

FIFE COUNCIL OF 7 DECEMBER 2023

MINUTE VOLUME

NOTE

Items in the minutes will be marked to indicate that such items are subject to the approval of the Council or another Committee, as the case may be, as follows:-

- C = Subject to approval of the Council
- S = Subject to approval of the appropriate Strategic Committee
- A = Subject to approval of the appropriate Area Committee

If telephoning, please ask for Emma Whyte, Committee Officer,
Finance & Corporate Services (Telephone:- 03451 555555 Ext. 442303).

FIFE COUNCIL

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THE FIFE COUNCIL - WEST AND CENTRAL PLANNING COMMITTEE – BLENDED MEETING

Committee Room 2, 5th Floor, Fife House, North Street, Glenrothes

13 September 2023

2.00 pm – 3.55 pm

PRESENT: Councillors David Barratt (Convener), David Alexander, Lesley Backhouse, Alistair Bain, John Beare, Ian Cameron, Altany Craik, Dave Dempsey, Derek Glen, James Leslie, Lea McLelland, Gordon Pryde, Sam Steele and Andrew Verrecchia.

ATTENDING: Mary Stewart, Service Manager – Major Business & Customer Service, Martin McGroarty, Lead Professional (Infrastructure), Katherine Pollock, Lead Professional – Strategic Development, Brian Forsyth, Planner, Planning Services; Steven Paterson, Solicitor, Emma Whyte, Committee Officer, Legal & Democratic Services.

APOLOGIES FOR ABSENCE: Councillors James Calder and Derek Noble.

111. DECLARATIONS OF INTEREST

No declarations of interest were submitted in terms of Standing Order 22.

112. MINUTE

The committee considered the minute of the West and Central Planning Committee of 16 August 2023.

Decision

The committee agreed to approve the minute.

113. 23/00971/FULL - BALLINGALL FARM, LESLIE, GLENROTHES

The committee considered a report by the Head of Planning Services relating to an application for the erection of a battery energy storage facility (46 MW) with ancillary buildings, including formation of access track, erection of fencing, associated drainage and landscaping infrastructure.

Decision

The committee agreed to approve the application subject to the 18 conditions and for the reasons detailed in the report with the removal of reference to solar farm from Condition 16.

114. 22/02635/FULL - KENT STREET, DUNFERMLINE

The committee considered a report by the Head of Planning Services relating to an application for a revision to conditions schedule for 22/02635/FULL - erection of 59 houses, formation of new access, provision of open space, related

infrastructure including suds basin, with related works at land to north of Kent Street, Dunfermline.

Decision

The committee approved the application subject to the conclusion of a legal agreement to secure the planning obligations and the 29 conditions and for the reasons detailed in the report.

115. 23/00868/PPP - LAND TO THE EAST OF LYDIARD HOUSE, WINDYGATES ROAD, FIFE

The committee considered a report by the Head of Planning Services relating to an application for planning permission in principle for residential development (class 9) and associated development, including alteration to access arrangements.

Decision

The committee refused the application for the six reasons detailed in the report.

116. 22/02475/FULL - THE FOUNDRY, CHARLESTOWN, DUNFERMLINE

The committee considered a report by the Head of Planning Services relating to an application for a mixed-use (Sui Generis) development (part retrospective) comprising: siting of yurt for delivery of yoga classes; erection of outbuilding/part-use of grounds for delivery of therapy services; and erection of shed for purposes incidental to delivery of the therapy services.

Motion

Councillor Barratt, seconded by Councillor Verrecchia, moved to approve the application, contrary to officer recommendation, subject to:-

- (1) conditions on the provision of an operational management plan with intention to limit the use and occupancy and to avoid further expansion of the development; and
- (2) secure a Section 75 agreement to ensure maintenance of visibility splays in perpetuity.

Amendment

Councillor Beare, seconded by Councillor Alexander, moved to continue the application to:-

- (1) secure the terms a legal agreement to secure permanent visibility splays: and
- (2) for detailed planning conditions to be considered.

Roll Call Vote

For the Motion – 6 votes

Councillors Lesley Backhouse, David Barratt, Derek Glen, Gordon Pryde, Sam Steele and Andrew Verrecchia.

For the Amendment – 8 votes

Councillors David Alexander, Alistair Bain, John Beare, Ian Cameron, Altany Craik, Dave Dempsey, James Leslie and Lea McLelland.

Having received a majority of votes, the amendment to continue the application was carried.

Decision

The committee agreed to continue the application to allow for discussion with the applicant to secure permanent visibility splays and for detailed conditions to be considered.

117. 23/01030/FULL - 17 TOWNSEND CRESCENT, KIRKCALDY, FIFE

The committee considered a report by the Head of Planning Services relating to an application for erection of a 1.6 metre high boundary fence and gate to front of dwellinghouse (in retrospect).

Decision

The committee agreed to approve the application unconditionally.

118. APPLICATIONS FOR PLANNING PERMISSION DEALT WITH UNDER DELEGATED POWERS

Decision

The committee noted the list of applications dealt with under delegated powers for the period 7 August to 3 September 2023.

THE FIFE COUNCIL - WEST AND CENTRAL PLANNING COMMITTEE – BLENDED MEETING

Committee Room 2, 5th Floor, Fife House, North Street, Glenrothes

11 October 2023

2.00 pm – 2.35 pm

PRESENT: Councillors David Barratt (Convener), David Alexander, Lesley Backhouse, Alistair Bain, John Beare, James Calder, Ian Cameron, Altany Craik, Dave Dempsey, Derek Glen, James Leslie, Derek Noble, Gordon Pryde, Sam Steele and Andrew Verrecchia.

ATTENDING: Mary Stewart, Service Manager - Major Business & Customer Service, Lorraine Gardiner, Planning Assistant, Jamie Ure, Planning Assistant, Planning Services; Steven Paterson, Solicitor, Gemma Hardie, Solicitor, Michelle Hyslop, Committee Officer, Legal and Democratic Services.

119. DECLARATIONS OF INTEREST

No declarations of interest were submitted in terms of Standing Order No. 22.

120. MINUTE

The committee considered the minute of the West and Central Planning Committee of 13 September 2023.

Decision

The committee agreed to approve the minute.

121. 20/01207/PPP - SUNNINGDALE LANE, DUNFERMLINE

The committee considered a report by the Head of Planning Services relating to an application for planning permission in principle for erection of dwellinghouse and formation of new access.

Decision

The committee agreed: -

- (1) to amend Condition 10 to read “The Core Paths (P588/08 and P588/07) which run past the western and northern part of the application site, shall be kept clear of all obstructions for the duration of any construction period and maintained as such following completion of work. No works shall be undertaken which in any way impinge or obstruct the core paths on or adjacent to the application site, unless otherwise agreed in writing with Fife Council as the Planning Authority”, and
- (2) to approve the application subject to the 15 conditions and for the reasons detailed in the report

122. 23/01959/FULL - DUNFERMLINE TELEPHONE EXCHANGE, 19 ABBEY PARK PLACE, DUNFERMLINE

The committee considered a report by the Head of Planning Services relating to an application for installation of 3no. Antenna atop Dunfermline telephone exchange at a maximum height of 21.3m along with ancillary equipment thereto including RRUS, BOBS, MHAS and GPS module.

Decision

The committee agreed to approve the application subject to the one condition and for the reason detailed in the report.

123. APPLICATIONS FOR PLANNING PERMISSION DEALT WITH UNDER DELEGATED POWERS

Decision

The committee noted the list of applications dealt with under delegated powers for the period 4 September to 1 October 2023.

THE FIFE COUNCIL - WEST AND CENTRAL PLANNING COMMITTEE – BLENDED MEETING

Committee Room 2, 5th Floor, Fife House, North Street, Glenrothes

8 November 2023

2.00 pm – 2.45 pm

PRESENT: Councillors David Barratt (Convener), David Alexander, Lesley Backhouse, Alistair Bain, John Beare, Ian Cameron, Altany Craik, Dave Dempsey, Derek Glen, James Leslie and Gordon Pryde.

ATTENDING: Mary Stewart, Service Manager - Major Business & Customer Service, Natasha Cockburn, Lead Professional (Infrastructure), Emma Baxter, Graduate Planner, Planning Services; Steven Paterson, Solicitor, Gemma Hardie, Solicitor and Emma Whyte, Committee Officer, Legal and Democratic Services.

APOLOGIES FOR ABSENCE: Councillors James Calder, Sam Steele and Andrew Verrecchia.

124. DECLARATIONS OF INTEREST

No declarations of interest were submitted in terms of Standing Order No. 22.

125. MINUTE

The committee considered the minute of the West and Central Planning Committee of 11 October 2023.

Decision

The committee agreed to approve the minute.

126. 22/02607/ARC - PRIMROSE LANE, ROSYTH

The committee considered a report by the Head of Planning Services relating to an application for matters specified in conditions for 143 residential units and associated infrastructure, drainage and landscaping as required by condition 1(a), (b), (d), (e), (f) and condition 2 and 3 of 18/02763/PPP.

Decision

The committee agreed to approve the application subject to:-

- (1) the 16 conditions and for the reasons detailed in the report; and
- (2) an amendment to condition 1 to read:-
 1. The raised puffin crossing to replace the existing zebra crossing on Primrose Lane, as shown in document 52, shall be amended to show the existing raised table; 75mm height and 1 in 25 ramps; the kerbs not painted white; a minimum footway width of 2m between

the signal pole and heel kerb on the south side of Primrose Lane; and the zig zags on the east side extended to 8 marks. The raised puffin crossing as approved through these details shall be implemented and open for public use, PRIOR TO THE OCCUPATION OF THE 25TH UNIT WITHIN THE SITE.

Reason: In the interest of road safety; to ensure the provision of an adequate design layout and crossing at the appropriate stage of the development; and

- (3) an amendment to condition 9 to secure the future maintenance of the sound attenuation measures

127. 23/02507/FULL - MAIN STREET, VALLEYFIELD

The committee considered a report by the Head of Planning Services relating to an application for erection of two storey extensions to rear and side of dwellinghouse.

Decision

The committee agreed to refuse the application:-

- (1) for the reason detailed in the report; and
- (2) that appropriate enforcement action be taken with respect to the unauthorised works, as provided for by the powers delegated to officers.

128. 23/02269/LBC - MAIN STREET, VALLEYFIELD

The committee considered a report by the Head of Planning Services relating to an application for listed building consent for two storey extensions to rear and side of dwellinghouse, installation of replacement roof and windows and formation of new openings (part retrospective).

Decision

The committee agreed to refuse the application:-

- (1) for the reason detailed in the report formally amended to make reference therein to the application being contrary to section 14(2) of the Town and Country Planning (Listed Buildings and Conservation Areas)(Scotland) Act 1997; and
- (2) that appropriate enforcement action be taken with respect to the unauthorised works, as provided for by the powers delegated to officers.

129. APPLICATIONS FOR PLANNING PERMISSION DEALT WITH UNDER DELEGATED POWERS

Decision

The committee noted the list of applications dealt with under delegated powers for the period 2 October to 29 October 2023.

THE FIFE COUNCIL - NORTH EAST PLANNING COMMITTEE – BLENDED MEETING

JP Court Room, County Buildings, Cupar

18 October 2023

1.00 pm – 2.00 pm

PRESENT: Councillors Jonny Tepp (Convener), Al Clark, Fiona Corps, Sean Dillon, Alycia Hayes, Stefan Hoggan-Radu, Gary Holt, Louise Kennedy-Dalby, Allan Knox, Robin Lawson, Jane Ann Liston, Donald Lothian, David MacDiarmid and Ann Verner.

ATTENDING: Chris Smith, Lead Officer, Development Management; Steven Paterson, Solicitor, Planning & Environment and Diane Barnet, Committee Officer, Legal & Democratic Services.

APOLOGIES FOR ABSENCE: Councillors John Caffrey and Margaret Kennedy.

106. DECLARATIONS OF INTEREST

Councillor Hayes declared an interest in 109 and 110 - '23/01476/FULL - 9 Hope Street, St Andrews' and '23/01477/LBC - 9 Hope Street, St Andrews' respectively as she knew the applicants.

107. MINUTE

The committee considered the minute of the North East Planning Committee of 23 August 2023.

Decision

The committee agreed to approve the minute.

108. 22/04050/FULL - CRAIGTOUN COUNTRY PARK, CRAIGTOUN, FIFE

The committee considered a report by the Head of Planning Services relating to an application for the refurbishment and change of use of an existing mixed-use building (Classes 4 and 6) to form a café with outdoor seating and educational training facility (Classes 3 and 10) (including demolition of a glasshouse and an existing extension).

Decision

The committee agreed to approve the application subject to the one condition and for the reason detailed in the report.

Councillor Verner entered the meeting during consideration of the above item.

Prior to consideration of the following two items, Councillor Hayes, having declared an interest, left the meeting at this point.

109. 23/01476/FULL - 9 HOPE STREET, ST ANDREWS, FIFE

The committee considered a report by the Head of Planning Services relating to an application for the formation of a garden gate in rear boundary wall.

Decision

The committee agreed to refuse the application for the reason set out in the report.

110. 23/01477/LBC - 9 HOPE STREET, ST ANDREWS, FIFE

The committee considered a report by the Head of Planning Services relating to an application for listed building consent for a proposed garden gate in a boundary wall.

Decision

The committee agreed to refuse the application for the reason set out in the report.

Councillor Hayes rejoined the meeting following consideration of the above item.

111. 23/00491/FULL - 28 CITY ROAD, ST ANDREWS, FIFE

The committee considered a report by the Head of Planning Services relating to an application for the change of use of a dwellinghouse (Class 9) to form 5 flatted dwelling units (Sui Generis) including installation of replacement windows, door and dormer extension.

Decision

The committee agreed to approve the application subject to the three conditions and for the reasons detailed in the report.

112. APPLICATIONS FOR PLANNING PERMISSION DEALT WITH UNDER DELEGATED POWERS.

Decision

The committee noted the lists of applications dealt with under delegated powers for the periods - 10 July to 6 August ; 7 August to 3 September; and 4 September to 1 October 2023.

THE FIFE COUNCIL - FIFE PLANNING REVIEW BODY – BLENDED MEETING

Committee Room 2, Fife House, North Street, Glenrothes

23 October 2023

2.10 pm – 4.35 pm

PRESENT: Councillors David Barratt (Convener), Alycia Hayes, Robin Lawson and Jane Ann Liston.

ATTENDING: Mary McLean, Legal Services Manager and Michelle McDermott, Committee Officer, Legal and Democratic Services; Steve Iannarelli, Strategic Development Manager and Bryan Reid, Lead Professional, Planning Service.

APOLOGY FOR ABSENCE: Councillor Altany Craik.

41. CHANGE OF MEMBERSHIP

The Review Body noted that Councillor Altany Craik had replaced Councillor Colin Davidson as a member of the Fife Planning Review Body.

42. DECLARATIONS OF INTEREST

Councillor David Barratt declared an interest in para. 46 - Application for Review - Goathill Quarry, Easter Bucklyvie, Crossgates, Cowdenbeath (Application No. 22/03593/FULL) as the application was within his Ward.

43. MINUTE

The minute of the Fife Planning Review Body of 14 August 2023 was submitted.

Decision

The Review Body approved the minute.

44. APPLICATION FOR REVIEW - PRESTONVIEW, 6 VEERE PARK, CULROSS, DUNFERMLINE (APPLICATION NO. 22/03236/FULL)

The Review Body considered the Application for Review submitted by AS Associates Ltd., on behalf of Mr. Paul Clarke, in respect of the decision to refuse planning permission for the erection of a dwellinghouse with associated access and parking (Application No. 22/03236/FULL).

Decision

The Review Body agreed:-

- (1) sufficient information was before them to proceed to decide the matter; and

- (2) the application be refused (varying the appointed officer's determination) and that the content of the Decision Notice be delegated to the Head of Legal and Democratic Services, in consultation with the Convener.

Councillor Alycia Hayes joined the meeting following consideration of the above item.

45. APPLICATION FOR REVIEW - BELLFIELD FARM STEADING, MILTON OF BALGONIE, GLENROTHES (APPLICATION NO. 22/04032/FULL)

The Review Body considered the Application for Review submitted by Claymore Timber Frame Ltd., on behalf of Mrs. Alyson Anderson, in respect of the decision to refuse planning permission for the erection of four dwellinghouses (Class 9) and associated development, including formation of access and hardstanding (Application No. 22/04032/FULL).

Motion

Councilor David Barratt, seconded by Councilor Alycia Hayes, moved to refuse the application on design and visual amenity grounds based on refusal reason one of the issued decision notice.

Amendment

Councillor Robin Lawson, seconded by Councilor Jane Ann Liston, moved that the officer's recommendations be approved.

Roll Call Vote

For the Motion – 2 votes

Councillors Barratt and Hayes.

For the Amendment – 2 votes

Councillors Lawson and Liston.

As there was no clear majority, the Convener, Councillor Barratt, used his casting vote in favour of the motion which was accordingly carried.

Decision

The Review Body agreed:-

- (1) to accept new information relating to flood risk and drainage;
- (2) sufficient information was before them to proceed to decide the matter; and
- (3) that the application be refused (varying the appointed officer's determination) and that the content of the Decision Notice be delegated to the Head of Legal and Democratic Services, in consultation with the Convener.

The meeting adjourned at 3.35 pm and reconvened at 3.45 pm.

Having declared an interest in the following item, Councillor David Barratt left the meeting at this stage and Councillor Robin Lawson took the chair.

46. APPLICATION FOR REVIEW - GOATHILL QUARRY, EASTER BUCKLYVIE, CROSSGATES, COWDENBEATH (APPLICATION NO. 22/03593/FULL)

The Review Body considered the Application for Review submitted by Gray Planning and Development Ltd., on behalf of Mr. Duncan Collier, in respect of the decision to refuse planning permission for the erection of a dwellinghouse with associated access and hardstanding (Application No. 22/03593/FULL).

Decision

The Review Body agreed: -

- (1) sufficient information was before them to proceed to decide the matter; and
- (2) the application be approved subject to conditions (reversing the appointed officer's determination) and that the content of the Decision Notice be delegated to the Head of Legal and Democratic Services, in consultation with the Convener.

THE FIFE COUNCIL - REGULATION AND LICENSING COMMITTEE - GLENROTHES

5th September, 2023

9.30 a.m. – 12.40 p.m.

PRESENT: Councillors Tom Adams, Lynn Ballantyne-Wardlaw, Patrick Browne, Sean Dillon, Gavin Ellis, Alycia Hayes, Carol Lindsay, Lea McLelland, David MacDiarmid, Julie MacDougall, Nicola Patrick, Gordon Pryde, Jonny Tepp and Darren Watt.

ATTENDING: Kimberley Langley, Solicitor, Gillian Love, Lead Officer, Miscellaneous Licensing and Craig Ritchie, Civic Government Licensing Enforcement Officer all in Finance and Corporate Services; and Sergeant Neil Ewing, Police Scotland (Fife Division).

APOLOGIES: Councillors Donald Lothian and John O'Brien.

OBSERVER: Sharon Wallace, Licensing Administrator, Police Scotland (Fife Division).

52. **MINUTE**

The Committee considered the Minute of Meeting of the Regulation and Licensing Committee of 8th August, 2023.

Decision

The Committee approved the Minute.

CIVIC GOVERNMENT (SCOTLAND) ACT 1982

53. **CIVIC GOVERNMENT LICENSING ENFORCEMENT OFFICER'S REPORT**

The Committee considered a report by Executive Director, Finance and Corporate Services on the activities of the Civic Government Licensing Enforcement Officer from April to June, 2023.

Decision

The Committee, having heard the Civic Government Licensing Enforcement Officer on the report and following discussion, noted:-

- (1) the extensive and varied amount of work carried out by the Enforcement Officer during the three month period identified; and
- (2) that there would be further updates, on the activities of the Enforcement Officer, brought before the Committee on a regular basis.

Councillor Hayes entered the meeting during discussion of the above item.

54. APPLICATIONS IN RESPECT OF WHICH COMMENTS HAD BEEN MADE

The Committee considered applications for licences by the undernoted and, having heard the representative for Police Scotland (Fife Division), the Council's Lead Officer, Miscellaneous Licensing and the applicants thereon, dealt with the applications as shown:-

	<u>Applicant</u>	<u>Activity & Period of Licence Applied For</u>
(a)	Mark Addison	Taxi Driver (new application) 3 year

Decision

The Committee agreed to continue consideration of the above application to its next meeting to afford the applicant a further opportunity to appear.

(b)	Stephen Boyle	Taxi Driver (new application) 1 year
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Motion

Councillor Ellis, seconded by Councillor MacDougall, moved that the licence be granted.

Amendment

Councillor MacDiarmid, seconded by Councillor Lindsay, moved, as an amendment, that the licence be granted with a warning.

Vote

Amendment – 8
Motion – 6

Decision

The Committee agreed to grant the licence with a warning.

(c)	Jeremy Grimwood	Taxi Driver (renewal) 1 year
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Motion

Councillor MacDougall, seconded by Councillor Dillon, moved that the licence be granted and requested that the applicant re-attend the next available taxi drivers' training course at Fife House in Glenrothes.

Amendment

Councillor Lindsay, seconded by Councillor McLelland, moved, as an amendment, that the licence be granted with a warning and requested that the applicant re-attend the next available taxi drivers' training course at Fife House in Glenrothes.

Vote

Amendment – 11

Motion – 3

Decision

The Committee agreed to grant the licence with a warning and requested that the applicant re-attend the next available taxi drivers' training course at Fife House in Glenrothes.

- | | | |
|-----|-------------|--|
| (d) | Grant Mayes | Taxi Driver
(new application)
1 year |
|-----|-------------|--|

Decision

The Committee agreed to grant the licence with a warning.

- | | | |
|-----|--------------|--|
| (e) | Paul Michael | Taxi Driver
(new application)
1 year |
|-----|--------------|--|

Decision

The Committee agreed to refuse the licence.

The applicants had been invited to attend and be represented at the meeting and with the exception of the applicants at (a) and (e) above were all present and heard.

Consideration of the application at (e) above was continued from the meeting held on 8th August, 2023.

The warning given to the applicants at (b), (c) and (d) above was that any future misdemeanours brought to the attention of the Committee could result in suspension of the licence.

The reason for refusal of the application at (e) above was that the applicant was not considered to be a fit and proper person to hold the licence applied for in view of the nature and extent of previous convictions/offences recorded against him.

55. **EXCLUSION OF PUBLIC AND PRESS**

The Committee resolved, under Section 50(A)(4) of the Local Government (Scotland) Act 1973, to exclude the public and press from the meeting for the following items of business on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 7A to the Act.

56. **CONSIDERATION OF POSSIBLE SUSPENSION OF LICENCE**

The Committee considered exercising its power of suspension under paragraph 11 of Schedule 1 to the Civic Government (Scotland) Act 1982 in respect of the undernoted licence, and, having heard the representative for Police Scotland (Fife Division) on the matter as well as the licenceholder, his representative and those in attendance supporting the licenceholder, thereon, dealt with the licence as shown:-

<u>Licenceholder</u>	<u>Type, No. of Licence & Expiry Date</u>
Ugur Emre	Late Hours Catering for premises at 13 Bell Street, St. Andrews 90/0045874 Expiry Date: 29 January 2026

Motion

Councillor Lindsay, seconded by Councillor Ballantyne-Wardlaw, moved that the licence should be suspended.

Amendment

Councillor Tepp, seconded by Councillor Pryde, moved, as an Amendment, that the licence should not be suspended.

Vote

Amendment - 4
Motion - 10

Decision

The Committee agreed to suspend the licence.

The Committee thereafter took a decision on the length of suspension as follows:-

Decision

The Committee agreed to suspend the licence for a period of four weeks.

The licenceholder had been invited to attend and be represented. He was present, heard and represented by his Solicitor, Peter Aitken, Kirkcaldy. He was also supported by three members of staff who worked in the premises.

The ground for suspension of the above licence was that the licenceholder was no longer considered to be a fit and proper person to hold the licence.

57. APPLICATION IN RESPECT OF WHICH POLICE COMMENTS HAD BEEN MADE

The Committee considered application for licence by the undernoted and, having heard the representative for Police Scotland (Fife Division) and the applicant thereon, dealt with the application as shown:-

<u>Applicant</u>	<u>Activity & Period of Licence Applied For</u>
Ryan Clark	Taxi Driver (new application) 1 year

Decision

The Committee agreed to grant the licence with a warning.

The applicant had been invited to attend and be represented at the meeting and was present and heard.

Consideration of the above application was continued from the meeting held on 8th August, 2023.

The warning given to the above applicant was that any future misdemeanours brought to the attention of the Committee could result in suspension of the licence.

58. OPPOSED APPLICATIONS

The Committee considered applications for licences by the undernoted in respect of which police objections had been intimated and, having heard the Council's Lead Officer, Miscellaneous Licensing thereon, dealt with the applications as shown:-

	<u>Applicant</u>	<u>Activity and period of licence applied for</u>
(a)	Alexander Nimmo	Taxi Driver (new application) 1 year

Decision

The Committee noted that the above application had now been withdrawn.

	<u>Applicant</u>	<u>Activity and period of licence applied for</u>
(b)	Rhys Wither	Taxi Driver (new application) 1 year

Decision

The Committee noted that the above application had now been withdrawn.

The applicants had been invited to attend and be represented at the meeting. Neither of the above applicants were present.

Consideration of the application at (a) above was continued from the meeting held on 8th August, 2023.

THE FIFE COUNCIL - CABINET COMMITTEE – BLENDED MEETING

Committee Room 2, Fife House, North Street, Glenrothes

7 September, 2023

10.00 am - 12.45 pm

PRESENT: Councillors David Ross (Convener), Lesley Backhouse, David Barratt, John Beare, James Calder, Ken Caldwell (substituting for Derek Glen), Ian Cameron (substituting for Jan Wincott), Fiona Corps, Altany Craik, Dave Dempsey, Linda Erskine, Peter Gulline, Judy Hamilton, Cara Hilton, Gary Holt, Rosemary Liewald, Carol Lindsay, Lynn Mowatt (substituting for David Alexander), Sam Steele (substituting for Craig Walker), Jonny Tepp and Ross Vettraino.

ATTENDING Ken Gourlay, Chief Executive; Eileen Rowand, Executive Director (Finance and Corporate Services), Elaine Muir, Head of Finance, Les Robertson, Head of Revenue and Commercial Services, Lindsay Thomson, Head of Legal and Democratic Services, Stephen Smith, Project Manager (Trauma Informed Practice), Human Resources, Helena Couperwhite, Democratic Services Manager and Lesley Robb, Lead Officer, Legal and Democratic Services, Finance and Corporate Services; Michael Enston, Executive Director, (Communities), Diarmuid Cotter, Head of Customer and Online Services, Paul Vaughan, Head of Communities and Neighbourhoods Service and Debbie Chapman, Capital Projects Manager, Communities; Shelagh McLean, Head of Education and Children's Services, Avril Graham, Team Manager and Vivienne Sutherland, Principal Psychologist, Education and Children's Services; Alan Paul, Head of Property Services, Property Services; Gordon Mole, Head of Business and Employability Services and Hilary Roberts, Lead Officer (Tourism), Business and Employability Services.

APOLOGIES FOR ABSENCE: Councillors David Alexander, Derek Glen, Craig Walker and Jan Wincott.

140. DECLARATIONS OF INTEREST

No declarations of interest were submitted in terms of Standing Order No. 22.

141. MINUTE

The committee considered the minute of the Cabinet Committee meeting of 10 August 2023.

Decision

The committee agreed to approve the minute.

142. BUDGET 2024-27 UPDATE

The committee considered a report by the Executive Director (Finance and Corporate Services) which provided members with an update on the General Fund Revenue Budget for 2024 onwards following the publication of the Scottish Government's updated Medium Term Financial Strategy and the impact on the council's financial planning assumptions and their planned approach to achieve a sustainable and balanced budget.

