustment for the next Plan due to be presented.

Public Session

4. Local Economies and Inclusive, Sustainable Growth

The Spokesperson welcomed Pamela Smith, SLAED, and Hugh Lightbody, Business Gateway National Unit, who delivered a presentation on local economies and inclusive, sustainable growth.

It was impressed upon the Board that a robust, thriving and diverse economy is of vital importance for all of Scotland's communities. This depends on partnership working, collaboration and sharing good practice. The presentation covered economic impacts, wellbeing and inclusive growth, challenges and opportunities. The presenters referred to the recently published Economic Outcomes Report and the key ways local government can help the local economy, such as through employment, procurement and supporting local supply chains.

A Business Gateway (BG) overview was delivered to inform Members of this work. BG offers a universal service providing advice and information to existing businesses and people considering starting up. It aims to deliver a consistent service across Scotland but with local flexibility and tailored support informed by feedback. BG is looking to build on links with enterprise agencies to make the business support landscape system simpler and better for the customer.

Comments from Members included around delivering services sustainability, welcoming the references made to public health priorities, GDP figures, promoting economic development in local and national economies, improving integration and a whole system approach, equity and inclusiveness.

On behalf of the Board, the Spokesperson acknowledged that the launch of the BG website and the rebranding work has been positive. He thanked both representatives for their informative and engaging discussion of the key issues.

Private Session

5. Ban on biodegradable waste to landfill – verbal update

A verbal update was provided to the Board. The Board heard that Councils are at different levels of readiness for the implementation date on 1 January 2021. COSLA officers are working on establishing a suite of options with partner agencies and Scottish Government to help deliver the ban. A comprehensive discussion followed and COSLA officers will report back to the Board in early 2019.

6. Brexit Update

The report submitted provided an update on the work being undertaken by COSLA on Brexit, including the work with councils and the broader public sector around preparedness. It commented on the potential future options and particularly highlights the work started that will need to be substantially extended should No Deal become a realistic option.

An input was provided by the Head of the COSLA Brussels office, who gave an update on the position within the European Court and Supreme Court of Justice.

It was noted that business continuity planning is standard practice and we need to account for all eventualities. COSLA and SOLACE are ensuring briefings are taking place with colleagues on any work that is being done. Regarding migration and the economy, COSLA officers will be writing a paper on this.

The Board:

- i. Noted the current update and the need for further detailed work once the way forward around Brexit is known;
- ii. Provided comments particularly on the implications of Brexit for the areas covered by the remit covered by the Environment and Economy Board; and
- iii. Provided comments on other aspects of the report.

Public Session

7. Local Governance Review

This report delivered built on the initial discussion that took place at the Board in June 2018 regarding opportunities to feed into the Review of Local Governance. The paper highlighted some of the common issues identified during the consideration of reforms on economic development, planning and transport, which could form part of the Board's input to the Review of Local Governance. The report also provided an update on the wider review process, and the steps being taken by COSLA.

The Board:

- i. Noted the Review process and the work being undertaken by COSLA; and
- ii. Agreed, with further comments, that the discussion paper should form the basis of the Board's response to the Review.

8. Climate Change Bill

The Scottish Parliament is currently considering the Climate Change (Emissions Reduction Targets) (Scotland) Bill. Since this Board last considered Scottish climate change targets, a substantial body of new evidence has come forward. This raises questions as to whether currently proposed Scottish Government targets for carbon reduction will be adequate for meeting the UN Paris carbon reduction targets and wider international ambitions.

COSLA officers will bring a report to the Board in the new year on carbon reduction targets and are keen to receive views from Members.

The Board:

- i. Noted the publication of a suite of new information on the importance of minimising global warming;
- ii. Noted that we expect that this will intensify the debate already taking place in Parliament on whether to set a net zero emission reduction target by 2050; and
- iii. Agreed that, considering this information and the current debate on the Bill, we should consider COSLA's position on a net zero target at the next meeting in March 2019.

9. Planning Bill

The paper submitted updated the Board on COSLA's engagement with the Planning Bill and provided a summary of the key changes following the conclusion of stage 2. The Bill will progress to stage 3 in the new year. COSLA is in close contact with Scottish Government and partner agencies at this critical time.

Positive results have been achieved but there is more to do. It is expected that further debate will be prominent at Stage 3. The Stage 2 amendments introduced 63 new duties resulting in significant concerns about cumulative financial impacts of the Bill on local government.

The Board:

- i. Noted that stage 2 of the Planning (Scotland) Bill has been completed and we have achieved many of our lobbying goals;
- ii. Noted that changes to the Bill mean we have an opportunity to reset our relationship with Scottish Government on planning performance and fees;
- iii. Agreed our general approach to establishing a constructive relationship with Scottish Government on planning performance and fees which is described in paragraphs 16 and 17 of the COSLA paper.

10. Scottish Crown Estate Bill

This report provided Members with an update. The Bill passed stage 3 of the Parliamentary process on 21 November 2019 and royal assent is expected in the new year. While the Bill process has come to an end there will be further work which COSLA will be involved in undertaking on behalf of our member councils of relevance to the Crown Estate; this will be brought back to the Board at appropriate junctures.

The Board:

- i. Noted that the Bill has completed the Parliamentary process; and
- ii. Agreed to amend the Environment and Economy Board Plan to remove the Scottish Crown Estate Bill and replace this with work related to implementation of the legislation.

11. Vacant and Derelict Land Taskforce – report circulated

The paper delivered brought the Board's attention to the creation of the Vacant and Derelict Land Taskforce by SEPA and the Scottish Land Commission in September 2018. The Taskforce aims to find ways of bringing derelict land back into productive use and has set a target of halving the amount of land on the Vacant and Derelict Land Register by 2025.

The Board:

- i. Noted the content of the report;
- ii. Provided comments on how individual local authorities are engaging with the Taskforce, and
- iii. Considered whether COSLA should undertake further engagement on this issue going forward.

12. Meeting Dates for 2019 – Environment and Economy Board

Fridays 1 March, 12 April, 7 June, 6 September, 17 October (changed from 18 October) and 6 December at 10.30 am in Verity House, Edinburgh.

Minutes



SEStran Partnership Board

Item A4(a)

10.00am, Friday, 7 December 2018

Victoria Quay, Edinburgh

Present

Name

Organisation Title

Cllr Gordon Edgar (Chair)	Scottish Borders Council
Laura Alexander	Non-Councillor Member
Cllr Chas Booth	City of Edinburgh Council
Cllr Colin Davidson (Deputy Chair)	Fife Council
Cllr Dave Dempsey	Fife Council
Cllr Jim Fullarton	Scottish Borders 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
Richard Llewellyn	Non-Councillor Member
Cllr Lesley Macinnes	City of Edinburgh Council
Cllr Laura Murtagh	Falkirk Council
Cllr Peter Smaill	Midlothian Council
Dr Doreen Steele	Non-Councillor Member
Catherine Stones	Non-Councillor Member
Barry Turner	Non-Councillor Member
Paul White	Non-Councillor Member

In Attendance

Angela Chambers	SEStran
Kevin Collins	Falkirk Council
Neil Dougall	Midlothian Council
Elizabeth Forbes	SEStran
Peter Forsyth	East Lothian Council

Ken Gourlay	Fife Council
Jim Grieve	SEStran
Peter Jackson	SEStran
Graeme Johnstone	Scottish Borders Council
Stuart Johnston	City of Edinburgh Council
Gavin King	City of Edinburgh Council (Secretary)
Daisy Narayanan	City of Edinburgh Council
Iain Shaw	City of Edinburgh Council (Treasury)
Jim Stewart	West Lothian Council

Apologies for Absence

Cllr Donald Balsillie	Clackmannanshire Council
Cllr Fiona Collie	Falkirk Council
Cllr Ian Ferguson	Fife Council
Cllr David Key	City of Edinburgh Council
Cllr Cathy Muldoon	West Lothian Council
Cllr Brian Small	East Lothian Council
Graeme Malcolm	West Lothian Council

1. Resolution to Consider in Private

The Committee, in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973, excluded the public from the meeting during consideration of item 2 of the minute for the reason that it involved the likely disclosure of exempt information as defined in Paragraphs 1 and 6 of Part 1 of Schedule 7(A) of the Act.

2. Partnership Management Arrangements

A report was tabled at the meeting in relation to the Partnership's management arrangements.

Decision

Detailed in the Confidential Schedule, signed by the Chair, with reference to this minute.

3. Minutes

Decision

- 1) To agree the minute of the previous meeting of 21 September 2018 as a correct record.
- 2) To agree the minute of the Performance and Audit Committee of 16 November 2018 as a correct record.

(Reference – minutes, submitted.)

4. Edinburgh City Centre Transformation – Presentation

Daisy Narayanan, Project Director of Edinburgh City Centre Transformation provided a PowerPoint presentation on the Edinburgh City Centre Transformation Project.

She highlighted that the project aimed to address how Edinburgh would achieve a step change in approach to issues including transport, amenity, social value (e.g. air quality, mental and physical health), place, urban development and heritage. The challenges and opportunities that Edinburgh faced to achieve this transformation were outlined. A cross-party working group which included representatives from all relevant departments such as housing, transport, planning and economic development met every six weeks to provide oversight of the project. The importance of this collaborative approach was emphasised. A consultation ran from 17 September 2018 until 12 November 2018. All responses would now be subject to analysis and review, in order to prepare a summary of the findings which was due to be reported to the Council's Transport and Environment Committee in early 2019.

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

- Connectivity and creating better transport links was key if the aim was to reduce the number of people driving their cars into Edinburgh.
- Approximately 8% of the responses to the consultation came from outside Edinburgh Council. There was a need to raise the profile of the project outside Edinburgh, however, it was noted the consultation was shared with all neighbouring local authorities.
- There were key performance indicators for each objective which allowed progress to be tracked.
- It was important to link this piece of work to the National Transport Strategy currently being reviewed.
- The importance of ensuring the business community were on board with this project was emphasised.
- The benefits of more people walking needed to be highlighted along with the subsequent benefits this could bring to businesses.
- Consideration had to be given to the digital age and the uncertainty surrounding the long term viability of the retail sector.

Decision

- 1) To thank Daisy for her attendance and note the presentation provided.
- 2) To agree that a copy of the slides be made accessible to members.

Declaration of Interest

Councillor Lesley Macinnes declared a non-financial interest as the Convener of Transport and Environment and political lead of this work at the City of Edinburgh Council.

5. Financial Planning 2019/20

An update was provided on the financial planning being progressed for the Partnership for the 2019/20 revenue budget.

Decision

To note the update on the financial planning assumptions being progressed for the 2019/20 revenue budget.

6. Finance Officer's Report

The Board considered a report which presented the third 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 provided an analysis of financial performance to the end of October 2018 and included details of the cash flow position of the Partnership in respect of its lending to and borrowing from the City of Edinburgh Council.

Decision

- 1) To note that total revenue expenditure was forecast to be within the revenue budget resources of the Partnership, with a cost pressure of £2,000 on the core budget being managed by a compensating underspend on the Projects budget.
- 2) To approve the transfer of the forecast underspend on EU-funded projects to the Sustainable and Active Travel budget for 2018/19, after offset of core budget costs.

7. Treasury Management – Mid-term Review

Details were provided of the investment activity undertaken on behalf of the Partnership during the first half of the 2018/19 Financial Year.

Decision

To note the investment activity undertaken on behalf of the Partnership.

8. Projects Update

An update was provided on the current status and progress of the various projects SEStran was involved in and covered the latest position on the EU exit process.

Decision

- 1) To note the report.

- 2) To approve the grant to East Lothian Council as detailed in paragraph 4.5 of the report.
- 3) To note that the European Conference on Mobility Management was due to be hosted by SEStran in Edinburgh from 29 until 31 May 2019 but discussions would take place with the Chair about withdrawing SEStran from this conference due to the high financial risks associated with it, exacerbated by the latest Brexit position and emerging pressures on the 2019/20 budget.
- 4) To approve the appointment, via the Scotland Excel Framework, of SYSTRA to undertake the Newburgh Transport Appraisal.
- 5) To agree that the maintenance of cycle tracks and freight forum be incorporated to future agendas of the Chief Officer Liaison Group.
- 6) To agree that the Chair make representation to Minister for on funding for rural buses at their meeting on 11 December 2018.

Declaration of Interests

Paul White declared a financial interest as an employee of CPT Scotland and Richard Llewellyn declared a financial interest as an employee of Napier University.

9. Dates of Future Meetings 2019

The proposed calendar of SEStran Partnership Board meetings in 2019 along with the full schedule of Sestran meetings was submitted.

Decision

- 1) To approve the proposed programme of meetings for 2019.
- 2) To agree that the use of video/tele conferencing be explored to enable members to have the opportunity to attend these meetings remotely.

10. Date of Next Meeting

Decision

To note that the next meeting would be held on Friday 22 March 2019 at 10am in the Dean of Guild Room, City Chambers, Edinburgh.

11. Head of Programmes Report

An update was provided on wider Regional Transport Partnership issues including Transport Scotland's Active Travel Fund, Review of the National Transport Strategy (NTS 2), the East Coast Main Line Association (ECMA) and other matters of relevance to the Partnership.

Decision

- 1) To note the report.
- 2) To agree that SEStran lobby Edinburgh Airport on its commitment to invest in the surrounding road network
- 3) To agree that SEStran would explore the usage of the Edinburgh Gateway station and the options for maximising footfall.

12. Climate Change Report

The Board received a report which outlined SEStran's responsibilities, as a public body, in relation to the Climate Change Act (Scotland) 2009.

Decision

To note the report.

13. Risk Report

The six monthly risk register update was provided.

Decision

To note the report and the risk register.

14. Consultation Responses

Details were provided on the consultations SEStran had responded to or was currently working on.

Decision

To note the report and to further note that any comments on the Scottish Law Commission – Automated Vehicle Consultation were to be submitted to SEStran by the end of December 2018.

15. Minutes

Decision

- 1) To note the minute of the Integrated Mobility Forum of 12 October 2018.
- 2) To note the minute of the Equalities and Access to Healthcare Forum of 2 November 2018.
- 3) To note the minute of the Chief Officers Liaison Group meeting of 6 November 2018.



