



Clackmannanshire Council

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Greenfield, Alloa, Scotland, FK10 2AD (Tel.01259-450000)

Clackmannanshire Council

Thursday 23 September 2010 at 9.30 am

Venue: Council Chamber, Greenfield, Alloa, FK10 2AD

For further information contact Finance and Corporate Services, Clackmannanshire Council, Greenfield, Alloa, FK10 2AD
Phone: 01259 452106/452004 Fax: 01259 452230 E-mail: enquiries@clacks.gov.uk

Date	Time
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Clackmannanshire Council

There are 32 Unitary Councils in Scotland. Clackmannanshire Council is the smallest mainland Council. Eighteen Councillors are elected to represent the views of the residents and businesses in Clackmannanshire. The Council has approved Standing Orders that detail the way the Council operates. Decisions are approved at the 6 weekly meetings of the full Council and at Committee Meetings.

The Council is responsible for approving a staffing structure for the proper discharge of its functions, approving new policies or changes in policy, community planning and corporate governance including standards of conduct. Co-option of religious representatives in respect of Education policy decisions is also a Council responsibility.

The Council has further responsibility for the approval of budgets for capital and revenue expenditure, it also has power to make, alter or cancel any scheme made under statute and to make, alter or cancel any orders, rules, regulations or bye-laws and to make compulsory purchase orders. The Council also determines the level of Council Tax and approves recommendations relating to strategic economic development.

Members of the public are welcome to attend our Council and Committee meetings to see how decisions are made.

Details of all of our Council and Committee dates and agenda items are published on our website at www.clacksweb.org.uk

If you require further information about Council or Committee meetings, please contact Finance and Corporate Services by e-mail at enquiries@clacks.gov.uk or by telephone on 01259 452106 or 452004.

16 September 2010

A MEETING of the CLACKMANNANSHIRE COUNCIL will be held within the Council Chamber, Greenfield, Alloa, FK10 2AD, on THURSDAY 23 SEPTEMBER 2010 at 9.30 am.

**ELAINE McPHERSON
Head of Strategy and Customer Services**

B U S I N E S S

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1. Apologies	--
2. Declaration of Interests Elected Members are reminded of their obligation to declare any financial or non-financial interest which they may have in any item on this agenda in accordance with the Councillors' Code of Conduct. A Declaration of Interest form should be completed and passed to the Committee Officer.	--
3. Confirm Minute of Meeting held on Thursday 12 August 2010 (Copy herewith)	01

FINANCE AND CORPORATE SERVICES

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| 14. | Notice of Motion in Terms of Standing Order 31 - Land Associated with the Former Alva Gas Works - Councillor Donald Balsillie, Councillor Walter McAdam MBE, Councillor John Biggam, Councillor Gary Womersley, Councillor Mark English, Councillor Irene Hamilton, Councillor Tina Murphy and Councillor Craig Holden (Copy herewith) | 231 |
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EXEMPT INFORMATION

It is considered that the undernoted reports be treated as exempt from the Council's general policy of disclosure of all papers by virtue of Schedule 7A, Part 1, Paragraphs 1, 6, 8, 9 and 10 of the Local Government (Scotland) Act 1973. It is anticipated, (although this is not certain) that the Council will resolve to exclude the press and public during consideration of these items.

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| 15. | Council Office Rationalisation - report by Head of Facilities Management (Copy herewith) | 233 |
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Clackmannanshire Council – Councillors and Wards

Councillors

Wards

Councillor	Eddie Carrick	1	Clackmannanshire West	LAB
Councillor	George Matchett	1	Clackmannanshire West	LAB
Councillor	Tina Murphy	1	Clackmannanshire West	SNP
Councillor	Janis Paterson	1	Clackmannanshire West	SNP
Councillor	Donald Balsillie	2	Clackmannanshire North	SNP
Councillor	John S Biggam	2	Clackmannanshire North	SLD
Councillor	Walter McAdam	2	Clackmannanshire North	SNP
Councillor	Robert McGill	2	Clackmannanshire North	LAB
Councillor	Sam Ovens	3	Clackmannanshire Central	LAB
Provost	Derek Stewart	3	Clackmannanshire Central	LAB
Councillor	Gary Womersley	3	Clackmannanshire Central	SNP
Councillor	Janet Cadenhead	4	Clackmannanshire South	LAB
Councillor	Kenneth Earle	4	Clackmannanshire South	LAB
Councillor	Mark English	4	Clackmannanshire South	SNP
Councillor	Craig Holden	4	Clackmannanshire South	IND
Councillor	Alastair Campbell	5	Clackmannanshire East	CON
Councillor	Irene Hamilton	5	Clackmannanshire East	SNP
Councillor	Harry McLaren	5	Clackmannanshire East	LAB

