

Area Support Team

Minute of Meeting held on 14 November 2022 at 5.45 for 6.15pm start held within The Foundry, Larbert.

AREA CONVENER

Sarah Young

LOCAL AUTHORITY REPRESENTATIVES

Councillor Wendy Hamilton (Clackmannanshire)

**LEAD PANEL
REPRESENTATIVES**

Malky Hamill (Clackmannanshire)
Alan McKie (Falkirk)
Maggie Smith (Stirling) - *virtual*
Ronnie Barnes (West Lothian) – *virtual in part*

**PANEL REPRESENTATIVES/
TRAINING TEAM MEMBERS &
ROTA MANAGERS**

Carrol Pollock (Falkirk)
Diane Duff (Falkirk)
Marilyn Stenhouse (Clacks) - *virtual*
Margo Dymock (West Lothian) - *virtual*
Julie Scott (West Lothian) - *virtual*
Caroline Storey (West Lothian)

PANEL PRACTICE ADVISORS

Mary Bentley - *virtual*
Rhonda Chambers
Joan Docherty
Mel McDonald - *virtual*
Agnes Morgan
Iain Murray
Ian Sloan – *virtual*

CHILDREN'S HEARINGS SCOTLAND

Tracey Sharp

CLERK'S OFFICE

Mhairi Chalmers
Lorraine Monro
Hazel Oliver

AST13. Welcome by Area Convener

Sarah Young welcomed everyone to the meeting.

AST14. Minute(s) of Previous Meeting(s)

The undernoted minutes were submitted and **APPROVED:-**

- (a) Minute of Meeting of the Central and West Lothian Area Support Team held on 22 August 2022, and
- (b) Minute of Special Meeting of the Central and West Lothian Area Support Team held on 22 September 2022.

AST15. Matters Arising from Previous Meeting

(a) Longitudinal Studies

A Morgan highlighted that at this present time, with all the changes, it was a little overwhelming for the community, and that one of the things PMs have intimated to her over the years, is that they want to know that they are doing a good job and to feel valued in their role. She acknowledged that the bottom line was that PMs want to know that they are making a difference for children and young people. She asked if CHS were conducting longitudinal studies around positive destinations for children and young people and improved outcomes.

In response, Sarah highlighted that this was indeed being looked at, but that it is proving to be extremely difficult to measure – what would a good outcome look like, as what is good for one child might look very different for another.

Mel advised that he was looking to establish a feedback loop for C&YP, and he would be looking further down the line to publish the feedback and to look at ways to improve what we are doing.

Decision

NOTED the discussion around longitudinal studies and final destinations for children and young people within the Hearings System.

AST16. Trauma Informed Practice

Tracey Sharp provided an update on Trauma Informed Practice which she was leading on rolling out across the organisation.

Her presentation focused on the undernoted:-

- Promoting the STV programme – Scotland's Stories – Let's Talk About Trauma which is a short 30 min programme which was worth a watch:-
[Scotland's Stories: Let's Talk About Trauma | Fri 04 Nov, 7.00 pm \(stv.tv\)](https://www.stv.tv/letstalkabouttrauma)
- CHS has committed to roll out Trauma Informed Practice – over a period of 6 years.
- Aim of the Trauma Informed Working Group is to deliver a Trauma Informed Children's Hearings Service at all levels of the organisation by end of March 2023
- So, what will a Trauma Informed CHS look like?
 - There will be a proactive approach to safety across the organisation
 - There will be a safer physical and emotional environment for infants, children, young people, their families, our volunteer community and our paid staff
 - CHS will create and sustain opportunities for choice, power and control
 - CHS will reduce the possibility for re-traumatisation
- Phase 1
 - CHS Learning Academy will embed learning on Trauma into all its courses
 - ALL CHS staff and paid volunteers will have completed baseline training on Trauma by the end of March 2023 – this date may be pushed back due to the current demands on our community at this time
 - An evaluation of the impact of baseline trauma learning will be undertaken with 5% of total panel community by the end of March 2023
- How will we know that we have achieved our goal?
 - Comparison of baseline measures with post learning measures

- Feedback from our panel community
- Feedback from our paid staff
- Feedback from professionals
- Feedback from C&YP and their carers
- PPA observations
- Outlining the drivers for change which includes
 - 2 in 3 children in Scotland experience violence, physical abuse, or other traumatic events before the age of 8
 - 1 in 10 children have experienced 3 such traumatic events in their lifetime
 - the Promise
 - Scottish Government committed to transforming how we understand and respond to trauma in Scotland. Ambition is to have a trauma informed workforce and service across Scotland
 - CHS Board and Senior Management Team committed to ensure that CHS is trauma informed at all levels of the organisation
 - Covid 19 pandemic has significantly increased and exacerbated both the risk and the impact of trauma, particularly for people already affected by inequalities and Adverse Childhood Experiences (ACEs)
- Next Steps
 - Agree an operation definition for Trauma Informed Practice
 - Baseline Measures – where do we sit as an organisation currently?
 - Touchpoints for Trauma
 - Work with partners – to ensure that C&YP are referred for support not for punishment
 - PMs/PPAs very stoic – need to ensure that there are mechanisms in place for PMs to reach out for support, as needed
 - Rolling out the course based on NHS NES, which will be adapted so that it resonates with PMs, which will be delivered by local facilitators and staff Members
 - Want to look at language as well.

Discussion took place on the undernoted:-

- Trauma Informed Practice – it is a theory, how do we put it into practice
- Children tells us that when we send a report out to them, it retraumatizes them – how do we shorten the reports to make sure they are factual
- Must work with partners
- Very much the beginning
- PMs' skill base will hopefully reduce the Trauma on children by being able to relate to the C&YP
- Highlighting the wellbeing leaflet that would be issued out very shortly to PMs and encouraged all individuals to “read it before they need it”
- A vote of thanks was extended from Malky Hamill to Carol Murchison, Agnes Morgan and Hazel Oliver for the development of the leaflet
- It was advised that recent statistics highlighted that 60% of individuals have experienced some kind of trauma in their lives
- Sean Austin during his attendance at the recent Briefing Session advised that being Trauma Informed we should use the terminology Children's Hearings Service rather than Children's Hearings System
- Government has given a clear message that Trauma Informed Practice is something that is high on their agenda
- Confirming that we were looking to offer a Trauma Session to our community who could become “Trauma Champions” thereafter. Dates etc were still to be confirmed

- Highlighting that at the next round of consultations will be looking at the support that PMs will need in the future and encouraging PMs to get involved. If anyone has any immediate thoughts around this, please get in touch with Sarah Young

Decision

NOTED the presentation by T Sharp around Trauma Informed Practice and the Next Steps

AST17. Local Perspective

Updates from the local management teams were received as undernoted:-

Clackmannanshire

- **National Training** - had been proactive in driving their PMs through the Enhanced Practice (EP) courses, and then to take the next step onto Management of Hearings (MoH) and highlighting that the individuals attending the upcoming MoH training, due to take place on the weekend of 26 November, had still not been advised of the location of the training.
- **Local Training** – confirming that their face to face Local Development Session had resumed again following the creation of a local training team to take this forward
- **Challenging Hearings** – confirming that PMs have encountered a number of difficult hearings, in terms of parents' behaviour, one of which has required police involvement
- **Clacks Hearing Room** - main issue facing Clackmannanshire at present is the lack of premises. There was an ongoing delay in completion of the paperwork to enable Hearings to be held in the Lodge House, Alloa which has resulted in professionals, Panel Members along with children and families travelling to Stirling to participate in Hearings. It has been over 2 ½ years since Panel Members have been able to sit on Hearings within Alloa, which was causing frustration to the Panel Members
- **SCRA Staffing** - seeking information on when Neil McKinlay, LRM would be returning to his substantive post following his secondment to the Hearings Systems Working Group – Co-Design Groups (Before the Hearing). It was unlikely that Neil would return before end of March.

Falkirk

- **Deferred Hearings** – highlighting an increase in deferred Hearings, but generally due to social work. Panel Members had also witnessed an increase in Legal Reps using delaying tactics within Hearings, to encourage Hearings to be deferred.
- **Late Reports** - Reporters have an agreement that if reports are received out with the 5 days it will not be issued, as the family might not be in receipt of the papers. In reality, this inflexible approach may cause a delay in decision making if the family and young person has been prepared by Social Work and had already had sight of the report and were aware of the recommendations.
- **Digital** – highlighting that there had been challenges with the technology in the Hearing room in Falkirk and that Craig, LRM was in the process of addressing this issue.
- **Sensory toys** – confirming that all toys had been removed from Hearings rooms. There was a suggestion that SCRA had individual gifts bags that they could issue to C&YP but it was unknown if these were still available
- **Impact of Male PMs** – highlighting that the relaxation of the legislation around gender balance was not currently benefitting the rota managers. It was felt that the legislation did not go far enough. It was confirmed that in Scotland, 6 panels in the first week required to have same gender panel members, an all female panel, and the same number were recorded in the second week.

Stirling

- **Tripartite** - had recently held a tripartite meeting, which was helpful and very much needed, although SCRA were not represented.
- **Deferred Hearings** – highlighting an issue with Prison Transport which meant that in a recent case a RP was unable to attend a Children’s Hearing. It was highlighted that should transport not be available, the prison would need at least 24 hours’ notice for virtual to be enabled.
- **Learning Academy** – have received feedback that a couple of Panel Members were unable to book onto courses.
- **Rota Manager** – advising of the fact that they now had a new rota manager in place, namely Alan Richardson.

West Lothian

- **Learning & Development** – highlighting the recent session delivered by the West Lothian Drug and Alcohol Services, which had been very informative.
- **Recruitment Review** – held an evening with trainees, Learning Academy Trainer along with some Learning Academy facilitators. This session focused on:-
 - What that was working well for them
 - What they would like to continue doing
 - What they would like to stop doing

Some of the feedback from this session was provided, as below:-

- Trainees would like a social session to top and tail the training to embed local culture building that community engagement,
- They would like to see a calendar of training of events at the start to include local development, observation dates and resource visits to avoid clashes.
- It was indicated that they wanted to stop doing too much online work – less digital, with the emphasis being more on face to face, less digital.
- Undertake any resources visit following their appointment.
- Continue with observations, the buddy system and local WhatsApp group
- They would like to see further digital training provided

PPAs

Agnes and Joan provided an update in their new role as Lead in the PPA work in Kate’s absence:-

- **PPA Wellbeing 1:1s** – they would be meeting with PPAs to undertake a review of what they felt their own support needs were and what they would like to see in place for them moving forward
- **Re-appointment Meetings** – recently undertook re-appointment meetings with two PPAs which were really enjoyable.
- **Quality Assurance** – highlighting that CSAS is clunky and in order to quality assure the observation documents, PPAs are required to create the forms in a word format. This document then gets sent to Sarah, Joan and Agnes and once approved, the PPAs then have to cut and paste from the word document onto digital services. The PPAs still want to have that level of quality assurance but are finding the process very cumbersome.
- **Priorities** – highlighting that the focus for PPAs is to record within observation forms on practice around advocacy and sibling contact.
- **Observation Form** –that the current observation form will be changed by CHS possibly in the new year

- **Cancelled Hearings** – highlighting that there had been a positive development, in that a PPA had been contacted directly by the reporter to advise that the Hearing had been cancelled, which had not been happening previously.

Decision

NOTED:-

- (1) the inputs provided by the local management teams and Lead PPAs and the subsequent discussions; and
- (2) some of the challenges facing Panel Members participating in Hearings.