CWB Item 01

MINUTE OF MEETING OF COMMUNITY WELLBEING BOARD

Monday 17 December 2018

COSLA Offices, Verity House, 19 Haymarket Yards, Edinburgh

Present

Aberdeenshire Council	Councillor Iris Walker (Teleconference)
Angus Council	Councillor Colin Brown
Argyll and Bute Council	Councillor Robin Currie
City of Edinburgh Council	Councillor Ian Dixon (Substitute)
Clackmannanshire Council	Councillor Craig Holden
Comhairle nan Eilean Siar Council	Councillor Kenny John MacLeod
Dumfries and Galloway Council	Councillor Andy Ferguson
East Dunbartonshire Council	Councillor Gordan Low (Substitute)
East Lothian Council	Councillor Jim Goodfellow
East Renfrewshire Council	Councillor Colm Merrick
Falkirk Council	Councillor Jim Flynn
Glasgow City Council	Councillor Jennifer Layden
Highland Council	Councillor Margaret Paterson
Inverclyde Council	Councillor Jim Clocherty (Videoconference)
Moray Council	Councillor Louise Laing
North Ayrshire Council	Councillor Louise McPhater
North Lanarkshire Council	Councillor Colin Cameron
Orkney Islands Council	Councillor Andrew Drever
Perth and Kinross Council	Councillor Peter Barrett
Renfrewshire Council	Councillor John McNaughtan (Substitute)
Scottish Borders Council	Councillor George Turnbull
Shetland Islands Council	Councillor Alastair Cooper
South Ayrshire Council	Councillor Ian Davis (Teleconference)
South Lanarkshire Council	Councillor Maureen Chalmers
Stirling Council	Councillor Chris Kane
West Lothian Council	Councillor Dave King
ALACHO	Tony Cain
CIPFA-Directors of Finance	Gary Fairley
Directors of Public Health	Professor Alison McCallum
Directors of Public Health	Catherine Mackereth
Improvement Service	Karen Carrick
Scottish Community Partnership Network	Lorraine Gillies
Social Work Scotland	Lillian Cringles
Social Work Scotland	Jane Martin
SOLACE	Sandra Black
SOLACE	Malcolm Burr

Scottish Government (guest speaker)
 COSLA Spokesperson
 COSA Spokesperson

Miriam Craven
 Councillor Elena Whitham
 Councillor Kelly Parry

Apologies

Aberdeen City Council
 City of Edinburgh Council
 Dundee City Council
 East Dunbartonshire Council
 Fife Council
 Midlothian Council
 Renfrewshire Council
 West Dunbartonshire Council

Councillor Lesley Dunbar
 Councillor Ian Campbell
 Councillor Kevin Cordell
 Councillor Sandra Thornton
 Councillor Judy Hamilton
 Councillor Stephen Curran
 Councillor Marie McGurk
 Councillor Diane Docherty

Public Session

1. Introduction

1.1 Welcome and Apologies

COSLA spokesperson, Councillor Kelly Parry, welcomed those present and noted apologies. Councillor Parry expressed thanks to Councillor Elena Whitham for her contribution as interim spokesperson during Councillor Parry's period of absence.

1.2 Minute of Previous Meeting of 9 November 2018

The minute of previous meeting was agreed as an accurate account.

2. Corporate

2.1 Review of Local Governance – Community Wellbeing Board

The report delivered built on the initial discussion that took place in June 2018 regarding opportunities for the CW Board to feed into the Review of Local Governance (LGR). The report also provided an update on the wider review process, and the steps being taken by COSLA.

The aims of the LGR were set out and the COSLA team sought input from Members about the day to day reality of local activity and the ways in which Members envisaged overcoming any barriers.

Suggested example areas for consideration included changes in housing legislation around shared responsibility for homelessness, joint agreement on education and the roads collaboration model template for enhanced working, and use of current legislation such as the Community Empowerment (Scotland) Act 2015.

The Board:

- i. Noted the Review process and the work being undertaken by COSLA;
- ii. Offered views on the five key themes, whether they are supported and if they can be further elaborated.
- iii. Provided examples of issues that the themes might address in practice so that these can be worked up and explored further and then fed into COSLA's submission to the review.
- iv. Noted the remaining opportunities to engage in the Review detailed in Appendix 2

3. Poverty & Inclusion

3.1 Devolved Social Security (Scottish Government Presentation)

The Spokesperson welcomed Miriam Craven, Head of Local Delivery and Client Experience Team, Social Security. Ms Craven delivered a presentation to further raise awareness of progress, opportunities and challenges ahead. Members were encouraged to ask questions and discuss Agency intentions, and to consider future direct engagement as the Agency extends its benefit responsibilities and develops its local presence.

The presentation covered the Agency's responsibilities in Scotland; it emphasised a duty to ensure clients are aware of their entitlements and ensuring client maximisation of income. Benefits are being transferred in stages and it is crucial that the Agency works alongside councils to ensure client accessibility, irrespective of geographical location. The presentation included setting out the timetable for introduction, next steps on awareness, creating a joined-up approach, engagement with partner agencies and an assurance of acting on learning outcomes at each stage.

A comprehensive discussion took place with Members on accessibility for rural communities, working with, understanding and complementing the advice services already in existence, pre-claim support and frontline face to face engagement, ensuring consistency and one standard across Scotland, sharing good practice and giving consideration to co-location within Estates. Ms Craven confirmed that communication work is ongoing to deliver awareness messages such as with roadshows, local radio advertising and social media exploitation.

The Board:

- i. Noted progress on the delivery of Devolved Social Security in Scotland;
- ii. Took the opportunity to engage a senior Agency lead to raise awareness and communicate opportunities and challenges;
- iii. Considered immediate and ongoing Board and elected member information needs and the leadership role that COSLA and elected members can play.

The Spokesperson thanked Ms Craven for her contribution and for her engagement with the Board.

3.2 Scotland's Future Employability Services

The paper advised the Board of a developing workstream following recent discussions with Scottish Government on partnership working on employability.

The Board:

- i. Noted and commented on the opportunities to advance partnership working on employability services with Scottish Government;
- ii. Noted that COSLA will be approaching Scottish Government to fund a post to develop this workstream: and
- iii. Noted that, while Community Well Being will play the leading role in developing this workstream, since employability is a cross cutting agenda which also impacts the work of other Boards, it will be necessary to ensure that periodically reports are also taken to the Environment and Economy, and Children and Young People's Boards and to future Leaders meetings as necessary.

3.3 Social Isolation and Loneliness Strategy

The paper provided the Board with information on the Scottish Government's Social Isolation and Loneliness Strategy.

Discussion took place regarding the wide definition of loneliness such as state of mind, inequality, health, isolation and the wider demographics. Challenges that councils face were also raised such as having to make savings in areas that contribute to enhancing opportunities for social engagement e.g. transport links, library services and support for local groups. Members indicated they would like to see the Scottish Government following up the strategic paper with an implementation plan. COSLA highlighted that many councils have made this point and COSLA will emphasise the pivotal role local government has in this. It was agreed that in looking at devolution within our communities, the Kindness Agenda, funding and connected communities are key to breaking down social isolation and loneliness.

The Board:

- i. Welcomed the intention of the Scottish Government to publish a strategy to tackle social isolation and loneliness;
- ii. Noted the likely content of the strategy as outlined in this report and the concerns expressed by COSLA officers;
- iii. Agreed the next steps as set out in paragraph 16:
 - The COSLA spokesperson for Community Wellbeing should meet with Ms McKelvie MSP, Minister for Older People and Equalities, as soon as possible to discuss the pivotal role that local government has in tackling social isolation and loneliness.
 - Through that meeting, COSLA should press for meaningful engagement at elected member and officer level towards the establishment of an effective and adequately resourced delivery plan;
 - Tailored reports on social isolation are taken to at least both the Children and Young People Board and the Health and Social Care Board to recognise that it is an issue that affects all demographics and communities.

3.4 Local Authority Investment in Advice Services

The paper presented informed the Board of the key findings from the 2017/18 data returns for the Common Advice Performance Management Framework (CAPMF), future research to support and improve access to services, and potential future developments in relation to local authority recording and reporting on the effectiveness of public investment in advice services.

It was agreed that with the two kinds of reporting available, COSLA officers can engage locally to consider linking in with the fuel poverty strategy.

The Board:

- i. Noted the report
- ii. Will encourage local authorities to adopt a locally based strategy on investment in advice services which recognises the contribution such services make to anti-poverty initiatives and reducing income inequality.

3.5 Mainstreaming Participatory Budgeting

The paper submitted reflected activity and discussion to date on participatory budgeting and allowed for further discussion on how it can be a practical driver for change.

A comprehensive discussion took place; COSLA officers confirmed they would consider comments made on the differing criteria being worked to, IT solutions, involving Community Planning Partnerships and IJBs, creating a network across councils to share good practice, public involvement in designing the service and undertaking a redraft of the descriptor for Participatory Budgeting.

The Board:

- i. Noted the suggested definition; and
- ii. Provided comment to inform the further development of this strand of work.

4. Human Rights

4.1 Prisoner Voting Consultation

The report provided Members with information on the Scottish Government's consultation on prisoner voting and invited Members comments.

Members provided some feedback on the structure of the document. It was noted that prisoners may get the right to vote but they may choose not to exercise it. It is further complicated by types of sentencing and that there is a need to disentangle crimes from universal suffrage rights. Members were asked to provide any additional feedback separately to COSLA officers.

The Board:

- i. Provided comments and views on the four options in the consultation
 - Enfranchisement based on Length of Sentence
 - Disenfranchisement applied as an additional penalty
 - An approach based on type of crime
 - Enfranchisement towards the end of sentence, and
- ii. Noted that COSLA's provisional response to the consultation will be presented at the next Board meeting for approval.

4.2 Sustainable Housing on Release for Everyone (SHORE) Standards

The paper presented to the Board outlined the 'Scottish Quality Standards for Housing Advice, Information and Support for People in and Leaving Prison', known as the SHORE (Sustainable Housing on Release for Everyone) Standards.

Members were asked to note that Councillor Whitham would continue to work on this topic, as part of dedicating a smaller percentage of her time as Spokesperson for Community Wellbeing.

It was highlighted that SHORE varies from prison to prison and there are local challenges. The Scottish Prison Service is not adopting a standardised approach across Scotland. The Spokesperson asked for it to be noted that COSLA has not previously taken a position on this.

The Board:

- i. Noted and commented on the Standards;
- ii. Agreed the COSLA position (paragraph 12) that:
 - a) COSLA is supportive of the SHORE Standards;
 - b) COSLA is supportive of the Standards' implementation at national level;
- iii. Agreed that COSLA continues to work with SPS, ALACHO and other partners to promote the implementation of the Standards and explore scope for a prison-based housing model.
- iv. Will bring the Standards to the attention of Elected Members across their Councils.

4.3 Delivery of Equally Safe Strategy

COSLA recognises that violence against women and girls' damages health and wellbeing, limits freedom and potential, and is a fundamental violation of human rights. Equally Safe (ES) is Scotland's Strategy for preventing and eradicating such violence. The Strategy and its associated Delivery Plan was developed by COSLA and the Scottish Government in association with a wide range of expert partners.

Members welcomed the paper. COSLA officers confirmed that they will be working with the Improvement Service and Scottish Government to undertake a broad review. Following a Member's request, COSLA officers will check the position on the Female Genital Mutilation (FGM) Bill Consultation and consider any COSLA action. If councils submit responses to the consultation, they are asked to provide a copy of their submission to the COSLA Equally Safe Policy Co-ordinator, Katie Brown (katie@cosla.gov.uk).

The Board:

- i. Considered the progress made on the priority actions and commitments
- ii. Considered and approved the suggested approach to consult more widely on the additional five areas for COSLA attention
- iii. Considered a joint Community Wellbeing and Children and Young People's Boards response to the policy recommendations made by children and young people with lived experience of gender-based violence
- iv. Considered the timeline for presentation of a business case for Leaders regarding the establishment of an Equally Safe Special Interest Group
- v. Approved the next steps outlined to progress action between January and the end of June 2019

4.4 Improving the Lives of Scotland's Gypsy/Travellers: Policy Development and Delivery

The paper updated the Board on priorities for work to improve the housing/accommodation rights of Gypsy/Travellers and to tackle racism and discrimination. The paper advised Members that urgent actions are needed to ensure that all Local Authority-run sites are meeting statutory minimum standards. It also highlighted a joint commitment from COSLA, Scottish Government and Police Scotland to work together to tackle negative attitudes and provide leadership across the public sector.

It was noted that there is a lot of good work taking place around some areas of Scotland, but much more still needs to be done. Members were encouraged to participate in the pilots taking place. Discussion covered the financial challenges, conflicts of legislation on temporary parking, stock transfer considerations, human rights issues regarding affordability of encampments, participatory budgeting, tackling racism and discrimination, and provision of bias awareness training for decision-making groups.

The Board:

- i. Discussed the updates on the key priorities agreed by the Board with respect to housing/accommodation and tackling racism and discrimination; and
- ii. Considered the proposed areas of policy development described above and approved future work with finance colleagues and the Scottish Government, including to develop future funding positions and to review relevant policy and legal issues impacting on the Board's priorities.

4.5 Human Rights and Equality Developments

Please note that the paper submitted at 4.5 to the Board was originally marked as 'private and confidential' to be taken in private session. However, due to progress on the wider release of information, the paper is available for public session as of the date of the meeting, 17 December 2018.

The paper provided to the Board gave an update on developments relating to human rights and equality issues, setting out how COSLA is responding and it sought endorsement from Members.

It included information on forthcoming recommendations from the First Minister's Advisory Group on Human Rights Leadership and a consultation from the Equality and Human Rights Commission (EHRC) on their draft strategic plan.

Although some reservations were expressed about the resourcing impacts and the need for some additional advice, Members generally welcomed the paper and the work being undertaken.

The Board:

- i. Welcomed the work of the First Minister's Advisory Group on Human Rights Leadership as part of Scotland's journey towards respecting, protecting and fulfilling human rights;
- ii. Agreed the approach to responding to the expected Advisory Group recommendations which is set out in paragraphs 4-7; and
- iii. Agreed that COSLA responds to the EHRC's consultation on their draft strategic plan stressing the value that Local Government places upon their support and advisory role and the importance of investing resources in that function.

5. Migration

5.1 Funding for ESOL Provision

In 2018-19 the Scottish Funding Council changed the funding model for English for Speakers of Other Languages (ESOL) provision with no consultation with local authorities, colleges or third sector delivery partners. COSLA has been working with local authorities and Community Learning and Development Managers Scotland (CLDMS) to assess the impact of changes. The new model is at odds with not only the *New Scots Strategy*, but also the national ESOL strategy, *Welcoming Our Learners: Scotland's ESOL Strategy 2015 – 2020* and poses challenges to delivering learner-centred ESOL classes that meet the varied needs of our communities.

The Spokesperson, Councillor Parry, updated Members on current events that have slightly overtaken the provision of the paper: A constructive meeting took place with the Cabinet Secretary last week and COSLA is reassured that the messages of concern have been received positively.

Points raised by Members during Board discussion and for consideration included concerns about the significant reduction in funding, as well as the specific accessibility for Syrian New Scots females who would like to attend classes for women but experience a shortfall in childcare that has created barriers to inclusion.

The Board:

- i. Noted concerns regarding the current model of provision for ESOL;
- ii. Noted that the Community Wellbeing Spokesperson will raise these concerns during a forthcoming meeting with the Cabinet Secretary for Communities and Local Government; and
- iii. Agreed that the Community Wellbeing Spokesperson should follow up her initial discussion with the Cabinet Secretary with a letter requesting further dialogue, a revised model of provision, improved guidance, and sufficient funding to support the delivery of local authority-led ESOL.

5.2 No Recourse to Public Funds: National Guidance and Campaign Development

The COSLA paper updated Members on progress made to develop new national guidance on migrants' rights and entitlements to local authority services and presented a full draft for consideration. The paper also updated on progress develop a joint campaign with Local Government partners and third sector allies across the UK.

Members commented on the difficult experiences where clients have insecure accommodation status; seeking clarity on how to deal with such cases given financial limitations. Members reported seeing a rise in those seeking support when they have no recourse to public funds. Reporting has also been received of domestic slavery where vulnerable mothers and their children are taking on work in other households. Members welcomed and expressed support for the work being undertaken by COSLA.

