



Fife Health & Social Care Partnership

Supporting the people of Fife together

CONFIRMED MINUTE OF THE FIFE HEALTH AND SOCIAL CARE INTEGRATION JOINT BOARD (IJB) - MONDAY 29 SEPTEMBER 2025 AT 10am

Present:	<p>David Ross (DR) (Chair) Colin Grieve (CG) (Vice-Chair) Fife Council – David Alexander (DA), Dave Dempsey (DD), Eugene Clarke (EC), Lynn Mowatt (LM), Sam Steele (SS), NHS Fife Board Members (Non-Executive), John Kemp (JK), Sinead Braiden (SB), Chris McKenna (CMcK), Medical Director, NHS Fife Debbie Fyfe (DF), Joint Trade Union Secretary James Ross (JR), Chief Social Work Officer, Fife Council Gillian McAuley (GMcA), Nurse Director, NHS Fife Kenny McCallum (KMcC), Staff Representative, Fife Council Kenny Murphy (KM), Third Sector Lead Lynne Parsons (LP), Employee Director, NHS Fife Paul Dundas (PD), Independent Sector Lead Vicki Bennett (VB), Staff Representative, NHS Fife</p>
Professional Advisers:	<p>Lynne Garvey (LG), Director of Health and Social Care/Chief Officer Audrey Valente (AV), Chief Finance Officer Helen Hellewell (HH), Depute Medical Director Lynn Barker (LB), Director of Nursing Caroline Cherry (CCh), Principal Lead Social Work Officer</p>
Attending:	<p>Chris Conroy (CC), Head of Community Care Services Hazel Williamson (HW), Communications Adviser Jacquie Stringer (JS), Service Manager Joy Tomlinson (JT), Director of Public Health Karen Marwick (KM) Head of Complex & Critical Care Services Lisa Cooper (LC), Head of Primary & Preventative Care Services Roy Lawrence (RLaw), Head of Culture, Engagement and Communities Tracy Hogg (TH), Finance Manager Vanessa Salmond (VS), Head of Corporate Services Gemma Reid (GR), Fife HSCP Coordinator (Minute)</p>

No.	AGENDA ITEM	ACTION
1	<p>CHAIRPERSON’S WELCOME / OPENING REMARKS / APOLOGIES</p> <p>David Ross, Chair of the Integration Joint Board (IJB) welcomed everyone to the meeting.</p> <p>David advised that apologies had been received from Morna Fleming, Jo Bennett, Fiona Forrest and Mary Lockhart.</p>	

	<p>Those present were reminded that they should mute their mobile phones for the duration of the meeting and mute their microphone when not talking and in an effort to keep to our timings for this meeting, all questions and responses should be as succinct as possible.</p> <p>David advised members that a recording device was in use at the meeting to assist with Minute taking and the media have been invited to listen in to proceedings.</p> <p>David acknowledged that this was Audrey Valente's final IJB meeting due to her impending retirement on 8th October and gave thanks for her longstanding commitment to the IJB and Fife HSCP as Chief Finance Officer and for her many years of service preceding.</p>	
2	<p>DECLARATION OF MEMBERS' INTERESTS</p> <p>David Ross confirmed that there were no declarations of interest highlighted.</p>	
3	<p>MINUTE OF PREVIOUS MEETING AND ACTION NOTE 30 JULY 2025</p> <p>The Minute and Action Note from the meeting held on Wednesday 30 July 2025 were both approved as an accurate record.</p>	
4	<p>CHIEF OFFICER UPDATE</p> <p>Lynne Garvey commenced her update by extending a warm welcome to all attendees of the Integration Joint Board (IJB).</p> <p>She expressed her pleasure at the Senior Leadership Team now being fully established, and conveyed confidence that the revised structure will enhance efficiency, adaptability, and overall effectiveness. An updated organisational chart will be shared in her forthcoming briefing.</p> <p>Lynne acknowledged that this meeting marks Audrey Valente's final attendance at the Board due to her impending retirement. She paid tribute to Audrey's significant contribution to the Fife Health and Social Care Partnership and to the wider Fife community, highlighting her exceptional leadership, insight, and dedication. Lynne offered sincere thanks and best wishes to Audrey for the future.</p> <p>She noted the commencement of the staff flu vaccination programme, emphasising efforts to facilitate easy access for staff and encouraging team leaders to promote uptake within their teams.</p> <p>Lynne reaffirmed that the refreshed Strategic Plan remains a key priority, with final approval anticipated at the next IJB meeting. She highlighted the ongoing engagement work led by Participation and Engagement Officers, who continue to gather valuable public feedback, including from the recent Fife Wide Public Engagement Forum and hard to reach groups which will be instrumental in shaping future service delivery.</p> <p>Lynne highlighted ongoing enhancements to our website and social media platforms to better promote careers in health and social care, noting it is all about making it easier for people to access the information</p>	

