

## **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. North East Planning</b>	
North East Planning Committee of 26 <sup>th</sup> August, 2020	1 - 6
North East Planning Committee of 23 <sup>rd</sup> September, 2020	7 - 11
North East Planning Committee of 21 <sup>st</sup> October, 2020	12 - 14
<b>2. Central &amp; West Planning</b>	
Central & West Planning Committee of 2 <sup>nd</sup> September, 2020	15 - 17
Central & West Planning Committee of 29 <sup>th</sup> September, 2020	18 - 20
Central and West Planning Committee of 28 <sup>th</sup> October, 2020	21 - 23
<b>3. Fife Planning Review Body</b>	
Fife Planning Review Body of 28 <sup>th</sup> September, 2020	24 - 25
Fife Planning Review Body of 26 <sup>th</sup> October, 2020	26 - 27
<b>4. Regulation &amp; Licensing</b>	
Regulation & Licensing Committee of 18 <sup>th</sup> August, 2020	28 - 38
Regulation & Licensing Committee of 15 <sup>th</sup> September, 2020	39 - 45
<b>5. Glenrothes Area</b>	
Glenrothes Area Committee of 14 <sup>th</sup> October, 2020	46 - 49
<b>6. South &amp; West Fife Area</b>	
South & West Fife Area Committee of 7 <sup>th</sup> October, 2020	50 - 54

7./

<b>7.</b>	<b>Kirkcaldy Area Committee</b>	
	Kirkcaldy Area Committee of 8 <sup>th</sup> September, 2020	55 - 57
	Kirkcaldy Area Committee of 20 <sup>th</sup> October, 2020	58 - 64
<b>8.</b>	<b>City of Dunfermline Area Committee</b>	
	City of Dunfermline Area Committee of 8 <sup>th</sup> September, 2020	65 - 68
	City of Dunfermline Area Committee of 20 <sup>th</sup> October, 2020	69 - 72
<b>9.</b>	<b>Levenmouth Area Committee</b>	
	Levenmouth Area Committee of 9 <sup>th</sup> September, 2020	73 - 76
	Levenmouth Area Committee of 21 <sup>st</sup> October, 2020	77 - 80
<b>10.</b>	<b>Cowdenbeath Area Committee</b>	
	Cowdenbeath Area Committee of 9 <sup>th</sup> September, 2020	81 - 87
	Cowdenbeath Area Committee of 14 <sup>th</sup> October, 2020	88 - 91
<b>11.</b>	<b>North East Fife Area Committee</b>	
	North East Fife Area Committee of 2 <sup>nd</sup> September, 2020	92 - 96
<b>12.</b>	<b>Policy &amp; Coordination Committee</b>	
	Policy & Coordination Committee of 27 <sup>th</sup> August, 2020	97 - 102
	Policy & Coordination Committee of 8 <sup>th</sup> October, 2020	103 - 105
<b>13./</b>		

	<u>Page Nos.</u>
<b>13. Environment, Finance &amp; Communities Scrutiny Committee</b>	
Environment, Finance & Communities Scrutiny Committee of 25 <sup>th</sup> August, 2020	106 - 107
<b>14. Education, Children’s Services, Health &amp; Social Care Scrutiny Committee</b>	
Education, Children’s Services, Health & Social Care Scrutiny Committee of 16 <sup>th</sup> September, 2020	108 - 111
<b>15. Standards &amp; Audit Committee</b>	
Standards & Audit Committee of 31 <sup>st</sup> August, 2020	112 - 114
Standards & Audit Committee of 15 <sup>th</sup> October, 2020	115 - 117
<b>16. Superannuation Fund &amp; Pensions Committee &amp; Fife Pension Board</b>	
Superannuation Fund & Pensions Committee & Fife Pension Board of 31 <sup>st</sup> August, 2020	118 - 119
Superannuation Fund & Pensions Committee & Fife Pension Board of 30 <sup>th</sup> September, 2020	120 - 122
<b>17. Health &amp; Social Care Integration Joint Board</b>	
Health & Social Care Integration Joint Board of 28 <sup>th</sup> August, 2020	123 – 131
Health & Social Care Integration Joint Board of 25 <sup>th</sup> , September, 2020 (subject to approval by the Integration Joint Board at their meeting on 23 <sup>rd</sup> October, 2020)	132 - 138

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

**26th August, 2020**

**11.30 a.m. to 6.15 p.m.**

**PRESENT:** Councillors Donald Lothian (Convener), Tim Brett, Bill Connor, John Docherty, Andy Heer, Linda Holt, Margaret Kennedy, David MacDiarmid, Karen Marjoram, Tony Miklinski, Dominic Nolan, Bill Porteous, Jonny Tepp, Brian Thomson and Ann Verner.

**ATTENDING:** Chris Smith, Lead Officer - Major Business and Customer Service; Martin Mcgroarty, Lead Professional - Minerals; Richard Simmons, Lead Officer Transportation Development Management (North Fife), Economy, Planning & Employability Services; Steven Paterson, Solicitor and Diane Barnet, Committee Officer, Legal & Democratic Services.

**APOLOGY FOR ABSENCE:** Councillor Jane Ann Liston.

This meeting was held remotely, in accordance with the powers contained in Section 43 of the Local Government in Scotland Act 2003.

**186. DECLARATIONS OF INTEREST**

Councillors Ann Verner and Brian Thomson declared an interest in paragraphs 188 and 189 - planning applications relating to the proposed new lifeboat station, Anstruther Harbour, East Shore - as Councillor Verner was on the fundraising committee of the St. Andrews Branch of the RNLI and a close relative of Councillor Thomson was similarly on said fundraising committee.

**187. MINUTE**

The Committee considered the minute of the North East Planning Committee meeting of 29th July, 2020.

**Decision**

The Committee agreed to approve the minute.

The meeting adjourned at 11.50 a.m. due to technical issues

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The meeting reconvened at 12.10 p.m.

*Councillor Kennedy joined the meeting at this point.*

*Councillors Verner and Thomson left the meeting prior to consideration of the following two items, having earlier declared an interest.*

**188./**

**188. 19/01692/FULL - LAND FOR PROPOSED NEW LIFEBOAT STATION, ANSTRUTHER HARBOUR, EAST SHORE**

The Committee considered a report by the Head of Planning relating to an application for the erection of lifeboat station and associated lifeboat ramp, formation of car parking, alterations to existing car parking, erection of retaining wall, alterations to existing access and relocation of picnic area.

**Decision**

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

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

**189. 20/00459/CAC - LAND FOR PROPOSED NEW LIFEBOAT STATION, ANSTRUTHER HARBOUR, EAST SHORE**

The Committee considered a report by the Head of Planning relating to an application for conservation area consent for demolition of building.

**Motion**

Councillor Docherty, seconded by Councillor Porteous, moved that the application be refused on the grounds that the proposed demolition of the existing lifeboat station did not comply with Policies 1 and 14 of the Adopted FIFEplan (2017) as it would have a detrimental impact on the visual amenity of the built and historic environment.

**Amendment**

Councillor Miklinski, seconded by Councillor Heer, moved as an amendment to approve the application according to officer recommendation.

**Roll Call**

**For the Motion** - 3 votes

Councillors John Docherty; Linda Holt; and Bill Porteous.

**For the Amendment** - 8 votes

Councillors Tim Brett; Bill Connor; Andy Heer; Donald Lothian; David MacDiarmid; Dominic Nolan; Tony Miklinski; and Jonny Tepp.

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

**Decision/**

**Decision**

The Committee agreed to approve the application subject to the 2 conditions and for the reasons detailed in the report.

*Councillors Verner and Thomson re-joined the meeting following consideration of the above items.*

**190. 19/02728/FULL - COLLESSIE QUARRY, CHARLOTTETOWN, LADYBANK**

The Committee considered a report by the Head of Planning relating to a Section 42 application seeking a variation to condition 2 of permission 07/03037/EEIA to extend the duration of planning permission by 2 years, until 31st October 2022 and condition 34 relating to the final restoration scheme covering the whole of the quarry site.

**Decision**

The Committee agreed to approve the Section 42 application relating to a variation to condition 2 of permission 07/03037/EEIA - to extend the duration of planning permission by 2 years, until 31st October 2022; and condition 34 relating to the final restoration scheme covering the whole of the quarry site.

**191. 19/02727/EIA - COLLESSIE QUARRY, CHARLOTTETOWN, LADYBANK**

The Committee considered a report by the Head of Planning relating to an application for the formation of 2 additional sand and gravel extraction areas within the existing quarry boundary.

**Decision**

The Committee agreed to approve the application subject to the 30 conditions and for the reasons detailed in the report.

The meeting adjourned at 2.36 p.m.

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The meeting reconvened at 3.05 p.m.

*Councillor Marjoram joined the meeting at this point and Councillor Holt left the meeting during consideration of the following item.*

**PRESENT:** Councillors Donald Lothian (Convener), Tim Brett, Bill Connor, John Docherty, Andy Heer, David MacDiarmid, Karen Marjoram, Tony Miklinski, Dominic Nolan, Bill Porteous, Jonny Tepp, Brian Thomson and Ann Verner.

192./

**192. 19/03532/FULL - REEKIE GROUP GARAGE, SOUTH ROAD, CUPAR**

The Committee considered a report by the Head of Planning relating to the erection of retail (Class 1) and food and drink (including takeaway) (Class 3 and Sui Generis) units with associated access, servicing, car parking and ancillary works (alternative scheme in respect of consent 15/04188/FULL) (Section 42 to vary condition 21 of 18/00978/FULL to allow for commencement of development prior to construction of roundabout on South Road).

**Decision**

The Committee:-

- (1) agreed to approve the application subject to the 26 conditions and for the reasons detailed in the report, including an amendment to condition 21 – to remove reference to 'TD54/07 Design of Mini Roundabouts' which had been included in error; and
- (2) resolved to request that officers, in considering the future technical specifications and design of the mini roundabout, consult members of this Committee prior to agreeing its design approval under the Agreed Council List of Officer Powers.

**193. 19/03537/FULL - REEKIE GROUP GARAGE, SOUTH ROAD, CUPAR**

The Committee considered a report by the Head of Planning relating to an application for the erection of retail (Class 1) and food and drink (including takeaway) (Class 3 and Sui Generis) units with associated access, servicing, car parking and ancillary works (alternative scheme in respect of consent 15/04188/FULL) (Section 42 to vary condition 4 of 18/00978/FULL to allow use Class 2 within units 4,5,6).

**Decision**

The Committee agreed to approve the application subject to the 26 conditions and for the reasons detailed in the report, including an amendment to condition 21 to remove reference to 'TD54/07 Design of Mini Roundabouts' which had been included in error.

**194. 19/03530/FULL - REEKIE GROUP GARAGE, SOUTH ROAD, CUPAR**

The Committee considered a report by the Head of Planning relating to an application for the erection of retail unit (Class 1), erection of garden centre, formation of service yard and associated works (amendments to planning permission reference 18/00978/FULL).

**Decision**

The Committee agreed to approve the application subject to the 24 conditions and for the reasons detailed in the report, including an amendment to condition 18 to remove reference to 'TD54/07 Design of Mini Roundabouts' which had been included in error.

**195./**



**195. 19/03535/FULL - VACANT SITE EAST OF SOUTH ROAD, CUPAR**

The Committee considered a report by the Head of Planning relating to an application for the erection of restaurant including drive-thru, car parking and associated works.

**Decision**

The Committee agreed:-

- (1) to approve the application subject to the 20 conditions and for the reasons detailed in the report;
- (2) to delegate to the Head of Planning to include 2 additional suitably worded conditions relating to:
  - (i) the hours of opening of the restaurant and drive-thru being restricted to no later than 11.00 p.m. 7 days a week; and
  - (ii) location of bin storage and bin collection site within the boundary of the application site.

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

**196. 20/00523/FULL - EQUESTRIAN CENTRE, KINALDY MEADOWS, LATHOCKAR**

The Committee considered a report by the Head of Planning relating to an application for the erection of dwellinghouse, garage and formation of vehicular access.

**Decision**

The Committee agreed to approve the application subject to the 5 conditions and for the reasons detailed in the report.

**197. 20/01114/FULL - LATHOCKAR FARM, LATHOCKAR, ST ANDREWS**

The Committee considered a report by the Head of Planning relating to an application for the erection of temporary residential accommodation for a period of three years.

**Decision**

The Committee agreed to approve the application subject to the 3 conditions and for the reasons detailed in the report.

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

The meeting adjourned at 4.39 p.m.

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The meeting reconvened at 4.45 p.m.

198./

**198. 20/00794/FULL - LAND TO EAST OF TELEPHONE EXCHANGE, PARK PLACE, ELIE**

The Committee considered a report by the Head of Planning relating to an application/  
application for the erection of 3 dwellinghouses with associated access and parking.

**Decision**

The Committee agreed to approve the application subject to the 12 conditions and for the reasons detailed in the report.

**199. 20/00864/PPP - BALTILLY HOUSE, CRAIGROTHIE ROAD, CERES**

The Committee considered a report by the Head of Planning relating to an application for planning permission in principle for residential development with associated access, landscaping and infrastructure.

**Decision**

The Committee agreed to refuse the application on the grounds of visual amenity and creating a successful place in that the applicants had failed to demonstrate that the site could accommodate the proposed residential units in an acceptable urban form and layout. Therefore, the development did not comply with Policies 1, 10 and 14 of the Adopted FIFEplan 2017, SPP and the six qualities of successful places in the Fife Council 'Making Fife's Places Supplementary Planning Guidance 2018'.

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

**200. 20/01243/FULL - 10 PRIESTDEN ROAD, ST ANDREWS**

The Committee considered a report by the Head of Planning relating to an application for a change from HMO (6 persons) to HMO (7 persons) with external alterations including erection of single storey extension to rear, reharling of external walls, formation of window opening, erection of outbuilding and bicycle shelter and formation of hardstanding.

**Decision**

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

**201. APPLICATIONS FOR PLANNING PERMISSION, BUILDING WARRANTS AND AMENDED BUILDING WARRANTS DEALT WITH UNDER DELEGATED POWERS**

**Decision**

The Committee agreed to note the lists of applications.

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

**23rd September, 2020**

**1.30 p.m – 3.55 p.m.**

**PRESENT:** Councillors Donald Lothian (Convener), Tim Brett, Bill Connor, John Docherty, Andy Heer, Jane Ann Liston, David MacDiarmid, Karen Marjoram, Dominic Nolan, Bill Porteous, Brian Thomson and Ann Verner.

**ATTENDING:** William Shand, Lead Professional, Major Business & Customer Service; Derek Simpson, Lead Officer, Development Management (South Section); George MacDonald, Technician Engineer, Transportation Development Management (North Fife), Economy, Planning & Employability Services; Mary Mclean, Legal Team Manager (Planning, Property & Contracts); and Diane Barnet, Committee Officer, Legal & Democratic Services.

**APOLOGIES FOR ABSENCE:** Councillors Margaret Kennedy, Jonny Tepp, Linda Holt and Tony Miklinski.

**202. DECLARATIONS OF INTEREST**

Councillor Brian Thomson declared an interest in Para. No. 204 - 20/01525/ARC - Land to West of Andrew Melville Hall, North Haugh, St. Andrews - as he had previously had discussions with the University of St. Andrews regarding Madras College.

Councillor David MacDiarmid declared an interest in Para. No. 208 - 20/00679/ARC - Land to South of 6 Balgove Road, Gauldry - as the applicant was known to him.

Councillor Dominic Nolan declared an interest in Para. No. 210 - 20/01205/FULL - 11 Nelson Street, St. Andrews - as the applicant was known to him.

**203. MINUTE**

The Committee considered the minute of the North East Planning Committee meeting of 26th August, 2020.

**Decision**

The Committee agreed to approve the minute.

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

**204./**

**204. 20/01525/ARC - LAND TO WEST ANDREW MELVILLE HALL, NORTH HAUGH, ST. ANDREWS**

The Committee considered a report by the Head of Planning relating to approval of Strategic Infrastructure Delivery Plan (SIDP) under the terms of conditions 1(M) and 10 of planning permission 18/00280/EIA.

**Decision**

The Committee agreed to approve the application subject to the 4 conditions and for the reasons detailed in the report.

*Councillor Thomson re-joined the meeting following consideration of the above item.*

**205. 19/03043/PPP - LAND AT EAST PITCORTHIE, PITCORTHIE**

The Committee considered a report by the Head of Planning relating to planning permission in principle for erection of 3 dwellinghouses and associated infrastructure.

**Motion**

Councillor Docherty, seconded by Councillor Porteous, moved that the application be refused on the grounds that the proposed development did not comply with Policies 1, 3 and 10 of the Adopted FIFEplan (2017) and Transportation Development Guidance - as the inability to secure a legal agreement between the applicant and landowner to the west of the application site, to make provision for requisite visibility splays to both the east and the west, would be detrimental to road safety.

**Amendment**

Councillor Nolan, seconded by Councillor Brett, moved as an amendment to approve the application according to officer recommendation.

**Roll Call**

**For the Motion** - 8 votes

Councillors Connor, Docherty, Liston, Marjoram, MacDiarmid, Porteous, Thomson and Verner.

**For the Amendment** - 4 votes

Councillors Brett, Heer, Lothian and Nolan.

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

**Decision**

The Committee agreed in terms of the motion and the application was refused.

206./

**206. 20/00393/FULL - 6 SPRUCE GARDENS, CUPAR MUIR, CUPAR**

The Committee considered a report by the Head of Planning relating to the erection of a raised porch to side of dwellinghouse with associated external staircase and formation of balcony to rear.

**Decision**

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

**207. 20/00621/FULL - 9 EAST MILL COURT, STRATHMIGLO, CUPAR**

The Committee considered a report by the Head of Planning relating to a two storey extension with roof terrace to rear of dwellinghouse.

**Decision**

The Committee agreed to approve the application subject to the 2 conditions and for the reasons detailed in the report.

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

**208. 20/00679/ARC - LAND TO SOUTH OF 6 BALGOVE ROAD, GAULDRY**

The Committee considered a report by the Head of Planning relating to approval of matters specified in conditions of planning consent Ref. No. PPA-250-2272 for the erection of six dwellinghouses and formation of access and car parking.

**Decision**

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

*Councillor MacDiarmid re-joined the meeting following consideration of the above item.*

The meeting adjourned at 3.05 p.m.

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The meeting reconvened at 3.15 p.m.

**209. 20/01199/FULL - 2-3 LOGIES LANE, ST. ANDREWS, FIFE**

The Committee considered a report by the Head of Planning relating to the change of use from public open space for the provision of outdoor seating and installation of canopies.

**Motion/**

**Motion**

Councillor Thomson, seconded by Councillor Docherty, moved that the application be refused on the grounds that the proposed change of use did not comply with Policies 1, 3 and 10 of the Adopted FIFEplan (2017) as the canopies would be overbearing in an extremely busy thoroughfare; the proposal would result in a loss of pavement and open space; have a detrimental impact on sunlight and daylight; have a detrimental visual impact on the surrounding area; and result in a loss of viable, valuable cultural, tourism and community resource.

**Amendment**

Councillor MacDiarmid, seconded by Councillor Porteous, moved as an amendment to approve the application according to officer recommendation.

**Roll Call**

**For the Motion** - 6 votes

Councillors Brett, Docherty, Lothian, Marjoram, Thomson and Verner.

**For the Amendment** - 6 votes

Councillors Connor, Heer, Liston, MacDiarmid, Nolan and Porteous.

As there was an equality of votes, the Convener used his casting vote in favour of the motion, which was accordingly carried.

**Decision**

The Committee agreed in terms of the motion and the application was refused.

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

**210. 20/01205/FULL - 11 NELSON STREET, ST. ANDREWS, FIFE**

The Committee considered a report by the Head of Planning relating to the change of use from dwellinghouse (Class 9) to two flatted dwellings (Sui Generis) and external alterations including the erection of porch extension and installation of dormer extensions to rear and side.

**Decision**

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

*Councillor Nolan re-joined the meeting following consideration of the above item.*

211./

**211. APPLICATIONS FOR PLANNING PERMISSION, BUILDING WARRANTS AND AMENDED BUILDING WARRANTS DEALT WITH UNDER DELEGATED POWERS**

**Decision**

The Committee agreed to note the lists of applications dealt with under delegated powers for the period 10th August to 6th September, 2020.

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

**21st October, 2020**

**1.30 p.m. – 4.00 p.m.**

**PRESENT:** Councillors Donald Lothian (Convener), Tim Brett, Bill Connor, John Docherty, Andy Heer, Linda Holt, Jane Ann Liston, David MacDiarmid, Karen Marjoram, Tony Miklinski, Jonny Tepp, Brian Thomson and Ann Verner.

**ATTENDING:** Chris Smith, Lead Officer - Major Business and Customer Service, Richard Simmons, Lead Officer Transportation Development Management (North Fife), Economy, Planning & Employability Services; Mary Mclean, Legal Team Manager (Planning, Property & Contracts) and Diane Barnet, Committee Officer, Legal & Democratic Services.

**APOLOGIES FOR ABSENCE:** Councillors Margaret Kennedy, Dominic Nolan and Bill Porteous.

**212. DECLARATIONS OF INTEREST**

Councillor David MacDiarmid declared an interest in paragraph 217 - 20/01239/FULL - Kerkyra, East Loan, Falkland - as he resided near the application site and was known to the applicant.

**213. MINUTE**

The Committee considered the minute of the North East Planning Committee meeting of 23rd September, 2020.

**Decision**

The Committee agreed to approve the minute.

**214. 19/01729/FULL - FAIRWAYS, THE LINKS, ST ANDREWS, KY16 9JB**

The Committee considered a report by the Head of Planning relating to the erection of 4 no. dwellinghouses, formation of access, hardstanding and associated infrastructure (demolition of existing dwellinghouse).

**Decision**

The Committee agreed to refuse the application on the grounds that:-

- (1) the proposed development did not comply with Policies 1, 3 and 12 of the Adopted FIFEplan (2017) and Scottish Planning Policy (2014) as it would increase the flood risk on the site and elsewhere by reducing the functional floodplain and the storage capacity without providing compensatory storage; and
- (2)/



- (2) the proposal would have an unacceptable impact on the character and setting of the Central St. Andrews Conservation Area by virtue of its density, design and scale and thereby be contrary to Policies 1, 2, 10 and 14 of the Adopted FIFEplan (2017), the St. Andrews Conservation Area Appraisal and Management Plan (2010), the St. Andrews Design Guidelines (2008) and Making Fife's Places Supplementary Guidance(2018).

*Councillor Jonny Tepp joined the meeting during consideration of the following item.*

**215. 19/01724/CAC - FAIRWAYS, THE LINKS, ST ANDREWS, KY16 9JB**

The Committee considered a report by the Head of Planning relating to Conservation Area Consent for the demolition of dwellinghouse.

**Decision**

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

The meeting adjourned at 2.58 p.m.

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The meeting reconvened at 3.05 p.m.

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

**216. 20/00825/FULL - STREET RECORD, CHURCH STREET, ST ANDREWS**

The Committee considered a report by the Head of Planning relating to an application for the erection of dwellinghouse including erection of fence and associated landscaping works.

**Decision**

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

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

**217. 20/01239/FULL - KERKYRA, EAST LOAN, FALKLAND**

The Committee considered a report by the Head of Planning relating to an application for a two storey extension to side and alterations including raising ridge height, formation of juliet balcony and installation of roof lights.

**Decision/**

**Decision**

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

**218. APPLICATIONS FOR PLANNING PERMISSION, BUILDING WARRANTS AND AMENDED BUILDING WARRANTS DEALT WITH UNDER DELEGATED POWERS**

**Decision**

The Committee agreed to note the lists of applications dealt with under delegated powers for the period 7th September to 4th October, 2020.

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

**2nd September, 2020**

**2.00 p.m. – 3.50 p.m.**

**PRESENT:** Councillors Alice McGarry (Convener), David Alexander, Alistair Bain, John Beare, James Calder, Bobby Clelland, Dave Coleman, Ian Ferguson, Mick Green, Zoe Hisbent, Gordon Langlands, Mino Manekshaw, Derek Noble, Ross Paterson and Andrew Verrecchia.

**ATTENDING:** Kevin Treadwell, Service Manager – Major Business and Customer Service, Andy Forrester, Technician Engineer- Transportation Development Management, Economy, Planning and Employability Services; Laura Lamb, Solicitor, Emma Whyte, Committee Officer, Legal & Democratic Services.

**62. DECLARATIONS OF INTEREST**

Councillor Andrew Verrecchia declared an interest in Para. 65 below as he had inadvertently expressed an opinion on the application.

**63. MINUTE OF MEETING OF CENTRAL AND WEST PLANNING OF 5TH AUGUST, 2020**

The Committee considered the minute of the Central and West Planning Committee of 5th August, 2020.

**Decision**

The Committee agreed to approve the minute.

**64. MEMBERSHIP OF COMMITTEE AND APPOINTMENT OF VICE CONVENER**

The Committee were asked to note the revised membership of the Committee following the decision to reduce the membership from twenty-one members to fifteen members. Members were asked to consider electing a Vice-Convener.

**Decision**

The Committee agreed:-

- (1) to note the revised membership of the Committee; and
- (2) unanimously that Councillor Verrecchia be appointed as Vice-Convener of the Committee (on the motion of Councillor Clelland, seconded by Councillor Noble).

Councillor/

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

**65. 20/00104/FULL - TESCO, TURNSTONE ROAD, DUNFERMLINE**

The Committee considered a report by the Head of Planning relating to an application for the erection of restaurant (Class 3) including drive-thru (Sui Generis) and car parking, play frame seating, landscaping and associated works.

Kevin Treadwell, Service Manager advised members that there was no longer a requirement for conditions relating to the Landscape Maintenance and Energy Conservation as the applicant had submitted further information in relation to these matters. Members were also advised that Condition 8 would be amended to include CCTV as well as lighting columns and that an additional condition would be added to restrict delivery times to between 5am and 11pm.

Motion

Councillor McGarry, seconded by Councillor Coleman, moved that the application be approved as per officer recommendation and that an additional condition be added to restrict the restaurant opening hours to between 6am and 12 midnight.

Amendment

Councillor Calder, seconded by Councillor Ferguson, moved that Committee refuse planning permission on grounds of traffic reasons. The reason for the refusal is increased traffic levels, cited as at least 256 two-way trips at weekday peak but as discussed in committee potentially higher during holidays at this site. This can cause a road safety issue in an already congested area of road as well as causing a disruption in the flow of traffic.

