

# **FIFE COUNCIL OF 20 MARCH 2025**

## **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**

**INDEX FOR MINUTE VOLUME**

	<u>Page Nos.</u>
<b>1. West &amp; Central Planning Committee</b>	
West & Central Planning Committee of 18 December 2024, 29 January, 26 February 2025	1 - 9
<b>2. North East Planning Committee</b>	
North East Planning Committee of 4 December 2024, 15 January, 12 February 2025	10 - 20
<b>3. Fife Planning Review Body</b>	
Fife Planning Review Body of 16 December 2024, 24 February 2025	21 - 24
<b>4. Regulation and Licensing Committee</b>	
Regulation and Licensing Committee of 3 December 2024, 14 January 2025	25 - 38
<b>5. Cabinet Committee</b>	
Cabinet Committee of 5 December 2024, 9 January, 6 February 2025	39 - 54
<b>6. Standards, Audit &amp; Risk Committee</b>	
Standards, Audit & Risk Committee of 25 November 2024, 13 February 2025	55 - 60
<b>7. Pensions Committee</b>	
Pensions Committee of 13 December 2024	61 - 65

8.	<b>Glenrothes Area Committee</b>	
	Glenrothes Area Committee of 27 November 2024, 22 January 2025	66 - 71
9.	<b>Levenmouth Area Committee</b>	
	Levenmouth Area Committee of 27 November 2024, 12 February 2025	72 - 81
10.	<b>City of Dunfermline Area Committee</b>	
	City of Dunfermline Area Committee of 10 December 2024, 4 February 2025	82 - 89
11.	<b>Kirkcaldy Area Committee</b>	
	Kirkcaldy Area Committee of 17 December 2024, 25 February 2025	90 - 97
12.	<b>North East Fife Area Committee</b>	
	North East Fife Area Committee of 9 December 2024, 26 February 2025	98 - 107
13.	<b>Cowdenbeath Area Committee</b>	
	Cowdenbeath Area Committee of 11 December 2024, 5 February 2025	108 - 113
14.	<b>South and West Fife Area Committee</b>	
	South and West Fife Area Committee of 11 December 2024, 5 February 2025	114 - 124
15.	<b>Education Scrutiny Committee</b>	
	Education Scrutiny Committee of 28 January 2025	125 - 127

16. **Finance, Economy and Corporate Services Scrutiny Committee**  
  
Finance, Economy and Corporate Services Scrutiny Committee of 30 January 2025 128 - 130
17. **People and Communities Scrutiny Committee**  
  
People and Communities Scrutiny Committee of 16 January 2025 131 - 136
18. **Environment, Transportation and Climate Change Scrutiny Committee**  
  
Environment, Transportation and Climate Change Scrutiny Committee of 21 January 2025 137 - 139
19. **Rates Appeal Committee**  
  
Rates Appeal Committee of 20 September, 25 November 2024 140 - 141
20. **Fife Health & Social Care Integration Joint Board**  
  
Fife Health & Social Care Integration Joint Board of 27 September, 4 December 2024 142 - 169

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

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

**18 December 2024**

**2.00 pm – 2.50 pm**

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

**ATTENDING:** Mary Stewart, Service Manager, Major Business and Customer Service, Natasha Cockburn, Planner, Development Management; Scott Simpson, Planner, Development Management, Planning Services; Stephen Paterson, Solicitor and Elona Thomson, Committee Officer, Legal and Democratic Services.

**APOLOGY FOR ABSENCE:** Councillor Dave Dempsey.

**214. DECLARATIONS OF INTEREST**

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

**215. MINUTE**

The committee considered the minute of the West and Central Planning Committee of 20 November 2024.

**Decision**

The committee agreed to approve the minute.

**216. 24/00248/FULL -LAND TO NORTH OF SETON TERRACE KENNOWAY**

The committee considered a report by the Head of Planning Services relating to an application for a residential development (137 dwellings) with associated infrastructure including accesses, landscaping, drainage, SUDS and engineering works.

Members were advised of an amendment to condition 18. The condition should read: -

" The. hereby approved, landscaping scheme (Plan References: 54A, 55A, 56A, 57A and 58A) shall be implemented within the first planting season following the completion or occupation of the development, whichever is sooner. All planting carried out on site shall be maintained by the developer in accordance with good horticultural practice for a period of 5 years from the date of planting. Within that period any plants which are dead, damaged, missing, diseased or fail to establish shall be replaced annually."

**Decision**

The committee agreed:-

- (1) to approve the application subject to the 19 conditions and for the reasons detailed in the report;
- (2) that authority is delegated to the Head of Planning Services, in consultation with the Head of Legal and Democratic Services, to negotiate and conclude a legal agreement to secure;
  - (a) 10% of the total units on site to be provided as affordable housing as per the definition contained within Fife Councils Affordable Housing Supplementary Guidance (2018). This would equate to 14 units out of the 137 units;
  - (b) £38,868 towards strategic transport intervention measures in Kirkcaldy/Glenrothes outer zone;
  - (c) £58,800 towards Cotlands Park and open space/play park area to the west; and
  - (d) the land as highlighted on "insert name" drawing shall be kept aside for a potential connection between the northern and southern part of the overall allocated site (FIFEplan (2017) allocation: KEN002) and passed to any future developer of the northern part of the allocated site at no cost to the future developer;
- (3) that should no agreement be reached within 6 months of the committee's decision, authority is delegated to the Head of Planning Services, in consultation with the Head of Legal and Democratic Services, to refuse the application.

**217. 24/01822/ARC - LAND EAST OF RIVER LEVEN ELM PARK LEVEN**

The committee considered a report by the Head of Planning Services relating to an application for the approval of matters specified in conditions (Condition 2 a) to e) and h) to y)) of planning permission in principle 23/02125/PPP for infrastructure works including drainage (engineering) works, installation of boardwalks, fencing and associated landscaping and planting.

**Decision**

The committee agreed to approve the application subject to the 10 conditions and for the reasons detailed in the report.

**218. 24/02333/ARC - LAND EAST OF RIVER LEVEN ELM PARK LEVEN**

The committee considered a report by the Head of Planning Services relating to an application for the approval of matters specified in conditions (Conditions 2 a) to d), e) to h) and j) to y)) of planning permission in principle 23/02125/PPP for formation of active travel network (Phase 2b)

**Decision**

## **2024 WCPC 95**

The committee agreed to approve the application subject to the 7 conditions and for the reasons detailed in the report.

### **219. APPLICATION FOR PLANNING PERMISSION DEALT WITH UNDER DELEGATED POWERS**

The committee noted the applications dealt with under delegated powers since the last meeting.

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

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

**29 January 2025**

**2.00 pm – 2.10 pm**

**PRESENT:** Councillors Derek Glen (Depute Convener), Alistair Bain, John Beare, James Calder, Ian Cameron, Dave Dempsey, Lea Mclelland, Derek Noble, Gordon Pryde, Sam Steele and Andrew Verrecchia.

**ATTENDING:** Derek Simpson, Lead Officer, Development Management, Petra Surplus, Planning Assistant, Development Management, Planning Services; Steven Paterson, Solicitor and Elona Thomson, Committee Officer, Legal and Democratic Services.

**APOLOGIES FOR ABSENCE:** Councillors David Barratt, Altany Craik and James Leslie

**220. DECLARATIONS OF INTEREST**

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

**221. MINUTE**

The committee considered the minute of the meeting of the West and Central Planning Committee of 18 December 2024.

**Decision**

The committee approved the minute.

**222. 24/02631/PPP - 82 THIMBLEHALL DRIVE DUNFERMLINE FIFE**

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 access.

Members were advised of the following amendments: -

Section 4.1 where it states that there have been 18 representations, this should have stated that there were 16 representations, all of which were objection comments.

Section 4.2.3 referred to a potential legal agreement being required; this was not required and a condition would be sufficient in covering this issue.



**Decision**

The committee agreed to approve the application subject to the 8 conditions and for the reasons detailed in the report.

**223. APPLICATION FOR PLANNING PERMISSION DEALT WITH UNDER DELEGATED POWERS**

The committee noted the applications dealt with under delegated powers since the last meeting.

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

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

**26 February 2025**

**2.00 pm – 5.10pm**

**PRESENT:** Councillors David Barratt (Convener), David Alexander, John Beare, James Calder, Ian Cameron, Altany Craik, Dave Dempsey, Derek Glen, James Leslie, Carol Lindsay, Derek Noble, Gordon Pryde and Andrew Verrecchia.

**ATTENDING:** Mary Stewart, Service Manager, Major Business and Customer Service, Natasha Cockburn, Planner; Sarah Hyndman, Planner, Lauren McNeil, Planner, Jamie Penman, Planner, Jamie Ure, Planning Assistant, Planning Services; Gemma Hardie, Solicitor and Elona Thomson, Committee Officer, Finance and Corporate Services.

**224. DECLARATIONS OF INTEREST**

Councillor Calder declared an interest in Para. 229 below – 24/02361/ARC – Land to the West of Crossford, Cairneyhill Road, Crossford – as his spouse has expressed a view on the development.

**225. MINUTE**

The committee considered the minute of the meeting of the West and Central Planning Committee of 29 January 2025.

**Decision**

The committee approved the minute.

**226. 24/03028/CON - ECU00004987- CONSULTATION ON APPLICATION TO INSTALL BATTERY ENERGY STORAGE SYSTEM AND ASSOCIATED INFRASTRUCTURE (342MW) AT KINCARDINE POWER STATION SITE, KINCARDINE, FIFE**

The committee considered a report by the Head of Planning Services relating to a consultation under Section 36 of the Electricity Act 1989 for installation of 324MW battery storage and associated infrastructure.

**Decision**

The committee agreed the conclusions set out in the report as the formal position of Fife Council to Scottish Ministers.

Due to a technical issue the Convener varied the sequence of the agenda to take Para 229 below before Paras 227 and 228.

**227. 24/01277/FULL - LAND SOUTH OF PITDINNIE FARM PITDINNIE ROAD CAIRNEYHILL**

The committee considered a report by the Head of Planning Services relating to an application for the erection of 256 residential units with associated engineering, infrastructure, landscaping and open space.

**Decision**

The committee agreed to: -

- (1) approve the application subject to the 22 conditions and reasons detailed in the report;
- (2) the conclusion of a legal agreement to secure the necessary planning obligations, namely: -
  - 25% of the total units on site be provided as affordable housing as per the definition contained within Fife Council's Affordable Housing Supplementary Guidance (2018). This would equate to 64 units out of the total 256 units;
  - £466,176 towards strategic transport intervention measures in the Dunfermline Intermediate Zone;
  - £1,311,988.75 towards the mitigation across Dunfermline secondary schools, shared across all non-exempt housing development across the catchment area in accordance with the Fife Council Planning Obligations Framework Supplementary Guidance 2017, to be index linked against Building Cost Information Service (BCIS) standards;
- (3) that authority is delegated to the Head of Planning Services, in consultation with the Head of Legal and Democratic Services, to negotiate and conclude the legal agreement; and
- (4) that should no agreement be reached within 6 months of the Committees decision, authority is delegated to the Head of Planning Services, in consultation with the Head of Legal and Democratic Services, to refuse the application.

**228. 24/01432/FULL - LAND SOUTH OF PITDINNIE FARM PITDINNIE ROAD CAIRNEYHILL**

The committee considered a report by the Head of Planning Services relating to an application for the formation of path and open space associated with Cairneyhill Phase 2 (24/01277/FULL) including landscaping, drainage and associated works.

**Decision**

The committee agreed to approve the application subject to the 9 conditions and for the reasons detailed in the report.

*The meeting adjourned at 3.50pm and reconvened at 4.05pm.*

*Councillor Calder left the meeting prior to consideration of the following item having earlier declared an interest.*

**229. 24/02361/ARC - LAND TO THE WEST OF CROSSFORD, CAIRNEYHILL ROAD, CROSSFORD**

The committee considered a report by the Head of Planning Services relating to an application for approval of matters specified in conditions (Conditions 1,3,4,6,8 (in part), 11,14,15) of planning permission in principle 24/00792/PPP for residential development of 217 dwellings with associated landscaping, open space, access, drainage and other infrastructure.

**Decision**

The committee agreed to approve the application subject to the 11 conditions and for the reasons detailed in the report.

*Councillor Calder rejoined the meeting following consideration of the above item.*

**230. 24/00406/FULL - COUNCIL DEPOT 6 ELGIN STREET DUNFERMLINE**

The committee considered a report by the Head of Planning Services relating to an application for the erection of 41 no. affordable housing units (18 no. flatted units and 23 no. dwellinghouses with associated access road, parking, external works and SUDS).

**Decision**

The committee agreed to approve the application subject to the 11 conditions and for the reasons detailed in the report.

**231. 24/03072/FULL - TULLOHILL COTTAGE TULLOHILL BRIDGE STREET**

The committee considered a report by the Head of Planning Services relating to an application for proposed alterations and extension to existing detached dwellinghouse including dormer extensions at first floor level, and installation of new roof section to match existing roof line.

**Decision**

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

**232. 24/03071/LBC - TULLOHILL COTTAGE TULLOHILL BRIDGE STREET**

The committee considered a report by the Head of Planning Services relating to an application for Listed Building Consent for proposed alterations and extension to existing detached dwellinghouse including dormer extensions at first floor level, installation of rooflights and installation of new roof section to match existing roof line.

**Decision**

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

*Councillors Glen, Cameron and Calder left the meeting prior to consideration of the following item.*

**233. 24/01826/FULL - 19 AND 21 BRUCE STREET DUNFERMLINE FIFE**

The committee considered a report by the Head of Planning Services relating to an application for change of use from shop (Class 1A) and betting shop (Sui Generis) to restaurant (Class 3) and alterations to shopfronts including installation of flue.

**Decision**

The committee agreed to approve the application subject to the 4 conditions and reasons set out in the report.

**234. APPLICATION FOR PLANNING PERMISSION DEALT WITH UNDER DELEGATED POWERS**

The committee noted the applications dealt with under delegated powers since the last meeting.

**THE FIFE COUNCIL - NORTH EAST PLANNING COMMITTEE – BLENDED MEETING**

**JP Court Room, County Buildings, Cupar**

**4 December 2024**

**1.40 pm – 4.55 pm**

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

**ATTENDING:** Alastair Hamilton, Service Manager, Development Management, Emma Baxter, Planner, Matthew Don, Planning Assistant, and Andy Taylor, Planner, Development Management; Steven Paterson, Solicitor, Planning and Environment, Diane Barnett and Wendy MacGregor, Committee Officers, Legal and Democratic Services.

*There was a delay to the start of the meeting due to technical issues relating to the livestream which subsequently caused access difficulties for interested parties/members of the public accessing the live broadcast.*

**191. DECLARATIONS OF INTEREST**

Councillor Dillon declared an interest in paragraphs 198 and 199 relating to Pittenweem Inn, 42 Charles Street, Pittenweem (application references 24/00084/FULL and 24/00086/LBC) - as he was friends with several of the objectors and had met the owner to discuss their plans for the building.

**192. MINUTE**

The committee considered the minute of meeting of the North East Planning Committee of 6 November 2024.

**Decision**

The committee approved the minute.

**193. REVOCATION OF PLANNING PERMISSION IN PRINCIPLE FOR ERECTION OF DWELLINGHOUSE AND REFURBISHMENT OF BOTHY AT LECKIEBANK FARM, LECKIEBANK ROAD, AUCHTERMUCHTY, CUPAR, FIFE, KY14 7ED (23/00487/PPP)**

The committee considered a report by the Head of Planning Services seeking to revoke Planning Permission in Principle for the erection of a dwellinghouse and refurbishment of bothy at Leckiebank Farm, Leckiebank Road, Auchtermuchty, Cupar, Fife, KY14 7ED (application reference 23/00487/PPP).

**Decision**

The committee agreed to an order being promoted to revoke Planning Permission in Principle (23/00487/PPP) in terms of sections 65 and 67 of the Town and Country Planning (Scotland) Act 1997 as amended.

**194. 23/01493/FULL - FOODIEASH SEPTIC TANK, MAIN STREET, FOODIEASH**

The committee considered a report by the Head of Planning Services relating to an application for the installation of a foul sewage treatment plant with drainage infrastructure including associated landscaping, groundworks and bunding (variation to planning permission 17/03241/FULL) (retrospective).

**Decision**

The committee approved the application subject to the two conditions and for the reasons detailed in the report.

*Due to ongoing technical issues, the meeting adjourned at 2.30 pm (following the officer's presentation of the following application) and reconvened at 2.45 pm.*

*Councillor Dillon left the meeting prior to consideration of the following item.*

**195. 24/00458/FULL - EDEN SPRINGS COUNTRY PARK, MELVILLE LODGES, BOW OF FIFE**

The committee considered a report by the Head of Planning Services relating to an application for the erection of an accommodation unit, formation of hardstanding and car parking and erection of a bin store.

**Motion**

Councillor Tepp, seconded by Councillor Knox moved to approve the application subject to the five conditions and for the reasons detailed in the report, including an amendment to Condition 5 to remove reference to 'staff' living accommodation.

**Amendment**

Councillor MacDiarmid, seconded by Councillor Lothian moved as an amendment to refuse the application on the grounds that the development did not comply with policies 14 and 17 of National Planning Framework 4 (2023) and policies 1, 7 and 8 of FifePlan Local Development Plan (2017) as a fulltime presence/permanent residence on the site was not considered essential.

**Roll Call Vote**

**For the Motion – 4 votes**

Councillors Holt, Knox, Liston and Tepp.

**For the Amendment – 9 votes**

Councillors Clark, Corps, Hayes, Hoggan, Kennedy-Dalby, Lawson, Lothian, MacDiarmid and Verner.

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

**Decision**

The committee:-

- (1) refused the application on the grounds that the development did not comply with policies 14 and 17 of National Planning Framework 4 (2023) and policies 1, 7 and 8 of FifePlan Local Development Plan (2017) as a fulltime presence/permanent residence on the site was not considered essential; and
- (2) delegated to the Head of Planning Services, in consultation with the Head of Legal and Democratic Services, to finalise the full reasons for refusal in order to ensure that a decision on the application was not unduly delayed.

**196. 24/01408/FULL - REEDIEHILL FARM, PITMEDDEN, AUCHTERMUCHTY**

The committee considered a report by the Head of Planning Services relating to a Section 42 application to remove condition 6 of planning permission 22/02504/FULL for the erection of four dwellinghouses, communal facility and associated works.

**Motion**

Councillor Tepp, seconded by Councillor Lawson moved to refuse the Section 42 application to remove condition 6 - for the three reasons set out in the report.

**Amendment**

Councillor MacDiarmid, seconded by Councillor Lothian moved to approve the Section 42 application to remove condition 6 of planning permission 22/02504/FULL.

**Roll Call Vote**

**For the Motion – 10 votes**

Councillors Clark, Corps, Hayes, Hoggan, Holt, Knox, Lawson, Liston, Tepp and Verner.

**For the Amendment – 3 votes**

Councillors Kennedy-Dalby, Lothian and MacDiarmid.

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

**Decision**

The committee refused the Section 42 application to remove condition 6 - for the three reasons set out in the report.

*Councillor Hoggan left the meeting during consideration of the following item.*



**197. 24/02449/FULL - LAND TO EAST OF ABBEY PARK AVENUE, ST ANDREWS**

The committee considered a report by the Head of Planning Services relating to a Section 42 application to vary condition 2 and to remove condition 3 of application 18/02977/FULL for the erection of hotel (Class 7) and student accommodation with associated access, landscaping and works.

**Motion**

Councillor Tepp, seconded by Councillor Lothian moved to approve the Section 42 application to vary condition 2 and to remove condition 3 and subject to the remaining 28 conditions and for the reasons detailed in the report.

**Amendment**

Councillor Lawson, seconded by Councillor Verner moved as an amendment to refuse the Section 42 application to vary condition 2 and to remove condition 3 of application 18/02977/FULL in that the conditions, as originally consented, remained valid and should remain unchanged.

**Roll Call Vote**

**For the Motion – 4 votes**

Councillors Holt, Knox, Lothian and Tepp.

**For the Amendment – 8 votes**

Councillors Clark, Corps, Hayes, Kennedy-Dalby, Lawson, Liston, MacDiarmid and Verner.

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

**Decision**

The committee refused the Section 42 application to vary condition 2 and to remove condition 3 of application 18/02977/FULL in that the conditions, as originally consented, remained valid and should remain unchanged.

*Councillor Knox left the meeting following consideration of the above item.*

In relation to the following two items, the case officer advised of a correction to the reports relating to the site of the proposed development – that the site was not located within the conservation area as indicated.

**198. 24/00084/FULL - PITTENWEEM INN, 42 CHARLES STREET, PITTENWEEM**

The committee considered a report by the Head of Planning Services relating to an application for alterations and an extension to a building to include installation of windows, doors, flue and air source heat pumps, roofing works, stonework/repointing and paintwork, replacement guttering, erection of rear extension, boundary wall and gate (including part demolition), conversion of outbuilding to form additional rooms, formation of hardstanding and bin storage.

**Decision**

The committee approved the application subject to the six conditions and for the reasons detailed in the report.

**199. 24/00086/LBC - PITTENWEEM INN, 42 CHARLES STREET, PITTENWEEM**

The committee considered a report by the Head of Planning Services relating to a listed building consent for internal and external works to include installation of windows, doors, flue and air source heat pumps, stonework/repointing or paintwork, replacement guttering, erection of rear extension, boundary wall and gate (including part demolition) and bin storage area, formation of hardstanding, display of illuminated signage and internal downtakings to reconfigure layout.

**Decision**

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

*Councillor Holt left the meeting during consideration of the following item.*

**200. 24/02176/PPP - 25 STRATHKINNESS HIGH ROAD, ST ANDREWS, FIFE**

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

**Motion**

Councillor Tepp, seconded by Councillor Lawson moved to refuse the application for the reason set out in the report.

**Amendment**

Councillor Liston was minded to move as an amendment to approve the application, however, having failed to find a seconder, Councillor Liston requested that her dissent be recorded.

**Decision**

The committee refused the application for the reason set out in the report.

**201. APPLICATIONS FOR PLANNING PERMISSION DEALT WITH UNDER DELEGATED POWERS.**

**Decision**

The committee noted the list of applications dealt with under delegated powers since the previous meeting.

**THE FIFE COUNCIL - NORTH EAST PLANNING COMMITTEE – BLENDED MEETING**

**JP Court Room, County Buildings, Cupar**

**15 January 2025**

**1.30 pm – 2.00 pm**

**PRESENT:** Councillors Jonny Tepp (Convener), Fiona Corps, Sean Dillon, Alycia Hayes, Stefan Hoggan, Gary Holt, Louise Kennedy-Dalby, Jane Ann Liston, Donald Lothian and David MacDiarmid.

**ATTENDING:** Alastair Hamilton, Service Manager Development Management and Jacob Latto, Graduate Planner, Development Management; Steven Paterson, Solicitor, Planning and Environment and Wendy MacGregor, Committee Officer, Legal and Democratic Services.

**APOLOGIES FOR ABSENCE:** Councillors Margaret Kennedy and Robin Lawson.

**202. DECLARATIONS OF INTEREST**

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

**203. MINUTE**

The committee considered the minute of meeting of the North East Planning Committee of 4 December 2024.

**Decision**

The committee approved the minute.

**204. 24/01944/FULL - 5 GLOVERS WYND, EARLSFERRY, LEVEN**

The committee considered a report by the Head of Planning Services relating to an application for the installation of dormer extensions to the front and rear of a dwelling house and a new door to the front elevation.

**Decision**

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

**205. 24/02432/FULL - THE OLD PARSONAGE, ROTTEN ROW, ELIE**

The committee considered a report by the Head of Planning Services relating to an application for the erection of a flagpole to the rear garden of a dwelling house.

**Decision**

The committee approved the application subject to the two conditions and for the reasons detailed in the report.

**206. APPLICATIONS FOR PLANNING PERMISSION DEALT WITH UNDER DELEGATED POWERS.**

**Decision**

The committee noted the list of applications dealt with under delegated powers since the previous meeting.

**THE FIFE COUNCIL - NORTH EAST PLANNING COMMITTEE – BLENDED MEETING**

**JP Court Room, County Buildings, Cupar**

**12 February 2025**

**1.30 pm – 4.20 pm**

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

**ATTENDING:** Chris Smith, Lead Officer/Chartered Planner and Jamie Penman, Chartered Planner, Development Management; Steven Paterson, Solicitor, Planning and Environment and Diane Barnett, Committee Officer, Committee Services, Legal and Democratic Services.

**APOLOGY FOR ABSENCE:** Councillor Al Clark.

**207. DECLARATIONS OF INTEREST**

Councillor Kennedy declared an interest in para. no. 210: 24/02610/FULL – 22 James Inglis Crescent, Cupar, Fife - as this related to her property.

Councillor Verner declared an interest in para. nos 211 to 214: all four applications relating to Feddinch Mains, Feddinch, St Andrews – as she owned land adjacent to the application site.

**208. MINUTE**

The committee considered the minute of meeting of North East Planning Committee of 15 January 2025.

**Decision**

The committee approved the minute.

With reference to the five reports relating to proposed development at South Street, St Andrews (para. no.'s 215 to 219 below refer), the committee, having received legal advice, agreed to continue consideration of these applications to a future meeting - to allow officers to ensure that PAN 82: Local Authority Interest Development was properly considered and referenced in each case.

**209. 24/01670/FULL - CUPAR MUIR SAWMILL, QUARRY ROAD, CUPAR MUIR**

The committee considered a report by the Head of Planning Services relating to an application for the change of use of vacant/derelict land (nil use) to allow for the siting of 37 caravans to provide permanent (retirement) living accommodation (over 55 years old) (Sui Generis) and associated infrastructure including access, roads, drainage and landscaping.

**Decision**

The committee agreed to approve the application subject to the 15 conditions and for the reasons detailed in the report and subject to an amendment to existing condition number 15 to read:

‘The pedestrian footpath link onto Drum Road shall be completed **to a specification agreed by Fife Council** and made available for use prior to the occupation of the twentieth caravan pitch, unless otherwise agreed in writing with Fife Council as Planning Authority.’

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

**210. 24/02610/FULL - 22 JAMES INGLIS CRESCENT, CUPAR, FIFE**

The committee considered a report by the Head of Planning Services relating to an application for a single storey extension to the rear of a dwellinghouse.

**Decision**

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

*The committee adjourned at 2.35 pm and reconvened at 2.40 pm.*

*Councillor Verner left the meeting and Councillor Kennedy re-joined the meeting prior to consideration of the following four items.*

**211. 24/01711/FULL - FEDDINCH MAINS, FEDDINCH, ST ANDREWS**

The committee considered a report by the Head of Planning Services relating to an application for the formation of golf course with driving range, erection of clubhouse, spa and holiday accommodation, gatehouse and agronomy and maintenance buildings (sui generis) including conversion of farmhouse/steading (Class 9) to mixed use events space (Class 11) with access, car parking and ancillary support buildings and associated landscaping, drainage and renewable technology infrastructure.

**Decision**

The committee agreed to approve the application subject to the 31 conditions and for the reasons detailed in the report, including an advisory note relating to construction of a new access.

*Councillor Hoggan left the meeting during consideration of the above item.*

**212. 24/01716/FULL - FEDDINCH MAINS, FEDDINCH, ST ANDREWS**

The committee considered a report by the Head of Planning Services relating to an application for the erection of agronomy building (sui generis) including formation of access, car parking and ancillary support buildings with associated landscaping, drainage and renewable technology infrastructure.

In addition, the committee was advised of typographical errors relating to private water treatment options – ‘that Scottish Water will not **accept** (not ‘except’) surface water connections into the combined sewer system unless by exception’.

**Decision**

The committee agreed to approve the application subject to the 18 conditions and for the reasons detailed in the report, including an advisory note relating to construction of a new access.

**213. 24/01717/FULL - FEDDINCH MAINS, FEDDINCH, ST ANDREWS**

The committee considered a report by the Head of Planning Services relating to an application for the change of use of farmhouse and steading to mixed use events space (Class 11) including replacement roofing and windows, installation of roof lights, chimney and wall cladding, formation of new windows and doors, erection of extension and canopy features (part demolition).

The committee was advised that, where referenced, only **one** standard condition relating to any potential risk arising from previous land uses (contaminated land) was applicable - not three standard conditions as detailed in the reports.

**Decision**

The committee agreed to approve the application subject to the 14 conditions and for the reasons detailed in the report.

*Councillor Holt left the meeting prior to consideration of the following item.*

**214. 24/01719/LBC - FEDDINCH MAINS, FEDDINCH, ST ANDREWS**

The committee considered a report by the Head of Planning Services relating to an application for listed building consent for internal and external works to reconfigure layout including replacement roofing and windows, installation of roof lights and chimney and wall cladding, formation of new windows and doors, erection of extensions and canopy features and associated down takings and part demolition.

**Decision**

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

**215. 24/01948/FULL - 201 SOUTH STREET, ST ANDREWS, FIFE**

**Decision**

The committee agreed to continue this application to a subsequent meeting.

**216. 24/01950/FULL - 183 SOUTH STREET, ST ANDREWS, FIFE**

**Decision**

The committee agreed to continue this application to a subsequent meeting.

**217. 24/02026/FULL - 29 – 43 AND 34 - 40, SOUTH STREET, ST ANDREWS**

**Decision**

The committee agreed to continue this application to a subsequent meeting.

**218. 24/02027/FULL - 73 - 107 SOUTH STREET, ST ANDREWS**

**Decision**

The committee agreed to continue this application to a subsequent meeting.

**219. 24/02028/FULL - 109 - 133 SOUTH STREET, ST ANDREWS**

**Decision**

The committee agreed to continue this application to a subsequent meeting.

**220. APPLICATIONS FOR PLANNING PERMISSION DEALT WITH UNDER DELEGATED POWERS.**

**Decision**

The committee noted the list of applications dealt with under delegated powers since the previous meeting.



**THE FIFE COUNCIL - FIFE PLANNING REVIEW BODY - BLENDED MEETING**

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

**16 December 2024**

**2.00 pm - 4.30 pm**

**PRESENT:** Councillors David Barratt (Convener), Lesley Backhouse, Ken Caldwell, Altany Craik and Jane Ann Liston.

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

**73. DECLARATIONS OF INTEREST**

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

**74. MINUTE**

The minute of the Fife Planning Review Body of 28 October 2024 was submitted.

**Decision**

The Review Body approved the minute.

**75. APPLICATION FOR REVIEW - LAND 100M SOUTH OF BALMULE COTTAGE, BALMULE, DUNFERMLINE (APPLICATION NO. 24/01267/FULL)**

The Review Body considered the Application for Review submitted by Mantell Ritchie, on behalf of Mr. Patrick Slattery, in respect of the decision to refuse planning permission for the erection of five holiday lodges and the formation of access, parking and associated works.

**Decision**

The Review Body agreed:-

- (1) sufficient information was before them to proceed to decide the matter;
- (2) to accept the additional information relating to the speed limit on the C53 public road which had recently been lowered from 60mph to 40mph; and
- (3) 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 3.00 pm and reconvened at 3.05 pm.*

**76. APPLICATION FOR REVIEW - LAND TO SOUTH OF SOMERVILLE AVENUE, DUNFERMLINE (APPLICATION NO. 24/00739/PPP)**

The Review Body considered the Application for Review submitted by DMT Davidson Associates, on behalf of Gray Construction, in respect of the decision to refuse planning permission in principle for the erection of dwellinghouse (Class 9) and associated works.

**Decision**

The Review Body agreed:-

- (1) sufficient information was before them to proceed to decide the matter; and
- (2) the application be refused (upholding 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.

**77. APPLICATION FOR REVIEW - WHITEHILL SAWMILL, PARKEND, CROSSGATES, COWDENBEATH (APPLICATION NO. 24/00214/FULL)**

The Review Body considered the Application for Review submitted by Gateside Design, on behalf of Mr. James Thomson, in respect of the decision to refuse planning permission for the erection of dwellinghouse (Class 9) and associated development including formation of access on land adjacent to Plot 5.

**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.

**THE FIFE COUNCIL - FIFE PLANNING REVIEW BODY - BLENDED MEETING**

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

**24 February, 2025**

**2.00 pm - 3.40 pm**

**PRESENT:** Councillors David Barratt (Convener), Altany Craik, Robin Lawson, Jane Ann Liston and Lynn Mowatt.

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

**78. DECLARATIONS OF INTEREST**

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

**79. MINUTE**

The minute of the Fife Planning Review Body of 16 December 2024 was submitted.

**Decision**

The Review Body approved the minute.

**80. APPLICATION FOR REVIEW - DOUGLAS BANK LODGE, PATTIESMUIR, ROSYTH (APPLICATION NO. 24/01255/FULL)**

The Review Body considered the Application for Review submitted by Gateside Design, on behalf of Ms. Lauren Jack, in respect of the decision to refuse planning permission for a single storey extension to the front and extension of replacement domestic garage/gymnasium to side of dwellinghouse.

**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.

**81. APPLICATION FOR REVIEW - LAND TO SOUTH OF KILRIE COTTAGE, AUCHTERTOOL, KIRKCALDY (APPLICATION NO. 24/02059/PPP)**

The Review Body considered the Application for Review submitted by Planning Services UK, on behalf of Mrs. Maureen Wilkie, in respect of the non-determination of planning permission in principle for the erection of a dwellinghouse (Class 9).

Councillor Lawson, having moved as an amendment that the application be overturned on the design/visual impact assessment due to the fact that a definitive architectural design had not, as yet, been put forward and that any design would require to be considered at the West and Central Planning Committee and not this forum and, failing to find a seconder, requested that his dissent be recorded.

