

Thursday, 23rd September, 2021 - 10.00 a.m.

AGENDA

Page Nos.

1. APOLOGIES

2. DECLARATIONS OF INTEREST

In terms of Section 5 of the Code of Conduct, members are asked to declare any interest in particular items on the agenda and the nature of the interest(s) at this stage.

3. CIVIC BUSINESS BULLETIN

Circulated to members and available on FISH and fife.gov.uk.

4. MINUTE - Minute of the meeting of Fife Council of 17th June, 2021. 3 - 23

5. MINUTES OF COMMITTEES AND SUB COMMITTEES

Minutes of the June, July and August, 2021 meetings of the Council's committees and sub-committees, as contained in the volume of minutes uploaded to FISH and Fife Council website, are submitted for accuracy.

6. CO-LEADERS' REPORT 24 - 28

7. QUESTION TIME

In terms of Standing Orders, copies of these questions will be emailed to members and available on FISH and Fife Council website.

8. REVIEW OF HEALTH AND SOCIAL CARE INTEGRATION SCHEME - 29 - 79
Report by the Executive Director, Finance and Corporate Services.

9. REVIEW OF GOVERNANCE ARRANGEMENTS – Report by the Head of 80 - 85
Legal & Democratic Services.

10. PLAN FOR FIFE UPDATE: A PLAN FOR RECOVERY AND RENEWAL – 86 - 128
Report by the Executive Director, Communities.

11. NOTICE OF MOTIONS – Report by the Head of Legal and Democratic 129 - 133
Services.

12. BUSINESS BROUGHT FORWARD BY THE PROVOST AS A MATTER OF URGENCY

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

Lindsay Thomson
Head of Legal and Democratic Services
Finance and Corporate Services
Fife House
North Street
Glenrothes
Fife, KY7 5LT

16th September, 2021

If telephoning, please ask for:
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Agendas and papers for all Committee meetings can be accessed on
www.fife.gov.uk/committees

THE FIFE COUNCIL - FIFE COUNCIL – REMOTE MEETING

17th June, 2021

10.00 a.m. – 12.35 p.m.

PRESENT: Councillors Jim Leishman (Convener), David Alexander, Lesley Backhouse, Alistair Bain, David Barratt, John Beare, Tim Brett, James Calder, Ken Caldwell, Alistair Cameron, Ian Cameron, Alex Campbell, Rod Cavanagh, Bobby Clelland, Dave Coleman, Bill Connor, Altany Craik, Neil Crooks, Colin Davidson, Dave Dempsey, John Docherty, Gavin Ellis, Linda Erskine, Ian Ferguson, Derek Glen, David Graham, Fiona Grant, Sharon Green-Wilson, Gary Guichan, Garry Haldane, Jean Hall-Muir, Andy Heer, Zoe Hisbent, Linda Holt, Gordon Langlands, Helen Law, Kathleen Leslie, Rosemary Liewald, Carol Lindsay, Jane Ann Liston, Donald Lothian, David MacDiarmid, Mino Manekshaw, Karen Marjoram, Alice McGarry, Lea McLelland, Tony Miklinski, Derek Noble, Dominic Nolan, John O'Brien, Tony Orton, Ross Paterson, Bill Porteous, Graham Ritchie, David Ross, David J Ross, Fay Sinclair, Ryan Smart, Alistair Suttie, Jonny Tepp, Brian Thomson, Andrew Verrecchia, Ross Vettraino, Craig Walker, Darren Watt and Jan Wincott.

APOLOGIES FOR ABSENCE: Councillors Mick Green, Judy Hamilton, Margaret Kennedy, Mary Lockhart, Kate Stewart and Richard Watt.

238. DECLARATIONS OF INTEREST

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

239. CIVIC BUSINESS BULLETIN

There was circulated at the meeting a Civic Business Bulletin, a copy of which is appended as Appendix 1 to the minute.

240. MINUTE

The Provost, seconded by Councillor Beare, moved that the minute of the meeting of Fife Council of 20th May, 2021 be approved.

Decision

The Council approved the minute.

241. MINUTES OF COMMITTEES AND SUB-COMMITTEES

The minutes of the undernoted Committees and Sub-Committees, as contained in the volume of minutes, were submitted for accuracy:-

(1) Central and West Planning Committee of 12th May, 2021.

(2)/

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- (2) Regulation and Licensing Committee of 20th November 2020.
- (3) Fife Planning Review Body of 10th May, 2021.
- (4) Policy and Co-ordination Committee of 13th May, 2021.
- (5) Education, Children's Services, Health and Social Care Scrutiny Committee of 25th May, 2021.
- (6) Glenrothes Area Committee of 19th May, 2021.
- (7) Levenmouth Area Committee of 19th May, 2021.

Decision

The Council noted the minutes.

242. CO-LEADERS' REPORT

The Council considered a report by the Co-Leaders on a number of strategic issues. The Co-Leaders provided updates on a number of issues in response to questions from members.

Decision

The Council noted the report.

243. QUESTION TIME

In terms of Standing Order 1.7, the questions put by members to the meeting, the written answer and supplementary questions, are contained in Appendix 2 to the minute.

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

244. WORK OF SCRUTINY COMMITTEES

The Council considered a report by the Executive Director, Finance and Corporate Services which provided members with an update on the work undertaken by the Education and Children's Services, Health and Social Care Scrutiny Committee and the Environment, Finance and Communities Scrutiny Committee in sessions 2019/20 and 2020/21.

The report also advised of the proposed work programmes for the Committees for the coming year, as required in terms of the List of Committee Powers.

The Provost allowed the Conveners of both Scrutiny Committees to update members on the work of their respective Committees and answered questions from members.

Decision

The/

The Council noted the report.

Councillor Holt left the meeting following consideration of the above item.

The meeting adjourned at 11.20 a.m. and reconvened at 11.25 a.m.

245. NOTICE OF MOTIONS

The Council considered a report by the Head of Legal and Democratic Services which required the Council to consider motions submitted in terms of Standing Order 8.1.

The Provost advised the Council that, at the request of the mover, Motion 2 had been withdrawn.

Motion 1

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

Single Use Plastics at Schools

“Council notes that Fife Council initially agreed to phase out the removal of single-use plastics at the Environment, Protective Services & Community Safety Committee in August 2018. The committee approved further changes to reduce single-use plastics in 2019 by cutting single-use plastic cutlery, cups, straws and cable ties from use by Fife Council, Fife Cultural Trust and Fife Sports & Leisure Trust.

Council further notes that the ‘Cut it out’ campaign has made progress in reducing use of single use plastics. However single use plastics are still used for a number of items in schools, including in the delivery of school meals.

Fife Council also notes Motion 1 of the Council meeting of 12 November 2020 which showed our commitments for climate change education and the subsequent report made to the Education and Children’s Services Subcommittee made on 11 May 2021.

Fife Council believes that it is critical for our environment to redouble our efforts to remove single use plastics.

Fife Council asks for the Education and Children’s Services Directorate to redouble it’s efforts to remove single use plastics from schools. This is not only important for the environmental impact but also from an educational point of view, as we seek to move away from damaging single use plastics.

Council calls for a further paper in the future to the Education and Children’s Services Subcommittee which will include details on both the plan to remove these single use plastics as well as full details on progress so far.”

Amendment/

Amendment 1

Councillor Leslie, seconded by Councillor Darren Watt, moved as follows:-

“Fife Council notes, Motion 3 of 8th March 2018 calling for transitioning away from single-use plastics commencing at Fife House and Rothesay House and the subsequent Amendment that a Council Zero Waste Resources Strategy would be considered by the Environment, Protective Services & Community Safety Committee.

Fife Council also notes the commitments made in Motion 7 of 13th December 2018 to continue working towards the removal of all avoidable single-use plastics from all Council services.

Fife Council recognises the work that has continued to be done by community groups, schools, elected representatives and Council officers to reduce single-use plastics – whilst recognising that much of this has been fraught with delays in implementation due to the pandemic.

Fife Council asks for a paper to the Education & Children’s Services Sub-Committee to outline progress until now in all Fife schools to transition away from single-use plastics including, but not exclusive to, school meal provision. Additionally, requests for detail on measures taken to ensure safe, through signage & education, recyclable disposal of single-use face coverings to minimise environmental impact.

Fife Council asks for a report to the Environment & Protective Services Sub-Committee to detail progress made throughout all Council buildings to this date on the reduction in single-use plastics.”

Amendment 2

Councillor Walker, seconded by Councillor Erskine, moved as follows:-

“Add a sentence to the second last paragraph ""council also recognises the important roles catering services and facilities management have in moving away from single use plastics”

And change the final paragraph to

“Council calls for further papers to the Education and Children’s Services Sub-Committee and the Assets and Corporate Services Sub-Committee which will include details on both the plan.....as is until the end.”

The movers of the motion and both amendments agreed to conjoin and the conjoined motion was agreed as follows:-

Single Use Plastics at Schools

“Council notes that Fife Council initially agreed to phase out the removal of single-use plastics at the Environment, Protective Services & Community Safety Committee in August 2018. The committee approved further changes to reduce single/

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single-use plastics in 2019 by cutting single-use plastic cutlery, cups, straws and cable ties from use by Fife Council, Fife Cultural Trust and Fife Sports & Leisure Trust.

Fife Council notes, Motion 3 of 8th March 2018 calling for transitioning away from single-use plastics commencing at Fife House and Rothesay House and the subsequent Amendment that a Council Zero Waste Resources Strategy would be considered by the Environment, Protective Services & Community Safety Committee.

Fife Council also notes the commitments made in Motion 7 of 13th December 2018 to continue working towards the removal of all avoidable single-use plastics from all Council services.

Council further notes that the 'Cut it out' campaign has made progress in reducing use of single use plastics. However single use plastics are still used for a number of items in schools, including in the delivery of school meals.

Fife Council also notes Motion 1 of the Council meeting of 12 November 2020 which showed our commitments for climate change education and the subsequent report made to the Education and Children's Services Sub-Committee made on 11 May 2021.

Fife Council believes that it is critical for our environment to redouble our efforts to remove single use plastics.

Fife Council recognises the work that has continued to be done by community groups, schools, elected representatives and Council officers to reduce single-use plastics – whilst recognising that much of this has been fraught with delays in implementation due to the pandemic.

Fife Council asks for a paper to the Education & Children's Services Sub-Committee to outline progress until now in all Fife schools to transition away from single-use plastics including, but not exclusive to, school meal provision. Additionally, requests for detail on measures taken to ensure safe, through signage & education, recyclable disposal of single-use face coverings to minimise environmental impact.

Council also recognises the important roles catering services and facilities management have in moving away from single use plastics and asks for a report to the Assets and Corporate Services Sub-Committee and Environment & Protective Services Sub-Committee to detail progress made throughout all Council buildings to this date on the reduction in single-use plastics."

Decision

The conjoined motion was agreed unanimously.

Motion 3

Councillor/

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

“Council are disappointed that the PO and Spar have not been able to find a way to continue the provision of the 6 Post Offices in Fife proposed for closure in the next few months and calls on the Co-Leaders to write to the Post Office and urge them to continue talks with Spar to reverse this decision and if this is not possible find alternative ways to provide a Post Office service for the affected communities.”

Amendment 1

Councillor Dempsey, seconded by Councillor David J Ross, moved as follows:-

Append the following paragraph

“Council commends the sterling service offered by individual retailers who provide Post Office counters in premises across Fife and asks for a report to the relevant committee on how Fife Council might aid and encourage others to do likewise”.

Amendment 2

Councillor Craik, seconded by Councillor Beare, moved as follows:-

“Council notes and expresses its disappointment and concern that in June 2021 the Post Office and Spar have announced the removal of counter services from six communities in Fife: East Wemyss, Thornton, Balmullo, Ladybank, Newport on Tay and Tom Morris Drive in St Andrews.

Council notes that the Convenor of Economy, Tourism, Strategic Planning and Transportation Sub-Committee has written to Spar and Post Office expressing our desire to work with all parties to find a solution to the proposed closures that will adversely impact on our communities and their ability to access vital cash services.

Council also notes that the Convenor of Economy, Tourism, Strategic Planning and Transportation Sub-Committee has written to both UK and Scottish Government Ministers to convene a round table to bring parties together, should it be necessary, to resolve the withdrawal of service.

Council agrees to endorse continuing action in relation to the withdrawal of Post office services which reaches into many communities in Fife and requests a briefing note and updates from Economic Development to be shared with members on progress towards retention and reprovision of services where they have been lost recently.

The mover of the motion agreed to accept both amendments in place of the motion with an additional sentence. The conjoined motion was agreed as follows:-

“Council notes and expresses its disappointment and concern that in June 2021 the Post Office and Spar have announced the removal of counter services from six/

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six communities in Fife: East Wemyss, Thornton, Balmullo, Ladybank, Newport on Tay and Tom Morris Drive in St Andrews.

Council notes that the Convenor of Economy, Tourism, Strategic Planning and Transportation Sub-Committee has written to Spar and Post Office expressing our desire to work with all parties to find a solution to the proposed closures that will adversely impact on our communities and their ability to access vital cash services.

Council also notes that the Convenor of Economy, Tourism, Strategic Planning and Transportation Sub-Committee has written to both UK and Scottish Government Ministers to convene a round table to bring parties together, should it be necessary, to resolve the withdrawal of service.

Council agrees to endorse continuing action in relation to the withdrawal of Post office services which reaches into many communities in Fife and requests a briefing note and updates from Economic Development to be shared with members on progress towards retention and reprovision of services where they have been lost recently.

Council commends the sterling service offered by individual retailers who provide Post Office counters in premises across Fife and asks for a report to the relevant committee on how Fife Council might aid and encourage others to do likewise.

Council agreed to take forward any action on a cross party basis including working with MPs and MSPs.”

Decision

The conjoined motion was agreed unanimously.

246. BUSINESS BROUGHT FORWARD BY THE PROVOST AS A MATTER OF URGENCY

Remote Committee Meetings Update

With the agreement of the Provost, the Chief Executive provided members with a brief update on the continuation of remote Committee meetings.

The Chief Executive reminded members that it had been agreed in March, 2021 to continue with remote Committee meetings due to Scottish Government guidance, with authority delegated to the Chief Executive to review the situation should Scottish Government advice change.

At the current time, public health restrictions remain at Level 1 with a move to Level 0 likely to be delayed until late July, meaning the advice from Scottish Government was to continue to work from home where possible.

It/

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It was noted that a briefing on the outcome of the blended meeting solution (including feedback from political groups) would be issued to members during the recess.

Members were advised that meeting appointments would be issued via Teams until the end of the calendar year subject to the outcome of the review and any further guidance from Scottish Government.

FIFE COUNCIL

17th June, 2021

Agenda Item No. 3

Civic Business Bulletin

The Queen's Birthday Honours List

Awards for Fife

Kenneth Muir, Ladybank
CBE for services to Education

Brian Ewing, St Andrews
OBE for services to sport & higher education

David Dykes, Rosyth
MBE for services to Perth Academy

Christine Lusk, Kilrenny
MBE for services to accessibility & young people

Ronald Nicol, Leslie
BEM for services to amateur drama in Glenrothes

Isabel Nicol, Leslie
BEM for services to amateur drama in Glenrothes



MEETING OF FIFE COUNCIL

THURSDAY, 17TH JUNE, 2021

AGENDA ITEM NO. 7 - QUESTION TIME

QUESTION 1 FROM COUNCILLOR DAVE DEMPSEY

Why were Police Scotland and the Council actively canvassing information on newly applied stickers on lampposts in the Viewforth Avenue area of Kirkcaldy when stickers from the 2014 Referendum remain on Council signs to this day?

Answer

I was unaware that there were newly applied stickers on lampposts in the Viewforth Avenue area of Kirkcaldy nor was I aware that there are stickers from the 2014 Referendum on Council signs. Consequently, I am not aware of why Police Scotland were actively canvassing information on the former, although it may be that Police Scotland was concerned about the message that was being promoted but had no concern about the message promoted by the latter. In any event, in the circumstances, Councillor Dempsey may choose to direct his query to Police Scotland.

Supplementary Question

What steps is Councillor Vettrains taking to improve his level of awareness?