Decision

The committee noted:-

- (1) the updated financial planning assumptions;
- (2) the continuing uncertainty around those planning assumptions; and
- (3) the planned approach to achieve a sustainable and balanced budget for 2024-25 onwards.

143. REVENUE MONITORING 2023-24

The committee considered a report by the Executive Director (Finance and Corporate Services) which provided members with a strategic overview of Fife Council's finances and reported on the current forecast position for 2023-24.

Decision

The committee:-

- (1) noted the high-level financial position as detailed in the report;
- (2) noted that there were ongoing financial impacts arising from the current economic climate which continued to be managed by services with an element of protection from inflationary risk being accounted for centrally;
- (3) instructed services to mitigate overspends as far as possible and ensure strong financial management;
- (4) noted that detailed monitoring reports would be submitted to the relevant scrutiny committees; and
- (5) requested that scrutiny committees ensured an appropriate level of support and challenge in relation to financial reports.

144. CAPITAL INVESTMENT PLAN - PROJECTED OUTTURN 2023-24

The committee considered a report by the Executive Director (Finance and Corporate Services) which provided a strategic financial overview of the Capital Investment Plan and advised on the provisional outturn for the 2023-24 financial year.

Decision

The committee:-

- (1) approved the Capital Investment Plan re-profiling to deal with carry forward budgets from 2022-23 into later years of the plan as detailed in Appendix 1;
- (2) noted the projected outturn position and that the level of financial risk continued to be heightened due to high levels of inflation and supply chain challenges;
- (3) noted that more detailed capital outturn reports for 2023-24 would be submitted to the relevant scrutiny committees of the council;
- (4) noted that budget variances would be managed by the appropriate Directorate in conjunction with the Investment Strategy Group; and

- (5) noted the updated prudential indicators provided and that these would be reported on a quarterly basis.

145. DEVELOPING A TRAUMA INFORMED WORKFORCE

The committee considered a report by the Head of Customer and Online Services which updated members on current and planned organisational development activity in Fife aimed at reducing the impact of psychological trauma, including Adverse Childhood Experiences (ACEs) on individuals, workforces and communities in response to a request from council on 16 March 2023.

Decision

The committee agreed:-

- (1) to endorse the trauma informed approach being undertaken and the training plans outlined in the report; and
- (2) that elected members be encouraged and supported to undertake the appropriate learning including the Scottish Trauma Informed Leaders Training (STILT).

146. STATUTORY CONSULTATION REPORT ON THE PROPOSAL TO RELOCATE INVERKEITHING HIGH SCHOOL FROM THE EXISTING SCHOOL SITE OF HILLEN ROAD, INVERKEITHING TO A NEW SITE SOUTH OF THE A985 (ADMIRALTY ROAD, ROSYTH) THE FLEET GROUNDS, ROSYTH

The committee considered a report by the Head of Education and Children's Services which presented the statutory consultation report in terms of the Schools (Consultation) (Scotland) Act 2010 in respect of the proposal to relocate Inverkeithing High School from the existing school site of Hillend Road, Inverkeithing to a new site, south of the A985 (Admiralty Road, Rosyth), The Fleet Grounds, Rosyth. The report also sought approval to proceed with the recommendation contained within the consultation report.

Motion

Councillor Ross, seconded by Councillor Hilton, moved as follows:-

To agree officers' recommendations with the addition of the following at recommendation number 2 "and officers are requested to bring back an options appraisal report, with costings, for the future development of community use and swimming facilities for South and West Fife to the January meeting of the Cabinet Committee".

Amendment

Councillor Barratt, seconded by Councillor Beare, moved as an amendment to the motion, to accept officers' recommendations with the addition of the following:-

"Cabinet notes that a commitment was made in November 2020 to bring back a report on the retention, refurbishment and investment into the existing Community Use facilities in Inverkeithing and notes no such report has since been presented.

Cabinet agrees the loss of the school to Inverkeithing will have an impact to the town and notes the strong community desire that the council should make a commitment to retain community facilities on the site of the existing school.

Cabinet therefore requests that as part of the Fife-wide review of leisure facilities and the delivery model of Community Use in South and West Fife, that specific consideration of maintaining or replacing the existing community use and sports facilities in Inverkeithing should be included.”

Prior to any vote being taken, Councillors Ross, Hilton, Barratt and Beare agreed to conjoin the motion and amendment.

Decision

The committee, having unanimously agreed to approve the conjoined motion and amendment:-

- (1) approved the proposal to relocate Inverkeithing High School from the existing school site of Hillend Road, Inverkeithing to a new site, south of the A985 (Admiralty Road, Rosyth), The Fleet Grounds, Rosyth with the proposed date for implementation of this proposal being for academic session August 2026;
- (2) noted that a commitment was made in November 2020 to bring back a report on the retention, refurbishment and investment into the existing Community Use facilities in Inverkeithing and that no such report had since been presented;
- (3) agreed the loss of the school to Inverkeithing would have an impact to the town and noted the strong community desire that the council should make a commitment to retain community facilities on the site of the existing school;
- (4) noted that a review of leisure, cultural services and facilities would be undertaken across Fife to inform future strategy and service delivery which would include the delivery model of Community Use in South and West Fife and requested officers bring an options appraisal, with costings, for the future development of community use and swimming facilities for South and West Fife to the January 2024 meeting of the Cabinet Committee; and
- (5) requested that as part of the Fife-wide review of leisure facilities and the delivery model of Community Use in South and West Fife, that specific consideration of maintaining or replacing the existing community use and sports facilities in Inverkeithing should be included.

147. FIFE TOURISM STRATEGY 2023-30

The committee considered a report by the Head of Business and Employability Services seeking approval of the Fife Tourism Strategy 2023-30.

Decision

The committee:-

- (1) commented on and approved the new Fife Tourism Strategy 2023-30 and delegated to the Head of Business and Employability Services to make any minor amendments to the document ahead of publication;
- (2) noted that an annual action plan would be prepared by the Lead Officer for Tourism in liaison with the Fife Tourism Partnership Board and other key stakeholders;
- (3) noted that progress would be monitored and reported via an annual briefing note to all elected members and to the appropriate committee of the council; and
- (4) agreed to support and facilitate the success of Fife Tourism Strategy, Fife Council would, as per strategic priority 1, assist communities in creating a strong sense of place and develop an approach to improve access in local communities to items of local, cultural or historical significance.

148. SIGNING THE GLASGOW DECLARATION ON CLIMATE ACTION IN TOURISM

The committee considered a report by the Head of Business and Employability Services informing members of the importance of embracing sustainable tourism policies and to seek approval for the Fife Tourism Partnership to become a signatory of the Glasgow Declaration on Climate Action in Tourism.

Decision

The committee agreed to the Fife Tourism Partnership becoming a signatory of the Glasgow Declaration on Climate Action in Tourism.

The meeting temporarily adjourned at 11.50am and reconvened at 12.05pm with all members present.

149. COWDENBEATH LEISURE CENTRE REFURBISHMENT PROJECT

The committee considered a report by the Head of Communities and Neighbourhoods Service providing members with an update on progress on refurbishment and enhancement of Cowdenbeath Leisure Centre.

Decision

The committee:-

- (1) noted the council's agreed capital plan allocation of £7.793m to the project;
- (2) approved the integration of the library service (operated by Fife Cultural Trust) into the leisure centre and noted that a capital receipt opportunity would be generated by vacating the standalone library on the High Street; and
- (3) approved the project Business Case as detailed in the report.

150. COUNCIL TAX - CONSULTATION RESPONSE

The committee considered a report by the Head of Revenue and Commercial Services which presented a proposed response to the Scottish Government's consultation on increasing council tax multipliers for higher banded properties.

Motion

Councillor Ross, seconded by Councillor Craik moved to accept officers' recommendations in the report.

Amendment 1

Councillor Calder, seconded by Councillor Tepp moved as follows:-

To change the submissions in the consultation response to the following:

- Q1 – change response to “No”
- Q1 – change reasons for your answer section to “During a cost of living crisis we should not be considering significant Council Tax increases on properties.”
- Q3 – change response to “There should be no additional increase in Council Tax for these bands”
- Q8- change response to “Fife Council believes that this will have a detrimental impact on our communities.”
- Q10 – amend reasons for your answer section to include the following “Fife Council believes that the Scottish Government should instead look into improving the funding formula to help better support communities in terms of equality and wellbeing. The Scottish Government should look at the long-promised abolition of the unfair Council Tax and replace with a fairer system. These changes as proposed further entrench the unfair system that currently exists”.

Amendment 2

Councillor Beare, seconded by Councillor Backhouse moved a further amendment to the response to Q10 to amend the wording in this section and replace the term “Scottish Government” with “Scottish Parliament”.

Councillors Ross and Craik subsequently agreed to withdraw the motion and with the consent of the Convener, Councillors Calder, Tepp, Beare and Backhouse agreed to conjoin the first and second amendment.

Decision

The committee, having unanimously agreed the conjoined first and second amendment:-

- (1) reviewed the proposed consultation responses contained within the report;
- (2) agreed the following changes to officers' recommended consultation response
 - Q1 – change response to “No”
 - Q1 – change reasons for your answer section to “During a cost of living crisis we should not be considering significant Council Tax increases on properties.”

- Q3 – change response to “There should be no additional increase in Council Tax for these bands.”
 - Q8- change response to “Fife Council believes that this will have a detrimental impact on our communities.”
 - Q10 – amend reasons for your answer section, paragraph 2 to change the term used from “Scottish Government” to Scottish Parliament”
 - Q10 – amend reasons for your answer section to include a third paragraph with the following “Fife Council believes that the Scottish Parliament should instead look into improving the funding formula to help better support communities in terms of equality and wellbeing. The Scottish Parliament should look at the long-promised abolition of the unfair Council Tax and replace with a fairer system. These changes as proposed further entrench the unfair system that currently exists.”; and
- (3) authorised officers to submit the amended consultation response to the Scottish Government.

THE FIFE COUNCIL - CABINET COMMITTEE – BLENDED MEETING

Committee Room 2, Fife House, North Street, Glenrothes

5 October 2023

10.00 am – 1.50 pm

PRESENT: Councillors David Ross (Convener), Tom Adams (substituting for Councillor Judy Hamilton), David Alexander, Lesley Backhouse, David Barratt, John Beare, James Calder, Fiona Corps, Altany Craik, Colin Davidson (substituting for Councillor Linda Erskine), Dave Dempsey, Cara Hilton, Gary Holt, Kathleen Leslie (substituting for Councillor Peter Gulline), Rosemary Liewald, Lynn Mowatt (substituting for Councillor Carol Lindsay), Jonny Tepp, Ann Verner (substituting for Councillor Derek Glen), Ross Vettraino, Craig Walker and Jan Wincott.

ATTENDING: Ken Gourlay, Chief Executive; Eileen Rowand, Executive Director (Finance and Corporate Services), Elaine Muir, Head of Finance, Lindsay Thomson, Head of Legal and Democratic Services, Jacqui Cameron, Service Manager, Human Resources, Helena Couperwhite, Democratic Services Manager and Michelle McDermott, Committee Officer, Legal and Democratic Services, Finance and Corporate Services; Michael Enston, Executive Director (Communities), Paul Vaughan, Head of Communities and Neighbourhood Services, John Mills, Head of Housing Services, Sheena Watson, Programme Manager and Sinead O'Donnell, Policy and Delivery Manager, Communities and Neighbourhood Services; Angela Logue, Head of Education and Children's Services, Scott McCallum, Service Manager, Deborah Davidson, Jackie Funnell and Sarah Else, Education Managers and Stuart Booker, Improvement Officer (Strategic Planning and Performance, Education and Children's Services; Gordon Mole, Head of Business and Employability Services; John Mitchell, Head of Roads and Transportation Services and Michael Anderson, Service Manager (Structural Services), Roads and Transportation; Pam Ewen, Head of Planning and Alastair Hamilton, Service Manager (Development Manager), Planning Service.

ALSO IN ATTENDANCE: Gavin Grant, Service Development Team Leader (Collections Development), Fife Cultural Trust (for para. 160 only).

APOLOGIES FOR ABSENCE: Councillors Derek Glen, Linda Erskine, Peter Gulline, Judy Hamilton, and Carol Lindsay.

151. DECLARATIONS OF INTEREST

No declarations of interest were submitted in terms of Standing Order No. 22.

152. MINUTES

(i) Minute of the Cabinet Committee of 7 September 2023.

Decision

The committee agreed to approve the minute.

- (ii) The following minutes were submitted for noting:-

Education Appointment Committee of 19 April, 19 June, 20 June, 23 June, 25 August, 4, 6 and 12 September 2023.

It was noted that the minute for the 25 August 2023 meeting referred to the Headteacher appointment at Lochgelly High School but this should read Balwearie High School.

Decision

The minutes were noted.

153. COST OF LIVING SUPPORT - WINTER PROGRAMME 2023/24

The committee considered a report by the Executive Director (Communities) proposing a further programme of support for Winter 2023/24 to provide help during the continuing cost-of-living challenges.

Decision

The committee:-

- (1) reviewed progress and lessons from the experience of providing a co-ordinated programme of support in 2022/23;
- (2) noted the continuing provision over the period from April to September 2023;
- (3) agreed the proposals for additional support for winter 2023/24 as detailed in Appendix 1 to the report; and
- (4) agreed to continue to implement a temporary Personal Vehicle Allowance payment from 1 October 2023 to 31 March 2024 to support staff with high business use of their personal vehicles.

154. EDUCATION AND CHILDREN'S SERVICES DIRECTORATE IMPROVEMENT PLAN 2023-26

The committee considered a report by the Head of Service, Education and Children's Service seeking approval for the Education and Children's Services (ECS) Directorate Plan 2023-26 and to set the plan in the context of other key strategic plans for children and families in Fife.

Decision

The committee approved the Education and Children's Services (ECS) Directorate Plan 2023-26.

155. COMMUNITY WEALTH BUILDING - PROGRESS REPORT

The committee considered a report by the Head of Business and Employability Services providing a progress update at the six month stage in relation to the Community Wealth Building (CWB) Policy Framework approved in April 2023.

Decision

The committee:-

- (1) noted and commented on progress against the CWB Policy Framework;
- (2) endorsed the direction of travel for priority development work identified for council implementation of Community Wealth Building; and
- (3) agreed that future progress reports would be circulated to Cabinet Committee members for briefing and information with an annual report to the relevant Council and Fife Partnership Committees.

156. FIFE'S HOMELESSNESS REDUCTION PLAN 2023/25

The committee considered a report by the Head of Housing Services highlighting the positive progress that had been made in reforming housing access and homelessness services but highlighted the difficulties created by the significant pressures facing services. The report identified a number of priority areas where policy change, coupled with additional external funding, was required to address the challenges within homelessness.

The meeting adjourned at 11.50 am and reconvened at 12.15 pm.

Motion

Councillor David Ross, seconded by Councillor Altany Craik, moved the following:-

"Replace Recommendations as follows:

Committee:

- i. Notes the progress made and on-going work by the Housing Service and partners to reform and improve housing access and homelessness services.
- ii. Notes the significant pressures on homelessness services in the context of specific pressures on temporary accommodation continuing to flow from the long-term consequences of the pandemic compounded by the cost of living crisis.
- iii. Notes and agrees to pursue the range of short term actions set out in appendix 1 to this report subject to the availability of funding, but requests officers to bring forward to the Cabinet Committee by January 2024, a costed, long term strategy and action plan for reducing homelessness, with milestones. This strategy should include as a minimum the following elements:
 - Housing supply:
 - Continuing the transfer led approach to the allocation of the substantial number of new build properties coming on stream through the affordable housing programme, which should meet multiple needs by creating allocation chains;
 - Acquisition of properties to meet specific needs and pressures on an area basis;
 - Reduction of void turnaround times;
 - Bringing empty properties back into occupation;

- Reinstating a private sector letting scheme to provide the Council with access to private rented accommodation for allocations.
 - A renewed and transformed approach to prevention of homelessness.
 - Re provisioning and modernisation of hostel accommodation.
 - The elimination of the use of hotel and bed and breakfast accommodation.
 - Pursuing the policy approach of property flips/conversions of temporary into permanent accommodation.
- iv. Notes the historic underfunding of Rapid Rehousing Transition Plans by the Scottish Government and asks officers to engage with Scottish Government to bid for additional funding and non-financial resources to help deliver the key priorities outlined in the report, and to lobby with others for the policy changes highlighted in the report."

Amendment

Councillor David Alexander, seconded by Councillor Lesley Backhouse, moved the following amendment:-

"Amend Labour motions as highlighted in bold below:

Replace Recommendations as follows:

Committee:

- i. Notes the progress made and on-going work by the Housing Service and partners to reform and improve housing access and homelessness services.
- ii. Notes the significant pressures on homelessness services in the context of specific pressures on temporary accommodation continuing to flow from the long-term consequences of the pandemic compounded by the cost of living crisis.
- iii. Notes and agrees to pursue the range of short term actions set out in appendix 1 to this report subject to the availability of funding, but requests officers to bring forward to the Cabinet Committee by January 2024, a costed, long term strategy and action plan for reducing homelessness, with milestones. **Prior to that, a workshop requires to be held involving all councillors to allow input to this strategy.** This strategy should include as a minimum the following elements:
 - Housing supply:
 - Continuing the transfer led approach to the allocation of the substantial number of new build properties coming on stream through the affordable housing programme, which should meet multiple needs by creating allocation chains;
 - **Maximise the number of property acquisitions that meet Fife Council standards as the quickest way to house homeless and other vulnerable residents;**
 - Reduction of void turnaround times;
 - Bringing empty properties back into occupation;
 - Reinstating a private sector letting scheme to provide the Council with access to private rented accommodation for allocations.
 - A renewed and transformed approach to prevention of homelessness.
 - Re provisioning and modernisation of hostel accommodation.

- The elimination of the use of hotel and bed and breakfast accommodation.
 - Pursuing the policy approach of property flips/conversions of temporary into permanent accommodation.
- iv. Notes the historic underfunding of Rapid Rehousing Transition Plans by the Scottish Government and asks officers to engage with Scottish Government to bid for additional funding and non-financial resources to help deliver the key priorities outlined in the report, and to lobby with others for the policy changes highlighted in the report. **In the light of the reduction in capital funding coming to the Scottish Government, Cabinet authorises the Leader of the Administration to write to the Prime Minister and the Secretary of State urging them to provide substantial grant funding to the Scottish Government given the housing crises that exists in large part due to the policies their government have pursued.**
- v. **Fife Council takes its responsibility for at least part of the crisis and will seek to maximise its own resources, which are considerable, and if required bring forward proposals for funds that are currently unallocated, or will not have an impact for a considerable number of years, to show an urgency to attack this crisis that has been lacking since the formation of the current administration.**

Roll Call Vote

For the Motion – 13 votes

Councillors Tom Adams, James Calder, Fiona Corps, Altany Craik, Colin Davidson, Dave Dempsey, Graeme Downie, Cara Hilton, Gary Holt, Kathleen Leslie, David Ross, Jonny Tepp and Jan Wincott.

For the Amendment – 9 votes

Councillors David Alexander, Lesley Backhouse, David Barratt, John Beare, Rosemary Liewald, Lynn Mowatt, Ann Verner, Ross Vettraino and Craig Walker.

Having received a majority of votes, the motion was accordingly carried.

157. SWAN AND MEMORIAL COURTS, METHIL - HOUSING IMPROVEMENTS

The committee considered a report by the Head of Housing Services outlining the outcomes of a review of fire safety at Swan and Memorial Courts, Methil, that the council replaces the external wall insulation at the high rise flats as well as improvements to internal fire safety works at the flats and other fire safety mitigations. Council officers were designing an overall housing improvement programme of works which included the replacement of the existing external wall insulation with an alternative mineral wool form of insulation. The report sought Cabinet endorsement for the programme of works running for the next twelve months.

Decision

The committee:-

- (1) noted the main findings of the review of fire safety at Swan and Memorial Courts, Methil;

- (2) endorsed the proposed programme of works and proposed improvement works at Swan and Memorial Courts, Methil as outlined in the report;
- (3) agreed that the HRA Capital Budget would meet the costs of the project in 2023/24 and 2024/25;
- (4) agreed that progress reports would be made to the Levenmouth Area Committee on a regular basis; and
- (5) agreed that the finalised internal review on lessons learned be reported back to the appropriate Scrutiny Committee.

Councillors Graeme Downie and Craig Walker left the meeting during consideration of the above item.

158. RIVER LEVEN REGENERATION - CAPITAL FUNDING

The committee considered a report by the Head of Roads and Transportation Services seeking approval to progress delivery of the Mountfleurie Active Travel Bridge through Network Rail and their contractor as part of the River Leven Regeneration Programme.

Decision

The committee:-

- (1) approved Option 2 in the Business Case to deliver the new active travel bridge at Mountfleurie at an estimated cost of £5.8m with Network Rail and their contractor through an Implementation Agreement; and
- (2) noted that further reports would be presented to this committee to consider the final Business Cases and delivery agreements for the On-Road Active Travel Network; Riverside Park, Glenrothes; and River Park Routes, Leven.

159. FIFE COUNCIL RESPONSE TO SCOTTISH GOVERNMENT CONSULTATION ON MANDATORY TRAINING FOR ELECTED MEMBERS DEALING WITH DECISIONS RELATING TO PLANNING MATTERS

The committee considered a joint report by the Head of Planning and Head of Legal and Democratic Services seeking approval of a proposed response to the Scottish Government's consultation on the provisions for mandatory elected member training which were set out as enabling legislation in the Town and Country Planning (Scotland) Act 2019.

Decision

The committee:-

- (1) reviewed and approved the proposed consultation response;
- (2) authorised officers to submit the consultation to the Scottish Government; and
- (3) delegated to the Head of Planning and Head of Legal and Democratic Services, in consultation with the Convener and Conveners of the Fife Local Review Body, West and Central and the North East Planning Committees, to include additional comments agreed by this committee and respond to the consultation.

160. TRANSFER OF OWNERSHIP - SHUNA AND BARGANY SWORDS

The committee considered a report by the Head of Communities and Neighbourhood Services seeking approval for the transfer of ownership of two swords from the Museums' Collections managed by Fife Cultural Trust (OnFife):

- (1) The Shuna sword to the Kilmartin Museum in Argyll - discovered on the island of Shuna in Argyll in 1874.
- (2) The Bargany sword and scabbard to National Museums Scotland (NMS) in Edinburgh - discovered at Bargany, Girvan, Ayrshire before 1843.

At Kilmartin, the Shuna sword would be a focal object of their new permanent display opening in autumn 2023 in the refurbished museum and, at NMS, the Bargany sword is part of the long-term display about Scotland's early history in Chambers Street in Edinburgh.

Decision

The committee approved the transfer of ownership of each sword from Fife Council to Kilmartin Museum and National Museums Scotland, respectively.

THE FIFE COUNCIL - CABINET COMMITTEE – BLENDED MEETING

Committee Room 2, Fife House, North Street, Glenrothes

2 November 2023

10.00 am – 2.35 pm

PRESENT: Councillors David Ross (Convener), David Alexander, Lesley Backhouse, David Barratt, John Beare, James Calder, Fiona Corps, Altany Craik, Graeme Downie, Linda Erskine, Derek Glen, Brian Goodall (substituting for Councillor Craig Walker), Peter Gulline, Judy Hamilton, Cara Hilton, Gary Holt, Kathleen Leslie (substituting for Councillor Dave Dempsey), Rosemary Liewald, Carol Lindsay, David Ross, Jonny Tepp, Ross Vettraino and Jan Wincott.

ATTENDING: Ken Gourlay, Chief Executive; Eileen Rowand, Executive Director (Finance and Corporate Services), Elaine Muir, Head of Finance, Lindsay Thomson, Head of Legal and Democratic Services, Helena Couperwhite, Democratic Services Manager and Michelle McDermott, Committee Officer, Legal and Democratic Services, Finance and Corporate Services; Pam Ewen, Head of Planning, Bill Lindsay, Service Manager and Shona Cargill, Lead Officer (Climate Change and Zero Waste, Planning Service); Alan Paul, Head of Property Services and Michael O’Gorman, Service Manager (Estates), Property Services; Shelagh McLean, Head of Education and Children’s Services, Avril Graham, Team Manager, Gavin Waterston, Quality Improvement Officer and Pamela Colburn, Quality Improvement Officer, Education and Children’s Services; John Mills, Head of Housing Services and Paul Short, Service Manager, Housing Service; Fiona McKay, Head of Strategic Planning, Performance and Commissioning and Viv Smith, Change Programme Manager, Health and Social Care.

APOLOGIES FOR ABSENCE: Councillors Dave Dempsey and Craig Walker.

On behalf of the Committee, the Convener wished to pay tribute to all those involved in dealing with the recent fire in Lochgelly and all also to those involved with the flooding issues due to the recent adverse weather and thanked them for their hard work and efforts.

161. DECLARATIONS OF INTEREST

No declarations of interest were submitted in terms of Standing Order No. 22.

162. MINUTES

- (i) Minute of the Cabinet Committee of 5 October 2023.

Decision

The committee agreed to approve the minute.

(ii) The following minutes were submitted for noting:-

Education Appointment Committee of 2 and 6 October 2023.

Decision

The minutes were noted.

163. REVENUE MONITORING 2023-24

The committee considered a report by the Executive Director (Finance and Corporate Services) providing a strategic overview of Fife Council's finances and reporting the current forecast position for 2023-24.

Motion

Councillor David Alexander, seconded by Councillor Brian Goodall, moved the recommendations contained in the report.

Amendment

Councillor David Ross, seconded by Councillor Altany Craik, moved the following:-

"Add recommendation 6:-

Note the forecast balances position set out in Appendix 5 and the financial risks and challenges for the medium and longer-term referenced in the report and the recent announcement by the First Minister regarding proposals for a council tax freeze and therefore:-

1. note that, following the council tax freeze announcement, public consultation on budget proposals will be taken forward as required in advance of setting the 2024/25 budget; and
2. agree to ask the Leader of the Council to write to the Scottish Government expressing the Council's anger and extreme disappointment at both the substance and the way in which this announcement was made by the First Minister with no prior discussion with local government, flying in the face of the recently signed Verity House Agreement and insisting that full funding for a council tax freeze should be in the context of the overall local government settlement which should allow councils to protect their local services and provide funding to cover inflation and a fair pay rise for local government workers."

Roll Call Vote

For the motion – 9 votes

Councillors David Alexander, Lesley Backhouse, David Barratt, John Beare, Derek Glen, Brian Goodall, Rosmeary Liewald, Carol Lindsay and Ross Vettrano.

For the Amendment – 13 votes

Councillors James Calder, Fiona Corps, Altany Craik, Graeme Downie, Linda Erskine, Peter Gulline, Judy Hamilton, Cara Hilton, Gary Holt, Kathleen Leslie, David Ross, Jonny Tepp and Jan Wincott.

Having received a majority of votes, the amendment was accordingly carried.

Decision

The committee:-

- (1) noted the high-level financial position as detailed in the report;
- (2) noted that there were ongoing financial impacts arising from the current economic climate which continue to be managed by services with an element of protection from inflationary risk being accounted for centrally;
- (3) instructed services to mitigate overspends as far as possible and ensure strong financial management;
- (4) noted that detailed monitoring reports would be submitted to the relevant scrutiny committees;
- (5) requested that scrutiny committees ensure appropriate level of support and challenge in relation to financial reports; and
- (6) noted the forecast balances position set out in Appendix 5 and the financial risks and challenges for the medium and longer-term referenced in the report and the recent announcement by the First Minister regarding proposals for a council tax freeze and therefore:-
 - (i) noted that, following the council tax freeze announcement, public consultation on budget proposals would be taken forward as required in advance of setting the 2024/25 budget; and
 - (ii) agreed that the Leader of the Council would write to the Scottish Government expressing the council's anger and extreme disappointment at both the substance and the way in which this announcement was made by the First Minister with no prior discussion with local government, flying in the face of the recently signed Verity House Agreement and insisting that full funding for a council tax freeze should be in the context of the overall local government settlement which should allow councils to protect their local services and provide funding to cover inflation and a fair pay rise for local government workers.