**Decision**

The Review Body agreed:-

- (1) sufficient information was before them to proceed to decide the matter;
- (2) to accept the Appointed Officer's Assessment of the application as additional information; and
- (3) the application be refused on the basis of design and visual amenity and that the content of the Decision Notice be delegated to the Head of Legal and Democratic Services, in consultation with the Convener.

**82. APPLICATION FOR REVIEW - 67 DUNNIKIER ROAD, KIRKCALDY  
(APPLICATION NO. 24/01773/FULL)**

The Review Body considered the Application for Review submitted by D7 Architecture Ltd., on behalf of Mr. Asif Hussain, in respect of the decision to refuse planning permission for a change of use from dwellinghouse (Class 9) to HMO (7 persons) (Retrospective).

**Decision**

The Review Body agreed:-

- (1) sufficient information was before them to proceed to decide the matter; and
- (2) the application be refused (upholding 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**

**3rd December, 2024**

**9.30 a.m. – 1.42 p.m.**

**PRESENT:** Councillors Tom Adams (Convener), Lynn Ballantyne-Wardlaw, Patrick Browne, Eugene Clarke, Gavin Ellis, Louise Kennedy-Dalby, Carol Lindsay, Donald Lothian, Lea McLelland, David MacDiarmid, Nicola Patrick, 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; Sergeant Neil Ewing, Police Scotland (Fife Division); and Billy Ferguson, Service Manager, Fleet Operations (for item 155 only).

**APOLOGIES:** Councillors Alistair Cameron and Gordon Pryde.

**154. MINUTE**

The Committee considered the Minute of Meeting of the Regulation and Licensing Committee of 5th November, 2024.

**Decision**

The Committee approved the Minute.

**CIVIC GOVERNMENT (SCOTLAND) ACT 1982**

**155. MANUAL OF GUIDANCE REGARDING INSPECTION TESTS CARRIED OUT ON LICENSED TAXIS & PRIVATE HIRE CARS**

The Committee considered a report by Service Manager, Fleet Operations on a proposed Manual of Guidance regarding inspection tests carried out on Licensed Taxis & Private Hire cars by Fleet Operations.

**Decision**

The Committee, having heard the Service Manager, Fleet Operations on the report and, following discussion approved the Manual and its contents.

**156. APPLICATIONS IN RESPECT OF WHICH POLICE COMMENTS HAD BEEN MADE**

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

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

**Decision**

The Committee agreed to grant the licence.

(b)	Neil Shand	Taxi Driver (renewal) 3 year
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**Motion**

Councillor Lindsay, seconded by Councillor Adams, moved that the licence be granted with a warning.

**Amendment**

Councillor Ellis, seconded by Councillor Ballantyne-Wardlaw, moved, as an amendment, that the licence be refused.

**Vote**

Amendment – 2  
Motion – 11

**Decision**

The Committee agreed to grant the licence with a warning.

(c)	Dennise Turpie	Taxi Driver (new application) 1 year
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**Decision**

The Committee agreed to grant the licence.

(d)	Paul Young	Taxi Driver (new application) 1 year
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**Decision**

The Committee agreed to grant the licence.

The above applicants had been invited to attend and be represented at the meeting and all were present and heard.

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

**157. OPPOSED APPLICATION**

The Committee considered application for licence by the undernoted in respect of which a police objection had been intimated and dealt with the application as shown:-

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

**Decision**

The Committee agreed to grant the licence with a warning.

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

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.

**158. 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 items of business below 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.

**159. APPLICATIONS IN RESPECT OF WHICH POLICE COMMENTS HAD BEEN MADE**

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

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

Motion

Councillor Kennedy-Dalby, seconded by Councillor Ballantyne-Wardlaw, moved that the licence be refused.

Amendment

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

Vote

Amendment – 8  
Motion – 5

**Decision**

The Committee agreed to grant the licence with a warning.

- |     |                  |  |
|-----|------------------|--|
| (b) | Mustafa Albayrak | Taxi Driver<br>(new application)<br>3 year |
|-----|------------------|--|

**Decision**

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

- |     |                |                                    |
|-----|----------------|------------------------------------|
| (c) | Muhammad Athar | Taxi Driver<br>(renewal)<br>3 year |
|-----|----------------|------------------------------------|

**Decision**

The Committee agreed to grant the licence with a warning.

The above applicants had been invited to attend and be represented at the meeting and, with the exception of the applicant at (b), were present and heard.

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



160. **OPPOSED APPLICATIONS**

The Committee considered applications for licences by the undernoted in respect of which police objections had been intimated and dealt with the applications as shown:-

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

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

(b)	John Milne	Taxi Driver (new application) 1 year
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**Decision**

The Committee agreed to refuse the licence.

(c)	Muhammad Yousaf	Taxi Driver (new application) 1 year
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**Motion**

Councillor MacDiarmid, seconded by Councillor Lindsay, moved that the licence be refused.

**Amendment**

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

**Vote**

Amendment – 5  
Motion – 7

**Decision**

The Committee agreed to refuse the licence.

The applicants and objector had been invited to attend and be represented at the meeting and were all present and heard. The applicant at (b) was represented by his Solicitor, Kerr Sneddon, Kirkcaldy.

The reason for refusal of the application at (b) 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 a previous incident he was involved in.

The reason for refusal of the application at (c) 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 incidents he was involved in as well as convictions recorded against him.

*(Councillor Watt left the meeting following consideration of the application at (b) above).*

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**THE FIFE COUNCIL – REGULATION AND LICENSING COMMITTEE - GLENROTHES**

**14th January, 2025**

**9.30 a.m. – 5.03 p.m.**

**PRESENT:** Councillors Tom Adams (Convener), Lynn Ballantyne-Wardlaw, Patrick Browne, Gavin Ellis, Louise Kennedy-Dalby, Carol Lindsay, Donald Lothian, David MacDiarmid, John O'Brien, Nicola Patrick, Gordon Pryde and Jonny Tepp.

**ATTENDING:** Kimberley Langley, Solicitor, Gillian Love, Lead Officer, Miscellaneous Licensing and Craig Ritchie, Civic Government Licensing Enforcement Officer all in Finance and Corporate Services; Sergeant Neil Ewing, Police Scotland (Fife Division); Billy Ferguson, Service Manager and Steven Duffy, Workshop Team Manager, both Fleet Operations (for items 163, 164 and 166 only); and Barry Smith, Lead Officer - Private Housing (for item 172 only).

**APOLOGIES:** Councillors Alistair Cameron, Eugene Clarke and Darren Watt.

**161. MINUTE**

The Committee considered the Minute of Meeting of the Regulation and Licensing Committee of 3rd December, 2024.

**Decision**

The Committee approved the Minute.

**162. CINEMAS ACT 1985 – VARIATION OF LICENSING CONDITIONS - THE BYRE THEATRE, ABBEY STREET, ST. ANDREWS – 31 JANUARY 2025**

The Committee considered a report by the Lead Officer, Miscellaneous Licensing on a request to vary licence conditions to allow the theatre to screen a non-BBFC certificated film.

**Decision**

The Committee agreed to grant permission to allow the non-BBFC certificated film, as circulated to the Committee, to be shown at the Byre Theatre on 31 January 2025.

**CIVIC GOVERNMENT (SCOTLAND) ACT 1982**

**163. TAXI AND PRIVATE HIRE CAR INSPECTION TESTS - GLENROTHES ZONE**

The Committee considered a report by Service Manager, Fleet Operations on annual inspection tests carried out on vehicles in the Glenrothes Zone in October to December, 2024.

**Decision**

The Committee, having heard the Service Manager, Fleet Operations on the report and, following discussion, congratulated those operators whose vehicles passed the test first time and requested that those operators failing the test attend an open day at Fleet Operations.

The Committee thereafter requested that all other operators, whose vehicles failed an annual test in 2024, attend an open day at Fleet Operations.

**164. TAXI AND PRIVATE HIRE CAR INSPECTION TESTS – WEST FIFE AREA**

The Committee considered a report by Service Manager, Fleet Operations on annual inspection tests carried out on vehicles in the West Fife Area in November and December, 2024.

**Decision**

The Committee, having heard the Service Manager, Fleet Operations on the report and, following discussion, congratulated all operators for passing the test first time and otherwise noted the report.

**165. 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 July to December 2024.

**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 six 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.

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

The Committee considered a report by Executive Director, Finance and Corporate Services on spot checks carried out by the Civic Government Licensing Enforcement Officer with officers of Fleet Operations & Police Scotland during November and December 2024.

**Decision**

The Committee, having heard the Civic Government Licensing Enforcement Officer and the Workshop Team Manager, Fleet Operations on the report and following discussion, requested that those operators failing the spot checks attend an open day at Fleet Operations.

167. **APPLICATIONS IN RESPECT OF WHICH POLICE COMMENTS HAD BEEN MADE**

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

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

**Decision**

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

(b)	Brian Duguid	Taxi Driver (new application) 3 year
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**Decision**

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

(c)	Michael Houston	Taxi Driver (renewal) 1 year
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**Decision**

The Committee agreed to grant the licence with a warning.

The above applicants had been invited to attend and be represented at the meeting. The applicants at (a) and (b) were not in attendance. The applicant at (c) was present and heard.

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

168. **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 items of business at 169 – 171 below 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.

169. **CONSIDERATION OF POSSIBLE SUSPENSION OF LICENCE**

The Committee considered exercising 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) and the licenceholder thereon, dealt with the licence as shown:-

<u>Licenceholder</u>	<u>Type, No. of Licence &amp; Expiry Date</u>
Kenneth Crawford	Taxi Driver's Licence No 1536/0051510 Expiry Date: 4 October 2025

**Decision**

The Committee agreed not to suspend the licence.

170. **APPLICATIONS IN RESPECT OF WHICH POLICE COMMENTS HAD BEEN MADE**

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

	<u>Applicant</u>	<u>Activity and period of licence applied for</u>
(a)	Mustafa Albayrak	Taxi Driver (new application) 3 year

**Motion**

Councillor Ellis, seconded by Councillor Lindsay, moved that the licence be granted with a warning.

**Amendment**

Councillor MacDiarmid, seconded by Councillor O'Brien, moved, as an amendment, that the licence be refused.

**Vote**

Amendment – 4  
Motion – 8

**Decision**

The Committee agreed to grant the licence with a warning.

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

Motion

Councillor Browne, seconded by Councillor Pryde, moved that the licence be refused.

Amendment

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

Vote

Amendment – 2  
Motion – 10

**Decision**

The Committee agreed to refuse the licence.

The above applicants had been invited to attend and be represented at the meeting and both were present and heard.

Consideration of the application at (a) above was continued from the meeting held on 3rd December, 2024.

The warning given to the applicant at (a) 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 (b) 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 the incident he was involved in. The Committee also noted that the applicant's last licence was granted on 11th April 2023 with a warning as to his future conduct.

**171. OPPOSED APPLICATIONS**

The Committee considered applications for licences by the undernoted in respect of which police objections had been intimated and dealt with the applications as shown:-

## 2025.R.L.134

	<u>Applicant</u>	<u>Activity and period of licence applied for</u>
(a)	SNEM Ltd	Late Hours Catering for premises at 13 Bell Street, St Andrews selling Hot and Cold Food 7 days a week until 3.00 a.m. (new application) 3 year

### **Decision**

The Committee agreed to grant the licence but it does not come into effect until:

- The completed certificate of compliance is received by the Council's licensing team;
  - The Council's licensing team has sight of a fully completed lease in the name of SNEM Ltd.;
  - A legal undertaking is provided to the Council's licensing team that the previous licenceholder will not be involved in or working at the above premises at any time from the issue date of the late hours catering licence; and
  - The licenceholders meet with a representative of Police Scotland, Fife Division as well as the Council's Civic Government Licensing Enforcement Officer to discuss the operation of the business and what is expected of them as licenceholders.
- |     |              |  |
|-----|--------------|--|
| (b) | Daniel Frame | Taxi Driver<br>(new application)<br>1 year |
|-----|--------------|--|

### **Decision**

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

- |     |               |  |
|-----|---------------|--|
| (c) | Rafiqul Islam | Taxi Driver<br>(new application)<br>1 year |
|-----|---------------|--|

### **Decision**

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

- |     |              |  |
|-----|--------------|--|
| (d) | Callum Lewis | Taxi Driver<br>(new application)<br>1 year |
|-----|--------------|--|



Motion

Councillor Ellis, seconded by Councillor Ballantyne, moved that the licence be granted with a warning.

Amendment

Councillor MacDiarmid, seconded by Councillor Lindsay, moved, as an amendment, that the licence be refused.

Vote

Amendment – 4  
Motion – 7

**Decision**

The Committee agreed to grant the licence with a warning.

- |     |               |  |
|-----|---------------|--|
| (e) | Sudesh Sallan | Taxi Driver<br>(new application)<br>1 year |
|-----|---------------|--|

Motion

Councillor Lindsay, seconded by Councillor MacDiarmid, moved that the licence be refused

Amendment

Councillor Browne, seconded by Councillor Ellis, moved, as an amendment, that the licence be granted.

Vote

Amendment – 3  
Motion – 8

**Decision**

The Committee agreed to refuse the licence.

The applicants and objector had been invited to attend and be represented at the meeting and with the exception of the applicants at (b) and (c) above were all present and heard. Stelios Paphitis and Theodoros Kalopedis were present for the applicant at (a) and were represented by their Solicitor, Audrey Junner, Glasgow.

Consideration of the application at (c) above was continued from the meeting held on 3rd December, 2024.

The warning given to the applicant at (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 incidents he had been involved in as well as convictions recorded against him.

*(Councillor O'Brien left the meeting following consideration of the item at (a) above).*

*(Councillor Browne left the meeting following consideration of the item at (e) above).*

## 172. **OPPOSED APPLICATION**

The Committee considered application for licence by the undernoted in respect of which objections had been intimated and, having heard the applicant as well as four of the objectors to the application, dealt with the application as shown:-

<u>Applicant</u>	<u>Activity and period of licence applied for</u>
Gabriel McNeil	Short Term Let Licence for 6B Manse Place, High Street, Aberdour (new application) 3 year

### **Decision**

The Committee agreed to grant the licence.

The applicant and objectors had been invited to attend and be represented at the meeting. The applicant was present and heard. Trevor & Rosemary Francis and Judith & Matthew Tidswell, objectors to the application, were also present and heard. Judith Tidswell also spoke, as representative for Gordon Dobbie, another objector to the application, who was not in attendance. No other objectors to the application were in attendance.

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**THE FIFE COUNCIL - CABINET COMMITTEE - BLENDED MEETING**

**Council Chamber, Fife House, North Street, Glenrothes**

**5 December 2024**

**10.00 am - 1.00 pm**

**PRESENT:** Councillors David Ross (Convener), David Alexander, David Barratt, John Beare, Patrick Browne (substituting for Councillor Judy Hamilton), James Calder, Fiona Corps, Altany Craik, Linda Erskine, Derek Glen, Brian Goodall, Peter Gulline, Cara Hilton, Gary Holt, Allan Knox, Kathleen Leslie, Rosemary Liewald, Carol Lindsay, Sarah Neal, Ross Vettraino, Craig Walker and Jan Wincott; and Mr. Alastair Crockett, Religious Representative, Cupar Baptist Church.

**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, Caroline Macdonald, Procurement Service Manager, Revenue and Commercial Services, Lindsay Thomson, Head of Legal and Democratic Services, Margaret McFadden, Solicitor, Legal Services, Helena Couperwhite, Committee Services Manager and Michelle McDermott, Committee Officer, Legal and Democratic Services, Finance and Corporate Services; Paul Vaughan, Head of Communities and Neighbourhoods Service, Sheena Watson, Team Manager, Communities, John Mills, Head of Housing Services, Mhairi Mullen, Service Manager and Joan Lamie, Service Manager, Housing Services; and Shelagh McLean, Head of Education (Early Years and Directorate Support), Education Service.

**APOLOGIES FOR ABSENCE:** Councillors Judy Hamilton and Mary Lockhart.

**310. DECLARATIONS OF INTEREST**

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

**311. MINUTES**

- (i) Minute of the Cabinet Committee of 7 November 2024.

**Decision**

The committee agreed to approve the minute.

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

Appointments Sub-Committee of 21 May, 18 June, 24 June and 23 October 2024.

The minutes were noted.

**312. COST OF LIVING REPORT**

The committee considered a report by the Executive Director (Finance and Corporate Services) which had been prepared in response to a motion agreed at full Council on 19 September 2024. The motion asked for a report to be presented to the Cabinet Committee by the end of the year advising what measures Fife Council can continue to take or may seek to take to address the impact of continuing "austerity".

**Decision**

The committee noted:-

- (1) the measures that had been taken to date to support vulnerable households in Fife;
- (2) that political groups would be able to consider the level of support that the council should provide to tackle the cost of living crisis as part of the budget setting process; and
- (3) agreed that a report be brought back to either Cabinet Committee or the appropriate scrutiny committee in due course detailing what preventative measures were being undertaken in relation to recurring claims for the Scottish Welfare Fund.

**313. HOUSING REVENUE ACCOUNT (HRA) CONSULTATIVE BUDGET 2025-26**

The committee considered a joint report by the Head of Housing Services and the Head of Finance to agree appropriate consultative housing rent options for 2025-26 to enable the council to carry out its statutory duty to formally consult with council tenants during December 2024 and January 2025. The outcome of the formal tenant consultation would be reported in the HRA budget report at the council meeting in February 2025.

**Motion**

Councillor David Ross, seconded by Councillor Linda Erskine, moved the recommendations as detailed in the report.

**Amendment**

Councillor Brian Goodall, seconded by Councillor David Alexander, moved as follows:-

"In recommendation (3), for council tenant consultation, replace the 7% figure with 4%".

**Roll Call Vote**

**For the Motion - 12 votes**

Councillors Patrick Browne, James Calder, Fiona Corps, Altany Craik, Linda Erskine, Peter Gulline, Cara Hilton, Gary Holt, Allan Knox, Kathleen Leslie, David Ross and Jan Wincott.

**For the Amendment - 10 votes**

Councillors David Alexander, David Barratt, John Beare, Derek Glen, Brian Goodall, Rosemary Liewald, Carol Lindsay, Sarah Neal, Ross Vettraino and Craig Walker.

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

**Decision**

The committee:-

- (1) noted the current HRA financial position, including the projected £7.635m shortfall for 2025-26 prior to a rental increase being applied;
- (2) noted the balance of uncommitted HRA reserves as £2.593m;
- (3) agreed to survey council tenants around options for a rent increase in 2025-26 of 5%, 6% and 7% and these options would also apply to charges for services, garage sites, lockups and temporary accommodation;
- (4) noted that the outcome of the full tenant consultation would be reported to Council on 25 February 2025; and
- (5) noted that the HRA Business Plan Review was continuing with results to be reported to Council on 20 February 2025.

**314. PROPOSED STATUTORY CONSULTATION TO ESTABLISH NEW ADDITIONAL SUPPORT CLASS (ASC) PROVISION WITHIN DALGETY BAY AND STRATHALLAN PRIMARY SCHOOLS**

The committee considered a report by the Executive Director (Education) presenting Statutory Consultation Proposals, in terms of the Schools (Consultation) (Scotland) Act 2010, relating to the proposals to establish a new stage of education in a school, being Additional Support Class (ASC) provision within both Dalgety Bay Primary School and Strathallan Primary School to seek approval of their content and approval to proceed to statutory consultation.

**Decision**

The committee:-

- (1) approved the content of the Statutory Consultation Proposal papers in terms of the Schools (Consultation) (Scotland) Act 2010 relating to the establishment of a new stage of education, being ASC provision within both Dalgety Bay and Strathallan Primary Schools;
- (2) authorised officers to proceed to statutory consultation in terms of the Consultation Proposals;
- (3) authorised officers to make such amendments to the Consultation Proposal papers (including the timeline) as may be necessary; and
- (4) noted that a Consultation Report for each of the proposals would be brought to a future meeting of the Cabinet Committee.

*The meeting adjourned at 11.30 am and reconvened at 11.45 am.*

**315. FIFE COUNCIL FIREWORK CONTROL ZONES COMMUNITY REQUEST PROCESS**

The committee considered a report by the Executive Director (Communities) seeking approval of the Firework Control Zones Community Requests Process for Fife.

**Decision**

The committee:-

- (1) noted the provisions of part 4 of the Fireworks and Pyrotechnic Articles (Scotland) Act 2022 and the new discretionary power and the guidance on its use provided and published by the Scottish Government;
- (2) approved the Fife Council Firework Control Zones Community Requests Process (Appendix 1) which included:-
  - an amendment to Part 1 (Community Request Stage), bullet point 5 within Appendix 1 to read as follows:-
    - Delegated Officer will respond to the lead applicant to advise of outcome of request and provide details of their right to request a review of the decision. Any such review will be undertaken by a panel of not more than five and not less than three elected members (selected from members of the Fife Planning Review Body/Community Empowerment Act Committee) and will be advised by the Head of Legal and Democratic Services or their nominee;
  - considering how decisions would be made relating to community requests for a Firework Control Zone;
  - development of a portal to facilitate Community Requests for a Firework Control Zone (proposed wording as set out in Appendix 2); and
- (3) agreed to recommend to council that the List of Committee Powers and Officer Powers be amended to take into account the delegations required to facilitate the Firework Control Zones Community Request Process.

**316. PROCUREMENT STRATEGY 2025 - 2030**

The committee considered a report by the Head of Revenue and Commercial Services proposing a corporate Procurement Strategy for onward implementation within Fife Council which would replace the existing strategy that was implemented in 2019.

**Decision**

The committee:-

- (1) agreed the content and direction of travel with key policy objectives outlined in the Strategy;
- (2) approved the Procurement Strategy to be enacted as council policy; and
- (3) delegated authority to the Head of Revenue and Commercial Services to implement the Procurement Strategy accordingly.

**317. FIFE COUNCIL'S ARMS LENGTH EXTERNAL ORGANISATIONS - GOVERNANCE ARRANGEMENTS**

The committee considered a report by the Head of Legal and Democratic Services which had been prepared at the request of the Cabinet Committee at its meeting on 15 August 2024 to advise on how the council and its elected members influence policy in areas where its Arm's Length External Organisations operate.

**Decision**

The committee noted the contents of the report and requested officers review and report back on how the governance arrangements of the council's ALEOs could be strengthened to ensure fuller alignment with council policy and that they were clearly operating in the interests of the sole shareholder, i.e. the council, which would incorporate a workshop of the Cabinet Committee or members nominated by the Cross Party Leaders' Group.

**318. APPOINTMENT TO EXTERNAL ORGANISATIONS - EDINBURGH AND SOUTH EAST SCOTLAND CITY REGION DEAL ELECTED MEMBER OVERSIGHT COMMITTEE**

The committee considered a report by the Head of Legal and Democratic Services seeking the appointment of substitutes to the Edinburgh and South East Scotland City Region Deal Elected Member Oversight Committee.

**Decision**

The committee agreed to appoint Councillors Craig Walker and Ian Cameron as substitute members on the Edinburgh and South East Scotland City Region Deal Elected Member Oversight Committee.

**319. CABINET COMMITTEE - OUTSTANDING REMITS FROM COMMITTEES**

The committee noted the list of outstanding remits from committees.

**THE FIFE COUNCIL - CABINET COMMITTEE - BLENDED MEETING**

**Council Chamber, Fife House, North Street, Glenrothes**

**9 January 2025**

**10.00 am - 2.40 pm**

**PRESENT:** Councillors David Ross (Convener), David Alexander, David Barratt, John Beare, James Calder, Fiona Corps, Altany Craik, Linda Erskine, Derek Glen, Brian Goodall, Peter Gulline, Judy Hamilton, Cara Hilton, Gary Holt, Kathleen Leslie, Rosemary Liewald, Carol Lindsay, Mary Lockhart, Sarah Neal, Jonny Tepp (substituting for Councillor Allan Knox), 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, Helena Couperwhite, Committee Services Manager and Michelle McDermott, Committee Officer, Legal and Democratic Services, Finance and Corporate Services; Shelagh McLean, Head of Education and Avril Graham, Team Manager, Education Service; John Mills, Head of Housing Services and Mhairi Mullen, Service Manager, Housing Services; Pam Ewen, Head of Planning Services, Alastair Hamilton, Service Manager and Craig Walker, Lead Officer, Planning Services; Lynne Garvey, Director of Health and Social Care and Lesley Gauld, Team Manager, Health and Social Care; Sara Wilson, Service Manager and Mark Dewar, Service Manager, Roads and Transportation Service; and Paul Vaughan, Head of Communities and Neighbourhoods Service; and Ian Macaulay, Church of Scotland, Mary Caldwell, Roman Catholic Church and Alastair Crockett, Cupar Baptist Church, Religious Representatives.

**APOLOGY FOR ABSENCE:** Councillor Allan Knox.

**320. DECLARATIONS OF INTEREST**

Councillor James Calder declared an interest at para. 327 - Fife Health and Social Care Partnership - Eligibility Criteria Review - as he had an external role at MECOPP which supports unpaid carers.

**321. MINUTES**

- (i) Minute of the Cabinet Committee of 5 December 2024.

**Decision**

The committee agreed to approve the minute.

- (ii) The following minutes were submitted for noting:-  
Education Appointments Committee of 1 and 25 November 2025.

**Decision**

The minutes were noted.



**322. PROPOSED MOTHBALLING OF KIRKTON OF LARGO PRIMARY SCHOOL**

The committee considered a report by the Executive Director (Education) providing an update on the school roll at Kirkton of Largo Primary School which had had 0 pupils for academic sessions 2023/24 and 2024/25. Taking into account guidance from the Scottish Government, a proposal for the mothballing of Kirkton of Largo Primary School was presented for consideration.

**Decision**

The committee agreed:-

- (1) to mothball Kirkton of Largo Primary School with immediate effect;
- (2) that, during the mothballing period, any children wishing to enrol at Kirkton of Largo Primary School would be offered a place at Lundin Mill Primary School and provided with free transport if they met the distance criteria;
- (3) that the resources and furniture within the school be offered to surrounding schools; and
- (4) that a further report be brought back to committee no later than December, 2025 reviewing the decision.

**323. STATUTORY CONSULTATION PROPOSAL TO REZONE THE CATCHMENT AREAS OF DUNNIKIER AND KIRKCALDY WEST PRIMARY SCHOOLS**

The committee considered a report by the Executive Director (Education) presenting a statutory consultation proposal paper relating to a proposal to rezone the primary catchment areas of Dunnikier and Kirkcaldy West Primary Schools, to seek approval of the content and to authorise officers to proceed to statutory consultation.

**Decision**

The committee:-

- (1) approved the content of the statutory Consultation Proposal paper, in terms of the Schools (Consultation) (Scotland) Act 2010 relating to the rezoning proposal of the primary catchment areas of Dunnikier and Kirkcaldy West Primary Schools;
- (2) authorised officers to proceed to statutory consultation in terms of the Consultation Proposal;
- (3) authorised officers to make such amendments to the Consultation Proposal paper (including the timeline] as may be necessary, as changes may be required for clarification, correction or to ensure compliance with relevant legislation; and
- (4) noted that the Consultation Report would be brought forward to a future meeting of the Cabinet Committee.

**324. REVIEW OF THE IMPLEMENTATION OF THE SHORT-TERM LET LICENSING SCHEME AND CONTROL AREA REQUIREMENTS**

The committee considered a joint report by the Head of Housing Services, Head of Protective Services, Head of Planning Services and Head of Legal and Democratic Services which provided a review of the initial implementation of the Short-Term Let Licensing Policy and operation of the Short-Term Let Licensing Scheme which had been approved at Cabinet Committee on 22 September 2022. A detailed update with regard to the need for short-term let control areas was also provided.

Motion

Councillor Kathleen Leslie, seconded by Councillor Peter Gulline, moved the recommendations as detailed in the report.

Amendment 1

Councillor Brian Goodall, seconded by Councillor David Barratt, moved as follows:-

"Short-term Let Licensing Scheme

- (1) note the progress on the implementation of the short-term let licensing scheme from 1 October 2022;
- (2) note the intention to provide a further review after 3 years of operation in late 2025 and requests that annual reviews are then brought back to the relevant committee/s;
- (3) approve the recommended proposed licence fee to ensure full cost recovery as outlined in Section 6 of this report;

Short-term Let Control Areas

- (4) acknowledges the benefits of managing levels of short-term letting where these:-
  - affect the availability of residential housing or the character and/or amenity of a neighbourhood/community;
  - affect the availability of homes for longer term lets, or
  - aid the sustainability of our communities and help Fife Council to ensure that homes are used to the best effect in our communities.
- (5) agrees a report to the Council to amend 7.3.6 of 'Committee Powers' in respect of Area Committees to allow a procedure to promote the designation of Short-term Let Control Areas to be delegated to the Council's 7 Area Committees, which will allow for appropriate consultation within each area".

Amendment 2

Councillor Fiona Corps, seconded by Councillor Gary Holt, moved as follows:-

- "1. agree that the existing recommendation 4 is amended (currently stating that Fife Council agree not to proceed to promote the designation of short-term let control areas) by adding "at this time";
2. and add a new recommendation five:-
  - (5) agree that while the report states there is currently insufficient evidence available, further consideration is required in relation to wards 18 and 19. Cabinet notes that in advance of any proposal for submission in support of the designation of the STLCA to Scottish Ministers, a systematic approach to gathering evidence and assessing material considerations, together with appropriate public consultation would be required. Cabinet Committee agrees that before any more work is undertaken a paper is prepared in the autumn of 2025 for the Committee setting out a detailed proposed process to take forward the consideration of the need for a STLCA in wards 18 and 19. The paper should also cover the associated benefits and risks of designating a STLCA in these wards".

*With the agreement of the Convener, Amendments 1 and 2 were conjoined subject to amendments and the mover of the motion agreed to withdraw their motion.*

**Decision**

The conjoined motion was agreed as follows:-

Short-term Let Licensing Scheme

- (1) note the progress on the implementation of the short-term let licensing scheme from 1 October 2022;
- (2) note the intention to provide a further review after three years of operation in late 2025 and requests that annual reviews are then brought back to the relevant committee/s;
- (3) approve the recommended proposed licence fee to ensure full cost recovery as outlined in Section 6 of this report;

Short-term Let Control Areas

- (4) acknowledges the benefits of managing levels of short-term letting where these:-
  - affect the availability of residential housing or the character and/or amenity of a neighbourhood/community;
  - affect the availability of homes for longer term lets, or
  - aid the sustainability of our communities and help Fife Council to ensure that homes are used to the best effect in our communities.

- (5) Cabinet notes that in advance of any proposal for submission in support of the designation of the STLCA to Scottish Ministers, a systematic approach to gathering evidence and assessing material considerations, together with appropriate public consultation would be required. Cabinet Committee agrees that, before any more work is undertaken, a paper is prepared for Cabinet in April 2025, setting out a proposed process to take forward the consideration of the need for a STLCA. This report should also cover the associated benefits and risks of designating a STLCA; and
- (6) Cabinet notes that changes proposed to 7.3.6 of 'Committee Powers' in respect of Area Committees to allow a procedure to promote the designation of Short-term Let Control Areas to be delegated to the Council's seven Area Committees, which would allow for appropriate consultation within each area will be considered (if agreed by Cabinet in April 2025) at full Council in May 2025".

*The meeting adjourned at 11.40 am and reconvened at 12.15 pm.*

### **325. REVENUE MONITORING 2024-25**

The committee considered a report by the Executive Director (Finance and Corporate Services) providing members with a strategic overview of Fife Council's finances and reported the current forecast position for 2024/25.

#### **Decision**

The committee:-

- (1) noted the high level financial position as detailed in the report;
- (2) noted that there were ongoing financial impacts and pressures which continued to be managed by services with an element of protection from financial risk being accounted for centrally;
- (3) instructed Directors to continue to mitigate overspends in order to manage within overall service budgets in the current year and ensure strong financial management;
- (4) approved the proposal to de-commit £6.214m of balances in order to bring the uncommitted balances closer to the policy minimum;
- (5) noted that detailed monitoring reports would be submitted to the relevant Scrutiny Committees; and
- (6) requested that Scrutiny Committees ensured appropriate level of support and challenge in relation to financial reports.

### **326. CAPITAL INVESTMENT PLAN - PROJECTED OUTTURN 2024-25**

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 2024/25 financial year.

**Decision**

The committee:-

- (1) noted the projected outturn position and that the level of financial risk continued to be heightened due to the impact of inflation and supply chain challenges;
- (2) instructed services to plan projects within the provisional resource within the Capital Investment Plan;
- (3) noted that more detailed capital outturn reports for 2024/25 would be submitted to 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.

**327. FIFE HEALTH AND SOCIAL CARE PARTNERSHIP - ELIGIBILITY CRITERIA REVIEW**

The committee considered a report by the Director of Health and Social Care which provided an update on the recent review of the Adult and Older People and Eligibility Criteria. The review had been completed in accordance with Fife Council's legal requirements whilst taking into consideration increasing demand for social work services, best value and finite resources. The refreshed Supporting People Framework would be implemented as soon as reasonably practicable following approval by Cabinet Committee.

**Decision**

The committee approved the adoption of the Supporting People Framework as the replacement of the existing Eligibility Criteria.

*The meeting adjourned at 12.55 pm and reconvened at 1.30 pm.*

**328. SCHOOL EXCLUSION ZONES (SCHOOL STREETS)**

The committee considered a report by the Head of Roads and Transportation Services presenting the results of the School Exclusion Zones (School Streets) trials and seeking to agree the process for future requests.