Religious Representatives

Vacancy

Church of Scotland

Father Michael Milton

Roman Catholic Church



MINUTE OF MEETING of the CLACKMANNANSHIRE COUNCIL held within the Council Chamber, Greenfield, ALLOA, FK10 2AD, on THURSDAY 12 AUGUST 2010 at 9.30 am.

PRESENT

Provost Derek Stewart (Chair)
Councillor Donald Balsillie
Councillor John Biggam
Councillor Janet Cadenhead
Councillor Alastair Campbell
Councillor Eddie Carrick
Councillor Kenneth Earle
Councillor Irene Hamilton
Councillor Craig Holden
Councillor George Matchett, QPM
Councillor Walter McAdam, MBE
Councillor Bobby McGill
Councillor Harry McLaren
Councillor Reverend Sam Ovens
Councillor Janis Paterson
Councillor Gary Womersley

IN ATTENDANCE

Angela Leitch, Chief Executive
Nikki Bridle, Director of Finance and Corporate Services
Deirdre Cilliers, Head of Social Policy
Stephen Crawford, Head of Facilities Management
Garry Dallas, Director of Services to Communities
Elaine McPherson, Head of Strategy and Customer Services
David Thomson, Legal Services Manager (Clerk to the Council)

Before the start of business, the Provost reminded elected members of his intention to enforce Standing Orders more rigorously in the interests of well conducted, orderly meetings and the efficient dispatch of council business.

CC.23 PRESENTATION: SCOTTISH AWARDS FOR BUSINESS EXCELLENCE

On behalf of the Council, the Depute Leader made a presentation to staff from Strategy and Performance, Customer Services, IT and Procurement for achieving a 'Recognised for Excellence' award at the prestigious Scottish Awards for Business Excellence ceremony which was held in Glasgow in June 2010.

The Council congratulated the staff on a tremendous achievement and in demonstrating that Clackmannanshire Council's services are dedicated to the pursuit of excellence.

CC.24 APOLOGIES

Apologies for absence were received from Councillor Mark English, Councillor Tina Murphy and Father Michael Milton (Religious Representative).

CC.25 DECLARATIONS OF INTEREST

None.

CC.26 MINUTES OF MEETINGS

(i) Minute of Meeting held on 3 June 2010

A minute of the meeting held on 3 June 2010 was submitted for approval by the Council.

The minute of the meeting held on 3 June 2010 was agreed as a correct record and signed by the Provost.

(ii) Minute of Special Meeting held on 23 June 2010

A minute of the special meeting held on 23 June 2010 was submitted for approval by the Council.

The minute of the special meeting held on 23 June 2010 was agreed as a correct record and signed by the Provost.

(iii) Minute of Special Meeting held on 8 July 2010

A minute of the special meeting held on 8 July 2010 was submitted for approval by the Council.

Councillor Holden indicated that he had submitted apologies for the special meeting held on 8 July 2010 but these were not recorded in the minute.

Subject to the above amendment, the minute of the special meeting held on 8 July 2010 was agreed as a correct record and signed by the Provost.

CC.27 CLACKMANNANSHIRE ASSURANCE AND IMPROVEMENT PLAN

A report which informed the Council of the publication in July 2010 of the shared Risk Assessment: Improvement and Assurance Plan 2010-13 for Clackmannanshire Council was submitted by the Chief Executive. The summary findings of the Plan were attached as Appendix 1 to the report.

Motion

That Council notes the recommendations set out in the report.

Moved by Councillor Janet Cadenhead. Seconded by Councillor Harry McLaren.

Decision

The Council agreed unanimously to :-

- (a) note the recent publication by Audit Scotland of the Shared Risk Assessment: Improvement and Assurance Plan 2010-13 for Clackmannanshire.
- (b) note the summary findings and summary of planned scrutiny activity to March 2013.
- (c) note that the Scrutiny Committee will consider the document in more detail and make comment as appropriate.