Answer

Provost, as far as increasing my level of awareness is concerned, all my time is taken up trying to do so for that for which I am responsible. Lighting columns and street signs are the responsibility of the Council's Transportation Spokesperson, whose level of awareness, I have no doubt, is up to date.

QUESTION 2 FROM COUNCILLOR JONNY TEPP

Does the administration think that 20MPH speed limits should be scrapped and increased to 30MPH to 'align the mandatory limit to drivers' perceptions'?

Answer

No.

Supplementary (J Tepp)

Are you happy we consult with the communities or can we do more?

Answer

Agree that consultation and engagement was important and we try to find solutions that make roads safer.

Supplementary (JA Liston)

When will 20mph streets in St Andrews be implemented?

Answer

I will check and get back to you.

QUESTION 3 FROM COUNCILLOR DAVE DEMPSEY

What are the pros and cons of including in reports to committees a section on the impact on those for whom the Council is a Corporate Parent?

Answer

Background:

Care experienced people can suffer from an 'inequality of outcome' impacting on life chances due to a range of factors .

Fife Council are a corporate parent has a legal duty to assess, understand and deliver effective services to care experienced people.

The Pros:

By making care experienced people an integral part of the EqIA, services will be compelled to engage with a highly vulnerable section of society.

The EqIA is about getting services right the first time and as such it could become a tool for change.

Fife Council could better evidence service impact and allow for more accurate reporting of improvement over time.

Better service design will lead to a reduction in the number of children being looked after away from their families.

Meeting the needs of children and their families within effective universal services will reduce reliance on intensive and emergency services.

Safely maintaining children at home will reduce the costs associated with high cost placements

Cons:

Considering the needs of care experienced people could arguably take more time for service and system change due to the complexity .

Supplementary

If and when will this happen?

Answer

Will check with Head of Social Work and let you know.

QUESTION 4 FROM COUNCILLOR DAVE DEMPSEY

The recent Internal Audit Report on the Scotland Excel Procurement Project appears to show that the stated objective of the project was such that it isn't and never was possible to determine whether or not that objective had been met. As that's clearly unsatisfactory, what steps are being taken to ensure that such a situation doesn't recur?

Answer

The audit referred to was requested by the convener of Standards and Audit Committee and was completed by Audit Services in April 2021 and discussed at the Standards and Audit Committee on 3rd June 2021.

Far from being unsatisfactory the audit opinion stated:

"In our opinion, the system of controls under review for this Programme within Revenue and Commercial Services merits a Grade one. We consider that the materiality of the area that has been audited warrants a Grade four, accordingly we assess the overall risk as low"

Whilst testing over 40 areas of internal control, audit services made only two recommendations, both of which have been accepted and actioned by officers. The first recommendation related to changes to business cases and has been picked up in the "lesson learned" for the program insofar as members should be informed where the outcomes are changed post agreement of the business case.

The second recommendation was to monitor and report the benefits achieved by the project in line with the benefits realisation policy. Extensive recording of procurement related savings and benefits was developed over the course of the programme. The project was delivered in in partnership and financial benefits of the project were to be achieved through joint working by the Council's procurement service alongside Scotland Excel. On this basis it is not possible to determine benefits solely relating to the work of Scotland Excel. What can be demonstrated is the significant increase in procurement related benefits compared to those delivered before the project began.

The financial benefits were a part of a much wider project to transform the Procurement Service in Fife. The project is still ongoing and is delivering benefits in excess of the original target of £16 million as well as successfully completing 13 other projects to develop all procurement staff within the organisation, to ensure that the service delivers a first-class service to directorates, suppliers, and customers alike.

The benefits of the project and engagement of Scotland Excel (the Local Government centre of procurement expertise) will continue to deliver results for Fife Council and our stakeholders for many years to come and should be viewed as a monumental success and not unsatisfactory as suggested by this question.

QUESTION 5 FROM COUNCILLOR DAVID J ROSS

Many sports clubs were disappointed by The decision not to allow external activities to recommence in primary schools when Fife moved to level two Covid restrictions. As Fife it's now at level one what progress has been made to ensure that internal sports and physical activities can resume in primary schools after the summer holidays.

Answer

There has been no formal decision, by E&CS, not to allow external, or indeed internal, activities to resume across our school buildings. We are, however, adhering to all current guidance regarding when, and what types of, activities can now take place. Additionally, we need to consider individual school contexts, and the protocols within the schools in relation to the Covid risk assessment.

We will continue to adhere to the guidance that is in place, based on the protection levels, and will consider any individual requests received based on the school context.

QUESTION 6 FROM COUNCILLOR DARREN WATT

Fife Sports and Leisure Trust currently charge £1.30 for food waste bags at local leisure centres. There are no such charges at Fife Council facilities or at libraries managed by Fife Cultural Trust. I understand Trusts are operated autonomously from Fife Council; however, this is yet another confusing and unnecessary barrier for the vast majority who want to recycle responsibly and efficiently. For the benefit of fellow Councillors and the wider public, can you please share insight into this ludicrous situation?

Answer

All leisure centres (except Duloch) currently sell food waste bags. Duloch food waste bag are currently being issues free as part of a pilot and this was the decision of the Environment Protective Services and Community Safety Committee made in February 2019.

I believe that FSLT do not set the price on the bags as it is the Climate Change & Zero Waste Team; we get a small fee for each bag sold within a leisure centre. We will investigate the actual sales for food waste bags across FSLT venues and clarify the position with regards to charging (or not) and if the pilot can be rolled out across Fife.

Supplementary

Will FC work alongside FSLT to ensure the food bags can be supplied free of charge?

Answer

Yes

QUESTION 7 FROM COUNCILLOR DARREN WATT

While we can all agree there are many reasons for fly tipping, there are no excuses, however, this brings little comfort to communities, residents, businesses, and private landowners who are often unfairly burdened with the costs to clean up. In the last six months, how many fixed penalty fines were given to “environmental vandals” by Fife Council and how much has been collected?

Answer

Provost, I see Environmental Vandalism to cover Illegal Dumping, Littering, Dog Fouling and Graffiti, on that basis, in the last six months: 33 Fixed Penalty Notices have been issued in

respect of Illegal Dumping, of which 5, so far, have been paid; 8 have been issued in respect of littering, of which 3, so far, have been paid and 7 have been issued in respect of Dog Fouling, of which 5, so far, have been paid.

QUESTION 8 FROM COUNCILLOR JONNY TEPP

Is it the case that there has been no mechanical street cleaning for the last 2 years across Fife ? How many complaints about the cleanliness of streets have been received during that time and how has that effected our score under the LEAMS scheme?

Answer

Provost, it is not the case that there has been no mechanical sweeping in Fife for the last two years. I am advised that there have been 21 complaints about Street Cleaning in the last 12 months, which has not affected the Council's LEAMS score. (the Local Environmental Audit and Management System), which takes no account of complaints.

Supplementary Question

What do these figures mean to the public and what is the Council doing to improve the situation?

Answer

I don't imagine that the figures will mean anything to the public. AS far as improving the situation is concerned, in consultation with the relevant Executive Directors and Heads of Service, I am looking to develop an Environmental Vandalism Strategy, which will improve the situation across Fife and which I hope will be considered by the Environment and Protective Services Sub-committee later this year.

QUESTION 9 FROM COUNCILLOR JAMES CALDER

How many Fife children have been detained unlawfully either in Fife or outwith Fife between August 2018 and July 2019 following the investigation by the Scottish Children and Young Peoples Commissioner?

Answer

I am not aware of Fife Council detaining any children unlawfully. I am assuming this is in relation to secure care and would share that any child subject to secure care has a range of checks and balances applied:

emergency admission - criteria met

- CSWO decision making and agreement to secure
- Head of Secure Unit decision making and agreement
- Children's hearing within 72 hours
- right of appeal

Planned admission to secure - criteria met:

- Via Children's hearing and
- to be agreed or not by CSWO

Supplementary

I assume none of the 118 children detained were in Fife?

Answer

Yes. Less than 5 children have been admitted to secure accommodation.

QUESTION 10 FROM COUNCILLOR TIM BRETT

How many contracts have been let by Fife Council since the start of the Pandemic that were not put out to tender? What was the value of those contracts , what were they for and why was this done?

Answer

9 different contracts (some multiple contracts within, e.g. PPE, bus contracts) were committed without being put to tender since the beginning of the pandemic. These collectively total £11m and each of these has been approved by the relevant service and Head of Revenue & Commercial Services/Procurement Service Manager as required by the Scheme of Tender Procedure.

The areas covered and brief reasons were:

PPE & Cleaning Materials – due to urgency/pandemic response

Windows and Doors – Pandemic/Service need

Carnegie Leisure pool – Restricted market

Travel – School Bus Services (5 different routes) – Urgency/Pandemic response

Kelty Day Care Service – Negotiated extension to contract due to pandemic

Replacement Bathrooms – Direct award until re-tender

Purchase of Leased Huts – Best Value Decision

Supplementary

What were the extra costs?

Answer

Don't have this information but officers can provide further detail if requested.

QUESTION 11 FROM COUNCILLOR BILL PORTEOUS

Is the Council experiencing any difficulties in obtaining materials or supplies for any services due to Brexit or the Pandemic. If so what are the shortages for and how long are we having to wait for items to be delivered?

Answer

Construction

Products shortages are showing in:

Timber, Steel, Copper, Plastics, Cement, Aggregates, Bricks, Screws, Fixings, Roof tiles, Plumbing Items, Sanitaryware & Shower Enclosures

Impacting all areas of construction.

High demand for products, shipping and containers are all impacting cost and lead times on these items.

Working with current contractors for construction materials has helped mitigate this through forward planning. Where contracted suppliers are unable to provide items, Procurement have been working with other local suppliers to help mitigate.

The current situation is dynamic with lead times and costs changing on weekly Basis. The situation is likely to get worse with more acute shortages and price increases expected as disruption likely to continue into next year.

Corporate/Facilities Management

Areas of significant concern at commencement of pandemic included PPE, cleaning items, food and grocery items. Concern for all these areas caused initially due to the scarcity of supply and global demands for these products at the height of the pandemic. Supply has generally stabilised, with the exception of PPE, supply is still disrupted and pricing is still a lot higher than they were pre-pandemic.

Environment/Fleet

National shortage of external hire vehicles and poor service/repairs backup.

There is an issue with semiconductor chips worldwide which is affecting all vehicle builds. Vehicle warranty and dealership repairs are all taking more time which is increasing down time.

We are also experiencing delays on vehicle parts. Time scales can be days to months.

Environment - Experienced problems in sourcing 0-20mm gravel for landfill cell construction at Lochhead, but have been able to switch to 0-40mm as a suitable alternative.

Security, ICT

Some delays remain present in ICT hardware – lead times are longer than usual.

Security is currently impacted by additional customs charges for magnetic locks related to door entry systems

Travel & Transportation

There appears to be a taxi driver shortage as many who had been furloughed got alternative driving jobs with supermarkets, Amazon etc and have chosen to remain in those new posts and not return to taxi driving.

QUESTION 12 FROM COUNCILLOR DONALD LOTHIAN

East Renfrewshire Council estimate they have saved local people over £3M from scams through their Confidence at Home scheme which has handed out 943 true Call blockers to older and vulnerable people. What arrangements do we have in Fife to protect our elderly and vulnerable residents from similar scams?

Answer

Provost, the Council's Trading Standards resource regularly provides information to the community regarding scams via social media and the local press. This information includes details of current scams and about how and where to get help. That work is proactively augmented by education in the form of scam prevention talks/presentations for interested groups, which last about an hour. The overall aim of all that work is to empower people to feel confident that they won't be caught out by scammers.

The Council also receives a large volume of direct client referrals from partner agencies including Advice Direct Scotland, Police Scotland, and the National Trading Standards Scams Team. These referrals concern individuals who are believed to be either vulnerable to, or already targeted by, scammers. In every case, as soon as possible, every one of these people is contacted directly by the Councils Trading Standards Officers and offered support and information tailored to their particular needs.

The practical help that is offered to individuals, which, where necessary, includes support from the Social Work Service, includes:

- chatting with the client to give advice about their situation, which is often all that is required;
- providing the client with a safeguarding information leaflet which gives comprehensive advice on how to manage finances;
- giving general buying advice which includes information about legal rights, for example, in connection with cancelling orders and detailing steps they can take to avoid contracting with rogue traders;
- installing free call-blockers for those who are being inundated with nuisance telephone calls;
- providing 'No Cold Callers' stickers for clients to put up in their door or windows. I am advised, if a tradesman knocks on a door that has one of these stickers visible, that it is an offence in terms of the Consumer Protection from Unfair Trading Regulations 2008;
- encouraging and/or facilitating the client to become a 'Friend Against Scams'. This is one of the National Trading Standards Scams Team's 'Friends Against Scams' initiatives where members of the public are given training on scam awareness;
- asking the client to sign up as a 'Scam Marshal'. This is another 'Friends Against Scams' initiative and is specifically aimed at people who have received excessive amounts of scam mail through the post and who want to fight back and take a stand. and finally
- encouraging the client to sign up to receive the Trading Standards Scotland 'Scam Share Bulletin', which is a weekly e-bulletin detailing the latest phone, email and online scams affecting Scottish Consumers.

QUESTION 13 FROM COUNCILLOR JONNY TEPP

Has any research been carried out to consider whether it would be possible to heat homes by warm water from flooded coal mines in Fife?

Answer

This has been considered as a heat source to run heat pumps. The wider renewable / district heating working group including Property and Housing Service staff retain this topic as an area of interest but currently activity is focused on the district systems in Dunfermline and Glenrothes which are currently delivering low carbon heat to public buildings and domestic properties. Currently an extension of the Glenrothes network is being considered with a business case being compiled and funding options being assessed.

Mines water provide a consistent and abundant source of heat to be utilised by heat pumps but have issues of contamination and toxins in the mines water that require to me mitigated. Whether mines water is pumped to the surface to allow the heat to be drawn off or if the mines water heat is extracted from a circulating closed loop there are additional maintenance and capital costs incurred due to the corrosive elements in the mines water.

QUESTION 14 FROM COUNCILLOR TIM BRETT

How many EU citizens have successfully applied to remain in Fife under the EU settlement Scheme? Do we know what proportion of EU Citizens in Fife that represents?

Answer

The Government used to publish monthly stats by local authority but seem only to be publishing quarterly stats now with the monthly stats now only covering the 4 UK nations. The latest local authority stats are available to 31st March 2021 as follows:

Total concluded application:	13,940
Settled status:	7,640
Pre-settled status	5,860
Other outcomes:	440

We don't know how many EU citizens are living in Fife as that will be a self declaration and DWP will only have figures of people registered for work so not accurate.

Supplementary

Do we know what happens to anyone who has not registered by the deadline?

Answer

Will check and advise.

QUESTION 15 FROM COUNCILLOR JANE ANN LISTON

Does the Council have any plans to increase the speed limit on roads with a current 20mph limit to 30mph because motorists are ignoring it?

Answer

See response to Question 2.

QUESTION 16 FROM COUNCILLOR JANE ANN LISTON

Does Fife Council consider that not funding the extra year for pupils deferring primary school entry if they attend private nurseries is consistent with the concepts of funding following the child and getting it right for every child?

Answer

For those children with January and February birthdays, and whose parents have made the decision to defer primary school entry, funding is available to access an extra year of ELC at a private nursery, voluntary sector service or childminder.

In line with the current admissions policy, for those children for whom a discretionary deferral has been agreed and for whom no extra funding is available to facilitate that extra year in nursery, the agreed ELC is provided in a local authority provision. Careful consideration is always given to how best to support children who are benefiting from a discretionary deferral and appropriate plans are put in place.

Currently deferrals for children with birthdays between August and December continue to be at the discretion of the local authority. As legislation changes regarding deferrals, and associated funding is brought forward, these children will be able to access the extra year of ELC at local authority nurseries, private and voluntary sector services and childminders.

Supplementary

Is it possible to do as Edinburgh City Council have done with regard to deferrals?

Answer

No plans to follow Edinburgh at the present time.