164. CAPITAL INVESTMENT PLAN UPDATE 2023-24

The committee considered a report by the Executive Director (Finance and Corporate Services) providing a strategic financial overview of the Capital Investment Plan and advising on the provisional outturn for the 2023-24 financial year.

Decision

The committee noted:-

- (1) the projected outturn position and that the level of financial risk continued to be heightened due to high levels of inflation and supply chain challenges;

- (2) that more detailed capital outturn reports for 2023-24 would be submitted to relevant scrutiny committees of the council;
- (3) that budget variances would be managed by the appropriate Directorate in conjunction with the Investment Strategy Group; and
- (4) the updated prudential indicators provided and that these would be reported on a quarterly basis.

165. FIFE DEVELOPMENT PLAN SCHEME 13

The committee considered a report by the Head of Planning Services seeking approval of the Fife Development Plan Scheme, thirteenth edition for publication.

Decision

The committee:-

- (1) approved, for adoption, the 2023 Fife Development Plan Scheme (thirteenth edition) for publication, deposit and copying to Scottish Ministers (Appendix 1); and
- (2) delegated non-substantive edits to the Head of Planning.

The meeting adjourned at 11.25 am and reconvened at 11.40 am.

166. CLIMATE CHANGE - PUBLIC BODIES DUTIES REPORT

The committee considered a report by the Head of Planning seeking approval of the Council's annual submission of Fife Council's 'Public Bodies (Climate Change) Duties Report' for financial year 2022-23.

Decision

The committee:-

- (1) approved the draft Public Bodies Duties Report appended to the report and instructed officers to submit to the Scottish Government by 30 November 2023; and
- (2) noted the refresh of the Delivery Plan for Climate Fife would be presented to Cabinet Committee on 30 November 2023.

167. ROTHESAY HOUSE, GLENROTHES

The committee considered a report by the Head of Property Services outlining proposals to demolish Rothesay House.

Decision

The committee:-

- (1) considered the proposals outlined;
- (2) noted that approval of the recommendation would reduce revenue costs and have the potential to support economic recovery through future redevelopment of the cleared site, potentially increasing access to housing and assist with community wealth building thus providing benefits across several key Plan for Fife themes; and

- (3) authorised the Head of Property Services to arrange for the demolition of the property.

168. SCHOOL TERM AND HOLIDAY DATES 2025/26, 2026/27 AND 2027/28

The committee considered a report by the Head of Education and Children's Services outlining the proposed schedule of terms, holidays and in-service training days for school sessions 2025/26, 2026/27 and 2027/28.

Decision

The committee approved the schedules recommended for school terms, holidays and in-service training days as detailed in Appendices 2, 3 and 4 of the report.

169. ANTIBULLYING POLICY

The committee considered a report by the Head of Education and Children's Services presenting the revised Anti-bullying Policy for the Education and Children's Services Directorate and seeking comment on the content and amendments to the Policy which had been developed via the Relationships and Behaviour Strategy group.

The meeting adjourned at 1.05 pm and reconvened at 1.40 pm.

Decision

The committee:-

- (1) noted the work carried out in relation to the development of the policy;
- (2) approved the content of the Anti-bullying policy;
- (3) authorised officers to make such amendments to the Policy as may be necessary;
- (4) agreed to implementation of the approved final policy across all educational establishments;
- (5) agreed to formally review the policy in August 2024 to ensure that it remained current and that a report be brought back to the Cabinet Committee in November 2024 and that a progress report be brought back to the appropriate committee in six month's time; and
- (6) agreed to establish a Working Group – as per the guidance in Appendix 3 of the Anti-Bullying Policy – to review and improve the draft policy with a view to ensuring:-
 - (i) it included more explicit and comprehensive anti-racism training for all teaching and education support staff across Fife, incorporating the National Anti-Racism Framework for ITE launched nationally in July 2023;
 - (ii) it explicitly supported and kept The Promise, adopted in February 2020 by the Scottish Government, in order to better equip teachers and Education Support staff to support care-experienced young people; and
 - (iii) effective consultation with both Parent Councils and pupil representative bodies on the draft policy was carried out and taken into account.

Councillor Carol Lindsay left the meeting on conclusion of the above item.

170. MOBILE TECHNOLOGIES AND ELECTRONIC MEDIA POLICY FOR FIFE EDUCATIONAL ESTABLISHMENTS

The committee considered a report by the Head of Education and Children's Services presenting the revised Mobile Technologies and Electronic Media Policy for the Education and Children's Services Directorate which had been developed via the Relationships and Behaviour working group and the Education Child Protection Strategic Oversight Group.

Motion

Councillor David Ross, seconded by Councillor Cara Hilton, moved the recommendations contained in the report.

Amendment

Councillor Derek Glen, seconded by Councillor David Barratt, moved as follows:-

"That the recommendations contained in the report not be accepted, requested that further work be undertaken on the Mobile Technologies and Electronic Media Policy and that a further report be brought back to the Cabinet Committee in due course".

Roll Call Vote

For the Motion – 13 votes

Councillors James Calder, Fiona Corps, Altany Craik, Graeme Downie, Linda Erskine, Peter Gulline, Judy Hamilton, Cara Hilton, Gary Holt, Kathleen Leslie, David Ross, Jonny Tepp and Jan Wincott.

For the Amendment – 8 votes

Councillors David Alexander, Lesley Backhouse, David Barratt, John Beare, Derek Glen, Brian Goodall, Rosemary Liewald and Ross Vettraino.

Having received a majority of votes, the motion was accordingly carried.

Decision

The committee:-

- (1) noted the work carried out in relation to the development of the policy;
- (2) approved the content of the Mobile Technologies and Electronic Media Policy;
- (3) authorised officers to make such non-substantive amendments to the policy as may be necessary;
- (4) agreed to implementation of the approved final policy across all educational establishments;

- (5) agreed to a review of the policy in August 2024 to ensure that it remained current; and
- (6) agreed that the Head of Education and Children's Services consult with Councillors on the format and language contained in the Policy prior to it being formally issued.

171. FIFE YOUNG PEOPLE HEALTH AND WELLBEING SURVEY - RESULTS

The committee considered a report by the Head of Education and Children's Service informing on the results of the Fife Young People's Health and Wellbeing Survey carried out in March 2023.

Decision

The committee:-

- (1) noted and commented on the survey results as provided through the Fife Young People's Health and Wellbeing Survey; and
- (2) endorsed the next steps outlined in response to the survey results and agreed that reports be submitted to Area Committees in due course.

Councillor Ross Vettraino left the meeting during consideration of the above item and Councillor Rosemary Liewald left the meeting following consideration of the above item.

172. CUPAR CARE VILLAGE - UPDATE

The committee considered a joint report by the Director of Health and Social Care and the Head of Housing Services providing an update on the revised costs and timescales for the work towards delivering the Cupar Care Village on the site of the former Dalgairn Centre at Bank Street, Cupar.

Decision

The committee:-

- (1) noted the content of the report, including the revised timescales and increase in costs of £2.137m; and
- (2) agreed the revised business case.

173. HOUSING DOMESTIC ABUSE POLICY

The committee considered a report by the Head of Housing Services seeking approval for the new Domestic and Sexual Abuse Policy. The policy had been to the Domestic Abuse Intervention Board, chaired by Councillor Hamilton, and was recommended to move forward to the Cabinet Committee for discussion and approval.

Decision

The committee:-

- (1) noted the new Domestic and Sexual Abuse Policy; and

- (2) agreed the Domestic and Sexual Abuse Policy and that a report be brought back to the Cabinet Committee in a year's time.

Councillor Graeme Downie left the meeting during consideration of the above item.

THE FIFE COUNCIL - STANDARDS, AUDIT AND RISK COMMITTEE – BLENDED MEETING

28 September 2023

10.00 am – 12.00 pm

PRESENT: Councillors Dave Dempsey (Convener), Lesley Backhouse, John Beare, Al Clark, Graeme Downie, Sarah Neal, Gordon Pryde and Ross Vettraino (substituting for Ann Verner).

ATTENDING: Eileen Rowand, Executive Director Finance and Corporate Services, Elaine Muir, Head of Finance, Pamela Redpath, Service Manager - Audit and Risk Management Services; Anne-Marie Cardle, Service Manager, Human Resources Service; Laura McDonald, Customer Experience Lead Officer and David Thomson, Customer Experience Lead Officer, Information Management and Requests; Helena Couperwhite, Service Manager - Committee Services and Wendy MacGregor, Committee Officer, Legal and Democratic Services.

ALSO ATTENDING: Karen Jones, Director of Audit and Assurance, Azets.

APOLOGIES FOR ABSENCE: Councillors Tom Adams, Gary Holt and Ann Verner.

58. DECLARATIONS OF INTEREST

No declarations of interest were submitted in terms of Standing Order No. 22.

59. MINUTE

The committee considered the minute of the meeting of the Standards, Audit and Risk Committee on 17 August 2023.

Decision

The committee agreed to approve the minute.

60. BEST VALUE THEMATIC REVIEW OF LEADERSHIP

The committee considered a report by the Chief Executive advising that the report on Leadership was the first of the best value thematic reports which would be undertaken each year as part of the annual audit of the Council.

Decision

The committee noted the report from the External Auditors, Azets on the effectiveness of leadership arrangements at Fife Council.

61. INFORMATION REQUESTS ANNUAL REPORT 2022-23

The committee considered a report by the Head of Customer and Online Services detailing requests for information received in terms of the Freedom of Information (Scotland) Act 2002 (FOISA): the Environmental Information (Scotland) Regulations 2004 (EIR) and the GDPR/Data Protection Act 2018 (DPA).

Decision

The committee noted the workload arising from managing information requests and acknowledged the performance detailed in the report.

62. COMPLAINTS UPDATE

The committee considered a report by the Executive Director - Communities providing an update on complaints closed between 1 April 2022 and 31 March 2023 (performance and information).

Decision

The committee acknowledged the complaints received, noted the complaints responded to in target timescales and the proportionality of Service complaints.

The committee adjourned at 11.35 am and reconvened at 11.40 am.

63. 2023/24 ISSUED AUDIT REPORT SUMMARIES

The committee considered a report by the Service Manager, Audit and Risk Management Services presenting a summary of findings from the finalised Internal Audit Report. Also highlighted in the report were areas of concern and, if applicable, instances where Services were not taking appropriate action.

Decision

The committee noted the contents of the report and summary of findings detailed in Appendix 1 to the report.

64. INTERNAL AUDIT PLAN PROGRESS REPORT

The committee considered a report by the Service Manager, Audit and Risk Management Services providing an update on the progress towards delivering the 2021/22, 2022/23 and 2023/24 Internal Audit Plans.

Decision

The committee noted:-

- (1) the update on progress towards delivering the 2021/22, 2022/23 and 2023/24 Internal Audit Plans as detailed in Appendix C, B and A to the report respectively; and
- (2) that Appendices B and C had been updated to show the movement in status for each assignment since the last progress report was presented to Committee on 18 May 2023.

65. FIFE INTEGRATION JOINT BOARD (IJB) 2023/24 ANNUAL INTERNAL AUDIT PLAN

The committee considered a report by the Service Manager, Audit and Risk Management Services providing the Integration Joint Board (IJB) 2023/24 Annual Internal Audit Plan.

Decision

The committee noted the contents of the Fife IJB 2023/24 Annual Internal Audit Plan at Appendix 1.

66. STANDARDS, AUDIT AND RISK COMMITTEE FORWARD WORK PROGRAMME

The committee considered a report by the Manager, Committee Services, outlining the workplan for the Standards, Audit and Risk Committee.

Decision

The committee noted the contents of the Standards Audit and Risk committee forward work programme.

THE FIFE COUNCIL - STANDARDS, AUDIT AND RISK COMMITTEE – BLENDED MEETING

Committee Room 2, Floor 5, Fife House, North Street, Glenrothes

9 November 2023

11.30 am – 2.00 pm

PRESENT: Councillors Dave Dempsey (Convener), Tom Adams, Lesley Backhouse, John Beare, Al Clark, Graeme Downie, Gary Holt, Gordon Pryde, Ann Verner and Ross Vettraino (substituting for Sarah Neal).

ATTENDING: Ken Gourlay, Chief Executive; Eileen Rowand, Executive Director Finance and Corporate Services, Elaine Muir, Head of Finance, Laura Robertson, Finance Operations Manager, Pamela Redpath, Service Manager - Audit and Risk Management Services, Carolyn Ward, Audit Team Leader, Audit and Risk Management Services, Anne Bence, Accountant, Paul Noble, Accountant, Eleanor Hodgson, Accountant and Lesley Kenworthy, Finance Business Partner, Finance and Corporate Services; Cheryl McKenzie, Lead Officer - Technical and Delivery, Solutions and Service Assurance-Suppliers Capacity and Configuration, Business Technology Solutions; Paul Vaughan, Head of Communities and Neighbourhoods, Craig Waddell, Service Manager - Corporate Development, Coryn Barclay, Research Manager and David Paterson, Community Manager (Levenmouth Area), Communities and Neighbourhoods; John Rodigan, Head of Environment and Building Services and Allan Halliday, Manager - Operation and Logistic Commercial; Alan Paul, Head of Property Services; Val Millar, Manager - Communications and Customer Insight and Michelle Smith, Change and Improvement Consultant, Corporate Development; Viki Duffy, Business Support Manager; Lindsay Thomson, Head of Legal and Democratic Services, Helena Couperwhite, Manager - Committee Services and Wendy MacGregor, Committee Officer, Legal and Democratic Services.

ALSO ATTENDING: Nick Bennett, Engagement Lead and Karen Jones, Director of Audit and Assurance, Azets Audit Services.

APOLOGY FOR ABSENCE: Councillor Sarah Neal.

67. DECLARATIONS OF INTEREST

No declarations of interest were submitted in terms of Standing Order No. 22.

68. MINUTE

The committee considered the minute of the Standards, Audit and Risk Committee of 9 November 2023.

Decision

The committee agreed to approve the minute.

69. 2022-23 AND 2023-24 ISSUED AUDIT REPORTS

The committee considered a report by the Service Manager, Audit and Risk Management Services, providing a summary of findings from the Internal Audit reports finalised since the previous meeting of the committee on 28 September 2023. Any areas of concern were also highlighted and, if applicable, instances where Services were not taking appropriate action.

Decision

The committee noted the contents of the report, including the summary of findings detailed at Appendix 1 to the report.

70. FIFE COUNCIL AND CHARITABLE TRUSTS - ANNUAL AUDIT REPORT AND AUDITED ACCOUNTS 2023-24

The committee considered a report by the Executive Director, Finance and Corporate Services, presenting the Audited Accounts for Fife Council and Charitable Trusts for 2022-23, as well as the Annual Audit Report. A brief management response was also provided to the External Auditor's report to Fife Council and the Controller of Audit.

A presentation was provided for members detailing the preparation of the annual accounts from the submission of the draft annual accounts presented to the committee in June 2023 to the final set of accounts. Areas of change were also highlighted.

Decision

The committee:-

- (1) extended thanks and appreciation to colleagues across Fife Council and Azets, External Auditors, involved in compiling the Audited Accounts for Fife Council and the Charitable Trusts and acknowledged the significant efforts of officers during the process;
- (2) agreed a future workshop/session would be arranged for members of the committee to further discuss Common Good assets and to pursue topics for scrutiny such as governance and long-term management of assets;
- (3) agreed to approve the Fife Council and Charitable Trusts Audited Accounts for signature; and
- (4) noted the report by Azets, the Council's External Auditors and the management responses from Fife Council.

During consideration of the above item, the Convener agreed to a short adjournment. The committee adjourned at 1.30 pm and reconvened at 1.45 pm.

Councillor Al Clark and Graeme Downie left the meeting during consideration of the above item.

71. STANDARDS AUDIT AND RISK FORWARD WORK PROGRAMME

The committee considered a report by the Executive Director, Finance and Corporate Services supporting the committee's consideration of the workplan for future meetings of the committee.

Decision

The committee noted the workplan and agreed members would submit suggestions for specific areas they would like to see covered in any of the reports.

THE FIFE COUNCIL - PENSIONS COMMITTEE – BLENDED MEETING

Committee Room 2, Fife House, North Street, Glenrothes.

28 September 2023

2.00 pm – 4.45 pm

PRESENT: Committee - Councillors David Dempsey (Convener), David Alexander, Colin Davidson, Jane Ann Liston, Lynn Mowatt, Sarah Neal, Nicola Patrick, Gordon Pryde and Jonny Tepp.

Fife Pension Board - Cllr Lynn Ballantyne-Wardlaw, Gail Dunn, Robert Graham, Ross Hugh and Colin Paterson.

ATTENDING: Eileen Rowand, Executive Director Finance and Corporate Services, Elaine Muir, Head of Finance, Laura Robertson, Finance Operations Manager, Pamela Redpath, Service Manager - Audit and Risk Management Services, Anne Bence, Accountant, John Mackie, Team Manager - Transactions Team, Helena Couperwhite, Manager - Committee Services, and Wendy MacGregor, Committee Officer, Legal and Democratic Services.

ALSO ATTENDING: Nick Bennett and Karen Jones, Azets, Bruce Miller and Albert Chen, Lothian Pension Fund, Catherine McFadyen, Hymans Robertson LLP, and Clare Scott, Independent Professional Observer.

APOLOGIES FOR ABSENCE: Fife Pension Board – Councillor Tom Adams and Ian Dawson.

68. DECLARATIONS OF INTEREST

No declarations of interest were submitted in terms of Standing Order No. 22.

69. MINUTES

The committee considered:-

- (a) the minute of the meeting of the Pensions Committee on 23 June 2023;

Decision

The committee agreed to approve the minute.

- (b) the minute of the meeting of Fife Pension Board of 23 June 2023; and

Decision

The committee noted the contents of the minute.

- (c) The minute of the meeting of the Pensions Committee on 30 June 2023.

Decision

The Committee agreed to approve the minute.

70. CHANGE OF COMMITTEE MEMBERSHIP

The committee welcomed Councillor Jane Ann Liston who had been appointed as a member of the committee, replacing Councillor Sean Dillon and showed appreciation to Councillor Dillon for his time as a member of the Pensions committee.

71. FIFE PENSION FUND - FINAL OUTTURN 2022-2023

The committee considered a report by the Head of Finance providing details of the final outturn position of the Fife Pension Fund for 2022-23.

Decision

The committee noted the final outturn for 2022-23.

72. FIFE PENSION FUND ANNUAL AUDIT REPORT AND AUDITED ACCOUNTS

The Committee considered a report by the Head of Finance providing the Audited Accounts for Fife Pension Fund for 2022-23 and the Annual Audit Report. A brief response to the External Auditor's report to Fife Council and the Controller of Audit was included in the report.

Decision

The committee

- (1) agreed to approve the Audited Accounts for signature and noted the positive report by Azets, the Council's and Fund's External Auditors, and the management responses; and
- (2) extended thanks and appreciation to the Pensions and Investment Teams in the Finance Service, including other participants involved in the success of compiling the audited Accounts for timely submission to the committee.

73. FIFE PENSION FUND - BUSINESS PLAN UPDATE TO 30 JUNE 2023

The committee considered a report by the Head of Finance, providing an update on the activities undertaken by the wider pension team for the first quarter of 2023-24. The report was organised into 3 sections and provided an update on the development activities identified in the Business Plan, followed by an update on administration activity undertaken on a routine basis. The report concluded with more in-depth consideration of the performance of the Pensions Administration team by providing details of the agreed key performance indicators.

Decision

The committee:-

- (1) noted the progress made on the key development activities identified in the Business Plan 2023-24;
- (2) noted the range of activities carried out by the team over the last quarter; and
- (3) considered the level of quarterly performance relative to the target and to the same quarter of the previous year.

Councillor Colin Davidson left the meeting at 3.10 pm

74. RISK MANAGEMENT UPDATE

The committee considered a report by the Head of Finance providing a quarterly update on the Risk Register for Fife Pension Fund. The risks associated with the Fund had been reviewed, updated scores were provided to reflect the internal controls in place.

Decision

The committee noted:-

- (1) the contents of the report; and
- (2) that the risks were reviewed on a regular basis and reports would be submitted to the committee on a quarterly basis.

75. FRAUD AND IRREGULARITY - AUDIT SCOTLAND'S ANNUAL REPORT 2022/23

The committee considered a report by the Audit and Risk Management Services Manager summarising the Fraud and Irregularity - Audit Scotland's Annual Report 2022/23, national report that had been compiled by Audit Scotland for public bodies and auditors.

Decision

The committee noted the contents of Audit Scotland's 2022/23 Annual Report on Fraud and Irregularity attached as Appendix A to the report.

76. PENSION COMMITTEE WORKPLAN

The committee considered a report by the Head of Finance providing an overview of the proposed agendas for future meetings of the Pensions Committee and the annual cycle.

Decision

The committee noted the agenda planning document.

The committee adjourned at 3.35 pm and reconvened at 3.45 pm.

77. FIFE PENSION FUND INVESTMENT UPDATE

The committee considered a report by the Head of Finance providing an overview of the Fund's investments at 30 June 2023. A verbal update of manager monitoring activity and of investment strategy was provided.

Decision

The committee noted:

- (1) the Fund's strategic asset allocation and current allocations relative to target;
- (2) the value of the Fund's assets 30 June 2023 after returning -1.1% over the quarter;
- (3) that the Fund's strategic policy group allocations were within the permitted allocation ranges;
- (4) that longer term absolute returns were strong and relative returns were above the liability benchmark.

78. FIFE PENSION FUND ACTUARIAL VALUATION 31 MARCH 2023

The committee considered a report by the Head of Finance outlining progress in relation to the triennial actuarial valuation and included results from the current stage.

Decision

The committee noted:-

- (1) the whole fund results of the valuation process; and
- (2) that the Fund Actuary would proceed with individual employer valuation results for discussion with Officers and employers.

79. FIFE PENSION FUND ACTUARIAL VALUATION 31 MARCH 2023 - CONTRIBUTION STABILITY MECHANISM

The committee considered a report by the Head of Finance detailing a review of the Fife Pension Fund Contribution Stability Mechanism. The review was carried out in conjunction with the Fund's actuary, Hymans Robertson and examined a set of criteria, including potential employers who may be considered as eligible to participate in the mechanism.

Decision

The committee:-

- (1) noted the report and assessment of employers that could be offered participation in the Contribution Stability Mechanism;
- (2) agreed that the employers would be offered admission to the Contribution Stability Mechanism on a one time only basis, admission would be at the employer's discretion and ensured there would be no detriment to employers other than Fife Council;
- (3) agreed that this would be managed and communicated to employers as part of the wider valuation and funding strategy statement process; and
- (4) noted that any subsequent changes in criteria would be reflected in the Funding Strategy Statement which would be submitted to a future meeting of the Pensions committee for approval.

THE FIFE COUNCIL - GLENROTHES AREA COMMITTEE – BLENDED MEETING

Committee Room 2, Fife House, North Street, Glenrothes

4 October 2023

2.00 pm – 2.40 pm

PRESENT: Councillors Craig Walker (Convener), John Beare, Altany Craik, Julie Ford, Peter Gulline, Lynn Mowatt, Derek Noble, Ross Vettraino and Daniel Wilson.

ATTENDING: David Thomson, Customer Experience Lead Officer, Information Management & Requests; Norman Laird, Community Manager (Glenrothes), Chris Mieзитis, Area Community Development Team Manager, Community Development Team (Glenrothes), Fraser Nicol, Area Officer, Glenrothes; and Diane Barnet, Committee Officer, Legal & Democratic Services.

APOLOGY FOR ABSENCE: Councillor Jan Wincott.

Prior to the start of business, the convener, on behalf of the committee, extended condolences to Norman Laird, Community Manager (Glenrothes) who was not in attendance due to a family bereavement.

73. DECLARATIONS OF INTEREST

No declarations of interest were submitted in terms of Standing Order No. 22.

74. MINUTE

The committee considered the minute of the Glenrothes Area Committee of 30 August 2023.

Arising from the minute, with reference to Paragraph 72 – ‘Urgent Motion/Notice to Rescind’, relating to the closure of the three crossings at Waukmill, Doubledykes and Durievale – the committee:-

- (1) noted that Network Rail had met with Fife Council’s Administration on 3 October 2023;
- (2) that the convener would invite Network Rail to attend the next meeting of this committee on 22 November 2023;
- (3) noted that the convener had written to the relevant Minister for Transport and for Network Rail and would share any response with members when received; and
- (4) agreed to receive updates from the Spokesperson for Finance, Economy and Strategic Planning - Councillor Altany Craik – on any further progress with Network Rail as information became available.

Decision

The committee otherwise agreed to approve the minute.

75. COMPLAINTS UPDATE

The committee considered a report by the Executive Director, Communities providing an overview of complaints received relating to the Glenrothes area for the year 1 April 2022 to 31 March 2023.

Decision

The committee considered the report on complaints received noting the complaints responded to in target timescales and the proportionality of Service complaints.

76. SUPPORTING THE GLENROTHES LOCAL COMMUNITY PLAN – AREA BUDGET REQUEST – THRIVING PLACES (PEDESTRIAN PATHWAY TO CASKIEBERRAN PRIMARY SCHOOL)

The committee considered a report by the Head of Communities and Neighbourhood Services seeking approval of £19,200 funding from the Ward 13 area budget toward the cost of replacing the current main pedestrian pathway to Caskieberran Primary School, and to resolve existing drainage issues within the vicinity of the pathway.

Decision

The committee:-

- (1) noted the Caskieberran Footway Plan, attached as Appendix 1 to the report;
- (2) approved the funding request to allow the construction of a new pathway and accompanying drainage works that would resolve the issues of current path integrity and drainage, as detailed in Appendix 2 of the report, from Ward 13 budgets as follows:
 - 2022-23 budget underspend: £12,595
 - 2023-24 budget allocation: £6,605; and
- (3) agreed that the Convener and Depute Convener would progress previous work relating to Fife Council assets, focusing on assets in the Glenrothes committee area, to clarify accountability and responsibility for those assets – and to report back to this committee if necessary.

77. GLENROTHES AREA AMENDED LOCAL COMMUNITY PLAN 'PLAN4GLENROTHES' REVIEW

The committee considered a report by the Head of Communities and Neighbourhood Services providing an update on the progress of the work of Community Planning Partners in progressing actions relating to current challenges and improvement focus outlined in the revised Glenrothes Community Plan attached as Appendix 1 of the report – previously approved by this committee at its meeting on 22 March 2023.

Decision

The committee noted the effort and approach taken to develop and manage a planning structure that would ensure Service commitment to the delivery of the Plan 4 Glenrothes.

78. GLENROTHES AREA COMMITTEE WORK PROGRAMME

The committee considered a report by the Executive Director, Finance and Corporate Services relating to the workplan for future meetings of the committee.

Decision

The committee:-

- (1) noted the draft workplan;
- (2) agreed that committee members would advise the Convener, Depute Convener, Lead Officer and Committee Officer of any other items to include on the workplan, within the remit of the committee; and
- (3) agreed that the Convener and Depute Convener would follow up with the relevant officer the unallocated items - with a view to ascertaining when their report would be forthcoming or whether an elected member briefing would be a more appropriate mechanism for updating the committee.

THE FIFE COUNCIL - LEVENMOUTH AREA COMMITTEE – BLENDED MEETING

Committee Room 2, Fife House, North Street, Glenrothes

4 October, 2023

9.35 am – 10.40 am

PRESENT: Councillors Colin Davidson (Convener) Tom Adams, David Alexander, Ken Caldwell, Eugene Clarke, John O'Brien and Alistair Suttie.

ATTENDING: David Paterson, Community Manager (Levenmouth Area), Barry Clark Community Education Worker (Levenmouth) and Jen Watt, Local Development Officer, Community Development Team (Levenmouth), Communities and Neighbourhoods Service; Margaret Collins, Team Manager, Criminal Justice Service; and Kerry Elliott, and Michelle Hyslop, Committee Officers, Committee Services, Legal and Democratic Services.

