

Environment, Finance & Communities Scrutiny Committee

Due to Scottish Government guidance relating to Covid-19, this meeting will be held remotely.



Tuesday, 31 August, 2021 - 10.00 a.m.

AGENDA

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1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST** – In terms of Section 5 of the Code of Conduct Members of the Committee are asked to declare any interest(s) in particular items on the agenda and the nature of the interest(s) at this stage.
3. **MINUTE** – Minute of Meeting of the Environment, Finance & Communities Scrutiny Committee of 1st June 2021 3 - 4
4. **ENVIRONMENTAL HEALTH** – Report by the Head of Protective Services 5 - 23
5. **FIFE COUNCIL'S RELATIONSHIP WITH THE THIRD SECTOR** – Report by the Head of Communities & Neighbourhoods 24 - 28
6. **COMMUNITY ASSET TRANSFER - UPDATE** – Joint Report by the Head of Communities & Neighbourhoods and the Head of Assets, Transportation and Environment 29 - 30
7. **ENVIRONMENT, FINANCE & COMMUNITIES SCRUTINY COMMITTEE FORWARD WORK PROGRAMME** 31

Members are reminded that should they have queries on the detail of a report they should, where possible, contact the report authors in advance of the meeting to seek clarification.

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24 August, 2021

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2021 EFCSC 20

THE FIFE COUNCIL - ENVIRONMENT, FINANCE & COMMUNITIES SCRUTINY COMMITTEE – REMOTE MEETING

1 June, 2021

10.00 a.m. – 11.25 a.m.

PRESENT: Councillors Tim Brett (Convener), John Docherty, Linda Erskine, Derek Glen, Andy Heer, Rosemary Liewald, Lea McLelland, Ross Paterson, Fay Sinclair, Ryan Smart, Darren Watt and Jan Wincott.

ATTENDING: Eileen Rowand, Executive Director, Finance & Corporate Services; Charlie Anderson, Head of ICT; Diarmuid Cotter, Head of Customer & Online Services; Les Robertson, Head of Revenue & Commercial Services; and Elizabeth Mair, Committee Officer, Legal & Democratic Services.

APOLOGIES FOR ABSENCE: Councillors Neil Crooks, Ian Ferguson and Mick Green.

49. DECLARATIONS OF INTEREST

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

50. MINUTE

The Committee considered the minute of meeting of the Environment, Finance & Communities Scrutiny Committee of 13 April 2021.

Decision

The Committee agreed to approve the minute.

51. DIGITAL PROGRESS IN LOCAL GOVERNMENT - FIFE POSITION

The Committee considered a report by the Head of ICT outlining Fife's position in relation to progress and areas of further consideration with reference to the report "Digital Progress in Local Government" published by Audit Scotland in January 2021, highlighting both progress made and challenges encountered in delivering true digital transformation in Scottish Councils.

Decision

The Committee:-

- (1) noted the progress made in Fife and the areas for further development and improvement; and
- (2) agreed that a further update report be submitted to a future meeting of this Committee in 12 months time.

52./

52. CONTACT CENTRE AND PANDEMIC RESPONSE REVIEW

The Committee considered a joint report by the Head of Customer & Online Services and the Head of Revenue & Commercial Services providing an overview of progress with an increase in online services through fife.gov.uk, along with an update on the activity in Customer & Online services in the year 2020/21, including information on involvement in a number of support mechanisms for individuals and businesses during the Covid pandemic.

Decision

The Committee:-

- (1) noted the information contained in the report;
- (2) expressed appreciation to staff for their efforts and commitment during a very difficult period; and
- (3) agreed that an update report on the Contact Centre and Fife Council website - Fife.gov.uk, be submitted to the Committee in December 2021.

53. ENVIRONMENT, FINANCE & COMMUNITIES FORWARD WORK PROGRAMME

The Committee noted the Environment, Finance & Communities Forward Work Programme which would be further updated as appropriate.

31 August 2021

Agenda Item No. 4

Environmental Health

Report by: Nigel Kerr, Head of Protective Services

Wards Affected: All Wards

Purpose

To provide the Committee with an overview of the functions, responsibility and current challenges for Environmental Health in Fife.

Recommendation(s)

The Committee is asked to:

- Note the report, the impact of the Covid19 Pandemic on the Environmental Health activities and current resource difficulties.
- Note that the Head of Protective Services in consultation with the Head of Human Resources and Head of Finance will undertake a review of the staffing levels within Protective Services required to fulfil the Environmental Health statutory functions, giving cognisance to age profile, recruitment difficulties, salary and student training and succession planning.

Resource Implications

Protective services has a vacancy rate of approximately 17% (20 posts, 19.1FTE), with over three quarters of the vacant posts (16 posts 15.1 FTE) related to the Environmental Health Function. Previous recruitment campaigns over the last 3 years have been generally unsuccessful in securing new officers into these roles.

Legal & Risk Implications

It is anticipated a failure to appropriately resource and recruit may result in an inability of core staff to meet their Environmental Health statutory functions, this will be detrimental to the wider public health of Fife.

Policy & Impact Assessment

An Equality Impact Assessment is not necessary as this report does not propose changes to existing policies.

The Fairer Scotland Duty, which came into force on 1st April 2018, requires the Council to consider how it can reduce inequalities of outcome caused by socioeconomic disadvantage when making strategic decisions. There are no negative impacts identified as part of this review as it will aim to protect and enhance health and wellbeing for all.

Consultation

The Heads of Finance and Human Resources have been consulted in the preparation of this report.

1.0 Background

1.1 Environmental Health can be defined as the area of Public Health activity which strives to improve, protect and maintain health and well-being through action on the physical environment and on life circumstances (Old Report 2006). In Scotland there are six main areas of activity related to Environmental Health these are:

- Food Safety and Standards
- Occupational Health and Safety
- Pollution Control
- Public Health
- Waste Management
- Built Environment

