



Falkirk Council

VOLUME OF COUNCIL AND COMMITTEE MINUTES

VOLUME 1 2020/2021

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FALKIRK COUNCIL

Minute of Meeting of the Planning Committee held in the Municipal Buildings, Falkirk on Wednesday 19 February 2020 at 9.30a.m.

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

OFFICERS: Donald Campbell, Development Management Co-Ordinator
 Karen Chambers, Committee Services Officer
 Ian Dryden, Development & Buildings Standards Manager
 Iain Henderson, Legal Services Manager
 Russell Steedman, Roads Co-ordinator
 Bernard Whittle, Development Management Co-Ordinator

P110. Apologies

An apology was intimated on behalf of Councillor McCue.

P111. Declarations of Interest

The Convener declared a non-financial interest in agenda item 4 (ref P113) as he noted that he knew both parties involved in item 4 and accordingly 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. Minutes

Decision

- (a) **Minute of Meeting of the Planning Committee held on 23 January 2020 was approved , subject to an amendment at item P95 page 6, to replace the word “Hughes” where it occurs on the second line of the paragraph commencing “For the amendment” with the word “Grant” and;**

(b) Minute of Meeting of the Planning Committee – On-site held on 3 February 2020 was approved.

Prior to consideration of the following item of business the Convener left the meeting in line with his declaration of interest. Provost Buchanan, Depute Convener assumed the chair.

P113. The Falkirk Council (On-Street Parking Spaces for Disabled Persons)(Revocation No. 633) Order 20__ – Braemar Drive, Falkirk

The committee considered a report by the Director of Development Services seeking a decision on an Order to remove a disabled person's parking space on Braemar Drive, Falkirk

Decision

The committee agreed to make the Revocation Order in respect of the disabled person's parking space on Braemar Drive, Falkirk.

The Convener re-joined the meeting following conclusion of the previous item of business.

P114. Erection of Dwellinghouse at Land to the West of Candie Hill, Falkirk for Mr and Mrs J Simpson - P/19/0322/FUL – Continuation

With reference to the Minute of Meeting of the Planning Committee held on 23 January 2020 (Paragraph P96 refers), the Committee (a) gave further consideration to a report to that meeting by the Director of Development Services; and (b) considered an additional report by the said Director on an application for the erection of a dwellinghouse at land to the west of Candie Hill, Falkirk.

The committee heard from the applicant, Mrs Simpson in respect of the application.

Mrs Christine Duncan, an objector was heard in relation to the application.

Mr Andy Yuille, an objector was heard in relation to the application.

Questions were asked in relation to:

- The area being a gap site;
- Safety considerations in respect of the road layout.

Councillor James Kerr, a local member was heard in relation to the application.

Councillor John McLuckie, a local member was heard in relation to the application.

Decision

The committee, having exercised its planning judgement, agreed to grant planning permission subject to conditions as determined by the Director of Development Services on the basis that it was satisfied on the following considerations:-

- **visibility at the access onto the C62 Candie Road Upper and road safety matters;**
- **the location of the proposed development which the committee considered lies in a clear gap which measures less than 80m from an existing residential property to a site which has planning permission for alterations and conversion of a steading to form a dwellinghouse.**

P115. Erection of Dwellinghouse at Land to the West of Coorie Doon, Avonbridge for Mr and Mrs McCalley – P/19/0554/PPP – Continuation

With reference to the Minute of Meeting of the Planning Committee held on 23 January 2020 (Paragraph P97 refers), the Committee (a) gave further consideration to a report to that meeting by the Director of Development Services; and (b) considered an additional report by the said Director on an application for the erection of a dwellinghouse at land to the west of Corrie Doon, Avonbridge.

Decision

The committee, having exercised its planning judgement, agreed to grant planning permission in principle subject to conditions as determined by the Director of Development Services (to include an appropriate condition in relation to contaminated land) on the basis that it was satisfied on the following considerations:-

- **the location of the proposed development;**
- **the beneficial impact the proposed development would have on the visual amenity of the area;**
- **the beneficial impact the proposed development would have on remediation of contamination.**

P116. Development of Land for Housing Purposes at Land to the North of Westerwood, Moss Road, Falkirk, FK2 8RY for Margaret Ferns – P/19/0722/PPP

The committee considered a report by the Director of Development Services on an application for the development of land for housing purposes at land to the north of Westerwood, Moss Road, Falkirk.

Decision

Continued to allow a combined inspection of the site and hearing session by the committee.

Minute of meeting of the Planning Committee held On Site on Monday 2 March 2020 commencing at 9.30 a.m.

Councillors: David Alexander (Convener)
Robert Bissett
Jim Blackwood
Provost William Buchanan
Lynn Munro

**Local Members
in Attendance:** Councillor Jim Flynn

Officers: Donald Campbell, Development Management Co-Ordinator
Karen Chambers, Committee Services Officer
Iain Henderson, Legal Services Manager
John Milne, Senior Planning Officer
Craig Russell, Senior Roads Development Officer

P117. Apologies

Apologies were intimated on behalf of Councillors Gary Bouse, Joan Coombes, Adanna McCue and Laura Murtagh.

P118. Declarations of Interest

There were no declarations of interest.

P119. Development of Land for Housing Purposes at Land to the North of Westerwood, Moss Road, Falkirk, FK2 8RY for Margaret Ferns – P/19/0722/PPP

With reference to the minute of the meeting of the Planning Committee held on 19 February 2020 (Ref P116), the committee gave further consideration to a report by the Director of Development Services on an application for the development of land for housing purposes at land to the north of Westerwood, Moss Road, Falkirk.

The Convener introduced the parties present.

The Planning Officer outlined the nature of the application.

The applicant's husband, Mr Patrick Anderson, was heard in relation to the application.

There were no objectors to the application.

Robert Smith on behalf of Airth Parish Community Council, was heard in relation to the application.

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

Questions were then asked by members of the committee.

Questions related to:-

- A previous application in 2008 by the applicant in respect of a different area of land nearby;
- The access road and the availability of passing places should these be deemed necessary; and
- Education provision for any children residing in the development, in particular due to capacity issues at Airth Nursery and Primary School.

The Convener concluded by thanking the parties for their attendance. The matter would be determined by the Planning Committee on 18 March 2020.

FALKIRK COUNCIL

**Minute of meeting of the EXECUTIVE held within the Municipal Buildings,
Falkirk on Tuesday 10 March 2020 at 9.30 a.m.**

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

Officers: Paul Ferguson, Revenue & Benefits Manager
Jack Frawley, Team Leader - Committee Services
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

EX120. Apologies

There were no apologies.

EX121. Declarations of Interest

There were no declarations of interest.

EX122. Minute**Decision**

**The minute of the meeting of the Executive held on 18 February 2020
was approved.**

EX123. Rolling Action Log

A rolling action log detailing decisions not yet implemented following the previous meeting on 18 February 2020 was provided.

Decision

The Executive noted the rolling action log.

EX124. Referral from Corporate Partnership Forum

The Executive considered a report by the Director of Corporate and Housing Services which sought approval of a revised Family Leave policy. The Corporate Partnership Forum had considered the Family Leave policy on 5 February 2020 and had agreed to refer it to the Executive for approval.

The Family Leave policy had been put into the revised style policy format and combined both the teaching and non-teaching policies into one. Further clarity was included in relation to teachers' paternity leave during school holidays and confirmation that probationer teacher service was included in the calculation to qualify for maternity pay.

Updated information from pension legislation was included for LGPS unpaid leave. Legislative changes were anticipated to come into effect in April 2020 which would impact on the policy. If that was the case the policy would be updated to reflect the new legislation in relation to:-

- **Parental Bereavement Leave and Pay Act**
The Act would give all employed parents a day-one right to 2 weeks' leave if they lost a child under the age of 18, or suffered a stillbirth from 24 weeks of pregnancy. Employed parents would also be able to claim pay for this period, subject to meeting eligibility criteria.
- **Neonatal Leave and Pay**
The proposal was that parents receive one week of Neonatal Leave and Pay for every week that their baby was in neonatal care, up to a maximum number of weeks which was still to be determined. This would apply to parents of babies who had spent a minimum of two continuous weeks in neonatal care immediately after birth.

Decision

The Executive:-

- (1) approved the immediate implementation of changes to the Family Leave policy;**

- (2) noted the likely legislative changes for Bereaved Parents and Neonatal Parents as outlined in paragraph 4.4 of the report, and
- (3) agreed that the flexibility set out in paragraph 4.4 of the report was implemented once the legislation was passed.

EX125. Council of the Future

The Executive considered a report by the Director of Corporate and Housing Services which provided an update on progress of the Council of the Future (COTF) Programme of Change since October 2019.

Wave Two Council of the Future was launched as part of the Council's Five-Year Business Plan in May 2019. This enabled the Council to take a longer-term view of the financial plan and transformation deliverables, make the necessary sustainable change happen and successfully deal with the challenges facing the Council in the medium term. A summary of the key project deliverables was provided.

Decision

The Executive noted:-

- (1) the progress made in the Council of the Future change programme; and
- (2) that future quarterly update reports would be provided.

EX126. Asset Surplus to Requirements Land adjacent to the Department of Works and Pensions, Callendar Gate, Callendar Business Park, Falkirk.

The Executive considered a report by the Director of Development Services which sought approval to sell land adjacent to the Department of Works and Pensions premises, Callendar Gate, Callendar Business Park, Falkirk.

Decision

The Executive:-

- (1) agreed to declare the area of land at Callendar Gate surplus to operational requirements and, and
- (2) authorised the Director of Development Services to dispose of the property by negotiation.

EX127. Exclusion of Public

If so resolved in terms of Section 50A(4) of the Local Government (Scotland) Act 1973, exclude from the meeting the press and public for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraphs 6 & 8 of Part 1 of Schedule 7 of the said Act.

EX128. Irrecoverable Debts 2019/20

The Executive considered a report by the Director of Corporate and Housing Services which sought approval for a number of debts in excess of £5,000, which were unlikely to be recoverable, to be written out of the accounts in 2019/20.

Decision

The Executive approved, subject to further recovery action being taken should the opportunity arise, that the following debts in excess of £5,000 be written out of the accounts in 2019/20:-

- (1) Council Tax debts totalling £33,286.94 as detailed in appendix A to the report;**
- (2) rent debts totalling £12,211.32 as detailed in appendix B to the report;**
- (3) Housing Benefit Overpayments debts totalling £41,916.66 as detailed in appendix C to the report;**
- (4) Non-Domestic Rates debts totalling £1,023,660.22 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 £121,054.10 (Inclusive of any VAT) as detailed in appendix E to the report, and**
- (6) Temporary Accommodation charges totalling £46,712.64 as detailed in Appendix F to the report.**

EX129. Minute

The Executive considered an Extract of Draft Minute of Meeting of the Executive held on 18 February 2020.

Decision

The Executive approved the Extract of the draft Minute of Meeting of the Executive held on 18 February 2020.

Minute of meeting of the Civic Licensing Committee held in the Municipal Buildings, Falkirk on Wednesday 11 March 2020 at 9.30 a.m.

Councillors: David Balfour
Lorna Binnie
Jim Blackwood
Provost William Buchanan
Jim Flynn
Dennis Goldie
Gordon Hughes (Convener)
John Patrick
Depute Provost Ritchie

Officers: Bryan Douglas, Licensing Co-ordinator
Arlene Fraser, Committee Services Officer
Rose Mary Hoey, Legal Services Manager (Interim)
Frances Kobiela, Senior Solicitor

CL104. Apologies

An apology was intimated on behalf of Councillor David Aitchison.

CL105. Declarations of Interest

There were no declarations made.

CL106. Minute

The minute of Meeting of the Civic Licensing Committee held on 5 February 2020 was approved.

CL107. List of Applications Granted under Delegated Powers in January 2020, 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 January 2020 in terms of the Civic Government (Scotland) Act 1982.

Decision

The committee noted the report.

CL108. Knowledge Test Failure

The committee considered a report by the Chief Governance Officer providing details on an application for a new taxi driver licence, the knowledge test opportunities, and the options available.

Decision

The committee refused to grant the taxi driver licence in terms of the Civic Government (Scotland) Act 1982, Section 13(5) for Mr F, 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 the roads in the area and of the Council's licence conditions.

CL109. 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.

CL110. Application for the Renewal of a Late Hours Catering Licence

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

Decision

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

CL111. Application for the Grant of a New Taxi Driver Licence

The applicant, Ms M, together with her mother-in-law, entered the meeting.

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

Ms M was heard in support of the application.

Questions were asked by members of the committee.

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

Decision

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

CL112. Application for the Grant of a New Taxi Operator Licence

The Licensing Co-ordinator advised that the applicant had been involved in a minor accident outside the Municipal Buildings and was currently receiving first aid.

Decision

The committee agreed to continue the application to allow the applicant an opportunity to be in attendance.

CL113. Application to Vary a Taxi Operator Licence

The applicant, Mr P, entered the meeting.

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

Mr P was heard in support of the application.

Questions were asked by members of the committee.

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

Decision

The committee agreed to depart from policy and grant the variation to taxi operator licence No.221 to allow a replacement vehicle to be operated however, such vehicle must be registered from 2016, be of similar size and model and must be fully converted and capable of carrying wheelchairs.

CL114. Application for the Renewal of a Taxi Driver Licence

The applicant, Mr H, and Sergeant D Bellingham, Police Scotland entered the meeting.

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

Following confirmation that the licence holder had no objection, the letter of representation from the Chief Constable was circulated, together with a letter from the applicant in support of his renewal and in explanation for his absence at the previous meeting.

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

There were no questions asked of Sergeant Bellingham.

Mr H was then heard in relation to Chief Constable's letter of representation.

There being no questions from Sergeant Bellingham, members asked questions of Mr H.

Both parties were invited to sum up.

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

Decision

The committee agreed to renew the taxi driver licence with a warning letter, subject to the standard conditions.

CL115. Suspension Hearing in Relation to a Taxi Driver

The licence holder, Mr M, his representative, Mr S, together with Sergeant D Bellingham, Police Scotland entered the meeting.

The committee considered a report by the Chief Governance Officer advising of a letter of complaint submitted by Police Scotland in respect of the licence holder, which had sought an immediate suspension of the taxi driver licence.

Mr S, the licence holder's representative advised that he had no preliminary points to raise at this time and confirmed he was content that the letter of complaint be circulated to members. Accordingly, a copy of the letter was circulated to members.

Thereafter, Mr S raised preliminary points, to which Sergeant Bellingham was heard in response.

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

Councillor Hughes, seconded by Councillor Goldie, moved that the committee take no further action.

As an amendment, Depute Provost Ritchie, seconded by Councillor Balfour moved that the matter be continued to allow the licence holder and his representative to be provided with further information from Police Scotland.

On a division, 6 members voted for the Motion and 3 for the amendment.

Decision

The committee agreed the motion to take no further action.

CL116. Suspension Hearing in Relation to a Private Hire Car Driver Licence

The licence holder, Mr I, his representative Mr S, together with Mrs L Fyfe and Mr T Ross, Civic Licensing Standards Officer (CLOSs), Falkirk Council, entered the meeting.

The committee considered a report by the Chief Governance Officer advising of a complaint which had been submitted in respect of a Falkirk Council licensed private hire car driver. The complaint had been fully investigated by both the CLSOs and in exercise of their powers conferred upon them by virtue of s.45(H) of the Civic Government (Scotland) Act, had considered that it was appropriate to bring the matter before members.

Mr S, the licence holder's representative advised that he had preliminary points to raise.

After hearing from Mr S, the committee agreed that the details of the complaint and subsequent investigations, including signed witness statements would not be circulated to members.

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

Decision

The committee agreed to continue the matter and instructed officers to reinvestigate and communicate the outcome of investigations to the licence holder and his agent.

FALKIRK COUNCIL

Minute of meeting of the EMERGENCY EXECUTIVE held remotely on Thursday 14 May 2020 at 11.00 a.m.

Councillors: David Alexander
Robert Bissett
Fiona Collie
Joan Coombes
Paul Garner
Nigel Harris
Adanna McCue
Cecil Meiklejohn (Convener)
Lynn Munro
Malcolm Nicol
Alan Nimmo
Pat Reid

Officers: Patricia Cassidy, Chief Officer, Health & Social Care Partnership
Jack Frawley, Team Leader - Committee Services
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

Also

Attending: Councillor Gary Bouse, Resources Portfolio Holder for item EE6.

In accordance with section 43 of the Local Government in Scotland Act 2003 the Convener had directed that the meeting would be conducted by video conference to allow remote attendance by elected members.

In accordance with section 50A of the Local Government (Scotland) Act 1973 the public were excluded from this meeting as it was likely that, if members of the public were present, there would be a real and substantial risk to public health due to infection or contamination with coronavirus.

EE1. Apologies

There were no apologies.

EE2. Declarations of Interest

There were no declarations of interest.

EE3. Coronavirus Update

The Emergency Executive considered a report by the Chief Executive which provided an update on the Coronavirus pandemic. In the Forth Valley area there had been 802 confirmed cases and 156 deaths. The Council had contributed support in a number of key areas, including:-

- care for people
- transport
- death management
- testing
- business support
- PPE
- recovery
- communications

The report also provided detail on the actions which had been taken by each of the Council's Services, the Health and Social Care Partnership and the Falkirk Community Trust.

In terms of next steps the report advised that work would continue on specific response activities. Continued support for those in communities who had been made vulnerable, or more vulnerable, by the outbreak would be critical to support their wellbeing and, as far as possible, keep them safe from the virus. The voluntary sector contribution, together with that flowing from community activation generally was described as little short of phenomenal. Strong existing partnerships allowed the response category to be effectively organised and activated early in the intervention programme. The Council, along with other Category 1 responders, required frequently to report into the MACC to ensure that a national overview was maintained and mutual aid requirements identified and met. New response areas of activity would emerge and be absorbed into the existing structures. Two ongoing areas related to testing and mass vaccination.

Decision

The Emergency Executive, in addition to noting the contents of the report, requested that reports covering the issues outlined below were presented to the Emergency Executive or, if unavailable until after the Summer recess, the Executive or Council as soon as the relevant information was available in particular guidance from Scottish Government to allow the reports to be prepared:-

1. **Vision**
the vision and aspirations of the Council as an organisation and for our communities in order that we can establish clear priorities in the work on recovery and renewal and should be set in the context of existing Council commitments to tackling poverty and wider inequalities and supporting economic development;
2. **Economic Development**
the work planned by the Council and partners to support economic recovery and renewal;
3. **Empowered Communities**
how the work of the Support for People team could be captured, embedded and sustained in communities and more broadly how our communities could be engaged with and supported by the Council and third sector partners;
4. **Finance**
on the implications of the situation on the Council's financial position, the implications for agreed budget savings and a refreshed medium term financial plan;
5. **Employees**
the new ways of working that could be carried forward beyond the end of the lockdown period, measures to ensure a safe working environment with social distancing for all our employee groups, and support for staff wellbeing particularly in the transition period where staff were returning to workplaces;
6. **Strategic Property Review**
consideration of SPR to take account of new models of service delivery that may emerge;
7. **Service Recovery plans**
a recovery plan for each service with, in particular:-
 - (a) a scheme for schools to return to operation and a recovery plan for education, and
 - (b) at a later stage, lessons learned within the Health and Social Care Partnership on where integration worked well and how integration could be further developed;
8. **Falkirk Community Trust**
a recovery plan for the Trust and any implications for the future.

The Emergency Executive also noted that these reports would in turn feed into the refreshed Falkirk Plan, Corporate Plan and Business Plan which would be considered by the full Council later in the year.

EE4. Council of the Future Project Report: Connected Falkirk

The Emergency Executive considered a report by the Director of Children's Services which provided an overview of Connected Falkirk, a Council of the Future transformation project to deliver a sector leading, modern & digital learning environment across our schools.

To deliver the overall project a total investment of c.£16m was required. A £9.6m capital investment was conditionally approved in the budget for the first five years of the project, subject to a follow-up report providing more details of the aims and ambitions of the project. A further investment of c.£6.4m was required beyond year five, to ensure longer term sustainability of the project and ensure that the equipment and infrastructure was kept updated and refreshed.

Connected Falkirk was an investment in our young people and school estate infrastructure. It aimed to ensure every young person being educated in the Falkirk Council area had the confidence, skills and knowledge needed to thrive in an ever-changing, fast-paced digital world. It was a response to the national strategy, published in 2016, for enhancing learning and teaching through the use of digital technology.

Decision

The Emergency Executive:-

- (1) noted the provisional capital award of £9.6m within the recently approved Capital Programme Budget at the Council Meeting on 26 February 2020;**
- (2) noted that this funding covers the initial five years of the Connected Falkirk Project which aims to complete the procurement process for infrastructure, devices, training and ultimately deliver on our digital learning ambitions across all our schools;**
- (3) noted that a future capital submission will be made for investment required beyond year five of the Connected Falkirk project in order to ensure longer term sustainability, and**
- (4) agreed that the project should proceed and that the Director of Children's Services is authorised to spend the capital expenditure for financial year 2020/21 set out in paragraph 4.3.**

EE5. Outcome of Consultation on School Term Dates

The Emergency Executive considered a report by the Director of Children's Services which provided a summary of the results from the consultation exercise undertaken by Falkirk Council on amending the school term dates.

Information was also provided on the consultation exercises carried out by both Clackmannanshire and Stirling Councils along with proposals on how to progress the outcomes of the consultation exercises.

The proposal which would amend term dates from academic year 2022/2023 had received a favourable response in the consultation. The proposal was that the new school year would commence on the second full week in August rather than the third. The October holiday would start on the Monday of the first full week in October and would last for two weeks.

Term dates were normally published at least 16 months in advance i.e. the term dates for the school session starting August 2022 would be published by Easter 2021. The exact term dates were worked out by officers across the three authorities before being agreed by management and teaching unions at the Local Negotiating Committee for Teachers.

Decision

The Emergency Executive:-

- (1) noted the outcome of the consultation exercise undertaken within the Falkirk area;**
- (2) noted the update provided on the consultation exercises undertaken by both Clackmannanshire and Stirling Councils; and**
- (3) agreed that the Director of Children's Services can proceed with the proposal to amend term dates, as outlined in Section 3.1 with effect from August 2022 once confirmation has been received that both other Councils have also agreed to do this.**

EE6. Contract Standing Orders – Quick Quotes

The Emergency Executive considered a report by the Director of Corporate and Housing Services which proposed a change to Contract Standing Orders to amend the contract value up to which Public Contract Scotland's Quick Quote facility may be used for works contracts.

The Council's Contract Standing Orders permitted Quick Quote to be used for contracts (goods, services and works) with an estimated value of up to £50,000. The limit originated from the £50,000 regulated contract threshold for procurement of goods and services set by the Procurement Reform (Scotland) Act 2014. The corresponding threshold in the 2014 Act for works contracts was, however, considerably higher at £2,000,000. Above these thresholds of £50,000 for goods and services and £2,000,000 for works, procurement exercises should be openly advertised.

Scottish Government guidance stated that Quick Quote was a suitable procurement route for goods and services contracts under £50,000 and works contracts of less than £500,000. It was not proposed to increase the limit for use of Quick Quote for works contracts up to £500,000. However, an increase to £250,000 would allow a substantial number of works contracts between the values of £50,000 and £250,000 to be progressed in a more efficient and timely manner than was currently the case. This was considered beneficial as it would minimise the burden on both suppliers' and the Council's resources to quickly issue and return works tenders. It would be particularly important for time critical projects such as school related improvement works during holiday periods. The change would also ensure that works projects are ready for implementation as soon as construction restrictions are relaxed during the current COVID-19 pandemic.

Decision

The Emergency Executive agreed to the amendment of Contract Standing Orders to allow Public Contract Scotland's Quick Quote facility to be used for works contracts with an estimated value of up to £250,000.

FALKIRK COUNCIL**Minute of Meeting of the Planning Committee held remotely on Wednesday 20 May 2020 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: Karen Chambers, Committee Services Officer
Kevin Collins, Transport Planning Co-Ordinator
Ian Dryden, Development & Buildings Standards Manager
Iain Henderson, Legal Services Manager
John Milne, Senior Planning Officer
Russell Steedman, Roads Co-Ordinator
Brent Vivian, Senior Planning Officer

P1. Welcome

The Convenor welcomed everyone to the remote meeting and set out the procedures to be followed in respect of discussion of the applications and questions to be asked.

P2. Apologies

Councillor Black had intimated that she would join the meeting around 10am.

P3. Declarations of Interest

There were no declarations of interest.

P4. Minutes

- (a) Minute of Meeting of the Planning Committee held on 19 February 2020 was approved, subject to the insertion of an apology from Councillor McCue; and
- (b) Minute of Meeting of the Planning Committee On-Site held on 2 March 2020 was approved, subject to the insertion of an apology from Councillor McCue .

P5. Development of Land for Residential Use at Milnquarter Farm, Roman Road, Bonnybridge FK4 2DE, for Manor Forest Ltd – P/18/0024/PPP - Continuation

With reference to Minute of Meeting of the Planning Committee held on 30 May 2018 (Paragraph P25 refers), the Committee (a) gave further consideration to a report to that meeting by the Director of Development Services; and (b) considered an additional report by the said Director on an application for the development of Land for Residential Use at Milnquarter Farm, Roman Road, Bonnybridge FK4 2DE.

Decision

The committee agreed to continue consideration of the application to a future meeting of the committee in order to allow the applicant to address a number of issues raised in the additional report.

P6. Development of Land for Housing Purposes at Land to the North of Westerwood, Moss Road, Falkirk FK2 8RY for Margaret Ferns – P/19/0722/PPP - Continuation

With reference to Minute of Meeting of the Planning Committee held on 19 February 2020 (Paragraph P119 refers), the Committee (a) gave further consideration to a report to that meeting by the Director of Development Services; and (b) considered an additional report by the said Director on an application for the development of land for housing purposes at Land to the North of Westerwood, Moss Road, Falkirk.

Decision

The committee noted that the application was not in accordance with the provisions of the development plan but considered that the following material considerations were of such weight as to indicate that the plan should not be accorded priority:-

1. The site for the development was considered to be brownfield in nature and has been subject to industrial use. It was considered to be a suitable site for development in accordance with the application;
2. The committee, having viewed the site at the site visit, was satisfied on access and matters of road safety.

The committee, accordingly, agreed to grant planning permission in principle subject to conditions as determined by the Director of Development Services including conditions in relation to :-

- No more than three dwellinghouses being erected on the site;
- Passing places being provided on the access road;
- Comprehensive drainage / floodrisk strategy; and
- Contaminated land assessment.

Informative(s):-

1. For the avoidance of doubt, the plan(s) to which this decision refer(s) bear our online reference number(s) 01, 02, 03, 04 and 05.
2. Coal Risk Assessment Informative

P7. The Falkirk Council (On-Street Parking Space for Disabled Persons) (No TRO/DB/19/088) Order 20_ - Paul Drive, Airth

The committee considered a report by the Director of Development Services seeking a decision on an Order to reserve a disabled person's parking space on Paul Drive, Airth

Decision

The committee agreed to make the Order in respect of the disabled person's parking space on Paul Drive, Airth.

P8. The Falkirk Council (On-Street Parking Space for Disabled Persons) (No TRO/DB/19/095) Order 20_ - Forth Avenue, Larbert

The committee considered a report by the Director of Development Services seeking a decision on an Order to reserve a disabled person's parking space on Forth Avenue, Larbert.

Decision

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

P9. The Falkirk Council (On-Street Parking Space for Disabled Persons) (No TRO/DB/19/082) Order 20__ - Main Street, Bonnybridge

The committee considered a report by the Director of Development Services seeking a decision on an Order to reserve a disabled person's parking space on Main Street, Bonnybridge.

Decision

The committee agreed to continue the application to allow a site visit to take place by the committee.

P10. The Falkirk Council (On-Street Parking Space for Disabled Persons) (No TRO/DB/19/083) Order 20__ - Jeffrey Terrace, Polmont

The committee considered a report by the Director of Development Services seeking a decision on an Order to reserve a disabled person's parking space on Jeffrey Terrace, Polmont.

Decision

The committee agreed to make the Order in respect of the disabled person's parking space on Jeffrey Terrace, Polmont.

P11. The Falkirk Council (On-Street Parking Space for Disabled Persons) (No TRO/DB/19/093) Order 20___ – Linlithgow Place, Stenhousemuir

The committee considered a report by the Director of Development Services seeking a decision on an Order to reserve a disabled person's parking space on Linlithgow Place, Stenhousemuir.

Decision

The committee agreed to make the Order in respect of the disabled person's parking space on Linlithgow Place, Stenhousemuir.

P12. The Falkirk Council (On-Street Parking Space for Disabled Persons) (No TRO/DB/19/023) Order 20___ – Strachan Street, Falkirk

The committee considered a report by the Director of Development Services seeking a decision on an Order to reserve a disabled person's parking space on Strachan Street, Falkirk.

Decision

The committee agreed to make the Order in respect of the disabled person's parking space on Strachan Street, Falkirk.

P13. The Falkirk Council (On-Street Parking Space for Disabled Persons)(Revocation No. 684) Order 20__ – Westerton Road, Grangemouth

The committee considered a report by the Director of Development Services seeking a decision on an Order to reserve a disabled person's parking space on Westerton Road, Falkirk.

Decision

The committee agreed to make the Revocation Order in respect of the disabled person's parking space on Westerton Road, Falkirk.

FALKIRK COUNCIL

**Minute of meeting of the EMERGENCY EXECUTIVE held remotely on Thursday
28 May 2020 at 11.00 a.m.**

Councillors: David Alexander
Robert Bissett
Fiona Collie
Joan Coombes
Paul Garner
Nigel Harris
Adanna McCue
Cecil Meiklejohn (Convener)
Lynn Munro
Malcolm Nicol
Alan Nimmo
Pat Reid

Officers: Jack Frawley, Team Leader - Committee Services
Rhona Geisler, Director of Development Services
Kenneth Lawrie, Chief Executive
Colin Moodie, Chief Governance Officer
Robert Naylor, Director of Children's Services

In accordance with section 43 of the Local Government in Scotland Act 2003 the Convener had directed that the meeting would be conducted by video conference to allow remote attendance by elected members.

In accordance with section 50A of the Local Government (Scotland) Act 1973 the public were excluded from this meeting as it was likely that, if members of the public were present, there would be a real and substantial risk to public health due to infection or contamination with coronavirus.

EE7. Apologies

There were no apologies.

EE8. Declarations of Interest

There were no declarations.

EE9. Minute**Decision**

The minute of the meeting of the Emergency Executive held on 14 May 2020 was approved.

EE10. Transport Projects – Acquisition Of Land for the Denny Eastern Access Road (DEAR)

The Emergency Executive considered a report by the Director of Development Services which provided an update on the progress of the DEAR Compulsory Purchase Order (CPO). It sought authority to proceed with a CPO for additional land required as a result of the technical review by Transport Scotland to enable delivery of the transport project should it not prove possible to acquire the land by negotiation or gain access to the land under licence.

The Executive had agreed on 10 December 2019 to the promotion of a CPO under the Roads (Scotland) Act 1984 over the private interests in the land on two plots. These plots represented the extent of land needed for the road and associated infrastructure.

A technical review had highlighted that there was no provision in the current legislation to allow for the temporary acquisition of land e.g. for working space, storage areas and to carry out accommodation works. The Council therefore required to acquire more land than was originally anticipated to allow the construction of DEAR to take place.

The additional land was shown as plots 3-9 on the plan attached to the report. The land would be used on a temporary basis to provide working space and access, storage areas and to carry out agreed accommodation works for the affected parties. As this would be needed only temporarily the Council would initially try to gain access under licence rather than outright acquisition which would make the land transfers more straightforward and prevent the Council having to convey the land back once the scheme was completed.

Plots 1 to 9 was the balance needed to complete the land assembly to allow the remaining section of DEAR to be constructed along with associated roads features and infrastructure. The land was owned by Callendar Estates and leased to two tenant farmers. There had been no further progress in land negotiations with Callendar Estates for the order land.

In order for CPO to be confirmed, an acquiring authority must establish whether the public benefits of acquiring the necessary land outweigh the private interests and that there was no suitable alternative way to realise its objective. The principle of housing development in the area had been long established and growth had been encouraged through the local development

plan process. The resultant impacts on traffic congestion, at Denny Cross and the need to provide a robust traffic network solution for proposed new housing developments in the area meant that the DEAR solution was the only viable way of addressing the issues.

Decision

The Emergency Executive agreed:-

- (1) to the promotion of a revised Compulsory Purchase Order under the Roads (Scotland) Act 1984 over the private interests in the land outlined in the report and shown as Plots 1 to 9 on the plan annexed to allow for the construction of the remaining section of the DEAR and associated roads infrastructure, and**
- (2) to the subsequent referral of the CPO to Scottish Ministers for confirmation.**

EE11. Covid-19 Response – Funding Food Provision Summer 2020

The Emergency Executive considered a report by the Director of Children's Services which provided information on how the Council was using its £878k share of the Scottish Government's Food Fund and set-out the future costs and funding requirements of continuing various elements of providing food/school meals over the summer period.

Funding had been allocated across 3 distinct areas of provision:-

- a. School Meal Provision – Holidays £ 700k
- b. Supporting FCVS Emergency Food Project £ 100k
- c. Supporting People Initiative £ 78k.

For the Easter holidays, a payment of £35 (£3.50/day) was made to all pupils eligible for Clothing Grants and Education Maintenance Allowance (EMA). The total cost of that was c£180k. After Easter, Education Scotland reviewed the varying approaches taken by Councils and found an average weekly payment of £2.37 was made.

The Emergency Executive was invited to consider two options for delivery of a summer food programme:-

Option 1 - to make direct payments to families

1a – £3.50/day (in line with Easter payment) Cost c£ 683k

1b – £2.50/day (more in line with national position) Cost c£ 488k

1c – flat payment of £100 (approx. £2.63/day) Cost c£ 514k

Option 2 - to continue to provide "grab n go" meal bags.