QUESTION 17 FROM COUNCILLOR LINDA HOLT

What does Fife Council spend on its annual subscription to Holyrood Magazine and on posting the magazine to 72 councillors monthly? Given that I would guess very few councillors have the time to read this publication from cover to cover, is this really the best way of spending council resources when for several years now Fife library-users have been deprived of the opportunity to read newspapers in libraries?

Answer

Subscription to the magazine is free and is posted out direct from the magazine so no cost to us.

QUESTION 18 FROM COUNCILLOR LINDA HOLT

The SNP were re-elected last month on a manifesto promise of a £60million playpark renewal fund to renew every playpark in Scotland. Volunteers in St Monans have been working their socks off to fundraise for a desperately needed refurbishment of their playpark. When might they expect this help from the Scottish Government and how much?

Answer

No information received from Scottish Government on this as yet.

However, I am aware that Cosla's Settlement and Distribution Group will be meeting this week to consider a range of funding for local government including commitments following Scottish Governments 1st Steps 100-day plan. An additional £60m has been promised for funding for playparks in local communities across Scotland and I expect Fife to get its fair share of that funding. I also am aware that there is significant funding available for playparks through grants from Fife Environmental Trust. £10k to £50k as I have supported local groups in my own ward of Burntisland Kinghorn, West Kirkcaldy and Auchtertool to access that funding. Support is also available from Fife Councils Playparks officers to help local groups plan or improve their existing play facilities. I also know that your local community manager should be able to give your local group access to the regular community funding update which helps many local organisations access funds for local projects. I am sure the Volunteers in St Monans will be successful in their endeavours with your support Cllr Holt.

QUESTION 19 FROM COUNCILLOR LINDA HOLT

The SNP were re-elected last month on a manifesto promise of a free laptop or device for every pupil, together with a free internet connection. Everyone recognises that the education of poorer pupils who lacked suitable devices and an internet connection suffered disproportionately during lockdown, this promise should be delivered with the utmost urgency. Has Fife Council been told when the Scottish Government intends to make good on its promise? What contact has been made from the Scottish Government with Fife Council to organise the implementation of this policy?

Answer

There has not been any contact as yet with the local authority from the Scottish Government on the implementation of this national policy.

However, from Scottish Government Education Recovery grant funding already received, over 8500 chromebook devices have already been distributed to those children and young people identified as having no or limited access to a device. A further 3500 chromebook devices will be distributed following delivery of these devices over the summer period. All children or young people identified as requiring connectivity solutions to support the use of these devices have been issued with a unlimited data device.

QUESTION 20 FROM COUNCILLOR LINDA HOLT

The SNP were re-elected last month on a manifesto promise of free bikes for all school-age children who cannot afford them. Given I have constituents who are worrying whether they can afford a bike for their children's birthdays and Christmases, when might they expect the Government to make good on its promise? Has the Scottish Government made any contact with Fife Council about implementing this promise?

Answer

No information received as yet however the Scottish Government are well ahead and plans will be forthcoming for this scheme in the coming months.

Fife Council Co-Leaders' Report Thursday, 23rd September, 2021

Covid

Like the rest of Scotland, Fife has seen a significant increase in positive cases over the last few weeks. This is putting considerable pressure on hospitals and on Council services.

Public Health Fife believe that we are seeing a levelling of the 7 day rate in Fife. The EDR has reduced from 1.4 to 1.1 (up to 8/9/21). There are still individual spikes happening in communities throughout the Kingdom. Hospitalisations doubled from 20 to 41. Only 18% of the increase relates to people who have been double dosed. We anticipate the vaccination of 12 to 15 year olds and also the boosters for over 50s to commence next week.

It is still very important for everyone to take sensible public health precautions such as wearing masks, washing hands regularly and avoiding crowds.

National Care Service Consultation

The consultation period runs from 9th August to 18th October, 2021 (now extended until 2nd November 2021).

The views of as many individuals, groups, and organisations in Fife as possible are sought to ensure everyone has the opportunity to have their say. This includes seeking the views of a wide range of people who are currently supported by social care, be it support with physical disabilities, learning disabilities, mental health conditions, older people, people recovering from substance addictions, homeless people, children and families, or children who are unable to live with their families.

The views of these people, their families, their carers, and people who work in the Health and Social Care sector are sought as are the views of people who have used the care system in the past but no longer need to use it and also the views of people who may need to use social care services in the future, and that means everyone.

Anyone can complete an individual consultation response. However, the consultation is also looking to capture views from the groups the Scottish Government work with to provide a collective response for Fife.

As a member of one of the Locality Planning Wider Stakeholder Groups the views of Fife are important, and a number of engagement workshops on the seven themes of the Scottish Government's National Care Consultation are listed on the email from Beverly Harkins, NHS (Tuesday 14/9/21).

These proposals would have huge implications for social care and local government services and COSLA has requested an extension to the period of consultation until 12th November to allow Councils to take their responses through their governance processes. Provided this extension is granted by the Scottish Government, Fife's Council's response will be considered at the Policy and Co-ordination Committee on 4th November.

Madras

Following the completion of Madras College the key handover was held on 30th July. Despite a series of significant hurdles, now apparent to most major building

works, these problems were overcome and an excellent brand new school has been delivered.

Dunfermline Learning Campus

Many of the team that delivered Madras have now moved on to their most challenging project yet. The Dunfermline Learning Campus will be the largest Education project in Fife. The £111 million outline business case was approved at the Policy and Co-ordination committee on 5th August and the final approval to relocate the schools (St Columba's RC and Woodmill High Schools), following the conclusion of the statutory consultation process, was approved at our Education and Children's Services Sub-Committee on 7th September.

Dunfermline College

Dunfermline Learning Campus officers are working in partnership with the college to complete the land transactions and commence enabling works towards the end of the month, subject to the college receiving Ministerial approval to their project. Planning consent for the enabling works was secured earlier this month and discussions are taking place between the college and planners about their main planning application. All going to plan, the college hope to start construction of their main build in February 2022 and work on the schools is due to begin in April.

Edinburgh Declaration

We signed up to the Edinburgh Declaration on biodiversity at St Andrews West Sands with representatives from the Fife Coast and Countryside Trust. The Declaration expresses concern over the implications of loss of biodiversity and climate change on communities and sets out the aspirations and commitments of the Scottish Government and its partners to deliver for nature over the coming decade. It's our intention that Fife Council will be taking a lead as we work together to adapt and change.

City/Region of Culture Bid

The Council is part of a joint Tay Cities Region bid to become the UK City of Culture 2025. This is the first time the City of Culture competition has been open to regions. The proposals are to be considered for endorsement by the Policy and Co-ordination Committee on 16th September.

This proposal is a positive spin off from the closer working relationship Fife has developed with Dundee City, Perth and Kinross, and Angus Councils through our participation in the Tay Cities Deal and could have considerable benefits for Fife in terms of the promotion of culture, tourism and business.

Local Government Pay

The current pay offers have been rejected by all bargaining groups and some Trade Unions are at various stages of balloting their members on industrial action.

The Scottish Government has so far declined to provide any additional funding for local government in respect of pay and has confirmed that the £40m discretionary funding to meet Covid costs is one-off and non-recurring.

The view from most Councils is that any recurring increase to the current pay offers without additional Scottish Government funding would result in future cuts to services and loss of jobs.

Future Workstyles

Policy and Co-ordination Committee will be considering a report on Future Workstyles for Council staff at its meeting on 16th September. These arrangements will introduce more flexibility to the way in which staff work, responding to staff aspirations and lessons learned about remote work during the pandemic.

Pilot schemes are being put in place now and the approach has been jointly agreed with the Trade Unions. There is a commitment that no employees will be forced to work from home if they are unable or unwilling to do this. The offer has been made to Elected Members to view the revised office arrangements in Fife House for this new approach.

Afghan Nationals/Fife Voluntary Action

The Council is continuing to work with the Home Office and COSLA in supporting the relocation of Afghan Nationals.

At the request of the Council, Fife Voluntary Action is co-ordinating the collection of donations across Fife and the generosity of many Fifers in making these donations is greatly appreciated.

Fife Cultural Trust

Fife was one of the first areas to return cultural services and we were able to re-open 25 of the 29 OnFife Library branches and the three major museums and galleries (Dunfermline Carnegie Library and Galleries, Kirkcaldy Galleries and St Andrews Museum). The re-opening of remaining branches (Aberdour, Auchtermuchty, Elie and Kincardine) and cafes have been deferred.

We're delighted to share that all four of the remaining branches will be opening again this month (Elie – 9th August, Aberdour and Auchtermuchty – 23rd August and Kincardine – 30th August). The re-opening of these small single-staff branches will be a welcome return to these communities.

We are continuing to discuss the re-opening of other facilities with the Trust.

Plan for Fife

The 2021 update of the Plan for Fife represents an important stage in Fife's recovery from the Covid-19 pandemic that has had such a devastating impact on our communities over the past 18 months. The scale of the challenge facing Fife's communities following the pandemic points to the need for a refocus around renewal, and clear leadership to support common purpose across the Council and the wider Fife Partnership.

The updated Plan for Fife therefore outlines the action we plan to take across three priorities for recovery and renewal, all supported by an overarching approach of community wealth building. These priorities are leading economic recovery, tackling poverty and preventing crisis, and addressing the climate emergency.

The pandemic has also highlighted the need for a greater focus on place and the role communities can play in developing joint responses and solutions. Community wealth building provides a useful approach that brings these ideas together. It is an emerging

way of working that focuses on the things that are important to us – community wealth, wellbeing, environmental sustainability and fairness.

Going forward, we will put community wealth building at the heart of all we do to:

- **Recover from the pandemic** - taking immediate action to support our children and young people, those people who have been most affected by the pandemic, and our business community;
- **Renew our public services** – through a new commitment to work in partnership with our communities, with a focus on place;
- **Re-align our strategies, plans and ways of working** to make this happen and deliver our ambitions for Fife.

We are now putting in place new leadership and delivery arrangements across the Fife Partnership to ensure that this work is taken forward at pace over the next three years.

Work complete on Halbeath depot

A formal completion notice for the construction of Fife Council's new super depot at Halbeath has been submitted. The £8.4m facility brings more than 300 staff from a number of Council services - waste, fleet and maintenance operations, parks, and building services - under one roof, with a salt barn, gritter shed, fuel site, wash bays, operational vehicle parking, staff parking and external stores.

Pre-school milk and a healthy snack scheme starts

A new Scottish Government funded scheme to provide milk and a healthy snack to pre-school children begins today. It means all pre-school children who spend two or more hours a day in a nursery or other eligible childcare setting registered with the scheme are entitled to milk and a snack of either fruit or vegetables. It replaces the UK Nursery Milk Scheme.

Forth Ports plans Firth Of Forth Green Port Bid

Fife Council is working closely with Forth Ports to support the submission of their Green Port status with UK Government. An initial prospectus has been prepared and submitted under the expression of interest stage, but is still awaiting final notice of outcome from that and then the full application submission timelines.

The vision is outlined below, which will incorporate Fife, Grangemouth and Port of Leith in the main. It is intended that Forth Ports will engage with Council Leaders to brief them on their intended submission and seek a collective agreement. Officers will support the preparation and timeline of this accordingly.

Over the coming years the Firth of Forth, stretching from the centre of Scotland to the east coast is uniquely placed to benefit from the transition to net zero; building on the availability of land, labour resource and the innovative approach to industrial development. A Firth of Forth Green Port vision will incorporate the following proposed locations, which are strategically aligned to deliver on the government's Green Port objectives:

- Grangemouth: the Port of Grangemouth (as Scotland's Freight Hub) and adjacent INEOS petrochemical sites support nationally significant industries in need for major

decarbonisation, redevelopment and reskilling of the workforce as we transition away from our reliance on fossil fuels

- The Port of Leith: an emerging renewable energy hub with ambitious plans to create Scotland's largest and best located port facilities to support and grow the offshore wind industry, securing the Firth of Forth as the driver for Scotland's green energy transition
- Fife: supporting local regeneration objectives as well as the transition towards decarbonisation, Green Port sites at Longannet and/or the Port of Rosyth wider area offer the opportunity to develop a physical focal point for the clustering of skills in sustainable transport and wider supply chain activities
- Edinburgh airport: strategically located to the west of Edinburgh, with exceptional connectivity to surrounding Scottish business, Edinburgh Airport is Scotland's largest passenger and freight airport and will be well-placed to serve as a Customs Site

National Insurance Rates to rise to pay for Social Care

A new UK-wide 1.25% "health and social care levy" will come in from April 2022, based on national insurance contributions. It will be paid by working adults, including people over the state pension age (unlike normal national insurance, which is not paid by pensioners).

Initially from April 2022 national insurance contributions rates will go up by 1.25%. But from April 2023, once tax systems have been updated, the levy will be separated, so that the levy will appear as a separate line on pay slips. At this point working adults above state pension age will start contributing.

The full implications of this increased tax on individuals and the additional costs for employers are still to be worked out.

Councillors David Alexander and David Ross
Co-Leaders of Fife Council
Fife House, North Street, Glenrothes
15th September 2021

23rd September, 2021

Agenda Item No. 8

Review of Health & Social Care Integration Scheme

Report by: Executive Director – Finance & Corporate Services

Wards Affected: All

Purpose

To seek approval from Fife Council for the changes proposed to the Health & Social Care Integration Scheme, following on from the recent review of same.

Recommendation(s)

Members are asked to agree: -

- (1) the changes proposed to the Health & Social Care Integration Scheme, as summarised in paragraph 2.2 of this report and reflected in the amended Scheme attached as Appendix 1; and
- (2) that the Council's approval of the amended Health & Social Care Integration Scheme be notified to NHS Fife and to the Scottish Government.

Resource Implications

There are no specific cost implications arising from the terms of this report.

Legal & Risk Implications

Legislation requires regular reviews of the Integration Scheme and this report is the culmination of that process. National and local policies in health and social care need to be well aligned whilst meeting statutory requirements. In addition, working effectively with the NHS, third sector, other partners and the commercial sector is essential to maximise opportunities and resource utilisation.

For the avoidance of doubt, the Standards Commission for Scotland has confirmed, by way of a Dispensation dated 26th January 2021 that Elected Members who are also Members of the IJB may participate in discussions relating to, and vote on, the review of the Scheme of Integration without the requirement to declare an interest.

Impact Assessment

No equality impact assessment, environmental impact assessment or data privacy assessments have been completed because the changes being proposed are generally administrative in nature and do not reflect any significant change in policy or practices.

The Chief Officer – Fife IJB, the Executive Director – Finance & Corporate Services and the Head of Legal & Democratic Services were all members of a working group that considered the review proposals. Statutory consultation requirements were complied with by NHS Fife and comprised of a questionnaire focussed on the 3 main areas we are consulting on which are - no change to delegated services, strengthening the role of clinical and care governance and no change to the membership.

Consultation was carried out with a wide range of stakeholders including, service users, carers, third and voluntary sector representatives as well as staff groups in Fife Council and NHS Fife.

The consultation was available in other formats such as easy read and British sign language and was available on the internet and via social media.

1.0 Background

- 1.1 The Public Bodies (Joint Working) Scotland Act 2014 required all Local Authorities and Health Boards to integrate Adult Community Health and Social Care Services and to submit an “Integration Scheme” to the Scottish Government setting out the governance arrangements for integration. The Integration Scheme sets out which services are formally delegated to the Integration Joint Board and provide the context and rules in which the Health and Social Care Partnership operates.
- 1.2 The Integration Scheme for Fife was agreed by NHS Fife on 24 February 2015 and Fife Council on 3 March 2015. The Integration Scheme was then approved by Scottish Ministers in 2016 and the Fife Integration Joint Board was formally established.
- 1.3 Changes to the Integration Scheme were proposed in 2018 to incorporate technical changes arising from new legislation for services for adult carers, following the enactment of the Carers (Scotland) Act 2016. These were never formally incorporated into the Scheme so it is proposed that they will now be included in the amended Scheme.
- 1.4 The legislation requires that the Local Authority and Health Board carry out a review of the Integration Scheme before the expiry of 5 years from the date of its approval, in order to identify whether any changes to the Scheme are necessary or desirable. As a result of the Covid-19 pandemic, the Scottish Government issued advice on 17th March 2020 that there was no requirement to continue work on developing successor Integration Schemes, given the prevailing circumstances. However, the requirement for a ‘light touch’ review remained and this report is the culmination of that process.