CC.28 AMENDMENTS TO COUNCIL STANDING ORDERS

A report seeking approval of amendments to Standing Orders was submitted by the Chief Executive. Standing Orders can only be changed or abolished when at a meeting of the Council there has been an indication that proposals to amend Standing Orders will be brought before the next Council meeting. A report to Council on 3 June 2010 approved changes to the Council's Scheme of Delegation, Contract Standing Orders and Financial Regulations and gave notice of consequent changes to Standing Orders.

Motion

That the Council approves the changes to Standing Orders set out in paragraph 2.3 of the report.

Moved by Councillor Janet Cadenhead. Seconded by Councillor Bobby McGill.

Decision

The Council agreed unanimously to approve the changes to Standing Orders set out in paragraph 2.3 of the report.

(For ease of reference, the consequent changes to Standing Orders were set out in the Appendix to the report).

Action

Director of Finance and Corporate Services

CC.29 BUDGET STRATEGY

A report which summarised the most up to date projections of Council funding for the period 2011-2014 and set out the main cost pressures identified so far was submitted by the Director of Finance and Corporate Services. The purpose of the report was to update the indicative General Services Revenue Budget 2010-2013 considered by the Council in February 2010 and to seek approval to put in place arrangements for the further development of the strategy, pending the outcome of the Comprehensive Spending Review in Autumn 2010.

Motion

That Council approves the recommendations set out in the report.

Moved by Councillor Janet Cadenhead. Seconded by Councillor Harry McLaren.

Decision

The Council agreed unanimously to approve the recommendations set out in the report to:

- (1) Approve the recommended corporate savings targets for 2011-20124 as a basis for the preparation of three year provisional Revenue Budgets and detailed savings

options, subject to further announcements by the UK and Scottish Governments in the Autumn;

- (2) Agree the current planning assumptions in relation to the future year budget strategy;
- (3) Approve the framework for the budget strategy as set out in section 6 of the report.
- (4) Approve the consultation arrangements proposed to inform the development of detailed options appraisal by council officers;
- (5) Approve the creation of an Invest to Save Fund to cover non-recurring costs associated with business change projects;
- (6) Agree that officers will prepare a statement of principles and eligibility criteria to govern the allocation of the Invest to Save Fund; and
- (7) Agree to review the adoption of a budget carry forward scheme as part of the 2012/13 Budget setting process (Year 2 of the Comprehensive Spending Review period);

Action

Director of Finance and Corporate Services

CC.30 MEMBERSHIP OF SCOTLAND EXCEL

A report which provided the Council with the benefits and potential savings available from joining Scotland Excel was submitted by the Director of Finance and Corporate Services in order that the Council could consider a view on participation.

Council was also asked to appoint one councillor as the Clackmannanshire Council's representative on the Scotland Excel Joint Committee. Scotland Excel operate on the basis of a joint committee; each member authority is entitled to appoint one of its councillors as its representative.

Motion

That Council joins Scotland Excel in 2010/11 and allocates an annual budget of £46,317.

Moved by Councillor Bobby McGill. Seconded by Councillor Kenneth Earle.

Voting

On a division, the motion was carried by 15 votes to 1.

Decision

Accordingly, the Council agreed:

- (1) To join Scotland Excel in 2010/11; and
- (2) To allocate an annual budget of £46,317.

Motion

That Councillor Bobby McGill be appointed as the Council's representative on Scotland Excel Joint Committee.

Moved by Councillor Janet Cadenhead. Seconded by Councillor George Matchett, QPM.

Decision

The Council agreed that Councillor Bobby McGill be appointed as the Council's representative on the Scotland Excel Joint Committee.

Action

Director of Finance and Corporate Services

ENDS 11.10 am

Report to: Clackmannanshire Council

Date: 23 September, 2010

Subject: Appointment of Council Leader

Report by: Chief Executive

1.0 Purpose

- 1.1 The purpose of this report is to invite Council to appoint a new Leader following the resignation of Councillor Janet Cadenhead.

2.0 Recommendation

- 2.1 It is recommended that Council:

a) appoint a new Leader;

b) in the event that that appointment leaves a vacancy for a Portfolio Holder, consider appointing an elected member to any consequent vacancy.