The Board:

- i. Noted the draft national guidance *Migrants' Rights and Entitlements' to Local Authority Services in Scotland*, which is due to be published in January 2019 and provided comments; and
- ii. Considered and approved the campaign proposal, giving views on the recommendations and proposed approach.

5.3 EU Settlement Scheme: Safeguarding Vulnerable Groups

COSLA is working with the UK and Scottish Government to ensure that EU citizens living in the UK are well informed and can access settled status, as we approach the launch of the launch of the EU Settlement Scheme. The paper provided an update on the EU Settlement Scheme with the developing position regarding identifying and supporting vulnerable people in applying.

The Board highlighted concerns that there are still vulnerable groups of people who are excluded and cited several examples during the meeting.

The Board:

- i. Discussed the understanding currently held by COSLA officers about the vulnerable groups local authorities will be required, or may need, to support;
- ii. Identified any additional vulnerable groups local authorities will be required to support; and
- iii. Shared initial plans from their local authorities as to how they are, or are planning, to engage with their communities in general and vulnerable groups specifically.

6. Others

6.1 Universal Credit Update

The report provided an update on actions taken since the Board's November 2018 meeting.

Comments made included a request for COSLA officers to secure clarity on the level of contact between Citizens Advice Scotland and the Department for Work and Pensions (DWP), and noted that the sheer volume of 'better off' calculations is becoming increasingly impactful on council advisory services.

The Board:

- i. Noted that COSLA will be having further meetings with Citizens Advice Scotland and DWP to seek agreement on an overarching framework to cover new arrangements to provide Universal Support on the lines outlined in this paper.
- ii. Agreed that, as the Board will not be meeting again until March, sign off the final version of this framework is delegated to the Spokesperson.

6.2 MoU: Insecure Properties

The report provided an outline of the revised memorandum of understanding (MoU) for the provision of boarding up services for local authority properties with Police Scotland.

The Board:

- i. Provided comments on the draft MoU in Annex 1;
- ii. Agreed the content of the draft MoU and the approach in general; and
- iii. Mandated COSLA's Spokesperson for Community Wellbeing to agree the finalised MoU with the Chief Constable of Police Scotland, subject to any further officer advice that may be sought.

Private Session

6.3 Policing Relations Update

The report provided Members with an update on governance issues that impact on local government's policing relations. In addition, the paper provided an update on Police Scotland's Brexit preparations and the Contact Assessment Model.

Following a briefing from COSLA officers, Lorraine Gillies of the Scottish Community Network Partnership provided some additional information on the aims.

The Board:

- i. Provided comments on police governance issues; and
- ii. Noted the update on other policing related matters.

Public Session

6.4 Open Government Partnership Update

The paper highlighted the Open Government Partnership and provided an update on Scotland's second action plan. Members were invited to provide any comment directly to COSLA officers.

The Board:

- i. Noted the ongoing activity and intention to keep this matter on the agenda of relevant boards; and
- ii. Provided comment to inform the further development of this strand of governance work.

6.5 General Update Report

The report provided brief updates on

- Proposed Fireworks Consultation
- Hate Crime Legislation Consultation
- Energy Efficient Scotland
- Short-term Lets
- Open Market Shared Equity Scheme Changes
- Participatory Budgeting
- Child Poverty

Members were encouraged to consider each update and provide any comments to COSLA officers directly as appropriate.

Close

The Spokesperson, Councillor Parry, thanked everyone for attending.



Leaders Item 03

MINUTE OF MEETING OF LEADERS

Friday 25 January 2019
COSLA, Verity House, 19 Haymarket Yards, Edinburgh

Present

Aberdeen City Council	Councillor Douglas Lumsden
Aberdeen City Council	Ms Angela Scott
Aberdeenshire Council	Councillor Jim Gifford
Aberdeenshire Council	Mr Laurence Findlay (substitute)
Angus Council	Councillor Angus MacMillan Douglas (substitute)
Angus Council	Ms Margo Williamson
Argyll and Bute Council	Councillor Aileen Morton
Argyll and Bute Council	Mr Cleland Sneddon
City of Edinburgh Council	Councillor Adam McVey
City of Edinburgh Council	Mr Andrew Kerr
City of Edinburgh Council	Councillor Steve Burgess
Clackmannanshire Council	Councillor Ellen Forson
Clackmannanshire Council	Ms Nikki Bridle
Comhairle nan Eilean Siar	Councillor Roddie Mackay
Comhairle nan Eilean Siar	Mr Malcolm Burr
Dumfries and Galloway Council	Councillor Rob Davidson (substitute)
Dumfries and Galloway Council	Ms Lorna Meahan (substitute)
Dundee City Council	Councillor John Alexander
Dundee City Council	Mr David Martin
East Dunbartonshire Council	Councillor Vaughan Moody
East Dunbartonshire Council	Councillor Andrew Polson
East Dunbartonshire Council	Mr Gerry Cornes
East Dunbartonshire Council	Councillor Gordan Low
East Lothian Council	Councillor Norman Hampshire (substitute)
East Lothian Council	Ms Angela Leitch
East Renfrewshire Council	Councillor Tony Buchanan
East Renfrewshire Council	Ms Lorraine McMillan
Falkirk Council	Councillor Cecil Meiklejohn
Falkirk Council	Mr Kenneth Lawrie
Fife Council	Councillor David Alexander
Fife Council	Councillor David Ross
Fife Council	Mr Steve Grimmond

Glasgow City Council
 Glasgow City Council
 Highland Council
 Highland Council
 Inverclyde Council
 Midlothian Council
 Midlothian Council
 Moray Council
 Moray Council
 North Ayrshire Council
 North Ayrshire Council
 North Lanarkshire Council
 North Lanarkshire Council
 North Lanarkshire Council
 Orkney Islands Council
 Orkney Islands Council
 Perth and Kinross Council
 Perth and Kinross Council
 Perth and Kinross Council
 Renfrewshire Council
 Renfrewshire Council
 Scottish Borders Council
 Scottish Borders Council
 Shetland Islands Council
 Shetland Islands Council
 South Ayrshire Council
 South Ayrshire Council
 South Lanarkshire Council
 South Lanarkshire Council
 South Lanarkshire Council
 Stirling Council
 West Dunbartonshire Council
 West Dunbartonshire Council
 West Lothian Council
 West Lothian Council
 University of Edinburgh

President
 (Aberdeenshire Council)
 Vice President
 (Stirling Council)
 Spokesperson Children and Young
 People (Inverclyde Council)
 Spokesperson Environment and
 Economy (Orkney Islands Council)
 Spokesperson Health and Social Care
 (East Lothian Council)
 Spokesperson Resources
 (Dumfries and Galloway Council)

Councillor Susan Aitken
 Ms Annemarie O'Donnell
 Councillor Margaret Davidson
 Donna Manson
 Mr Aubrey Fawcett
 Councillor Derek Milligan
 Dr Grace Vickers
 Councillor Graham Leadbitter
 Ms Denise Whitworth (substitute)
 Councillor Joe Cullinane
 Mr Craig Hatton
 Councillor Jim Logue
 Mr Robert Steenson (substitute)
 Councillor Heather McVey
 Councillor James Stockan
 Mr Alistair Buchan
 Councillor Murray Lyle
 Ms Karen Reid
 Councillor Peter Barrett
 Councillor Iain Nicolson
 Ms Sandra Black
 Councillor Shona Haslam
 Mr David Robertson (substitute)
 Councillor Steven Coutts
 Mrs Maggie Sandison
 Councillor Douglas Campbell
 Ms Eileen Howat
 Councillor John Ross
 Mr Lindsay Freeland
 Councillor Walter Brogan
 Councillor Scott Farmer
 Councillor Jonathan McColl
 Ms Joyce White
 Councillor Lawrence Fitzpatrick
 Mr Graeme Struthers (substitute)
 Professor James Mitchell (guest speaker)

Councillor Alison Evison
 Councillor Graham Houston
 Councillor Stephen McCabe
 Councillor Steven Heddle
 Councillor Stuart Currie
 Councillor Gail Macgregor

Apologies

Aberdeen City Council	Councillor Jenny Laing
Aberdeenshire Council	Mr Jim Savege
Angus Council	Councillor David Fairweather
Dumfries and Galloway Council	Mr Gavin Stevenson
Dumfries and Galloway Council	Councillor Elaine Murray
East Ayrshire Council	Councillor Douglas Reid
East Ayrshire Council	Ms Fiona Lees
East Lothian Council	Councillor William Innes
Moray Council	Mr Roderick Burns
North Lanarkshire Council	Mr Des Murray
Scottish Borders Council	Ms Tracey Logan
Stirling Council	Ms Carol Beattie
West Lothian Council	Mr Graham Hope
SOLACE	Ms Catherine Eadie
Spokesperson Community Wellbeing (East Ayrshire Council)	Councillor Elena Whitham
Spokesperson Community Wellbeing (Midlothian Council)	Councillor Kelly Parry

Welcome

The President welcomed those present.

Items taken in Public Session

None.

Items in Private Session**1. Charter of Local Self Government Progress Update****2. Minute of Previous Meeting of 30 November 2018**

The minute of the meeting was agreed as an accurate account.

3. Spending Review Update**4. Local Government Pay Negotiations****5. Brexit Update****6. Mental Health: Children and Young People's Mental Health Taskforce****7. CELCIS Protecting Children Programme****8. Health and Social Care Integration Review of Progress**

9. COSLA Plan Priorities Update

Close / AOCB

The next meeting is on 22 February. The President thanked everyone for attending.

FORTH VALLEY NHS BOARD
TUESDAY 26 MARCH 2019

For Approval

Item 3 - Draft Minute of the Meeting Held on Tuesday 29 January 2019, held in the NHS Forth Valley Headquarters, Carseview House, Castle Business Park, Stirling.

Present

Mr Alex Linkston (**Chair**)
Mrs Julia Swan
Mr Stephen McAllister
Councillor Allyson Black
Councillor Susan McGill
Mr Robert Clark
Mr Scott Urquhart

Mrs Cathie Cowan
Mr John Ford
Mr Allan Rennie
Councillor Les Sharp
Dr Graham Foster
Mr Andrew Murray
Professor Angela Wallace

In Attendance

Miss Linda Donaldson, Director of HR
Mrs Elsbeth Campbell, Head of Communications
Ms Kerry Mackenzie, Head of Performance

Ms Janette Fraser, Head of Planning (Item 7.3)
Mr David McPherson, General Manager (Item 7.4)
Mr Andy Rankin, Head of Patient Access (Item 7.4)
Ms Gillian Morton, Programme Manager (Items 8.2 and 8.3)
Ms Jennifer Borthwick, Head of Psychological Therapies (Item 8.2)
Mrs Sonia Kavanagh, Corporate Governance Manager (*minute*)

1. APOLOGIES FOR ABSENCE

Apologies for absence were intimated on behalf of Dr James King and Dr Michele McClung.

2. DECLARATION(S) OF INTEREST(S)

There were no declarations of interest.

3. MINUTE OF FORTH VALLEY NHS BOARD MEETING HELD ON 27 NOVEMBER 2018

The minute of the Forth Valley NHS Board meeting held on 27 November 2018 was approved as a correct record.

4. MATTERS ARISING FROM THE MINUTE

There were no additional matters arising.

5. PATIENTS/STAFF STORY

Professor Angela Wallace introduced 'A Tale of Two Journeys', the story of one woman's care and experience for ophthalmic procedures undertaken at two separate appointments. The first appointment had gone well with staff engaging both the patient and her husband in the care and after care she received. The second appointment felt less positive, the seating was less than comfortable and the noise from the TV in the background added to an ambience that was not as

welcoming. Care and after care also felt disjointed, communication was poor and the patient's husband was left with limited updates which added to his concerns.

Professor Wallace outlined the reflective practice which had followed and the improvements made to the environment and standards of communication, noting these outcomes would assist to minimise the risk of a similar situation arising which left patients feeling isolated and not involved in their care and care decisions.

The NHS Board:

- **Noted the learning and improvements made.**

6. BETTER HEALTH

6.1 Population Health Screening Programme

The NHS Board considered a paper "Population Health Screening Programme", provided by Dr Graham Foster, Director of Public Health and Strategic Planning.

Dr Foster provided details of the recent report published by the Scottish Screening Committee, in relation to how the national population screening programmes were organised and managed in Scotland. The recommendations included the appointment of a single National Director of Screening by the end of 2019, creating a national team to support this role and provide operational oversight, and a further review of the role of internal Quality Assurance Groups.

Details of each screening programme were provided, noting they offered a highly cost effective way to protect the population from certain chronic conditions. However, Dr Foster highlighted that although screening reduced the rates for some diseases it could not eliminate them and any changes or symptoms outwith the screening cycle should still be followed up. The NHS Board discussed the importance of an appropriate balance between screening sensitivities which may result in additional internal examinations for patients and the impact this could have on them.

In response to Mr Rennie's question regarding the local communication strategy to provide necessary awareness and understanding, Mrs Campbell confirmed that NHS Forth Valley linked with the Health and Protection Team and national groups to ensure the relevant campaigns etc were cascaded locally.

Governance for all NHS Scotland screening programmes would remain at NHS Board level with the Director of Public Health continuing to be the accountable officer. Further detailed reports regarding each of the programmes would be presented to Performance and Resources Committee and the local governance process would be considered at the Clinical Governance Committee.

The NHS Board:

- **Considered the content and recommendations of the Review of Screening Report**
- **Received assurance that local delivery of screening would remain 'fit for purpose'**
- **Requested a more detailed update on each of the specific national programmes**
- **Noted the governance arrangement both nationally and locally**
- **Noted that it may be necessary to appoint a Forth Valley Screening Coordinator depending upon the outcomes of the National Public Health Reform programme**

7. BETTER CARE

7.1 Executive Performance Report

The NHS Board discussed the “Executive Performance Report” provided by Mrs Cathie Cowan, Chief Executive.

Mrs Cowan referred to the LDP standards and in particular highlighted access performance across the 31 and 62 day cancer standards and the slight improvement overall. In OPD and inpatient services, Mrs Cowan referred to item 7.4 on the agenda and the detailed update from Mr Rankin in regard to elective performance. Assurance was sought on the activity delivered to date to meet the 1800 outpatient target and 1088 inpatient targets and Mrs Cowan confirmed the investment received from Scottish Government (£1.7 million) would support the targets being achieved.

The NHS Board highlighted the improvement in CAMHS and acknowledged the work by staff to deliver the standard. Mrs Cowan said the improvement from just over 45% in March 2018 to over 90% was a huge achievement, however sustainability would be challenging given the need to support providers when children and young people were moved from other NHS Board areas to commissioned Tier 3 specialist services. She added that NHS Forth Valley received no additional funding to support out of area placements. The NHS Board noted the absence performance and it was noted that a ‘deep dive’ focused discussion for Board members was being planned. This would enable Board members to seek assurance on the steps being taken to support people back into work.

While performance regarding two of the four procedures which made up the Stroke Care Bundle had improved, admission to the stroke unit had deteriorated. Mr Murray highlighted that where it was not possible to admit patients to the stroke unit due to capacity, they would still be seen by stroke staff. The NHS Board discussed the challenges and impact of acute bed flow on the whole stroke pathway and it was agreed that the challenges faced by Forth Valley Royal Hospital due to Delayed Discharges would need to be resolved with the IJBs and how they commissioned and funded services. Mrs Cowan added that losing the identity of resources from each of the Parties would help this process.