2.0 Issues and Options

- 2.1 A working group was established to review the Integration Scheme and consisted of representation from the Health & Social Care Partnership, NHS Fife and Fife Council. Advice was also sought at an early state in the process from Internal Audit services within both the Council and NHS Fife. Meetings took place regularly between December 2019 and March 2020 until the work was paused due to the redirection of staff to deal with the effects of the global pandemic.
- 2.2 Following a review of the Scheme, it was concluded that no significant changes to this was required. The format of the reviewed Scheme continues to follow the Model Integration Scheme and has been refreshed to give more clarity to the agreed arrangements. The revised Scheme is attached as Appendix 1 and the changes are summarised as follows:

- Clarification around the role of the Chief Officer in respect of operational direction and accountability to the IJB and clinical and care governance and oversight.
- Enhanced clarity around the responsibilities and accountabilities of NHS Fife and Fife Council for clinical and care governance and the professional roles held by the Executive Nurse Director, the Executive Medical Director and the Chief Social Work Officer.
- Clarification that the IJB will ensure mechanisms to discharge its statutory responsibilities for the delivery of integrated health and social care services, health and wellbeing outcomes, the quality aspects of integrated functions for strategic planning and public involvement and delivery, monitoring and reporting on integration through Localities, Directions and its Annual Performance Report.
- Removal of specific reference to the Clinical and Care Governance Committee, Finance and Performance Committee and Audit and Risk Committee to enable the IJB to reflect its own Scheme of Delegation for its operation.
- Changes to the financial section of the Scheme to enhance clarity surrounding allocation of resources and emphasise the need for partners to agree aspects of resourcing the partnership

- 2.3 In particular, Members should note that there is no change proposed to the size or membership of the IJB. There is a change to the financial basis upon which the parties share the cost of overspends or underspends on the part of the IJB. The parties have agreed the Resource Transfer funding (funding from Scottish Government via NHS Fife for Social Care use) should not be recorded as an NHS contribution, and have agreed it should be included within Fife Council contribution. This movement will impact on the risk sharing percentage. There are no changes to the scope and extent of services which are integrated. There are no changes to the scope and extent of services which are integrated.
- 2.4 The changes proposed to the Integration Scheme must be agreed by both parent bodies, NHS Fife and Fife Council and must also be submitted to Scottish Government for Ministerial approval. NHS Fife intend to consider the Integration Scheme at its meeting on 28 September 2021 and, should it approve the outcome of the review, the amended Scheme will be submitted to Scottish Government as soon as possible thereafter.
- 2.5 The Chief Officer intends to then bring forward proposals to the IJB during 2021 for the necessary governance changes and commence the review of its Standing Orders.

3.0 Conclusions

- 3.1 The review of the Scheme has proposed changes to the text that reflect the fact that the IJB has now been operating for several years. In the main, these reflect more clarity around roles, responsibilities and accountability and remove the requirement for a particular committee structure to enable the IJB to agree its own governance arrangements. There is a change to the risk-sharing as noted at paragraph 2.3 above. It is recommended that Members approve the outcome of the review.

List of Appendices

1. Draft Amended Scheme of Integration (2021)
2. Fife Health & Social Care Integration Scheme – Consultation
3. Consultation Analysis
4. H&SC Integration Scheme – List of Those Consulted

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Fife Health and Social Care Integration Scheme

between

Fife Council and NHS Fife

July 2021

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INTRODUCTION

The Public Bodies (Joint Working) (Scotland) Act 2014 (The Act) requires Health Boards and Local Authorities to integrate planning for, and delivery of, certain adult health and social services. They can also choose to integrate planning and delivery of other services such as NHS Childrens' Services.

The Act requires NHS Fife and Fife Council to prepare jointly an Integration Scheme setting out how this joint working is to be achieved.

Within Fife it has been agreed that this delegation will be a third body called the Integration Joint Board (IJB) (under S1 (4) (a) of the Act commonly referred to as a "Body Corporate" arrangement.

This document sets out the integration arrangements adopted by NHS Fife and Fife Council as required by Section 7 of the Act. This Integration Scheme follows the format of the model document produced by the Scottish Government, and includes all matters prescribed in the regulations.

As a separate legal entity, set out in the Public Bodies (Joint Working) (Scotland) Act 2014, the IJB has full autonomy and capacity to act in its own behalf and can, accordingly, make decisions about the exercise of its functions as it sees fit. However, the legislation that underpins the IJB requires that it's voting members are appointed by the Health Board and the Council. While serving on the IJB its members carry out the functions under the Act on behalf of the IJB itself, and not as delegates of their respective Health Board or Council. Working in accordance with the Standards Commission Model Code of Conduct for Members of Devolved Public Bodies.

The IJB is responsible for the Strategic Planning of the functions delegated to it and for ensuring oversight of the delivery of the services conferred on it by the Act through the locally agreed arrangements set out in the Integration Scheme. The Integration Scheme should be read in such a way as to follow the spirit of the agreement. Any questions on interpretation should be based on reading the implied terms in order to make the interpretation compatible with the purpose of the agreement, which is to achieve a unified and seamless health and social care service for the people of Fife where all individuals will work together to achieve the same outcomes and follow the same vision, philosophy and principles.

AIMS, OUTCOMES AND VALUES OF THE INTEGRATION SCHEME

The main purpose of integration is to improve the wellbeing of people who use health and social care services, particularly those whose needs are complex. The Integration Scheme is intended to support achievement of the National Health and Wellbeing Outcomes prescribed by the Scottish Ministers in Regulations under Section 5 (1) of the Act namely:

1. People are able to look after and improve their own health and wellbeing and live in good health for longer.
2. People, including those with disabilities or long term conditions, or who are frail, are able to live, as far as reasonably practicable, independently and at home or in a homely setting in their community.

3. People who use health and social care services have positive experiences of those services, and have their dignity respected.
4. Health and social care services are centred on helping to maintain or improve the quality of life of people who use those services.
5. Health and social care services contribute to reducing health inequalities.
6. People who provide unpaid care are supported to look after their own health and wellbeing, including to reduce any negative impact of their caring role on their own health and wellbeing.
7. People using health and social care services are safe from harm.
8. People who work in health and social care services feel engaged with the work they do and are supported to continuously improve the information, support, care and treatment they provide.
9. Resources are used effectively and efficiently, and resource allocation is underpinned by the principle of delivering “value based” health and social care services.

The IJB is committed to enabling the people of Fife to live independent and healthier lives. We will deliver this by working with individuals and communities, using our collective resources effectively to transform services, ensuring these are safe, timely, effectively, high quality and based on achieving personal outcomes. This will be underpinned by our agreed values to be person focused, respectful, inclusive, empowering and acting with integrity and care. The IJB is committed to the protection and enhancement of Equality and Human Rights.

Service users and carers will see improvements in the quality and continuity of care and smoother transitions between services and partner agencies. These improvements require planning and co-ordination. By efficiently deploying multi-professional and multi-agency resources, integrated and co-ordinated care systems will be better able to deliver the improvements we strive for; faster access, effective treatment and care, respect for people’s preferences, support for self-care and the involvement of family and carers.

The IJB will be committed to ensuring that service transformation takes place. It will operate in a transparent manner in line with the Langlands Good Governance Standards and the Nolan Principles that underpin the ethos of good conduct in public life. These are selflessness, integrity, objectivity, accountability, openness and honesty. The IJB will demonstrate these principles in the leadership of transformational change. By adhering to an open and transparent approach it will ensure that it is well placed to satisfy our moral duty of candour as well as any developing legal requirements in this area.

Integration must be about much more than the structures that support it and must reflect the values of integrated and collaborative working. It is only by improving the way we work together that we can in turn improve our services and outcomes for individuals and communities who use them.

THE HEALTH AND SOCIAL CARE INTEGRATION SCHEME FOR FIFE

The Parties:

Fife Council, established under the Local Government etc (Scotland) Act 1994 and having its principal offices at Fife House, North Street, Glenrothes Fife KY7 5LT (“Fife Council”);

And

Fife Health Board, established under section 2(1) of the National Health Service (Scotland) Act 1978 (operating as “NHS Fife”) and having its principal offices at Hayfield House, Hayfield Road, Kirkcaldy, Fife KY2 5AH (“NHS Fife”) (together referred to as “the Parties”)

Hereby agree to the following:

1. DEFINITIONS AND INTERPRETATION

“the Act” means the Public Bodies (Joint Working) (Scotland) Act 2014;

“Integration Joint Board” or “IJB” means the Integration Joint Board for Fife established by Order under section 9 of the Act;

“Health and Social Care Partnership” is the name given to the delivery of services under the leadership of the Director of Health and Social Care for functions which have been delegated to the Integration Joint Board.

“Integration Scheme Regulations” means the Public Bodies (Joint Working) (Integration Scheme) (Scotland) Regulations 2014;

“Prescribed Health Board Functions Regulations” means the Public Bodies (Joint Working) (Prescribed Health Board Functions) (Scotland) Regulations 2014;

“IJB Order” means the Public Bodies (Joint Working) (IJBs) (Scotland) Order 2014;

“Outcomes” means the National Health and Wellbeing Outcomes prescribed by the Scottish Ministers in Regulations under section 5(1) of the Act;

“Scheme” means this Integration Scheme;

“Directions” means the legal mechanism intended to direct and allocate responsibilities between partners as set out in section 52 the Act. Directions are the means by which the IJB directs NHS Fife and Fife Council what services and outcomes are to be delivered using the integrated budget (ie the budget which is delegated to the IJB and for which the IJB is responsible).

“Strategic Plan” means the plan which the IJB is required to prepare and implement in relation to the delegated provision of health and social care services to adults in accordance with section 29 of the Act.

As “Chief Officer” (Director of Health and Social Care) undertakes a joint function.

As “Chief Officer” they are the Accountable Officer to the IJB.

As “Director of Health and Social Care” they are the operational Director jointly responsible to the Chief Executives of the Health Board and Local Authority.

2. LOCAL GOVERNANCE ARRANGEMENTS

- 2.1 The Parties have agreed to proceed by way of adopting the Body Corporate model of integration and to establish an IJB as provided for in Section 1(4)(a) of the Act.
- 2.2 The arrangements for appointing the voting membership of the Integration Joint Board are that Fife Council will appoint 8 Councillors and NHS Fife will appoint 8 Board members to be members of the Integration Joint Board in accordance with article 3 of the Integration Joint Board Order. The Board members appointed by the Parties will hold office for a maximum period of 3 years and will be bound by the Standards Commission Advice for IJB Members. Board members appointed by the Parties will cease to be members of the Board in the event that they cease to be a Board member of NHS Fife or an Elected Fife Councillor.
- 2.3 The Chair of the IJB will serve a three-year term and will rotate between the voting members nominated by Fife Council and NHS Fife. The Vice-Chair will also serve a 3-year term and will be selected from the Partner body which does not hold the chair.
- 2.4 In addition to the voting members described in paragraph 2.2 above, the IJB will also comprise the non-voting members specified in article 3(1) of the IJB Order.
- 2.5 The IJB will appoint non-voting members in accordance with articles 3(6) and 3(7) and may appoint additional nonvoting members in accordance with article 3(8) of the IJB Order.

3. DELEGATION OF FUNCTIONS

- 3.1 The functions that are delegated by NHS Fife to the IJB (subject to the exceptions and restrictions specified or referred to in Part 1 of Annex 1) are set out in Part 1 of Annex 1. The services currently provided by NHS Fife in carrying out these functions are described in Part 2 of Annex 1.
- 3.2 The functions that are delegated by Fife Council to the IJB (subject to the restrictions and limitations specified or referred to in Parts 1A and 1B of Annex 2) are set out in Parts 1A and 1B of Annex 2. For indicative purposes only the services which are currently provided by Fife Council in carrying out these functions are described in Part 2 of Annex 2.

4. LOCAL OPERATIONAL DELIVERY ARRANGEMENTS

The local operational arrangements agreed by the Parties are:

- 4.1 The IJB has a responsibility for the planning of Services. This will be achieved through the Strategic Plan.

- 4.2 The IJB directs the Parties to deliver services in accordance with the Strategic Plan.
- 4.3 The Integration Joint Board, through the Chief Officer, is responsible for the operational oversight of Integrated Services, through the issuing and monitoring of Directions.
- 4.4 The Chief Officer as Director of Health and Social Care will be responsible for the operational management of Integrated Services in line with the Parties respective Schemes of Delegation.
- 4.5 The Integration Joint Board is responsible for the planning of Acute Services in partnership with the hospital sector, for those hospital services most commonly associated with the urgent, unscheduled and emergency care pathway's, alongside primary and community health care and social care. The Act and regulations require that the budget for these hospital services for Fife population is included in the scope of the strategic plan. The Director of Acute Services will be a member of the IJB Strategic Planning Group. In line with the Act the Health Board is required to provide financial, activity and performance monitoring reports to the Chief Officer and Integration Joint Board at a frequency in line with the IJB performance framework and directions. The Chief Officer and Director of Acute Services will work closely together to support a coherent single cross-sector system. An Accountability Framework will be developed between Parties to ensure there is a clear understanding of the balance of risk between the Integration Authority and the Health Board and how any variances will be addressed in line with national guidance on financial planning for large hospital services and hosted services.
- 4.6 The Integration Joint Board will be responsible for monitoring and reporting in relation to the oversight of delivery of the integrated services. The Integration Joint Board will receive detailed work plans and reports from the Parties outlining the key objectives for the year against the delivery of the Strategic Plan. The Integration Joint Board will receive reports for performance monitoring and for informing the future Strategic Planning from the Parties.
- 4.7 The Parties have identified a core set of indicators that relate to Services from publicly accountable and national indicators and targets that the Parties currently report against. A list of indicators and measures which relate to integration functions are collated to form a Performance Framework which provides information on the data gathering and reporting requirements for performance targets and improvement measures. The Parties will share all performance information, targets and indicators with the Chief Officer and Head of Strategic Planning, Performance and Commissioning to enable an Integrated Performance Report to be presented to the Integration Joint Board. The improvement measures are a combination of existing and new measures that will allow assessment at local level. The performance targets and improvement measures are linked to the national and local Outcomes to assess the timeframe and the scope of change.
- 4.8 The Performance Framework also states where the responsibility for each measure lies, whether in full or in part. Where there is an ongoing requirement

in respect of organisational accountability for a performance target for NHS Fife or Fife Council, this will be taken into account by the Integration Joint Board when preparing the Strategic Plan and will be requested through the use of Directions and a suite of performance measures reported to the IJB.

- 4.9 The Performance Framework is used to prepare a list of any targets, measures and arrangements which relate to functions of the Parties, which are not delegated to the Integration Joint Board, but which are affected by the performance and funding of integration functions and which are to be taken account of by the Integration Joint Board when preparing the Strategic Plan. Information will be requested through the use of Directions and a suite of performance measures reported to the IJB.
- 4.10 The Performance Framework is reviewed regularly to ensure the improvement measures it contains continue to be relevant and reflective of the national and local Outcomes to which they are aligned.
- 4.11 In line with Section 43 of the Act the Integration Joint Board will prepare an Annual Performance Report for the reporting year relating to the planning and carrying out of integrated functions and delivery of the Strategic Plan. The parties are required to provide the information to the Chief Officer that the Integration Joint Board may reasonably require for the purpose of preparing the Annual Performance Report and Strategic Plan.
- 4.12 The Parties provide support to the Integration Joint Board for the functions, including the effective monitoring and reporting of targets and measures in line with the Strategic Plan and National Reporting Framework.
- 4.13 The reporting and measurement arrangements are reviewed regularly in line with the Strategic Plan and any emerging guidance. A range of performance monitoring reports covering both finance and activity measures is in place.
- 4.14 The Parties provide support to the Integration Joint Board for the functions, including the effective monitoring and reporting of targets and measures and delivery of the Strategic Plan.
- 4.15 The Parties agree that the current support will continue until new models of service delivery have been developed.
- 4.16 The NHS Fife Board will share with the Integration Joint Board the necessary activity and financial data for services, facilities and resources that relate to the planned use of services by people who use services within Fife for its services and for those provided by other Health Boards.
- 4.17 The Council will share with the Integration Joint Board necessary activity and financial data for services, facilities and resources that relate to the planned use of services by people who use services within Fife for its services and for those provided by other councils.
- 4.18 The Chief Officer will ensure that, where there is an impact of the Strategic Plan on the Integration Authorities for the Council areas within the Health Board

areas of Tayside, Forth Valley and Lothian, then arrangements will be in place to identify any risks and management plans required.

