



Agenda Item 3

Minute

Draft

FALKIRK COUNCIL

**Minute of meeting of the EXECUTIVE held within the Municipal Buildings,
Falkirk on Tuesday 14 May 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 (convener)
Malcolm Nicol
Alan Nimmo
Pat Reid

Officers: Jack Frawley, Committee Services Officer
Rhona Geisler, Director of Development Services
Kenneth Lawrie, Chief Executive
Colin Moodie, Chief Governance Officer
Robert Naylor, Director of Children's Services
Stuart Ritchie, Director of Corporate and Housing Services
Bryan Smail, Chief Finance Officer

EX14. Apologies

There were no apologies.

EX15. Declarations of Interest

There were no declarations of interest.

EX16. Minute

Decision

The minute of the meeting of the Executive held on 16 April 2019 was approved.

EX17. Rolling Action Log

A rolling action log detailing decisions not yet implemented following the previous meeting on 16 April 2019 was provided.

Decision

The Executive noted the rolling action log.

EX18. RIPSAs

The Executive considered a report by the Director of Corporate and Housing Services on the outcome of an inspection of the use of RIPSAs by the Investigatory Powers Commissioner's Office (IPCO), and the actions required following on from that, including approval of an updated RIPSAs Policy which was provided as an appendix to the report.

On a 3 yearly basis, the Council was subject to an inspection on its use of RIPSAs powers. The Council was inspected on 28th November 2018 and received a report on that inspection dated 31 January 2019.

The IPCO report concluded that it had been a "good" inspection that demonstrated that the Council had attained a good standard regarding the legislation and Codes of Practice. The inspector was pleased that the policy had been reviewed and kept up-to-date despite the very infrequent use of the powers and also that the recommended forms were used. Three areas for improvement were provided along with the Council's response:-

Recommendation	Response/Progress
Amend policy to clarify which roles are permitted to act as Authorising Officers (AO) and the requirement for prior AO training.	Recommendation accepted. Policy amended.
Ensure that there is an annual report to elected members on the use of RIPSAs and for the representatives to set/endorse Council RIPSAs policy.	Recommendation accepted in part, as it is not our usual practice to set/endorse policies annually. An Information Bulletin report will be submitted to Council each year on the use of RIPSAs, with any policy changes being subject to approval by Executive.
All AOs to make authorisations in line with the requirements of the Code of Practice, ensuring reviews periods are set, cancellations made and that authorisations sufficiently detail why it is necessary, proportionate and what activity or conduct they are specifically authorising.	Recommendation accepted, along with observations on training. The Council will liaise with neighbouring Councils on training plans/content.

Decision

The Executive:-

- (1) noted the outcome of the inspection report;**
- (2) approved the amended RIPSAs Policy; and**
- (3) noted the single authorisation granted under RIPSAs in 2018.**

EX19. Digital Strategy – Principles and Resources

The Executive considered a report by the Director of Corporate and Housing Services which provided a digital strategy for the Council and set out the principles that underpinned it. The report detailed key areas for action and the commitment and resources required to deliver on strategy which was a key component of the Council's business plan.

The strategy had significant consequences for the way all Services designed and delivered services. It challenged the role of leaders not just to support change but actively to lead transformation across the authority. As such it set a direction with underpinning principles at this stage. Detailed actions on specific work would be subject to further discussion with services and developed over the life of the strategy.

A commitment to centralising all technology budgets was agreed in the last technology strategy and would be implemented. The reason for the delay was the lack of governance that would allow decisions to be taken centrally but fully informed by Service needs. The Council of the Future governance provided this framework. To deliver the change set out in the strategy, the Council of the Future Board had allocated some transformation funding.

To support more agility in the use of technology, while recognising the increased risk to services in moving to digital first, a revised Information Security Policy and Acceptable Use Policy were provided. The amendments were intended to be more permissive in approach i.e. recognising that equipment provided by the Council would be used for a number of purposes i.e. for work but also for personal tasks.