The NHS Board:

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

The NHS Board agreed to take Item 7.5 at this point in the agenda

7.5 Performance Escalation Framework – Recovery Plan

The NHS Board received a presentation “Performance Escalation Framework – Recovery Plan” provided by Mrs Cathie Cowan, Chief Executive.

Mrs Cowan outlined the provision of tailored support following NHS Forth Valley’s escalation to level 3 of the NHS Board Performance Framework by the Scottish Government. This related to the six essential actions to improve Unscheduled Care and Mrs Cowan highlighted in particular the work around the essential action for clinically focused and empowered hospital management. Mrs Cowan acknowledged steps had been taken to support unscheduled care performance, this included for example the opening of the minor injury unit in September 2018 and the recruitment of additional ENPs who would complete their training in September 2019. She also highlighted the change in ED clinical leadership.

In regard to tailored support she confirmed that the Government had agreed to resource the North of England Commissioning Support Unit to provide structure to the Recovery Plan and its delivery, Peer support and an interim Site Lead. Steps to appoint a Director of Acute Services were advanced.

The Board discussed the Recovery Plan, which was based on 'Getting ForthRight' and the workstreams to support sustainable system wide change. Mrs Cowan confirmed that the operational model to support flow would deliver improvement in line with her objectives to see performance stabilise at 90% over February and then move to 90/95% over March however delayed discharges and bed occupancy remained an issue and a focus on improving these also needed attention.

The NHS Board discussed the importance of engagement and communication with staff to ensure morale was maintained, ensuring staff understood and were involved in achieving the improvements. At the recent Area Partnership Forum it was highlighted that staff appreciated the support Mrs Cowan had provided and were keen to be involved and support the improvements being delivered around flow and capacity.

As previously highlighted, both IJBs would need to understand the issues faced and the opportunity for them to assist with the integrated approach to deliver improvement. Mrs Cowan confirmed the positive engagement with both Health and Social Care Partnerships, and Chief Officers were keen to be involved and resolve the situation together. This item would be presented to the IJBs as part of their oversight performance role.

The NHS Board:

- **Noted thanks to staff for their efforts and enthusiasm to resolve and improve performance**
- **Noted the update provided**

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 and detailed 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.

Further details were provided including Estate and Cleaning compliance per hospital, Surgical Site Infection Surveillance and Ward Visits. Relevant background and triggers for the performance were detailed and the work to understand and improve.

The NHS Board:

- **Noted the assurance provided**

7.3 West of Scotland Systemic Anti Cancer Therapy (SACT) Future Service Delivery – Strategic Review and Emerging Future Service Model

The NHS Board considered a paper "West of Scotland Systemic Anti Cancer Therapy (SACT) Future Service Delivery – Strategic Review and Emerging Future Service Model" provided by Ms Janette Fraser, Head of Planning.

Ms Fraser outlined the work involved to identify a sustainable model for the safe delivery of SACT services, recognising the increasing demand. A tiered approach which expanded on the existing hub (Beatson West of Scotland Cancer Centre) and a spoke model was proposed to allow optimum care with the most efficient use of resource.

The NHS Board:

- **Noted the emerging service model included within the strategic review paper and endorsed its implementation in the Board area**
- **Considered the local implications associated with implementation of the emerging service model, including requirements for local engagement**
- **Would continue to input to the regionally coordinated SACT future delivery workstream to ensure systematic and consistent implementation of the recommendations contained in the strategic review**

7.4 Elective Care Programme – Waiting Times Plan

The NHS Board received a paper “Elective Care Programme – Waiting Times Plan” provided by Mr Andy Rankin, Head of Patient Access.

Mr Rankin also provided a presentation which outlined how the recent funding from Scottish Government would support NHS Forth Valley to improve the scheduled care waiting times and achieve the phased milestones for improvement required. The proposal included additional internal capacity along with appropriate external provision to deliver the level of performance necessary by 31 March 2019.

The NHS Board discussed the potential impact of increased capacity on staff and the need to ensure the quality of care provided by external providers met NHS Forth Valley standards. Mr McPherson confirmed that standards were being met.

The requirement of a sustainable solution was discussed and Mrs Cowan highlighted that the National Waiting Times Improvement Plan provided the support and investment for the phased approach necessary to achieve this and meet the future demand and staffing requirements.

Further work was in progress to monitor compliance with trajectories and agree the 2019/2020 service capacity and develop a robust waiting times plan for 2021.

The NHS Board:

- **Approved the proposal to deliver 1,800 new outpatients over 84 days and 1,088 inpatients over 84 days using a mixture of in-house and private sector capacity at a cost of £1.7million**

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

8. BETTER VALUE

8.1 Finance Report

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

Mr Urquhart provided a summary of the financial position for NHS Forth Valley to 31 December 2018 with a year to date overspend of £0.640m.

Mr Urquhart advised that although the NHS Board continued to forecast a breakeven position for 2018/19 there were a number of emerging financial issues which had increased the level of financial risk on delivering a balanced year end position and would need to be managed along with the outstanding key risks previously highlighted. These included the recent contingency arrangements for the uplift and treatment of Clinical Waste following the cessation of the contract with Healthcare Environmental Services; the East Cost Costing model update for 2018/19 which had been received from NHS Lothian indicating additional financial pressures due to increased activity and pricing; and the change in banding for qualified Health Visitors following the National Review of Agenda for Change. The NHS Board discussed the impact of the East Cost Costing model and the importance of a standard approach across specialist services and how costs were allocated.

Mr Urquhart highlighted that the Clackmannanshire and Stirling IJB risk share agreement for 2018/19 outturn had not yet been agreed presenting a further level of risk and agreement between parties was required as soon as possible. The level of potential variability on the NHS Board contribution across options was over £1 million.

Although the capital report to end of December 2018 reflected a balance position, Mr Urquhart advised that discussions were ongoing regarding planning permission approval for the anticipated land sale on the site of the former Bellsdyke hospital site, and due to the associated risks involved the Scottish Government had been informed. Councillor Black declared an interest at this point, however, as Mr Urquhart noted that he would not be discussing this in any further detail it was not necessary for her to withdraw from the meeting.

Mr Urquhart highlighted that the Performance and Resources Committee would review and discuss the draft 5 year Financial Plan in detail prior to its submission to the NHS Board for approval in March 2019. In response to a question from Mr Linkston regarding the benefit of Realistic Medicine and tackling unwanted variation, Mr Urquhart confirmed this was to be considered at the Board Seminar in April 2019.

The NHS Board:

- **Noted the revenue overspend of £0.640m to 31 December 2018, with a projected year end outturn breakeven position**
- **New financial pressures related to Clinical Waste contingency costs, and updated activity and price service level agreement with NHS Lothian**
- **Outstanding financial risks, particularly related to capacity/winter pressures, IJB year end outturns and finalisation of planned land sale on former Bellsdyke site**
- **A balanced capital position to 31 December 2018**
- **Updated projections on savings delivery indicating a requirement for £6.6m non-recurring sources in-year**

8.2 Psychological Therapies

The NHS Board considered a paper “Psychological Therapies” presented by Ms Jennifer Borthwick, Head of Psychological Therapies.

Ms Borthwick also provided a presentation which summarised the challenges with Psychological Therapies’ performance and the improvement work to address.

Demand Capacity Activity Queue (DCAQ) analysis, supported by Health Improvement Scotland had been undertaken to provide a better understanding of the demand and capacity across the service. This was then used to populate a projection tool developed by NHS Forth Valley’s EPQi to model the impact on waiting list sizes. The two main challenges to improve the Referral to Treatment performance were due to existing waiting lists and if demand continued to be higher than capacity. Of the ten subspecialties within Psychological Therapies, four had waiting

list challenges: Secondary Care, Behavioural Psychotherapy, Primary Care and Clinical Health. Details for each of these were provided.

Ms Borthwick highlighted that Primary Care had the largest demand and while Clinical Health was a smaller specialty it covered a wider range of areas and had seen an increasing number of referrals. The options along with financial and workforce implications were detailed noting that these had been considered at the Senior Leadership Team where they had recommended Option E for Primary Care and Option C for Clinical Health.

The NHS Board discussed the opportunities to address the demand through the support and assistance of voluntary sectors. However it was noted that intervention would need to be evidence based to provide the necessary assurance of effectiveness, highlighting that while group counselling could be useful it was not always appropriate and effective in the treatment of trauma. In response to a concern regarding those people who required treatment urgently, Ms Borthwick confirmed that they were screened at point of referral and prioritised where necessary.

An implementation plan would be presented to the Performance and Resources Committee to enable them to consider and monitor the investment and resulting impact on improving waiting times.

The NHS Board:

- **Approved the proposed investment outlined within the report**

8.3 Elective Care Development Project

The NHS Board considered a paper “Elective Care Development Programme” presented by Ms Gillian Morton, Programme Director and considered Programme Management Office approach to direct and manage the success of the Project.

Ms Morton provided an update on the work to reduce waiting times for elective treatment. This included the planning and implementation to deliver additional capacity for day case and inpatient surgery in Forth Valley to support local, regional and national working and additional MRI imaging.

An Elective Care Development Programme Project Working Group had been set up and details of the various Elective Programme workstreams which had been established to assist delivery were provided. The Working Group reported to the Programme Oversight Group, chaired by the Director of Finance, to provide assurance of the programme implementation.

While the programme was expected to provide additional elective capacity by November 2019 a detailed timeline was being prepared, taking into account the outcomes of the inpatient bed modelling work and the option appraisal. It was agreed the outcome of the option appraisal work and the time line for delivery would be presented to the NHS Board in March 2019.

Mrs Cowan noted the huge amount of work involved to transform and influence how staff worked now and in the future and the commitment of the Working Group to develop and support the innovation, ensuring the key components were in place.

The NHS Board:

- **Noted progress with delivering the Elective Care Development programme**

8.4 Primary Care Update

The NHS Board considered a paper “Primary Care Update” presented by Mrs Cathie Cowan, Chief Executive.

Mrs Cowan provided an update on progress to implement the Primary Care Improvement Plan (PCIP) and the challenges to meet the planned workforce requirements for the transformational change in 2019/20 and future years.

While details of the final 2019/20 PCIP funding allocation from Scottish Government was still to be received, to enable key elements of the recruitment programme to progress it was proposed that additional funding be made available locally as non-recurring bridging finance.

The NHS Board:

- **Approved non recurring bridging funding to support the PCIP recruitment plan in 2019/20, to a ceiling of £0.40m, with further detail to be agreed at Senior Leadership Team in terms of priority workstream areas and skill mix**
- **Noted a further paper would be brought to a future NHS Board meeting to confirm the updated PCIP Scottish Government allocation and updated progress against the plan**

9. BETTER WORKFORCE

9.1 Integration Update: Co-ordination of In-Scope Services, Phase 2

The NHS Board considered a paper “Integration Update: Co-ordination of In-Scope Services, Phase 2” presented by Mrs Cathie Cowan, Chief Executive.

Mrs Cowan advised that she and senior managers had been working closely with the Chief Executives of the three Local Authorities and both Chief Officers to progress the delegation of operational management responsibilities to each of the Health and Social Care Partnerships’ Chief Officers. It had been agreed initially to support the request to transfer operational management arrangements in two phases with the first phase involving the majority of core in-scope services outlined in the integration legislation.

Strategic planning and commission for services to be co-ordinated would continue to be the responsibility of each IJB. Service delivery and operational management arrangements for services to be co-ordinated by a Chief Officer (as the Lead Partnership) were intended to transfer in Phase 2. NHS Forth Valley would continue to manage certain services for example primary care, public dental services and prison healthcare on an interim basis and this would be reviewed in October 2020. Full details of the operational arrangements for services were included in Appendix 3.

Mrs Cowan advised that operational management arrangements now needed to transfer in full with a share of management responsibilities between the two Chief Officers. The Chairs of both IJBs, Mrs Swan and Mr Ford, noted their appreciation for the work and efforts of everyone involved.

Miss Donaldson provided information regarding the workshop held in November 2018. This involved Partners and the Scottish Government to explore the concept of co-ordination, clarity regarding governance, and the roles and responsibilities of each of the Parties including IJBs. Scottish Government colleagues had offered to work with the Project Team established to oversee the delegation of operational management arrangements to inform how co-ordination might work in practice. Agreement on the lead partnership for services in phase 2 had been

progressed based on current location and the share of management and professional capacity to each of the Chief Officers.

The NHS Board:

- **Noted the assurance provided regarding the progress being made in preparation for the delegation of operational management arrangements to the Chief Officers**
 - **Requested future updates to oversee the delegation timetable**
 - **Noted the feedback from the workshop identified in Appendix 3**
 - **Noted that in-scope services that required co-ordination on behalf of Forth Valley partners was set out in Table 1**
 - **Noted that those services that were remaining with NHS Forth Valley would be reviewed in October 2020 and would involve all partners**
 - **Noted that the Phase One Integration Group would progress co-ordination principles and timescales for implementation in each of the HSCPs**
-

10. BETTER GOVERNANCE

10.1 Risk Management Strategy

The NHS Board considered a paper “Risk Management Strategy” presented by Mrs Cathie Cowan, Chief Executive.

Mrs Cowan highlighted that effective risk management was a fundamental cornerstone of good Corporate Governance and Internal Control and was an essential component in delivery of the NHS Board corporate objectives.

Risk management arrangements had been discussed at the Board Seminar in December 2018 and Mrs Cowan advised that she had now completed the internal review of risk and updated the Risk Management Strategy accordingly. This had been considered in detail at the Audit Committee on 18 January 2019.

The Strategy set out the five key stages to manage NHS Forth Valley's exposure to risk including; identification, assessment/evaluation, management/response, monitoring/control, reporting and assurance. While the Chief Executive had the overall accountability for risk management, the responsibility had been delegated to the Director of Finance (Executive Lead for Risk) to ensure the implementation for the Strategy and provide quarterly updates to the NHS Board.

The NHS Board:

- **Approved the Risk Management Strategy**
- **Noted that the Corporate Risk Register would be presented to the NHS Board Seminar in February 2019**

10.2 Good Governance – Corporate Governance Review Update

The NHS Board considered a paper “Good Governance – Corporate Governance Review Update” presented by Mrs Cathie Cowan, Chief Executive.

Mrs Cowan provided an overview of the work being undertaken to review and further enhance the governance and risk management arrangements for NHS Forth Valley providing the appropriate scrutiny, challenge and decisions.

The Scottish Government and NHS Chairs Group had recognised the need to ensure governance arrangements were fit for purpose across NHS Scotland and a review of

best practice in corporate governance had been commissioned. The recommendations made in 'A Blueprint for Good Governance' were being developed on a local and 'Once for Scotland' basis and included Standing Orders, Terms of Reference and control framework.

A Self Evaluation by Board members would be undertaken on the effectiveness of Assurance Committees and further consideration would take place at the Board Seminar in February 2019.

Mr Linkston highlighted that an on-line survey to evaluate our current governance arrangements against the Blueprint would be available soon and encouraged all members to complete.