	<p>they need and encouraging more people to consider joining this rewarding sector. Lynne highlighted Speak Up week, during which senior leaders are actively seeking staff input and encouraging open dialogue across all service areas. Upcoming drop-in sessions with Lynne and members of the Senior Leadership Team were also highlighted.</p> <p>Lynne extended heartfelt congratulations to Cherisse Baker, Rachael Mallis, and Kimberley Grubb, Occupational Therapy Assistants within the Community Occupational Therapy Service, on successfully completing their HNC in Occupational Therapy Support, describing it as a commendable achievement.</p> <p>She was also delighted to announce that the Speak Your Mind group from Shared Lives Fife has been shortlisted as a finalist in the Co-Production category at the Great British Care Awards. Lynne described this as a shining example of meaningful participation, with the awards ceremony scheduled for 10 November in Glasgow.</p> <p>In closing, Lynne reaffirmed that transformation programmes continue to progress and expressed deep appreciation to all involved for their dedication and hard work in driving change while maintaining service delivery. She also thanked the IJB for their continued commitment to advancing transformation efforts.</p>	
5	<p>COMMITTEE CHAIR ASSURANCE REPORTS</p> <p>David Ross welcomed Vanessa Salmond who introduced the reports and confirmed that all statements had been signed off by current Chairs.</p> <p>Vanessa Salmond advised that as per standard practice these reports were being presented to enhance Governance arrangements by providing assurance to the IJB on Committee Business, noting no items to escalate.</p> <p>Agreement on the principles of these reports was discussed at the Strategic Planning Group on 3rd September 2025, the Quality & Communities Committee on 5th September 2025, the Finance, Performance & Scrutiny Committee on 17th September 2025 and the Audit & Assurance Committee on 19th September 2025.</p> <p>David Ross then invited Committee Chairs to comment in turn before opening to questions from Board members.</p> <p>Colin Grieve, Chair of the Strategic Planning Committee noted nothing to report.</p> <p>Rosemary Liewald, Interim Chair of the Qualities & Communities Committee confirmed there were no areas of concern to escalate.</p> <p>David Alexander, Interim Chair of the Finance, Performance & Scrutiny Committee confirmed there was nothing to escalate.</p> <p>Dave Dempsey, Chair of the Audit and Assurance Committee, confirmed that there were no matters requiring escalation at this time. He drew the Board's attention to Section 6 (page 26) concerning forward planning and horizon scanning, noting that the Committee had identified risk target</p>	