ALSO ATTENDING: David Paton, Project Manager, Kingdom Off Road Motorcycle Club.

90. DECLARATIONS OF INTEREST

No declarations of interest were submitted in terms of Standing Order No. 22.

91. MINUTE

The committee considered the minute of the Levenmouth Area Committee of 30 August 2023.

Decision

The committee agreed to approve the minute.

92. SUPPORTING THE LEVENMOUTH LOCAL COMMUNITY PLAN – JUSTICE SOCIAL WORK (JSW) WELFARE SUPPORT WORKER

The committee considered a report by the Head of Communities and Neighbourhoods seeking agreement to fund £75,000 to employ a specialist welfare support worker within the Levenmouth Justice Social Work (JSW) Team as a test of change proposal, to be funded from the Local Community Planning Budget (LCPB) Anti-Poverty fund.

Decision

The committee: -

- (1) agreed to fund the specialist welfare support worker position from the LCPB Anti-poverty fund for a two-year period;
- (2) noted that the funding would be split accordingly over the financial years - 2023/24 - £15,625, 2024/25 - £37,000 and 2025/26 - £21,875; and

- (3) requested a report be brought back to committee in May 2024 to provide members with an update on the progress of the specialist welfare support worker position.

93. SUPPORTING THE LEVENMOUTH LOCAL PLAN – THROUGH THE GEARS - LCPB FUNDING REQUEST

The committee considered a report by the Head of Communities and Neighbourhoods seeking agreement to contribute £13,715 from the Local Community Planning Budget (LCPB) Anti-poverty fund to support the Through the Gears project in the Levenmouth Area.

Decision

The committee: -

- (1) agreed to contribute £13,715 from the LCPB Anti-poverty budget to fund the Through the Gears Anti-Social Behaviour (ASB) project approach;
- (2) noted that the project would be supported by the Improving Levenmouth Together Partnership and the provision would be provided by the Kingdom off Road Motorcycle Club (KORMC) and the Community Learning and Development team; and
- (3) requested that a video presentation on the programme be brought back to committee in May 2024.

94. SUPPORTING THE LEVENMOUTH LOCAL COMMUNITY PLAN – STAY ACTIVE PROGRAMME – LOCAL COMMUNITY PLANNING BUDGET ANTI-POVERTY

The committee considered a report by the Head of Communities and Neighbourhoods seeking agreement to contribute £19,954.40 from the Levenmouth Local Community Planning (LCPB) Anti-poverty fund to support the proposal for a Stay Active programme in the Levenmouth Area.

Decision

The committee agreed to contribute £19,954.40 from the Levenmouth LCPB Anti-poverty fund to support the Stay Active programme in the Levenmouth Area.

95. PROPERTY TRANSACTIONS

The committee considered a report by the Head of Property Services advising members of action taken using the List of Officer Powers in relation to property transactions.

Decision

The committee noted the content of the report.

96. LEVENMOUTH AREA COMMITTEE FORWARD WORK PROGRAMME

The committee considered a report by the Executive Director (Finance and Corporate Services) relating to the future workplan for the Levenmouth Area Committee.

Decision

The committee noted the content of the Levenmouth Area Committee Forward Work Programme.

THE FIFE COUNCIL - CITY OF DUNFERMLINE AREA COMMITTEE – BLENDED MEETING

Large Meeting Room, Regency House, Crossgates Road, Halbeath

24 October 2023

9.30 am – 11.00 am

PRESENT: Councillors James Calder (Convener), Naz Anis-Miah, Auxi Barrera, Aude Boubaker-Calder, Derek Glen, Jean Hall-Muir, Cara Hilton and Gordon Pryde.

ATTENDING: Vicki Connor, Lead Consultant – Roads, Lighting and Asset Management, Allan MacLean, Lead Consultant – Sustainable Traffic and Travel, Lesley Craig, Lead Consultant – Traffic Management, Roads and Transportation Services; Lisa Mccann, Service Manager - Food and Workplace Safety, Lorna Starkey, Lead Officer (Food and Workplace Safety), Protective Services; Shirley Melville, Area Community Development Team Manager (Dunfermline); Karen Hunter, Community Education Worker, Communities and Neighbourhoods Services and Emma Whyte, Committee Officer, Legal and Democratic Services.

APOLOGY FOR ABSENCE: Councillor Jim Leishman.

The Convener advised of an urgent motion which they had agreed to take as business which was relevant competent and urgent, due to the timing of the next full Fife Council meeting and moved its consideration, in terms of the relevant Standing Order, to allow the Committee to determine an award of Freedom of the City of Dunfermline, subject to ratification by two thirds of Fife Council. The committee unanimously agreed to accept the urgent motion. The motion was considered after item 11 on the agenda (Para 97).

88. DECLARATIONS OF INTEREST

No declarations of interest were submitted in terms of standing order no. 22.

89. MINUTE

The committee considered the minute of the meeting of the City of Dunfermline Area Committee of 15 August 2023.

Decision

The committee agreed to approve the minute.

90. AREA ROADS PROGRAMME 2022/23

The committee considered a report by the Head of Roads and Transportation Services advising on the delivery of the 2022-23 Area Roads Programme (ARP).

Decision

The committee noted the contents of the report and appendices.

91. OBJECTIONS TO PROPOSED MANDATORY CYCLE LANE - B916 ABERDOUR ROAD, DUNFERMLINE

The committee considered a report by the Head of Roads and Transportation Services to consider objections to the proposed mandatory cycle lane on the B916 Aberdour Road, Dunfermline.

Decision

The committee agreed to defer consideration of the report to allow for further community consultation and for officers to provide the committee with a range of options to be submitted to the City of Dunfermline Area Committee in April 2024.

92. OBJECTION TO PROPOSED 30MPH SPEED LIMIT – B912 WHITEFIELD ROAD, DUNFERMLINE

The committee considered a report by the Head of Roads and Transportation Services to consider an objection to the proposed 30mph speed limit on the B912 Whitefield Road, Dunfermline.

Decision

The committee agreed to set aside the objections to the proposed Traffic Regulation Order (TRO) introducing the 30mph speed limit shown in drawing no. TRO 23_28P attached to the report, to allow the Order to be made and the restrictions put in place.

93. FOOD LAW ACTIVITIES IN DUNFERMLINE

The committee considered a report by the Head of Protective Services providing information on the food law activities undertaken by the Environmental Health (Food & Workplace Safety) Team in the City of Dunfermline area and resourcing issues impacting on the service.

Decision

The committee considered and noted the report.

94. CITY OF DUNFERMLINE LOCAL COMMUNITY PLAN 2023 - 2024

The committee considered a report by the Head of Communities and Neighbourhoods Service seeking approval of proposals for the City of Dunfermline Area Local Plan 2023 - 2024 and subsequently for the period 2024 - 2027.

Decision

The committee:-

- (1) considered and noted the progress made on developing a framework for the plan;
- (2) agreed the priority areas for the plan;
- (3) agreed to develop a steering group to progress the plan; and

(4) agreed to rename the plan to the "City Plan".

95. LOCAL COMMUNITY PLANNING BUDGET REQUEST - DUNFERMLINE EVENING PANTRY

The committee considered a report by the Head of Communities and Neighbourhoods Services for a contribution of £10,700 from the Local Community Planning Budget anti-poverty fund, to develop the Touch Evening Pantry Project which would be delivered from Touch Community Centre.

Decision

The committee agreed a contribution of £10,700 from the Local Community Planning Budget anti-poverty fund to develop the Touch Pantry Project.

96. CITY OF DUNFERMLINE FORWARD WORK PROGRAMME

The committee considered a report by the Executive Director, Finance and Corporate Services relating to the workplan for future meetings of the committee.

Decision

The Committee:-

(1) reviewed and noted the City of Dunfermline Area Committee Forward Work Programme 2023/24;

(2) agreed that the following reports be added to the committee forward work programme:-

- Update on maintenance of trees in Dunfermline.
- Impact of the relocation of Woodmill and St Columbas High Schools on the local economy.
- School support for cost of living impact on families.
- Update on the current flooding/burns issues in the Dunfermline area.

97. URGENT MOTION

In terms of Standing Order 42.2, the following notice of motion was submitted:-

Councillor Glen, seconded by Councillor Calder, moved as follows:-

“The Committee agrees that Dunfermline’s much-loved peacocks have symbolic importance to our community and wish to recognise and welcome their continued presence in and around the city.

The Committee notes that at its meeting on 11th May 2023, Fife Council agreed that Committee Powers be amended to delegate authority to the City of Dunfermline Area Committee to determine the award of Freedom of the City of Dunfermline subject to ratification by two thirds of Fife Council.

The Committee agrees to award the Freedom of the City of Dunfermline to the peacocks, and further agrees (subject to the award’s ratification by Fife Council) to arrange a presentation ceremony to mark the award.”

Decision

The committee agreed the motion unanimously.

THE FIFE COUNCIL - KIRKCALDY AREA COMMITTEE – BLENDED MEETING

Small Committee Room, Floor 1, Town House, Kirkcaldy

31 October 2023

2.00 pm – 3.00 pm

PRESENT: Councillors Ian Cameron (Convener), Lesley Backhouse, Alistair Cameron, Rod Cavanagh, Judy Hamilton, James Leslie, Carol Lindsay, Julie MacDougall, Nicola Patrick and David Ross.

ATTENDING: Julie Dickson, Community Manager (Kirkcaldy Area), Communities and Neighbourhoods Service; David Thomson, Customer Experience Lead Officer, Customer and Online Services; Lesley Craig, Lead Consultant, Traffic Management, Keith Johnston, Technician Engineer, Roads and Transportation Services and Lesley Robb, Lead Officer - Committee Services, Finance and Corporate Services.

ALSO ATTENDING Paul Murphy, Chief Executive, Fife Golf Trust.

APOLOGIES FOR ABSENCE: Councillors Blair Allan and Kathleen Leslie.

68. DECLARATIONS OF INTEREST

Councillor Alistair Cameron declared an interest in Para. 72 - Dunnikier Park 2019 Course: Enhancement Work to Facilities – being a current member of the golf course and left the meeting for the duration of the item, taking no part in the discussions or voting on the item.

69. MINUTE

The committee considered the minute of the meeting of the Kirkcaldy Area Committee of 29 August 2023.

Decision

The committee agreed to approve the minute.

70. COMPLAINTS ANNUAL UPDATE

The committee considered a report by the Executive Director, Communities providing an overview of complaints received relating to the Kirkcaldy area for the period 1 April 2022 to 31 March 2023.

Decision

The committee:

- (1) considered the report on complaints received, noting the complaints responded to in target timescales and the proportionality of service complaints; and
- (2) noted that any formal complaints received directly by members should be passed to the Complaints Handling Team at escalation.resolution@fife.gov.uk to be dealt with through Fife Council's official complaints process.

71. HIGH STREET AND LINKS PLACE, BURNTISLAND - PROPOSED DISABLED PARKING BAYS

The committee considered a report by the Head of Roads and Transportation Services detailing proposals to introduce additional disabled parking bays in High Street and Links Place, Burntisland.

Decision

The committee, in the interests of traffic management:

- (1) agreed to the promotion of a Traffic Regulation Order (TRO) to introduce the disabled bays detailed in drawing no. TRO23_45 (Appendix 1) with all ancillary procedures; and
- (2) authorised officers to confirm the Traffic Regulation Order within a reasonable period unless there were objections.

Councillor Alistair Cameron, left the meeting prior to consideration of the following item, having earlier declared an interest.

72. DUNNIKIER PARK 2019 COURSE: ENHANCEMENT WORK TO FACILITIES

The committee considered a report by the Head of Communities and Neighbourhoods Service seeking agreement for funds previously allocated to Dunnikier Park Golf Club from the capital budget to be repurposed for course enhancement, full details of which were outlined in the report.

Decision

The committee agreed that previously allocated capital funds would be repurposed, with the remaining allocation of £16,000 to be used for course enhancement.

Councillor Alistair Cameron rejoined the meeting following consideration of the above item.

73. PROPERTY TRANSACTIONS

The committee considered a report by the Head of Property Services advising of action taken, using the List of Officer Powers, in relation to property transactions.

Decision

The committee noted the content of the report.

74. KIRKCALDY AREA COMMITTEE FORWARD WORK PROGRAMME

The committee considered a report from the Executive Director, Finance and Corporate Services relating to the workplan for future meetings of Kirkcaldy Area committee.

Decision

The committee noted:

- (1) the Kirkcaldy Area committee forward work programme;
- (2) a future report on “Simplifying Car Parking Charges” would be presented to the committee at a later date, after decisions had been made by the Investment Strategy Group and Cabinet Committee on the future of the Kirkcaldy Town Centre multi-storey car parks;
- (3) the Convener agreed to contact officers in Economic Planning and Employability Services to request an Economic Impact Assessment for Burntisland Fair, in the context of tourism;
- (4) the upcoming report on Bereavement Services Cemetery Strategy should include information on the Maintenance of Headstone Programme and communication of programme progress with the public, as requested by Councillor Patrick; and
- (5) a series of workshops would be arranged where members could discuss subjects such as the Beveridge Park future development, the Wider Playpark Strategy for the Kirkcaldy Area and NHS and Health and Social Care.

THE FIFE COUNCIL - NORTH EAST FIFE AREA COMMITTEE – BLENDED MEETING

JP Court Room, County Buildings, Cupar

25 October 2023

9.30 am – 12.05 pm

PRESENT: Councillors Jonny Tepp (Convener), Al Clark, Fiona Corps, Sean Dillon, Alycia Hayes, Stefan Hoggan-Radu, Gary Holt, Margaret Kennedy, Louise Kennedy-Dalby, Allan Knox, Robin Lawson, Jane Ann Liston, Donald Lothian, David MacDiarmid and Ann Verner.

ATTENDING: David Paterson, Community Manager (Levenmouth), Vicky Wilson, Area Community Development Team Manager, Community Development Team (North East Fife); Andy Paterson, Lead Consultant, Car Parking Strategy & Operations, Lesley Craig, Lead Consultant, Traffic Management, Nigel Hampton, Technician Engineer, Traffic Management, Vicki Connor, Lead Consultant, Roads & Lighting Asset Management, Roads & Transportation Services; Steven Paterson, Solicitor and Diane Barnet, Committee Officer, Legal & Democratic Services.

ALSO ATTENDING: Michelle Sweeney, Director of Creative Development & Delivery, and Christine McLean, Head of Cultural Heritage & Wellbeing, Fife Cultural Trust (for Para. 106).

APOLOGY FOR ABSENCE: Councillor John Caffrey.

96. DECLARATIONS OF INTEREST

Councillor Clark declared an interest in Paragraphs 97, 98 and 100, relating to proposals for an East Neuk Skate Park, as he was a colleague of a representative from one of the deputation groups.

Councillor Clark, having declared an interest, left the meeting at this point.

97. DEPUTATION - PLEASE KEEP BANKIE PARK GREEN AGAIN

The Convener agreed, in terms of Standing Order No. 12.0 that representatives from the organisation 'Please Keep Bankie Park Green Again' be permitted to address the meeting regarding their objections to a concrete skatepark being built in Bankie Park which would reduce the limited genuine green public space. Additionally, the organisation wished to convey their reasons for believing that the Pittenweem and Waid Campus sites offered the best solutions for a skatepark in the East Neuk.

The Convener thanked the organisation for their presentation.

98. DEPUTATION - ANSTRUTHER SKATEPARK GROUP

The Convener agreed, in terms of Standing Order No. 12.0 that representatives from the organisation 'Anstruther Skatepark Group' be permitted to address the meeting regarding their vision to deliver a truly unique facility that was of lasting benefit to the young people of Anstruther and surrounding areas.

Members thereafter asked a number of questions which were subsequently answered.

The Convener thanked the organisation for their presentation.

99. MINUTE

The committee considered the minute of the meeting of the meeting of the North East Fife Area Committee of 16 August 2023.

Decision

The committee agreed to approve the minute.

100. EAST NEUK SKATEPARK – STAGE 1 APPRAISAL

The committee considered a report by the Head of Communities and Neighbourhoods Service advising of the outcome of the Council-led options appraisal carried out in relation to an East Neuk Skatepark.

Motion

Councillor Knox, seconded by Councillor Lawson moved that, due to the apparent lack of community cohesion and support, no further action be taken.

Amendment

Councillor Dillon, seconded by Councillor Hayes moved as an amendment that Bankie Park be taken forward to Stage 2 for a full appraisal and design considerations.

Roll Call Vote

For the Motion – 6 votes

Councillors Holt, Knox, Lawson, Lothian, Tepp and Verner.

For the Amendment – 5 votes

Councillors Dillon, Hayes, Kennedy-Dalby, Liston and MacDiarmid.

Abstentions – 3

Councillors Corps, Hoggan-Radu and Kennedy.

Having received a majority of votes, the motion was carried.

Decision

The committee agreed, due to the apparent lack of community cohesion and support, no further action be taken.

Councillor Clark rejoined the meeting following consideration of the above item.

101. WAITING RESTRICTION AMENDMENTS – CUPAR ROAD, HIGH STREET & BLYTH STREET, NEWPORT

The committee considered a report by the Head of Roads and Transportation Services relating to proposals to amend existing restrictions and introduce a 'No Waiting At Any Time' prohibition in Cupar Road, Newport.

Decision

The committee, in the interests of traffic management and road safety:-

- (1) agreed to the promotion of a Traffic Regulation Order (TRO) to revoke the Fife Council (High Street, Newport-on-Tay) (Amendment) Order 2021 and introduce the parking restrictions detailed in drawing no. TRO23_42 (Appendix 1) with all ancillary procedures; and
- (2) authorised officers to confirm the TRO within a reasonable period unless there were objections.

102. PROPOSED WAITING PROHIBITION: SHANWELL ROAD SOUTH, TAYPORT

The committee considered a report by the Head of Roads and Transportation Services relating to proposals to introduce 'No Waiting At Any Time' restrictions in Shanwell Road South, Tayport.

Decision

The committee, in the interests of traffic management and road safety:-

- (1) agreed to the promotion of a Traffic Regulation Order (TRO) to introduce the restrictions detailed in drawing no. TRO23_38 (Appendix 1) with all ancillary procedures; and
- (2) authorised officers to confirm the TRO within a reasonable period unless there were objections.

103. AREA ROADS PROGRAMME 2022/2023 - FINAL REPORT

The committee considered a report by the Head of Roads and Transportation Services relating to the delivery of the 2022-23 Area Roads Programme (ARP).

Decision

The committee noted the contents of the report and appendices.

104. PARKING CONGESTION MEASURES IN NORTH EAST FIFE

The committee considered a report by the Head of Roads and Transportation Services providing an update following the motion on parking congestion measures raised at the North East Fife Area Committee's meeting on 24 November 2021 (minute reference Para. 402 of 2021 NEFAC 206 refers).

Decision

The committee noted:-

- (1) the issues highlighted relating to Controlled Parking Zones and residents parking permits in Fife and other Scottish Local Authority areas;
- (2) that officers considered that the residents' parking permit scheme remained the most appropriate means to support residents within towns and villages in North East Fife; and
- (3) the Local Transport Strategy considered parking at a strategic level and would inform a subsequent review of the Fife Parking Strategy to consider issues in more detail.

The committee adjourned at 11.30 am and reconvened at 11.45 am.

105. LOCAL COMMUNITY PLANNING BUDGET REQUEST – OPTIONS IN LIFE

The committee considered a report by the Head of Communities and Neighbourhoods seeking agreement for a contribution of £10,000 from the Local Community Planning Budget (LCPB) for Ward 20 - towards the costs of renovating the TSB building in Cupar for use as a social and education centre for young people with learning disabilities.

Decision

The committee approved a contribution of £10,000 from the Local Community Planning Budget (LCPB) for Ward 20 - towards the costs of renovating the TSB building in Cupar for use as a social and education centre for young people with learning disabilities.

Councillor Margaret Kennedy left the meeting prior to consideration of the following item.

106. ONFIFE UPDATE

The committee considered a report by the Director of Creative Development, OnFife providing an update relating to OnFife's service offer in the area, including a review of activity in the past six months and outlining plans in the coming year.

Decision

The committee noted the information provided and explored how OnFife could better engage with and support the ongoing work within the area, ensuring a joined-up approach to service delivery which would enhance the offer to communities in North East Fife, expanding the return on investment of the public pound and contributing to the Community Wellbeing agenda.

107. NORTH EAST FIFE AREA COMMITTEE FORWARD WORK PROGRAMME

The committee considered a report by the Executive Director, Finance and Corporate Services relating to the workplan for future meetings of the committee.

Decision

The committee:-

- (1) noted the workplan and agreed to advise the Convener and Lead Officer of any suggestions for specific areas they would like to see covered in any of the reports; and
- (2) requested an update on any alternative arrangements being considered to reschedule the presentation by Cupar Now/Destination Digital which had been continued at the committee's previous meeting on 16 August 2023 (minute reference paragraph 86 of 2023.NEFAC.31 refers).

THE FIFE COUNCIL - COWDENBEATH AREA COMMITTEE – BLENDED MEETING

Committee Room 2, Floor 5, Fife House, North Street, Glenrothes.

14 June 2023

2.00 pm – 4.10 pm

PRESENT: Councillors Alex Campbell (Convener), Alistair Bain, Linda Erskine, Rosemary Liewald, Mary Lockhart, Lea Mclelland, Bailey-Lee Robb and Darren Watt.

ATTENDING: Anne-Marie Vance, Community Manager (Cowdenbeath Area); Scott Blyth, Project Manager, Community Development; Patricia Galfskiy, Policy Officer, Community Development Team (Cowdenbeath); Margaret King, Community Education Worker; Kirsty Mcelhinney, Community Education Worker; Amanda Cathrew, Housing Team Manager; Patricia Spacey, Safer Communities Team Manager; Brian Westwater, Safer Communities Lead Officer; Allan Maclean, Lead Consultant, Sustainable Traffic and Travel; Lesley Craig, Lead Consultant, Traffic Management North; Keith Johnston, Technician Engineer, Traffic Management South; Ryan McQuade, Fife Property Gazetteer Officer, Business and Economy Service; Wendy MacGregor, Committee Officer, Legal and Democratic Services.

ALSO ATTENDING: Community Inspector Hazel Crielly and Community Sergeant John Nicol, Police Scotland and Station Commander Jenny Murray, Scottish Fire and Rescue Service.

Prior to the start of Committee business, the Depute Convener acknowledged the support and dedication of Gary Daniell during his time in post as Area Community Development Team Manager, Communities and Neighbourhoods Service. Gary had delivered a range of projects benefitting communities across the Cowdenbeath Area and on behalf of the Committee, wished Gary well in his new post and welcomed Izzy Scott-Trimmm as Gary's successor.

55. DECLARATIONS OF INTEREST

No declarations of interest were submitted in terms of Standing Order No. 7.1.

56. MINUTE

The Committee considered the minute of the meeting of the Cowdenbeath Area Committee of 29th March, 2023.

Decision

The Committee:-

- (1) agreed to approve the minute;

- (2) in regard to para. no 46 in the minute (2023 CAC 27), Motion on School Meals Provided at Lochgelly and Beath High Schools, noted that members had not received regular updates from the Education or Facilities Management Services regarding the possibility of increasing portion sizes and whether appropriate measures had been introduced to alleviate concerns over young people feeling hungry after eating lunch at school, or on further developments between both Schools, and requested that members were provided with an update on progress;
- (3) in regard to para. no 53 (2) - Cowdenbeath Forward Work Programme, noted that the report on Youth Provision and Anti-Social Behaviour would be presented to the Committee meeting on 6th September, 2023;
- (4) in regard to para. no 53 (3) and (4) - Cowdenbeath Forward Work Programme, noted an update from Councillor Erskine that a report covering Lochgelly Town Hall and Rockgelly would be presented to a future meeting of Fife Council and that an updated briefing note on the condition of Lochgelly Town Hall would be circulated to all Ward 7 and Ward 8 elected members once available.

57. SUPPORTING THE LOCAL COMMUNITY PLAN - OPERATIONAL BRIEFING ON POLICING ACTIVITIES WITHIN COWDENBEATH

The Committee considered a report by Chief Inspector Kathryn Fairfield, Police Scotland providing an update on Policing activity in Cowdenbeath Area covering Wards 7 and 8.

Decision

The Committee:-

- (1) noted the contents of the report and the policing activity to date;
- (2) agreed to support Police Scotland moving forward in addressing priorities;
- (3) requested increased attendance from Police Officers at local community council meetings; and
- (4) noted concerns over the length of response time members of the public had experienced, when calling the Police Scotland Contact Centre telephone number 101, requested Community Inspector Hazel Crielly convey the committee's concerns to the Division and provide any feedback to members.

58. SCOTTISH FIRE AND RESCUE SERVICE - COWDENBEATH AREA ANNUAL PERFORMANCE REPORT

The Committee considered a report by Jenny Murray, Station Commander, Lochgelly Community Fire Station, Scottish Fire and Rescue Service providing incident information for the period 1 April 2022 to 31 March 2023. The incident information enabled the Committee to scrutinise the Scottish Fire and Rescue Service (SFRS) Stirling-Clacks-Fife – Cowdenbeath Area - against its key performance indicators (KPIs).

Decision

The Committee:-

- (1) acknowledged the content of the report and the progress across a range of KPI's; and
- (2) requested that Deliberate Fire Reduction Plans implemented to address fire-setting and reduce operational demand for the Cowdenbeath area, was circulated to elected members.

59. SAFER COMMUNITIES TEAM UPDATE REPORT

The Committee considered a report by the Head of Housing Services updating on the operational activity of the Safer Communities Team within the Cowdenbeath committee area during the 12-month period 1 April 2022 to 31 March 2023.

Decision

The Committee noted the contents of the report.

60. PROPOSED DOUBLE YELLOW LINES - BALLINGRY ROAD AND HILL ROAD, BALLINGRY

The Committee considered a report by the Head of Roads and Transportation outlining proposals on the introduction of "No Waiting At Any Time" restrictions in Ballingry Road and Hill Road, Ballingry.

Decision

The Committee, in the interests of traffic flow and road safety:-

- (1) agreed to promote a Traffic Regulation Order (TRO) for the introduction of restrictions as detailed in drawing no. TRO23_18 (Appendix 1 to the report) with all ancillary procedures; and
- (2) authorised officers to confirm the Traffic Regulation Order within a reasonable period unless there were objections.

61. OBJECTION TO PROPOSED PARKING RESTRICTION - GRAINGER STREET/HALL STREET, LOCHGELLY

The Committee considered report by the Head of Roads and Transportation on an objection to a proposal to introduce "No Waiting At Any Time" restrictions in Grainger Street and Hall Street, Lochgelly.

Decision

The Committee agreed to set aside the objection to the proposed Traffic Regulation Order (TRO) to introduce the "No Waiting At Any Time" restrictions in Grainger Street and Hall Street, Lochgelly, as shown in drawing no. TRO23_02 (Appendix 1 to the report), allowing the Order to be made and the restrictions to be put in place.

62. PROPOSED RAISED PARALLEL CROSSING - LEUCHATSBEATH DRIVE, COWDENBEATH

The Committee considered a report by the Head of Roads and Transportation proposing the introduction of a raised parallel crossing (raised table) on Leuchatsbeath Drive, Cowdenbeath.

Decision

The Committee, in the interest of road safety:-

- (1) agreed to promote a Road Hump Order (RHO) and pedestrian crossing notice for the introduction of a raised parallel crossing as detailed in drawing no. TRO23_22 (Appendix 1 to the report), with all ancillary procedures; and
- (2) authorised officers to construct the raised parallel crossing within a reasonable period unless there were objections.

63. AREA HOUSING PLAN 2023-26

The Committee considered a report by the Head of Housing seeking area committee approval for a revised area housing plan, setting out area performance, service delivery and highlights key housing issues following consultation with key stakeholders.