The NHS Board:

- **Noted the assurance provided regarding the review of current governance and risk management arrangements**

10.3 Governance Committee Minutes

Key points from each of the Governance Committee meetings would be provided by the relevant Chair to highlight particular areas of interest or note.

10.3.1 Performance and Resources Committee: 30 October 2018

Mr Ford highlighted the deep dive taken into Unscheduled Care and the work to understand the variability in performance. This included the flow in the hospital and the impact of Delayed Discharges.

The NHS Board noted the minute of the Performance and Resources Committee meeting held on 30 October 2018.

10.3.2 Clinical Governance Committee: 11 December 2018

The NHS Board noted the minute of the Clinical Governance Committee meeting held on 11 December 2018 and endorsed the publication of Learning Summaries from the Significant Adverse Events Reviews.

10.3.3 Audit Committee: 9 October 2018

Mr Linkston advised that following Ms Gavine's end of term on 31 December 2018, Councillor Sharp would take over as the Chair of the Audit and Endowment Committees. The NHS Board approved the proposal.

The NHS Board noted the minute of the Audit Committee meeting held on 9 October 2018.

10.3.4 Staff Governance Committee: 14 December 2018

The NHS Board noted the minute of the Staff Governance Committee meeting held on 14 December 2018.

10.4 Advisory Committee Minute

10.4.1 Area Clinical Forum: 15 November 2018

Mrs Cowan advised that she was in discussion with Dr King to ensure the Advisory Committee remained effective with the relevant representation and attendance. Further details would follow in due course.

The NHS Board noted the minute of the Area Clinical Forum meeting held on 15 November 2018.

10.5 Integration Joint Boards

10.5.1 Falkirk IJB: 5 October 2018

The NHS Board noted the minute of the Falkirk IJB meeting held on 5 October 2018.

10.5.2 Clackmannanshire and Stirling IJB: 26 September 2018

The NHS Board noted the minute of the Clackmannanshire and Stirling IJB meeting held on 26 September 2018

11. ANY OTHER COMPETENT BUSINESS

11.1 Emerging Issues

Mrs Cowan advised that following the recent Board Seminar this had been added as a standard item to the agenda. Discussion under this item would either been taken in public or closed session as appropriate.

Closed Session

The NHS Board:

- **Noted the recent ED performance and the action taken and being taken to ensure appropriate internal and external support, including clinical and partnership, to provide the necessary assistance for staff**
- **Noted the update regarding Breast Services and the work to mitigate potential challenges to achieve the LDP cancer standards**
- **Noted the national publication campaign regarding Brexit and the business continuity arrangements led by Dr Foster in his lead role**

There being no further competent business the Chairman closed the meeting at 1.20pm



FALKIRK INTEGRATION JOINT BOARD

Minute of Meeting of the Falkirk Integration Joint Board held in Committee Suites, Municipal Buildings, Falkirk on Friday 1 February 2019 at 9:30am

Voting Members:

Julia Swan (Chair)
Allyson Black (Vice Chair)
Alex Linkston
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
Roger Ridley, substitute Council Staff Representative
Margo Biggs, Service User Representative
Jen Kerr, Third Sector Interface
Morven Mack, Carers Representative
Angela Wallace, Nursing Representative
Andrew Murray, Medical Representative
David Herron, GP Representative

In Attendance:

Suzanne Thomson, Programme Manager
Joe McElholm, Head of Social Work Adult Services
Kathy O'Neill, General Manager
Linda Donaldson, Director of HR (IJB281)
Viv Meldrum, Lead Analyst for Performance (IJB284)
Philip Morgan-Klein, Service Manager (IJB284)
Kenny Gillespie, Head of Housing (IJB 279)
Karen Strang Housing Strategy and Development Co-ordinator, IJB 279)
Marian Smith, PA to Director of HR (Minute)

IJB275. APOLOGIES

Apologies for absence were intimated on behalf of Michele McClung and Matt McGregor.

IJB276. DECLARATIONS OF INTEREST

There were no declarations of interest noted.

IJB277. MINUTE OF THE INTEGRATION JOINT BOARD MEETINGS**Decision**

1. The minute of the meeting of the Special Integration Joint Board held on 21 November 2018 was approved.
2. The minute of the meeting of the Integration Joint Board held on 7 December 2018 was approved

IJB278. ACTION LOG

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

Councillor Collie highlighted the previous commitment regarding updates on the development of the Community Hospital and planning for intermediate care. Mrs Cowan noted the discussions on the site were still at early stages and suggested if there was an urgency to progress this development that the Council may want to make separate decisions about the capital investment and plans for the intermediate care facility. Ms Cassidy noted the intermediate care facility will remain on the action log.

IJB279. HOUSING CONTRIBUTION AND STRATEGIC HOUSING INVESTMENT PLAN

The Integration Joint Board received a presentation on 'Housing Contribution Statement, Strategic Housing Investment Plan' provided by Mr Kenny Gillespie, Head of Housing.

Mr Gillespie outlined the ongoing work regarding the Housing Contribution Statement and how this linked with the Strategic Housing Investment Plan (SHIP) for new affordable housing.

Details of the long term solutions being developed in discussion with the health and social care partnership were provided and the need for outcomes based evidence to measure the effectiveness of these interventions. Mr Gillespie noted that 90% of Falkirk Council new build properties would be accessible or adaptable to meet peoples' needs and maximise properties and their use.

The IJB thanked Mr Gillespie for the informative and interesting presentation. The proactive approach was noted and the necessary involvement of all partners to realise the opportunities both with alternative housing and technology to meet future needs.

Mrs Swan noted that an urgent item would be taken at this point in the agenda from Mrs Cathie Cowan.

IJB280. UNSCHEDULED CARE – TAILORED SUPPORT

The Integration Joint Board received a presentation on 'Unscheduled Care – Tailored Support', presented by Mrs Cathie Cowan, Chief Executive.

Mrs Cowan advised that she had received confirmation that NHS Forth Valley had been escalated to Level 3 of the NHS Board Performance Framework by the Scottish Government on 14 December 2018. The escalation reflected the fluctuating whole

system performance in Unscheduled Care e.g. 4 hour access standard, minor injury management and delayed discharge numbers and the significant variation from plan, the risks that materialised and the need for tailored support.

Mrs Cowan referred to the Scottish Government policy direction notably the agreed six essential actions to improve Unscheduled Care and in particular she highlighted the work relating to the essential action for clinically focused and empowered hospital management. The tailored support invited and supported by her included Peer and interim Site Director capacity and external support provided by the North of England Commissioning Support (NECS). Mrs Cowan confirmed she had met NECS representatives in mid January 2019 and agreement was reached to support a system wide improvement plan at pace that built on improvements being made and/or implemented.

Mrs Cowan confirmed the Recovery Plan was based on work developed and agreed by staff/partners under the auspices of the Unscheduled Care Programme Board which was launched in September 2019. The Plan was referred to as 'Getting ForthRight' which was an ambitious Forth wide improvement plan with 5 workstreams, notably: Community and Whole System, Emergency Department, Receiving Units, Downstream Wards and Specialty Pathways. Mrs Cowan referred to the frailty pathway led by Dr Copeland and Dr Williams to demonstrate progress being made, she added this was an exemplar for other Boards/Partnerships. Partners (and both IJBs would be provided with assurance) would be involved in developing a consistent operating model that had robust measures including escalation to support person centred and safe care. In summing up Mrs Cowan hoped the IJBs in their oversight role would be assured by the work underway to improve performance. Regular updates will be provided to the IJB.

Decision

The Integration Joint Board:-

- 1. Noted the update provided and the work underway to implement Government policy direction and improvement to deliver the 4 hour access standard as part of a wider whole system improvement plan**

IJB281. CHIEF OFFICER REPORT

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

Ms Cassidy highlighted the joint development of a Memorandum of Understanding (MoU) between Scotland's Integration Joint Boards and Independent Hospices. It was anticipated that the MoU would cover a two year period from 1 April 2019.

The Care Inspectorate had visited Summerford House in December 2018 with the report published on 7 January 2019. In response to the issues highlighted by the Inspector immediate action had been taken, with changes to the management team to enhance capacity for improvement and support to staff to respond to and achieve the areas for improvement. The service was continuing to work closely with the inspectorate to ensure timely improvement.

The inspection had highlighted the need for wider analysis of quality assurance capacity and practice. In response to Mr Linkston's request for assurance it was confirmed that progress reports on the improvement plan would be submitted to the Clinical and Care Governance Committee and then the IJB.

Work was continuing with the Health and Social Care Partnership Strategic Plan. The online consultation was now open and key groups would receive presentations on the proposed plan. A staff brief had been circulated with staff encouraged to provide feedback. The final draft of the Strategic Plan would be presented to the Integration Joint Board in April 2019.

Work also continued to prepare the Carers Strategy. Carers Sessions had taken place in January 2019 with a further opportunity for carers to contribute at the Carers Forum scheduled for 20 February 2019. There was also a six week public consultation which would run until the beginning of March 2019.

The Scottish Information Commissioner had written to the Chief Officer setting out the requirement to update the IJB Model Publication Scheme. The requirements as set out in the letter had been met and the updated IJB Model Publication Scheme had been published.

The recent report by the Royal College of Physicians of Edinburgh, the review of progress with Integration and Social Care and EU Exit were also highlighted.

Decision

The Integration Joint Board:-

- 1. Noted that assurance on progress with the Summerford House Care Inspectorate improvement plan would be reported to the IJB Clinical and Care Governance Committee**
- 2. Noted that the requirements set out by the Scottish Information Commissioner have been met and the updated IJB Model Publication Scheme has now been published**
- 3. Noted that the Chief Officer would work with NHS Forth Valley and Falkirk Council colleagues to seek assurances that the necessary arrangements were in place for the continued delivery of health and social care services.**

IJB282. INTEGRATED STRUCTURES

The Integration Joint Board considered a paper 'Integrated Structure – Update', presented by Ms Cathie Cowan, Chief Executive, Mr Kenneth Lawrie, Chief Executive and Ms Patricia Cassidy, Chief Officer.

Mrs Cowan and Mr Lawrie noted the significant work and collaborative approach to complete the remaining work in relation to the outstanding issues following the meeting in October 2018; to invest in an integrated structure that supported the IJB's planning and commissioning responsibilities and the Council and Health Board's responsibilities, through the HSCP, for service delivery that collectively improved outcomes for the IJB's adult population.

It was noted that the Chief Officer was implementing a three team locality model that would enable professionals and practitioners from across different sectors to work together around the needs of people, their families and their communities to improve outcomes and performance.

As reported previously it was proposed to transfer in-scope functions, notably:

- district nurses, allied health professionals and two community hospitals (previously referred to as phase 1 delegation)
- Co-ordinated or hosting services discussed in November – e.g. health promotion which would be coordinated on behalf of the other Partnership, as detailed in the paper

- remaining in-scope services planned and commissioned by the IJBs for their defined populations as discussed would be operationally managed by the NHS (e.g. primary care). It had been agreed that these services would be reviewed in 12 months. Noting that this may occur before this date if services and structures were stable

A Shadow Management Team led by the Chief Officer had been established to progress the development of the management structure with workshops held with staff to inform future arrangements, supported by HR.

Meetings had been held with the Chief Executives and Heads of HR to accelerate the integrated structure. The agreed structure was detailed in Appendix 6 and 7 of the paper.

Both Chief Executives in agreeing the integrated structure had confirmed that future staffing should be within budget. To assist this, the Chief Officer and respective Heads of HR would develop an appropriate process for posts to be filled by employees from the in-scope services who met the requirements of the job description with external advertising taking place where necessary.

Discussions on the proposed way forward would be shared with the Joint Staff Forum and reported to Council and Health Board employment/negotiating forums. A development programme supported by Council and Health Board HR teams would be put in place to assist individuals and teams coming together into a new integrated management structure.

Following the co-ordination workshop in November 2018 further work was required to agree principles for coordinating Forth Valley wide services. IJBs would continue to be responsible for the planning and commissioning for their defined populations health and wellbeing.

The timeline and communication plan were highlighted in Appendix 8 and 9 of the paper with the anticipated completion date of winter 2019 for Phase 1. It was noted that a winter deadline was worst case scenario with an earlier resolution supported by the Council's and Health Board's HR teams.

Both Chief Executives provided assurance that they would continue to support integration and delivery of the associated benefits to be realised.

Mrs Cowan, Mr Lawrie and Mrs Cassidy and the Board noted their thanks to all staff involved for their contribution to reaching this point and the significant progress made.

Decision

The Integration Joint Board:-

- 1. Approved Appendix 2 and endorsed Appendices 1, 3 and 4 as the agreed approach to the outstanding issue of governance and role of the Chief Officer**
- 2. Noted the progress made and level of engagement made by the Shadow Management Team as outlined in section 5 of the report**
- 3. Endorsed the proposed Integrated Management Structure at Appendices 6 and 7**
- 4. Noted the further work to be concluded to complete the delegated management to the Chief Officer and to implement the integrated management structure as set out in paragraphs 5.20 to 5.28**
- 5. Noted that a transformation programme team would be set up to support the services which would require programme management and planning support and an experienced service lead**

6. **Noted the structure would be reviewed to include the transfer of management capacity for Phases 2 and 3 once the details were shared and agreed with both IJBs. A further report on progress would be submitted to the IJB when this work was completed.**

IJB283. FINANCIAL REPORT

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

Ms Templeman reported that the projected outturn for 2018/19 highlighted an overspend of £2.692m, of which £1.314m related to the Set Aside budget. It was noted that the risk for the Set Aside budget remained with Forth Valley NHS Board and it was assumed that the NHS Board would address the pressures in this element of the budget.

Ms Templeman summarised the main pressures with the budgets related to additional spend within community hospitals (winter beds), bank and agency staff within the Community Services Directorate, prescribing, primary medical services and the nursing budget within the set aside budget.

With regards to budgets delegated to Falkirk Council the adult social care budget (excluding non housing revenue account and capital) a risk of overspend had previously been highlighted and this risk had increased mainly due to external provision of home care hours, staffing issues within residential care homes and non delivery of some savings.

Although there was agreement, in principle, to adopt a risk sharing agreement for 2018/19, discussions were ongoing between Falkirk Council and NHS Forth Valley.

Ms Templeman highlighted the projected spend against available Leadership Funds for 2018/19 as detailed in the paper. The Leadership Team had agreed to match fund a project to progress a programme of Community Led Support which would be delivered by the National Development Team for Inclusion. This had been match funded by the Scottish Government. A presentation on this work would be provided to the Strategic Planning Group in March 2019 and further information would then be presented to the IJB.

Previous finance reports had proposed that Directions were updated throughout the year and included in the regular financial position reports for approval. Updated Directions were detailed in appendices 5 and 6 of the paper. At this point the Direction reflected the amendments as a result of changes to funding.

Indicative allocations for local government and NHS Boards had been announced and work was ongoing to progress the 2019/20 budget. However, some uncertainties existed in both arms of the budget and there was a risk that a balanced budget would not be set by 31 March 2019. It was anticipated that there would be clarity over the financial settlements from the statutory partners and work would continue to improve the current position.

The IJB discussed the issue of longer term financial planning and fundamental change in planning and delivery of services to produce efficiencies.

Mr Linkston sought assurance on work to support long term financial planning and losing alignment to organisational budgets.