AGREED that:-

- (1) C Storey to circulate the feedback from Recruitment Feedback Session,
- (2) If anyone has any feedback in relation to Legal Representative practice in Hearings, that it should be fed back to M McDonald, to take forward on behalf of Children's Hearings Scotland; and
- (3) H Oliver to contact the Learning Academy in relation to Panel Members being unable to book onto courses and report back to the Stirling Local Management Team

AST18. AREA CONVENER UPDATE

(a) MoH Update

Sarah highlighted that Central and West Lothian had been allocated 8 spaces on the upcoming MoH course, but that following consultation 9 spaces had been secured.

She confirmed the number of outstanding Chairs within each of the local teams, recorded below:-

- Clacks – 15
- Falkirk – 2
- Stirling – 8
- WL – 9

At a national level, Central and West Lothian currently had the second highest number of Chairs in ratio to their number of panel members, only tipped to the top by Orkney.

Sarah also advised that she was involved in a national chairing capacity group. The focus of the group going forward was in providing enough MoH courses and how this information is communicated out. It was also confirmed that she had asked the group to look at what support could be given for people who are starting out as Chairs. This item of business was to be placed on the agenda for the next meeting.

- (b) **Recruitment** – nearing completion of the Autumn 2023 recruitment
- (c) **Re-appointment** – has been taking shape with a new format letter being issued out to Panel Members.

- (d) **New PMs Welcome** – the AST has undertaken work with the new PMs to welcome them on board.
- (e) **Recognition** – Next step is to revisit recognition, particularly for the more experienced Panel Members
- (f) **Promise** – Information on Phase 2 of the consultations had been released and the link was now available to allow members of the community to book onto the discussion groups. The sessions would look to discuss three aspects:-
 - The role of the tribunal member
 - What support will PMs and PPAs need to keep the promise going forward?
 - How could specialists panels deliver better outcomes?

The dates for the sessions were provided:-

- 30 Nov
 - 1 Dec
 - 8 Dec
- (g) 8 Dec- **Kilbrandon Lecture** – confirming that the date for the next Kilbrandon Lecture was 8 December 2022 within Strathclyde University.
 - (h) **Welcome Evening for new Intake** – Thursday 8 December 2022 which will involve LPRs
 - (i) **Practice and Procedure Manual (PPM)** – confirming that the new PPM had now been updated and encouraging those in attendance to familiarise themselves with the document.
 - (j) **New Briefing Sheet** – provided by CHS aligns itself to the PPM and SCRA procedures and provides best practice advice in relation to non-decisions. There is now a request to change our practice, where there has been a substantive discussion around a subject matter, that this should be recorded in the RoP. It was highlighted that Reporters would nudge PMs on this, should it not happen in Hearings.

Decision

NOTED the input from S Young.

AGREED that local management teams encourage Panel Members to attend the upcoming LENS consultation sessions.

AST19 Any Other Competent Business

- (a) **Appointment as DAC** – S Young advised that Ross Pitbladdo had now been appointed as the new DAC, but that Ross would continue to be a serving PM out with C&WL area. She intimated that she was looking forward to working with Ross moving forward.
- (b) **Xmas Lunch** – sought the views of those in attendance if they would be interested in attending a festive lunch with AST colleagues.

NOTED the appointment of Ross Pitbladdo as the new Depute Area Convener.

AGREED that efforts would be made to organise a festive lunch for members of the Area Support Team.

AST20. Proposed Dates of Future Meetings

The undernoted meeting dates for Area Support Team meetings were **AGREED:-**

- Monday 27th February 2023 @ 6.15pm
- Thursday 25 May 2023 @ 6pm
- Tuesday 29 August 2023 @ 6.15pm
- Wednesday 29 November 2023@ 6pm

It was confirmed that all meetings would be held in the Foundry, with an option provided for participants to join virtually.

DRAFT MINUTE OF MEETING OF COSLA CHILDREN AND YOUNG PEOPLE BOARD

Friday 18th November 2022, 10.30am

At Verity House and Via Microsoft Teams

Present

Aberdeen City Council	Cllr Martin Greig
Aberdeenshire Council	Cllr Anne Simpson*
Angus Council	Cllr Lynne Devine
Argyll and Bute Council	Cllr Daniel Hampsey*
Dumfries and Galloway Council	Cllr Richard Brodie
East Ayrshire Council	Cllr Elaine Cowan
East Lothian Council	Cllr Fiona Dugdale
East Renfrewshire Council	Cllr Tony Buchannan (Spokesperson)
East Renfrewshire Council	Cllr Andrew Anderson
Falkirk Council	Cllr Laura Murtagh
Glasgow City Council	Cllr Christina Cannon
Highland Council	Cllr John Finlayson
Inverclyde Council	Cllr Jim Clocherty*
Midlothian Council	Cllr Ellen Scott
Moray Council	Cllr Kathleen Robertson
North Ayrshire Council	Cllr Shaun Macaulay
Orkney Islands Council	Cllr Gwenda Shearer
Renfrewshire Council	Cllr Emma Rodden
Scottish Borders Council	Cllr Leagh Douglas
Shetland Islands Council	Cllr Davie Sandison
South Lanarkshire Council	Cllr Lynsey Hamilton
West Dunbartonshire Council	Cllr Clare Steel
Directors of Public Health	Dona Milne
Public Health Scotland	Debbie Wason
Social Work Scotland	Ben Farrugia
SOLACE	Des Murray
SOLACE	Grace Vickers
West Lothian Head of Services	Clare Wallace

Apologies

Aberdeenshire Council	Cllr Gillian Owen
Argyll and Bute Council	Cllr Yvonne McNeilly
City of Edinburgh Council	Cllr Euan Davidson
Clackmannanshire Council	Cllr Graham Lindsay
Comhairle nan Eilean Siar	Cllr Paul Finnegan
Dundee City Council	Cllr Roisin Smith

East Dunbartonshire Council

Fife Council

Inverclyde Council

North Lanarkshire Council

Perth and Kinross Council

South Ayrshire Council

Stirling Council

West Lothian Council

ADES

ADES

Argyll & Bute Chief Education Officer

CIPFA - Directors of Finance

Directors of Education

Directors of Finance

Midlothian Council CO

North Ayrshire Council

Public Health Scotland

Scottish Borders Council

NHS Lothian

Cllr Lynda Williamson

Cllr David Graham

Cllr Francesca Brennan

Cllr Angela Campbell

Cllr John Rebbeck

Cllr Stephen Ferry

Cllr Margaret Brisley

Cllr Andrew McGuire

Peter McNaughton

Prof Michael Wood

Jen Crocket

Alan Puckrin

Carrie Lindsay

Hugh Dunn

Gary Failey

Craig Hatton

Lynne McNiven

Michael Cook

Lorna Douglas

Public Session

1. Welcome and Apologies

Cllr Tony Buchanan welcomed Board members and thanked all for attending.

Apologies and substitutions were noted.

2. Minute of Previous Meeting of 29 September 2022

The minutes were agreed as an accurate record.

3. Children and Young People Board Workplan

Officers provided an update of ongoing work, and it was noted this is still in draft, however, a non-draft version is anticipated for the next Board meeting.

Board Members noted concerns around overspends for foster carers being addressed and workforce planning as there has been ongoing difficulties with recruitment. Officers confirmed representation from COSLA's Workforce and Corporate Policy team can be invited to a future meeting.

Board Members also raised Child Poverty as an ongoing theme which will be further highlighted by the cost-of-living crisis.

4. UNCRC- comprehensive update

This paper provided members a comprehensive update on the UNCRC incorporation and implementation work.

Members noted further guidance and direction on how to manage in local authorities would be beneficial.

Board Members:

- i. Commented on the update provided;
- ii. Provided views on what Local Authorities require to enable successful implementation and embedding of the UNCRC, in terms of both legislation and policy, and practical support and resources.

The following update is provided in answer to a question raised by a Member during the meeting regarding the level of uptake of the Rights Respecting Schools Award:

Since funding was announced in May 2022 to enable all LA primary and secondary schools to take up the offer of the RRSa free of charge, should they wish, UNICEF UK report that they have been overwhelmed with interest from new schools. In May, 57% of Scottish schools engaged with the programme and that has now grown to 67%, with 307 new registrations in that time, so that 1609 (out of the total 2,400) primary and secondary schools are now engaged.

Schools have achieved the following number of accreditations since the start of the year:

- 165 schools have achieved Bronze
- 98 have achieved Silver
- 51 have achieved Gold

5. Mental Health and Local Planning

This paper provided Board Members with an update on the progress of the Children and Young People's Mental Health and Wellbeing Joint Delivery Board and sought support for its emerging recommendations on local children's services planning.

Board Members welcomed the paper and highlighted the benefits this will provide at a local level and would welcome long term funding for local authorities.

Board Members:

- i. Agreed that COSLA work with Scottish Government and Children's Services Planning leads to enhance the focus on mental health within Children's Services Planning processes.

6. Suicide Prevention Strategy – 'Creating Hope Together'

This paper provided Board Members with an update on the new Suicide Prevention Strategy and asked members for agreement that COSLA should continue to work with Scottish Government and partners to progress suicide prevention in Scotland under the new suicide prevention strategy and action plan.

Board Members highlighted concerns around safeguarding with harmful social media content. Concerns were also noted around waiting times and early intervention for known indicators. Officers noted concerns highlighted by Board Members and confirmed this will be addressed.

Board Members:

- i. Agreed that COSLA continues to work with Scottish Government and partners to progress suicide prevention in Scotland under the new suicide prevention strategy and action plan.

Private Session

7. School Meal Debt

This paper provided Board Members with an update on the issue of school meal debt and work that COSLA had been involved into date around this.

Board Members welcomed this update and noted it would be beneficial to have a national policy with more funding. Board Members highlighted they would also welcome further investigation to be carried out in local authorities with financial inclusion officers.

Board Members

- i. Provided views on the recommendations contained within the Social Justice and Social Security Committee's report on low income and public debt;
- ii. Agreed that COSLA officers continue to engage in dialogue with partners around this issue, including colleagues from Local Government, Scottish government and Aberlour;
- iii. Agreed that COSLA officers work with Local Government professional association colleagues to develop a set of good practice principles in relation to the management of school meal debt to be brought to the next meeting of the COSLA Children and Young People's Board.
- iv. Provided views on any key areas that Board members believe should be reflected within the principles.

8. Additional Support for Learning Action Plan and Progress Report

This paper shared with Board Members noted the latest ASL Action Plan and Progress Report and invited Members to comment on and sign off both documents.

Board Members highlighted concerns around a lack of resources and support for staff. Officers confirmed these comments would be fed back.

Board Members

- i. Commented on the Action Plan and Progress Report; and
- ii. Approved both documents for publication.

9. Gaelic and Scots Scottish Languages Bill Consultation

This report asked Members to agree the COSLA response to the Scottish Government Consultation on a Gaelic and Scots Scottish Languages Bill.

Board Members noted it would be beneficial if local authorities were able to decide if this would meet the needs of a school community and may require wider debate and assessment of the availability of teachers. It was agreed to provide additional content in the section on Scots.

Board Members:

- i. Commented on the drafted consultation response; and
- ii. Agreed to sign off the response, subject to the revisions suggested by the Board.

10. Early Learning and Childcare-Sustainable Rates Review

This report updated members on the discussion at the ELC Joint Delivery Board on a possible review of sustainable rates setting and invites members to agree that COSLA works with the Scottish Government on its review.

Board Members noted issues with budgets and costs could be incurred in smaller areas, revenue grant would need to take account of pressure local authorities are under.

Board Members:

- i. Agreed that COSLA undertakes a joint review of sustainable rates processes in 2022, in line with the recommendations of the ELC Joint Delivery Board.