**Decision**

The committee:-

- (1) noted the content of the School Exclusion Zones (School Streets) Trial Project Report summarised within the report and detailed in Appendix 1, with the key points that:-
  - there had been no clear evidence from the data collected which showed that the three trial ones had materially improved environmental conditions around the schools;

- the resident survey responses, while low in volume (8%), indicated that 72% of respondents considered that the scheme had had a positive impact on the local environment;
- (2) noted the decisions of Area Committees that the trials for Denend and Pitcoudie Primary Schools be terminated and that the trial at St. Marie's RC Primary School be continued;
- (3) agreed that any future School Exclusion Zone requests be considered by the relevant Area Committee and funded through the Area Roads Programme; and
- (4) agreed that an update report be brought back to the relevant Scrutiny Committee in a year's time.

### **329. LEVEN REGENERATION - RIVER PARK ROUTES - CAPITAL FUNDING**

The committee considered a report by the Head of Roads and Transportation Services seeking approval to progress delivery of the River Park Routes as part of the River Leven Regeneration Programme.

#### **Decision**

The committee:-

- (1) noted the need to reprofile the Leven Connectivity Programme by deferring further delivery of the On-Road Active Travel Network (ATN) until such time as the construction costs for the Mountfleurie Bridge (MFB) and River Park Routes (RPR) were sufficiently progressed and assured;
- (2) approved the delivery of the River Park Routes at an estimated cost of £6.118m which created a path network joining the new Cameron Bridge and Leven Railway Stations as detailed in Appendix 2 of the report; and
- (3) agreed that further delivery of the On-Road Active Travel Network, as approved by Cabinet Committee on 8 February 2024, be deferred until the full construction costs for the Mountfleurie Bridge and River Park Routes were assured.

### **330. CABINET COMMITTEE - OUTSTANDING REMITS FROM COMMITTEES**

The committee noted the list of outstanding remits from committees.

*The committee resolved, under Section 50A(4) of the Local Government (Scotland) Act 1973, as amended, to exclude the public and press from the meeting for the following item of business on the grounds that it involved the disclosure of exempt information as defined in paragraphs 8 and 9 of Part 1 of Schedule 7A of the Act.*

### **331. GLENWOOD HOUSING REGENERATION PROJECT**

The committee considered a joint report by the Head of Housing Services and the Head of Communities and Neighbourhoods Service providing an update on progress to conclude legally binding agreements on the affordable housing development of 44 new affordable homes and a Community Hub at Glenwood, Glenrothes.

**Decision**

The committee:-

- (1) approved the estimated total cost for the Fife Council portion of the development for the 20 properties and Community Hub;
- (2) approved the transfer of the land at Glenwood to be transferred at nil value from the General Fund to the HRA;
- (3) agreed the sale of 0.3 ha portion of the site to Kingdom Housing Association;
- (4) noted that the operational delivery of the Community Hub would require additional General Fund revenue budget to open in 2027 and this would add to the budget gap in 2027/28 and would require savings;
- (5) noted that HRA operating costs for the Community Hub would be managed in the same way as other HRA Older Person Housing pressures were managed within the wider HRA Revenue Budget and additional rental income; and
- (6) agreed that a joint Housing Management and Greenspace Plan be developed by the Council and Kingdom Housing Association and reported to the Glenrothes Area Committee for final approval.

**THE FIFE COUNCIL - CABINET COMMITTEE - BLENDED MEETING**

**Council Chamber, Fife House, North Street, Glenrothes**

**6 February 2025**

**10.00 am - 11.10 am**

**PRESENT:** Councillors David Ross (Convener), David Alexander, David Barratt, John Beare, James Calder, Fiona Corps, Altany Craik, Linda Erskine, Derek Glen, Brian Goodall, Peter Gulline, Judy Hamilton, Cara Hilton, Gary Holt, Louise Kennedy-Dalby (substituting for Councillor Ross Vettraino), Allan Knox, Kathleen Leslie, Rosemary Liewald, Carol Lindsay, Mary Lockhart, Sarah Neal, 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, Helena Couperwhite, Committee Services Manager and Michelle McDermott, Committee Officer, Legal and Democratic Services, Finance and Corporate Services; Carol Connolly, Executive Director (Place) and Morag Millar, Service Manager, Property Services.

**APOLOGY FOR ABSENCE:** Councillor Ross Vettraino.

**332. DECLARATIONS OF INTEREST**

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

**333. MINUTES**

- (i) Minute of the Cabinet Committee of 9 January 2025.

**Decision**

The committee agreed to approve the minute.

- (ii) The following minute was submitted for noting:-

Appeals Sub-Committee of 15 January 2025.

**Decision**

The minute was noted.

**334. BUDGET PLANNING 2025-28 - UPDATE**

The committee considered a report by the Executive Director (Finance and Corporate Services) providing an update on the financial implications for the council's General Fund Revenue Budget position for 2025-26 and 2027-28, following the publication of the Scottish Government's budget and the Local Government Finance Settlement, and on all other budget planning matters.



**Decision**

The committee:-

- (1) noted the information contained within the report and the strategy and approach to setting a balanced budget for both the General Fund Revenue and Housing Revenue Account (HRA) budgets;
- (2) noted that Capital Investment Plans for both General Fund and HRA must be sustainable and affordable in the context of proposed revenue budgets; and
- (3) approved the proposal to de-commit £5.260m of balances to bring the uncommitted balances closer to the policy minimum.

**335. FIFE'S UK SHARED PROSPERITY INVESTMENT PLAN**

The committee considered a report by the Executive Director (Place) providing an update on Fife's UK Shared Prosperity Investment Plan for 2022-25 and sought approval for the recommendations for the Year 4 transition plan 2025-26.

**Decision**

The committee:-

- (1) noted the progress on Fife's UK Shared Prosperity Investment Plan 2022-25 set out in Appendix 1;
- (2) noted that there would be an annual report to the UK Government in Quarter 1 of 2025-26 with the final outturn for the original investment plan 2022-25;
- (3) approved the updated Fife's UK Shared Prosperity Investment Plan for the transition Year 4 2025-26 and the proposed interventions for 2025-26 set out in Appendix 2; and
- (4) delegated to the Executive Directors (Finance and Corporate Services) and (Place) to finalise Year 4 2025-26 Fife's UK Shared Prosperity Investment Plan within the operational parameters set out in the funding award.

**336. OPPORTUNITIES FIFE PARTNERSHIP EMPLOYABILITY PATHWAY PROVISION 2025-26**

The committee considered a report by the Executive Director (Place) seeking approval for the recommendations for the Opportunities Fife Partnership Employability Pathway Provision 2025-26.

**Decision**

The committee:-

- (1) noted the rationale adopted by the Opportunities Fife Partnership to retain and revise delivery of the Employability Pathway in 2025-26;

## **2025 CC 179**

- (2) noted the impact on the Employability Pathway and the delivery partners of the recommended provision in 2025-26;
- (3) approved the recommendations for the Opportunities Fife Partnership Employability Pathway Provision 2025-26 and the indicative allocations outlined to each of the delivery partners; and
- (4) delegated to the Executive Directors (Finance and Corporate Services) and (Place) to finalise the Opportunities Fife Partnership Employability Pathway Provision 2025-26 within the operational parameters set out in the funding awards.

### **337. CABINET COMMITTEE - OUTSTANDING REMITS FROM COMMITTEES**

#### **Decision**

The committee noted the list of outstanding remits from committees.

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

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

**25 November 2024**

**2.00 pm – 3.20 pm**

**PRESENT:** Councillors Dave Dempsey (Convener), Tom Adams, David Alexander, Lesley Backhouse, John Beare, Aude Boubaker-Calder, Al Clark, Lynn Mowatt (substituting for Councillor Alycia Hayes), Gordon Pryde and Ann Verner.

**ATTENDING:** Elaine Muir, Head of Finance; Caroline MacDonald, Procurement Service Manager, Revenue and Commercial Services; Jacqui Lambert, Category Manager, Procurement; Anne Bence, Accountant, Finance; Pamela Redpath, Service Manager - Audit and Risk Management Services; Shona Slayford, Audit Team Manager; Hazel Hastie, Auditor, Audit and Risk Management Services; Martin Kotlewski, Service Manager, Solutions and Service Assurance, BTS; Fiona Allan, Service Manager, Workforce Strategy and Organisational Development, Human Resources; Lindsay Thomson, Head of Legal and Democratic Services; Helena Couperwhite, Service Manager, Committee Services; and Diane Barnet, Committee Officer, Legal and Democratic Services.

**ALSO ATTENDING:** Karen Jones and Amy Hughes, Azets Audit Services.

**APOLOGY FOR ABSENCE:** Councillor Alycia Hayes.

**121. DECLARATIONS OF INTEREST**

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

**122. MINUTE**

The committee considered the minute of the meeting of the Standards, Audit and Risk Committee of 30 September 2024.

**Decision**

The committee approved the minute.

**123. BEST VALUE THEMATIC AUDIT - WORKFORCE INNOVATION**

The committee considered a report by the Head of Human Resources on workforce innovation, the second of the best value thematic audits, undertaken each year as part of the annual audit of the Council.

**Decision**

The committee noted the contents of the report from the External Auditors, Azets on how Fife Council was responding to current workforce challenges through building capacity, increasing productivity and innovation.

*Councillor Mowatt left the meeting at 2.25 pm and re-entered at 2:39 pm, during consideration of the above item.*

**124. ISSUED AUDIT REPORTS**

The committee considered a report by the Service Manager, Audit and Risk Management Services summarising findings from the Internal Audit Reports finalised since the last meeting of the committee. The reports highlighted any areas of concern and, where applicable, instances where Services were not taking appropriate action.

**Decision**

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

*Councillors Tom Adams and Aude Boubaker-Calder left the meeting during consideration of the following item.*

**125. CORPORATE FRAUD TEAM ACTIVITY AND PERFORMANCE UPDATE, INCLUDING WHISTLEBLOWING, FOR 2023/24**

The committee considered a report by the Service Manager, Audit and Risk Management Services providing an update on the Corporate Fraud Team's (CFT's) activity and performance for the period 1 April 2023 to date. The report also included the annual whistleblowing activity for 2023/24. The report was the first of its type submitted to the Standards, Audit and Risk Committee and would be presented annually going forward.

**Decision**

The committee noted:-

- (1) the CFT's activity and performance for the period 1 April 2023 to date; and
- (2) the results of the Council's whistleblowing activity for 2023/24.

**126. FIFE INTEGRATION JOINT BOARD (IJB) INTERNAL AUDIT REPORT**

The committee considered a report by the Service Manager, Audit and Risk Management Services providing the internal audit report from the Fife Integration Joint Board (IJB) 2022/23 Internal Audit Plan on Contract / Market Capacity.

**Decision**

The committee noted, for assurance purposes, the information detailed in Appendix 1 of the report - Contract / Market Capacity internal audit report.

**127. FIFE INTEGRATION JOINT BOARD 2023/24 ANNUAL INTERNAL AUDIT REPORT**

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

**Decision**

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

**128. FIFE INTEGRATION JOINT BOARD 2024/25 ANNUAL INTERNAL AUDIT PLAN**

The committee considered a report by the Service Manager, Audit and Risk Management Services providing the Integration Joint Board (IJB) 2024/25 Annual Internal Audit Plan.

**Decision**

The committee noted the contents of the Fife IJB 2024/25 Annual Internal Audit Plan detailed at Appendix 1 of the report and that the corresponding audit outputs would provide assurances in due course.

**129. STANDARDS, AUDIT AND RISK COMMITTEE WORKPLAN**

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

**Decision**

The committee reviewed the work plan and agreed that this would be updated as required, including annual reports and any suggestions coming forward from members.

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

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

**13 February 2025**

**10.00 am – 11.20 am**

**PRESENT:** Councillors Dave Dempsey (Convener), Tom Adams, David Alexander, Lesley Backhouse, John Beare, Aude Boubaker -Calder, Alycia Hayes, Gordon Pryde and Ann Verner.

**ATTENDING:** Eileen Rowand, Executive Director Finance and Corporate Services, Pamela Redpath, Service Manager - Audit and Risk Management Services, Shona Slayford, Audit Team Manager, Clare Whyte, Risk Management Team Leader, Jenna Hetherington, Risk Management Co-ordinator and Robert Norrie, Risk Management Co-ordinator, Audit and Risk Management Services; Sharon McKenzie, Head of Human Resources and Stevie Murray, Service Manager, Human Resources Service; John Mills, Head of Housing Services and Joy Fulton, Lead Officer - Private Housing – Housing Estates and Safer Communities, Housing Services; Pam Ewen, Head of Planning Service; Allan Barclay, Service Manager, Environment and Building Services; Shelagh McLean, Head of Education and Children's Services (Early Years and Directorate Support); Martin Kotlewski, Service Manager - Solutions and Service Assurance, BTS; Avril Sweeney, Manager (Compliance), Health and Social Care Partnership; Lindsay Thomson, Head of Legal and Democratic Services, Helena Couperwhite, Service Manager - Committee Services and Wendy MacGregor, Committee Officer, Legal and Democratic Services.

**APOLOGY FOR ABSENCE:** Councillor Al Clark.

**130. DECLARATIONS OF INTEREST**

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

**131. MINUTE**

The committee considered the minute of the meeting of the Standards, Audit and Risk Committee of 25 November 2024.

**Decision**

The committee approved the minute.

**132. ISSUED AUDIT REPORTS**

The committee considered a report by the Service Manager, Audit and Risk Management Services summarising findings from the Internal Audit Reports that had been finalised since the last meeting of the Standards, Audit and Risk Committee. Highlighted in the reports were any areas of concern and, if applicable, instances where Services were not taking appropriate action.

**Decision**

The committee noted the contents of the report and the summary of findings detailed at Appendix 1 – Summary of Audit Reports Issued.

**133. 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 2023/24 and 2024/25 Internal Audit Plans.

**Decision**

The committee noted:-

- (1) the update on progress towards delivering the 2023/24 and 2024/25 Internal Audit Plans detailed at Appendix A - 2023/24 Internal Audit Plan – Progress Report and Appendix B - 2024/25 Internal Audit Plan – Progress Report;
- (2) an update from the Service Manager, Audit and Risk Management Services, highlighting reasons for the delay in delivering the Internal Audit Plans 2023/24 and 2024/25 and advising of steps taken which would improve delivery: and
- (3) the movement in status for each assignment since the last progress report presented to the Committee on 23 May 2024.

**134. RISK MANAGEMENT UPDATE**

The committee considered a report by the Service Manager, Audit and Risk Management Services providing an update on the Strategic Risk Register and the level of residual risk the Council was exposed to as of 22 January 2025.

**Decision**

The committee:-

- (1) noted the level of residual risk that the Council was exposed to as of 22 January 2025;
- (2) noted an update to the agenda pack at page number 24, at the column headed 22 January 2025 – the Likelihood verses impact scores had been amended at Strategic Risk Codes FC017, FC001 and FC016;
- (3) approved the Council's Strategic Risk Register detailed at Appendix A to the report; and
- (4) noted that further updates on Risk Management arrangements would be provided in line with the approved Policy and Strategy document.

*Councillor David Alexander joined the meeting during consideration of the above item.*

**135. STANDARDS UPDATE – ANNUAL REPORTS, HEARING OUTCOMES AND CONSULTATIONS**

The committee considered a report by the Head of Legal and Democratic Services advising that the Ethical Standards Commissioner for Scotland and the Standards Commission for Scotland had both published their annual reports for 2023/24 and reported on the findings of the annual reports relating to code of conduct investigations and hearings.

**Decision**

The committee noted:-

- (1) the Ethical Standards Commissioner for Scotland Annual Report for 2023/24, summarised in section 1 of the report;
- (2) the Standards Commission for Scotland Annual Report 2023/24 summarised in section 1 of the report);
- (3) that decisions of the Hearing Panel of the Standards Commission for Scotland (including the decisions to “do neither”) would continue to be monitored, and that appropriate reports and/or advice would be given to the Council if required (detailed in section 2 of the report);
- (4) that there had been one case, involving multiple respondents from Fife Council, where the Standards Commission had agreed with the Ethical Standards Commissioner that it was not proportionate to undertake a hearing and no further action would be required; and
- (5) that there had been one hearing which related to a former Fife Council Councillor in 2023/24, the outcome of which had been reported to full Council in September 2023 and to this Committee in January 2024.

**136. STANDARDS, AUDIT AND RISK COMMITTEE WORK PLAN**

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

**Decision**

The committee:-

- (1) reviewed the content of the work plan, agreed it would be updated as required;
- (2) noted an update from the Convener on the unallocated section of the work plan, that the review of the overall Complaints Process, requested by the Cowdenbeath Area Committee, would be included in the Internal Audit Plan 2025/26 and would be removed from the work plan. The members of the Cowdenbeath Area Committee would be advised of the update.



**THE FIFE COUNCIL - PENSIONS COMMITTEE – BLENDED MEETING**

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

**13 December 2024**

**10.00 am – 12.45 pm**

**PRESENT:** **Committee** - Councillors Dave Dempsey (Convener), David Alexander, Naz Anis-Miah, James Calder, Jane Ann Liston, Sarah Neal, Nicola Patrick and Gordon Pryde.

**Fife Pension Board** – Ross Hugh (Chair), Councillors Tom Adam and Lynn Ballantyne-Wardlaw, Robert Graham, Colin Paterson, Thomas Templeman and Vicki Wyse.

**ATTENDING:** Elaine Muir, Head of Finance, Laura Robertson, Pensions Service Manager, John Mackie, Team Manager - Transactions Team, Pamela Redpath, Service Manager – Audit and Risk Management Services, Helena Couperwhite, Services Manager – Committee Services and Wendy MacGregor, Committee Officer, Legal and Democratic Services, Finance and Corporate Services.

**ALSO ATTENDING:** Emanuel Bouquet, Chief Investment Officer and Albert Chen, Portfolio Manager, Lothian Pension Fund; and Clare Scott, Independent Professional Observer.

**APOLOGY FOR ABSENCE:** Councillor Colin Davidson.

**132. DECLARATIONS OF INTEREST**

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

**133. MINUTES**

The committee considered:-

- (a) the minute of the meeting of the Pensions committee of 24 September 2024.

Arising from the minute, in relation to para. 122 (1) - Statement of Investment Principles (SIP) - and inconsistencies between the SIP and Investment Strategy Report, the Pensions Services Manager provided an update, having considered the content of the SIP in comparison with the Investment Strategy report, and advised, in her opinion, that there were no concerns with the overall meaning from each document. It was noted that the documents had different style layouts with the SIP being more technical whereas the Investment Strategy was transparent. The Head of Finance would consider any changes required to the SIP prior to the document being published on the website.

**Decision**

The committee:

- (1) noted the update; and
  - (2) otherwise approved the minute.
- (b) the minute of the pre-meeting of the Fife Pension Board of 23 September 2024.

**Decision**

The committee noted the minute.

- (c) the minute of the post-meeting of the Fife Pension Board of 24 September 2024.

**Decision**

The committee noted the minute.

- (d) the minute of the meeting of the Pensions committee on 30 September 2024.

**Decision**

The committee approved the minute.

- (e) the minute of the pre-meeting of the Fife Pension Board of 25 September 2024.

**Decision**

The committee noted the minute.

- (f) the minute of the post-meeting of the Fife Pension Board of 30 September 2024.

**Decision**

The committee noted the minute.

**134. FIFE PENSION BOARD - REVISED CONSTITUTION**

The committee considered a report by the Executive Director (Finance and Corporate Services) seeking approval of the revised Fife Pension Board Constitution, to remove the distinction between representatives from Admitted and Scheduled employer bodies to allow two representatives from either employer body to submit nominations to fill the vacancy, noting that this would not affect the overall membership of Fife Pension Board. The committee also noted that Fife Pension Board had requested the appointment of a Depute Chair, whose appointment would rotate in alignment with the Pension Board Chair appointment.

**Decision**

The committee:-

- (1) approved the revised Fife Pension Board Constitution detailed at Appendix 1 to the report, including the appointment of a Depute Chair and that authority would be delegated to the Head of Legal and Democratic Services to make any consequential changes that may arise with any supporting documents; and
- (2) noted that further communication would be take place between the Services Manager – Committee Services and Fife Pension Board to consider further amendments that may be required such as production of Standing Orders for the Pension Board and to consider the requirement for Board members to be quorate and present during the Pensions Committee meetings.

**135. GENERAL CODE OF PRACTICE ASSESSMENT**

The committee considered a report by the Head of Finance providing an update on the assessment of compliance with the requirements of the Pension Regulator's General Code of Practice and an overview of the current position, as well as outlining the next steps in the process.

**Decision**

The committee:-

- (1) noted the contents of the report;
- (2) agreed the assessment completed as the baseline for future assessments;
- (3) noted that all actions would be documented into an action plan and requested the action plan be submitted to a future meeting of the committee when this was available; and
- (4) noted that the compliance requirements would be reviewed on a regular basis and reports brought forward on an annual basis unless there were any exceptions.

**136. PENSION FUND BUDGETARY CONTROL**

The committee considered a report by the Head of Finance providing details of the projected outturn of the Pension Fund for 2024-25.

**Decision**

The committee noted:-

- (1) the projected outturn for 2024-25; and
- (2) that further reports in relation to the financial position of the fund would be brought forward on a bi-annual basis.

**137. FIFE PENSION FUND - BUSINESS PLAN UPDATE AND ADMINISTRATION ACTIVITY TO 30 SEPTEMBER 2024**

The committee considered a report by the Head of Finance providing an update on the activities undertaken by the wider pension team during the second quarter of 2024-25. The report was organised into three sections and provided an update on the development activities identified in the Business Plan, followed by an update on administration activity undertaken. The report concluded with more in-depth consideration of the performance of the Pensions Administration team by detailing agreed key performance indicators.

**Decision**

The committee noted:-

- (1) the progress made on the key Business Plan activities;
- (2) the range of additional activities carried out by the team over the last quarter; and
- (3) the level of quarterly performance relative to the target and to the same quarter of the previous year as detailed in Appendix 1 of the report.

*Councillor James Calder left the meeting during consideration of the above item.*

*The committee adjourned at 11.35 am and reconvened at 11.45 am.*

**138. RISK MANAGEMENT - QUARTERLY REVIEW**

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 were reviewed and updated scores 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 brought forward on a quarterly basis

**139. PENSIONS COMMITTEE WORKPLAN AND TRAINING PLAN**

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. Also highlighted were the proposed internal training sessions designed to complement committee meetings and allow members more time to explore topics in depth.

**Decision**

The committee noted: -

- (1) the content of the agenda planning document; and
- (2) the scheduled training dates.

**140. FIFE PENSION FUND - INVESTMENT UPDATE**

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 item of business on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 6 of Part 1 of schedule 7A of the Act.

The committee considered a report by the Head of Finance providing an overview of the Fund's investments at 30 September 2024.

**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 as at 30 September 2024;
- (3) the Fund's strategic policy group allocations were within the permitted allocation ranges; and
- (4) that longer term absolute returns were strong and relative returns were above the liability benchmark.

**THE FIFE COUNCIL - GLENROTHES AREA COMMITTEE – BLENDED MEETING**

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

**27 November 2024**

**2.00 pm – 3.00 pm**

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

**ATTENDING:** Norman Laird, Community Manager (Glenrothes), Chris Miezeitis, Area Community Development Team Manager and Rowan Young, Local Development Officer, Communities and Neighbourhoods Service; Yvonne Gillespie, Service Manager - Building Management, Property Services; Eleanor Hodgson, Accountant and Michelle Hyslop, Committee Officer, Legal and Democratic Services, Finance and Corporate Services.

**APOLOGIES FOR ABSENCE:** Councillors Julie Ford and Jan Wincott.

The Convener, on behalf of the committee, congratulated Councillor Julie Ford on the birth of her daughter Lydia Naomi.

**142. DECLARATIONS OF INTEREST**

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

**143. MINUTE**

The committee considered the minute of the Glenrothes Area Committee meeting of 2 October 2024.

**Decision**

The committee: -

- (1) with reference to GAC 24 57 – para 133 (1) – agreed to amend the minute to read “agreed to note the current version of the Glenrothes Area Housing Plan for 2024-2025”.
- (2) otherwise agreed to approve the minute.

**144. MAINTENANCE OF COMMUNITY ASSETS IN THE GLENROTHES AREA**

The committee considered a report by the Head of Property Services providing an update on the roles, responsibilities and financial challenges in relation to maintaining the Community Assets in the Glenrothes Area.

**Decision**

The committee noted the contents of the report.

**145. SUPPORTING THE GLENROTHES LOCAL COMMUNITY PLAN – CLD SUMMER PROGRAMME IMPACT REPORT**

The committee considered a report by the Head of Communities and Neighbourhoods Service outlining the impact and outcomes from the Community, Learning and Development (CLD) Summer Programme that had received £36,118.24 funding from the Area Committee in May 2024 to support the CLD activities for children, young people and families during the school summer holidays.

**Decision**

The committee noted: -

- (1) that £22,286.68 of the £36,118.24 had been spent from the Local Community Planning Budget to support the Community Learning and Development Summer programme as agreed, leaving an overall underspend of £14,400.38; and
- (2) that the outcomes achieved through the programme delivery aligned with the Glenrothes Area Community Plan priorities.

**146. GLENROTHES ANTI-POVERTY REPORT: 2024**

The committee considered a report by the Head of Communities and Neighbourhoods Service providing an update on the activity and outcomes of the Anti-Poverty work that had been undertaken in the Glenrothes Area during the period April 2024-September 2024.

**Decision**

The committee: -

- (1) noted the progress of the anti-poverty activities and outcomes for the Glenrothes Area; and
- (2) agreed to provide elected members with an update following the work being undertaken with the welfare team and taskforce group to tackle anti-poverty and repeat welfare requests.

**147. COMMON GOOD AND SETTLEMENT TRUST FUNDS ANNUAL REPORT 2023-2024**

The committee considered a report by the Executive Director (Finance and Corporate Services) advising members on the current status of the Common Good and Settlement Trust funds in the Glenrothes Area and the relevant fund activities over the 2023-2024 financial year.

**Decision**

The committee: -

- (1) noted the information contained within the report and Appendices for the various Common Good Funds and Trust Funds;

- (2) agreed to continue to support the disbursement of Trust funds to suitable projects, which also included the amalgamation of individual trusts and, where appropriate, the dissolution of individual trusts including transferring the funds to suitable third-party organisations who were providing similar support to local priorities; and
- (3) agreed that an updated Common Good and Settlement Trust Funds report would be submitted to a future meeting of the committee on 2 April 2025.

**148. 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.

**149. GLENROTHES AREA COMMITTEE FORWARD WORK PLAN**

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

**Decision**

The committee: -

- (1) noted the Glenrothes Area Committee Forward Work Programme; and
- (2) agreed, as detailed in Para. 147 (3) above, to consider, at its meeting on 2 April 2025, an updated report on Common Goods and Settlement Trusts.



**THE FIFE COUNCIL - GLENROTHES AREA COMMITTEE – BLENDED MEETING**

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

**22 January 2025**

**2.00 pm – 4.15 pm**

**PRESENT:** Councillors John Beare (Convener), Peter Gulline, Lynn Mowatt, Derek Noble, Ross Vettraino, Craig Walker, Daniel Wilson and Jan Wincott.

**ATTENDING:** Steven Sellers, Lead Consultant, Road Safety and Travel Planning and Vicki Storrar, Lead Consultant - Roads Lighting and Asset Management, Roads and Transportation Services; David Thomson, Customer Experience Lead Officer, Customer and Online Services; Louise Whyte, Capital Projects Manager, Community Projects Team, Norman Laird, Community Manager (Glenrothes), Chris Mieзитis, Area Community Development Team Manager, Community Development Team (Glenrothes) and Rowan Young, Local Development Officer, Community Development Team (Glenrothes), Communities and Neighbourhoods Service; Morag Millar, Service Manager - Place Programmes and Policies, Business and Employability Services; and Michelle Hyslop, Committee Officer, Legal and Democratic Services.

**APOLOGIES FOR ABSENCE:** Councillors Altany Craik and Julie Ford.

**150. DECLARATIONS OF INTEREST**

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

**151. MINUTE**

The committee considered the minute of the Glenrothes Area Committee meeting of 27 November 2024.

**Decision**

The committee agreed to approve the minute.

**152. AREA ROADS PROGRAMME 2025-26**

The committee considered a report by the Head of Roads and Transportation Services advising on the projects for inclusion in the 2025 - 2026 Area Roads Programme for the Glenrothes Area.

**Decision**

The committee: -

- (1) approved the report and Appendices 1 - 3 (Carriageway Schemes, Footway Schemes and Traffic Management and Road Safety);

- (2) delegated authority to the Head of Roads and Transportation Services to manage the lists of Category 1 and 2 projects in line with the available resources/funding as the programme developed and in consultation with the Convener, Depute Convener and elected members; and
- (3) noted Appendices 4 and 5 (Street Lighting and Bridge and Structures).

**153. CARLETON PARK – AREA CAPITAL FUNDING REQUEST**

The committee considered a report by the Head of Communities and Neighbourhoods Services seeking approval to allocate £30,000 match funding from the Area Capital plan for investment into play park equipment at Carleton Park, Woodside.

**Decision**

The committee agreed: -

- (1) to defer the decision to allocate £30,000 match funding for Carleton Park, Woodside to the next meeting of the Glenrothes Area Committee on 2 April 2025; and
- (2) that an elected member workshop would be arranged to look at the play park strategy for 2025-2026 and to explore the funding process for upgrading playparks when there was community involvement.

*The meeting adjourned at 3.10 pm and reconvened at 3.25 pm during the above item.*

**154. 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 2023 to 31 March 2024.

**Decision**

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

**155. 2023/24 LOCAL AREA ECONOMIC PROFILES**

The committee considered a report by the Service Manager, Place, Programmes and Policies providing an annual overview of the performance of the local economy and labour market in the Glenrothes area. The information presented was intended to provide background and context to council activity within the Glenrothes area to help inform area committee discussion and decision-making.

**Decision**

The committee: -

- (1) noted the activity undertaken by Business and Employability Services in 2023/24 and 2024/25 to date;
- (2) acknowledged the issues raised by an analysis of the latest available economic data; and

- (3) agreed that an updated report on the Town Centre Masterplan would be submitted to a future meeting of the committee in 2025.

**156. SUPPORTING THE PLAN 4 GLENROTHES AREA: COMMUNITY RECOVERY FUND**

The committee considered a report by the Head of Communities and Neighbourhoods Services seeking approval to allocate £50,402 funding from the Community Recovery Fund (CRF) for the Glenrothes Area to enable the continuation of two temporary Welfare Support Assistant posts until 31 March 2026.

**Decision**

The committee agreed to approve £50,402 from the Community Recovery Fund for the two temporary Welfare Support Assistant posts until 31 March 2026.

**157. 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 contents of the report.

**158. GLENROTHES AREA COMMITTEE FORWARD WORK PLAN**

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

**Decision**

The committee: -

- (1) noted the draft workplan for the Glenrothes Area Committee;
- (2) agreed that committee members would advise the Convener, Depute Convener, Lead Officer and Committee Officer of any other items within the remit of the committee to be added to the workplan; and
- (3) agreed that a workshop was to be arranged with Housing Officers to follow up on the local area housing plan as agreed at the 2nd October 2024 meeting (para. 133(2) of 2024 GAC 58 refers). Elected members asked to explore at the workshop the housing arrangements for the site at Alexander Road, Glenrothes, with a view of having a follow up briefing note or a report submitted to a future meeting of the committee, to be agreed and determined following the workshop.

**THE FIFE COUNCIL - LEVENMOUTH AREA COMMITTEE**

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

**27 November 2024**

**9.35 am – 11.05 am**

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

**ATTENDING:** Eleanor Hodgson, Accountant, Finance and Corporate Services; Eva Martinez, Technician Engineer Traffic Management, Roads and Transportation Services; Peter Nicol, Housing Team Manager, Housing Services; David Thomson, Customer Experience Lead Officer, Information Management & Requests; David Paterson, Community Manager (Levenmouth), Jen Watt, Local Development Officer (Levenmouth), Communities and Neighbourhoods Service and Kerry Elliott, Committee Officer, Legal and Democratic Services.

**ALSO ATTENDING:** Christine McLean, Head of Cultural Heritage and Wellbeing, OnFife

The convener was required to vary the sequence of the reports to take item 6 (para.177) prior to item 5 (para.176).

**173. DECLARATIONS OF INTEREST**

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

**174. MINUTE**

The committee considered the minute of the Levenmouth Area Committee of 2 October 2024.

**Decision**

The committee agreed to approve the minute.

**175. LEVENMOUTH ONFIFE UPDATE REPORT**

The committee considered a report by the Head of Cultural Heritage and Wellbeing, OnFife, providing members with a summary of the engagement work undertaken across Levenmouth and the activities delivered at Methil Heritage since it's reopening in April 2024.

**Decision**

The committee: -

- 1) noted the content of the report;
- 2) acknowledged the extension of the fixed-term Community Engagement Coordinator contract on a part time basis from March to September 2025; and

- 3) agreed to release the second and final instalment of funding from the Community Recovery Fund to complete the project and fund the salary costs for the Community Engagement Coordinator.

**176. PROPOSED 20MPH ZONE – A955 & NEW CASTLE GAIT HOUSING ESTATE, EAST WEMYSS**

The committee considered a report by the Head of Roads and Transportation Services outlining a proposal to introduce a 20mph zone on roads constructed within the new Castle Gait housing estate and an extension to the current 20mph zone on the A955, along the west end of East Wemyss.

**Decision**

The committee in the interests of road safety agreed to: -

- 1) the promotion of a Traffic Regulation Order (TRO) to introduce a 20mph zone as detailed in appendix 1, drawing no. TRO24/48 of the report, with all ancillary procedures; and
- 2) authorise officers to confirm the Traffic Regulation Order within a reasonable period unless there are objections.