- 4.19 The Parties will ensure that their officers acting jointly will consider the Strategic Plan of the other Integration Joint Boards or the Integration Authorities for the Council areas within the Health Board areas of Tayside, Forth Valley and Lothian to ensure that they do not prevent the Parties and Fife's Integration Joint Board from carrying out their functions appropriately and in accordance with the Integration Planning and Delivery principles and to ensure that they contribute to achieving the National Health and Wellbeing Outcomes.

5. CLINICAL AND CARE GOVERNANCE

The arrangements for clinical and care governance agreed by the Parties are:

- 5.1 The Executive Medical Director, Director of Public Health and Executive Nurse Director, NHS Fife are accountable to the NHS Fife Clinical Governance Committee for quality of care delivery and professional governance in relation to the delegated NHS Fife functions.
- 5.2 The Chief Social Work Officer, Fife Council is accountable for ensuring proper standards and values are maintained in respect of the delivery of Social Work Services delegated to the Integration Joint Board. The Chief Social Work Officer provides specific reports including the annual report and assurance to the relevant Committee of Fife Council.
- 5.3 The Chief Officer as Director of Health and Social Care has delegated operational responsibility for integrated services. The Chief Officer, Medical Director, Nurse Director, Director of Public Health and Chief Social Work Officer will work together to ensure appropriate standards and leadership to assure quality including at transitions of care.
- 5.4 The Parties will continue to monitor and report on clinical, care and professional governance matters to comply with legislative and policy requirements.
- 5.5 The Executive Medical Director, the Director of Public Health and the Executive Nurse Director continue to attend the NHS Fife Clinical Governance Committee which oversees the clinical governance arrangements of all NHS Fife service delivery divisions.
- 5.6 Professional oversight, advice and accountability in respect of care and clinical governance are provided throughout the Partnership by the Executive Medical Director Executive Nurse Director, and Professional Lead Social Worker.
- 5.7 Professional advice is provided to the Integration Joint Board through named professional advisors in line with section 12 of the Act. Advice is also provided through the Strategic Planning Group, Localities and an Integrated Professional Advisory Group comprising of health and social care professionals. The existing advisory groups will be linked to the Integrated Professional Advisory Group and will provide advice, as required, and be fully involved in Strategic Planning processes.

- 5.8 Assurance will be given through arrangements which will come together in an integrated way. The IJB will agree a clinical and care governance framework setting out efficient and effective arrangements for clinical and care governance, supported by the appropriate professional advice, covering all delegated services and at the interface between services. This framework will be developed in partnership with both Parties and the arrangements will clearly set out assurances to the IJB and its partners as well as those for the escalation and resolution of clinical and care risks.
- 5.9 The Parties will ensure clinical and/or care governance arrangements are congruent with those of the IJB. Any changes to these arrangements will be agreed between the Parties and implemented through a Minute of Variation signed on behalf of both Parties and the IJB.
- 5.10 The Integration Joint Board will, through the Chief Officer, establish a framework and mechanisms as appropriate to receive assurance on the systems in place to discharge their statutory responsibilities for the requirements of the Act. This relates to the delivery of integrated health and social care arrangements including the Principles of Integration (Section 4), Health and Wellbeing Outcomes (Section 5), the Quality Aspects of Integrated Functions for Strategic Planning and Public Involvement (Sections 29-39), delivery of Integration through Localities, Directions and the Annual Performance Report (Sections 40-43)
- 5.11 The Strategic Planning Group has medical, nursing, social work, Allied Health Professionals and other key stakeholders and professional staff in its membership to ensure appropriate advice is provided throughout the process of strategy development, implementation and review.

6. CHIEF OFFICER

The IJB shall appoint a Chief Officer in accordance with the Act. The arrangements for the Chief Officer are:

- 6.1 The Chief Officer as Director of Health and Social Care reports to the Chief Executive, Fife Council and the Chief Executive, NHS Fife. Joint performance review meetings involving both Chief Executives and the Director of Health and Social Care take place on a regular basis in accordance with each organisation's normal performance management arrangements.
- 6.2 The Chief Officer in their role as Director of Health and Social Care has delegated operational responsibility for the delivery of integrated services as outlined in Annex 1 and 2 of this Scheme.
- 6.3 The Chief Officer has a senior team of 'direct reports'. The Chief Officer will nominate one of the Direct Reports to act for him or her during periods of absence. In the absence of a nomination the Chair and Vice-Chair of the IJB and the Chief Executives of both Parties will agree a person to act.
- 6.4 The Chief Officer as Director of Health and Social Care is a member of the Senior Management Teams of NHS Fife and Fife Council.

- 6.5 It is recognised and accepted that all members of the Senior Management teams of both NHS Fife and Fife Council have key roles to play in supporting Health and Social Care Integration and delivery of the Strategic Plan.
- 6.6 The Chief Officer is the Accountable Officer to the Integration Joint Board for Health and Social Care. A key element of the role is to develop close working relationships with elected members of Fife Council and NHS Fife Board members.
- 6.7 In addition, the Chief Officer has established and maintains effective relationships with a range of key stakeholders including Scottish Government, the Third and Independent Sectors, service-users, Trade Unions and professional organisations.

7. WORKFORCE

The arrangements in relation to the respective workforces agreed by the Parties are:

- 7.1 The IJB will approve a Joint Workforce and Organisational Development Strategy in order to support delivery of effective integrated services as an integral component of the Strategic Plan. The Strategy will be updated in line with each revision of the Strategic Plan to support the Integration Joint Board to carry out its functions.
- 7.2 Workforce planning information continues to be provided by the Human Resource functions in Fife Council and NHS Fife. The parties will ensure that the IJB is consulted on their Strategic Workforce Plans which must incorporate the IJB Joint Workforce and Organisational Development Strategy. The parties will provide assurance to the IJB on the delivery of those aspects relevant to the functions of the IJB as well as on the implementation of staff governance standards and training and development where relevant to the Strategic Plan.
- 7.3 Core Human Resource services continue to be provided by the appropriate corporate Human Resource and workforce functions in Fife Council and NHS Fife.
- 7.4 The employment status of staff has not changed as a result of this Integration Scheme ie staff continue to be employed by their current employer and retain their current terms and conditions of employment and pension status.
- 7.5 The Parties are committed to the continued development and maintenance of positive and constructive relationships with recognised Trades Unions and professional organisations involved in Health and Social Care Integration.
- 7.6 Trade Union and professional organisation representatives continue to be very much involved in the process of health and social care integration. Senior Staff-side representatives from the Parties are members of the Strategic Planning Group.
- 7.7 The establishment of any group including employees or Trade Union Representatives will not replace or in any way supersede the role and functions

of existing established consultative and partnership arrangements within Fife Council and NHS Fife.

- 7.8 Future service changes will be developed on a planned and co-ordinated basis involving the full engagement of those affected by the changes in accordance with established policies and procedures. This includes NHS Scotland's legal commitment to its employees to act as an exemplar employer under staff governance standards.
- 7.9 It is recognised that those currently involved in service delivery are well placed to identify how improvements can be made and to determine how the Parties can work together to provide the best services with, and for, the people of Fife.
- 7.10 The Parties are committed to ensuring staff possess the necessary knowledge and skills to provide service-users with high quality services.
- 7.11 The Parties are committed to an integrated management approach where individuals may report through a person employed by either Party. The Parties are in agreement that staff employed by their organisations will take and follow instruction from a manager employed by either Party.
- 7.12 Arrangements continue to ensure statutory professional supervision for clinicians and social workers.
- 7.13 The need to take due cognisance of extant recruitment policies and procedures within NHS Fife and Fife Council is well recognised. A fair, equitable and transparent recruitment process will be followed.

8 FINANCE

8.1 Resources

- 8.1.1 The Parties agree the allocations to be made available to the IJB in respect of each of the functions delegated by them to the IJB. The allocations will reflect those services which are delegated by virtue of this Scheme.
- 8.1.2. The Resources to be made available to the IJB fall into two categories:
- (a) Allocations for the delegated functions, any exclusions to be agreed by both parties.
 - (b) It is the intention that resources used in "large hospitals" that are set aside by NHS Fife are made available to the IJB for inclusion in the Strategic Plan, subject to the quantum being agreed by the Parties.

Allocations to the IJB for delegated functions

- 8.1.3 The method for determining the annual allocations to the Integrated Budget will be aligned with and be contingent on the respective financial planning and budget-setting processes of both Parties. To allow timely financial planning, an early indication of the allocation for the following

financial year is required. This should be provided by the parties during the 3rd Quarter of each financial year and confirmed as early in the 4th Quarter as is possible. This will allow early discussions about spending plans and a collective focus on the financial sustainability of the IJB.

8.1.4 The Director of Health and Social Care and the Chief Finance Officer will develop a proposed Integrated Budget based on the Strategic Plan and present it to the Parties for consideration as part of the annual budget-setting process. The case will be evidence-based with full transparency on its assumptions on the following:

- Activity changes.
- Cost inflation.
- Efficiency savings.
- Performance against outcomes.
- Legal requirements.
- Transfers to/from the amounts made available by NHS Fife for hospital services.
- Adjustments to address equity of resources allocation across the integrated budget.

8.1.5 The Parties evaluate the proposal for the Integrated Budget against their other priorities and will agree their respective allocations accordingly.

Method for determining the resources set aside for large hospital services

8.1.6 The resources set aside by NHS Fife reflect those services as described by Regulation for the Fife population. As Fife is a coterminous Partnership, the total resources available to deliver those health care services will be identified. Cost and activity information will be identified taking into account any planned changes due to the implementation of existing or new interventions in the Strategic Plan.

Method for determining the resources set aside for large hospital services in future years

8.1.7 The future resources set aside shall be determined in response to changes in hospital activity and case mix due to interventions in the Strategic Plan and changes in population need. Timing differences between reduction in capacity and the release of resources will be taken into account.

8.2 Financial Management Arrangements and Budget Variations

Process for resolving budget variances in year - Overspend

8.2.1 The Director of Health and Social Care strives to deliver the outcomes within the total delegated resources. Where there is a forecast overspend against an element of the operational integrated budget, the Director of Health and Social Care, the Chief Finance Officer of the IJB, Fife Council's Section 95 Officer and NHS Fife's Director of Finance must

agree a recovery plan to balance the total budget. The recovery plan shall be subject to the approval of the IJB.

8.2.2 The IJB may re-align budgets to address an overspend by either:

- Utilising an underspend in an element of the operational Integrated Budget to reduce an overspend in another element. An assessment should be made on the forecast annual requirement of the underspending element to ensure sufficient resource remains to cover all costs in that area and the transfer of resource should be on a non-recurring basis and/or
- Utilising the balance on integrated general fund, if available, of the IJB in line with the reserves policy.

8.2.3 If the recovery plan is unsuccessful and there are insufficient underspends or where there are insufficient integrated general fund reserves to fund a year-end overspend, then the Parties with agreement of the IJB, shall have the option to:

- Make additional one-off payments to the IJB; or
- Provide additional allocations to the IJB which are then recovered in future years, subject to scrutiny of the reasons for the overspend and evidence that there is a plan in place to resolve this.

8.2.4 Any remaining overspend will be funded by the Parties based on the proportion of their current year allocations to the IJB less:

- the adjustment for allocations which fall outside the scope of the agreed risk share methodology where agreed between the parties and
- any adjustment to reflect agreed in-year, non-recurring budget realignment where the source relates to the transfer of an underspend in one element of the annual allocations to another area.

Process for Resolving Budget Variances in Year - Underspend

8.2.5 Where there is a forecast underspend in an element of the operational budget, the first priority for use of the forecast underspend will be to offset any forecast overspend within the operational integrated budget. In the event of an overall underspend which is not planned by the IJB, the underspend will be returned to the Parties based on the proportion of their current year final allocations to the IJB. Where there is an overall planned underspend this will be retained by the IJB and transferred to reserves.

8.2.6 Underspends in “ring-fenced” allocations may not be available for alternative use and may need to be returned to the Scottish Government.

8.2.7 Any changes to the allocations to the IJB in year by either of the Parties is expected to be in extremis. In such circumstances, a report will be provided to the IJB to seek agreement to the change in annual allocations justification and the recalculation of the relevant amounts.

Process for a balancing cash payment between the Parties in the event of variances

8.2.8 The net difference between allocations made to the IJB, as agreed by both parties, and actual expenditure incurred by the Parties as directed by the IJB, will require the balance to be transferred between the Parties as a final adjustment on closure of the Annual Accounts.

8.3 Reporting Arrangements

8.3.1 Fife Council's Section 95 Officer, NHS Fife's Director of Finance and the IJB Chief Finance Officer have established a process of regular in-year reporting and forecasting to provide the Director of Health and Social Care with management accounts for both arms of the operational budget and for the IJB as a whole.

8.3.2 The Chief Finance Officer provides the Director of Health and Social Care with financial advice for the respective operational budgets.

8.3.3 The preparation of management accounts in respect of the delegated functions includes an objective and subjective analysis of budget and estimated outturn and is provided monthly in arrears to the Director of Health and Social Care. This may be amended to a monthly accruals basis should Fife Council change its accounting basis.

8.3.4 NHS Fife provides financial monitoring reports to the IJB in respect of the set aside functions at least quarterly in arrears. The report includes activity, the content of which will be agreed with the Director of Health and Social Care.

8.3.5 The IJB receives financial management support from the Chief Finance Officer.

8.3.6 Accounting records and financial ledgers are held independently by Parties. IJB Financial Reporting and Year End Accounts are consolidated using Excel Spreadsheets.

8.3.7 Financial services are provided to the Director of Health and Social Care and the IJB, as appropriate, to carry out their functions ie the staff and other resources are made available to support the preparation of the annual accounts, the financial statement prepared under Section 39 of the Act, the financial elements of the Strategic Plan, and any other such reports on financial matters as may be required.

8.3.8 The IJB financial statements are completed to meet the audit and publication timetable specified in regulations (Regulations under section 105 of the Local Government (Scotland) Act 1973). The timetable

ensures that NHS Fife and Fife Council can meet their statutory audit and publication requirements for their individual and group financial statements as appropriate.

8.3.9 Reserves and transactions are reviewed on a quarterly basis during the financial year by the Chief Finance Officer of the IJB, Fife Council's Section 95 Officer and the NHS Fife's Director of Finance to help to ensure that the timetable of the IJB will be met. This quarterly review will be a formal meeting and actions and agreements so recorded.

8.3.10 An Annual Accounts timetable is agreed in advance with the external auditors of the Parties and the IJB.

8.4 Arrangements for use of Capital Assets

8.4.1 The IJB does not receive any capital allocations, grants or have the power to borrow to invest in capital expenditure. The Parties continue to own and manage any property and assets used by the IJB. Access to sources of funding for capital expenditure will be retained by each Party. The Parties will set out any relevant revenue consequences of capital expenditure made by either Party, including confirmation of the recurring funding source of any revenue consequences and subsequent agreement from the IJB.

8.4.2 The Director of Health and Social Care consults with the Parties to ensure best value from resource allocation and will participate in the development of relevant future capital programmes.

9. PARTICIPATION AND ENGAGEMENT

9.1 Consultation on the original Integration Scheme was undertaken in accordance with the requirements of the Act. This was the start of an ongoing dialogue recognising that there is ongoing engagement regarding the development of the Strategic Plan.

9.2 The IJB will approve a Participation and Engagement Strategy to fully implement the recommendations within the National Planning for People Guidance (2021). Through the Health and Social Care Partnership there will be public engagement processes linked to the unique requirements of the seven locality profiles and this will report into the governance structures of the IJB and connect with the arrangements in place within both parties.