The Falkirk emergency food project administered by CVS Falkirk supported additional supplies for the Community Food Project Network. Additional supplies would be purchased and distributed across the network. This would top up the food provided by the Emergency Food Project and would include fresh produce, special dietary requirements and special ingredients for recipes to be included in food parcels. High levels of demand for food parcels have meant that the average cost of providing the service had increased from c£7k to c£13k per week.

After set-up costs had been accounted for, the £100k allocation was expected to have been fully utilised by week commencing 25 May 2020. Given the significant increase in demand for the service emergency funding was sought to allow it to continue at least until the end of the summer holiday period.

Decision

The Emergency Executive:-

- (1) noted the content of this report and the details surrounding each of the options and proposals contained within it;**
- (2) agreed to make payments directly to families at the level of £3.50/day (option 1a) but make available grab and go meal bags for any children who want them and in particular those not entitled to the payment;**
- (3) agreed to continue to support and fund the Falkirk CVS Emergency Food Project (as outlined in Sections 4.4 – 4.6), and**
- (4) agreed that the Hardship Fund (Section 5.1) should be used to meet any additional costs associated with the decisions that are made.**

FALKIRK COUNCIL

Minute of meeting of the EMERGENCY EXECUTIVE held remotely on Thursday 11 June 2020 at 11.00 a.m.

Councillors: David Alexander
Robert Bissett
Fiona Collie
Joan Coombes
Paul Garner
Nigel Harris
Adanna McCue
Cecil Meiklejohn (Convener)
Lynn Munro
Malcolm Nicol
Alan Nimmo
Pat Reid

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

Also

Attending: Councillor Gordon Hughes, Housing Portfolio Holder for item EE18

In accordance with section 43 of the Local Government in Scotland Act 2003 the Convener had directed that the meeting would be conducted by video conference to allow remote attendance by elected members.

In accordance with section 50A of the Local Government (Scotland) Act 1973 the public were excluded from this meeting as it was likely that, if members of the public were present, there would be a real and substantial risk to public health due to infection or contamination with coronavirus.

EE12. Apologies

There were no apologies.

EE13. Declarations of Interest

There were no declarations.

EE14. Minute**Decision**

The minute of the meeting of the Emergency Executive held on 28 May 2020 was approved.

EE15. Falkirk Council Strategic Plans and Vision Framework

The Emergency Executive considered a report by the Chief Executive which outlined the way forward for the Council's key strategic plans and set out a proposal for consultation with Elected Members on the Council's Vision Framework.

There was a need to bring together council plans with an overarching vision to ensure there was a clear, shared reference point for decision-making. Clear priorities would assist the Council in a very constrained and challenging financial environment. The vision would also shape the financial and workforce planning and transformation priorities, all of which were part of the Council's Five-Year Business Plan. The vision would continue to be underpinned by the Council of the Future values of Responsive, Innovative, Trusted and Ambitious. A 'straw man' vision framework had been developed which would be the basis for consultation with Elected Members.

The short to medium term business of the Council would focus on recovery. It was proposed that the recovery plan become a key component of the Council's Five-Business Plans which would incorporate the following:-

- Medium Term Financial Plan
- Workforce Plan
- Council for the Future Change Programme
- Corporate Plan Actions

By adding the recovery plan the Council would capitalise on the synergies across all these plans and programmes with each component part of the business plan and manage the delivery of these through existing governance processes.

The refresh of the Council's Corporate Plan would complement the business plan. The direction of travel for both plans would be informed by establishment of a Vision framework which would be subject to Elected Member consultation. Elected Members would be consulted on the 'straw man' to establish a vision and set clear priorities for the Council. Three short workshops would be held, grouping Elected Members in localities, to

evaluate and input to the model. Findings from the workshops would be reported to the Emergency Executive on 25 June.

Decision

The Emergency Executive agreed:-

- (1) the structure of the Council's Five-Year Business Plan and Corporate Plan, incorporating the recovery plan arrangements, and**
- (2) the proposal for Elected Member consultation set out in the report.**

EE16. Covid-19 Economic Recovery Plan

The Emergency Executive considered a report by the Director of Development Services which outlined the steps proposed for development of an Economic Recovery Plan in relation to the impact of the Covid-19 pandemic. The plan would be developed in partnership with organisations involved in the Falkirk Economic Partnership, other businesses and other stakeholders.

The Covid-19 pandemic was anticipated to have a significant impact on the economy. Work was proceeding at national and local level to enable a response to mitigate this as businesses prepare for recovery. The Falkirk Economic Partnership helped to steer the approach to economic development in the Falkirk area. It developed the area's Economic Strategy *Growth: Investment: Inclusion* and was leading on the development of an Investment Zone. Through the support of partner agencies in the Economic Partnership work had been undertaken to draft a recovery plan to address the effects of the pandemic on the local economy.

The Scottish Government's Chief Economist had suggested that Scotland's GDP could reduce by 33% during the period of social distancing. Longer term impacts, while uncertain, were anticipated to be significant. Covid-19 was acknowledged to have had a major impact on businesses and workforces in the Falkirk area already with 2,200 businesses seeking support from the Council and a substantial increase in unemployment.

To enable a local response members of the Falkirk Economic Partnership had collaborated to prepare the draft recovery plan. The plan set out a series of actions to help take forward measures to address four "Rs":-

- Respond - Immediate provision of information and support to businesses;
- Reset - Support, planning and preparation for restart;
- Restart - Support and guidance for safe re-opening, and

- Recover - Guidance and support for operating in the post COVID-19 environment.

Decision

The Emergency Executive agreed:-

- (1) to progress the development of an economic recovery plan in relation to the impact of the Covid-19 pandemic;**
- (2) that a programme of consultation with stakeholders be initiated to finalise the plan for agreement by Executive in August 2020, and**
- (3) that Council services and partners be invited to contribute any further actions proposed for inclusion in the finalised recovery plan.**

EE17. Recovery Arrangements for Employees Returning to Work

The Emergency Executive considered a report by the Director of Corporate and Housing Services which provided an update on the plans to support employees in their return to work over the different phases of the lifting of the lockdown.

During the Covid-19 lockdown a number of essential services had continued to operate, some being delivered in very different ways. A number of employees in nonessential services had continued to work from home and some had provided support to essential services. There were c.3,200 employees who were self-reporting to be working from home to varying degrees. While c.720 employees reported that they were fit to work but unable to do so for a variety of reasons e.g. caring for a dependent, workplace closure, pregnant/have an underlying health condition or unable to carry out their job at home.

Given the recent announcements by the Scottish Government on the phased lifting of the lockdown, plans were being developed to support a return of employees to the workplace in line with Service recovery plans. It was recognised that delivery of services may require to evolve to ensure all national guidance was taken into account.

Risk assessments would be prepared for all workplaces in advance of them opening to ensure the requirements were met. For phases 1 to 3, working from home was to remain in place as the default position for those who were able to do so and it would still be encouraged in phase 4. A group had been established, chaired by the Head of People, Technology & Transformation, to support services as they implemented their recovery plan. The group had cross-Service representation and would report to Corporate Management Team. The Service Recovery Plans were due to be reported to a future

meeting of the Emergency Executive. An update report on employees returning to the workplace would also be prepared following the summer recess.

Throughout the period of the lockdown, a Trade Union liaison group had operated to ensure continued dialogue over key issues. Initially the group met 2 or 3 times per week and now continues to meet on a weekly basis. This group had worked very effectively, ensuring good collaborative working in the development of the wide range of support and frequently asked questions that were available on the Council's website.

Decision

The Emergency Executive noted the work being done to support employees returning to work in line with Service Recovery Plans and that a further update would be provided following the summer recess.

EE18. Housing Allocations Review Public Consultation

The Emergency Executive considered a report by the Director of Corporate and Housing Services which presented the outcome of a public consultation on proposed changes to the Housing Allocations Policy. The allocations policy required amendment to allow realisation of the objectives to move the rapid rehousing plans forward within the specified timescales.

At its meeting of 14 November 2019 the Executive agreed to consult on changes to the Housing Allocations Policy. The consultation was carried out for six weeks online. Paper versions of the online survey were also available to ensure that as many people could participate as possible. Additionally a programme of focus groups targeting specific areas and accessible road shows for members of the public were undertaken in each of the localities to discuss current and future issues and contacted people occupying temporary homeless accommodation.

315 consultation responses were completed. 1,769 individual comments were made to both individual questions and as general additional comments.

- 72% of respondents agreed that housing need should be prioritised over aspiration;
- 82% believed that the policy should be flexible to allow the Council to meet unforeseeable needs;
- 58% of respondents did not think that the current Allocations policy was equal and fair, and
- 34% did not believe the Policy was easy to understand, 31% did and 35% were neutral.

Decision

The Emergency Executive agreed:-

(1) the following changes to the Allocations Policy in light of the public consultation:-

- (i) Local Letting Initiative High Flats - reduce the age restriction to 50 years old;**
- (ii) Local Letting Initiative New Builds - all categories could apply in line with the quota systems;**
- (iii) Under Occupancy - align the application of Band 1 priority for under-occupation with overcrowding;**

In addition once an applicant had been allocated a house they could not apply for a move within 12 months unless there was a significant change of circumstance;

- (iv) Time limiting Priority (Band 1 Applicants) - to limit applicants with Band 1 and 2 priorities in Home Mover and Home Starter categories to 3 months of non-bidding and then reduce to a Band 4;**

Furthermore that applicants on Band 3 or 4 would have their application cancelled after 12 months of no bidding activity;

- (v) Home Seeker Category Offers - reduce the number of offers to Home Seekers from two to one;**
- (vi) Housing Debt and Allocations – continue with a three month payment plan for a suspension to be uplifted;**
- (vii) Letting Quotas – increase the quota to Home Seekers from 33% to 45%, and**

(2) that the Executive review the outcomes from the changes when the annual Local Housing Strategy report was presented to Members. This was expected to be in autumn 2021.

FALKIRK COUNCIL

Minute of Meeting of the Planning Committee held remotely on Wednesday 17 June 2020 at 9.30 a.m.

COUNCILLORS: David Alexander (Convener)
Provost W Buchanan (Depute Convener)
Robert Bissett
Allyson Black
Jim Blackwood
Gary Bouse
Gordon Hughes
James Kerr
Adanna McCue
Lynn Munro
Laura Murtagh

OFFICERS: Karen Chambers, Committee Services Officer
Ian Clementson, Systems Development Officer
Katherine Chorley, Planning Officer
Kevin Collins, Transport Planning Co-Ordinator
Ian Dryden, Development & Buildings Standards Manager
Jack Frawley, Committee Services Officer
David Gray, Environmental Protection Co-Ordinator
Iain Henderson, Legal Services Manager
John Milne, Senior Planning Officer
Stephen McClure, Planning Officer
Julie Seidel, Planning Officer
Russell Steedman, Roads Co-Ordinator
Brent Vivian, Senior Planning Officer

P14. Welcome

The Convenor welcomed everyone to the remote meeting and set out the procedures to be followed in respect of discussion of the applications and questions to be asked. The Convenor thanked Councillor Grant for his contribution to the Planning Committee and welcomed Councillor Kerr to the committee.

P15. Apologies

An apology was submitted from Councillor Joan Coombes.

P16. Declarations of Interest

Councillor Black declared a non- financial interest in agenda item 10 as she is a board member of Forth Valley Health Board and accordingly considered that this required her to recuse herself from consideration of the item having had regard to the objective test in the Code of Conduct.

P17. Minute

Minute of Meeting of the Planning Committee held on 20 May 2020 was approved.

P18. Redevelopment of the Former Manuel Brickworks Site – Mixed Use Development Comprising Approximately 400 Residential Dwellings, Associated Local Retailing and Community Facilities (Classes 1, 2 and 3) and Approximately 29,000m2 Total Gross Area of Commercial Units (10% Class 4: Business & 90% Class 6: Storage/Distribution) at Land To The East Of Almondhall Farm, Falkirk for CWC Group - P/17/0792/PPP – Continuation

With reference to Minute of Meeting of the Planning Committee held on 28 August 2019 (Paragraph P43 refers), the Committee (a) gave further consideration to a report to that meeting by the Director of Development Services; and (b) considered an additional report by the said Director on Redevelopment of the Former Manuel Brickworks Site – Mixed Use Development Comprising Approximately 400 Residential Dwellings, Associated Local Retailing and Community Facilities (Classes 1, 2 and 3) and Approximately 29,000m2 Total Gross Area of Commercial Units (10% Class 4: Business & 90% Class 6: Storage/Distribution) at Land To The East Of Almondhall Farm, Falkirk.

With reference to standing order 38.1 (x) the Convener referred to a request to be heard from Councillor McLuckie in respect of this item. The Convener, having given his consent, then invited Councillor McLuckie to address the committee.

With reference to Standing Order 33.5 the convener referred to a deputation request received from the applicant's agent, Kerri McGuire, in relation to this item. The deputation had been submitted by way of a written submission in accordance with the decision of Council of 6th May 2020.

The committee agreed to receive the deputation.

The committee adjourned to consider the deputation submission.

The committee adjourned at 9.37 a.m. and reconvened at 9.45 a.m. with all members present as per the sederunt.

Provost Buchanan seconded by Councillor Black moved that the committee considers that the following material considerations are of such weight as to indicate that the development plan should not be afforded priority:-

- That the proposal would be a suitable mixed use development;
- That the proposal uses brownfield land and offers the prospect of developing and remediating a very substantial derelict site;
- That there is a substantial business element which could promote job creation;
- That the proposal offers the potential to enhance Almond Castle, Haining Wood and the Union Canal and access to them;
- That the proposal would result in new greenspace within the site.

The committee, accordingly, agrees that it is minded to grant planning permission in principle subject to the completion, within 6 months of 17th June 2020, of a Section 75 obligation under the Town and County Planning (Scotland) Act 1997, in terms satisfactory to the Director of Development Services, in respect of:-

- an education contribution at a rate of £4800 per dwellinghouse and £1050 per flat towards addressing future capacity issues at Whitecross Primary School;
- an education contribution in accordance with Revised SG10 'Education and New Housing Development' towards addressing future capacity issues at Graeme High School;
- a transport contribution to fund diversion of the existing local bus service into the site;
- a transport contribution towards the upgrade of M9 Junction 4 (Lathallan Roundabout);
- the provision of 25% of the units at the site as affordable housing;
- an open space contribution at the rate of £1911 per dwellinghouse (£882 for active open space and £1029 for passive open space), which will be determined by the amount and type of on-site provision;
- a healthcare contribution towards addressing local healthcare impacts,

and thereafter on conclusion of the foregoing matters, remit to the said Director to grant planning permission in principle subject to appropriate conditions as determined by her including suspensive conditions that the development shall not be commenced until (1) the provision of a two way overbridge on Myrehead Road and (2) the provision of a 3m wide cycleway/footway with 2m buffer area on Haining Road. In the event that the Section 75 obligation is not concluded within six months of 17th June 2020, the matter will be referred back to Planning Committee by officers for further consideration.

As an amendment, Councillor Murtagh seconded by Councillor Bouse moved that the committee agrees to continue consideration of the application in order to allow for further discussion to take place between officers and the applicant in relation to potential planning conditions, section

75 obligations and suspensive planning conditions in relation to provision of a two way overbridge on Myrehead Road and a 3m wide cycleway/footway with a 2m buffer area on Haining Road with officers to report back to committee on the outcome of the discussions.

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 and Councillors Bissett, Black, Blackwood and Kerr.

For the amendment (6) – Councillors Alexander, Bouse, Hughes, McCue, Munro and Murtagh.

Decision

The committee agreed to continue consideration of the application in order to allow for further discussion to take place between officers and the applicant in relation to potential planning conditions, section 75 obligations and suspensive planning conditions in relation to provision of a two way overbridge on Myrehead Road and a 3m wide cycleway/footway with a 2m buffer area on Haining Road with officers to report back to committee on the outcome of the discussions.

P19. Erection of Visitor Centre to Include Information / Exhibition Space, Arts and Craft Workshop, Restrooms, Café and Retail Area and 22 Bungalows at Land To The North Of East Lodge, Airth for George Russell Construction Limited - P/19/0578/PPP

The committee considered a report by the Director of Development Services on an application for the erection of visitor centre to include information/exhibition space arts and craft workshop, restrooms, café and retail area and 22 bungalows at Land to the North of East Lodge, Airth.

Provost Buchanan seconded by Councillor Kerr moved that the committee, having had regard to the Equality Act 2010 and the public sector equality duty and being satisfied with the housing element and the reasoning provided by the applicant as set out in the report in relation to the proposed +55 age restriction, considers that the following material considerations are of such weight as to indicate that the development plan should not be afforded priority:-

- That the proposal would enhance tourism and leisure provision in the area;
- That the proposal would bring economic and employment benefits to the area;
- That the proposal would enhance recreational and leisure space in the area;

- That road traffic improvements would result from the provision of a roundabout access.

The committee, accordingly, agrees that it is minded to grant planning permission in principle subject to the completion of a Section 75 obligation under the Town and County Planning (Scotland) Act 1997, in terms satisfactory to the Director of Development Services, in respect of:-

- A contribution towards Active and Passive Open Space;
- The provision of 25% of the units at the site as affordable housing;
- Public Transport provision (bus schedules and new bus stop(s));
- Restriction in perpetuity of the ownership and occupation of the houses to persons over the age of 55 and that no house shall be occupied by any child of school age or younger as their only or main residence;
- Subject to the determination of the Director of Development Services that such an obligation would meet the tests of Scottish Government Circular 3/2012, should the restriction on ownership and occupancy referred to in the preceding bullet point be discharged or removed in respect of any house at any time, that an appropriate level of education contribution would be determined by the authority and would require to be paid to it by the owner within 28 days of notice by the authority;
- Phasing of development to ensure completion of the visitor centre;
- Definition of floor areas to ensure visitor centre is the principal use;
- Retention of land for Passive Open Space/Landscaping;
- A healthcare contribution towards addressing local healthcare impacts;
- Provision of a roundabout access serving the A905/B9124

and thereafter on conclusion of the foregoing matters, remit to the Director of Development Services to grant planning permission in principle subject to appropriate conditions as determined by her.

As an amendment, Councillor Murtagh seconded by Councillor Hughes moved that the committee agrees to continue consideration of the matter in order for officers to hold further discussions with the applicant. Officers are requested to bring a report back to committee including the following:-

- The applicant's detailed justification for the introduction of a restriction to occupancy of the houses to those over 55 years of age;
- Further detail on the demand and need for housing as proposed by the applicant;
- A legal view on the enforceability of an occupancy restriction to those aged over 55;
- Detail on the phasing arrangements for the proposed development;
- The terms of planning conditions and Section 75 obligations;
- Assessment of impact on the greenbelt;
- Assessment of viability;
- Assessment of school capacity issues.

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 (8) – Provost Buchanan and Councillors Alexander, Bissett, Black, Blackwood, Bouse, Kerr, Munro.

For the amendment (3) – Councillors Hughes, McCue and Murtagh.

Decision

The committee, having had regard to the Equality Act 2010 and the public sector equality duty and being satisfied with the housing element and the reasoning provided by the applicant as set out in the report in relation to the proposed +55 age restriction, considered that the following material considerations were of such weight as to indicate that the development plan should not be afforded priority:-

- **That the proposal would enhance tourism and leisure provision in the area;**
- **That the proposal would bring economic and employment benefits to the area;**
- **That the proposal would enhance recreational and leisure space in the area;**
- **That road traffic improvements would result from the provision of a roundabout access.**

The committee, accordingly, agreed that it was Minded to Grant planning permission in principle subject to the completion of a Section 75 obligation under the Town and County Planning (Scotland) Act 1997, in terms satisfactory to the Director of Development Services, in respect of:-

- **A contribution towards Active and Passive Open Space;**
- **The provision of 25% of the units at the site as affordable housing;**
- **Public Transport provision (bus schedules and new bus stop(s));**
- **Restriction in perpetuity of the ownership and occupation of the houses to persons over the age of 55 and that no house shall be occupied by any child of school age or younger as their only or main residence;**
- **Subject to the determination of the Director of Development Services that such an obligation would meet the tests of Scottish Government Circular 3/2012, should the restriction on ownership and occupancy referred to in the preceding bullet point be discharged or removed in respect of any house at any time, that an appropriate level of education contribution would be determined by the authority and would require to be paid to it by the owner within 28 days of notice by the authority;**
- **Phasing of development to ensure completion of the visitor centre;**

- Definition of floor areas to ensure visitor centre is the principle use;
- Retention of land for Passive Open Space/Landscaping;
- A healthcare contribution towards addressing local healthcare impacts
- Provision of a roundabout access serving the A905/B9124.

and thereafter on conclusion of the foregoing matters, remit to the Director of Development Services to grant planning permission in principle subject to appropriate conditions as determined by her.

1. For the avoidance of doubt, the plan(s) to which this decision refer(s) bear our online reference number(s) 01, 02, 03, 04, 05 and 06.

The committee adjourned at 1.10 p.m. and reconvened at 2.00 p.m. with all members present as per the sederunt.

P20. Alteration and Change of Use of Restaurant (Class 3) to House in Multiple Occupancy (Sui Generis) at 60B La Porte Precinct, Grangemouth, FK3 8BG for REWD Group - P/19/0756/FUL

The committee considered a report by the Director of Development Services on alteration and change of use of restaurant (class 3) to house in multiple occupancy (Sui Generis) at 60B La Porte Precinct, Grangemouth.

Decision

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

- (a) Notification of the application to Scottish Ministers in relation to the HSE objection, in accordance with the Town and Country Planning (Notification of Applications) (Scotland) Direction 2009;
- (b) 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.

Reason(s):-

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

Informative(s):-

1. **Plans and particulars of the matters listed above shall be submitted for consideration by the planning authority, in accordance with the timescales and other limitations in section 59 of the Town and Country Planning (Scotland) Act 1997 (as amended). No work shall begin until the written approval of Falkirk Council as planning authority has been given, and the development shall be carried out in accordance with that approval.**
2. **For the avoidance of doubt, the plan(s) to which this decision refer(s) bear our online reference number(s) 01.**
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.

P21. Erection of Dwellinghouse and Associated Infrastructure at Hillview, Glen Road, Torwood, Larbert, FK5 4SN for Mr & Mrs Gillies Guthrie - P/20/0083/PPP

The committee considered a report by the Director of Development Services on an application for the erection of dwellinghouse and associated infrastructure, including change of use of quarry to garden ground at Hillview, Glen Road, Torwood, Larbert.

With reference to Standing Order 33.5 the convener referred to a deputation request received from the applicant Mr Gillies Guthrie, in relation to this item. The deputation had been submitted by way of a written submission in accordance with the decision of Council of 6th May 2020.

The committee agreed to allow the deputation.

The committee considered the deputation submission.

Provost Buchanan seconded by Councillor Kerr moved that the committee considers that the following material considerations are of such weight as to indicate that the development plan should not be afforded priority:-

- The proposed development would take place within a satisfactory location being within the existing residential curtilage and not extending beyond the current site;
- The proposed development would enhance the amenity of the area;
- The proposed development would be beneficial to and in the interests of road traffic and safety.

and that the committee, accordingly, agrees to grant planning permission in principle subject to conditions as determined by the Director of Development Services including conditions on contaminated land, intrusive site investigations in relation to historic mining legacy and parking.

As an amendment, Councillor Bouse seconded by Councillor Blackwood moved that the committee agrees to refuse the application for planning permission in principle in accordance with the recommendations in the officer's report.

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 (3) – Provost Buchanan and Councillors Black and Kerr.

For the amendment (8) – Councillors Alexander, Bissett, Blackwood, Bouse, Hughes, McCue, Munro and Murtagh.

Decision

The committee refused the planning application for the following reason(s):-

- 1. The principle of residential development is not supported as the proposed development does not relate to housing required for the pursuance of an appropriate rural activity, the restoration or replacement of an existing house, the conversion of non-domestic farm buildings, appropriate infill development, historic building/structure enabling development or a gypsy/traveller site. The development would contribute towards unsustainable growth in car-based commuting and the suburbanisation of the countryside, contrary to policies CG01 'Countryside', CG03 'Housing in the Countryside', D02 'Sustainable Design Principles' and D03 'Urban Design' and Supplementary Guidance SG01 'Development in the Countryside' of the Falkirk Local Development Plan.**
- 2. The proposed development would result in further sporadic ribbon development, leading to overdevelopment of the site at the western countryside approach to Torwood, which would have an unacceptable impact on the rural setting of Torwood. The applicant has not demonstrated that both the donor and proposed dwellinghouses would have an adequate level of**

usable garden ground, including off-street parking, post development which may impact the level of residential amenity which could be achieved for existing and proposed residents.

3. The proposed development does not accord with the National Roads Development Guide (SCOTS, 2014) in relation to road safety as the proposed development would result in an increase in traffic at an access with poor visibility.

Informative(s):-

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

P22. Erection of Dwellinghouse and Associated Infrastructure at Land To The North West Of 1 Broom Farm Steading, Falkirk for Antonine Developments - P/20/0133/PPP

The committee considered a report by the Director of Development Services on an application for the erection of dwellinghouse and associated infrastructure at Land to the North West of 1 Broom Farm Steading, Falkirk.

Decision

The committee considers that the following material considerations are of such weight as to indicate that the development plan should not be afforded priority:-

- The planning history of Broom Farm which has evolved over time and has involved an existing successful conversion which this proposed development would complement;
- The location is considered to be a suitable site for development in visual terms in accordance with the application;
- The development proposes a separate private access which would be beneficial from a road safety perspective.

The committee, accordingly, agrees to grant planning permission in principle subject to conditions as determined by the Director of Development Services including conditions on:

- Contaminated land;
- Intrusive site investigation in relation to historic mine workings;
- Appearance level/ landscaping;
- Consideration of the low/zero carbon policy.

Informative(s):-

1. **For the avoidance of doubt, the plan(s) to which this decision refer(s) bear our online reference number(s) 01, 02A, 03 and Supporting Documents.**

Councillors Black and Munro left the meeting.

P23. Erection of Church with Associated Community Facilities (Class 10 - Non Residential Institution), at Land To The North East Of Unit 1 Kinnaird Village Centre, McIntyre Avenue, Larbert for Grace Church Larbert - P/19/0407/FUL

The committee considered a report by the Director of Development Services on an application for the erection of church with associated community facilities (class 10 – non-residential institution) at land to the north east of unit 1 Kinnaird Village Centre, McIntyre Avenue, Larbert.

With reference to Standing Order 33.5 the convener referred to six deputation requests received; one from the applicant's agent and five from objectors.

The committee were asked to consider whether to accept the deputation requests.

Provost Buchanan seconded by Councillor Blackwood moved that the committee agrees to continue the matter for the purposes of holding a hearing on the application after the point at which COVID-19 restrictions have been lifted sufficiently to allow a hearing to take place. Officers are requested to speak to the applicant in relation to potential extension of the determination period. If there is no clarity on the timing of a hearing by the August planning committee, the matter will be brought back to committee to consider alternative approaches consistent with any decisions of Council.

As an amendment, Councillor Bissett seconded by Councillor Alexander moved that the committee agrees to receive the written deputations submitted to this meeting and proceed to determine the application.

Councillor Murtagh gave notice of a further amendment.

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

For the motion (4) – Provost Buchanan and Councillors Blackwood, Hughes, and Kerr.

For the amendment (5) – Councillors Alexander, Bissett, Bouse, McCue and Murtagh.

Decision

The committee agreed to receive the written deputations submitted to this meeting and proceed to determine the application.

Notice of a further amendment having previously been given by Councillor Murtagh, the amendment agreed as above then became the substantive motion against which the further amendment was considered. In terms of the further amendment, Councillor Murtagh seconded by Provost Buchanan moved that the committee agrees, subject to a decision of Council allowing for it to take place, to continue the matter to the August committee to allow the parties who submitted the deputation requests to be heard in a remote video conference meeting. If further deputation requests are made then the committee would decide whether to hear them. If Council does not agree that to be possible then the matter will be brought back to the August committee to decide how to take matters forward.

Councillor Kerr left the meeting.

In terms of Standing Order 22.1 a vote was taken by roll call, there being 8 members present with voting as undernoted:-

For the motion (2) – Councillors Alexander and Bissett.

For the amendment (6) – Provost Buchanan and Councillors Blackwood, Bouse, Hughes, McCue and Murtagh.

Decision

The committee agreed, subject to a decision of Council allowing for it to take place, to continue the matter to the August committee to allow the parties who submitted the deputation requests to be heard in a remote video conference meeting. If further deputation requests are made then the committee would decide whether to hear them. If Council does not agree that to be possible then the matter will be brought back to the August committee to decide how to take matters forward.

Minute of meeting of the Falkirk Common Good Fund Committee held remotely on Thursday 18 June 2020 at 11.00 a.m.

Councillors:

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

Officers:

Brian Pirie, Democratic Services Manager
Hazel Jones, Senior Accountant

Also attending:

Kevin Beattie, Bainsford War Memorial Association
Emma Peattie, Bainsford War Memorial Association
Charles Reid, Bainsford War Memorial Association

In accordance with section 43 of the Local Government in Scotland Act 2003 the Convener had directed that the meeting would be conducted by video conference to allow remote attendance by elected members.

In accordance with section 50A of the Local Government (Scotland) Act 1973 the public were excluded from this meeting as it was likely that, if members of the public were present, there would be a real and substantial risk to public health due to infection or contamination with coronavirus.

CGF1. Apologies

None.

CGF2. Declarations of Interest

Councillor Bissett declared a non-financial interest in item CGF4 - Application for Financial Assistance - Bainsford War Memorial Association, as Chairman of the Association which made the request for funding. Councillor Bissett considered that although he had no direct financial interest in the application his relationship to the Association required him to recuse himself from consideration of the item and take no part in the discussion or decision making.

Councillor Bissett left the meeting at this point.

CGF3. Minute

Decision

The Minute of the meeting held on 26 June 2019 was approved.

CGF4. Application for Financial Assistance - Bainsford War Memorial Association

The committee considered a report from the Director of Corporate and Housing Services presenting an application for financial assistance from the Bainsford War Memorial Association sought financial assistance to create a memorial to the people of Bainsford who lost their lives during World Wars I and II.

The memorial would be located in Dawson Park on land owned by Falkirk Council. On completion, the memorial would be adopted by Falkirk Council.

The cost of the project was £82,520. To date £2,400 had been raised by the Association towards the costs. Applications had been made to funding bodies such as the National Lottery Fund for funding towards the project costs. The Association had sought £65,000 from the Common Good Fund.

Hazel Jones advised that the balance of Falkirk Common Good Fund was £696,880 at 31 March 2019. Rents and interest in 2020/21 would generate approximately £27k.

Kevin Beattie, Emma Peattie and Charles Reid answered questions from the committee in regard to:-

- the funding raised to date and other streams of funding available
- the project cost
- the project design
- the proposals by the Association to engage with the community, in particular local schools
- the details which would be provided on the memorial itself

The committee discussed the level of funding requested, the cost of the memorial, and the extent to which fund raising had taken place. Councillor Reid confirmed that approximately £13,000 of funding could be returned to the Fund by the Friends of Falkirk War Memorial which had received funding for its War memorial project in 2018/19.

Decision

The Committee agreed:-

- 1) to award a sum equivalent of the anticipated income from rates and interest for the year 2020/21 (£27k) and to provide the anticipated £13k which was due to be returned to the Fund from the Falkirk War Memorial Association project to the project; and**
- 2) to invite the Association to come back to the committee should its own fundraising efforts result in a project shortfall in funding.**

FALKIRK COUNCIL

**Minute of meeting of the EMERGENCY EXECUTIVE held remotely on Thursday
25 June 2020 at 10.00 a.m.**

Councillors: David Alexander
Robert Bissett
Fiona Collie
Joan Coombes
Paul Garner
Nigel Harris
James Kerr
Adanna McCue
Cecil Meiklejohn (Convener)
Malcolm Nicol
Alan Nimmo
Pat Reid

Officers: Patricia Cassidy, Chief Officer – Health & Social Care
Partnership
Jack Frawley, Team Leader - Committee Services
Rhona Geisler, Director of Development Services
Kenneth Lawrie, Chief Executive
Colin Moodie, Chief Governance Officer
Robert Naylor, Director of Children's Services
Stuart Ritchie, Director of Corporate & Housing Services
Bryan Smail, Chief Finance Officer

Also

Attending: Maureen Campbell, Chief Executive, Falkirk Community Trust

In accordance with section 43 of the Local Government in Scotland Act 2003 the Convener had directed that the meeting would be conducted by video conference to allow remote attendance by elected members.

In accordance with section 50A of the Local Government (Scotland) Act 1973 the public were excluded from this meeting as it was likely that, if members of the public were present, there would be a real and substantial risk to public health due to infection or contamination with coronavirus.

EE19. Apologies

There were no apologies.

EE20. Declarations of Interest

There were no declarations.

EE21. Minute**Decision**

The minute of the meeting of the Emergency Executive held on 11 June 2020 was approved.

EE22. Strategic Plans and Vision Framework: Consultation Feedback

The Emergency Executive considered a report by the Chief Executive which provided an update on the elected member engagement workshops and sought agreement of the Vision Framework as the basis for progressing the Council's Corporate Plan and Five-Year Business Plan.

Workshops were held with elected members to allow reflection and comment on both short-term priorities in the context of recovery, and longer term priorities important to communities, to provide a basis for the Council's overarching priorities for the Business Plan and Corporate Plan. The workshops were framed around five questions:-

- What is most important to your communities now?
- What are the most significant things we need to deliver for our communities as a Council in the short term?
- From these, what is your view of the broader priorities for the Council?
- What specific comments do you have on the 'straw man'?
- What are the positive lessons we can learn from the Council's response to COVID-19?