Decision

The Executive:-

- (1) noted the digital strategy;**
- (2) agreed the actions which would be developed over the coming months and years to deliver as a digital council – set out in para 3.3 – 3.5 of the strategy;**

- (3) approved the Information Security and Acceptable Use policies;**
- (4) noted that ongoing engagement would help identify the future digital requirement of Council Services, and**
- (5) noted that the digital strategy would support the delivery of the digital requirement set out in the Council's five-year business plan.**

EX20. Strategy for Community Engagement 2019-2024

The Executive considered a report by the Director of Corporate and Housing Services which sought approval of the Strategy for Community Engagement 2019 – 2024.

The previous community engagement strategy, Have Your Say: A Plan for Local Involvement, in 2015 for a three year period. It had therefore been updated for the period 2019 - 2024 to bring it in line with the Council business plans.

The strategy took an evidence based approach to community engagement and was based on:-

- What works: consultation was carried out with relevant employees to determine which methods and approaches to community engagement are already working well for services;
- How the public want to get involved: a consultation was carried out with the public to ask how they want to participate, what services and issues they want to have their say on, how they want the Council to communicate with them, and any barriers preventing them from participating. Results from a previous consultation with young people were also used when determining strategy priorities;
- Policy context: the strategy adopts the National Standards for Community Engagement and adheres to our duties under the Community Empowerment (Scotland) Act.

The strategy was developed in consultation with the Council's Participation Group and was provided as an appendix to the report.

Decision

The Executive:-

- (1) approved the Strategy for Community Engagement 2019-2024;**
- (2) agreed that its progress will be reported to members on an annual basis, and**

- (3) noted that the Strategy will support the delivery of the enabled communities workstream in the council's five year business plan.

EX21. Falkirk Council's Five-Year Business Plan

The Executive considered a report by the Chief Executive which sought approval of the Council's Five-Year Business Plan which was provided as an appendix to the report.

The Council would spend c.£2.58bn in the next five years but anticipated that savings in the region of £76m were likely to be required from the Council's General Fund budget over that period. To manage that effectively, the Council had developed a five-year business plan that brought together key strategies including the Medium Term Financial Plan, Workforce Plan, Digital Strategy and Council of the Future Programme of Change.

This was a new approach in terms of financial planning. Previous budget decisions were taken on an annual basis. A longer term view of financial planning and transformation was required to make the necessary sustainable changes.

The five-year business plan set out:-

Council's Vision:-

- 'The place to be' from the Corporate Plan and what the Council of the Future looks like
- Medium Term Financial Plan
- Budget - how the Council spends and what savings needed to be made

What's on the Horizon:-

- Putting customers and communities at the heart of services, the business plan outlined key considerations including political /legislative, economic, environmental, partnership, society/demographic, assets and the Workforce and Digital Plans.

What we will do:-

- Council of the Future Change Programme, Wave 2, for transforming how we do things whilst meeting the requirements of the Medium Term Financial Plan.
- Corporate Plan Actions, what we will do operationally to deliver on the Corporate Plan priorities whilst making a contribution to the Medium Term Financial Plan.

The business plan was critical to the Council's transformation and set out the five year roadmap to substantial savings to be achieved year-on-year to deliver on the Council's Medium Term Financial Plan and priorities. The approach was in line with recommendations from external audit which emphasised the need for pace, financial sustainability / value for money and

the delivery of the Council of the Future transformation programme and the Medium Term Financial Plan.

The governance framework consisted of existing arrangements for the Executive, Audit Committee and Council of the Future Board. Whilst the Council of the Future Board would have a key role in monitoring and ensuring the progress of key transformation projects, it was noted that all decisions requiring Elected Member approval would be brought forward to the Executive or Council as appropriate.

Councillor Meiklejohn, seconded by Councillor Bouse, moved that the Executive approves Falkirk Council's Five-Year Business Plan as the framework of future financial planning and transformation.

As an amendment, Councillor Bissett, seconded by Councillor Nimmo, moved that the Executive agrees that the 5 year business plan contained in agenda item 8 should be referred to the full council meeting on 26th June in order that all councillors can be involved in the 5 year plan/budget cuts discussion.

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

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

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

Decision

The Executive agreed the motion.