11. Scottish Attainment Challenge-Stretch Aims

This paper updated Board Members on discussions with the Scottish Government on their publication of stretch aims in support of the Scottish Attainment Challenge. Members were invited to share their reflections on the process to set aims ahead of a consideration of the publication by Leaders later this month.

Board Members highlighted concerns that stretch aims would continue the focus on 'traditional' measures of attainment, concerns that a national publication would not reflect the wealth of important contextual information that is available at a local level and that diversity of communities across Scotland led to challenges for some councils in setting aims comparing attainment between nationally defined communities of high and low deprivation. The importance of not adding to the aftermath of covid stress was also emphasised.

Board Members:

- i. Noted the ongoing discussions with the Scottish Government, SOLACE and ADES on the publication of SAC stretch aims, and that further information will be brought to COSLA Leaders before publication.
- ii. Shared any reflections on the process of setting stretch aim to inform these discussions.

12. Child Poverty Accelerator Fund/ Pathfinders

This paper highlighted the Scottish Government is currently developing a Child Poverty Accelerator Fund, as part of work being taken forward under the Tackling Child Poverty Delivery Plan.

Board Members noted concerns over the longer-term national child poverty impact group and acknowledge additional policy and sustainable investment.

Board Members:

- i. Provided views on the direction of travel outlined in relation to the CPAF;
- ii. Provided COSLA officers with a steer regarding how best to engage in this work going forward, as Scottish Government's plans for the Fund are finalised over the coming months.

Councillor Buchanan asked if the order of business could be changed, and the Presentation from Professor Louise Hayward could be taken first.

Board Members agreed with the order of business.

13a. Independent Review of Qualifications and Assessment- Presentation from Professor Louise Hayward

Professor Louise Hayward, the Professor of Educational Assessment and Innovation at Glasgow University. It was noted Professor Hayward was appointed by the Cabinet Secretary for Education and Skills to lead the Independent Review of Qualifications and Assessment in October 2021.

Board Members welcomed the presentation and highlighted the benefits of using technology for assessment and understand how to accommodate this.

13b. COSLA response to the Consultation on the Independent Review of Qualifications and Assessment

Following the presentation Board Members agreed to sign off on COSLA's response to Professor Hayward's public consultation to the Children and Young People Spokesperson.

Board Members:

- i. Delegated approval of COSLA's response to Professor Hayward's consultation to the COSLA Children and Young People Spokesperson.

14. Update Paper

This paper provided an update on areas of work which do not require a decision but where officers felt it may be useful for Members to note.

Officers noted a roundtable event with Social Work Scotland had taken place and foster carer recruitment was unlikely in this financial year, however, progress will hopefully be made.

Board Members noted concerns over youth work provision, and it would be beneficial if work could be done to help fund local resources to keep young people safe locally.

Board Members noted the update paper.

15. Any other Competent Business

No comments were raised.

Date of Next Meeting: Friday 3rd February 2023.

Councillor Buchanan closed the meeting at 1:30pm and thanked all Board Members for attending, it was also noted a calendar of all Board Meetings for 2023 would be circulated following approval at COSLA's Leaders meeting on 25th November 2022.

Minute of Meeting of the Central Scotland Valuation Joint Board held at Hillside House, Laurelhill Business Park, Stirling on Friday 25 November 2022 at 9.30 a.m.

Councillors: David Balfour
Martha Benny
Bryan Deakin
Paul Henke
Gerry McGarvey
Alan Nimmo (Convener)
Sarah Patrick
Ann Ritchie
Elaine Watterson

Officers: Sophie Dick, Democratic Services Graduate
Mark Docherty, Divisional Assessor
Ann Gardner, Divisional Assessor
Elizabeth Hutcheon, Assistant to the Treasurer
Brian Pirie, Assistant to the Clerk
Pete Wildman, Assessor and Electoral Registration Officer

VJB27. Apologies

Apologies were intimated on behalf of Provost Bissett and Councillors Earle and Robertson

VJB28. Declarations of Interest

No declarations were made.

VJB29. Minute

The minute of the meeting of the Central Scotland Valuation Joint Board held on 30 September 2022 was approved.

VJB30. Revenue Budget 2022/23 – Review as at 30 September 2022

The Board considered a report by the Treasurer advising the Joint Board of the forecast outturn for the financial year ending 31 March 2023 as at 30 September 2022.

The budget for the financial year 2022/23 was £3.098m. The projected outturn against the budget showed a variance underspend of £(0.202)m, which was an adverse movement of £0.013m since last reported to the Board in September 2022.

The forecast underspend was predominately due to the delay in the recruitment of posts with the ability to recruit and retain professionally skilled staff remaining challenging. The movement of £0.013m included an increased underspend on employee costs £(0.011)m offset by additional forecasted spend of £0.024m across Supplies & Services.

Decision

The Board noted the financial forecast for the year to 31 March 2023.

VJB31. Appointment of Statutory Depute Assessors

The Board considered a report by the Assessor & Electoral Registration Officer seeking approval from the Valuation Joint Board to designate the post of Principal Valuer within the organisation the status of a depute Assessor as defined under section 27 (2) of the Local Government etc. (Scotland) Act 1994. Also to formally appoint the current Principal Valuers s 27(2) depute Assessors.

At the present time only the post of Divisional Assessor is designated as a s27(2) depute post. There were two Divisional Assessors in the organisation.

A review of the needs of the organisations identified the need to expand the role of Principal Valuers to take the lead of dealing with non-domestic appeals and to be a part of the Assessor's Management Team. This would give greater resilience to the organisation.

Decision

The Board agreed to:-

- (1) designate the post of Principal Valuer the status of s27(2) depute Assessor;**
- (2) appoint Neil Charleston as a s 27(2) depute Assessor; and**
- (3) appoint George Kirkwood as a s27(2) depute Assessor.**

VJB32. Revaluation 2023

The Board considered a report by the Assessor & Electoral Registration Officer updating the Board on progress with the 2023 Revaluation.

The report also provided an update on future changes that were due to take effect.

Following a question on why the work of the local independent Valuation Appeal Panel would be transferred to the First Tier Tribunal of the Scottish Courts and Tribunal Service, the Assessor and Electoral Register Officer explained it was part of a general consolidation seen across Scotland. The purpose of the change was to bring the whole system under one remit.

Decision

The Board noted the report.

VJB33. Valuation Appeals Progress Report

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

The report provided detail on appeals in regard to:-

- 2017 Revaluation Appeal Progress to September 2022
- 2017 Running Roll Appeals
- Appeals Lodged Against 2005 and 2010 Valuation Rolls
- Council Tax Proposals & Appeals

Decision

The Board noted the:-

- (1) significant appeal workload arising from the 2017 Revaluation and the progress toward disposing of these by the statutory deadlines;**
- (2) progress in disposal of appeals relating to the 2005 and 2010 Revaluations; and**
- (3) progress in disposal of Council Tax proposals and appeals.**

VJB34. Interim Valuation Performance Report

The Board considered a report by the Divisional Assessor presenting performance information for the period April 2022 to September 2022.

The service performances were measured by 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, of these 83% had been amended within 3 months, 94% within 6 months and 6% had taken longer – against targets of 70%, 88% and 12% respectively.

In regard to the valuation list work, the time taken to add houses to the valuation, 98.75% had been added within 3 months, 99.5% added within 6 months and 0.4% took longer – as against targets of 94%, 97% and 3% respectfully.

Decision

The Board noted the report.

VJB35. Central Scotland Valuation Joint Board Equalities Report

The Board considered a report by the Assessor & Electoral Registration Officer which updated the Board on the ongoing in relation to Equality Duties.

The report focused on:

- Equalities Mainstreaming
- Workforce Monitoring
- Equalities Outcomes

Decision

The Board noted the report.

VJB36. Adverse Conditions Policy Report

The Board considered a report by the Divisional Assessor seeking approval of the Adverse Conditions Policy and Adverse Conditions Procedure.

As part of a rolling review of HR policies and procedures of the Board's around adverse weather had been reviewed. The review had been useful as the previous procedures were based on employees working from the office rather than the current hybrid working pattern.

Decision

The Board approved the Adverse Policy and Adverse Procedure.

VJB37. Meeting Arrangements 2023

The Board considered a report by the Clerk seeking the Board's view on its meeting arrangements for 2023.

The September meeting and this meeting were run as hybrid meetings. The Board agreed to use the experience of these meetings to determine whether to continue to run its meetings as hybrids in 2023. The options

were to continue with the hybrid model or to revert to fully remote or fully physical meetings.

The Assistant to the Clerk clarified that the decision made today would be open to review by the Board if hybrid was no longer deemed suitable. The reason the hybrid model was agreed upon was due to general consensus suggesting this was the most appropriate by the Board and would be preferred for 2023.

The Board highlighted the benefits of the hybrid model and expressed a desire to continue this onto 2023.

Decision

The Board agreed to continue the hybrid model for meetings in 2023.

FORTH VALLEY NHS BOARD
TUESDAY 31 JANUARY 2023

For Approval

Item 3 – DRAFT Minute of the Forth Valley NHS Board Meeting held on Tuesday 29 November 2022 at 10.30am

Present:

Ms Janie McCusker (Chair)	Mr Gordon Johnston
Mr Robert Clark	Mr Stephen McAllister
Cllr Fiona Collie	Dr Michelle McClung
Mrs Cathie Cowan	Mr Andrew Murray
Prof Frances Dodd	Mr Allan Rennie
Mr Martin Fairbairn	Mr John Stuart
Dr Graham Forster	Mr Scott Urquhart
Cllr Danny Gibson	
Cllr Wendy Hamilton	

In Attendance:

Annemargaret Black, Director of Health & Social Care
 Elsbeth Campbell, Head of Communications
 Patricia Cassidy, Director of Health & Social Care
 Linda Donaldson, Director of Human Resources
 Sinead Hamill, Board Secretary (Minute)
 Kerry Mackenzie, Head of Policy and Performance
 Jackie McEwan, Corporate Business Manager
 Jonathan Procter, Director of Facilities & Infrastructure

1. Apologies for Absence

The Chair welcomed everyone to the meeting.

Ms McCusker firstly apologised to the people of Forth Valley before informing Board members that NHS Forth Valley was escalated on the 23 November 2022 to Stage 4 of the NHS Scotland Escalation Performance Framework for Governance, Leadership and Culture. Ms McCusker highlighted the significance and seriousness of the level of escalation. Board Members in receiving the update agreed that it was committed to applying the rigour and focus to address the concerns raised and to make the sustained changes and improvements required.

Ms McCusker acknowledged the additional support of the new Assurance Board which had been established to work with the Executive Leadership Team. Board members noted that the work will be critical to ensure that the changes required are delivered to improve the experience of both patients and staff.

Mrs Cowan also apologised and wished to assure Board members that the Executive Leadership Team is committed to delivering the necessary sustainable changes and improvements required in response to the escalation of the board.

Apologies were noted on behalf of Mrs Kirstin Cassels.

2. Declaration(s) of Interest(s)

There were no declarations of interest made.

3. Minute of Forth Valley NHS Board meeting held on

The minute of the meeting held on Tuesday 27 September 2022 was approved as an accurate record.

4. Matters Arising from the Minute

Ms McCusker informed Board members that the first Anchor Board Meeting will be held on the 13 December 2022.

5. Patient/Staff Story

Prof Frances Dodd, Executive Nurse Director introduced the patient/staff story. The Story focused on Jordan a patient who shares his experience after suffering a brain haemorrhage and his rehabilitation journey supported by the ReACH Team.