The feedback from members identified key issues and actions to be incorporated into the work to be taken forward in the context of recovery and in developing the new Corporate Plan and Business Plan. An updated copy of the 'straw man' Vision Framework was appended to the report. The work on the Corporate and Business Plans would be taken forward over the coming months and report to Council in September. This would:-

- Give elected members a further opportunity to reflect and make sure the strategic deliverables meet the needs of communities
- Provide an opportunity for community engagement and assessment of the impact of the strategic deliverables in relation to poverty and equalities
- Develop more tangible and quantifiable strategic deliverables with timescales
- Align recovery plan actions with the deliverables ensuring these were in line with resources

- Align Council of the Future (COTF) priority projects
- Ensure the skills and capacity of the workforce are aligned to deliver on the key elements of the framework
- Provide a platform for the refresh of the Five-Year Business Plan and Corporate Plan
- Inform the production of the Falkirk Plan with Community Planning Partners later in 2020/21.

Decision

The Emergency Executive agreed the Vision Framework as the basis for progressing the Council's Corporate Plan and Five - Year Business Plan.

EE23. Financial Overview

The Emergency Executive considered a report by the Director of Corporate and Housing Services which provided an initial assessment of the impact on the Council's finances of COVID-19. The report also provided some initial considerations for the budget planning process. The focus of the report was on the General Fund Services, further reports would provide updates on the Council's capital programme. The report sought approval of several new savings proposals for the current financial year.

Net expenditure as at 31 March 2020 was £350.6m which was £1.782m (0.5%) above the resources available. This was a marginal increase of £0.406m in comparison with the position that was reported in January. The significant movements were:-

- Children's Services – Increased overspend primarily due to significantly higher residential care costs and higher teaching costs. The increases had been partially offset by a contribution of £0.723m from the Devolved School Management Reserve.
- Development Services – improved position due to lower waste services costs
- Corporate & Housing – lower employee costs across the service and reduced supporting people costs had contributed to the increased underspend
- Integration Joint Board – Due to higher care costs there would be an overspend
- Capital Charges – A planned repayment of historic debt had not been undertaken due to the more pressing need to maintain the Council's reserve balance. This had increased the underspend by c£1.1m from the previous position.

In responding to the crisis the Council had incurred significant additional costs (i.e. costs additional to business as usual). The most significant were social care costs. Additional measures would add to the cost pressures,

particularly with regard to the opening of schools. There were five main financial risks:-

- Government funding not sufficient to cover the loss of income and additional costs
- Planned budget savings not being achieved
- Recharges to Capital
- Funding for the IJB Mobilisation Plan not sufficient
- Rewind of the furlough scheme not aligning with the Trust's ability to operate full revenue generating capacity.

New savings proposals which required approval from the Emergency Executive for 2020/21 were:-

- Closure of Public Toilets - £0.138m
- Closure of canteen facilities at Municipal Buildings and Abbotsford House - £0.030m
- Cessation of Special Uplifts in Waste Services - £300k
- Reintroduction of Flower Bedding in Grounds Maintenance - £100k (currently on hold due to the impact of COVID restrictions)
- Reintroduction of Pest Control in Waste Services - £100k (a separate report on this service would be considered later in the meeting).

The Emergency Executive adjourned at 10.40am and reconvened at 10.50am with all members present as per the sederunt.

Decision

The Emergency Executive:-

- (1) noted Council's year-end financial position subject to Audit for 2019/20;**
- (2) noted the initial assessment of the current financial year and recognised the need for proactive action to manage the situation which may merit a special Members' workshop;**
- (3) noted the need for all Services to exercise effective financial control;**
- (4) noted the initial considerations of the Medium Term Financial Plan and 2021/22 budget process;**
- (5) noted the need to determine a Zero Based Budget type budget process suitable for Falkirk Council;**
- (6) in relation to the proposed savings and in light of the announcement on Tuesday on further financial support for**

Councils and more generally the uncertain financial position, agreed:-

- (i) that the savings should not be taken forward at this time to allow further work to be done on the priorities agreed in the previous item, on recovery plans, and the financial position;**
- (ii) that an important element of this work would be the workshop with members;**
- (iii) that public engagement would be a key strand of the work;**
- (iv) that the outcome should be a set of strategic proposals for addressing the financial issues properly informed by and understanding of the impacts of any proposed changes on our communities, and**
- (iv) that the outcome was reported to Council at its September meeting.**

EE24. Re-establishment of Pest Control Services

The Emergency Executive considered a report by the Director of Development Services which provided options on the reestablishment of a pest control service following the decision of Council at its budget meeting on 26 February 2020. The potential residential and commercial charges for 2020/21 were detailed together with three options for a charging regime.

Option 1 – This option applied the full rate of charge to all domestic properties. On a fully chargeable service based on 941 jobs, the budget allocated would result in a net cost of circa £53,000 over a full financial year. This option did not conform sufficiently with the Council's Concessions Policy to merit recommendation to members.

Option 2 - This option considered applying no charge for one treatment of a household where the householder was in receipt of a relevant benefit. For residents not in receipt of such benefits, the full rate of charge would apply. There was uncertainty in relation to the number of free requests for service that may arise, and this may result in the service being unable to cope with demand.

Option 3 – This proposal was that households would pay half of the option 1 charge. On this basis, the service was more likely to manage demand than if option 2 was adopted. If the service was provided at half price it was unclear what the level of service uptake would be. Approximately 20% of households would qualify for the half price concession. The financial and other impacts would sit somewhere between those of option 1 and option 2.

The rate of charge to commercial customers was proposed as £63.00 per callout and treatment, with subsequent visits charged at £31.50 plus a minimum charge of £12.50 for materials used. The Council's ability to service these customers was directly linked to the level of uptake/demand from domestic properties.

Councillor Garner, seconded by Councillor Alexander, moved that the Emergency Executive, in light of the impact of the current coronavirus pandemic and consequent budgetary pressures on the Council at the present time, not establish a pest control service in the current financial year.

As an amendment, Councillor Bissett, seconded by Councillor Nimmo, moved that the Emergency Executive agrees:-

- (1) to stand by the budget decision in February and reintroduce a Pest Control Service noting that this will be mainstreamed in the revenue budget, and
- (2) that Option 3 as set out in the report should be pursued.

The Emergency Executive adjourned at 11.40am and reconvened at 11.55am with all members present as per the sederunt.

Councillor Garner, with the consent of the Convener and Councillor Alexander as his seconder, altered his motion to read as follows:-

The Emergency Executive agrees to continue consideration of a pest control service to Council in September.

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

For the motion (5) – Councillors Alexander, Collie, Garner, McCue and Meiklejohn.

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

Decision

The Emergency Executive agreed the amendment.

EE25. Children's Services – Local Phased Education Delivery Plan (COVID-19 Recovery)

The Emergency Executive considered a report by the Director of Children's Services which provided an overview of the key plans and strategic aims associated with the Local Phased Education Delivery Plan and details around the current challenges and limiting factors in progressing the plan.

All education establishments were closed from Monday 23 March 2020 and the Government's "route map through and out of the crisis" detailed that schools would be re-opened in Phase 3. The re-opening date for schools was 11 August 2020, although the date for Early Learning Childcare (ELC)

establishments was not confirmed. The Scottish Government had revoked its plans to implement 1140 hours of ELC in light of the challenges faced as a result of the Covid situation.

The Service had been working with Headteachers to consider the options to re-open schools on a phased basis. All options reflected the guidance at the time of writing, in particular the physical distancing specification. Liaison with parental groups, professional associations and trade unions had also taken place. There were a number of significant internal and external factors that would influence the ability to progress delivery of the Local Phased Delivery Plan. Critical areas included: Transport Operators Capacity; digital access at home; absence levels amongst current workforce; physical distancing rules, and increased cleaning regimes.

In an update to Parliament by the Deputy First Minister on plans to reopen schools on Tuesday 23 June it was set out that the Scottish Government sought to prepare for children to be able to return to school full time in August. In light of this announcement, which was made after the publication of the report being considered by the Emergency Executive on a phased return to education, members sought to continue the matter to a future date to be provided with more up to date information.

Decision

The Emergency Executive agreed to adjourn the item and reconvene at a future date once further information was available to the Director of Children's Services to allow for an updated report to be submitted.

The Convener advised of a variation to the order of business in line with Standing Order 14.2. The following items are recorded in the order they were considered at the meeting.

EE26. Falkirk Integration Joint Board Report

The Emergency Executive considered a report by the Chief Officer, Health & Social Care Partnership which provided as appendices two reports that were considered by Falkirk Integration Joint Board at its meeting on 19 June 2020. The reports were "Remobilise, Recover, Redesign" and "Covid-19 Update Report – Care Homes".

Decision

The Emergency Executive noted the report.

The Emergency Executive adjourned at 1pm and reconvened at 1.45pm with all members present as per the sederunt.

EE27. Connected Falkirk

The Emergency Executive considered a report by the Director of Children's Services which sought approval of the re-profiling of the capital investment required for Connected Falkirk. Since the approval of year-one funding, negotiations with suppliers through the Scottish Government procurement framework resulted in quotations being offered to the Council.

The negotiations identified an issue in the wi-fi hardware in schools which was now at "end of life", meaning that support could no longer be provided by the manufacturer. This had impacted the profile of the original capital spend on the project. To support Connected Falkirk fully over the 8-year planned project, a new foundation of Cloud-managed wi-fi provision needed to be procured. Whilst that would increase spend in the initial phase of the project, the total cost of ownership over the lifetime of the project would be less. This, along with the recovery plan action to accelerate elements of Connected Falkirk in light of COVID-19 to deliver on the blended learning model now required for schools, had resulted in a requirement to re-profile the full capital award.

Decision**The Emergency Executive:-**

- (1) approved the re-profiling of the capital investment in order to accelerate the roll-out of Connected Falkirk, and**
- (2) noted that a future capital submission would be made for further investment required beyond year four of the Connected Falkirk project to ensure longer term sustainability.**

EE28. Falkirk Council Recovery

The Emergency Executive considered a report by the Chief Executive which provided an overview of the Council's approach to recovery planning. Services had prepared recovery plans to resume service delivery as appropriate. The plans needed to be considered in the context of the vision and priorities to ensure that: there was alignment with priorities to ensure best use of resources, and that recovery actions reflected the learning from transformational operational practices adopted during lockdown.

The recovery plans were based on the Business Impact Assessment used as part of the Business Continuity Planning. A summary of the recovery plans was provided as an appendix to the report.

At its meeting on 11 June, the Emergency Executive agreed that the Council's recovery planning would form part of the Council's Five-Year Business Plan to link in with the approach to financial planning through the Medium Term Financial Plan, Workforce Plan, Council of the Future Change

Programme and Corporate Plan Actions. The approach was founded in the Council's current strategic plan framework.

Overarching all of this would be the Vision Framework that would provide a direction of travel for recovery planning and set a framework for the Five-Year Business Plan and Corporate Plan, both of which would be reported in September. They would also inform the new Falkirk Plan with Community Planning Partners which would be reported later in 2020/21. Crucially, the approach would help manage the recovery of the Council against the financial backcloth of constrained resources that would require clear decisions to be made on resource allocation.

Decision

The Emergency Executive:-

- (1) endorsed the Council's approach to recovery planning, and**
- (2) noted that updates would be reported at future meetings.**

EE29. Falkirk Community Trust Recovery

The Emergency Executive considered a report by the Chief Executive which set out the Trust's approach to recovery planning. The recovery plan was provided as an appendix to the report.

In Phase 2, play areas at the Helix, Callendar Park and Muiravonside would open. The financial viability of opening the Plaza café and Callendar Park Kiosk was being looked at. The toilets would remain closed in line with Government Guidelines. In Phase 3 it was proposed that the majority of facilities could reopen, although there was some uncertainty over the range of provision that was covered by the reference to Gyms, which appeared to cover sports and leisure provision. Given the requirement for social distancing limitations, the focus would be on a health and fitness offer in the first instance with the likelihood of access for athletics training.

It was proposed that prior to opening any facility, a financial modelling exercise was undertaken to assess the likely costs of opening, to ensure compliance with Government guidelines, understand the customer capacity achievable, projected income and the resulting net deficit so that an understanding of the overall position could be agreed and approved as needed.

The following facilities had been selected for re-opening when in Phase 3 of the Government's route map:-

- Callendar House (excluding the Tea Room)
- Libraries (modified service)
- Helix Visitor Centre and Plaza café

- Grangemouth Stadium
- Mariner Leisure Centre's Health & Fitness facility
- Stenhousemuir Gym

However, the opening times for all of these facilities would be reduced to accommodate an ability to provide appropriate levels of staffing to minimise any health and safety risks for customers. Additional operational arrangements would be introduced involving booking systems, customer flow layouts and ancillary facilities.

A significant issue was the loss of income reflecting the reduction in fees and charges for services that were not provided during the lockdown. This included leisure services which may bear a potential loss of customer income of £3.2m for the year. This was a particularly significant risk for the Trust.

Falkirk Community Trust had applied through the UK Government's Job Retention Scheme with c£1.1m claimed for employees furloughed during March, April and May. The Job Retention Scheme was aimed at maintaining the current workforce by placing employees on furlough and then applying for a grant that covered 80% of employees' usual monthly wage costs. The first application had been successful.

Decision

The Emergency Executive:-

- (1) endorsed the proposed approach to reopening culture and sport facilities and services as outlined in appendix1 to the report, and**
- (2) noted the information on the financial implications and that further reports would be presented should any decision be required on funding for the Trust.**

The meeting was then adjourned with the remaining item of business, Children's Services – Local Phased Education Delivery Plan (COVID-19 Recovery), continued to a re-convened meeting to be held at a date to be fixed after the meeting.

FALKIRK COUNCIL

Minute of meeting of the reconvened EMERGENCY EXECUTIVE held remotely on Tuesday 7 July 2020 at 11.00 a.m.

Councillors: David Alexander
Robert Bissett
Fiona Collie
Joan Coombes
Paul Garner
Nigel Harris
James Kerr
Adanna McCue
Cecil Meiklejohn (Convener)
Malcolm Nicol
Alan Nimmo
Pat Reid

Officers: Kenneth Lawrie, Chief Executive
Colin Moodie, Chief Governance Officer
Robert Naylor, Director of Children's Services
Brian Pirie, Democratic Services Manager
Bryan Smail, Chief Finance Officer

In accordance with section 43 of the Local Government in Scotland Act 2003 the Convener had directed that the meeting would be conducted by video conference to allow remote attendance by elected members.

In accordance with section 50A of the Local Government (Scotland) Act 1973 the public were excluded from this meeting as it was likely that, if members of the public were present, there would be a real and substantial risk to public health due to infection or contamination with coronavirus.

EE30. Apologies

There were no apologies.

EE31. Declarations of Interest

There were no declarations.

EE32. Children's Services – School and Early Years Establishments Re-opening Plans (COVID-19 Recovery)

A report had been submitted to the Emergency Executive on 25 June 2020 (ref EE 25) on proposals for the re-opening of schools and Early Years establishments.

All education establishments had closed from Monday 23 March 2020. The Scottish Government's route map through and out of the crisis had anticipated that schools would be re-opened in Phase 3. The re-opening date for schools had been announced as 11 August 2020, although the date for Early Learning Childcare (ELC) establishments had not been confirmed.

The Service had been working with Headteachers to consider the options to re-open schools on a phased basis.

In an update to Parliament on 23 June the Deputy First Minister had stated that the Scottish Government sought to prepare for children to be able to return to school full time in August.

In light of this announcement, which had been made after the publication of the report to the Emergency Executive which had contained proposals for a phased return to education the Emergency Executive agreed to continue the matter to a future date in order that it could be provided with revised proposals which reflected the guidance from the Scottish Government on a full time return on 11 August 2020.

The committee considered a further report by the Director of Children's Services which provided further information, in light of that announcement, on:-

- Children's Services proposals and plans for the re-opening schools and early years establishments across the Falkirk Council area, and
- some details and context around the current challenges, limiting factors and costs that exist in progressing with certain workstreams associated with those plans.

A soft start approach was proposed for the first two weeks of the academic year and that proposals for return to schools and early years which had been submitted to the Emergency Executive on 25 June would form the Council's contingency plan in the event that the national guidelines or directions in force at the time did not allow for a full time return.

Decision

The Emergency Executive:-

- (1) agreed the proposal for a soft start for the first two weeks of the return to school and that children and young people would return to school full time on 25 August 2020;**
- (2) agreed that if due to the national guidelines or directions in force at the time it was not possible to return to full time school attendance on 26 August 2020, the contingency arrangement would be the plan set out in the earlier report (to the Emergency Executive on 25 June 2020);**
- (3) noted the changes already agreed to the term dates for 2020/21 as outlined in section 4.7 of the report;**
- (4) agreed the plan for the phased return in early years centres to allow provision of 1140hrs from 25 August 2020 in all early centres where this was physically achievable with 736.25hrs provided at the remainder;**
- (5) agreed that if due to national guidelines or directions in force at the time it was not possible to return to this provision that the contingency arrangement would be the plan set out in the earlier report (to the Emergency Executive on 25 June 2020);**
- (6) agreed to progress recruitment of early years staff as outlined in section 4.8 of the report and to the expansion of capacity at the early learning centre at Deanburn Primary School;**
- (7) noted the additional costs for other areas of service delivery as outlined in section 4.9 of the report; and**
- (8) requested that the Director of Children's Services keep the Emergency Executive updated on Children's Services progress on the re-opening plans.**

FALKIRK COUNCIL

**Minute of meeting of the EMERGENCY EXECUTIVE held remotely on Thursday
6 August 2020 at 11.00 a.m.**

Councillors: David Alexander
Robert Bissett
Fiona Collie
Joan Coombes
Paul Garner
Nigel Harris
James Kerr
Adanna McCue
Cecil Meiklejohn (Convener)
Alan Nimmo
Pat Reid

Officers: Jack Frawley, Team Leader - Committee Services
Kenny Gillespie, Head of Housing & Communities
Kenneth Lawrie, Chief Executive
Robin Millard, Head of Design, Roads & Transport
Colin Moodie, Chief Governance Officer
Robert Naylor, Director of Children's Services
Bryan Smail, Chief Finance Officer

In accordance with section 43 of the Local Government in Scotland Act 2003 the Convener had directed that the meeting would be conducted by video conference to allow remote attendance by elected members.

In accordance with section 50A of the Local Government (Scotland) Act 1973 the public were excluded from this meeting as it was likely that, if members of the public were present, there would be a real and substantial risk to public health due to infection or contamination with coronavirus.

EE33. Apologies

An apology was submitted on behalf of Councillor Nicol.

EE34. Declarations of Interest

There were no declarations.

EE35. Minutes**Decision**

The minutes of the meetings of the Emergency Executive held on 25 June and 7 July 2020 were approved.

EE36. Update on Syrian Vulnerable Persons Scheme

The Emergency Executive considered a report by the Director of Corporate and Housing Services which provided an update on the Council's involvement in the Vulnerable Persons Resettlement Scheme. Approval was sought to participate in the new Resettlement Scheme which amalgamated the three largest existing Home Office Resettlement schemes.

The Council agreed to participate in the Syrian Vulnerable Person Resettlement Scheme in December 2015 and pledged to welcome 60 people over a 5 year period. So far the Council had welcomed 54 refugees, with a final family to arrive once Covid restrictions were lifted to complete the initial pledge.

The Vulnerable Persons Resettlement Scheme and Vulnerable Children's Resettlement Scheme were due to conclude at the end of March 2020. Going forward there would be amalgamation of the largest resettlement schemes into a new global resettlement scheme called the UK Resettlement Scheme. COSLA was engaging with Scottish Councils on their commitment to the resettlement programmes beyond 2020 and the end of the current resettlement schemes.

The new UK Resettlement Scheme was a work in progress but the current information available was:-

- The three largest resettlement schemes would be replaced by one broad global scheme to bring consistency of provision for all refugees resettled in the UK while broadening the geographical focus of current schemes beyond the Middle East and North Africa;
- The funding tariff that was currently in place was confirmed for 2020/21, along with the provision of additional funding for exceptional cases;
- Current levels of resettlement would be sustained;
- The scheme would continue on a voluntary basis;
- The scheme would continue to be based on United Nations High Commissioner for Refugees vulnerability criteria.

COSLA anticipated that the request from UK Government would be that Scotland resettle approximately 10% of all those being resettled in the UK. Based on Falkirk Council's previous pro rata pledge, this equated to resettling 15 people in Year 1 of the new scheme.

Decision

The Emergency Executive:-

- (1) noted the work carried out in Support of the Vulnerable Persons Refugee Programme in Falkirk, and**
- (2) agreed that Falkirk Council participate in the new Global Resettlement scheme on the same pro rata basis, subject to the same level of funding being confirmed by the Home Office.**

EE37. Capital Programme Financial Overview

The Emergency Executive considered a report by the Director of Corporate and Housing Services which provided an update on: the 2019/20 outturn position for the General Fund and Housing Capital Programmes, subject to audit; information on the 2020/21 Capital Programmes, and an update on the process for development of the 2021/22 – 2025/26 Capital Programmes.

The approved 2019/20 budget was revised to £41.7m (£38.2m after deduction of the £3.5m slippage allowance). Total General Fund capital investment in 2019/20 was £29.96m, excluding the TIF project which was reported separately. The revised 2019/20 budget had assumed a £3.5m allowance for slippage. The total slippage figure for 2019/20 was £9.8m - £6.3m over the budgeted allowance.

The Housing Capital Programme budget for 2019/20 was £47.7m, with total capital investment in housing of £43.6m at year end, an underspend of £4.1m and a net decrease in spend of £0.1m compared to the forecast reported to the February Executive.

The year end outturn information for 2019/20 for the General Fund Capital Programme had been used to update the starting point for the 2020/21 Capital Programme for the General Fund. The Covid-19 pandemic had impacted on the Council's ability to deliver the Capital Programme in 2020/21 with a number of projects being delayed. Conversely some projects, such as Connected Falkirk, had been accelerated.

It was estimated that c£20.5m of spend would no longer take place in 2020/21. The figures were provisional and highly likely to change as the full impact of Covid-19 became more clear. Work was ongoing in respect of Council priorities and development of a revised business plan, including Council recovery plans. These plans may include projects which would need to be progressed during 2020/21 and which would impact on the capital programme. It was expected that the Corporate and Business Plans would be presented to Members in September 2020.

Council requested at the budget meeting of 26 February 2020 that a report be submitted to the Executive on what would be achieved with an additional £7m of investment in roads. The work on this report had been impacted by the pandemic. It was anticipated that a report setting out more detail on roads investment would be submitted to Council in September 2020. A further report on the Council HQ and Arts Centre was also anticipated in Autumn 2020.

The current lack of certainty over the General Capital Grant did not preclude the progression of the 2021/22 – 2025/26 Capital Programmes. However, the Capital Programme was designed to ensure that the Council delivered on the priorities as set out in its Corporate Plan. It was recognised that in light of the pandemic, the vision and priorities of the Council would need to be revisited. A crucial element of the Capital Programme was ensuring that it supported delivery of Council priorities and helped to deliver on key Council of the Future workstreams and projects, for example:

- The Strategic Property Review
- Anytime, Anywhere Working Group
- Succeed Today, Excel Tomorrow (subject to Scottish Government funding arrangements)
- The Digital Strategy

Alongside these a number of large, strategic investment programmes would also need to be considered in the Capital Programme as a whole, including:

- The Falkirk Growth Deal
- Grangemouth Flood Protection Scheme
- Climate Change (aligned to the Strategic Property Review)
- Tax Incremental Finance Scheme

Decision

The Emergency Executive noted:-

- (1) the projected year end outturn for 2019/20 for both General Fund and Housing Capital Programmes;**
- (2) the Prudential Indicators and the external borrowing requirement for 2019/20;**
- (3) the draft revisions to the 2020/21 Capital Programmes, and the potential for further change as a result of the Covid-19 pandemic;**
- (4) that the bid process for the 2021/22 to 2025/26 General Fund Capital Programme had been delayed to ensure appropriate links with the revised Council vision and priorities; Business Plan, including Council Recovery Plans, and**

- (5) that there would be the opportunity at the Council meeting in September to take any necessary decisions, when the position would be clearer.

EE38. Children's Services – Update on Re-opening Plans for School and Early Years Establishments

The Emergency Executive considered a report by the Director of Children's Services which provided an update on Children's Services re-opening plans taking account of Scottish Government guidance and detailed the key changes that had been made to the guidance since the previous report was agreed by the Emergency Executive on 7 July 2020.

A number of recent updates had been announced by the Scottish Government which required school and ELC establishments re-opening plans to be amended. The key changes included:

- no requirement for physical distancing between any children and young people in primary and secondary settings;
- requirement for ELC settings to group children into "bubbles" of up to a maximum of 8 had been removed;
- no requirement for physical distancing between pupils whilst on school transport;
- drivers would require appropriate PPE or to maintain physical distancing;
- week commencing Monday 10 August 2020 flexibility would be allowed to facilitate "phased returns", but all pupils should resume full time education by 18 August 2020;

In order to reduce the risks associated with cross contamination and minimise large gatherings of pupils it was proposed to initially provide a slightly limited school meals offer via "grab bags" for pupils from the start of the new term. This service would be adopted by a number of local authorities and was recognised within the new national guidance. This would be reviewed in September 2020.

In order to give parents sufficient notice of the emergency critical childcare service ending the Director of Children's Services, under delegated authority, made the decision to end the provision on Wednesday 5 August 2020. This end date also ensured that cleaning staff had 2 days to undertake a full clean of those establishments which had been used ahead of staff returning on Monday 10 August 2020.

It was proposed that primary, secondary and special schools re-opening was:

- Phase 1 from Wednesday 12 August – Friday 14 August 2020 - soft start in line with report agreed on 7 July 2020;
- Phase 2 from Monday 17 August 2020 - full return of all children.

Decision

The Emergency Executive:-

- (1) noted the arrangements outlined in sections 4.2 and 4.3 of the report regarding the re-opening plans for early learning and childcare establishments and all primary, secondary and additional support needs schools;**
- (2) noted the arrangements outlined in section 4.1 (iv) of the report regarding school meal provision;**
- (3) endorsed the decision made by the Director of Children's Services regarding the cessation of emergency critical childcare on Wednesday 5 August 2020 as detailed in section 4.1 (v) of the report, and**
- (4) requested a report from officers setting out monitoring arrangements and contingency measures (further to those previously agreed) to be presented at a future meeting. Safety and recovery are the main priorities and the Director must ensure all schools follow the prescribed guidance without deviation and local interpretations.**

FALKIRK COUNCIL

Minute of Special Joint Meeting of the Pensions Committee and Board held remotely on Thursday 13 August 2020 at 9.30 a.m.

Present:

Committee:-

Councillors - Falkirk Council:-

Niall Coleman

Adanna McCue (Convener)

John Patrick

Pat Reid

Councillor Donald Balsillie, Clackmannanshire Council

Andy Douglas, Unison

Board:-

Tony Caleary, Unison, Stirling Council

Sandy Harrower, Unite.

Simon Hunt, Scottish Autism

Ed Morrison, SCRA

George Murphy, Stirling Council

Jennifer Welsh, SEPA

David Wilson, Unison, Clackmannanshire Council

Attending:

Justyna Korszen-Bennett, Senior Accountant

Debbie McCrae, Pensions Officer

Alastair McGirr, Pensions Manager

Gordon O'Connor, internal Audit, Risk and Corporate
Fraud Manager

Brian Pirie, Democratic Services Manager

Bryan Smail, Chief Finance Officer

Antonia Sobieraj, Committee Services Officer

**Also in
Attendance:**

Scott Jamieson, Independent Advisor to the Pension
Fund

Bruce Miller, Lothian Pension Fund

Stuart Piotrowicz, Lothian Pension Fund

Julie West, Hymans Robertson

Rachel Wynne, Ernst and Young

PE1. Apologies

Apologies were intimated on behalf of Councillor Blackwood, Falkirk Council and Douglas Macnaughtan, Pensioner Representative.

PE2. Declarations of Interest

There were no declarations.

PE3. Minute**Decision**

The minute of the joint meeting of the Pension Committee and Board held on 13 January 2020 was approved.

PE4. Pension Board Appointments

The Committee and Board considered a report by the Director of Corporate and Housing Services advising of recent changes to the membership of the Pension Board.

Decision

The Committee and Board noted the report.

The Committee agreed to the continuation of Simon Hunt as Chair of the Board for a further year until 30 June 2021.

PE5. Coronavirus - Risk Register Update

The Committee and Board considered a report by the Director of Corporate and Housing Services providing a perspective on the Coronavirus (Covid-19) outbreak as related to the Pension Fund and seeking approval for the updating of the Fund's risk register associated with the unique circumstances of the pandemic.

The report detailed the major impact of the coronavirus pandemic on the way of life and that of the Pension Fund. These included claiming many lives, causing severe restrictions on normal daily activity, the Fund's team predominately moving to remote working and the volatility of financial markets. It would also be necessary to meet the significant challenges ahead and to update the Fund's risk register as detailed in the appendix to the report including:-

- investment considerations in recognition of the value of the Fund reducing from £2.3bn at 31 March 2020 from £2.5bn at 31 March 2019;
- operational arrangements such as remote working and pensioner deaths; and
- governance including resilience, resourcing, administration, regulation, funding and technical support.

Decision

The Committee and Board noted the report.

The Committee agreed the updating of the risk register as detailed in the appendix to the report.

PE6. Pension Fund – External Audit Annual Audit Plan for 2019/20

The Committee and Board considered a report by the Director of Corporate and Housing Services on the Annual Audit Plan for the Falkirk Pension Fund for 2019/20 and the Annual Audit Plan Addendum which related in particular to the additional risks arising from the Covid-19 pandemic.

Decision

The Committee and Board noted the report and associated addendum.

PE7. Internal Audit Annual Assurance Report 2019/20

The Committee and Board considered a report by the Internal Audit, Risk, and Corporate Fraud Manager on the Internal Audit work undertaken on the Falkirk Pension Fund during 2019/20 and associated arrangements for risk management, governance and control.

Decision

The Committee and Board noted the report.

PE8. Internal Audit Plan 2020/21

The Committee and Board considered a report by the Internal Audit, Risk, and Corporate Fraud Manager on the Falkirk Pension Fund Internal Audit Plan for 2020/21.

The report detailed that the plan for 20/21 must be considered within context of the Covid-19 coronavirus pandemic and recognise that the Pension Team's priorities, resource and capacity would fluctuate and change over the course of 2020/2021. Contingency measures had therefore been activated to protect the wellbeing of staff resulting in the introduction of new working practices due to staff home working. The plan therefore focussed on providing assurance on key control areas. The purpose of the Fund's Transactional Testing would ensure:-

- new member contributions to the Pension Fund were properly calculated;

- the correct values of pension rights either transferred into, or out of, the Pension Fund had been received or paid;
- the correct pension payments were paid to retiring Fund members;
- the correct lump sum payments were made in respect of deceased Fund members; and
- the controls around I-Connect (electronic transfer of data from employers creating starters and leavers) were operating effectively.

The work would also include a review of the Fund's Operational Cash Management Arrangements.

Decision

The Committee and Board noted the report and that an Annual Assurance Report would be provided.

The Committee agreed the proposed Falkirk Council Pension Fund Internal Audit Plan 2020/21.

PE9. Unaudited Annual Report and Accounts 2019/20

The Committee and Board considered a report by the Director of Corporate and Housing Services on the Unaudited Fund Annual Report and Accounts 2019/20 and Fund Annual Governance Statement

The statements had been prepared in accordance with the Local Authority Accounts (Scotland) Regulations 2014 and other statutory guidance.

The report highlighted certain key points from the Annual Report and accounts 2019/20 as follows:-

- Administration costs had been £22.41 per member (£22.32 in 2018/19);
- Fund Assets were £2.3bn (£2.5bn in 2018/19);
- Liabilities were £2.8bn (£2.7bn in 2018/19);
- Estimated Funding Deficit was £0.5bn (£0.2bn at 31/3/2019);
- Funding level was 82% (91% at 31/3/2019);
- Investment 1 year return was -6.6% (+8.5% at 31/3/19);
- Investment 5 year return per annum was +5.0% (+9.1% at 31/3/19);
- Inception return from 2001 per annum was +6.9% (+7.7% at 31/3/19);
- Cashflow contributions and transfers of £92m were received (£98m in 2018/19);
- Cashflow benefits of £84m were paid out (£74m in 2018/19);
- Cashflow net income of £14m (£14m in 2018/19);
- Contributions (Employee) (Ees) £20m (£19m at 31/3/19);
- Contributions (Employer) (Ers) £72m (£68m at 31/3/19);
- Contributions % of Ees to total 22% (22% at 31/3/19);
- Contributions (Average) (Employee) rate 6.1% (6.1% at 31/3/19);
- Costs (Administration) per member £25.96 (£22.41 at 31/3/19);

- Costs (Oversight/Governance) per member £26.53 (£18.51 at 31/3/19); and
- Costs (Direct Investment) £4,819,000 (£5,422,000 at 31/3/19).

The Annual Report and Accounts included an Annual Governance Statement which focussed on the internal controls in place to address the risks associated with funding, contributions and pension payments, investment management and data security. It includes comment on the internal audit work and wider governance, risk and control environments in operation with particular reference to the impact of the Covid-19 coronavirus pandemic.

Decision

The Committee and Board noted the Unaudited Accounts 2019/20 and Annual Report and Annual Governance Statement.

The Committee agreed the Fund Annual Governance Statement.

PE10. Valuation Assumptions

The Committee and Board considered a report by the Director of Corporate and Housing Services providing a summary of the 2020 Valuation process and the related actuarial assumptions.

The report noted that the Scheme rules require a fund valuation to be held every three years and that a valuation at 31 March 2020 was being conducted by the Fund's actuary, Hymans Robertson. The purpose of the valuation was to establish the financial position of the Fund in terms of its assets and liabilities and, in terms of this valuation, to set employer contribution rates for the three years' commencing 1 April 2021. The valuation required to be signed off by 31 March 2021.

A paper from the Actuary proposing assumptions for the Valuation was appended to the report and made reference to:-

- the discount rate used to determine Fund liabilities;
- the assumptions for inflation and salary growth;
- longevity, including current mortality rates and the scope for future improvements; and
- assumptions for deaths in service, ill health retirements, cash commutation and 50:50 take up.