**Roll Call**

**For the Motion** - 11 votes

Councillors Alice McGarry, David Alexander, Alistair Bain, John Beare, Bobby Clelland, Dave Coleman, Mick Green, Zoe Hisbent, Gordon Langlands, Mino Manekshaw and Derek Noble.

**For the Amendment** - 3 votes

Councillors James Calder, Ian Ferguson and Ross Paterson.

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

**Decision**

The Committee agreed to:-

(1)/

- (1) approve the application subject to the conditions and for the reasons detailed in the report, including the related revisions as per the verbal update provided at the start of the item; and
- (2) add an additional condition restricting opening hours to 6am to 12 midnight.

*Councillor Verrecchia rejoined the meeting after consideration of the above item.*

**66. 20/00131/FULL - WESTFIELD SITE, NEW ROW, KINCARDINE**

The Committee considered an application by the Head of Planning in relation to the formation of 9 serviced housing plots, vehicular access, car parking and turning area (Section 42 application to remove Condition 10 of planning permission 12/01930/FULL for planning permission relating to access for construction traffic).

**Decision**

The Committee agreed to:-

- (1) approve the application subject to the twenty-one conditions and for the reasons detailed in the report; and
- (2) including a condition to clarify that the permission only permitted one house would be built on each plot.

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

**67. APPLICATIONS FOR PLANNING PERMISSION, BUILDING WARRANTS AND AMENDED BUILDING WARRANTS DEALT WITH UNDER DELEGATER POWERS**

**Decision**

The Committee agreed to note the list of applications.

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

29th September, 2020

2.00 p.m. – 4.00 p.m.

**PRESENT:** Councillors Alice McGarry (Convener), David Alexander, Alistair Bain, John Beare, James Calder, Bobby Clelland, Dave Coleman, Ian Ferguson, Gordon Langlands, Mino Manekshaw, Derek Noble, Ross Paterson and Andrew Verrecchia.

**ATTENDING:** Mary Stewart, Service Manager – Major Business and Customer Service, Martin McGroarty, Lead Professional – Minerals and Mark Barrett, Lead Officer Transportation Development Management (South Fife), Economy, Planning and Employability Services; Laura Lamb, Solicitor and Emma Whyte, Committee Officer, Legal and Democratic Services.

**APOLOGY FOR ABSENCE:** Councillor Mick Green

**68. DECLARATIONS OF INTEREST**

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

**69. MINUTE**

The Committee considered the minute of the Central and West Planning Committee of 2nd September, 2020.

**Decision**

The Committee agreed to approve the minute.

**70. 18/01662/FULL - VALLEYFIELD ASH LAGOONS, MAIN STREET, LOW VALLEYFIELD**

The Committee considered an application by the Head of Planning relating to an application for the final capping of the remaining ash lagoons and associated engineering works, including the erection of a wind turbine of up to 11.8m blade-tip height.

Mary Stewart, Service Manager advised members that Condition 2 would be amended to state that the timescale for the submission of the detailed restoration scheme would be 12 months instead of 3 months and that Condition 3 would be amended to insert '(in consultation with SEPA)' after 'by Fife Council as Planning Authority'.

**Motion**

Councillor/

Councillor McGarry, seconded by Councillor Beare, moved that the application be approved as per officer recommendation including amendments to Conditions 2 and 3.

Amendment

Councillor Clelland, seconded by Councillor Verrecchia, moved that Condition 9 be amended to include a requirement for further detail on the landscape planting plan, with the detailed wording to be delegated to the Head of Planning in agreement with the Convener.

**Roll Call**

**For the Motion** – 4 votes

Councillors Alice McGarry, Alistair Bain, John Beare and Dave Coleman.

**For the Amendment** – 9 votes

Councillors David Alexander, James Calder, Bobby Clelland, Ian Ferguson, Gordon Langlands, Mino Manekshaw, Derek Noble, Ross Paterson and Andrew Verrecchia.

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

**Decision**

The Committee agreed to approve the application subject to the fourteen conditions and for the reasons detailed in the report, incorporating the following amendments:-

- (1) amendments to Conditions 2 and 3 as set out by officers; and
- (3) amendment to Condition 9 to include a requirement for further detail on the landscape planting plan, with the detailed wording to be delegated to the Head of Planning in agreement with the Convener.

**71. 20/00545/FULL - LAND TO WEST OF MACDONALD SQUARE, MAIN STREET, HALBEATH**

The Committee considered an application by the Head of Planning relating to an application for the erection of three retail units (Class 1), two cafe/restaurant units (Class 3) with associated drive thru element (Sui Generis) and one cafe/restaurant unit (Class 3) with associated parking and external works.

Motion

Councillor McGarry, seconded by Councillor Alexander, moved that the application be approved as per officer recommendation.

Amendment/

Amendment

Councillor Clelland, seconded by Councillor Coleman, moved that Condition 3 of the report be amended to ensure hours of operation be restricted for all units and not specifically units 1 to 4.

**Roll Call**

**For the Motion** – 2 votes

Councillors Alice McGarry and David Alexander.

**For the Amendment** – 11 votes

Councillors Alistair Bain, John Beare, James Calder, Bobby Clelland, Dave Coleman, Ian Ferguson, Gordon Langlands, Mino Manekshaw, Derek Noble, Ross Paterson and Andrew Verrecchia.

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

**Decision**

The Committee agreed to approve the application subject to the nineteen conditions and for the reasons detailed in the report including an amendment to Condition 3 to ensure hours of operation be restricted for all units and not specifically units 1 to 4.

**72. 20/00625/FULL - 1 COVENANTERS RISE, DUNFERMLINE**

The Committee considered a report by the Head of Planning relating to an application to raise the roof height and installation of replacement roofing.

**Decision**

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

**73. APPLICATIONS FOR PLANNING PERMISSION, BUILDING WARRANTS AND AMENDED BUILDING WARRANTS DEALT WITH UNDER DELEGATED POWERS**

**Decision**

The Committee agreed to note the list of applications.



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

28th October, 2020

2.00 p.m. – 4.20 p.m.

**PRESENT:** Councillors Alice McGarry, David Alexander, Alistair Bain, John Beare, James Calder, Bobby Clelland, Dave Coleman, Derek Glen, Mick Green, Gordon Langlands, Mino Manekshaw, Derek Noble, Ross Paterson and Andrew Verrecchia.

**ATTENDING:** Kevin Treadwell, Service Manager - Major Business and Customer Service, Katherine Pollock, Planner - Major Business and Customer Service, Mark Barrett, Lead Officer Transportation Development Management (South Fife), Richard Simmons, Lead Officer Transportation Development Management (North Fife), Economy, Planning & Employability Services, Laura Lamb, Solicitor and Emma Whyte, Committee Officer, Legal & Democratic Services.

**74. DECLARATIONS OF INTEREST**

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

**75. CHANGE OF MEMBERSHIP**

The Committee were asked to note that Councillor Derek Glen had replaced Councillor Ian Ferguson as a member of the Central and West Planning Committee.

**Decision**

The Committee noted that Councillor Derek Glen had replaced Councillor Ian Ferguson as a member of the Central and West Planning Committee.

**76. MINUTE**

The Committee considered the minute of the Central and West Planning Committee of 29th September, 2020.

**Decision**

The Committee agreed to approve the minute.

**77. 18/02425/FULL - LESLIE HOUSE, LESLIE, GLENROTHES**

The Committee considered a report by the Head of Planning relating to an application/

application for the proposed conversion of Leslie House to form 24 flats, erection of 8 new build dwellinghouses, associated parking, access, landscaping and drainage.

Katherine Pollock, Planner advised members that an additional Condition would be added in relation to the provision of passing places at the development.

**Decision**

The Committee agreed to approve the application subject to:-

- (1) the twenty-five conditions and for the reasons detailed in the report;
- (2) an additional condition being added in relation to the provision of passing places;
- (3) Condition 7 being amended to require the number of grit bins to be agreed and thereafter provided; and
- (4) Condition 14 being amended to ensure that the factoring arrangements also covered waste and recycling.

**78. 18/02426/LBC - LESLIE HOUSE, LESLIE, GLENROTHES**

The Committee considered a report by the Head of Planning relating to an application for listed building consent for conversion of Leslie House (Category A Listed Building) with new build enabling development.

**Decision**

The Committee agreed to approve the application subject to the seven conditions and for the reasons detailed in the report.

**79. 20/00839/FULL - 251 AND 257 TO 261 HIGH STREET, KIRKCALDY**

The Committee considered a report by the Head of Planning relating to an application for the proposed demolition of existing shop unit at 251 - 255 High Street to provide mixed use development of 38 affordable housing flats and commercial units.

**Decision**

The Committee agreed:-

- (1) to approve the application subject to the nineteen conditions and for the reasons detailed in the report; and
- (2) that the Planning Officer would write to the Community Council in response to their concerns and to clarify where these had been addressed in the report.

*Councillor/*

*Councillor Verrecchia left the meeting following conclusion of the above item.*

*The meeting adjourned at 3.47 p.m. and reconvened at 4.00 p.m.*

**80. 20/01466/FULL - SITE TO SOUTH OF TURPIE ROAD, LEVEN**

The Committee considered a report by the Head of Planning relating to an application for the erection of a bakery shop unit (Class 1) with ancillary drive through facility, associated car parking and landscaping.

**Decision**

The Committee agreed to approve the application subject to the five conditions and for the reasons detailed in the report.

**81. 20/00163/FULL - LAND TO NORTH OF BURNBRAE HOUSE, OSBORNE DRIVE, KINCARDINE**

The Committee considered a report by the Head of Planning relating to an application for the erection of 3 no. dwellinghouses with associated garages, boundary fencing, formation of access, hardstanding and landscaping.

**Decision**

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

**82. APPLICATIONS FOR PLANNING PERMISSION, BUILDING WARRANTS AND AMENDED BUILDING WARRANTS DEALT WITH UNDER DELEGATED POWERS**

**Decision**

The Committee agreed to note the lists of applications.

**THE FIFE COUNCIL - FIFE PLANNING REVIEW BODY – REMOTE MEETING**

28th September, 2020.

2.00 p.m. – 3.35 p.m.

**PRESENT:** Councillors David Barratt (Convener), Rosemary Liewald, Alice McGarry and Ross Paterson.

**ATTENDING:** William Shand, Lead Professional, Economy, Planning and Employability Services; and June Barrie, Manager (Legal Services), Legal and Democratic Services.

**82. DECLARATIONS OF INTEREST**

Councillor Rosemary Liewald declared an interest in Para. 86 - Application for Review – 3 Stephen Place, Lochgelly - as the application site was within her Ward.

**83. MINUTE**

The minute of the Fife Planning Review Body of 10th August, 2020 was submitted.

**Decision**

The Review Body approved the minute.

**84. APPLICATION FOR REVIEW - DRUM COTTAGE, 11 DRUMMOCHY ROAD, LOWER LARGO (APPLICATION NO. 19/02246/FULL)**

The Review Body considered the Application for Review submitted by Derek Scott Planning, on behalf of Mr. Robert Kilgour, in respect of the decision to refuse planning permission for the erection of a single storey extension and outbuilding to front of dwellinghouse and external alterations including formation of raised platform, formation of balcony and installation of roof lights (Application No. 19/02246/FULL).

**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.

**85. APPLICATION FOR REVIEW - 35 AND 37 WEST ROAD, NEWPORT-ON-TAY (APPLICATION NO. 19/02317/FULL)**

The Review Body considered the Application for Review submitted by Mr. Raymond Wilkie in respect of the decision to refuse planning permission for the installation of replacement roof tiles and painting to flatted dwelling (in retrospect) (Application No. 19/02317/FULL).

**Decision/**

**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.

*Having declared an interest in the following item, Councillor Rosemary Liewald left the meeting at this stage.*

**86. APPLICATION FOR REVIEW - 3 STEPHEN PLACE, LOCHGELLY (APPLICATION NO. 19/03554/FULL)**

The Review Body considered the Application for Review submitted by GD Planning Limited, on behalf of Mr. Ronald Clough, in respect of the decision to refuse planning permission for the conversion of a domestic garage to form dwellinghouse (in retrospect) (Application No. 19/03554/FULL).

**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.

*Councillor Liewald returned to the meeting following consideration of the above item.*

**87. APPLICATION FOR REVIEW - CASH MILL COTTAGE, CUPAR (APPLICATION NO. 19/02743/FULL)**

The Review Body considered the Application for Review submitted by McGregor McMahon Consulting Engineers, on behalf of Mr. Sandy Douglas, in respect of the decision to refuse planning permission for the erection of a boundary wall (in retrospect) (Application No. 19/02743/FULL).

**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 - FIFE PLANNING REVIEW BODY – REMOTE MEETING**

26th October, 2020.

2.00 p.m. – 3.40 p.m.

**PRESENT:** Councillors David Barratt (Convener), Rosemary Liewald, Alice McGarry, Ross Paterson and Graham Ritchie.

**ATTENDING:** William Shand, Lead Professional, Economy, Planning and Employability Services; and June Barrie, Manager (Legal Services), Legal and Democratic Services.

**88. DECLARATIONS OF INTEREST**

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

**89. MINUTE**

The minute of the Fife Planning Review Body of 28th September, 2020 was submitted.

**Decision**

The Review Body approved the minute.

**90. APPLICATION FOR REVIEW - LAND TO SOUTH OF MORAR, CHURCH STREET, FREUCHIE, CUPAR (APPLICATION NO. 18/03320/FULL)**

The Review Body considered the Application for Review submitted by Derek Scott Planning, on behalf of Nairne Properties Limited, in respect of the decision to refuse planning permission for the erection of two dwellinghouses with associated access and parking (Application No. 18/03320/FULL).

**Decision**

The Review Body agreed:-

- (1) to accept the new information submitted by the applicant;
- (2) sufficient information was before them to proceed to decide the matter; and
- (3) 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.

**91. APPLICATION FOR REVIEW - 4 NAUGHTON ROAD, WORMIT, NEWPORT-ON-TAY (APPLICATION NO. 19/01153/FULL)**

The Review Body considered the Application for Review submitted by Riverview Property Scotland Ltd in respect of the decision to refuse planning permission for the erection of three flatted dwellings with associated access and parking (Application No. 19/01153/FULL).

**Decision/**

**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.

**92. APPLICATION FOR REVIEW - 7 BERRY PLACE, ST. ANDREWS (APPLICATION NO. 20/00567/FULL)**

The Review Body considered the Application for Review submitted by Mrs. Rita Cornfield in respect of the decision to grant planning permission, with conditions, in respect of the installation of replacement bay window to front of dwellinghouse (Application No. 20/00567/FULL).

**Decision**

The Review Body agreed:-

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

**93. APPLICATION FOR REVIEW - 142 HIGH STREET, LESLIE, GLENROTHES (APPLICATION NO. 20/00085/FULL)**

The Review Body considered the Application for Review submitted by Poplar Design & Build Ltd., on behalf of Mr. S. Steele, in respect of the decision to refuse planning permission for the change of use of ancillary annexe building to form a self contained dwellinghouse (Application No. 20/00085/FULL).

**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**

**18th August, 2020**

**9.30 a.m. – 4.05 p.m.**

**PRESENT:** Councillors Carol Lindsay (Convener), Alistair Cameron, Bill Connor, John Docherty, David Graham, Mick Green, Zoe Hisbent, Gordon Langlands, Lea McLelland, Dominic Nolan and Graham Ritchie.

**ATTENDING:** Kimberley Langley, Solicitor, Gillian Love, Committee Administrator and Craig Ritchie, Licensing Enforcement Officer all in Finance and Corporate Services; and Sergeant Gordon Hood, Police Scotland (Fife Division).

**APOLOGIES:** Councillors Garry Haldane, Jane Ann Liston, David MacDiarmid and Ryan Smart.

**337. MINUTE**

The Committee considered the Minute of Meeting of the Regulation and Licensing Committee of 25th February, 2020.

**Decision**

The Committee approved the Minute.

**CIVIC GOVERNMENT (SCOTLAND) ACT 1982**

**338. SUSPENSION OF TAXI/PRIVATE HIRE CAR DRIVER'S LICENCE**

The Council's Committee Administrator reported to the Committee that a decision was taken by the Executive Director, Finance & Corporate Services using the powers given to her under Section 2 of the Council's List of Officer Powers 'Emergencies and Cases of Urgency' to suspend a taxi/private hire car driver's licence with immediate effect under paragraph 12 of Schedule 1 to the Civic Government (Scotland) Act 1982 having advised the Convener and Vice-Convener of the Committee of this decision. The decision was taken as information had been received which had to be considered prior to this meeting of the Committee.

**Decision**

The Committee noted that a taxi/private hire car driver's licence had been suspended with immediate effect.

339./



339. **APPEAL TO SHERIFF - TAXI/PRIVATE HIRE CAR DRIVER'S LICENCE**  
(Previous Minute Reference: para. 312(iii) of 2019.R.L.298 refers)

**Decision**

The Committee, after hearing the Council's Committee Administrator thereon, noted that the appeal lodged with the Sheriff by Mr. Alexander Hudson, 27 Islay Road, Dunfermline against the decision on 8th October, 2019 to refuse his application for a taxi/private hire car driver's licence had been abandoned, the Committee's decision upheld and the licence had been refused.

340. **TAXI AND PRIVATE HIRE CAR INSPECTION TESTS – LEVENMOUTH ZONE**

The Committee considered a report by Service Manager, Fleet Operations on taxi and private hire car inspection tests carried out on vehicles in the Levenmouth Zone between February and March, 2020.

**Decision**

The Committee, having heard the Council's Committee Administrator on the report and, following discussion:

- (1) congratulated those operators whose vehicles passed the test first time; and
- (2) agreed that the operator, whose vehicle failed the test, be brought in for a meeting with the Convener and Vice-Convener regarding the maintenance of his vehicles.

341. **TAXI AND PRIVATE HIRE CAR INSPECTION TESTS – EAST AREA**

The Committee considered a report by Service Manager, Fleet Operations on taxi and private hire car inspection tests carried out on vehicles in the East Area between February and March, 2020.

**Decision**

The Committee, having heard the Council's Committee Administrator on the report and, following discussion, congratulated those operators whose vehicles passed the test first time and otherwise noted the report.

342. **APPLICATIONS IN RESPECT OF WHICH COMMENTS HAD BEEN MADE**

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

Applicant/

## 2020.R.L.323

	<u>Applicant</u>	<u>Activity &amp; Period of Licence Applied For</u>
(a)	Mr Safaa Alsaffar, 224 Broughty Ferry Road, Dundee.	Taxi Driver (new application) 1 year

### **Decision**

The Committee agreed to grant the licence with a warning.

(b)	Mr Jason Black, 10D Baldovie Terrace, Dundee.	Taxi Driver (new application) 1 year
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### **Decision**

The Committee agreed to grant the licence with a warning.

(c)	Mr Kenneth Crossan, 57 Linnwood Drive, Leven.	Taxi Driver (renewal) 3 year
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### **Decision**

The Committee agreed to grant the licence with a warning and requested that the applicant attend the first available taxi driver's training course at Fife House, Glenrothes.

(d)	Mr Craig Daly, 120 Station Road, Thornton.	Taxi Driver (new application) 1 year
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### **Decision**

The Committee agreed to continue consideration of the above application to the meeting held on 15th September, 2020 to afford the applicant a further opportunity to attend.

(e)	Mr Stuart Dingwall, 134 Inchkeith Drive, Dunfermline.	Taxi Driver (renewal) 3 year
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### **Decision**

The Committee agreed to grant the licence with a warning and requested that the applicant re-attend the first available taxi driver's training course at Fife House, Glenrothes.

(f)/

**2020.R.L.324**

	<u>Applicant</u>	<u>Activity &amp; Period of Licence Applied For</u>
(f)	Mr John Drummond, 1 Whytebank Gardens, Kirkcaldy.	Taxi Driver (new application) 1 year

**Decision**

The Committee agreed to grant the licence with a warning.

(g)	Mr Gordon Esler, 25 Calais View, Dunfermline.	Taxi Driver (new application) 1 year
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**Decision**

The Committee agreed to grant the licence.

(h)	Mr Gordon Evans, 66 Ivanhoe Drive, Glenrothes.	Taxi Driver (renewal) 1 year
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**Motion**

Councillor David Graham, seconded by Councillor Zoe Hisbent, moved that the licence be granted with a warning.

**Amendment**

Councillor Dominic Nolan, seconded by Councillor Graham Ritchie, moved, as an amendment, that the licence be granted.

**Vote**

Amendment - 3  
Motion - 8

**Decision**

The Committee agreed to grant the licence with a warning.

(i)/

## 2020.R.L.325

	<u>Applicant</u>	<u>Activity &amp; Period of Licence Applied For</u>
(i)	Mr Barry Feeney, 32 Don Road, Dunfermline.	Taxi Driver (renewal) 1 year

### **Decision**

The Committee agreed to continue consideration of the above application to afford the applicant an opportunity to withdraw his application for a taxi driver's licence.

(j)	Mr Clark Finlay, 12 Melville Place, Kirkcaldy.	Taxi Driver (renewal) 1 year
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### **Decision**

The Committee agreed to grant the licence with a warning.

(k)	Mr Taylor Gray, 18b Hunter Street, Kirkcaldy.	Taxi Driver (new application) 1 year
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### **Motion**

Councillor John Docherty, seconded by Councillor Bill Connor, moved that the licence be granted with a warning.

### **Amendment**

Councillor David Graham, seconded by Councillor Alistair Cameron, moved, as an amendment, that the licence be refused.

### **Vote**

Amendment	-	4
Motion	-	7

### **Decision**

(l)/	The Committee agreed to grant the licence with a warning.
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## 2020.R.L.326

	<u>Applicant</u>	<u>Activity &amp; Period of Licence Applied For</u>
(l)	Mr Luke Lindsay, 91 Small Street, Lochgelly.	Taxi Driver (new application) 1 year

### **Decision**

The Committee agreed to continue consideration of the above application to the meeting held on 15th September, 2020 to afford the applicant a further opportunity to attend.

(m)	Mr Fraser MacDonald, 56 North Street, Leven.	Taxi Driver (renewal) 1 year
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### **Decision**

The Committee agreed to grant the licence with a warning.

(n)	Mr Khalid Mahmood, 12 Dover Park, Dunfermline.	Taxi Driver (renewal) 3 year
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### **Decision**

The Committee agreed to grant the licence with a warning.

(o)	Mr Craig Sillars, 25 Castle Park, Ceres.	Taxi Driver (renewal) 3 year
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### **Decision**

The Committee agreed to grant the licence with a warning and requested that the applicant re-attend the first available taxi driver's training course at Fife House, Glenrothes.

(p)	Mr Ryan Skinner, 5 Charles Way, Limekilns, Dunfermline.	Taxi Driver (new application) 1 year
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### **Decision**

The Committee agreed to continue consideration of the above application to the meeting held on 15th September, 2020 to afford the applicant a further opportunity to attend.

(q)/

	<u>Applicant</u>	<u>Activity &amp; Period of Licence Applied For</u>
(q)	Mr Alistair Watt, 121 South Street, Lochgelly.	Taxi Driver (renewal) 3 year

**Decision**

The Committee agreed to grant the licence with a warning and requested that the applicant re-attend the first available taxi driver's training course at Fife House, Glenrothes.

(r)	Mr Michael Wylie, 6 Halidon Place, Glenrothes.	Taxi Driver (new application) 1 year
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**Decision**

The Committee agreed to grant the licence with a warning.

(s)	Mr John McCabe, 37 Brown Crescent, Thornton.	Window Cleaner (new application) 1 year
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**Decision**

The Committee agreed to grant the licence.

The applicants had been invited to attend and be represented at the meeting and with the exception of the applicants at (c), (d), (i), (l) and (p) were all present and heard. The applicant at (b) was supported by his friend, Linda McKenna. The applicant at (c) was represented by his partner, Mrs. Burns and the applicant at (n) was supported by his wife, Mrs. Mahmood.

The warning given to the applicants at (a), (b), (c), (e), (f), (h), (j), (k), (m), (n), (o), (q) and (r) was that any future misdemeanours brought to the attention of the Committee could result in suspension of the licence.

*(Prior to consideration of the application at (q) above, Councillor Lea McLelland declared an interest in this item, as she was known to the applicant, and left the meeting for this item only).*

*(Councillor David Graham left the meeting following consideration of the application at (r) above).*

343. **EXCLUSION OF PUBLIC AND PRESS**

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

344. **CONSIDERATION OF POSSIBLE SUSPENSION OF LICENCES**

The Committee considered exercising its power of suspension under paragraph 11 of Schedule 1 to the Civic Government (Scotland) Act 1982 in respect of the undernoted licences and, having heard the representative for Police Scotland (Fife Division), the licenceholders and/or their representative thereon, dealt with the licences as shown:-

<u>Licenceholder</u>	<u>Type, No. of Licence &amp; Expiry Date</u>
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- |     |  |  |
|-----|--|--|
| (a) | Mr Reis McWatt,<br>204 Piper Drive,<br>Glenrothes. | Itinerant Metal Dealer<br>37/0040341<br>Expiry Date: 11 November, 2022 |
|-----|--|--|

Motion

Councillor Alistair Cameron, seconded by Councillor John Docherty, moved that the licence should not be suspended.

Amendment

Councillor Graham Ritchie, seconded by Councillor Gordon Langlands, moved, as an amendment, that the licence be suspended.

Vote

Amendment	- 3
Motion	- 7

**Decision**

The Committee agreed not to suspend the licence.

- |     |  |   |
|-----|--|---|
| (b) | Mr Dale Buchan,<br>Middlebank House,<br>Masterton,<br>Dunfermline. | Taxi/Private Hire Car Driver<br>2340/0041271<br>Expiry Date: 18 January, 2023 |
|-----|--|---|

**Decision**

The Committee agreed not to suspend the licence.

(c)/

## 2020.R.L.329

<u>Licenceholder</u>	<u>Type, No. of Licence &amp; Expiry Date</u>
(c) Mr Fred Cummings, 65 Veronica Crescent, Kirkcaldy.	Taxi/Private Hire Car Driver 5995/0037275 Expiry Date: 5 June, 2021

### Decision

The Committee agreed not to suspend the licence.

(d) Mr James Cunningham, 73 Headwell Avenue, Dunfermline.	Taxi/Private Hire Car Driver 2636/0039228 Expiry Date: 20 March, 2022
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### Decision

The Committee agreed to continue consideration of the above matter to the meeting held on 15th September, 2020 to afford the licenceholder a further opportunity to attend with his Solicitor.