3.0 Background

- 3.1 Councillor Janet Cadenhead has intimated to me her intention to resign as Council Leader; a copy of the letter of resignation is attached as an Appendix to this report.

- 3.2 The Council is now required to appoint a new Leader. This appointment will be made under the terms of Standing Order 29, *Voting: Filling Posts or Offices Held By Councillors*.

- 3.3 It is possible that the appointment of a new Council Leader may result in a vacancy in respect of a Portfolio Holder; the Council may wish to consider, therefore, filling any subsequent vacancy at this meeting.,

4.0 Sustainability Implications

NA

5.0 Resource Implications

Financial Details - N/A

Staffing - N/A


6.0 Legality

6.1 It has been confirmed that in adopting the recommendations contained in this report, the Council is acting within its legal powers. Yes


7.0 Appendices

Letter from Councillor Cadenhead dated September, 2010

Author(s)

NAME	DESIGNATION	SIGNATURE
Elaine McPherson	Head of Strategy & Customer Services	

Approved by

NAME	DESIGNATION	SIGNATURE
Angela Leitch	Chief Executive	

Councillor Janet Cadenhead

Ward 4, Clackmannanshire South
Greenfield, Tullibody Road, Alloa FK10 2AD
Telephone: 01259 450000 Fax: 01259 452230
Mobile: 07974 252 473 Email: jcadenhead@clacks.gov.uk



Clackmannanshire Council

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Angela Leitch
Chief Executive
Clackmannanshire Council
Greenfield
Alloa
FK10 2AD

Contact: Eileen McKinsley
Business Support Officer
Telephone: 01259 452011
Email: emckinsley@clacks.gov.uk
Our ref: LC0248L140910
Date: 14 September 2010

Dear Angela

Resignation As Leader

I would like to intimate to you formally my intention to resign as Leader of the Council and to ask that you arrange for a new Leader to be appointed by Council at the next meeting on 23 September, 2010

I have been privileged in the last 3 years to serve the people and communities of Clackmannanshire as Council Leader and look forward to continuing to play a part in shaping the county, albeit in a different capacity.

I would be grateful if you could pass on my thanks and appreciation to all those who assisted me in performing the Leader's role and I wish whoever is appointed as new Leader the very best in the future.

Yours sincerely

Janet K. Cadenhead

Councillor Janet Cadenhead
Ward 3, Clackmannanshire Central

Report to: Clackmannanshire Council

Date: 23 September, 2010

Subject: Budget Strategy - Invest to Save Fund

Report by: Director of Finance & Corporate Services

1.0 Purpose

- 1.1 The purpose of this report is to invite Council to agree the principles and criteria for the operation of the Invest to Save Fund, the establishment of which was approved on 12 August, 2010.

2.0 Recommendation

- 2.1 It is recommended that Council agree the principles and criteria of the Invest to Save Fund as set out in this report.

3.0 Background

- 3.1 The Council is required to find savings of up to £18M to 2014. It is expected that some savings options which will come forward to the Council will likely require upfront investment to meet the costs of implementation. Such investment is dependent on the creation of a funding mechanism to meet those costs.
- 3.2 In August, 2010, the Council approved the creation of an Invest to Save Fund to cover non-recurring costs associated with business change projects. The fund totals £1M and will be resourced from reserves, the allocation being dependent on the maintenance of minimum levels of reserves* in line with approved strategy and subject to annual review by the Council through the Budget process from 2012-2014.

* The uncommitted balance on General Fund Reserves at 31 March 2010 is £2.8M. This is in line with the recommended minimum level of uncommitted reserves of 2-4%. The indicative General Services Revenue Budget for 2010-2013 is based on an assumption of an earmarked contribution to reserves of £1.5M. It has been agreed to divert £1M of this for the Invest to Save Fund.

- 3.3 It was agreed at the meeting in August that a report would come forward which set out principles and criteria for the operation of the Invest to Save Fund.