	<p>dates and the pursuit of best value through transformation as key areas for future focus.</p> <p>Recommendation</p> <p>The Board were assured that the Governance Committees are discharging their functions and remit and escalating any issues appropriately.</p>	
6	<p>STRATEGIC PLANNING & DELIVERY</p> <p>6.1 Mental Health & Wellbeing Strategy</p> <p>David Ross advised that this report has been discussed at the Strategic Planning Group on Strategic Planning Group on 3rd September 2025 and the Quality & Communities Committee on 5th September 2025 and invited Karen Marwick to present the report.</p> <p>Karen Marwick advised that the full documentation, including the final draft and supporting materials, was included within the meeting papers. She noted that the assessment section outlines the feedback received and the subsequent amendments made to the draft. The Integration Joint Board is now asked to formally approve the strategy and its accompanying documents.</p> <p>David Ross then opened to questions from Board members.</p> <p>Dave Dempsey referenced page 118 (direction) noting that line 10 should reference the measures column in the delivery plan.</p> <p>Karen Marwick concurred and confirmed this would be updated.</p> <p>Recommendation</p> <p>The Board: -</p> <ul style="list-style-type: none"> • Reviewed the draft strategy and advise of any changes required. • Provided final approval of the Mental Health and Wellbeing Strategy (Appendix 1) the Year One Delivery Plan (Appendix 2) and other supporting documents. • Approved the Directions to NHS Fife and Fife Council. 	KM
7	<p>LIVED EXPERIENCE & WELLBEING</p> <p>7.1 Lived Experience – Community Led Support</p> <p>David Ross invited Lynn Barker and Roy Lawrence to present the Lived Experience video highlighting Community Led Support.</p> <p>Roy Lawrence introduced the Community Led Support video, noting that it was being presented to the Integration Joint Board in conjunction with the Annual Report, which would be shared later in the meeting.</p> <p>Rosemary Liewald complimented the video and noted that it truly evidenced community support in action.</p>	

8

INTEGRATED PERFORMANCE & QUALITY

8.1 Finance Update

David advised this report has been discussed at the Local Partnership Forum on 16th September 2025 and the Finance Performance & Scrutiny Committee on 17th September 2025 and invited Audrey Valente to present the report.

Audrey Valente provided an update on the financial position based on information to 31 July 2025, noting the forecast for Fife Health & Social Care Partnership is currently a projected overspend of £5.477m, which is an adverse movement of £257,000 since May 2025.

This overspend is accountable to key areas: -

- Service Level Agreements
- Mental Health Services
- Care at Home

Audrey also noted a slight movement in non-achievement of savings delivery in-year accountable to £3m.

These overspends are partially offset by around £5m by underspends in:-

- Supported Living, Community Support & Social Care Fieldwork
- Learning Disabilities
- Primary & Preventative Care

Much of the above is attributable to vacant posts.

Audrey explained that we will not achieve the £2.9 million Transforming Care savings target this year. However, there is assurance that the full £5.9 million will be delivered next year. As a result, substitute recovery actions are required for the current year.

Audrey noted a marked improvement in relation to medicines efficiencies and GP prescribing.

Audrey reported a small reserve balance of circa £800,000 and is proposing that the IJB consider using these reserves to help offset some of the current areas of overspend.

Delivery of savings currently stands at a likely 83%, with Audrey noting that PRU meetings are continuing weekly to review and scrutinise delivery of savings with support from SLT.

Early indications from the August figures suggest a slight deterioration in the financial position. Audrey advised that this could result in a projected overspend of as much as £2 million, which will need to be factored into recovery actions.

Given the continued projected overspend there is a requirement to develop further recovery actions to ensure financial balance by the end of the financial year. Although recovery actions are reflected in the report, further work will be progressed, and this will be reported through the next Governance cycle.

	<p>David Ross then invited Committee Chairs to comment in turn before opening to questions from Board members.</p> <p>Vicki Bennett, Chair of the Local Partnership Forum noted some concerns which she advised would be addressed directly with Lynne Garvey.</p> <p>David Alexander, Interim Chair of Finance, Performance and Scrutiny Committee queried increased charges from NHS Lothian with very little consultation.</p> <p>Audrey provided assurance of partnership working around this issue, alongside Susan Dunsmuir and other Boards to negotiate a reduction in pricing.</p> <p>Recommendation</p> <p>The Board: -</p> <ul style="list-style-type: none"> • Were assured that there was robust financial monitoring in place • Noted and approved the projected outturn position for delegated services for 2025-26 financial year as at 31st July 2025 as outlined in Appendices 1-4 of the report; • Approved the Direction to NHS Fife & Fife Council for additional allocations. 	
	<p>8.2 Fife IJB Draft Audited Annual Accounts</p> <p>David advised this report has been discussed at the Audit and Assurance Committee on 19th September 2025 and invited Audrey Valente to present the report.</p> <p>Audrey Valente presented the draft Annual Accounts, noting that they had been approved by the Audit and Assurance Committee on 27 June. In addition to the audited accounts, the external auditor's report was included within the meeting papers. Audrey invited Amy Hughes to present the report and respond to any specific questions regarding the external audit.</p> <p>Amy Hughes provided an overview of the external audit report, highlighting the key findings. She noted that the Annual Audit Report had been scrutinised by the Audit and Assurance Committee on 19 September. Unqualified opinions were issued across all areas, with only minor disclosure amendments made prior to submission for approval.</p> <p>Amy confirmed that the Integration Joint Board has appropriate arrangements in place across all four assessed areas. She noted that the financial sustainability rating was classified as 'orange', reflecting the challenging financial environment, a position consistent across the wider public sector. She also acknowledged the smooth audit process, as reflected in the report, and extended her thanks to Audrey, Tracy, and Maria for their contributions.</p> <p>David Ross then invited Dave Dempsey, Chair of the Audit and Assurance Committee to comment on discussions from Committee before opening to questions from Board members.</p>	