Jordan through a video story shared his recovery journey from when he was diagnosed to date. Jordan spoke about the support from the ReACH Team and how they had supported Jordan in his transition from hospital to going home. Jordan referred to his outcomes based plan including getting to the gym. Jordan spoke about doing more and being able to participate in looking after his new baby daughter. Jordan identified that the ReACH were able to help him achieve his goals and was very thankful for all the help and encouragement he had received. He identified the help brought his smile back and the 'staff were amazing.'

6. FOR APPROVAL

6.1 Workforce Plan 2022 - 2025

The NHS Board considered a paper 'Workforce Plan 2022 - 2025' presented by Miss Linda Donaldson, Director of Human Resources.

Miss Donaldson identified that a detailed review had been carried out on the Workforce Plan following the last Board Meeting. Board members noted that Plan had been updated to reflect the feedback from the Scottish Government, ELT, Area Partnership Forum, Area Clinical Forum, and the Staff Governance Committee.

Board members noted that reporting on each of the '5 Pillars' would be through the Staff Governance Committee which in turn would provide assurance to the NHS Board. Miss Donaldson informed the Board that the Workforce Plan 2022 -2025 was presented for approval and required to be published on NHS Forth Valley Website once approved. An extension date for publication had been agreed with Scottish Government.

Mr Fairbairn asked for an update on the workforce planning GAP analysis piece to better support his understanding of potential gaps in current and future workforce requirements. Miss Donaldson confirmed that the work to complete the GAP analysis was still being progressed through Directorate and Partnership Plans, these Plans are

being reported on quarterly and look at current vs. future workforce and skills to support the Board deliver services to meet the needs of the population.

Mr Fairbairn asked that the Plan include Medium to Long term goals to help align with service and financial plans going forward. Cllr Collie asked that the Third sector contribution be reflected in the Plan. Miss Donaldson confirmed that both these requests would be reflected in the final updated Plan. Miss Donaldson added that the potential industrial action had also raised awareness re robust workforce continuity plans.

Mr Rennie asked that his request for an Executive Summary to be added feature in the next iteration of the Plan.

Ms McCusker sought clarity on the timeframe for the Plan to be completed to reflect the points today. Miss Donaldson confirmed the feedback was being incorporated into the final version of the Plan before it was published on the Board's website.

The Forth Valley NHS Board:

- ***Noted that the NHS Forth Valley Workforce Plan 2022 - 2025 has been updated to reflect the feedback received from Scottish Government, ELT, Area Partnership Forum, Area Clinical Forum, and Staff Governance Committee***
- ***Noted that the Workforce Plan is an iterative document, and that Scottish Government will arrange further discussion with NHS Forth Valley to inform subsequent annual revisions to the workforce plan***
- ***Noted that the Workforce Plan 2022 - 2025 when approved requires to be published on NHS Forth Valley Website***
- ***Approved the NHS Forth Valley Workforce Plan 2022 - 2025 subject to changes agreed today***

6.2 Strategic Risk Register - Quarter 1 Update

The NHS Board considered a paper 'Strategic Risk Register - Quarter 1 Update' presented by Mrs Sarah Mackenzie, Corporate Risk Manager.

Mr Urquhart informed the Board that the Strategic Risk Register will be reviewed and updated where appropriate to reflect the Escalation of the NHS Board to Stage 4 of the NHS Scotland Performance Escalation Framework. Mr Urquhart invited Sarah Mackenzie to provide an update on the Strategic Risk Register Quarter 1 position.

Mrs Mackenzie proposed that risk SRR.017 Environmental Sustainability and Climate Change be added to the Strategic Risk Register. The current risk score was noted as 20. Board members noted that governance arrangements were in place.

Mrs Mackenzie informed the Board that the Strategic risk register continues to be reviewed and updated frequently. SRR.002 (Unscheduled Care), had undergone significant revision to reflect whole system and winter pressures the risk title and description had also been changed. The revised version will be presented to the NHS Board in January 2023. Board Members discussed the risk scores and their status and determined this reflected the system pressures across services, within the workforce and impact on costs notably to support additional capacity on the acute site.

Ms McCusker sought assurance on the risk assessment process and frequency of these reviews, Mrs Mackenzie confirmed risks are assigned to Committees and that

assessments involving key players/owners were largely reviewed every month in advance of the Performance & Resources Committee. Board members also acknowledged the deep dive programme and it being agreed for 2023/2024.

Mr Fairbairn reported he had sought assurance in his role as Chair of the Performance & Resources Committee on the adequacy of the risk mitigation controls given the status of risk scores and the ongoing challenging operational environment. Mr Murray also confirmed he had spoken with Mrs Mackenzie in relation to application of controls and how these were captured on the Strategic Risk Register.

Mr Stuart sought clarity on impact of the potential industrial action and how can this be captured. Mrs Mackenzie informed Board Members that she had spoken to peers and other NHS Boards on this matter. The business continuity work being led by Miss Donaldson was focused on both dealing with the issues as they arise and the potential risks in the event of industrial action. At this stage there was no need to escalate the risk of potential industrial action to the Board however this was being reviewed by Miss Donaldson.

Mr Procter provided assurance regarding the new risk - SSR.017. Board Members noted that the new Programme Board and appointment of a dedicated manager would provide direction and oversee compliance with DL38. Board.

The Forth Valley NHS Board:

- ***Considered the assurance provided regarding the effective management and escalation of Strategic Risks***
- ***Approved the proposed changes to the Strategic Risk Register for Quarter 1 2022/23***

6.3 Schedule of Meeting 2023/2024

The NHS Board considered a paper 'Schedule of Meeting 2023/2024' presented by Mrs Cathie Cowan, Chief Executive.

Mr Johnston wished to know if there was both a Board Seminar and Board Meeting on the 13 June 2023. Mr Urquhart identified that the date of the Board meeting might change to accommodate annual accounts approval processes.

Cllr Collie wished to highlight that the Board meeting July 2023 is during the school holidays. Ms McCusker identified that this can be looked into.

The Forth Valley NHS Board:

- ***Approved the Schedule of Meeting 2023/2024***

7. BETTER HEALTH

7.1 Preparing for Winter, Developing Future Sustainable Services

The NHS Board considered a paper 'Preparing for Winter, Developing Future Sustainable Services' presented by members of the Executive Leadership Team.

Dr Foster, Director of Public Health introduced the operating context and the likely impact of Covid-19 and Influenza on both service demand/capacity and available workforce.

Flu was identified as being worse than Covid, but Covid had a more significant impact. Dr Forster informed Board members that 20% of Intensive Care is still being used for Covid patients. Board members noted that Covid and Flu would add to the winter pressures and post pandemic legacy.

Dr Foster assured Board Members that Care Home oversight arrangements as previously reported led by the Nurse Director continued. Vaccination Rates were reported as above the national averages however uptake by social care staff remained challenging and steps to 'take the vaccine to the workforce' were being pursued to increase workforce uptake levels.

Mrs Cowan introduced the whole system response previously discussed with Board Members in preparation for winter. The steps taken to respond to demand with partners and provide alternatives, increase capacity, and support the wellbeing of the workforce had been presented and investment approvals agreed were or had been implemented.

Board Members noted the ongoing pressures in primary care and steps to increase capacity over the festive period (support during the 27th of December and 3rd of January) using winter funding had been discussed and agreed with the GP Sub Committee. Mrs Cassidy confirmed a paper had gone to the Falkirk Integration Joint Board on 18 November 2022 to outline terms of agreement and funding to create GP posts and for GPs to also do a day within the hospital once a week. Mrs Cassidy believes that this will be an attractive programme and is one solution currently being explored. Further updates will be provided as the proposal goes through the various governance routes.

Board Members noted the findings from the Sir Lewis Out of Hours visit set out on Page 5 of the paper and work underway to transfer operational management of services, staff, and budget responsibilities to Falkirk HSCP to lead alongside Primary Care, it was noted a post was to be recruited and Mrs Cassidy was progressing this. An improvement plan had been shared with Scottish Government colleagues and would now feature in the Board's Escalation Improvement Plan. Board Members noted Out of Hours was also on the Board's Strategic Risk Register.

Ms Black informed Board members that the Clackmannanshire and Stirling HSCP had developed a winter plan following a series of engagement events. Ms Black updated Board Members on the recruitment process underway to establish 3 rapid assessment teams - it was noted this would increase workforce capacity to support people live at home and be discharged from hospital with support. Investment in Interim Care in Care Homes in response to people delayed in their discharge whilst waiting on package of care was also being progressed. Ms Black highlighted the workforce challenges but the overall ambition is to eliminate discharge to get people home as soon as possible remained a key priority. Ms Black highlighted the funding risk to meet social care needs.

Mrs Cassidy also referred to workforce challenges. In Falkirk, the HSCP's winter plan had focused on pathways of care to support flow across the whole system including repositioning of beds following extensive engagement.

Mr Murray following on from the HSCPs spoke about the ongoing acute hospital pressures and the increase in Covid and Flu presentations. Mr Murray referred to previous updates and in particular the high impact changes to support improvement including closing the contingency beds which had been highlighted again the most recent unannounced visit. The opening of additional NHS beds was not realistic due

to workforce availability. Board members referred to Appendix 2 (High Impact Change data) and Mr Murray confirmed the performance measures to support improvement notably in Flow 1 presentations - with an ambition to be achieving in excess of 90%. The triage redesign work had demonstrated when this way of working was in place (workforce dependent) performance had significantly improved.

Mr Murray in summary, informed Board Members that he had been involved in a good session with the Scottish Government regarding Hospital at Home. Board Members noted the previous investment in this service and additional investment in 2022/2023 to increase capacity.

Mrs Cowan by way of conclusion to update referred to the workforce investments and the work to support staff were applicable to move from a Band 2 to Band 3. The amount of work for payroll staff had been significant however the progress reached to support this workforce change (involving up to 800 staff) had been in the main received positively. She thanked HR and Payroll staff. Board Members noted the feasibility work to inform bed capacity in response to future population needs was progressing and being led by Mr Procter.

Dr McClung asked to be updated on the workforce investment and how this had translated into recruitment to posts. Miss Donaldson confirmed of the 169 recruited staff nurse posts 117 had now taken up their posts, however there continued to be vacancies in a number of hard to fill areas, e.g., mental health and prison healthcare and this was impacting on bank and agency spend. Mr Murray also identified a number of hard to fill medical posts e.g., acute physicians. In other specialties hard to fill posts was driving regional solutions, which was positive.

Cllr Collie asked about delays in discharge and the impact of pharmacy delays in medicines being available to support timely discharge from pharmacy, respiratory medical capacity and sought assurance on support for patients in the community reliant on equipment given the cost of living crisis. Prof Dodd provided an update on patients in need of complex care and the Teams being very aware of the patient group, their circumstances and access to support to maximise income if required. Mrs Cassidy confirmed that the Complex Care Team had recently reviewed its caseload and there had been an update in staffing. In addition, Mrs Cassidy informed the Board that the HSCP Team are carrying out a piece of work to ensure all patients and families receive the right benefits.

Mr Murray confirmed the Respiratory service on the back of members of the Consultant Team leaving had secured consultant support whilst recruitment was underway to fill the vacancies. In addition, opportunities to support nurse advanced roles and service redesign was also being progressed.

Mr Stuart asked if the vaccination rates for staff could be improved and sought clarity on the how the hub navigation hub worked in practice. Mrs Morton confirmed that the Vaccination had already been proactive and were working with in particular Care Homes.

Mr Murray reminded Board Members of the significant investment that had gone into developing the flow navigation hub and how this worked with NHS24 and SAS and internally with the Rapid Assessment & Care Unit to support redirection, e.g., the Surgical Hot Clinics.