The licenceholders had been invited to attend and be represented at the meeting and were all present and heard. The licenceholder at (a) above was supported by his father, Lindsay Craft and his Uncle, Robert McWatt. The licenceholder at (b) above was represented by his Solicitor, Craig Bennet, Dunfermline. Trainee Solicitor, Alex Robertson, Dunfermline, was also in attendance as an observer to item (b) above.

Consideration of the matter at (d) above was continued from the meeting held on 25th February, 2020.

### 345. **REQUEST FOR RECALL OF IMMEDIATE SUSPENSION OF TAXI/PRIVATE HIRE CAR DRIVER'S LICENCE**

*(Previous Minute Reference: para. 317 of 2019.R.L.303 refers)*

The Committee considered a request from the undernoted to recall the immediate suspension of his taxi/private hire car driver's licence which was made under paragraph 11 of Schedule 1 to the Civic Government (Scotland) Act 1982 and, having heard the representative for Police Scotland (Fife Division) and the Council's Committee Administrator as well as the applicant thereon, dealt with the request as shown:-

<u>Applicant</u>	<u>No. of Previous Licence and Length of Suspension</u>
Mr Farhan Khan, 10 Timmons Park, Lochgelly.	2842/0040626 – suspended until expiry date of licence being 13 November 2022

### Decision/



**Decision**

The Committee agreed to recall the immediate suspension of the above licence. The licence was returned to the applicant.

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

**346. 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)	Mr Antony Delmaestro, 48 Main Street, Thornton.	Late Hours Catering for Toby's Chip Shop, 17 Main Street, Thornton. (renewal) 3 year

**Decision**

The Committee agreed to continue consideration of the above application to the meeting held on 15th September, 2020 to afford the applicant a further opportunity to attend with his Solicitor.

(b)	Mr Mohammad Chowdhury, 136 High Street, Kinross.	Taxi Driver (renewal) 1 year
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**Decision**

The Committee agreed to continue consideration of the above application to the meeting held on 15th September, 2020 to afford the applicant a further opportunity to attend.

(c)	Mr Callum Henson, 32 Kelso Place, Kirkcaldy.	Taxi Driver (new application) 1 year
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**Decision**

The Committee agreed to continue consideration of the above application to the meeting held on 15th September, 2020 to afford the applicant a further opportunity to attend.

(d)/

## 2020.R.L.331

	<u>Applicant</u>	<u>Activity and Period of Licence Applied For</u>
(d)	Mr William Lee, 59 Fernieside Place, Edinburgh.	Taxi Driver (new application) 1 year

### Decision

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

(e)	Mr William McKenzie, 7 Park Avenue, Cowdenbeath.	Taxi Driver (new application) 1 year
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### Decision

The Committee agreed to grant the licence.

(f)	Mr Alan Mowbray, 45 Nethergate North, Crail.	Taxi Driver (new application) 1 year
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### Decision

The Committee agreed to continue consideration of the above application to the meeting held on 15th September, 2020 to afford the applicant a further opportunity to attend.

The applicants had been invited to attend and be represented at the meeting. The applicant at (e) was present, heard and supported by his employer, Mr. Peter Robertson, West Fife Operator. No other applicants were in attendance.

## 347. **OPPOSED APPLICATION**

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

<u>Applicant</u>	<u>Activity and Period of Licence Applied For</u>
Mr. Kevin Braid, 11 The Barony, East Wemyss.	Taxi Driver (new application) 1 year

### Decision

The Committee agreed to continue consideration of the above application to the meeting held on 15th September, 2020 to afford the applicant a further opportunity to attend.

The applicant and objector had been invited to attend and be represented at the meeting. The applicant was not present.

Consideration of the above application was continued from the meeting held on 25th February, 2020.

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

15th September, 2020

9.30 a.m. – 12.45 p.m.

**PRESENT:** Councillors Carol Lindsay (Convener), Alistair Cameron, Bill Connor, John Docherty, Mick Green, Garry Haldane, Gordon Langlands, Lea McLelland, David MacDiarmid, Dominic Nolan, Graham Ritchie and Ryan Smart.

**ATTENDING:** Kimberley Langley, Solicitor, Gillian Love, Committee Administrator and Craig Ritchie, Licensing Enforcement Officer all in Finance and Corporate Services; and Sergeant Gordon Hood, Police Scotland (Fife Division).

**APOLOGIES:** Councillors David Graham and Jane Ann Liston.

348. **MINUTE**

The Committee considered the Minute of Meeting of the Regulation and Licensing Committee of 18th August, 2020.

**Decision**

The Committee approved the Minute.

CIVIC GOVERNMENT (SCOTLAND) ACT 1982

349. **SUSPENSION OF TAXI/PRIVATE HIRE CAR DRIVER'S LICENCE**

The Council's Committee Administrator reported to the Committee that a decision was taken by the Executive Director, Finance & Corporate Services using the powers given to her under Section 2 of the Council's List of Officer Powers 'Emergencies and Cases of Urgency' to suspend a taxi/private hire car driver's licence with immediate effect under paragraph 12 of Schedule 1 to the Civic Government (Scotland) Act 1982 having advised the Convener and Vice-Convener of the Committee of this decision. The decision was taken as information had been received which had to be considered prior to this meeting of the Committee.

**Decision**

The Committee noted that a taxi/private hire car driver's licence had been suspended with immediate effect.

350./

## 2020.R.L.333

### 350. **APPEAL TO SHERIFF – HOUSE IN MULTIPLE OCCUPATION LICENCE**

*(Previous Minute Reference: para. 312(ii) of 2019.R.L.298 refers)*

#### **Decision**

The Committee, after hearing the Council's Committee Administrator thereon, noted that the appeal lodged with the Sheriff by Giovanni Valente, against the decision on 30th September, 2019 to refuse the grant of a House in Multiple Occupation licence for 2 Livingstone Crescent, St. Andrews, had been unsuccessful, the Committee's decision upheld and the licence had been refused.

### 351. **APPLICATIONS IN RESPECT OF WHICH COMMENTS HAD BEEN MADE**

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

	<u>Applicant</u>	<u>Activity &amp; Period of Licence Applied For</u>
(a)	Mr. Craig Daly, 120 Station Road, Thornton.	Taxi Driver (new application) 1 year

#### **Decision**

The Committee agreed to grant the licence with a warning.

(b)	Mr. John Hancock, 12 Kinnarchie Crescent, Methil.	Taxi Driver (renewal) 1 year
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#### **Decision**

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

(c)	Mr. Luke Lindsay, 91 Small Street, Lochgelly.	Taxi Driver (new application) 1 year
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#### **Motion**

Councillor Ryan Smart, seconded by Councillor Mick Green, moved that the licence be granted with a warning.

#### **Amendment**

Councillor Alistair Cameron, seconded by Councillor Graham Ritchie, moved, as an amendment, that the licence be refused.

Vote

Amendment - 6  
Motion - 6

The Convener exercised her casting vote in favour of the Motion.

**Decision**

The Committee agreed to grant the licence with a warning.

- (d) Mr. Muhammad Rafique, Taxi Driver  
49 Queen Margaret Drive, (renewal)  
Glenrothes. 3 year

**Decision**

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

- (e) Mr. Ryan Skinner, Taxi Driver  
5 Charles Way, (new application)  
Limekilns. 1 year

**Decision**

The Committee agreed to grant the licence with a warning.

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

Consideration of the applications at (a), (c) and (e) above was continued from the meeting held on 18th August, 2020.

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

**352. EXCLUSION OF PUBLIC AND PRESS**

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

353./

353. **CONSIDERATION OF POSSIBLE SUSPENSION OF TAXI/PRIVATE HIRE CAR DRIVERS' LICENCES**

The Committee considered exercising its power of suspension under paragraph 11 of Schedule 1 to the Civic Government (Scotland) Act 1982 in respect of the undernoted licences and, having heard the representative for Police Scotland (Fife Division), the licenceholders and/or their representative thereon, dealt with the licences as shown:

	<u>Licenceholder</u>	<u>No. of Licence &amp; Expiry Date</u>
(a)	Mr James Cunningham, 73 Headwell Avenue, Dunfermline.	2636/0039228 Expiry Date: 20 March, 2022

Motion

Councillor Ryan Smart, seconded by Councillor Garry Haldane, moved that the licence should not be suspended.

Amendment

Councillor Graham Ritchie, seconded by Councillor Lea McLelland, moved, as an Amendment, that the licence be suspended.

Vote

Amendment	-	5
Motion	-	6

**Decision**

The Committee agreed not to suspend the licence.

(b)	Mr Gurmit Singh, 18 Haig Crescent, Dunfermline.	2537/0037148 Expiry Date: 5 July, 2021
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**Decision**

The Committee agreed to suspend the licence until 5th July, 2021. This being the unexpired portion of the duration of the licence. Thereafter, the Committee also decided that the licence should be suspended with immediate effect.

The/

## 2020.R.L.336

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

Consideration of the matter at (a) above was continued from the meeting held on 18th August, 2020.

The grounds for suspension of the licence at (b) above were that (i) the licenceholder was no longer considered to be a fit and proper person to hold the licence; and (ii) the carrying on of the activity to which the licence related was likely to cause a threat to public safety.

### 354. **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)	Mr Mohammad Chowdhury, 136 High Street, Kinross.	Taxi Driver (renewal) 1 year

#### **Decision**

The Committee agreed to refuse the licence.

(b)	Mr Callum Henson, 32 Kelso Place, Kirkcaldy.	Taxi Driver (new application) 1 year
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#### **Motion**

Councillor Ryan Smart, seconded by Councillor Graham Ritchie, moved that the licence be refused.

#### **Amendment**

Councillor Dominic Nolan, seconded by Councillor Lea McLelland, moved, as an amendment, that the licence be granted with a warning.

#### **Vote/**

Vote

Amendment - 7  
Motion - 5

**Decision**

The Committee agreed to grant the licence with a warning.

- (c) Mr Alan Mowbray, Taxi Driver  
45 Nethergate North, (new application)  
Crail. 1 year

Motion

Councillor Garry Haldane, seconded by Councillor Dominic Nolan, moved that the licence be granted.

Amendment

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

Vote

Amendment - 6  
Motion - 6

The Convener exercised her casting vote in favour of the Amendment.

**Decision**

The Committee agreed to grant the licence with a warning.

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

Consideration of all the above applications was continued from the meeting held on 18th August, 2020.

The warning given to the applicants at (b) and (c) 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 (a) above was that the applicant was no longer considered a fit and proper person to hold the licence applied for due to an incident he had been involved in.



355. **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>
Mr. Kevin Braid, 11 The Barony, East Wemyss.	Taxi Driver (new application) 1 year

**Decision**

The Committee agreed to refuse the licence.

The applicant had been invited to attend and be represented at the meeting but was not in attendance.

Consideration of the above application was continued from the meeting held on 18th August, 2020.

The reason for refusal of the above application was that the applicant was not considered to be a fit and proper person to hold the licence applied for in view of the nature and extent of previous convictions recorded against him and due to incidents he had been involved in.

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**THE FIFE COUNCIL - GLENROTHES AREA COMMITTEE (VIRTUAL MEETING)**

14th October, 2020

9.30 a.m. – 10.20 a.m.

**PRESENT:** Councillors Fiona Grant (Convener), John Beare, Altany Craik, Mick Green, Derek Noble, Ross Vettraiño, Craig Walker, Vikki Wilton and Jan Wincott.

**ATTENDING:** Norman Laird, Community Manager (Glenrothes); JP Easton, Team Manager (Community Development); Robert S. Gibson, Team Manager (Community Use Kirkcaldy & Glenrothes), Communities and Neighbourhoods; Neil Watson, Lead Consultant (Roads & Lighting Asset Management), Assets, Transportation and Environment Service; Chris Mcmenemy, Property and Planning Research and Information Co-ordinator, Economy, Planning & Employability Services; and Diane Barnet, Committee Officer, Legal & Democratic Services.

**ALSO IN ATTENDANCE:** Kirk Donnelly, Community Inspector, Police Scotland, Fife Division.

**APOLOGY FOR ABSENCE:** Councillor Julie Ford.

**187. DECLARATIONS OF INTEREST**

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

**188. MINUTE**

The Committee considered the minute of the Glenrothes Area Committee of 19th August, 2020.

Arising from the minute, the Convener provided an update on - Paragraph 181. (3) - relating to a request for a financial contribution from NHS Fife toward the 'Positive You' initiative - that she had written to NHS Fife and was awaiting a response.

Also arising from the minute, the Convener provided an update on Paragraph 183. (2) - relating to funding for the ongoing cost of maintenance of CCTV cameras - that clarification had been received.

**Decision**

The Committee noted the updates and otherwise approved the minute.

**189. PETITION - FOOTBALL (CAGE) FIELD AND CAR PARKING ISSUES, AUCHMUTY ROAD, GLENROTHES**

In terms of Standing Order No. 6.1 (2), the Committee considered a petition raised by Mr. Kerran Andrew, containing 21 signatures, on behalf of residents of Auchmuty Road/

Road, relating to the impact on car parking and anti-social behaviour during the use of the Community Use football cage at Auchmuty High School outwith operating hours. The Convener briefly introduced the petition and thereafter invited Mr. Robert Gibson, Team Manager, Community Use, Glenrothes to present their preliminary Service response to the petition.

The Committee thereafter discussed the merit of the petition, asking questions of the Team Manager, Community Use.

**Motion**

Councillor Vettraino, seconded by Councillor Beare, moved that:

'The Committee agrees that:

- (1) the Head of Environment, Assets and Transportation be asked to consider if a Traffic Regulation Order would minimise the potential of nuisance from parked cars to residents in Auchmuty Road, while the Community Use pitches are in use;
- (2) the Head of Communities and Neighbourhoods be asked to consider establishing appropriate supervision of the Community Use pitches, while they are in use, extending the height of the boundary fence between the pitches and Auchmuty Road and measures to prevent the pitches being used without authorisation; and
- (3) the Head of Housing be asked to consider the use of CCTV to monitor anti-social behaviour and damage to public property.

and that they each report accordingly to the Committee at its next meeting.'

**Amendment**

Councillor Craik, seconded by Councillor Noble, moved as an amendment to approve the recommendations detailed in the report, that:

'The issues experienced by residents in Auchmuty Road have no short term, easy fix. There are seasonal re-occurring challenges that require a cross service approach to achieve a long-term sustainable solution. Communities and Neighbourhoods, Education and Police representatives could attend ward meetings to agree seasonal approaches to dealing with these issues.'

**Roll Call**

**For the Motion** - 6 votes

Councillors John Beare, Fiona Grant, Mick Green, Ross Vettraino, Craig Walker and Vikki Wilton.

**For the Amendment** - 3 votes

Councillors Altany Craik, Derek Noble and Jan Wincott.

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

**Decision/**

**Decision**

The Committee agreed in terms of the motion outlined above.

**190. STREET NAMING CONSULTATION**

As required under Section 97 of the Civic Government (Scotland) Act 1982, the Committee considered a report by the Head of Business and Employability proposing that the name 'Annie Swan Drive' be approved as a new street name for the Campion Homes development on land adjacent to the Dairy, Main Street, Star.

**Decision**

The Committee agreed that the street name 'Annie Swan Drive' be adopted for the Campion Homes development on land adjacent to the Dairy, Main Street, Star.

**191. LOCAL COMMUNITY PLANNING BUDGET REQUEST -WARDS 14 AND 15, GLENROTHES: CCTV**

The Committee considered a report by the Head of Communities and Neighbourhoods Service seeking approval to purchase CCTV cameras – two each for Wards 14 and 15. The cameras would be used across each of the Wards to help tackle anti-social behaviour.

**Decision**

The Committee agreed, subject to a correction relating to the number of CCTV cameras detailed in the report to a total of four cameras (two each for Wards 14 and 15), to approve a total contribution of £31,631 from Local Community Planning budgets, split equally between the budgets for Wards 14 and 15.

**192. AREA ROADS PROGRAMME 2019-20 - FINAL REPORT**

The Committee considered a report by the Head of Assets, Transportation and Environment advising on the delivery of the 2019-20 Area Roads Programme (ARP).

**Decision**

The Committee noted the contents of the report and appendices detailing the type of works, work location and expenditure for the list of projects forming the 2019/20 ARP.

**193. GLENROTHES AREA COMMITTEE FORWARD WORK PROGRAMME 2020/21**

The Committee considered the Glenrothes Area Committee draft forward work programme 2020/21.

**Decision**

The Committee/

The Committee:-

- (1) noted the draft Glenrothes Area Committee forward work programme 2020/21; and
- (2) agreed to feed back to the Community Manager (Glenrothes) any suggestions for further reports to be included, within the context of the remit of this Committee.

#### **194. PROPERTY TRANSACTIONS**

The Committee considered a report by the Head of Assets, Transportation and Environment advising on action taken using the list of Officer Powers in relation to property transactions.

##### **Decision**

The Committee noted the contents of the report.

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

7th October, 2020.

9.30 a.m. – 12.35 p.m.

**PRESENT:** Councillors Alice McGarry (Convener), David Barratt, Bobby Clelland, Dave Coleman, Dave Dempsey, Sharon Green-Wilson, Mino Manekshaw, Tony Orton, Kate Stewart and Andrew Verrecchia.

**ATTENDING:** Alastair Mutch, Community Manager (South and West Fife), Mandy MacEwan, Team Manager (Community Development) and Lisa Hemphill, Local Development Officer, Communities and Neighbourhoods Service; Phil Clarke, Lead Consultant, Traffic Management (South Fife) and Neil Watson, Lead Consultant (Roads and Lighting Asset Management), Assets, Transportation and Environment; Gordon Mole, Head of Business and Employability, Economy, Planning and Employability Services; Helen Wilkie, Service Manager (Housing Condition and Supply), Jim Mitchell, Lead Officer (Affordable Housing and Regeneration) and Deborah Stevens, Lead Officer (Area Regeneration), Housing Services; Eleanor Hodgson, Accountant and Michelle McDermott, Committee Officer, Legal and Democratic Services, Finance and Corporate Services.

**ALSO IN ATTENDANCE:** Councillor Judy Hamilton (for para. 231 only) and Ms. Nina Patton, Scottish Environmental Protection Agency (for para. 228 only).

**226. DECLARATIONS OF INTEREST**

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

**227. MINUTES**

The Committee considered:-

- (a) Minute of meeting of South and West Fife Area Committee of 12th August, 2020.

**Decision**

The Committee agreed to approve the minute.

- (b) Minute of meeting of West Fife Area Common Good Sub-Committee of 4th August, 2020.

**Decision**

The Committee agreed to approve the minute.

**228./**

## 228. RADIATION MONITORING AT DALGETY BAY

Nina Patton from SEPA advised that, in August, they had received confirmation from the Ministry of Defence (MoD) that their contractor would not be on site in 2020 and that remediation works would commence in 2021 but it was noted that the MoD had confirmed that they had submitted information to Fife Council to extend the current planning permission and that these had been approved. Nina advised that the MoD had also confirmed that their contractor had applied to erect a concrete batching plant in Inverkeithing in advance of the remediation works. SEPA still had not received an application for an Environmental Authorisation's permit from the MoD for remediation works and were waiting to receive the necessary paperwork. It was noted that SEPA would continue to liaise with the MoD and their contractors to ensure appropriate permits were in place for the remediation works which was likely to be in 2021.

Nina also confirmed that signage and restrictions were still in place at Dalgety Bay and that monthly monitoring had been reduced during the covid lockdown but that the full monitoring programme had resumed in August. It was noted that, unfortunately, a representative from the MoD had not been in attendance to provide a further detailed update.

### **Decision**

The Committee agreed that the Convener write to the Ministry of Defence to express their disappointment at the lack of progress and that no representative had attended this morning's meeting to provide an update on the Radiation Monitoring situation at Dalgety Bay and requested that a representative from the MoD be in attendance when radiation monitoring was due to be heard at the next scheduled meeting.

## 229. NORTH QUEENSFERRY AND FORTH BRIDGES AREA

The Committee considered a report by the Head of Communities and Neighbourhoods Service providing a response to the motion that was agreed by the South and West Fife Area Committee on 12th August, 2020.

### **Decision**

The Committee agreed that:-

- (1) future ongoing reporting on the key areas be undertaken through Ward 6 meetings;
- (2) that a report be presented to this Committee in late 2021 summarising progress;
- (3) that the Local Action Plan should include genuinely SMART objectives; and
- (4) the Chief Executive be requested to assign a specific officer to co-ordinate the delivery of the Local Action Plan and to provide that officer with the authority to enable its delivery within a reasonable timescale.

*Councillors Bobby Clelland and Kate Stewart joined the meeting during consideration of the above item.*

**230. RESPONSE TO MOTION TO REDUCE SPEED LIMIT OF MAIN STREET, LOW VALLEYFIELD TO 30MPH**

The Committee considered a report by the Head of Assets, Transportation and Environment requesting members to consider the Service's response to the motion which had been agreed by South and West Fife Area Committee on 12th August, 2020.

**Decision**

The Committee agreed to promote a 30mph speed limit at Low Valleyfield.

**231. COUNCIL HOUSING - PROVISION OF WHEELCHAIR ACCESSIBLE HOUSING**

Councillor Judy Hamilton, Convener of Community and Housing Services Committee provided a brief outline of how the housing regeneration at Spencerfield, Inverkeithing had been identified including details of the affordable housing element.

Helen Wilkie, Service Manager, Housing Services advised that Fife Council had been tasked to deliver 30% of properties as specific needs and 5% of that 30% would be for wheelchair properties. Helen advised that two properties at the Spencerfield development site had been identified as suitable for wheelchair use.

David Weir, Service Manager, Property Services answered members' questions in relation to the properties that Taylor Wimpey were building advising that, though Taylor Wimpey were not using Council designs for these properties, the designs they used were good value and were fit for purpose. David pointed out that the properties at Spencerfield had been categorised as "specific needs" rather than fully meeting the Council's full standards due to the size of the kitchens not being compliant.

**Decision**

The Committee thanked Councillor Hamilton, Helen Wilkie and David Weir for their detailed updates which had been helpful in understanding the Council's position on wheelchair accessible housing.

*The Committee adjourned at 10.57 a.m. and reconvened at 11.10 a.m.*

**232. SOUTH AND WEST FIFE AREA - FLOODING INCIDENTS AUGUST 2020**

The Committee considered a briefing paper prepared by the Senior Manager, Roads and Transportation Services updating members on the extreme rainfall and subsequent flooding events throughout the South and West Fife Area on 11th/12th and 25th August, 2020.

**Decision/**



**Decision**

The Committee:-

- (1) agreed that a report be submitted to the Environment and Protective Services Sub-Committee which would include a full register of flood events across Fife detailing the location and key processes involved;
- (2) asked that the Council be proactive in following each flooding event by inviting external bodies (Police, Fire, SEPA) and local representatives to detail all flooding events; and
- (3) noted that there was no specific reference within the Appendix to the flooding that had taken place within the Rosyth area in August.

*Councillors Kate Stewart and Andrew Verrecchia left the meeting during consideration of the above item.*

**233. AREA ROADS PROGRAMME 2019/20 - FINAL REPORT**

The Committee considered a report by the Head of Assets, Transportation and Environment advising members of the delivery of the 2019-20 Area Roads Programme (ARP).

**Decision**

The Committee noted the contents of the report.

*Councillor Andrew Verrechia re-joined the meeting during discussion of the above item.*

**234. COMMON GOOD FUNDS ANNUAL REPORT 2019-2020**

The Committee considered a report by the Executive Director (Finance and Corporate Services) advising members of the current status of the Common Good Funds in the area and relevant fund activities over the financial year 2019-20.

**Decision**

The Committee noted the information contained in the relevant Appendices for the various Common Good funds.

**235. AREA CAPITAL UPDATE REPORT 2020-2021**

The Committee considered a report by the Executive Director (Finance and Corporate Services) advising members of the current status of the additional capital investment awarded to the South and West Fife Area in the 2017-20 budget.

**Decision**

The Committee noted the contents of the report.

**236./**

**236. SUPPORTING THE LOCAL COMMUNITY PLAN - SOUTH EAST INVERKEITHING REGENERATION - PROGRESS REPORT**

The Committee considered a joint report by the Head of Housing Services and Head of Communities and Neighbourhoods Service advising members of progress with the regeneration of South East Inverkeithing.

**Decision**

The Committee noted the contents of the report.

**237. SUPPORTING THE LOCAL COMMUNITY PLAN - LOCAL COMMUNITY PLANNING BUDGET UPDATE**

The Committee considered a report by the Head of Communities and Neighbourhoods Service providing members with detailed information in relation to the allocation of funding from the local community planning budget, as agreed at the 4th March, 2020 Area Committee, to support the Forward West Fife Scottish Power Legacy Fund, Inverkeithing Neighbourhood Plan and Dalgety Bay Community Development Trust projects.

**Decision**

The Committee noted the contents of the report.

**238. SUPPORTING THE LOCAL COMMUNITY PLAN - LOCAL COMMUNITY PLAN OUTTURN REPORT 2019-2020**

The Committee considered a report by the Head of Communities and Neighbourhoods Service updating members on the achievements and outcomes that had been delivered via various projects and initiatives developed with support from the local community planning budget in South and West Fife.

**Decision**

The Committee noted the contents of the report.

**239. SOUTH AND WEST FIFE AREA COMMITTEE FORWARD WORK PROGRAMME 2020**

**Decision**

The Committee noted the Forward Work Programme which would be further updated as appropriate.

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

**8th September, 2020.**

**2.00 p.m. – 2.55 p.m.**

**PRESENT:** Councillors Carol Lindsay (Convener), Lesley Backhouse, Alistair Cameron, Ian Cameron, Rod Cavanagh, Judy Hamilton, Zoe Hisbent, Gordon Langlands, Kathleen Leslie, David Ross and Richard Watt.

**ATTENDING:** Phil Clarke, Lead Consultant, Traffic Management (South Fife) and Neil Watson, Lead Consultant (Roads and Lighting Asset Management), Assets, Transportation and Environment; Donald Grant, Community Manager (Kirkcaldy) and Laura Mackean, Policy Officer, Community Investment Team, Communities and Neighbourhoods Service; David Thomson, Customer Experience Lead Officer/SPSO Liaison Officer, Customer and Online Services; and Michelle McDermott, Committee Officer, Legal and Democratic Services, Finance and Corporate Services.

**APOLOGY FOR** Councillor Neil Crooks.

**ABSENCE:**

**218. DECLARATIONS OF INTEREST**

**Decision**

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

**219. MINUTE**

The Committee considered the minute of the meeting of the Kirkcaldy Area Committee of 3rd March, 2020.

**Decision**

The Committee approved the minute.