Decision

The Integration Joint Board:-

- **Noted the contents of the report**
- **Noted the projected overspend of £2.692m for the Partnership, of which £2.504m relates to Health Services and £0.188m to housing adaptation work.**
- **Noted the ongoing discussions regarding the Risk Sharing Agreement for 2018/19.**
- **Noted the progress on the development of the 2019/20 IJB budget.**

IJB284. 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.

Diagnosis and treatment of Alcohol Related Brain Injury (ARBI) was a Forth Valley strategic priority. Following the first year of operation additional resource was required to support Consultant time for diagnosis and Occupational Therapy time to support recovery within the community. It was proposed that the additional resource may come from the Alcohol and Drugs Partnership (ADP) and this would need to be finalised urgently as the service was currently not operational. A report would be presented to a future meeting confirming the outcome of these discussions.

Ms Templeman outlined the range of community based work being progressed including Community Link Workers, as set out within the Primary Care Development Plan and Community Led Support, recently supported by the Leadership Fund to facilitate asset based assessment and support approaches. As this was a new and fairly complex area a development session with the Strategic Planning Group had been scheduled for March 2019. The outputs from this session would be reported at a future meeting.

Decision

The Integration Joint Board:-

- **Noted that discussions regarding the establishment of the Forth Valley ARBI service are ongoing and endorse that this should be concluded as a matter of urgency**
- **Noted the additional information provided about community development activity and that a workshop will be held in March 2019 with the Strategic Planning Group, regarding proposed strands of community work**
- **Noted the further initiative reviews set out within section 6**
- **Agreed that funding for Food Buddies is not continued beyond March 2019**

IJB285. PERFORMANCE REPORT

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

Ms Cassidy introduced the report to be presented by Ms O'Neill and Mr McElholm which provided a comprehensive review of national performance indicators based on 2017/18 data giving a year on year comparison against the baseline year 2015/16. Performance for the financial year 2017/18 would be fully updated at the end of quarter 1, 2019/20.

Mrs O'Neill advised that work was progressing with the Falkirk Performance and Measurement Group to develop a more structured and themed timetable for performance reporting. The report would be aligned to the Scottish Government's publications to avoid reporting differences or discrepant data. The revised report would be presented to a future IJB meeting. Mr Linkston sought clarity on the timescale for this to be delivered.

The IJB discussed the need to link performance to the new strategic plan and align with the IJB strategic objectives and workforce priorities. This included understanding the performance indicators and how the information could be used, reporting on performance by locality and the interventions required to support improvement. Mrs Cowan highlighted the unscheduled care actions and how the 4 hour access standard was reliant on the Council's contribution to the 6 essential actions referred to in her presentation.

Decision

The Integration Joint Board:-

- **Noted the content of the performance report**
- **Noted that appropriate management actions continue to be taken to address the issues identified through these performance reports.**

IJB286 UNSCHEDULED CARE PROGRAMME AND DELAYED DISCHARGE

The Integration Joint Board considered a paper 'Unscheduled Care Programme and Delayed Discharge, presented by Mr Andrew Murray, Medical Director

Mr Murray referred to Mrs Cowan's presentation at the beginning of the meeting and the selected Key Performance Indicators (KPIs) on unscheduled care performance.

As highlighted under IJB280, the NHS Board's Unscheduled Care Programme Board members would receive tailored support to deliver the unscheduled care improvements as described under the auspices of the six essential actions as outlined by Mrs Cowan in her earlier presentation. Bed occupancy remained high and work to reduce delayed discharges was a key part of the tailored support improvement plan.

Mr Murray advised that he had commissioned the Red Cross to provide a service to support hospital discharge.

Mr Murray advised that this report complimented the performance report and focussed on three of the six Key Performance Indicators that were reported to the IJB.

The IJB discussed the delayed discharge performance which remained static and improvement actions, noting that a development session was scheduled for 1 March 2019 to discuss the revised action plan.

The report provided assurance to the IJB of the ongoing work which was supported by the Unscheduled Care Programme Board to deliver the Government's unscheduled care 6 essential actions policy direction.

The role of the IJB was discussed in relation to unscheduled care escalation and the IJB's planning, commissioning and delivery oversight role and how it would receive assurance on performance. Following a lengthy discussion it was proposed that the Interim Site Director be invited to the development session in March 2019.

Decision

The Integration Joint Board:-

- **Noted the current position of the KPIs and the improvement work ongoing**
- **Noted specifically the IJB Development session on Unscheduled Care and Delayed Discharge which would be held on 1 March 2019 and would provide an opportunity for more detailed exploration.**

IJB287. COMMUNITY FALLS IMPROVEMENT WORK - UPDATE

The Integration Joint Board considered a paper 'Community Falls Improvement Work – Update', presented by Professor Angela Wallace, Director of Nursing.

Professor Wallace provided a brief update on the current falls activity within Forth Valley. The Forth Valley Bone Health and Falls Strategy was due to be updated and it had been agreed to refresh this once the National Falls Strategy by the Scottish Government was published.

Professor Wallace highlighted the impact of falls on older people and the increased likelihood of harm. She provided details of the ongoing work to reduce the number of inpatient falls, the community falls pathway and the falls clinic. The Falls Implementation Group was also highlighted, this was a multi agency group who used improvement methodology to improve the experience and outcomes for people who had fallen or were at risk of falling.

Decision

The Integration Joint Board:-

- **Noted the current status of multiagency falls work in Forth Valley and the continuation of workstreams**
- **Noted the refresh of Forth Valley Falls work would be completed in line with the National Falls Strategy when it was published later in 2019.**

MINUTES OF COMMITTEES AND GROUPS

IJB288. MINUTE OF THE AUDIT COMMITTEE MEETING HELD ON 25 SEPTEMBER 2018

Decision

The Integration Joint Board:-

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

IJB289 MINUTE OF THE CLINICAL AND CARE GOVERNANCE MEETING HELD ON 2 OCTOBER 2018

Decision

The Integration Joint Board:-

1. Noted the minute of the Clinical and Care Governance Committee meeting held on 2 October 2018.

IJB290 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

IJB291 JOINT STAFF FORUM MEETING HELD ON 24 OCTOBER 2018

Decision

The Integration Joint Board:-

1. Noted the minute of the Joint Staff Forum held on 24 October 2018.

Minute of Meeting of the Falkirk District Twinning Association held within the Municipal Buildings, Falkirk on Tuesday 05 February 2019 at 6.00pm

Attending: Elaine Mitchell (Chair), Ewan McWilliams (Minute), Ian Burt, Laura McEwan, Janet Weir, Liz Paton, Callum Campbell, Jamie O'Rourke and Andy Christie

Apologies: Provost William Buchanan, Councillors Pat Reid, Laura Murtagh and Ann Ritchie and Amy Grieve

Meeting began at 18:00

1. Note of meeting held on 09 October 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. An application audit was completed shortly after submission.

- JW will attend a pre-planning visit in France on 31 March to 02 April
- €15,480 awarded to the project from Erasmus funding
- Main Visit dates: **15 - 21 July 2019**

The Twinning Association (TA) discussed the potential to cover the costs of an additional person to attend the pre-planning visit with JW. JW was asked to determine the cost for an additional support person and email them across the EM so the Association can evaluate the potential to support the pre-planning visit.

TA to organise a soiree on a Wednesday night (10 July) before they go to help them on their way with some basic information and orientation about Créteil.

b. Wee Tree Theatre

EM gave a brief update on the Wee Tree Theatre project, noting that the project had stalled following the mismatch of age groups. JO and CC confirmed the potential age group to work with would be 12+. The feeling was that there was capacity for an afterschool club targeting this age group and that the Mediatech was a great space with potential. EM would pick this up with Romaine and Habib in the future.

c. UPEC – Université Paris-Est Créteil

EM noted the need to follow up the potential links with the Université Paris-Est Créteil (UPEC) with Professor Catherine Jiguet-Jiglaire in light of little progress on discussions to date.

d. Bibliotheque

The project went ahead on the same week as Scottish Book Week so the only librarian who could attend was Gray Allan. He had prepared a report on the visit which is to be published on the Twinning website.

e. Social

The planning for a quiz night has been delayed as other priorities take over. EM will continue to link with Odenwald Association to maintain a plan for a joint venture to take place at the Abbotsinch. The aim was to continue taking this plan forward when other pressures subside.

3. Membership Form

Post Meeting Note:

EMC shared a copy of the membership form at the previous meeting held on 09 October 2018. As the membership form contained a clause expecting a membership fee. The fee is to be set and agreed at the next AGM, along with clear identification of the benefits to becoming a member. This information can then be published on the website.

4. March AGM

The Annual General Meeting of the Falkirk District Twinning Association will take place on **Tuesday 05 March 2019** at 6pm.

Post Meeting Update:

The date for the AGM was amended to **Wednesday 03 April 2019** at 6pm.

5. Electronic Banking

EM updated the Association on their current finances. The current balance stood at £4,400.

Cllr Reid also left a note with EM to inform the Association that Council has a proposal to remove all finances associated with Town Twinning activities. No

decision would be final until the Council meetings of 27 February and 06 March 2019 were held.

There was no update on Electronic Banking. This would be discussed at next meeting.

6. Any Other Business

EM updated the Association on the request from the Falkirk Community Trust for support from the Twinning Association to help recover the French silent film project. The commission to produce a score for the silent film fell through and they were looking to source £1,000 so they could complete the project. The Twinning Association agreed to fund £500 towards their target of £1,000.

EM shared with the Association that they remained in need of a person who could take on the role of website administrator. The request would remain open until a person could be found.

LME informed the Association that as part of Falkirk Council's commitment to the implementation of the Scottish Government's 1+2 approach to language learning, four teachers and a group of senior Education leaders from the Académie of Créteil will visit Falkirk for an exchange. They will arrive on Monday 25 February 2019 and LME was seeking help from the Association to collect the group from Edinburgh airport and bring them to Falkirk. EM, IB and AC offered to help.

In addition, a reception is to be held on Wednesday 27 February with invitations extended to the office bearers of the Twinning Association.

In response to a question from AC, EMC informed the Association that the grant is given to the Falkirk District Twinning Association in support of activity with the scope of their Constitution. This grant comes from a Council budget that is primarily used for twinning, friendship pacts and other cultural exchanges.

7. Date of the Next Meeting

The next meeting of the Association will be on **Tuesday 05 March 2019** to be held in the Municipal Buildings, Falkirk.

Meeting ended at 19:00

MINUTE OF MEETING OF HEALTH AND SOCIAL CARE BOARD

COSLA Offices, Verity House, 19 Haymarket Yards, Edinburgh
6 February 2019

Present

Chair of Children and Young People's
Mental Health Task Force (Guest)
Chair of National Suicide Prevention
Leadership Group (Guest)
Scottish Government (Guest)
Scottish Government (Guest)
COSLA Spokesperson
(East Lothian Council)

Dr Dame Denise Coia

Rose Fitzpatrick
Jamie Macdougall
Karen Geekie

Councillor Stuart Currie

Aberdeen City Council
Aberdeenshire Council
Angus Council
Argyll and Bute Council
City of Edinburgh Council
Clackmannanshire Council
East Dunbartonshire Council
East Lothian Council
East Renfrewshire Council
Highland Council
Midlothian Council
Moray Council
Orkney Islands Council
Renfrewshire Council
Scottish Borders Council
Shetland Islands Council
South Ayrshire Council
South Lanarkshire Council
West Dunbartonshire Council
West Lothian Council
IJB Chairs and Vice Chairs
IJB Chief Officers
IJB Chief Officers
Public Health Directors
Social Work Scotland
SPDS

Councillor Sarah Duncan
Councillor Anne Stirling
Councillor Lois Speed
Councillor Kieron Green
Councillor Ricky Henderson
Councillor Les Sharp (Substitute)
Councillor Susan Murray
Councillor Fiona O'Donnell
Councillor Caroline Bamforth
Councillor Isabelle Campbell
Councillor Margot Russell (Substitute)
Councillor Shona Morrison
Councillor Rachael King
Councillor Jacqueline Cameron
Councillor Tom Weatherston
Councillor Emma Macdonald (Substitute)
Councillor Julie Dettbarn
Councillor John Bradley
Councillor Marie McNair
Councillor Harry Cartmill
Councillor Kieron Green (Substitute)
Julie Murray
Val de Souza
Chris Littlejohn (Substitute)
Dr Jane Kellock
Laura Simpson

Apologies

Clackmannanshire Council
 Comhairle nan Eilean Siar
 Dumfries and Galloway Council
 Dundee City Council
 East Ayrshire Council
 Falkirk Council
 Fife Council
 Glasgow City Council
 Inverclyde Council
 Midlothian Council
 North Ayrshire Council
 North Lanarkshire Council
 Perth and Kinross Council
 Shetland Islands Council
 Stirling Council
 CIPFA – Directors of Finance
 ENABLE
 IJB Chairs and Vice Chairs
 Public Health Directors
 SOLACE

Councillor Ellen Forson
 Councillor Kenny John MacLeod
 Councillor Stephen Thompson
 Councillor Ken Lynn
 Councillor Iain Linton
 Councillor Robert Bissett
 Councillor Samantha Steele
 Councillor Mhairi Hunter
 Councillor Robert Moran
 Councillor Derek Milligan
 Councillor Robert Foster
 Councillor Paul Kelly
 Councillor Colin Stewart
 Councillor Allison Duncan
 Councillor Graham Lambie
 Donald Forrest
 Councillor Paul O'Kane
 Peter Murray
 Dr Susan Webb
 Andrew Kerr

1. Welcome and Apologies

The Spokesperson thanked Members for attending and noted apologies.

The Spokesperson updated the Board on his engagements with Ministerial colleagues at the Scottish Parliament:

- Two meetings with the Cabinet Secretary for Health and Sport, primarily focussing on the budget settlement for 2019/20.
- Meeting with the Minister for Mental Health, which provided a good opportunity to discuss current joint working.
- A meeting with Derek Mackay is due in relation to the budget.

2. Minute of Previous Meeting of 10 December 2019

The minute of the meeting was agreed as an accurate account.

Public Session

3. Presentation from the Chairs of the Children and Young People's Mental Health Taskforce and National Suicide Prevention Leadership Group

Following 'round table introductions, the Spokesperson welcomed Dr Dame Denise Coia and Rose Fitzpatrick to the meeting and highlighted to the Board that this was an opportunity to directly engage with the Chairs of each group, share local experiences and shape the Groups' work.

Dr Dame Denise Coia and Rose Fitzpatrick provided verbal updates on their work.

Dame Coia – Chair of the Children and Young People's Mental Health Taskforce

Dame Coia noted that with Children and Young People (CYP) making up one third of the population in Scotland, 1 in 8 of them have mental health issues. She also expressed how crucial it is for the Taskforce and COSLA to work together.

Dame Coia summarised the role of the Taskforce as being:

1. To make recommendations to support the work of local and central government to improve mental health for CYP in Scotland;
2. To provide a voice for children, families and carers.

The Taskforce has different strands, and although these are not mutually exclusive, they do need different approaches:

- Neuro developmental (Asperger's Syndrome as an example)
- Generic issues (emotional distress)
- Specialist (mental illness)
- At risk (inequality issues, physical ill health)

The Delivery Plan was issued in December 2018 and sets out to build pathways and create a 'whole systems' approach. Three workstreams have been identified: Children and Young People, Families, and Knowledge & Evidence. There are around 150 people contributing across all parts of the public sector; a meeting is set for 26 February 2019 to explore how these workstreams will integrate.