Decision

The Committee and Board noted the proposed assumptions and process for completing the 2020 Pension Fund Valuation.

The Committee agreed the actuarial assumptions outlined in Section 7 of the report.

PE11. General Governance Matters

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

- scheme advisory board;
- McCloud judgement;
- Goodwin and Walker cases;
- cost cap;
- pensions increase 2020;
- corporate governance;
- voting; and
- future meeting dates.

Decision

The Committee and Board noted the report.

PE12. 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) the recent investment market developments;**
- (2) the Fund's strategic allocation;**
- (3) the Fund's performance for the period ending 31 March 2020; and**
- (4) the investment monitoring activity of the Joint Investment Strategy Panel (JISP).**

PE13. 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 grounds 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.

PE14. Commentary on Fund Manager Performance

The Committee and Board considered a report by the Director of Corporate and Housing Services providing details on individual manager mandates, including current developments and issues identified through the wider monitoring process for the period to 31 March 2020.

Decision

The Committee and Board noted the report.

PE15. Pension Fund Budget 2020/21

The Committee and Board considered a report by the Director of Corporate and Housing Services providing details of the proposed Pension Fund budget for 2020/21.

Decision

The Committee and Board noted the proposed Pension Fund budget for 2020/21.

The Committee agreed the Pension Fund budget for 2020/21.

PE16. Joint Investment Strategy Panel Update

The Committee and Board considered a report by the Director of Corporate and Housing Services summarising the key matters discussed at the virtual meeting of the Joint Investment Strategy Panel (JISP) on 11 June 2020.

Decision

The Committee and Board noted the matters considered by the JISP at its meeting on 11 June 2020.

FALKIRK COUNCIL

Minute of meeting of the EMERGENCY EXECUTIVE held remotely on Thursday 20 August 2020 at 11.25 a.m.

Councillors: David Alexander
Robert Bissett
Fiona Collie
Joan Coombes
Paul Garner
Nigel Harris
James Kerr
Adanna McCue
Cecil Meiklejohn (Convener)
Malcolm Nicol
Alan Nimmo

Officers: Douglas Duff, Head of Planning and Economic Development
Jack Frawley, Team Leader - Committee 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

Also

Attending: Councillor Laura Murtagh, Public Protection Portfolio Holder
for item EE45

After a short adjournment the meeting commenced at 11.25am.

In accordance with section 43 of the Local Government in Scotland Act 2003 the Convener had directed that the meeting would be conducted by video conference to allow remote attendance by elected members.

In accordance with section 50A of the Local Government (Scotland) Act 1973 the public were excluded from this meeting as it was likely that, if members of the public were present, there would be a real and substantial risk to public health due to infection or contamination with coronavirus.

EE39. Apologies

An apology was submitted on behalf of Councillor Reid.

EE40. Declarations of Interest

There were no declarations.

EE41. Valedictory

The Convener noted that Rhona Geisler, Director of Development Services retired from Council service at the end of the month. The Leader of the Council led members in thanks to Mrs Geisler for her many years of excellent service and for leading the response to the Covid-19 pandemic.

EE42. Minute**Decision**

The minute of the meeting of the Emergency Executive held on 6 August 2020 was approved.

EE43. Schools Re-Opening Update

The Emergency Executive received a verbal update from the Director of Children's Services on schools re-opening. All pupils had access to at least one day in school during the initial three days of opening in the week commencing 10 August with the exception of some pupils whose schools were affected by flooding or a fire event. The full return to education had commenced on Monday 17 August. The figures showed an attendance rate of 97% across the entire estate. The Service was engaging with a small number of families who had concerns around sending their children into the school environment.

School transport had operated successfully with the bus service operating as normal. Some of the ASN taxi provision required to make double runs but the availability of taxis was improving. Additional daytime cleaning had been put in place in the schools and pupils had been well briefed on the rules, one way system and hand washing requirements. The provision of school meals was working well and would be reviewed on 30 August. There was also a robust supply chain in place to provide PPE.

The Service had engaged with the Trade Unions who were satisfied with the robustness of the risk assessments in place and with the level of engagement between Head Teachers and the wider staff cohort. The Service would meet with Trade Unions again at the end of the week.

A daily call was in place with NHS Forth Valley to discuss any suspect cases of Covid. There had been no positive tests across Forth Valley in the cohort of school age children.

Decision

The Emergency Executive noted the verbal update provided by the Director of Children's Services.

EE44. Referral from Corporate Partnership Forum

The Emergency Executive considered a report by the Director of Corporate and Housing Services which sought approval of revised Casual Employment and Retirement policies which were approved by the Corporate Partnership Forum on 3 July 2020.

The Casual Employment Policy had been updated to provide clarity on when casual employment should be used and included a How To guide on managing casual employment. The policy also ensured that a Casual Co-ordinator had responsibility for the creation and maintenance of a casual employment database within their Service area.

The Retirement Policy had been updated to the new format including creation of guidance documents for employees and managers. The policy gave clearer guidance on the requirements for reduced hours to allow flexible retirement to progress. There was now a requirement to give 6 months' notice for flexible retirement. Employees who had a pension strain cost required to accept an actuarially reduced pension to allow flexible retirement to progress. The time period for newly agreed cases had been limited for flexible retirement to 5 years before retirement.

Decision

The Emergency Executive approved the immediate implementation of changes to the Casual Employment and Retirement policies.

EE45. Civic Government (Scotland) Act 1982 Taxi and Private Hire Car Driver Medicals

The Emergency Executive considered a report by the Director of Corporate and Housing Services which sought approval for a temporary change in relation to the requirement for new applicants and existing drivers to undergo a medical examination to a system of self declaration.

Medical examinations prior to the Coronavirus pandemic were carried out by a local GP. No medicals had been undertaken for during the period of the pandemic. The local GP had advised that there was no realistic prospect of undertaking face to face medicals until a vaccine was in place. A suggested alternative approach was that of a self-declaration. An arrangement would be in place for the GP to consider any application forms that required further medical scrutiny. It was proposed that the policy adjustment initially endure

for six months and be subject to review at that point. The Service would also continue work to increase the pool of GPs undertaking the examinations. The temporary self declaration pool would be kept under review and a return to normal practice instituted as soon as possible if the situation changed.

Decision

The Emergency Executive agreed the change to a system of medical self declaration in place of medical examinations by applicants and existing drivers for a period of six months.

EE46. Falkirk-Grangemouth Investment Zone and Economic Recovery Update

The Emergency Executive considered a report by the Director of Development Services which advised of the announcement of £90m of 'Growth Deal' grant support from the UK and Scottish Governments for the Falkirk-Grangemouth Investment Zone. The next steps to finalise arrangements for delivery of the Investment Zone were identified along with details of the work taking place to prepare an economic recovery plan post Covid-19.

The Falkirk Economic Partnership had developed a package of proposals for an Investment Zone for the Falkirk and Grangemouth area which aimed to fulfil the economic potential of the area. A series of Investment Zone projects were detailed in a strategic business case submitted to UK and Scottish Governments last year. The Governments had pledged £90m of Growth Deal funding towards delivery of the initiative.

In order to progress the Investment Zone, further work was necessary to focus and prioritise the proposals for delivery. It was hoped that Heads of Terms for the proposals could be achieved by the end of 2020, with a finalised agreement being reached by mid-2021. The finalised agreement would allow drawdown of the £90m capital funds to be undertaken over a 15 year period.

In light of the impact of the Covid-19 pandemic the Emergency Executive previously agreed that consultations should take place on a draft economic recovery plan. The finalised recovery plan would be submitted to a September meeting of the Emergency Executive.

Decision

The Emergency Executive:-

- (1) noted the award of £90m of growth fund monies by UK and Scottish Government towards delivery of the Falkirk-Grangemouth Investment Zone initiative;**

- (2) agreed that work proceeds to prepare Heads of Terms for agreement with UK and Scottish Governments on the delivery of the initiative and that a further report on progress is supplied to the Executive, and**
- (3) noted the progress of work on the Covid-19 economic recovery plan and that a finalised version of the plan will be presented to the September meeting of the Emergency Executive.**

EE47. Decisions Taken Under Delegated Powers

The Emergency Executive considered a report by the Director of Corporate and Housing Services which provided details of two decisions taken under delegated powers during the summer recess. The decisions taken were: award of contract in respect of proposed Nursery Extension at St Margaret's Primary School; and award of contract in respect of proposed New Council Housing at the former Torwood School, Larbert.

Decision

The Emergency Executive noted the decisions taken under delegated powers.

FALKIRK COUNCIL

Minute of meeting of the Audit Committee held remotely on Monday 24 August 2020 at 11.30 a.m.

Members:

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

Officers:

Danny Cairney, Senior Service Manager, Corporate Finance
Douglas Duff, Head of Planning and Economic Development
Gary Greenhorn, Head of Planning and Resources
Stuart Irwin, Democratic Services Graduate
Kenneth Lawrie, Chief Executive
Gordon O'Connor, Internal Audit Manager
Brian Pirie, Democratic Services Manager
Stuart Ritchie, Director of Corporate and Housing Services
Bryan Smail, Chief Finance Officer
Jillian Thomson, Chief Finance Officer, Integration Joint Board

Also Attending:

Stephen Reid, Ernst and Young
Grace Scanlin, Ernst and Young

A1. Apologies

Apologies were submitted on behalf of Paula Tovey and Councillor Niall Coleman. In the absence of the convener, Councillor Meiklejohn took the chair.

A2. Declarations of Interest

No declarations were made.

A3. Minute**Decision**

The minute of the meeting of the Audit Committee held on 11 November 2019 was approved.

A4. Internal Audit Annual Assurance Report 2019/20

The Committee considered a report by the Internal Audit Manager presenting the Annual Assurance Statement for 2019/20.

In regard to the Audit Plan, of the 23 assignments set out in the plan, 21 had been completed. The remaining two reviews, Savings Trackings and Business Continuity Management had not been undertaken following the lockdown and the impact of Covid-19 and would be included in the 2020/21 Plan.

On the basis of work undertaken, Internal Audit had provided a substantial assurance in relation to the Council's arrangement for risk management, governance and control for the year to 31 March 2020.

The report also set out the performance of the Internal Audit function against key performance indicators.

Following a question on the continuous review of creditors payments data to identify potential duplicate payments, the Internal Audit Manager confirmed that 96 payments had been identified and that these had been passed to the relevant officers for assessment. Following a request from the committee, Mr O'Connor undertook to provide further information on the scale of the costs involved and the amounts recovered as a result of the review.

The committee sought clarification of the self-assessment that Internal Audit was broadly compliant with the Public Sector Internal Audit Standards (PSIAS), the Internal Audit Manager explained that the standards against which the team were measured were exacting and set out the 'ideal'. To achieve this would be resource intensive and disproportionate. Overall, he was satisfied with the level of assurance.

In regard to the review of System Administration - Access Privileges to Key Corporate Systems the Internal Audit Manager confirmed that in general sound systems of control and larger issues had not been identified.

Following a question in regard to the review of the Equality Act 2010 and specifically findings in regard to the Licensing Board, the internal Audit Manager confirmed that the Act applied to the Board as a separate legal entity and undertook to provide further information.

Decision

The Committee noted that:-

- (1) sufficient Internal Audit work had been undertaken to support a balanced assurance;**

- (2) **Internal Audit had provided SUBSTANTIAL assurance on the Council's arrangements for risk management, governance, and control for the year to 31 March 2020;**
- (3) **Internal Audit had met, or exceeded, each of its Key Performance Indicators; and**
- (4) **the Internal Audit section operated in compliance with Public Sector Internal Audit Standards.**

A5. Internal Audit Plan 2020/21

The Committee considered a report by the Internal Audit Manager which presented a 2020/21 Internal Audit Plan for approval.

The Internal Audit Plan for 2020/21 had been prepared in the context of the Covid-19 pandemic and in particular its impact on the Council's resources and priorities. The plan, which was based on 555 planned days, was based on annually recurring assignments, priority assignments and indicative assignments.

Implicit in the Plan was an acknowledgement that the it was largely indicative and flexible - resources could be redirected (for example in new and amended processes arising as a result of Covid-19) and the plan may not be capable of being delivered in its entirety. Items not completed would be rolled over into the next year.

Following a question, the Internal Audit Manager confirmed that the plan was aspirational and was likely to change during the course of the year. He would direct resources as required depending on circumstances. Since March this year the work of the team has been predominately Covid-19 related – such as on reviews of payment of grants. A report would be submitted to the next meeting which would detail the work of the team to date. In regard to the priority assignments these had been determined through analysis and knowledge of the Corporate Risk Register.

The committee highlighted the work also undertaken for Clackmanannshire Council and for Strathcarron Hospice and sought assurance that this work would not affect the ability of the team to deliver the planned work for Falkirk Council. The Internal Audit Manager considered that, subject to the caveats around Covid-19, the plan was deliverable. He conceded that the time allocated to Strathcarron Hospice was part of the 555 planned days allocated to Falkirk Council work. The 15 days allocated to Strathcarron was not a large demand.

The committee commented on summary of the planned work set out in the report and asked that in future a consistent format could be used that would allow for year on year comparison.

In response to a question on the likely impact on the Plan if there was to be a second wave of the pandemic the Internal Audit Manager said that the work would be put on hold and resources directed to where they were needed. In the lockdown the team had adapted well to working from home and generally this had not hindered reviews. If there was a need to significantly deviate from the Plan then this would be reported to committee.

In the period from April until August the team had continued to work and had carried out a number of reviews including Business Support grants and Community grants and again stated, when questioned on the deliverability of the Plan, that it was aspirational given the current and ongoing circumstances

The committee concurred with the convener that, having heard the assurances by the Internal Audit Manager, that it was content with the proposed Plan for the year.

Decision

The Committee:-

- (1) noted the resources available to Internal Audit;**
- (2) approved the Internal Audit Plan for 2020/21; and**
- (3) noted that progress would be reported to the Audit Committee on an ongoing basis.**

A6. Annual Audit Plan – External Audit 2019/20

The Committee considered the external auditor's Annual Audit Plan for 2019/2020/21.

The Plan for 2019/20 comprised:-

- Executive Summary
- Local Government Developments
- Financial Statements
- Wider Scope Dimensions
- Appendices

A Plan had been developed for 2019/20 for consideration by the Committee in April. However, with the advent of the Covid-19 pandemic Ernst and Young had reflected on the planned scope of, and their approach to the audit in regard to:-

- Impact on the audit risk assessment
- Impact on the financial statements
- Best Value and wider scope risk assessment

- Audit logistics

Stephen Reid gave an overview of the Plan and summarised the key areas of focus, including property, plant and equipment on the financial statements as a result of uncertainty on valuations caused by Covid-19 and the group financial position. Grace Scanlin summarised the approach to the review of best value which had been scheduled for early 2020 and postponed as a consequence of the pandemic.

Following a question on the Council's financial sustainability Stephen Reid stated that a large part of the EA work was around financial sustainability. This year will be more complex due to the impact of Covid-19. External Audit will look at the magnitude of the impact and on the robustness of the recovery plans and going forward, the Medium Term Financial Plan and Council of the Future arrangements. In addition to Covid-19 the forthcoming exit from the EU will impact on local authorities and auditors will be looking at how members and officers have embedded this in their longer term plans.

The convener suggested that local authorities were looking for flexibility in how they budget, citing the flexibility to use capital create revenue rather than having to utilise reserves to plug gaps. Mr Reid stated that he was aware of discussions between Chief finance officers on this option. The Chief Finance Officer confirmed overtures had been made to the UK and Scottish Governments to permit various fiscal flexibilities – such as the ability to spread costs over more than one year and for the ability to borrow for revenue. These were 'sacred cows' and as such the prospects were slight. Nonetheless they would be hugely beneficial to sustainability if permitted.

Following a question Mr Reid expanded on the reasons why there would be a focus on property plant and equipment statements. The aim would be to use EY estates experts to review any transactions to ensure that significant asset values had not been misstated.

Following a question, the Chief Executive confirmed that it was intended that a report on Falkirk Community Stadium Ltd, would be submitted to the Executive in due course.

Decision

The Committee noted the report.

A7. Internal Audit Charter

The Committee considered a report by the Internal Audit Manager which sought approval of an updated Internal Audit Charter.

The Charter set out the role, authority, and responsibility of the Internal Audit team and had been updated from the version adopted in August 2017 (ref A6) to reflect the joint working arrangement with Clackmannanshire Council.

Decision

The Committee approved the Internal Audit Charter as appended to the report.

A8. Corporate Risk Management Update

The Committee considered a report by the Director of Corporate and Housing Services presenting an updated Corporate Risk Register (CRR) which took account of the impact of the COVID-19 pandemic.

The global Covid-19 pandemic had changed the landscape within which the Council operates. The Corporate Risk Register had been updated to include new Covid-19 related risks and to update those risks which had been altered by the pandemic.

The report set out, as appendices, the Risk Management Dashboard, the Corporate Risk Register and the Corporate Risk Assurance map. It also provided details of an Executive 'deep dive' programme.

Subject to the considerations of the committee, the report would be referred to the Emergency Executive for approval.

In summarising the report, the Chief Finance Officer added that while Covid-19 clearly had been and would continue to be significant, the impact of Brexit would also be have the capacity to be a 'game change'.

The committee commented that there wasn't a sense of the impact on Brexit within the report an appendices. Mr Smail stated that it was very much on the radar. It had been identified as high risk and a number of mitigations had been put in place. He noted that a Brexit Group had been established and this group had been proactive in assessing risks and mitigations.

The committee discussed the various governance groups which were currently in operation. Members questioned whether 19 governance groups were necessary or effective and whether there had been a review of the groups. The Chief Finance Officer confirmed that there had been a review and the number was kept under continual review. Of the groups some were short life and some had very narrow terms of reference. While acknowledging the need for such groups in an organisation the size of Falkirk Council, the Chief Finance Officer accepted the point being made about the need for continual review.

The Chief Executive, in agreeing with the points being made, stated that during Covid-19 members and officers had learned new ways of working – whether that was working from home, attending meetings remotely and relying less on paper – and stated that it was vital that the Council took the learning points from this experience and that it didn't fall back on the old, bureaucratic ways from before.

Decision

The Committee:-

- (1) noted the Risk Dashboard and Corporate Risk Register set out as appendices 1 and 2 to the report;**
- (2) noted that Services were developing 2020/21 Assurance Statements, linked to COVID-19 Recovery Plans;**
- (3) noted the Corporate Risk Assurance Map attached as appendix 3 to the report;**
- (4) noted the proposed Corporate Risk Register Deep Dive Review Program (included at Appendix 3 to the report); and**
- (5) agreed to refer the report to the Emergency Executive, for consideration and approval of the Corporate Risk Register and Corporate Risk Register Deep Dive Review Program.**

A9. Falkirk Council Annual Accounts 2019/20 and Falkirk Temperance Trust Accounts 2019/20

The Committee considered a report by the Director of Corporate & Housing Services presenting the unaudited annual accounts of the Council and Falkirk Temperance Trust for the financial year ended 31 March 2020 for consideration. These had, in accordance with the Local Authority Accounts (Scotland) Regulations 2014, been submitted to the auditor by the deadline of 30 June 2019 and published online for inspection.

The committee considered the Annual Accounts, members welcomed the new layout and format, praising in particular the management commentary and annual governance statement as being particularly helpful.

Stephen Reid explained that the external audit team would report on the accounts in September 2019 as part of the audit process.

Following a question on the statistic provided in the management commentary that 23% of children in Falkirk were estimated to live in poverty, the Chief Executive stated that addressing food poverty was a priority for the Council and gave an overview of the work undertaken early in the lockdown to provide food to those who were in need.

The Chief Executive also, following a question in regard to the employment profile of Council employees, said that while the Council followed the required recruitment practises, the Council recognised the need to ensure that school leavers were 'employable' and summarised the range of work with local employers, the college and other stakeholders to best equip young people for employment.

Following a question in regard to teachers pay the Head of Planning and Resources confirmed that the increase between 2018/19 and 2019/20 in the higher brackets of teachers' salaries was due to pay awards.

The Chief Finance Officer undertook to provide a breakdown on the costs of promoting the town centres by town centre.

The convener asked whether the impact of Covid-19 on the Council's finances could result in the use of reserves to help balance the budgets and therefore reduce the Council's reserves beyond levels set out in the Reserves Strategy.

The Chief Finance Officer stated that the application of reserves was a matter of judgement underpinned by principles of prudence and financial sustainability. The Council would undoubtedly face strong budgetary pressures as a result of reduced government (UK and Scottish Government) funding and the temptation to use reserves should be considered in light of the desire for prudence and the need for financial sustainability.

The Chief Finance Officer, following a question, undertook to investigate the membership criteria to become a Trustee of the Falkirk Temperance Trust.

Decision

The Committee noted the Unaudited Annual Accounts, noted the public inspection period and that the Unaudited Annual Accounts had been submitted to the Council's External Auditor by the statutory deadline of 30 June 2020.

A10. Council of the Future Update

The Committee considered a report by the Director of Corporate and Housing Services which provided an update on the Council of the Future programme risk register.

The Council of the Future Board had met 7 times since its inception in May 2019. Of the 8 key priority projects 6 were 'amber' status with one red and one green.

A refreshed five year business plan would be submitted to the Emergency Executive in September. This would include learning, recovery actions and implications arising from Covid-19. The pandemic would also impact on the Council's Medium Term Financial Plan as well as how the Council delivered services and engages with the community. Consequently, there would be an impact on the Council of the Future Programme risk register. This had been updated and was attached as an appendix; however, it was anticipated that, following Council in September the register would be further developed.

Decision

The Committee noted the update on the Council of the Future change programme risk register.

Minute of meeting of the Falkirk Common Good Fund Committee held remotely on Tuesday 25 August 2020 at 12.00 noon

Councillors: David Alexander
Lorna Binnie
Provost William Buchanan
Cecil Meiklejohn
John Patrick
Pat Reid
Depute Provost Ann Ritchie

Officers: Brian Pirie, Democratic Services Manager
Hazel Jones, Senior Accountant

Also attending: Dr Duncan Crombie, Falkirk Made Friends

In accordance with section 43 of the Local Government in Scotland Act 2003 the Convener had directed that the meeting would be conducted by video conference to allow remote attendance by elected members.

In accordance with section 50A of the Local Government (Scotland) Act 1973 the public were excluded from this meeting as it was likely that, if members of the public were present, there would be a real and substantial risk to public health due to infection or contamination with coronavirus.

CGF5. Apologies

An apology was submitted on behalf of Councillor Bissett.

CGF6. Declarations of Interest

None.

CGF7. Minute

Decision

The Minute of the meeting held on 18 June 2020 was approved.

Following a question from Councillor Reid it was confirmed that the monies which would be returned to the Fund by the Friends of Falkirk War Memorial Association had been estimated at the meeting, and in the decision, to be around £13k. There was no expectation in the decision that the Association was required to return £13k to the Fund. The returned monies would be allocated to the Bainsford War Memorial

project. Councillor Reid confirmed that £12,000 had been returned to the Fund by the Association.

CGF8. Application for Financial Assistance - Falkirk Made Friends

The committee considered a report from the Director of Corporate and Housing Services presenting an application for financial assistance from Falkirk Made Friends towards a project to produce short films, leaflets and booklets on Falkirk's industrial legacy.

Falkirk Made Friends was primarily concerned with creatively stimulating public interest in Falkirk's industrial legacy, its innovations and their effects on social history.

The project aimed to produce short films that dramatised individual and community stories that revealed the contribution of those who made some innovative contributions to society. Leaflets and information booklets would complement the films and add further historical information.

The cost of the project was £8500 with £5875 sought from the Common Good Fund.

Hazel Jones advised that the balance of Falkirk Common Good Fund was £695,880 at 15 July 2020. Rents and interest in 2020/21 would generate approximately £27k.

Dr Duncan Comrie was in attendance to represent Falkirk Made Friends committee. However due to connection issues Dr Comrie could neither hear, nor be heard by, the committee. With members unable to ask questions of the applicant it was proposed that the matter be continued to a later date.

Decision

The Committee agreed to continue consideration to a later meeting in order to be able to properly discuss the application with a representative of the organisation.

FALKIRK COUNCIL**Minute of Meeting of the Planning Committee held remotely on Wednesday 26 August 2020 at 9.30 a.m.**

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

OFFICERS: Kevin Brown, Planning Officer
 Donald Campbell, Development Management Co-Ordinator
 Karen Chambers, Committee Services Officer
 Katherine Chorley, Planning Officer
 Ian Clementson, Systems Development Officer
 Kevin Collins, Transport Planning Co-Ordinator
 Ian Dryden, Development & Buildings Standards Manager
 Jack Frawley, Committee Services Officer
 Iain Henderson, Legal Services Manager
 Stephen McClure, Planning Officer
 Craig Russell, Senior Roads Development Officer

P24. Welcome

The Convener welcomed everyone to the remote meeting and set out the procedures to be followed in respect of discussion of the applications.

The Convener welcomed Councillor McLuckie to the Planning Committee. He thanked Councillor Black for her contribution to the Committee.

P25. Apologies

None

P26. Declarations of Interest

There were no declarations of interest.

P27. Procedure

The Convener explained the procedure to be followed in respect of the deputations in item 6.

P28. Minute

Minute of Meeting of the Planning Committee held on 17 June 20 was approved.

P29. Erection of Church with Associated Community Facilities (Class 10 - Non-Residential Institution), at Land to The North East of Unit 1 Kinnaird Village Centre, McIntyre Avenue, Larbert for Grace Church Larbert -P/19/0407/FUL – Continuation

With reference to Minute of Meeting of the Planning Committee held on 17 June 2020 (Paragraph P23 refers), the Committee (a) gave further consideration to a report to that meeting by the Director of Development Services; and (b) considered an additional report by the said Director.

This application was originally considered by the Planning Committee on 17 June 2020 when it was agreed to continue the application to allow deputation requests to be heard virtually.

With reference to Standing Order 33.5 the convener referred to previous deputation requests received from:

Gary Wilson, an objector;
Kirsteen Glen, an objector;
Iain Henderson, an objector;
James Alexander, an objector;
Rob Christie, an objector;
Elaine Kidd, an objector and
David Jennings, the agent for Grace Church;

to be heard in relation to this item. The convener confirmed that at the meeting on 17 June 2020 it was agreed the deputations would be heard by the committee by video link.

The committee proceeded to hear deputations from:

Gary Wilson,

Kirsteen Glen,
Iain Henderson and
James Alexander.

The meeting was paused at 10.25 am due to a technical issue with the video link and reconvened at 10.36 am, with all members present as per the sederunt.

The committee then heard deputations from:

Rob Christie;
Elaine Kidd and
David Jennings.

The committee adjourned at 10.32 am and reconvened at 10.42 am with all members present as per the sederunt.

Decision

The committee agreed: -

- 1. To instruct the Director of Development Services to advise the DPEA that the report presented to the Planning Committee of 17 June 2020 and the report to this committee set out the information before the planning authority noting, however, that the committee does not agree with the officer recommendation in the reports and would not have been minded to grant planning permission if it had been in a position to determine this application for the following reasons:-**
 - a. The proposed development, by reason of its significant height, massing and location close to residential properties, would result in a loss of light, loss of outlook and be unacceptably overbearing on the ground floor flats at 1 and 3 Crown Crescent and 20 to 34 Crown Crescent. This would be to the detriment of the living environment for these occupants. The proposal is therefore considered contrary to policies HC07 – Established Residential Areas and IR04 – Community Facilities, of the Adopted Falkirk Local Development Plan 2.**
 - b. The proposed development would have an unacceptably adverse impact on the amenity and safety of the surrounding area, by reason of increased traffic volumes and potential indiscriminate on-street parking close to and within an existing residential area, due to insufficient off-street parking provision within the site. The proposal would be considered contrary to policies PE01 – Placemaking, IR04, Community**

Facilities, HC07 – Established Residential Areas and IR09 – Parking, of the Adopted Falkirk Local Development Plan 2.

- c. **Acknowledging the age of the masterplan and that the planning authority is obliged to consider the application before it, there is conflict with the original masterplan for the wider Kinnaird/Bellsdyke development in terms of the size of the facility and the uses that were proposed to occupy the site (business and commercial). The proposal is therefore considered contrary to the aims and aspirations of the wider Kinnaird/Bellsdyke site.**
2. **To instruct the Director of Development Services to indicate to the DPEA that the planning authority would not have been minded to grant planning permission if it had been in a position to determinate the application.**
3. **That, in the event that the Reporter, contrary to the view of the committee, decides that she is minded to grant permission, the following are the Section 75 planning obligation and, thereafter, the conditions that the committee considers should be imposed:**

The completion of a planning obligation within the terms of Section 75 of the Town and Country Planning Act 1997, as amended, in respect of the provision of 30 parking spaces located adjacent to the application site and incorporated into the parking provision allocated to the development;

And thereafter on conclusion of the forgoing matters grant planning permission subject to the following condition(s): -

1. **The development hereby approved shall be implemented in accordance with the plan(s) itemised in the informative below and forming part of this permission unless a variation is required by a condition of the permission or a non-material variation has been agreed in writing by Falkirk Council as Planning Authority.**
- 2.i. **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. Prior to the commencement of development on the site, temporary tree protection fencing shall be erected in a position to first be agreed with the Planning Authority around the tree crown spread of the tree to be retained and no materials, vehicles, plant or machinery shall be stored or any excavations carried out within the fenced off area. The fencing shall not be removed until all construction work associated with the development on site is completed.
 - 4. Prior to the commencement of development on the site, a notice stating "PRESERVED" shall be placed on the trunk of the tree to be retained and this notice shall not be removed until all construction work associated with the development on site is completed.
 - 5. Prior to the commencement of development on site details and specifications, to include a sample panel or samples, of the materials to be used in the external surfaces of the building shall be submitted to the Local Planning Authority for written approval. The sample panel/samples should show the proposed materials, including roofing, cladding and render to be used in the development. The development shall be constructed in accordance with the approved details, unless otherwise agreed in writing by the Local Planning Authority.
 - 6. Prior to the use of the building commencing, the vehicle, motorcycle and bicycle parking areas shown on drawing 04A (your ref. A-P-00-G2-001 Rev. S) shall be provided on site and retained thereafter. Each vehicle parking space shall be designed in accordance with the

standards set out in the National Roads Development Guidance, unless otherwise agreed in writing by the Local Planning Authority.

7. Any plant or equipment associated with the completed development should be sited and operated in such a manner as to prevent any noise nuisance occurring at nearby noise sensitive premises. Noise associated with the completed development shall not give rise to a noise level, assessed with the windows open, within any dwelling or noise sensitive buildings in excess of the equivalent to Noise Rating Curve (N.R.C.) 35 between 07.00 hours and 22.00 hours and N.R.C. 25 at all other times.
8. Prior to the commencement of development on site, the surface water and foul drainage arrangements shall be agreed in writing by the Planning Authority. Thereafter development shall commence in accordance with the approved scheme.
9. The development hereby approved shall not be 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.
 - iii) Details and a timetable of how this is to be achieved, including details of physical works on site, shall be submitted to and approved in writing by Falkirk Council. The approved details shall be implemented in accordance with the approved timetable and retained as operational thereafter, unless otherwise agreed in writing by the Local Planning Authority.
10. Prior to the commencement of development on site, a specification for one electrical vehicle charging point shall be submitted to and agreed in writing by the Local Planning Authority, and the details shall be implemented prior to the use commencing. Unless otherwise agreed in writing.
11. Development shall not begin until details of the scheme of hard and soft landscaping works has been submitted to and approved in writing by the Planning Authority and only the approved details shall be implemented. Details of the scheme shall include:
 - i. location of new trees, shrubs, hedges and grassed areas.
 - ii. schedule of plants to comprise species, plant sizes and proposed numbers/density

- iii. a scheme to re-use the stone saved from the original building, which was retained following its demolition.
- iv. programme for completion and subsequent maintenance of the landscaping.

Reasons for the conditions above: -

1. As these drawings and details constitute the approved development.
2. To ensure the ground is suitable for the proposed development, in accordance with policy RW10 of the Falkirk Local Development Plan.
3. To safeguard the existing tree from damage during construction work in accordance with policy GN04 of the Falkirk Local Development Plan.
4. To safeguard the existing tree from damage during construction work in accordance with policy GN04 of the Falkirk Local Development Plan.
5. To enable the Planning Authority to consider this/these aspect(s) in detail in accordance with policies D01, D02 and D03 of the Falkirk Local Development Plan.
6. To ensure that adequate parking facilities are provided for the level of development proposed in accordance with policy INF11 of the Falkirk Local Development Plan.
7. To ensure that the occupants of adjacent premises are protected against excessive noise intrusion.
8. To enable the Planning Authority to consider this/these aspect(s) in detail in accordance with policy INF12 of the Falkirk Local Development Plan.
9. To ensure the development incorporates sustainable energy solutions and achieves the required CO₂ emission reduction as a result of development in accordance with policy D04 of the Falkirk Local Development Plan.
10. To encourage the use of sustainable travel options.
11. To enable the Planning Authority to consider this/these aspect(s) in detail in accordance with policy D02 of the Falkirk Local Development Plan.

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, 02B, 03B, 04A, 05A, 06A, 07A, 08A, 09A, 10A, 11A, 12A, 13A, 14A, 15A, 16, 17A, 18, 19, 20 and 21.
3. The applicant shall ensure that noisy work which is audible at the site boundary shall **ONLY** be conducted between the following hours:

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

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

4. If development involves any alterations or excavation in the public road or footway, a Minor Roadworks Consent will be required. Falkirk Council, Roads Services, Roads Depot, Earls Road, Grangemouth (01324 504600) will provide the relevant application form for a Minor Roadworks Consent and advise of conditions relevant to works in a public road.
5. Care should be taken to minimise any air emissions / suppress dust created during construction. The Institute of Air Quality Management (IAQM) provides dust management guidance (<http://iaqm.co.uk/guidance/>) during the construction phase.
6. Please note that if a solid fuel stove / open fire (with flue) is to be installed within the development, it is recommended that the flue terminates at 1m above the eaves of the property to minimise smoke / odour nuisance to neighbouring properties (if applicable). If the development is within a smoke control area (<http://www.falkirk.gov.uk/services/environment/environmental-policy/air-quality/smoke-control-areas.aspx>) (as designated in terms of the Clean Air Act 1993) - for compliance with this legislation the stove installed can only burn authorised fuel or be on the list of exempt appliances. It is also an offence to allow smoke to be emitted from such an appliance within a smoke control area. Further information on exempt appliances or authorised fuels can be found at: <https://smokecontrol.defra.gov.uk/fuels.php>

7. **In relation to condition 5, the sample panel should be at least 1 metre x 1 metre.**

The committee adjourned at 12.30 pm and reconvened at 1.25 pm with all members present as per the sederunt.