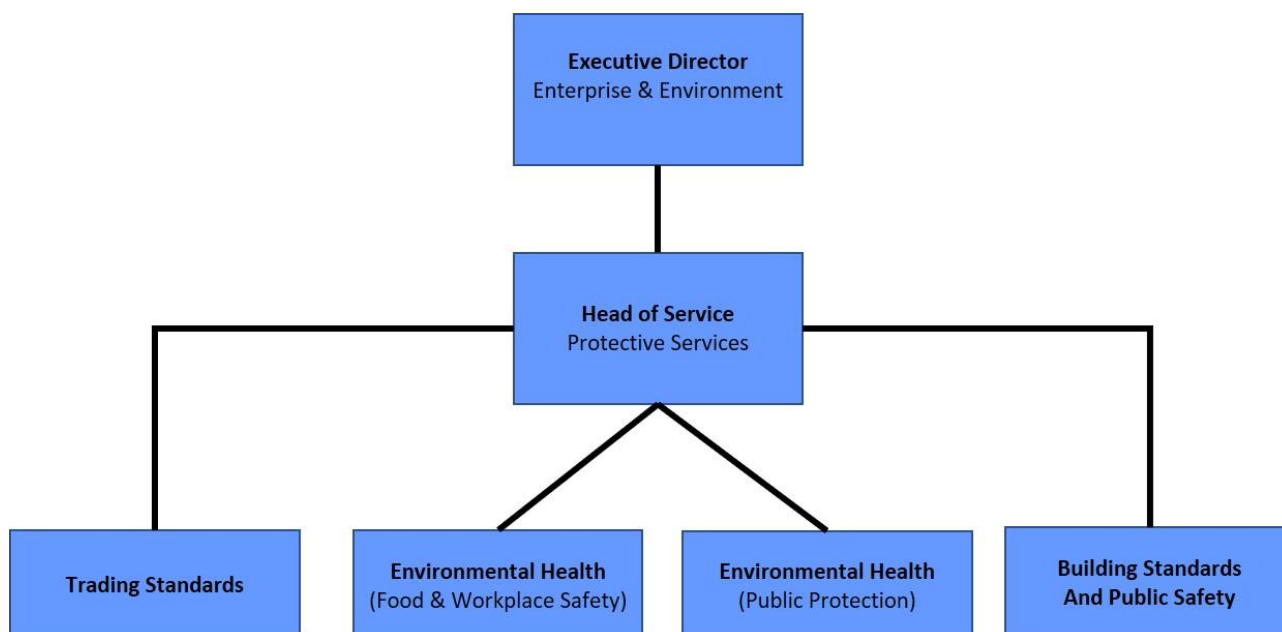
1.2 Within Fife Council the Environmental Health functions are within the remit of Protective Services which sits within the Enterprise & Environment Directorate. Environmental Health Functions are divided between three of the four Protective Services Teams:

- Environmental Health (Food and Workplace Safety) Team,
- Environmental Health (Public Health) Team, and
- The Private Sector Housing Section of the Building Standards & Public Safety Team. The fourth Team within Protective Services being the Trading Standards Team.

Appendix 1 provides further information of the Environmental Health Activities undertaken by each of the Teams within Protective Services with an Environmental Health remit.

For information a list of legislation related to Environmental Health functions is listed within Appendix 2.

Protective Services Structure



2.0 Environmental Health During the Covid Pandemic

2.1 The public health emergency caused by the global Covid pandemic has significantly impacted the work of Protective Services and in particular Environmental Health. This has been recognised by the Scottish Government and agencies such as Food Standards Scotland and the Health and Safety Executive.

2.2 Protective Services wide:

- Protective Services have been heavily involved in Fife’s Public Health response to the Covid19 Pandemic with Environmental Health & Trading Standards Teams working with colleagues across Fife Council and Partner agencies. Activities have included:
 - Responding to Covid 19 related complaints & concerns since March 2020. As of 16 August 2021, 2105 enquiries/complaints had been received.
 - Advice to businesses.
 - Advice & support to colleagues.
 - Three Officers spent time with NHS Fife Test & Protect undertaking contact tracing duties, including one Environmental Health Officer as a Contact Tracing Team Lead for six months.
 - Active in various local & national forums including for example the Environmental Health & Trading Standards Covid Expert Group, Scottish Government Working Groups.
 - NHS Fife’s Contact Tracers report settings that Covid positive cases have attended during their infectious period directly to the Environmental Health (Food and Workplace Safety) Team, such as hospitality, retail and workplaces. These setting referrals are then triaged with ones of concern allocated for follow up by officers from Environmental Health or Trading Standards. Where there are clusters or outbreaks Environmental Health are involved in the multiagency Problem Assessment Group and/or Incident Management Team meetings called by NHS Fife. Table 1 details figures from the period 21 September 2020 to 8 August 2021.
 - Due to the impact of Covid Protective Services increased its out of hours standby provision. In addition to the standby officer a manager is on duty Friday evenings, Saturdays, Sundays and public holidays.
 - It should also be noted that routine non-Covid related requests for service and demands in some area of Protective Services including Environmental Health did not diminish during the pandemic (including periods of lockdown), and in some cases increased.
 - Officers from Protective Services are often required to work unsociable hours to meet the demands of the service – this includes evening, weekend and public holidays. This work includes visits to hospitality venues by Licensing Standards Officers, food inspections of late-night takeaways and noise monitoring visits at any time, including for example a team of 4 officers required to work between midnight and 5am.

Table 1: Setting Figures 21/9/2020-8/8/2021

Problem Assessment Group	Incident Management Team	Setting Referrals	EH/Protective Services Setting Referrals to other Services	EH Setting Referrals to Other Agencies	Total
133	111	11899	459	1592	14194

2.3 Environmental Health (Food and Workplace Safety):

- The EU Exit has had an impact on resources. The fishing fleet based in Fife required to be inspected ahead of EU Exit, this resulted in the inspection of over 80 fishing boats. In addition, businesses that export foodstuffs of animal origin to the EU now require an Export Health Certificate. The provision of Export Health Certificates is not a statutory function, but one that is undertaken to support local businesses.
- The routine inspection programme including food safety inspections was paused in late March 2020 due to the restrictions put in place by the Scottish Government to combat the Covid Pandemic. These measures have included permitted derogations from the Scottish Food Law Code of Practice to enable Local Authority Environmental Health staff to focus on activities related to the public health emergency that the Covid global pandemic presented and continues to do so. The Team are working towards the restart of its food safety inspection programme in line with Food Standards Scotland's recovery guidance.
- Despite the suspension of the routine food safety inspection programme, responses to request for services continued, including numerous food safety incidents have been dealt with. These have included incidents relating to Listeria, Shellfish, Clostridium botulinum controls, food complaints, allergen issues, food safety alerts including recalls. Where necessary proportionate enforcement action has been taken.
- The investigation into serious workplace accidents and incidents continued throughout the covid pandemic and restrictions, this unfortunately has included fatalities.
- Work related to events has significantly increased since the easing of restrictions permitted events to held again when Fife moved to Level 2 Restrictions on 17 May 2021. This has related to public health and Covid controls in addition to food safety and health & safety considerations.
- Waste Duty of Care activities have continued though this has been predominately reactive during the pandemic period. This has included dealing with a significant accumulation of waste in an unsecured lockup area in the vicinity of number of food businesses.
- Port Health activities have been restricted, with only essential ship inspections being carried out. There has also been significant dialogue with the Cruise line that have berthed their vessels at the Port of Rosyth. This also includes liaison with NHS Fife, Public Health Scotland and the Scottish Government as one of the vessels is being utilised for managed isolation of crew arriving from countries where this is mandated.

2.4 Environmental Health (Public Protection)

- There has been an increase in some complaints over the period of the pandemic, for example, bonfires within private property associated with a greater number of people working from home and carrying out building and garden improvements. The team has had to adjust its ways of working particularly during the strictest periods of lockdown. A triage process allowed complaints to be prioritised, risk assessed and dealt with remotely where possible, however, restrictions on access to private homes led to conflict with the customers on occasions. For example, when investigating complaints some residents were concerned about allowing officers access to their property to gather evidence – this was also an issue during the strictest lockdown restrictions when we only requested access to properties in life or limb emergencies. The implications were that not all complaints could be concluded as quickly as would normally be expected.