9.3 The aim of this is to ensure engagement processes are meaningful, effective, measurable and involves public representatives in a way that builds and develops a working relationship between communities, community organisations, public and private bodies to help them to identify and act on community needs and ambitions.

9.4 This will allow the Health and Social Care Partnership to develop stronger collaborative relationships between members of the public and communities, local engagement processes within the NHS, Fife Council and Linked to third and Independent Sector to ensure public participation engagement networks

are joined up for the people of Fife and aligned to the responsibilities held by the IJB to support localities and community engagement.

10. INFORMATION SHARING AND DATA HANDLING

- 10.1 Fife Council, NHS Fife and the Fife IJB have developed and agreed an overarching Information Sharing Agreement (ISA) which governs and supports the sharing of personal information between the Fife partner agencies.
- 10.2 The ISA utilises the templates and guidance provided in the Scottish Government's information Sharing Toolkit, which was developed as a data sharing standard for public bodies. The Toolkit aligns with the Data Sharing Code of Practice published by the Information Commissioner and takes account of changes introduced through the EU General Data Protection Regulation (GDPR) and the UK Data Protection Act 2018.
- 10.3 The ISA will be reviewed by the IJB every two years, or sooner if appropriate.
- 10.4 To support the ongoing integration of health and social care services, further data sharing agreements, work instructions and related guidance for practitioners will be developed as required together with relevant data processing agreements. This approach ensures that information sharing and processing arrangements will continue to meet both operational needs and the legislative requirements of the evolving external environment as the IJB is now a Category 1 Responder.

11. COMPLAINTS

- 11.1 The Parties agree that complaints received from one or more members of the public about the actions or lack of action by either Party in respect of the Integrated Services, or about the standard of Integrated Services, or about the standard of Integrated Services provided by or on behalf of either of the Parties shall be handled in accordance with the follow provisions.
- 11.2 Where the complaint involves more than one Party, agency or service, the Parties shall work together and agree which Party, agency or services will take the lead in handling the complaint ("the Lead Party"). The Lead Party shall inform the complainant that they are leading this process.
- 11.3 Where possible, complaints shall be resolved by front line staff. In these cases, a decision will be given within 5 working days or less, unless there are exceptional circumstances. If it is not possible to resolve a complaint at this stage, the complainant will be advised of this and it may be suggested that they escalate their complaint to the next stage.
- 11.4 If a complaint has not been resolved by front line staff, is particularly complex or requires further investigation, the Lead Party will carry out a detailed investigation and give a full response within 20 working days where possible. If it is not possible to meet this timescale, the Lead Party will advise the complainant and agree a revised time limit.

11.5 If a complainant remains dissatisfied at the end of the investigation stage, the Lead Party shall direct them to the Scottish Public Services Ombudsman (SPSO), if appropriate. There will be no further level of appeal to either of the Parties.

11.6 The Parties shall ensure that details of how to make a complaint are readily available to members of the public, online and in their respective premises.

11.7 A report shall be provided to the IJB on a six-monthly basis advising of the complaints received by the Parties, resolution timescales and complaint outcomes.

12. CLAIMS HANDLING, LIABILITY and INDEMNITY

12.1 The Parties and the IJB recognise that they could receive a claim arising from, or which relates to, the work undertaken on behalf of the IJB.

12.2 The Parties agree to ensure that any such claims are progressed quickly and in a manner which is equitable between them and in accordance with any relevant requirement relating to insurance cover.

12.3 So far as reasonably practicable, the normal common law and statutory rules relating to liability will apply.

12.4 Each Party will assume responsibility for progressing claims which relate to any act or omission on the part of one of their employees.

12.5 Each Party will assume responsibility for progressing claims which relate to any building which is owned or occupied by them.

12.6 In the event of any claim against the IJB, or in respect of which it is not clear which Party should assume responsibility, then the Director of Health and Social Care (or their representative) will liaise with the Chief Executives of the Parties (or their representatives) and determine which Party should assume responsibility for progressing the claim.

13. RISK MANAGEMENT

13.1 The Parties and the IJB shall jointly agree a shared Risk Management Strategy which identifies, assesses and prioritises risks related to the planning and delivery of integrated services, particularly any which are likely to affect the Integration Joint Board's delivery of the Strategic Plan regardless of whether these are held by the IJB, NHS Fife or Fife Council. This includes the development of an IJB Strategic Risk Register that sets out the key risks that apply to the delivery of the Strategic Plan and the carrying out of integrated functions. Any updates to the shared Risk Management Strategy shall be approved by the IJB and the Parties.

13.2 The shared Risk Management Strategy identifies and describes processes for mitigating those risks and sets out the agreed reporting standard that will enable other significant risks identified by the Parties to be compared across the organisations.

- 13.3 The Risk Management Strategy and the Risk Register have been approved by the Integration Joint Board. The Risk Management Strategy allows for any subsequent changes to the Strategy to be approved by the Integration Joint Board.
- 13.4 The shared Risk Management Strategy includes an agreed Risk Monitoring Framework and arrangements for reporting risks and risk information to the relevant bodies. It shall also set out the arrangements for providing assurance on both operational and strategic risks and how and by whom these will be disseminated to all bodies.
- 13.5 The Chief Officer ensures that the Risk Register is reported to the Integration Joint Board on a timescale and format agreed by the Integration Joint Board, this not to be less than twice per year.
- 13.6 The process for amending the Integration Joint Board Risk Register is set out in the risk management strategy.
- 13.7 The Parties will provide sufficient support, from their existing risk management resources, to the Integration Joint Board to enable it to fully discharge its duties in relation to risk management. The Parties will also make appropriate resources available to support the Integration Joint Board in its risk management.

14. DISPUTE RESOLUTION MECHANISM

- 14.1 Where the Parties fail to agree on any issue related to this Scheme, then the following process will be followed:
- (a) The Chief Executives of the Parties will meet to resolve the issue and if resolved will report through the appropriate governance routes of the partner organisations.
 - (b) If unresolved, the Parties will prepare and exchange a written note of their position within 10 working days of the date of the decision to proceed to written submissions or such period as the Parties agree.
 - (c) In the event that the issue remains unresolved, representatives of the Parties will meet to appoint an independent mediator and the matter will proceed to mediation with a view to resolving the issue. The cost of mediation will be shared equally between the Parties.
 - (d) If the issue remains unresolved after following the processes outlined in (a)-(c) above, the Parties agree they will notify the Scottish Ministers that agreement cannot be reached; the notification will explain the actions taken to try to resolve the dispute and request that the Scottish Ministers give directions.

PART 1

Functions Delegated by NHS Fife to the IJB

Column A	Column B
The National Health Service (Scotland) Act 1978	Except functions conferred by or by virtue of - section 2(7) (Health Boards); section 2CB (functions of Health Boards outside Scotland); section 9 (local consultative committees); section 17A (NHS contracts); section 17C (personal medical or dental services); section 17I (use of accommodation); section 17J (Health Boards' power to enter into general medical services contracts); section 28A (remuneration for Part II services); section 48 (residential and practice accommodation); section 55 (hospital accommodation on part payment); section 57 (accommodation and services for private patients); section 64 (permission for use of facilities in private practice); section 75A (remission and repayment of charges and payment of travelling expenses); section 75B (reimbursement of the cost of services provided in another EEA state); section 75BA (reimbursement of the cost of services provided in another EEA state where expenditure is incurred on or after 25 October 2013); section 79 (purchase of land and moveable property); section 82 (use and administration of certain endowments and other property held by Health Boards); section 83 (power of Health Boards and local health councils to hold property on trust); section 84A (power to raise money, etc., by appeals, collections etc.); section 86 (accounts of Health Boards and the Agency); section 88 (payment of allowances and remuneration to members of certain bodies connected with the health services); section 98 (charges in respect of (Non-residents); and paragraphs 4, 5, 11A and 13 of Schedule 1 to the Act (Health Boards); and functions conferred by The National Health Service (Charges to Overseas Visitors) (Scotland) Regulations 1989 The Health Boards (Membership and Procedure) (Scotland) Regulations 2001/302; The National Health Service (Clinical Negligence and Other Risks Indemnity Scheme) (Scotland) Regulations 2000; The National Health Service (Primary Medical Services Performers Lists) (Scotland) Regulations 2004;
All functions of Health Boards conferred by, or by virtue of, the National Health Service (Scotland) Act 1978	

The National Health Service (Primary Medical Services Section 17C Agreements) (Scotland) Regulations 2004;
 The National Health Service (Discipline Committees) (Scotland) Regulations 2006;
 The National Health Service (General Ophthalmic Services) (Scotland) Regulations 2006;
 The National Health Service (Pharmaceutical Services) (Scotland) Regulations 2009;
 The National Health Service (General Dental Services) (Scotland) Regulations 2010.
 The National Health Service (Free Prescription and Charges for Drugs and Appliances) (Scotland) Regulations 2011.
 Carers (Scotland) Act 2016

All sections, duties, functions and Services as they relate to adult carers as defined in the Carer Act”

Disabled Persons (Services, Consultation and Representation) Act 1986

Section 7

(persons discharged from hospital)

Community Care and Health (Scotland) Act 2002

All functions of Health Boards conferred by, or by virtue of, the Community Care and Health (Scotland) Act 2002.

Mental Health (Care and Treatment) (Scotland) Act 2003

All functions of Health Boards conferred by, or by virtue of, the Mental Health (Care and Treatment) (Scotland) Act 2003.

Except functions conferred by -
 section 22 (approved medical practitioners);
 section 34 (inquiries under section 33: cooperation)
 section 38 (duties on hospital managers: examination, notification etc.) (c);
 section 46 (hospital managers’ duties: notification)
 section 124 (transfer to other hospital);
 section 228 (request for assessment of needs: duty on local authorities and Health Boards);
 section 230 (appointment of patient’s responsible medical officer);
 section 260 (provision of information to patient)
 section 264 (detention in conditions of excessive security: state hospitals);
 section 267 (orders under sections 264 to 266: recall)
 section 281 (correspondence of certain persons detained in hospital);
 and functions conferred by—
 The Mental Health (Safety and Security) (Scotland) Regulations 2005;
 The Mental Health (Cross border transfer: patients subject to detention requirement or otherwise in hospital) (Scotland) Regulations 2005
 The Mental Health (Use of Telephones) (Scotland) Regulations 2005; and
 The Mental Health (England and Wales Cross border transfer: patients subject to requirements other than detention) (Scotland) Regulations 2008

Education (Additional Support for Learning) (Scotland) Act 2004

Section 23

(other agencies etc. to help in exercise of functions under this Act)

Public Services Reform (Scotland) Act 2010

All functions of Health Boards conferred by, or Except functions conferred by by virtue of, the Public Services Reform

Section 31 (public functions: duties to provide (Scotland) Act 2010 information on certain expenditure etc.); and section 32 (public functions: duty to provide information on exercise of functions).

Patient Rights (Scotland) Act 2011

Except functions conferred by The Patient All functions of Health Boards conferred by, the Patient Rights (Scotland) Act 2011

Rights (complaints Procedure and by or virtue of, Consequential Provisions) (Scotland) Regulations 2012/36

Carers (Scotland) Act 2016

Section 31

(Duty to prepare local Carers Strategy) But in each case, subject to the restrictions set out in article 3(3) of the Public Bodies (Joint Working) (Prescribed Health Board Functions) (Scotland) Regulations 2014, so far as they extend to the services detailed in Part 2 of Annex 1 of this Scheme.

PART 2

Services Currently Provided by NHS Fife Which Are to be Integrated

Interpretation of this Part 2 of Annex 1 In this part —

“allied health professional” means a person registered as an allied health professional with the Health Professions Council;

“general medical practitioner” means a medical practitioner whose name is included in the General Practitioner Register kept by the General Medical Council;

“general medical services contract” means a contract under section 17J of the National Health Service (Scotland) Act 1978;

“hospital” has the meaning given by section 108(1) of the National Health Service (Scotland) Act 1978;

“inpatient hospital services” means any health care service provided to a patient who has been admitted to a hospital and is required to remain in that hospital overnight, and includes any secure forensic mental health services;

“out of hours period” has the same meaning as in regulation 2 of the National Health Service (General Medical Services Contracts) (Scotland) Regulations 2004(a); and

“the public dental service” means services provided by dentists and dental staff employed by a health board under the public dental service contract.

The functions listed in Part 1 of Annex 1 are delegated to the extent that they are exercisable in the provision of the following services:

PART 2A

Provision for People Over the Age of 18

The functions listed in Part 1 of Annex 1 are delegated to the extent that:

- a) The function is exercisable in relation to persons of at least 18 years of age;
- b) The function is exercisable in relation to care or treatment provided by health professions for the purpose of health care services listed at numbers 1 to 22 below: and
- c) The function is exercisable in relation the following health services:
 - 1) accident and emergency services provided in a hospital;
 - 2) inpatient hospital services relating to the following branches of medicine —
 - (i) general medicine;
 - (ii) geriatric medicine;
 - (iii) rehabilitation medicine;
 - (iv) respiratory medicine; and
 - (v) psychiatry of learning disability,
 - 3) palliative care services provided in a hospital;
 - 4) inpatient hospital services provided by general medical practitioners;
 - 5) services provided in a hospital in relation to an addiction or dependence on any substance;
 - 6) mental health services provided in a hospital, including secure forensic mental health services.
 - 7) district nursing services;
 - 8) services provided outwith a hospital in relation to an addiction or dependence on any substance;
 - 9) services provided by allied health professionals in an outpatient department, clinic, or outwith a hospital;
 - 10) the public dental service;
 - 11) primary medical services provided under a general medical services contract, and arrangements for the provision of services made under section 17C of the National Health Service (Scotland) Act 1978, or an arrangement made in pursuance of section 2C (2) of the National Health Service (Scotland) Act 1978;

- 12) general dental services provided under arrangements made in pursuance of section 25 of the National Health (Scotland) Act 1978;
- 13) ophthalmic services provided under arrangements made in pursuance of section 17AA or section 26 of the National Health Service (Scotland) Act 1978;
- 14) pharmaceutical services and additional pharmaceutical services provided under arrangements made in pursuance of sections 27 and 27A of the National Health Service (Scotland) Act 1978;
- 15) services providing primary medical services to patients during the out-of-hours period;
- 16) services provided outwith a hospital in relation to geriatric medicine;
- 17) palliative care services provided outwith a hospital;
- 18) community learning disability services;
- 19) mental health services provided outwith a hospital;
- 20) continence services provided outwith a hospital;
- 21) kidney dialysis services provided outwith a hospital;
- 22) services provided by health professionals that aim to promote public health.

PART 2B

NHS Fife has also chosen to delegate the functions listed in Part 1 of Annex 1 in relation to the following services:

Provision for People Under the Age of 18

The functions listed in Part 1 of Annex 1 are also delegated to the extent that:

- a) the function is exercisable in relation to persons of less than 18 years of age; and
- b) the function is exercisable in relation to the following health services:
 - 1) accident and emergency services provided in a hospital;
 - 2) services provided by allied health professionals in an outpatient department, clinic, or outwith a hospital;
 - 3) the public dental service;
 - 4) primary medical services provided under a general medical services contract, and arrangements for the provision of services made under section 17C of the National Health Service (Scotland) Act 1978, or an arrangement made in pursuance of section 2C (2) of the National Health Service (Scotland) Act 1978;
 - 5) general dental services provided under arrangements made in pursuance of section 25 of the National Health (Scotland) Act 1978;
 - 6) ophthalmic services provided under arrangements made in pursuance of section 17AA or section 26 of the National Health Service (Scotland) Act 1978;
 - 7) pharmaceutical services and additional pharmaceutical services provided under arrangements made in pursuance of sections 27 and 27A of the National Health Service (Scotland) Act 1978;
 - 8) services providing primary medical services to patients during the out-of-hours period;
 - 9) community learning disability services;
 - 10) mental health services provided outwith a hospital including Child and Adolescent Mental Health services;
 - 11) Community Children's Services - Health Visitors, School Nursing, Community Children and Young Persons Nursing Service, family Nurse Partnership Team, Child Health Admin Team, Allied Health Professions, Child Protection Nursing Team.