	<p>Dave Dempsey advised Committee had noted the historical issues around funding for the reduction in the working week and were supportive of the accounts being presented to IJB for approval.</p> <p>Recommendation</p> <p>The Board: -</p> <ul style="list-style-type: none"> • Noted the IJB’s audited Annual Accounts and External Annual Audit Report • Approved and signed the audited Annual Accounts 	
	<p>8.3 Refreshed Performance Approach</p> <p>David advised this report has been discussed at the Finance Performance & Scrutiny Committee on 17th September 2025 and invited Audrey Valente to present the report.</p> <p>Audrey Valente outlined a revised approach to performance monitoring, whereby services are now required to provide assurance to the Senior Leadership Team (SLT) regarding how performance will be maintained or improved.</p> <p>She noted that the Executive Summary now offers an overview of the performance framework. As the system continues to mature, a list of indicators currently subject to enhanced scrutiny by SLT will be incorporated. This will support the Integration Joint Board in receiving assurance on the improvement actions being undertaken.</p> <p>Audrey further advised that performance reporting is currently under development, with a renewed emphasis on improvement activity aligned to the governance structures in place at SLT level. A further update will be provided to the IJB in November.</p> <p>David Ross then invited David Alexander, Interim Chair of the Finance, Performance & Scrutiny Committee to comment on discussions from Committee before opening to questions from Board members.</p> <p>David Alexander noted more professionalism and focus than ever before, complimenting the report.</p> <p>Paul Dundas acknowledged Audrey Valente’s contribution and welcomed the refreshed approach to local targets and benchmarking performance against comparable organisations. He emphasised that having clarity on targets and current performance enables more informed decisions around local resource allocation and planning. This approach provides a valuable level of local intelligence to support future service development.</p> <p>Eugene Clarke queried what is done to measure the effectiveness of health promotion activity.</p> <p>Lisa Cooper provided an example relating to smoking cessation, highlighting that improvement actions are currently in place. She advised that the Prevention and Early Intervention Strategy Annual Report is scheduled for the next reporting cycle. This report will include the performance framework and is expected to offer further assurance</p>	<p>TH/VS</p>

	<p>regarding performance reporting.</p> <p>Colin Grieve noted that staff absence targets don't match partner bodies. Audrey advised corporate attendance targets are set by partners, hence why there is a differentiation.</p> <p>Recommendation</p> <p>The Board: -</p> <ul style="list-style-type: none"> • Noted the progress being made • Discussed potential improvements to the reporting format 	
9	<p>GOVERNANCE & OUTCOMES</p> <p>9.1 Membership Update</p> <p>David Ross advised that the IJB Workplan had been made available for member information.</p>	
	<p>9.2 Monitoring Progress of Directions</p> <p>David Ross advised this report had been discussed at the Finance, Performance & Scrutiny Committee on 17th September 2025 and introduced Vanessa Salmond to present this report.</p> <p>Vanessa Salmond advised that the update relates to the current status of directions for 2024–25 and 2025–26. She noted that she is actively engaging with partners to strengthen governance arrangements and enhance reporting mechanisms for updates on directions. This work is progressing at pace and will be brought back to the Board in the near future.</p> <p>Chair invited David Alexander, Interim Chair of Finance, Performance & Scrutiny to comment on discussions at the Committee before opening to questions from Board members.</p> <p>No comments or questions were highlighted.</p> <p>Recommendation</p> <p>The Board: -</p> <ul style="list-style-type: none"> • Noted the current status of the open Directions as per Appendix 1 • Were assured that appropriate governance arrangements are being advanced as per the requirements of the Integration Scheme. 	
10	<p>LEGISLATIVE REQUIREMENTS & ANNUAL REPORTS</p> <p>10.1 Carers Strategy Annual Report 2025</p> <p>David Ross advised this report had been discussed at the Strategic Planning Group on 3rd September 2025, the Quality & Communities Committee on 5th September 2025 and the Finance, Performance & Scrutiny Committee on 17th September 2025 and introduced Roy Lawrence who presented the report.</p> <p>Roy Lawrence expressed his gratitude to Morna Fleming for her support</p>	