**220. PROPOSED WAITING RESTRICTION AMENDMENTS AND ONE WAY SYSTEM: WEST PRIMARY SCHOOL, KIRKCALDY**

The Committee considered a report by the Head of Assets, Transportation and Environment seeking agreement for alterations to waiting restrictions on roads surrounding West Primary School and to introduce a one-way system on Methven Road, Kirkcaldy.

**Decision**

The Committee, in the interests of road safety:-

(1) agreed to the promotion of a Traffic Regulation Order to amend the restrictions as detailed in Drawing No. TRO/20/14a, with all ancillary procedures;

(2)/

- (2) agreed to the promotion of a Traffic Regulation Order to introduce a one-way system as detailed in Drawing No. TRO/20/14b with all ancillary procedures; and
- (3) authorised officers to confirm the Traffic Regulation Order within a reasonable period unless there were objections.

**221. PROPOSED PART TIME 20MPH SPEED LIMIT ORDER EXTENSION: DUNNIKIER WAY, KIRKCALDY**

The Committee considered a report by the Head of Assets, Transportation and Environment seeking agreement to extend the part-time 20 mph speed limit on Dunnikier Way, Kirkcaldy.

**Decision**

The Committee, in the interests of road safety:-

- (1) agreed to the promotion of a Traffic Regulation Order to extend the speed limit as detailed in Drawing No. TRO/20/18, with all ancillary procedures; and
- (2) authorised officers to confirm the Traffic Regulation Order within a reasonable period unless there were objections.

**222. KIRKCALDY COMMON GOOD - APPLICATION FOR ASSISTANCE: KIRKCALDY COMMUNITY RADIO**

The Committee considered a report by the Head of Communities and Neighbourhoods Service seeking an award of funding from the Kirkcaldy Common Good Fund to Kirkcaldy Community Radio.

**Decision**

The Committee agreed to award £4,000 from the Kirkcaldy Common Good Fund to Kirkcaldy Community Radio to assist with the costs of renewing the hardware and necessary licences.

**223. AREA ROADS PROGRAMME 2019-2020 - FINAL REPORT**

The Committee considered a report by the Head of Assets, Transportation and Environment advising on the delivery of the 2019-20 Area Roads Programme.

**Decision**

The Committee noted the contents of the report.

**224. COMPLAINTS UPDATE**

The Committee considered a report by the Executive Director (Communities) providing an overview of complaints received relating to the Kirkcaldy area for the period 1st April, 2019 to 31st March, 2020.

**Decision/**

**Decision**

The Committee noted the contents of the report.

**225. PROPERTY TRANSACTIONS**

**Decision**

The Committee noted the contents of a report by the Head of Assets, Transportation and Environment advising on action taken under delegated powers in relation to property transactions in the Kirkcaldy area.

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

**Decision**

The Committee noted the contents of the Kirkcaldy Area Committee Forward Work Programme 2020.

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

**20 October, 2020**

**2.00 pm – 5.05 pm**

**PRESENT:** Councillors Neil Crooks (Convener), Lesley Backhouse, Alistair Cameron, Ian Cameron, Rod Cavanagh, Judy Hamilton, Zoe Hisbent, Gordon Langlands, Kathleen Leslie, Carol Lindsay, David Ross, Richard Watt

**ATTENDING:** Scott Blyth, Lead Consultant, Car Parking Strategy & Operations, Lesley Craig, Technician Engineer, Traffic Management (South Fife), John Mitchell, Service Manager, Sustainable Transport & Parking, Roads & Transportation Services; Donald Grant, Community Manager (Kirkcaldy), Communities and Neighbourhoods; Paul Coleman, Lead Officer (Safer Communities), Dawn Jamieson, Team Manager (Safer Communities), Joan Lamie, Housing Manager - Kirkcaldy, Housing Services; Michelle McDermott, Committee Officer, Lesley Robb, Lead Officer - Committee Services, Legal & Democratic Services

**ALSO IN ATTENDANCE:** Inspector Gordon Anderson, Police Scotland; Graham Hogg, Station Commander, Scottish Fire & Rescue Service

The Convener, in terms of Standing Order 3.8., agreed that an item of business relating to The Proposed Waiting Prohibition: East Toll R/A and Primary School Access Road Burntisland be considered as a matter of urgency, in order to address safety issues brought to the attention of Officers by Members. This item would be considered following consideration of Supporting The Local Community Plan – Kirkcaldy Area Local Budgets 2020/21 item and, in terms of Standing Order 3.9., the remaining items on the published agenda would be taken out of order and considered following the urgent item of business.

**227. DECLARATIONS OF INTEREST**

**Decision**

In terms of Standing Order No. 7.1., Councillors Lesley Backhouse and Ian Cameron declared an interest in para 230, as they were both Board Members of Fife Cultural Trust.

**228. MINUTE**

The Committee considered the minute of the meeting of the Kirkcaldy Area Committee of 8th September, 2020.

**Decision**

The Committee approved the minute.

**229. NOTICE OF MOTION**

**Motion/**

**Motion**

Councillor David Ross, seconded by Councillor Alastair Cameron moved as follows:-

Kirkcaldy Area Committee agree to the development of a new Kirkcaldy Town Centre strategy which captures in one place the various strands of activity which have developed in recent years.

We also agree to directly fund a member of staff dedicated to this work stream both in terms of coordinating and enabling delivery. We believe this officer should be funded using the former Area budget allocation to Kdy4All which ceased trading in March 2020.

We believe:

- Town centres will no longer be based on large national retailers.
- Communities still need a focal point where people can come together for a range of purposes, social, economic, cultural, leisure etc. and the town centre should continue to perform that function.
- The town centre should be the focus and the critical mass to provide activities, facilities and services for a wide community that would not be viable or for other reasons cannot be provided at a more local neighbourhood level.
- Our consultations confirm that people need to be attracted by the offering in the town centre when it is no longer a hub for major retailers.
- The restrictions necessary around Covid19 will continue to adversely affect activities in and around the town centre in the short to medium term.
- The overall aim is to create a vibrant and viable town centre that is sustainable over the long term as a focus for social, economic, cultural and leisure activity.

We agree that there are strong supporting documents like the Town Centre Framework 2015 which remain relevant but need updated and provide a platform for this piece of work.

The Committee agree that the following five pillars are a foundation for progress but not exclusively:

**1. Town Centre Housing**

A comprehensive town centre housing strategy is required to provide more housing so that more people will live in and around the town centre and make use of its facilities, and so that existing housing is seen as attractive and desirable, encouraging people to invest in it.

**2. Retail Offering**

The retail offering in the town centre can no longer be based on major retail anchor stores and has to take account of the growth in on-line shopping. The growth of small specialist shops in our town centre has been significant. Supporting them with an on line platform (Shopappy Kirkcaldy) is one example of how new thinking and activity can help the overall economic wellbeing of businesses. Browsing and ordering online from local High Street businesses and in some cases going to the shop to collect is working. This needs to be supported by appropriate approaches to rent, rates and the provision of suitable premises and we should view empty units as opportunities not lost causes.

### **3. Activities and Events**

This was highlighted as an area with growth potential to increase footfall. We have established venues like the Leisure Centre, Kirkcaldy Galleries and Adam Smith Theatre and King Live lounge plus our many restaurants and bars. Regular events such as the Artisan's Market, Farmers Market and the Beach Highland Games increase footfall and these are areas of growth potential. The Waterfront also provides opportunities for informal leisure and recreation but has far more potential than has currently been realised.

### **4. Environment**

Encouraging people to visit the town centre requires an attractive environment that provides the appropriate physical capacity to accommodate the activities and facilities that will draw people in, be that housing, appropriate retail space or space for formal or informal activities and events. Much has been done to improve the physical environment over the years and that work is continuing with remodelling of the Postings steps and the Esplanade roadway, and this needs to continue to be tied in closely with the other elements of the strategy.

### **5. Accessibility**

Finally, if people are to be encouraged to visit the town centre then it has to be accessible. Being easily accessible on its own isn't enough. When we help create reasons for people to visit the town centre getting there and being there must be safe, welcoming and accessible.

Accessibility must encompass public transport and active travel access, but car parking pricing and more importantly availability and appropriateness of car parking provision are central to accessibility.

Lack of appropriate car parking for the Leisure Centre for instance puts it at a competitive disadvantage compared to local private gyms that have free surface car parking beside their premises. This is made worse by the Covid restrictions which mean changing facilities cannot be used.

The Area Committee believe progress of a Town Centre strategy requires to be community led and acknowledge the Council cannot itself deliver all these elements of the strategy.

We welcome the establishment of Love Oor Lang Toun as a new Community Interest Company looking to galvanise and enable town centre development and activity.

We commit to supporting these five pillars of focus and acknowledge the Council has a key leadership role in bringing people together around this strategy and does have key levers that it can use to help implement the strategy in terms of infrastructure and environmental improvement, planning conditions, housing, parking etc.

We agree that the next steps should be to:



1. Agree and start to build consensus around this strategy;
2. Begin the development of a practical action plan to implement each element of the strategy, not in isolation but as a holistic approach recognising the interconnection of each element – building on and drawing together all the work that is already happening or is planned;
3. Appoint an officer dedicated to implementing this workstream;
4. Establish some form of delivery vehicle or task group that will provide a clear focus for this work and that will have an oversight of the whole strategy and the ability to push forward on the action required to implement it.

### **Amendment**

Councillor Kathleen Leslie, seconded by Councillor Richard Watt moved an amendment as follows:-

Kirkcaldy Area Committee believes that the development of a long-term strategy for Kirkcaldy Town Centre is desirable but that the development and implementation of such a strategy is impossible until the economic and social impacts of Covid-19 have become clearer. Committee further believes that allocation of scarce budgetary resource at this time is unwise.

Committee believes that a truly holistic approach to this question should take into account the whole of the Kirkcaldy Area including Fife Central Retail Park and Burntisland and Kinghorn. Failing to recognise the impacts of developments outside the town centre have been a major contributory factor in the decline of the High Street.

In the meantime, Committee believes that Council Officers should concentrate on short term achievable objectives to ameliorate the situation, concentrating on defraying business rates and parking charges. The reduction or elimination of parking charges would have an immediate impact on footfall, thereby improving the trading prospects of small scale town centre businesses and the Leisure Centre.

### **Roll Call**

#### **For the Motion - 10 votes.**

Councillors, Backhouse, Alastair Cameron, Ian Cameron, Cavanagh, Crooks, Hamilton, Hisbent, Langlands, Lindsay and Ross.

#### **For the Amendment - 2 votes.**

Councillors Leslie and Watt.

### **Decision**

The Motion was accordingly carried.

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

## **230. PLACEMAKING & CAR PARKING OPTIONS REVIEW**

The Committee considered a report by the Head of Assets, Transportation and Environment to agree the outcomes from the Placemaking and Car Parking Options Review/

Review for Kirkcaldy and the use of the £28,000 allocated to the Area Committee for devolved parking trials.

### **Decision**

The Committee agreed:-

1. to the outcomes of the Placemaking and Car Parking Options Review for Kirkcaldy and that these recommendations would be presented to the Economy, Tourism, Strategic Planning and Transportation Sub-Committee as part of the consideration for devolved car parking;
2. that the following opinions, expressed by the Kirkcaldy Area Committee, also be presented, for consideration by the Economy, Tourism, Strategic Planning and Transportation Sub-Committee:

If local budget decisions were under the control of the Kirkcaldy Area Committee, the Committee would recommend the following:

- Disposal of one or both of the multi storey car parks, which would achieve a saving in domestic rates and provides a development site for the emerging Town Centre strategy;
  - Not introducing car parking charges at the Railway Station;
  - Continue to support reduced car parking season tickets
  - Support the principle of free after three or similar free parking initiatives;
  - Remove the parking charges on a Sunday;
  - In terms of the new parking created by the Phase 1 works at the Waterfront, consider parking time limitations and charging options to maximise churn in the vicinity; and
  - Further examination of the advantages and disadvantages of the confusing current wide variety of parking time restrictions in and around the town centre as part of the emerging Town Centre Strategy; and
3. to support the ongoing suspension of parking charges in the Postings Car Park up to and including the 3rd January, 2021, through the £28,000 funding allocated to Kirkcaldy Area Committee, as part of the devolved car parking trial.

### **231. SUPPORTING THE LOCAL COMMUNITY PLAN - KIRKCALDY AREA LOCAL BUDGETS 2020/21**

The Committee considered a report by the Head of Communities and Neighbourhoods informing Members of the availability of local funding and requesting Member agreement to the allocation of spending for the Kirkcaldy Area Local Community Planning and Anti-Poverty Fund Budgets.

### **Decision**

The Committee agreed to the proposed notional allocations, as outlined in sections 2 and 3 of the report.

**232. URGENT ITEM: PROPOSED WAITING PROHIBITION: EAST TOLL R/A AND PRIMARY SCHOOL ACCESS ROAD, BURNTISLAND**

The Committee considered a report by the Head of Assets, Transportation and Environment detailing proposals for the introduction of waiting restrictions in the vicinity of East Toll roundabout and on the primary school access road, Burntisland.

**Decision**

The Committee:-

1. agreed to the promotion of a Traffic Regulation Order to amend the restrictions, as detailed in drawing no. TRO/20/28 (appendix A to the report), with all ancillary procedures: and
2. authorised Officers to confirm the Traffic Regulation Order within a reasonable period, unless there were objections.

**233. SAFER COMMUNITIES TEAM UPDATE**

The Committee considered a report from the Head of Housing Services providing Members with an update on the operational activity of the Safer Communities Team within the Kirkcaldy Committee Area, during the 12 month period 1st April, 2019 to 31st March, 2020.

**Decision**

The Committee noted the content of the report and commented on the activity to date.

*Councillor Rod Cavanagh left the meeting during consideration of the following item.*

**234. OPERATIONAL BRIEFING ON POLICING ACTIVITIES WITHIN KIRKCALDY AREA**

The Committee considered a report by the Community Inspector, Kirkcaldy and Burntisland Ward Areas, Police Scotland providing elected Members with information on matters impacting on, or involving Police Scotland, which have relevance to community safety in the Kirkcaldy and Burntisland ward policing area during the period 1st April, 2019 to 31st March, 2020.

**Decision**

The Committee considered the content of the report and commented on the update provided.

The meeting adjourned at 4.21 pm

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The meeting reconvened at 4.28 pm

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

**235./**

**235. SCOTTISH FIRE AND RESCUE SERVICE - KIRKCALDY AREA ANNUAL PERFORMANCE REPORT**

The Committee considered a report by the Station Commander, Kirkcaldy Community Fire Station, Scottish Fire and Rescue providing an update on incident information for the period 1st April, 2019 to 31st March, 2020 and allowing the Committee to scrutinise the Scottish Fire and Rescue Service, Kirkcaldy Area against its key performance indicators.

**Decision**

The Committee considered the content of the report and provided comment on the progress across a range of key performance indicators detailed in the report.

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

**236. AREA HOUSING PLAN UPDATE**

The Committee considered a report by the Head of Housing Services providing Members with an update on progress in delivering service priorities and performance information for the financial year 2019/20.

**Decision**

The Committee noted:-

1. the work progressed through the Area Housing Plan for the financial year 2019/20;
2. the expenditure for the Housing Revenue Account Locality Managed Budget for 2019/20, as outlined in appendix 2 to the report; and
3. a revised Kirkcaldy Area Housing Services Plan for 2021/23 would be presented to the Committee once there had been the opportunity to consult on future priorities for the Kirkcaldy Area.

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

**Decision**

The Committee noted the content of the Kirkcaldy Area Committee Forward Work Programme 2020.

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

8th September, 2020

9.30 a.m. – 10.45 a.m.

**PRESENT:** Councillors Helen Law (Convener), James Calder, Gavin Ellis, Ian Ferguson, Derek Glen, Garry Haldane, Jean Hall-Muir, Jim Leishman, Ross Paterson, David J Ross and Fay Sinclair.

**ATTENDING:** Phil Clarke, Lead Consultant, Traffic Management (South Fife), Susan Keenlyside, Lead Consultant - Transport Networks, Assets, Transportation and Environment; Alastair Mutch, Community Manager (South and West Fife), Shirley Melville, Team Manager (Community Development), Scott Fenton, Team Manager (Communities Use) Communities and Neighbourhoods; and Emma Whyte, Committee Officer, Legal & Democratic Services.

**203. DECLARATIONS OF INTEREST**

No declarations were received in terms of Standing Order 7.1.

**204. MINUTE OF MEETING OF CITY OF DUNFERMLINE AREA COMMITTEE OF 3RD MARCH, 2020**

The Committee considered the minute of the City of Dunfermline Area Committee of 3rd March, 2020.

**Decision**

The Committee agreed to approve the minute.

**205. PROPOSED WAITING PROHIBITION - SWIFT STREET, DUNFERMLINE**

The Committee considered a report by the Head of Assets, Transportation and Environment which asked members to consider proposals for the introduction of waiting restrictions in Swift Street and Regulus Street, Dunfermline.

**Decision**

The Committee:-

- (1) agreed to the promotion of a Traffic Regulation Order (TRO) to amend the restrictions as detailed in drawing no. TRO/20/26, with all ancillary procedures; and
- (2) authorised officers to confirm the Traffic Regulation Order within a reasonable period unless there were objections.

**206./**

**206. PROPOSED LOADING BAY AND AMENDMENTS TO WAITING RESTRICTIONS - LOCH ST. & MAIN ST. TOWNHILL**

The Committee considered a report by the Head of Assets, Transportation and Environment which asked members to consider proposals for the provision of a Loading Only bay on Loch Street, Townhill and a minor amendment to existing No Waiting, No Loading Restrictions.

**Decision**

The Committee:-

- (1) agreed to the promotion of a Traffic Regulation Order (TRO) to amend the restrictions as detailed in drawing no. TRO/20/27, with all ancillary procedures; and
- (2) authorised officers to confirm the Traffic Regulation Order within a reasonable period unless there were objections.

**207. DUNFERMLINE LOCAL AREA COMMUNITY PLAN YEAR END PERFORMANCE 2019/20**

The Committee considered a report by the Head of Communities and Neighbourhoods which presented for approval the 2019 to 2020 Delivery Plan for the Dunfermline Local Community Plan – the Plan 4 Dunfermline and the Reform Areas for the Plan for Fife in 2020.

**Decision**

The Committee:-

- (1) approved the end of year Delivery Plan for the Local Community Plan for Dunfermline – the Plan 4 Dunfermline 2019 – 2020; and
- (2) noted the Plan for Fife reformed priority areas from 2020 onwards.

**208. TRANSPORTATION IMPROVEMENTS IN DUNFERMLINE TOWN CENTRE - 6 MONTHLY UPDATE**

The Committee considered a report by the Head of Assets, Transportation and Environment which provided members with an update on the investment of £1.151m for transportation related improvements within Dunfermline city centre since 2017. These projects had been financed by Section 75 developer contributions (£651,000) and Fife Council's Capital Investment Plan (£500,000).

**Decision**

The Committee noted:-

- (1)/

- (1) the completion of the programme of transportation related improvement projects to improve city centre footways, streetscapes and access as shown in Tables 1 and 2 of the report; and
- (2) the progress on the final project in the city centre as shown in Table 3 of the report.

## **209. TOWN CENTRE PARKING EVALUATION**

The Committee considered a report by the Head of Assets, Transportation and Environment which presented members with the outcomes of the two local car parking initiatives that ran from November 2019 to March 2020 within Dunfermline and proposed that further parking initiatives be developed for 2020/21.

### **Decision**

The Committee agreed to:-

- (1) note the outcome of the two parking initiatives implemented in Dunfermline city centre in 2019/20;
- (2) develop future local parking initiatives for Dunfermline city centre. during 2020/21; and
- (3) set up mechanism to consult and received feedback from businesses to determine which parking initiatives would be most beneficial to them and which key dates parking charges could be relaxed on to aid our local economy.

## **210. DECISIONS TAKEN UNDER DELEGATED AUTHORITY**

The Committee considered a report by the Head of Legal and Democratic Services which advised members of decisions taken by officers, acting under delegated authority, within the remit of the area committee.

### **Decision**

The Committee noted the report.

## **211. PROPERTY TRANSACTIONS**

The Committee considered a report by the Head of Assets, Transportation and Environment advising members of action take using the list of officer powers in relation to property transactions.

### **Decision**

The Committee noted the report.

212./

**212. CITY OF DUNFERMLINE WORK PROGRAMME**

**Decision**

The Committee noted the work programme.



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

20th October, 2020

9.35 a.m. – 11.35 a.m.

**PRESENT:** Councillors Helen Law (Convener), James Calder, Ian Ferguson, Derek Glen, Garry Haldane, Jean Hall-Muir, Ross Paterson, David J Ross and Fay Sinclair.

**ATTENDING:** Vicki Connor, Coordinator (Programme & Financial Management), Assets, Transportation and Environment Services; Dawn Jamieson, Team Manager (Safer Communities), Brian Westwater, Lead Officer (Safer Communities), Housing Services; Chief Inspector Paul Dick, Community Inspector Jill Moss, Police Scotland; Andy Bennett, Station Manager, Scottish Fire and Rescue Service; David Thomson, Customer Experience Lead Officer/SPSO Liaison Officer, Customer & Online Services; Stuart MacArthur, Team Manager, Children & Families and Criminal Justice Services; Norman Laird, Community Manager (Glenrothes), Communities and Neighbourhoods; Gordon Mole, Head of Business and Employability, Economy, Planning & Employability Services; and Emma Whyte, Committee Officer, Legal & Democratic Services.

**APOLOGIES FOR ABSENCE:** Councillors Jim Leishman and Gavin Ellis.

The Convener advised the Committee that Derek Bottom had recently resigned as the Chair of the Community Planning Partnership in Dunfermline and that she would write to him on behalf of the Committee to thank him for his contribution to community planning in the area.

The Convener advised that, in terms of Standing Order 3.8, she had agreed that an item of business relating to the funding of an Economy Adviser – Town Centre Development post be considered as a matter of urgency in order to expedite recruitment to the post. This item would be considered after consideration of the Dunfermline Local Community Planning Budget Update.

**213. DECLARATIONS OF INTEREST**

No declarations were received in terms of Standing Order 7.1.

**214. MINUTE OF MEETING OF CITY OF DUNFERMLINE AREA COMMITTEE OF 8TH SEPTEMBER, 2020**

The Committee considered the minute of the City of Dunfermline Area Committee of 8th September, 2020.

**Decision**

The/

The Committee agreed to approve the minute.

**215. AREA ROADS PROGRAMME 2019/20 FINAL REPORT**

The Committee considered a report by the Head of Assets, Transportation and Environment advising members of the delivery of the 2019-20 Area Roads Programme (ARP).

**Decision**

The Committee noted the contents of the report.

**216. SAFER COMMUNITIES ANNUAL REPORT**

The Committee considered a report by the Head of Housing Services providing members with an update on the operational activity of the Safer Communities Team within the City of Dunfermline area during the twelve month period from 1st April, 2019 to 31st March, 2020.

**Decision**

The Committee noted the contents of the report.

**217. POLICE SCOTLAND ANNUAL PERFORMANCE REPORT**

The Committee considered a report by the Local Area Commander, Police Scotland providing members with an update on policing activity within the City of Dunfermline area. Members were also provided with a verbal update on activities for the previous six months as reporting to Committee had been delayed by Covid-19.

**Decision**

The Committee agreed to endorse action taken to date and supported Police Scotland moving forward in addressing priorities.

**218. SCOTTISH FIRE AND RESCUE SERVICE ANNUAL PERFORMANCE REPORT**

The Committee considered a report by the Station Commander, Scottish Fire and Rescue Service providing members with incident information for the period 1st April, 2019 to 31st March, 2020 for the City of Dunfermline Area. Members were also provided with a verbal update on activities for the previous six months as reporting to Committee had been delayed by Covid-19.

**Decision**

The Committee noted progress to date.

**219./**

**219. COMPLAINTS ANNUAL PERFORMANCE REPORT**

The Committee considered a report by the Executive Director (Communities) providing members with an overview of complaints received relating to the City of Dunfermline area for the year from 1st April, 2019 to 31st March, 2020.

**Decision**

The Committee noted the contents of the report.

**220. COMMUNITY JUSTICE PAYBACK ANNUAL REPORT - DUNFERMLINE**

The Committee considered a report by the Head of Education & Children's Services (Children & Families & Criminal Justice) which provided members with an update on developments in relation to the work of the Community Payback Unpaid Work Team in City of Dunfermline area.

**Decision**

The Committee:-

- (1) noted the report; and
- (2) agreed that further reports on the Unpaid Work Scheme by the Criminal Justice Social Work Service be brought to the Committee on an annual basis

**221. DUNFERMLINE LOCAL COMMUNITY PLANNING BUDGET UPDATE 2020/21**

The Committee considered a report by the Head of Communities and Neighbourhoods providing members with an update on the Dunfermline Local Community Planning Budget for 2020/21.

**Decision**

The Committee:-

- (1) noted monies spent so far;
- (2) approved the applications for the Local Community Planning Budget 2020/21 (as set out in the Appendix to the report); and
- (3) approved an allocation of £36,000 from the Local Community Planning Budget to contribute to the further development of the Maygate Exchange in Dunfermline.

**222. URGENT ITEM FUNDING FOR ECONOMY ADVISER – TOWN CENTRE DEVELOPMENT POST**

The Committee considered a joint report by the Head of Communities and Neighbourhoods and the Head of Business Employability which asked members to consider/

consider a proposal to fund the post of Economy Adviser - Town Centre Development for two years and a contribution towards the revenue costs of the Maygate Enterprise Centre for the current financial year only.

These costs would be funded from the Local Community Planning Budget. Officers clarified that the remainder of the funding for the post would be provided by Economy, Planning and Employability Services.

**Decision**

The Committee agreed:-

- (1) to allocate funding of up to £101,528 over the next three financial years to support a new town centre role in Dunfermline; and
- (2) to a contribution of up to £20,000 to support revenue costs in relation to the Maygate Enterprise Centre from the 2020/21 Local Community Planning Budget.

*The meeting adjourned at 11.10 a.m. and reconvened at 11.20 a.m.*

**223. COMMON GOOD ANNUAL REPORT 2019/20**

The Committee considered a report by the Executive Director (Finance and Corporate Services) advising members of the current status of the Common Good Funds in the area and relevant fund activities over the financial year 2019-20.

**Decision**

The Committee noted the information contained in the relevant Appendices for the various Common Good funds.

**224. AREA CAPITAL PROGRAMME 6 MONTHLY UPDATE**

The Committee considered a report by the Executive Director (Finance and Corporate Services) advising members of the current status of the additional capital investment awarded to the City of Dunfermline Area in the 2017-20 budget.