Decision

The Committee:-

- (1) approved the Cowdenbeath Area Housing Plan for 2023 – 2026, with an amendment to Appendix 1 of the report (page 83), which included Lumphinnans as an additional letting area;
- (2) noted concerns expressed by Councillor Lockhart on areas within the report, such as: definition of breach of tenancy, private landlords selling properties, recurring damp and mould issues in properties, presence of Housing Officers on estates, and requested that the Cowdenbeath Area Housing Manager contact Councillor Lockhart to discuss her particular concerns and to keep all elected members updated; and
- (3) requested a list of scatter homes and their location by ward, across Cowdenbeath.

The Committee adjourned at 3.25 pm and reconvened at 3.35 pm..

64. COMMUNITY LEARNING AND DEVELOPMENT HOLIDAY PROGRAMME UPDATE - SUMMER, AUTUMN 2022 AND EASTER 2023. PLUS FUNDING REQUEST FOR SUMMER, OCTOBER 2023 PROGRAMME

The Committee considered a report by the Head of Communities and Neighbourhoods, summarising the Community Learning and Development programme of activities in Summer, October 2022, and Easter 2023 in the Cowdenbeath area. The report also included the Summer and October 2023 plans and a request for financial support to support the programmes.

Decision

The Committee:-

- (1) acknowledged the Summer, October 2022, and Easter 2023 programme updates; and
- (2) agreed to an allocation of £75,000 to support the Community Learning and Development Summer and October 2023 activity provision.

65. COWDENBEATH COMMUNITY RESILIENCE FUND AND IMMEDIATE RESPONSE SUPPORT TOP UP REQUEST

The Committee considered a report by the Head of Communities and Neighbourhoods providing an update on progress of the Community Resilience Fund and Immediate Response Fund and seeking approval to extend funding for these projects. Also, an update on the DigiCom project operating within the Cowdenbeath Area was provided.

Decision

The Committee:-

- (1) noted the work to date on the Community Resilience Fund and Immediate Response Fund;
- (2) agreed to increase the Community Resilience Fund budget from £5,000 to £17,500 from the anti-poverty budget;
- (3) agreed to increase the Immediate Response Fund budget from £5,000 to £8,000 from the anti-poverty budget;
- (4) noted the work undertaken as part of the DigiCom Project; and
- (5) noted concerns from Councillor Robb at sections 1.3 and 1.7 on the report, that two separate sums of funding for £5000 had been allocated by officers to the Cowdenbeath Resilience Fund and Immediate Response Fund from the Anti-poverty budget, and that funding of £5000 or above should have been approved by Committee. The Committee agreed in retrospect to both allocations of funding and requested that any future funding applications of £5000 and above was submitted to this committee for approval.

66. COWDENBEATH AREA UPDATE - BUDGET PROGRESS REPORT

The Committee considered a report by the Head of Communities and Neighbourhoods providing an update and budget progress report on projects approved at the Cowdenbeath Area Committee in December 2022.

Motion

Councillor Bailey-Lee Robb, seconded by Councillor Lea McLelland, moved as an amendment to include the following two additional recommendations at numbers 3 and 4 of the report:-

- (3) Committee notes that the Ward Contingency Fund (2.1) is marked for carry forward of £15,070.08. Committee requests that officers remit this money back into the respective ward budgets for local members to utilise throughout the financial year 2023/24 (Ward 7 - £8885.04 and Ward 8 - £6185.04); and
- (4) Committee further notes that Pending Allocations (2.9) is also marked for carry forward of £10,000 and requested that officers remit this money back into the respective ward budgets for local members to utilise throughout the financial year 2023/24 (Ward 7 - £5000.00 and Ward 8 - £5000.00)'

Decision

The Committee:-

- (1) noted an amendment to the wording at section 2.1 of the report to read - 'the allocation of ward funds provides a resource for staff in consultation with members to agree projects or applications for funding' and at 3.1 of the report on Ward Contingency Fund to read – Spend as at June 2023 £14,929.92 and Carried forward or reallocated £15,070.08;
- (2) unanimously agreed to the terms of the motion to include two additional recommendations; and
- (3) agreed that, where children had to pay to take part in after school clubs, for instance, to cover hire of hall, the cost was supported from the £60,000 allocation from the Breakfast Club/After School Expanded Provision project.

67. COWDENBEATH AREA LOCAL COMMUNITY PLANNING, ANTI-POVERTY, WARD AND COMMUNITY RECOVERY FUND BUDGET UPDATE

The Committee considered a report by the Head of Communities and neighbourhoods, providing an update on the Cowdenbeath Area Local Community Planning, Anti-poverty, Ward 7, Ward 8 2022/2023 budgets and Community Recovery budgets spend to date.

Decision

The Committee noted spend to date on the Cowdenbeath Area budgets 2022/2023 and on the Community Recovery budget.

68. PROPERTY TRANSACTIONS

The Committee considered a report by the Head of Property Services, advising on action taken using the List of Officer Powers in relation to property transactions.

Decision

The Committee noted the contents of the report.

69. COWDENBEATH AREA COMMITTEE WORKPLAN

The Committee considered the Cowdenbeath Area Committee Workplan.

Decision

The Committee:-

- (1) noted the Cowdenbeath Area Committee Workplan;
- (2) agreed to include an additional report from the Roads and Transportation Service detailing spend over the last three financial years, covering the Cowdenbeath Area, to include potholes and other issues; and
- (3) noted a verbal update on staffing resources advising of two Community Education posts appointed in January 2023 and further plans to appoint more staff in the coming months; and agreed that a full report detailing staffing resources would be submitted for this committee's consideration at its next meeting on 6 September 2023.

70. ADDITIONAL AGENDA ITEM - STREET NAMING AND NUMBERING CONSULTATION – WILLIE CLARKE STREET, NEW FLOCKHOUSE, LOCHORE

The Committee considered a report by the Head of Business and Employability proposing under Section 97 of the Civic Government (Scotland) Act 1982, that the name 'Willie Clarke Street' be approved as a new street name for the housing development to the south of New Flockhouse, Lochore. A copy of the site plan for the development showing the layout of the new street, was included at Appendix 1 to the report.

Decision

The Committee agreed to adopt the new street name 'Willie Clarke Street' for the Richard Street Ltd development to the south of New Flockhouse, Lochore.

THE FIFE COUNCIL - COWDENBEATH AREA COMMITTEE – BLENDED MEETING

Committee Room 2, Fife House, North Street, Glenrothes.

6 September 2023

2.00 pm – 5.10 pm

PRESENT: Councillors Alex Campbell (Convener), Alistair Bain, Linda Erskine, Rosemary Liewald, Mary Lockhart, Lea Mclelland, Bailey-Lee Robb and Darren Watt.

ATTENDING: Anne-Marie Vance, Community Manager (Cowdenbeath Area), Scott Blyth, Project Manager, Community Development, Izzy Scott-Trim, Community Development Team Manager (Cowdenbeath Area) and Sarah Johnston, Access Officer, Countryside Development, Communities and Neighbourhoods Service; Paul Hocking, Co-ordinator - Asset Management and Programme Development, Roads and Transportation Services; David Thomson, Customer Experience Lead Officer, Customer and Online Services; Zoe Thomson, Quality Improvement Officer and Shona Gorman, Headteacher, St Ninians RC Primary School, Education and Children's Services; Helena Couperwhite, Manager - Committee Services and Wendy MacGregor, Committee Officer, Legal and Democratic Services.

71. DECLARATIONS OF INTEREST

No declarations of interest were submitted in terms of Standing Order No. 22.

72. MINUTE

The Committee considered the minute of the meeting of the Cowdenbeath Area Committee of 6 September 2023.

Decision

The committee agreed to approve the minute;

Arising from the minute:-

- (1) in reference to para. 63 (3) - noted that members had not received a list of scatter homes in Ward location within the Cowdenbeath area and Housing officers were requested to provide this to members;
- (2) in regard to para. 56(3) - noted that a briefing note had been issued to committee members from the Lead Officer on anti social behaviour within the Cowdenbeath area and that it would therefore not be necessary to submit a further report to a future committee meeting; and

- (3) in regard to para. 56(4) – update from Councillor Erskine regarding a report on the condition of Lochgelly Town Hall and outcome of the Rockgelly event – noted that the Convener had requested submission of the report to the next meeting of the committee on 1 November 2023.

73. SINGLE AMENDMENT TO THE CORE PATH PLAN CARDENDEN

Following approval from the Convener, it was agreed that the report on Core Path Cardenden would be withdrawn from the agenda as further discussion was required with the landowner, prior to a report being submitted to a future meeting for consideration by the committee.

74. COMPLAINTS

The committee considered a report by the Executive Director, Communities providing an overview of complaints received relating to the Cowdenbeath area for the period 1 April 2022 to 31 March 2023.

Decision

The committee:-

- (1) noted the complaints received, complaints responded to in target timescales and the proportionality of Service complaints; and
- (2) requested the attendance of a service representative at future meetings of the committee where council services had been identified as having higher levels of complaints.

75. AREA ROADS PROGRAMME 2022/23 - FINAL REPORT

The committee considered a report by the Head of Roads and Transportation Services advising on the delivery of the 2022-23 Area Roads Programme (ARP).

Decision

The committee:-

- (1) noted the 2022-23 Area Roads Programme and the Appendices to the report;
- (2) requested the attendance of an officer from the Traffic Management, Roads and Transportation Service at future committee meetings to answer any technical questions arising from the works scheduled on the Area Roads Programme.

76. PUPIL EQUITY FUND REPORT

The committee considered a report by the Executive Director, Education and Children's Services outlining the progress of the Pupil Equity Fund, updating on the work of schools in the areas to address the challenge of Closing the Poverty Related Attainment Gap. Included within the report was an overview of the rationale, implementation and impact, to date, of the Pupil Equity Fund within schools across the Cowdenbeath committee area.

Decision

The committee:-

- (1) noted the progress made by schools in the Cowdenbeath area in the use of Pupil Equity Fund to positively impact on the educational outcomes of children and young people;
- (2) noted the work of schools in developing approaches to reducing the Cost of the School Day;
- (3) acknowledged that members were encouraged to link directly with individual schools for further information on the impact of Pupil Equity Funding on children's outcomes; and
- (4) noted that a workshop would be convened for committee members to liaise with school leaders about attainment in schools in the area including the impact of PEF on reducing the poverty related attainment gap.

The Committee adjourned at 3.50 pm and reconvened at 4.00 pm.

77. COWDENBEATH AREA LOCAL COMMUNITY PLAN - PLAN 4 COWDENBEATH AREA 2023 - 2026

The committee considered a report by the Head of Communities and Neighbourhoods Service seeking agreement for the priorities in the revised Plan 4 Cowdenbeath Area 2023-2026.

Decision

The committee:-

- (1) approved the Plan 4 Cowdenbeath Area 2023-2026;
- (2) requested a concluding report from officers on the previous Plan 4 Cowdenbeath 2019-2022, detailing the progress made and any outstanding work, and reasons for this, be submitted to a future meeting of the committee;
- (3) as a result of recommendation (2), under Area Committee Powers 7.2.3, extended an invitation to the previous Community Manager (Cowdenbeath Area) to attend a future meeting of Cowdenbeath Area committee to speak to the concluding report of the Plan 4 Cowdenbeath 2019-2022;
- (4) requested a report by the current Community Manager (Cowdenbeath Area) on the Plan 4 Cowdenbeath 2023-2026 Action Plan, once this had been agreed by the Cowdenbeath Area Partnership Group. The report would be submitted to Cowdenbeath Area committee no later than the end of the financial year, 31 March, 2024; and
- (5) requested a standing item on each Cowdenbeath Area Committee Agenda updating on progress towards the Plan 4 Cowdenbeath 2023-2026, which would be a mix of verbal and written format, with one full annual written report each year. This would allow for progress to be tracked and to hold elected members, officers, services and partners to account for delivery.

78. AREA BUDGET AND PROJECT PROGRESS REPORT

The committee considered a report by the Head of Communities and Neighbourhoods updating on Area Budgets, seeking agreement for budget allocation to a number of projects and updating on existing projects within the area.

Decision

The committee:-

- (1) noted the following amendments to the report - at para.2.1, Ward 8 Total Budget 2023/24 - £78,132.51; at para 3.1 Cowdenbeath Shoe Box Budget Spend 2022/23 - £26,040.00 and Budget allocated in 2023/24 - £17,720.00 and at Appendix 1 to the report, project reference S30014 - CLD additional resource contribution was approved in March 2023;
- (2) noted spend on the Cowdenbeath Area budgets 2023/2024 as detailed in Appendix 1 to the report;
- (3) noted spend on the Cowdenbeath Area's Community Recovery Fund budget, as detailed in Appendix 2 to the report;
- (4) noted the progress on projects agreed at the December 2022 Cowdenbeath Area committee, as detailed in Appendix 3 to the report; and
- (5) agreed to allocate funding to support the following projects in 2023/24:-
 - (a) £29,000 funding for staff resource, van and waste collections to support community food providers from the anti-poverty budget (see para 4.1 of the report);
 - (b) £15,000 funding for continued support for Café Inc from the anti-poverty budget (see para 4.2 of the report);
 - (c) £10,250 funding for Christmas Trees (£7,000 from the Ward 7 budget and £3,250 from the Ward 8 budget) (see para 4.3 of the report); and
 - (d) £14,000 funding for events throughout the Cowdenbeath Area (£8,000 from the Ward 7 budget and £6,000 from the Ward 8 budget) (see para 4.3 of the report).

79. COWDENBEATH AREA STAFFING RESOURCE

The committee considered a report by the Head of Communities and Neighbourhoods Service updating members on the Cowdenbeath area staffing resource. Several new staff had been appointed to the area and recruitment was nearly complete to a full establishment position which would provide the staffing resource required to deliver on projects underway within the area.

Decision

The committee noted the work and progress of recruitment within the area to provide the team with a full establishment position.

80. COWDENBEATH AREA YOUTH WORK UPDATE

The committee considered a report by the Head of Communities and Neighbourhoods Service updating on youth work activity taking place across the Cowdenbeath area.

Decision

The committee:-

- (1) noted the contents of the report; and
- (2) agreed that future youth work updates would be issued to committee members annually, in the form of internal briefing notes.

81. COWDENBEATH AREA FORWARD WORK PROGRAMME

The committee considered a report by the Executive Director, Finance and Corporate Services providing the workplan for future meetings of the committee.

Decision

The committee:-

- (1) noted the content of the forward work programme for the Cowdenbeath Area committee;
- (2) arising from the minute of the committee meeting on 1 February 2023, agreed a report on a draft Development Plan would be included on the work programme to be submitted to the committee for consideration by the end of 2023;
- (3) agreed to withdraw the report on Area Housing Plan 2023-26 detailed on the work programme to be submitted to the meeting on 12 June 2024 and requested the report would be submitted instead, to the meeting on 17 April 2024 for consideration by the committee - the work programme would be updated accordingly;
- (4) agreed the report scheduled for submission to the committee meeting on 20 December 2023 on Community Learning and Development Annual Report and Funding would include plans for Easter, Summer and October 2024 youth work programmes; and
- (5) agreed two additional reports would be included on the forward work programme for consideration by the committee on Community Wealth Building across Cowdenbeath area and Cowdenbeath High Street, focusing on the decline, employability and services provided by BRAG Enterprise Ltd.

THE FIFE COUNCIL - COWDENBEATH AREA COMMITTEE – BLENDED MEETING

Committee Room 2, Floor 5, Fife House, North Street, Glenrothes

1 November 2023

2.00 pm – 4.20 pm

PRESENT: Councillors Alex Campbell (Convener), Alistair Bain, Linda Erskine, Rosemary Liewald, Mary Lockhart, Lea McLelland, Bailey-Lee Robb and Darren Watt.

ATTENDING: Anne-Marie Vance, Community Manager (Cowdenbeath Area), Scott Blyth, Project Manager, Izzy Scott-Trim, Community Development Team Manager (Cowdenbeath Area) and Liz Murphy, Bereavement Service Manager, Communities and Neighbourhoods Service; Keith Johnston, Technician Engineer, Traffic Management South, Roads and Transportation Service; Lindsay Thomson, Head of Legal and Democratic Services and Wendy MacGregor, Committee Officer, Legal and Democratic Services.

ALSO ATTENDING: Stewart Christie, Rural Skills Scotland.

82. DECLARATIONS OF INTEREST

No declarations of interest were submitted in terms of Standing Order No. 22.

83. MINUTE

The committee considered the minute of the Cowdenbeath Area Committee meeting on 6 September 2023.

Arising from the minute, paragraph 74 - Complaints, acknowledged a sincere apology from Councillor Bailey Lee Robb regarding inappropriate and discourteous comments made during the meeting of the committee on 6 September, 2023, relating to the performance of colleagues in Customer and Online Services and Building Services. Councillor Robb advised going forward he would endeavour to work with those Services openly, honestly and respectfully as part of team Cowdenbeath and Fife Council.

Decision

The committee agreed to approve the minute.

Prior to consideration of the following item of business on the agenda, the Convener, on behalf of the committee, offered sympathy and condolences to the victims of the devastating fire in Lochgelly on Monday, 23 October 2023, which had destroyed 12 family homes.

The committee acknowledged the outstanding efforts from fellow Councillors Erskine, Lockhart and Liewald and colleagues from the Scottish Fire and Rescue Service, Police Scotland and Fife Council as first responders involved in dealing with the emergency and offered support to the families in the community affected by the situation. The Convener also showed thanks and appreciation to Amanda Cathrew, Housing Team Manager, Housing Services, Fife Council for provision of new homes for the victims of the fire.

84. PROPOSED PARKING RESTRICTION AMENDMENTS - VARIOUS STREETS, CARDENDEN

The committee considered a report by the Head of Roads and Transportation Services regarding the introduction and amendment of parking restrictions in various streets in Cardenden.

Decision

In the interests of traffic management and road safety, the committee:-

- (1) agreed to the promotion of a Traffic Regulation Order (TRO) to introduce the parking restrictions detailed in drawing no. TRO23_43 (Appendix 1) with all ancillary procedures; and
- (2) authorised officers to confirm the Traffic Regulation Order within a reasonable period unless there were objections.

85. PROPOSED RAISED PUFFIN CROSSING - B925 (MOSSGREEN) KIRKCALDY ROAD, CROSSGATES

The committee considered a report by the Head of Roads and Transportation Services regarding a proposal to install a raised puffin crossing on B925 (Mossgreen) Kirkcaldy Road, Crossgates.

Decision

In the interests of road safety, the committee:-

- (1) agreed to the promotion of a Road Hump Order (RHO) and Pedestrian Crossing Notice to install a raised puffin crossing as detailed in drawing no. TRO23_44 (Appendix 1) with all ancillary procedures; and
- (2) authorised officers to construct the raised puffin crossing within a reasonable period unless there were objections.

Councillor Lea McLelland joined the meeting during consideration of the above item.

86. BEREAVEMENT SERVICES CEMETERY STRATEGY

The committee considered a report by the Head of Property Services outlining Fife Council's legal responsibility to provide and regulate cemeteries and to make appropriate provision for the care and disposal of the deceased. The importance of cemeteries was acknowledged in the current Programme for Administration which noted the importance of making "sure our cemeteries are safe, well looked after and provide fitting places for remembrance and contemplation". The report also informed on the outcome of the consultation which took place and strategy which would be implemented moving forward.

Decision

The committee:-

- (1) noted the key points from the consultation exercise; and
- (2) supported the actions moving forward in the Cemetery Strategy 2023 – 2028, detailed in Appendix 1 to the report.

87. PLAN 4 COWDENBEATH 2023-2026 - UPDATE

The Community Manager - Cowdenbeath Area, provided a verbal update on the delivery of the Local Community Plan 4 Cowdenbeath 2023-26, approved at the meeting of the Cowdenbeath Area committee on 6 September 2023. The first meeting of the People in Place Group had taken place on 26 October 2023, an action plan and strategy had been devised relating to ownership of areas work and the delivery of improvements identified within the plan.

Priority leads and had been identified to take forward the 3 key priorities and would support work to be delivered and co-ordinate feedback to the committee, key priority areas as follows:—

- (1) reducing anti-poverty;
- (2) raising aspirations within the community; and
- (3) Improving community engagement.

Thirty seven (37) improvement areas had been identified across the three (3) priority areas. Although the action plan was in the early stages, the team would continue to work on coordinating and delivering the identified improvements, some of which had already been implemented such as the welfare roadshows.

Decision

The committee:-

- (1) noted the update provided; and
- (2) acknowledged the action plan/strategy to implement the delivery of the 3 priority areas would be circulated to members once this was available.

88. AREA BUDGET AND PROJECT PROGRESS REPORT

The committee considered a report by the Head of Communities and Neighbourhoods Service updating members on area budgets and on existing projects that were approved at the December 2022 Area Committee and seeking agreement for budget allocation.

At this point in the proceedings, the Convener agreed to a short adjournment. The meeting adjourned at 3.20 pm and reconvened at 3.45 pm.

Decision

The committee:-

- (1) noted spend on the Cowdenbeath Area budgets 2023/2024 as shown in Appendix 1 of the report;
- (2) noted spend on the Cowdenbeath Area's Community Recovery Fund budget, as shown in Appendix 2 of the report;
- (3) noted progress on projects agreed at the December 2022 Area Committee, as shown in Appendix 3 of the report;
- (4) agreed to move the £65,000 Energy Advice funding back into the local area budgets (£7,800 into LCP; £31,850 into Ward 7; £25,350 into Ward 8) for future allocation as detailed at para 2.3 in the report; and
- (5) agreed to resolve that the Community Recovery Fund, Mental Health - High Schools, allocation of £60,000, would be split equally between Wards 7 and 8, to provide £30,000 to each ward boundary, to be further discussed and distribution of allocated funds agreed at ward level at a later date.

89. SUPPORTING THE PLAN 4 COWDENBEATH - GROUNDS FOR GROWTH

The committee considered a report by the Head of Communities and Neighbourhoods seeking agreement for an allocation of funding from the Anti-Poverty budget, towards the Grounds for Growth Project.

Decision

The committee:-

- (1) agreed to allocate £7,000 towards the Grounds For Growth Project from the Anti-Poverty Budget; and
- (2) that a report would be submitted to the committee in 6 months (May 2024) which would provide an update on the success of the Grounds for Growth programme, including information on the number of participants continuing on the programme, future destinations and so on.

90. PROPERTY TRANSACTIONS

The committee considered a report by the Head of Property Services advising of action taken using the List of Officer Powers in relation to property transactions.

Decision

The committee:-

- (1) noted the contents of the report; and
- (2) agreed the Convener would contact the Head of Housing to highlight members' concerns regarding the low figures of buy back properties acquired by the Council in the Cowdenbeath Area.

91. COWDENBEATH AREA FORWARD WORK PROGRAMME

The committee considered a report by the Executive Director, Finance and Corporate Services providing the workplan for future meetings of the committee.

Decision

The committee:-

- (1) noted the forward work programme; and
- (2) requested that the Convener extend an invitation to Scottish Water, Head of Roads and Transportation and the Flooding Services Team to attend the meeting of the Cowdenbeath Area Committee on 28 February 2024 to discuss issues with extreme flooding in the Benarty and Cardenden areas and to provide an update on work undertaken to resolve the issues.

**THE FIFE COUNCIL - SOUTH AND WEST FIFE AREA COMMITTEE – INVERKEITHING
– BLENDED MEETING**

Meeting Room 6, Civic Centre, Inverkeithing

21 June 2023

9.30am – 12.30pm

PRESENT: Councillors David Barratt (Convener), Patrick Browne, Dave Dempsey, Graeme Downie, Brian Goodall, Andy Jackson, Sarah Neal, Sam Steele and Conner Young.

ATTENDING: Michael Collins, Safer Communities Lead Officer, Housing Services; Alastair Mutch, Community Manager (South and West Fife) and Mandy MacEwan, Area Community Development Team Manager, Communities and Neighbourhoods Service; and Michelle McDermott, Committee Officer, Legal and Democratic Services, Finance and Corporate Services.

ALSO ATTENDING: Community Inspector Cheryl Young and Community Sergeant Barry Stewart, Police Scotland and Station Commander Craig Robertson, Scottish Fire and Rescue Service (for paras. 74, 75 and 76 only); and Christine McLean, Head of Cultural Heritage and Wellbeing, Fife Cultural Trust (for para. 77 only).

APOLOGY FOR ABSENCE: Councillor Andrew Verrecchia.

72. DECLARATIONS OF INTEREST

No declarations of interest were submitted in terms of Standing Order No. 7.1.

73. MINUTES

- (a) The committee considered the minute of the meeting of the South and West Fife Area Committee of 26 April 2023.

Decision

The committee agreed to approve the minute.

Arising from the minute:-

- in relation to para. 61 - requested that an elected member briefing note be provided to members on the Maintenance of Private Land by Private Landowners;
- in relation to para. 66 – requested an update with regard to the workshop that was to be organised by the Education Service to analyse the attainment figures within secondary schools;
- in relation to para. 70 – noted that a workshop on flooding issues would take place following the committee meeting in September; and
- in relation to para. 71 – requested that an update be provided to members in relation to the bus mobility hub on the A985.

(b)/

- (b) The committee considered the minute of the meeting of the West Fife Area Common Good Sub-Committee of 7 February 2023.

Decision

The committee agreed to approve the minute.

74. SAFER COMMUNITIES TEAM UPDATE REPORT

The committee considered a report by the Head of Housing Services providing members with an update on the operational activity of the Safer Communities Team within the South and West Fife committee area during the twelve month period 1 April 2022 to 31 March 2023.

Decision

The committee noted the contents of the report.

75. OPERATIONAL BRIEFING ON POLICING ACTIVITIES WITHIN SOUTH AND WEST FIFE AREA

The committee considered a report by the Local Area Commander, Police Scotland updating members on policing activity in the South and West Fife Area.

Decision

The committee noted the contents of the report.

76. SCOTTISH FIRE AND RESCUE SERVICE ANNUAL PERFORMANCE REPORT 2022/23

The committee considered a report by the Station Commander, Dunfermline Community Fire Station, Scottish Fire and Rescue Service providing an update on incident information for the period 1 April 2022 to 31 March 2023.

Members were provided with an update on the recent announcement that the Scottish Fire and Rescue Service were proposing reductions in service appliances including fire engines and height appliances removed from across Fife and the impact this would have on the South and West Fife area.

Decision

The committee noted the contents of the report.

The meeting adjourned at 11.15am and reconvened at 11.25am.

77. ONFIFE UPDATE

The committee considered a report by the Director of Creative Development, Fife Cultural Trust, providing an update on OnFife's service offer in the area, reviewing activity in the past six months and outlining plans in the coming year.

Decision

The committee noted the contents of the report.

78./

78. COMMUNITY LEARNING AND DEVELOPMENT PARTNERSHIP UPDATE

The committee considered a report by the Head of Communities and Neighbourhoods Service updating members on the activities of the Community Development Partnership provision offered to young people, children and families from April 2022 to March 2023.

Decision

The committee noted the contents of the report

79. PROPERTY TRANSACTIONS

The committee considered a report by the Head of Property Services which advised members of action taken using the List of Officer Powers in relation to property transactions.

Decision

The committee:-

- (1) noted the contents of the report; and
- (2) wished to express their disappointment at the limited number of houses being bought back from within the South and West Fife Area in relation to the Council's Buy Back Scheme.

80. SOUTH AND WEST FIFE AREA COMMITTEE FORWARD WORK PROGRAMME 2023-24

The committee considered a report by the Executive Director (Finance and Corporate Services) supporting the committee's consideration of the Forward Work Programme for future meetings of the committee.

Decision

The committee:-

- (1) reviewed and noted the South and West Fife Area Committee Forward Work Programme 2023/24;
- (2) noted that Fife Coast and Countryside Trust would be submitting a report to the September meeting and that Fife Sports and Leisure Trust would be submitting a report to the December meeting, each providing an overview of their organisations' remit;
- (3) noted that a workshop would take place following the meeting in September on the Playpark Strategy; and
- (4) requested a report be submitted to the September meeting providing an update on the parking project at the Cairns, Charlestown.