Mr Rennie highlighted 2 issues - closing contingency beds and improving the 4 hour emergency access standard and sought clarity on should both be tackled together. Mr Rennie also referred to the Out of Hours visit and the 12 recommendations set out on Page 6 and if any related to palliative care.

Mr Murray referred to improvement work in NHS Borders and how this was increasing capacity and reducing length of stay through focused discharge planning all of which helps ED and reduces ED specific bed waits.

Mrs Cowan confirmed that whilst the recommendations did not specifically highlight palliative care the out of hours response to support people in need of palliative stay at home. Mrs Cowan would share the request from Mr Rennie with the Service Manager to ensure access to palliative care was responsive.

Mr Fairbairn emphasised the ongoing significant pressure as highlighted in the 4 hour emergency access standard performance and asked if there was any available capacity to relieve the pressures on the acute site. Mr Murray confirmed that work with the Partnerships was ongoing however social care were equally facing capacity challenges. Mr Murray would prepare an update that showed how improvement and investment impacted on bed capacity.

The Forth Valley NHS Board:

- *Considered the Preparing for Winter, Developing Future Sustainable Services update and the assurance provided*

8. BETTER CARE

8.1 Healthcare Associate Infection Reporting Template

The NHS Board considered a paper 'Healthcare Associate Infection Reporting Template' presented by Prof Frances Dodd, Nurse Director.

Prof Dodd invited Mr Jonathan Horwood to present the HAIRT report. Mr Horwood informed the Board that for October 2022 Staphylococcus aureus bacteraemia and Device Associated Devices remained within control limits. Ecoli bacteraemia and C Difficile infections - exceeded control limits. There were no surgical site infections, MRSA or C Difficile (CID) deaths reported this month.

Mr Horwood had investigated the CDI incidents and published studies in relation to CDIs. The data suggested that the increases had been previously seen in similar months in previous years suggesting that the potential CDI infections as being seasonal. Recent studies had also suggested that that correlation with influenza and the use of antibiotics for respiratory infection led to an increase in CDIs. Mr Horwood identified that going forward patients with CDI through antibiotics will be looked at and why they were on the antibiotics.

Board members noted the ward outbreak relating to Covid and the infection prevention and controls steps taken to contain the incident. Board Members also noted the inspection programme by HIS to mental health facilities.

The Forth Valley NHS Board:

- *Noted the HAIRT report*

- ***Noted the performance in respect of the AOP Standards for SABs, DABs, CDIs & ECBs***
- ***Noted the detailed activity in support of the prevention and control of Health Associated Infection***

8.2 Recovery & Performance Scorecard

The NHS Board considered a paper 'Recovery and Performance Scorecard' presented by Mrs Cathie Cowan, Chief Executive.

Mrs Cowan began her performance update by focusing on the significant challenges facing NHS Scotland post pandemic, and winter infections notably Covid and Influenza. NHS Forth Valley was also experiencing system challenges as illustrated by the 4 hour Emergency Access Standard (EAS). Unscheduled Care had been referenced in Ms Lamb's escalation letter.

Board members noted that Child & Adolescent Mental Health Services Referral to Treatment Time (RTT) will not improve whilst the Board addressed patient long waits. However, the Plan approved by the Board setting out an increase in performance was on target. Mrs Cowan handed over to Ms Mackenzie to update on the Board's performance.

Ms Mackenzie reminded Board Members that performance management is integral to the delivery of quality improvement and core to sound management, accountability, and governance. The scorecard is circulated to ELT and Non-Executive Directors of the Board on a weekly basis and on a monthly basis to Board or P&R Committee. The Scorecard focuses on the eight Scottish Governance standards and workforce measures.

Board Members were informed that Urgent & Unscheduled Care compliance continued to be poor with wait for first assessment and wait for a bed continuing to impact on performance. Capacity on site remained high with in excess of 40 contingency beds in place to meet demand. Delayed discharge rates remained static and on the acute site 70 to 80 beds were being used by patients delayed in their discharge or transfer to a community health or social care bed.

In scheduled care performance remained on target against the agreed remobilisation target – and from April to October was reported at 87% compliance for outpatients. For day and inpatient the compliance for the same period was 84%. For diagnostics: imaging waits beyond 6 weeks was 83.7% i.e. 644 patients waited longer than 6 weeks. For the same period endoscopy waits against the 6 week target was reported at 53.9% i.e., 263 patients waited longer than 6 weeks.

Cancer waits: the Board met the 31 day cancer standard and for the 62 day standard the target was not met - 78.3%.

Sickness/absence remained above the national standard and remained high.

Mr Rennie asked that national comparatives be added to the scorecard and Dr McClung asked that additional workforce measures - e.g., turnover etc be added. Ms Mackenzie informed the Board that the national comparatives can be added but the data reporting period would be out of sync.

Ms McCusker asked for a timeline for the scorecard refresh to be completed. Ms Mackenzie confirmed the scorecard would be presented to the P&R Committee for consideration and comment and thereafter to the January 2023 Board.

Dr McClung identified that the GPs work very well with the Board and proposed for more information to be added on what is happening in GP surgeries. Board Members noted that Dr Williams, Deputy Medical Director was leading work on data collection to represent primary care activity. Ms Black also proposed doing analysis on attendance by GP practice. Prof Dodd also confirmed that data from the Scottish Ambulance Service was being sourced.

Cllr Collie sought an update and actions taken for patients who did not attend. It was noted that DNA rates had been previously circulated and could be shared again with Board Members. GPs were notified if patients continued to not attend a scheduled appointment.

Mr Stuart asked for a breakdown on the 62 day cancer performance by specialty and this was agreed.

The Forth Valley NHS Board:

- ***Noted the current key performance issues***
- ***Noted the detail within the Recovery & Performance Scorecard***

9. BETTER VALUE

9.1 Finance Report

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

Mr Urquhart provided an update on the financial position covering the period up to end of October 2022 (7 months). Board Members noted the £2.3million overspend (compares to an overspend of £0.025m in the same period during 2021/2022) and balanced capital position as of 31 October 2022. The overspend to date reflects ongoing capacity and staffing pressures including temporary workforce costs to cover additional supplementary beds on the acute site, increases in drug costs, ongoing covid related expenditure and inflationary pressures.

Mr Urquhart also updated on the work underway to support the internal cost improvement programme and how this aligned to the national Sustainability and Value Framework. Board Members were advised on the improvement in financial year end forecast however this improved forecast was subject to risks on expenditure profiles over winter and assumptions on anticipated funding not yet received. In response, further concentrated work is required to deliver breakeven and this will include development of additional savings plans and targeted reductions in staff bank and agency costs and implementation of Covid-19 exit plans. In summary, Mr Urquhart also advised on in year non-recurring savings and how this then impacted on the 2023/2024 budget setting process. It was noted a three year financial plan will be presented to the P&R Committee.

Board Members considered the budget pressures and the actions being taken to improve the end year position, reducing temporary workforce spend remained a priority.

Mr Johnston whilst reflecting on the financial challenges this year added that the reliance on non-recurring savings would add to the challenges of financial break even going into next year. Mr Johnson asked for more information on workforce, vacancy management and the outcome of the prison healthcare business case.

Mr Urquhart confirmed that vacancy controls would not delay or impact on recruitment to key service dependent posts however strengthening existing controls e.g., the time to recruit to key service dependent posts to avoid e.g., agency spend. Absence management and the reducing the reliance on the use of temporary workforce could have a significant impact on the Board's financial position. Mr Urquhart confirmed that the Board had not received any update on the Business Case from Scottish Government and that this continued to be pursued.

Cllr Hamilton asked about the current vacancies and if she could receive a breakdown. Mr Urquhart confirmed he was happy to work with Miss Donaldson on that.

Mrs Cassidy wished to point out on table 5 that the total underspend could be misleading. Mr Urquhart agreed to pick this up with Mrs Cassidy to address the point being highlighted.

The Forth Valley NHS Board:

- ***Noted the year-to-date revenue overspend of £2.3m and balanced capital position as of 31 October 2022***
- ***Noted the year-end revenue projection has been updated following further focused work to improve the position and is now estimated at £4m overspend***
- ***Noted further work on cost improvement is underway aligned to the national Sustainability and Value Framework***

10. BETTER GOVERNANCE

10.1 Integration Update

The NHS Board considered a paper 'Integration Update' presented by Mrs Cathie Cowan, Chief Executive.

Mrs Cowan confirmed that at a recent Board seminar she was able to provide an update on the collaboration led by the Chief Officers and herself including the final pan Forth Valley wide Lead HSCP arrangements as set out in the paper. Mrs Cowan confirmed similar papers had been presented to the Integration Joint Boards and have been approved. In addition, I can confirm Ms Black and Mrs Cassidy and myself had meet yesterday to discuss developing a renewed shared ambition to support our ongoing integration journey. Mrs Cowan hoped Board Members would see this paper as both significant and positive and on a personal level it goes a long to address the shadow that has hung over integration for such a long period in Forth Valley.

Ms Black in welcoming the paper confirmed the paper focused on a number of actions agreed between the Chief Officers, Scottish Government colleagues and Mrs Cowan prior to escalation.

Ms Black confirmed her commitment to implementing the key actions by the end of January and that a short report showing due diligence would be reported back through IJBs and the Board to address gaps in governance.

Dr McClung welcomed the paper and the collaboration to reach agreement on a joint proposal that thereafter was presented to the IJBs and the Board. Dr McClung confirmed the IJBs had approved the paper and actions set out by the Chief Officers and Mrs Cowan – she looked forward to seeing this implemented.

Mr Fairbairn sought clarity on the work involving the Chief Officers and Mrs Cowan with Scottish Government colleagues and if this would address the challenges to transfer operational management of services and staff to a Lead HSCP. Mrs Cowan confirmed that the actions as set out would be the start of an ongoing commitment to strengthen integration to support the people of Forth Valley. Ms Black also wished to recommend that a report will come back to show that integration is now over the line.

The Forth Valley NHS Board:

- ***Considered and were assured on progress being made in regard to implementation of the Integration Action Plan attached at Appendix 2***

10.2 Clackmannanshire & Stirling HSCP Annual Performance Report

The NHS Board considered a paper 'Clackmannanshire & Stirling HSCP Annual Performance Report' Presented by Ms Annemargaret Black, Chief Officer/Director of Health & Social Care.

Ms Black informed the Board that the Annual Performance Report had been approved at the Clackmannanshire and Stirling IJB. Ms Black advised that the IJB had responsibility for the implementing the Integration Scheme, but Mrs Cowan still has the responsibility for NHS Services. The IJB have a unique role to look across all services.

In future years, the Annual Performance Report will be presented to the Board in June. An increase in demands after lockdown was noted with families going back to work so there was more of a demand in social care. It was noted that 3% of people had been delayed in their care. Significant support is being provided by the Scottish Government for Improvement.

Board members also noted that Mr Murray, Prof Dodd, Dr Williams, Mrs Cassidy, and Ms Black had commissioned a significant piece of work to inform intermediate step up care – the work will be carried out over the next 12 months. Mrs Cowan acknowledged the work as set out in the Annual Plan and particular highlighted the patient stories.

The Forth Valley NHS Board:

- ***Noted the activity outlined within the Draft Annual Performance Report 2021/2022***

10.3 Falkirk HSCP Annual Performance Report

The NHS Board considered a paper 'Falkirk HSCP Annual Performance Report' Presented by Mrs Patricia Cassidy, Chief Officer/Director of Health & Social Care.