The key four tasks on which the workstreams are being asked to make recommendations are:

1. Supporting education, health visitors and primary care;
2. Developing community hubs to provide a mental health response with local flexibility and support;
3. CAMHS Service – specific funding allocation for work in the community to support third sector organisations;
4. Out of Hours crisis.

A small amount of funding has gone directly into CAMHS to provide staff over the next two years who will use their CAMHS experience to support third sector workers in the community. If communities are going to be resilient, they need to benefit from the currently available expertise to develop a resilient response.

Dame Coia indicated that there is some excellent work taking place within councils already, with good practice that needs to be accessed, expanded on and shared.

The next step for the Task Force is to develop actions plans for deliverables, to ensure real responses.

Rose Fitzpatrick – Chair of the National Suicide Prevention Leadership Group

Scotland's Suicide Prevention Action Plan focuses on 10 actions, most of which have a community-based approach. From August 2018, the first action was to establish a Leadership Group. This has been achieved across the sectors, including COSLA and representatives with lived-experience of suicide.

The actions have been used to produce a Delivery Plan, including training such as suicide prevention, provision of crisis support, support for those affected by suicide and attempted suicide. Like the Taskforce, excellent work being done around the country; however, it needs to be refreshed and must reflect the challenges of contemporary society. There are deliverables also to explore digital technology to encourage people to manage their own wellbeing, and to access services effectively.

There is an approach to move from suicide and suicide prevention - which sits in the Mental Health Services arena – to taking up opportunities in the community arena; to support those who are not actually within Mental Health Services already; work needs to be done to improve public awareness and community resilience. Regarding the medicalisation of suicide prevention, many people involved in suicide were not within the Mental Health Services arena in 2018, but they did live within communities. So, creating a resilient responsive community is work that IJBs are doing. This is part of the on-going conversation.

There is a dual reporting line in the Action Plan both to Ministers and to COSLA. Annual reporting will be publicly available, with the first iteration due in September 2019.

A wide, comprehensive and challenging discussion took place at the Board, which included questions on where the funding is being directed in relation to local government for communities and into CAMHS, and how this can be influenced; needing to understand the statistics of suicide in Scotland; consideration of wider intervention mechanisms; exploring social media as a catalyst.

The Knowledge and Evidence Group has a task to research experiences in the developing world and make a comparative. It was highlighted that the Groups want to ensure resilience is strong and intervention is in place. That there is a need to identify the at-risk points in people's lives and allow for interventions at those points - such as losing your home, marriage breakdown, loss of employment, with the community offering accessible support at those at-risk points.

The National Suicide Prevention Leadership Group would like to ensure that every death by suicide is reviewed, so an understanding can be secured about what could have been done in preventative terms and what lessons can be learned, as well recognising after-event impacts. This will move us more firmly into the preventative agenda.

The Board agreed that these are significantly impactful pieces of work and provide a key opportunity to deliver. It must be a holistic approach and no one service can deliver this agenda on its own. The Spokesperson thanked Dame Denise Coia and Rose Fitzpatrick for their contributions and hoped that the information and subsequent discussions have provided added value both to the Chairs and to Members.

4. COSLA Health and Social Care Board Plan and Update

The report presented an updated plan which reflected progress and the status of the main workstreams supporting the Board's priorities. Members received verbal updates particularly on developments which did not merit a stand-alone report to the Board, but were worth drawing to the Board's attention; these included:

- **Health and Care (Staffing) (Scotland) Bill**
This only applies to adult care homes currently. The Bill is at stage 2 and amendments are being considered. One amendment has been opposed by COSLA; officers are in close consultation with other bodies on the amendments and on-going issues.

- **National Workforce Plan for Health and Social Care**
The Plan was not available for review by Members today. COSLA officers continue to work with the Scottish Government on this and intend to bring it to the March 2019 Board meeting.
- **Mental Health Delivery Board**
COSLA had been seeking to joint Chair this Board, however a decision has been made that the Scottish Government Minister for Health will undertake this role. The Terms of Reference is in draft and discussion is ongoing. COSLA officers have been invited to attend the first meeting; a senior officer from COSLA will participate.
- **Living Wage**
Scottish Government are looking to councils to deliver on this policy. COSLA officers will deliver a paper to Leaders to re-commit to this policy.
- **National Contingency Planning Group - Allied Healthcare**
Following last month's update, the company has been bought over; this provides more stability.
- **Social Care Funding Commission**
COSLA officers would like to respond positively and seek conversations on this to explore ways forward. COSLA officers will submit a more detailed paper to the Board.
- **Recruitment for Chair of Public Health Scotland**
The first recruitment round did not manage to fill the position. Another recruitment round will be undertaken, with the aim that this will happen quickly. COSLA officers would like to encourage Members to draw attention to the opportunity to anyone they deem would be interested. COSLA officers will circulate the vacancy to Board Members when it is available.

The Board confirmed they were content with the HSC Board Plan.

The Board:

- i. Noted the progress to date and discussed emerging issues.

5. Self-directed Support Implementation Plan 2019-2021

The report presented sought Members' views on the focus of the *Self-directed Support Implementation Plan 2019 – 2021*. As part of the development of the *Self-directed support Implementation Plan 2019 – 2021* the Scottish Government has undertaken engagement with partners and stakeholders. The *Implementation Plan 2019-2021* will form a key part of the national adult social care reform programme.

The Spokesperson introduced representatives from the Scottish Government, Jamie Macdougall and Karen Geekie, to respond to any questions on the topic.

Mr Macdougall encouraged views from Members as to whether this is the right set of activities to take forward. The SG will be considering data collection and value, undertaking impact assessments and ensuring the right resources can be provided for implementation. It was confirmed that funding has been committed to the voluntary sector to provide public information and advice. Considerations outstanding are how we move to an outcomes focused method and how we measure impact.

Other questions arose on whether social care assessments and the allocation of resources should be a shared framework, as well as whether SG and COSLA should review charging. More detailed discussion then ensued around the challenges and considerations of charging, addressing those who have a lower take up of self-directed support, rural community impacts, needing flexibility to response to local demands, third sector involvement and regulatory frameworks, barriers, sharing good practice across local authority boundaries. COSLA officers highlighted they would welcome some collaborative work with the Scottish Government on charging, to understand perspectives, challenges and positions. COSLA officers confirmed they will reflect - with the Scottish Government - on the discussion today and will bring an update the Board.

The Board:

- i. Considered and advised on what is required at national level to complement local self-directed support implementation, see paragraph 13;
- ii. Agreed that COSLA officers continue to work with the Scottish Government and other stakeholders to jointly develop the *Self-directed Support Implementation Plan 2019 - 2021*; and
- iii. Will consider the final version of the *Self-directed Support Implementation Plan 2019-2021* at a future meeting.

The Spokesperson thanked both Scottish Government representatives for attending.

6. Health and Social Care Integration – Review of Progress

Through the Ministerial Strategic Group, a small leadership group was commissioned to undertake a Review of Progress which has now concluded its deliberations and produced a set of proposed actions for driving forward health and social care integration. The proposals cover a range of key areas in which progress must be made to deliver the ambitions of health and social care integration. The paper presented the Board with the final output of the Review which has been endorsed by COSLA Leaders. The Board also received an update on the health and social care elements of the Local Government settlement 2019-20.

In addition, COSLA's Chief Officer for Local Government Finance provided a verbal update on the Local Government Settlement. Notable were the flexibilities on powers such as council tax, transient visitor tax as well as multi-year deals. Fuller discussions with SG are due to take place on these shortly. However, the principle that COSLA is working to is that (1) these are discretionary taxes that were agreed through COSLA Leaders (2) any moneys raised locally should stay locally.

Stage 2 debate is today and Stage 3 on 21 February, where it is expected that the deal will be formalised. The COSLA officer provided a background to engagement with Scottish Government Ministers and the cross-party discussions and briefings that have taken place. It was highlighted that a Settlement and Distribution Group Meeting is due this week; recommendations from that would be submitted to COSLA Leaders and notification for councils will happen quickly regarding distribution; funding will come directly to councils.

A wide-ranging discussion followed which included noting:

- Difficulties in putting plans in place due to the timeframes in which UK and Scottish budgets are delivered.
- Free Personal Care for Under 65s funding were included in the Settlement.
- Exploring if penalties will be applied if Councils do not take up the local tax raising powers.
- Recognition that different interpretations have taken place regarding the information provided e.g. the 2.2%

The Board:

- i. Considered the output of the Review of Progress Under Integration Authorities
- ii. Received a verbal update from the Spokesperson on the Ministerial Strategic Group and COSLA Leaders' consideration of output of the Review;
- iii. Received an update on the health and social care elements of the Local Government settlement 2019-20.

7. Information Awareness Campaign for Care Homes

COSLA has been working with partner organisations to progress this campaign. It is targeted at people funding their own care who do not have the same protection of the nationally negotiated terms and conditions of the National Care Home Contract. The Board recognised this as a valuable piece of work.

The Board:

- i. Considered and agreed the information leaflet.
- ii. Will encourage their officers to support the campaign and signpost people to it.

8. Scottish Government Social Isolation and Loneliness Strategy

This paper provided the Board with information on the Strategy, COSLA engagement with Scottish Government to date, and anticipated governance arrangements for delivery.

Board Members welcomed the strategy and the valuable work. There is a common theme developing across many agenda items regarding IJB work, mental health challenges, the co-relationship between digital activity and real life disconnect and creating and supporting robust communities, including adopting a 'kindness' agenda.

The Board:

- i. Noted the publication of the Scottish Government Social Isolation and Loneliness Strategy;
- ii. Noted the comments made by the Community Wellbeing Board and provided further views to inform next steps;
- iii. Considered the need for specific dialogue with the Cabinet Secretary for Health and Sport.

9. Alcohol and Drug Partnerships MOU Review

In 2009, COSLA and Scottish Government agreed a framework on supporting Alcohol and Drug Partnerships. The report submitted set outs work to align an MOU with the new national strategy "Rights, Respect and Recovery".

COSLA officers confirmed that a paper will be submitted to the Board at an appropriate juncture.

The Board:

- i. Agreed that COSLA and Scottish Government work together to update the framework on Alcohol and Drug Partnerships jointly agreed in 2009.

Private Session

10. Keys to Life Learning Disability Strategy

The paper provided Members with an opportunity to view and endorse a near final draft of the refreshed implementation plan of the Keys to Life 10-Year Learning Disability Strategy, which has a focus on early intervention, education and employment.

COSLA officers highlighted a stakeholder event taking place this week to share final feedback from today's Board. The document will then be finalised, and a launch will take place on 13 March 2019, which is due to be attended by the COSLA Spokesperson for Health and Social Care and Scottish Government Ministers.

Comments provided by Board Members during discussion included: That it is encouraging to see a 'whole life' approach being taken, development of a focus on services for older people with learning disabilities and integrating older people's services in general terms, seeking a robustness about those who are in short stay hospital beds who could be cared for in the community, protecting the rights of parents of children with learning disabilities. Additionally, COSLA officers recognise the importance of the document being produced in an accessible format.

The Board:

- i. Discussed the draft priorities document and support the publication of the Keys to Life refresh; and,
- ii. Noted that COSLA will attend a stakeholder event hosted by the Minister for Mental Health and the Minister for Older People and Equalities at which any final changes will be discussed.

11. Charging Guidance – Non Residential Social Care 2019/2020

The COSLA report outlined proposed revisions to the COSLA Non-residential Charging Guidance for 2019/20 which local authorities use to guide the development of the local charging policies for non-residential social care services.

Charging had also been discussed by Members under Agenda Item 5 (Self-directed Support Implementation Plan 2019-2021).

Discussion covered areas such as considering the position across local authority areas, food preparation costs clarity, charging during an appeals process, pursuance of debt on flat rate, thresholds, disability related expenditure being considered as a duty rather than optional, transition fund for ages 16-21 years with a mismatch regarding 26 years of age. COSLA officers confirmed they would take these comments forward.

The Board:

- i. Agreed the guidance for 2019/20 and the priority work areas for the year ahead;
- ii. Noted that an additional paragraph is included in support of option b) at paragraph 12;
- iii. Agreed Officers draft revisions to the 2016 Joint COSLA / ILF Scotland Statement to reflect the amendment.

12. National Care Home Contract (verbal update)

Members were provided with a verbal update on the latest position with the cost model. A meeting is due on 18 February 2019 with the sector and a paper will be submitted to Leaders in February 2019.

COSLA officers highlighted there may be some financial negotiations to be done around the final elements, but the aim is to move away from annual negotiations as has been the case in previous years. As for the jointly commissioned work, COSLA officers have had meetings with the joint partners; the position for the joint commissioning has changed and it is now a purely COSLA commissioned piece of work.

13. AOCB

Proposal for a Carers Representative on the Group

Previously a carers representative has had a seat at the HSC Board. COSLA officers would like to reinstate this and will submit a paper through the internal COSLA mechanism, proposing this.

The Board agreed on this approach.

See Me Mental Health Awareness Day – Walk a Mile

Members are reminded that an opportunity to 'walk a mile' with COSLA staff is taking place today. All are invited to join in.

COSLA Resourcing

The Spokesperson took the opportunity to thank Caroline Johnston, Policy Manager Health and Social Care Team, for her valuable contribution; Caroline is going to be leaving COSLA to undertake a secondment.

Date of next meeting

Friday 22 March 2019



CYP Item 07

MINUTE OF MEETING OF CHILDREN AND YOUNG PEOPLE BOARD

Friday 8 February 2019

COSLA Offices, Verity House, 19 Haymarket Yards, Edinburgh

Present

Chair of the Practice Development Panel (Guest Speaker)	Ian Welsh
Practice Development Panel (Guest)	Bob Fraser
COSLA Spokesperson (Inverclyde Council)	Councillor Stephen McCabe
Aberdeen City Council	Councillor Alan Donnelly (Substitute)
Aberdeenshire Council	Councillor Anne Simpson (Videoconference)
Angus Council	Councillor Derek Wann
Argyll and Bute Council	Councillor Kieron Green (Substitute)
City of Edinburgh Council	Councillor Ian Perry
Comhairle nan Eilean Siar	Councillor Angus McCormack
Dumfries and Galloway Council	Councillor Jeff Leaver
Dundee City Council	Councillor Roisin Smith
East Dunbartonshire Council	Councillor Jim Goodall
East Lothian Council	Councillor Shamin Akhtar
Falkirk Council	Councillor Alan Nimmo
Fife Council	Councillor Fay Sinclair
Glasgow City Council	Councillor Richard Bell (Substitute)
Highland Council	Councillor John Finlayson
Inverclyde Council	Councillor Natasha Murphy
Moray Council	Councillor Sonya Warren
North Ayrshire Council	Councillor John Bell
Perth and Kinross Council	Councillor Willie Wilson
Shetland Islands Council	Councillor George Smith
Social Work Scotland	Sharon McAlees (Teleconference)
South Ayrshire Council	Councillor William Grant
Stirling Council	Councillor Susan McGill (Teleconference)
West Dunbartonshire Council	Councillor Karen Conaghan
West Lothian Council	Councillor David Dodds
ADES	Michael Wood
Directors of Public Health	Dr Linda de Caestecker
Social Work Scotland	Ben Farrugia

Apologies

Aberdeen City Council
Argyll and Bute Council
Clackmannanshire Council
East Ayrshire Council
East Renfrewshire Council
Glasgow City Council
Midlothian Council
North Lanarkshire Council
Orkney Islands Council
Renfrewshire Council
Scottish Borders Council
South Lanarkshire Council
ADES
CIPFA - Directors of Finance
Social Work Scotland
SOLACE
SPDS

Councillor John Wheeler
Councillor Yvonne McNeilly
Councillor Graham Lindsay
Councillor Fiona Campbell
Councillor Paul O'Kane
Councillor Chris Cunningham
Councillor Jim Muirhead
Councillor Frank McNally
Councillor Rob Crichton
Councillor Jim Paterson
Councillor Carol Hamilton
Councillor Katy Loudon
Terry Lanagan
Alan Puckrin
James Cox
Angela Leitch
Kristine Johnson

Welcome and Apologies

The Spokesperson welcomed Members and noted apologies. The Spokesperson went on to introduce Professor Ian Welsh, Chair of the Practice Development Panel, as a guest speaker, along with his supporting officer, Bob Fraser. Members were reminded that a Code would support commencement of Part 4 (Named Persons) and Part 5 (Child's Plan) of the Children and Young People (Scotland) Act 2014. Professor Welsh would be outlining the work of the Panel and progress they have reported to the Deputy First Minister on this.