**177. COMMON GOOD AND SETTLEMENT TRUST FUNDS ANNUAL REPORT 2023-2024**

The committee considered a report by the Executive Director Finance and Corporate Services, advising members of the current status of the Common Good and Settlement Trust funds in the area and relevant fund activities over the financial year 2023-2024.

**Decision**

The committee: -

- 1) noted the information contained in the relevant appendices for the various Common Good funds and Trust funds; and
- 2) agreed to continue to support the disbursement of Trusts funds to suitable projects which also included the amalgamation of individual trusts and where appropriate the dissolution of individual trusts including transferring the funds to suitable third party organisations who are providing similar support to local priorities.

**178. COMPLAINTS ANNUAL UPDATE**

The committee considered a report by the Executive Director of Communities providing members with an overview of complaints received relating to the Levenmouth area for the year from 1 April 2023 to 31 March 2024.

**Decision**

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

**179. AREA HOUSING PLAN 2024 - 2025**

Prior to consideration of the following item, the committee were advised of two corrections relating to data contained within the Levenmouth Area Housing Plan 2024-2025. The committee were advised that in relation to page 64, the number of Tenant and Resident Associations should be detailed as '5'; and in relation to page 68, reference to 'Largoward' is to be removed under the Action description column relating to rewiring work.

The committee considered a report by the Head of Housing Services seeking approval for a revised area housing plan setting out area performance, service delivery and key housing issues.

**Decision**

The committee approved the Levenmouth Area Housing plan for 2024-2025.

**180. 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 from members to the continuation of funding to employ a specialist welfare support worker based within the Levenmouth Justice Social Work team.

**Decision**

The committee: -

- 1) agreed to the continuation of funding from the local community planning budget (LCPB) anti-poverty budget, to fund the role of the specialist welfare support worker for the full two years;
- 2) noted and agreed the request for funding for the current year at £37,500; and
- 3) noted that a further report would be submitted to the area committee in 2025/2026 requesting a total of £21,875 from the LCPB anti poverty budget.

**181. SUPPORTING THE LEVENMOUTH LOCAL COMMUNITY PLAN – LEVEN TOWN CENTRE FESTIVE LIGHTS**

The committee considered a report by the Head of Communities and Neighbourhoods seeking agreement from members for a contribution from the Local Community Planning Budget (LCPB) of £7,500 towards the festive light display specifically relating to funding from the Ward 21 budget.

**Decision**

The committee agreed: -

- 1) to a contribution of £7,500 from the LCPB budget towards the cost of erecting and dismantling the festive decorations for Leven town centre during November/December 2024; and

- 2) that additional costs in terms of repairs to fixing points identified during the erection would be covered separately through delegated decision making if under the £5,000 threshold.

**182. SUPPORTING THE LEVENMOUTH LOCAL COMMUNITY PLAN – CASTLE FURNITURE- LEVENMOUTH INDEPENDENCE INITIATIVE (LII) -ANTI POVERTY YEAR 2**

The committee considered a report by the Head of Communities and Neighbourhoods seeking agreement for a contribution from the Local Community Planning Budget (LCPB) anti-poverty fund of up to £12,000, towards the ongoing delivery of an enhanced package of help to facilitate the provision of furniture and white goods to households in need. The contribution would allow a continuation of the project initially supported by committee in May 2023.

**Decision**

The committee: -

- 1) agreed a contribution of £12,000 in the current financial year to cover the costs relevant to the enhanced package of assistance to provide furniture and white goods to referred households in need;
- 2) noted that a further report seeking a contribution for the 2025/26 financial year would be brought to the 2 April 2025 committee for consideration; and
- 3) noted that most items distributed to households would be reused and reconditioned, which supports the areas stated aims on progressing activity that has a positive impact on climate change concerns.

**183. SUPPORTING THE LEVENMOUTH LOCAL COMMUNITY PLAN – CORRA SUPPORT – ANTI POVERTY FUNDING**

The committee considered a report by the Head of Communities and Neighbourhoods seeking agreement for a contribution of £19,000 from the Local Community Planning Budget (LCPB) anti poverty fund to support the continuation of Corra Foundation officer activity in the Levenmouth Area over the fiscal 2024/2025 year.

**Decision**

The committee: -

- 1) agreed a contribution of £19,000 from the LCPB anti-poverty fund to support the continuation of CORRA officer activity in the Levenmouth area for 2024/2025; and
- 2) noted that a future report would be brought to committee detailing relevant activity updates in 2025/2026 to secure equivalent funding.

**184. SUPPORTING THE LEVENMOUTH LOCAL PLAN – GREIG INSTITUTE WINDYGATES - CHANGING ROOM WORK**

The committee considered a report by the Head of Communities and Neighbourhoods seeking agreement to allocate £10,524 from the Community

Recovery Fund (CRF) to carry out work to the changing rooms at Greig Park, Windygates.

**Decision**

The committee agreed to a contribution of £10,524 from the CRF budget to carry out work to upgrade the changing rooms at Greig Park, Windygates.

**185. SUPPORTING THE LEVENMOUTH LOCAL PLAN – ALLOCATION OF CAPITAL FUNDS**

The committee considered a report by the Head of Communities and Neighbourhoods seeking agreement for the allocation of funding from both Local Capital Budgets and Community Recovery Funds towards the Bishops Court Public Realm Project and the Herd Park Pavilion Renewal Project.

**Decision**

The committee agreed to allocate: -

- 1) £77,500 capital funding to the Bishops Court Public Realm Project;
- 2) £60,000 CRF funding to the Bishops Court Public Realm Project;
- 3) £35,500 capital funding to the Herd Park Pavilion Renewal Project; and
- 4) £65,000 CRF funding to the Herd Park Pavilion Renewal Project.

**186. PROPERTY TRANSACTIONS**

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

**Decision**

The committee noted the contents of the report.

**187. LEVENMOUTH AREA COMMITTEE FORWARD WORK PROGRAMME**

The committee considered a report by the Executive Director Finance and Corporate Services, relating to the future work programme of the Levenmouth Area Committee.

**Decision**

The committee: -

- 1) noted the content of the Levenmouth Area Committee forward workplan; and



## **2024 LAC 72**

- 2) agreed that members would advise the Convener, Depute Convener, Lead Officer and Committee Officer of any other items to be included on the workplan, within the remit of the committee.

**THE FIFE COUNCIL - LEVENMOUTH AREA COMMITTEE – BLENDED MEETING**

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

**12 February 2025**

**9.30 am – 10.35 am**

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

**ATTENDING:** Vicki Storrar, Lead Consultant - Roads Lighting and Asset Management, Roads and Lighting Asset Management; Steve Sellars, Lead Consultant, Road Safety and Travel Planning; Phil Clarke, Lead Consultant, Levenmouth Reconnect Programme; David Paterson, Community Manager (Levenmouth), Communities and Neighbourhoods; and Kerry Elliott, Committee Officer, Legal and Democratic Services.

**ALSO ATTENDING:** Aidan Duncan, Outdoor Education Manager, Fife Coast and Countryside Trust and Anne Marie Smith, Senior Health Promotion Officer, NHS Fife.

**188. DECLARATIONS OF INTEREST**

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

**189. MINUTE**

The committee considered the minute of the Levenmouth Area Committee of 27 November 2024.

**Decision**

The committee agreed to approve the minute.

**190. AREA ROADS PROGRAMME 2025 - 2026**

The committee considered a report by the Head of Roads and Transportation Services outlining the projects proposed for inclusion in the 2025-2026 Area Roads Programme for the Levenmouth area.

**Decision**

The committee: -

- (1) approved the report and appendices 1-3;
- (2) delegated authority to the Head of Roads and Transportation Services to manage the lists of Category 1 and 2 projects in line with the available resources/funding as the programme develops, in consultation with the Area Convener and Depute Convener; and
- (3) noted appendices 4 and 5.

**191. LEVENMOUTH RECONNECTED PROGRAMME LARGE GRANT AWARDS**

The committee considered a report by the Head of Roads and Transportation Services asking members to consider the Leven River Park Programme project recommended for funding from the fourth round of the Levenmouth Reconnected Programme Large Grant Fund.

**Decision**

The committee: -

- (1) approved a grant award of £850,000 from the Levenmouth Reconnected Programme Large Grant fund to Green Action Trust for the Leven River Park Programme project;
- (2) agreed that a standing item be added to the forward work to consider progress on all projects awarded through the Levenmouth Reconnected Programme Grant Fund; and
- (3) agreed that future reports would include an evaluation section outlining objectives achieved.

**192. SUPPORTING THE LEVENMOUTH LOCAL COMMUNITY PLAN – GREEN HEALTH PARTNERSHIP**

The committee considered a report by the Head of Communities and Neighbourhoods Services seeking agreement for a contribution of £70,000 from the Community Recovery Fund (CRF), to part fund the Green Health Partnership approach which sits within the Leven River Parks Programme.

**Decision**

The committee: -

- (1) agreed to a contribution of £70,000 from the Community Recovery Fund as match funding to cover the costs relevant to the employment of a Green Health Partnership Coordinator;
- (2) noted that funding would not be released until after April 2025 to align with the release of funding from the National Lottery Heritage Fund (NLHF), allocated to the wider River Parks Programme; and
- (3) agreed that an update report from Green Health Partnership would be brought to the Levenmouth Area Committee on 25 June 2025.

**193. SUPPORTING THE LEVENMOUTH LOCAL COMMUNITY PLAN – VARIATION TO SPEND**

The committee considered a report by the Head of Communities and Neighbourhoods Services seeking agreement for a transfer of an underspend of £4,904 from the Leven skatepark project to an alternative project in ward 21;

namely the renewal of some of the play equipment at the adjacent beach play area.

**Decision**

The committee: -

- (1) agreed to transfer the underspend of £4,904 from the Levenmouth skatepark project to another project within ward 21;
- (2) noted that the preferred recipient project would be the adjacent beach play area; and
- (3) noted that additional funding would still require to be identified to take the beach play area project forward.

**194. SUPPORTING THE LEVENMOUTH LOCAL COMMUNITY PLAN – CASH FIRST LEVENMOUTH**

The committee considered a report by the Head of Communities and Neighbourhoods Services seeking agreement for a contribution from the Local Community Planning Budget (LCPB) Anti Poverty fund of £25,000 to promote a two-phase Cash First initiative in Levenmouth.

**Decision**

The committee: -

- (1) agreed the funding request of £25,000 from the LCPB Anti Poverty fund for the Cash First project; and
- (2) noted that the pilot would be used to inform future poverty intervention approaches in Levenmouth.

**195. 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 in the Levenmouth area.

**Decision**

The committee noted the contents of the report.

**196. LEVENMOUTH AREA COMMITTEE FORWARD WORK PROGRAMME**

The committee considered a report by the Executive Director Finance and Corporate Services, relating to the future work programme of the Levenmouth Area Committee.

**Decision**

The committee: -

- (1) noted the content of the Levenmouth Area Committee forward workplan;
- (2) agreed as detailed in Para. 191 (2) above, that a standing item on the Levenmouth Reconnected Programme (LRP) Grant Funding be added to the forward work plan for the Levenmouth Area Committee;
- (3) agreed that members would advise the Convener, Depute Convener, Lead Officer and Committee Officer of any other items to be included on the workplan, within the remit of the committee.

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

**Regency House, Halbeath**

**10 December 2024**

**9.30 am – 10.30 am**

- PRESENT:** Councillors James Calder (Convener), Naz Anis-Miah, Lynn Ballantyne-Wardlaw, Auxi Barrera, Aude Boubaker-Calder, Gavin Ellis, Derek Glen, Cara Hilton, Jim Leishman and Gordon Pryde.
- ATTENDING:** Andrew Gallacher, Community Manager, Communities; Lesley Craig, Lead Consultant, Traffic Management, Cara Gourlay, Technician Engineer, Roads and Transportation Services; Eleanor Hodgson, Accountant, Emma Whyte, Committee Officer, Finance and Corporate Services
- ALSO ATTENDING:** Gillian Taylor, Chief Executive Office, Carnegie Dunfermline Trust (for paragraph 175).
- APOLOGY FOR ABSENCE:** Councillor Jean Hall-Muir.

**173. DECLARATIONS OF INTEREST**

Councillor Glen, for transparency reasons, stated that he had a connection relating to paragraph 180 – Common Good and Settlement Trust Funds Annual Report 2023 - 2024 – as he was a Trustee of the Dunfermline Regeneration Trust but did not consider this amounted to an interest as the report was for noting and remained in the meeting for the item.

**174. MINUTE**

The committee considered the minute of the meeting of the City of Dunfermline Area Committee of 1 October 2024.

**Decision**

The committee agreed to approve the minute.

**175. CITY PLAN (DUNFERMLINE'S LOCAL COMMUNITY PLAN) UPDATE**

The committee considered a report by the Head of Communities and Neighbourhoods Services providing an update on the progress of developing a new local community plan for the City of Dunfermline.

**Decision**

The committee:-

- (1) noted the progress made in developing a new plan for the city; and

- (2) agreed to continue to support and participate in the plan's development.

**176. LOCAL COMMUNITY PLANNING BUDGET REQUEST - DUNFERMLINE – A CITY BUILT ON HERITAGE/CULTURE LED CITY**

The committee agreed to defer consideration of this item to allow for further information to be provided.

**177. OBJECTIONS TO PROPOSED SPEED LIMIT REDUCTIONS– A994 AND CROSSFORD**

The committee considered a report by the Head of Roads and Transportation Services seeking agreement to overrule the objections to the proposed introduction of a 40mph speed limit on the A994 between Crossford and Cairneyhill and the proposed introduction of a 20mph speed limit on Main Street, Cairneyhill Road and Waggon Road, Crossford.

**Decision**

The committee agreed to set aside the seven outstanding objections to the proposed Traffic Regulation Order proposing the 20mph and 40mph speed limits, as shown in drawing nos. TRO\_14a and 14b (appendices 1 and 2 of the report), to allow the Order to be made and the speed limits put in place.

**178. PROPOSED PARKING PROHIBITION – GARVOCK HILL, DUNFERMLINE**

The committee considered a report by the Head of Roads and Transportation Services detailing a proposal to introduce a "No Waiting at Any Time" parking prohibition on Garvock Hill, Dunfermline.

**Decision**

The committee, in the interests of road safety:-

- (1) agreed to the promotion of a Traffic Regulation Order (TRO) to introduce the parking prohibition as detailed in Drawing No. TRO24\_44, with all ancillary procedures; and
- (2) authorised officers to confirm the Traffic Regulation Order within a reasonable period unless there were objections.

**179. PROPOSED 20MPH SPEED LIMIT – ROBERTSON ROAD, DUNFERMLINE**

The committee considered a report by the Head of Roads and Transportation Services detailing a proposal to introduce a 20mph zone on Robertson Road, Dunfermline.

**Decision**

The committee, in the interests of road safety:-

- (1) agreed to the promotion of a Traffic Regulation Order (TRO) to introduce a 20mph speed limit as detailed in Drawing No. TRO24\_54, with all ancillary procedures; and

- (2) authorised officers to confirm the Traffic Regulation Order within a reasonable period unless there were objections.

**180. COMMON GOOD AND SETTLEMENT TRUST FUNDS ANNUAL REPORT 2023 - 2024**

The committee considered a report by the Executive Director, Finance and Corporate Services advising on the current status of the Common Good and Settlement Trust funds in the area and relevant fund activities over the financial year 2023 - 2024.

**Decision**

The committee:-

- (1) noted the information contained in the relevant appendices for the various Common Good funds and Trust funds; and
- (2) agreed to continue to support the disbursement of Trusts funds to suitable projects which included the amalgamation of individual trusts and where appropriate the dissolution of individual trusts including transferring the funds to suitable third party organisations who provided similar support to local priorities.

**181. NOTICE OF MOTION**

Councillor Boubaker-Calder, seconded by Councillor Ellis, moved as follows:-

“The City of Dunfermline Area Committee notes that the recent UK budget statement stated that *"the Government is minded cancelling the unfunded Levelling Up culture and capital projects"* and is concerned that Dunfermline could lose the £5 million of funding previously committed.

Committee wishes to express its strong support for the funding to be delivered for local cultural projects and notes that as Scotland's newest city, its residents want to see investment from both their Governments.

Committee requests that the City of Dunfermline Area Convener write to the Chancellor of the Exchequer requesting that Dunfermline receives the Levelling Up Funding our city and her residents deserve.”

**Decision**

The committee approved the motion unanimously.

**182. CITY OF DUNFERMLINE 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 this committee.

**Decision**

The committee:-



## **2024 CODAC 74**

- (1) noted the draft workplan for the City of Dunfermline Area Committee; and
- (2) agreed to advise the Convener, Lead Officer and Committee Officer of any suggestions for specific areas they would like to see covered in any future report.

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

**Regency House, Halbeath**

**4 February 2025**

**9.30 am – 11.10 am**

**PRESENT:** Councillors James Calder (Convener), Naz Anis-Miah, Lynn Ballantyne-Wardlaw, Aude Boubaker-Calder, Derek Glen, Jean Hall-Muir, Jim Leishman and Gordon Pryde.

**ATTENDING:** Andrew Gallacher, Community Manager, Communities and Neighbourhoods Services; Vicki Storrar, Lead Consultant - Roads Lighting and Asset Management, Lesley Craig, Lead Consultant, Traffic Management, Roads and Transportation Services; Emma Whyte, Committee Officer, Finance and Corporate Services.

**APOLOGY FOR ABSENCE:** Councillor Cara Hilton.

Prior to the start of business, the Convener intimated the intention to vary the sequence of items from that on the agenda. Para 186 below was considered after Para 191 below.

**183. DECLARATIONS OF INTEREST**

Councillor Glen declared an interest in Para 186 below - Community Recovery Fund Application - Media City - as he was a Trustee of the Dunfermline Regeneration Trust.

Councillor Hall Muir declared an interest in Para 186 below - Community Recovery Fund Application - Media City - as she was a Trustee of the Dunfermline Regeneration Trust.

**184. MINUTE**

The committee considered the minute of the meeting of City of Dunfermline Area Committee of 10 December 2024.

**Decision**

The committee agreed to approve the minute.

**185. AREA ROADS PROGRAMME 2025 - 2026**

The committee considered a report by the Head of Roads and Transportation Services which identified the projects which were proposed for inclusion in the 2025-26 Area Roads Programme for the City of Dunfermline Area.

**Decision**

The committee:-

- (1) approved the report and Appendices 1-3;

## 2025 CODAC 76

- (2) delegated authority to the Head of Assets, Transportation and Environment to manage the lists of Category 1 and 2 projects in line with the available resources/funding as the programme developed, in consultation with the Area Convener and Depute Convener; and
- (3) noted Appendices 4 and 5.

*The meeting adjourned at 10.30 am and reconvened at 10.35 am.*

*Councillors Glen and Hall Muir left the meeting prior to consideration of the following item having earlier declared an interest.*

*Councillors Anis-Miah and Boubaker-Calder joined the meeting prior to consideration of the following item.*

### **186. COMMUNITY RECOVERY FUND APPLICATION - MEDIA CITY**

The committee considered a report by the Head of Communities and Neighbourhoods Service seeking agreement of a contribution of £24,100 from the Community Recovery Fund to support phase 1 of the Media City Vision by Dunfermline Regeneration Trust.

#### **Decision**

The committee agreed:-

- (1) to a contribution of £24,100 from the Community Recovery Fund (£14,500 for feasibility studies and £9,600 to appoint 2 temporary consultants for a 6 month period); and
- (2) that the Carnegie Hall and Music Institute Complex should be added to the list of properties already identified for inclusion in the feasibility studies.

*Councillors Glen and Hall Muir rejoined the meeting after consideration of the above item.*

### **187. LOCAL COMMUNITY PLANNING BUDGET APPLICATION - WINTER 2025 SUPPORT**

The committee considered a report by the Head of Communities and Neighbourhoods Service seeking agreement for a contribution of £30,000 from the Local Community Planning Budget (Anti-Poverty Fund) to support residents of the City of Dunfermline over the Winter period of 2025/26.

#### **Decision**

The committee agreed a contribution of £30,000 from the Local Community Planning Budget (Anti-Poverty Fund) to support residents of the City of Dunfermline over the Winter period of 2025/26.

### **188. LOCAL COMMUNITY PLANNING BUDGET APPLICATION - ANTI-POVERTY STAFFING 2025/26**

The committee considered a report by the Head of Communities and Neighbourhoods Service seeking agreement for a contribution of £78,338 from the Local Community Planning Budget (Anti-Poverty Fund) to continue to provide additional staff hours for a Welfare Support Assistant, Anti-Poverty Support

## 2025 CODAC 77

Officer, Community Education Work and a Tutor in cooking skills. All of these positions focus on aspects of work across the City of Dunfermline that support the Tackling Poverty and Preventing Crisis agenda.

### **Decision**

The committee agreed a contribution of £78,338 from the Local Community Planning Budget (Anti-Poverty Fund) to support additional staff hours for the following posts:-

- Welfare Support Worker (FC6 x 18 hours = £20,129)
- Community Education Worker (FC7 - x 6 hours = £8,173)
- Anti-Poverty Support Officer (FC5 x 36 hours = £36, 663)
- Community Food Tutor (FC6 x 12 hours = £13,373)

### **189. LOCAL COMMUNITY PLANNING BUDGET APPLICATION - HEALTH & SOCIAL CARE PARTNERSHIP COMMUNITY BASED WELL WORKER**

The committee considered a report by the Head of Communities and Neighbourhoods Service seeking agreement for a contribution of £19,827 from the Local Community Planning Budget (Anti-Poverty Fund) to allow for the continuation of a part-time Well Link Worker post for the City of Dunfermline in 2025/26.

### **Decision**

The committee agreed a contribution of £19,827 from the Local Community Planning Budget (Anti-Poverty Fund) to allow for the continuation of a part-time Well Link Worker post.

### **190. LOCAL COMMUNITY PLANNING BUDGET REQUEST - COMMUNITY HOLIDAY AND EVENT CHEST FUND**

The committee considered a report by the Head of Communities and Neighbourhoods Service seeking agreement for a contribution of £20,000 from the Local Community Planning Budget (Anti-Poverty Fund) to support the delivery of community events and holiday activities across the City of Dunfermline area.

### **Decision**

The committee agreed a contribution of £20,000 from the Local Community Planning Budget (Anti-Poverty Fund) to support the delivery of community events and holidays activities across the City of Dunfermline area.

### **191. LOCAL COMMUNITY PLANNING BUDGET REQUEST - DUNFERMLINE – A CITY BUILT ON HERITAGE/CULTURE LED CITY**

The committee considered a report by the Head of Communities and Neighbourhoods Service seeking agreement for a contribution of £45,000 from the Local Community Planning Budget (£15,000 split over three years from 2025 to 2028) towards the City Built on Heritage Project. The contribution would enable the project to focus on using built and natural heritage assets to celebrate and define, design and deliver a programme of cultural engagement to promote the history and future of the City of Dunfermline.

**Decision**

The committee agreed:-

- (1) a contribution of £45,000 to be divided over a three year period, equating to £15,000 per year for each year from the Dunfermline Area held portion of the budget due to the overall geographic benefit to the city;
- (2) that officers would identify and agree key deliverables with the project team for delivery for each year of the project's lifespan;
- (3) that officers would review the deliverable outputs each year with the project team, prior to agreeing future outputs for the succeeding years;
- (4) that a six monthly update on the project be provided to members through a megaward meeting and an annual progress report to this committee; and
- (5) to note that the project spreads across all Local Community Planning priorities.

**192. 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.

**193. CITY OF DUNFERMLINE 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 this committee.

**Decision**

The committee:-

- (1) noted the draft workplan for the City of Dunfermline Area Committee; and
- (2) agreed to advise the Convener, Lead Officer and Committee Officer of any suggestions for specific areas they would like to see covered in any future report.

**THE FIFE COUNCIL - KIRKCALDY AREA COMMITTEE – BLENDED MEETING**

**Small Committee Room, 1<sup>st</sup> Floor, Town House, Kirkcaldy**

**17 December 2024**

**2.00 pm – 3.45 pm**

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

**ATTENDING:** Julie Dickson, Community Manager, Lesley Pringle, Community Development Team Manager, Communities and Neighbourhoods Service; Elaine Campbell, Housing Team Manager, Housing Services; Eleanor Hodgson, Accountant, Finance and Corporate Services; Scott Clelland, Service Manager, Grounds Maintenance Service, Alexander Anderson, Service Manager, Domestic Waste and Street Cleansing Service, Richard Brown, Team Manager, Grounds Maintenance Service, Environment and Building Services; Lesley Robb, Lead Officer, Committee Services and Elona Thomson, Committee Officer, Finance and Corporate Services.

**ALSO ATTENDING:** Eliza Twaddle, representing Lead Petitioner Fiona Embleton (for paragraph 130)

**128. DECLARATIONS OF INTEREST**

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

**129. MINUTE**

The committee considered the minute of the Kirkcaldy Area Committee of 22 October 2024.

**Decision**

The committee agreed to approve the minute.

**130. PETITION - SAVE OUR SPLASH PARK**

In terms of Standing Order No. 13.0, the committee considered a petition submitted by Fiona Embleton, in conjunction with Burntisland Primary School Parent Council, containing 204 signatures, the terms of the petition being - "to replace the existing splash park on the Links with a similar splash park"

The Convener invited Eliza Twaddle to provide a brief statement in support of the petition on behalf of the lead petitioner, following which Members were invited to ask questions. The Convener then invited the Community Manager to provide a verbal update from the service, following which Members were invited to ask questions.

**Decision**

The committee agreed:

- (1) that a Members Workshop be arranged in January 2025; and
- (2) that a further written report be submitted by the Service to the next meeting of this committee on 25 February 2025.

**131. SUPPORTING THE PLAN 4 KIRKCALDY AREA - APPLICATION FOR LCPB FUNDING - THE HIVE**

The committee considered a report from the Head of Communities and Neighbourhoods presenting an application from The Hive for the allocation of £6000 of funding from the Local Community Planning Budget to install a stairlift.

**Decision**

The committee: -

- (1) agreed a grant award of £6000 for the purchase and installation of a stairlift; and
- (2) noted that The Hive will absorb the cost of future servicing and maintenance of the stairlift.

*Councillor K. Leslie left the meeting during consideration of the following item.*

**132. DOMESTIC WASTE, STREET CLEANSING AND GROUNDS MAINTENANCE SERVICE ANNUAL REVIEW**

The committee considered a report by the Head of Environment and Building Services reviewing the progress and performance of Domestic Waste, Street Cleansing and Grounds Maintenance Service for 2023/24, noting the service planning objectives for 2024/25 and the direction of travel.

**Decision**

The committee noted: -

- (1) the continued Service development and performance in grounds maintenance, domestic waste collection and street cleansing services in 2024; and
- (2) the plans to deliver local priorities and help communities shape their environment.

**133. AREA HOUSING PLAN 2024-25**

The committee considered a report by the Head of Housing Services seeking approval for a revised Area Housing Plan setting out area performance, service delivery and key housing issues.

**Decision**

The committee approved the Kirkcaldy Area Housing plan for 2024-2025.

**134. COMMON GOOD AND SETTLEMENT TRUST 2023-24 ANNUAL REPORT**

The committee considered a report by the Executive Director Finance and Corporate Services, advising members of the current status of the Common Good and Settlement Trust funds in the area and relevant fund activities over the financial year 2023-2024.

**Decision**

The committee: -

- (1) noted the information contained in the appendices to the report for the various Common Good and Trust Funds; and
- (2) agreed to continue to support the disbursement of Trusts Funds to suitable projects which would also include the amalgamation of individual trusts and where appropriate the dissolution of individual Trusts, including transferring the funds to suitable third-party organisations who were providing similar support to local priorities.

**135. PROPERTY TRANSACTIONS**

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

**Decision**

The committee noted the contents of the report.

**136. KIRKCALDY AREA COMMITTEE FORWARD WORK PROGRAMME**

The committee considered a report by the Executive Director Finance and Corporate Services, relating to the future work programme of the Kirkcaldy Area Committee.

**Decision**

The committee: -

- (1) noted the content of the Kirkcaldy Area Committee forward workplan; and
- (2) agreed that members would advise the Convener, Depute Convener, Lead Officer and Committee Officer of any other items to be included on the workplan, within the remit of the committee.



**THE FIFE COUNCIL - KIRKCALDY AREA COMMITTEE – BLENDED MEETING**

**Small Committee Room, 1st Floor, Town House, Kirkcaldy**

**25 February, 2025**

**2.00 pm – 4.30pm**

**PRESENT:** Councillors Ian Cameron (Convener), Blair Allan, Lesley Backhouse, Alistair Cameron, Rod Cavanagh, Kathleen Leslie, Carol Lindsay, Julie MacDougall, Nicola Patrick and David Ross.

**ATTENDING:** Julie Dickson, Community Manager, Louise Whyte, Capital Projects Manager, Communities and Neighbourhoods Service; Andy Paterson, Lead Consultant, Car Parking Strategy and Operations, Lesley Craig, Lead Consultant, Traffic Management, Vicki Storrar, Lead Consultant, Roads Lighting and Asset Management, Keith Johnston, Technician Engineer, Traffic Management, Roads and Transportation Services; Pamela Stevenson, Service Manager, Business and Employability; Alison Laughlin, Economy Adviser, Programmes and Policies, Property Services; Lesley Robb, Lead Officer, Committee Services and Elona Thomson, Committee Officer, Finance and Corporate Services.

**APOLOGIES FOR ABSENCE:** Councillors Judy Hamilton and James Leslie.

**137. DECLARATIONS OF INTEREST**

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

**138. MINUTE**

The committee considered the minute of the Kirkcaldy Area Committee of 17 December 2024.

**Decision**

The committee approved the minute.

**139. AREA ROADS PROGRAMME 2025-26**

The committee considered a report by the Head of Roads and Transportation Services which identified the projects proposed for inclusion in the 2025-26 Area Roads Programme for the Kirkcaldy area.

*During discussion of the item the meeting adjourned at 2.25pm and re-convened at 2.40pm.*

**Decision**

The committee: -

- (1) approved the report and Appendices 1-3;
- (2) delegated authority to the Head of Assets, Transportation and Environment to manage the lists of Category 1 and 2 projects in line with the available resources/funding as the Programme developed, in consultation with the Area Convener, Depute Convener and all elected members in the affected wards; and
- (3) noted Appendix 4.

**140. KIRKCALDY TOWN CENTRE - PROPOSED PARKING AMENDMENTS**

The committee considered a report from the Head of Roads and Transportation Services proposing to amend various parking restrictions in Kirkcaldy Town Centre.

**Decision**

The committee: -

- (1) agreed to the promotion of a Traffic Regulation Order (TRO) to amend various parking restrictions as detailed in drawings nos. TRO24\_49/1 (Appendices 1-6 of the report); and
- (2) authorised officers to confirm the Traffic Regulation Order within a reasonable period unless there were objections.

**141. SUPPORTING THE PLAN 4 KIRKCALDY AREA - APPLICATION FOR COMMON GOOD MAINTENANCE - BURGH CHAMBERS COMPLEX, BURNTISLAND.**

The committee considered a report by the Head of Communities and Neighbourhoods requesting an allocation of £45,000 from the Burntisland Common Good Fund for the essential maintenance of the Burgh Chambers, Burntisland.

**Decision**

The committee agreed the funding request of £45,000 from the Common Good Fund for the essential maintenance of the Burgh Chambers, Burntisland.

**142. SUPPORTING THE PLAN 4 KIRKCALDY AREA - APPLICATION FOR COMMON GOOD MAINTENANCE - DOO DELL STEPS, KINGHORN.**

The committee considered a report by the Head of Communities and Neighbourhoods requesting a contribution of £10,000 from the Kinghorn Common Good Fund for essential maintenance of the steps at Doo Dell, Kinghorn.

**Decision**

The committee agreed the funding request of £10,000 from the Kinghorn Common Good Fund for essential maintenance of the Doo Dell Steps, Kinghorn.

**143. EAST LINKS, BURNTISLAND - SPLASH PAD REPLACEMENT**

The committee considered a report by the Head of Communities and Neighbourhoods providing information to facilitate informed decision making on the replacement of the East Links splash pad, Burntisland.

The committee noted that, following approval of funding for the project at Fife Council budget meeting on 20 February 2025, a revised report was issued to members prior to the meeting detailing amendments to the proposed funding options for the three designs detailed in the report.

**Decision**

The committee: -

- (1) noted the costs and logistics of delivering the replacement of the splashpad play feature on the East Links, Burntisland;
- (2) agreed to proceed with option 3, a full splash pad - wet play area at a proposed cost of £312K;
- (3) approved the allocation of £59,000 from the Burntisland Common Good Fund; and
- (4) noted the remaining £253K of funding for the project would be as follows:
  - £150K – General Fund
  - £70K - Scottish Government funding
  - £30K – FET funding
  - £3K – Crowd Funding

*Councillor K. Leslie left the meeting prior to consideration of the following item.*

**144. LOCAL AREA ECONOMIC PROFILES - ANNUAL REPORT**

The committee considered a report by the Service Manager, Employability and Employer Engagement providing an annual overview of the performance of the Kirkcaldy Area's local economy and labour market, along with the business

support, strategic investment and employability activity carried out in the area by Business and Employability Services. The information presented was intended to provide background and context to council activity within the Kirkcaldy Area and to help inform area committee discussion and decision-making.

*During discussion of the item the meeting adjourned at 4.10pm and re-convened at 4.20pm.*

**Decision**

The committee: -

- (1) noted the activity undertaken by Business and Employability Services in 2023/24 and in 2024/25;
- (2) considered and acknowledged the issues raised by an analysis of the latest available economic data; and
- (3) agreed that a Members Workshop be arranged to identify future opportunities for the Kirkcaldy Area.