**Decision**

The Committee noted the contents of the report.

**225. CITY OF DUNFERMLINE AREA COMMITTEE WORK PROGRAMME**

**Decision**

The Committee noted the work programme.

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

**9th September, 2020**

**9.30 a.m. – 12.25 p.m.**

**PRESENT:** Councillors Ken Caldwell (Convener), David Alexander, Colin Davidson, David Graham, John OBrien, Graham Ritchie, Ryan Smart and Alistair Suttie.

**ATTENDING:** David Paterson, Community Manager (Levenmouth) and Robert Graham, Team Manager (Community Development), Communities and Neighbourhoods; Neil Watson, Lead Consultant (Roads & Lighting Asset Management) and Phil Clarke, Lead Consultant (Traffic Management South West Fife), Assets, Transportation and Environment;; Jackie Funnell, Education Manager, Bell Baxter Cluster, Garry Blyth, Headteacher, Aberhill Primary School and Ronnie Ross, Headteacher, Levenmouth Academy, Education and Children’s Services; Tricia Spacey, Team Manager - Safer Communities and Lisa Taylor, Lead Officer (Safer Communities Officers), Housing Services; Steven Michie, Station Commander for Levenmouth Area, Scottish Fire and Rescue Service; Chief Inspector Brian Poole and Community Inspector Paul Gillespie, Police Scotland and Wendy MacGregor, Committee Officer, Legal & Democratic Services.

**195. DECLARATIONS OF INTEREST**

No declarations were received in terms of Standing Order 7.1.

**196. MINUTE OF MEETING OF 5TH FEBRUARY, 2020**

The Committee considered the minute of the Levenmouth Area Committee of 9th September, 2020.

**Decision**

The Committee agreed to approve the minute.

**197. SUPPORTING THE LEVENMOUTH PLAN - EVENTS OFFICER POST - CONTINUATION**

The Committee considered a report by the Head of Communities and Neighbourhoods requesting members consider and agree the proposed approach to continue the post of Events Officer in the Levenmouth Area.

**Decision**

The Committee:

1. noted the progress and value attributed to the Events Officer post for the Levenmouth Area;
- 2./

2. noted the progress to date for a proposed funding package from a range of partners; and
3. agreed to contribute £10,000 from the local community planning budgets to support the funding package on behalf of Fife Council.

**198. LEVEN TOWN CENTRE CHRISTMAS LIGHTS FUNDING**

The Committee considered a report by the Head of Communities and Neighbourhoods seeking approval for a contribution of £7,050 from the Local Community Planning Budget (LCPB), Ward 21, for the cost of the erection and dismantling of the festive decoration for Leven Town Centre.

**Decision**

The Committee agreed to a total contribution of £7,050 from the Community Planning Budget for the installation and removal of the festive lights for Leven Town Centre and provided a breakdown of costs as detailed below:-

- £5,250 for the installation and removal of the Christmas Lights; and
- £1,800 for safety testing of the Christmas Lights.

**199. SAFER COMMUNITIES TEAM UPDATE REPORT**

The Committee considered a report by John Mills, Head of Housing providing members with an update on the operational activity of the Safer Communities Team within the Levenmouth Committee area during the 12 month period 1st April, 2019 to 31st March, 2020.

**Decision**

The Committee noted the contents of the report.

**200. SCOTTISH FIRE AND RESCUE SERVICE - LOCAL PLAN ANNUAL PERFORMANCE REPORT**

The Committee considered a report by the Scottish Fire and Rescue Station Commander for Levenmouth Area providing members with incident information for the period 1st April 2019 – 31st March 2020. The incident information enabled the Committee to have an overview of the Scottish Fire and Rescue Service (SFRS) Levenmouth Committee Area - against its key performance indicators (KPIs).

**Decision**

The Committee noted the progress to date across the range of KPIs detailed in the report.

**201. OPERATION AND COMMUNITY BRIEFING ON POLICING ACTIVITIES WITHIN LEVENMOUTH**

The Committee/

The Committee considered a report by the Local Area Commander Levenmouth, Police Scotland, providing members with an update on matters impacting on or involving Police Scotland which have relevance to community safety in the Levenmouth Policing Area.

**Decision**

The Committee agreed to endorse the action taken to date and supported Police Scotland moving forward in addressing priorities.

**202. AREA ROADS PROGRAMME UPDATE 2019-2020**

The Committee considered a report by the Head of Assets, Transportation and Environment advising members of the delivery of the 2019-20 Area Roads Programme (ARP).

**Decision**

The Committee noted the contents of the report and Appendices.

**203. SCHOOL ATTAINMENT AND ACHIEVEMENT REPORT - ANNUAL UPDATE**

The Committee considered a report by the Executive Director (Education and Children's Services) providing members with a summary report on 2018-2019 School Attainment and Achievement across the secondary and primary schools serving the area. Web address links to Secondary School Standards and Quality reports, cluster primary summaries and information regarding educational attainment in the primary and secondary schools was provided.

**Decision**

The Committee:-

1. agreed to engage directly with local schools to find out more about School Attainment and Achievement;
2. noted the details contained within the report in relation to new ways of analysing and reporting on secondary schools' performance from August 2020; and
3. noted the information provided in the enclosed primary and secondary schools' reports.

**204. COMMUNITY LEARNING & DEVELOPMENT PERFORMANCE REPORT 2019-20**

The Committee considered a report by the Head of Communities and Neighbourhoods providing members with an insight into the performance of the Levenmouth Area Community Learning and Development (CLD) Team to support the delivery of the Fife CLD Plan 2018-2021.

**Decision/**

**Decision**

The Committee noted:

1. the contents of the report and provided constructive feedback on the work carried out to address the community learning and development needs in the Levenmouth area;
2. that the 2019/20 delivery would be used to reset the baseline for the remaining duration of the Fife CLD Plan for Levenmouth; and
3. that the early stages of re-directing resources to those most disadvantaged and affected by poverty was being implemented.

**205. DECISIONS TAKEN UNDER DELEGATED AUTHORITY MARCH TO JULY 2020**

The Committee considered a report by the Head of Legal and Democratic Services advising members of decisions taken by officers, acting under delegated authority, within the remit of the Levenmouth Area Committee.

**Decision**

The Committee noted the report.

**206. FORWARD WORK PROGRAMME**

**Decision**

The Committee noted the work programme and requested three additional reports be submitted to the next meeting of the Committee on 21<sup>st</sup> October, 2020:-

- Flooding - impact on Levenmouth Area;
  - Update on Care Village to include session following next Committee meeting on 21.09.20; and
  - Update on Community Trade Hub.
-



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

**21st October, 2020**

**9.30 a.m. – 11.00 a.m.**

**PRESENT:** Councillors Ken Caldwell (Convener), David Alexander, Colin Davidson, David Graham, John OBrien, Graham Ritchie, Ryan Smart and Alistair Suttie

**ATTENDING:** Colin Stirling, Lead Consultant, Traffic Management (North-Fife), Assets, Transportation and Environment; David Paterson, Community Manager (Levenmouth); Sarah Johnston, Access Officer, Communities and Neighbourhoods; David Thomson-CRM, Customer Experience Lead Officer / SPSO Liaison Officer, Customer and Online Services; Peter Nicol, Housing Manager - Levenmouth, Housing Services; Michelle Hyslop, Committee Officer, (Minute) and Diane Barnet, Committee Officer (Observer), Legal and Democratic Services

**207. DECLARATIONS OF INTEREST**

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

**208. MINUTE OF LEVENMOUTH AREA COMMITTEE MEETING OF 9TH SEPTEMBER, 2020**

The Committee considered the minute of the meeting of the Levenmouth Area Committee of 9th September, 2020.

**Decision**

The Committee agreed to approve the minute.

**209. SUPPORTING THE LEVENMOUTH PLAN - COMMUNITY TRADE HUB FUNDING, YOUNG START, YEAR 2**

The Committee considered a report by the Head of Communities and Neighbourhoods seeking approval for a contribution of £24,000 from the anti-poverty budget, for year 2 of a joint sponsored project involving the Community Trade Hub in Buckhaven. The joint sponsor in this case was the National Lottery, Young Start Fund.

**Decision**

The Committee agreed to allocate funding for year 2 of this joint funded initiative totaling £24,000, from the anti-poverty budget split as follows;

- January 2021 –March 2021 - £9,000
- April 2021 – January 2022 - £15,000

**210./**

**210. AMENDMENTS TO WAITING RESTRICTIONS LEVEN TOWN CENTRE**

The Committee considered a report by the Head of Assets, Transportation and Environment seeking approval to: -

- (1) amend the location of the taxi rank at Leven bus station on Branch Street, Leven;
- (2) amend “No Waiting at Any Time” restrictions around Leven bus station to adjust the restrictions to the new road layout;
- (3) extend the waiting period of “Limited Waiting” restrictions on North Street, Commercial Road, Parker Terrace, Victoria Road, Waggon Road and Scoonie Road (at Scoonie Terrace), Leven; and
- (4) remove the “Limited Waiting” restrictions on Shore Head, School Lane and Scoonie Road (at Gladstone Street), Leven.

**Decision**

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

- (1) agreed to the promotion of a Traffic Regulation Order (TRO) to remove and introduce the restrictions detailed in drawing no. TRO/20/03/PROP-PART1 and TRO/20/03/PROP-PART2 with all ancillary procedures; and
- (2) authorised officers to confirm the Traffic Regulation Order within a reasonable period unless there were objections.

**211. PROPOSED WAITING RESTRICTIONS - HIGH STREET, METHIL**

The Committee considered a report by the Head of Assets, Transportation and Environment proposing: -

- (1) extending the time limit on the “Limited Waiting” restriction on High Street, Methil; and
- (2) revoking a historic ‘No Waiting and Limited Loading’ restriction on High Street, Methil and replacing it with a ‘No Waiting at any Time’ restriction.

**Decision**

The Committee in the interests of accessibility and road safety:-

- (1) agreed to the promotion of a Traffic Regulation Order (TRO) to introduce the restrictions detailed in drawing nos. TRO/20/06 with all ancillary procedures; and
- (2) authorised officers to confirm the Traffic Regulation Order within a reasonable period unless there were objections.

**212./**

**212. PUBLIC RIGHT OF WAY DIVERSION, DUNBARNIE LINKS, DRUMELDRIE FIFE**

The Committee considered a report by the Head of Communities and Neighbourhoods seeking approval for a diversion of public right of way FN702 at Dunbarnie Links.

**Decision**

The Committee approved the proposed diversion of the public right of way under section 35 of the Countryside (Scotland) Act 1967, subject to the advised correction to the width of public right of way detailed in the report to 3 metres

**213. COMPLAINTS UPDATE ANNUAL REPORT**

The Committee considered and scrutinised a report by the Executive Director, Communities providing an overview of complaints received relating to the Levenmouth area for the year, from 1<sup>st</sup> April, 2019 to 31<sup>st</sup> March, 2020.

**Decision**

The Committee: -

- (1) noted the content of the report on complaints received; and
- (2) acknowledged the decrease in complaints responded to in target timescales and the proportionality of Service complaints

**214. LEVENMOUTH AREA HOUSING SERVICES PERFORMANCE UPDATE**

The Committee considered and scrutinised a report by the Head of Housing Services, providing the latest progress update on the Levenmouth Area Housing Plan outcomes for the period up to 31<sup>st</sup> August, 2020 and originally approved by this Committee on 15th November, 2017.

The revised plan for 2021 / 2023 will be presented at Committee once there has been the opportunity to consult on future priorities for the Levenmouth area, in line with the Levenmouth Local Community Plan and the Local Housing Strategy (2020-22).

**Decision**

The Committee noted the content of the report and the progress made with the Area Housing Plan and its outcomes.

**215./**

**215. SETTLEMENT TRUSTS - ANNUAL UPDATE ON EXPENDITURE AND FUNDS 2019/20**

The Committee considered a report by the Head of Communities and Neighbourhoods providing a position on the expenditure relating to the Settlement Trusts in the Levenmouth area and also providing a Fife wide statement of funds held in both capital and revenue accounts as at April, 2020.

**Decision**

The Committee noted:-

- (1) the expenditure statement for the financial year 2019/20 as detailed in Appendix 1 of the report;
- (2) the funds available at the year-end relating to amounts held as interest in revenue and as capital;
- (3) the detail of the projects supported by the disbursement of the funds outlined in the report; and
- (4) the acceptable use for this funding as detailed in Appendix 2 of the report.

**216. PROPERTY TRANSACTIONS**

The Committee considered a report by the Head of Assets, Transportation and Environment advising members of action taken using the List of Officer Powers in relation to property transactions.

**Decision**

The Committee noted the report.

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

**Decision**

The Committee noted the forward work programme.

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**THE FIFE COUNCIL - COWDENBEATH AREA COMMITTEE – REMOTE MEETING**

9th September, 2020

2.00 p.m. – 5.05.p.m.

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

**ATTENDING:** Neil Watson, Lead Consultant (Roads & Lighting Asset Management) and Phil Clarke, Lead Consultant, Traffic Management (South Fife), Assets, Transportation and Environment Services; Lisa Taylor, Lead Officer (Safer Communities Officers) and Kirstie Freeman, Safer Communities Area Co-ordinator, Housing Services; Sarah Roxburgh, Community Manager (Cowdenbeath Area), Communities and Neighbourhoods, Sharon Murphy, Temporary Community Development Team Manager, and Patricia Galfskiy, Policy Officer, Communities and Neighbourhoods; David Thomson, Customer Experience Lead Officer / SPSO Liaison Officer, Customer & Online Services; Peter Corbett, Lead Officer Economy, Economy, Planning & Employability Services; Mike Youngson, Station Commander (Lochgelly Community Fire Station), Scottish Fire and Rescue Service; Chief Inspector Paul Dick and Community Inspector Gavin Cameron, Police Scotland and Wendy MacGregor, Committee Officer, Legal & Democratic Services.

**ALSO IN ATTENDANCE:** Bailey-Lee Robb, Member of Scottish Youth Parliament.

**APOLOGY FOR ABSENCE:** Councillor Gary Guichan.

**174. DECLARATIONS OF INTEREST**

**Decision**

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

**175. MINUTE OF MEETING OF THE COWDENBEATH AREA COMMITTEE OF 29TH JANUARY, 2020**

The Committee considered the minute of the meeting of Cowdenbeath Area Committee of 29th January, 2020.

**Decision**

The Committee agreed to approve the minute.

**176. CLEANER TIDIER FIFE FUND**

The Committee considered a report by the Head of Communities and Neighbourhoods which asked members to review the financial support for the Cleaner Tidier Fife Fund (Cowdenbeath Area) to determine best value.

**Decision/**

**Decision**

The Committee:-

1. agreed to provide support for ad-hoc public realm works and environmental improvements within the Local Community Planning Budget specifications';
2. agreed to the introduction of a sliding scale of Local Community Planning support over a period of 3 years with immediate effect, for Local Community Planning requests over £500 for 2020 Christmas Lighting projects;
3. noted that the sliding scale of support would be introduced in the 2021 period (2020 being the final year for the Blachere contract) for the Cowdenbeath High Street Lighting Scheme to enable officers to provide support to prepare a plan of action with local community representatives and to explore fundraising and sponsorship measures; and
4. noted that following consultation with local communities, a permanent Christmas tree would be planted in Lumphinnans and Kelty during the 2020 period, and to explore further options to the siting of a permanent tree in Benarty and Lochgelly communities in the 2021 period.

**177. COMMUNITY GRANT SUPPORT**

The Committee considered a report by the Head of Communities and Neighbourhoods providing the findings of a review of projects supported, and grants awarded via the Local Community Planning and devolved community grants budgets over the last four years, primarily focusing on 'recurrent grants' to ascertain the effectiveness of population as a means of allocating grants.

**Decision**

The Committee:-

1. agreed to continue with the fixed limits for local community grant applications following agreement at the Cowdenbeath Area Committee meeting on 21st February, 2018 (as detailed in appendix 1 of the report);
2. agreed that the fixed limits (as detailed in appendix 1 of the report) should be adopted in regard to other projects up to £5K (as detailed in appendix 2 of the report);
3. agreed that a letter would be sent to all groups in the Cowdenbeath Area that had historically received support, detailing the maximum amounts that could be applied for in the 2022/23 period, to take effect immediately. The letter would also include a note that recurrent applicants would be checked to ensure that a monitoring form had been submitted for their previous project and to advise that the submission of monitoring forms was mandatory;
- 4./

4. noted that local groups would be made aware that capacity building support and guidance was available via the Cowdenbeath Local Area Team and Fife Voluntary Action, to explore additional sources of funding up to the 25% contribution depending on resources available to the groups; and
5. noted that a guidance note detailing agreed limits for Cowdenbeath Area LCP grants would be included on Fife.Gov.uk, Fife Grants, Local Community Planning page for downloading with new application forms.

**178. COWDENBEATH AREA FOOD PROJECTS APRIL - JULY 2020**

The Committee considered a report by the Head of Communities and Neighbourhoods, providing updates relating to the food initiatives in the Cowdenbeath area in response to the COVID-19 crisis. The report identified the progress towards meeting the demand of access to emergency food provision throughout lockdown and requested additional support for food costs for the remainder of this financial year.

A short presentation was provided for members of the Committee on Food Projects that had been delivered in the Cowdenbeath Area from April – August 2020.

**Decision**

The Committee:-

1. noted the contents of the report; and
2. agreed to approve the allocation of £50,000 from the Anti-Poverty budget to support the existing community food projects with food costs until the end of March 2021.

**179. AREA ROADS PROGRAMME 2019-20 FINAL REPORT**

The Committee considered a report by the Head of Assets, Transportation and Environment, advising members on the delivery of the 2019-20 Area Roads Programme (ARP).

**Decision**

The Committee noted the contents of the report.

**180. AREA ROADS PROGRAMME 2020-21**

The Committee considered a report by the Head of Assets, Transportation and Environment, outlining the projects proposed for approval for the Area Roads Programme in the Cowdenbeath committee area for delivery in the 2020-21 financial year.

**Decision/**

**Decision**

The Committee:-

1. approved the Area Roads Programme 2020/21 as detailed in the report and Appendices 1-3;
2. agreed to delegate 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 the financial year 2020-21, in consultation with the Area Convener and Vice Convener; and
3. noted the Appendices 4 and 5 included within the report.

**181. SAFER COMMUNITIES TEAM UPDATE REPORT**

The Committee considered a report by the Head of Housing, providing members with an update on the operational activity of the Safer Communities Team within the Cowdenbeath committee area during the 12 month period 1st April, 2019 to 31st March, 2020.

**Decision**

The Committee noted the contents of the report.

*The Committee adjourned at 15.55 p.m. and reconvened at 16.05 p.m.*

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

The Committee considered a report by the Local Chief Inspector, Police Scotland providing members with an update on policing activities in the Cowdenbeath area

**Decision**

The Committee agreed to endorse action taken to date and to support Police Scotland in moving forward in addressing priorities.

**183. SCOTTISH FIRE & RESCUE SERVICE - COWDENBEATH AREA ANNUAL PERFORMANCE REPORT**

The Committee considered a report by the Station Commander – Lochgelly Community Fire Station - Scottish Fire and Rescue Service, providing members with incident information for the period 1st April 2019 – 31st March 2020. The incident information enabled the Committee to scrutinise the Scottish Fire and Rescue Service (SFRS) Fife - Cowdenbeath Area- against its key performance indicators (KPIs).

**Decision/**



**Decision**

The Committee noted the contents of the report.

**184. COMPLAINTS UPDATE**

The Committee considered a report by the Executive Director - Communities, providing an overview of complaints received relating to the Cowdenbeath area for the year from 1st April, 2019 to 31st March, 2020.

**Decision**

The Committee noted the contents of the report.

*Bailey Lee Robb left the meeting during consideration of this item.*

**185. DECISIONS TAKEN UNDER DELEGATED AUTHORITY**

The Committee considered a report by the Head of Legal and Democratic Services advising members of decisions taken by officers, acting under delegated authority and that are within the remit of the Cowdenbeath Area Committee.

**Decision**

The Committee noted the contents of the report.

**186. FORWARD WORK PROGRAMME**

**Decision**

The Committee noted the work programme.

**187. PUBLIC QUESTIONS**

The following item was dealt with following para. 176 above.

Questions were submitted (in terms of Standing Order No. 6.1(1)) by Mr Tom Kinnaird, resident of Benarty. A response to the questions as advised by relevant officers was circulated following the meeting.

**Question No. 1**

The entire Benarty area is in desperate need of a regeneration plan which is supported by the newly released 2020 figures in the Scottish Governments Index of Multiple Deprivation. Ballingry is now the only settlement in the entire Cowdenbeath Area with deprivation levels in the most acute 5%. With each passing year, the task of lifting this community out of deprivation becomes more difficult.

Over/

Over the last few years Fife Council has invested heavily into the regeneration of Lochgelly, Levenmouth, Kirkcaldy, Glenrothes, Inverkeithing, Dunfermline, Dalgety Bay, Cupar, Kincardine, Burntisland, Kinghorn, St Andrews, Aberdour and many more. Many of these areas are not deprived, but affluent, some extremely affluent areas but Fife Council has invested in regeneration all the same. Benarty has waited patiently in the regeneration queue.

What action will the Committee take to begin planning for the regeneration of Benarty?

Answer

Benarty has seen significant regeneration investment in recent years including the Benarty Centre Community Hub, Fife Cycle Park at Glenraig, Lochore Meadows Country Park and in a number of housing developments across the area. The Cowdenbeath Area Local Community Plan (2019-2022), under the headings of Opportunities for All, Thriving Places, Community-led Services and Inclusive Growth and Jobs, sets out a positive vision for the area. It also states that "reducing poverty in the area is still a key priority requiring a step-change" and sets out key ways in which this can, over time, be tackled. Building on the Plan4Fife (2017-20) commitment, Fife Council officials are currently finalising the 'Mid-Fife Economic Action Plan' for publication later this year. This plan will set out an 'economic prospectus' to deliver inclusive growth across the Cowdenbeath, Kirkcaldy, Glenrothes and Levenmouth Committee Areas. In this context It is important to recognise the extent to which residents in Benarty can also benefit economically and socially from investment in other neighbouring communities within the Cowdenbeath Committee Area and beyond.

In 2014, with support from Coalfields Regeneration Trust (CRT), members of the Benarty community came together and formed a steering group which created a 5-year Action Plan. This was done through an extensive process of community engagement. Five years on, a revised community action plan is close to publication, again with support from CRT, in partnership with members of the Benarty Forum. This plan will review the significant progress made over the past 5 years and also, moving forward, set out the main strategies and priorities the community has identified and will work towards achieving in partnership with public agencies and other supporters.

Q1: Further background:

- £3.8m Benarty Centre Community Hub
- £2.4m Fife Cycle Park at Glenraig
- £143k Willie Clarke Visitor Centre Lochore Meadows
- £123k Golf and and Football pavilions at Lochore Meadows
- £242k towards restoration works at Lochore Castle led by the Benarty Heritage Preservation Group and Living Lomonds Landscape Partnership
- The new 104km Pilgrim's Way long distance walking route from Culross and North Queensferry to St Andrews including an 11.6km section from Kelty to Auchterderran taking in Lochore Meadows, Glenraig and Crosshill.
- New-build housing at Rosewell Drive, Lochore: Main Street, Crosshill: Craigie Street, Ballingry and Kirkland Farm, Ballingry

Question No. 2/

Question No. 2/

Benarty has no Industrial Estate. There is however, 13 acres of land allocated for industrial use in FifePlan, adjacent to the Baynes Bakery off Loanhead Avenue in Lochore. The land has been left untouched for decades now and is overgrown with mature trees making it an unattractive proposition to any prospective buyer or tenant. The road access from Lochleven Road is also an issue. What action can the committee take to improve access, clear this land and prepare it for new businesses to move in?

Answer

This site, in Fife Council ownership, is one that is likely to be reassessed as part of the forthcoming Local Development Plan review which is currently due to commence in 2021. Part of that review will look at overall demand for employment land in this location and the scale of local provision which may be realistically required. Consideration would also need to be given on how best to fund and achieve delivery of any essential site servicing needed to make any retained employment land an effective proposition."

**Decision**

The Committee noted the questions submitted by Mr Kinnaird and the responses prepared by officers.

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**THE FIFE COUNCIL - COWDENBEATH AREA COMMITTEE – REMOTE MEETING**

14<sup>th</sup> October, 2020

2.00 p.m. - 3.20 p.m.

**PRESENT:** Councillors Linda Erskine (Convener), Alistair Bain, Alex Campbell, Gary Guichan, Rosemary Liewald, Mary Lockhart, Lea Mclelland and Darren Watt.

**ATTENDING:** Ken Gourlay, Head of Assets, Transportation and Environment; Ross Speirs, Service Manager (Structural Services), Assets, Transportation and Environment, Roads and Transportation Services; Patricia Galfskiy, Policy Officer, Sharon Murphy, Temporary Community Development Team Manager, Sarah Roxburgh, Community Manager (Cowdenbeath Area), Communities and Neighbourhoods; Mark Barrett, Lead Officer Transportation Development Management (South Fife), Economy, Planning and Employability Services; Sarah Else, Education Officer, Education Services; Michelle Hyslop, Committee Officer (minute taker) and Diane Barnet, Committee Officer (observer), Legal and Democratic Services.

**APOLOGY FOR ABSENCE:** Bailey-Lee Robb, Member of Scottish Youth Parliament.

The Committee congratulated Lorraine Mullen, Community Education Worker for the tremendous amount of work she had undertaken within the area over the last 20 years and extended thanks on behalf of Cowdenbeath Area Committee for her contribution over the years.

Prior to the start of formal business, the Convener intimated the intention to vary the sequence of items from that on the agenda – to consider Public Questions as the first substantive item (Paragraph 190).

**188. DECLARATIONS OF INTEREST**

**Decision**

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

**189. MINUTE OF MEETING OF THE COWDENBEATH AREA COMMITTEE OF 9TH SEPTEMBER, 2020**

The Committee considered the minute of the Cowdenbeath Area Committee of 9th September, 2020.

**Decision**

The Committee agreed to approve the minute.

**190./**

## 190. PUBLIC QUESTIONS

Questions were submitted (in terms of Standing Order No, 6.1 (1)) by Mr Zielinski, Chair of Cardenden Community Flood Resilience Group and Mr Tom Kinnaird, resident of Benarty. A response to the questions would be circulated following the meeting.

### Question No. 1 - submitted by Mr Zielinski

How was Fife Council made aware of the potential flood risk to Cardenden village and what was the trigger for commissioning the recent Flood Study, conducted in partnership with Kaya and Stantec?