P30. Construction of Road, Vehicular Access and Roundabout at Land to the West of 65 Slamannan Road Slamannan Road, Limerigg for Manor Forrest Ltd - P/19/0580/PPP

The committee considered a report by the Director of Development Services on an application for the construction of road, vehicular access and roundabout at Land to the West of 65 Slamannan Road, Slamannan Road, Limerigg.

Decision

The committee agreed to continue this item to a future meeting of the Planning Committee to enable further information to be sought from the applicant.

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

P31. Erection of 4 Dwellinghouses and Construction of Access Road at Home Farm, Drove Loan, Head of Muir, Denny, FK6 5LH for Mr Steven Russell -P/20/0170/PPP

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

Decision

The committee refused Planning Permission in Principle for the following reason(s): -

- (1) the development proposed represents undesirable and unjustified development within the countryside to the detriment of environmental quality and the established rural character of the area. The proposal is contrary to the terms of policies CG01 'Countryside' and CG03 'Housing in the Countryside' of the Falkirk Local Development Plan as well as Supplementary Guidance SG01 'Development in the Countryside';**
- (2) the proposal represents undesirable and unjustified development within the Green Belt which would undermine the primary function of the Green Belt by reducing visual separation between**

settlements and eroding settlement identity. The proposal is contrary to policy CG02 'Green Belt' of the Falkirk Local Development Plan;

- (3) the proposal represents a pedestrian and road safety hazard due to the increased traffic which would be generated on an existing private access road of restricted width and alignment and which does not benefit from adequate street lighting or footpath provision. The proposal is contrary to the terms of the National Roads Development Guide.

Informative(s): -

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

P32. Erection of Class 5 General Industrial Building (Retrospective) at Land to the South East Of Yonderhaugh, Falkirk for All Truck Commercial Vehicle Repairs - P/19/0748/FUL

The committee considered a report by the Director of Development Services on an application for the erection of class 5 general industrial building (retrospective) at land to the south east of Yonderhaugh, Falkirk.

Decision

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

- (1) the development hereby approved shall be implemented in accordance with the plan(s) itemised in the informative below and forming part of this permission unless a variation is required by a condition of the permission or a non-material variation has been agreed in writing by Falkirk Council as Planning Authority;
- (2) notwithstanding the details on the approved plans, and within 6 months of the date of this permission, the proposed access gates shall be repositioned so that they are no closer than 13m from the edge of the A905;
- (3) notwithstanding the details on the approved plans, and within 6 months of the date of this permission, full details of the height, positioning, design and finishing materials for all proposed boundary treatments shall be submitted to and approved in writing by the planning authority. Thereafter, the development shall be carried out in accordance with these approved details

unless otherwise agreed in writing with the Planning Authority,
and

- (4) all approved landscaping works shall be implemented to the satisfaction of the Planning Authority by the end of the first planting and seeding season following the grant of this permission and all subsequent maintenance shall be carried out in accordance with the details on the approved landscaping plan.

Reason(s): -

1. As these drawings and details constitute the approved development.
2. To safeguard the interests of the users of the highway.
3. To safeguard the visual amenity of the area.

Informative(s): -

1. For the avoidance of doubt, the plan(s) to which this decision refer(s) bear our online reference number(s) 01, 02, 03A, 04A and 05.
2. The preferred route for all commercial vehicles is to access/ egress the site via the A905 from the south (Glensburgh/ Grangemouth) as opposed to the north via Skinflats.

Minute of meeting of the Civic Licensing Committee held remotely on Wednesday 2 September 2020 at 9.30 a.m.

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

Officers: Karen Chambers, Committee Services Officer
Bryan Douglas, Licensing Co-ordinator
Arlene Fraser, Committee Services Officer
Rose Mary Hoey, Legal Services Manager (Interim)
Frances Kobiela, Senior Solicitor

CL1. Apology

An apology was intimated on behalf of Councillor Goldie.

CL2. Declarations of Interest

There were no declarations.

CL3. Minute

The minute of Meeting of the Civic Licensing Committee held on 11 March 2020 was approved.

CL4. List of Applications Granted under Delegated Powers in February - July 2020

The committee considered a report by the Chief Governance Officer detailing the applications granted under delegated powers during February to July 2020 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 on applications for new taxi driver licences, the knowledge test opportunities, and the options available.

Decision

The committee:-

- (1) refused to grant the taxi drivers licences in terms of the Civic Government (Scotland) Act 1982, Section 13(5) for Mr Guylas; for Mr Kavak; and for Mr Moqsud, 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, and**
- (2) agreed to give Mr Khan a final opportunity to take and pass the knowledge test, and**
 - i. should Mr Khan 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 Khan 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 G, joined the remote 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.

Mr G spoke 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 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 self-declaration taxi inspection checklist being submitted to the satisfaction of officers, and subject to the standard conditions for the period of one year.

CL8. Application to Vary a Taxi Operator Licence

The applicant, Mr M, joined the remote meeting.

The committee considered a report by the Chief Governance Officer providing information on an application for the variation of a taxi operator licence.

Mr M spoke 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 vary taxi operator licence no 53, being satisfied that the circumstances justified a departure from the current policy in respect of the age of the proposed vehicle; subject to the appropriate insurance documentation; V5 certificate and self-declaration taxi inspection checklist being submitted to the satisfaction of officers, and subject to the standard conditions.

FALKIRK COUNCIL

**Minute of meeting of the EMERGENCY EXECUTIVE held remotely on Thursday
3 September 2020 at 11.00 a.m.**

Councillors: David Alexander
Robert Bissett
Fiona Collie
Joan Coombes
Paul Garner
Nigel Harris
James Kerr
Adanna McCue
Cecil Meiklejohn (Convener)
Malcolm Nicol
Alan Nimmo
Pat Reid

Officers: Douglas Duff, Acting Director of Development Services
Jack Frawley, Team Leader - Committee Services
Kenneth Lawrie, Chief Executive
Colin Moodie, Chief Governance Officer
Robert Naylor, Director of Children's Services
Bryan Smail, Chief Finance Officer

Also

Attending: Gary Bouse, Resources Portfolio Holder for item EE53

In accordance with section 43 of the Local Government in Scotland Act 2003 the Convener had directed that the meeting would be conducted by video conference to allow remote attendance by elected members.

In accordance with section 50A of the Local Government (Scotland) Act 1973 the public were excluded from this meeting as it was likely that, if members of the public were present, there would be a real and substantial risk to public health due to infection or contamination with coronavirus.

EE48. Apologies

There were no apologies.

EE49. Declarations of Interest

There were no declarations.

EE50. Minute**Decision**

The minute of the meeting of the Emergency Executive held on 20 August 2020 was approved.

EE51. Early Learning and Childcare (ELC) 1140 Hour Expansion Plan Update

The Emergency Executive considered a report by the Director of Children's Services which provided: an update on progress with the ELC expansion plans; information on ongoing key infrastructure projects; details of the financial position of major projects, and details regarding agreement of a "sustainable rate" for private partner nurseries.

The ELC expansion plans were largely on track to be delivered by August 2020 prior to the impact of lockdown. Children's and Development Services had been liaising with contractors regarding all elements of the remaining workstreams.

The standalone ELC Centre at Maddiston Primary School was an integral element of the overall £4.016m capital project to extend capacity at the school. The lowest tender was around £0.3m higher than initially estimated. To address the gap it was proposed to fund this by borrowing the additional £0.3m capital required from current ELC revenue resources.

At Denny Primary School the former Community Learning Development (CLD) property was being extended to provide a nursery class. The initial tender for the overall project was c£0.9m above the construction budget of c£2.7m. Following some design reengineering the new tender for the revised project plan had been received for c£3.3m. The ELC element was £1.3m, with an original allocation of c£0.8m. It was proposed that the gap was funded by borrowing an additional £0.5m capital funded from current ELC revenue resources.

Discussions had taken place with partner providers over the summer regarding the assessment and agreement of a "sustainable rate". To enable new contracts to be issued for 2020/21 the Director of Children's Services approved, under delegated authority, to set the rate at £6.05 per hour. The rate included £0.35 for meal/snack provision and a temporary £0.15 in respect of addressing additional COVID related costs on a short term basis. The new rate had been paid from Wednesday 12 August 2020.

The Service was completing the final recruitment phase to deliver a total core ELC workforce of c540 FTE posts to deliver 1140 expansion plans. In addition to those core posts extra staffing resources had also been provided across cleaning, catering, caretaking and central service areas.

Decision

The Emergency Executive:-

- (1) agreed the proposals to allocate additional funding to the ELC projects as detailed in Sections 4.1 (i) and (ii) of the report;**
- (2) endorsed the decision made by the Director of Children's Services, under delegated authority, as detailed in Section 4.2 of the report;**
- (3) agreed to increase the Central Support Team by 2 FTE as detailed in Section 4.7 of the report, and**
- (4) noted the financial position summarised in Sections 6.1 and 6.2 of the report.**

EE52. Children's Services – Update on Schools and Early Years Establishments Reopening

The Emergency Executive considered a report by the Director of Children's Services which provided a summary of the overall position regarding the reopening of schools and the ongoing health and safety monitoring arrangements.

Following changes to the Scottish Government's Reopening Guidance, the Emergency Executive agreed on 6 August 2020 that pupils would return on a soft start basis between Wednesday 12 August and Friday 14 August 2020, with a full return on Monday 17 August 2020.

Transport arrangements were in place and operating to ensure all children we transported safely to school. The updated social distancing guidance that applied within schools and to school transport effectively negated the high risks previously highlighted with regard to the potential shortage of bus capacity.

In line with the guidance all education establishments completed individual risk assessments prior to reopening. Proactive joint working with the Trade Unions enabled the risk assessments to be considered, reviewed and agreed. The Service had also agreed a joint process with the Trade Unions to enable risk assessments to be updated, if national guidance changed and reported regularly to trade union partnership meetings.

School Recovery Plans were updated to reflect updated Scottish Government and Public Health Guidance and communication protocols and processes to be followed in the event of COVID related whole or partial school closures. Schools would only be closed due to COVID related incidents on instruction from Public Health.

Decision

The Emergency Executive noted:-

- (1) the work undertaken by officers from Children's Services, Development Services and the Trade Unions in ensuring that the building pre-opening checks and individual establishment risk assessments were completed to allow establishments to reopen as planned, and**
- (2) the additional funding received to date, to support the additional costs associated with the reopening of schools as set out in section 4.4 of the report.**

EE53. Treasury Management Strategy

The Emergency Executive considered a report by the Director of Corporate and Housing Services which in line with the Code of Practice for Treasury Management set out a framework for treasury management reporting for the financial year. Due to the Covid-19 pandemic, the reporting for Treasury had been interrupted. As a result, the report covered both the Annual Review Report for 2019/20 and the Treasury Strategy Report for 2020/21. The Code required that the report was referred to Council for approval.

The report provided information on the:-

- Economic Review and Outlook;
- 2019/20 Annual Review;
- Investment Strategy 2019/20;
- Treasury Management Prudential Indicators;
- 2020/21 Treasury Management Strategy;
- Borrowing Strategy 2020/21;
- Investment Strategy 2020/21;
- Treasury Indicators;
- Prudential Code;
- Treasury Management Advisors;
- Loan Fund, and
- Member/Officer Training.

Decision**The Emergency Executive:-**

- (1) noted the Annual Review for 2019/20;**
- (2) adopted the Borrowing Strategy for 2020/21;**
- (3) adopted the Investment Strategy for 2020/21 and approved the list of “Permitted Investments”;**
- (4) approved the Treasury Indicators;**
- (5) approved the changes to the Loans Fund repayments, and**
- (6) agreed to refer the report to Council for consideration.**

EE54. Land Exchange at Grangemouth Road, Falkirk

The Emergency Executive considered a report by the Director of Development Services which sought approval to exchange areas of land at Grangemouth Road, Falkirk with Forth Valley College to enable road improvements.

Decision**The Emergency Executive agreed:-**

- (1) to declare 859.92sqm of land at Grangemouth Road, Falkirk surplus to requirements and to its disposal to Forth Valley College;**
- (2) to an acquisition by the Council of 1132.8sqm of land at Grangemouth Road, Falkirk from Forth Valley College, and**
- (3) that authorisation was given to conclude the transaction by way of a land exchange with Forth Valley College.**

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 **7th November 2019** at 09.30am. David White (DW) chaired the meeting throughout.

No members of the public attended.

Present: David White (DW) Chair; Suzanne Arkinson (SA); Cllr Lorna Binnie (LB); Cllr Joan Coombes (JoC); Derek Easton (DE); Cllr Jim Flynn (JF); Cllr John McLuckie (JM); Simon Rennie (SR); Andrew Roberts (AR) Alan Stewart (AS).

Apologies: Cllr Niall Coleman (NC)

In Attendance: Maureen Campbell (MC); Neil Brown (NB); Paul Finnie (PF); Lesley O'Hare (LoH); Susie Crawford (SC); Jane Clark (JaC); Margaret Smith (MS).

No.	Agenda Item	Agreement / Action	Due Date	Who
		Agenda Part 1: Business Items		
	Welcome	DW welcomed Directors to the meeting and drew attention to the importance of agenda items 3 & 10.		
1	Minute of Meeting	The minute of the meeting held on 29 th August 2019 was approved.		
2	Matters Arising	<u>2018/19 Annual Report</u> The Board noted the Report has been published and distributed and CATs schools were included. <u>Mariner Leisure Centre and Stenhousemuir Gym equipment purchase</u> The Board noted that this item is included on the Agenda.		
3	Projected Financial Outturn 2019/20	MS presented the projected outturn based on actual performance to end of September 2019. The Board noted that although income is up by 15% on the same period as last year at this point the projected position is a deficit of £675,000 on charitable activities. This is mainly due to projected income being lower than budgeted targets including within trading activity. The Board noted that the Management Team has taken corrective action and put in place a number of expenditure controls to ensure a better position by March 2020. The Board discussed the following factors: <ul style="list-style-type: none"> • The context of income target setting as an alternative to service reduction; • Unrealistic cuts to budget in the context of no reduction in services all of which is out of the Board's control; • Recurrence of underachievement of income targets each year building up which is a structural issue over which the Trust must negotiate a long term solution; • Concerns that controls on expenditure are unsustainable and may have a negative impact on the business. The Board noted the projected year end financial position for 2019/20 and supported the control measures being put in place by the Chief Executive.		

No.	Agenda Item	Agreement / Action	Due Date	Who
4	Delivery Plans: Progress Update	<p>LoH presented highlights of the following plans;</p> <ul style="list-style-type: none"> • Kinneil Masterplan • The Arts Delivery Plan • The Library Development Plan • The Heritage Delivery Plan • The Physical Activity and Wellbeing Plan. <p>The Board welcomed the positive progress and examples of increased partnership work securing better outcomes for the Falkirk area. The Board recognised the time constraints of community and voluntary sectors to engage in partnership work and flagged the potential for widening physical activity partnerships to embrace more active travel opportunities.</p>		
5	Hallglen Sports Centre Update	<p>NB updated on actions taken at Hallglen Sports Centre. The Board noted that the Trust closed the venue on 12th October when temperatures fell to single figures; that all affected parties had been contacted; that all except one group had found alternative venues; that the member of staff affected was now permanently re-located; that the Council has mothballed the site; that the decision on the future of the venue rests entirely with the Council.</p> <p>The Board welcomed the focus that staff had given to customers and discussed lessons that could be learned around giving greater visibility to the role of the Council in the asset management process.</p>		
6	Risk Update	<p>The Board noted 3 risks and mitigation action affecting the Trust at this time. These are associated with delays in securing agreement to investment proposals; income generation not meeting budget targets; and potential impact of the poor condition of some facilities.</p>		
7	Health & Safety Update	<p>PF provided an operational update of the work of the Health, Safety & Risk Group. The Board noted the recent Fireworks event in Callendar Park had been very successful and PF advised that there had been no health & safety incidents. A recent Counter Terrorism exercise based on the Helix had been attended by the Trust and other partners and the Board noted that learning will be used in Emergency Action Plans going forward. The Board noted that tree works will be taking place in Callendar Park over the next 12 months and records of all surveys and tree maintenance are kept.</p>		
8	AOCB	Nil		

Minute of Meeting of the Central Scotland Valuation Joint Board held within Hillside House, Stirling on Friday 22 November 2019 at 9.30 a.m.

Councillors: David Balfour (Convener)
Lorna Binnie
Douglas Dodds
Kenneth Earle
Gordon Hughes
Patrick Nimmo
Martha Benny

Officers: Brian Pirie, Assistant to the Clerk
Lynn Previn, Assistant to the Treasurer
Lindsay Sim, Treasurer
Jane Wanless, Assistant Assessor
Pete Wildman, Assessor and Electoral Registration Officer

VJB23. Apologies

Apologies were intimated on behalf of Councillors Alexander, Coombes, Mason, Thomson, Spears and Holden.

VJB24. Declarations of Interest

No declarations were made.

VJB25. Minute

The minute of the meeting held on 27 September 2019 was approved.

VJB26. Revenue Budget 2018/19 – Review as at 30.9.19

The Board considered a report by the Treasurer presenting the revenue budget position at 31 March 2020 together with the forecast year end out turn.

The projected outturn at 31 March 2019 was £127k below budget. The underspend was, in the main, due to a projected underspend of £141k in employee costs and £71k due to a delay in recruiting to the additional posts required for the Barclays Review. An overspend of £14k in supplies and services was also projected.

Decision

The Board noted the report.

VJB27. Records Management Plan – Progress Update Review

The Board considered a report by the Assistant Assessor presenting the Progress Update Report by the Public Records (Scotland) Assessment Team on the Board's Records Management Plan for comment.

The Board had agreed its Records Management Plan on 28 September 2018 (ref VJB23) and had been invited by the Keeper of the Records of Scotland to submit a progress update by 30 August 2019. The evaluation report had been received and was presented. The overall assessment had been that the Board continued to take its statutory obligations seriously and was working hard to bring all elements of its arrangements into compliance with its obligations. It was recommended that the Board consider publishing the update reports on its website as an example of best practice.

Following a question the Assessor confirmed that staff continued to use paper files where appropriate although the Service was working towards a paper free environment. This was easier for domestic properties compared to its non-domestic ones, which were more complex.

Moving to a paperless environment would require less space and this could generate savings when the lease for Hillside House was due to fall or be regenerated.

Following a question on the retention time for files, the Assistant Assessor confirmed that these depended on the type of file. For Council Tax files, for example, the retention period could be lengthy whereas for employee files the records would be destroyed following the period of employment. The Assistant Assessor undertook to provide the Board with details of the current retention schedule.

Decision

The Board noted the report.

VJB28. Interim Valuation Performance Report

The Board considered a report by the Assistant Assessor presenting Service performance information for the period 1 April 2019 to 30 September 2020.

The service performance indicators for Valuation Roll work and for Valuation List work were set out.

In regard to Valuation Roll work, which measured the period taken to change the Valuation Roll, 473 changes had been made during the period - of these 82% were amended within 3 months, 96% within 6 months and 1% took longer – against targets of 75%, 90% and 10% respectively.

In regard to the Valuation List work, the time taken to add houses to the Valuation List, 421 new entries were registered in the period, with 95% added within 3 months, 99% added within 6 months and 1% took longer – as against targets of 96%; 99% and 4% respectively.

It was noted that at this stage in the financial year all targets are being met or exceeded.

Decision

The Board noted the report.

VJB29. Valuation Team Appeals Report

The Board considered a report by the Assistant Assessor presenting the Valuation Team Appeals report.

The 2017 revaluation required the revaluation of approx. 11800 non domestic properties, with a rateable value of approximately £350m. Since the 2017 revaluation, 4571 appeals had been received (an increase on the 2010 revaluation). At 29 October 2019 79% had been disposed of, with 943 outstanding. All were required to be dealt with by the Valuation Appeals Committee by 31 December 2020.

In the Financial year to 30 September 2019 there had been 473 changes to the Valuation Roll. In the same period 92 running roll appeals had been received. In the same period 421 new entries had been made in the Council Tax List, the Valuation Team had disposed of 119 proposals and appeals.

In regard to the 2005 and 2010 Valuation Rolls there was 3 and 19 appeals outstanding respectfully. Outstanding appeals were referred to the Councils Tribunal (or in the case of 1 from 2010, the Lands Valuation Appeals Court). Such appeals were complex and substantial.

Decision

The Board noted the report.

VJB30. Disciplinary Policy Report

The Board considered a report by the Assistant Assessor presenting an updated Disciplinary Policy and Procedure for approval.

The Board's current policy and procedure dated from April 2000. The revised policy was based on that of Clackmannanshire Council and had been consulted upon with the Board's Staff Consultation forum.

The main revisions were in regard to:-

- Emphasis on the need for managers, in the first instance, to try to encourage improvement and use the informal route to address the problem before escalating the matter to the formal disciplinary procedures;
- Clearer and more detailed guidance on roles and responsibilities; and
- Introduction of 'Attendance Warnings' where an employee has exceeded the triggers points in the Maximising Attendance policy and Support and Guidance procedures have been exhausted.

There was no longer a requirement for all appeals against dismissal to be heard by the Appeal Committee of the Board.

Following a question on the general process of reviewing the Board's policies the Assessor explained that there had been a rolling programme for doing this. Where there were gaps new policies had been introduced. Following this the current policies, many of which had been in place for a number of years, had been reviewed, this being the oldest.

The Board also sought assurance in regard to the level of penalty for breach of data protection. The Assessor explained that the penalty would reflect the circumstances and nature of the information.

The Board welcomed the proposed revised policy. However following questions on the interaction of the Policy and the Board's Appeals Committee, asked the Assessor to review the proposed Policy and to bring it back to the next meeting, for further consideration.

Decision

The Board agreed to continue consideration of this item to the next meeting.



Minute of meeting of the Integration Joint Board held within the Municipal Buildings, Falkirk on Friday 6 December 2019 at 9.30 a.m.

Voting Members:

Allyson Black
Fiona Collie (Chair)
Alex Linkston
Michelle McClung (Vice Chair)
Cecil Meiklejohn
Julia Swan

**Non –voting
Members:**

Margo Biggs, Service User Representative
Patricia Cassidy, Chief Officer
Robert Clark, NHS Forth Valley Staff Representative
Cathie Cowan, Chief Executive, NHS Forth Valley
David Herron, GP Medical Representative
Jen Kerr, Third Sector Interface
Sara Lacey, Chief Social Work Officer
Kenneth Lawrie, Chief Executive, Falkirk Council
Morven Mack, Carers Representative
Roger Ridley, Falkirk Council Staff Representative
Ania Sandland, Third Sector Representative
Amanda Templeman, Chief Finance Officer
Angela Wallace, Nurse Director

Also Attending:

Jack Frawley, Team Leader - Committee Services
Kenny Gillespie, Head of Housing
Colin Moodie, Chief Governance Officer
Lorraine Patterson, Head of Integration
Martin Thom, Head of Integration
Suzanne Thomson, Senior Service Manager (Planning & Performance)

IJB39. Apologies

An apology was intimated on behalf of Andrew Murray, Medical Director.

The Chair noted that this was Alex Linkston's last meeting. She thanked him on behalf of the Board for his service and wished him well in the future.

IJB40. Declarations of Interest

There were no declarations of interest.



IJB41. Minute**Decision**

The minute of the meeting of the Integration Joint Board held on 6 September 2019 was approved.

IJB42. Rolling Action Log

A rolling action log detailing ongoing and closed actions following the previous meeting on 6 September 2019 was provided.

Decision

The Integration Joint Board noted the rolling action log.

IJB43. MTFP and Delivery Plan

The Board was provided with a presentation by the Chief Officer, Chief Finance Officer and Heads of Integration.

Decision

The Integration Joint Board noted the presentation.

IJB44. Medium Term Financial Plan/Delivery Plan/Business Case

The Integration Joint Board considered a report by the Chief Officer presenting the Medium Term Financial Plan and Delivery Plan for 2019/20. The business case was attached and gave a summary of information from the IJB's Delivery Plan and Medium Term Financial Plan. The business case had been considered by Falkirk Council on 4 December 2019 and the Board received a verbal update on the discussion of the Council. The Health Board would consider an updated business case in January 2020.

The Medium Term Financial Plan and the Delivery Plan supported delivery of the vision and the outcomes of the Strategic Plan. They highlighted priority areas for the IJB and set out the significant volume of transformation work required to improve outcomes for people, reduce demand and reduce costs. Both plans were challenging and would require to be updated regularly over the coming years.

Decision

The Integration Joint Board:-

- (1) approved the MTFP and noted that an update would be submitted to a future IJB meeting setting out more detail on savings across the Partnership;**
- (2) approved the Delivery Plan, and**
- (3) noted the business case and the verbal feedback from Falkirk Council from its meeting on 4 December 2019.**

IJB45. Chief Officer Report

The Integration Joint Board considered a report by the Chief Officer updating the Board on current developments within the Falkirk Health and Social Care Partnership. The report included information on:-

- Integrated Structure: Progress with the transfer of Phase 1 Services
- Forth Valley wide services
- Support services agreement
- Leadership Development
- GP Lead: Recruitment update
- Unscheduled Care and Delayed Discharge
- Falkirk Community Hospital
- Service Developments and Service Planning.

Decision

The Integration Joint Board:-

- (1) noted the contents of the report;**
- (2) noted the financial risk associated with the winter plan, and**
- (3) approved the appointment of the substitute carer representative.**

IJB46. 2018/19 Annual Accounts and Annual Audit Report to the Integration Joint Board and the Controller of Audit

The Integration Joint Board considered a report by the Chief Finance Officer presenting 2018/19 Audited Annual Accounts of the Falkirk IJB to 31 March 2019, and the key messages coming out of EY's 2018/19 Annual Audit Report to the Integration Joint Board and the Controller of Audit.

Decision

The Integration Joint Board noted the:-

- (1) Audited Annual Accounts to 31 March 2018, and**
- (2) contents of the report.**

IJB47. 2019/20 Financial Projection

The Integration Joint Board considered a report by the Chief Finance Officer providing the Board with an update on the financial projection for 2019/20.

This outturn showed an improvement in health services of £0.386m from the position reported in September. The improved position was mainly a result of underspends in operational, community based services which were offsetting other pressure areas. Demand for external home care places was causing financial pressure. As a result of a further period of increased external home care hours, an overspend of £0.684m was projected. External home care hours procured had increased by 16.5% over the same period in 2018/19. A recovery plan had been developed to try and address the rising demand for home care, focussing on efficiency of the internal home care service, more scrutiny of packages being procured externally and changing some existing processes.

NHS Forth Valley had confirmed that they would seek an allocation from reserves of £1.428m to cover the projected 2019/20 overspend on health services. However, this required Council agreement on risk sharing. The external auditors, EY, had highlighted that the IJB did not have a long term agreement on risk sharing. The agreement on risk sharing between NHS Forth Valley and Falkirk Council had not been concluded.

Previously the Board requested further information on due diligence work. Progress, which would inform a report to the Board, had been slower than anticipated. However, work continued to gather all necessary information.

Decision

The Integration Joint Board:-

- (1) noted the contents of the report, and**
- (2) agreed to delegate authority to the Chief Officer to utilise up to £0.15m of reserves to increase intermediate care bed capacity and enhance community support over the winter period.**

IJB48. Partnership Funding

The Integration Joint Board considered a report by the Chief Finance Officer providing the Board with an overview of recommendations made by the Partnership Funding Group (PFG) and Strategic Planning Group (SPG) in relation to funding proposals, providing further information and recommendations arising from the review of initiatives currently supported, and providing an overview on Partnership Funding Programme performance.

Decision**The Integration Joint Board:-**

- (1) approved recommendations relating to applications for Partnership Funding set out within Appendix 1 to the report;**
- (2) approved recommendations arising from the review of initiatives currently supported by Partnership Funds, within Appendix 2 to the report;**
- (3) noted the performance across the Partnership Funding programme, within Appendix 3 to the report, and**
- (4) noted the proposed escalation process as outlined at 4.6 and 4.7 of the report.**

IJB49. Strategic Risk Register

The Integration Joint Board considered a report by the Chief Finance Officer presenting the updated Strategic Risk Register (SRR). The high level SRR was appended to the report. The SRR had been considered by the Audit Committee in September 2019 and was regularly reviewed and updated by the Falkirk Leadership Group. The Lead Officers for each risk were asked to update the detailed risk matrix for their area as appropriate. The detailed risk matrices were included as an appendix to the report.

The Audit Committee was expected to receive an update of the SRR at each meeting. This would be particularly important as work continued to further embed a risk management culture across the Partnership. The Leadership Group recognised that the strategic risks of the IJB should focus on both the role of the IJB and most importantly on delivery of the strategic plan. This approach could only work where operational risks were being appropriately addressed through existing operational risk management arrangements. However, as more services were transferred to the Partnership, the Leadership Group would oversee development of an operational risk register.

Decision

The Integration Joint Board approved the Strategic Risk Register.

IJB50. Performance Monitoring Report

The Integration Joint Board considered a report by the Senior Service Manager presenting a comprehensive review of local performance indicators, based on the most up to date position against the previously reported timeframe where applicable, giving a year on year comparison.

The overall approach to performance underlined the principle that robust performance management was integral to the delivery of quality improvement and core to sound management, governance and accountability. The performance monitoring report was introduced to support focus on current key performance issues and actions in relation to delivery of services and relevant targets and measures which were included in the Integration Functions and set out in the Strategic Plan. It supported the IJB to fulfil its ongoing responsibility to ensure effective monitoring and reporting in respect of delivery of services.

Decision

The Integration Joint Board noted:-

- (1) the contents of the performance monitoring report, and**
- (2) that appropriate management actions continue to be taken to address the issues identified through these performance monitoring reports.**

IJB51. Annual Report of the Chief Social Work Officer 2018/19

The Integration Joint Board considered a report by the Chief Social Work Officer providing an overview on how the statutory responsibilities have been fulfilled by the Chief Social Work Officer during 2018/19.

The information included in the report was:-

1. Summary of Performance – key challenges and developments during
2. the past year
3. Partnership Working - Governance and Accountability Arrangements
4. Social Services Delivery Landscape
5. Finance and Resources
6. Service Quality and Performance including delivery of statutory
7. functions
8. Workforce – Planning and Development.

Decision

The Integration Joint Board:-

- (1) noted the contents of the CSWO's Annual Report, and**
- (2) acknowledged the commitment, skills and experience of Social Work staff in continuing to deliver high quality services to Falkirk citizens.**

The Integration Joint Board adjourned at 11.25am and reconvened at 11.40am with all members present as per the sederunt with the exception of the Chief Finance Officer.

IJB52. Falkirk HSCP Unscheduled Care Improvement Plan

The Integration Joint Board considered a report by the Head of Integration providing an update on the report presented in September, and providing as an appendix the Falkirk HSCP Unscheduled Care Action Plan 2019 - 2021.

The Senior Leadership Group would support the delivery of the plan. This would involve engagement with the Forth Valley Unscheduled Care Programme Board to minimise any duplication of effort and to maximise opportunities. The HSCP were cognisant of the work that had already been established for improvement, and were committed to continuing with and building on their existing links with the Forth Valley Unscheduled Care Programme Board. It was envisaged that having a separate HSCP plan would provide a partnership focus to this strategic and service delivery priority.

Decision

The Integration Joint Board noted the Falkirk HSCP Unscheduled Care Plan.

IJB53. NHS Forth Valley Annual Operational Plan 2019/20

The Integration Joint Board considered a report by the Director of Public & Strategic Planning providing the NHS Forth Valley Annual Operational Plan (AOP).

The requirement for an AOP and the process for agreeing the content with the Scottish Government was set out in guidance received annually by the NHS Board. A draft covering the required elements was prepared locally and usually then required some amendments following feedback from Scottish Government colleagues. In 2019 the feedback mostly related to elective care capacity and specific standards associated with planned care required to be included in the final submission. Engagement with key staff across NHS Forth Valley was undertaken to ensure the required trajectories were locally considered and appropriately owned. There was also a need to engage with staff and partners including volunteers to ensure local needs were met and to describe the potential of a more personalised approach to care as highlighted in the Chief Medical Officer's report 'Personalising Realistic Medicine'. Feedback from the Health & Social Care Partnerships related mainly to improving performance in delayed discharge.

Decision

The Integration Joint Board noted the Forth Valley Annual Operational Plan 2019/20.

The Board agreed to vary the order of business. The following items are recorded in the order they were considered at the meeting.

IJB54. Falkirk Community Hospital Update

Decision

The Integration Joint Board agreed to continue the item to its next meeting.

IJB55. IJB Programme of Meetings 2020

The Integration Joint Board considered a report by the Senior Service Manager which provided a draft timetable of meetings for 2020. The meeting dates proposed were: 20 March; 5 June; 4 September, and 20 November. Board development sessions were proposed for: 7 February; 1 May; 11 September, and 6 November.

Decision

The Integration Joint Board agreed the timetable of meetings for 2020.

IJB56. Winter Planning

The Integration Joint Board considered a report by the Chief Executive, NHS Forth Valley which provided as an appendix the Winter Plan which set out how health and social care partners, in collaboration with the Integration Authorities and third sector in the Forth Valley area were preparing for the additional peaks in demand specifically for winter.