4.0 Principles

- 4.1 The Invest to Save Fund should be governed by the following principles:

- The aim is to provide a pool of upfront funding to support investment, to enable step changes in service delivery/performance to be achieved
- The Invest to Save Fund is to provide short-term financing for initiatives which will reduce the Council's net budgeted expenditure through either reducing costs, increasing income, and/or increasing efficiency to deliver cashable efficiencies
- As the Invest to Save Fund is a finite amount of funding from reserves, its allocation will be strictly prioritised
- The Invest to Save Fund advance will generally be re-paid from the savings generated by any proposal within 2 years
- To be successful, an application for an Invest to Save Fund advance must clearly demonstrate that the proposal will achieve its proposed objectives, while also being able to ensure that the initiative can re-pay its advance from the Invest to Save Fund
- Where an initiative impacts on more than one area, there needs to be clear evidence that collaboration has been discussed and agreed.

5.0 Applications for Funding from the Invest to Save Fund

5.1 A formal written proposal must be prepared for each application for funding from the Invest to Save Fund.

5.2 The proposal must include relevant information under each of these headings:

1. Statement of the purpose/objectives and of how the initiative will make a difference to the delivery of public services.

2. Outline of the current situation and identification of any issues to set the scene and provide the reasons for wanting to undertake the initiative.

3. Options considered

4. Reason for recommended option

5. Impact on priority outcomes and corporate objectives

6. Risk Evaluation

7. Consultation which may have been undertaken

8. Legal Implications

9. Financial Implications

10. HR Implications

11. Other Implications

12. Responsible Officer

13. Project Management

6.0 Criteria & Assessment Process

6.1 Proposals in the correct format will be submitted to the Directors' Meeting which will:

- assess completed proposals against the basic criteria of the Fund, viz:
 - How the initiative impacts on the Council's business transformation goals
 - The size of the advance required and the amount of cashable efficiencies that will be delivered by the initiative
 - The completeness and robustness of the financial information used in the proposal
 - Whether the projections in the initiative can be realistically achieved in the timescales indicated in the proposal
 - The time taken for the initiative to re-pay the Invest to Save advance and whether this is reasonable with respect to the nature of the initiative.
- agree if a proposal should be either approved, deferred for further information or rejected (relevant Service Directors will be responsible for ensuring that successful proposals are managed to ensure they meet the milestone targets identified in the initiative proposal)
- report on a quarterly basis to the Scrutiny Committee on awards from the Fund and progress in implementing proposals
- refer for decision any proposals which would require to be considered by Council.

6.2 The sort of proposals which have been funded by such Invest to Save programmes in other authorities, and which might be expected to come forward for consideration in the context of this Council's scheme, include: suggestions for service redesign, improvements in workforce planning, improvements in the use of technology, increasing in-house capacity to reduce reliance on external support, developments in flexible and mobile working.

7.0 Conclusions

7.1 The establishment of the Invest to Save Fund provides an effective mechanism to fund business transformation, reduce expenditure and improve efficiencies.

8.0 Sustainability Implications

NA

9.0 Resource Implications

Financial Details - the Invest to Save Fund is resourced from reserves as per the Council decision of 12 August, 2010.

Staffing N/A

10.0 Declarations

10.1 The recommendations contained within this report support or implement our Corporate Priorities and Council Policies.

(1) Our Priorities 2008 - 2011

The Council is effective, efficient and recognised for excellence

(2) Council Policies (Please detail) N/A

11.0 Equalities Impact

11.1 N/A

12.0 Legality

12.1 It has been confirmed that in adopting the recommendations contained in this report, the Council is acting within its legal powers. Yes


13.0 Appendices

N/A


14.0 Background Papers

1- Report to Council of 12 August by Director of Finance & Corporate Services entitled: *Budget Strategy*

Author(s)

NAME	DESIGNATION	SIGNATURE
Elaine McPherson	Head of Strategy & Customer Services	

Approved by

NAME	DESIGNATION	SIGNATURE
Nikki Bridle	Director of Finance & Corporate Services	

Report to: Clackmannanshire Council

Date: 23 September, 2010

Subject: Community Health Partnerships - Revised Arrangements

Report by: Head of Strategy & Customer Services

1.0 Purpose

- 1.1 The purpose of this report is to invite Council to nominate two elected members to represent the organisation on the Partnership Board which has recently been established by NHS Forth Valley.

2.0 Recommendation

- 3.1 It is recommended that the Council:
- a) notes the changes to the arrangements for Community Health Partnerships (CHPs), including the establishment by NHS Forth Valley of a Partnership Board
 - b) agrees that the Council Leader and the Portfolio Holder for health represent the Council on the Partnership Board.