Mrs Cassidy informed Board Members that Ms Black had highlighted a number of points which she would not repeat by way of introduction. Mrs Cassidy confirmed that the Falkirk HSCP Annual Performance Report was approved at the Falkirk IJB on the 2

September 2022. Mrs Cassidy commented on national variation, the strong focus on third sector and delayed discharge and the upward demand for services and adult protection activity.

Mrs Cowan and Ms McCusker thanked both Mrs Cassidy and Ms Black for their reports.

The Forth Valley NHS Board:

- ***Noted the publication of the Annual Performance Report 2021/22***

10.4 Communication Update

The NHS Board considered a paper 'Communications Update Report' presented by Mrs Elsbeth Campbell, Communication Update.

Mrs Campbell informed Board members that the Communication Update Report provides an overview of the issues raised as attributed to the ongoing pressures across primary, community and acute services which attracted a considerable amount of media attention.

Board members noted that the Communications Team are working closely with the Winter Planning team. Mrs Campbell informed the Board that despite the ongoing service challenges work continued to promote the wide range of service developments and improvements across the organisation.

The Forth Valley NHS Board:

- ***Noted the update and ongoing communications activity to promote a wide range of service developments, changes, and improvements across the organisation***

10.5.1 Performance & Resources Committee Update: 25/10/2022

Performance & Resources Committee Minute: 30/08/2022

Mr Fairbairn advised that at the October meeting aspects were covered that will be reported on in future meetings. The winter plan was discussed and a paper setting out investments and capacity created would be presented to the next Performance & Resources Committee. Aspects of the ED action plan was also discussed at the meeting where the Performance & Resources Committee was assured that it will be monitored through the Staff Governance Committee given the move to 'business as usual' reporting.

The NHS Board noted the assurance provided through the minutes of the Performance & Resources Committee Meeting 30/08/22.

10.5.2 Clinical Governance Committee Update: 08/11/2022

Clinical Governance Committee Minute: 23/08/2022

Dr McClung informed the Board that Prof Dodd had provided an update on the HIS Action Plan at the 8 November meeting. The Committee also received a 6-month update on Committee programme activity.

The NHS Board noted the assurance provided through the minutes of the Clinical Governance Committee Meeting 23/08/22.

10.5.3 Audit and Risk Committee Update: 21/10/2022

Cllr Collie wished for the Board to note the Anchor Community Fund.

The NHS Board noted the Audit and Risk Committee Update of 21/10/22.

10.5.4 Endowments Committee Update: 21/10/2022

The NHS Board noted the Endowments Committee Update of 21/10/2022.

10.5.5 Area Clinical Forum Minute: 21/07/2022

Ms McCusker in Mrs Cassels absence informed the Board that the Innovation Plan had been presented to the Area Clinical Forum and that both Ms McCusker and Mrs Cowan had met with Kirstin Cassels to discuss the work of the Forum and the future staff awards event.

The NHS Board noted the assurance provided through the minutes of the Clinical Governance Committee Meeting 21/07/22.

11. FOR NOTING

11.1 Healthcare Strategy Update

The NHS Board noted the Healthcare Strategy Update.

11.2 Annual Delivery Plan 2022 - 2023

The NHS Board noted the Annual Delivery Plan 2022 - 2023.

11.3 Pandemic Update

The NHS Board noted the Pandemic Update.

12. ANY OTHER COMPETENT BUSINESS

There being no other competent business the Chair Closed the meeting.



CWB ITEM 1.1

MINUTE OF MEETING OF COMMUNITY WELL-BEING BOARD

Friday 2nd December 2022, 1030hrs

Via MS Teams

Present:

COSLA Community Wellbeing Spokesperson	Cllr Maureen Chalmers
Aberdeen City Council	Cllr Miranda Radley
Aberdeenshire Council	Cllr Anne Simpson
Angus Council	Cllr Kenny Braes
City of Edinburgh Council	Cllr Amy McNeese-Mechan
Clackmannanshire Council	Cllr Scott Harrison
Dumfries and Galloway Council	Cllr Archie Dryburgh
Dundee City Council	Cllr Heather Anderson
East Ayrshire Council	Cllr Elaine Cowan*
East Dunbartonshire Council	Cllr Ian Gallagher
Fife Council	Cllr Linda Erskine
Highland Council	Cllr Graham MacKenzie
Inverclyde Council	Cllr Natasha McGuire
Midlothian Council	Cllr Stuart McKenzie
Moray Council	Cllr Amber Dunbar
Perth and Kinross Council	Cllr Tom McEwan
Renfrewshire Council	Cllr Marie McGurk
South Ayrshire Council	Cllr Brian McGinley
Shetland Islands Council	Cllr Dennis Leask
Stirling Council	Cllr Gerry McGarvey
West Dunbartonshire Council	Cllr Lawrence O'Neill
Social Work Scotland	Sharon Stirrat*
VoCAL	Duncan Dornan
TBC	Jennifer Stoddart
SPS	Robert Strachan (Presentation)
Head of Strategic Planning for SPS	Michael Beardmore (Presentation)
COSLA President	Cllr Shona Morrison

Apologies:

Argyll and Bute Council	Cllr Kieron Green
Comhairle nan Eilean Siar	Cllr Donald Chrichton
East Ayrshire Council	Cllr Jim McMahon
East Lothian Council	Cllr Colin McGinn
East Renfrewshire Council	Cllr Danny Devlin
Falkirk Council	Cllr Stacey Devine
Glasgow City Council	Cllr Anne McTaggart
North Ayrshire Council	Cllr Alan Hill
North Lanarkshire Council	Cllr Andrew Duffy-Lawson
Orkney Islands Council	Cllr David Dawson
Scottish Borders Council	Cllr Julie Pirone
South Lanarkshire Council	Cllr Davie McLachlan

West Lothian Council
 ALACHO
 CIPFA-Directors of Finance
 Directors of Public Health
 Directors of Public Health
 Directors of Public Health Deputy
 SCSN
 SLAED
 Social Work Scotland
 Social Work Scotland
 Social Work Scotland
 SOLACE
 SOLACE

Cllr Craig Meek
 Sherina Peek
 Martin Booth
 Professor Josephine Pravinkumar
 Professor Alison McCallum
 Katie Dee
 Lorraine Gillies
 Susie Donkin
 James Maybee
 Lindsay Smith
 Jane Martin
 Katie Kelly
 Malcolm Burr

Guests:

SPS
 Head of Strategic Planning for SPS

Robert Strachan
 Michael Beardmore

**Denotes substitutes provided*

1. Welcome and Apologies

Cllr Maureen Chalmers welcomed Board Members to the meeting and apologies were noted.

Minute of previous meeting 22nd September 2022

The minute of the previous meeting was agreed as an accurate record.

2. Presentations and Board wide items

2.1 Update on Workplan

Officers provided an update on progressing areas of work, it was noted no decisions are required, however, comments from Members would be helpful.

Draft Statement of Intent- Over Local Authority Rent Levels

Officers noted at the November meeting of Leaders a statement was provided on rent level increases and agreed considering the recent Cost of Living (Tenant Protection) Act. It was noted this position demonstrated local leadership and acts as an example for other landlords to consider when setting their own rents.

Safe Access Zones Legislation

Officers highlighted any comments from members on potential options for delivery of the legislation would be beneficial.

Members welcomed the update and noted it may also be helpful to get some input from local police and further information on how enforcement zones will be conducted.

Board Members noted a clear preference to option one and would welcome future updates.

Human Trafficking and Exploitation

Board Members welcomed the update from Officers and noted it would be useful for existing data to be provided to allow for closer analysis on the issue.

- Board Members also noted updates on the following:
- Human Rights Bill update
- Publication of marches and parades report
- Public Space CCTV Research
- Violence Against women and Girls
- Humanitarian Protection Work

Board Members:

- i. Noted and commented on the contents and structure of the two annexed documents, given the relevance they are likely to have to the ongoing and potential future work of the Board.
- ii. Considered the challenges that lie ahead for Local Government and the communities it serves in Scotland with respect to the emerging challenges of the 'Cost of Living Crisis' and the developing priorities of the Scottish Government as included in its recent Programme for Government.
- iii. Had the opportunity to consider and agree the principles and priorities that should inform the Board's work.

2.2. Presentation by DCC Malcolm Graham- on Police Scotland's developed Violence Against Women Strategy

DCC Malcolm Graham highlighted key areas within the presentation such as strategic review, current responses, strategy outline and strategic engagement. The importance of acknowledging the scale of the programme and ensure the campaign follows and evidence-based approach.

Board Members welcomed the presentation and thanked DCC Malcolm Graham for attending.

Board Members:

- i. Welcomed Police Scotland's (PS) ongoing engagement with COSLA as the development of the PS refreshed strategic approach to preventing and tackling violence against women and girls continues
- ii. Agreed the position as outlined at section 13, points I, ii and iii

3. Equalities and Human Rights

3.1. Developing a Multi-Agency Domestic Homicide Review Model for Scotland

This paper provided Members with an update on the Scottish Government's intention to develop a new approach to helping prevent homicides in Scotland where domestic abuse is suspected, through Scotland's first domestic homicide review system.

Board Members welcomed this update and noted the importance of being safe in public places.

Board Members:

- i. Accepted the invitation to join the Taskforce and that
- ii. As the Taskforce is being chaired by Scottish Government officials, appropriate COSLA officer representation will be identified by Managers

3.2. Framework for Scotland to Challenge men's demand for prostitution- proposed draft underpinning principles

This paper outlined the Scottish Government's proposed draft principles to underpin the development of a Model (framework) for Scotland which effectively tackles and challenges men's demand for prostitution.

Board Members noted agreement with principles set out in the paper and cross work with local authorities in other parts of the United Kingdom would also be beneficial.

Board Members:

- i. Agreed as co-owner of Equally Safe, and in line with Leaders previous identification of women engaged in CSE (Commercial Sexual Exploitation) as being a particularly vulnerable group, and Local Government's highlighting the importance of addressing the gendered effects of the pandemic, COSLA officers will continue to engage with and support this work to move forward as a priority.
- ii. Pending Members views and dependent on any potential, associated implications for Local Government being identified, Members are invited to offer the Scottish Government 'in principle' approval of these underpinning Principles.

3.3. Violence Against Women and Girls (VAWG) in the context of Public Health Priorities- draft Elected Member Briefing

This paper highlighted Public Health Scotland's intention to publish a new Elected Member's Briefing on tackling violence against women and girls (VAWG) through the Public Health Priorities.

Board Members welcomed and noted this paper.

Board Members:

- i. Welcomed and confirmed COSLA's support for Public Health Scotland's intention over the 16 Days of Action Against Gender Based Violence, to publish a new Elected Member's Briefing on tackling violence against women and girls (VAWG) through the Public Health Priorities.
- ii. Approved that a follow up joint COSLA/Public Health Scotland webinar and, where possible further related events designed for Elected Member's, be organised in the first quarter of 2023 to afford COSLA's Members and Elected Members from across Scotland the opportunity to engage with learning and development on VAWG as a Public Health issue and how VAWG can be tackled using a Public Health approach.

- iii. Approved that the Briefing and any associated opportunities to participate webinars or other linked EM events, be promoted nationally via COSLA's weekly Elected Members Briefing.

3.4. Embedding gender and VAWG awareness through organisational and workforce development

This paper noted the importance of gender sensitive and Violence Against Women and Girls (VAWG) informed workforce knowledge and competency across council services as a key component of tackling VAWG, understanding risks and supporting and safeguarding victims.

Board Members welcomed and noted this update.