### Response

The publication of the first National Flood Risk Assessment in December 2011 highlighted the risk of flooding within the Cardenden area. Prior to that, there is evidence within the Biennial reports prepared from 1999 up to 2009 of localised flooding due to a gas pipe crossing the Den Burn where water entered a single dwelling in 1995 or 1996. The current Cardenden Flood Study is an action within the first Local Flood Risk Management Plan covering 2016 - 2022 for the Forth Estuary Local Plan District. This Plan describes all actions to be addressed by all actors within the Flooding Community within Scotland. SEPA, Scottish Water, Local Authorities, (Scottish Natural Heritage) SNH and HES (Historic Environment Scotland) as well as groups and individuals.

### Question No. 2 - submitted by Mr Tom Kinnaird

With phase one of the new Kingdom Housing Association homes complete at Kirkland Farm, Ballingry, landscaping works on Ballingry Meadow are complete and a new section of cycle path paving has been laid to the estate ownership boundary where it comes to an abrupt and unsightly halt. The south Lochty Burn runs to the south of the new homes and has no barrier fencing or wall to prevent young children from falling in. What action will the committee take to complete the landscaping and join the new paving to the existing paving at Bonnar's garage, and does the committee consider that some form of barrier should be erected at the burn to prevent a young child from falling in and drowning

### Response

You cannot legislate for an individual's behaviour. If someone wishes to go somewhere, they will find a way. Fencing of SuDS and watercourses has been discussed at length within the flooding community throughout Scotland.

It is current best practice throughout Scotland not to fence off SuDS pond basins and swales where at all possible but to use defensive planting as landscaping. The reasons for this are:

- Ponds/

- Ponds, Basins and Swales by their nature are in an area under constant vision from properties they are designed to serve therefore in the unlikely event that someone does get into difficulty they will be seen;
- Fencing prevents quick access to Emergency Services in the unlikely event of someone getting into difficulty. By their nature, any breach would be in an area not quickly noticeable and therefore difficult to find in an emergency to allow Emergency access;
- As well as the above reasons, fencing of a watercourse (burn or stream) will hinder the clearing of these watercourses required to ensure they are not blocked by rubbish dumped further upstream, or fallen branches weeds, etc which could cause flooding either adjacent to or upstream of a blockage;
- By their nature watercourses are long and mainly in private ownership. Where would fencing or any barrier actually stop? Also, not all landowners would wish for/permit a fence on their property which would require regular maintenance; and
- Defensive landscaping is lower maintenance, as opposed to a fence line that would require regular inspection and maintenance to repair any breaches.

### **Decision**

The Committee noted the questions submitted by Mr Zielinski and Mr Tom Kinnaird and the respective Service responses.

## **191. LOCAL COMMUNITY PLANNING (LCP) BUDGET APPLICATION - BENARTY ASTROS FOOTBALL CLUB**

The Committee considered a report by the Head of Communities and Neighbourhoods, providing an overview of the application to fund the provision of a post and rail fence around the pitch which was currently leased from Fife Council by Benarty Astros Football Club at King George V Park in Crosshill.

### **Decision**

The Committee agreed to:-

- (1) a contribution of £8,568 from the Ward 8 local community planning budget to support the provision of a post and rail fence around the pitch, subject to Benarty Astros Football Club fundraising to support the remaining cost of installing the fence; and
- (2) include a condition that Benarty Astros Football Club would provide evidence that all relevant consents were in place following consultation with Fields in Trust that lease conditions were being met before any building works commenced.

**192. SCHOOL ATTAINMENT AND ACHIVEMENT REPORT**

The Committee considered a report by the Executive Director (Education and Children's Services), providing a summary report on 2018-2019 School Attainment and Achievement across the secondary and primary schools serving the area. Web address links to Secondary School Standards and Quality reports, cluster primary summaries and information regarding educational attainment in the primary and secondary schools was provided.

**Decision**

The Committee:-

- (1) agreed to engage directly with local schools to find out more about School Attainment and Achievement;
- (2) noted the details contained in the report in relation to new ways of analysing and reporting on secondary schools' performance from August 2020; and
- (3) noted the information provided in the primary and secondary schools' reports.

**193. FORWARD WORK PROGRAMME**

**Decision**

The Committee noted the content of the forward work programme.

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

**2 September, 2020**

**9.30 a.m. – 12.00 noon**

**PRESENT:** Councillors Donald Lothian (Convener), Bill Connor, John Docherty, Andy Heer, Linda Holt, Jane Ann Liston, David MacDiarmid, Karen Marjoram, Tony Miklinski, Dominic Nolan, Bill Porteous, Brian Thomson and Ann Verner.

**ATTENDING:** Sheena Watson, Team Manager (Community Development), Communities and Neighbourhoods; Colin Stirling, Lead Consultant, Traffic Management (North Fife), Neil Watson, Lead Consultant (Roads & Lighting Asset Management), Roads & Transportation Services; John Mills, Head of Housing Services, Paul Short, Service Manager, Housing, Health & Social Care & Older Persons, Gordon Binnie, Housing Manager, Area Housing Management, Housing Services; John Cooper, Service Manager, Residential & Day Services and Fieldwork East, Older People's Services, Health & Social Care; Elizabeth Mair, Committee Officer, Legal & Democratic Services.

**APOLOGIES FOR ABSENCE:** Councillor Tim Brett

**257. DECLARATIONS OF INTEREST**

Councillors Jane Ann Liston and Brian Thomson both declared an interest in Para. 262 - Applications for Funding from St Andrews Common Good, as Directors of BID St Andrews in respect of the application for Clean & Green.

Councillor Dominic Nolan declared an interest in Para. 262 - Applications for Funding from St Andrews Common Good, as a trustee of organisations which had also received applications for funding from the two applicants.

**258. MINUTE**

The Committee considered the minute of meeting of the North East Fife Area Committee of 29 January 2020.

The Committee agreed to approve the minute.

*Councillor Porteous joined the meeting following consideration of this item.*

**259. REVIEW OF HOUSING MANAGEMENT POLICY & APPROACH: MAYVIEW FLATS**

The Committee considered a report by the Head of Housing Services presenting the findings from the independent research report 'Review of Housing Management Policy & Approach: Mayview Flats', which was requested by the Committee in March 2019 following the decision to demolish the 44 flats at Mayview, Anstruther.

**Decision/**



**Decision**

The Committee:

- (1) noted the findings of the report;
- (2) agreed the learning points identified to feed into the Community & Housing Services Sub-Committee on 3rd September 2020; and
- (3) agreed that a further update report be submitted to the North East Fife Area Committee in 6 months.

*Councillor Marjoram left the meeting during consideration of this item.*

**260. ANSTRUTHER CARE VILLAGE (MAYVIEW SITE), ANSTRUTHER**

The Committee considered a joint report by the Head of Housing Services and the Divisional General Manager (East), Health & Social Care, in respect of a change of intended purpose for the Mayview site in Anstruther following the decision at the North East Fife Area Committee in March 2019 to demolish the four blocks of flats and build out 22 new properties on the existing site as part of the Phase 3 Affordable Housing Programme and provide a commitment to re-house tenants and owners in the new Council housing.

**Decision**

The Committee:

- (1) noted the contents of the report;
- (2) agreed the change of intended purpose for the Mayview site to develop the Anstruther Care Village; and
- (3) agreed to the council's intention to redevelop the Ladywalk site to build a minimum of 20 new council houses following the demolition of the existing care home.

**261. APPLICATIONS FOR FUNDING FROM CRAIL COMMON GOOD**

The Committee considered a report by the Head of Communities & Neighbourhoods in respect of five applications for grant funding from Crail Common Good Fund.

**Decision**

The Committee approved:

- (1) an application for £20,000 from Crail Parish Church Kirk Session for the repair and restoration of the church tower, roof and gables;
- (2) an application for £2,400 from Crail Community Trust for the refurbishment of the Multi-Use Games Area;
- (3) an application for £2,700 from Crail Museum and Heritage Centre for painting the exterior of the building;
- (4)/

- (4) an application for £8,573 from Crail Community Council for the second phase of improvement works to the public realm; and
- (5) an application for £20,000 from Crail Community Trust for the restoration of the Harbour Master's Office.

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

## **262. APPLICATIONS FOR FUNDING FROM ST ANDREWS COMMON GOOD**

*Having earlier declared an interest, Councillor Nolan left the meeting prior to consideration of this item. Also having earlier declared interests, Councillors Liston and Thomson left the meeting prior to consideration of the application by St Andrews Environmental Network.*

The Committee considered a report by the Head of Communities & Neighbourhoods in respect of two applications received for grant funding from St. Andrews Common Good fund. It was also advised that Councillor Nolan had not, in fact, expressed support for the applications.

### **Decision**

The Committee approved:-

- (1) an application for £10,000 from St. Andrews United FC for floodlights to meet SFA conditions for membership; and
- (2) an application for £25,000 from St. Andrews Environmental Network to contribute to staffing costs for the Clean & Green team.

*Councillors Liston, Nolan and Thomson rejoined the meeting following consideration of the above item.*

## **263. OBJECTIONS TO PROPOSED PARKING RESTRICTIONS - SHOREGATE, CRAIL**

The Committee considered a Report by the Head of Assets, Transportation & Environment in respect of objections to a proposed Traffic Regulation Order (TRO) for the introduction of waiting restrictions on Shoregate, Crail.

### **Decision**

The Committee:-

- (1) agreed, in the interests of road safety and local traffic management, to set aside the unresolved objections to allow the promotion of a Traffic Regulation Order (TRO) to introduce waiting restrictions on Shoregate, Crail, as shown on Drawing Number TRO/19/53; and
- (2) authorised officers to confirm the Traffic Regulation Order with all ancillary procedures within a reasonable period.

**264./**

**264. A91 BOW OF FIFE - PROPOSED 40MPH SPEED LIMIT**

The Committee considered a Report by the Head of Assets, Transportation and Environment in respect of a proposal for lowering the existing 50mph speed limit to 40mph on the A91 through the Bow of Fife.

**Decision**

The Committee:-

- (1) agreed, in the interests of road safety, to the speed limit through A91 Bow of Fife being reduced to 40mph as detailed on Drawing. No. TRO/20/14 with all ancillary procedures; and
- (2) authorised officers to confirm the Traffic Regulation Order within a reasonable period unless there were objections.

**265. BANK STREET AND LIBERTY, ELIE & EARLFERRY - PROPOSED WAITING RESTRICTIONS**

The Committee considered a report by the Head of Assets, Transportation & Environment on proposals to amend the waiting restrictions on Bank Street and Liberty in Elie & Earlsferry.

**Decision**

The Committee:-

- (1) approved the amendments to the waiting restrictions on Bank Street and Liberty as detailed on Drawing. Nos. TRO/20/23 and TRO/20/24 respectively with all ancillary procedures; and
- (2) authorised officers to confirm the Traffic Regulation Order within a reasonable period unless there were objections.

**266. AREA ROADS PROGRAMME 2019/2020 - FINAL REPORT**

The Committee considered a report by the Head of Assets, Transportation & Environment providing a final position statement on the delivery of the 2019-20 Area Roads Programme.

**Decision**

The Committee noted the delivery of the 2019-20 Area Roads Programme.

**267. AREA ROADS PROGRAMME 2020-21**

The Committee considered a report by the Head of Assets, Transportation & Environment outlining the projects which were proposed for approval in the Area Roads Programme in the North East Fife Area Committee area for delivery in the 2020-21 financial year.

**Decision/**

**Decision**

The Committee:-

- (1) approved the report and Appendices 1-3;
- (2) delegated authority to the Head of Assets, Transportation & 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
- (3) agreed to note Appendices 4 and 5.

**268. PROPERTY TRANSACTIONS**

The committee considered a report by the Head of Assets, Transportation & Environment advising of action taken using the List of Officer Powers in relation to property transactions.

**Decision**

The Committee noted the report.

**269. DECISIONS TAKEN UNDER DELEGATED AUTHORITY - MARCH TO AUGUST 2020**

The Committee considered a report by the Head of Legal & Democratic Services advising of decisions taken by officers acting under delegated authority that were within the remit of the North East Fife Area Committee. Sheena Watson, Team Manager (Community Development) gave a brief update on the projects carried out using the approved anti-poverty funding.

**Decision**

The Committee noted the decisions taken.

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

**270. NORTH EAST FIFE AREA COMMITTEE WORK PROGRAMME**

The Committee noted the current work programme for the North East Fife Area Committee.

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**THE FIFE COUNCIL - POLICY AND CO-ORDINATION COMMITTEE – REMOTE MEETING**

27th August, 2020

10.00 a.m. – 1.00 p.m.

**PRESENT:** Councillors David Alexander (Convener), Lesley Backhouse (substitute for Craig Walker), John Beare, Tim Brett, Altany Craik, Neil Crooks, Dave Dempsey, Linda Erskine, David Graham, Judy Hamilton, Andy Heer, Helen Law, Carol Lindsay, Mino Manekshaw, Karen Marjoram, Alice McGarry, Tony Miklinski, David Ross, Fay Sinclair and Ross Vettrano.

**ATTENDING:** Steve Grimmond, Chief Executive; Carrie Lindsay, Executive Director, Education and Children's Services, Maria Lloyd; Head of Education and Children's Services (Secondary Schools and Specialist Support), Lynn Porter, Education Manager (Employability and Positive Destinations) and Stuart Booker, Improvement Officer (Strategy and Knowledge Management), Education and Children's Services; Eileen Rowand, Executive Director, Finance and Corporate Services, Elaine Muir, Head of Finance, Sharon McKenzie, Head of Human Resources, Morag Ferguson, Head of Legal and Democratic Services and Emma Whyte, Committee Officer, Legal & Democratic Services, Finance and Corporate Services.

**APOLOGY FOR** Councillor Donald Lothian.

**ABSENCE:**

**221. DECLARATIONS OF INTEREST**

No Declarations of Interest were submitted in terms of Standing Order 7.1.

**222. MINUTE**

The Committee considered the minute of the Policy and Coordination Committee of 16<sup>th</sup> July, 2020.

**Decision**

The Committee approved the minute.

**223. RECOVERY AND REFORM**

The Chief Executive provided a verbal update on the way forward for Recovery and Reform following on from the report to Fife Council which set out the routemap out of lockdown for Fife.

The Chief Executive confirmed that a number of Council services had restarted, with plans to reopen customer service centres and for the provision of sports and leisure in the near future.

It/

It was also noted that the Fife Partnership Board had endorsed the four initial reform and recovery priorities identified by Fife Council (Tackling Poverty and Crisis Prevention, Leading Economic Recovery, Sustaining Services Through New Ways of Working and Addressing Climate Emergency) and confirmed that these would be the refocused priorities of the Plan for Fife.

### Motion

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

“The Committee notes the Council decision on revised governance arrangements in order to address recovery and reform and that in the first instance and subject to change by the Policy and Co-ordination Committee, Council agreed to refer the following recovery issues to the sub-committees acting as working groups, with an initial report to be prepared for Policy and Co-ordination Committee by the end of September:

Tackling poverty and crisis prevention	- C&HS
Local economic recovery	- ETSP&T
Climate change and green recovery	- E&PS
Education recovery	- E&CS
Sustaining services through new ways of working	- A&CS
Transport	- ETSPT
Sports and leisure recovery	- C&HS

The Committee therefore requests officers to:

- i. prepare scoping papers for the sub-committee working groups on these topics;
- ii. liaise with the sub-committee conveners to arrange a schedule of working group meetings;
- iii. following consideration by the working groups, prepare initial reports for submission to the Policy and Co-ordination Committee by the end of September setting out in relation to these topics:
  - a) Immediate recovery issues to be addressed;
  - b) Short term policy choices required;
  - c) A proposed approach for consideration of longer term recovery and reform.
- iv. Liaise with the Co-Leaders to arrange a schedule of meetings for a working group of the Policy and Co-ordination Committee to take forward the development of Community Wealth Building.”

### Decision

The Committee agreed the Motion unanimously.

**224. SHORT TERM FINANCIAL STRATEGY AND REVENUE BUDGET MONITORING 2020-21**

The Committee considered a report by the Executive Director (Finance and Corporate Services) which provided members with a strategic overview of Fife Council's forecast financial position for 2020-21. The report also provided an update on the development of a financial strategy to deal with the significant financial pressures as a result of the Covid-19 pandemic to ensure the Council remains financially sustainable.

**Decision**

The Committee:-

- (1) noted the updated high level financial position as detailed in the report;
- (2) agreed the terms of the financial strategy for 2020-21 in response to the financial pressures;
- (3) agreed to instruct all Services to continue to mitigate additional costs and to contain expenditure within the approved budget provision wherever possible; and
- (4) noted that further monitoring reports would be submitted to the Policy and Coordination Committee and relevant Sub-Committees.

**225. CAPITAL INVESTMENT PLAN UPDATE - PROJECTED OUTTURN 2020-21**

The Committee considered a report by the Executive Director (Finance and Corporate Services) which provided members with a strategic overview of the Capital Investment Plan and advised on the project outturn for the 2020-21 financial year.

**Decision**

The Committee:-

- (1) approved the proposed Capital Investment Plan re-profiling as set out in Appendix 2 of the report;
- (2) noted the projected outturn position, the risks and mitigating actions for the major projects within the Capital Investment Plan 2020-21;
- (3) noted that more detailed capital outturn reports for 2020-21 would be submitted to the relevant Committees of the Council, in accordance with the agreed financial reporting arrangements; and
- (4) noted that budget variances would be managed by the appropriate Directorate in conjunction with the Investment Strategy Group.

*Councillor/*

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

**226. TRADING ARRANGEMENTS IN FIFE COUNCIL - 2020 UPDATE**

The Committee considered a report by the Executive Director (Finance and Corporate Services) which provided members with an updated position statement on the process used to evaluate which Council Services should become Significant Trading Operations (STOs).

**Decision**

The Committee agreed:-

- (1) with the results from the evaluation process, which confirmed that Fife Council had no Significant Trading Operations (STOs); and
- (2) that all Council Services would continue to be monitored against the Council's STO criteria, to reflect any changes in their operational environment, with a position statement reported to the Policy and Coordination Committee as appropriate.

**227. REDUNDANCY MODIFICATION ORDER - FIFE RESOURCE SOLUTIONS LLP (FRS)**

The Committee considered a report by the Head of Human Resources which asked members to approve and recognise the continuous service, where successive employments were regarded as an unbroken period of employment with the same employer or an associated employer, between Fife Council and Fife Resource Solutions LLP (FRS) staff who transferred from Fife Council to FRS in 2014/15. This request follows the refusal of entry of FRS into the Redundancy Payments (Continuity of Employment in Local Government, etc) (Modification) Order 1999 (as amended) in May 2019, to admit FRS as an associated employer.

**Decision**

The Committee agreed to approve the recognition of continuous service for the original staff group that transferred to FRS from Fife Council in the event they return to Fife Council following a fair recruitment and selection process.

**228. VOLUNTARY EARLY RETIREMENT - REVIEW OF DISCRETIONARY BENEFITS**

The Committee considered a report by the Head of Human Resources which provided members with an update on the changes required within the LGPS (Local Government Pension Scheme) Early Retirement Policy in relation to the implementation of the LGPS 2018 Regulations. Members were also asked to agree recommended changes to the early retirement schemes for those eligible to join the Local Government Pension Scheme (LGPS) and Teachers' Early Retirement Scheme.

**Motion/**



Motion

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

“The Committee agrees:-

- (1) to increase the flat rate Discretionary Exit Payment from £1,000 to £3,000; and
- (2) to delegate authority to the Chief Executive to seek to agree a transition and implementation plan for the new policy, considering existing managing change exercises and associated timescales. The revised policy will be implemented no later than 30th September, 2021 and the intention is to apply current policy provisions to individuals covered by change exercises which are part of budget decisions for 2021/22.”

*The meeting adjourned at 11.50 a.m. and reconvened at 12.05 p.m.*

Decision

The Committee:-

- (1) agreed the motion unanimously;
- (2) agreed the removal of the discretion to award Compensatory Added Years and Discretionary Compensation Payments for both voluntary and compulsory redundancies and business efficiencies for LGPS and Teachers;
- (3) agreed that statutory redundancy payments continue to be paid based on normal rates of pay;
- (4) agreed a Discretionary Exit Payment at a flat rate of £3,000 to be paid to all employees leaving the organisation through redundancy (compulsory and voluntary) or business efficiency in addition to their unreduced pension benefits and redundancy payments;
- (5) agreed to delegate authority to the Chief Executive to seek to agree a transition and implementation plan for the new policy, considering existing managing change exercises and associated timescales. The revised policy will be implemented no later than 30th September, 2021 and the intention is to apply current policy provisions to individuals covered by change exercises which are part of budget decisions for 2021/22;
- (6) agreed a review of the Council’s pay back period in line with the Scottish Government guidance which will include reviewing how the administration of the £95k cap will be dealt with;
- (7) noted the intention to strengthen the Council’s approach to Redeployment so that, where possible, the number of redundancies across the organisation are mitigated;
- (8)/

- (8) agreed an annual review of the revised discretionary policy linked to the budget planning discussions and agree to an annual report to Policy & Co-ordination Committee confirming the outcome of the review. Report also to update members on the number of leavers under the scheme and associated costs to the Council; and
- (9) ratified the policy amendments in relation to changes to the LGPS regulations 2018.

*Councillor Sinclair rejoined the meeting during consideration of the above item.*

## **229. INITIAL SQA RESULTS OF 4TH AUGUST 2020**

The Committee considered a report by the Executive Director (Education and Children's Services) which provided members with an update on SQA exam results in Fife following a motion to Fife Council.

### **Decision**

The Committee:-

- (1) congratulated teachers and students on their hard work and results awarded, which were overall increased across Fife from last year, especially on the quality of A grade passes at all levels;
- (2) agreed that a report by each school on attainment, is presented at Area Committee in March, as usual, that also includes an explanation of the processes used in that school to estimate grades in May 2020;
- (3) agreed an officer Short Life Working Group (SLWG) to look at wider lessons learned, develop training where needed and develop guidelines for gathering evidence for this session. The SLWG should consider any processes and procedures required to respond to any future awarding issues arising because of the continuing pandemic; and
- (4) requested a report on this year's attainment and outcomes be submitted to the Education and Children's Services Committee in March following the publication of final leavers' attainment outcomes and destinations in February 2021, this should include progress in terms of schools collating evidence for estimates and lessons learned.

**THE FIFE COUNCIL - POLICY AND CO-ORDINATION COMMITTEE – REMOTE MEETING**

8th October, 2020.

10.00 a.m. – 11.30 a.m.

**PRESENT:** Councillors David Ross (Convener), David Alexander, David Barratt (substituting for Karen Marjoram), John Beare, Tim Brett, Altany Craik, Neil Crooks, Dave Dempsey, Linda Erskine, David Graham, Andy Heer, Helen Law, Carol Lindsay, Mino Manekshaw, Alice McGarry, Tony Miklinski, Fay Sinclair, Ross Vettraino, Craig Walker and Jan Wincott (substituting for Judy Hamilton).

**ATTENDING:** Steve Grimmond, Chief Executive; Eileen Rowand, Executive Director (Finance and Corporate Services), Les Robertson, Head of Revenue and Commercial Services, Helena Couperwhite, Manager (Committee Services) and Michelle McDermott, Committee Officer, Legal and Democratic Services, Finance and Corporate Services; Keith Winter, Executive Director (Enterprise and Environment); John Mills, Head of Housing Services and Craig Waddell, Corporate Development Service Manager, Communities and Neighbourhoods Service, Communities Directorate.

**APOLOGY FOR** Councillor Donald Lothian.

**ABSENCE:**

**230. DECLARATIONS OF INTEREST**

No Declarations of Interest were submitted in terms of Standing Order 7.1.

**231. MINUTE**

The Committee considered the minute of the Policy and Co-ordination Committee of 27th August, 2020.

**Decision**

The Committee approved the minute.

**232. RECOVERY AND REFORM**

The Committee considered a report by the Chief Executive providing members with an update on the identified reform priorities following a motion agreed at the Policy and Co-ordination Committee on 27th August, 2020.

The Convener tabled a list of additional urgent issues for consideration by Working Groups as follows:-

**Transport**

Policy approach to spaces for people and active travel

**Education/**

**Education**

- Maintaining a healthy environment in schools
- Policy approach to school and class closures
- Remote learning and connectivity
- Sustaining extra curricular activities – including music tuition
- Preparedness and contingency plans for Nat 5 assessments and Higher / Advanced Higher exams
- Consistency in approaches across schools – e.g. homework

**Local Economic Recovery**

- Addressing unemployment
- Engagement with stakeholders

**Environment/Climate Change**

- Rise in usage of single use plastics and disposable material
- Fly tipping
- Policy approach to opening and operation of recycling centres

**Sustaining Services**

Development of blended face to face and remote meetings

**Decision**

The Committee agreed the terms of the report and to the additional urgent issues as tabled by the Convener.

**233. HOUSING REVENUE CAPITAL ACCOUNT: PROPERTY ACQUISITIONS POLICY AND TARGET TO MARCH 2021**

The Committee considered a report by the Head of Housing Services seeking agreement on the proposed revision to the current Property Acquisitions Policy and to an additional fifty housing properties to be acquired by March, 2021.

**Decision**

The Committee agreed:-

- (1) to the proposed revisions to the current policy as detailed in Appendix 2 of the report; and
- (2) that Housing, Estates and Legal Services strive to acquire a total of 100 housing acquisitions by March, 2021.

**234. BAD DEBTS 2019/20**

The Committee considered a joint report by the Head of Revenue and Commercial Services and Head of Housing Services summarising the irrecoverable bad debts that have had to be written off during 2019-20 by the Finance and Corporate Services Directorate and Housing Services.

**Decision/**

**Decision**

The Committee noted the contents of the report.

**235. EDINBURGH AND SOUTH EAST SCOTLAND CITY REGION DEAL**

The Committee considered a report by the Executive Director (Enterprise and Environment) seeking approval from members to adopt the draft Supplementary Agreement amending the Minute of Agreement for the Joint Committee for the Edinburgh and South East Scotland City Region.

**Decision**

The Committee agreed to:-

- (1) adopt the draft Supplementary Agreement amending the Minute of Agreement for the Joint Committee for the Edinburgh and South East Scotland City Region as detailed in Appendix 1 of the report;
- (2) the amendment of the terms of the Minute of Agreement considered by Council on 23rd November, 2017 to reflect the principles of broader regional collaboration as outlined in para. 2.4 of the report; and
- (3) delegate to the Executive Director (Enterprise and Environment) and the Head of Legal and Democratic Services the finalisation and signing of the Supplementary Agreement.