*Councillors Cavanagh, Patrick and Ross left during consideration of the above item.*

**145. PROPERTY TRANSACTIONS**

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

**Decision**

The committee noted the contents of the report.

**146. KIRKCALDY AREA COMMITTEE FORWARD WORK PROGRAMME**

The committee considered a report by the Executive Director Finance and Corporate Services, relating to the future work programme of the Kirkcaldy Area Committee.

**Decision**

The committee: -

- (1) noted the content of the Kirkcaldy Area Committee forward workplan;
- (2) agreed that members would advise the Convener, Depute Convener, Lead Officer and Committee Officer of any other items to be included on the workplan, within the remit of the committee; and

**2025 KAC 59**

- (3) requested a report from Officers within Roads and Transportation Services on “Options to Make Parking Free for Leisure Centre Users in the Kirkcaldy Area”

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

**JP Court Room, County Buildings, Cupar**

**9 December 2024**

**10.00 am – 12.00 pm**

**PRESENT:** Councillors Jonny Tepp (Convener), John Caffrey, Al Clark, Fiona Corps, Sean Dillon, Stefan Hoggan, Gary Holt, Allan Knox, Robin Lawson, Jane Ann Liston, Donald Lothian, David MacDiarmid and Ann Verner.

**ATTENDING:** Alan Paul, Head of Property Services; Morag Millar, Service Manager - Place Programmes and Policies; David Grove, Lead Officer, Town Centre Development; Gemma Slight, Economic Adviser, Place Directorate; Kirstie Freeman, Community Manager - North East Fife; Daryl Keddie, Area Community Use Team Manager, Communities and Neighbourhood Services; Lesley Kenworthy, Finance Business Partner, Louise Whyte, Capital Projects Manager, Community Projects Team; Eleanor Hodgson, Accountant; Jackie Johnstone, Accountant Finance Services; Philip Blair, Team Manager - Legal Services, Planning and Environment; and Diane Barnet, Committee Officer, Legal and Democratic Services.

**APOLOGY FOR ABSENCE:** Councillor Margaret Kennedy.

**187. DECLARATIONS OF INTEREST**

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

**188. MINUTE**

The committee considered the minute of meeting of the North East Fife Area Committee of 23 October 2024.

**Decision**

The committee approved the minute.

**189. CUPARNOW DIGITAL IMPROVEMENT DISTRICT (DID) RENEWAL PROPOSAL UPDATE**

The committee considered a report by the Head of Property Services providing an update on CuparNow's Digital Improvement District renewal plan in terms of the previous report considered by North East Fife Area Committee at its meeting on 23 October 2024 (minute reference, paragraph 175. (3) of 2024.NEFAC.67 refers).

*Prior to determining this item, the committee adjourned between 11.00 am to 11.20 am to seek advice on governance matters.*

**Decision**

The committee:-

- (1) noted that the Proposer, CuparNow, formally submitted their BID Renewal Proposal to the council and the Scottish Government on 20 November 2024;
- (2) noted the update on the issues outlined in the previous committee report;
- (3) noted discussions were ongoing to agree a revised Operating Agreement between Fife Council, Destination Digital Limited and the CuparNow Steering Group, including Terms of Reference for the Steering Group;
- (4) agreed to consider an update report on progress relating to (3) above at its meeting on 23 April 2025;
- (5) agreed to amend the fourth recommendation detailed in the report to read:  
  
‘noted that the Renewal Ballot would proceed so that the levy payers could exercise their rights to decide;
- (6) agreed to remove the fifth recommendation detailed in the report – ‘delegated authority to the Head of Legal and Democratic Services to conduct the Renewal Ballot’ – as this authority already existed; and
- (7) agreed to amend the sixth recommendation detailed in the report to read:  
  
‘subject to the approval of Fife Council at its meeting on 12 December 2024 relating to consequential changes to the List of Committee Powers, that this committee would be authorised to determine the Council’s voting intention in relation to the CuparNow Digital Improvement District (DID) ballot – at its meeting on 26 February 2025.

*Councillor Knox left the meeting following consideration of the above item and Councillor Holt left the meeting during consideration of the following item.*

**190. CORN EXCHANGE CUPAR, LED LIGHTS BUDGET APPROVAL**

The committee considered a report by the Head of Communities and Neighbourhoods Service seeking agreement to allocate a sum of £4,047 to Cupar Corn Exchange LED lighting (the remaining unallocated funds from North East Fife Improving Health through Leisure and Sport, awarded in the 2017-27 Capital Plan).

**Decision**

The committee agreed to the allocation of the remaining, unallocated budget of £4,047 towards Cupar Corn Exchange LED lighting. This match funding would allow the project to progress as the full funding package was secured.

**191. COMMON GOOD AND SETTLEMENT TRUST FUNDS ANNUAL REPORT 2023-2024**

The committee considered a report by the Executive Director, Finance and Corporate Services advising on the current status of the Common Good and Settlement Trust funds in the area and relevant fund activities over the financial year 2023-2024.

**Decision**

The committee:-

- (1) noted the information contained in the relevant appendices for the various Common Good Funds and Trust Funds;
- (2) confirmed their continued support of the disbursement of Trusts funds to suitable projects which also included the amalgamation of individual trusts and, where appropriate, the dissolution of individual trusts including transferring the funds to suitable third-party organisations who were providing similar support to local priorities; and
- (3) acknowledged that a further update report was to be submitted to all area committees for their consideration – at this committee's meeting on 23 April 2025.

**192. NORTH EAST FIFE AREA COMMITTEE FORWARD WORK PLAN**

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

**Decision**

The committee:-

- (1) noted the draft workplan for North East Fife Area Committee;
- (2) noted that, in relation to ongoing concerns regarding traffic management issues in Strathkinness, that a meeting would be arranged with Roads and Transportation officers, the convener and ward members in due course;
- (3) noted that an update report relating to service provision for North East Fife Holiday Villages and St Andrews would be available for consideration at its next meeting on 26 February 2025;
- (4) as outlined at paragraph 189 (6) - CuparNow Digital Improvement District (DID) – a further report would be considered at its next meeting on 26 February 2025 to determine the council's voting intention;
- (5) as outlined at paragraph 189 (3) – CuparNow DID - agreed to consider an update report at its meeting on 23 April 2025 on progress in developing the operating agreement and terms of reference for the steering group;
- (6) as outlined at paragraph 191 (3) - Common Good and Settlement Trust Funds Annual Report 2023-2024 – agreed to consider an update report at its meeting on 23 April 2025; and



## **2024 NEFAC 74**

- (7) agreed to advise the Convener, Lead Officer and Committee Officer of any suggestions for specific areas they would like to see covered in any future report.

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

**JP Court Room, County Buildings, Cupar**

**26 February 2025**

**9.30 am – 11.45 am**

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

**ATTENDING:** Kirstie Freeman, Community Manager, North East Fife, Communities and Neighbourhoods Service; John Mitchell, Head of Roads and Transportation Services, Vicki Storrar, Lead Consultant, Roads Lighting and Asset Management and Nigel Hampton, Technician Engineer, Traffic Management, Roads and Transportation Service; David Thomson, Customer Experience Lead Officer, Customer and Online Services; Kirsty Martin, Service Manager, Employability and Employer Engagement and Alison Laughlin, Economy Adviser, Business and Employability Service; and Diane Barnet, Committee Officer, Legal and Democratic Services.

**APOLOGY FOR ABSENCE:** Councillor Allan Knox.

**193. DECLARATIONS OF INTEREST**

In terms of Standing Order No. 22, Councillor Clark, for transparency reasons, stated that he had a connection relating to paragraph 197 – Proposed Disposal and Change of Use of Common Good Land at East Bents, St Andrews – an applicant with a planning application had been in touch with him regarding the space in front of their application, being the proposed siting of the sauna - but did not consider this amounted to an interest and remained in the meeting for the item.

**194. MINUTE**

The committee considered the minute of the North East Fife Area Committee of 9 December 2024.

**Decision**

The committee approved the minute.

*Councillor Caffrey entered the meeting and Councillor Hayes joined the meeting during consideration of the following item.*

**195. PETITION - SCHOOL BRAE, LETHAM**

In terms of Standing Order No. 13.0, the committee considered a petition submitted by Mr Alan Finnie containing 125 signatures, the terms of the petition being a request that the council adopt School Brae as a Fife Council road.

The Convener thereafter invited the lead petitioner to present the petition, following which committee members were invited to ask questions.

*The committee adjourned at 9.50 am prior to consideration of the Roads and Transportation Service's report in response to the petition. The committee reconvened at 10.10 am.*

The Lead Consultant, Roads and Lighting Asset Management presented the service response to the petition, following which committee members were invited to ask questions.

**Decision**

The committee:-

- (1) thanked the lead petitioner for their presentation;
- (2) requested a further report from the Roads and Transportation Service outlining a proposed business case toward an appropriate resolution, including:
  - legal evidence that School Brae was a 'private' road;
  - information about the cost, details of the work required and relevant timescales relating to the upgrading of the road to an adoptable standard;
  - details of landowners and 'frontagers' (properties fronting School Brae) potentially responsible for the upkeep of the private road; and
  - consideration of options and sources of funding to carry out the required work;
- (3) requested that a site visit be arranged for members of the committee to enable a better understanding of the current situation; and
- (4) in the interest of health and road safety, requested that planned patching work be expedited without delay.

**196. UPDATE - 'HUMANUTOPIA' SECONDARY SCHOOLS PROJECT**

**Decision**

Due to the absence of Vaughan Clarke, Ambassador for 'Humanutopia', the committee agreed that this item be deferred to a future meeting.

*Councillor Caffrey left the meeting during consideration of the following item.*

**197. PROPOSED DISPOSAL AND CHANGE OF USE OF COMMON GOOD LAND AT EAST BENTS, ST ANDREWS**

The committee considered a report by the Head of Communities and Neighbourhoods Service, seeking the committee's view on the proposed disposal of land at East Bents, St Andrews by way of lease, which would be considered by the Cabinet Committee when making a final determination on the proposal. The area of land in question was a Common Good asset.

**Decision**

The committee agreed to recommend to the Cabinet Committee that the proposal relating to the disposal and change of use of an area of land at East Bents, St Andrews by way of lease for the purposes of siting a mobile sauna be refused - on the basis of the objections received from members of the public and St Andrews Community Council.

**198. TOLL ROAD, GUARDBRIDGE AND STATION ROAD, LEUCHARS – 30MPH EXTENSION**

The committee considered a report by the Head of Roads and Transportation Services relating to a proposal for the extension of the 30mph speed limit along Toll Road and Station Road for new housing development.

**Decision**

The committee, in the interests of road safety:-

- (1) agreed to the extension of the 30mph speed limit as shown in drawing TRO24\_59 attached as appendix 1 of the report, with all ancillary procedures; and
- (2) authorised officers to confirm the Traffic Regulation Order within a reasonable period unless there were objections.

*Councillor Kennedy joined the meeting prior to consideration of the following item.*

**199. OBJECTION TO PROPOSED NO WAITING RESTRICTION: MANSE ROAD, SPRINGFIELD**

The committee considered a report by the Head of Roads and Transportation Services relating to an objection to the proposed no waiting restriction at Manse Road, Springfield.

**Decision**

The committee agreed to set aside the objection to the Traffic Regulation Order (TRO) to promote the restrictions detailed in drawing no. TRO24\_34.

*Councillor Kennedy left the meeting following consideration of the above item.*

**200. COLINSBURGH – SPEED LIMIT AMENDMENTS**

The committee considered a report by the Head of Roads and Transportation Services relating to proposals for the introduction of an extension to the 20mph speed limit on Main Street east, with the introduction of 40mph speed limits on the B942 approaches on both sides of the village.

**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 speed limits detailed in drawings TRO25\_02-1 and TRO25\_02-2 (Appendices 1 and 2) with all ancillary procedures; and
- (2) authorised officers to confirm the Traffic Regulation Order within a reasonable period unless there were objections.

**201. MAIN STREET, BALMULLO – 30MPH EXTENSION**

The committee considered a report by the Head of Roads and Transportation Services relating to a proposal for an extension to the 30mph speed limit southwards along Main Street for new housing development.

**Decision**

The committee, in the interests of road safety:-

- (1) agreed to the extension of the 30mph speed limit as shown in drawing TRO24\_55 (Appendix 1) with all ancillary procedures; and
- (2) authorised officers to confirm the Traffic Regulation Order within a reasonable period unless there were objections.

**202. AREA ROADS PROGRAMME 2025-26**

The committee considered a report by the Head of Roads and Transportation Services relating to the projects which were proposed for inclusion in the 2025-26 Area Roads Programme for the North East Fife area.

**Decision**

The committee:-

- (1) approved the report and appendices 1-3 (carriageway schemes; footway schemes; and traffic management and road safety respectively);
- (2) delegated authority to the Head of Assets, Transportation and Environment to manage the lists of Category 1 and 2 projects in line with the available resources/funding as the programme developed, in consultation with the Area Convener, Depute Convener and all elected members in the affected wards; and
- (3) noted Appendices 4 and 5 (street lighting; and bridges and structures respectively).

**203. COMPLAINTS UPDATE**

The committee considered a report by the Executive Director, Communities providing an overview of complaints received relating to the North East Fife area for the year from 1 April 2023 to 31 March 2024.

**Decision**

The committee noted the complaints responded to in target timescales and the proportionality of service complaints.

*Councillor Holt left the meeting during consideration of the following item.*

**204. LOCAL AREA ECONOMIC PROFILES 2023/24**

The committee considered a report by the Service Manager, Employability and Employer Engagement providing an annual overview of the performance of the local economy and labour market in North East Fife, along with the business support, strategic investment and employability activity carried out in the area by Business and Employability Services.

The information presented provided background and context to council activity within the committee area to help inform area committee discussion and decision-making.

**Decision**

The committee noted:-

- (1) the activity undertaken by Business and Employability Services in 2023/24 and in 2024/25 to date;
- (2) the issues raised by an analysis of the latest available economic data; and
- (3) acknowledged that the service was in the process of arranging a member workshop at which members and officers would consider in more detail issues affecting the local economy and how this could be reflected in future reports.

**205. 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.

**206. NORTH EAST FIFE AREA COMMITTEE FORWARD WORK PLAN**

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 for North East Fife Area Committee;
- (2) noted that, as outlined in paragraph 192. (3) of the previous minute of 9 December 2024, an update relating to service provision for North East Fife holiday villages and St Andrews had been issued as an elected member briefing on 17 February 2024;
- (3) as outlined at paragraph 195. (2) above, Roads and Transportation Service to provide a report for consideration at a future meeting, to be confirmed, outlining a proposed business case toward an appropriate resolution for School Brae, Letham;
- (4) with reference to the Active Travel Strategy and Action Plan, requested an update on any progress relating to the cycle path between St Andrews and Guardbridge, provisionally scheduled for 23 April 2025; and
- (5) agreed to advise the Convener, Lead Officer and Committee Officer of any further suggestions for specific areas they would like to see covered in any future report.

**THE FIFE COUNCIL - COWDENBEATH AREA COMMITTEE – BLENDED MEETING**

**Willie Clarke Centre, Lochore Meadows Country Park, Lochgelly.**

**11 December 2024**

**2.00 pm – 2.20pm**

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

**ATTENDING:** Anne-Marie Vance, Community Manager (Cowdenbeath), Communities and Neighbourhoods Service; Eleanor Hodgson and Paul Noble, Accountants and Wendy MacGregor, Committee Officer, Finance and Corporate Services.

**162. DECLARATIONS OF INTEREST**

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

**163. MINUTE**

The committee considered the minute of the Cowdenbeath Area Committee meeting on 30 October 2024.

Arising from the minute in relation to para. 161 (2) Forward Work Programme – the committee requested an update report on the Lochore Meadows Development Plan be submitted to the next meeting of Cowdenbeath Area Committee on 5 February 2025, and thereafter on a six monthly basis.

**Decision**

The committee:-

- (1) agreed that six monthly updates on the progress of Lochore Meadows Development Plan be submitted to the committee from February 2025; and
- (2) otherwise approved the minute.

**164. COMMON GOOD AND SETTLEMENT TRUST FUNDS ANNUAL REPORT 2021-2022**

The committee considered a report by the Executive Director, Finance and Corporate Services advising of the current status of the Common Good and Settlement Trust funds in the area and relevant fund activities over the financial year 2023-2024.

**Decision**

The committee:-

- (1) noted the information contained in the relevant appendices for the various Common Good funds and Trust Funds; and



- (2) supported the disbursement of Trusts funds to suitable projects which would also include the amalgamation of individual trusts and where appropriate, the dissolution of individual trusts including transferring the funds to suitable third party organisations, providing similar support to local priorities.

**165. 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 contents of the report.

**166. COWDENBEATH AREA COMMITTEE 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 noted the contents of the Cowdenbeath Area Committee forward work programme and agreed it would be updated accordingly.

**THE FIFE COUNCIL - COWDENBEATH AREA COMMITTEE – BLENDED MEETING**

**Willie Clarke Centre, Lochore Meadows Country Park, Lochgelly**

**5 February 2025**

**2.00 pm – 3.45 pm**

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

**ATTENDING:** Paul Vaughan, Head of Communities and Neighbourhoods Service, Anne-Marie Vance, Community Manager (Cowdenbeath), Scott Blyth, Project Manager, Sarah Roxburgh, Community Manager (Strategy and Commissioning), Izzy Scott-Trim, Community Development Team Manager (Cowdenbeath Area), Chelsey Brown, Emma Fyfe and Lesley Kirk, Community Education Workers, Community Development Team (Cowdenbeath), Communities and Neighbourhoods Service; Kirsty Martin, Service Manager - Employability and Employer Engagement and Alison Laughlin, Economy Adviser, Business and Employability Service; Vicki Storrar, Lead Consultant - Roads Lighting and Asset Management and Lesley Craig, Lead Consultant, Traffic Management, Roads and Transportation Service; and Wendy MacGregor, Committee Officer, Legal and Democratic Services.

**APOLOGY FOR ABSENCE:** Councillor Darren Watt.

**167. DECLARATIONS OF INTEREST**

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

**168. MINUTE - 11 DECEMBER 2024**

The committee considered the minute of the meeting of the Cowdenbeath Area Committee of 11 December 2024.

**Decision**

The committee approved the minute.

**169. 2023/24 LOCAL AREA ECONOMIC PROFILES**

The committee considered a report by the Service Manager, Employability and Employer Engagement providing an annual overview of the performance of the Cowdenbeath Area's local economy and labour market, along with the business support, strategic investment and employability activity carried out in the area by Business and Employability Services. The information presented was intended to provide background and context to council activity within the Cowdenbeath Area and to help inform area committee discussion and decision-making.

**Decision**

The committee:-

- (1) noted the activity undertaken by Business and Employability Services in 2023/24 and in 2024/25;

- (2) considered and acknowledged the issues raised by an analysis of the latest available economic data;
- (3) agreed that a number of workshops be organised throughout the year with officers from Business and Employability Services and local ward elected members which would focus on gaps and key challenges for businesses and the economy in the Cowdenbeath area, leading to the development of an action plan for the future economic climate; and
- (4) requested that the dates of the planned workshops be sent to members and that a briefing note outlining the outcomes be circulated to members once the workshops had taken place.

**170. AREA ROADS PROGRAMME 2025-26**

The committee considered a report by the Head of Roads and Transportation Service identifying projects proposed for inclusion in the 2025-26 Area Roads Programme for the Cowdenbeath area.

**Decision**

The committee:-

- (1) approved the report and the appendices 1-3 on Carriageway Schemes, Footway Schemes and Traffic Management & Road Safety;
- (2) delegated authority to the Head of Assets, Transportation and Environment to manage the lists of Category 1 and 2 projects in line with the available resources/funding as the programme developed, in consultation with the Area Convener, Depute Convener and Area Committee members; and
- (3) noted Appendices 4 and 5 (Street Lighting and Bridges & Structures) to the report.

**171. BUDGET REQUEST – COWDENBEATH TOWN HOUSE PROJECT**

The committee considered a report by the Head of Communities and Neighbourhoods Service seeking approval for an allocation of £35,000 from the Ward 7 budget to the Cowdenbeath Town House redevelopment project.

**Decision**

The committee approved the allocation of £35,000 from the Ward 7 budget towards the Cowdenbeath Town House redevelopment project.

**172. COMMUNITY DEVELOPMENT TEAM BUDGET REQUEST (APRIL 2025 - MARCH 2026)**

The committee considered a report by the Head of Communities and Neighbourhoods Service detailing the spend of the 2024/25 Community Development Team budget requests and seeking agreement of an allocation of funding to support the work of the team in the 2025/26 financial year.

Community Education Workers then gave a brief presentation on the various projects providing examples of successful programmes and initiatives that had taken place across the Cowdenbeath area during 2024/25.

**Decision**

The committee:-

- (1) approved the following funding requests for the upcoming budget year 2025/2026:-
  - (a) Annual community grants programme - £19,250 (£10,750 from Ward 7 and £8,500 from Ward 8 budgets);
  - (b) Holiday Programmes - £85,000 from the area Anti-Poverty budget;
  - (c) Community Learning and Development programme - £17,500 from the area local community planning budget; and
  - (d) member requests – annual events - £8,000 from the area local community planning budget; and
- (2) thanked the Community Education Workers for their valuable insight into the projects and initiatives funded by the area committee across the Cowdenbeath Area during 2024/25.

*Councillor Liewald left the meeting at 3.18 pm and returned to the meeting at 3.20 pm*

**173. LET'S TALK ABOUT LOCHGELLY CONSULTATION REPORT**

The committee considered a report by the Head of Communities and Neighbourhoods Service providing an update on the consultation that had been undertaken within the Lochgelly community. The consultation "Let's Talk about Lochgelly" was aimed to develop recommendations for the future of services and use of facilities in the Lochgelly area.

**Decision**

The committee:-

- (1) noted the "Deciding Matters" - Let's Talk About Lochgelly Community Engagement Report (available at [www.fife.gov.uk/letstalklochgelly](http://www.fife.gov.uk/letstalklochgelly));
- (2) agreed to delegate to the Head of Communities and Neighbourhoods Service to consider the findings from the Deciding Matters Consultation report and develop a joint action plan in full consultation with the Lochgelly community;
- (3) noted the joint action plan would be submitted to a future meeting of the committee; and
- (4) requested that a joint briefing be provided from the Head of Communities and Neighbourhoods Service and the Head of Property Services detailing the process undertaken in relation to the Estate Management review of council buildings and ALEOs across the Cowdenbeath Area.

**174. 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 in the Cowdenbeath area.

**Decision**

The committee noted the contents of the report.

**175. COWDENBEATH AREA 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:-

- (1) noted the contents of Forward Work Programme;
- (2) requested a report be submitted to the meeting on 30 April 2025 detailing the outcome of the recent Participatory Budget exercise across all areas, outlining successes, future challenges, etc.;
- (3) noted that the six monthly progress report on the Lochore Development Plan would be submitted to the meeting on 29 October rather than 3 September 2025;
- (4) requested that the Area Housing Plan 2025/26 report be submitted to the 30 April meeting, if available, rather than 3 September 2025; and
- (5) requested the report on Educational Outcomes be submitted to the 25 June meeting rather than 30 April 2025 and that an elected members' workshop take place in April 2025 to discuss the findings from the report prior to submission to the June meeting.

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

**Civic Centre, Inverkeithing**

**11 December 2024**

**9.30 am - 11.00 am**

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

**ATTENDING:** Lesley Craig, Lead Consultant, Roads and Transportation Service; Shelagh McLean, Head of Education (Early Years and Directorate Support) and Lyn Meeks, Quality Improvement Officer, Education Service; Claire Mackinlay, Housing Team Manager, Housing Service; Eleanor Hodgson, Accountant and Michelle McDermott, Committee Officer, Legal and Democratic Services, Finance and Corporate Services.

**ALSO IN ATTENDANCE:** Ms. Nina Patton, Scottish Environmental Protection Agency (SEPA) for para. 185 only; Councillor Jan Wincott, Environment and Climate Change Spokesperson and Mr. Simon Young, Service Manager, Cireco for para. 186 only.

Councillor David Barratt, Convener, on behalf of the committee, welcomed Councillor Karen Beaton to her first meeting of the South and West Fife Area Committee following her appointment at the recent by-election held in November.

**183. DECLARATIONS OF INTEREST**

As a matter of transparency and with reference to para. 186 - Dalgety Bay Recycling Centre Booking System - Verbal Update - Councillor Browne declared he was a council appointee on Cireco (Scotland) LLP / Fife Resource Solutions LLP. However, as this was not considered a connection under the Councillors' Code of Conduct for the purposes of this item, he remained and participated in the meeting.

As a matter of transparency and with reference to para. 189 - Supporting the Local Community Plan - Local Community Planning Budget Request - Whinny/Brankholm Burn River Restoration Project - Councillor Goodall declared he was a council appointee to the 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.

**184. MINUTE**

The committee considered the minute of the South and West Fife Area Committee meeting of 30 October 2024.

In terms of Standing Order No. 27.4(1), Councillor Browne, seconded by Councillor Barratt, moved that the minute be amended at para. 182(5) to reflect that it was agreed that the Area Committee, and not Councillor Browne, would liaise with the Head of Education in relation to presenting a report on the Care Inspectorate inspections of education facilities.

The procedural motion was unanimously agreed and the minute was approved.

**185. RADIATION MONITORING AT DALGETY BAY**

Ms. Patton, Scottish Environmental Protection Agency (SEPA) advised that the monthly monitoring and removal of detected contamination was still being undertaken. This provided data for the verification of the effectiveness of the remediation for future years. It was noted that signage would also remain in place until the end of the two year verification period. It was noted that the DIO's contractors were currently undertaking the monitoring and would continue with that until SEPA deemed the verification process to be completed.

Once the verification process had been completed, SEPA would take over the monitoring and determine the frequency of scrutiny once the verification results were available.

**Decision**

The committee:-

- (1) thanked Ms. Patton for her update; and
- (2) noted the written update provided by Mr. Richard Harker, Ministry of Defence (DIO).

**186. DALGETY BAY RECYCLING CENTRE BOOKING SYSTEM - VERBAL UPDATE**

Councillor Jan Wincott, Environment and Climate Change Spokesperson, provided an update on the booking system at Dalgety Bay Recycling Centre advising that a Working Group had been set up with its first meeting being held in September. Simon Young of Cireco had reviewed the various proposals that had been put forward at that meeting and subsequently the Working Group agreed to submit Councillor Barratt's proposed solution for the removal of the booking system to the FRS' Board meeting which had taken place on 10 December 2024.

The outcome from the Board meeting was that a paper would be presented to their next meeting outlining potential options for removing the booking system in a manner that was both safe for staff and members of the public.

**187. A994 CAIRNEYHILL - 30MPH SPEED LIMIT AND NEW DEVELOPMENT 20MPH ZONE**

The committee considered a report by the Head of Roads and Transportation Services detailing proposals to lower the current national speed limit to 30mph on the A994 to Cairneyhill and implement a new 20mph speed limit zone on Flaxfield Crescent and Handweavers Court.

**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 30mph and 20mph speed limits as detailed in Drawing No. TRO24\_56 with all ancillary procedures; and
- (2) authorised officers to confirm the Traffic Regulation Order within a reasonable period unless there were objections.

**188. NAMING OF THE RELOCATED INVERKEITHING HIGH SCHOOL**

The committee considered a report by the Executive Director (Education) seeking permission to consult with stakeholders regarding the naming of the replacement Inverkeithing High School.

**Decision**

The committee:-

- (1) agreed that local stakeholders be consulted for suggestions for the name of the replacement Inverkeithing High School;
- (2) following the initial stakeholder consultation, agreed to review and select three names to be shortlisted for a final stakeholder vote. Results of the initial engagement would be presented to this committee on 5 February 2025; and
- (3) noted that the outcome of the stakeholder vote would be advised verbally at this committee on 30 April 2025.

**189. SUPPORTING THE LOCAL COMMUNITY PLAN - LOCAL COMMUNITY PLANNING BUDGET REQUEST - WHINNY/BRANKHOLM BURN RIVER RESTORATION PROJECT**

The committee considered a report by the Head of Communities and Neighbourhoods Service seeking agreement for a contribution from the Local Community Planning Budget for Whinny/Brankholm Burn River Restoration Project.

**Decision**

The committee agreed an award of £16,250 from the Local Community Planning Budget 2024/25, equally divided between the Ward 5 and Area allocation as a contribution towards the initial feasibility study.

**190. SOUTH AND WEST FIFE AREA HOUSING PLAN 2024-25 AND LOCAL LETTINGS PLAN 2024-27**

The committee considered a report by the Head of Housing Services seeking approval of a revised Area Housing Plan for South and West Fife which set out area performance, service delivery and highlights key housing issues.



**Decision**

The committee agreed:-

- (1) to approve the revised South and West Fife Area Housing Plan 2024-25 and the South and West Fife Local Lettings Plan 2024-2027;
- (2) that future versions of the Housing Plan should provide more detail on future outcomes, targets and actions; and
- (3) that prior engagement, via a workshop, be undertaken with members prior to future Housing Plans being submitted to committee for approval.

**191. COMMON GOOD AND SETTLEMENT TRUST FUNDS ANNUAL REPORT 2023-2024**

The committee considered a report by the Executive Director (Finance and Corporate Services) advising members of the current status of the Common Good and Settlement Trust Funds in the South and West Fife Area and relevant fund activities over the financial year 2023-2024.

**Decision**

The committee:-

- (1) noted the information contained within the relevant appendices for the various Common Good Funds and Trust Funds;
- (2) agreed to continue to support the disbursement of Trust Funds, including the Waugh and Wharrie Bequest, to suitable projects which included the amalgamation of individual trusts and, where appropriate, the dissolution of individual trusts including transferring the funds to suitable third party organisations who were providing similar support to local priorities; and
- (3) agreed that a report be brought back to this committee within six months' time on the review being undertaken of the Settlement Trusts.

**192. APPOINTMENT TO EXTERNAL ORGANISATIONS**

The committee considered a report by the Head of Legal and Democratic Services seeking nominations to the Comrie Colliery Environment Trust and Liaison Committee; Dunfermline and West Fife Local Tourist Association; and Longannet Power Station and Valleyfield Ash Lagoons Liaison Committee.

**Decision**

The committee agreed to appoint Councillor Karen Beaton to the Comrie Colliery Environmental Trust and Liaison Committee and the Longannet Power Station and Valleyfield Ash Lagoons Liaison Committee.

**Dunfermline and West Fife Local Tourist Association**

Councillor Barratt, seconded by Councillor Jackson, proposed that Councillor Brian Goodall be appointed to the Dunfermline and West Fife Local Tourist Association.

Councillor Browne, seconded by Councillor Verrecchia, proposed that Councillor Karen Beaton be appointed to the Dunfermline and West Fife Local Tourist Association.

**Roll Call**

**For Councillor Goodall - 5 votes**

Councillors David Barratt, Brian Goodall, Andy Jackson, Sarah Neal and Sam Steele.

**For Councillor Beaton - 4 votes**

Councillors Karen Beaton, Patrick Browne, Andrew Verrecchia and Conner Young.

**Abstention - 1 vote**

Councillor Dave Dempsey

**Decision**

The committee agreed to appoint Councillor Goodall to the Dunfermline and West Fife Local Tourist Association.

**193. SOUTH AND WEST FIFE AREA COMMITTEE FORWARD WORK PROGRAMME 2025**

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 2025.

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

**Civic Centre, Inverkeithing**

**5 February 2025**

**9.30 am - 12.55 pm**

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

**ATTENDING:** Shelagh McLean, Head of Education (Early Years and Directorate Support) and Lyn Meeks, Quality Improvement Officer, Education Service; Lesley Craig, Lead Consultant, Vicki Storrar, Lead Consultant, Gordon Henderson, Lead Consultant and Cara Gourlay, Technician Engineer, Roads and Transportation Services; Sandy Anderson, Service Manager (Domestic Waste and Street Cleansing) and Scott Clelland, Service Manager (Grounds Maintenance), Environment and Building Services; Pamela Stevenson, Service Manager, Alison Laughlin, Economy Adviser and Karen Stewart, Forth Bridges Area Tourism Strategy Manager, Property Services; Alastair Mutch, Community Manager (South and West Fife Area), Mandy MacEwan, Area Community Development Team Manager, Mike Payne, Community Education Worker, Erman Maglalang, Community Education Worker and Simone Breen, Welfare Support Assistant, Communities and Neighbourhoods Service; and Michelle McDermott, Committee Officer, Legal and Democratic Services, Finance and Corporate Services.

Prior to the start of business, the Convener intimated the intention to consider the Local Area Economic Profiles 2023/24 report prior to para. 196 below.

**194. DECLARATIONS OF INTEREST**

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

**195. MINUTE**

The committee considered the minute of the South and West Fife Area Committee meeting of 11 December 2024.

**Decision**

The committee agreed to approve the minute.

**196. SHORTLISTING OF THE NAME FOR THE RELOCATED INVERKEITHING HIGH SCHOOL**

The committee considered a report by the Executive Director (Education) providing feedback on the naming suggestions collected/received during the consultation period (9 December 2024 to 22 January 2025) for the relocated Inverkeithing High School requesting up to three names be selected for the final stakeholder feedback.

In terms of Standing Order No. 42.2, the Convener advised he would be proposing that four names be put forward for shortlisting for the final stakeholder consultation rather than three as recommended in the report. The Convener felt that the level of response to the consultation had been exceptional and could be considered a change in circumstances.