- The team also had to deal with a number of novel issues in the last year including:
 - An Avian flu outbreak centred around a game bird breeding centre
 - The tragic death of a young man where Cadmium was identified as a factor, requiring the team to investigate the possibility of environmental factors being the cause.
- The team has not only had to carry out its full function in difficult circumstances, but also had to carry the further burden of enforcing and advising on the Covid regulations. These additional demands have been exacerbated by long term absences in the last 12 months.

2.5 Building Standards & Public Safety – Private Sector Housing:

Urgent and mandatory inspections have continued throughout the current pandemic:

- Inspection of HMO premises to meet statutory requirements for issuing a license decision within 12 months
- Inspection of private rented accommodation if there is potential threat to the health, safety or welfare of tenants
- Risk assessment and testing of private water supplies has continued; legislation requires all of these to be assessed by 1st January 2022
- Inspecting and testing inland water courses, particularly during warm weather for signs of blue-green algae
- Facilitating a supply of fresh drinking water if the private water supply has run dry – a supply has been provided for one property so far this year. North Fife is currently at 'alert' level on the SEPA weekly water scarcity report (as of 12th August)

Other, non-urgent, cases have been dealt with by contacting customers by telephone and using photos/video to carry out checks remotely.

3.0 Issues and Options

- 3.1 There are several issues and challenges currently being faced by the Environmental Health Teams within Protective Services.
- 3.2 Due to the need to redirect resources to the Covid19 Pandemic work, routine activities such as programmed proactive inspections and interventions including those for food safety were stopped in March 2020, on guidance issued by Food Standards Scotland. Work is currently underway to recommence programmed inspections and interventions in line with national guidance issued by Food Standards Scotland, the nominal restart date is currently September 2021 subject to national/local restrictions and/or impacts of the Covid pandemic.
- 3.3 The recruitment of Environmental Health Officers has proven difficult on a number of successive occasions; as a consequence, there is a significant number of vacancies across the Service. This position is not unique to Fife and mirrored across several Scottish Local Authorities. This combined with the work necessary to recover from the Covid Pandemic presents an opportunity to undertake a review of the staffing levels within Protective Services required to fulfil the Environmental Health statutory functions.
- 3.4 The Environmental Health (Food & Workplace Safety) Team currently have 12 vacancies covering Lead Officers, Environmental Health Officers, Enforcement Officers and Public Health Compliance Officer posts. A new recruitment campaign for Environmental Health Officers is underway, along with reviewing various options; this will include how we can support training and alternatives to help ensure service

delivery going forward. A managing change exercise is underway to maximise flexibility and efficiencies within this team, to partially reduce the impact the difficulty in recruiting Environmental Health Officers causes.

- 3.5 There is also 1 Environmental Health Officer post vacant in the Private Sector Housing Team and 1 Environmental Health Officer along with 2 Licensing Standards Officer posts vacant in the Public Protection Team.
- 3.6 There is currently a gap of over 40 EHOs throughout Scotland. In addition, the age profile of local authority employed EHOs in Scotland shows a significant number of the existing Environmental Health Workforce are eligible to retire within the next 5 years and an even greater number when forecast over the next 10-year period from 2019. Table 2 provides information on the age profile of Fife Council's Environmental Health staff as of June 2021. Note this includes staff in management roles including Lead Officers, Service Manager and Head of Service who are qualified Environmental Health Officers and Food Safety Officers.

Table 2: Environmental Health Age Profile (%age of staff in each age bracket)

	21-34	35-49	50-54	55-59	60 and over	Vacant
EHOs	0 (0%)	5 (20%)	7 (28%)	<5 (8%)	<5 (11%)	8.6 (34%)
FSOs	0 (0%)	<5 (26%)	<5 (52%)	<5 (22%)	0 (0%)	0 (0%)
Tech.Officers	0 (0%)	8 (38%)	<5 (10%)	<5 (14%)	6 (29%)	2 (10%)

- 3.7 Fife Council is at the lower end of the salary ranges for Environmental Health Officers in Scotland based on available sample information. This is illustrated from a survey of Scottish Local Authorities of which 17 of 32 responded and is detailed in Appendix 3. Most Environmental Health Officers tend to move between Scottish LAs for salary increases or for personal reasons with very few new students currently coming through the system. To attract these officers to Fife it may be necessary to review the current situation in terms of pay and benefits.
- 3.8 Environmental Health Officers are acknowledged within the 2015 review of Public Health in Scotland as being a key component of the core Public Health workforce.
- 3.9 The outcome of the Scottish Government Public Health Reform Specialist [Public Health Workforce Commission](#), considers that the role of Environmental Health services should be strengthened to increase its influence across all local government functions and enable it to take on a leadership role in relation to local government's contribution to health protection and the wider environment, which emphasises the key role that Environmental Health Services provide within local authorities.
- 3.10 Over several years, local authorities have been subject to significant financial cuts. Specific Local Authority services have been 'protected', e.g. education and social work, meaning that the financial cuts in these services are less and other services are subject to disproportionately high cuts. Environmental Health services have been

subject to significant and sustained cuts; these reductions in budgets/resources have also been seen across the majority of services within Enterprise & Environment Directorate. This has caused linked workforce problems, posts have been reduced; vacancies left unfilled and that training posts removed to reduce service costs. As a result of the absence of a training route to become a fully qualified Environmental Health Officer, the number of students enrolling on the academic course has reduced to a critical level, which could lead to the university course being unsustainable.

- 3.11 From September 2021, however, Fife Council will be 1 of 10 Local Authorities accepting students from the University of the West of Scotland during their 3rd and 4th years to provide training as part of their BSc (Hons) course. This pilot will then be expanded to cover all new students entering this degree course. This will remove the need for the minimum 48-week training after graduation (for the undergraduate academic route) and should allow more students to enter the profession over a period of time. It is anticipated that these new students will be able to backfill vacant posts over the next few years.
- 3.12 The response from all staff during Covid Pandemic has been overwhelming, although the sustained pressure coupled with challenges with working mainly from home is of concern. It is critical that the current vacancies are filled and that the health and wellbeing of staff is carefully monitored, and ongoing support is provided to protect and build resilience within this cohort.

4.0 Conclusion

- 4.1 Environmental Health covers a wide range of functions and responsibilities which has the protection of public health at its core.
- 4.2 Environmental Health has been significantly impacted in terms of workload and pressures associated with COVID and preparations for the EU Exit.
- 4.3 The ongoing pressures and challenges facing staff within Environmental Health needs to be carefully managed and work prioritised to ensure that longer term health and wellbeing impacts on this staff cohort is not realised.
- 4.4 There are currently 16 (15.1 FTE) vacancies within Environmental Health (just over 13% vacancy rate, with that number increasing to 17% across the wider Protective Services); further work is needed to identify how some of these posts can be filled in the short term to deal with increasing demand.
- 4.5 The number of current vacant posts within Environmental Health is a risk in terms of the council being able to comply with all statutory enforcement roles.
- 4.6 Close working relationships which has been built over the years between colleagues in Public Health, NHS Fife and Fife Council's Environmental Health staff is crucial when dealing with incident management. It also allows us also to raise the profile of Public Health and the collaboration which goes on to address both national and local priorities, focussing on areas of greatest harm for early intervention or preventative approaches.