**236. TAY CITIES REGIONAL DEAL**

The Committee, under section 50(A)(4) of the Local Government (Scotland) Act 1973, excluded the public 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 to the Act.

The Committee considered a report by the Executive Director (Enterprise and Environment) presenting the Tay Cities Region Deal in advance of the signing of the Deal.

**Decision**

The Committee:-

- (1) agreed recommendations (i), (ii) and (iv) as detailed in the report; and
- (2) otherwise noted the terms as set out in the report.

**THE FIFE COUNCIL - ENVIRONMENT, FINANCE & COMMUNITIES SCRUTINY COMMITTEE**

25 August, 2020

10.00 a.m. – 11.35 a.m.

**PRESENT:** Councillors Tim Brett (Convener), Neil Crooks, John Docherty, Linda Erskine, Ian Ferguson, Julie Ford, Mick Green, Andy Heer, Lea McLelland, Ross Paterson, Ryan Smart, Darren Watt and Jan Wincott.

**ATTENDING:** Eileen Rowand, Executive Director, Finance & Corporate Services; Sharon McKenzie, Head of Human Resources, Barbara Cooper, HR Service Manager, Human Resources; Les Robertson, Head of Revenue & Commercial Services; Stuart Fergie, Programme Manager (Commercialisation), Communities and Neighbourhoods; Elizabeth Mair, Committee Officer, Legal & Democratic Services.

This meeting was held remotely, in accordance with the powers contained in Section 43 of the Local Government in Scotland Act 2003.

**20. DECLARATIONS OF INTEREST**

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

**21. CHANGE TO MEMBERSHIP**

The Committee noted that Councillor Andy Heer had replaced Councillor Richard Watt as a member of the Environment, Finance & Communities Scrutiny Committee.

**22. APPOINTMENT OF VICE-CONVENER**

The Committee unanimously appointed Councillor Andy Heer as Vice-Convener of the Environment, Finance & Communities Scrutiny Committee.

**23. MINUTE**

The Committee considered the Minute of Meeting of the Environment, Finance & Communities Scrutiny Committee of 4th February, 2020 and a brief update of progress on some items of committee business.

**Decision**

The Committee agreed to approve the minute and to note the update provided.

**24. COMMERCIALISATION PROGRAMME - PROCUREMENT TRANSFORMATION PROJECT**

The Committee considered a report by the Executive Director, Finance & Corporate Services, advising of progress of the "Transforming Fife Council's Procurement Service" project as part of the Commercialisation Programme and wider Changing to Deliver Programme over the past 6 months.

**Decision**

The Committee:-

- (1) acknowledged the significant progress made in transforming the Council's procurement service;
- (2) noted the financial and non-financial benefits being delivered and on target to be delivered;
- (3) noted the position of the Procurement Projects as Scotland Excel prepared to exit from Fife; and
- (4) agreed that a further update report be submitted to the Committee in 6 months.

**25. CORPORATE ABSENCE - UPDATE**

The Committee considered a report by the Head of Human Resources providing an update on absence and related activity, including SPI finalised results for 2018/19 as reported to the Council Executive Team on 4th March 2020 and advising that, since lockdown, employee activity had been significantly disrupted and supervisory and management activity had been focussed on managing the impacts of COVID-19. Regular member briefings had also provided information on workforce impact on an ongoing basis.

**Decision**

The Committee noted:-

- (1) the actions taken and the progress on the corporate absence project;
- (2) that a further update report would be submitted in 6 months; and
- (3) that a report on Agency Workers and Overtime would be considered at the next meeting.

**26. ENVIRONMENT, FINANCE & COMMUNITIES SCRUTINY COMMITTEE WORK PROGRAMME**

The Committee:-

- (1) noted the current work programme;
- (2) agreed that items on Corporate Absence, Financial Strategy, Fly-Tipping and Parks Service would be added as appropriate; and
- (3) noted that Members could suggest other items for consideration at future meetings.

**THE FIFE COUNCIL - EDUCATION AND CHILDREN'S SERVICES, HEALTH AND SOCIAL CARE SCRUTINY COMMITTEE – REMOTE MEETING**

16th September, 2020.

10.00 a.m. – 12.50 p.m.

**PRESENT:** Councillors Tony Miklinski (Convener), John Beare, Ken Caldwell, Ian Cameron, Bill Connor, Altany Craik, Colin Davidson, Sharon Green-Wilson, Andy Heer, Zoe Hisbent, Kathleen Leslie, Mary Lockhart, David Ross, Jonny Tepp, Ann Verner and Alastair Crockett.

**ATTENDING:** Fiona McKay, Head of Strategic Planning Performance and Commissioning, David Heaney, Divisional General Manager, Cindy Graham, Service Manager (Care at Home) and Suzanne McGuinness, Service Manager (Improving Outcomes), Health and Social Care; Maria Lloyd, Head of Education and Children's Services (Secondary Schools and Specialist Support), Christine Moir, Senior Manager, Children and Families and Criminal Justice Services; Morag Ferguson, Head of Legal and Democratic Services, Tracy Hogg, Business Partner and Michelle McDermott, Committee Officer, Finance and Corporate Services.

**APOLOGIES FOR ABSENCE:** Mr. George Haggarty and Mr. William Imlay.

**15. DECLARATIONS OF INTEREST**

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

**16. MINUTE**

The Committee considered the minute of the Education and Children's Services, Health and Social Care Scrutiny Committee of 26th February, 2020.

In relation to Decision (2) at para. 14 of the minute, it was noted that the briefing session to discuss the List of Committee Powers had not yet taken place due to the current Covid-19 situation. Morag Ferguson, Head of Legal and Democratic Services provided members with a brief update on the role and remit of the Scrutiny Committee.

**Decision**

The Committee approved the minute.

**17. CHILDREN AND FAMILY SOCIAL WORK**

The Committee considered a report by the Executive Director (Education and Children's Services) providing a factual briefing and update on Children and Families Social Work across Fife.

**Decision/**



**Decision**

The Committee:-

- (1) noted the report; and
- (2) requested that a report be submitted to a future meeting on the impact and risks associated with the Belong to Fife Strategy.

*Councillor Sharon Green-Wilson and Mr. Alastair Crockett joined the meeting during consideration of the above item.*

**18. ADULTS AND OLDER PEOPLE'S SOCIAL WORK / SOCIAL CARE: BRIEFING**

The Committee considered a report by the Divisional General Manager, Health and Social Care updating members in relation to key areas within the adult and older people's social work/social care services.

**Decision**

The Committee:-

- (1) noted the contents of the report; and
- (2) requested that reports be brought back to future meetings on the following areas:-
  - Impact of Covid on all Fife Care and Nursing Homes March - September 2020 - Update
  - Challenges of providing Care at Home Services in Fife
  - Restriction of Social Care to "Critical Only" in Fife

*Councillor Colin Davidson and Mr. Alastair Crockett left the meeting during consideration of the above item.*

*The meeting adjourned at 11.55 a.m. and reconvened at 12.10 p.m.*

**19. REVENUE BUDGET PROVISIONAL OUTTURN 2019-20 FOR SOCIAL CARE SERVICES**

The Committee considered a joint report by the Director of Health and Social Care and the Executive Director (Finance and Corporate Services) highlighting the 2019-20 provisional outturn for Fife Council Social Care Services.

**Decision**

The Committee noted the contents of the report.

*Councillor Altany Craik joined the meeting and Councillor Ian Cameron left the meeting during consideration of the above item.*

**20./**

**20. 2019-20 CAPITAL MONITORING PROVISIONAL OUTTURN**

The Committee considered a joint report by the Executive Director (Finance and Corporate Services) and the Director of Health and Social Care providing members with an update on the Capital Investment Plan and advising on the provisional outturn for the 2019-20 financial year for areas in scope of the Education and Children's Services, Health and Social Care Scrutiny Committee.

**Decision**

The Committee noted the current performance and activity across the 2019-20 financial monitoring as detailed in the report.

*The following item was dealt with after para. 19 above.*

**21. REVENUE BUDGET PROJECTED OUTTURN 2020-21 FOR SOCIAL CARE SERVICES**

The Committee considered a joint report by the Director of Health and Social Care and the Executive Director (Finance and Corporate Services) highlighting the 2020-21 projected outturn for Fife Council Social Care Services for Adults and Older People.

**Decision**

The Committee noted the contents of the report.

**22. 2020-21 CAPITAL MONITORING PROJECTED OUTTURN**

The Committee considered a joint report by the Executive Director (Finance and Corporate Services) and the Director of Health and Social Care providing an update on the Capital Investment Plan and advising on the projected outturn for the 2020-21 financial year for areas in scope of the Education and Children's Services, Health and Social Care Scrutiny Committee.

**Decision**

The Committee noted the contents of the report.

**23. ECHSC SCRUTINY COMMITTEE WORK PROGRAMME**

**Decision**

The Committee agreed:-

- (1) that the following reports be brought back to future meetings of the Committee following consultation with Lead Officers:-
  - Impact of Covid on all Fife Care and Nursing Homes March - September 2020 – Update
  - Impact and risks associated with Belong to Fife Strategy
  - Challenges/

## 2020 ECHSC 12

- Challenges of providing Care at Home services in Fife
  - Long term funding of Health & Social Care; and
- (2) that the Head of Legal and Democratic Services advise whether the Committee could consider the Health and Social Care response to the Stevens Report at a future meeting due to the scope and confidential nature of the Stevens Report.
-

**THE FIFE COUNCIL - STANDARDS AND AUDIT COMMITTEE – REMOTE MEETING**

**31st August, 2020**

**10.10 a.m. – 11.15 a.m.**

**PRESENT:** Councillors Dave Dempsey (Convener), Lesley Backhouse, John Beare, Dave Coleman, Gordon Langlands, Derek Noble, and Ross Vettraino.

**ATTENDING:** Steve Grimmond, Chief Executive, Elaine Muir, Head of Finance, Laura Robertson, Finance Operations Manager, Avril Cunningham, Service Manager, Audit & Risk Management, Anne Bence, Accountant, Finance; Tim Bridle, Patricia Fraser, Ross Hubert, Audit Scotland; Morag Ferguson, Head of Legal & Democratic Services, Helena Couperwhite, Manager - Committee Services, and Wendy MacGregor, Committee Officer, Legal & Democratic Services.

**144. DECLARATIONS OF INTEREST**

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

**145. ASSURANCE STATEMENT 2019 - 20**

The Committee considered a report by the Service Manager, Audit and Risk Management Services, presenting the annual statement of assurance on the adequacy and effectiveness of the Council's corporate governance arrangements and internal control systems, for the year ended 31st March, 2020.

**Decision**

The Committee noted the Service Manager, Audit and Risk Management Services' opinion that a medium/high level of control existed, and that reasonable assurance could be placed on the adequacy and effectiveness of the Council's systems of corporate governance and internal control in the year to 31st March, 2020.

**146. CORPORATE GOVERNANCE STATEMENT 2019-20**

The Committee considered a report by the Chief Executive, which provided background detail for members on the processes adopted for preparing the Fife Council Annual Corporate Governance Statement, a draft copy of which was appended for members' approval.

**Decision**

The Committee:-

(1) noted the content of the report; and

(2)/

- (2) approved the draft Fife Council Corporate Governance Statement.

**147. AUDIT SCOTLAND - MANAGEMENT REPORT 2019-20**

The Committee considered a report by the Head of Finance which contained a summary of the key issues identified during the interim audit work carried out at Fife Council by Audit Scotland.

**Decision**

The Committee noted:-

- (1) the content of the report; and
- (2) that Audit Scotland would consider the results of the interim audit work when determining their approach to the audit of 2019-20 annual accounts.

**148. FIFE COUNCIL UNAUDITED ANNUAL ACCOUNTS 2019-20**

The Committee considered a report by the Executive Director, Finance and Corporate Services which contained the Unaudited Annual Accounts for Fife Council and its group for 2019-20.

**Decision**

The Committee noted:-

- (1) the content of the report;
- (2) that the audited Fife Council Annual Accounts 2019-20 would be submitted to the Standards and Audit Committee on 26<sup>th</sup> November, 2020 for approval; and
- (3) that the Head of Finance would be available to discuss with members any specific queries which might arise prior to the submission of the final accounts.

**149. FIFE COUNCIL CHARITABLE TRUSTS - UNAUDITED ANNUAL REPORT AND FINANCIAL STATEMENTS 2019-20**

The Committee considered a report by the Executive Director, Finance and Corporate Services which contained the Fife Council Charitable Trusts - Unaudited Annual Accounts and Financial Statements 2019-20.

**Decision**

The Committee/

The Committee noted:-

- (1) the content of the report;
  - (2) that the Audited Trustees' Annual Report and Financial Statements 2019-20 would be submitted to the Standards and Audit Committee on 26<sup>th</sup> November, 2020 for approval; and
  - (3) that the Head of Finance would be available to discuss any specific queries which might arise prior to the submission of the final accounts.
-

**THE FIFE COUNCIL - STANDARDS AND AUDIT COMMITTEE – VIRTUAL MEETING**

15th October, 2020

10.00 a.m. – 11.00 a.m.

**PRESENT:** Councillors Dave Dempsey (Convener), Lesley Backhouse, John Beare, Dave Coleman, Gordon Langlands, Mary Lockhart, Derek Noble, Ann Verner and Ross Vettraino.

**ATTENDING:** Eileen Rowand, Executive Director, Finance & Corporate Services; Morag Ferguson, Head of Legal & Democratic Services; Martin Kotlewski, Service Manager, Solutions & Service Assurance, Business Technology Solutions; Helena Couperwhite, Manager - Committee Services, Legal & Democratic Services, Finance & Corporate Services; Avril Cunningham, Service Manager, Audit & Risk Management, Audit and Risk Management Services; David Thomson, Customer Experience Lead Officer / SPSO Liaison Officer, Customer & Online Services; and Diane Barnet, Committee Officer, Legal & Democratic Services.

**150. DECLARATIONS OF INTEREST**

No declarations were made in terms of Standing Order No. 7.1.

**151. MINUTE**

The Committee considered the minutes of meeting of the Standards and Audit Committee of 20th February and 31st August, 2020.

**Decision**

The Committee agreed to approve the minutes as a correct record.

**152. COMPLAINTS UPDATE**

The Committee considered a report by the Head of Customer and Online Services providing an update on performance relating to complaints closed between 1st April, 2019 and 31st March, 2020.

**Decision**

The Committee:-

- (1) noted the contents of the report; and
- (2) acknowledged the poorer comparative complaint performance from the previous year, noting the small number of complaints compared to the volume of services delivered and the variation in Service responsiveness, a key driver of customer satisfaction.

153./

**153. ANALYSIS OF AUDIT SERVICES ISSUED AUDIT REPORTS**

The Committee considered a report by the Service Manager, Audit and Risk Management providing an analysis of the findings of the audit reports issued since the previous report to this Committee. The report highlighted areas of concern identified and instances where, in the view of the Service Manager, Audit and Risk Management, appropriate action was not being taken.

**Decision**

The Committee noted the contents of the report and the summary report.

**154. ANNUAL AUDIT REPORT 2019/20**

The Committee considered a report by the Service Manager, Audit and Risk Management Services providing an annual audit report - a requirement of the Public Sector Internal Auditing Standards (PSIAS). The report contained a link to - the Annual Assurance Statement 2019/20; an overview of 2019/20 audit performance; compliance with the PSIAS; an update on staffing and progress with the 2020/21 audit plan; and a fraud and incident report update.

**Decision**

The Committee:-

- (1) noted the contents of the report;
- (2) approved the amendments to the audit plan for 2020/21; and
- (3) agreed an extension of the time available to complete the amended plan to 31st May, 2021.

**155. INTEGRATION JOINT BOARD AUDIT PLAN 2020/21**

The Committee considered a report by the Service Manager, Audit and Risk Management Services presenting the Integration Joint Board (IJB) Operational Annual Audit Plan for noting - required in terms of the Internal Audit Output Sharing Protocol - as part of the overall assurance portfolio in support of the governance statement. In return, the Fife Council Operational Audit Plan is shared with the IJB Audit and Risk Committee.

**Decision**

The Committee noted the IJB Operational Internal Audit Plan 2020/21.

**156. SPSO NEWS - MARCH - SEPTEMBER 2020**

**Decision**

The Committee noted the terms of the SPSO News summaries previously circulated.

157./



**157. FORWARD WORK PROGRAMME**

**Decision**

The Committee noted the draft Standards and Audit Committee Forward Work Programme.

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**THE FIFE COUNCIL - SUPERANNUATION FUND AND PENSIONS COMMITTEE AND FIFE PENSION BOARD – REMOTE MEETING**

**31st August, 2020**

**2.10 p.m. – 3.30 p.m.**

**PRESENT:** Committee - Councillors Dave Dempsey, Bobby Clelland, Altany Craik, Colin Davidson, Mino Manekshaw and Alistair Suttie.

Fife Pension Board – Robert Graham, Gordon Pryde, Colin Paterson, John Wincott, Councillors Dave Coleman and Ian Ferguson.

**ATTENDING:** Elaine Muir, Head of Finance, Laura C Robertson, Finance Operations Manager, Avril Cunningham, Service Manager, Audit & Risk Management, Anne Bence, Accountant, Finance; Helena Couperwhite, Manager - Committee Services, and Wendy MacGregor, Committee Officer, Legal & Democratic Services.

**APOLOGY FOR** Fife Pension Board - Vicki Wyse.  
**ABSENCE:**

**101. DECLARATIONS OF INTEREST**

Councillor Bobby Clelland declared an interest in the business on the agenda being a trustee of the Mineworkers' Pension Scheme.

**102. ASSURANCE STATEMENT 2019-20**

The Committee considered a report by the Service Manager, Audit and Risk Management Service, presenting the annual statement of assurance on the adequacy and effectiveness of the corporate governance arrangements and internal control systems of Fife Council in relation to its administration of the Fife Pension Fund, for the year ended 31st March, 2020.

**Decision**

The Committee noted the Service Manager, Audit and Risk Management Services' opinion that a medium/high level of control existed, and that reasonable assurance could be placed on the adequacy and effectiveness of the systems of corporate governance and internal control in the year to 31st March, 2020.

**103. PENSION FUND ANNUAL GOVERNANCE STATEMENT 2019-20**

The Committee considered a report by the Chief Executive, providing background detail for members on the processes adopted for preparing the Pension Fund Annual Governance Statement, a draft copy of which was appended for members' approval.

**Decision/**

**Decision**

The Committee:-

1. noted the content of the report; and
2. approved the draft Pension Fund Annual Governance Statement 2019-20.

*Councillor Colin Davidson joined the meeting during consideration of the above item.*

**104. UNAUDITED PENSION FUND ACCOUNTS 2019-20**

The Committee considered a report by Eileen Rowand, Executive Director of Finance and Corporate Services, containing the unaudited Annual Report and Accounts for the Fife Pension Fund for the financial year 2019-20.

**Decision**

The Committee

1. noted the content of the report; and
  2. noted that the Audited Fife Pension Fund Annual Report and Accounts 2019-20 would be submitted to the Superannuation Fund and Pensions Committee on 26th November, 2020 for approval.
-

**THE FIFE COUNCIL - SUPERANNUATION FUND AND PENSIONS COMMITTEE AND FIFE PENSION BOARD – REMOTE MEETING**

30th September, 2020

2.00 p.m. – 4.40 p.m.

**PRESENT:** Committee - Councillors Dave Dempsey (Convener), David Barratt, Bobby Clelland, Altany Craik, Colin Davidson, Fiona Grant, Mino Manekshaw, Alistair Suttie and Jonny Tepp.

Fife Pension Board – Gordon Pryde (Chair), Councillor Dave Coleman, Councillor Ian Ferguson, Robert Graham, John Ireland, Colin Paterson, John Wincott and Vicki Wyse.

**ATTENDING:** Elaine Muir, Head of Finance, Laura C Robertson, Finance Operations Manager, Avril Cunningham, Service Manager, Audit & Risk Management Services, Fiona Clark, Pensions Specialist, Revenue & Commercial Services and Karen Balfour, Senior Banking and Investments Officer, Finance; Helena Couperwhite, Manager - Committee Services and Wendy MacGregor, Committee Officer, Legal & Democratic Services.

**ALSO IN ATTENDANCE** Bruce Miller and Steward Piotrowicz, Lothian Pension Fund.

**105. DECLARATIONS OF INTEREST**

Councillor Bobby Clelland declared an interest in the business on the agenda being a Trustee of the Mine Workers Pension Scheme.

**106. MINUTE -**

The Committee considered the

- (a) Minute of the meeting of the Superannuation Fund and Pensions Committee of 17<sup>th</sup> March, 2020

**Decision**

The Committee approved the minute.

- (b) Minute of the meeting of the Superannuation Fund and Pensions Committee of 31st August, 2020

**Decision**

The Committee approved the minute.

- (c) Fife Pension Board Minute of 17th March, 2020.

**Decision/**

**Decision**

The Committee noted:-

1. the minute of the Fife Pension Board and
2. that updates had been provided on the areas highlighted in the minute; and
3. that a list of operating procedures and responsibilities would be circulated to members of the Superannuation Fund and Pensions Committee and Pension Board when it was available.

*Councillor Colin Davison and John Ireland joined the meeting during consideration of this item.*

**107. ANNUAL AUDIT REPORT 2019/20**

The Committee considered a report by the Service manager, Audit and Risk Management providing the annual audit report which was a requirement of the Public Sector Internal Auditing Standards (PSIAS). The report contained a link to the Annual Assurance Statement 2019/20, providing an overview of 2019/20 audit performance, compliance with the PSIAS, and an update on the 2020/21 audit plan.

**Decision**

The Committee noted the contents of the report.

**108. PENSIONS ADMINISTRATION MONITORING REPORT**

The Committee considered a report by the Executive Director (Finance and Corporate Services) providing members with monitoring information on the performance of the Pensions Team.

**Decision**

The Committee:-

1. noted the contents of the report; and
2. noted with appreciation the performance of the Pensions Team to ensure that regulatory timescales and Key Performance Indicators had been met through challenging times due to the Covid-19 pandemic.

**109. PENSION FUND BUDGETARY CONTROL**

The Committee considered a report by the Executive Director (Finance and Corporate Services) providing members with details of the provisional outturn of the Pension Fund for 2019-20 and Budget for 2020-2021.

**Decision/**

**Decision**

The committee noted:-

1. the provisional outturn for 2019-20;
2. the indicative budget for 2020-21; and
3. that further reports in relation to the financial position of the Fund would be submitted to the Superannuation Fund and Pensions Committee on a bi-annual basis.

*The Committee adjourned at 3.05 p.m. and reconvened at 3.15 p.m.*

*Robert Graham left the meeting.*

**110. SUPERANNUATION FUND - INVESTMENT UPDATE**

The Committee, under Section 50(A)(4) of the Local Government (Scotland) Act 1973, excluded the public 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 to the Act.

The Committee considered a report by the Head of Finance, providing an overview of the Fund's investments at 30th June, 2020. A verbal update of manager monitoring activity and of investment strategy was provided for members of the Committee.

**Decision**

The Committee noted:-

1. the Funds strategic asset allocation and current allocations relative to target;
2. the value of the Fund's assets on 30th June, 2020 after rising by 14.7% over the quarter; and
3. that longer term absolute returns were strong and relative returns were above both the asset and liability benchmarks.

*Councillors Fiona Grant and Ian Ferguson left the meeting and Robert Graham re-joined the meeting during consideration of this item.*

**111. FORWARD WORK PROGRAMME**

The Committee noted the Forward Work Programme.



## MINUTE OF THE FIFE HEALTH AND SOCIAL CARE – INTEGRATION JOINT BOARD HELD VIRTUALLY ON FRIDAY 28 AUGUST 2020 AT 10.00 AM

<b>Present</b>	Councillor Rosemary Liewald (RL) (Chair) Christina Cooper (CC) (Vice Chair) Fife Council, Councillors – David Alexander (DA), Tim Brett (TB), Dave Dempsey (DD), David Graham (DG), David J Ross (DJR) and Jan Wincott (JW) NHS Fife, Non-Executive Members – Les Bisset (LB), Martin Black (MB), Eugene Clarke (EC), Margaret Wells (MW) Chris McKenna (CM), Medical Director, NHS Fife Helen Buchanan (HB), Nurse Director, NHS Fife Wilma Brown (WB), Employee Director, NHS Fife Morna Fleming (MF), Carer Representative Paul Dundas (PD), Independent Sector Representative Debbie Thompson (DT), Joint TU Secretary Simon Fevre (SF), Staff Representative NHS Fife
<b>Professional Advisers</b>	Nicky Connor (NC), Director of Health and Social Care/Chief Officer Audrey Valente (AV), Chief Finance Officer Helen Hellewell (HH), Associate Medical Director Lynn Barker (LBa), Interim Associate Nurse Director Katherine Paramore (KP), Medical Representative
<b>Attending</b>	David Heaney, Divisional General Manager (East) Stacy Brown, District Nurse Norma Aitken (NA), Head of Corporate Services Avril Sweeney, Compliance Officer Wendy Anderson (WA)(Minute) Claire Warrender, Courier – via telephone only Hannah Brown, Fife Free Press – via telephone only

NO	HEADING	ACTION
1	<b>CHAIRPERSON'S WELCOME AND OPENING REMARKS</b>	

The Chair welcomed everyone to the third virtual Health & Social Care Partnership (H&SCP) Integration Joint Board (IJB).

The Chair congratulated our 17 District Nurses who have all had their applications approved for the Graduated Diploma in Integrated Community Nursing. The course is a 2-year part-time programme at Queen Margaret University with a focus on district nursing and integrates theory with practice.

Members were advised that a recording pen was in use during the meeting to assist with Minute taking and the media have been invited to listen to the proceedings.

The Chair then handed over to Nicky Connor for her Chief Officer's Report and an update on the protocol for the meeting.

NO	HEADING	ACTION
2	<b>CHIEF OFFICERS REPORT &amp; PROTOCOL FOR MEETING</b>	

Nicky Connor welcomed all Board members to the meeting and also welcomed Stacy Brown who is a student District Nurse who was shadowing Nicky as part of her development and learning about Integration and Health and Social Care.

Nicky ran through the protocol for the meeting which was being held using Microsoft Teams and outlined the agenda for the meeting. Nicky then highlighted several; key areas to the Board.