**Motion**

Councillor David Barratt, seconded by Councillor Brian Goodall, moved to add a fourth proposal to the three names put forward for the final stakeholder consultation which were: Caledonia, Rosyth, Forth and Janet McCallum and to also consult on whether "High School" or "Academy" was the preferred suffix to each of the proposals.

**Amendment**

Councillor Patrick Browne, seconded by Councillor Dave Dempsey, moved the recommendations contained within the report proposing the top three names to be shortlisted for the final stakeholder consultation which were: Caledonia, Rosyth and Three Bridges.

**Roll Call Vote**

**For the motion - 5 votes**

Councillors David Barratt, Brian Goodall, Andy Jackson, Sarah Neal and Sam Steele.

**For the Amendment - 5 votes**

Councillors Karen Beaton, Patrick Browne, Dave Dempsey, Andrew Verrecchia and Conner Young.

As there was an equality of votes for each proposition, the Convener used his casting vote and the motion was accordingly carried.

**Decision**

The committee:-

- (1) agreed a ranked vote on the consultation proposals with the addition of "Janet McCallum" as an option;
- (2) therefore agreed that the following names be shortlisted for the final stakeholder consultation:-
  - Caledonia
  - Rosyth
  - Forth
  - Janet McCallum; and
- (3) that an additional question be included within the final stakeholder consultation to determine whether "High School" or "Academy" was the preferred choice as a suffix to the proposed names detailed above.

**197. OBJECTION TO PROPOSED 20MPH - B913 MAIN STREET AND WEST ROAD, SALINE**

The committee considered a report by the Head of Roads and Transportation Services seeking agreement to set aside an objection to the proposal to introduce a 20mph speed limit on the B913 Main Street and West Road, Saline.

**Decision**

The committee agreed to set aside the one outstanding objection to the Traffic Regulation Order proposing the 20mph in Saline as shown in Drawing No. TRO24\_40 to allow the Order to be made and the speed limit to be put in place.

**198. PROPOSED PARKING RESTRICTION - STRUAN DRIVE, INVERKEITHING**

The committee considered a report by the Head of Roads and Transportation Services seeking approval to introduce a No Waiting at Any Time parking restriction on Struan Drive, Inverkeithing from 8.30 am until 4.30 pm, Monday to Saturday.

**Decision**

The committee, in the interests of road safety:-

- (1) agreed to the promotion of a Traffic Regulation Order (TRO) to introduce a No Waiting at Any Time parking restriction on Struan Drive, Inverkeithing as detailed in Drawing No. TRO25\_04; and
- (2) authorised officers to confirm the TRO within a reasonable period unless there were objections.

**199. DOMESTIC WASTE, STREET CLEANSING AND GROUNDS MAINTENANCE SERVICE - ANNUAL REVIEW 2023-24**

The committee considered a report by the Head of Environment and Building Services detailing the progress and performance of Domestic Waste, Street Cleansing and Grounds Maintenance Services for 2023/24 and outlining the service planning objectives for 2024/25.

**Decision**

The committee noted:-

- (1) the continuing service development and performance in Grounds Maintenance, Domestic Waste Collection and Street Cleansing Services in 2024; and
- (2) the plans to deliver local priorities to help communities shape their environment.

*The meeting adjourned at 11.05 am and reconvened at 11.15 am.*

**200. AREA ROADS PROGRAMME 2025-26**

The committee considered a report by the Head of Roads and Transportation Services identifying the projects which were proposed for inclusion in the 2025-26 Area Roads Programme for the South and West Fife Area.

**Decision**

The committee:-

- (1) approved the report and Appendices 1-3 on Carriageway Schemes, Footway Schemes and Traffic Management and Road Safety;
- (2) delegated authority to the Head of Assets, Transportation and Environment to manage the lists of Category 1 and 2 projects in line with the available resources/funding as the programme developed, in consultation with the Area Convener, Depute Convener and elected members in the affected wards;
- (3) noted Appendix 4 (Street Lighting);
- (4) agreed that the Admiralty Road, Inverkeithing project detailed in Appendix 1 (Carriageway Schemes) be delayed until March 2026 to allow some Category 2 projects to be moved forward;
- (5) requested a report from Roads and Transportation Services on what changes were required to incorporate carriageway thin surfacing / patching schemes into the Area Roads Programme.

**201. POTHOLE AND PATCHING PERFORMANCE UPDATE**

The committee considered a report by the Head of Roads and Transportation Services providing an interim 2024-25 pothole and patching performance update ahead of the Service's Roads and Transportation Annual Review.

**Decision**

The committee noted the contents of the report and Appendix.

**202. LOCAL AREA ECONOMIC PROFILES 2023/24**

The committee considered a report by the Head of Property Services providing an annual overview of the performance of the local economy and labour market in the South and West Fife area, along with the business support, strategic investment and employability activity carried out in the area by Business and Employability Services. The information presented was intended to provide background and context to council activity within the committee area and to help inform area committee discussion and decision making.

**Decision**

The committee:-

- (1) reviewed the activity undertaken by Business and Employability Services in 2023/24 and in 2024/25 to date;

- (2) considered and commented on the issues raised by an analysis of the latest available economic data; and
- (3) agreed that a members' workshop be arranged to identify future opportunities for the South and West Fife area, working with community partners.

**203. FORTH BRIDGES AREA TOURISM STRATEGY DELIVERY PLAN 2025-2029**

The committee considered a report by the Head of Property Services seeking endorsement of the Forth Bridges Area Tourism Strategy Delivery Plan 2025-2029.

**Decision**

The committee endorsed the Forth Road Bridges Area Tourism Strategy Delivery Plan 2025-2029.

**204. COMMUNITY RECOVERY FUND - COST OF LIVING POSTS**

The committee considered a report by the Head of Communities and Neighbourhoods Service providing an update on progress following the approval of Community Recovery funding on 25 January 2023 for a Community Education Worker and two Welfare Support Assistants.

**Decision**

The committee:-

- (1) noted the work undertaken by members of staff and commented on the activity to date; and
- (2) agreed to identify further areas of development at ward meetings.

**205. 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.

**206. SOUTH AND WEST FIFE AREA COMMITTEE FORWARD WORK PROGRAMME**

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;

## **2025 SWFAC 88**

- (2) agreed that a report be requested as soon as practicable on Active Travel Routes to cover how they were funded, decided upon and approved, with particular reference to those created recently in the South and West Fife area and providing a list of those currently planned or proposed in the South and West Fife area;
- (3) agreed that an update be requested from Housing on the Gypsy Travellers' Working Group policy and guidance;
- (4) agreed to invite members from MoD and Babcock to a future meeting of the committee to provide an update on the Nuclear Submarine Dismantling Project;
- (5) agreed that a report be requested from Education for submission to the next committee meeting in April 2025 on the Outcomes of Care Inspectorate Inspection of Nursery Early Year Provision;
- (6) agreed that a report be requested from Roads and Transportation on what changes were required to incorporate carriageway thin surfacing / patching schemes into the Area Roads Programme as detailed in para. 200(5) above.
- (7) noted that the South and West Fife Area Local Community and CLD Plan scheduled for the April meeting would be deferred to the 11 June 2025 committee meeting; and
- (8) noted that the Dalgety Bay Sports Hall Floor Replacement - Funding Request report would be submitted to the 30 April 2025 committee meeting.



**THE FIFE COUNCIL - EDUCATION SCRUTINY COMMITTEE – BLENDED MEETING**

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

**28 January 2025**

**10.00 am – 12.30 pm**

**PRESENT:** Councillors Kathleen Leslie (Convener), Lynn Ballantyne-Wardlaw, Auxi Barrera, Aude Boubaker-Calder, Ian Cameron, Rod Cavanagh, Eugene Clarke, Altany Craik, Colin Davidson, Linda Erskine, Louise Kennedy-Dalby, James Leslie, Lynn Mowatt, Alistair Suttie and Daniel Wilson; and Mr Ian Macaulay, Church of Scotland.

**ATTENDING:** Donald MacLeod, Executive Director, Education, Maria Lloyd, Head of Education, Secondary Schools and Specialist Support, Angela Logue, Head of Education, Primary Schools and Improvement Support, Shelagh McLean, Head of Education, Early Years and Directorate Support, Kevin Funnell, Service Manager (Directorate Operations), Alan Cumming, Education Manager, Pamela Colburn, Quality Improvement Officer, Education; Jil Simpson, Headteacher, Lorna McKay, Teacher and Christine Crooks, Pupil Support Assistant, Kennoway Primary School; Alison Binnie, Finance Business Partner and Diane Barnett, Committee Officer, Finance and Corporate Services.

**APOLOGIES FOR ABSENCE:** Councillor John Caffrey and Mr Alastair Crockett, Cupar Baptist Church.

**112. DECLARATIONS OF INTEREST**

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

**113. MINUTE**

The committee considered the minute of meeting of the Education Scrutiny Committee of 19 November 2024.

**Decision**

The committee approved the minute.

**114. COST OF SCHOOL TRANSPORT**

The committee considered a report by the Executive Director, Education relating to the cost of school transport (current), including cost of provision for pupils with additional support needs, as requested at its meeting of 5 March 2024 (minute reference para 84. (2) of 2024.ES.41).

**Decision**

The committee:-

- (1) scrutinised and commented on the contents of the report;

- (2) noted that, with a view to reducing costs, the service was streamlining and automating their process to ensure consistent application of qualifying criteria for free school transport for all children/young people; and
- (3) welcomed the service's commitment to further promote and encourage active travel for the health and wellbeing of children/young people.

**115. INSPECTION OUTCOMES AUGUST 2023 – JUNE 2024**

The committee considered a report by the Executive Director, Education providing an overview of the quality improvement activity across schools and early learning centres, Education Scotland inspection activity in Schools and Care Inspectorate Inspections within Early Learning Centres and Out of School/Creche Provision, during the academic Session 2023/2024.

**Decision**

The committee:-

- (1) scrutinised and commented on the outcomes of the inspection activity;
- (2) noted areas of success and progress, as well as the actions being taken to ensure continued improvement; and
- (3) recommended that, to encourage appropriate scrutiny at area level, the service, in addition to existing arrangements for advising ward members of inspections of establishments in their area, would send a weblink to inspection reports to area committee conveners as soon as they became available.

**116. HEALTH AND WELLBEING IMPROVEMENT PRIORITIES - PROGRESS REPORT**

The committee considered a report by the Executive Director, Education providing progress in relation to actions developed to support school staff and pupils in reducing and addressing incidents of violence and aggression, as part of the Health and Wellbeing Improvement Priorities for 2023-26.

The committee also received a verbal update by the Head of Education, Secondary Schools and Specialist Support relating to the work being carried out in schools by Safer Communities Youth Justice Officers to tackle violence and aggression.

**Decision**

The committee:-

- (1) scrutinised and commented on the content of the report and improvement plan;
- (2) noted that the service was now recording data which would provide information on the ratio of number of incidents to number of children/young people involved/affected;

- (3) thanked the Headteacher, Teacher and Pupil Support Assistant from Kennoway Primary School for their contribution to the discussion; and
- (4) agreed that an officer led, member working group be arranged - to add value to ongoing work relating to improving relationships and behaviour in schools, possible approaches and actions to address violence and aggression involving children/young people and staff. Said working group to comprise one member from each political group – nominations to be submitted to the convener and committee officer in the first instance.

*Councillor Davidson left the meeting briefly during discussion of the above item, from 11.37 am until 11.40 am. Councillor Kathleen Leslie left the meeting briefly during discussion of the above item, from 11.40 am until 11.42 am.*

**117. 2024-25 REVENUE BUDGET PROJECTED OUTTURN – EDUCATION DIRECTORATE**

The committee considered a joint report by the Executive Director, Education and the Executive Director, Finance and Corporate Services providing an update on the projected outturn financial position for the 2024-25 financial year for the Education Directorate as at 31 October 2024.

**Decision**

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

**118. 2024-25 CAPITAL MONITORING PROGRESS REPORT – EDUCATION DIRECTORATE**

The committee considered a joint report by the Executive Director, Education and the Executive Director, Finance and Corporate Services providing an update on the Capital Investment Plan and advising on the projected financial position for the 2024-25 financial year for the Education Directorate.

**Decision**

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

**119. EDUCATION SCRUTINY COMMITTEE FORWARD WORK PLAN**

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

**Decision**

The committee noted 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, 5th Floor, Fife House, North Street, Glenrothes**

**30 January 2025**

**10.00 am – 11.45 am**

**PRESENT:** Councillors Allan Knox (Convener), Alistair Bain, Lynn Ballantyne-Wardlaw, Auxi Barrera, Patrick Browne, Ian Cameron, Rod Cavanagh, Stefan Hoggan, Gary Holt, Robin Lawson, James Leslie, Gordon Pryde, Alistair Suttie and Ann Verner.

**ATTENDING:** Eileen Rowand, Executive Director (Finance and Corporate Services) Craig Waddell, Service Manager - Corporate Development, Communities; Charlie Anderson, Head of Business Technology Solutions; Donna Grieve, Accountant and Jackie Johnstone, Accountant, Finance and Corporate Services; Les Robertson, Head of Revenue and Commercial Services and Caroline Macdonald, Procurement Service Manager, Derek Hamilton, Category Manager, Revenue and Commercial Services; Lindsay Thomson, Head of Legal and Democratic Services, Helena Couperwhite, Committee Services Manager and Michelle Hyslop, Committee Officer, Legal and Democratic Services.

**APOLOGY FOR  
ABSENCE:** Councillor Colin Davidson

**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 Finance, Economy and Corporate Services Scrutiny committee meeting of 21 November 2024.

**Decision**

The committee agreed to approve the minute.

**142. APPROACHES TO SYSTEMS REPLACEMENT**

The committee considered a report by the Executive Director (Finance and Corporate Services) exploring the approaches and processes involved in major systems replacements. The report detailed the recent legacy replacement programme, lessons learned and improvement actions.

**Decision**

The committee: -

- (1) reviewed the approaches, processes and lessons learned from major system replacements;

- (2) noted the changes to the approach;
- (3) endorsed the need to have a continued focus on improvement;
- (4) noted that lessons-learned approaches would be embedded into the governance structures and services across the council; and
- (5) agreed that Appendix 1 of the report would be updated to include more detail on training activity and a copy of the updated Appendix would be sent to the Convener of the Cabinet Committee to report back to Cabinet members following the request agreed at the Cabinet Committee meeting on 15 August 2024 (para 269(3) of 2024 CC 144 refers).

**143. ANNUAL PROCUREMENT REPORT**

The committee considered a report by the Head of Revenue and Commercial Services providing a summary of procurement activity and its impact during the financial year 2023/2024.

**Decision**

The committee noted that the Annual Procurement Report, detailed in Appendix 1, would be published on the Fife Council website and notified to Scottish Ministers.

**144. 2024/25 REVENUE MONITORING PROJECTED OUTTURN – FINANCE AND CORPORATE SERVICES**

The committee considered a report by the Executive Director (Finance and Corporate Services) providing an update on the projected outturn financial position for 2024/25 for the Finance and Corporate Services Directorate.

**Decision**

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

**145. 2024/25 CAPITAL MONITORING PROJECTED OUTTURN – FINANCE AND CORPORATE SERVICES DIRECTORATE**

The committee considered a report by the Executive Director (Finance and Corporate Services) providing an update on the Capital Investment Plan and advised on the projected financial position for the 2024/25 financial year for the Finance and Corporate Services Directorate.

**Decision**

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

**146. 2024/25 REVENUE MONITORING PROJECTED OUTTURN – PLANNING SERVICE, BUSINESS AND EMPLOYABILITY SERVICE**

The committee considered a joint report by the Executive Director (Finance and Corporate Services) and the Executive Director (Place) providing an update on the projected outturn financial position for the 2024/25 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 detailed in the report.

**147. 2024/25 CAPITAL MONITORING PROJECTED OUTTURN – BUSINESS AND EMPLOYABILITY SERVICE**

The committee considered a joint report by the Executive Director (Finance and Corporate Services) and the Executive Director (Place) providing an update on the Capital Investment Plan and advised on the projected financial position for the 2024/25 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.

**148. FINANCE, ECONOMY AND 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 Committee Work Plan; and
- (2) agreed that a report on the Business of Fife Council Planning committees would be brought back to the Finance, Economy and Corporate Services Scrutiny committee on 5 June 2025.

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

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

**16 January 2025**

**10.00 am – 4.00 pm**

**PRESENT:** Councillors Darren Watt (Depute Convener), Blair Allan, Lesley Backhouse, Lynn Ballantyne-Wardlaw (substituting for Bailey-Lee Robb) Ken Caldwell, Ian Cameron (substituting for Alastair Cameron), Alex Campbell, Eugene Clarke (substituting for Donald Lothian) Fiona Corps (substituting for Gary Holt) Peter Gulline, Alycia Hayes (substituting for Ann Verner), James Leslie (substituting for Peter Gulline), Lynn Mowatt, Derek Noble (substituting for Altany Craik), Gordon Pryde (substituting for Jan Wincott), Sam Steele and Jonny Tepp.

**ATTENDING:** Paul Vaughan, Head of Communities and Neighbourhoods; John Mills, Head of Housing Services and Andy Saum, Programme Manager - New Build Housing, Housing Services; Heather Stuart, Chief Executive, Fife Cultural Trust; Paul Murphy, Chief Executive and Iain Evans, Golf Courses Manager, Fife Golf Trust; Emma Walker, Senior Manager, Fife Sports and Leisure Trust; Audrey Valente, Chief Finance Officer, Health and Social Care Partnership; Helen Guthrie, Accountant and Lesley Kenworthy, Finance Business Partner, Finance Service; Lindsay Thomson, Head of Legal and Democratic Services, Helena Couperwhite, Service Manager and Michelle Hyslop, Committee Officer, Legal and Democratic Services, Finance and Corporate Services.

**ALSO IN  
ATTENDANCE** Councillor Linda Erskine.

**157. DECLARATIONS OF INTEREST**

Councillor Alex Campbell declared an interest in para. 169 – First Endeavour LLP and Tecla Holdings Ltd – Affordable Housing Sites Progress Report - as he had a financial connection relating to his business.

**158. MINUTE**

The committee considered the minute of the People and Communities Scrutiny Committee Meeting of 14 November 2024.

**Decision**

The committee agreed to approve the minute.

**159. CALL IN- CABINET COMMITTEE DECISION OF 7 NOVEMBER 2024  
RELATING TO " SOUTH & WEST FIFE COMMUNITY USE FACILITIES"  
MINUTE REFERENCE PARAGRAPH 302 OF 2024 CC 159**

The committee considered a call in requisition of the undernoted decision of the Cabinet Committee held on 7 November 2024 in relation to a report by the Head of Communities and Neighbourhoods relating to "South and West Fife – Community Use Arrangements".

At the meeting on 7 November 2024, the Cabinet committee: -

- (1) noted the option appraisal;
- (2) noted the review of activity across South and West Fife; and
- (3) agreed to consider the affordability of the six options detailed in the report through the council's capital planning and budget setting process.

Councillor David Barratt, the originator of the call in requisition submitted a written statement in support of the call in decision asking members of the committee to revisit the decision of the Cabinet Committee on 7 November 2024.

Councillor Linda Erskine, the Convener of the Cabinet Committee on 7 November 2024, outlined the reasons why the Cabinet Committee came to the decision and asked members to uphold the decision approved on 7 November 2024.

A range of questions were asked and responded to in relation to the options and capital budget funding for the South and West Fife community use arrangements. There followed a full debate, and members of the committee considered the issues raised.

**Motion**

Councillor Backhouse, seconded by Councillor Mowatt, moved as follows: -

In terms of Standing Order 34.5, "To ask members to disagree with the decision of the Cabinet Committee of 7 November 2024, and request that the matter is referred to the next meeting of the Council for final determination".

**Amendment**

Councillor Pryde, seconded by Councillor Cameron, moved to uphold the original decision of the Cabinet Committee of 7 November 2024.

**Roll Call Vote**

**For the Motion – 7 votes**

Councillors Allan, Backhouse, Ballantyne-Wardlaw, Caldwell, Hayes, Mowatt and Steele.

**For the Amendment – 9 votes**

Councillors Cameron, Campbell, Clarke, Corps, Leslie, Noble, Pryde, Tepp and Watt.



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

**Decision**

The committee agreed that the original decision of the Cabinet Committee of 7 November 2024 would remain.

**160. FIFE SPORTS & LEISURE TRUST ANNUAL REPORT**

The committee considered a report by the Chief Executive Officer of Fife Sports and Leisure Trust (FSLT) providing an update on the performance of the Fife Sports and Leisure Trust for 2023/24 (its sixteenth year of operation).

**Decision**

The committee: -

- (1) noted the performance of the Fife Sports and Leisure Trust during 2023/24; and
- (2) noted the work that had been undertaken to maximise the recovery of attendance and income in the post-pandemic period.

*The meeting adjourned at 11.50 am and reconvened at 12 noon.*

**161. FIFE GOLF TRUST ANNUAL REPORT**

The committee considered a report by the Chief Executive of Fife Golf Trust presenting the annual performance report for the Fife Golf Trust for 2023/24.

**Decision**

The committee noted: -

- (1) the progress made by Fife Golf Trust in 2023/24; and
- (2) the effective delivery of Fife Council's priorities through Fife Golf Trust activities.

**162. ONFIFE (FIFE CULTURAL TRUST) PERFORMANCE REPORT**

The committee considered a report by the Chief Executive Officer of Fife Cultural Trust presenting the annual performance for OnFife (Fife Cultural Trust) for 2023/24.

**Decision**

The committee noted: -

- (1) the progress made by OnFife in 2023/24; and
- (2) the effective delivery of Fife Council priorities through OnFife activity.

*The meeting adjourned at 1.30pm and reconvened at 2.00pm.*

**163. ELECTRICAL SAFETY COMPLIANCE - ELECTRICAL INSTALLATION  
CONDITION REPORTS (EICR'S) AND FIRE DETECTION COMPLIANCE**

The committee considered a report by the Head of Housing Services providing members with an action plan that had been devised to ensure full compliance with legislative requirements in respect of the completion of Electrical Installation Condition Reports and fire detection compliance.

**Decision**

The committee noted: -

- (1) the proposed revision to the existing Electrical No Access process; and
- (2) the enhanced support to staff and tenants in achieving full compliance with all health and safety requirements in respect of electrical installations and fire suppressant measures.

**164. 2024-25 REVENUE MONITORING PROJECTED OUTTURN – COMMUNITIES  
SERVICE**

The committee considered a joint report by the Executive Director, Finance and Corporate Services and Executive Director, Communities providing an update on the projected outturn financial position for the 2024-25 financial year for the Communities Directorate and the Housing Revenue Account (HRA) which are areas in scope of the People and Communities Scrutiny Committee.

**Decision**

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

**165. 2024-25 CAPITAL PLAN PROJECTED OUTTURN – COMMUNITIES**

The committee considered a joint report by the Executive Director, Finance and Corporate Services and Executive Director, Communities providing an update on the Capital Investment Plan and advised on the projected financial position for the 2024-25 financial year.

**Decision**

The committee noted the current performance and activity for the 2024-25 Capital Monitoring as detailed in the report.

**166. 2024-25 REVENUE BUDGET PROJECTED OUT-TURN – HEALTH & SOCIAL  
CARE**

The committee considered a joint report by the Executive Director, Finance and Corporate Services and the Director, Health and Social Care Partnership providing an update on the 2024-25 projected out-turn as at October 2024 and the movement from August 2024 for the Fife Council Social Care Services for Adults and Older People.

**Decision**

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

**167. 2024-25 CAPITAL PLAN PROJECTED OUTTURN – HEALTH & SOCIAL CARE**

The committee considered a joint report by the Executive Director, Finance and Corporate Services and the Director, Health and Social Care Partnership providing an update on the Health and Social Care Capital Investment Plan and advised on the projected out-turn for the 2024-25 financial year for the areas in scope of the People and Communities Scrutiny Committee.

**Decision**

The committee noted the current performance and activity across the 2024-25 Financial Monitoring as detailed in the report.

**168. PEOPLE & COMMUNITIES SCRUTINY COMMITTEE 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) noted the future workplan of the People and Communities Scrutiny.
- (2) agreed that a report on housing adaptations would be brought back to the next People & Communities Scrutiny Committee meeting on 13 March 2025.

*Having earlier declared an interest Councillor Campbell left the meeting at this stage.*

*The committee resolved, under Section 50A(4) of the Local Government (Scotland) Act 1973, as amended, to exclude the public and press from the meeting for the following item of business on the grounds that it involved the disclosure of exempt information defined in paragraphs 8 & 9 of Part 1 of Scheduled 7A of the Act.*

**169. FIRST ENDEAVOUR LLP AND TECLA HOLDINGS LTD - AFFORDABLE HOUSING SITES PROGRESS UPDATE**

The committee considered a confidential report by the Head of Housing services providing members with an update on the progress in delivering affordable housing contracts.

**Decision**

The committee: -

- (1) noted the content of the report;

## **2025 PCS 68**

- (2) considered the current position and proposed improvements as detailed in the report; and
- (3) noted that a report would be submitted to the Cabinet Committee in early 2025 seeking approval for the affordable housing programme once new contractors had been appointed.

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

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

**21 January 2025**

**10.00 am – 11.40 am**

**PRESENT:** Councillors Jane Ann Liston (Convener), Tom Adams, Naz Anis-Miah, Aude Boubaker-Calder, Rod Cavanagh, Al Clark, Jean Hall Muir, Stefan Hoggan, Andy Jackson, Nicola Patrick, Darren Watt and Daniel Wilson.

**ATTENDING:** Carol Connolly, Executive Director Place; Nigel Kerr, Head of Protective Services, Lisa McCann, Service Manager - Food and Workplace Safety, Rob Bowditch, Service Manager – Public and Environmental Protection, Kenny Bisset, Lead Officer, Donald Payne, Lead Officer, Protective Services; Jay Wilson, Accountant, Finance and Corporate Services; Emma Whyte, Committee Officer and Elona Thomson, Committee Officer, Legal and Democratic Services.

**ALSO IN ATTENDANCE:** Duncan Fortescue-Webb, Consultant in Public Health, NHS Fife for Para 123 only.

**APOLOGY FOR ABSENCE:** Councillor Gavin Ellis

**120. DECLARATIONS OF INTEREST**

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

**121. MINUTE**

The committee considered the minute of the meeting of the Environment, Transportation and Climate Change Scrutiny Committee of 12 November 2024.

**Decision**

The committee approved the minute.

**122. PROTECTIVE SERVICES ENFORCEMENT POLICY**

The committee considered a report by the Head of Protective Services providing an updated version of an enforcement policy covering Environmental Health, Trading Standards, Building Standards and Public Safety to ensure it remained current and fit for purpose.

**Decision**

The committee:-

- (1) noted the contents of the report; and

- (2) considered and commented on the contents of the report.

**123. JOINT HEALTH PROTECTION PLAN**

The committee considered a report by the Head of Protective Services providing an overview of the Joint Health Protection Plan 2024-26 which health boards and local authorities were required to produce every two years.

**Decision**

The committee:-

- (1) noted the contents of the report; and
- (2) considered and commented on the contents of the report.

**124. FIFE COUNCIL CONTAMINATED LAND STRATEGY UPDATE 2024**

The committee considered a report by the Head of Protective Services advising that Fife Council's Contaminated Land Inspection Strategy had been updated for 2025-2030, outlining the Council's continued determination to bring damaged land back into beneficial use through a diverse set of innovative interventions.

**Decision**

The committee:-

- (1) noted the contents of the report; and
- (2) supported the Land and Air Quality Team's commitment to protecting public health through collaborative working and proactive intervention.

**125. FIFE COUNCIL AIR QUALITY STRATEGY 2021-25: FIFE COUNCIL AIR QUALITY ANNUAL PROGRESS REPORT 2024**

The committee considered a report by the Head of Protective Services relating to the Fife Council Air Quality Annual Progress Report 2024 enabling the committee to scrutinise the progress made in delivering the aims and objectives of Fife's Air Quality Strategy 2021-2025.

**Decision**

The committee:-

- (1) noted the positive outcomes detailed in the report; and
- (2) supported the ongoing commitment to improving and maintaining good air quality across Fife.

**126. UPDATED FIFE COUNCIL AIR QUALITY STRATEGY 2025-2030**

The committee considered a report by the Head of Protective Services advising of the latest Fife Council Air Quality Strategy 2025-2030 which outlined the Council's continued intention to maintain and improve air quality in Fife in accordance with legislation and associated statutory guidance.

**Decision**

The committee:-

- (1) noted the contents of the report; and
- (2) supported the ongoing commitment to improving and maintaining good air quality across Fife.

**127. 2024/25 REVENUE PROJECTED OUTTURN – OCTOBER**

The committee considered a joint report by the Executive Director, Finance and Corporate Services and Executive Director, Place providing an update on the projected outturn financial position for the 2024/25 financial year for the areas in scope of the Environment, Transportation and Climate Change Scrutiny Committee.

**Decision**

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

**128. 2024/25 CAPITAL PROJECTED OUTTURN – OCTOBER**

The committee considered a joint report by the Executive Director, Finance and Corporate Services and the Executive Director, Place providing an update on the Capital Investment Plan and advising on the projected financial position for the 2024/25 financial year for the areas in scope of the Environment, Transportation and Climate Change Scrutiny Committee.

**Decision**

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

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

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.

The committee were advised of a number of updates to the forward work programme to bring reports forward for consideration.

**Decision**

The committee noted the contents of the forward work programme and updates.

**THE FIFE COUNCIL - RATES APPEAL COMMITTEE – BLENDED MEETING**

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

**20 September, 2024**

**10.30 am – 11.30 am**

**PRESENT:** Councillors Peter Gulline (Convener) David Alexander, Blair Allan, and John Caffrey.

**ATTENDING:** Philip Blair, Team Manager - Legal Services Position, Lauren Logue, Solicitor and Michelle Hyslop, Committee Officer, Committee Services, Legal and Democratic Services.

Representing the Authority: - Les Robertson, Head of Revenue and Commercial Services and Tracey Richardson, Revenues Lead Officer, Revenues and Commercial Services.

Representing the Appellant: - The Appellant

**1. EXCLUSION OF PUBLIC AND PRESS**

The Committee agreed that, under Section 50(A)(4) of the Local Government (Scotland) Act 1973, the public be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in Paragraphs 4, 6 and 12 of Part 1 of Schedule 7A to the Act.

**2. APPEAL AGAINST RATES ON THE GROUNDS THAT THEY ARE BEING IMPROPERLY CHARGED**

The committee considered a verbal submission on behalf of the appellant and a written submission on behalf of the authority with regard to an appeal against rates levied by the council on the grounds that they were being improperly charged.

The committee discussed the case with the appellant and with the authority's representatives and asked a number of questions for further information and clarification. following this, the appellant and the authority's representatives withdrew from the meeting to enable the committee to consider the evidence.

**decision**

Having carefully considered the submissions provided by both parties; the Rates Appeal Committee agreed to recommend that: -

- (1) The Appeal is not upheld on the grounds that they are not satisfied that the sub-tenant exists and therefore there is no lease and liability falls back to the Appellant.



**THE FIFE COUNCIL - RATES APPEAL COMMITTEE – BLENDED MEETING**

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

**25 November, 2024**

**10.30 am – 11.30 am**

**PRESENT:** Councillors Altany Craik (Convener), David Alexander, Blair Allan and Peter Gulline.

**ATTENDING:** Philip Blair, Team Manager - Legal Services Position, Lauren Logue, Solicitor and Michelle Hyslop, Committee Officer, Committee Services, Legal and Democratic Services.

Representing the Authority: - Les Robertson, Head of Revenue and Commercial Services and Tracey Richardson, Revenues Lead Officer, Revenues and Commercial Services.

Representing the Appellant: - Andrew Haffner, BBS Law, Neale Tosh (Advocate for appellant) and Jozef Weill (on behalf of appellant)

**3. EXCLUSION OF PUBLIC AND PRESS**

The Committee agreed that, under Section 50(A)(4) of the Local Government (Scotland) Act 1973, the public be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in Paragraphs 4, 6 and 12 of Part 1 of Schedule 7A to the Act.

**4. APPEAL AGAINST RATES ON THE GROUNDS THAT THEY ARE BEING IMPROPERLY CHARGED**

The committee considered a written submission on behalf of the appellant and a written submission on behalf of the authority with regard to an appeal against rates levied by the council on the grounds that they were being improperly charged.

The committee discussed the case with the appellant and with the authority's representatives and asked a number of questions for further information and clarification. following this, the appellant and the authority's representatives withdrew from the meeting to enable the committee to consider the evidence.

**Decision**

Having carefully considered the submissions provided by both parties; the Rates Appeal Committee agreed to recommend that: -

The Appeal is not upheld on the ground regulation 4(6) of The Non-Domestic Rates (Miscellaneous Anti-Avoidance Measures) (Scotland) Regulations 2023 has been satisfied. The rent was significantly lower than the level which could be reasonably obtained on the open market at the same time. Therefore, the leases and subleases in question were artificial non-domestic rates avoidance arrangements within the meanings of sections 39 and 40 of the Act.