81./

81. NOTICE OF MOTION - PARKING ATTENDANTS

In terms of Standing Order No. 8.1(1), the following Notice of Motion was submitted:-

Councillor Dave Dempsey, seconded by Councillor Sarah Neal, moved the following:-

"Committee

- notes
 - the considerable disruption and inconvenience that arises locally from traffic levels at locations which are particularly popular in good weather
 - the annoyance caused to residents by continuing examples of antisocial parking
 - the difficulty under present arrangements of deploying Parking Attendants to diverse locations at short notice
- considers that decentralising elements of that deployment to Area level has the potential to address these issues

asks for a report laying out the pros and cons of various degrees of decentralisation to help determine what (if any) comments and recommendations South and West Fife Area Committee might wish to submit to full Council".

Decision

The motion was unanimously agreed.

82. NOTICE OF MOTION - ROAD CONDITIONS - EXTERNAL ORGANISATIONS

In terms of Standing Order No. 8.1(1), the following Notice of Motion was submitted:-

Councillor Dave Dempsey, seconded by Councillor Conner Young, moved the following:-

"Committee is concerned about the reputational damage to Fife Council when an outside organisation digs up a newly resurfaced piece of road and recommends that the Environment, Transportation and Climate Change Scrutiny Committee investigates this further".

Decision

The motion was unanimously agreed.

**THE FIFE COUNCIL - SOUTH AND WEST FIFE AREA COMMITTEE – INVERKEITHING
– BLENDED MEETING**

6 September, 2023

9.30 am – 11.45 am

PRESENT: Councillors David Barratt (Convener), Patrick Browne, Dave Dempsey, Brian Goodall, Andy Jackson, Sarah Neal, Sam Steele, Andrew Verrecchia and Conner Young.

ATTENDING: Paul Hocking, Co-ordinator - Asset Management & Programme Development and Ian Jones, Lead Consultant, Network Management, Roads and Transportation Services; David Thomson, Customer Experience Lead Officer, Customer and Online Services; Stephen Adamson, Project Manager, Communities and Neighbourhoods Service; and Michelle Hyslop, Committee Officer, Legal and Democratic Services, Finance and Corporate Services.

ALSO IN ATTENDANCE: Jeremy Harris, Chief Executive Officer, Fife Coast and Countryside Trust (for para. 86 only).

APOLOGY FOR ABSENCE: Councillor Graeme Downie.

83. DECLARATIONS OF INTEREST

Councillor Goodall declared, as a matter of transparency and with reference to para.86 – Fife Coast and Countryside Trust Overview - that he was a council appointed director of Fife Coast and Countryside Trust. However, as this was not considered a connection under the Councillors' Code of Conduct for the purposes of this report, he remained and participated in the meeting.

84. MINUTE

The committee considered the minute of the meeting of the South and West Fife Area Committee of 21 June 2023.

Decision

The committee agreed to approve the minute.

Arising from the minute:-

- in relation to para.73 - requested an update with regard to the workshop that was to be organised by the Education Service to analyse the attainment figures within secondary schools;
- in relation to para. 73 - requested an update be provided to members in relation to the bus mobility hub on the A985;
- in relation to para. 80 – the playpark session had taken place in the Civic Centre, Inverkeithing and members noted that a report on the Playpark Strategy would be brought back to a future meeting of the committee;

- in relation to para. 81 – requested an update on a report being submitted to the next area committee in relation to the pros and cons of various degrees of decentralisation to help determine what (if any) comments and recommendations South and West Fife Area Committee might wish to submit to full Council; and
- in relation to para. 82 – requested an update on the digging up of newly resurfaced pieces of road following the recommendation that the Environment, Transportation and Climate Change Scrutiny Committee investigate this further.

85. APPOINTMENT TO EXTERNAL ORGANISATION - CARNEGIE DUNFERMLINE AND HERO FUND TRUST

The committee considered a report by the Head of Legal and Democratic Services seeking to appoint a replacement member on the Carnegie Dunfermline and Hero Fund Trust following the resignation of Councillor Sam Steele.

Decision

The Committee unanimously agreed to appoint Councillor Conner Young from Ward 1 as the council's representative on the Carnegie Dunfermline Hero Fund Trust.

86. FIFE COAST AND COUNTRYSIDE TRUST - OVERVIEW

The committee considered a report by the Chief Executive of Fife Coast and Countryside Trust providing information on the activities of the Fife Coast and Countryside Trust particularly in the South and West Fife Area.

Decision

The committee noted the terms of the report.

87. AREA ROADS PROGRAMME 2022-23 - FINAL REPORT

The committee considered a report by the Head of Roads and Transportation advising on the delivery of the 2022-23 Area Roads Programme (ARP).

Decision

The committee agreed: -

- (1) to note the contents of the report and Appendices;
- (2) that future reports on the Area Roads Programme would include additional information on road scoring assessment figures; and
- (3) that an Area Roads Programme Progress Report for 2023/24 would be brought back for consideration at the next meeting of the committee and this should include detailed information with regard to the full costings and options for road resurfacing works at Sherbrooke Road, Rosyth.

88. THE CAIRNS, CHARLESTOWN - VERBAL UPDATE ON PROJECT

Ian Jones, Lead Consultant, Roads and Transportation Services provided an update on the parking project at The Cairns, Charleston advising that it was proposed to remove the grassed area to produce sixteen parking spaces. It was noted that works on site had been postponed due to resource implications but that works would commence on 12th February, 2024 and would take approximately three to four weeks to complete, subject to there being no adverse weather conditions.

Decision

The committee welcomed and noted the update.

89. COMPLAINTS UPDATE

The committee considered a report by the Executive Director (Communities) providing an overview of complaints received relating to the South and West Fife Area for the year from 1 April 2022 to 31 March 2023

Decision

The Committee noted the contents of the report.

90. WELFARE SUPPORT AND ANTI-POVERTY ANNUAL REPORT 2022-23

The committee considered a report by the Head of Communities and Neighbourhoods Service updating members on achievements and outcomes of the welfare support and anti-poverty activities taking place in South and West Fife (S&WF) taking cognisance of the wider Local Community Plan and the Tackling Poverty and Preventing Crisis work.

Decision

The committee noted: -

- (1) the contents of the report and the outcomes and achievements of the 2022-23 South and West Fife Welfare Support and Anti-Poverty projects; and
- (2) the preventative measures designed to tackle poverty and inequality in South and West Fife.

91. SOUTH AND WEST FIFE AREA FORWARD WORK PROGRAMME 2023-24

The committee considered a report by the Executive Director (Finance and Corporate Services) relating to the Forward Work Programme for future meetings of the committee.

Decision

The committee:-

- (1) reviewed and noted the South and West Fife Area Committee Forward Work Programme 2023/24;

- (2) noted that a report be submitted to the next meeting of the area committee on the advantages and disadvantages of decentralisation; and
- (3) that an Area Roads Programme Progress Report for 2023/24 would be brought back for consideration at the next meeting of the area committee which should include detailed information with regard to the full costings and options for road resurfacing works at Sherbrooke Road, Rosyth.

THE FIFE COUNCIL - SOUTH AND WEST FIFE AREA COMMITTEE - BLENDED MEETING

Civic Centre, Inverkeithing

1 November 2023

9.30 am – 11.40 am

PRESENT: Councillors David Barratt (Convener), Patrick Browne, Dave Dempsey, Graeme Downie, Brian Goodall, Andy Jackson, Sam Steele, Andrew Verrecchia and Conner Young.

ATTENDING: Lesley Craig, Lead Consultant and Vicki Connor, Lead Consultant, Roads and Transportation Services; Alastair Mutch, Community Manager (South and West Fife Area), Mandy MacEwan, Community Development Team Manager, Stephen Adamson, Project Manager (Anti-Poverty and Community Wealth Building), Sarah Johnston, Access Officer, Kevin O'Kane, Greenspace Partnership Officer and Clair Lovett, Parks Development Officer, Communities and Neighbourhoods Service; Claire Mackinlay, Housing Team Manager, Housing Services; Alan Adamson, Service Manager (Quality Assurance), Health and Social Care; Alan Paul, Head of Property Services and Liz Murphy, Bereavement Services Manager, Property Services; and Michelle McDermott, Committee Officer, Legal and Democratic Services, Finance and Corporate Services.

ALSO IN ATTENDANCE: Ms. Nina Patton, Scottish Environment Protection Agency (SEPA) for para. 94 only.

APOLOGY FOR ABSENCE: Councillor Sarah Neal.

92. DECLARATIONS OF INTEREST

No declarations of interest were submitted in terms of Standing Order No. 22.

93. MINUTE

The committee considered the minute of the meeting of the South and West Fife Area Committee of 6 September 2023.

Arising from the minute, with reference to para. 84 – Minute - the committee were advised:-

- that an update was still awaited with regard to the workshop to be organised by the Education Service to analyse the attainment figures within secondary schools;
- an update in relation to the bus mobility hub on the A985 had been provided by Ian Jones, Roads and Transportation by email on 21st September, 2023;
- that a report would be submitted to the December meeting in relation to the motion submitted to the 21st June committee requesting a report on the pros and cons of various degrees of decentralisation; and

- that a request had been submitted to the Environment, Transportation and Climate Change Scrutiny Committee to look into the reputational damage of the Council when outside organisations dug up newly resurfaced pieces of road as per the motion to this committee on 21st June, 2023.

Decision

The committee agreed to approve the minute.

94. RADIATION MONITORING AT DALGETY BAY

Ms. Nina Patton, Scottish Environment Protection Agency (SEPA) advised that they were still awaiting final drafts of the Health Physics Plan and the close out survey from the Ministry of Defence's (DIO) contractor. It was noted that SEPA had observed the remediation process and acknowledged the amount of material removed. In terms of the surrender process to the licence, it was noted that until the appropriate documentation had been received, the Environmental Authorisations (Scotland) Permit for the management of the radioactive particles could not be surrendered. It was noted that SEPA were satisfied that the remediation had been completed and advised that the verification process over the next two years would be closely monitored by SEPA to determine the impact of the remediation and that they would continue to update the Council on these matters if required.

It was noted that following the two year monitoring process by the Ministry of Defence's (DIO) contractor, if SEPA were satisfied that the remediation was successful, in that they were not seeing an increase in the number of particles on the foreshore, then monitoring of the radiation would revert to SEPA and monitoring of the rock armour and the management of the rock armour would revert to Fife Council.

Decision

The Committee thanked Ms. Patton for her detailed update.

Councillor Andrew Verrecchia joined the meeting during consideration of the above item.

95. OBJECTION TO PROPOSED 20MPH SPEED LIMIT - VARIOUS STREETS, CARNOCK

The committee considered a report by the Head of Roads and Transportation Services seeking agreement to set aside the objection to the proposed 20mph speed limit on various streets, Carnock.

Decision

The committee agreed to set aside the outstanding objection to the Traffic Regulation Order (TRO) proposing the 20mph speed limit in various streets, Carnock as shown in Drawing No. TRO23_23B to allow the Order to be made and the speed limit put in place.

96. AREA ROADS PROGRAMME 2023/24 - PROGRESS REPORT

The committee considered a report by the Head of Roads and Transportation Services updating members on the progress of the 2023/24 Area Roads Programme (ARP).

Decision

The committee:-

- (1) noted the contents of the report;
- (2) agreed to include Sherbrooke Road, Rosyth within the 2024/25 Area Roads Programme; and
- (3) noted that consultation would be undertaken with Morrisons regarding the road surface at the car park entrance to their store at Sherbrooke Road, Rosyth and that resurfacing of the parking bays on Sherbrooke Road was included within the project at Sherbrook Road.

97. CORE PATH DIVERSION - WILSON WAY, ROSYTH

The committee considered a report by the Head of Communities and Neighbourhoods Service seeking approval for a diversion of core path P637/03 (Wilson Way, Rosyth) to allow for the construction of the new High School at Rosyth.

Decision

The committee approved the proposed diversion of the public right of way and the core path using section 208 Town and Countryside Planning (Scotland) Act 1997, delegating its confirmation to officers if no objections were received and otherwise submission to the Scottish Government for confirmation.

98. PLAY SPACES CATEGORISATION - SOUTH AND WEST FIFE AREA

The committee considered a report by the Head of Communities and Neighbourhoods Service seeking approval of the Play Spaces Categorisation for the South and West Fife Area to create better quality and more inclusive play spaces.

Decision

The committee:-

- (1) approved the Play Spaces Categorisation for the South and West Fife Area; and
- (2) agreed to review the Implementation Plan at future Ward meetings which would specify how the categorisation and improvement of play spaces would be progressed.

99. AREA HOUSING UPDATE

The committee considered a report by the Head of Housing Services providing an update on the progress of the areas identified in the Local Issues Action Plan (appended to the Area Housing Plan) as well as performance information where figures were available at an area level.

Decision

The committee noted:-

- (1) the work progress against the Local Issues Action Plan outlined within Appendix 1 of the report; and
- (2) the performance information outlined within Appendix 2 of the report.

100. ANNUAL REPORT ON OUTCOMES OF CARE INSPECTORATE INSPECTION AND GRADING PROCESS

The committee considered a report by the Director of Health and Social Care advising on the range of inspections that had been undertaken by the Care Inspectorate and highlighted the inspection grades awarded for care services within the South and West Fife Area. The registered organisations included provided a range of care and support services to the Health and Social Care Partnership in Fife and represented a mixture of sectors including private and voluntary.

Decision

The committee noted the outcome of the inspection process and grades awarded to care services in Fife.

The meeting adjourned at 10.55 am and reconvened at 11.05 am.

101. BEREAVEMENT SERVICES CEMETERY STRATEGY

The committee considered a report by the Head of Communities and Neighbourhoods Service advising of the outcome of the consultation on the future provision of cemeteries in Fife and requesting support for implementation of the strategy moving forward.

Decision

The committee:-

- (1) noted the key points from the consultation exercise; and
- (2) supported the actions moving forward in the Cemetery Strategy 2023-2028.

102. SUMMER PROVISION ACTIVITIES

The committee considered a report by the Head of Communities and Neighbourhoods Service updating members on the holiday provision provided for young people, children and families over the summer holiday 2023. The provision of activities was developed and delivered by the Community Development Team and partners.

Decision

The committee noted the position and the activities that were delivered throughout the summer school holidays.

103. SOUTH AND WEST FIFE AREA LOCAL COMMUNITY PLAN – PLAN4SOUTH AND WEST FIFE

The committee considered a report by the Head of Communities and Neighbourhoods Service updating members on the implementation and progress of the South and West Fife Local Community Plan (LCP) 2022-2025 which was approved at the South and West Fife Area Committee on 1 March 2023.

Decision

The committee:-

- (1) noted the ongoing collaborative efforts to actively develop projects under the identified Associated Actions in response to locally identified priorities; and
- (2) continued to support the South and West Fife Area Local Community Plan as it adapted and changed to focus on Recovery and Reform.

104. PROPERTY TRANSACTIONS

The committee considered a report by the Head of Property Services advising on the action taken using the List of Officer Powers in relation to property transactions.

Decision

The committee noted the contents of the report.

105. SOUTH AND WEST FIFE FORWARD WORK PROGRAMME 2023-24

The committee considered a report by the Executive Director (Finance and Corporate Services) supporting the committee's consideration of the Forward Work Programme for future meetings of the committee.

Decision

The committee reviewed and noted the South and West Fife Area Forward Work Programme 2023/24.

THE FIFE COUNCIL - EDUCATION SCRUTINY COMMITTEE – BLENDED MEETING

Committee Room 2, Fife House, North Street, Glenrothes

18 September 2023

10.00 am – 11.15 am

PRESENT: Councillors Kathleen Leslie (Convener), Patrick Browne, Ian Cameron, Colin Davidson, Dave Dempsey, Linda Erskine, Alycia Hayes, Louise Kennedy-Dalby, Lynn Mowatt, Sarah Neal, Jonny Tepp (substituting for Councillor John Caffrey); and Ian Macaulay, Religious Representative, Church of Scotland.

ATTENDING: Shelagh McLean, Head of Education & Children's Services (Early Years and Directorate Support), Angela Logue, Head of Education & Children's Services - Primary Schools & Improvement Support, Stuart Booker, Quality Improvement Officer and Rona Weir, Education Manager, Education and Children's Services; and Emma Whyte, Committee Officer, Legal and Democratic Services.

APOLOGIES FOR ABSENCE: Councillors John Caffrey and Daniel Wilson.

57. DECLARATIONS OF INTEREST

No declarations of interest were submitted in terms of Standing Order No. 22.0.

58. MINUTE

The committee considered the minute of the meeting of the Education Scrutiny Committee of 22 August 2023.

Decision

The committee agreed to approve the minute.

59. DIRECTORATE IMPROVEMENT PLAN 2023-26

The committee considered a report by the Head of Education and Children's Services - Primary Schools and Improvement Support presenting the Education and Children's Services (ECS) Directorate Plan 2023-26 and setting this plan in the context of other key strategic plans for children and families in Fife.

Decision

The committee:-

- (1) considered and provided comment on the ECS Directorate Plan 2023-26;
- (2) agreed to recommend approval of the Plan by the Cabinet Committee at its meeting on 5 October 2023; and

- (3) agreed that a progress report on the improvement plan priorities, including an updated plan and lead officer information for each of the priorities, be provided to the committee annually.

THE FIFE COUNCIL - EDUCATION SCRUTINY COMMITTEE – BLENDED MEETING

Committee Room 2, 5th Floor, Fife House, North Street, Glenrothes

14 November 2023

10.00 am - 1.25 pm

PRESENT: Councillors Kathleen Leslie (Convener), Lynn Ballantyne-Wardlaw, Patrick Browne, John Caffrey, James Calder (substituting for Councillor Aude Boubaker-Calder), Ian Cameron, Altany Craik (substituting for Councillor Colin Davidson), Dave Dempsey, Sean Dillon, Linda Erskine, Alycia Hayes, Louise Kennedy-Dalby, Sam Steele (substituting for Councillor Lynn Mowatt), Daniel Wilson; Alastair Crockett and Ian MacAulay, Religious Representative/Adviser.

ATTENDING: Maria Lloyd, Head of Education & Children's Services - Secondary Schools & Specialist Support, Angela Logue, Head of Education & Children's Services - Primary Schools & Improvement Support, Shelagh McLean, Head of Education & Children's Services - Early Years and Directorate Support, Deborah Davidson, Education Manager, Sarah Else, Education Manager, Jackie Funnell, Education Manager, Adam Brown, Depute Principal Psychologist (Strategy), Stuart Booker, Quality Improvement Officer and Zoe Thomson, Quality Improvement Officer, Education and Children's Services; Alison Binnie, Finance Business Partner and Diane Barnet, Committee Officer, Finance & Corporate Services.

APOLOGIES FOR ABSENCE: Councillors Aude Boubaker-Calder, Colin Davidson and Lynn Mowatt.

60. CHANGE OF MEMBERSHIP

The committee noted that Councillor Alistair Suttie had replaced Councillor Naz Anis-Miah as a member of the committee.

61. DECLARATIONS OF INTEREST

No declarations of interest were submitted in terms of Standing Order No 22.

62. MINUTE

The committee considered the minute of the meeting of the Education Scrutiny Committee of 18 September 2023.

Decision

The committee agreed to approve the minute.

63. RELATIONSHIPS & BEHAVIOUR IN SCHOOLS – UPDATE REPORT

The committee considered a report by the Head of Education and Children's Services providing updated details of the approaches adopted and the action plans developed to support school staff and pupils in reducing and addressing incidents of violence and aggression.

Decision

The committee:-

- (1) reviewed and commented on the content of the report and the action plans; and
- (2) requested a further update on progress in approximately eight months' time - as part of the overall Health and Wellbeing Strategy Improvement Priority for 2023-26, set out in the Education and Children's Services Directorate Improvement Plan.

The committee adjourned at 11.27 am and reconvened at 11:41 am.

Mr Crockett joined the meeting prior to consideration of the following item and Councillor Craik re-entered the meeting during consideration of the following item.

64. REPORT ON PROGRESS ON NEURODEVELOPMENTAL ASSESSMENT PATHWAY

The committee considered a report by the Head of Education and Children's Services providing an update on the Scottish Government funded Neurodevelopmental Assessment Pathway Test of Change (ToC). This project had been led by Education and supported by NHS Fife colleagues.

This ToC had been running since October 2021 in two West Fife secondary schools (Woodmill High School and St Columba's RC High School) and their associated cluster primary schools, as well as Calaiswood Special School. The pilot involved a move from multiple assessment pathways for different neurodevelopmental conditions (e.g., Autism, ADHD) to a single assessment pathway which allowed a range of potential conditions to be considered. The proposed advantages of having one referral route included:

- simplified process for families and professionals;
- allowed for the capture of information once rather than multiple referral routes;
- did not require parents/carers and education staff to guess whether a child had a neurodevelopmental condition and what that might be before referral; and
- allowed a range of conditions to be considered by specialist staff working together.

The report included the most up to date information relating to referral rates, as well as feedback from stakeholders including parents/carers and school staff on the pilot from November 2021 to July 2023.

Decision

The committee:-

- (1) scrutinised the progress made on the Test of Change;
- (2) agreed to support the proposed next steps; and
- (3) requested officers to develop a full proposal - for the consideration of the Cabinet Committee at a future date - relating to the funding of the roll-out of this new approach across Fife to supporting a single pathway for assessing children with suspected neurodevelopmental conditions.

65. ATTAINMENT IN THE BROAD GENERAL EDUCATION

The committee considered a report by the Head of Education and Children's Services providing an update on current progress in improving attainment in the broad general education and closing the attainment gap across Fife's schools. This had been a key priority within the Education and Children's Services' Directorate Improvement Plan 2021-2023.

The broad general education begins in early learning and childcare and continues to the end of S3. This report provided details of improvement activities that were well under way to ensure sustained education recovery from the Covid-19 pandemic, through increased universal or targeted support for children and young people. This included progress made in the use of the Attainment Scotland Fund (ASF), which encompassed the Strategic Equity Fund (Year 1), Pupil Equity Funding and the Care Experienced Children and Young People Fund to address the challenge of Closing the Poverty Related Attainment Gap and to support families by reducing the Cost of the School Day.

Decision

The committee:-

- (1) scrutinised and commented on current progress in improving attainment in the broad general education and the planned next steps to continue to support education recovery in Fife and close the attainment gap;
- (2) scrutinised and commented on the progress made by Fife's schools and teams in the use of the Attainment Scotland Fund to positively impact on the educational outcomes of children and young people and planned next steps for 23/24; and
- (3) agreed to seek updates on the impact of approaches and interventions on improving educational outcomes for children and young people locally, through individual schools and via Area Committee reports or workshops.

Councillor Ballantyne-Wardlaw left the meeting following consideration of the above item and Councillor Calder left the meeting during consideration of the following item.

66. SENIOR PHASE STAGE - BASED OUTCOMES

The committee considered a report by the Head of Education and Children's Services providing an update on current progress in improving outcomes in the senior phase of secondary schooling (stages S4 – S6).

The report provided an overview and brief commentary on the senior phase outcomes for Fife for 2023 for cohorts of learners and for specific groups of learners at this current time for SQA. This was in addition to an elected member briefing previously provided on 2023 SQA pre-appeal results issued on 8 August 2023. The report analysed these in relation to comparative data from session 2021-2022 and 2018-2019 when the exam arrangements were the same. Alternative arrangements for certification were in place during 2019-2020 and 2020-2021 due to the Covid pandemic and data for these years did not provide a like for like comparison. The report also described the ongoing work in improving outcomes for learners in the Senior Phase of Secondary school.

The report also included information on sustained positive destinations for school leavers from data provided by Insight (the tool used by the Scottish Government to provide both local authorities and schools with up to date data) in May 2023 and on literacy and numeracy outcomes for levels 4 and 5 from session 2022/2023 versus the predictions as included in the report considered by this committee on 23 May 2023.

Decision

The committee:-

- (1) scrutinised and commented on the senior phase outcomes for session 2022/2023 in the context of Fife data and national attainment trends;
- (2) scrutinised and commented on the literacy and numeracy approach with schools and the use of the Senior Phase Analytical Tool (SPAT);
- (3) scrutinised and commented on the sustained positive destinations for session 2021/2022 in the context of Fife data and national trends;
- (4) agreed to support next steps identified for session 2023/2024; and
- (5) agreed to encourage local elected members to meet with secondary head teachers to discuss their individual school's 2022/2023 outcomes for senior pupils and their approaches to improving attainment.

67. EARLY LEARNING AND CHILDCARE – P1 DEFERRAL DATA

The committee considered a report by the Head of Education and Children's Services providing updated details of the impact of the Scottish Government legislation to extend the automatic right to receive an additional year of funded Early Learning and Childcare (ELC) to all children eligible to defer entry into Primary 1, providing details of those children accessing a deferred year of Early Learning and Childcare during session 2023/2024.

Decision

The committee noted the information regarding children accessing a deferred year of Early Learning and Childcare during session 2023/2024.

68. EDUCATION SERVICE REVENUE BUDGET 2023-24 PROJECTED OUTTURN

The committee considered a joint report by the Head of Education and Children's Services (Early Years and Directorate Support) and the Executive Director, Finance and Corporate Services providing an update on the forecast financial position for the 2023/2024 financial year, for the areas in scope of the Education Scrutiny Committee.

Decision

The committee:-

- (1) considered the current financial performance and activity as detailed in the report;
- (2) noted the projected outturn position and the relevant areas of projected over and under spend within the service; and
- (3) noted that a further update would be available for its consideration at the next meeting on 9 January 2024.

69. EDUCATION SERVICE CAPITAL INVESTMENT PLAN 2023-24 : PROGRESS REPORT

The committee considered a joint report by the Head of Education and Children's Services (Early Years and Directorate Support) and the Executive Director, Finance and Corporate Services providing information on the overall progress of the Education Service capital programme for the current financial year, 2023-24, as well as informing of progress on major projects.

Decision

The committee noted:-

- (1) the financial position as detailed in the report,
- (2) that the budget had been revised to reflect the outcome of the Capital Plan review and the annual re-phasing exercise undertaken in June 2023; and
- (3) noted that a further update would be available for its consideration at the next meeting on 9 January 2024.

70. EDUCATION SCRUTINY COMMITTEE FORWARD WORK PROGRAMME

The committee considered a report by the Executive Director, Finance and Corporate Services supporting the committee's consideration of the workplan for future meetings of the committee.

Decision

The committee reviewed the workplan and suggestions were invited from members of the committee for future areas of scrutiny.

THE FIFE COUNCIL - FINANCE, ECONOMY AND CORPORATE SERVICES SCRUTINY COMMITTEE – BLENDED MEETING

Committee Room 2, Fife House, North Street, Glenrothes

26 October, 2023

10.00 am – 1.00 pm

PRESENT: Councillors Allan Knox (Convener), Alistair Bain, Naz Anis-Miah (substituting for Councillor Lynn Ballantyne-Wardlaw), Auxi Barrera, Ian Cameron, Rod Cavanagh, Eugene Clarke, Colin Davidson, Sean Dillon, Graeme Downie, Robin Lawson, Dave Dempsey (substituting for Councillor James Leslie), Gordon Pryde, Alistair Suttie and Ann Verner.

ATTENDING: Eileen Rowand, Executive Director, Finance and Corporate Services; Les Robertson, Head of Revenue and Commercial Services, Revenue and Commercial Services; Pam Ewen, Head of Planning, Economy Planning and Employability Services, Gordon Mole, Head of Business and Employability, Peter Corbett, Lead Officer - Economy and Morag Millar, Programme Manager, Economy Tourism and Town Centre, Economy Planning and Employability Services; Sharon McKenzie, Head Of Human Resources, Graham Arnott, Health & Safety Lead Officer, and Barbara Cooper, Service Manager - HR, Health Safety and Wellbeing; Human Resources Service; Shelagh McLean, Head of Education and Childrens Services; Charlie Anderson, Head of Business Technology Solutions, Bob Urquhart, Security and Compliance Specialist, Business, Technology Solutions and Service Assurance - Security; Donna Grieve, Accountant, and Jackie Johnstone, Accountant, Lindsay Thomson, Head of Legal and Democratic Services, Helena Couperwhite, Service Manager - Committee Services and Michelle Hyslop, Committee Officer, Finance and Corporate Services.