Board Members:

- i. Recognised the importance of gender sensitive and informed leadership to drive the positive culture change required to promote gender equality, prevent VAWG and support and safeguard victims
- ii. Approved that a briefing and associated programme of engagement for COSLA Members and Elected Members from across Scotland be developed in 2023 with the Improvement Service and relevant key Equally Safe specialist stakeholder. This will support the further development of Members gender sensitive and VAWG informed knowledge, including introduction to Equally Safe core tools and approaches to embedding gender competencies across the workforce.

3.5. Equally Safe Joint Strategic Board- draft Terms of Reference

This paper provided Members with an update on the draft Terms of Reference (TOR) being proposed to Members of the Equally Safe Joint Strategic Board (ES-JSB) as one key part in the refreshment of the Governance of Equally Safe into its next substantive phase post Winter 2023.

Officers noted there was two key areas of importance around resources and strategic boards and responsibility of identifying where resources need to be invested.

Board Members noted agreement with terms of reference and noted a Social Work perspective would be beneficial. Members also noted support in changing terms survivors to women and girls.

Board Members:

- i. Agreed that the roles, expectations, and purpose of the JSB as a Governance body and the roles, and expectations of JSB Board Members as representatives of stakeholder organisations or institutions drawn from across the wider 'system', are congruent with delivering robust governance of the Strategy and its delivery
- ii. Agreed there are no conflicts of interest for COSLA or Local Government as a joint owner and key stakeholder through membership in the ES JSB
- iii. that the interests of Local Government are represented and protected.

3.6. Improving the Lives of Gypsy/Travellers: Action Plan Future Priorities

This paper provided a progress update on priorities under the joint COSLA and Scottish Government national action plan 'Improving the lives of Gypsy/Travellers'.

Councillor Chalmers noted she had also attended a working group earlier in the week which had been very helpful. It was also highlighted COSLA Officers would be in contact to provide details of the Local Leaders event scheduled for January 2023.

Board Members welcomed the update and supported the re-establishment of Local Leaders.

Board Members:

- i. Noted and provided comment on the work undertaken to date;
- ii. Agreed that, subject to funding, the Action Plan should be extended to September 2023;
- iii. Supported the relaunch of the Local Leaders Network in January 2023; and
- iv. Agreed that COSLA works with Scottish Government on options for future priorities of the partnership.

4. Justice and Community Safety

4.1. SPS Corporate Plan 2023-2028- Discussion with SPPS

Officers provided an update on the development of the new Scottish Prison Service Corporate Plan 2023 to 2028. Robert Strachan, Divisional Head of Strategy, Planning and Partnerships at the SPS joined the meeting to provide a presentation on the new Plan.

The presentation provided information on targeted engagement across the third sector and highlighted a rise in organised crime convictions and sexual violence.

Board Members welcomed the presentation and thanked Robert Strachan for attending. Members highlighted concerns around rehabilitation and reintegration no longer being a priority.

Board Members:

- i. Noted the presentation on the SPS Corporate Plan 2023 – 2028;
- ii. Provided views on the development of the new Plan, and
- iii. Agreed, subject to any amendments, the COSLA submission to SPS at Appendix A.

4.2 Hate Crime Strategy

This report provided Board Members with an update on the Scottish Government's Hate Crime Strategy Commitments Paper. It was noted COSLA had worked well with Scottish Government colleagues on the development of the Strategy.

Board Members noted and welcomed the update.

Board Members:

- i. Noted the update on the development of a new Hate Crime Strategy;
- ii. Provided views on the paper at Appendix A, and
- iii. Agreed the proposed COSLA position

4.3. Community Justice Strategy Delivery Plan

Officers noted the Scottish Government had published their revised National Strategy for Community Justice in June this year. The Scottish Government are now developing the delivery plan for the strategy, which is expected to be published by late 2022 early 2023.

Board Members noted reaching out to partners for long term planning may be beneficial. Board Members noted the importance of the plan, however there was need for further engagement to provide deeper understanding.

David Gallagher, Community Justice Strategy Review Team Leader joined the meeting and thanked Board Members for their comments and confirmed further information would be provided for a future meeting.

Board Members:

- i. Noted the update on the development of the Community Justice Strategy Delivery Plan, and
- ii. Provided views on the draft Plan at Appendix A.

4.4. Midpoint Review of Strategic Police Priorities

This report asked Members to discuss and agree, subject to any amendments, COSLA's submission to the Cabinet Secretary for Justice and Veterans to inform Scottish Ministers' midpoint review of the Strategic Police Priorities (SPPs).

Board Members noted agreement and endorsed the submission.

Board Members:

- i. Discussed and agreed, subject to any amendments, COSLA's position on the mid-term review of the Strategic Police Priorities attached as an appendix.

4.5 SPA-COSLA Local Police Plan Scrutiny Framework

Officers noted one of the recommendations of the Tripartite Review of Local Police Plans was for SPA and COSLA to work together on scrutiny guidance for new locally elected members following the 2022 Local Government elections.

It was noted Amanda Coulthard, Martin Brown and Jennifer Galbraith from the SPA had joined the meeting to answer any questions.

Board Members welcomed the update and thanked Amanda Coulthard, Martin Brown, and Jennifer Galbraith for attending, and they were content with the draft.

Board Members:

- i. Provided feedback on the draft SPA-COSLA Local Police Plan Scrutiny Framework, and
- ii. Mandated the Community Wellbeing Spokesperson to sign off the final version of the Framework following the Police Scrutiny Conveners Forum meeting on 13 December.

5. Migration and Humanitarian Protection

5.1. Ukraine Super Sponsorship Scheme: Policy Priorities and Funding- Private and Confidential

This report provided members with an update on the Minister's statement, the policy review for the Scottish Super Sponsorship (SSS) scheme and the establishment of new governance arrangements required to oversee and implement this work. It also raised some key areas of concern for Local Government.

Board Members echoed concerns around modular housing approach and quality of housing which would require longer term solutions. It was also highlighted welcome hubs are not being appropriately utilised.

Board Members:

- i. Noted the Minister's statement which clarifies the SSS scheme will remain paused for the time being;
- ii. Noted the publication of the rapid policy review on the scheme and the 16 interventions set out in the policy review document;
- iii. Noted the new governance structures that have been established to take forward the 16 interventions;
- iv. Agreed regular reports will be submitted to the Community Wellbeing Board as work on the policy interventions are progressed; and
- v. Agreed the key areas for discussion in working groups set out in paragraphs 17 -21.

5.2. Ending Destitution Together

This report provided an update on developments in relation to the Ending Destitution Together Strategy, including the first progress report for the strategy and associated governance arrangements.

Board Members queried if a homelessness could also be included in the survey.

Board Members:

- i. Reviewed, provide comment on and agree the appended draft Ending Destitution Together year 1 report and linked governance proposals; and
- ii. Agreed to proposals within the paper to establish an annual data return that local authorities will complete and return to COSLA, assisting officers to develop an evidence base for future policy and lobbying work.

6. Cost of Living and Consumer Protection

6.1. Sustainability of Trading Standards Services

This report provided an update to the Board on the vital work being carried out by Trading Standards services to protect consumers and reputable businesses during the “Cost of Living Crisis”.

Board Members noted that support from senior policy makers and a letter to the Minister would be a good way of moving forward.

Board Members:

- i. Noted the key developments highlighted, the vital work being carried out by Trading Standards and the workforce challenges faced.
- ii. Sought to initiate a strategic approach to the future sustainability of Trading Standards, with the involvement of the Scottish Government and SOLACE.
- iii. Recommended that COSLA aids implementation of the Modern Apprenticeship in Regulatory Services and promotes its use by local authorities.
- iv. Recommended a review of the Trading Standards LGBF indicator of “cost per 1000 population”.
- v. Asked SOLAR to work with SCOTSS and TSS to address barriers to effective online enforcement by local authority Trading Standards services.
- vi. Agreed that Cllr Chalmers writes to the Scottish Government Business Minister seeking a meeting to discuss the future viability of Trading Standards services

6.2. Review of the Scottish Welfare Fund and Cost of Living Support Update

This paper provided Board Members with updates on the ongoing Review of the Scottish Welfare Fund, latest developments concerning Local Government’s administration of Self Isolation Support Grants, (SISGs) and on Cost-of-Living support measures that Councils will be likely to deliver over the course of this winter.

Board Members clarified that the self-isolation support grant would be the only grant closing. Board Members supported the recommendations in the paper.

Board Members:

- i. Noted the content of the report
- ii. Agreed the Proposed COSLA position as set out in Paragraph 30
- iii. Agreed the Next Steps as set out in paragraphs 31 to 36

6.3. Cost of Living- Potential Consumer Impacts

This paper provided members with a summary of the work Trading Standards Scotland (TSS) is engaged with relating to the cost-of-living crisis and how this may impact on consumers.

Board Members welcomed this paper and highlighted the importance as the cost of living was having a huge impact on constituents in all local areas.

Board Members:

- i. Noted the work that TSS is undertaking to respond to the cost of living crisis in order to protect consumers;
- ii. Suggested additional partners for TSS to reach out to and work with; and
- iii. Shared examples of cost-of-living issues impacting on their constituents which the team can utilise to shape messaging.

Date of next meeting:

Councillor Chalmers noted this was the final meeting of the board for 2022 and the next meeting would be on Friday 17th February 2023 and held as a hybrid meeting at Verity House and via MS Teams.

Councillor Chalmers concluded the meeting at 13:12pm, thanked all for attending and wished all members a lovely Christmas.

Falkirk District Twinning Association

Minute of the meeting held on 06 December 2022 in the Sensory Centre, Camelon.

Elaine Mitchell (EM, Chair)
 Pat Reid (PR)
 Ian Burt (IB)
 Ewan McWilliams (EMC)
 Councillor James Bundy (JB)
 Laura McEwan (LM)
 Craig Gilmour
 Joe Shaw

Apologies
 Provost Robert Bissett (PRB)
 Andy Christie (AC)
 Councillor Alf Kelly (AK)

1. Welcome & Apologies

Elaine (EM) opened the Twinning meeting with a round table introduction and thanking everyone for their attendance.

2. Note

The note of the meeting held on 20 September 2022 was reviewed and approved.

3. Future Twinning Projects

USC Cyclo-tourisme

JS proposed a future exchange idea aligned to the World Cycling Championships taking place during August in Scotland. The route passes through Stenhousemuir and Denny. Potential opportunity to link with USC Créteil. JS would frame a proposal to send to Romaine before Christmas.

Schools

Unable to access e-Twinning now as we are no longer members of the European Union. As an external participant we can access by invite only.

4. Any Other Business

N/A

5. Date of Next Meeting

To aim for the next meeting to take place in February 2023.