List of Appendices

Appendix 1: Environmental Health Activities

Appendix 2: List of Environmental Health Legislation

Appendix 3: Environmental Health Officer – Salary Comparison

Background Papers

[Environmental Health \(Food and Workplace Safety\) Service Delivery Plan 2021-22](#)

[Joint Health Protection Plan 2020-22](#)

[Fife Council List Of Officer Powers](#)

Scottish Government Public Health Reform Specialist [Public Health Workforce Commission](#)

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Environmental Health Activities

1.0 Environmental Health (Food and Workplace Safety)

1.1 The Environmental Health (Food and Workplace Safety) Team activities cover a wide range of regulatory activities including:

Food

- Food Safety inspections and interventions covering food law (including food hygiene and food standards) within food retailers, caterers, suppliers, manufactures etc.
- Approval of Establishments handling food of animal origin.
- Investigation of food complaints and complaints against food businesses and practices.

Health and Safety

- Health & Safety inspections and interventions in a range of workplaces and public places.
- Investigation of workplace accidents to employees and the public, and complaints against premises and practices, whose work activities fall within local authority jurisdiction.

Licensing

- Inspection for licensing of businesses (i.e. Street Traders, Late Hours Catering, Public Entertainment, Tattooing & Piercing, Theatre, Cinema and issuing of Section 50 Food Hygiene Certificates).

Port Health

- Inspection of Ships and the issuing of Ship Sanitation Certificates.

Communicable Diseases

- In association with the National Health Service Fife, the Council co-ordinate and undertake the investigation and control of communicable disease.
- This includes an integral role in the work to assist during the Covid19 Pandemic in supporting NHS Fife, Fife residents and businesses, along with food safety, health and safety and waste duty of care.

Commercial Waste Duty of Care

- Inspections and interventions.

Business Advice

- Provision of advice to new and existing business to help compliance with environmental health regulations.
- Presentations/workshops to community groups on environmental health topics.

1.2 To achieve these aims the Environmental Health (Food and Workplace Safety) Team will ensure the consistent and effective enforcement of relevant Environmental Health legislation within Fife. A complementary framework for both proactive and reactive interventions will be utilised.

- 1.3 The Team's duties will be carried out with due attention to the requirements of Statute, Codes of Practice and Guidance issued by Food Standards Scotland, the Health and Safety Executive, Central Government Departments and associated agencies. All enforcement activities will be guided by the terms of the Protective Services Enforcement Policy and the widely recognised 4E approach of Engage, Educate, Encourage and Enforce.
- 1.4 For health & safety and food safety matters the Environmental Health (Food and Workplace Safety) Team must take cognisance of the following regulatory standards:
- The Official Feed and Food Control (Scotland) Regulations 2009 as amended, Regulation (EC) No 2017/625 and the Food Law Code of Practices (Scotland)
 - The Health and Safety at Work etc. Act 1974 and National Local Authority Enforcement Code.
- 1.5 The objectives of the team include:
- To maximise and target resources to achieve the greatest impact.
 - To advise and educate businesses, employers, employees and other service users on food safety, health and safety, public health, waste duty of care, port health and miscellaneous licencing. This includes proactively assisting businesses to comply with their legal obligations.
 - To investigate complaints, concerns, alerts and reportable injuries, diseases and dangerous occurrences. To issue advice and information on prevention.
 - To support cross-agency working through sharing intelligence and enforcement roles at local, regional and national level with partner agencies such as:
 - Food Standards Scotland
 - Health and Safety Executive
 - National Health Service
 - Other Local Authorities.
 - To provide a coherent approach to interventions which is consistent between Local Authorities and relevant partner agencies.

2.0 Environmental Health (Public Protection)

- 2.1 The Environmental Health (Public Protection) Team (PPT) has four separate teams within one covering Public Health, Animal Health, Land and Air Quality and Licensing Standards. Activities cover a wide range of regulatory functions including:

Nuisances

- PPT investigate and enforce most nuisances under the Environmental Protection Act 1990 which includes:
 - Noise & vibration (excluding traffic and aircraft)
 - Dust and Smoke
 - Smells
 - Light
 - Insects
 - Drainage
 - Leaks between properties
 - Dirty Houses
 - Animals & pests
- The Environmental Protection Act 1990 requires Fife Council to investigate all complaints of the above nuisances made by residents of Fife. Officers also have the obligation to serve a statutory notice if a nuisance is proven. The notice can either require specific works to be done or simply to abate the nuisance.

Animal Health

- Fife Council's Animal Health Service is responsible for carrying out the Council's statutory duties in relation to the Animal Health Act 1981 (as amended) and many other pieces of associated legislation.
- The legislation made under the Animal Health Act covers health and welfare matters that are traditionally associated with farmed animals, such as movement and identification, TB and other animal diseases which constitute a risk to human health, animal by-products and restrictions during a disease outbreak.
- It also covers areas such as poultry, horse identification, rabies controls on imported animals and the welfare of animals during commercial transportation or at markets.
- All of these laws apply to a hobby farmer or small holder just as much as to a commercial farm. This is regulated through:
 - Visiting livestock holdings and carrying out inspections and providing advice and assistance on:
 - farm livestock records;
 - veterinary medicine records;
 - animal movement licences and passports;
 - livestock identification;
 - disposal of livestock carcasses;
 - livestock vehicles – construction and cleanliness.
- Other areas of work, including:
 - Monitoring movement of pigs
 - Investigation of complaints in relation to animal health and welfare;
 - Helping to maintain Contingency Plans which when deployed we are required to assist in the control of diseases such as Rabies and Foot and Mouth Disease and most recently in the Spring of 2021 Avian Influenza
 - Investigation of any import and export of animals alleged to be in breach of regulations;
 - Visits to premises which are subject to license conditions when requested
 - Providing advice and assistance on Animal Health and Welfare Legislation.
 - On occasion we are required to bring animals in to the direct care of Fife Council to protect them from further harm and to secure their welfare.
 - Submitting reports to the Procurator Fiscal where it is believed that breaches of the legislation warrant such an approach
- PPT work closely with other agencies including Animal and Plant Health Agency (APHA), Scottish Government and the Scottish SPCA and have written agreements with them to ensure a joined up and consistent approach to animal health and welfare matters.

Animal Welfare

- Licensing of various animal related premises/people:
 - Riding Schools
 - Zoos
 - Pet shops
 - Kennels and Catteries
 - Dangerous Wild Animals
 - Home boarders
 - Performing animals
 - Dog breeders

- PPT respond to complaints about the licensed premises and withdraw licences, where appropriate.
- New legislation that significantly changes the licensing regime for some of the above premises and includes the licensing of new types of premises is due to come into force on 1st September 2021. This is a very tight timescale and adds additional pressure to limited staff resources

Consultation responses (Internal and External)

- PPT respond to consultations from:
 - Planning
 - Miscellaneous Licensing
 - SEPA
 - Scottish Government and other agencies/bodies

By giving a considered response to these consultations it is possible to provide guidance and advice to ensure that the design principles, premises layout, working practices etc are carried out in such a way to minimise potential negative impacts between conflicting land uses and activities.

Funerals

- The Council has a duty to respectfully carry out the funeral of those that have died without a family able to organise it.
- Anyone who dies in Fife is eligible (with some limited exceptions)
- The Service is carried out with dignity and family/friends are welcome to attend the funeral although this has been restricted during the pandemic.
- The default position is to cremate the deceased, unless the family/friends advise that they would have preferred burial.
- The service is provided by a local funeral director who has tendered for the contract. A hearse and flowers are provided along with a minister.