3.0 Background

- 3.1 The Clackmannanshire Community Health Partnership was established in 2005 under the NHS Reform (Scotland) Act 2004 and has been responsible since that time for the planning, development and provision of health services across the county.
- 3.2 Alongside the CHP has been a (statutory) CHP Committee on which the Council has two elected member representatives and two officer representatives. In addition, there has existed a Partnership Team on which council officers have been represented along with officers of NHS Forth Valley.
- 3.3 As part of a review of CHP arrangements across their area by NHS Forth Valley, a gap has been identified at strategic partnership level, particularly between councils and the NHS Board. Accordingly, the Board of NHS Forth Valley has agreed some revisions to its arrangements for CHP working which are intended to:
- improve the delivery of the CHP objectives
 - improve integration across organisational boundaries
 - enhance opportunities for health improvement.

4.0 New Arrangements

4.1 The outcome of the abovementioned review has been agreement by the Board of NHS Forth Valley to:

a) revise the role of the CHP Committee to strengthen the voice of stakeholders in the community and voluntary sectors in influencing service planning and delivery

b) establish in each local authority area in Forth Valley a Partnership Board which will set the strategic vision and objectives for the CHP, monitor CHP performance and address areas of contention. The Board of NHS Forth Valley have invited the Leader of the Council and the Council's Portfolio Holder for health to be members of the Board. (It is also the expectation that the Council's Chief Executive will be a member of the Board.)

4.2 Underpinning the Partnership Board and CHP Sub-Committee will be a Joint Management Team the purpose of which will remain the operational management of the CHP.

4.3 Appendix 1 to this report sets out in more detail the respective roles and membership of each of these mechanisms.

5.0 Conclusions

5.1 The changes to the CHP arrangements put in place by NHS Forth Valley represent an evolution of the system established in 2005.

5.2 Both the CHP Committee and the Joint Management Team have been in existence since that time and their roles have been refined: the Partnership Board is a new structure which is intended to enhance strategic partnership working between the Council and NHS Forth Valley

6.0 Sustainability Implications

NA

7.0 Resource Implications

Financial Details N/A, Staffing N/A

8.0 Declarations

8.1 The recommendations contained within this report support or implement our Corporate Priorities and Council Policies.

(1) **Our Priorities 2008 - 2011** (Please double click on the check box)

The area has a positive image and attracts people and businesses

Our communities are more cohesive and inclusive

People are better skilled, trained and ready for learning and employment

Our communities are safer

Vulnerable people and families are supported

- Substance misuse and its effects are reduced
- Health is improving and health inequalities are reducing
- The environment is protected and enhanced for all
- The Council is effective, efficient and recognised for excellence

(2) **Council Policies** (Please detail) N/A

9.0 Equalities Impact

9.1 N/A

10.0 Legality

10.1 It has been confirmed that in adopting the recommendations contained in this report, the Council is acting within its legal powers. Yes

The establishment of the Partnership Board and Council membership of it does not affect the duties and powers of the Council or its officers set out in our various governance documents.


11.0 Appendices

11.1 1 - CHP Arrangements: Roles and Memberships


12.0 Background Papers

1- Report dated 25 May 2010 submitted to Forth Valley NHS Board entitled:
NHS Forth Valley Community Health Partnership - Revised Arrangements

Author(s)

NAME	DESIGNATION	SIGNATURE
Elaine McPherson	Head of Strategy & Customer Services	

Approved by

NAME	DESIGNATION	SIGNATURE
Nikki Bridle	Director of Finance & Corporate Services	

APPENDIX 1 - CHP Arrangements: Roles and Memberships

CHP Committee

The role of the CHP Sub Committee will be to :-

- provide assurance to the Community in relation to the operational management, performance and delivery of services within the Community Health Partnership.
- Inform partnership and integration opportunities both within the NHS, across primary and secondary care and across sectors including local authorities, voluntary sector and the public to improving health and reducing health inequalities
- identify local need and maximize opportunities for the public, staff and key stakeholders to participate and influence service planning and redesign, change and quality improvement within the CHP.
- Influence the setting of local priorities and the development of the Single Outcome Agreement, contributing through the Joint Management Team and community planning structures.
- receive reports from the General Manager in relation to operational performance of the CHP and progress against the CHP Development Plan.