	<p>in compiling the report. He advised that the report is intended to provide assurance that the Health and Social Care Partnership is fulfilling its statutory responsibilities under the Carers (Scotland) Act 2016.</p> <p>Roy highlighted Caitlin’s poem, which effectively sets the tone for the carers’ stories featured in the report. He explained that support for carers is delivered through a tiered model and noted a 43% increase in carers supported by social work investment for 2024–25. He also shared that Fife Young Carers reached almost 4,800 young people, with 48 receiving short breaks. The report demonstrates compliance with legal duties, strong partnership working and a clear commitment to continuous improvement.</p> <p>David Ross invited Colin Grieve, Chair of Strategic Planning Group, Rosemary Liewald, Interim Chair of Quality & Communities and David Alexander, Interim Chair of Finance, Performance & Scrutiny to comment on discussions at the Committee before opening to questions from Board members.</p> <p>Colin Grieve confirmed the group were happy with the report.</p> <p>Rosemary Liewald commended the report, expressing her appreciation for the work involved.</p> <p>David Alexander advised committee were extremely positive about the report.</p> <p>Kenny Murphy expressed his appreciation to Roy Lawrence, Scott, and the wider team for their work on the strategy, highlighting the high level of engagement and strong focus on carers. He raised a query regarding Section 3.3.3 on funding, noting that £6.1 million had been received, with a breakdown showing £5 million spent, and asked whether this indicated a £1 million underspend.</p> <p>In response, Roy Lawrence clarified that funding for respite services is drawn from other budget areas and confirmed that a full financial breakdown had been provided in the paper presented to the Finance, Performance and Scrutiny Committee.</p> <p>Recommendation</p> <p>The Board were assured that the work set out to be delivered in support of the Carers Strategy has had a significant positive impact on carers in Fife and that the HSCP continues to evaluate, improve and innovate with partners to deliver high quality support for carers.</p>	
	<p>10.2 Community Led Support Annual Report 2024/25</p> <p>David Ross advised this report had been discussed at the Quality & Communities Committee on 5th September 2025 and introduced Roy Lawrence who presented the report.</p> <p>Roy Lawrence noted that the report outlines the key achievements and strategic importance of the Community Led Support (CLS) service, which continues to provide support for non-clinical needs with a strong emphasis on early intervention. In 2024–25, the service received nearly</p>	