**CONFIRMED MINUTE OF THE FIFE HEALTH AND SOCIAL CARE INTEGRATION  
JOINT BOARD (IJB) - FRIDAY 27 SEPTEMBER 2024 AT 10.00 AM**

<b>Present:</b>	Arlene Wood (AW), Chair David Ross (DR), Vice-Chair Fife Council – David Alexander (DA), Dave Dempsey (DD), Rosemary Liewald (RLie), Lynn Mowatt (LM), Mary Lockhart (ML) and Sam Steele (SS) NHS Fife Board Members (Non-Executive) – Alastair Grant (AG), Colin Grieve (CG), John Kemp (JK), Sinead Braiden (SB) Chris McKenna (CMcK), Medical Director, NHS Fife Amanda Wong (AW), Associate Director, Allied Health Professionals Debbie Fyfe (DF), Joint Trade Union Secretary Ian Dall (ID), Service User Representative Kenny Murphy (KM), Third Sector Representative Lynne Parsons (LP), Employee Director, NHS Fife Morna Fleming (MF), Carer Representative Paul Dundas (PD), Independent Sector Representative
<b>Professional Advisers:</b>	Fiona McKay (FC), Interim Director of Health and Social Care/Chief Officer Audrey Valente (AV), Chief Finance Officer Helen Hellewell (HH), Deputy Medical Director, NHS Fife Jacqueline Drummond (JD), Consultant Forensic Psychiatrist James Ross (JR), Chief Social Work Officer, Fife Council
<b>Attending:</b>	Avril Sweeney (AS), Risk Compliance Manager Cara Forrester (CF), Communications Advisor Clare Gibb (CG), External Communications Advisor Eileen Rowand (ER), Executive Director Finance & Corporate Fiona Forrest (FF), Director of Pharmacy & Medicines Jillian Torrens (JT), Head of Complex & Critical Care Services Jennifer Rezendes (JR), Principal Social Work Officer Lisa Cooper (LC), Head of Primary & Preventative Care Services Louise Radcliffe (LR), Organisational Development & Culture Specialist Lynda Reid-Fowler (LRF), Policy Coordinator Margo McGurk (MM), Director of Finance & Strategy Roy Lawrence (RLaw), Principal Lead for Organisational Development & Culture Tracy Hogg (TH), Finance Business Partner Vanessa Salmond (VS), Head of Corporate Services Gemma Reid (GR), H&SC Co-ordinator (Minute)

	TITLE	ACTION
1	<p><b>CHAIRPERSON'S WELCOME / OPENING REMARKS / APOLOGIES</b></p> <p>Arlene Wood, IJB Chair welcomed everyone to the Integration Joint Board and advised that apologies had been received from Lynne Garvey, Janette Keenan, Margaret Kennedy and Joy Tomlinson.</p> <p>Arlene acknowledged the appointment of Lynne Garvey as Director of Fife Health and Social Care Partnership and Chief Officer as of 4<sup>th</sup> November 2024.</p> <p>Those present were reminded that they should mute their mobile phones for the duration of the meeting and mute their microphone when not talking, and in an effort to keep to our timings for this meeting, all questions and responses should be as succinct as possible.</p> <p>A recording pen was in use at the meeting to assist with Minute taking and the media have been invited to listen in to proceedings.</p> <p>Arlene thanked Fiona McKay for the IJB update newsletter provided via SWAY.</p>	
2	<p><b>DECLARATION OF MEMBERS' INTERESTS</b></p> <p>There were no declarations of interest highlighted.</p>	
3	<p><b>MINUTES OF PREVIOUS MEETING &amp; ACTION NOTE 26 JULY 2024</b></p> <p>Dave Dempsey highlighted the survey which was circulated regarding the preferred format of IJB meetings. Vanessa Salmond advised that the majority had voted to continue meetings in a blended fashion.</p> <p>Arlene Wood highlighted one outstanding item on the action note in relation to the Ministerial Strategic Group, with a deadline of end September. Fiona McKay advised she will be bringing a joint report and taking this through Finance, Performance and Scrutiny.</p> <p>The Minute and Action Note were then both approved as an accurate record.</p>	FMcK / VS
4	<p><b>CHIEF OFFICER UPDATE</b></p> <p>Fiona McKay began her update by welcoming James Ross, Chief Social Work Officer to the meeting. Fiona extended her thanks to Arlene Wood as this was her last IJB meeting as Chair and welcomed David Ross as the incoming Chair. Going forward, Arlene will take up the post of Vice-Chair of the IJB and Chair of the Strategic Planning Group.</p> <p>Fiona recognised the full agenda and highlighted the SWAY which was an update on the work of colleagues across the sector, noted the Cabinet Secretary visit.</p> <p>Fiona acknowledged the difficult decisions that members were being asked to make and reminded all of the need to consider and embrace change. Fiona highlighted that this would be her last formal IJB as Chief Officer and thanked everyone for their support during her time in post.</p>	
5	<b>COMMITTEE CHAIR ASSURANCE REPORTS</b>	

	<p>Arlene Wood advised that these reports were being presented to enhance Governance arrangements by providing assurance to the IJB on Committee Business, noting that agreement on the principles of these reports were discussed at the Quality and Communities Committee on 4 September 2024, the Strategic Planning Group on 5 September 2024, the Finance, Performance &amp; Scrutiny Committee on 11 September 2024 and the Audit &amp; Assurance Committee on 13 September 2024</p> <p>Arlene Wood introduced Vanessa Salmond who presented the reports and confirmed that all statements had been signed off by current Chairs</p> <p>Arlene Wood then invited in turn Dave Dempsey, Chair of the Audit and Assurance Committee, Alastair Grant, Chair of the Finance, Performance &amp; Scrutiny Committee, Sinead Braiden, Chair of the Quality &amp; Communities Committee and Roy Lawrence, Interim Chair of the Strategic Planning Group. All agreed that the reports were helpful summaries.</p> <p><b>The Board were assured that the Governance Committees are discharging their functions and remit and escalating any issues appropriately.</b></p>	
6	<p><b>STRATEGIC PLANNING &amp; DELIVERY</b></p> <p><b>6.1 Prevention and Early Intervention Strategy</b></p> <p>This report was discussed at the Quality and Communities Committee on 4 September 2024, the Strategic Planning Group on 5 September 2024, the Local Partnership Forum on 10 September 2024 and the Finance, Performance &amp; Scrutiny Committee on 11 September 2024.</p> <p>Arlene Wood introduced Lisa Cooper who presented this report.</p> <p>Lisa Cooper advised that this report was being brought to the Board for decision and noted that this follows a two-year programme of work designed with wide stakeholder engagement and within a whole system approach. Nationally this is a key strategic driver for change through Public Health priorities. The Board's attention was drawn to Appendix 2, the High-Level Delivery Plan. Lisa advised she has received helpful feedback from stakeholders and noted that financial constraints are recognised, we need to be ambitious to shift the balance of care and she is confident that Prevention and Early Intervention will enable this. Lisa and her team are working with localities to agree plans for delivery and noted through the discovery phase that this is the first Prevention and Early Intervention Strategy within a Health and Social Care Partnership, which is an achievement to be celebrated. Lisa Cooper concluded by thanking everyone for their contribution.</p> <p>Arlene Wood then invited Committee Chairs to comment in turn.</p> <p>Sinead Braiden, Chair of the Quality &amp; Communities Committee commended the report and supported its submission to the IJB.</p> <p>Roy Lawrence, Interim Chair of the Strategic Planning Group commended the vast amount of work that has gone into the report but highlighted that the Committee recognised the current financial challenges, which may prove to be a barrier in driving the actions forward.</p>	

	<p>Debbie Fyfe provided feedback in the absence of Kenny McCallum and confirmed the LPF were supportive of the strategy.</p> <p>Alastair Grant, Chair of Finance, Performance &amp; Scrutiny Committee supported the progression of the strategy to the IJB and commended the work carried out to produce but recognised that financial constraints may make it difficult to progress.</p> <p>Kenny Murphy questioned if directions would be forthcoming as the action plan is developed. Vanessa Salmond confirmed that we will be clear on what partners are being asked to deliver. Audrey Valente acknowledged tough decisions and the existing spend on Prevention and Early Intervention and highlighted the need to ensure that we are spending this in the correct places, confirming this will be reviewed.</p> <p>Arlene Wood highlighted the need for prioritisation of strategies for delivery, being cognisant of the current financial situation.</p> <p>Morna Fleming thanked Lisa for including her request for transition on becoming a carer within the report, noting that on page 28 of the report, the 4<sup>th</sup> column of the table is missing “and future needs”. Lisa apologised and confirmed that this would be updated.</p> <p>Morna Fleming highlighted the top 10 causes of ill health and noted there was no reference to obesity. Lisa Cooper recognised this and confirmed this will come forward through the year one action plan. Paul Dundas gave his thanks to Lisa and highlighted his concerns regarding delivery due to financial constraints, and whilst supporting we need to consider the action plan and decisions around the recovery plan.</p> <p>Rosemary Liewald commended the report, highlighting it was one of the most well laid out, precise reports the Board have received, and she was pleased to see a locality approach.</p> <p>Jennifer Rezendes welcomed the increase of 22% in referrals from the social work contact centre.</p> <p>Chris McKenna noted the challenges in relation to increasing demand for healthcare due to increasing ill health, demographic and decreasing life expectancy. Financial constraints are recognised but highlighted that we need to do more for the long term aims of population health, highlighted that screening is an important part of prevention and detection. Lisa Cooper agreed with this critical intervention and gave assurance that it will form part of the year one action plan and will come forward in the annual report. Chris McKenna questioned whether we could use this strategy to aid the uptake of screening and Lisa Cooper gave assurance that this will be built into the delivery plan.</p> <p>Arlene Wood noted that the delivery plan is quite high level. Lisa Cooper confirmed that a more detailed delivery plan is to be developed. Lisa confirmed that Prevention and Early Intervention is working in partnership with other strategies and is not a standalone strategy.</p> <p>Fiona McKay highlighted an annual locality event in the Rothes Halls on 5<sup>th</sup> November 2024 and the IJB were encouraged to attend. It was requested a hold to be put in diaries.</p>	<p>LC</p> <p>LC</p> <p>GR</p>
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	<p>Arlene Wood thanked Lisa Cooper and her team for the significant amount of work that had gone into producing this report.</p> <p><b>The Board approved the Prevention and Early Intervention Strategy and took significant assurance.</b></p>	
7	<p><b>LIVED EXPERIENCE &amp; WELLBEING</b></p> <p><b>7.1 Lived Experience – Cardiac Care in the Community</b></p> <p>Arlene Wood introduced Helen Hellewell who presented the Lived Experience video, highlighting the important work of the Cardiac Care in the Community team.</p> <p>Arlene Wood requested that Helen pass on thanks to the team, highlighting that patient stories are important to the work of the Integration Joint Board.</p>	
8	<p><b>INTEGRATED PERFORMANCE</b></p> <p><b>8.1 Fife IJB Draft Audited Annual Accounts for Financial Year to March 2024.</b></p> <p>This report was discussed at the the Audit &amp; Assurance Committee on 13 September 2024.</p> <p>Arlene Wood introduced Audrey Valente who presented the report highlighting that Chris Brown, External Auditor is unavailable, and Audrey will give a brief summary of the report, outlining the current financial status.</p> <p>The annual accounts presented an overspend of £5.5m after the use of £12m reserves. The balance of £5.5m is met by Partners as per the Integration Scheme.</p> <p>Audrey Valente presented the salient points from the annual audit report which confirmed that the IJB has appropriate administrative processes in place with no significant weaknesses. Audrey drew the Board's attention to page 139, highlighting the financial sustainability of the IJB which is at significant risk from 24/25 onwards, and reminded those present that we are facing a challenging financial position</p> <p>Arlene Wood invited Dave Dempsey, Chair of the Audit &amp; Assurance Committee to comment on discussions at the Committee before questions from Board members. Dave noted that the wider scope audit is a useful summary, highlighting the graph on page 142 showing how the deficit evolved during year, with Appendix 3 on page 169 looking forward.</p> <p>Morna Fleming welcomed the mention of the Carer's Strategy, highlighting that the Carer's Survey demonstrates a low level of feeling of support amongst carers. Audrey Valente noted a significant investment in carers of over £6m and brought in Fiona McKay who acknowledged the results from the Carer's Survey were lower than expected. Fiona confirmed there is a huge amount of work happening on this and that we are starting to see progress.</p> <p>Morna highlighted the Plan for Fife and queried to what extent staff changes during the pandemic had been retained. She recalls staff being nimble with their work patterns during the pandemic, changing their work patterns due to service closures and responding to needs in other areas. Morna queried if this has been</p>	

	<p>developed as opposed to reverting to pre-pandemic ways of working. Fiona McKay advised that transformation work has allowed us to think differently around the deployment of staff, with staff embracing new ways of working aligned to the Digital Strategy.</p> <p>Arlene Wood acknowledged the unqualified audit report and requested confirmation that lessons learned, and recommendations would be presented to the Audit and Assurance Committee. Audrey Valente provided this assurance.</p> <p><b>The Board noted the IJB's audited Annual Accounts and External Annual Audit Report and approved and signed off the audited Annual Accounts.</b></p>	
	<p><b>8.2 Finance Update</b></p> <p>This report was discussed at the Finance, Performance &amp; Scrutiny Committee on 11 September 2024 and the IJB Development Session on 17 September 2024, which had a focus on financial recovery.</p> <p>Arlene Wood introduced Audrey Valente who presented this report.</p> <p>Audrey Valente advised that whilst she would present the report, her Senior Leadership Team colleagues would also support this agenda item.</p> <p>Audrey began her report by noting the challenging financial position, noting a projected overspend of £21.5m, highlighting that whilst not ideal this is an improved movement from the May position, and mainly reflects the delivery of the May savings. The savings being reported are £28m of the £39m which was approved at the IJB in March 2024. Audrey confirmed the £28m is what we are projecting to be saved by the end of the current financial year, noting that although this is ambitious, the Senior Leadership Team will endeavour to deliver the stretched targets. Reserves were depleted at the end of the last financial year, with only a balance of circa £4.5m remaining for specific local and national priorities. A recovery plan of £13.5m is being brought forward, identifying where actions are delivered currently and where in-year only. The aim is to bring the budget back in line by March 2025, although realistic timescales are likely to see full delivery into the next financial year. Audrey highlighted that essential spend only has been instructed.</p> <p>Audrey highlighted the importance of the Third and Independent Sector and recognised the impact of the recovery plan on these areas. Audrey confirmed to Paul Dundas and Kenny Murphy that she will work in partnership to ensure an equitable approach, and they will be fully involved throughout the process.</p> <p>Audrey highlighted the need to progress as quickly as possible with the recovery plan in order to bring the budget back in line by the end of the financial year.</p> <p>Fiona McKay gave her thanks to Audrey. Fiona noted that she appreciates that this is not a good position, and we are clear to partners that this financial position is not acceptable. Whilst considering the recovery plan our priority is always to keep people safe and mitigate risk.</p> <p>Fiona highlighted the in-year savings, the budget of over £700m and noted that the £12m we are asking for is less than 2% of this budget. Fiona proposed a Wellbeing Working Group, looking at the short-term plan to change and mitigate risks and stressed that nobody will be left at risk from the work that we do.</p>	<p><b>FMcK</b></p>

	<p>Helen Hellewell highlighted the need to mitigate risks to the people of Fife and provided assurance that there will be good clinical oversight, and we will remain agile in our decision making.</p> <p>Audrey Valente introduced members of the Senior Leadership Team who, in turn, provided assurances that they are working collectively and collegiately to mitigate risks and consequences across the wider system, with the people of Fife at the centre of any decisions.</p> <p>Fiona McKay concluded by giving her commitment to the people of Fife to deliver the recovery plan safely.</p> <p>Arlene Wood acknowledged the difficult decisions and invited views from IJB members. Chris McKenna, Medical Director highlighted that Janette Keenan was not in attendance and that she had no prior oversight of the plan due to absence. Chris recognised that the proposals would impact the nursing workforce and therefore it is vital that the Director of Nursing has her view heard. Whilst recognising action is required, Chris noted that he struggles to support what is described in the paper, confirming that whilst he supports the direction of travel, he needs assurance around clinical risk and mitigations and cannot endorse without further detail. Chris confirmed that he is committed to working with the Senior Leadership Team to ensure the proposals are safe and achievable.</p> <p>Arlene Wood then sought a view from Amanda Wong who noted that whilst she understands the financial position, there is not enough information to make an informed decision, considering the risks to patient safety and quality of care. Amanda is also happy to work with the Senior Leadership Team to move forward.</p> <p>Arlene Wood then took questions from the Board.</p> <p>Sam Steele highlighted the transformation of urgent care services proposal and highlighted that out of 8 Scottish Cities, Dunfermline is the only one without an A&amp;E, noting that services should be added and not removed. Sam's opinion is that the proposal is not acceptable, and she cannot support.</p> <p>Dave Dempsey highlighted that in his opinion the first 3 proposals detailed within the recovery plan go against the principles of the IJB. He noted that the directions in their current format are not satisfactory and require to be refined.</p> <p>David Ross acknowledged the focus on in-year recovery but stressed that we must not lose focus of the longer-term plan to put us in a more favourable position moving forward, highlighting the importance of recruitment and retention of staff in order to reduce agency spend. The respite reduction from 6 to 3 weeks is considerable and he would like assurance this will be flexible, taking into consideration the knock-on effect to the Independent and Third Sector. David stressed that we need to recognise the timescales, find solutions and move forward.</p> <p>Lynne Parsons confirmed that she had discussed the paper with the Joint Trade Union Secretary for Fife Council and whilst she is committed to working in partnership, she cannot support the paper as it stands as she is not assured by the current detail of the paper. Lynne read out a joint statement prepared on behalf of the Joint Trade Union Secretaries. To summarise the statement, there were concerns around staff redeployment on a voluntary basis and what the plan</p>	
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will be if nobody volunteers. Lynne highlighted that Staffside would expect deeper engagement in plans.

Debbie Fyfe noted that a special Local Partnership Forum offered by Fiona McKay to go through the finer details would be welcomed, noting that a respite reduction will impact carers. Debbie questioned the £5m savings for redeployment and queried where this figure came from. Debbie doesn't feel that this has been a partnership approach.

Paul Dundas thanked the Senior Leadership Team and Director for their communications. He noted his concerns within the Independent Sector around loss of staff and the re-recruitment risk should care packages be reduced due to a reduction in income to commissioned services, which would also have an impact on the income of staff involved. Inevitably the large sums noted within the in-year budget could result in redundancies for external commissioned employers. Paul noted that Fife have been successful in the last few years through collaboration to attract and retain staff and there is a risk of losing this successful track record.

Paul also noted the risk to international employees, with any changes to their contracts impacting on their visa eligibility.

Kenny Murphy stated that the paper lacks detail, so it is difficult to be supportive at this stage, noting that funding is reducing in the third sector. Recruitment and retention are also a major issue with job security poor. Kenny highlighted the reduction in volunteering since the pandemic and noted that the Partnership had previously recovered £1m from Third Sector and hopes further savings will be minimised going forward.

John Kemp noted the need to agree the plan in principle with further work on detail due to timescales and feels that the recovery plan needs to be agreed wider with NHS and Local Authority partners.

Morna Fleming highlighted the respite proposals and sought assurance that as partners in care, decisions on reduction are done in collaboration with families. The formation of a Wellbeing Working Group is welcome. Morna requested assurance that Carers Act funded social work assistants are not part of the general social work activity and are ring fenced for a particular job, not absorbed into the general social work workforce.

James Ross highlighted that postponing decision-making today is negligent due to the current financial position.

Rosemary Liewald highlighted her serious concerns with the entirety of the paper, noting that a reduction in care packages being described within the paper as "a deterioration in service" is concerning. Rosemary recognised that respite provision reduction will have a huge impact. Whilst Rosemary recognises the work of Audrey and her team, she has huge concerns with the current proposals.

Dave Alexander questioned what happens if we don't vote today and highlighted that if we don't take difficult decisions today, we will need to take horrendous decisions next year, feeling that partners could have supported more.

Alastair Grant noted that greater risk and impact needs to be assessed as detail is missing, whilst recognising that steps need to be taken towards recovery.

	<p>Arlene Wood then summarised the discussions, recognising the pressure the Senior Leadership Team are under in pulling these plans together, whilst noting that the IJB has a responsibility to produce a recovery plan to provide to partners. Whilst Arlene acknowledged the work of the team, noted the pressure and timescales for the team to produce a recovery plan and also that she has trust in the team to make considered, safe recovery plans, she is hearing concerns around risk and collaboration and a general feeling that the Board are not fully supportive of the plan but are supportive of approving the direction of travel in principle, with partnership working and stakeholder involvement forthcoming.</p> <p>Audrey Valente thanked everyone for their comments and reiterated the need to make difficult decisions, whilst recognising these decisions have impacts. Audrey confirmed that the risk impacts were approved in March, highlighting her concerns around timescales and noting that the longer this goes on, the 2% savings will increase and delivery will be less likely by year end. Audrey recognised that we are not going to balance by end of year and proposed that we write to partners to seek additional funding. Audrey welcomed the formation of a Wellbeing Working Group.</p> <p>Fiona McKay confirmed that she will take on board everyone's comments and issues raised, confirming a Wellbeing Group will be established to look at further detail not noted in the finance paper. Fiona highlighted the transformation programme but acknowledged this is not enough and keeping people safe is a priority.</p> <p><b>Recommendation</b></p> <p>The Board: -</p> <ul style="list-style-type: none"><li>• Noted the content of the report including the overall projected financial position for delegated services for 2024-25 financial year as at 31 July 2024 as outlined in Appendices 1-4 of the report.</li><li>• Noted that steps continue to be taken by Officers to consider options and opportunities to improve the financial position during the remainder of 2024-25 as part of the Financial Recovery Plan process, as outlined in section 8 of the Finance Update Appendix1, detailed plan at Appendix 5.</li><li>• Approved the financial monitoring position as at July 2024.</li><li>• Requested that Audrey Valente refine the direction before it can be formally approved and issued.</li><li>• The recovery plan was approved by Alastair Grant, Dave Dempsey and Sinead Braiden. All other voting members voted against the proposals outlined within the report as they stand, and therefore as the majority did not approve due to concerns, the Board would present modified recommendations today to avoid further delays.</li></ul> <p>There was a 10-minute adjournment before modified recommendations were proposed by the Chief Officer and Chief Finance Officer, as follows.</p> <p>Modified recommendations –</p> <ul style="list-style-type: none"><li>• Formally approve the recovery plan in principle as a direction of travel, noting the ongoing work and governance that will follow on to ensure safe and effective delivery of services to the people of Fife, subject to further</li></ul>	<p><b>AV</b></p> <p><b>FMcK</b></p> <p><b>AV</b></p>
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	<p>detailed discussion at pace with clinical advisors, staff, Trade Unions and Independent/Third Sector and further impact of assessment undertaken via a Wellbeing Working Group. All voting members agreed, with the exception of Chris McKenna and Lynne Parsons and therefore a majority was reached.</p> <ul style="list-style-type: none"> <li>Formally write to partners as per integration scheme 8.2.3 to advise a balanced budget is unlikely to be reached and to seek additional funding. All voting members agreed</li> <li>Agree an extraordinary Finance, Performance and Scrutiny meeting and Extraordinary IJB in October to discuss the single item. All voting members agreed.</li> </ul>	<p>AV</p> <p>AV</p>
	<p><b>8.3 Performance Report – Executive Summary</b></p> <p>This report was discussed at the Finance, Performance &amp; Scrutiny Committee on 11 September 2024.</p> <p>Arlene Wood introduced Fiona McKay who presented this report and started by giving her thanks to the IJB who have supported this work. Fiona highlighted the START programme which is working well in the community and meeting targets. It was highlighted that drug and alcohol waiting times are back in line and Fiona thanked addiction services and the Partnership for their support with this. CAMHS &amp; Psychiatry are closely monitored, Fiona confirmed we will continue with enhanced scrutiny and a fuller report on this will be brought forward at the next Finance, Performance &amp; Scrutiny Committee. Fiona McKay discussed nursing and residential concern and noted a large spike in people going into care homes, confirming we are working with the Red Cross to support people at home with overnight care.</p> <p>Arlene Wood invited Alastair Grant, Chair of Finance, Performance &amp; Scrutiny Committee to comment on discussions at the Committee who confirmed that the Committee were assured that work is progressing to achieve the agreed outcomes.</p> <p>Rosemary Liewald noted that the KY5 drop in is no longer situated at the Lochgelly Centre, and now at the Maxwell Centre in Cowdenbeath which is apt given the Cowdenbeath figures are the highest across Fife. Fiona McKay highlighted that there is a proposal to open one in Glenrothes.</p> <p><b>The Board were assured of the performance and that the full report had been discussed at the Finance, Performance &amp; Scrutiny Committee.</b></p>	
9	<p><b>GOVERNANCE &amp; OUTCOMES</b></p> <p><b>9.1 Quality &amp; Communities Committee Revised ToR</b></p> <p>This revision was discussed at the Quality &amp; Communities Committee on 5 July 2024, with the Committee content to remit to the IJB for formal approval.</p> <p>Arlene Wood introduced Dr Helen Hellewell who presented this report.</p> <p>Dr Hellewell noted the continued focus on governance arrangements to ensure fit for purpose and highlighted that Diagram 1 will be changed prior to publication to ensure it is in accessible format.</p>	<p>HH</p>

	<b>The Board formally approved the revised ToRs for the Quality &amp; Communities Committee.</b>	
	<p><b>9.2 Membership Update</b></p> <p>Arlene Wood introduced Vanessa Salmond who presented this report.</p> <p>Vanessa thanked Arlene for her contribution and highlighted an error in the paper. Sam Steele is standing down from Audit &amp; Assurance and not Finance, Performance &amp; Scrutiny. Vanessa confirmed the paper would be updated.</p> <p>There was much discussion around the proposed amendment of IJB dates going forward, in particular the transition from Fridays to Wednesdays, and the absence of member consultation prior to this paper being brought forward. Vanessa confirmed that time constraints did not allow for prior discussion around dates.</p> <p>Colin Grieve shared concerns regarding NHS Board meetings being the day prior to the IJB. Vanessa explained reporting timescales and that there is little fluidity on dates due to these timescales, but that dates would be reviewed. Arlene Wood stressed to members that delays to papers need to be minimised due to these tight timescales.</p> <p><b>The Board:-</b></p> <ul style="list-style-type: none"> <li>• <b>Noted the member transitions as detailed at paragraph 2.3.</b></li> <li>• <b>Formally recorded thanks and welcomed new members to the Board.</b></li> <li>• <b>Approved (with action to review dates) the revised Board dates to accommodate members availability, noting Board and Development Sessions will be scheduled for a Wednesday.</b></li> </ul>	<p><b>VS</b></p> <p><b>VS/GR</b></p>
	<p><b>9.3 Professional Assurance Framework</b></p> <p>This report was discussed at the Quality &amp; Communities Committee on 4 September 2024 and the Local Partnership Forum on 10 September 2024.</p> <p>Arlene Wood introduced Jennifer Rezendes who presented the paper, noting that the paper aims to provide the governance and assurance routes that she is proposing for the delegated Social Work and Social Care pathway. Jennifer advised that in the absence of a national framework this document will provide assurance to the Chief Social Worker on the professional practices, and she will report back into the Governance Committees.</p> <p>Arlene Wood invited Sinead Braiden, Chair of the Quality &amp; Communities Committee to comment on discussions from the Committee, who confirmed that the committee welcomed the report and are looking forward to seeing work progressing. Kenny McCallum, Chair of the Local Partnership Forum was not in attendance to comment on discussions.</p> <p>Arlene Wood congratulated Jennifer Rezendes on an excellent piece of work which she suggests should be published. Rosemary Liewald also commended the paper. Jennifer confirmed that she has shared the paper with other local authorities and Social Work Scotland who may wish to take it forward.</p> <p><b>The Social Work and Social Care Professional Assurance Report and Framework were approved by the Integration Joint Board.</b></p>	

	<p><b>9.4 Scheme of Delegation Update: Resilience &amp; Business Continuity</b></p> <p>This report relates to one specific action identified within the Fife IJB Resilience and Business Continuity Planning Arrangements Audit Report. The full audit report was previously presented to the Audit and Assurance Committee in May 2024.</p> <p>Arlene Wood introduced Vanessa Salmond who presented this report and highlighted an addition to the Scheme of Delegation to reflect the IJB becoming Category 1 responders and advised that a review of the full scheme of delegation is scheduled for 2025.</p> <p>Dave Dempsey, Chair of the Audit &amp; Assurance Committee confirmed there were no issues raised at the Committee.</p> <p><b>The Board formally agreed the proposed amendments to the Scheme of Delegation at Appendix A.</b></p>	
10	<p><b>LEGISLATIVE REQUIREMENTS &amp; ANNUAL REPORTS</b></p> <p><b>10.1 IJB/HSCP Resilience Annual Report</b></p> <p>This report was discussed at the Quality &amp; Communities Committee on 4 September 2024.</p> <p>Arlene Wood introduced Avril Sweeney who presented the report and highlighted that key points are the duties IJB holds as a Category 1 responder. Avril confirmed the group is led by the Head of Community Care Services.</p> <p>Avril drew the Board's attention to the workplans within appendices and confirmed that an internal audit had been carried out with the report providing a reasonable level of assurance that the IJB are meeting their duties as Category 1 responders.</p> <p>Sinead Braiden, Chair of Quality &amp; Communities confirmed there were no issues raised at the Committee.</p> <p>Arlene Wood commended an excellent paper and welcomed the pro-active approach taken.</p> <p><b>Board Members 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.</b></p>	
	<p><b>10.2 Records Management Annual Report</b></p> <p>This report was discussed at the discussed at the Audit and Assurance Committee on 13 September 2024.</p> <p>Arlene Wood introduced Audrey Valente who presented this report</p> <p>Audrey brought in Avril Sweeney who she acknowledged had carried out much of the work on this report.</p> <p>Avril noted that the report details the original plan agreed in 2019 and the action plan extended to 2024, highlighting that it sets out 14 elements of the plan and assessment criteria. Avril confirmed that all 14 elements of the records</p>	

	<p>management plan have been agreed by the keeper as being green and assurance was given that we will continue to submit annual progress reports.</p> <p>Dave Dempsey, Chair of Audit &amp; Assurance confirmed there were no issues raised at the Committee.</p> <p><b>The Board were assured of the current position.</b></p>	
	<p><b>10.3 Equality, Diversity &amp; Inclusion Action Plan</b></p> <p>This report was discussed at the Quality and Communities Committee on 4 September 2024, the Local Partnership Forum on 10<sup>th</sup> September 2024, and the Finance, Performance &amp; Scrutiny Committee on 11 September 2024.</p> <p>Arlene Wood introduced Roy Lawrence who presented this report and noted that he recognises the impact of workforce on the pressures in system so highlighted the importance of this work. Roy recognised that this is an ambitious plan and noted that it is driven by core values. Roy highlighted that in partnership with Fife Centre for Equalities 30 internal facilitators have been trained. The appendices provide a brief summary and more documents available on request. Roy acknowledged the work of Louise Radcliffe and her contributions to this paper.</p> <p>Sinead Braiden, Chair of Quality &amp; Communities acknowledged the work and gave her thanks to everyone who had contributed on behalf of the Committee.</p> <p>Kenny McCallum, Chair of the Local Partnership Forum was not in attendance to make comment and Alastair Grant, Chair of Finance, Performance &amp; Scrutiny confirmed there were no issues to raise from the Committee.</p> <p>Lynne Parsons commended Roy Lawrence on the paper.</p> <p><b>The IJB endorsed the Action Plan as a positive approach to the Partnership's commitment towards recognising the Equality, Diversity &amp; Inclusion needs of our workforce.</b></p>	
	<p><b>10.4 Primary Care Strategy 2023-26 Year One Report</b></p> <p>This report was discussed at the Quality and Communities Committee on 4 September 2024, the Strategic Planning Group on 5 September 2024 and the Finance, Performance &amp; Scrutiny Committee on 11 September 2024.</p> <p>Arlene Wood introduced Lisa Cooper who presented the report.</p> <p>Lisa highlighted the vision for a thriving primary care service at the centre of the Health and Social Care system, with 41 actions agreed for year one, with 60% delivered and 40% carried forward into year 2. Lisa highlighted the work to progress the sustainability of 2C practices and a regular calendar of protected learning time. Lisa noted the support provided with dental registrations and highlighted a book which has been published and recognised nationally - "Harry's healthy teeth."</p> <p>Arlene Wood commended what had been achieved in a short space of time and invited the Committee Chairs to comment in turn. Rosemary Liewald commented (in Sinead Braiden, Chair of Quality &amp; Communities' absence) commending the report and supporting its progression to the IJB, confirming her grandson had enjoyed the book. Roy Lawrence, Interim Chair of the Strategic Planning Group recognised the significant progress and challenges in the system and Alastair</p>	

	<p>Grant, Chair of Finance, Performance &amp; Scrutiny recognised the vast amount of work that had gone in to preparing the reports.</p> <p>Chris McKenna gave his thanks to Lisa Cooper, noting that the report demonstrates the effort and that has gone into Primary Care and congratulated the team around the approach to 2C practices.</p> <p><b>The Board were assured of the significant amount of work delivered by Fife HSCP and NHS Fife in delivering Fife's Primary Care Strategy, although recognising that there are continued pressures across Primary Care.</b></p>	
11	<p><b>MINUTES OF GOVERNANCE COMMITTEES / LOCAL PARTNERSHIP FORUM / STRATEGIC PLANNING GROUP</b></p> <p>The minutes of the following Governance Committees were provided for information:</p> <ul style="list-style-type: none"> <li>• Audit and Assurance Committee – 27 June 2024</li> <li>• Finance, Performance &amp; Scrutiny – 3 July 2024</li> <li>• Quality &amp; Communities Committee – 5 July 2024</li> <li>• Local Partnership Forum – 2 July 2024</li> <li>• Strategic Planning Group – 9 July 2024</li> </ul> <p>Arlene Wood requested that any queries on the above are directed to the Committee Chair due to timescales.</p>	
12	<p><b>AOCB</b></p> <p>As the Chair had not been alerted prior to the meeting of any other business to be raised under this item the meeting was closed by the Chair confirming the dates of the next meetings.</p>	
13	<p><b>DATE OF NEXT MEETINGS</b></p> <p><b>IJB DEVELOPMENT SESSION – WEDNESDAY 30 OCTOBER 2024</b></p> <p><b>INTEGRATION JOINT BOARD – WEDNESDAY 4 DECEMBER 2024</b></p> <p><b>Extraordinary meetings of FPS and IJB - dates TBC</b></p>	