Contaminated Land

- Following the insertion in 2000 of Part IIA into the Environmental Protection Act 1990, Local Authorities were given the primary regulatory role for the inspection of, and subsequent remedial action, at sites that have historically been affected by contamination. Fife Council produced a strategy for inspecting land for evidence of contamination in 2001 and has reviewed this strategy every three years.
- Our Inspection Strategy not only fulfils the statutory duty on the Council to inspect our area for historical contamination: it also seeks to complement and enhance Fife Council's wider policies aimed at regeneration and sustainability for people who live in, work in, or choose to visit, Fife.
- In fulfilling our duty under Part IIA of the Environmental Protection Act 1990 (as amended), we have now inspected eighty percent of sites considered to be at high- or medium-risk of containing contaminants harmful to human health and/or the water environment.
- To date Fife Council has undertaken:
 - Phase 1 desk studies – 1650
 - Phase 2 exploratory intrusive site investigations – 184
 - Phase 3 remedial works projects - 17 of which a number have been major works including the construction of coastal rock defence armour at Buckhaven to prevent landfill erosion and demolition and encapsulation of a former solvent recovery works at Crail Airfield.

- Environmental Enquiries – we provide an Environmental Enquiry Service for developers, consultants and other Council departments which provides valuable information on sites in Fife. To date, we have responded to 1133 environmental enquiries.
- Fife Council's Land & Air Quality Team is working closely with Development Management, Building Standards, Local Plan, Economic Development and Vacant & Derelict Land teams to promote best practice and to ensure that best value is achieved on large Council projects. The Land and Air Quality Team works closely with Vacant Derelict Land Fund (VDLF) colleagues and this includes assisting with progressing high profile projects such as the Levenmouth Reconnected project and the remedial works at the Gap Site at High Street Cowdenbeath.
- As a consultee for planning applications and building warrants, we work closely with these services to ensure that land with previous industrial usage is safely developed. This includes the production of guidance for developers to assist in this process. The team is supporting brownfield regeneration with timely and comprehensive responses to planning and building control. Our Inspection Strategy not only fulfils the statutory duty on the Council to inspect our area for historical contamination: it also seeks to complement and enhance Fife Council's wider policies aimed at regeneration and sustainability for people. Raising awareness of contamination issues through both our timely and comprehensive responses and our CPD events has resulted in a ten-fold increase in consultations from colleagues across the Council in recent years.

Air Quality

- Fife Council is required to review and assess air quality in its area in accordance with Part IV of the Environment Act 1995 to ensure prescribed air quality objectives are being achieved as set out in associated legislation (Air Quality (Scotland) Regulations). This involves:
 - Routine monitoring and assessment of road traffic related pollutants in the Fife area.
 - Review and assessment of emissions from industrial operations regulated by SEPA.
 - Producing Annual Air Quality Progress Reports for the Fife area.
 - Designating Air Quality Management Areas (AQMAs) where required. An AQMA is a defined area where prescribed air quality objectives are likely to be exceeded. There are two in Fife - one in the Bonnygate, Cupar and the other in Appin Crescent, Dunfermline.
 - Producing Action Plans to tackle air pollution issues – the action plan measures introduced in the above two AQMAs has already resulted in air quality improvements that has led to the Council amending the two AQMA orders to remove the traffic related pollutant nitrogen dioxide (NO₂).
 - Produce Fife's Air Quality Strategy and associated updated action plans every five years (2021-2025 version currently being finalised).
 - Fife Core Air Quality Steering Group – a multi-disciplinary group of both internal and external stakeholders and chaired by Fife Council, that meets quarterly, to ensure that Fife's Air Quality Strategy and associated Action Plans are being adequately progressed.

- Mossmorran and Braefoot Bay Expert Air Quality Group – the Land and Air Quality Team is represented on this Group which provides advice on air quality related issues relating to the Mossmorran and Braefoot Bay Petrochemical facilities to the Mossmorran & Braefoot Bay Community & Safety Committee.
- Education – This includes successful Clean Air Day events at primary schools in the Fife area and liaising with colleagues in Transportation on initiatives that encourage the use of more sustainable modes of travel along with CPD events that raise awareness of both air quality and contaminated land issues.
- Scottish Government Air Quality Grant funding – each financial year there is a competitive bidding process between local authorities for air quality grant from the Scottish Government. Over the years, Fife Council has been successful in attracting significant grant monies to progress its Air Quality Strategy and the associated measures contained in the Bonnygate, Cupar and Appin Crescent, Dunfermline Air Quality Action Plans. This has included securing funding for the acquisition and maintenance of roadside monitoring equipment and obtaining electric vehicles for the Council fleet. Fife Council currently has 52 full electric vehicles and 19 hybrid vehicles in service (either leased or purchased).

Licensing Standards

- The Licensing Standards Officers (LSOs) fulfil a statutory role brought in by the Licensing (Scotland) Act 2005.
- It is the role of the LSOs to:
 - Provide guidance on the law to customers
 - Supervise compliance with licensing conditions, including issuing notices when conditions are breached
 - Provide information to the licensing board about premises or people
 - Provide mediation when problems arise.

Multi Agency Working

- PPT regularly work in partnership with other Services within Fife Council including planning, affordable housing and transportation colleagues.
- PPT also work with external partners such as:
 - Police Scotland – particularly for liquor licensing
 - SEPA – a wide range of activities are carried out jointly
 - Scottish Government - officers regularly meet to discuss animal health and noise
 - Ministry of Defence – submarine dismantling at Rosyth and Dalgety Bay remediation
 - The Animal and Plant Health Agency (APHA) – animal health matters
- The multi-agency working occurs across all functions of the team and enables better outcomes for Fife residents to be secured.

3.0 Building Standards & Public Safety – Private Sector Housing

3.1 The Private Sector Housing Team within Building Standards and Public Safety covers a wide range of regulatory activities including:

Caravan Site Licensing

- A license is required (Caravan Sites and Control of Development Act 1960) to run a caravan/camping site. On application, the appropriate checks are made before a license is issued. Conditions may be attached controlling the number, type and positions of caravans or tents and provision of sanitary and other facilities.

HMO Licensing Inspections

- Applications for Houses in Multiple Occupation are made to Housing Service. A copy of each application is sent to Protective Services and the team carries out inspections to provide a report for Housing confirming if the property meets the minimum physical standards required by the Housing (Scotland) Act 2006.

Private Housing Tenant Complaints

- Investigating complaints from private tenants and offering advice if the property fails to meet the Repairing Standard required by the Housing (Scotland) Act 2006. If, after a landlord has been notified of any problem, it is not resolved satisfactorily, or if there is disagreement about whether or not there is a problem, tenants have the right to refer the matter to the First-tier Tribunal for Scotland Housing and Property Chamber.

Common Repairs & Missing Shares

- Working with Housing Services to offer advice to owners trying to carry out common repairs or maintenance work where they cannot gain the cooperation of all the other owners. The Council has additional powers under Housing (Scotland) Act 2006 and the Tenements (Scotland) Act 2004.