	<p>5,000 referrals, with strong engagement from The Well, Link Life Fife and Macmillan Cancer Support. The open-access model enables individuals to receive timely support, and as demand increases, CLS remains vital in preventing issues from escalating and keep the wider services running effectively. Evaluation shows high user satisfaction with a score of 26 out of a possible 27.</p> <p>Roy highlighted that the service generated an additional £540,000 in income for service users and referenced the 'No Wrong Door' initiative, as well as implementing a test of change aligned to the triage approach in Cowdenbeath.</p> <p>The Integration Joint Board was asked to take assurance that the Community Led Support service continues to be a strategic asset within the Partnership's service delivery model.</p> <p>David Ross invited Rosemary Liewald, Interim Chair of Quality & Communities to comment on discussions from Committee before opening to questions from Board members.</p> <p>Rosemary Liewald confirmed Committee were supportive of the report and gave thanks to Roy and Jacquie, noting that this is exactly what we need to see at locality level with great examples and statements within the report, highlighting that linked up work with no wrong door aligns very well.</p> <p>Recommendation</p> <p>The Board were assured that the Community Led Support Service (CLS) continues to deliver high-quality, community-focused services with meaningful impact and is recognised as a strategic asset within the Partnership.</p>	
	<p>10.3 Resilience Assurance Group Annual Report</p> <p>David Ross advised this report had been discussed at the Quality & Communities Committee on 5th September 2025 and the Local Partnership Forum on 16th September 2025 and invited Chris Conroy to present the report.</p> <p>Chris advised that the Annual Report covering the period from September 2024 to August 2025 was being presented to provide assurance that the Integration Joint Board (IJB) continues to meet its statutory responsibilities as a Category 1 responder.</p> <p>He outlined the key priorities, which include maintaining service delivery, ensuring the safety of patients and service users, and supporting coordinated and well-considered decision-making. The group continues to meet quarterly, with the annual workplan refreshed in April 2025. Appendix 1 outlines the 2024–25 workplan, while Appendix 2 presents the revised 2025–26 workplan, with actions remaining ongoing.</p> <p>Chris confirmed continued representation from the Health and Social Care Partnership on both local and multi-agency groups, with a sustained focus on business continuity planning. Annual reviews are conducted to ensure plans remain current and relevant. Training related to emergency</p>	

	<p>resilience is actively monitored, with Section 3.3 of the report indicating positive overall uptake. Issues previously experienced with Oracle have been resolved, and Fife Council PROTECT training is now delivered biennially.</p> <p>He noted that lessons learned are reviewed through the forum, citing the recent fire at Raith Manor Care Home as an example that provided valuable system-wide insight into emergency response. Confirmation was received in May 2025 that all actions from the internal audit have been completed and validated. A deep dive into risk relating to the IJB's ability to respond as a Category 1 responder demonstrated a substantial level of assurance. As a result, at the Qualities and Communities Committee meeting on 5 September, the associated risk was stood down and is now being managed as part of routine business operations.</p> <p>David Ross invited Rosemary Liewald, Interim Chair of Quality & Communities and Vicki Bennett, Chair of Local Partnership Forum to comment on discussions from Committee before opening to questions from Board members.</p> <p>Rosemary gave thanks to Chris for the report and questioned if there was a need last weekend for us to step in for the fire at Lochgelly? Chris confirmed there was no need due to there being no impact to Fife HSCP.</p> <p>Vicki Bennett confirmed no comments from LPF.</p> <p>Paul Dundas commended the layout of the report and acknowledged the efforts of Avril Sweeney and colleagues in strengthening resilience across the system. He highlighted the value of the workshops and the tailored support provided to individual organisations, noting that this work has placed the Partnership in a strong position ahead of the winter period.</p> <p>Joy Tomlinson echoed these sentiments, praising the collaborative working with NHS colleagues and the robust relationships that underpin resilience efforts. She drew attention to the NHS Resilience Forum and the integrated approach being taken through training initiatives. Joy described the approach as commendable and recognised it as a significant area of development, adding that it was encouraging to see a clearly defined workplan outlining future activities.</p> <p>Recommendation</p> <p>The Board were assured of the continuing work undertaken by the Health and Social Care Partnership to ensure that the IJB can fulfil their duties as Category 1 responders.</p>	
	<p>10.4 Records Management Annual Report 2025</p> <p>David Ross advised that this report was discussed at the Audit & Assurance Committee on 19th September 2025 and invited Audrey Valente to present the report.</p> <p>Audrey advised this report was being presented for assurance and a decision regarding the frequency of records management reports.</p>	