**CONFIRMED MINUTE OF THE FIFE HEALTH AND SOCIAL CARE INTEGRATION  
JOINT BOARD (IJB) – WEDNESDAY 4 DECEMBER 2024 AT 10.00AM**

**Present:** David Ross (DR) (Chair)  
Arlene Wood (AW) (Vice-Chair)  
Fife Council – David Alexander (DA), Dave Dempsey (DD), Rosemary Liewald (RLie), Mary Bain-Lockhart (MBL) and Sam Steele (SS)  
NHS Fife Board Members (Non-Executive) – Alastair Grant (AG), Colin Grieve (CG), John Kemp (JK), Sinead Braiden (SB)  
Chris McKenna (CMcK), Medical Director, NHS Fife  
Debbie Fyfe (DF), Joint Trade Union Secretary  
Janette Keenan (JK), Nurse Director, NHS Fife  
Kenny McCallum (KMcC), Staff Representative, Fife Council  
Kenny Murphy (KM), Third Sector Representative  
Lynne Parsons (LP), Employee Director, NHS Fife  
Morna Fleming (MF), Carer Representative

**Professional Advisers:** Lynne Garvey (LG), Director of Health and Social Care/Chief Officer  
Audrey Valente (AV), Chief Finance Officer  
Fiona McKay (FMcK), Head of Strategic Planning & Commissioning  
Helen Hellewell (HH), Deputy Medical Director, NHS Fife  
James Ross (JR), Chief Social Work Officer, Fife Council

**Attending:** Aileen Boags, Lead Pharmacist, NHS Fife  
Cara Forrester (CF), Communications Advisor  
Chris Conroy (CC), Head of Community Care Services  
Clare Gibb (CG), External Communications Advisor  
Dafydd McIntosh (DMc), Organisational Wellbeing & Culture Specialist  
Jillian Torrens (JT), Head of Complex & Critical Care Services  
Jennifer Rezendes (JR), Principal Social Work Officer  
Lesley Gauld (LGau), Team Manager, Fife HSCP  
Lisa Cooper (LC), Head of Primary & Preventative Care Services  
Roy Lawrence (RLaw), Principal Lead for Organisational Development & Culture  
Vanessa Salmond (VS), Head of Corporate Services  
Gemma Reid (GR), H&SC Co-ordinator (Minute)

	TITLE	ACTION
1	CHAIRPERSON’S WELCOME / OPENING REMARKS / APOLOGIES	



	<p>David Ross, incoming Chair of the Integration Joint Board (IJB) welcomed everyone to the meeting and gave his thanks to Arlene Wood for her work as Chair and for her support as Vice-Chair of the IJB going forward.</p> <p>David acknowledged the appointment of Lynne Garvey as Director of Fife HSCP &amp; Chief Officer of the IJB as of 4<sup>th</sup> November 2024 and recognised that this was Lynne's first IJB meeting as Director of Fife HSCP &amp; Chief Officer of the IJB.</p> <p>Acknowledgement and well wishes were also given to Fiona McKay as she retires from the Fife Health and Social Care Partnership in December after 38 years in Health and Social Care, with David giving his thanks on behalf of the Integration Joint Board for Fiona's work during her time as Interim Chief Officer of the IJB.</p> <p>David advised that apologies had been received from Jacqueline Drummond, Fiona Forrest, Hazel Close, Lynn Barker, Lynn Mowatt, Paul Dundas, Margaret Kennedy, Amanda Wong and Joy Tomlinson.</p> <p>Those present were reminded that they should mute their mobile phones for the duration of the meeting and mute their microphone when not talking and in an effort to keep to our timings for this meeting, all questions and responses should be as succinct as possible.</p> <p>David advised members that a recording pen was in use at the meeting to assist with Minute taking and the media have been invited to listen in to proceedings.</p> <p>Members were advised that the Scottish Government Climate Change Report was submitted to Scottish Government following positive voting by members.</p> <p>Some IT issues were identified, with limitations to the sound for those joining the meeting remotely. It was decided to progress with the meeting, whilst doing all we could to mitigate these sound issues for members.</p>	
<b>2</b>	<p><b>DECLARATION OF MEMBERS' INTERESTS</b></p> <p>There were no declarations of interest highlighted.</p>	
<b>3</b>	<p><b>MINUTES OF PREVIOUS MEETING &amp; ACTION NOTE 27 SEPTEMBER 2024</b></p> <p>Dave Dempsey questioned if we had received a response from Partners as per Action 2. Audrey Valente advised that no response had been forthcoming as yet.</p> <p>The Minute and Action Note from the meeting held on Friday 27 September 2024 were then both approved as an accurate record.</p>	
<b>4</b>	<p><b>CHIEF OFFICER UPDATE</b></p> <p>Lynne Garvey began her update by expressing her delight, honour and privilege at being appointed as Director of the Partnership and Chief Officer of the IJB. Lynne acknowledged the previous work of Nicky Connor and Fiona McKay, advising members that she is excited to take the strategic direction forward and highlighting the main focus as being the increasing financial challenge, however stressed that she is working hard with the Senior Leadership Team to implement an accountability framework to mitigate the overspend. Lynne noted that staff had been asked for suggestions to support with the Recovery Plan and SLT were</p>	

	<p>linking in with all staff who had provided input in order to take these suggestions forward.</p> <p>Lynne highlighted the Locality Planning Event, held at the Rothes Halls in November which was very well attended by a wide range of stakeholders and partners.</p> <p>Lynne acknowledged a busy month and advised that she has taken 10 papers into Committees since being in post, however, has been encouraged by the full support from partners, the Executive teams in both Fife Council and NHS Fife throughout. Lynne gave her thanks to all involved for the very much appreciated support.</p> <p>Lynne paid recognition to staff within services, acknowledging the difficult times with financial pressures and remobilisation, highlighting that staff have showed great resilience throughout.</p> <p>Lynne gave her appreciation to Jennifer Rezendes for her contribution to Social Work, as she departs the Partnership in December, acknowledging the immense achievements made during her time in post.</p> <p>Lynne also highlighted that this was Fiona McKay's last IJB, giving her grateful thanks to Fiona for her outstanding contribution to Health and Social Care over the last 38 years, acknowledging the support Fiona provided in aiding her transition into the role as Chief Officer and Director of the HSCP and wishing her very best wishes in her retirement.</p> <p>Lynne concluded her Chief Officer update by wishing everyone a Merry Christmas and advising that she was looking forward to working through the challenges together in 2025.</p> <p>Colin Grieve asked if Fife HSCP had linked in with Ben Hannan in relation to the staff suggestions process.</p> <p>Lynne confirmed that Ben had been extremely supportive during the process.</p>	
5	<p><b>COMMITTEE CHAIR ASSURANCE REPORTS</b></p> <p>David Ross welcomed Vanessa Salmond who introduced the reports and confirmed that all statements had been signed off by current Chairs.</p> <p>Vanessa Salmond advised that these reports were being presented to enhance Governance arrangements by providing assurance to the IJB on Committee Business, noting that agreement on the principles of these reports had been discussed at the Audit and Assurance Committee on 15 November 2024, the Finance, Performance and Scrutiny Committee on 12 November 2024, the Quality and Communities Committee on 8 November 2024 and the Strategic Planning Group on 7 November 2024.</p> <p>David Ross then invited Committee Chairs to comment in turn before opening to questions from Board members.</p> <p>Dave Dempsey, Chair of the Audit and Assurance Committee highlighted page 19, paragraph 5 – items to be escalated. Dave requested that action is required to scrutinise how risk scores are tracked and asked for a specific Development Session to be arranged to focus solely on Governance. Vanessa Salmond</p>	

	<p>advised that the Development Session on 18<sup>th</sup> December is to be cancelled however the next sessions main topics will include the Integration Scheme and Financial Regulations with a date to follow.</p> <p>Arlene Wood expressed her concern regarding escalation around risk. Audrey Valente proposed to meet with Avril Sweeney and Chairs/Leads of Committee to progress a risk review.</p> <p>Alastair Grant, Chair of the Finance, Performance and Scrutiny Committee confirmed that additional committees were taking place, and the Committee will escalate any concerns to the Board.</p> <p>Sinead Braiden, Chair of the Quality and Communities Committee had nothing to escalate from Committee but noted that the Risk Score from demographic and changing landscapes has increased from 16 to 20 in light of the current significant financial pressures.</p> <p>Roy Lawrence Acting Chair of the Strategic Planning Group welcomed Arlene Wood as the new Chair of Strategic Planning Group and advised that they are in the process of setting out a plan to refresh the forward approach of the group, with Arlene meeting with all members and Development Session is planned in January.</p> <p>The Board were assured that the Governance Committees are discharging their functions and remit and escalating any issues appropriately.</p>	<p><b>VS</b></p> <p><b>AV</b></p>
<b>6</b>	<p><b>STRATEGIC PLANNING &amp; DELIVERY</b></p> <p><b>6.1 Winter Planning 2024-25</b></p> <p>This report was discussed at the Quality and Communities Committee on 8 November 2024, the Local Partnership Forum on 12 November 2024 and the Finance, Performance &amp; Scrutiny Committee on 12 November 2024.</p> <p>David Ross introduced Lynne Garvey and Lyndsey Dunn who presented this report.</p> <p>Lyndsey Dunn, Clinical Services Manager for Integrated Discharge Teams, District Nursing and Specialist Services presented the salient points from the report, highlighting the significant increase in people requiring support to return home or to a homely setting. Lyndsey acknowledged that the paper was a collaborative piece of work to support with Winter Pressures. Lyndsey highlighted that in terms of local benchmarking, Fife are placed in the top 25% of best performing Local Authority areas, whilst noting that the financial challenges and ongoing recovery plan may pose difficulty in sustaining this level of performance moving forward.</p> <p>David Ross then invited Committee Chairs to comment in turn before opening to questions from Board members.</p> <p>Sinead Braiden, Chair of the Quality and Communities Committee advised that committee were assured by comprehensive actions detailed in report around preparedness for winter pressures.</p> <p>Kenny McCallum, Chair of the Local Partnership Forum was assured by the report and had nothing to note.</p>	

	<p>Alastair Grant, Chair of the Finance, Performance and Scrutiny Committee commended the report and the ongoing work taking place.</p> <p>Arlene Wood commended a really comprehensive report, whilst questioning what level of confidence there was that whole system plan will enable us to manage seasonal pressures around surge and queried the Red Cross model, having previously understood there was no funding.</p> <p>Lynne Garvey noted a low level of confidence based on the recovery actions but stressed that we have a clear escalation process in place. Lynne acknowledged the widely reported pressures at the Victoria Hospital, Kirkcaldy, highlighting how difficult it is for acute services currently and how we are stepping up to support, despite being unable to commission like we normally would. In response to the Red Cross model, Lynne highlighted that the qualitative data from people in receipt of this care is excellent, noting that whilst this is an expensive model to run, we are looking at an alternative in using the Red Cross model as an alternative to assessment beds.</p> <p>Chris McKenna highlighted that what we do in Fife is hard to replicate elsewhere in terms of collaborative working, acknowledging pressures within all areas where he is supporting clinically in over pressurised areas such as the Victoria Hospital. Chris noted that the way through is effective daily communication, thinking agile, looking at what we can do differently and acting in best interest of patients and colleagues on the ground delivering services. Chris concluded by noting that whilst this will not be an easy winter, he is reassured by relationships that we have in Fife.</p> <p>David Ross acknowledged efforts of staff at this difficult time.</p> <p>Lynne Garvey acknowledged the efforts of all and noted that whilst we prioritise acute hospitals, we also have critical unmet need in the community which is equally as important.</p> <p>Rosemary Liewald gave thanks for report, noting that whilst it doesn't make for pleasant reading it is candid and what we need to see and asked Lynne for an update on mobilisation, recruitment and retention.</p> <p>Lynne Garvey highlighted that retention has improved, with Jillian Torrens reporting 35 Newly Qualified Practitioners going into our Mental Health wards. Lynne noted that our professional groups are leading on deploying staff into stretched areas, but this is proving difficult currently. Staff suggestions coming forward are for example printing, travel and heating and buildings costs which are making a difference in terms of non-critical spend.</p> <p>Mary Lockhart queried whether we have a method of monitoring the impact on patients in relation to what has been implemented so far. Mary complimented the coordination of the Discharge Hub at the Victoria Hospital, however highlighted that transport may have an impact on discharge. Mary also questioned whether there has been any obvious impact on absence and sickness within NHS and Community Care.</p> <p>Lyndsey Dunn acknowledged the transport issue highlighting that teams are pressurised and to coordinate a discharge is huge amount of work, however we are working towards planned date of discharge to ensure transport aligns.</p>	
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	<p>Lyndsey advised there was no exact figure for staffing absence, noting that she was not aware of any concerns relating to staff absence.</p> <p>Dave Dempsey highlighted that the general media are portraying the Scotland-wide situation, noting Fife appear to be in a much better position and questioned if we should be reporting on this. Lynne acknowledged this fact and contemplated a briefing on how we are performing and promoting the positives, however noted there are also issues within the overall health and social care system, therefore caution must be exercised around sensitivity of these issues. David Ross advised that he has referenced this in his Leaders' Report going to the Fife Council full meeting.</p> <p>Janette Keenan commented that the overall recruitment was 159 nurses this year, this reflecting graduations after Covid but next year we anticipate issues with recruitment. Learning Disability nursing is seeing reduced recruitment, with universities seeing a 23% attrition rate. In January Healthcare Improvement Scotland (HIS) will be carrying out Safe Delivery of Care inspections in Mental Health hospitals. Janette concluded by noting the vast amount of work going on to ensure staff are supported but acknowledged challenging times.</p> <p>Lisa Cooper responded to Cllr Mary Lockhart around measuring impact and performance, highlighting that frequent meetings are taking place to understand flow and impact on people, along with verification meetings to look at patient journeys through the system to ensure care in the right place at the right time.</p> <p>Morna Fleming noted her disappointment to hear patients are stuck in Victoria Hospital due to transport issues, highlighting volunteer transport services which used to be part of local churches, suggesting that in the worst-case scenario a taxi should be organised.</p> <p>Lyndsey Dunn responded noting that not all patients are able to go in a taxi, with some of our more venerable patients requiring an ambulance due to complex needs, with requirement for a chaperone or medical support.</p> <p>Lynne Garvey noted that in Victoria Hospital they know early on when there are transport issues however many patients need 2-man crews to get home safely, but these crews are bringing patients into hospital during emergencies. Lynne highlighted that we also use Alliance ambulances and WVRS transport where possible, and do not solely rely on SAS.</p> <p>Lynne reminded the IJB that the previously approved repurposing of 2 wards is positively progressing with NHS Fife, giving assurance that this transformational work is progressing into the new year.</p> <p>The Board were assured that actions and escalations are in place whilst noting significant pressures on the system.</p>	
7	<p><b>LIVED EXPERIENCE &amp; WELLBEING</b></p> <p><b>7.1 Lived Experience – Nathan’s Journey: Independent Living in a Homely Setting</b></p> <p>David Ross advised that given the time and IT issues, the video will be emailed to members.</p>	GR

## INTEGRATED PERFORMANCE

### 8.1 Finance Update

This report was discussed at the Local Partnership Forum on 12 November 2024 and the Finance Performance and Scrutiny Committee on 12 November 2024.

David Ross introduced Audrey Valente, Chief Finance Officer who presented the report.

Audrey Valente presented the salient points from the report, providing the projected outturn position based on information to the end of September, highlighting a £27.108m overspend which is a movement of £5.5m from the July position reported.

The overspend is attributable to five main areas – commissioned additional packages of care, a reduction in savings deliverable, additional staffing and agency costs, increased GP prescribing and funding reduction from Scottish Government, specifically in relation to mental health.

Audrey noted that there remain reserves of £4.8m however these are below policy minimum and are committed for local and national priorities e.g. analogue to digital platforms.

£27m of savings are projected to be delivered by the end of the financial year which is 69% of the £39m approved in March when setting the budget.

Audrey noted that the Recovery Plan approved at the October Extraordinary IJB aims to deliver up to £13m of the agreed recovery actions, however delivery of some of these actions is proving challenging due to whole system pressures.

Audrey stressed that we continue to ensure people are cared for in the right place and as close to a homely setting as possible.

Audrey advised the Board that we are not reflecting recovery actions in the report due to the timing of approval and awaiting management information to allow an evidence-based projection but noted that savings from recovery actions are unlikely to be at the levels expected. Audrey provided assurance that regular reports will be provided to the IJB with Alastair Grant confirming that we are increasing the frequency of the Finance, Performance and Scrutiny Committee to allow additional scrutiny of the financial position.

David Ross invited Committee Chairs to comment on discussions at Committees before opening to questions from Board members.

Kenny McCallum, Chair of the Local Partnership Forum acknowledged the challenges and advised that members are engaging weekly in an attempt to support the recovery plan in the best way possible and are hoping to see improvements in the next couple of months.

Alastair Grant, Chair of the Finance, Performance and Scrutiny Committee acknowledged the financial position, confirming increased scrutiny in the hope that if the position doesn't get better, it won't get worse.

Arlene Wood, Vice-Chair commended a comprehensive report however, expressed concerns that we are in the last quarter of the year, and we are still unclear what the recovery plan will deliver. Arlene sought clarification on what the

	<p>regular reporting to IJB will look like. Arlene also queried the additional £3m in relation to National Care Home Contract Rates and Fife Council pay rises.</p> <p>Audrey confirmed that we are reporting through Finance, Performance and Scrutiny on a 4-weekly basis, and she will think about how to inform the IJB if there is movement in the wrong direction. Audrey will discuss the best way to report this with Vanessa Salmond.</p> <p>Audrey confirmed that funding will be coming for the pay award, but we are still unsure if this meets the full gap, advising that no funding has been identified for the uplift in relation to the National Care Home Contract Rate so this will add to the reported overspend.</p> <p>Rosemary Liewald noted that Audrey had mentioned the huge impact of agency spend (over £1m) and queried whether if using bank instead of Agency will reduce cost. Audrey confirmed this is the current model in operation.</p> <p>Janette Keenan responded highlighting the huge amount of work which has been carried out around supplementary staffing, noting very minimal spend on agency staffing. Janette acknowledged that bank is slightly different, noting these are our own staff but we are trying to do more around grip and control, also acknowledging that bank has no overheads like agency does. Janette highlighted that the reduction in agency will be evident in the financial reports going forward for the rest of the year.</p> <p>Audrey highlighted lots of good work happening in health, noting that the additional spend is in relation to Council agency costs but we are hoping to see an improvement in this to ensure consistency across the Partnership.</p> <p>John Kemp asked if we had any estimate of how much we will deliver in the remaining months of this financial year.</p> <p>Audrey responded, noting that we are positive around the areas of Mobilisation of Workforce and Respite and there should be savings in relation to these, but highlighted that the Care Home recovery action is unlikely to see savings. Audrey confirmed that funding from our NHS partner will be reflected in the report to the next IJB, however was unsure if this will be the full £1.2m reported.</p> <p>The Board noted the report and were assured that steps continue to be taken by Officers to consider options and opportunities to improve the financial position during the remainder of 2024-25 as part of the Financial Recovery Plan process, as outlined in section 8 of the Finance Update Appendix 1.</p>	<p><b>AV / VS</b></p>
	<p><b>8.2 SLA Budget Transfer</b></p> <p>This report was discussed at the Finance, Performance and Scrutiny Committee on 12 November 2024.</p> <p>David Ross introduced Audrey Valente who presented this report.</p> <p>Audrey began her report by stating that we are requesting the IJB to approve the transfer of budget from health retained to health delegated budget. To clarify, these are essentially payments by NHS Fife to other healthcare providers for Fife patients being treated in their Board area.</p> <p>The paper identifies the current financial challenges associated with this budget but recognises improvements and benefits to be made by transferring this budget</p>	

	<p>to the IJB and whilst recognising the additional financial burden this transfer creates, the Integration Scheme clearly identifies these costs as being delegated to the IJB.</p> <p>Audrey noted that although we are unlikely to deliver improvements this financial year, there is a high level of confidence that the cost pressure can be reduced in future years noting that this year, as a result of this transfer, we are transferring a £2.7m cost pressure to the IJB. Audrey further explained that £2m has been identified in the budget, and therefore by taking the budget across to the IJB the projected outturn will increase by £700,000</p> <p>David Ross invited Alastair Grant, Chair of the Finance, Performance and Scrutiny Committee to comment on discussions at the Committee before opening to questions from Board members.</p> <p>Alastair noted that the Committee recognised the need for the transfer as a delegated service.</p> <p>Dave Dempsey noted that the function is delegated and therefore all we are doing is bringing budget in line with how it should have been. Audrey reiterated the financial pressure this brings and noted that we need to follow the Governance route correctly, hence why this paper is being presented to the IJB.</p> <p>Arlene Wood requested that in future more detail is required around what this money is being spent on.</p> <p>The Board approved the transfer of the £5.5m budget in relation to payments to other healthcare providers for Fife patients treated in their Board. This transfer will be backdated to April 2024.</p>	
	<p><b>8.3 Pharmaceutical Care Services Report 2023-24</b></p> <p>This report was discussed at the Quality and Communities Committee on 8 November 2024.</p> <p>David Ross introduced Aileen Boags who presented this report</p> <p>Aileen presented salient points from the report, noting that the aim of the paper is to identify any unmet need and required improvements, stating that the paper is being brought to the IJB to offer significant assurance prior to publication of the final report. Aileen noted that the final report will be made available on the website.</p> <p>As part of this year's review, Aileen recognised the excellent support received from the HSCP Participation and Engagement Team in supporting a survey, with 270 responses from the public which the highest public response rate seen to date.</p> <p>Aileen highlighted the most notable change in 2023/24 was between June 2023 and November 2023, when one large pharmacy group exited the UK market. However, all contracts in Fife were taken over and existing service provision was maintained, noting a quicker expansion than anticipated which provides greater access to pharmacy services to the people of Fife.</p> <p>Aileen noted some key facts from the report survey around travel between home and community pharmacies. The survey identified an increase in prescriptions dispensed from the 86 pharmacies across Fife, in comparison to the previous</p>	



	<p>financial year. For 2023/24, 75% of smoking cessation attempts came from the community pharmacy stop smoking service, with 53% in the most deprived data zones. Aileen also highlighted 2 uses of emergency Naloxone which supported mitigation of drug deaths.</p> <p>Aileen concluded her report by noting the ongoing service improvement work with community pharmacies to ensure consistent and high-quality care and noted that no unmet need had been identified across Community Pharmacy Services in Fife throughout this reporting period.</p> <p>David Ross invited Sinead Braiden, Chair of Quality and Communities Committee to comment on discussions at the Committee before opening to questions from Board members.</p> <p>Sinead confirmed that Committee had discussed and were assured by the report.</p> <p>Rosemary Liewald commended the report detail and questioned how NHS are supporting the expansion of Pharmacy First Plus, requesting an update on the progress with this. Rosemary commented that emergency Naloxone provision is clearly working and hoping to expand across whole of the KY area.</p> <p>Aileen confirmed that we continue to expand Pharmacy First Plus and are now at 31 pharmacies, noting that we are seeing an increase every 6 months in participation, and we continue to support independent prescribers with education and training.</p> <p>Rosemary queried the return of medication to local pharmacies and noted that these can't be reused, questioning if there will be any change to this. Aileen confirmed that the issue is around storage once medicine has left a pharmacy, and this is a National issue with no influence at local level.</p> <p>Alastair Grant highlighted the lengthy process to obtain Community Pharmacies, with ongoing battles to obtain community pharmacies in Freuchie, Saline and Burntisland.</p> <p>Lisa Cooper welcomed this report and highlighted a high-profile medicine wastage programme, requesting IJB support with this.</p> <p>David Alexander requested information around a Community Pharmacy in Windygates. Lisa Cooper confirmed that she will address this offline, with Aileen confirming the enquiry had been passed to Primary Care colleagues. Vanessa Salmond intervened, advising that this issue should be addressed outwith the Board meeting.</p> <p>The Board is assured of the current position and that the full report has been discussed at the Quality and Communities Committee for assurance to the IJB.</p>	
9	<p><b>GOVERNANCE &amp; OUTCOMES</b></p> <p><b>9.1 Directions Tracker</b></p> <p>This report was discussed at the Finance, Performance and Scrutiny Committee on 12 November 2024.</p> <p>David Ross introduced Vanessa Salmond who presented this report.</p> <p>Vanessa began her report by advising that this paper was being presented to the Board to provide an update on the current status of the 2 open Directions, noting</p>	

	<p>that the paper has been revised following in depth discussions at the Finance, Performance and Scrutiny Committee around differing interpretation of the status as detailed in Appendix1.</p> <p>Vanessa confirmed that appropriate actions are being taken, namely the development and approval of a Recovery Plan and a formal letter to partners to seek additional funding. Vanessa assured members that the position is being monitored closely.</p> <p>Dave Dempsey noted that he does not take assurance as he is unclear of where the responsibility lies.</p> <p>Vanessa confirmed that the paper provides assurance of actions as per section 8 of the Integration Scheme.</p> <p>Audrey Valente highlighted good discussions at the Audit and Assurance Committee, and a plan to cover this in more detail at a Development Session.</p> <p>David Ross invited Alastair Grant, Chair of the Finance, Performance and Scrutiny Committee to comment on discussions at the Committee before opening to questions from Board members.</p> <p>Alastair confirmed a previous agreement to amend the wording regarding delivery outcomes taking place, but not saying resources are allocated.</p> <p>Arlene Wood commented that she was unclear what we are directing partners to do, querying if this is the only 2 Directions we have, given we have 9 supporting strategies with delivery plans.</p> <p>Vanessa confirmed that the paper provides the Board with an update where we are in respect of the 2 open Directions.</p> <p>Lynne Garvey commented that we required a renewed focus to strengthen the use of directions.</p> <p>Audrey confirmed that we are on a journey when it comes to Directions, agreeing that a Development Session, focused on this and Financial Governance was required.</p> <p>The Board noted the current status of the open Directions as per Appendix1 and were assured that appropriate governance arrangements are being advanced as per the requirements of the Integration Scheme, with a Development Session to follow.</p>	<p>VS</p> <p>VS</p>
10	<p><b>LEGISLATIVE REQUIREMENTS &amp; ANNUAL REPORTS</b></p> <p><b>10.1 Armed Forces Covenant Duty</b></p> <p>This report was discussed at the Strategic Planning Group on 7 November 2024 and the Quality &amp; Communities Committee on 8 November 2024.</p> <p>David Ross introduced Fiona McKay and Lesley Gauld who presented the report and shared a PowerPoint presentation highlighting the work of the Fife AFC working group and our commitments for 2025. Fiona confirmed that the Annual Report will be brought to the IJB in December 2025, led by Jillian Torrens as the new Lead for the Armed Forces Covenant Duty going forward.</p> <p>David Ross then invited in turn Roy Lawrence Acting Chair of the Strategic Planning Group and Sinead Braiden, Chair of the Quality and Communities</p>	

	<p>Committee to comment on discussions at the Committees before opening to questions from Board members.</p> <p>Roy confirmed that the Strategic Planning Group are very supportive of this work. Sinead had nothing to add from Committee.</p> <p>Rosemary thanked Fiona for the report and asked if we had a link with the Veterans First Point team at Lochore. Fiona advised that they are part of the working group and have been fully involved, confirming that Veterans Point is funded by the HSCP.</p> <p>Arlene Wood thanked Fiona for a helpful presentation, noting that going forward it would be helpful to see some outcome measures as part of the report. Arlene noted that feedback from lived experience and specifics around education, housing services and access to healthcare would be valuable and requested a measures framework linking into this piece of work. Fiona advised this can be done. Lesley will pick this up and ensure this comes forward in the next report.</p> <p>Mary Lockhart welcomed the report and requested the age demographic of the individuals who are in touch with the Group. Fiona advised we have a veterans point at Victoria Hospital, Kirkcaldy and we are seeing wide range of age demographics and we strive to ensure we service the whole population.</p> <p>The Board note the content of this Update Report, particularly the progress made over the last year, and were assured that the Health and Social Care Partnership is meeting its statutory requirements under the Armed Forces Covenant Duty.</p> <p>The Integration Joint Board approved this final draft of the Update Report for 2024.</p>	<p><b>FMcK/LGau</b></p>
	<p><b>10.2 Adult Protection Report (Social Work/Social Care)</b></p> <p>This report was discussed at the Quality and Communities Committee on 8 November 2024.</p> <p>David Ross introduced Jillian Torrens who presented this report.</p> <p>Jillian began her report by advising that the paper is being presented alongside the annual report to offer assurance that the HSCP are fulfilling their statutory duties in terms of Adult Support and Protection legislation. The paper sets out information in relation to local procedures, with a huge focus on raising awareness of adult support and protection, working with health colleagues and external agencies.</p> <p>Jillian drew the Board's attention to section 3.3 – statistics in relation to adult support and protection activity, which shows an increase in referrals and the subsequent work involved.</p> <p>Jillian highlighted the major work which has been carried out around audit, looking at improving practice and learning from audit detail, and ensuring that we are linking in with national forums and Care Inspectorate.</p> <p>David Ross then invited Sinead Braiden, Chair of the Quality and Communities Committee to comment on discussions at the Committee before opening to questions from Board members.</p>	

	<p>Sinead confirmed that the Committee were assured by the report after detailed discussions.</p> <p>The Board were assured that Adult Support and Protection activity is being robustly monitored, with ongoing improvement actions identified.</p>	
	<p><b>10.3 Workforce Report incorporating:-</b></p> <ul style="list-style-type: none"> <li>• <b>Workforce Year 2 Annual Report 2023-24</b></li> <li>• <b>Year 3 Action Plan 2024-25</b></li> <li>• <b>Whistleblowing Report 2023-34</b></li> </ul> <p>This report has been discussed at the Strategic Planning Group on 7 November 2024, the Quality and Communities Committee on 8 November 2024, the Local Partnership Forum on 12 November 2024, and the Finance, Performance and Scrutiny Committee on 12 November 2024.</p> <p>David Ross introduced Roy Lawrence who presented the report.</p> <p>Roy firstly thanked the workforce for their commitment in the most challenging of times, and all who have supported the production and delivery of these reports highlighting collaborative working across the whole Partnership. Roy also thanked the Committees for the feedback on these reports whilst en-route to the IJB, highlighting that any changes as a result of this feedback are noted on pages 190-191.</p> <p>Roy advised that the 4 reports are being presented as appendices, highlighting that over the last year we have been through an internal audit with all recommendations met as well as a Workforce Strategic Risk deep dive in collaboration with the Local Partnership Forum.</p> <p>Roy noted that the deep dive highlighted significant internal and external factors which are impacting on our workforce, with the financial position limiting recruitment and impacting on staff wellbeing, resilience and retention.</p> <p>Roy noted that over the last year the IJB had endorsed the Wellbeing and Equality, Diversity and Inclusion action plans and highlighted the first Annual Whistleblowing Report, confirming the group meet regularly around challenges.</p> <p>David Ross then invited Committee Chairs to comment in turn before opening to questions from Board members.</p> <p>Sinead Braiden, Chair of the Quality and Communities Committee stated that members had commended the report and supported its progression to the IJB.</p> <p>Kenny McCallum, Chair of the Local Partnership Forum confirmed they were content with the report after full scrutiny at Committee.</p> <p>Alastair Grant, Chair of the Finance, Performance and Scrutiny Committee supported the onward progression to the IJB.</p> <p>Lynne Parsons commended on the comprehensive report and gave thanks for the work undertaken to take forward the Whistleblowing objectives, noting the progress made in this area.</p> <p>Chris McKenna highlighted required changes to the report and will pick this up with Roy offline.</p>	<p><b>RL</b></p>

	<p>David Ross highlighted the hugely important work and commended the report.</p> <p>The Board were assured that the Partnership's performance is delivering real progress in a range of areas related to our ability to Plan for, Attract, Employ, Train and Nurture our existing and future workforce, endorsing the SBAR and Reports attached and agreed that they support the IJB to mitigate the workforce challenges faced by the Partnership.</p>	
11	<p><b>MINUTES OF GOVERNANCE COMMITTEES / LOCAL PARTNERSHIP FORUM / STRATEGIC PLANNING GROUP</b></p> <p>The minutes of the following Governance Committees were provided for information:</p> <ul style="list-style-type: none"> <li>• Audit and Assurance Committee – 13 September 2024</li> <li>• Finance, Performance &amp; Scrutiny – 11 September 2024</li> <li>• Quality &amp; Communities Committee – 4 September 2024</li> <li>• Local Partnership Forum – 10 September 2024</li> <li>• Strategic Planning Group – 5 September 2024</li> </ul> <p>David Ross requested that any queries on the above are directed to the Committee Chair due to timescales.</p>	
12	<p><b>AOCB</b></p> <p>As the Chair had not been alerted prior to the meeting of any other business to be raised under this item the meeting was closed by the Chair confirming the dates of the next meetings.</p>	
13	<p><b>DATE OF NEXT MEETINGS</b></p> <p><b>IJB DEVELOPMENT SESSION – rescheduled date TBC</b></p> <p><b>INTEGRATION JOINT BOARD – WEDNESDAY 29 JANUARY 2025</b></p>	<b>VS / GR</b>