Private Water Supplies

- There are approximately 338 private water supplies in Fife. The team is responsible for monitoring these, including duties required under regulation 10 of the Water Intended for Human Consumption (Private Supplies)(Scotland) Regulations 2017. Specific activities include:
 - Risk assessment and regular testing of private water supplies
 - Regular visits to private water supply sources
 - Sampling (on request) for lead in water supplies
 - Facilitate emergency supply of bottled drinking water if a domestic private water supply runs dry
 - Private water supply grant scheme – assistance of up to £800 per property

Blue-Green Algae

- Visits to inspect and sample inland water courses for any indication of cyanobacteria (blue-green algae). Warning signs are erected if necessary to advise anyone considering accessing the water for leisure pursuits and any dog walkers in the area.

List of relevant legislation

Section 1 – Environmental Health

Abandonment of Animals Act 1960

Agriculture Act 1970

Agriculture (Miscellaneous Provisions) Act 1968

Animal Boarding Establishments Act 1963

Animal Health and Welfare Act 1984

Animal Health & Welfare (Scotland) Act 2006

Animal Health Act 1981

The Animal Welfare (Licencing of Activities Involving Animals) (Scotland) Regulations 2021

Breeding of Dogs Acts 1973 and 1991. Ceases to have effect from 1st January 2022

Breeding & Sale of Dogs (Welfare) Act 1999

Burial and Cremation (Scotland) Act 2016

Caravan Sites & Control of Development Act 1960

Civic Government (Scotland) Act 1982

Clean Air Act 1993

Control of Dogs Order 1992

Control of Dogs (Scotland) Act 2010

Control of Pollution Act 1974

Contaminated Land (Scotland) Regulations 2000

Coronavirus Act 2020

Dangerous Dogs Acts 1989 and 1991

Dangerous Wild Animals Act 1976

Deer (Scotland) Act 1996

Dog Fouling (Scotland) Act 2003

Dogs Act 1906

Environment Act 1995

Environmental Protection Act 1990

European Union (Withdrawal) Act 2018 (and Orders or Regulations or amendments made thereunder).

Fire Safety and Safety of Places of Sports Act 1987
Food and Environment Protection Act 1985 (S.19)
Food and Feed Safety and Hygiene (EU exit) (Scotland) (Amendment) Regulations 2019
Food and Feed (EU Exit) (Scotland) (Amendment) Regulations 2020
Food Composition, labelling and Standards (EU exit) (Scotland) (Amendment) Regulations 2019
Food Hygiene (Scotland) Regulations 2006
Food Information, labelling and Standards (EU exit) (Scotland) Regulations 2019
Fishery Products (Official Controls Charges) (EU Exit) (Scotland) (Amendment) Regulations 2019
Food Safety Act 1990

Gambling Act 2005
General Food Regulations 2004
General Product Safety Regulations 2005
Guard Dogs Act 1975

Health and Safety at Work etc. Act 1974
Health Protection (Coronavirus) (Restrictions)(Scotland) Regulations 2020
Health Protection (Coronavirus, Restrictions)(Directions by Local Authorities)(Scotland)
Housing (Scotland) Act 1987/1988/2001/2006

Licensing (Scotland) Act 2005
The Licensing of Animal Dealers (Young Cats and Young Dogs) (Scotland) Regulations 2009. Ceases to have effect from 1st January 2022.
Local Government Act 1972

National Assistance Act 1948
Noise and Statutory Nuisances Act 1993
Nutrition (EU exit) (Scotland) (Amendment) Regulations 2019

Official Feed and Food Controls (Scotland) Regulations 2009
Official Feed and Food Controls (Miscellaneous Amendments) (Scotland) Regulations 2019

Pet Animals Act 1951. Ceases to have effect from 1st January 2022
Performing Animals (Regulation) Act 1925
Prevention of Damage by Pests Act 1949
Protection of Animals (Scotland) Act 1912 and 1954

Public Health (Ships) Regulations 1979
Public Health (Ships) (Scotland) Regulations 1971
Public Health (Ships) (Scotland) Amendment Regulations 2007
Public Health etc. (Scotland) Act 2008

Refuse Disposal (Amenity) Act 1978
Regulation (EU 2017/625 and Associated Tertiary Legislation
Riding Establishments Act 1964 and 1970

Sewerage (Scotland) Act 1968
Smoking, Health and Social Care (Scotland) Act 2005

The Bovines & Bovine Products (Trade) Regulations 1999
The Novel Foods (Scotland) Regulations 2017
The Products of Animal Origin (Third Country Imports) (Scotland) Regulations 2007
The Spirit Drinks Regulations 2008 as amended
The Trade in Animals and Related Products (Scotland) Regulations 2012
The Products of Animal Origin (Third Country Imports) (Scotland) Regulations 2002
Theatres Act 1968
Tobacco and Primary Medical Services Act 2010

Water (Scotland) Act 1980

Zoo Licensing Act 1981

APPENDIX 3

Environmental Health Officer - Salary Comparison												
Salary Comparison - high point of scale			Salary Comparison - low point of scale			Salary Comparison - mid point of scale			Salary Comparison - Hourly Rate (based on mid point salary)			
	SCALE	Top of Scale (Sorted highest to lowest)		SCALE	Bottom of Scale (Sorted highest to lowest)		SCALE	Mid Point (Sorted highest to lowest)		SCALE	Hourly Rate (Sorted highest to lowest)	
Council 9	41059 - 44899	£44,899	Council 9	41059 - 44899	£41,059	Council 9	41059 - 44899	£42,979	Council 9	41059 - 44899	£23.61	
Council 1	34189 - 44714	£44,714	Council 12	37095 - 41256	£37,095	Council 1	34189 - 44714	£39,451	Council 12	37095 - 41256	£21.52	
Council 12	37095 - 41256	£41,256	Council 10	36644 - 40659	£36,644	Council 12	37095 - 41256	£39,175	Council 11	36028 - 39408	£20.72	
Council 17	35964 - 41069	£41,069	Council 11	36028 - 39408	£36,028	Council 10	36644 - 40659	£38,651	Council 3	35989 - 39363	£20.70	
Council 10	36644 - 40659	£40,659	Council 3	35989 - 39363	£35,989	Council 17	35964 - 41069	£38,516	Council 10	36644 - 40659	£20.65	
Council 11	36028 - 39408	£39,408	Council 17	35964 - 41069	£35,964	Council 11	36028 - 39408	£37,718	Council 14	35812 - 39115	£20.58	
Council 3	35989 - 39363	£39,363	Council 14	35812 - 39115	£35,812	Council 3	35989 - 39363	£37,676	Council 17	35964 - 41069	£20.57	
Council 14	35812 - 39115	£39,115	Council 13*	35476 - 38195	£35,476	Council 14	35812 - 39115	£37,463	Council 1	34189 - 44714	£20.50	
Council 2	34172 - 38954	£38,954	Council 6	34307 - 37510	£34,307	Council 13*	35476 - 38195	£36,835	Council 13*	35476 - 38195	£20.24	
Council 4	33945 - 38917	£38,917	Council 5	34264 - 38605	£34,264	Council 2	34172 - 38954	£36,563	Council 4	33945 - 38917	£20.01	
Council 16	32994 - 38779	£38,779	Council 1	34189 - 44714	£34,189	Council 5	34264 - 38605	£36,434	Council 6	34307 - 37510	£19.73	
Council 5	34264 - 38605	£38,605	Council 2	34172 - 38954	£34,172	Council 4	33945 - 38917	£36,431	Council 16	32994 - 38779	£19.72	
Council 7	32994 - 38195	£38,195	Council 4	33945 - 38917	£33,945	Council 6	34307 - 37510	£35,908	Council 7	32994 - 38195	£19.56	
Council 13*	35476 - 38195	£38,195	Fife	33939 - 37512	£33,939	Council 16	32994 - 38779	£35,886	Council 2	34172 - 38954	£19.53	
Council 15*	33883 - 37532	£37,532	Council 15*	33883 - 37532	£33,883	Fife	33939 - 37512	£35,725	Fife	33939 - 37512	£19.08	
Fife	33939 - 37512	£37,512	Council 7	32994 - 38195	£32,994	Council 15*	33883 - 37532	£35,707	Council 5	34264 - 38605	£18.94	
Council 6	34307 - 37510	£37,510	Council 16	32994 - 38779	£32,994	Council 7	32994 - 38195	£35,594	Council 15*	33883 - 37532	£18.56	
	Average	£39,687		Average	£35,221		Average	£37,454		Average	£20.25	
Notes:												
Comparison based on information received from 17 of the 32 Scottish Local Authorities												
* Weighting applies - not reflected in these figures (+ £2,235 annually or + £1.23 per hour)												