The main focus of the Winter Plan dealt with the period from November 2019 to March 2020, with specific reference to the detailed arrangements for the festive holiday fortnight, in December and January. Contingency arrangements and effective management of unscheduled and planned care activity was required within and outwith the winter period. Whilst winter was traditionally a busy period for health and social care services, it was also a time when there could be sudden and unpredictable increases in demand. Therefore, the Plan was supported by enhanced services for winter and contingency plans for unexpected events, which had been tested in conjunction with partner organisations and could be instituted at any time, not just during the winter.

The Plan referred to specific actions that were required in the winter period to ensure that the care of people was not affected by the additional public holidays over the festive period and to ensure effective preparation for the flu virus, Norovirus and respiratory conditions, which were more prevalent in the winter period.

Decision

The Integration Joint Board noted that approval of the plan was required from NHS Board and Integration Joint Board Chairs, the NHS Board Chief Executive and the Chief Officers prior to submission.

IJB57. Housing Contribution Statement 2019-2022

The Integration Joint Board considered a report by the Head of Housing which presented, as an appendix, the Draft Housing Contribution Statement (HCS) 2019-2022.

The first (HCS) was agreed by the Board on 4 December 2015. The HCS set out the role of Housing in health and social care. This included mandatory and discretionary housing functions in relation to integration. The HCS was a bridge between housing's strategic planning through the Local Housing Strategy (LHS) and the Strategic Plan.

The HCS priorities were:-

- Make best use of technology to help people to stay in their communities as long as possible
- Recognise the importance of well being and social connection
- Make the most of the built environment to meet housing and care needs
- Improve access to housing for all
- Provide housing options for homeless people.

Decision

The Integration Joint Board approved the priorities and actions for the Housing Contribution Statement (2019-2022).

IJB58. Minutes of Committees and Groups

Decision

The Integration Joint Board noted the minutes of Committees and Groups.



HSC Item 01

MINUTE OF MEETING OF HEALTH AND SOCIAL CARE BOARD (DRAFT)

Friday, 7 February 2020 at 1030hrs
Glasgow Royal Concert Hall, Glasgow

Present

COSLA Spokesperson
East Lothian Council

Councillor Stuart Currie

Argyll and Bute Council
City of Edinburgh Council
Clackmannanshire Council
Dumfries and Galloway Council
East Ayrshire Council
East Dunbartonshire Council
East Lothian Council
East Renfrewshire Council
Falkirk Council
Fife Council
Highland Council
Inverclyde Council
Moray Council
Orkney Islands Council
Perth and Kinross Council
Renfrewshire Council
Scottish Borders Council
Shetland Islands Council
South Ayrshire Council
South Lanarkshire Council
Stirling Council
West Dunbartonshire Council
Carer Representative
IJB Chair
IJB Chief Officers
IJB Chief Officers
Public Health Directors
Scotland Excel
SOLACE
SPDS

Councillor Kieron Green
Councillor Ricky Henderson
Councillor Les Sharp
Councillor Andy Ferguson (Substitute)
Councillor Gordon Jenkins (Substitute)
Councillor Susan Murray
Councillor Fiona O'Donnell
Councillor Caroline Bamforth
Councillor David Alexander (Substitute)
Councillor Rosemary Liewald
Councillor Isabelle Campbell
Councillor Robert Moran
Councillor Shona Morrison
Councillor Rachael King
Councillor John Duff
Councillor Jacqueline Cameron
Councillor Tom Weatherston
Councillor Emma MacDonald (Substitute)
Councillor Julie Dettbarn
Councillor John Bradley
Councillor Graham Lambie
Councillor Marie McNair
Peter Burke
Peter Murray
Julie Murray
Val de Souza
Dr Susan Webb (teleconference)
Janine Hunt (Guest)
Lorraine McMillan (Substitute)
Laura Simpson

Social Work Scotland
UNISON
UNISON

Dr Jane Kellock
Joe Lynch (Guest)
Stephen Smellie (Guest)

Apologies

Aberdeen Council
Aberdeenshire Council
Angus Council
Comhairle nan Eilean Siar Council
Dumfries and Galloway Council
Dundee City Council
East Ayrshire Council
Falkirk Council
Glasgow City Council
Midlothian Council
North Ayrshire Council
North Lanarkshire Council
Shetland Islands Council
West Lothian Council
CIPFA – Directors of Finance
ENABLE
SOLACE

Councillor Sarah Duncan
Councillor Anne Stirling
Councillor Lois Speed
Councillor Kenny John MacLeod
Councillor Stephen Thompson*
Councillor Ken Lynn
Councillor Iain Linton*
Councillor Fiona Collie*
Councillor Mhairi Hunter
Councillor Margot Russell
Councillor Robert Foster
Councillor Paul Kelly
Councillor Allison Duncan*
Councillor Harry Cartmill
Donald Forrest
Councillor Paul O’Kane
Andrew Kerr*

** Denotes substitute provided*

Apologies are recorded where notified in advance or sederunt not signed

Welcome

Cllr Stuart Currie welcomed everyone to the meeting and noted apologies. Members agreed to take Agenda Item 3 out of order.

Public Session

1. UNISON: Save From Harm Report (paper)

This item was brought forward on the Agenda. Cllr Stuart Currie introduced Stephen Smellie and Joe Lynch from UNISON who had been invited to present the recently published report 'Save from Harm' based on its findings from a survey of workers in social work teams in Scotland. Members were reminded that workforce issues, including supporting the social work and social care professions, were a priority within the Health and Social Care Board Plan.

The report formed part of a series of reports looking at the impact of funding cuts on the public sector. Members were taken through the key findings from the survey and were invited to reflect on whether they recognised these issues in their own local settings and to consider with their local UNISON representatives what more might be done across Local Government to address these issues.

The Board:

- i. noted the publication of the report; and
- ii. responded to comments to UNIONS's presentation on the report's findings.

2. Minute of Previous Meeting held on 1 November 2019 (paper)

The Minute of the COSLA Health and Social Care Board meeting held on 1 November 2019 was accepted as a true record with the following amendment: -

Present List Add Cllr Keiron Green, Argyll & Bute Council to the list of those Present at the meeting.

3. Health and Social Care Board Plan (paper)

The Board received an update on the Health and Social Care Board Plan which reflected recent progress made towards the five agreed priority areas of work. The following updates were highlighted:

- Adult Social Care The Scottish Government national marketing campaign to promote careers in adult social care had been launched on 27 January 2020 and Members were encouraged to support it through social media.
- Coronavirus To date there had been no confirmed cases of coronavirus in Scotland but this was likely to change. Discussions were being held with the Scottish Governance around resilience and Members were asked to direct any questions to Lisa Powell, COSLA Policy Officer, Health and Social Care.
- Scottish Budget COSLA's 'Budget Reality' document had been sent to a range of stakeholders following the Scottish Budget announcement on 6 February 2020. Members were updated on the draft figures as they related to Health and Social Care and noted that further analysis would be required to more fully understand the implications for Councils of the shortfalls. Members noted the actions which would be progressed as part of COSLA's Spending Review Campaign and were invited to highlight any issues to COSLA officers.

The Board:

- i. considered and provided comments relating to the Health and Social Care Board Plan provided at Appendix 1 in the paper; and
- ii. noted progress and discussed any emerging issues from the written updates provided in the paper.

4. Research into Local and National Labour Markets in Social Care (paper)

The paper summarised some of the key messages from a research report into the labour markets for social care. The research was undertaken by consultants commissioned by the Scottish Government as lead client, with COSLA involved in a supporting capacity. This was the draft final report and included the findings from a very large survey of social care workers and employers. It revealed positive as well as more challenging messages. A key finding was that around 80% of the workforce saw themselves as staying in social care. The importance of local labour market dynamics and local context was stressed – with significant rural/urban differences. Members noted that the final report would be accompanied by a report on the workforce for Early Learning and Childcare.

Members were encouraged to discuss the findings locally and to feed in any further views to the Health and Social Care Team.

The Board:

- i. considered the research findings on the social care workforce, as outlined in the report and appendix;
- ii. offered views on the research findings, prospective use of the research and next steps;
- iii. agreed that COSLA would continue to work with Scottish Government and partners to address the issues highlighted through this research and to develop future programmes of work, where appropriate;
- iv. agreed that the report should be considered in local contexts by councils, in their employer, commissioner, and economic development roles; and
- v. noted that subject to final data checks, supplementary reports would be published alongside the final version of the main research report, later in February 2020.

5. Improving the Lives of Gypsy Travellers (paper)

The paper highlighted the publication of the national action plan to improve the lives of Gypsy/Travellers. This had been jointly developed by COSLA and the Scottish Government and included specific actions relevant to health and social care.

Members shared positive experiences as well as challenges with sites in their local authority and highlighted the need to tackle the stigma and misconceptions around these communities. There also needed to be greater involvement of the gypsy/traveller community in discussions affecting them.

Members were encouraged to attend an event to discuss Gypsy/Traveller children's mental health which was being hosted at COSLA on 14 February 2020. An invitation would be circulated following the meeting.

The Board:

- i. considered the issues raised in paragraph 4 in the paper and suggested any ways in which outstanding issues might be further considered or addressed, either by COSLA or at local level. Members were specifically invited to indicate any

additional areas of work that they believed should be included in delivery plans; and

- ii. confirmed their role monitoring and supporting development and delivery of health and social care during 2020/21 (as per the governance structure described in paragraph 5 in the paper). It was recommended that the Board consider progress reports on relevant activities on a six-monthly basis.

6. Independent Review of Mental Health and Incapacity Legislation in Scotland (paper)

The paper provided an update on the Independent Review of Mental Health and Incapacity Legislation in Scotland, chaired by John Scott QC. The Review would produce an interim report by May 2020, which would identify priorities and an overall timeline for the next stage of the Review.

The Board:

- i. noted the update on the Review provided by the Secretariat;
- ii. commented on the update and the intended approach;
- iii. agreed that COSLA officers work with Local Government advisers on a response once the call for evidence was live; and
- iv. agreed to invite John Scott QC to the next COSLA HSC Board meeting.

7. Digital Health and Care (paper)

Members received an update on the work being conducted by COSLA to progress the digital health and care agenda, including the progression of the key objectives outlined in the Digital Health and Care Strategy.

The Board:

- i. noted the update provided relating to COSLA's engagement with the digital health and care agenda;
- ii. agreed that COSLA lead a commission to follow up on the findings of the recent review of telecare call handling services; and
- iii. agreed to the position outlined relating to COSLA membership on NHS Education for Scotland's Digital Board.

8. Public Health Reform (paper)

The paper provided Members with an update on the progress being made on the COSLA and Scottish Government joint programme to reform Public Health in Scotland. Members' attention was drawn to the paper that had been submitted to Leaders at the end of January 2020 on the proposed process to nominate COSLA representatives to the Board of Public Health Scotland (PHS) and the current position with appointing those two positions. Further information on the COSLA nomination process would be made available to Councils once all details were confirmed.

An overview of Early Adopter discussions was noted and Members were reminded that these were intended to provide an opportunity to further develop and test the Whole System Approach (WSA) in practice through accelerated implementation in a smaller number of areas.

COSLA would continue to work alongside the Scottish Government to deliver the change required to strengthen the public health infrastructure and outcomes.

The Board:

- i. noted and provided comment on progress of the joint programme of reform;
- ii. noted the continued COSLA resource and capacity required to support the ongoing programme of reform and the joint-sponsorship of Public Health Scotland; and
- iii. as a Board, committed to providing ongoing oversight and advice on all aspects of the public health reform programme.

9. COSLA Charging Policy: Disregards (paper)

The paper asked for Members' endorsement to include three additional discretionary payments from the COSLA Charging Guidance for Care and Support at Home 2020/21. This would ensure people in receipt of these payments received the full benefit of the capital payments and they would not be used to pay for social care support.

The Board:

- i. agreed that the discretionary payments detailed in paragraphs 6-10 in the paper were included as a disregard in the COSLA Guidance 2020/21; and
- ii. noted that updated guidance would be presented for Members' endorsement in March 2020.

Private Session

10. National Care Home Contract: Update (paper)

Janine Hunt from Scotland Excel joined the meeting and updated Members on progress with the National Care Home Contract (NCHC) negotiations. Scotland Excel had been leading the negotiations for Local Government to agree the Contract for 2020/21. This negotiation had been based on the jointly developed Cost Model which underpins the national rate.

The Board:

- i. noted the verbal update provided at the meeting; and
- ii. noted that COSLA Leaders would be asked to endorse the rate in February 2020.

11. Health and Social Care Integration (paper)

11(a) Progress Update

Implementation of the Review of Progress Under Integration continued to be driven forward by the Integration Review Leadership Group. Members were updated on recent work undertaken and offered the opportunity to provide comment on progress against the proposals and guide the future direction of this substantial programme of work.

The Board:

- i. noted the progress update against the Integration Review which was considered by the Ministerial Strategic Group in January 2020; and
- ii. provided any further commentary on the update and noted the proposals for the next phase of the review.

11(b) Proposals for Improving Performance and Accountability

The paper updated the Board on developments in relation to the budget as it related to health and social care and proposals for an enhanced approach to joint accountability for performance which the Scottish Government was seeking to agree with COSLA. The nature

of these discussions was fast-moving and Members received a verbal update from COSLA officers on the most recent developments. The Cabinet Secretary was looking for the Scottish Government and COSLA to agree joint work to support ongoing local plans to manage the deficit position with a number of Integration Joint Boards (IJBs) and their partner Health Boards and local authorities. The aim of this support was to ensure that structural deficits in funding did not impact on the operational budgets of IJBs, giving them time and space to redesign and reform services to deliver within agreed budget parameters. During the discussion, Members emphasised the need for local flexibility to deliver on accountability and were assured that points raised were taken up by COSLA officers. Members noted that a further update would be presented to Leaders at the end of February 2020.

The Board:

- i. noted the proposed principles underpinning an agreement between COSLA and the Scottish Government to enhance joint accountability for performance in health and social care;
- ii. noted that the Scottish Government had intimated that any transfer from the health budget into integration authorities via the Local Government settlement would be contingent on such an agreement;
- iii. noted the Scottish Government's position on additionality;
- iv. noted the update from COSLA Leaders; and
- v. provided further consideration of the COSLA position set out in the paper.

12. Community Engagement and Participation Framework (paper)

The paper provided Members with an update on the development of a framework for community engagement. Several points were raised in relation to the draft guidance and these would be captured in the redraft e.g. reducing the overall length of the document and providing greater clarity in a number of areas. The questions around governance and accountability would not be addressed by the document but as part of the redrafting team, COSLA officers would put these to the Scottish Government. The principles of engagement and participation in the document were seen to be key to ensuring one approach on community engagement and to delivering the quality of service and level of transformation required in health and social care.

The Board:

- i. provided any additional comments they might have on the draft framework, taking into consideration that the intention was for this version to be redrafted based on the comments within the paper; and
- ii. agreed the proposed COSLA position and the next steps outlined within the paper.

13. Health and Sport Committee Inquiry on Future of Social Care (paper)

The paper sought comments and input from the Board on the Scottish Parliament's Health and Sport Committee inquiry into the future of social care in Scotland. Over the next few weeks, COSLA's Health and Social Care Team would develop the consultation response incorporating Members' views, as well as liaising with other relevant teams within COSLA and wider partners. COSLA also hoped to be invited to provide oral evidence.

Members welcomed the use of language in the paper (e.g. innovate, kindness, human contact) and suggested it might be helpful to convene some of the areas listed e.g. build bridges, transport etc.

The Board:

- i. agreed the proposed themes and discussed any additional points that would form the basis of COSLA's response; and
- ii. agreed the Health and Social Care Spokesperson should sign off the final response in advance of 20 February 2020, the closing date for written submissions.

14. Keys to Life Leadership Group Statement (paper)

Members were invited to provide views on a Statement of Intent which had been developed by the Keys to Life Leadership Group. The purpose of the Statement of Intent was to encourage Integration Authorities to adopt the recommendations of the Coming Home Report.

COSLA officer reported on the Leadership Group meeting which they had attended on 31 January 2020. They had sought and got agreement to soften some of the wording around the use of the term institutional settings. Members noted the revised wording and that there were some minor changes in other areas.

The Board:

- i. discussed the draft Statement of Intent and provided feedback; and
- ii. agreed that COSLA signs off the statement, subject to a change to the statement as outlined in paragraph 7 in the paper.

15. Devolved Social Security (paper)

The paper provided the Board with an update on Scottish Government proposals to request information from all local authorities and Integration Authorities to support claimants' entitlement to Disability Assistance benefits. Members noted that a similar paper had been taken to the Community Wellbeing Board on 24 January 2020 where the outlined approach had been agreed. A paper would also be taken to the Children and Young People Board meeting on 21 February 2020.

The Board:

- i. agreed that COSLA should continue to work positively with the Scottish Government and others to help minimise the burden on claimants to promote disability assistance benefit entitlement and access;
- ii. offered views on the expectations on local authorities to share information; and
- iii. agreed the proposed COSLA position and the next steps outlined in paragraphs 22 and 24 in the paper.

16. Other Business

16.1 Date of Next Meeting

The next meeting of the COSLA Health and Social Care Board would be held at 1030hrs on Friday, 20 March 2020.

16.2 Farewell

On behalf of the Board, Cllr Stuart Currie thanked John Wood for his significant contribution and support during his time as COSLA Chief Officer, Health and Social Care and wished him well in his new role with South Ayrshire Council. The position would be filled by Nicola Dickie, currently acting Chief Officer in Children and Young People. Nicola would officially take up her new post on 18 February 2020.

There being no further business, the meeting finished at 1315hrs.



CYP Item 01

MINUTE OF MEETING OF CHILDREN AND YOUNG PEOPLE BOARD

Friday, 21 February 2020 at 1030hrs

COSLA, Verity House, 19 Haymarket Yards, Edinburgh

Present

COSLA Spokesperson
Inverclyde Council

Councillor Stephen McCabe

Aberdeenshire Council
Argyll and Bute Council
Comhairle nan Eilean Siar
Dundee City Council
East Dunbartonshire Council
East Lothian Council
East Renfrewshire Council
Fife Council
Glasgow City Council
Highland Council
Inverclyde Council
Midlothian Council
Moray Council
North Ayrshire Council
Orkney Islands Council
Perth and Kinross Council
Shetland Islands Council
South Ayrshire Council
South Lanarkshire Council
Stirling Council
West Dunbartonshire Council
West Lothian Council

Councillor Gillian Owen (video conf.)
Councillor Kieron Green (Substitute)
Councillor Angus McCormack
Councillor Roisin Smith
Councillor Jim Goodall
Councillor Jim Goodfellow (Substitute)
Councillor Paul O'Kane (teleconf.)
Councillor Fay Sinclair
Councillor Chris Cunningham
Councillor John Finlayson
Councillor Natasha Murphy
Councillor Jim Muirhead
Councillor Sonya Warren (teleconf.)
Councillor John Bell
Councillor Gwenda Shearer (teleconf.)
Councillor John Duff
Councillor George Smith (video conf.)
Councillor William Grant
Councillor Katy Loudon
Councillor Susan McGill
Councillor Ian Dickson (Substitute)
Councillor David Dodds

ADES
SOLACE
SOLACE

Michael Wood
Grace Vickers
Karen Reid

Social Work Scotland

Ben Farrugia

Guests

Clydeside Action on Asbestos

Phyllis Craig

Education Scotland

Maria Walker

Member of the Public

Tam Mooney

Apologies

Aberdeen City Council

Councillor John Wheeler

Angus Council

Councillor Derek Wann

Argyll and Bute Council

Councillor Yvonne McNeilly*

City of Edinburgh Council

Councillor Ian Perry

Clackmannanshire Council

Councillor Graham Lindsay

Dumfries and Galloway Council

Councillor Jeff Leaver

East Ayrshire Council

Councillor Fiona Campbell

East Lothian Council

Councillor Shamin Akhtar*

Falkirk Council

Councillor Adanna McCue

North Lanarkshire Council

Councillor Frank McNally

Renfrewshire Council

Councillor Jim Paterson

Scottish Borders Council

Councillor Carol Hamilton

West Dunbartonshire Council

Councillor Karen Conaghan*

ADES

Peter McNaughton

CIPFA – Directors of Finance

Alan Puckrin

Directors of Public Health

Dona Milne

SPDS

Kristine Johnson

Social Work Scotland

Sharon McAlees

Denotes substitute providedApologies are recorded where notified in advance or sederunt not signed***Public Session****Welcome and Apologies**

Cllr Stephen McCabe welcomed everyone to the meeting and noted apologies. On behalf of the Board, he thanked Nicola Dickie for her contribution and support during her time as Acting COSLA Chief Officer, Children and Young People and introduced Eddie Follan who had taken over as interim Chief Officer.

1. Minute of Previous Meeting held on 15 November 2019 and Matters Arising (paper)

The Minute of the COSLA Children and Young People Board meeting held on 15 November 2019 was accepted as a true record.

2. Asbestos in Schools

Phyllis Craig, Clydeside Action on Asbestos (CAA) presented to the Board on their research into Asbestos in Scotland's Schools. Tam Mooney from Clydeside Action on Asbestos also shared his experience of his health being affected by asbestos. The presentation summarised the findings of research by CAA on the presence of asbestos in schools. It highlighted CAA's joint work with trade unions to address these issues in the short, medium and long term.

Members agreed that a report on the topic would be brought to the Children and Young People's Board in due course.

3. Children and Young People Workplan (paper)

The Board received an update on areas covered in the current workplan, with specific points covering:

- The Independent Review of Additional Support for Learning will report shortly and a joint response will be developed for the Board to approve at a future meeting;
- The Children and Young People's Mental Health and Wellbeing Programme Board have been working on a framework for community support. The £2m for preparatory costs has been delayed but should be released by the end of the week, with a future report to COSLA Leaders on the £15.
- The COSLA CYP Spokesperson met with the Deputy First Minister regarding the curriculum review and a Terms of Reference.
- Regulations regarding Period Poverty are likely to be laid shortly, and clarity is being sought on the impact on schools and local authorities. Lack of consultation has been raised by the COSLA President.
- A question regarding the Regional Improvement Collaborative Review and Officers updated that work is ongoing with Scottish Government and the Research Advisory Group. A SOLACE representative will be added to the Research Advisory Group. An update will be brought to the Board in a future meeting.

Private Session

4. Children and Young People Board Workplan Refresh (paper)

The refreshed Workplan discussion paper was introduced. Officers explained the refresh was designed to ensure COSLA was working on key priorities for members, and reported in the most helpful way. The Board discussed possible new approaches for the Workplan and the overall responsibility of the Board in terms of having a more strategic focus.

Members engaged in the discussion and highlighted areas where it would like the Board to focus, such as the use of social media and mobile phones in schools, prevention in youth justice, and the review of the Curriculum for Excellence.

The structure of the revised Workplan and future Board meetings was also discussed. Members shared their views on a prospect of having 'themed' board meetings, more opportunities for members to share best practice from their local authority, as well as the value of a traffic light system on the Workplan.

The Board:

- i. Noted that an updated workplan, based on this new approach, would be brought to the April meeting;
- ii. Agreed to extend invitations to parliamentarians, such as the Deputy First Minister, to future board meetings;
- iii. noted the content of the discussion paper on the Board's priorities for 2019-22; and
- iv. provided views on the proposed priorities and approach to reporting.

5. Youth Justice Standards Consultation (paper)

The paper was introduced and appended with a draft response to the Youth Justice Standards consultation. The Board discussed the level of detail of the response, and the Chair proposed the Board take a more strategic role in decision making. Members discussed and agreed to include a reference the link to Health and Social Care standards, and agreed that the strategic use of the standards needs to be consistent.

The Board:

- i. commented on the draft COSLA submission to the consultation; and
- ii. approved the response for submission, subject to the discussion and amendment at the Board.

6. Early Learning and Childcare (paper)

Following consideration at their November meeting, the Board considered the Scottish Government's commitment to extend funded ELC provision to 2 year olds with care experienced parents. They discussed the Scottish Government's proposed non-legislative approach to delivery of this.

The Board:

- i. Recommended to COSLA Leaders agree a non-legislative agreement with the Scottish Government to extend funded ELC to 2-year olds with a care-experienced parent; and
- ii. Provided a view to COSLA Leaders on whether this commitment could be met within the current multi-year funding agreement for the Early Learning and Childcare Expansion.

7. Education Reform – Collaboration and Improvement (paper)

The Board provided an update to Board members on progress and an opportunity to discussed planned collaboration and improvement activities over coming months, prior to approval from Leaders being sought at the end of February.

The Board:

- i. noted the continued progress since they were last updated;
- ii. commented on the work planned over the coming months to support collaboration and improvement across the education system; and

- iii. noted COSLA Leaders would be asked to agree the planned activities they proposed at their meeting at the end of February.

8. Schools (Consultation) (Scotland) Act (paper)

The Board considered an update from officers on work with the Scottish Government to review the guidance and financial template for the Schools (Consultation) (Scotland) Act 2010. This report provided an update on the Reference Group which was to be established to move this work forward.

They noted that initial discussions have highlighted the follow as key areas for discussion:

- Updating the guidance in line with recent policy context, including the ELC expansion and new Learning Estates Strategy and Investment Programme, as well providing greater clarity on mothballing.
- Whether the current consultation requirements are too prescriptive on both timelines and who is involved, and being clearer on what counts as pre-consultation, especially given the requirements of the Community Empowerment Act and the preparation of Locality Plans
- Examining the role and use of social media in consultations.
- The use of a number of additional engagement method, such as focus groups, market place events etc, alongside the statutory requirement to hold a public meeting.

They also noted that areas of further support for local authorities could include establishing a peer network, training, updating the Financial Template and developing case studies of innovative practice in consultation and engagement will also be considered.

The Board:

- i. noted the progress of discussions with the Scottish Government; and
- ii. agreed the position set out in paragraph 9 in the paper, that the initial priorities set out were correct.

9. Changes to School Food Regulation

The Board considered an update on the work that had taken place with Scottish Government and Professional Associations to assess the implications for Councils of the changes Scottish Government proposed to School Food Regulation from Autumn 2020.

The Board:

- i. noted the work undertaken with Professional Associations in order to explore more fully the implications of the changes for Councils;
- ii. agree the COSLA position as presented in paragraphs 16 to 18 in the paper; and
- iii. agreed that officers now co-ordinate and facilitate a round table discussion with Scottish Government, ASPE, ASSIST and Directors of Finance to agree a way forward to consider support and timing of implementation.

10. Food Vans Outside Schools (paper)

The Board received an update regarding work undertaken by officers on what action could be taken to restrict the sale of food from mobile units outside schools. This included research

on current legislation and practice across a number of Local Authorities, as well as wider areas relating to diet and healthy weight.

The Board:

- i. noted current legislation and practice appeared to prevent the exclusion of mobile fold units outside of schools;
- ii. note work being undertaken from a public health perspective which was designed to encourage healthy diet and weight; and
- iii. agreed that officers continue to engage in this work.

11. Social Security Data Sharing (paper)

The paper updated Members on the rollout of Disability Assistance across Scotland, with the benefit for children and young people to be in place by August 2020. COSLA and other Local Government partners had been working together with the Scottish Government to ensure a system was in place that respected and supported claimants, while minimising the burden for local authorities. Members were asked to support this work and to agree to further discussions around data sharing to determine an appropriate short and long term solution.

COSLA officer advised that since the writing of the paper, Paragraph 22 required updating following receipt of the letter from the Cabinet Secretary, where assurances had been given that “the Scottish Government will meet any reasonable costs associated with the additional resource required to support the sharing of supporting information with Social Security Scotland, in relation to disability assistance.” Members also noted that the paper would no longer be going to the Leaders meeting on 28 February. COSLA officers were confident they had an existing mandate to share information on social security that was sufficient to cover this area and had the letter from the Cabinet Secretary on the Scottish Government’s commitment to meet reasonable costs associated.

The Board:

- i. agreed that COSLA should continue to work positively with the Scottish Government and others to help minimise the burden on claimants to promote disability assistance benefit entitlement and access;
- ii. offered views on the expectations on Local Authorities to share information, and
- iii. agreed the proposed COSLA position and the next steps outlined in paragraphs 20 to 24.

12. Public Health Scotland (paper)

The Board had a discussion regarding the issues raised in the paper.

This Board discussed the update on the progress of the reform of public health, including on the public health priorities, developing new ways of working, and the establishment of Scotland’s new public health body.

The Board:

- i. noted and provided comment on the progress of the joint programme of reform;
- ii. noted the continued COSLA resource and capacity required to support the ongoing programme of reform and the joint-sponsorship of Public Health Scotland; and

- iii. committed to providing ongoing oversight and advice on aspects of the public health reform programme as they relate to children and young people.

13. AOCB and Date of Next Meeting

The next meeting will be held on Friday, 3 April 2020. It was announced that Stirling Council will host the August Children and Young People Board, and the Chair thanked members who had offered to host.

Close.



MINUTE OF MEETING of COMMUNITY WELLBEING BOARD (DRAFT)

Friday, 6 March 2020 at 1030hrs
Verity House, 19 Haymarket Yards, Edinburgh

Present

Aberdeenshire Council	Councillor Anne Simpson
Argyll & Bute Council	Councillor Robin Currie
City of Edinburgh Council	Councillor Amy McNeese-Mechan
Dumfries & Galloway Council	Councillor Andy Ferguson
East Ayrshire Council	Councillor Elena Whitham – COSLA Spokesperson
East Renfrewshire Council	Councillor Colm Merrick
Fife Council	Councillor Altany Craik (Substitute)
Glasgow City Council	Councillor Christina Cannon (Substitute)
Inverclyde Council	Councillor Jim Clocherty (Videoconference)
Highland Council	Councillor Margaret Paterson
Midlothian Council	Councillor Kelly Parry – COSLA Spokesperson
Midlothian Council	Councillor Stephen Curran
Moray Council	Councillor Louise Laing
Orkney Islands Council	Councillor David Dawson
Renfrewshire Council	Councillor Marie McGurk
Scottish Borders Council	Councillor George Turnbull
Shetland Islands Council	Councillor Alastair Cooper
South Lanarkshire Council	Councillor Maureen Chalmers

Apologies

Aberdeen City Council	Councillor Lesley Dunbar
Angus Council	Councillor Colin Brown
Clackmannanshire Council	Councillor Jane McTaggart
Comhairle nan Eilean Siar	Councillor Kenny John MacLeod
Dundee City Council	Councillor Anne Rendall
East Dunbartonshire Council	Councillor Sandra Thornton
East Lothian Council	Councillor Jim Goodfellow
Falkirk Council	Councillor Jim Flynn
Fife Council	Councillor Judy Hamilton*
Glasgow City Council	Councillor Jennifer Layden*
North Ayrshire Council	Councillor Louise McPhater
North Lanarkshire Council	Councillor Danish Ashraf
Perth & Kinross Council	Councillor Peter Barrett
South Ayrshire Council	Councillor Ian Davis
Stirling Council	Councillor Chris Kane
West Dunbartonshire Council	Councillor Diane Docherty
West Lothian Council	Councillor Dave King

* denotes substitute

Introduction

1.1. Welcome and Apologies

Cllr Elena Whitham welcomed Board Members to the meeting, and apologies were noted.

1.2. Minute of Previous Meeting of 24th January 2020

The minute of the previous meeting of 24 January 2020 was agreed as an accurate record.

Items for Discussion and Decision & Items to be taken in Private Session

2. Presentations

2.1. Scottish Police Authority's Corporate Plan - by Brian Sillars, Director, SPA – (See 4.1 below for background)

A presentation was provided by Barry Sillars, Director of the Scottish Police Authority, regarding the SPA's corporate plan. A full copy of this plan was provided to members. Noted that COSLA sit on the Police Performance Committee, and this presentation may provide a better opportunity for joint working.

This presentation identified what the SPA is here to do; the outcomes it seeks to deliver against; and where it sits in the wider context of the justice and the policing systems.

Discussion followed on the 101 non-emergency line and changes being made to this. Members were keen to learn what is being done to alleviate the issue whereby callers are advised to phone back at a less busy time. Constituents have raised this with councillors in the past.

The Board were advised that a new Contact Assessment Model is being trialled in some areas of Scotland. Where previously calls would be sorted into one of two categories, now a triage process is being developed which can allow call handlers to refer callers to partner organisations such as the health service, if that is considered more appropriate.

Discussing the challenges which changing culture, rather than legislation, can bring. The strategic outcomes which the SPA have developed can only work if there is a relationship of trust between the police and the public.

The Board thanking Barry for his presentation.

2.2. New Adult Learning Strategy by Scottish Government

Nicola McAndrew, Team Leader for Community Learning and Development (CLD) at Scottish Government, providing the Board with a presentation on the New Adult Learning Strategy.

Nicola advising that the CLD policy function was transferred back to Scottish Government from Education Scotland in December 2018. We are presently in the middle of the three-year cycle around which CLD is planned.

The positive impact of adult learning can be seen in the most recent plans, published in 2018 by Education Scotland in conjunction with some partners within the voluntary sector. All 32 local authorities have now been inspected by Education Scotland in respect of their CLD strategy and provisions, and the report into this was published in January 2020. The key messages and common themes were extracted from these reports.

Noted that there are a number of ways in which CLD can help achieve local and national outcomes. The duty to deliver CLD and adult education often falls to local authorities because it sits within the Education Act. It is important for Scottish Government to ensure that everyone within CLD understands their role and is contributing. There are events upcoming to discuss CLD in more detail.

The Board thanking Nicola for her presentation.

2.3. Homelessness Best Practice - by Dr Lígia Teixeira, Chief Executive, Centre for Homelessness Impact

A presentation was provided by Dr Lígia Teixeira on the Homelessness Best Practice pilot project.

The pilot of this project has been carried out in East Ayrshire, Pembrokeshire and Southend over an eight-month period, which we are now reaching the end of. It commenced with local area work, and a survey about data practices in local authorities. The idea is that by the end of the pilot, participants can pitch to their senior management teams in order to improve successful tenancies within the private sector and make a difference within their local areas. The pilot project is obviously in its early stages, but it is ambitious and hopes to make a real change.