	<p>The report outlines the Integration Joint Board’s statutory duty under the Public Records (Scotland) Act 2011 to develop and implement a Records Management Plan. This plan must be agreed with the Keeper of the National Records of Scotland and subject to regular review. Fife IJB’s original Records Management Plan was approved in 2019, accompanied by an action plan extending to 2021. Following the impact of the COVID-19 pandemic, this action plan was subsequently extended to 2024.</p> <p>The report outlines the 14 core elements of the Records Management Plan, along with the associated assessment criteria. An action plan, colour-coded for clarity, and a graphical summary within the SBAR document illustrate the current status. A progress update submitted by the Integration Joint Board in December 2023 confirmed that all elements of the Records Management Plan were rated green. A further update, submitted in December 2024 and included as Appendix 2, is also available on the National Records of Scotland website. Audrey confirmed that this update reaffirms that all 14 elements continue to be assessed as green.</p> <p>Audrey advised that going forward, the Keeper of the National Records of Scotland will invite authorities to submit a Progress Update Review (PUR) every two years. In light of this change, it is recommended that the next Records Management Report be scheduled for 2027. Audrey confirmed that this recommendation was supported by the Audit and Assurance Committee on 19 September 2025.</p> <p>David Ross then invited Dave Dempsey, Chair of Audit and Assurance to comment on discussions at Committee before opening to questions from Board members.</p> <p>Dave supported the recommendation.</p> <p>Recommendation</p> <p>The Board were: -</p> <ul style="list-style-type: none"> • Assured of the current position • Agreed that the current action plan would be extended to 2027 and that the next Records Management Report be submitted in 2027 following submission of the PUR to National Records of Scotland in 2026. 	
	<p>10.4 Director of Public Health Annual Report 2024</p> <p>David Ross advised that the Integrated Joint Board was offered the report for information and is invited to feedback any comments.</p> <p>David Ross introduced Joy Tomlinson presented the report and shared a short slideshow presentation with members.</p> <p>Joy Tomlinson expressed her thanks to all involved for their collaboration, with particular recognition given to Lucy Denvir, Joanne Valentine, and contributors from Fife Council and Third Sector organisations.</p> <p>She outlined two key priorities: developing a whole-system approach to improving food environments and establishing mechanisms to prioritise</p>	

	<p>the reduction of inequalities.</p> <p>Joy concluded her presentation by inviting feedback on how the Director of Public Health (DPH) report could be developed or shared differently in future iterations.</p> <p>David Ross commended the approach taken to the report.</p> <p>Rosemary Liewald thanked Joy Tomlinson for her comprehensive and detailed report. She referred to page 387, which discusses food advertising, and expressed surprise that Fife does not own any billboards and only owns six bus shelters. She queried whether more could be done to enhance healthy eating advertising in public spaces.</p> <p>Joy confirmed that the data originated from Obesity Action Scotland and noted that it was also new information to her that the bus shelters are externally owned. She suggested this may be a matter for further discussion with Fife Council.</p> <p>David Ross added that income is generated from external advertising arrangements.</p> <p>Dave Dempsey asked about the intended audience for the report. In response, Joy explained that the report is designed to raise awareness of the importance of the topic and to provide clear messages and actions that can be implemented locally. She noted that the report includes recommendations that will be monitored, and its purpose is to place deliberate focus on an area where meaningful change is needed.</p> <p>Eugene Clarke thanked Joy for the report and asked whether all children are able to remain at school for school meals. Joy responded that this is a matter of choice and noted some resistance from parents. She reiterated the ambition to create a healthier food environment.</p> <p>Dave Alexander commended the report and praised Joy's positive approach.</p> <p>Recommendation</p> <p>The Board:-</p> <ul style="list-style-type: none"> • Noted and offered comment on the Director of Public Health Annual Report 2024. 	
11	<p>MINUTES OF GOVERNANCE COMMITTEES / LOCAL PARTNERSHIP FORUM / ITEMS TO BE HIGHLIGHTED</p> <p>The minutes of the following Governance Committees were provided for information:</p> <ul style="list-style-type: none"> • Audit and Assurance Committee – 27 June 2025 • Quality & Communities Committee – 4 July 2025 • Finance, Performance & Scrutiny Committee – 16 July 2025 • Strategic Planning Group – 18 July 2025 <p>David Ross requested that any queries on the above were directed to the Committee Chair due to timescales.</p>	

12	AOCB As the Chair had not been alerted prior to the meeting of any other business to be raised under this item the meeting was closed by the Chair confirming the dates of the next meetings.	
13	DATE OF NEXT MEETINGS IJB Development Session – Wednesday 22 October 2025 Integration Joint Board – Wednesday 26 November 2025	