Part 1A

Functions Delegated by Fife Council to the IJB

Functions prescribed for the purposes of section 1(7) of the Act.

Column A

Enactment conferring function

Column B

Limitations

National Assistance Act 1948

Section 48

(duty of councils to provide temporary protection for property of persons admitted to hospitals etc.)

The Disabled Persons (Employment) Act 1958

Section 3

(provision of sheltered employment by local authorities)

The Social Work (Scotland) Act 1968

Section 1

(local authorities for the administration of the Act)

So far as it is exercisable in relation to another integration function.

Section 4

(provisions relating to performance of functions by local authorities)

So far as it is exercisable in relation to another integration function.

Section 8

(research)

So far as it is exercisable in relation to another integration function.

Section 10

(financial and other assistance to voluntary organisations etc. for social work)

So far as it is exercisable in relation to another integration function.

Section 12

(general social welfare services of local authorities)

Except in so far as it is exercisable in relation to the provision of housing support services.

Section 12A

(duty of local authorities to assess needs)

So far as it is exercisable in relation to another integration function.

Section 12AZA

(assessments under section 12A - assistance)

So far as it is exercisable in relation to another integration function.

Section 13

(power of local authorities to assist persons in need in disposal of produce of their work)

Section 13ZA

(provision of services to incapable adults)

So far as it is exercisable in relation to another integration

Section 13A
(residential accommodation with nursing)
Section 13B
(provision of care or aftercare)

Section 14
(home help and laundry facilities)

Section 28
(burial or cremation of the dead)

Section 29
(power of local authority to defray expenses of parent, etc.,
visiting persons or attending funerals)

Section 59
(provision of residential and other
establishments by local authorities and maximum period for
repayment of sums borrowed for such provision)

Carers (Scotland) Act 2016

Section 6
(Duty to prepare an adult support plan)

Section 21
(duty to set local eligibility criteria)

Section 24
(duty to provide support)

Section 25
(provision of support to carers: breaks from caring)

Section 31
(duty to prepare local carers strategy)

Section 34
(information and advice service for carers)

Section 35
(short breaks services statement)

function.

So far as it is exercisable in
relation to persons cared
for or assisted under another
integration function.

So far as it is exercisable in
relation to another integration
function.

The Local Government and Planning (Scotland) Act 1982

Section 24(1)

(The provision of gardening assistance for the disabled and the elderly)

Disabled Persons (Services, Consultation and Representation) Act 1986

Section 2

(rights of authorised representatives of disabled persons) Section 3

(assessment by local authorities of needs of disabled persons)

Section 7

(persons discharged from hospital)

In respect of the assessment of need for any services provided under functions contained in welfare enactment within the meaning of section 16 and which are integration functions.

Section 8

(duty of local authority to take into account

In respect of the assessment of need for any services provided under functions abilities of carer) contained in welfare enactments (within the meaning set out in section 16 of that Act) which are integration functions.

The Adults with Incapacity (Scotland) Act 2000

Section 10

(functions of local authorities)

Section 12

(investigations)

Section 37

(residents whose affairs may be managed)

Only in relation to residents of establishments which are managed Under integration functions.

Section 39

(matters which may be managed)

Only in relation to residents of establishments which are managed under integration functions.

Section 41

(duties and functions of managers of authorised establishment)

Only in relation to residents of establishments which are managed under integration functions.

Section 42

(authorisation of named manager to withdraw from resident's account)

Only in relation to residents of establishments which are managed under integration functions.

Section 43

(statement of resident's affairs)

Only in relation to residents of establishments which are managed under integration functions.

Section 44

(resident ceasing to be resident of authorised establishment)

Only in relation to residents of establishments which are managed under integration functions.

Section 45

(appeal, revocation etc)

Only in relation to residents of Establishments which are managed under integration functions.

The Housing (Scotland) Act 2001

Section 92
(assistance to a registered for housing purposes)

Only in so far as it relates to an aid or adaptation.

The Community Care and Health (Scotland) Act 2002

Section 5
(local authority arrangements for residential accommodation outwith Scotland)

Section 14
(payments by local authorities towards expenditure by NHS bodies on prescribed functions)

The Mental Health (Care and Treatment) (Scotland) Act 2003

Section 17
(duties of Scottish Ministers, local authorities and others as respects Commission)

Section 25
(care and support services etc)

Except in so far as it is exercisable in relation to the provision of housing support services.

Section 26
(services designed to promote well-being and social development)

Except in so far as it is exercisable in relation to the provision of housing support services.

Section 27
(assistance with travel)

Except in so far as it is exercisable in relation to the provision of housing support services.

Section 33
(duty to inquire)

Section 34
(inquiries under section 33: Co-operation)

Section 228
(request for assessment of needs: duty on local authorities and Health Boards)

Section 259
(advocacy)

The Housing (Scotland) Act 2006

Section 71(1)(b)
(assistance for housing purposes)

Only in so far as it relates to an aid or adaptation.

The Adult Support and Protection (Scotland) Act 2007

Section 4
(council's duty to make inquiries)

Section 5
(co-operation)

Section 6
(duty to consider importance of providing advocacy and other services)

Section 11
(assessment Orders)

Section 14
(removal orders)

Section 18
(protection of moved persons property)

Section 22
(right to apply for a banning order)

Section 40
(urgent cases)

Section 42
(adult Protection Committees)

Section 43
(membership)

Social Care (Self-directed Support) (Scotland) Act 2013

Section 5

(choice of options: adults)

Section 6

(choice of options under section 5: assistances)

Section 7

(choice of options: adult carers)

Section 9

(provision of information about self-directed support)

Section 11

(local authority functions)

Section 12

(eligibility for direct payment: review)

Section 13

(further choice of options on material change of circumstances)

Only in relation to a choice under section 5 or 7 of the Social Care (Self-directed (Support)(Scotland) Act 2013

Section 16

(misuse of direct payment: recovery)

Section 19

(promotion of options for self-directed support)

Functions, conferred by virtue of enactments, prescribed for the purposes of section 1(7) of the Act.

Column A

Enactment conferring function

Column B

Limitation

The Community Care and Health (Scotland) Act 2002

Section 4

The functions conferred by Regulation 2 of the Community Care (Additional Payments) (Scotland) Regulations 2002

In each case so far as the functions are exercisable in relation to persons of at least 18 years of age.

PART 1B

In addition to the functions that must be delegated, Fife Council has chosen to delegate the functions listed in Part 1A as they relate to Adult Social Work Services provided to persons aged 16-18 years.

PART 2

Services Currently Provided by Fife Council Which Are to be Integrated

Set out below is an illustrative description of the services associated with the functions delegated by the Council to the IJB as specified in Parts 1A and 1B of Annex 2.

- Adult Social work services for people aged 16 and over
- Services and support for adults with physical disabilities and learning disabilities
- Mental health services
- Drug and alcohol services
- Adult protection and domestic abuse
- Carers support services
- Community care assessment teams
- Support services
- Care home services
- Adult placement services
- Health improvement services
- Aspects of housing support, including aids and adaptations
- Day services
- Local area co-ordination
- Respite provision
- Occupational therapy services
- Re-ablement services, equipment and telecare

PARTICIPATION AND ENGAGEMENT

Our key stakeholders for the review of the participation and engagement strategy will include:

- individual members of the public, identified communities and protected characteristics providers/contractors of health and social groups (including marginalised groups, Black Asian and Minority Ethnic groups, non-English speakers, those who are non-IT organisations literate.
- public, third and independent sector.
- patients, service users, carers, their families and their representatives or advocates.
- equality group representatives.
- Fife Community Planning Partnership.
- HSCP staff and linked professionals (for networks example GPs).
- Fife Community Councils.
- Professional networks.
- Fife IJB Members.

We will use a variety of medium to communication and receive feedback to inform the strategy building on the profile of the first strategy and supporting our locality working.

Fife Health and Social Care Integration Scheme - Consultation

Fife Integration Joint Board (IJB) is responsible for the planning and delivery of health and social care services within Fife. The IJB works with its partners, Fife Council and NHS Fife, to improve outcomes for patients, services users, carers and their families.

The Integration Scheme, which has been approved by the Scottish Government, details the relationship between the Fife partners. The current IJB Integration Scheme can be found here: https://www.fifehealthandsocialcare.org/_data/assets/pdf_file/0028/174583/integration-scheme.pdf
(https://www.fifehealthandsocialcare.org/_data/assets/pdf_file/0028/174583/integration-scheme.pdf).

The IJB has a legal requirement to review the Integration Scheme every five years. This consultation process is part of the current review.

When you respond to this consultation we will collect your name, email address, and the information you provide for each of the questions. This information will be held securely and will only be accessed by authorised individuals for the purpose of this consultation.

Fife Integration Joint Board will hold the personal information that you provide for one year after the consultation has closed.

We will also produce anonymised reports from your consultation responses. These reports will be published on our website and shared with relevant partner organisations; this information will be held permanently.

Once you have completed the consultation you will have the opportunity to complete an Equality, Diversity and Inclusion Questionnaire. These questions are optional, any information that you provide will be used to ensure that we have representation from all areas of the community.

The IJB Privacy Notice includes more details about the information we collect and how it is used. This is the link: www.fifehealthandsocialcare.org/about-us/privacy-notice
(<http://www.fifehealthandsocialcare.org/about-us/privacy-notice>).
The IJB's Data Protection Officer can be contacted at: FOI.IJB@fife.gov.uk
(<mailto:FOI.IJB@fife.gov.uk>).

* Required

About you

1. Your name *

2. Your email address *

3. I have read the IJB Privacy Notice regarding the collection of information for this consultation and I am happy to proceed. *

Yes

No

Consultation

4. Do you agree with no changes being made to delegated services? *

- Yes
- No
- Not sure

5. If you disagree or not sure, can you please share your views?

6. Do you agree with changes to the Clinical and Care Governance? *

- Yes
- No
- Not sure

7. If you disagree or not sure, can you please share your views?

8. Do you agree with no changes being made to membership? *

- Yes
- No
- Not sure

9. If you disagree or not sure, can you please share your views?

Equality, Diversity and Inclusion questionnaire

We use the information in this section to understand who is responding to our consultation and engagement exercises. By completing this it will help us to ensure we have representation from the broadest set of people as possible. This helps to ensure our services and communications reach every part of the community.

The information provided here will be held only for monitoring purposes relating specifically to this consultation and for no other reason. The information will remain confidential although each question also offers you the chance to decline to answer, or skip without answering.

10. What is your age?

- Under 18
- 18-24
- 25-34
- 35-44
- 45-54
- 55-64
- 65-74
- 75 or older

11. How do you describe your gender identity?

- Woman
- Man
- Non-binary
- Prefer not to say

12. What religion, religious denomination or body do you belong to?

Church of Scotland

Roman Catholic

Other Christian

Muslim

Buddhist

Sikh

Jewish

Hindu

None

Prefer not to say

Other

13. How would you describe your sexual orientation?

Heterosexual/Straight

Gay woman/Lesbian

Bisexual

Gay man

Prefer not to say

Other

14. What is your ethnic group?

- White: Scottish
- White: Other British
- White: Polish
- White: Irish
- White: Other Eastern European
- White: Gypsy/Traveller
- Pakistani
- Chinese
- Indian
- Bangladeshi
- Other Asian
- African
- Caribbean or Black
- Mixed or multiple ethnic groups
- Other: Arab
- Other: Other ethnicity
-

Other

Thank you for taking the time to be part of this consultation.

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 Microsoft Forms



Fife Health
& Social Care
Partnership



Fife Health and Social Care Partnership Integration Scheme Review

Consultation Summary

Fife Health and Social Care Partnership
A partnership between Fife Council and NHS Fife
www.fifehealthandsocialcare.org

1. Introduction

Fife Integration Joint Board (IJB) is responsible for the planning and delivery of health and social care services within Fife. The IJB works with its partners, Fife Council and NHS Fife, to improve outcomes for patients, services users, carers and their families.

The Integration Scheme, which has been approved by the Scottish Government, details the relationship between the Fife partners. The current IJB Integration Scheme can be found here:

https://www.fifehealthandsocialcare.org/_data/assets/pdf_file/0028/174583/integration-scheme.pdf

The IJB has a legal requirement to review the Integration Scheme every five years. The consultation findings detailed below are a part of the recent review.

The consultation was launched on Friday 6 August 2021 with closing date of Friday 20 August 2021 at 5.00 pm.

2. Participants

Participants were invited to participate in the consultation via social media channels, web pages as well as direct invitation to share views, which was sent via an email. Email was sent to 414 recipients, those included:

- IJB Members
- Elected Members
- Care Home Providers
- Care at home providers
- Other third sector organisations.

3. Survey Results

The consultation has received 56 responses, with some providing a detailed feedback which is shown below.

3.1. Do you agree with no changes being made to delegated services?

The participants were asked if they agree with no changes being made to delegated services, the question received 56 answers of which 84% of respondents said yes, with 9% not sure and 7% disagreed with no changes being made.



Participants who disagree or not sure were invited to expand further on their answer, as a result we have received ten responses. Here is the submitted comments (shown word by word as presented in the survey):

- *“It is difficult to say either way as there is no factual evidence through feedback as to what is actually working and what isn't. Things have changed so much through Covid it is difficult to look back at where we were over a year ago.”*
- *“I think the delegate services need to be thoroughly reviewed before the next five-year period, in the light of the experience of the last five years, the impact of the Covid 19 pandemic on the effective and consistent delivery of these services, and the ongoing uncertainties over changes consequent on Brexit, including on procurement, and of course, the pandemic itself”.*
- *“I know little or nothing about how the FHSCIS operates”.*
- *“Whilst I do not disagree, I would like to offer the following 2 points as there is no opportunity given for general comments:*
 - *There is little point in changing things pending a review of care nationally in line with the impact of COVID-19.*
 - *The standards set by the IJB and working partners are satisfactory if met. I would however like to see a link to any regulatory inspection of the IJB, if there is one, and if not, then perhaps this could be proposed.”*
- *“Unpaid carers should be included in the this”.*
- *“The consultation did not provide a document with either tracked changes or a side-by-side table showing what had been changed. Without this information alongside a statement of what the change is trying to achieve I find it hard to pass any helpful comments or confirm that I am happy with the proposed changes”.*
- *“As Housing Support remains out with delegated services, it would be helpful to have better understanding and commitment with respect to the intersection of services when supporting complex needs e.g., homelessness/ACES. It may be that this is clear to those within the IJB and LA. If so, engagement with third sector agencies for clarity would be helpful to support the practice of integration - albeit practice is beyond the scope of this document.”*
- *“As we become more integrated and the service is smooth and not lumpy, there will be a need and scope for increased service delegation. At present this would be a mistake until the IJB, and its practices are more integrated.”*
- *“We believe that the proposals within the new National Care Service will change the local Joint Integrated Board and consideration for new*

community health and social care boards. Therefore, it would seem inappropriate to make any changes to delegated services at this time.

- *“Don't have full understanding on what is delegated services.”*

3.2. Do you agree with changes to Care and Clinical Governance?

Participants were asked if they agree with the proposed changes to Care and Clinical Governance. This question received 56 responses, where 84% agreed, 2% (or one person) disagreed and 14% weren't sure.