The CHP Sub Committee will be chaired by the Non Executive Director of the NHS Board and report to the Partnership Board.

The CHP Sub Committee will meet as a minimum three times a year.

In compliance with statutory regulations the membership of the CHP Sub-Committee will comprise as a minimum:-

NHS Forth Valley

A Medical Practitioner
A Registered Pharmacist
A Dental Practitioner
An Ophthalmic Optician
A Nurse
An Allied Health Professional
An officer of the Board representing the APF
An officer of the Board
A registered medical practitioner not providing PMS
A Non Executive Board Member (Chair)
A representative from Public Health/Health Promotion.

Local Authority

A member or officer of a local authority

Public / Voluntary

A member of the Public Partnership Forum
A member of a voluntary organization

Each CHP Sub Committee will determine any local additions or amendments to the core membership and anticipated attendance detailed above.

Partnership Board

The overall purpose of the Partnership Board will be to agree the joint business agenda and priorities for the CHP area, coterminous with its respective Local Authority & set the strategic vision and objectives for the CHP, monitoring performance by exception and addressing areas of contention between partners.

The key functions to be delegated from the NHS Forth Valley Board will include governance arrangements in relation to the partnership itself and services that are delivered in partnership between the two agencies and other key stakeholders, for example the voluntary sector.

The role of the Partnership Board will be :-

- Strengthen the broader partnership between health and local authority, minimising cultural barriers to joint working and maximising collaborative approaches to integration both within health, across primary and secondary care, and across sectors.
- Endorse the Single Outcome Agreement and submit for approval to the NHS Board as a statutory partner.
- Ensure that mechanisms are in place to assure the NHS Board that staff, clinical and financial governance is being addressed through the appropriate Governance Committee
- Hold the Joint Management Team to account to ensure delivery against key priorities and objectives.
- To monitor performance of the CHP and progress against the joint outcomes within the SOA.
- Ensure local community and staff engagement and involvement.

The Partnership Board will be chaired alternately between the NHS Forth Valley Board Chairman and respective Council Leader and will meet a minimum of four times a year. The Partnership Board will report to both the NHS Forth Valley Board and to the Local Authority.

Membership of the Group includes, as a minimum :-

NHS Forth Valley

NHS Board Chairman

NHS Board Chief Executive

Non Executive NHS Forth Valley Board Member (Chair of the CHP Sub Committee)

Local Authority

Council Leader

Local Authority Chief Executive

Local Authority Elected Member (e.g .Portfolio Holder for Health & Wellbeing)

Each CHP Partnership Board will determine any local additions or amendments to the core membership and anticipated attendance at its first meeting.

Joint Management Team

The overall purpose of the Joint Management Team is the operational management of the CHP & routine monitoring of performance against agreed objectives. The Management Team will also be responsible for the production of the Annual CHP Development Plan. The joint management team will ensure linkage to and involvement in the broader community planning partnership structures specific to each Local Authority area.

The role of the Joint Management Team is to :-

- Maximize the joint delivery of services, promote integration opportunities and promote organizational change capabilities to increase capacity.
- Directly manage the provision of services within the CHP. The CHP General Manager and Local Authority Lead Officer retaining accountability for their respective services and joint accountability for
- services jointly delivered.
- Ensure mechanisms are in place to involve and engage staff, contractors and maximize participation of the public & voluntary sector in projects, planning and service change and improvement initiatives.
- Ensure, through the General Manager, that compliance with clinical, staff, corporate and financial governance is in place, reporting through the respective NHS Governance Committee
- Input to the joint development of the Single Outcome Agreement and subsequent delivery against key outcomes.
- Monitor and manage the routine financial and operational performance of the CHP in relation to key targets and outcomes detailed in the SOA, taking appropriate measures to ensure targets are achieved and efficient and effective use of delegated resources.

The Joint Management Team will be chaired by the CHP General Manager.

The Joint Management Team will meet monthly

Membership of the Joint Management Team will include as a minimum :-

NHS Forth Valley

CHP General Manager
Human Resources representative
Finance representative
Clinical Lead
Nurse Lead
Heads of Service as agreed

Local Authority

Head of Social Care Services
Heads of Service as agreed
Others as defined by the needs of each CHP
Each Joint Management Team will determine any local additions or amendments to the core membership detailed above.