### **Team Fife Approach**

Over the summer months Nicky has valued the opportunity to get out and about to meet with a number of teams in health, social care and social work. This has included teams in our Hospitals, Care Homes and communities across both the delegated services and our partners in the independent and voluntary sector. A commitment had been made to make weekly visits to teams over the summer months and this has been achieved. Nicky would wish to again formally record her thanks to all teams across Fife.

### **Development Sessions**

Since the last Integration Joint Board there have been two Board Development Sessions held, which covered:

- Remobilisation and Winter.
- Directions.
- Standards Commission Advice Note for members of the Integration Joint Board.
- Annual Report Development.
- A programme of chief officer meetings with board members.
- Integration Scheme Review.
- Ministerial Steering Group Indicators for Integration.
- Future Board Development Sessions.

### **Pharmacy First**

The National Pharmacy 1<sup>st</sup> Service launched on 29 July 2020. The service is designed to encourage the public to visit their community pharmacy as the first port of call for all minor illnesses and common clinical conditions: it replaces the existing Minor Ailment Service (MAS). Pharmacy 1<sup>st</sup> places an emphasis on patient centred clinical care by providing a framework for consultation, clinical advice, referral to another healthcare professional and treatment where appropriate (either via prescription on the NHS, or via an over the counter sale). The service is open to everyone who lives in Scotland, including care home residents, and the range of conditions which can be treated has increased from the previous MAS service. This has the potential to make care



NO	HEADING	ACTION
2	<b>CHIEF OFFICERS REPORT &amp; PROTOCOL FOR MEETING (Cont)</b>	
	<p>more accessible for our patients, for whom Community Pharmacies are available 6 or 7 days a week often without the need for an appointment. The service, by supporting self-care, will also alleviate pressure on out of hours services and GP Practices.</p> <p>A patient information leaflet with further information on the NHS Pharmacy First Scotland is available.</p>	
3	<b>CONFIRMATION OF ATTENDANCE AND APOLOGIES FOR ABSENCE</b>	
	<p>Apologies had been received from Fiona Grant (FG), Steve Grimmond (SG), Carol Potter (CP) and Eleanor Haggett (EH).</p>	
4	<b>DECLARATION OF MEMBERS' INTERESTS</b>	
	<p>There were no declarations of interest.</p>	
5	<b>MINUTES OF PREVIOUS MEETING 26 JUNE 2020</b>	
	<p>The Minute of the meeting held on 26 June 2020 was approved as accurate. Discussion took place around Test and Protect, which was not on today's agenda. The number of testing requests has risen since the schools returned, there have been no positive cases in Care Home for the past two weeks and there is a new mobile testing unit in St Andrews. Nicky Connor will contact Public Health to request a briefing.</p>	NC
6	<b>MATTERS ARISING</b>	
	<p>The Action Note from the meeting held on 26 June 2020 was agreed as accurate.</p>	
7	<b>REMOBILISATION UPDATE</b>	
	<p>The Chair introduced Nicky Connor who presented this report which was for noting.</p> <p>Nicky advised that a commitment was made to bring regular updates to the Integration Joint Board as services remobilise. 90% of services have now submitted plans for remobilisation with close working with the staff side, trade unions, Human Resources, Finance and clinical leadership. The Partnership is working in line with complying with infection prevention and control measures and to support capacity and flow across the whole system.</p> <p>A draft Remobilisation Plan has been submitted to Scottish Government which outlines priorities for:</p>	

NO	HEADING	ACTION
7	<b>REMOBILISATION UPDATE (Cont)</b>	

- Continuing to provide a safe service.
- Preparing adequately for another COVID resurgence as well as winter planning.
- Restarting business as usual clinical care including routine care.
- Continuing redesign and transformation of services.
- Providing clinical support and supervision to care homes.
- Providing local test and protect service.

Jim Crichton confirmed that the majority of services are in the process of remobilising, in some cases with different capacity than before.

Claire Dobson has been leading on Community Health Services and plans for remobilisation. To date 66 plans have been discussed at the Bronze group meetings. Staff are embracing new ways of working eg technology and have been outstanding through the Covid-19 pandemic.

David Heaney advised that the majority of social work and social care services had continued throughout the lockdown. Day Services and Planned Respite were the two main services impacted by the national measures. Action Plans have been drafted for both services and guidance from Health Protection Scotland is imminent. Clients and staff have been kept updated on progress.

Helen Hellewell has been leading on remobilisation for the wider Primary Care sector. Community pharmacies have been open throughout. Work is ongoing to ensure there is support for the Covid Assessment Centre and Triage Hub as we move towards winter.

Lynn Barker advised that plans for Urgent Care Remobilisation have to be completed by 31 October 2020 and a Flow and Navigation Hub is being set up in Fife. There are six workstreams to support the redesign of urgent care.

Chris McKenna expressed his thanks to everyone who has been involved in remobilisation for the hard work so far, it has been a huge ask of teams. The next phase will be preparing for winter and ensuring that the upcoming challenges can be met.

Helen Buchanan updated on infection control and the main priority currently is to reduce the chance of increased Covid-19 cases, working with the reduced capacity. Staff have been working tirelessly throughout the pandemic and winter could provide significant challenges.

**7**      **REMOBILISATION UPDATE (Cont)**

Work is now ongoing to assess what worked well during the previous few months and to get feedback on patient's experiences of the increased use of technology eg Near Me. This will help to focus on the appropriate areas going forward.

As many services remobilise there will be an element of redesign brought in as new ways of working introduced to cope during the pandemic are incorporated into everyday processes.

The Board:-

- Noted the progress being made to ensure that Health and Social Care Partnership Services have approved remobilisation plans in place.
- Noted the submission of a draft joint NHS / Partnership Remobilisation Plan to Scottish Government.

**8**      **PERFORMANCE REPORT EXECUTIVE SUMMARY**

The Chair introduced Fiona McKay who presented this report which was being brought to the Board as an Executive Summary for the first time. Initial feedback on the content and ease of reading of the report was good.

Discussion took place around the content of the report including Complaints and Freedom of Information (FOI) requests, both of which had seen increases in response times due to Covid-19. Work is ongoing with both of these and there should be a significant improvement in response times by the time the next report is produced.

Questions were raised about residential and nursing homes and the situation within Short Term Assessment and Reablement beds (STAR) / Short Term Assessment and Review Team (START). David Heaney advised that START has been under pressure as mainstream home care was needed to maintain the flow of clients, who were not moving through the system as quickly as they normally would. Regular meetings are held to discuss these situations.

Work has been ongoing with the Power BI system which allows internal and external care providers the opportunity to map the visits they currently make to inform discussions regarding demand and capacity. This means there is the chance to provide more packages whilst working more efficiently.

Paul Dundas confirmed that care at home is always challenging but external providers welcome the chance to use a whole system approach.

The number of people in care homes has reduced during the pandemic, some of it as a result of the ability for more people to be cared for in their own home during the lockdown as families were available.

NO	HEADING	ACTION
8	<b>PERFORMANCE REPORT EXECUTIVE SUMMARY (Cont)</b>	
	It was identified that there was a gap in information between February and July 2020 for part of the Report. Fiona McKay confirmed that this would be updated in the next Report.	FM
9	<b>FINANCE REPORT</b>	
	The Chair introduced Audrey Valente who presented this report.	
	Audrey advised that this report reflects the June 2020 projected outturn position and it was discussed in full at the Finance and Performance Committee (F&P) on 13 August 2020. Following the Committee Audrey had updated her report to reflect F&P feedback.	
	Discussion took place around the actual (£4m) and projected (£27m) Covid costs, potential Scottish Government funding and unachieved savings. The Senior Leadership Team are currently looking at progressing savings and looking at alternative ways of closing the funding gap.	
	Claire Dobson advised that winter planning will be significantly different to previous years. An event had been held with stakeholders on Tuesday 18 August 2020 to discuss the future challenges with Covid-19 and flu, infection control, workforce resilience, unscheduled care and priorities. Feedback from this will come back to the governance committees and IJB in the future.	
	Audrey Valente is working with the Senior Leadership Team on the Financial Recovery Plan which will be taken to the next F&P Committee and the September Integration Joint Board meeting.	AV
	The Board noted the financial position as reported at 30 June 2020 and noted and discussed the next steps and key actions.	
10	<b>WELLESLEY UNIT, RANDOLPH WEMYSS HOSPITAL</b>	
	Nicky Connor advised that this in an important discussion for the Board who are being asked to make a decision in relation to the sustainability of the Wellsley Inpatient Unit at Randolph Wemyss Memorial Hospital and also to ensure that in making this decision we have a person centred approach to meeting people's needs through the reprovision of care and development of community services.	
	Nicky advised that as Chief Officer she fully supported the proposal and would be asking colleagues for their views from an operational, clinical and professional perspective.	
	Nicky Connor then advised that, as a result of ongoing discussions, she will propose a change to the Direction that is placed in front of the Board for decision today.	

## 10 WELLESLEY UNIT, RANDOLPH WEMYSS HOSPITAL (Cont)

The amendment Nicky proposed related to third bullet point in the Direction which she was seeking to strengthen. This would ensure a broader focus on the community services which could be offered at Randolph Wemyss Memorial Hospital. These would be investigated in line with the Joining Up Care Community Hospital Strategy. The proposed amendment to wording was:

- » **“NHS Fife and Fife Council through the Director of Health and Social Care are directed to work with partners to develop community services at Randolph Wemyss Memorial Hospital in line with the joining up care Community Hospital Strategy”.**

The other amendment Nicky proposed was to the Performance Monitoring Framework which added in additional specific measures to provide clarity in the Direction and assurance to the Integration Joint Board (IJB).

Assurance will be provided to the IJB:

- » The Wellesley Unit has closed in line with the Direction.
- » Re-provision of care has been provided that meets people’s needs.
- » Capacity within the social care system to both support care on an on-going basis and support the needs of older people who would have otherwise been cared for in Wellesley Unit.
- » The refreshed Community Hospital Strategy will be presented for approval to the IJB including plans for Randolph Wemyss Memorial Hospital and with appropriate discussion and engagement with partners and communities.

Refreshing this strategy is only right, in light of our learning post Covid and what that means in relation to buildings-based models of care. It is also right that this is undertaken with the appropriate engagement and consultation. Nicky committed to doing that as timeously as possible ensuring the need to be open with the Board that we are balancing significant competing demands with Remobilisation and a level of uncertainty regarding COVID and Winter Resilience which may impact on timescales.

Claire Dobson advised that this is a 10 bedded, in-patient unit with 22 wte staff. The local GP practice has intimated it can no longer sustain their role as Responsible Medical Officer (RMO) and the unit cannot function without this.

Every effort has been made to source new RMO cover but this has proven impossible. Resilience within this unit has been a challenge for a number of years and this has had an impact on patients, their families and staff.

**10 WELLESLEY UNIT, RANDOLPH WEMYSS HOSPITAL (Cont)**

Chris McKenna supported Claire's introduction. He advised that the Unit has become unsustainable, newer models of care have been introduced and these would be better for the long-term care of patients in the Unit.

Helen Buchanan spoke of the extensive staffing issues the Unit has had over recent years and the difficulty in recruiting staff to a small standalone unit. The withdrawal of the RMO has brought these issues to the forefront and a decision has to be made in the best interests of patients and staff.

Helen Hellewell advised that other alternatives had been carefully considered but this was the best way to deal with this issue.

Lynn Barker said that patient safety and safe staffing levels were two big considerations. There will be opportunities to use new ways of working in the future.

Simon Fevre confirmed that the staff side have been fully involved in this process and also when issues have arisen previously. Staff have been kept fully informed of progress. Further meetings with staff are being arranged to update on today's decision and the effect this will have going forward.

All of the senior clinical, professional and operational staff who spoke on this issue fully supported the proposal to close the Unit.

The Chair thanked everyone who had spoken on this item and asked if Board members had questions they wished to raise before the decision was taken.

Discussion took place around the level of consultation which had taken place prior to the paper coming before the Board. Claire Dobson advised the decision was being taken based on clinical safety issues and to date consultation has focused on the patients, their families, carers and staff who would be directly affected by the closure. Significant work is ongoing with the Community Hospital Strategy which is being reviewed and refreshed. Consultation on the future use of the Unit will be undertaken in line with this strategy.

Questions were asked around the patients currently in the Unit, their clinical needs and where they may be moved to. Information on individual patients could not be discussed in this forum due to patient confidentiality, but future care would be provided in a more person-centred way and in a more homely setting.

Chris McKenna reminded the Board that the decision which needed to be taken today was to be made on a clinical basis, was supported by senior clinicians and managers and had to be taken quickly before the Responsible Medical Officer cover ceased.

**10 WELLESLEY UNIT, RANDOLPH WEMYSS HOSPITAL (Cont)**

It was agreed that Nicky Connor’s proposed change to the Directions and the Performance Monitoring Framework were both welcome and strengthened the decision-making process.

Before a final decision was taken, David Graham advised that he would like to propose an Amendment, which read

*“The Integrated Joint Board accepts that the Wellesley Unit at the Randolph Wemyss Memorial Hospital cannot legally operate without a Responsible Medical Officer.*

*However, the ward has been in this position before and solutions have been found. Therefore I move to temporarily close the ward to allow for further investigation to take place into finding medical cover for the ward and consultation to be completed with the patients, staff and local community. A further report then being brought back to the Integrated Joint Board where a decision can then be taken on the future of the ward.*

*The development of the Randolph Wemyss Memorial Hospital and the medical offer that is available should continue to be developed to secure the future of the hospital in general.”*

As a result a decision to move to a vote was agreed.

The Motion was Proposed by Les Bisset and Seconded by Eugene Clarke.

The Amendment was Proposed by David Graham, Seconded by Jan Wincott.

A roll call call taken of each of the 15 Voting Members of the Board who were present at the meeting asking if they were for the Motion or the Amendment.

Motion (Direction) – 12 votes

Amendment – 3 votes

The Motion (Direction) to direct NHS Fife to close the Wellesley Unit and NHS Fife and Fife Council to commission care to support the needs of older people who would have otherwise been cared for in the Wellesley Unit and work with partners to develop community services at Randolph Wemyss Memorial Hospital was therefore carried. This Direction will be issued to NHS Fife and Fife Council in the near future.

**11 DATE OF NEXT MEETINGS**

**INTEGRATION JOINT BOARD – Friday 25 September 2020 – 10.00 am**

**IJB DEVELOPMENT SESSION - Friday 9 October 2020 – 9.30 am**



# Fife Health & Social Care Partnership

Supporting the people of Fife together

## MINUTE OF THE FIFE HEALTH AND SOCIAL CARE – INTEGRATION JOINT BOARD HELD VIRTUALLY ON FRIDAY 25 SEPTEMBER 2020 AT 10.00 AM

<b>Present</b>	Councillor Rosemary Liewald (RL) (Chair) Christina Cooper (CC) (Vice Chair) Fife Council, Councillors – David Alexander (DA), Tim Brett (TB), Dave Dempsey (DD), David Graham (DG), Fiona Grant (FG), David J Ross (DJR) and Jan Wincott (JW) NHS Fife, Non-Executive Members – Les Bisset (LB), Martin Black (MB), Eugene Clarke (EC), Margaret Wells (MW) Chris McKenna (CM), Medical Director, NHS Fife Wilma Brown (WB), Employee Director, NHS Fife Morna Fleming (MF), Carer Representative Paul Dundas (PD), Independent Sector Representative Debbie Thompson (DT), Joint TU Secretary Simon Fevre (SF), Staff Representative NHS Fife
<b>Professional Advisers</b>	Nicky Connor (NC), Director of Health and Social Care/Chief Officer Audrey Valente (AV), Chief Finance Officer
<b>Attending</b>	Carol Potter (CP), Interim Chief Executive, NHS Fife Dona Milne (DM), Director of Public Health, NHS Fife Norma Aitken (NA), Head of Corporate Services Lesley Gauld (LG), Compliance Officer Wendy Anderson (WA) (Minute) Tim Bridle (TB), Audit Scotland Hannah Brown, Fife Free Press – via telephone only

### NO HEADING

### ACTION

#### 1 CHAIRPERSON'S WELCOME AND OPENING REMARKS

The Chair welcomed everyone to the Health & Social Care Partnership (H&SCP) Integration Joint Board (IJB).

The Chair then congratulated the following:-

- Lesley Gauld, the Partnership's Information Compliance Manager on completing the Conversion Programme to become a qualified General Data Protection Regulation (GDPR) Practitioner.
- Tara Irvin, Young People's Health Development Worker on winning the Healthcare Rights Award in the Scottish Children's Health Awards for her dedication to working with children, young people and families.
- The Children and Young People Continence Service Fife Team who picked up the award for Improving Life Experiences in the Scottish Children's Health Awards.



**NO HEADING****ACTION****1 CHAIRPERSON'S WELCOME AND OPENING REMARKS (Cont)**

Members were advised that a recording pen was in use during the meeting to assist with Minute taking and the media have been invited to listen to the proceedings.

The Chair then handed over to Nicky Connor for her Chief Officer's Report.

**2 CHIEF OFFICERS REPORT & PROTOCOL FOR MEETING**

Nicky Connor advised that the protocol for the meeting remained the same as that for previous virtual meetings.

Claire Dobson, Divisional General Manager (DGM) (West) has been successful in obtaining the temporary post of Interim Director of Acute Services at NHS Fife and has already taken up this post.

David Heaney, Divisional General Manager (East) is retiring on 29 November 2020.

Nicky thanked both Claire and David for their dedicated service which has contributed to the growth of the Health and Social Care Partnership and they will both be a great loss to the Senior Leadership Team (SLT).

Interim arrangements have been put in place which will see Lynne Garvey take up an Interim DGM post and Suzanne McGuinness will fill a professional Social Work role. One further interim appointment will be made to ensure stability with the SLT.

At the Development Session on Friday 9 October, Nicky will provide an update on the changes to SLT and there will be a chance to meet the new appointees at future Board meetings.

**NC****3 CONFIRMATION OF ATTENDANCE AND APOLOGIES FOR ABSENCE**

Apologies had been received from Helen Buchanan (HB), Katherine Paramore (KP), Lynn Barker (LBa), Kathy Henwood (KH), Steve Grimmond (SG), David Heaney (DH) and Eleanor Haggett (EH).

**4 DECLARATION OF MEMBERS' INTERESTS**

There were no declarations of interest.

**5 MINUTES OF PREVIOUS MEETING 28 AUGUST 2020**

The Minute of the meeting held on 28 August 2020 was approved as accurate.

**6 MATTERS ARISING**

The Action Note from the meeting held on 28 August 2020 was agreed as accurate.

It had been agreed prior to the meeting to take Item 11 Remobilisation / Public Health Update next as both Dona Milne and Chris McKenna were required at other meetings later this morning.

## 11 REMOBILISATION / PUBLIC HEALTH UPDATE

Dona Milne, Director of Public Health gave an update on Public Health.

**Test and Protect** – Dona provided an update on Covid-19 cases in Fife. The team of contact tracers within Public Health are continuing to trace contacts of those who have tested positive and to identify clusters of cases. These clusters are then assessed and referred to an Incident Management Team. There is a wealth of information on the NHS Fife and Public Health Scotland websites on coronavirus and this is updated regularly. Any clusters within Fife are all being actively managed.

Discussion took place around supporting people who are asked to self-isolate and how this is monitored to support compliance.

**Flu Campaign** - Dona updated on the current flu campaign which began recently when letters were sent out to all Fife residents aged 65 and over. The call centre has been dealing with a very high volume of calls. The team has now got additional staff who are working 7 days a week to address the backlog of telephone calls, texts and e-mails. The process will be reviewed and lessons learned will be used in future campaigns.

Carol Potter advised that a public apology has been issued in the media from NHS Fife. The situation has caused anxiety for some members of the public and put additional pressures on healthcare staff. Carol thanked all the staff involved from Public Health, the Immunisation Team and the Health Records Team for the incredible amount of work they have achieved as part of the campaign.

Nicky Connor highlighted that it has been a contribution from Team Fife, the Partnership, NHS Fife and Fife Council to address the current issue through a whole system approach.

A report on the flu campaign will go to the NHS Fife Clinical Governance Committee in due course.

Discussion took place around the issues experienced in contacting the appropriate people about their flu vaccination, the different ways of working this year where most vaccinations will not be given in GP surgeries and the possibility of further information going out to the public to explain the process. Dona will speak to the NHS Communications Team.

It was agreed that further questions on the flu vaccination programme should be emailed to Wendy Anderson (wendy.anderson-nhs@fife.gov.uk) who would collate. Responses would be shared once received.

WA

Rosemary Liewald and Nicky Connor both thanked Dona for her update and input to today's meeting.

**11 REMOBILISATION / PUBLIC HEALTH UPDATE (Cont)**

**Remobilisation** - Chris McKenna advised that excellent progress has been made on the remobilisation of services which had been stood down at the start of the pandemic. Given the re-emergence of Covid-19 there are additional pressures being put onto the system to ensure that all aspects of healthcare can be delivered by the Partnership and Acute Services. The NHS is still working under emergency legislation and this has been extended to the end of March 2021. Key priorities will be identified and these include Test & Protect and the Flu Vaccination Programme.

Over the winter months work will be ongoing to ensure safe care for patients, the redesign of Urgent Care and joining up how we work to achieve this. Difficult decisions will have to be taken to ensure safe and efficient working over the coming months and winter planning for this year will be more complex than in previous years.

Support will be needed from the public who will need to follow the guidelines which are being issued to help suppress the virus. The public will be kept informed and updated do as the situation becomes clearer.

**7 FINANCE UPDATE**

The Chair introduced Audrey Valente who presented this report. Nicky Connor advised that the report had undergone significant scrutiny at the Finance & Performance Committee on 11 September 2020.

The figures in the report are up to the end of July 2020 and give the projected outturn figures. Audrey outlined some of the main areas of over / underspend and updated on the current position with the funding for the Mobilisation Plan.

Discussion took place around the impact of underspends on and Audrey advised that financial and performance and quality are looked at in relation to these. The Senior Leadership Team has oversight of attendance management and complaints information.

Audrey is working with Fife Council and NHS Fife to look at areas with continuing underspends and is seeking to realign budgets to reflect realistic budget needs.

Tim Brett asked about unachieved savings in relation to Total Mobile. Fiona McKay confirmed that meetings have been held which are looking at Total Mobile and Power BI. Positive feedback has been received from two providers who have been using the system.

Members noted the financial position as reported at 30 July 2020 and noted and discussed the next steps and key actions.

**8 FINANCIAL RECOVERY PLAN**

The Chair introduced Audrey Valente who presented this report which will assist the Board in achieving a balanced budget.

The main actions in the report are not cash releasing but include:-

## NO HEADING

## ACTION

- continuing with the Grip and Control Framework that exists in an attempt to mitigate the overspend.
- instructing Officers to try to bring services back in line with budget and that action is taken to further reduce spend where reasonable.
- communicating and ensuring adherence to the new locum process and monitoring thereof.
- implementing a robust process in relation to supplementary staffing that ensures effective rostering of staff as well as robust challenge in relation to appointment of such staffing.
- introducing more robust process of authorisation of spend, where delegated powers have been exceeded, and an overspend of the budget is projected.

Audrey Valente advised that page 28 of the papers gave information on financial savings and recovery are initial areas to consider. More detail on these will be provided at future meetings.

Fiona McKay explained the upcoming changes to Direct Payments, whereby payment cards will be introduced which will make it easier for clients to pay for care and for the partnership to maintain an oversight on funds. Service users have been engaged in the process of introducing these cards. Dedicated staff will be on hand to assist when the process goes live.

Fiona also updated on issues relating to financial assessments in relation to people entering long term care. Since the pandemic started a backlog has formed which the partnership is working closely with Fife Council to address.

Eugene Clarke asked about the process of Grip and Control and what the process within the partnership was. Audrey Valente explained the process in place and gave examples in relation to vacancy management and recruitment.

The Board:

- charged the Director of Health and Social Care and Senior Officers to bring budgets back in line in year as far as reasonably possible.
- agreed the action to control costs as outlined in the recovery plan for 2020-21.
- agreed to scope further the potential savings that can be delivered and report back to the Board / Committee.
- agreed to continue to focus on implementing effective financial management, to contribute to delivering a balanced budget moving forward.
- agreed to pilot a process and protocol in relation to Adult Placements, and report progress and findings to the November meeting of the Finance and Performance Committee

**NO HEADING****ACTION****9 HSCP ANNUAL REPORT 2019-2020**

The Chair introduced Fiona McKay who presented this report

Fiona McKay advised that this is the final draft of the Annual Report and some minor updates are still required. The Report was discussed at Finance & Performance Committee, Clinical & Care Governance Committee and the Voluntary Sector Forum and their feedback helped to shape the final report. Fiona thanked Morna Fleming who had proofread the report and provided feedback. The report is with the Print Unit and will be ready to submit during the next week.

There was feedback that the report was detailed, well laid out and easy to understand. Concern was raised that some of the indicators within the report were going down rather than up. Fiona acknowledged that there was still work to be done, Services are changing and the report was up to the end of March 2020.

The Report is a requirement of Scottish Government legislation and allows for review and benchmarking.

The Board considered and approved the draft HSCP Annual Report 2019-2020.

**10 UPDATE ON MENTAL HEALTH STRATEGY 2020-2024 IMPLEMENTATION PLAN**

The Chair introduced Nicky Connor who presented this report.

The Mental Health Strategy was approved In February 2020 and work is now progressing on the Implementation Plan for the Strategy. Some areas are still in development, but significant work has already been undertaken. The Mental Health Strategy Group will feed into the Transformational Change Board. The terms of reference and governance structure will also be refreshed. An update will be provided to the Board early in 2021.

**NC**

Implementation Plan has been delayed by Covid-19 and the deadline has been extended to the end of December 2020. The Implementation plan will be brought to the Board in February 2021.

Tim Brett asked about the Mental Health Estate and the fact that Capital Expenditure on this was the locus of NHS Fife, were the H&SCP represented in discussions? Nicky Connor confirmed that there is representation from the partnership on the relevant NHS Group.

More detail on the Implementation Plan will be provided going forward, but it sets the direction of travel. Further engagement with stakeholders will take place.

Nicky Connor advised that the next step would be to update partners on behalf of the Board that the extended timeline has been agreed.

The Board considered the approach to delivery outlined in the report and provided feedback and agreed the change in timeline.

**NO HEADING**

**ACTION**

**11 REMOBILISATION / PUBLIC HEALTH UPDATE**

Covered previously.

**12 DATE OF NEXT MEETING**

**IJB DEVELOPMENT SESSION - Friday 9 October 2020 – 9.30 am**

**INTEGRATION JOINT BOARD – Friday 23 October 2020 – 10.00 am**