31 August 2021

Agenda Item No. 5

Fife Council's Relationship with the Third Sector

Report by: Paul Vaughan, Head of Communities and Neighbourhoods

Wards Affected: Fife wide

Purpose

The purpose of this report is to provide an update on actions agreed previously to strengthen the relationship between Fife Council and Fife's third sector.

Recommendation(s)

Members of the Committee are asked to note the updates provided in this report.

Resource Implications

The resource implications of establishing a commissioning policy and support role within Fife Voluntary Action has been discussed and agreed with the Services involved.

Legal & Risk Implications

There are no legal and risk implications arising from the proposals set out in this report.

Impact Assessment

An EqIA is not required because the report does not propose a change or revision to existing policies and practices

Consultation

Consultation has taken place with Fife Voluntary Action, the Director of Health and Social Care and the Head of Education & Children's Services (Children & Families & Criminal Justice) with regard to the commissioning role.

1.0 Background

- 1.1 A report on the relationship with the third sector was presented to this Committee in October 2019. It presented the results of consideration by a sub-group of Committee Members on areas where there were concerns or areas for improvement in the relationship with the third sector. Cllrs Ken Caldwell, Ross Paterson and Colin Davidson attended the sub-group meeting, which was chaired by Cllr Tim Brett. The work focused on key issues raised at the time by Fife Voluntary Action on behalf of the sector namely, property, community engagement and development and funding.
- 1.2 This report presents a further update on the areas noted above. It also provides further information on the potential to develop a compact between the Fife partners to enhance the relationship further and to be clearer about roles and expectations from all involved as was agreed at the August 2019 Committee.

2.0 Issues and Options

- 2.1 Property – the initial concerns related to inconsistencies in the way leases were negotiated, charges for assignation of a lease and insurance costs. Since the earlier report to this committee, the Subsidised Leases Policy has been approved by Assets and Corporate Services Committee on 31st October 2019. The policy has been implemented since April 2020 and used to determine the heads of terms for new leases and for lease reviews that were due to be carried out. The Policy ensured consistency in the terms being applied and also approved the removal of charges to third sector organisations in respect of lease processes. A full report on progress in implementing the Subsidised Leases Policy is due to be presented to Assets and Corporate Services Sub-Committee later this year, but the first year of implementation resulted in 19 subsidised leases being agreed with a further 25 in progress.
- 2.2 Community engagement/development – the previous conclusion was to look at the development of joint working to deliver shared outcomes, recognising that this should take a more strategic approach and engender a new way of working together. It was agreed that work that was underway at a Scottish level may inform the development of a local compact in the future. The first outcome of the national work has seen the Scottish Government, SCVO and COSLA issuing of a joint statement (see Appendix 1) in March 2021. While it is unlikely that this work will lead directly to a compact, it will be used to inform future work to develop relationships and collaborative working both nationally and at a more local level. As this area of work develops at the national level, future reports will be provided to Fife Partnership to consider how local collaborative working can be enhanced.
- 2.3 Funding – it was noted previously that the Council's Monitoring and Evaluation Framework sets the parameters within which the Council funds the third sector and was agreed to be working well. It was however noted, that when the Council makes changes to funding streams that are accessed by third sector organisations more could be done to ensure engagement is timely and inclusive. Since the subgroup reported, the Voluntary Sector Task Group, which oversees the Framework, has identified changes to the application and service level agreement process that better capture the outcomes to be achieved by third sector delivery organisations. These updates are currently being user-tested prior to roll out to all recurring grants.

Next Steps

- 2.4 In relation to both working collaboratively and taking forward changes to funding streams, FVA and a range of representatives from the third sector have been involved in the commissioning process for aspects of children's services funding. This exercise has identified learning that has fed into the review of the application and SLA process. It also identified the benefits of FVA being able to represent and, more importantly, to support individual organisations through the process. It has therefore been agreed to establish a commissioning post within Fife Voluntary Action that will be focused on working with Council Services to engage with third sector organisations and to support them through commissioning or re-commissioning processes as required. The funding of this post, circa £45,000, will be jointly met by Health and Social Care Partnership, Education & Children's Services and Communities for an initial period of 1 year. The position will be reviewed thereafter.

3.0 Conclusions

- 3.1 Since the previous report in October 2019, the Council has worked closely with FVA and third sector organisations across Fife in our response to the pandemic, leading to new relationships and ways of working. The relationship between the Council and the third sector remains positive but, as noted previously, always with room for improvement. Implementation of the Subsidised Leases Policy has started to improve the relationship when it comes to leases and learning from previous commissioning exercises, as set out in this report, will continue that journey.

List of Appendices

1. Joint Statement on Strengthening Collaboration

Report Contact
Sharon Douglas, Community Investment Manager
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Joint Statement on Strengthening Collaboration

A new strategic partnership has been launched to boost collaboration between the voluntary sector and national and local government.

The Scottish Council for Voluntary Organisations (SCVO), The Convention of Scottish Local Authorities (COSLA) and the Scottish Government have committed to a long-term partnership to strengthen collaboration, following successful partnership work in response to the Covid-19 pandemic.

A joint statement prepared to mark the launch of The Strengthening Collaboration project said: “The immediate response to the Covid-19 pandemic in Scotland was shaped by incredible collaborations between communities, the third sector and national and local government. As we responded to the emergency, barriers to effective partnership working across sectors were overcome in the short term to the benefit of our communities, demonstrating what can be achieved on a large scale when we are empowered to work together towards a common goal.