East Ayrshire were particularly interested in the project as in their local area, more housing is provided by the private rented sector than is available in the form of social housing. They are also keen to reduce the number of assured shorthold tenancies.

The feedback from the residentials, held in Liverpool and Manchester, has been very positive. Participants have found them intensive, but a good opportunity to reflect on what everyone can gain from experiences in different areas of the UK.

Discussing concerns surrounding the use of Airbnbs, particularly in rural areas where it is already difficult to provide housing for people experiencing homelessness. Some councils are attempting to buy houses which come on the market, especially if they are ex-council houses. The effect is being felt keenly by local authorities.

Noting that this is less of an issue for areas which already have a relatively inexpensive private rental sector. Where landlords have a larger property portfolio, the lack of housing provision is more of a problem. New legislation will hopefully help those experiencing difficulties with short-term or holiday lets.

Cllr Whitham noting that her and Dr Teixeira would be happy to share any future progress with the Board.

Main Items

2.4. Homelessness Prevention Duty Review Group

This report sets out to date the work of the Prevention Duty Review Group and sets out findings from discussions with stakeholder groups that have been held so far. It is important that Local Government is represented within this review group.

It was recognised that all within Local Government do a lot of homelessness prevention work already; for this reason, it is important that we are at the table when it comes to legislation. It was further noted that protocol for prevention of homelessness varies between councils.

Some discussion around multi-agency risk assessment conferences (MARACs). About 28 of 32 councils are now operating these. They are seen as a good way to provide support in a multi-agency sense. The theme throughout this is that a whole systems approach to dealing with homelessness is sensible. People experiencing homelessness often have very significant and complex needs and they are supported, or can be supported, by a range of different agencies.

The Board noted their interest in the progress which has emerged so far and were interested to see future developments.

2.5. Homelessness and SHORE Standards

This paper has arisen following the removal by SPS of staff from Throughcare/Aftercare services; as a result, the SHORE standards are being looked at again.

Comments were invited from Board Members on service level agreements (SLAs), the national programme, and how local authorities may be able to deliver services on the ground. It was noted that service provision varies across the country.

A significant issue is that of the aging prison population. Many older people come out of prison with specific needs which have to be met. In Scotland, approximately one-third of people leaving custody do not know where they will be sleeping that night, which ultimately drives reoffending and other costs to the public purse. Scottish Government intend to reduce the number of short sentences but this is not being picked up as quickly as intended.

The Board noted the issues raised within the report.

2.6. New Scots Refugee Integration Strategy - Year Two Report

This report details the work that has been carried out over the last 12 months. While this has been really positive overall, some challenges remain.

The contribution and role of local authorities was discussed. Noted that the program has been very successful so far – for example, the development and use of GP registration cards has enabled access to healthcare for refugees. There have also been significant policy changes at Scottish Government level. The Young Carers Grant has been extended to all, regardless of their immigration status. Additionally, the Scottish Parliament has made a decision to change the Scottish election franchise, and refugees may now participate in local democracy.

It was noted that more than half of local authorities have agreed to take resettlement forward, and the remainder have their own provisions in place.

Councillor Whitham noted that resettlement in her local authority area has been approved for six unaccompanied young people. The Home Office are being pushed on the funding which will follow. Noted that in Scotland, the duty to support young people extends further than the rest of the UK.

Councillor Margaret Paterson of Highland Council recounted the success that they have had concerning this scheme. Nine families were settled in her constituency and two further families wished to transfer to Dingwall. All are now settled. They feel safe and are loved by their community. Highland Council look forward to welcoming 25 more families in the future.

Councillor Maureen Chalmers similarly wished to share the success that her council has had in settling 180 Syrian refugees in South Lanarkshire, with 30 more hopefully to follow. This is very much supported by the full council.

Councillor Parry indicating that implementation of the scheme has been fantastic, and that these stories are consistent with the messages received across all local authorities.

The Board were happy to approve the draft plan.

2.7. Draft Joint Employability Action Plan

This draft plan moves matters forward from the general update provided at the last Board meeting. It sets out key workstreams that COSLA and Scottish Government will jointly lead on to transform the employability system.

Officers met with Jane Hepburn on 27 February and agreed the action plan as it stands in this draft format. The issues regarding the European Social Fund were discussed in depth at this meeting, and there is a real understanding from the Minister about this matter's importance.

The Board were happy to approve the draft plan.

2.8. Disabled Parents Employability Support Fund

This follows on from a paper which was considered at January's Board meeting. The paper sets out an intention to provide a boost to the Scottish Government's Support Fund for disabled parents. This update signals that funding will not now be available in the upcoming financial year and will instead be used for learning.

The paper recommendations are to note disappointment that funding will not be available this year.

The recommendations in this report were agreed.

2.9. Data Sharing for Passported Benefits

The work outlined in this report aims to ensure that local authorities can work with the UK Government to share information and promote uptake of benefits which many do not realise they are entitled to, such as Free School Meals, School Clothing Grant and Educational Maintenance Allowance. The next steps are set out in paragraphs 10-12, and officers are seeking continued support and endorsement of the position from the Board.

Cllr Whitham sharing that East Ayrshire have been using data from Council Tax collection and applying this across the board. Previously, East Ayrshire Council had 151 people not using Free School Meals and 246 not using the School Clothing Grant. The Council Tax data has now been used to automatically award and backdate these benefits to those who are eligible. Recognising that this is the tip of the iceberg, and once the DWP allow councils to fully data-share, this will be even more successful.

Board members noted that this is a 'good news story' and were happy to endorse this work.

2.10. Whole Life Challenges – A Mission Based Design

This report sets out an invitation to COSLA to work with Scottish Government officials and others to design solutions for people who live with complex challenges. The request was sent to COSLA's Senior Management Team from colleagues at Scottish Government. Ten people with lived experience will be involved in this work and, most importantly, will be paid for their contributions to the work.

Many strands of the work that we do here is relevant, and taking up this offer would give COSLA and the Board a meaningful approach to participate. It is important, however, that we are there for the start of conversations.

Board Members were happy to endorse this work.

2.11. Money Advice Levy Fund

Due to the unavailability of the presenter from Improvement Service for this agenda item, Board members were content to move the matter forward to the next Board meeting.

2.12. Community Wellbeing Board - Priorities and Planning

All will be aware how broad the remit of the CW portfolio is. The aim going forward is to bring the various teams and topics which fall under this remit together more cohesively. As new and emerging issues come forward which we are keen to take on, opportunity cost must be considered. The Board's views were welcomed on this point, with those views likely to be carried forward to Convention where COSLA's priorities will be examined.

Noting that "Sport, Arts and Culture" does currently fall within the Board's remit, but that it has not been something which the Board has been able to address in this term due to the pressure of other business.

Noting that arts and culture underpin a lot of the Board's key outcomes, such as "sustainable communities" and "representation and diversity." It was noted that the Community Wellbeing team is very constrained in terms of core staff members, and to fully incorporate arts and culture into their existing workload would lead to consequences for other topics.

The Board's feedback was noted by COSLA officers, and it was noted that Convention might provide an opportunity to look at matters in the round.

3. **To note**

3.1. Policing Matters

Members were made aware of the next meeting of the Police Scrutiny Conveners Forum. Noting that both COVID-19 and COP26 may have implications for policing.

Noted that discussion of CCTV will be on the agenda for this meeting.

3.2. General Update

This general update covers the Immigration Bill, the Anti-Destitution Strategy, the Gypsy/Traveller Action Plan, Prevent Guidance, Participatory Budgeting and the Equally Safe interim planning from February – June 2020.

All were happy to note the contents of the update.

Dates of Next Meetings:

The dates of the next meetings of the CW Board were noted as:

- Friday 1st May;
- Friday 19th June;
- Friday 18th September; and
- Friday 6th November.



Minute of special meeting of the Integration Joint Board held within Arnotdale House, Falkirk on Friday 6 March 2020 at 11.00 a.m.

Voting Members:

Allyson Black
Fiona Collie (Chair)
John Ford (substitute)
Stephen McAllister
Cecil Meiklejohn
Julia Swan (substitute)

**Non –voting
Members:**

Margo Biggs, Service User Representative
Patricia Cassidy, Chief Officer
Robert Clark, NHS Forth Valley Staff Representative
Cathie Cowan, Chief Executive, NHS Forth Valley
Jen Kerr, Third Sector Interface
Sara Lacey, Chief Social Work Officer
Kenneth Lawrie, Chief Executive, Falkirk Council
Morven Mack, Carers Representative
Roger Ridley, Falkirk Council Staff Representative
Amanda Templeman, Chief Finance Officer

Also Attending:

Jack Frawley, Team Leader - Committee Services
Colin Moodie, Chief Governance Officer
Lorraine Patterson, Head of Integration
Martin Thom, Head of Integration
Suzanne Thomson, Senior Service Manager (Planning & Performance)
Scott Urquhart, Director of Finance

IJB59. Apologies

Apologies were intimated on behalf of David Herron, Gordon Johnston, Michele McLung, Ania Sandland and Angela Wallace.

The Chair noted that Julia Swan had resigned from the Board and thanked her on behalf of the Board for her service and wished her well in her new role with the Stirling and Clackmannanshire IJB. The Chair welcomed Stephen McAllister to his first meeting of the Board.

IJB60. Declarations of Interest

There were no declarations of interest.



IJB61. 2019/20 Financial Projection & Risk Sharing Agreement

The Integration Joint Board considered a report by the Chief Finance Officer which set out the 2019/20 financial projection and the issues around achieving a balanced financial position. The report also set out proposals from Falkirk Council and NHS Forth Valley regarding overspends and considered the implications of each. The IJB was forecast to overspend by £3.767m in 2019/20, broken down as follows:-

Adult Social Work	£0.635m
Adult Social Work (HRA)	£0.100m
Operational & Universal Services	£1.365m
Set Aside Budget	£1.667m

There were proposals to apply two earmarked reserves to the overspend. This was for aids and adaptations (£0.100m) and GP out of hours (£0.140m). This would reduce the overspend to £3.527m.

There was no agreed position on how best to deal with the overspend. In previous years the Council and NHS Forth Valley had agreed to cover the overspend in their respective service areas by making additional non recurring payments to the IJB. In previous years overspends on the Set Aside budget had been met by NHS Forth Valley, recognising that arrangements for Set Aside planning, monitoring and risk sharing had not been put in place.

For 2019/20 NHS Forth Valley had proposed that 50% of the total overspend on health services, including Set Aside, was met from IJB reserves. That would require an application of IJB reserves of approximately £1.450m and an additional payment of approximately £1.450m from NHS Forth Valley to the IJB. Falkirk Council wished to retain the existing risk sharing arrangements for 2019/20. That would result in an additional payment of £0.635m from Falkirk Council to the IJB.

The Chief Finance Officer emphasised that the report represented her professional advice to the Board in her capacity as its Section 95 Officer.

The Chair noted that Ania Sandland, Third Sector Representative had submitted comments by e-mail. The comments highlighted the importance of preserving the earmarked reserves for investment.

The Chief Executive of NHS Forth Valley advised that she would submit a recovery plan in time for consideration by the Board on 20 March. She also highlighted the work of the Stirling & Clackmannanshire IJB's Finance Committee.

In response to the comments on a finance committee the Board requested that a report be brought to a future meeting on whether a finance committee should be established.

Councillor Meiklejohn made a proposal that consideration could be given to using some general reserves to support the overspend along with the development of a sustainable risk sharing agreement.

The Integration Joint Board adjourned at 11.55am and reconvened at 12.10pm with all members present as per the sederunt.

There was general agreement that there required to be further discussion on the proposal and that the issue of the Health Board request to use IJB reserves should be considered at the next meeting. Mr Ford made reference to the advantages of a three year recovery plan agreed by Stirling and Clackmannanshire IJB.

Decision

The Integration Joint Board:-

- (1) approved the application of the Out of Hours and HRA reserves;**
- (2) agreed to request that a report on whether a finance committee should be established, and**
- (3) continued consideration of the proposals from NHS Forth Valley and Falkirk Council to the meeting of 20 March 2020.**

Minute of Meeting of the Central Scotland Valuation Joint Board held within Hillside House, Stirling on Friday 20 March 2020 at 9.30 a.m.

Councillors: David Balfour (Convener)
Kenneth Earle
David Grant
Robert Spears
Jim Thomson

Officers: Karen Chambers, Assistant to the Clerk
Lindsay Sim, Treasurer
Pete Wildman, Assessor and Electoral Registration Officer

VJB31. Apologies

Apologies were intimated on behalf of Councillors Alexander, Benny, Coombes, Dodds, Gibson, Nimmo and Patrick.

VJB32. Declarations of Interest

There were no declarations of interest.

VJB33. Minute

The minute of the meeting held on 22 November 2019 was approved.

VJB34. Proposed Revenue Budget 2020/21

The Board considered a joint report by the Treasurer and Assessor presenting the Proposed Revenue Budget for Central Scotland Valuation Joint Board for the financial year 2020/21.

Decision

The Board:-

- (1) approved the Valuation Joint Board's Revenue Budget for 2020/21, as detailed in Appendix A to the report;**
- (2) agreed to maintain the minimum reserves policy level of 3% to 6% of net revenue expenditure;**

- (3) agreed the Property Maintenance Funds and 19/20 Barclays underspend were earmarked from reserves, and**
- (4) agreed to requisition the constituent authorities for their share of the net expenditure as outlined in table 4 of the report.**

VJB35. Revenue Budget 2019/20 Review as at 31.01.20

The Board considered a report by the Treasurer updating the Board of the forecast outturn for the financial year ending 31 March 2020.

The budget for 2019/20 was £2.748 million. The projected outturn against the budget showed an underspend of £0.127m. There was no overall movement in the total underspend value since the last report.

During the budget setting process earmarked reserves were made up of: funding to support the 2019/20 budget shortfall of £0.201m, Property Maintenance Fund of £0.122m and a Spend to Save fund of £0.010m to continue the Records Management project. The Records Management project had been met from in year underspends and therefore the earmarked reserve would be released to General Reserves as budget build up for 2020/21. The projected underspend of £0.127m was included in the reserves balance for setting the 2020/2021 budget.

Decision

The Board noted the revenue budget review.

VJB36. Annual Audit Plan 2019/20

The Board considered a report by the Treasurer setting out the planned audit activity in respect of the audit of the financial year 2019/20. The Annual Audit Plan had been prepared by the Board's external auditors, Audit Scotland, and was provided as an appendix to the report.

Decision

The Board noted the external audit plan for financial year 2019/20.

VJB37. Disciplinary Policy Report

The Board considered a report by the Assistant Assessor presenting an updated Disciplinary Policy and Procedure for approval.

The Disciplinary Policy and Procedure were previously considered by the Board in November 2019. The Board requested further clarification of the role of the Appeal Panel in the disciplinary process. The Disciplinary Policy and the revised Disciplinary Procedure were provided as

appendices to the report. Following the Board's previous request changes had been made to the Disciplinary Procedure, which now provided clearer and more detailed guidance on roles and responsibilities including those of the Appeal Panel.

Decision

The Board approved the Disciplinary Policy and revised Disciplinary Procedure.

VJB38. Menopause Policy Report

The Board considered a report by the Assistant Assessor presenting a Menopause Policy for approval. The policy was provided as an appendix to the report.

Central Scotland Valuation Joint Board (CSVJB) was committed to ensuring that all employees were treated fairly and with dignity and respect. CSVJB also had a duty of care towards any employee experiencing difficulties, including women who were experiencing symptoms associated with the menopause. The policy provided information to all staff on the symptoms experienced by women affected by the menopause and provided information on what support was available. The policy had been considered by the Staff Consultation Forum on 11 December 2019.

Decision

The Board approved the Menopause Policy.

VJB39. Urgent Business

The Convener stated that, in accordance with Standing Order 9.1, he had determined that an additional item of business, namely a report by the Clerk on delegation of powers to determine urgent issues during the coronavirus outbreak, should be added to the agenda and considered as a matter of urgency given the current situation.

VJB40. Delegation of Powers to Determine Urgent Issues During the Coronavirus Outbreak

The Board considered a report by the Clerk to the Board seeking delegation of powers to the Assessor to deal with urgent business, which would normally be determined by the Board until at least 26 June 2020 or for such longer period if Government advice remained to minimise social interaction.

Decision

The Board agreed to delegate powers to the Assessor, in consultation with the convener or in his absence the depute convener, and the Clerk and/or the Treasurer, to determine urgent items of business until at least the next scheduled meeting on 26 June 2020 or for such longer period if Government advice remained to minimise social interaction and to report the decisions taken to the next meeting of the Board, provided that any such decision:-

- (i) was required to secure the proper delivery of Central Scotland Valuation Joint Board Services and to comply with its statutory duties;**
- (ii) did not involve expenditure of Board monies outwith the approved Revenue Programme;**
- (iii) did not involve an increase in the permanent establishment of the particular Service, and**
- (iv) involved no dispute as to legality, propriety or the proper interpretation of Board policy as affecting the decision.**



CWB Item 1.2

MINUTE OF MEETING OF COMMUNITY WELLBEING BOARD (DRAFT)

Monday, 18 May 2020 at 1030hrs
Via Microsoft Teams

Present

Aberdeenshire Council	Councillor Anne Simpson
Angus Council	Councillor Colin Brown
Argyll and Bute Council	Councillor Robin Currie
City of Edinburgh Council	Councillor Amy McNeese-Mechan
Clackmannanshire Council	Councillor Jane McTaggart
Comhairle nan Eilean Siar Council	Councillor Kenny John MacLeod
Dumfries and Galloway Council	Councillor Andy Ferguson
Dundee City Council	Councillor Anne Rendall
East Ayrshire Council	Councillor Elena Whitham - COSLA Spokesperson
East Dunbartonshire Council	Councillor Sandra Thornton
East Lothian Council	Councillor Jim Goodfellow
East Renfrewshire Council	Councillor Colm Merrick
Falkirk Council	Councillor Jim Flynn
Fife Council	Councillor Judy Hamilton
Glasgow City Council	Councillor Jennifer Layden
Highland Council	Councillor Ben Thompson (Substitute)
Inverclyde Council	Councillor Jim Clocherty
Midlothian Council	Councillor Kelly Parry – COSLA Spokesperson
Midlothian Council	Councillor Stephen Curran
Moray Council	Councillor Louise Laing
North Ayrshire Council	Councillor Louise McPharther
North Lanarkshire Council	Councillor Danish Ashraf
Orkney Islands Council	Councillor David Dawson
Perth and Kinross Council	Councillor Peter Barrett
Renfrewshire Council	Councillor Marie McGurk
Scottish Borders Council	Councillor George Turnbull
Shetland Islands Council	Councillor Stephen Leask (Substitute)
South Ayrshire Council	Councillor Ian Davis
South Lanarkshire Council	Councillor Maureen Chalmers
Stirling Council	Councillor Chris Kane
West Dunbartonshire Council	Councillor Diane Docherty
West Lothian Council	Councillor Dave King

Apologies

Aberdeen City Council
Highland Council
Shetland Islands Council

Councillor Lesley Dunbar
Councillor Margaret Paterson*
Councillor Alastair Cooper*

**Denotes substitute provided
Apologies were recorded where notified in advance.*

1. Introduction

1.1 Welcome and Apologies

Cllr Kelly Parry welcomed everyone to the meeting and noted apologies as recorded above. Guidance was provided on how the meeting would be conducted remotely using Microsoft Teams.

1.2 Minute of Previous Meeting held on 6 March 2020 (paper)

The Minute of the previous CWB meeting held on 6 March 2020 was accepted as a true record.

In setting the context for the meeting, the Board were reminded that COSLA were now holding fortnightly Leadership Sounding Board and Leaders' meetings and that a new Recovery Special Interest Group had been established which included Spokespeople and was chaired by the Vice-President. Appreciation was expressed for the continued efforts of members and others in response to the COVID-19 pandemic in communities.

2. COVID-19 – Response Reports

2.1 Violence Against Women and Girls (VAWG) – COVID-19 Response and Trends (paper)

Members received a paper updating them on the VAWG response to COVID-19. It also reported back on Group Leaders' decisions and instructions to officers and on action taken to date in respect to these. It highlighted the VAWG and COVID-19 Supplementary Guidance for Local Authorities that had been developed. This embargoed Guidance had been shared with Members and broadly welcomed with thanks expressed to COSLA officers for the work undertaken on this. It was hoped this would be launched as part of the Equally Safe partnership with the Scottish Government over the next few days.

Members were encouraged to feedback to COSLA officers any potential blockages they anticipated in their areas on this issue in order that these could be raised with Scottish Government e.g. around suitable accommodation for individuals' needing to be safeguarded.

The Board:

- i. noted the appended Supplementary COVID-10 Guidance for local authorities on Violence Against Women, developed in partnership with Public Health Scotland and the Improvement Service and launched in partnership with the Scottish Government, and to promote awareness of and engagement with it in their own areas;
- ii. considered the COVID-19/VAWG response to date to the additional risks facing women and children living under COVID-19 restrictions, referring to the trends identified in regard to domestic abuse/coercive controlling behaviours (DA) and commercial sexual exploitation (CSE); and
- iii. instructed officers to continue to work with the Scottish Government and key Equally Safe stakeholders to:
 - develop safe and confidential local access to information and equipment where possible through supermarkets and pharmacies, for women living with domestic abuse
 - consider the potential development of a shared COSLA/SG COVID-19 Framework through which women engaged in prostitution can be enabled to develop pathways to service support in the short, mid and longer term as we move towards recovery.

2.2 Housing and Homelessness – COVID-19 Response and Update (paper)

The paper set out work on developments in housing and homelessness that had been progressed by COSLA officers. It drew attention to legislative changes to the amendment to the Unsuitable Accommodation Order which had been passed on 5 May 2020. It identified the challenges being reported by councils in mediating the impacts of COVID-19. The paper also drew attention to emerging recovery planning work and potential opportunities for the sector in the coming months.

As mentioned at the COSLA Leaders' meeting on 15 May 2020, Members had now received a copy of the letter that Cllr Elena Whitham had sent to the Minister for Local Government, Housing and Planning on the Order and their response. The Board welcomed the letter sent by Cllr Whitham but highlighted the lack of detail provided in the response. COSLA officers took note of those local authorities that would want to be involved in the Working Group to be established as outlined in the Minister's response.

The Board:

- i. provided feedback on emerging issues and recovery planning over local responses in each council; and
- ii. agreed next steps in relation to extending the Unsuitable Accommodation Order and its impact upon Rapid Rehousing Transition Plans.

2.3 Employability – COVID-19 Response and Update (paper)

The Board were reminded that COSLA Leaders had considered an employability report at their meeting on 17 April 2020. The paper presented today covered similar ground and brought the Board up to date with steps being taken to re-purpose employability work as an essential response to COVID-19. Whilst there was significant investment from Scottish Government and from local authorities' own core resource in employability, it might be necessary to lobby for additional resources to meet the coming challenges. It was key that employability be positioned as a crisis prevention service and as a way of managing down the need for more expensive services that addressed hardship.

In welcoming the report, Members shared experiences regarding employability services in their areas and thoughts around unemployment forecasts and economic activity for communities, as well as mental health issues going forward.

The Board:

- i. endorsed the importance of local employability services as an integral part of the COVID-19 response;
- ii. offered views on the response arrangements and considered endorsing the response priorities set out in the report; and
- iii. endorsed the proposed COSLA position and next steps set out in paragraphs 11-16.

2.4 Vulnerable Communities – COVID Response (paper)

The paper provided the Board with information on emerging work between COSLA and the Scottish Government to develop a joint framework which built on the successful work developed to respond to COVID-19. The framework sought to embed approaches for supporting marginal/vulnerable people and communities to deliver an inclusive recovery focused on People, Place, Poverty and Public Health.

The Board recognised the enormous amount of work that councils were doing in relation to this and in particular the community response and partnership working. Members expressed their pride and appreciation for what had been achieved by council staff and volunteers.

COSLA officers noted the comments from individuals that had been shared in the 'Conversation' channel on Microsoft Teams.

The Board:

- i. provided comment and feedback on the objectives and focus of the draft framework detailed in paragraphs 4-8 in the report, the Proposed COSLA Position over the joint oversight group and the proposed Next Steps.

2.5 Community Safety – COVID Update (paper)

The Board received an update on Local Government's scrutiny of Police Scotland and the use of new emergency legislation in response to the COVID-19 epidemic. In addition, there was an update on Police Scotland's Digital Contact Strategy and Scottish Community Safety Network (SCSN's) national survey of community safety partnerships.

Members were invited to raise any points and suggested that Local Government should provide input to the independent group. COSLA officers would consider how input could be provided and the work of the group monitored. Officers would also confirm whether data was available in relation to the point raised on the response time to 101 calls for COVID-19 enforcement.

COSLA officers thanked Members for completing the SCSN national survey of community safety partnerships across Scotland in March/April to assess the impact of the lockdown and noted it would be issued again beginning of June 2020. There would also be a separate one for Elected Members to complete.

The Board:

- i. noted the scrutiny and joint working with Police Scotland and the Scottish Police Authority;
- ii. noted the use of the new emergency legislation by Police Scotland;
- iii. provided views on local policing during the lockdown period;
- iv. noted the update on Police Scotland's Digital Contact Strategy; and
- v. provided feedback on the national survey of community safety partnerships.

2.6 Supporting Gypsy/Travellers – COVID Response (paper)

The paper provided an update on work that had been delivered in partnership to support Gypsy/Travellers throughout the initial response to the COVID-19 pandemic. It sought the Board's views on public health measures to protect the communities from the virus and strategic priorities for Local Government as 'recovery' was planned.

Members expressed their appreciation for the work that COSLA officers had done on this issue and shared experiences in their areas in relation to supporting Gypsy/Travellers. Points shared through the 'Conversation' channel on Microsoft Teams would be picked up.

The Board provided its views on priorities set out in paragraph 9 in the report and on the following questions:

- i. What local responses to support Gypsy/Travellers during COVID-19 should COSLA be aware of that have been having a positive impact?

- ii. What challenges or concerns are being raised locally in supporting Gypsy/Travellers that COSLA should be aware of/seek to prioritise?

2.7 Supporting People with No Recourse to Public Funds – COVID Response (paper)

The Board received an update on work that had been delivered in partnership to support migrants with no recourse to public funds (NRPF) throughout the initial response to the COVID-19 pandemic. The paper sought the Board's views on measures to protect people in these circumstances who were at high risk during the pandemic and strategic priorities for Local Government as 'recovery' was planned.

Members were invited to submit any further comments to COSLA officers on the priorities set out in paragraph 10 in the report and on the following questions:

- i. What support are councils providing to people with NRPF and EEA nationals during COVID-19?
- ii. What challenges or concerns are being raised locally in supporting people with NRPF and EEA nationals that COSLA should be aware of/seek to prioritise?

3. Other

3.1 Migration, Population and Diversity (MPD) – Business Plan (paper)

The paper set out the business plan for the MPD team for the year 2020/21. If approved, the final business plan would be sent to Home Office and Scottish Government funders.

The Board:

- i. noted and agreed the MPD Team business plan for 2020/21.

3.2 General Teams Update (paper)

This general update covered Community Funding, the Scottish Welfare Fund, Child Poverty, Sport, Leisure, Arts and Culture, Volunteering Information from Ready Scotland, Emergency Prisoner Release, Resettlement, Asylum and Consumer Protection. All were happy to note the contents of the update.

4. Other Business

6.1 Date of Next Meeting

The next meeting of the COSLA Community Wellbeing Board would be held at 1030hrs on Friday, 19 June 2020

There being no further business, the meeting finished at 1300hrs.



DRAFT MINUTE OF MEETING OF CHILDREN AND YOUNG PEOPLE BOARD

Friday 22 May 2020 at 10.30am
via Microsoft Teams

Present

Aberdeenshire Council
Angus Council
Argyll & Bute Council
City of Edinburgh Council
Clackmannanshire Council
Dumfries and Galloway Council
Dundee City Council
East Ayrshire Council
East Dunbartonshire Council
East Lothian Council
East Renfrewshire Council
Falkirk Council
Fife Council
Glasgow City Council
Highland Council
Inverclyde Council
Inverclyde Council
(COSLA Spokesperson)
Midlothian Council
Moray Council
North Ayrshire Council
North Lanarkshire Council
Orkney Islands Council
Perth and Kinross Council
Renfrewshire Council
Scottish Borders Council
Shetland Islands Council
South Ayrshire Council
Stirling Council
West Dunbartonshire Council
West Lothian Council
ADES
Directors of Public Health
SOLACE
Social Work Scotland

Councillor Gillian Owen
Councillor Derek Wann
Councillor Kieron Green (Substitute)
Councillor Ian Perry
Councillor Graham Lindsay
Councillor Jeff Leaver
Councillor Roisin Smith
Councillor Fiona Campbell
Councillor Jim Goodall
Councillor Shamin Akhtar
Councillor Paul O'Kane
Councillor Adanna McCue
Councillor Fay Sinclair
Councillor Chris Cunningham
Councillor John Finlayson
Councillor Natasha Murphy
Councillor Stephen McCabe

Councillor Jim Muirhead
Councillor Sonya Warren
Councillor John Bell
Councillor Frank McNally
Councillor Gwenda Shearer
Councillor John Duff
Councillor Jim Paterson
Councillor Carol Hamilton
Councillor George Smith
Councillor William Grant
Councillor Susan McGill
Councillor Karen Conaghan
Councillor David Dodds
Prof Michael Wood
Dona Milne
Grace Vickers
Ben Farrugia

Apologies

Aberdeen City Council
Argyll and Bute Council
Comhairle nan Eilean Siar
South Lanarkshire Council

Councillor John Wheeler
Councillor Yvonne McNeilly*
Councillor Angus McCormack
Councillor Katy Loudon

ADES
CIPFA - Directors of Finance
SOLACE
SPDS
Social Work Scotland

Peter McNaughton
Alan Puckrin
Karen Reid
Kristine Johnson
Sharon McAlees

* denotes substitute

Private Session

Welcome and Apologies

Cllr McCabe welcomed members to the meeting and noted apologies.

1. Minute of previous meeting of 21 February 2020

The minute of the previous meeting of 21 February 2020 was agreed as an accurate record.

2. Children and Young People Workplan

This paper updated the Board on changes made to the Children & Young People workplan. Members noted that changes to the structure of the workplan were agreed in February and it has been updated to reflect those, as well as including the relevant national performance outcomes. It was noted that much of the work contained in the plan has been impacted by COVID-19 and there has been a significant amount of additional work which has required to be undertaken.

Board Members agreed the contents of the work plan, acknowledging that some items are inevitably on hold for the time being due to the ongoing crisis.

3. Parental Involvement Consultation response

This paper asked Board members to discuss and agree the draft principles which will form the basis of a COSLA response to this Scottish Government consultation. It also asked the Board to authorise Cllr McCabe to sign off on the submitted version of the COSLA response to the consultation on behalf of the Board.

It was agreed that COSLA would make it clear in the consultation response that the guidance should be future-proof to accommodate for any future changes, and that it should include examples of partnership working which Board Members were invited to email to officers. Noted that the guidance will be shaped in the context of COVID-19.

4. Child Poverty (Discussion)

This paper discussed the potential impact of COVID-19 on child poverty, which is likely to be severe. It is anticipated that the number of children in poverty will rise as a result of the pandemic. The paper outlined the work being undertaken by COSLA since the start of the outbreak, and outlined positions that COSLA could adopt in order to progress this work. Members were asked to discuss those positions and provide direction on what actions should be taken in relation to this work.

Noted that in terms of provision of food/food vouchers for families in need, the majority of local authorities have moved to some form of cash first system with some room for local flexibility; the Child Poverty Action Group provided data showing that when families in need are provided with money, it is spent on the children.

The Board agreed to the next steps outlined in the report.

5. Joint Investigative Interviewing

This report brought the Board's attention to the extensive work undertaken over the last two years to create a new model for the joint investigative interviewing of children. This has been developed between Police Scotland and social workers to be used in situations where a child is a victim of, or witness to, a crime, or they are a victim of neglect. The new model has been used at two pilot sites, covering six local authorities, since October 2019. Other local authorities were due to go live in April, but this was postponed due to COVID-19. The Board were invited to provide their comments to guide the implementation of the second stage of the pilot program.

It was noted that as lockdown restrictions are eased, there may be a rise in child protection cases, which will impact on capacity of both social work and the police to participate in the pilot. Comments were generally positive but concerns were raised about the potential need for backfill arrangements to support staff who have to be trained in the new interviewing model.

The Board provided their views and noted that they were content with the direction of travel of this work.

6. Education Update

This paper provides details of work undertaken by the COVID-19 Education Recovery Group, which is co-chaired by the Deputy First Minister and Cllr McCabe, and the work that they have led to develop the framework for a phased return to education. Events have overtaken the circulation of this paper as the publication of this framework has now been announced.

Although this sets out the national priorities for action, it will be supported by local phasing delivery plans which will set out operational detail and will be for local authorities to decide. The significant finance issues implicit in this work were acknowledged and the paper contains a commitment for Scottish Government to work jointly to look at the financial impact on councils and the additional costs from the phasing model. More detailed discussions will be held next week.

The planned return to school date of 11 August was discussed and it was noted that different areas face different challenges with respect to this – for example, rural communities require to organise school transport and therefore some local flexibility would be helpful. Scottish Government have noted that the date may cause difficulty, but the rationale being used is that all schools starting at the same time will mean that all children have access to the same materials at the same time. Colleagues from ADES are working with Education Scotland on the digital offer and support for teachers.

Concerning physical distancing in schools, it was noted that transport is being actively considered by the group and guidance is currently being developed in conjunction with Scottish Government. Many things are contingent on scientific advice confirming that it is safe for children to return to school in August.

Noted that the Scottish Qualifications Authority are exploring different means of assessment for 2021 which may not be written exam-based. A recommendation has been made to the Scottish Education Recovery Group which Cllr McCabe co-chairs.

Regarding early learning and childcare, the current priority is providing childcare firstly for children of key workers, then accommodating the statutory entitlement for those who can get 600 hours for 3 and 4 year olds. COSLA are working with providers on funding.