Presentation by the Chair of the Practice Development Panel

The Professor delivered a presentation on the Panel's work in developing an authoritative draft Code of Practice for Information Sharing. This is a framework of activity which has been unified in children's services across education and social care; it provides pace and momentum to the Programme.

Professor Welsh highlighted that the General Data Protection Regulation (GDPR) provides significant information sharing issues. There has been good progress around drafting a narrative and the key message for the Code. An update was provided to the Deputy First Minister at mid-year, with the aspiration of undertaking wider consultation thereafter. It was agreed to allow the refresh of policy to go ahead (Getting It Right for Every Child, GIRFEC); this is now happening.

A Legal Focus Group was also set up to run in tandem with the Panel's work. The legal advice was that the Code would require every step of the process to be included and therefore would render the draft Code difficult to apply practically. Data protection and legal issues were further explored with the Legal Focus Group. This provided that the

Code would become a less simple, less accessible, authoritative code for users. Overall, a code was deemed neither necessary nor desirable with that in mind. Currently, the Panel is going through a phase of targeted engagement across a range of professional groups. The Professor confirmed that the Panel has taken a view that there are opportunities within the legislation to build in safeguards and guidance notes for professionals. Work is ongoing. The Spokesperson thanked Professor Welsh for his contribution and for engaging with the Board.

Public Session

1. Board Workplan

The Chief Officer introduced the Board's Workplan and highlighted some key aspects. The Science, Technology, Engineering and Mathematics (STEM) Strategy first annual report was published yesterday; a hyperlink will be issued to Members imminently. A hyperlink would also be circulated on the Headteachers' Charter.

On Priority 2 – Looked After Children, Foster, Kinship and Adoptive Care Allowances (Page 4), it was confirmed that there is no definitive position yet. Some of the recommendations are complex and require further joint discussions. COSLA officers stated they would update the Board as soon as possible.

On Priority 14 - Workforce Planning (Page 18), COSLA officers will highlight the topic with Education Scotland regarding difficulty in recruitment being raised during inspection visits as per a request to do so. Regular updates on activity to support workforce planning will be provided throughout the year.

Board Members were content with the Workplan.

2. Age of Criminal Responsibility (Scotland) Bill

The paper highlighted the progress of the Age of Criminal Responsibility (Scotland) Bill currently going through the Scottish Parliament. This considers the proposal for the age of responsibility to be raised from 8 to 12 years.

The Board had a thorough and extensive discussion on the age of criminal responsibility; a range of views were provided regarding the challenges posed for changing to 8, 12, 14 and 16 years. All Members agreed that the issue was a highly complex one. Discussion included maximising early intervention work, aspiration versus reality, adopting an incremental approach to ensuring system and resource readiness, seizing opportunities for a hearing system approach rather than a court system approach, ACES and lifelong impact considerations, unintended consequences, nature of offences and disclosure for serious and specific crimes, victims and local community impacts. Of paramount importance was the need to have the right resources ready within the system to ensure the right support mechanisms.

The consensus of the Board was to support a change to the age of criminal responsibility to **12 years**, with a longer-term strategy that adopts an incremental approach resulting in a move to an older age such as 14 or 16 years.

The Board:

- i. Discussed and provided comments to inform COSLA's response to the Bill.
- ii. Mandated the Children and Young People Spokesperson to write to the Equalities and Human Rights Committee outlining COSLA's position in line with comments provided by Board Members.

Private Session

3. Minute of Previous Meeting of 23 November 2018

The minute was agreed as an accurate account of the meeting.

4. COSLA Finance Team (verbal update)

5. Fair Funding

6. Education Reform

7. Included, Engaged and Involved Part 1

8. Restraint and Seclusion in Scottish Schools

9. Holiday Provision and Out of School Care

10. Instrumental Music Tuition

11. Future Investment in the Learning Estate

12. Learning Provision for Children and Young People with Complex Additional Support Needs

13. Early Learning and Childcare – Progress Update and Partnership Working

14. Children and Young People's Mental Health

15. Equally Safe – Children and Young People Actions

16. AOCB and Close

Date of Next Meeting: 5 April 2019



Environment and Economy Board Item 02

MINUTE OF MEETING OF ENVIRONMENT AND ECONOMY BOARD
 Friday 1 March 2019
 COSLA Offices, Verity House, 19 Haymarket Yards, Edinburgh

Present

Scottish Government (Guest)	Iain Murray
Improvement Service (Guest)	Irene Beautyman
COSLA Spokesperson (Orkney Islands Council)	
Aberdeen City Council	Councillor Steven Heddle
Aberdeenshire Council	Councillor Alan Donnelly
Angus Council	Councillor Jeff Hutchison
Argyll and Bute Council	Councillor Ron Sturrock
City of Edinburgh Council	Councillor Aileen Morton
Clackmannanshire Council	Councillor George Gordon
Dumfries and Galloway Council	Councillor Donald Balsillie
Dundee City Council	Councillor Archie Dryburgh
East Ayrshire Council	Councillor Lynne Short
Falkirk Council	Councillor Jim Roberts
Falkirk Council (Guest)	Councillor John Patrick
Fife Council	Councillor Paul Garner
Glasgow City Council	Councillor Altany Craik
Highland Council	Councillor Anna Richardson
Midlothian Council	Councillor Duncan Macpherson
Moray Council	Councillor Russell Imrie
North Ayrshire Council	Councillor Graham Leadbitter
Orkney Islands Council	Councillor Alex Gallagher
Renfrewshire Council	Councillor Graham Sinclair
Shetland Islands Council	Councillor John McNaughtan
South Lanarkshire Council	Councillor Ryan Thomson (Videoconference)
West Dunbartonshire Council	Councillor John Anderson
HOPS	Councillor Iain McLaren
NHS Health Scotland	Forbes Barron (Substitute)
SCOTS	Gerry McCartney
SEStran	Gordon Mackay
SLAED	Jim Grieve (Substitute)
SOLACE	Pamela Smith
Waste Services Managers Network	Aubrey Fawcett (Substitute)
	Stephen Cooper (Substitute, Teleconference)

Apologies

Angus Council	Councillor Ron Sturrock
Comhairle nan Eilean Siar	Councillor Donald Crichton
East Dunbartonshire Council	Councillor Graeme McGinnigle
East Lothian Council	Councillor Norman Hampshire
East Renfrewshire Council	Councillor Alan Lafferty
Inverclyde Council	Councillor Colin Jackson
North Lanarkshire Council	Councillor Danish Ashraf
Perth and Kinross Council	Councillor Angus Forbes
Scottish Borders Council	Councillor Mark Rowley
South Ayrshire Council	Councillor Brian McGinley
Stirling Council	Councillor Evelyn Tweed
West Lothian Council	Councillor Cathy Muldoon
HOPS	Iain McDiarmid
NEStran	Derick Murray
NHS Health Scotland	Andrew Fraser
Regional Transport Partnership	Rab Dickson
SOLACE	Jim Valentine
SOLACE	Steve Grimmond
Sustainable Network Scotland	Chris Wood-Gee
Waste Services Managers Network	Bruce Reekie

1. Welcome and Apologies

Councillor Heddle thanked everyone for their attendance and welcomed substitute Members. Apologies were noted.

Councillor Short (Dundee City Council) notified Board Members of the very sad news of the death of Councillor Brian Gordon. Councillor Short was asked to convey sympathy to the Councillor's family on behalf of COSLA and the Environment and Economy Board Members.

Items in Public**2. Minute of the Environment and Economy Board on 7 December 2018 and Matters Arising**Minute of Previous Meeting

Amendments requested were to note that Councillor Mark Rowley and Gerry McCartney attended the meeting on 7 December.

Further to accepting the two amendments, the Board approved the minute of the previous meeting as an accurate account.

Matters ArisingFishing Policy – UK Exit from EU

COSLA officers committed at the last Board meeting to provide a report on Fishing Policy. With other work commitments, including an increase in the pace of the UK's preparedness to Exit the European Union, this has not been possible. COSLA officers have spoken to the Communities Inshore Fisheries Alliance who approached COSLA last year to better understand their position. COSLA officers remain committed to bringing a paper to the Board as soon as it is possible.

Climate Change Bill

The Stage 1 report is expected in March 2019. Parliament is awaiting a report by the UK Climate Change Committee on the feasibility of setting a net zero target by 2050; this is due in early May which will be in time for Stage 2 of the Bill. Consequently, and depending on when Stage 2 of the Bill might be, it is intended that Members use the June 2019 meeting of the Board to discuss whether we support an increased target. COSLA officers intend to bring a report on the Climate Change Bill to that Board.

Business Gateway

Given the Chief Officer Business Gateway's presentation to the last meeting, COSLA officers highlighted the publication of the Economy, Energy and Fair Work Committee's report on its inquiry into business support. The Spokesperson for Environment and Economy indicated that COSLA will be challenging some aspects of the report in relation to local democratic control and council discretion in delivering local services. We are working on a detailed response and seeking a meeting with the Minister for Finance, Economy and Fair Work, Mr Mackay MSP. COSLA's response to this is being taken through the Business Gateway Board and will come back to the Environment and Economy Board for a decision before being submitted to Parliament.

3. Environment and Economy Board Plan

COSLA officers sought agreement from Members on the iteration of the submitted Board Plan. A few topics were highlighted specifically by officers:

Priority 6: TransportWorkplace Parking Levy (WPL)

Officers met with Edinburgh, Glasgow and Transport Scotland to discuss the Levy. While the Board agreed in November 2018 to support the Levy in principle, a variety of opinions were voiced. As it is COSLA's role to reflect the views of the Board, concerns have been reiterated during meetings with interested parties. Due to the increasing interest in WPL since the budget announcement, COSLA officers intend to bring a report to the next meeting of the Board in April 2019 to allow for a further debate on the issue. This will allow the development of a more thorough position ahead of stage 2 of the Transport Bill which is now anticipated for late May/early June. A paper will also be going to the April Leaders Meeting. The intention is for COSLA to continue to discuss WPL with interested parties. The Spokesperson reassured Members that they will be given the opportunity to consider the report before it goes to Leaders.

Priority 4: Local Economies and Inclusive Growth (COSLA Priority) Transient Visitors Tax (TVT)

While this topic has been routed through Leaders given its financial underpinnings, COSLA officers anticipate that the Environment and Economy Board will be more involved in future work as it progresses on to a formal pre-legislative consultation and then legislative process.

Priority 1 - Broadband

In response to a Member's question, the COSLA Director of Integration and Development indicated that there may be more detail available around early Summer 2019 regarding roll-out timescales. COSLA officers will seek clarity on the data collection plan and provide an update to Board Members.

Environment and Economy Board Plan

The Board approved the iteration of the Plan submitted to the meeting.

Presentation

4. Participatory Budgeting (PB)

Simon Cameron, Development Manager COSLA Community Wellbeing Team, delivered a presentation with the intention of providing awareness of PB to the wider COSLA membership.

The aim of the presentation was to give an understanding of the broader picture and to reassure Members that money is not being taken away from councils' budgets. It is hoped instead that good work across organisations and partner agencies will be embedded by using the current funding effectively and by working together. Some specific examples were provided of how PB has worked in practice for the benefit of communities.

Within the PB work, there are opportunities to be seized due to the development of tools and interventions, bringing to life legislation through practical application, shaping the agenda through working with partner agencies, piloting an open source digital platform, developing a Knowledge Hub Space (to be launched next week and will include an Elected Members section). The PB website is at: www.PBScotland.scot

The Spokesperson for Environment and Economy thanked the officer for his presentation. This was followed by a full discussion which included covering issues such as DWP benefits for physical or mental health problems, the challenging financial position of councils currently, technical facilities within Councils' Chambers, using community feedback and needing further clarity through practical examples of what work could be classed as PB.

5. Place Principle

The Place Principle outlined in the COSLA paper has been developed collaboratively and aims to change public service delivery culture so that there is a presumption in favour of place-based approaches which have communities at their heart.

The Place Principle has been gaining increasing traction within Scottish Government and with other stakeholders.

During discussion, some concern was expressed about more national involvement, given that locally this is already happening. The Scottish Government guest in attendance confirmed it has been taken through the Cabinet Sub-Committee and it is due to go to full Cabinet on 12 March. COSLA work is ongoing with CPP partners to address wider issues and officers have consulted with the South of Scotland partnership to understand inclusive growth; this work is continuing.

The Board:

- i. Noted the content of the report, including the text of the Place Principle and the examples of place-based approaches provided; and
- ii. Provided comment on how local authorities could in the future further utilise the Place Principle and place-based approaches to policy making and service delivery to help improve outcomes for communities.

Items in Private

- 6. Brexit Update**
- 7. Planning (Scotland) Bill**
- 8. Regional Transport Working Groups**
- 9. Ban on Biodegradable Municipal Waste to Landfill**
- 10. Restricted Roads (20mph Limit) (Scotland) Bill**
- 11. Date of Next Meeting and AOCB**

Date

The next meeting will be held on Friday 12 April 2019. Members were asked to note that the Board date for October 2019 has changed from Friday 18 October to Thursday 17 October.

AOCB

COSLA Convention - The location of the COSLA Convention has been announced as being in East Lothian; more details will follow separately for delegates.

Town Centre Fund – The £50m Town Centre Fund announcement was made this morning. Emails have been issued to Directors' of Finance, setting out the funding allocations for each council.

Additional Session - The Spokesperson encouraged Members to attend the additional session being held following the main Board meeting. The session will cover 'Regional Approaches to Maximising Inclusive Economic Growth'. The purpose of this additional session will be to provide Members with an opportunity to contribute to an important piece of work underway to explore how we can maximise inclusive growth objectives via regional approaches to economic development.

This work is being taken forward jointly by SOLACE, COSLA, SLAED and the Improvement Service on behalf of Local Government.

In closing the meeting, the Spokesperson thanks everyone for their attendance.