“SCVO, COSLA and the Scottish Government have committed to a long-term partnership to strengthen collaboration between the third sector and local and national government, learning from the last 12 months as well as work undertaken prior to the pandemic. In doing so, we will work collectively to fully understand and address the factors that negatively impact partnership work, seeking to embed change that will continue to enhance our collective contribution to Scotland’s communities.

“Our first priority is to ensure we have a full understanding of the barriers to collaboration across the sectors, at both a local and a national level, in the current context. We will be drawing on the findings from relevant research and reports, including the Advisory Group on Economic Recovery, the Equalities and Human Rights Committee report on third sector sustainability, the Local Governance Review and the Social Renewal Advisory Board. We also want to expand on and enhance that work. In the first instance we will all look to engage more widely across the third sector and public sector to ensure a diversity of perspectives and views can be heard and we continue to build strong, trusting relationships.

“Ultimately, we want effective partnership work to become the norm. We know that won’t happen overnight and that it will require determination to do things differently, empathy to understand others and joined up action if we are to lead systemic change. It will be a long term, iterative process that will rely on all partners to break down barriers and recognise opportunities. We are committing today to that task and look forward to making progress together.”

Anna Fowlie, Chief Executive of SCVO, said: “The Strengthening Collaboration project is an exciting opportunity to tackle a range of perennial issues that have frustrated the voluntary sector for many years. By having both local and national government around the table with us, I believe that all partners will gain a better understanding of each other’s perspectives and find collaborative solutions, ensuring that we jointly deliver for the people and communities we serve.

“We all know from experience that this process will not be easy, and actions will often not be straightforward, but that is why we must persevere. By taking an approach that combines a focus on implementation with a recognition of the complex systems we operate in, I am hopeful that we will see quick wins where those are possible as well as giving the necessary time to address some of the stickier issues relating to trust, power and resources.

“It is vital that this work takes account of the diversity and complexity of our sector, and we are thinking creatively about how best to ensure that the fullest range of voices can be heard. In recognising the particular importance of balancing local and national perspectives within the work, we are delighted that our colleagues in the TSI Network will partner with us in this joint work.”

COSLA President Alison Evison said: “Local government, the third sector and the Scottish Government share common goals in listening to the voices of and seeking to ensure the best possible outcomes for the communities we collectively work with and serve.

“There are many positive examples of partnership work between us, with high profile examples during the Covid-19 response demonstrating what it is possible to achieve. However, we all recognise that there are long-standing, systemic factors that can limit effective partnership and be detrimental to our shared objectives. COSLA, SCVO and the Scottish Government are committed to working collectively to fully understand these challenges and address them together; I look forward to working with colleagues in SCVO and Scottish Government as this work progresses.”

Aileen Campbell MSP, Cabinet Secretary for Communities and Local Government, said: “The last 12 unprecedented months have been challenging, harsh and traumatic. In amongst that challenge have been inspiring acts of kindness and solidarity by communities, volunteers, and the wider third and public sectors as they stepped up to look after and care for those that needed support. The third sector, with its characteristic energy and nimbleness, responded to many of the issues posed by Covid and in doing so, enhanced the country’s resilience.

“What this experience has shown and reinforced, is what can be achieved when we work together towards a common goal. We cannot afford to lose that momentum and nor can we revert back to the way things were. As we relied on the third sector during Covid, they now rely on us to help secure a fair and sustainable future. And so I am delighted to have helped get the dialogue started for action which will strengthen collaboration between national and local government and the third sector.”

31st August 2021

Agenda Item No. 6

Community Asset Transfer – Update

Report by: Paul Vaughan, Head of Communities and Neighbourhoods and Ken Gourlay, Head of Assets, Transportation and Environment

Wards Affected: all

Purpose

This report provides an update on initial feedback received from community organisations on their experience of the community asset transfer process.

Recommendation(s)

Committee members are asked to note the contents of this report.

Resource Implications

There are no resource implications.

Legal & Risk Implications

There are no legal or risk implications.

Impact Assessment

An EqIA is not required as the report does not propose a change to existing policies and practices.

Consultation

Elected members consulted community organisations on the community asset transfer process and detailed feedback will be provided to the next Committee meeting.

1.0 Background

- 1.1 At the meeting of this Committee on 13th April 2021, it was agreed that a short-life working group be established to examine the community asset transfer (CAT) process, the reasons for only two (at that time) successful applications and report back the findings to this Committee.

2.0 Short-life Working Group

- 2.1 There has been one meeting of the Working Group on 26th May 2021 with the following membership:

Cllrs: Neil Crooks (Chair); Rosemary Liewald; Andy Heer; Gary Guichan; Linda Erskine; David Barratt with officer support provided by Sharon Douglas and Zahida Ramzan from the Community Investment Team.

- 2.2 The Working Group agreed that, to better understand the CAT process themselves and from a community organisation's point of view, they would undertake the following:

- understand the Council's internal CAT process as well as the legislative requirements;
- undertake a survey community organisations which had submitted a stage 1 CAT application;
- carry out interviews with a few community organisations.

- 2.3 The survey took place over May and June – nine responses were received. Follow-up interviews have been undertaken with members of the working group meeting with six organisations. The feedback from the surveys and interviews has yet to be analysed and a detailed update will be provided to the next meeting.

3.0 Conclusion

- 3.1 A short life working group was established and met in May 2021 to understand the Council's internal CAT process and the experience of community organisations applying for asset transfer. A survey and detailed interviews have been undertaken with some community organisations and more detailed information and any recommendations arising following the interviews will be provided to the next Committee meeting.

Report Contacts:

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Agenda Item No. 7

Environment, Finance & Communities Scrutiny Committee

Forward Work Programme as of 24/08/2021 1/1

Environment, Finance and Communities Scrutiny Committee of 2 November 2021			
Title	Service(s)	Contact(s)	Comments
Agency Workers/Overtime	Human Resources	Anne-Marie Cardle, Jacqui Laing, Tracy Hirst, Donna Grieve	
Commercialisation Programme - Procurement Transformation Project - Update	Finance and Corporate Services	Les Robertson, Stuart Fergie	
Managing for Health, Wellbeing and Minimised Absence (Post Corporate Absence Project)	Human Resources	Barbara Cooper	
Tackling Poverty - Funding Analysis - Update	Communities	William Penrice	
Employment Services	Economy, Planning & Employability	Gordon Mole	
Contact Centre and Pandemic Response Review Update	Communities	Diarmuid Cotter	
Odours from Recycling Centres	Assets, Transportation & Environment	Robin Baird	
Report of Short Life Working Group on Community Asset Transfers	Communities & Neighbourhoods, Assets, Transportation & Environment	Zahida Ramzan	

Environment, Finance and Communities Scrutiny Committee of 1 February 2022			
Title	Service(s)	Contact(s)	Comments
Parks, Streets & Open Spaces Savings 2013-2021 - Update	Assets, Transportation & Environment	John Rodigan	

Unallocated			
Title	Service(s)	Contact(s)	Comments
Climate Change Update	Assets, Transportation & Environment	Ross Spalding	
Pressures on Roads & Transportation Services	Assets, Transportation & Environment	Derek Crowe	
Digital Progress in Local Government - Update on Fife Position	Business Technology Solutions	Charlie Anderson	
Oracle Cloud/Altair Pensions System (Provisional Item)	Finance and Corporate Services	Elaine Muir	