Noted that in terms of the digital offer, there is work taking place to ensure that the quality of that offer is equal across the country.

Board Members noted the report and thanked officers for the update.

7. COVID 19 Children and Families Collective Leadership Group

This paper provided an update on the Children & Families Collective Leadership Group, which is currently meeting weekly. The paper included some consideration of plans to enhance family support provision and sought Board Members' views on this. Dr Grace Vickers is part of this group on behalf of SOLACE and there is also representation from Social Work Scotland.

It was noted that this group will normalise the idea that all parents/carers need support which is a positive step. Reassurances that families will be involved in local service delivery would be good. There has been interesting discussion within the group to ensure that parents and carers are not being stigmatised for seeking support.

Noted that the financial implications will be taken through the usual COSLA processes, and that organisations which represent families are taking part in the group.

Board Members noted the contents of the paper.

8. Domestic Abuse – COVID-19: Women and Children – Response, Challenges and Trends

This paper provided an update on the VAWG response to COVID-19 and the actions taken in respect of that since the start of the outbreak. One of the impacts of this pandemic has been the increased risks faced by women, girls and dependent children of being victims of domestic abuse. Group Leaders earlier instructed that mitigating action in response to this heightened risk would be increasing and recognised that women and girls engaged in commercial sexual exploitation and prostitution may also now be more vulnerable.

In conjunction with Public Health Scotland and the Improvement Service, joint COSLA and Scottish government supplementary guidance on violence against women and girls was developed as part of COSLA's joint ownership of the Equally Safe Strategy and was published this week. Members were invited to promote this guidance in their own areas, as well as feeding back examples of good practice. Members were further asked to consider and discuss additional risks posed to women and girls currently living with perpetrators of domestic abuse.

Service providers have indicated a rise in the number of women reporting that they want to seek support, and potentially leave, once the current restrictions are lifted, meaning that there may be pressure on services to respond appropriately.

Board Members were content with the contents of this report and noted the update.

9. Additional Support for Learning Review

This paper sought Board Members' views and comments on the independent review of Additional Support for Learning which the Deputy First Minister agreed to set up.

Board Members noted that examples of good practice in ASL would be helpful to the review and the need for a teacher training course for ASL was discussed. It is disappointing that a lot of the recommendations being made in this review can be found in the 1994 Act.

The Board were content for their comments to be used to inform the COSLA response to this report, and noted that there are sensitivities about the manner in which this is managed.

10. AOCB and Close

In closing the meeting, Cllr McCabe noted that the team intend to issue a further briefing over the summer to keep the Board up to date with any relevant activity.

Date of Next Meeting: 21 August 2020



DRAFT MINUTE OF MEETING OF ENVIRONMENT AND ECONOMY BOARD

Friday 5 June 2020 at 10.30am
via Microsoft Teams

Present

Cllr Steven Heddle (Spokesperson)
Cllr Jeff Hutchison
Cllr Aileen Morton
Cllr George Gordon
Cllr Donald Balsillie
Cllr Donald Crichton
Cllr Archie Dryburgh
Cllr Jim Roberts
Cllr Norman Hampshire
Cllr Altany Craik
Cllr Anna Richardson
Cllr Duncan Macpherson
Cllr David Bremner
Cllr Alex Gallagher
Cllr Meghan Gallacher
Cllr Graham Sinclair
Cllr Angus Forbes
Cllr John McNaughtan
Cllr Mark Rowley
Cllr Ryan Thomson
Cllr John Anderson
Cllr Evelyn Tweed
Cllr Cathy Muldoon
Forbes Barron
Irene Beautyman
Gerry McCartney
John Binning
Ewan Wallace
Pamela Smith
Nicola Gill

COSLA Spokesperson
Aberdeenshire Council
Argyll & Bute Council
City of Edinburgh Council
Clackmannanshire Council
Comhairle nan Eilean Siar
Dumfries & Galloway Council
East Ayrshire Council
East Lothian Council
Fife Council
Glasgow City Council
Highland Council
Moray Council
North Ayrshire Council
North Lanarkshire Council
Orkney Islands Council
Perth & Kinross Council
Renfrewshire Council
Scottish Borders Council
Shetland Islands Council
South Lanarkshire Council
Stirling Council
West Lothian Council
HOPS
Improvement Service
NHS Health Scotland
Regional Transport Partnership
SCOTS
SLAED
ATCO

Apologies

Cllr Ron Sturrock
Cllr Alan Ross
Cllr Graeme McGinnigle
Cllr Alan Lafferty
Cllr John Patrick
Cllr Colin Jackson
Cllr Russell Imrie
Cllr Brian McGinley
Cllr Iain McLaren
Jim Valentine
Steve Grimmond

Angus Council
Dundee City Council
East Dunbartonshire Council
East Renfrewshire Council
Falkirk Council
Inverclyde Council
Midlothian Council
South Ayrshire Council
West Dunbartonshire Council
SOLACE
SOLACE

1. Welcome and Apologies

Cllr Heddle welcomed Board Members to the meeting and apologies were noted.

2. Minute of the 14 February Board and Matters Arising

The minute of the previous meeting of 14 February 2020 was agreed as an accurate record.

3. Environment and Economy Board Plan

This item presented Board Members with the Environment & Economy Board Plan and offered an opportunity for COSLA officers to update the Board on additional work undertaken since February and in relation to the COVID-19 outbreak. The Board noted the update on R100 and related matters and agreed to the contents of the Board Plan.

4. Covid-19 - Economic & Environmental Recovery and Renewal

This paper provided an update on the environmental and economic impact of the Covid-19 pandemic. An in-depth discussion followed. The Board noted that a Special Interest Group (SIG) has been established, chaired by the Vice President, which will discuss Local Government recovery from the pandemic. It was felt that the Board should have a role in feeding into the SIG. In addition, COSLA officers will be writing to Benny Higgins, who is the Chair of the economic advisory group set up by Scottish Government. The Board noted that the need for a place based recovery is at the forefront of discussions.

The Board:

- i. Agreed the COSLA position as set out in paragraphs 20-21, and
- ii. Discussed how individual Local Authorities are planning for the recovery in the short, medium and longer term.
- iii. Noted the establishment of the Advisory Group on Economic Recovery (AGER) which has issued a call for evidence
- iv. Agreed COSLA writes to the AGER chair setting out the views of the Board on establishing economic & environmental recovery and renewal and that this will incorporate the COSLA position agreed in recommendation i, and
- v. Noted Annex A which is the SOLACE response to the AGER

5. Covid-19 - Business Support Update

Hugh Lightbody, Chief Officer – Business Gateway, provided a verbal update on this item. The Board noted that Business Gateway's focus since the beginning of this crisis has been in getting resources to business in order to assist and provide support through this time. Key in this has been a Non-Domestic Rates-based grant which Local Government has mobilised to deliver to businesses, with a focus on small businesses, retail, hospitality and tourism. Tens of thousands of applications for this grant have been received and processed.

From the early stages of this outbreak, there has been a project group involving Local Government Finance, COSLA colleagues and the Scottish Government. This group discusses an ongoing issue log every week and as the grant programme has evolved over time. In addition to the Local Government delivered grant support, the enterprise agencies have launched the Pivotal Enterprise Resilience Fund and a hardship fund has also been introduced aimed at creative, tourism and hospitality businesses.

Board Members thanked Hugh for the update and noted the contents of the report.

6. Covid-19 - Employability Response

This report brought the Board up to date with recent discussions on employability at COSLA Leaders' Meetings and asked the Board to endorse the direction of travel on the Local Government employability position.

The key elements of this paper will be ensuring flexibility so that interventions and support which reflect local needs can be delivered; setting out approaches which complement services provided by national agencies; and seeking additional Scottish Government resource. There are specific implications of the COVID-19 outbreak on young people, who may be leaving education with the intention of seeking job opportunities which no longer exist.

The Board:

- i. Endorsed Local Authority employability work as an essential service both as an ongoing crisis prevention service and as an integral part of a wider pandemic recovery;
- ii. Noted the partnership work in setting out early employability responses to the pandemic, and the COSLA endorsement of those; and
- iii. Endorsed a direction-of-travel of a Local Government response proposition.

7. Covid-19 - Waste Update

This paper provided an overview of how waste services have responded to the COVID-19 crisis and the challenges which have been presented. The paper noted that councils have performed extremely well with residual waste collections having been maintained although some recycling and special collections are interrupted. Cllr Heddle spoke to the Cabinet Secretary and with SOLACE and trade unions, to enable household waste recycling centres to open on Monday 1 June in a coordinated fashion. The Board expressed its thanks to Councils' waste operators and staff involved in waste management.

The Board:

- i. Noted that all 32 councils have maintained essential waste services throughout Covid-19, in the face of significant challenges that this presents;
- ii. Noted that Leaders committed to a coordinated reopening of Household Waste Recycling Centres from the 1 June 2020, and
- iii. Commented from a local perspective on challenges facing waste services as we begin the process of easing lockdown restrictions

8. Covid-19 – Transport Update

This report provided an overview of the impact of COVID-19 on transport, setting out the work done by COSLA, and providing members a sense of the challenges as Scotland emerges from lockdown. Members were invited to consider and discuss what emerging challenges we expect for Local Government due to COVID-19 in order to inform COSLA's future work. There was a discussion on the how the pandemic had impacted on transport on rural and island communities as well as more urban areas. The impact on ferry services was specifically noted.

There was a discussion on the £30 million Spaces for People funding. The Board was informed that Transport Scotland and Sustrans have advised that Places for Everyone projects where money has already been committed will not be affected.

The Board:

- i. Provided feedback on emerging transport issues and recovery planning over local responses in each council, and
- ii. Endorsed the proposed COSLA position and next steps set out at paragraphs 23 – 25

9. Covid-19 – Planning Update

This report updated Members on interventions made to date to ensure that the planning system can continue to operate. COSLA Officers sought endorsement of a flexible approach to discretionary enforcement in restart/recovery phases, for example, in applications for street furniture to allow restaurants to open and the operating seasons for caravans.

There was a discussion on the impact of the pandemic on the operation of the planning system locally. It was specifically noted that some Local Authorities have managed to maintain planning application meetings through holding meetings virtually.

The Board:

- i. Noted the measures which have been adopted to date to ensure the planning system continues to function effectively during the response to Covid-19; and
- ii. Agreed to support Local Authorities in adopting flexible solutions to the recovery phase.

10. Europe and International Update

This paper provided Members with an update on ongoing negotiations as to the UK and EU's future relationship, and on wider international work.

The Board noted that work is ongoing to press for a timetable on lifting the suspension of ESF and ERDF. In another matter Cllr Gallagher offered to provide a presentation on Community Wealth Building to the Board. This offer was accepted.

The Board:

- i. Noted the developments around UK-EU negotiations;
- ii. Considered the COSLA position on level playing field between the UK and the EU; and
- iii. Noted progress on COSLA engagement for the UN Climate Summit in Glasgow which has been postponed to next year.

11. Date of Next Meeting: 4 September 2020

In closing the meeting, Cllr Heddle thanked Board Members for their contributions.



DRAFT MINUTE OF MEETING OF COMMUNITY WELLBEING BOARD

Friday 19 June 2020 at 10.30am
via Microsoft Teams

Present

Cllr Robin Currie	Argyll & Bute Council
Cllr Amy McNeese-Mechan	City of Edinburgh Council
Cllr Anne Rendall	Dundee City Council
Cllr Elena Whitham	East Ayrshire Council (COSLA Spokesperson)
Cllr Jim Goodfellow	East Lothian Council
Cllr Colm Merrick	East Renfrewshire Council
Cllr Jim Flynn	Falkirk Council
Cllr Judy Hamilton	Fife Council
Cllr Jennifer Layden	Glasgow City Council
Cllr Margaret Patterson	Highland Council
Cllr Kelly Parry (Chair)	Midlothian Council (COSLA Spokesperson)
Cllr Stephen Curran	Midlothian Council
Cllr Louise Laing	Moray Council
Cllr George Turnbull	Scottish Borders Council
Cllr David Dawson	Orkney Islands Council
Cllr Peter Barrett	Perth & Kinross Council
Cllr Marie McGurk	Renfrewshire Council
Cllr Chris Kane	Stirling Council
Cllr Diane Docherty	West Dunbartonshire Council
Cllr Ian Davis	South Ayrshire Council
Cllr Maureen Chalmers	South Lanarkshire Council
Cllr Alison Evison (Guest)	COSLA President
Pamela Smith	SLAED
Professor Alison McCallum	Directors of Public Health

Apologies

Cllr Lesley Dunbar	Aberdeen City Council
Cllr Iris Walker	Aberdeenshire Council
Cllr Colin Brown	Angus Council
Cllr Jane McTaggart	Clackmannanshire Council
Cllr Sandra Thornton	East Dunbartonshire Council
Cllr Jim Clocherty	Inverclyde Council
Cllr Louise McPhater	North Ayrshire Council
Cllr Danish Ashraf	North Lanarkshire Council
Cllr Alastair Cooper	Shetland Islands Council
Cllr Dave King	West Lothian Council
Tony Cain	ALACHO

1. Introduction

1.1. Welcome and Apologies

Cllr Parry welcomed everyone to the meeting and apologies were noted.

1.2. Minute of Previous Meeting of 18th May 2020

The minute of the previous meeting of 18 May 2020 was agreed as an accurate record.

2. Discussion Session

2.1. COVID-19 – Embedding a Human Rights and Gendered Approach to Covid-19 Recovery

This paper invited discussion on how embedding a human rights and gendered approach into COSLA's COVID-19 recovery work may mitigate against the widening of gender inequality to women and girls as a result of the crisis. Noted that the current pandemic has shone a light on some previously-existing inequalities, as well as the incoming economic consequences. The disproportionate impact of the pandemic on women can already be observed, for example, when it comes to childcare obligations.

Noted that HARSAG has been reconvened, although COSLA have been excluded from this. Cllr Whitham has expressed the need to apply a gendered lens to understanding homelessness and look at it through the Equally Safe strategy.

Noted that the next meeting of the National Taskforce on Human Rights Leadership is taking place on 24 June, and that taskforce will consider the incorporation of the Convention on the Elimination of All Forms of Discrimination against Women.

Cllr Parry thanked Board Members for their comments on this topic.

3. COVID 19 Responses and Renewal Reports

3.1. Vulnerable Communities - Oral Update

Cllr Alison Evison, COSLA President, provided an update on the Social Renewal Advisory Board. Membership of this Board includes YoungScot and third sector organisations. COSLA asked that Cllrs Evison and Parry, as well as another COSLA officer, be able to participate in the board; however, currently only Cllr Evison is a member.

Cllr Evison advised that the Board has been set up due to COVID, but its main purpose is to feed into the Program for Government. The final meeting is likely to be around November.

Board Members thanked Cllr Evison for the update.

3.2. Child Poverty

This report highlighted the impact of COVID-19 on child poverty and the work undertaken to date, and asked how COSLA can further the child poverty agenda. Noted that a parallel

discussion is taking place with the Children & Young People Board as this work straddles both portfolio areas.

Noted that some local authorities have their own Child Poverty Groups which coordinate multi-agency activity. The potential impact of the furlough scheme coming to an end is concerning. Additionally, the blended learned system which is expected to happen in August may impact some children disproportionately as not every child has access to Wi-Fi at home.

Board Members provided feedback on the systems in place in their local authorities to ensure that children have access to food and assistance throughout the pandemic. Noted that there has been a concerted effort across all local authorities in response to COVID-19 and that guidance is likely to be published at the end of the month. It was suggested that COSLA collate information on what support each local authority has made available and share this with child poverty leads.

Board Members noted the report and everyone's contributions.

3.3. Violence Against Women and Girls

The report discussed the mitigating actions approved by Group Leaders in April and May and highlighted the development of the supplementary VAWG guidance previously discussed by this Board. It also brought attention to actions of the Children & Young People Board and the work done to secure a partnered approach with Scottish Government for women engaged in commercial sex exploitation.

Katie Brown, COSLA Equally Safe Policy Co-ordinator, noted that there has been some positive progress working through the Equally Safe Partnership with Scottish Government, but also with the third sector, with Public Health Scotland and the Improvement Service. Noted that support has been put in place for women engaged in commercial sexual exploitation through the Victims Fund, which can be accessed on an emergency basis without a crime reference number.

Noted that the Scottish Government are no longer pursuing the Scottish Safe Space Scheme but are now looking to enhance schemes already in place. There are some concerns around the scheme through which women experiencing domestic violence can attend a supermarket or pharmacy and use a code word with staff to access support. These concerns relate to the training available for staff in pharmacies/shops; the risk that perpetrators of violence will learn the code word; and that in smaller towns it is possible that the perpetrator or victim will be known to the supermarket staff locally, making it harder for people to access services.

Noted that there has been an increase of high risk domestic violence cases but referrals to support services have decreased over lockdown. MARACs are reporting that they are all managing to continue to function throughout lockdown but have noted a rise in seriousness indications and are anticipating an increase in demand for their services as lockdown eases.

Cllr Parry thanked Board Members for their helpful contributions to the discussion.

3.4. Employability

This paper updated Board Members on the work undertaken to mitigate the impact of COVID-19 on the workforce and on employability. Noted that COSLA is continuing discussions on this topic with SLAED and Scottish Government. This too is being examined through a gendered

lens and will take account of the disproportionate impact of the pandemic on women's careers. Board Members were asked to agree that COSLA should continue to work with Scottish Government, SLAED and SOLACE to shape a response to the employability crisis, and endorse the need for a proactive Local Government response proposition.

Noted that there are some concerns about other groups who have not previously used employability services now seeking out advice/assistance and causing additional strain – however, helplines may be available to assist.

Board Members provided their endorsement and agreed to the proposed COSLA position.

3.5. Housing and Homelessness

This paper provided an overview of activity undertaken to support housing services, which are meeting increasing demand at present. Some discussions have been held with the private rented sector, some of which are captured in the paper; HARSAG has also been reconvened and the work of the Homeless Prevention Strategy Group will tie into this. It is anticipated that by the end of 2020, 89% of landlords will be in compliance with the Energy Efficiency Standard for Social Housing, and those who are not compliant can apply for an exemption.

Noted that the proposed freeze to rent increases could cause issues in some areas when it comes to providing more social housing, which could be financed on the basis of an annual rent increase. It was commented that the HPSG should ensure that they avoid any undue city-centric focus.

Cllr Whitham provided an update on housing for EEA Nationals and those with no recourse to public funds. With agreement from Members at the previous Board Meeting, concerns were raised at the HPSG about those without statutory entitlement to local authority housing and homelessness services. A joint proposal has since been developed and submitted to the 'Everyone Home' Collective on Ending Homelessness, which requests support from the third sector to develop human rights-based accommodation pathways for people in these circumstances, and to scope the potential funding and delivery models necessary to sustainably implement these. COSLA officers are further developing propositions for work to progress the review of statutory provision and what is required to enable Local Government delivery.

Board Members agreed the proposals in the paper that COSLA officers continue to work with national partners on this issue.

3.6. Justice and Community Safety

This paper sought Board Members' feedback on the early prisoner release program. Noted that Cllr Parry continues to meet with the Cabinet Secretary for Justice at least fortnightly if not weekly and are now discussing the likely increase in non-custodial sentencing options. Three tranches of prisoners have so far been released.

It was commented that local authorities are likely to need additional resources if there is to be an increase in the number of Community Payback Orders being handed down. Noted that the court system is starting to move again in a limited capacity.

Board Members noted the contents of the update.

3.7. Sports, Arts and Culture

An update was provided on the work done with national partners regarding the challenges being faced by the sports, arts and culture sectors. These sectors are crucial to communities, and it is important to ensure that the right approach is taken. Noted that restarting some activities will be difficult, and there may be a reduction in local and national budgets in these areas. COSLA, through the Local Government Finance team, are reviewing both the cost to local authorities during COVID-19 and the loss of income through the various streams.

Questions were raised about how libraries will be able to re-open – noted that some councils are considering a three-day quarantine period for books received back into the library. Some galleries and museums are providing online services, e.g. virtual tours. Financial loss is however still a concern for many councils as many leisure sector staff are currently furloughed and most services are suspended, meaning a significant loss in income.

Board Members noted the update and agreed that COSLA officers should continue to engage with national and local partners to support in the re-opening of the sports, art and culture sectors.

3.8. Participatory Budgeting

This paper sought Board Members' views on the achievability of the existing Community Choices/Participatory Budgeting 1% Framework agreement for local authorities, currently scheduled to be delivered by end of the fiscal year 20/21, given the current COVID-19 pandemic. It also asked that any opportunities to continue with Participatory Budgeting work in the current climate, and any potential challenges, be considered.

Board Members were asked to provide those views, as well as provide instruction for COSLA officers to continue to work with Scottish Government officials to consider possible changes to the current timeline. Instructions were also sought for officers to seek a meeting between Cllr Parry and the Cabinet Secretary for Communities to discuss Participatory Budgeting.

Noted that many councils have been unable to progress work on Participatory Budgeting due to the pandemic and some plans to continue work have had to be temporarily cancelled. Some councils were previously engaging in on-the-day PB events but found that engagement was limited. It was commented that any form of public engagement in planning of service provision is a form of participatory budgeting, so many councils may be using it without realising. An approach which recognises the active role of local communities in the COVID-19 response would be welcomed.

Noted that other councils have had good local engagement with PB but concerns about women's voices not being heard, given that many women are currently facing a disproportionate amount of caring responsibilities within their households and may not have the time to engage with any consultation; additionally local work has found that many BAME communities do not feel that they are engaging well with online portals.

Board Members agreed to the position in the paper and appreciated the present challenges being faced.

3.9. Supporting EEA nationals and migrants with No Recourse to Public Funds

This paper provided an update on work done to support EEA national and NRPF individuals. In April, COSLA officers convened a consortium of organisations to monitor EEA nationals and migrants with NRPF, seeking to understand the human rights issues being faced by individuals as a result of immigration status. Three working groups have been set up and ten draft recommendations for consideration were laid out in the paper. Noted that a strategic approach is required and that the financial challenges associated with this issue are significant.

Board Members agreed to the recommendations in the paper and agreed that Cllr Parry should write to the Cabinet Secretary for Communities, seeking a meeting to discuss this issue.

4. Other Reports

4.1. Barriers to Elected Office Special Interest Group – Guidance

This paper brought the updated Menopause Guidance for councils to the attention of the Board, as well as providing examples of good practice. This piece of work has been slightly delayed due to COVID-19 and many councillors have provided input to the guidance. Board Members were asked to agree the appended guidance and provide views on the lone working guidance.

Board Members agreed the guidance and noted that once the guidance is ready, COSLA will work with IS on dissemination to councillors.

4.2. Migration Advisory Committee Call for Evidence on Skills Shortages

This paper discussed COSLA's proposed response to the Migration Advisory Committee's call for evidence on the Shortage Occupation List. COSLA have serious concerns about the impact of the new system and how it will affect the workforce and local economy.

Some comments were provided on the response.

4.3. General Update Paper

There being no other competent points of business, Cllr Parry closed the meeting.

Date of Next Meeting: 18th September 2020



Draft

Minute of meeting of the Integration Joint Board held remotely, on Friday 19 June 2020 at 2.00 p.m.

Voting Members:

Allyson Black
Fiona Collie (Chair)
Gordon Johnston
Stephen McAllister
Michelle McClung (Vice Chair)
Cecil Meiklejohn

**Non –voting
Members:**

Margo Biggs, Service User Representative
Patricia Cassidy, Chief Officer
Robert Clark, NHS Forth Valley Staff Representative
Cathie Cowan, Chief Executive, NHS Forth Valley
David Herron, GP Medical Representative
Jen Kerr, Third Sector Interface
Kenneth Lawrie, Chief Executive, Falkirk Council
Morven Mack, Carers Representative
Andrew Murray, Medical Director
Roger Ridley, Falkirk Council Staff Representative
Ania Sandland, Third Sector Representative
Jillian Thomson, Chief Finance Officer
Angela Wallace, Nurse Director

Also Attending:

Stuart Cumming, Associate Medical Director for Primary Care
Jack Frawley, Team Leader - Committee Services
Colin Moodie, Chief Governance Officer
Lorraine Patterson, Head of Integration
Lorraine Scott, Support Officer
Suzanne Thomson, Senior Service Manager (Planning & Performance)

IJB1. Apologies

Apologies were intimated on behalf of Sara Lacey.

IJB2. Declarations of Interest

There were no declarations of interest.



IJB3. Minute**Decision**

The Integration Joint Board approved the minute of meeting held on 20 March 2020.

IJB4. Rolling Action Log**Decision**

The Integration Joint Board noted the Rolling Action Log.

IJB5. Chief Officer Report

The Integration Joint Board considered a report by the Chief Officer which updated members on recent developments within the Partnership. This included, in particular, a focus on the Covid-19 pandemic response.

Decision

The Integration Joint Board:-

- (1) noted the content of the report and the work in response to the impact of Covid-19;**
- (2) agreed to continue to delegate authority to the Chief Officer, to be reviewed at the Board meeting in September 2020; and**
- (3) noted the update on reports expected to the June Board meeting and that they would be presented to a future meeting.**

IJB6. Finance Report

The Integration Joint Board considered a report by the Chief Finance Officer which provided the 2019/20 financial outturn and a high-level summary of the 2020/21 financial position, including new and emerging risks, progress to deliver efficiency savings and consideration of the future use of reserves.

In line with previous years, a risk sharing agreement was reached for 2019/20 in respect of the integrated budget. This resulted in both Falkirk Council and NHS Forth Valley making an additional payment to the IJB in order to deliver an overall breakeven position on the specific services

delegated to them. NHS Forth Valley continued to manage financial risk in relation to the set aside budget.

An interim budget remained in place for 2020/21 pending further work to identify additional efficiency savings in order to deliver a balanced position. Several new and emerging risks were identified including pressures arising from implementation of the living wage, GP prescribing issues, Falkirk Community Hospital pay costs and the ongoing impact of COVID 19, particularly in terms of savings delivery.

It was critical that savings were delivered in full. Work was underway to reassess the 2020/21 savings plan and identify additional and/or alternative initiatives to mitigate risk of non achievement.

Decision

The Integration Joint Board:-

- (1) noted the 2019/20 outturn and risk sharing agreement;**
- (2) noted the interim 2020/21 budget position and forthcoming detailed financial review based on the first quarter results;**
- (3) noted the work to reassess the existing savings plan, including identification of alternative proposals, to ensure efficiency targets were achieved in year;**
- (4) approved the recommendation to conduct a review of community bed-based care services to accelerate delivery plan actions and associated savings, and**
- (5) agreed to conduct an in-depth review of reserves and to receive an investment strategy at the next meeting.**

IJB7. Unaudited Annual Report and Accounts 2019-20

The Integration Joint Board considered a report by the Chief Finance Officer which presented the 2019/20 unaudited annual accounts for consideration. The Regulations required that the IJB gave public notice of the rights of individuals to inspect the unaudited accounts within a specified 3 week timeframe. During the 3 week period, individuals may lodge an objection to the unaudited accounts, or to any part of the accounts.

Public Notice was given on 4 June 2020 and the statutory three week public inspection period commenced from 19 June 2020. Due to the ongoing impact of the covid-19 pandemic, the accounts were not available for physical public inspection in hard copy. Public inspection would be electronic only.

The unaudited accounts would be lodged with the External Auditor on 22 June 2020. The formal audit process must be completed, and the audited accounts approved by 30 September 2020. The audited accounts would be presented for final approval to the Audit Committee on 25 September 2020.

Decision

The Integration Joint Board:-

- (1) considered the unaudited annual accounts;**
- (2) noted the public inspection period, and**
- (3) noted that the unaudited annual accounts would be submitted to the IJB's External Auditor by the statutory deadline of 30 June 2020.**

IJB8. Internal Audit Annual Assurance Report

The Integration Joint Board considered a report by the Chief Finance Officer which provided overall assurance on the IJB's arrangements for risk management, governance, and control, based on Internal Audit work undertaken and reported during 2019/20.

In line with normal practice, the Audit Committee would have received the internal audit annual assurance report to consider any recommendations and actions, with this being monitored and implemented as required. However, the cancellation of meetings in response to the COVID-19 pandemic had impacted on the timescales and process. The internal audit annual assurance report would be presented to the Audit Committee when it next met.

Decision

The Integration Joint Board noted:-

- (1) that sufficient Internal Audit work was undertaken to support a balanced assurance, and**
- (2) the substantial assurance on the IJB's arrangements for risk management, governance, and control for the year to 31 March 2020.**

IJB9. Remobilise, Recover and Redesign

The board considered a report by the Chief Officer which provided a high-level overview of the HSCP mobilisation in response to the Covid-19 pandemic. It outlined the key elements for recovery and the potential opportunities for redesign, within the context of the delivery of the National Framework, the IJB Strategic Plan and national policy and guidance.

Recovery would require acceleration of some elements of the plan. The whole system approach would address inequality and strengthen community based care through improved care pathways, review of the community bed base and shifting the balance of care. It required strong financial stewardship and bold decisions to reframe services and commission support to improve wellbeing. The report sought in principle agreement to sustain successful elements of the Covid-19 response.

Decision**The Integration Joint Board:-**

- (1) agreed the key priorities and actions for recovery and redesign;**
- (2) agreed to jointly fund the short term appointment of two Geriatricians with Clackmannanshire and Stirling HSCP and NHS Forth Valley. The Falkirk contributions to be funded initially from non-recurring leadership funding if required to sustain the Enhanced Community Team (ECT) approach, and**
- (3) agreed that the Chief Officer work with the Clackmannanshire and Stirling Chief Officer, Director of Acute Services and the Clinical Director Aging and Health to progress the proposed ECT model and clinical support by re-profiling existing resources including partnership funding and review of community bed base.**

IJB10. Residential Short Breaks During Covid-19 Pandemic: Expansion of Provision at Thornton Gardens

The Integration Joint Board considered a report by the Head of Integration which sought to temporarily change the facility to provide accommodation for both older and younger adult service users, and to increase the number of units from 4 to 14. The Care Inspectorate had awarded a temporary change to registration to accommodate this.

There was increased demand pressure to provide short breaks, particularly as a means to relieve carer stress. The change to provision

would enable the Partnership to offer planned and emergency short breaks in a specialist, dedicated facility and thereby reduce or remove the need for short break placements to take place within residential care homes, thereby minimising risks in respect of COVID-19.

Decision

The Integration Joint Board:-

- (1) agreed the temporary change in use for the premises at Thornton Gardens to cover both younger and older adult age groups;**
- (2) agreed to expand provision from 4 to 14 beds for a period of 6 months to accommodate increased demand for short breaks provision whilst reducing the need to use residential care home placements, and**
- (3) requested an additional report at a later date reviewing the benefits of the provision and outlining recommendations for the future and on-going use of the premises at Thornton Gardens.**

IJB11. Covid-19 Update Report – Care Homes

The Integration Joint Board considered a report by the Head of Integration which provided an overview of the response to Covid-19 to support care homes in Falkirk. In response to the pandemic the Partnership had built on established arrangements and procedures with the care home sector with a localised, clear, concise approach to care delivery taking account of all the relevant national guidance.

Decision

The Integration Joint Board noted the good integration working that had successfully supported care homes during the ongoing Covid-19 challenges.

IJB12. Primary Care Improvement Plan: Iteration 3

The Integration Joint Board considered a report by the Associate Medical Director on the Primary Care Improvement Plan. Iteration 3 of the Primary Care Improvement Plan (PCIP) reported on progress toward implementation of the new General Medical Services (GMS) contract.

All priorities outlined in PCIP Iteration 2, year 2, were delivered and remained on track despite the significant disruption of Covid-19.

Progress included delivery of more than 3,500 consultations and in excess of 2,500 acute prescription authorisations being redirected to additional professional roles in general practice on a weekly basis.

PCIP: Iteration 3 proposed to maintain the plan and pace from iteration 2. Full delivery of the PCIP remained over the four year funding timeline. This meant that some final commitments remained on trajectory for delivery immediately post April 2021.

Decision

The Integration Joint Board:-

- (1) agreed the Primary Care Improvement Plan Iteration 3, subject to the tripartite statement from the GP Local Medical Committee, Clackmannanshire and Stirling IJB and NHS FV Board;**
- (2) noted that the draft plan required to be submitted to the Scottish Government by 23 June 2020, and**
- (3) noted that the government had rejected a business case for additional PCIP funding, and that full delivery of the Primary Care Improvement Plan continued to exceed the indicative recurring funding provided by circa £1.3m, in total, across both partnerships.**

IJB13. Performance Monitoring Report

The Integration Joint Board considered a report by the Senior Service Manager which presented performance information for March 2019 – March 2020. The report provided a summary of key performance issues and drew on a basic balanced scorecard approach with a focus on exception reporting. The impact of the covid-19 pandemic on services and management information reporting was not reflected in this report. The Board would have such information included in future reports.

The report focused on local performance indicators and data, which provided a year on year comparison which included information on delayed discharges and Emergency Department performance. The key performance issues raised were:-

- ED Performance against the 4 Hour Access Standard
- Rate of ED Attendances
- Delayed Discharge
- Complaints – Falkirk Council Social Work Adult Services
- Complaints – NHS Forth Valley
- Attendance management – Falkirk Council Social Work Adult Services

- Attendance management - NHS Forth Valley
- The number of people who had a community care assessment or review completed.

Decision

The Integration Joint Board noted the report and that appropriate management actions continued to be taken to address the issues identified.

IJB14. Committee Appointments

The Integration Joint Board considered a Report by the Chief Governance Officer which invited the Board to appoint a voting member from NHS Forth Valley to each of the Audit and Clinical and Care Governance Committees and to appoint a Chairperson for each body.

Decision

The Integration Joint Board:-

- (1) appointed Gordon Johnston to the Audit Committee;**
- (2) appointed Stephen McAllister to the Clinical and Care Governance Committee;**
- (3) appointed Gordon Johnston as Chairperson of the Audit Committee, and**
- (4) appointed Councillor Collie as Chairperson, and Stephen McAllister as the Vice-Chairperson, of the Clinical and Care Governance Committee.**