Minute - Community Planning Board

10am-12noon 8 December 2022

Online – Microsoft Teams

In Attendance:

Cllr Meiklejohn [Chair]	Falkirk Council
Cllr Stacey Devine	Falkirk Council
Kenneth Lawrie	Falkirk Council
Cllr Anne Hannah	Falkirk Council
Jen Kerr	Falkirk Council
Kathleen McLoughlin	Falkirk Council
Malcolm Binnie	Falkirk Council
Suzanne Thomson	Falkirk HSCP
Victoria McRae	CVS Falkirk & District
Dr Oliver Harding	NHS Forth Valley
Colin Sutherland	Police Scotland
Steven Irvine	Police Scotland
Patricia Cassidy	Falkirk HSCP
Andrew Kelly	Scottish Fire and Rescue

Guests:

Mark Meechan	Falkirk Council
Hugh Loudon	Independent Chair, Gender Based Violence Partnership
Siobhan Carroll	Chair, Children and Young People's Strategic Leadership Group
Hazel Meechan	NHS Forth Valley
Steven Litts	Falkirk Council

Apologies:

Cllr Claire Brown	Falkirk Council
Kenny Gillespie	Falkirk Council
Martin Thom	Falkirk HSCP
Ken Thomson	Forth Valley College
Michelle McClung	IJB
Karen Morrison	NatureScot
Steven Michie	Scottish Fire and Rescue
Kenny Barbour	Scottish Fire and Rescue
Liam Harman	Police Scotland
Janie McCusker	NHS Forth Valley

Item	Note	Action
1.	Welcome & Introduction Welcome:	

	<p>The Chair welcomed, Michelle McLung, NHS Forth Valley: Siobhan Carroll, Children & Young People Strategic Leadership Group; Colin Sutherland, Police Scotland ; Andrew Kelly, SFRS; Hazel Meechan, NHS Forth Valley; Steven Litts, Falkirk Council; Mark Meechan, Falkirk Council; Hugh Loudon, Gender Based Violence Partnership.</p>	
2.	<p>Minute of the Last meeting – 8 December 2022</p> <p>The Board agreed the Minute of the last meeting.</p> <p>Rolling Action Log: Added at 8 December 2022</p> <ul style="list-style-type: none"> • CPP Board Level Self-Evaluation • Elected Member invitation to Localities Workshop 31 Jan 2023 • CWHB topic included in upcoming FV/CPP session 	
3.	<p>CPP Improvement Plan 2021-2024 Progress Update</p> <p>KMcL presented an overview of the report on recent progress of the CPP Improvement Plan.</p> <p>The report highlights key achievements from year 1 of the plan, including; CPP Website; CPP Learning & Development Programme for 2023; CPP Localities Model to Ward Based.</p> <p>Outstanding issues; Progress against Community Empowerment Act; and CPP Partnership Agreement.</p> <p>CPP Improvement Plan focus for Year 2; Developing Strong Community Partnerships Collective and Collaborative Leadership Shared Resources</p> <p>Discussion/Questions: Partnership Agreement; and Collective and Collaborative Leadership, prompted general a discussion around self-evaluation at Board level.</p> <p>Cllr AH - requested the invitation to Localities Workshop be extended to Elected Members. Also, in terms of Community Asset Transfer, will this be brought forward in line with Falkirk Council's Strategic Property Review [SPR]? JK – [CAT] work required in relation to an overview of partnership CAT's and this could be driven via the CWB group, incorporated in the pillars. KL – the role of statutory Community Planning Partners and how self-evaluation will help support the partnership understand the shared resource opportunities. VMcR – CVS Falkirk committed to supporting communities around the SPR.</p> <p>Recommendation/Decision/Action: The board noted progress and achievements to date</p> <p>Actions: Agreed self-assessment at CPP Board level to take place during 2023. Elected Member invitation to join officer Localities Workshop in January 2023.</p>	

	Explore CAT becoming part of the CWB Action Plan.	
4.	<p>Falkirk Plan Monitoring Theme 6 Economic Recovery Outcome 21 Community Wealth Building</p> <p>VMcR & HM presented an overview of the report, providing a progress update. Recognition of including 'Health' in the title given the importance of health across all pillars.</p> <p>Focus on communities and economy in Falkirk is strong.</p> <p>First meeting of the Community Wealth & Health Building Working Group took place on 26 Sept 2022, with representation across the partnership.</p> <p>Discussion/Questions:</p> <p>Cllr CM – recognised the challenges of NHS FV and the importance of CWHB.</p> <p>KL – encouraged by the list of partners in the CWHB Group.</p> <p>Clacks are currently working on a pilot with SG in this area.</p> <p>Anchor Board and CWHB are in working in parallel.</p> <p>JK – making connections with other CP Partners, in relation to CWHB.</p> <p>Recommendation/Decision/Action:</p> <p>Recommendation: The Board note the content of the report and progress made by the Community Wealth & Health Building Working Group.</p> <p>Action:</p> <p>The Community Wealth & Health Building Working Group will present a draft Action Plan and further progress report to the Board in April 2023.</p> <p>The action plan will be presented at the FV Third Sector Conference in March 2023, to seek third sector support on CWHB Principles.</p> <p>Consider FV CPP Conference around CWHB.</p> <p>VMcR/AH to arrange a meeting with Cllr Hannah to discuss CWHB.</p>	
5.	<p>Falkirk Community Learning and Development [CLD] – Annual Update on CLD Action Plan 2022 – 2024</p> <p>Theme 1 Working in Partnership with Communities</p> <p>Theme 2 Poverty</p> <p>Theme 3 Mental Health & Wellbeing</p> <p>MM presented an overview of the report, providing a year 1 update of Falkirk's 3 year [2021-2024] CLD Action Plan.</p> <p>Discussion:</p> <p>Cllr AH - asked in ref to 6.5 of the report if adequate resources exist to deal with challenges around Community Capacity Building.</p> <p>Responses:</p> <p>MM - working with existing resources and the CLD team have now transferred to Housing & Communities/Communities Team.</p> <p>JK – we are currently creating the good will in communities and signposting community groups to relevant support/guidance/advice.</p>	

	<p>VMcR – CVS has delivered two sets of Community Leadership Training in recent months. Working in partnership with CLD to encourage people to learn and gain skills with funding from Scottish Government.</p> <p>Chair explained upcoming Strategic Property Review and discussed CVS enabling and supporting communities around this.</p> <p>Recommendation/Decision/Action: Recommendation: The board noted the content of the report and progress made to date.</p>	
6. Falkirk Plan Monitoring Theme 5 Gender Based Violence	<p>HL presented an overview of the report providing an update on progress on Theme 5: Gender Based Violence.</p> <p>The Falkirk Plan theme is incorporated into the Gender Based Violence Strategic Plan, which was approved by Public Protection Chief Officer Group on 20 September 2022.</p> <p>The Forth Valley Launch of 16 Days of Activism took place on 25th November 2022 and runs until 10th December 2022.</p> <p>Discussion: KL – thanked Hugh for the work to date on taking this theme forward.</p> <p>Cllr SD – 16 Days of Activism was an inspirational programme of events. Highlighted the links with Falkirk/Clacks/Stirling and the partnership approach.</p> <p>HL – confirmed that FV College have now joined the Gender Based Violence Partnership and the Scottish Prison Service.</p> <p>CS – level of scrutiny in Police Scotland around relative stats takes place daily.</p> <p>Recommendation/Decision/Action: The board note the content of the report and the progress made to date.</p>	
7. Children and Young People Services Annual Report 2021-2022	<p>SC – presented an overview of the report providing an update on the progress of Falkirk's Integrated Children's Services Plan [2020-2023]. This report is from the Children and Young People's Strategic Leadership Group.</p> <p>SC has taken up the Chair of Children and Young People's Leadership Group and joins the CPP Board in that role.</p> <p>SC - the report has been submitted to Scottish Government this is retrospective ask of the Board, to note this current progress and also to consider how the Board may engage in shaping the new Integrated Children's Services Plan 2023-2026.</p> <p>Discussion/Questions: JK – support for a place approach to Children's Services provision.</p>	

	<p>Recommendation/Decision/Action:</p> <p>Decision: The Board noted the report.</p> <p>Action: The Board welcomed the opportunity to be part of shaping the new Integrated Childrens Plan 2023 - 2026.</p>	
8.	<p>AOB</p> <p>CPP Learning Event Cost of Living Crisis 30 Jan 2023 Teams</p>	
9.	<p>Date of Next Meeting 9 February 2023 10am – 12 noon – Teams Meeting</p>	



MINUTE OF MEETING OF COSLA ENVIROMENT AND ECONOMY BOARD

Friday 9 December 2022, 10:30am

Via MS Teams

Present

COSLA Environment and Economy Spokesperson	Cllr Gail Macgregor
Aberdeen City Council	Cllr Ian Yuill (Sub)
Aberdeenshire Council	Cllr John Crawley
Angus Council	Cllr Bill Duff
Argyll and Bute Council	Cllr Ross Moreland
City of Edinburgh Council	Cllr Ben Parker
Clackmannanshire Council	Cllr Fiona Law
Dumfries and Galloway Council	Cllr Katie Hagmann
Dundee City Council	Cllr Mark Flynn
East Ayrshire Council	Cllr Graham Barton
East Dunbartonshire Council	Cllr Paul Ferretti
East Lothian Council	Cllr John McMillan
East Renfrewshire Council	Cllr Owen O'Donnell
Falkirk Council	Cllr Paul Garner
Fife Council	Cllr Jan Wincott (Sub)
Glasgow City Council	Cllr Angus Millar
Highland Council	Cllr Karl Rosie (Sub)
Inverclyde Council	Cllr Paul Cassidy (Sub)
Midlothian Council	Cllr Douglas Bowen
Moray Council	Cllr Marc Macrae
North Ayrshire Council	Cllr Scott Davidson (Sub)
North Lanarkshire Council	Cllr Paul DiMascio
Perth and Kinross Council	Cllr Andrew Parrott
Renfrewshire Council	Cllr Andy Steele (Sub)
Scottish Borders Council	Cllr Scott Hamilton
Shetland Islands Council	Cllr Moraig Lyall
South Ayrshire Council	Cllr Bob Pollock
South Lanarkshire Council	Cllr Robert Brown
Stirling Council	Cllr Jen Preston
West Dunbartonshire Council	Cllr David McBride
West Lothian Council	Cllr Kristeen Sullivan
SLAED	Ishabel Bremner
Waste Services Managers Network	Karen Anderson
Sustainable Scotland Network	George Tarvit
SCOTS	Ewan Wallace
Regional Transport Partnership	John Binning, SPT
Public Health Scotland	Pamela Smith (Sub)
HOPS	Jim Miller
Improvement Service	Irene Beautyman

Apologies

Aberdeen City Council
Comhairle nan Eilean Siar
Fife Council
Highland Council
Inverclyde Council
North Ayrshire Council
Orkney Islands Council
Renfrewshire Council
ATCO
SOLACE
SOLACE
Tactran
Public Health Scotland

Cllr Alexander McLellan*
Cllr Donald Crichton
Cllr Altany Craik*
Cllr Ken Gowans*
Cllr Jim Clocherty*
Cllr Tony Gurney*
Cllr David Dawson
Cllr John Shaw*
Nicola Gill
Rhona Gunn
Monica Paterson
Mark Speed
Emilia Crichton*

**Denotes Substitute Provided*

1. Welcome and apologies

Councillor Macgregor welcomed Board Members to the meeting, and apologies were noted.

2. Minute of 7 October 2022 Board Meeting

The Board agreed the minute as an accurate record.

Introductory Reports

3. Digital Connectivity

This paper provided an opportunity for members to discuss digital connectivity in Scotland. This paper focused on the Scottish Government's R100 and 4G infill programmes and the UK Government's Project Gigabit, providing Members with an introduction to the work carried out by COSLA.

Member reported that the roll out of the R100 is slow in many areas, especially in rural areas. COSLA said they would bring back relevant information to the Board on the deployment of R100 at a future meeting.

Members recommended the Scottish Government Elected Members briefing on this area was useful and suggested that would be a useful to implement at Councils. It was also noted that the Voucher Scheme may need further advertisement along with the UK Government scheme.

The Board:

- i. Noted the current digital connectivity priority areas and their strategic context;
- ii. Commented on the matters discussed in the report, to inform the development of the new COSLA Board Plan and our work with stakeholders;
- iii. Agreed to invite Scottish Government Back to the Board in 2023 to brief Members on digital connectivity programmes in Scotland.