APOLOGIES FOR ABSENCE: Councillors Lynn Ballantyne-Wardlaw and James Leslie.

68. DECLARATIONS OF INTEREST

No declarations of interest were submitted in terms of Standing Order No. 22.

69. MINUTE

The committee considered the minute of meeting of the Finance, Economy and Corporate Services Scrutiny Committee of 24 August 2023.

Decision

The committee agreed to approve the minute.

70. BAD DEBTS 2022-23

The committee considered a report by the Head of Revenue and Commercial Services and the Head of Housing Services updating members on the irrecoverable bad debts that had been written off during 2022-23 by the Finance and Corporate Services Directorate and Housing Services.

Decision

The committee noted the contents of the report.

71. SMART PLACE APPROACH – CITY OF DUNFERMLINE

The committee considered a report by the Head of Business and Employability Service updating members on the smart place approach within the City of Dunfermline.

Decision

The committee:

- (1) welcomed and the noted presentation;
- (2) noted the contents of the report; and
- (3) agreed that an update report on the smart place approach within the City of Dunfermline would be brought back to committee in 12 months time.

Councillor Suttie joined the meeting during consideration of the above item.

72. ENTERPRISE AND ENVIRONMENT DIRECTORATE: BUSINESS & EMPLOYABILITY SERVICES AND PLANNING SERVICES PERFORMANCE REPORT

The committee considered a report by the Head of Business and Employability and the Head of Planning presenting the 2022/23 performance scorecard for the Enterprise and Environment Directorate, Business and Employability and Planning Services.

Decision

The Committee:

- (1) noted the arrangements set out in Section 1.0 to fulfil the Council's obligation to comply with Audit Scotland's 2021 SPI Direction; and
- (2) considered the Enterprise and Environment Directorate, Business and Employability and Planning Service's performance information presented in Section 2.0 and detailed in Appendices 1 and 2 of the report.

The meeting adjourned at 11.55am and reconvened at 12.05pm.

Councillors Davidson and Lawson left the meeting at this point.

73. ANNUAL HEALTH AND SAFETY REPORT 2022-23

The committee considered a report by the Head of Human Resources updating members on the annual Health and Safety activity for 2022-2023.

Decision

The committee: -

- (1) noted the performance and activity for the 2022–2023 financial year;
- (2) noted the progress made regarding improving workforce practices and performance in the organisation; and
- (3) endorsed the continued focus on the priorities identified.

Councillor Cameron left the meeting during consideration of the above item.

74. 2023/24 REVENUE MONITORING PROJECTED OUTTURN – PLANNING SERVICE, BUSINESS AND EMPLOYABILITY SERVICE

The committee considered a report by the Chief Executive and the Executive Director - Finance and Corporate Services updating members on the projected outturn financial position for the 2023/24 financial year for the areas in scope of the Finance, Economy and Corporate Services Scrutiny Committee.

Decision

The committee noted the current financial performance and activity as detailed in the report.

75. 2023/24 CAPITAL MONITORING PROJECTED OUTTURN – BUSINESS AND EMPLOYABILITY SERVICE

The committee considered a joint report by the Chief Executive and Executive Director (Finance and Corporate Services) updating members on the Capital Investment Plan and advised on the projected financial position for the 2023/24 financial year for the areas in scope of the Finance, Economy and Corporate Services Scrutiny Committee.

Decision

The committee noted the current financial performance and activity as detailed in the report.

76. 2023/24 REVENUE MONITORING PROJECTED OUTTURN – FINANCE AND CORPORATE SERVICES

The committee considered a report by the Executive Director (Finance and Corporate Services) updating members on the projected outturn financial position for 2023/24 for the Finance and Corporate Services Directorate.

Decision

The committee noted the current financial performance and activity as detailed in the report.

77. 2023/24 CAPITAL MONITORING PROJECTED OUTTURN – FINANCE AND CORPORATE SERVICES DIRECTORATE

The committee considered a report by the Executive Director (Finance and Corporate Services) updating members on the Capital Investment Plan and advising on the projected financial position for the 2023/24 financial year for the Finance and Corporate Services Directorate.

Decision

The committee noted the current financial performance and activity as detailed in the report.

78. FINANCE, ECONOMY & CORPORATE SERVICES FORWARD WORK PROGRAMME

The committee considered a report by the Executive Director (Finance and Corporate Services) outlining a draft workplan for future meetings of this committee.

Decision

The committee:

- (1) noted the current Finance, Economy and Corporate Services Scrutiny Work Plan;
- (2) agreed that a report on the Community Council elections would be added to the forward work plan to be brought to a future meeting of the committee;
- (3) agreed that the minutes of the budget scrutiny working group meeting would be brought back to the next meeting of the committee in January 2024; and
- (4) agreed that a presentation on the Forth Green Freeport would be brought back to the next meeting of the committee in January 2024.

The committee resolved, under Section 50(A)(4) of the Local Government (Scotland) Act 1973, as amended, to exclude the public and press from the meeting for the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in Part 1 of Schedule 7A of the Act.

79. COUNCIL'S PREPAREDNESS TO DEAL WITH ISSUES AROUND RANSOMWARE – PRIVATE REPORT

The committee considered a report by the Head of Business Technology Solutions advising members on the Council's preparedness to deal with issues surrounding ransomware.

Decision

The committee agreed to defer the item for consideration at its next meeting in January 2024.

THE FIFE COUNCIL - PEOPLE AND COMMUNITIES SCRUTINY COMMITTEE – BLENDED MEETING

Committee Room 2, 5th Floor, Fife House, North Street, Glenrothes

16 November, 2023

10.00 am – 12.45 pm

PRESENT: Councillors Eugene Clarke (Convener), Alycia Hayes (substituting for Councillor Brian Goodall), Blair Allan, Ken Caldwell, Alex Campbell, Allan Knox, Donald Lothian, Julie MacDougall, Kathleen Leslie (substituting for Councillor Peter Gulline), Lynn Ballantyne-Wardlaw (substituting for Councillor Sam Steele), Lynn Mowatt, Bailey-Lee Robb, Ann Verner, Darren Watt and Jan Wincott.

ATTENDING: Michael Enston, Executive Director - Communities; Diarmuid Cotter, Head of Customer and Online Services; Paul Vaughan, Head of Communities and Neighbourhoods, Ashley Birrell, Policy Officer, Community Investment, Communities and Neighbourhoods Service; Alan Paul, Head of Property Services; John Mills, Head of Housing Services; Christine Moir, Head of Children and Families and Criminal Justice; Fiona McKay, Head of Strategic Planning, Performance and Commissioning Manager, Health and Social Care Partnership; Alison Binnie, Finance Business Partner, Helen Guthrie, Accountant, and Lesley Kenworthy, Finance Business Partner, Finance and Corporate Services and Michelle Hyslop, Committee Officer, Committee Services, Legal and Democratic Services.

ALSO ATTENDING: David Redpath, Chief Executive and Sarah Somerville, Business Development Manager, Citizens Advice and Rights Fife (CARF).

APOLOGIES FOR ABSENCE: Councillors Brian Goodall, Peter Gulline and Sam Steele.

Prior to the start of business, the Convener intimated the intention to vary the sequence of items from that on the agenda to take items 6 (para 90) and item 10 (para 91) consecutively due to the presenting officer having to leave the meeting early.

86. DECLARATIONS OF INTEREST

No declarations of interest were submitted in terms of Standing Order No. 22.

87. MINUTE

The committee considered the minute of the People and Communities Scrutiny Committee meeting of 31 August 2023.

Decision

The committee agreed to approve the minute.

88. CITIZENS ADVICE & RIGHTS FIFE – PERFORMANCE REPORT

The committee considered a report by the Head of Communities and Neighbourhoods updating members on the performance of the Citizens Advice and Rights Fife (CARF) during 2022/23.

Decision

The committee noted: -

- (1) the report and appendices;
- (2) the proactive approach that CARF had taken to manage the demand; and
- (3) the plans relating to increased capacity and the wider impact this had on those people accessing services.

89. CUSTOMER & ONLINE SERVICES ANNUAL REPORT

The committee considered a report by the Head of Customer and Online Services presenting the performance scorecard for Customer and Online Services for 2022/2034 and including the first two quarters of 2023-2024.

Decision

The committee noted: -

- (1) the arrangements set out in Section 1 of the report to fulfil the Council's obligation to comply with Audit Scotland's 2021 SPI Direction; and
- (2) the performance information in Section 2 of the report, which included current challenges/priorities and risks. A high-level overview of KPI's was included in Appendix 1 which covers the Local Government Benchmarking Framework (LGBF), Plan for Fife (P4F), Customer and Resources and Services operations.

90. CHIEF SOCIAL WORK OFFICER REPORT 2022-2023

The committee considered a report by the Head of Children and Families and Criminal Justice Services providing members with updated information in relation to the Chief Social Work Officers Report and the financial position for 2023-2024.

Decision

The committee noted the content of the report.

91. 2023-24 REVENUE BUDGET & CAPITAL PLAN PROJECTED OUTTURN - CHILDREN & FAMILIES AND CRIMINAL JUSTICE SERVICES

The committee considered a joint report by the Head of Children and Families and Criminal Justice Services and the Executive Director Finance and Corporate Services updating members on the forecasted financial position for the 2023-24 financial year, including the areas in scope of the People and Communities

Scrutiny Committee in relation to Children and Families and Criminal Justice Services.

Decision

The committee: -

- (1) considered and noted the current financial performance and activity detailed in the report in relation to both the revenue budget and capital plan; and
- (2) noted the projected outturn position and the relevant areas of projected over and under spend within the service.

The meeting adjourned at 11.30am and reconvened at 11.40am.

Councillor Kathleen Leslie left the meeting at this stage.

92. SWAN AND MEMORIAL COURT METHIL

The committee considered a joint report by the Head of Property Services and the Head of Housing Services updating members on the recladding works carried out in 2012/2013 to improve the insulation of the multistorey blocks at Swan and Memorial Court following a request by the Cabinet Committee on 5 October 2023.

Decision

The committee: -

- (1) noted the content of the report and the lessons learned; and
- (2) agreed that a further update report on the lessons learned would be considered at a future meeting of the committee in early 2024.

93. 2023-24 REVENUE BUDGET PROJECTED OUTTURN – COMMUNITIES

The committee considered a joint report by the Executive Director, Finance and Corporate Services and the Executive Director, Communities providing an update on the revenue budget projected outturn position for the 2023/2024 financial year for Communities and the Housing Revenue Account (HRA) including the areas in scope of the People and Communities Scrutiny Committee.

Decision

The committee considered and noted the current financial performance and activity for the 2023/24 revenue budget projected outturn as detailed in the report.

94. 2023-24 CAPITAL PLAN PROJECTED OUTTURN – COMMUNITIES

The committee considered a joint report by the Executive Director, Finance and Corporate Services and the Executive Director, Communities providing an update on the Capital investment plan and advised on the projected financial position for the 2023/24 financial year.

Decision

The committee considered and noted the current performance and activity for the 2023/24 capital monitoring as detailed in the report.

95. 2023-24 REVENUE BUDGET PROJECTED OUTTURN – HEALTH & SOCIAL CARE

The committee considered a joint report by the Director of Health and Social Care and the Executive Director, Finance and Corporate Services updating members on the 2023-24 revenue budget projected out-turn for Fife Council Social Care Services for Adults and Older People.

Decision

The committee considered and noted the current financial performance and activity as detailed in the report.

96. 2023-24 CAPITAL PLAN PROJECTED OUTTURN – HEALTH & SOCIAL CARE

The committee considered a joint report by the Executive Director, Finance and Corporate Services and the Director of Health and Social Care updating members on the Health and Social Care Capital Investment Plan review and advising on the projected out-turn for the 2023-24 financial year for the People and Communities Scrutiny Committee.

Decision

The committee considered and noted the current performance and activity across the 2023-24 financial monitoring as detailed in the report.

97. PEOPLE & COMMUNITIES FORWARD WORK PROGRAMME

The committee considered a report by the Executive Director Finance and Corporate Services, asking members to consider the future workplan for the People and Communities Scrutiny Committee.

Decision

The committee: -

- (1) considered and noted the People and Communities Scrutiny future workplan;
- (2) agreed that an update report on Café Inc would be brought back to the next meeting in February 2024 following a request that the café inc working group required to have a further meeting prior to the report coming back to committee;
- (3) agreed that an annual report on activities of the IJB would be submitted to the committee and that annual report would replace the following items on the forward work programme - including “day care provision” and “self directed care packages”; and
- (4) noted that a further review of the forward work programme would take place and any items suggested from members would be considered for

inclusion in the updated forward work programme should it be relevant under the remit of the People and Communities Scrutiny Committee.

**THE FIFE COUNCIL - ENVIRONMENT, TRANSPORTATION AND CLIMATE CHANGE
SCRUTINY COMMITTEE – BLENDED MEETING**

Committee Room 2, 5th Floor, Fife House, North Street, Glenrothes

12 September, 2023

10.00am - 11.15am

PRESENT: Councillors Tom Adams, Naz Anis-Miah, Rod Cavanagh, Al Clark, Graeme Downie, Gavin Ellis, Jean Hall-Muir, Stefan Hoggan-Radu, Andy Jackson, Jane Ann Liston, Derek Noble, Nicola Patrick, Darren Watt, Daniel Wilson and Eugene Clarke (substituting for Aude Boubaker-Calder)

ATTENDING: Ken Gourlay, Chief Executive; Michael O’Gorman, Service Manager - Estates and Asset Management, Estates; Caroline Ritchie, Accountant, Kerry Elliott, Committee Officer, Emma Whyte, Committee Officer, Legal and Democratic Services.

APOLOGY FOR ABSENCE: Councillor Aude Boubaker-Calder.

49. DECLARATIONS OF INTEREST

Decision

No declarations of interest were submitted in terms of Standing Order No.22.

50. MINUTE

The committee considered the minute of the meeting of the Environment, Transportation and Climate Change Scrutiny Committee on 20 June 2023.

Decision

The committee agreed to approve the minute.

51. 2022/23 REVENUE MONITORING PROVISIONAL OUTTURN

The committee considered a joint report by the Executive Director, Finance and Corporate Services and the Executive Director of Enterprise and Environment providing an update on the revenue budget provisional outturn position for the 2022/23 financial year for the areas in scope of the Environment, Transportation and Climate Change Scrutiny Committee.

Decision

The committee considered and noted the current financial performance and activity for the 2022/23 revenue budget provisional outturn as detailed in the report.

52. 2022/23 CAPITAL MONITORING PROVISIONAL OUTTURN

The committee considered a joint report by the Executive Director, Finance and Corporate Services and the Executive Director, Enterprise and Environment, providing an update on the Capital Investment Plan and advising on the provisional financial position for the 2022/23 financial year for areas in scope of the Environment, Transportation and Climate Change Scrutiny Committee.

Decision

The committee considered and noted the current financial performance and activity for the 2022/23 capital monitoring provisional outturn as detailed in the report.

53. 2023/24 REVENUE MONITORING PROJECTED OUTTURN

The committee considered a joint report by the Executive Director, Finance and Corporate Services and the Executive Director, Enterprise and Environment providing an update on the revenue budget projected outturn position for the 2023/24 financial year for the areas in scope of the Environment, Transportation and Climate Change Scrutiny Committee.

Decision

The committee considered and noted the current financial performance and activity for the 2023/24 revenue monitoring projected outturn as detailed in the report.

54. 2023/24 CAPITAL MONITORING PROJECTED OUTTURN

The committee considered a joint report by the Executive Director, Finance and Corporate Services and Executive Director, Enterprise and Environment providing an update on the Capital Investment Plan and advised on the projected financial position for the 2023/24 financial year including the areas in scope for the Environment, Transportation and Climate Change Scrutiny Committee.

Decision

The committee considered and noted the current performance and activity for the 2023/24 capital monitoring as detailed in the report.

55. ASSET MANAGEMENT STRATEGY 2023-28

The committee considered a report by the Head of Property Services, outlining the 5 year draft property asset management strategy from 2023-2028.

Decision

The committee considered and noted the information contained in the report and the draft property asset strategy.

Councillor Tom Adams temporarily left and rejoined the meeting during consideration of the above item.

56. VACANT PROPERTY MANAGEMENT UPDATE

The committee considered a report by the Head of Property Services updating the committee on arrangements relating to the security of vacant property and the findings and improvement actions put in place following an internal audit of the management of vacant buildings.

Decision

The committee noted the contents of the report and the improvements made as detailed in the report.

57. ENVIRONMENT, TRANSPORTATION & CLIMATE CHANGE SCRUTINY COMMITTEE FORWARD WORK PROGRAMME

The committee considered a report by the Executive Director of Finance and Corporate Services, asking members to consider the forward work programme for future meetings of the committee.

Decision

The committee noted the contents of the forward work programme.



CONFIRMED MINUTE OF THE FIFE HEALTH AND SOCIAL CARE INTEGRATION JOINT BOARD (IJB) FRIDAY 28 JULY 2023 AT 10.00 AM

- Present**
 - Arlene Wood (AW) (Chair)
 - David Graham (DG) (Vice-Chair)
 - Fife Council – David Alexander (DA), Dave Dempsey (DD), Graeme Downie (GD), Margaret Kennedy (MK), Rosemary Liewald (RLie), Lynn Mowatt (LM) and Sam Steele (SS)
 - NHS Fife Board Members (Non-Executive) – Alastair Grant (AG), Colin Grieve (CG), Sinead Braiden (SB)
 - Chris McKenna (CM), Medical Director, NHS Fife
 - Janette Keenan (JK), Director of Nursing, NHS Fife
 - Wilma Brown (WB), Employee Director, NHS Fife
 - Amanda Wong (AW), Associate Director, AHP's, NHS Fife
 - Debbie Fyfe (DF), Joint TU Secretary, Fife Council
 - Kenny Murphy (KM), Third Sector Representative
 - Morna Fleming (MF), Carer Representative
 - Paul Dundas (PD), Independent Sector Representative
- Professional Advisers**
 - Audrey Valente (AV), Chief Finance Officer
 - Helen Hellewell (HH), Deputy Medical Director
 - Lynn Barker (LB), Director of Nursing
- Attending**
 - Lisa Cooper (LC), Head of Primary & Preventative Care
 - Lynne Garvey (LG), Head of Community Care Services
 - Rona Laskowski (RLas), Head of Complex & Critical Care Services
 - Fiona McKay (FM), Head of Strategic Planning, Performance & Commissioning
 - Elizabeth Butters, Alcohol & Drug Partnership
 - Vanessa Salmond (VS), Head of Corporate Services
 - Hazel Williamson (HW), Communications Adviser
 - Wendy Anderson (WA), H&SC Co-ordinator (Minute)

NO	TITLE		ACTION
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1 CHAIRPERSON'S WELCOME / OPENING REMARKS / APOLOGIES

Arlene Wood, IJB Chair welcomed everyone to the Integration Joint Board and advised that this was a blended meeting with some members joining via Teams and others physically in Fife House.

Arlene Wood then went on to congratulate the following:-

Vicki Bennett who won The British Dietetic Association "Mary Turner" Award for Trade Union Representative of the Year 2023 in recognition of her Trade Union work across Fife

Simon Fevre who was recognised with a Fellowship, the British Dietetic Association's highest honour which was given in recognition of committed and inspirational service to the BDA and dietetic profession.

Claire Nisbet a Mental Health Officer Student who has passed her Mental Health Officer Award with Distinction at the University of Edinburgh

NO	TITLE	ACTION
	<p>Apologies had been received from John Kemp, Simon Fevre, Eleanor Haggett, Ian Dall, Nicky Connor, Joy Tomlinson, Chris Moir and Jennifer Rezendes.</p> <p>Those present were asked that, in an effort to keep to timings for this meeting, all questions and responses should be as succinct as possible.</p> <p>Members were advised that a recording pen was in use at the meeting to assist with Minute taking and that there was media attendance listening to proceedings.</p>	
2	DECLARATION OF MEMBERS' INTERESTS	
	<p>There were no declarations of interest.</p>	
3	MINUTES OF PREVIOUS MEETING & ACTION NOTE 26 MAY 2023	
	<p>The Minute and Action Note were both approved as accurate records.</p>	
4	CHIEF OFFICER UPDATE	
	<p>Arlene Wood handed over to Fiona McKay who provided an update whilst Nicky Connor takes a well-earned break. A Sway document had been circulated to IJB members the day before the Board meeting and included information on the NHS 75th birthday celebrations on 5 July 2023 at Queen Margaret Hospital (QMH) Dunfermline. Several members of the IJB were present at these celebrations.</p> <p>As part of the 75th celebrations Lynn Barker and colleagues attended a parliamentary reception in Edinburgh where guests included a former nurse from Fife who was working in the children's ward in 1948.</p> <p>The Sway also contained pictures from the Haven Garden at QMH which was previously only available to Palliative Care but is now open to all patients and visitors at QMH. Fiona also advised that Methilhaven Home residents moved into the new care home on 20 July. The move went well with residents and families impressed by their new home.</p>	
5	STRATEGIC PLANNING & DELIVERY	
	<p>Prior to discussion of these items Arlene Wood advised that at the drop-in session for IJB members on Wednesday 26 July 2023 questions had been raised around Directions relating to Strategies. Audrey Valente and Vanessa Salmond have agreed to look at this in more detail and feedback to IJB members on the overall need and use of Directions.</p>	
	5.1 Home First Strategy	
	<p>This report had been discussed at the Quality & Communities Committee (Q&C) on 30 June 2023, the Finance, Performance & Scrutiny Committee (FP&S) on 6 July 2023 and the Strategic Planning Group (SPG) on 11 July 2023. Arlene Wood introduced Lynne Garvey who outlined the development of the strategy, which covers all adults over 18, into the final version presented today. The Delivery Plan outlines the actions identified by the sub-groups and the key objective is to set up single points of access to allow for triage and care co-ordination. Seven Locality Action Plans are being developed, each based on the particular needs of their locality to ensure there is no disadvantage or discrimination and services are flexible enough to cope with the changing demographic in Fife.</p>	

NO	TITLE	ACTION
5	STRATEGIC PLANNING & DELIVERY (CONT)	
	Sinead Braiden, Chair of Q&C and Alastair Grant, Chair of FP&S were then asked to comment on discussions at their meeting before questions from Board members.	
	Sinead Braiden advised that Q&C members had questions around integrated IT, key performance indicators (KPI's) and the risk register, which they had received feedback on and they were content to remit the strategy to the IJB for approval.	
	Alastair Grant advised that FP&S members felt the report was exemplary, the KPI's had smart objectives and supported the strategy being approved by the IJB.	
	David Graham advised that the report was well received at the SPG meeting and they supported approval by the IJB.	
	Graeme Downie had raised questions in the recent drop-in session around technology and digital inclusion. Lynne Garvey agreed to pick these up with appropriate officers and feedback to IJB members.	
	The Board discussed and agreed the Home First Strategy and took assurance from the Home First Delivery Plan (Appendix 4) and Key Performance Indicators (Appendix 5) as the delivery arm of Home First which will form the basis for future reports to give updates on the delivery of the work. Members were also assured that the strategy has been reviewed from a performance and financial perspective through the Finance, Performance and Scrutiny Committee and that it has also been reviewed from a Quality and Communities perspective through the lens of delivering a quality service to the people of Fife.	LG
	The Chair advised the Directions policy is currently under review. At conclusion, members will be notified if a Direction is to be issued.	VS
	5.2 Carers Strategy	
	This report had been discussed at the Q&C Committee on 30 June, FP&S on 6 July and SPG on 11 July 2023. Arlene Wood introduced Fiona McKay who advised that a range of partners, including the Carers Strategy Group, have been actively involved in bringing this strategy together.	
	The updated strategy combines the previous youth and adult strategies which will assist when young carers transition to adult carers. The Community Chest Fund for Fife Carers is now open and a group has been set up to consider funding bids.	
	David Graham, Chair of SPG advised there was a good discussion of the report at the meeting and they were supportive of the strategy being approved by the IJB. Sinead Braiden, Chair of Q&C welcomed the priority work ongoing via The Well and participation and engagement to identify unpaid carers in Fife. The committee were supportive of the strategy.	
	Alastair Grant, Chair of FP&S advised they approved the level of risk in the strategy and were content to remit to the IJB for approval.	
	Discussion took place around the equalities assessment (EQIA) undertaken and the inequalities this highlighted. Fiona McKay advised that staff are working closely with appropriate organisations to address these.	

NO	TITLE	ACTION
5	STRATEGIC PLANNING & DELIVERY (CONT)	
	5.2 Carers Strategy (Cont)	
	<p>The Chair advised the Directions policy is currently under review. At conclusion, members will be notified if a Direction is to be issued.</p> <p>The Board noted and approved the Carers Strategy 2023 to 2026.</p>	VS
	5.3 Primary Care Strategy	
	<p>This report had been discussed at Q&C Committee on 30 June 2023, FP&S on 6 July 2023 and SPG on 11 July 2023. Arlene Wood introduced Lisa Cooper who advised this is an ambitious report which is the first to be completed in Scotland. The strategy has been through the governance committees who have been supportive. Lisa Cooper outlined the strategy, which will support primary care services going forward, it is aligned to the Strategic Plan and Workforce Strategy, and will assist in the recovery of primary care services and reduce inequalities in Fife.</p>	
	<p>There is an overarching Delivery Plan which has a strategic focus. A performance and assurance framework is being developed which will contain both qualitative and quantitative measures.</p>	
	<p>Sinead Braiden, Chair of Q&C, Alastair Grant, Chair of FP&S and David Graham, Chair of SPG advised the report had been discussed in detail at their meetings and fully supported remitting the Strategy to the IJB for approval.</p>	
	<p>Discussion took place around ambitions to retain staff within Primary Care, the forms of consultation which had taken place to influence the final Strategy and issues around property and capital spend, which are both the remit of the NHS not the partnership.</p>	
	<p>Following discussion, the Board approved the Draft Primary Care Strategy, agreeing it will support delivery of the partnership's Strategic Plan 2023-26 and the ambition for the <i>people of Fife to live independent and healthier lives</i> as well as supporting the focus of the strategy on the recovery, quality and sustainability of primary care services to ensure a resilient and thriving primary care is at the heart of our integrated health and social care system.</p>	
	<p>The Chair advised the Directions policy is currently under review. At conclusion, members will be notified if a Direction is to be issued.</p>	VS
	<p>The Board noted that a performance and assurance framework is being developed to monitor implementation and will form the basis of future reports for assurance and decision making.</p>	
6	LIVED EXPERIENCE & WELLBEING	
	6.1 Lived Experience	
	<p>Arlene Wood handed over to Lynn Barker who introduced a video entitled My Home from Home along with Lynne Garvey and Paul Dundas.</p>	
	<p>Lynn Barker thanked everyone involved in the making of the video which gave a flavour of the superb care provided in Fife's Care Homes. The video is being used by staff in the partnership to help patients and their</p>	

NO	TITLE	ACTION
6	LIVED EXPERIENCE & WELLBEING (CONT)	
	6.1 Lived Experience (Cont)	
	<p>families overcome reservations about moves into a care home and also assist them in making the appropriate choices at a difficult time.</p> <p>Arlene Wood thanked Lynn Barker, Lynne Garvey, Paul Dundas and all of those involved in the video. The Board acknowledged and appreciated the work undertaken by all Teams in the provision of Care Home services.</p>	
7	INTEGRATED PERFORMANCE	
	7.1 Finance Update	
	<p>This report had been discussed at the FP&S Committee on 6 July 2023. Arlene Wood introduced Audrey Valente who advised that the financial position (provisional outturn) as at 31 May 2023 is currently a deficit of £4.751m. Key areas of overspend include Hospital & Long-Term Care, GP Prescribing, Family Health Services, Adult Placements and Homecare. These overspends are offset by the underspends in Community Services, Older People Nursing & Residential and Adults Supported Living. The variation in GP Prescribing is a result of a significant increase in the cost per item which has risen from £10.05 to £10.76. 67% of previously agreed savings are on track to be delivered on time, the remainder may require up to £7m to be utilised from reserves going forward. A Recovery Plan paper will be brought to the September IJB meeting.</p>	AV
	<p>Alastair Grant, Chair of FP&S advised his committee discussed the report in detail and were content for it to be remitted to the IJB for approval.</p>	
	<p>Discussion took place around prescribing costs, the Recovery Plan and possible variances in budgets.</p>	
	<p>The Board were assured that there is robust financial monitoring in place, approved the financial monitoring position as at May 2023 and the use of the reserves as at May 2023.</p>	
	7.2 Medium Term Financial Strategy – Progress Update	
	<p>This report had been discussed at the FP&S Committee on 6 July 2023. Arlene Wood introduced Audrey Valente who advised that the Senior Leadership Team (SLT) are meeting regularly to ensure a shared vision and leadership for this process. Business Cases will be brought to the November 2023 IJB meeting.</p>	AV
	<p>Alastair Grant, Chair of FP&S Committee advised the committee had seen an earlier iteration of this report and welcomed the final version which was being presented.</p>	
	<p>Audrey Valente advised that a new approach was being trialled, following an audit approach, on varying degrees of assurance being given in reports to committees and the Board.</p>	
	<p>Discussion took place around the timing of Business Cases, the level of confidence and capacity to progress savings and the need to invest to allow transformation to continue at pace.</p>	

7 INTEGRATED PERFORMANCE (CONT)

7.2 Medium Term Financial Strategy – Progress Update (Cont)

The Board were content that assurance is provided on the work to support transformation, change and efficiency is being proactively progressed and the projected savings (utilising approved earmarked reserves) is within the parameters approved at the Integration Joint Board in March 2023. The Board were also assured that there is clarity on the opportunities which are being led operationally by the Director with oversight and assurance being given to the IJB through financial updates and that those that are strategic transformational change programmes which will be presented to the Integration Board as business cases for approval and direction in November 2023 as defined in this report.

All opportunities will have key stakeholder engagement to support whole system working and fulfil clinical and care, financial and staff governance requirements.

8 GOVERNANCE & OUTCOMES

8.1 IJB – Risk Appetite Statement

This report had been discussed at the Audit & Assurance Committee (A&A) on 28 June 2023, Q&C Committee on 30 June 2023 and FP&S Committee on 6 July 2023 as well as being part of the IJB Development Session in February 2023. Arlene Wood introduced Audrey Valente who explained that risk had been classified as per the agreed appetite and tolerances applied to create this statement. High risks have been further broken down.

Dave Dempsey, Chair of A&A and Sinead Braiden, Chair of Q&C both advised that their committee was happy for this to be approved by the IJB. Alastair Grant, Chair of FP&S advised his meeting had raised some queries where were responded to.

The Board approved the IJB Risk Appetite Statement.

9 LEGISLATIVE REQUIREMENTS & ANNUAL REPORTS

9.1 Annual Performance Report 2022 to 2023

This report had been discussed at the Q&C Committee on 30 June 2023, FP&S Committee on 6 July 2023, the SPG on 11 July 2023 and the LPF on 26 July 2023. Arlene Wood introduced Fiona McKay who advised that this report must be submitted to Scottish Government by 31 July 2023. There has been a relatively quick turnaround for this report as the 2021-2022 report was submitted in November 2022 (deadline moved due to covid). Detailed discussion has taken place at SLT meetings to shape this report. Committee feedback has resulted in abbreviations and acronyms being reduced and the Board were advised that an Easy Read version will be produced in the near future.

Sinead Braiden, Chair of Q&C Committee, Alastair Grant, Chair of FP&S Committee and David Graham, Chair of SPG confirmed that the feedback from their meetings had been taken onboard in the final report and all three

NO	TITLE	ACTION
9	LEGISLATIVE REQUIREMENTS & ANNUAL REPORTS (CONT)	
	9.1 Annual Performance Report 2022 to 2023 (Cont)	
	groups were content to remit the report to the IJB for approval. Fiona McKay confirmed the LPF were happy to remit the report to the IJB.	FM
	The Board welcomed the report which was well presented and easy to follow. Discussion took place around progress with MSG Indicators. Fiona McKay advised that the Performance Framework would be brought to the IJB Development Session in August 2023.	
	The Board approved the Annual Performance Report 2022 to 2023 with no further suggested changes.	
	9.2 Fife HSCP Whistleblowing Standards	
	This report had been discussed at the Audit & Assurance Committee on 28 June 2023 and the LPF on 26 July 2023. Arlene Wood introduced Roy Lawrence who advised that corporate partners had been part of the working group which collated this report. Fife Council and NHS Fife both have their own whistleblowing standards in place although the Council are currently working on a new policy. Once this has been agreed, the working group will look again at this. Regular reports will be brought to SLT, A&A, LPF and the IJB in the future.	
	Dave Dempsey, Chair of A&A Committee confirmed they welcomed the approach being taken.	
	The Board noted the requirements of Part 8 of the whistleblowing standards and the expectations this places on IJBs, took assurance that following assessment of the current approaches by Fife Council and NHS Fife, where possible, there is alignment of approaches between the two employers that meet the requirements of Part 8 of the Whistleblowing Standards and that there are actions outlined within the assessment section of this report that will further strengthen delivery of Part 8 of the standards. The Board also welcomed proposed enhanced reporting through IJB governance with quarterly reports on whistleblowing activity and progress of the working group actions to the Local Partnership Forum (with minutes reporting to the IJB) and Annual Reports to the Integration Joint Board and took assurance that the steps outlined address the requirement of the Internal Audit report.	
	9.3 Alcohol & Drug Partnership (ADP) Annual Report	
	This report had been discussed at the FP&S Committee on 6 July 2023. Arlene Wood introduced Fiona McKay who advised this report was in two parts, the Annual Report for the ADP and the Scottish Government annual survey. The Annual Report updated on work undertaken in 2022-2023 where significant investment has been made in residential rehabilitation working with Fife Council and the 3 rd Sector. Statistics on Drug Deaths will be produced in August 2023.	
	Alastair Grant, Chair of FP&S Committee updated on feedback from members of that committee, which included questions around the alcohol death information (from 2020), possible relaxation of the 1971 Drugs Act	

9 LEGISLATIVE REQUIREMENTS & ANNUAL REPORTS (CONT)

and drug death figures in Fife compared to other areas. Elizabeth Butters advised that alcohol deaths are reported on a 3-year rolling average, but this was not done for 2021. Scottish Government are discussing levels of decriminalisation in an effort to reduce drug deaths.

Sinead Braiden raised the question of this report being brought to the Q&C Committee in future. Fiona McKay will clarify this.

Discussion took place around the information in the report and how this compared to the Scottish average for areas such as drug and alcohol related hospital admissions. Elizabeth Butters updated on work being undertaken on hospital liaison involving Addiction Services, Pharmacy and the 3rd Sector as an outreach approach. This is encouraging engagement with these services and will be rolled out to other areas in the future.

Alastair Grant asked about the non-provision of a residential rehab centre in Fife and Fiona McKay updated on the current provision which is supported by a 3rd Sector organisation.

Arlene Wood thanked Fiona McKay and Elizabeth Butters for this report and the Board approved the Fife ADP Annual Report 2022-2023.

10 MINUTES OF GOVERNANCE COMMITTEES / LOCAL PARTNERSHIP FORUM / STRATEGIC PLANNING GROUP - ITEMS TO BE ESCALATED

Audit & Assurance Committee

Dave Dempsey had nothing to escalate to the Board. Dave advised that Tony Gaskin, Internal Auditor at NHS Fife has retired and he wished to acknowledge Tony's contribution to the Board over previous years.

Finance, Performance & Scrutiny Committee

Alastair Grant had nothing to escalate to the Board.

Quality & Communities Committee

Sinead Braiden wished to escalate a presentation which had been made to the Q&C Committee on the work undertaken on the new Care Home in Methil. This presentation was shared with the IJB. Fiona McKay advised the Nursery on site has been open for a period of time and care home residents moved in on 20 July 2023, which went well. There will be an official opening in September 2023 and details would be shared with Board members in due course.

Local Partnership Forum (LPF)

Fiona McKay advised that there was nothing to escalate but the meeting earlier this week had a full agenda with good discussion on all items.

Strategic Planning Group

David Graham had nothing to escalate to the Board.

11 AOCB

The meeting was closed by the Chair confirming dates of the next meetings.

12 DATES OF NEXT MEETINGS

IJB DEVELOPMENT SESSION – FRIDAY 25 AUGUST 2023

INTEGRATION JOINT BOARD – FRIDAY 29 SEPTEMBER 2023



CONFIRMED

**MINUTE OF THE FIFE HEALTH AND SOCIAL CARE INTEGRATION JOINT BOARD (IJB)
FRIDAY 29 SEPTEMBER 2023 AT 10.00 AM**

- Present** Arlene Wood (AW) (Chair)
Graeme Downie (GD) (Vice-Chair)
Fife Council – David Alexander (DA), Dave Dempsey (DD), Rosemary Liewald (RLie), Lynn Mowatt (LM), Sam Steele (SS)
NHS Fife Board Members (Non-Executive) – Alastair Grant (AG), Colin Grieve (CG), John Kemp (JK)
Chris McKenna (CM), Medical Director, NHS Fife
Janette Keenan (JK), Director of Nursing, NHS Fife
Wilma Brown (WB), Employee Director, NHS Fife
Debbie Fyfe (DF), Joint TU Secretary, Fife Council
Ian Dall (ID), Service User Representative
Kenny Murphy (KM), Third Sector Representative
Morna Fleming (MF), Carer Representative
Paul Dundas (PD), Independent Sector Representative
Simon Fevre (SF), Staff Representative, NHS Fife
- Professional Advisers** Nicky Connor (NC), Director of Health and Social Care/Chief Officer
Audrey Valente (AV), Chief Finance Officer
Lynn Barker (LB), Associate Director of Nursing
Christine Moir (CMo), Chief Social Work Officer, Fife Council
- Attending** Lisa Cooper (LC), Head of Primary & Preventative Care Services
Lynne Garvey (LG), Head of Community Care Services
Rona Laskowski (RLas), Head of Complex & Critical Care Services
Fiona McKay (FM), Head of Strategic Planning, Performance & Commissioning
Vanessa Salmond (VS), Head of Corporate Services
Hazel Williamson (HW), Communications Adviser
Wendy Anderson (WA), H&SC Co-ordinator (Minute)

NO	TITLE	ACTION
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1	CHAIRPERSON’S WELCOME / OPENING REMARKS / APOLOGIES	
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Arlene Wood, IJB Chair welcomed everyone to the Integration Joint Board meeting including Cllr Graeme Downie who was appointed Vice-Chair of the Board at the Fife Council meeting on 21 September 2023.

Arlene Wood advised that today is the final IJB meeting for both Wilma Brown, NHS Employee Director and Simon Fevre, NHS Staff Side representative. Wilma stands down as Employee Director with effect from 1 October and Simon retires from the NHS during October. On behalf of the Board Arlene Wood thanked both for their valuable contribution to the IJB over the years and wished them well in their future endeavours.

NO	TITLE	ACTION
	<p>Congratulations were given to the Children and Young People’s Community Nursing Service who recently won the prestigious Children's Nursing and Midwifery Award at this year's RCN Scotland Nurse of the Year Awards. The team were recognised for the incredible support and care they provide to families, whose children are diagnosed with complex and severe health conditions. The team also provide palliative support for patients who are unable to access the specialist services in an urban setting.</p> <p>Apologies have been received from Margaret Kennedy, Sinead Braiden, Amanda Wong, Helen Hellewell, Jackie Drummond and Joy Tomlinson.</p> <p>Those present were reminded that they should mute their mobile phones for the duration of the meeting and also mute their microphone when not talking and that, in an effort to keep to our timings for this meeting, all questions and responses should be as succinct as possible.</p> <p>Members were advised that a recording pen was in use at the meeting to assist with minute taking and the media had been invited to listen in to proceedings.</p>	
2	<p>DECLARATION OF MEMBERS’ INTERESTS</p> <p>There were no declarations of interest.</p>	
3	<p>MINUTES OF PREVIOUS MEETING & ACTION NOTE 28 JULY 2023</p> <p>The Minute and Action Note were both approved as accurate records.</p>	
4	<p>CHIEF OFFICER UPDATE</p> <p>Arlene Wood handed over to Nicky Connor who advised that an IJB update had been circulated to members yesterday. Key highlights for the Board covered the following areas.</p> <p>Fiona McKay was delighted to attend and present the awards at the Peer Support Network Celebration and Awards at Fife Voluntary Action on Wednesday 27 September 2023.</p> <p>The NHS Fife Staff Award ceremony takes place this evening (Friday 29 September 2023) and Health and Social Care partnership staff are shortlisted in several categories.</p> <p>There will be further co-production sessions later in the year regarding the National Care Service. At present none of these are taking place in Fife but enquiries are being made to support local voices to be heard. Vanessa will circulate information to IJB members.</p> <p>Leadership continues to be a core priority as the Extended Leadership Team (ELT) meet regularly. Kenny Murphy, CEO at Fife Voluntary Action provided an overview on the voluntary sector at the ELT meeting in August.</p> <p>The larger Integration Leadership Team (ILT) next meets in November. The group consists of almost 200 people and includes staff from the health and social care partnership as well as the third and independent sectors. This is part of our ongoing work to support wider connection across the system in support of Integration.</p>	VS

NO	TITLE	ACTION
4	<p>CHIEF OFFICER UPDATE (CONT)</p> <p>Nicky Connor and Fiona McKay recently took part in the Alcohol and Drug Partnership (ADP) stakeholder event at Rothes Halls. The ADP Strategy underpins our Strategic Plan and is a key focus for the partnership.</p> <p>This year’s winter vaccination campaign has started and IJB members are asked to champion and promote this wherever possible to encourage uptake.</p> <p>Nicky Connor expressed her thanks to all staff and the people of Fife for their ongoing support and thanked Simon Fevre and Wilma Brown for their dedication and valuable contribution over their time with the IJB and the Local Partnership Forum.</p>	
5	<p>STRATEGIC PLANNING & DELIVERY</p> <p>5.1 Fife Health and Social Care Partnership (FHSCP) - Winter Planning 2023/24</p> <p>This report had been discussed at the Quality & Communities Committee (Q&C) on 7 September 2023, the Finance, Performance & Scrutiny Committee (FP&S) on 15 September 2023 and the IJB Drop-In Session on 27 September 2023. Arlene Wood introduced Lynne Garvey who presented this report. Lynne covered the main highlights in the report including the increasing referrals to the Discharge Hub, day of discharge planning for patients, the Front Door Team which has been established and the increased number of discharges from hospital which have been achieved. The workforce continues to be agile and flexible to cope with increasing demand. Lynne confirmed that the plan is achievable within the current financial envelope.</p> <p>Arlene Wood then introduced in turn Rosemary Liewald (for Sinead Braiden, Chair of Quality & Communities Committee) and Alastair Grant, Chair of Finance, Performance & Scrutiny Committee to comment on discussions at their meeting.</p> <p>Rosemary Liewald advised that Q&C were assured by the report. Alastair Grant, on behalf of FP&S congratulated all involved in this report and took assurance from the contents.</p> <p>Discussion took place around data being reported using differing dates, Lynne Garvey explained that this was due to the different sources of information with some taken from nationally published documents produced by Public Health and others sourced from operational data used on a daily basis.</p> <p>It was confirmed that additional winter funding previously provided by the Scottish Government is now included within the Partnership’s financial envelope for the full year to allow for year-round planning.</p> <p>Cllr. Downie asked for further reassurance regarding the position of GPs as the first point of contact for patients and it was important this was support. Chris McKenna provided information on the 53 GP practices in Fife including recruitment issues, delivery of the new GP contract and the</p>	

NO	TITLE	ACTION
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5	STRATEGIC PLANNING & DELIVERY (CONT)	
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	5.1 Fife Health and Social Care Partnership (FHSCP) - Winter Planning 2023/24 (Cont)	
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work ongoing in conjunction with Acute and Social Care colleagues to best meet increasing demand.

Discussion took place around funding, covid 19 pressures and whole system working to ensure sustainability throughout the year.

The Board took assurance that actions are being taken to address the predicted forthcoming winter pressures and note last winter's performance despite significant pressures. The Board also noted that the paper was supported by the Finance, Performance & Scrutiny Committee perspective in terms of them being assured that the services can deliver improved performance and outcomes within the current financial envelope supporting best practice. The actions proposed to address winter this year have been supported by Quality & Communities Committee who agreed the actions support quality clinical care whether in a hospital or homely setting and noted that a lot of the actions to address winter sit under the Home First agenda which has been informed through engagement with staff, people and the wider public.

	5.2 Performance Framework Update	
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This report had been discussed at the IJB Development Session on 25 August 2023 and the Finance, Performance & Scrutiny Committee on 15 September 2023. Arlene Wood introduced Fiona McKay who presented this report which had been shaped by feedback from the previous meetings it had been taken to. Heads of Service are working to identify their key areas alongside the Ministerial Strategic Group (MSG) Indicators and Health & Social Care Outcomes.

Arlene Wood then invited Alastair Grant as Chair of Finance, Performance & Scrutiny to comment on discussions at that meeting. Alastair Grant advised the committee considered this was a significant refresh of the framework which would drive service improvement.

The report was well received and discussion took place around national returns, potential unmet need and work currently being undertaken by William Penrice on a Strategic Needs Assessment.

The Board approved the Performance Framework .

	5.3 IJB/HSCP Resilience Assurance Annual Update	
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This report had been discussed at the Quality & Communities Committee on 7 September 2023 and the Finance, Performance & Scrutiny Committee on 15 September 2023. Arlene Wood introduced Lynne Garvey who presented this report which focused on the IJB's role as Category 1 Responders. A working group has been established focussing on training,

NO	TITLE	ACTION
5	STRATEGIC PLANNING & DELIVERY (CONT)	
	5.3 IJB/HSCP Resilience Assurance Annual Update	
	<p>multi-disciplinary exercises and workshops for business continuity plans. At the IJB Drop-In session earlier in the week, it was requested that clarity on IJB responsibilities are included within the report. Arlene Wood asked that Nicky Connor write to both Fife Council and NHS Fife to highlight the changes in the role of the IJB as Category 1 Responders and to share the framework.</p>	NC
	<p>Arlene Wood then invited in turn Rosemary Liewald (for Sinead Braiden, Chair of Quality & Communities Committee) and Alastair Grant, Chair of Finance, Performance & Scrutiny to comment on discussions at their meeting. Both committees welcomed the report and had robust discussion on the content.</p>	
	<p>The Board discussed and were assured of the significant steps which have been undertaken by the Health and Social Care Partnership to ensure that the IJB can fulfil their duties as Category 1 responders.</p>	
	<p>The Board also approved the Resilience Framework presented and that a letter is provided to both Fife Council and NHS notifying them of this change in status for the Health and Social Care Partnership to Category 1 responders</p>	
6	LIVED EXPERIENCE & WELLBEING	
	6.1 Lived Experience	
	<p>Arlene Wood handed over to Lynn Barker who introduced a video entitled My Rehabilitation Journey along with Lynne Garvey, who advised on the importance of stroke care as people can have a diverse range of needs following a stroke and the care provided needs to be adapted to meet these needs. Stroke patients account for some 7% of NHS beds in Fife and a person's rehabilitation journey is key to supporting good outcomes.</p>	
	<p>The video showcased Bruce and Fiona's journeys following their lived experience of having a stroke.</p>	
	<p>Bruce's recovery was helped by his love of music and staff encouraging him to practice playing a piano which is kept on the unit. He now plays regularly for staff and patients and showed off his skills in the video. Once he returns home Bruce is going to keep in touch with other patients to support each other.</p>	
	<p>Fiona arrived at the unit unable to stand or walk and following intensive work with staff she is aiming to leave the unit walking unaided by crutches or sticks, which was unthinkable in her early days.</p>	
	<p>Board members expressed their praised the inspiring work done by the unit and the fantastic work undertaken by all the staff involved.</p>	
	<p>Arlene Wood, on behalf of the IJB, thanks everyone involved in the video and staff who support rehabilitation on a daily basis.</p>	

NO	TITLE	ACTION
7	INTEGRATED PERFORMANCE	

7.1 Fife Integration Joint Board Draft Audited Annual Accounts for the Financial Year to March 2023

This report had been discussed at the Audit & Assurance Committee on 13 September 2023. Arlene Wood introduced Audrey Valente who presented this report which had been recommended for assurance by Audit & Assurance Committee. Audrey Valente expressed her thanks to the Finance team who had been involved in preparing the accounts and also the team from Azets, who recently took on the external audit role for the partnership.

Chris Brown from Azets outlined the content of the independent auditor's report which had also been considered at the Audit & Assurance Committee. The report summarised the financial statements.

Chris Brown thanked Audrey Valente and her team for the high-quality draft accounts and working papers and acknowledged the vast amount of work which goes into this process. There were no material adjustments or significant weaknesses in the accounts.

Arlene Wood then invited Dave Dempsey, Chair of Audit & Assurance Committee to comment on discussions at Committee. The Committee received the full accounts at their meeting and echoed the thanks to all involved in producing these.

Discussion took place around the situation in relation to financial stability across Scotland, which Chris Brown confirmed was similar to Fife. Morna Fleming provided feedback on formatting of the report which included difficulty in reading several tables due to colours used and duplication of information on savings relating to prescribing. Questions were asked about Care at Home and CAHMS waiting times and it was agreed to have a more in-depth discussion on performance at a future IJB Development Session.

FM

Arlene Wood thanked Chris Brown for his input to the meeting.

The Board were assured that the Audited Annual Accounts and the External Audit Annual Audit Report have been reviewed, discussed, and endorsed by the Audit and Assurance Committee. The Board also noted and discussed the draft Annual Accounts and External Audit Annual Audit Report and approved the Audited Annual Accounts for signature.

7.2 Finance Update

This report had been discussed at the Finance, Performance & Scrutiny Committee on 15 September 2023. Arlene Wood introduced Audrey Valente who presented this report which shows a forecasted deficit of £4.893m as at 31 July 2023. Currently the key areas of overspend are Hospital & Long-Term Care, GP Prescribing, Family Health Services, Older People Residential and Daycare and Adult Placements. These overspends are offset by the underspends in Community Services, Adults Fife Wide and Adults Supported Living. There was also an update in

NO	TITLE	ACTION
7	<p>INTEGRATED PERFORMANCE (CONT)</p> <p>7.2 Finance Update (Cont)</p> <p>relation to savings which were approved by the IJB in March 2023 and use of Reserves brought forward from March 2023. Reserves of £10m have been earmarked to cover delayed savings although to date only £8m of this has been utilised. Item 9.2 in Appendix 1 of the report gives details of the proposed Recovery Plan.</p> <p>Arlene Wood then invited Alastair Grant, Chair of Finance, Performance & Scrutiny Committee to comment on discussions at Committee. The committee welcomed the report, discussed it in detail and were content to remit it to the IJB.</p> <p>Audrey Valente reminded IJB members that a report relating to transformation would be presented to the IJB at its meeting on 24 November 2023.</p> <p>The Board were assured that there is robust financial monitoring in place, they approved the financial monitoring position as at July 2023 and approved the use of the reserves and proposed recovery actions as at July 2023.</p> <p>7.3 Reimagining Third Sector Commissioning Update</p> <p>This report had been discussed at the Finance, Performance & Scrutiny Committee on 15 September 2023. Arlene Wood introduced Fiona McKay who presented this report. The partnership supports 72 separate organisations and, now that there is dedicated support in place, most of these were spoken to when preparing this report. This aligns to the Strategic Plan and outcomes and has been discussed at the Strategic Planning Group on several occasions.</p> <p>Arlene Wood then invited Alastair Grant, Chair of Finance, Performance & Scrutiny Committee to comment on discussions at Committee. The committee had welcomed the report and commended the organisations which had been involved.</p> <p>The report was well received and should reduce duplication in services provided.</p> <p>The Board were assured of the current position and the work that will continue to develop the support to our third sector organisations. The Board also discussed the progress and gave feedback on the programme.</p>	
8	<p>GOVERNANCE & OUTCOMES</p> <p>8.1 Update on Membership of IJB</p> <p>This report had been provided to advise Members of changes in the Voting and Stakeholder Membership of the Integration Joint Board. Arlene Wood introduced Vanessa Salmond who presented this report which details recent changes in members of the IJB. Since the report was finalised Fife</p>	

NO	TITLE	ACTION
8	GOVERNANCE & OUTCOMES (CONT)	
	8.1 Update on Membership of IJB (Cont)	
	Council had confirmed that Mary Lockhart would take up the vacant position as voting member on the Board.	
	The Board noted the changes in membership as outlined in the report.	
	8.2 Records Management Annual Report 2023.	
	This report had been discussed at the Audit & Assurance Committee on 13 September 2023. Arlene Wood introduced Audrey Valente who presented this report which provides evidence to substantiate that progress towards completion of the agreed Records Management Action Plan is on track to be delivered by 2024.	
	Arlene Wood then invited Dave Dempsey, Chair of Audit & Assurance Committee to comment on discussions at Committee. Dave Dempsey advised the Committee felt this was a good report and thanked all those involved in its preparation.	
	The Board were assured that activities associated with the IJB Records Management Plan and associated Action Plan are being progressed.	
9	LEGISLATIVE REQUIREMENTS & ANNUAL REPORTS	
	9.1 Local Partnership Forum (LPF) Annual Report 2022-2023	
	This report had been developed by the Local Partnership Forum and discussed by them at regular meetings and a recent LPF Development Session. Arlene Wood introduced Simon Fevre who presented this report on behalf of the LPF co-chairs. LPF meetings involve trade unions, staff representatives and Senior Leadership Team members and meets on a regular basis to discuss issues relating to staff and staff governance. The Annual Report highlights areas the LPF have been involved in and the significant staff contribution throughout the year. This is the first year that a Summary Report has been produced and this will be used to engage with staff and promote the work of the LPF.	
	Nicky Connor thanked Simon Fevre and Roy Lawrence and all those involved in producing this report. Nicky also thanked all members of the Local Partnership Forum for all that they do to support staff throughout the year.	
	Discussion took place around the inspirational nature of the report, the welcomed focus on staff health and wellbeing and praise for all partnership staff.	
	The Board reviewed and discussed the LPF Annual Report and Summary Report and approved it for publication.	

NO	TITLE	ACTION
10	MINUTES OF GOVERNANCE COMMITTEES / LOCAL PARTNERSHIP FORUM / STRATEGIC PLANNING GROUP - ITEMS TO BE ESCALATED	
	Audit & Assurance Committee Dave Dempsey advised the committee had discussed the accounts and other reports which had come to today's IJB and had a view of the Internal Audit Plan. There was nothing to escalate from these meetings.	
	Finance, Performance & Scrutiny Committee Alastair Grant advised that all reports discussed at this meeting had been on today's agenda and there was nothing further to escalate.	
	Quality & Communities Committee Rosemary Liewald (for Sinead Braiden) advised the committee were looking forward to updates going forward on Methil Care Village. Also seeking further assurance on Community OT Waiting times.	
	Local Partnership Forum (LPF) Simon Fevre advised that the meeting due to be held on 27 September 2023 had been cancelled due to industrial action. A development session had been held on 21 September 2023 where finance and transformation were covered in detail.	
	Strategic Planning Group (SPG) Fiona McKay advised the SPG had received progress report on the Home 1 st , Advocacy and Commissioning Strategies and flash reports on the remaining strategies in development.	
11	AOCB	The meeting was closed by the Chair confirming dates of the next meetings.
12	DATES OF NEXT MEETINGS IJB DEVELOPMENT SESSION – FRIDAY 27 OCTOBER 2023 INTEGRATION JOINT BOARD – FRIDAY 24 NOVEMBER 2023	