Participants were asked to expand on their answer further, especially those who disagree or not sure. Eight comments were received, which are typed word for word below:

- *“Again, it is difficult to see what the changes are in reality as we have had such changing times recently.”*
- *“I agree changes are needed. I would like to be briefed more thoroughly on what these are, the improvements they are intended to deliver, and how they will be tracked and monitored. And to consider more carefully what other changes might deliver more effective structures both for care, and for fully accountable governance.”*
- *“The statement within the brief PowerPoint presentation simply says that certain roles have been clarified. There is no further explanation as to how.”*
- *“All I'm told is that it's to be "strengthened". That sounds a good idea, but the devil will be in the detail, which I haven't seen.”*
- *“The consultation did not provide a document with either tracked changes or a side-by-side table showing what had been changed. Without this information alongside a statement of what the change is trying to achieve I find it hard to pass any helpful comments or confirm that I am happy with the proposed changes.”*
- *“Clinical and Care Governance within this document is out with my professional scope.”*
- *“I am too new to the work of Fife IJB to comment.”*

- *“The purpose of health and social care integration is to transform people’s experience of care and the outcomes they experience” (Scottish Government) As a third sector organisation supporting people with a profound learning and multiple disabilities and their carers integration has not resulted in improved outcomes for this marginalised group. There are serious concerns about the lack of integration in service provision when someone with PMLD requires acute care, no social care provision in an acute setting puts the lives of individuals with a learning disability at risk and contributes to the stark mortality statistics of preventable causes in acute settings (Scottish Learning Disability Observatory 2020) Specifically, we would welcome improvements in well-being outcomes 2, 5, 6 and 7.”*

3.3. Do you agree with no changes being made to membership?

Lastly, participants were asked if they agreed with no changes being made to membership. The question has received 56 responses with 84% agreeing to no changes being made to membership, while 9% disagree and 7% weren’t sure.



As with previous questions, participants were invited to expand further on their views and submit comments especially to those who answered disagree or not sure. Consultation has received 8 further 8 comments listed below:

- *“I believe the membership should include those out with the NHS and Fife Health and Social Care. As an organisation that works closely with FHSC or in fact any other 3rd sector organisation, we have a high level of input to ensuring that people who access Fife services needs are met, including open communication between all partnerships”.*
- *"The current IJB appears weighted heavily towards the NHS acute service and Council Social Care in both cases at senior officer or executive level. Community organisations and voluntary sector service providers appear underrepresented in this mix. I am not sure either about the basis by which patient representatives are selected, and how they are able to consult and represented patients and service users, or accurately reflect their experience.”*
- *“I think better integration of the IJB would be achieved by greater inclusion.”*
- *“I am not sufficiently well informed to have a view on this.”*

- *“This would be a very good opportunity to enhance the contribution of service users and carers, by both increasing their numbers and giving them voting rights. Given that the whole purpose of integration is to improve the delivery of services to people locally, their views must have as much weight as those of clinicians and politicians.”*
- *“The consultation did not provide a document with either tracked changes or a side-by-side table showing what had been changed. Without this information alongside a statement of what the change is trying to achieve I find it hard to pass any helpful comments or confirm that I am happy with the proposed changes”.*
- *“The current arrangement of 8 councillors and 8 NHS reps leads to conflict and division due to the different optics that each brings to the IJB.”*
- *“The Carers Act 2016 and other Government legislation advocates that unpaid carers be seen as Equal Partners, however as Board representatives they have no voting rights, we would like to see this inequality changed. Or at a very minimum other approaches prioritised that would increase the influence of unpaid carers and those with lived experience”.*
- *“I feel there should be some representation from 3rd sector agencies”.*

H&SC INTEGRATION SCHEME – LIST OF THOSE CONSULTED**All Integration Joint Board Members****All 75 Fife Councillors****NHS Fife Board****Fife Voluntary Action****Scottish Care/Independent Sector****Fife Cares Centre****Peoples Panel****Fife Health Council**

Local Authority Care Homes – Ladywalk; Lindsay House; Matthew Fyfe; Methilhaven; Napier House; Northeden; Ostlers House

Independent Sector Care Homes - Abbeyfield House; Abbotsford Head Office Glenrothes; Compliance Manager – Abbotsford; Abbotsford Cowdenbeath Nursing Home; Abbotsford Dunfermline Nursing Home; Abbotsford East Wemyss Nursing Home; Abbotsford Glenrothes Nursing Home; Abbotsford Kinglassie Nursing Home; Abbotsford Methil Nursing Home; Abbotsford Newburgh Care Home; Abbotsford Raith Manor Care Home; Alexander House; Auchtermairnie Residential; Balfarg Care Centre; Balnacarron; Bandrum Nursing Home; Barrogil Residential Home; Benarty View Nursing Home; Bennoch Lodge; Avondale; Benore Care Home; Camilla Nursing Home; Canmore Nursing Home; Chapel Level Nursing Home; Craighead Nursing Home; Craigie House; Earlsferry House; Elizabeth House; Fernlea Residential Home; Finavon Court; Forth Bay Nursing Home; Forthview Care Home; Gibson House; Glenburnie Care Home; Glendale Lodge; Gowrie House Nursing Home; Harbour Care (formerly Adam House); HC-One Area Director; Henderson House; Hilton Court; Leonard Cheshire (Hepburn Court & West Lodge); Leven Beach Nursing Home; Leys Park Nursing Home; Links View; Lister House; Lomond Court Nursing Home; Lomond View; Lunardi Court Nursing Home; Marchmont; Methven House; Mossview Residential Home; Newlands Residential Home; Orchardhead House; Peacehaven; Pitlair House; Preston House; Riverview; Robert Allan Unit; Roselea Care Home; Rosturk House; Rosturk Head Office; Scoonie Care Home; St Andrews House; St Serfs Care Home; Strathview; The Beeches Care Centre; Villa Atina; Walton Care Home; West Park Nursing Home; Wilby House; Willow House Nursing Home; Woodside Court Nursing Home.

Care at Home Providers – 1st Homecare; Acasa; ACS; Allied Health Care; Ark Housing; Assisted Services; Avenue; Avicenna Care Ltd; Balmoral; Blue Star; Capability Scotland; Care Plus; Cera Care (Previously Mears); Connected Care; Constance Care; Cornerstone; Crossroads Fife; East Neuk Homecare; Elite Care; Enable Scotland; G&J Care; Gibson Training & Care Ltd; Handy Services; Hilcrest Futures (previously Gowrie); Horizon Support; Integrity Social Care Solutions; Kenylink; Kingdom Support & Care; Leonard Cheshire Disability; Link Living; L-O-V-E Care; Oran Homecare; Quarriers; Real Life

Options; Richmond Fellowship; SAMH; Scottish Autism; Sense Scotland; Wheatley Group (was Barony Housing).

Other Care Providers – Abbeyfield Kirkcaldy Society Ltd; Abbeyview Day Centre; Aberdour Day Care Association; Addaction; Age Concern Cupar; Alzheimer Scotland; Arden House; Asian Older People Group; Auchtermuchty Midday Club; Auchtermuchty Old Peoples Welfare; Autism in Fife; Barnardo Scotland; Barony Housing; Care & Share Companionship; Castle Furniture; Circles Network; Citizens Advice Rights Fife - inc McMillan Rights; Continuing Care North East Fife; Crossroads (Fife Central); Cruse; Dalgety Bay Day Care Association; Day Centre Services Ltd; Deaf Blind UK; Dementia Services Development Centre; Disabled Persons Housing Service Fife; Dunfermline Advocacy; East Neuk Frail Elderly Project; Enable; ENERGI; Equal Voice in Central Fife; Express Group; Falkland Church Lunch Club; Fife Alcohol Support Service; Fife Boomerang; Fife Carers Centre; Fife Cares Service; Fife Chinese Older People; Fife Day Care Services Ltd; Fife Employment Access Trust; Fife Forum; Fife Rape & Sexual Assault centre; Fife Shopping & Support Services; Fife Voluntary Action; Fife Young Carers; FIRST; Food Train; Frontline Fife; Homelands Trust; Homestart Glenrothes (Glenrothes Community House); Includem; IncludeME; KASP (Kingdom Abuse Survivors Project); Kindred Advocacy; Later Life Choices Glenrothes (was Age Concern Glenrothes); LEAD – Scotland; Link Living; Marie Curie; Mid-Fife News-tape; North East Fife Befriending Project (LINK); One Stop Shop; Pain Association Scotland; PAMIS; Peace of Mind; Penumbra; People First; Phoenix Futures; Quarriers; Respite Fife; Restoration; RNIB Pathway; Safe Space; Samaritans Dunfermline; Samaritans Kirkcaldy; SAMH; Scottish Care; Scottish Huntingtons Association; SDF; Seescape; SMART Recovery; Strathmiglo & District Lunch Club; Support in Mind Scotland; Talk Matters.

Review of Changes to Governance Arrangements

Report by: Executive Director, Finance & Corporate Services

Wards Affected: All

Purpose

The purpose of the report is to review the Governance Arrangements implemented following the Council decisions of 6th August 2020 and 11th March 2021 and the variation to Financial Regulations agreed by the Council on 11th March 2021.

Recommendation(s)

It is recommended that the Council:

- (1) Note that at the time of writing there has been one pilot of a hybrid Committee meeting;
- (2) Agree that Fife Council continue to pilot hybrid meetings until the end of the calendar year 2021;
- (3) Agree to receive a further report at the December meeting of Council seeking a decision on continuing hybrid meetings or returning to full in-person meetings
- (4) Agree that the Licensing Board and Regulation & Licensing Panel continue to meet on an in person basis, as detailed in paragraph 2.8 of this report;
- (5) Note that work is on-going to allow the Area Committees to meet in person within their communities in locations referenced at paragraph 2.6 of this report but that at present live streaming of meetings is currently only available from Fife House;
- (6) Agree to delegate authority to the Chief Executive and the Group Leaders to review and, if necessary, alter the format of hybrid Council and Committee meetings to reflect changes to public health considerations and to accommodate members of the public attending meetings;
- (7) Delegate authority to the Head of Legal & Democratic Services to make any consequential administrative amendments to the Governance Scheme necessary to implement the decisions under the recommendation above;
- (8) Agree that public meetings of Fife Council and the Committees detailed in Appendix 1, be livestreamed for real time viewing and also recorded and made available on the Council's website, with the recording being held for 180 days, in line with the Council's Data Privacy Agreement; and
- (9) Agree that the departure from the Financial Regulations set out in para 2.10 of this report will continue to be effective until March 2022.

Resource Implications

The costs to move to a blended committee solution have been met from existing budgets and within the existing staffing complement. The technology employed will support other meetings in addition to committee meetings as the Council adapts to new ways of working.

Legal & Risk Implications

The Council is obliged, in terms of local government legislation, to ensure that appropriate decision-making structures are in place. The Council has the power to hold meetings remotely but the modifications of the legislative framework which allowed the Council to exclude members of the public from meetings on the grounds of the risks presented by Coronavirus will come to an end on 30th September 2021. In accordance with the recommendation, the Governance Scheme will be amended to take account of any changes made to accommodate the hybrid meeting pilot and the attendance of members of the public in accordance with any public health requirements then in force.

Impact Assessment

An EqlA is not required as this report does not propose a change or revision to existing policies and practices. However, Members will note that Standing Order 7.2 specifically addresses the issue of ensuring that meetings are conducted in such a way that equalities issues are addressed, and reasonable adjustments made to ensure full participation in meetings.

Consultation

None

1.0 Background

- 1.1 Since the outset of the Covid 19 pandemic Fife Council has been operating remote meetings for almost all Committees and for meetings of Council. At its meetings on 6th August 2020 and 11th March 2021, Council agreed a number of changes to the governance arrangements, and that meetings would continue to be held remotely until September 2021 when the governance arrangements would be reviewed. This report constitutes that review.
- 1.2 As part of the immediate response to the Covid 19 pandemic, the Council also agreed a number of variations to its Financial Regulations. These were last considered at a meeting of the Policy & Co-ordination Committee on 12th March 2021, where it was agreed that they would continue in place for a further period of six months. It is timely to review the changes agreed and whether they should continue given current circumstances.

2.0 Issues and Options

- 2.1 The social distancing restrictions introduced as a consequence of the Covid 19 pandemic made it impossible to hold Council and Committee meetings in the traditional manner. With some specific exceptions, most Committee meetings have been held remotely using Microsoft Teams technology. This has enabled Elected

Members to participate from their home locations and many of these meetings have been live streamed to allow the public to view proceedings. This has successfully demonstrated transparent and democratic decision making. This approach has been welcomed by some Elected Members but it is recognised that it has also presented some challenges for others and it may not be the preference of all Elected Members to continue with this approach of fully remote meetings.

- 2.2 The Scottish Government's decision to remove restrictions on 9th August has allowed the Council the opportunity to consider how meetings can be run in future, including the adoption of a blended approach using Microsoft Teams Rooms, which will afford Members the choice to either join in person from the Committee meeting or from a remote location. Over the summer this technology has been tested and it has been established that there is a way to conduct blended committees and at the same time ensure that these run effectively. At the time of writing there has been one pilot of the blended meeting approach which is currently being evaluated and the processes adapted accordingly. A further pilot is scheduled before this paper will be considered at full Council.
- 2.3 The approach of the pilot to date has been that the Convener, Lead Officer and Committee Officer attend in person for all Committee meetings and other members have the choice to join remotely or in person up to the maximum safe room capacity. It is proposed to continue this approach if an extension of the pilot approach is agreed. An extension to the pilot will allow members and officers to experience a wider range of committees in the hybrid model and to thoroughly test and improve the processes and systems which are required to support this type of meeting. Any incremental changes to improve the process for running hybrid Committee meetings and any consequential amendments to the Governance Scheme that are necessary will be made to ensure the best possible experience for all attending the meetings.
- 2.4 During the pilot members will be asked to submit motions and amendments electronically, where possible, in advance of the meeting. Where motions/amendments are submitted during the meeting, these may require an adjournment to allow for a competency check. This adjournment may also be required to ensure all participants, in person and remote, are able to view and fully consider what is being submitted.
- 2.5 It is proposed that votes will be undertaken via a show of hands from members in the Committee room and by using "hands up" feature in Microsoft Teams for those joining remotely.
- 2.6 Committee meetings would be held in a fixed room, equipped with the Microsoft Teams Room Solution kit and the locations initially identified include, Fife House, County Buildings, Cupar, Dunfermline City Chambers and Kirkcaldy Town House. To facilitate the livestreaming and recording of Area Committees and the opportunity to attend in a blended manner, meetings would also require to take place from one these locations. Given the limited availability of Teams Room kit initially and the local geography of these meetings, the pilot process would be used to gradually extend the hybrid meeting approach to test it in various different areas and settings.
- 2.7 Work is currently being progressed to equip the Council Chamber with the kit required to operate a full Council meeting on a blended approach and it is

anticipated that this will be in place by the end of the year allowing for preparation for a hybrid full meeting of Council to take place. If there is any slippage to this timescale members will be kept updated.

- 2.8 The Regulation and Licensing Committee and the Licensing Board both experience a high level of public participation in the proceedings, and it has not been considered possible to efficiently and effectively manage this in a blended setting. It is proposed to continue to operate in person meetings but these will be carefully managed to ensure the continuing safety of all participants, particularly during any period of higher case numbers. Fife House has been the only area used for supporting remote meetings to date. It is recognised that Area Committees will wish to meet in their local area but this does present some initial challenges as live streaming will not be available outwith Fife House at present. Members can seek to continue with a hybrid model for Area Committees using Fife House as a base for the meeting, or could meet in person within their community with reduced technical capacity.
- 2.9 Prior to March 2020, meetings of Fife Council and the Strategic Committees were livestreamed and recorded. As a consequence of the limitations of the public being able to physically attend Committee meetings, the livestreaming and recording of meetings was extended to incorporate Area Committees. To ensure transparency it is proposed that public meetings of Fife Council and the Committees detailed in Appendix 1 be livestreamed and recorded, with the recording being held for 180 days, in line with the Council's Data Privacy Agreement.
- 2.10 As part of the immediate response to the Covid 19 pandemic, a temporary variation to the Financial Regulations was agreed and extended by a decision of the Policy & Coordination Committee in November 2020. This variation allowed the implementation and operation of the supplier relief scheme. The Council, at its meeting in March 2021, further extended this variation until September 2021. The supplier relief scheme is designed to assist suppliers who are critical to the operation of the Council when business as usual returns. The variation permits payment to be made to suppliers for services that are not yet delivered. A set of criteria and a clear decision-making process is already in place to support this process. It is proposed that this variation continues until March 2022, when it will be further reviewed. Whilst it is not anticipated that there will be a high volume of relief over the next period it is anticipated that a level of support will still be required.

3.0 Conclusions

- 3.1 In line with public health approach and lifting of many restrictions, the Council can now consider a return to more in-person committee meetings and there is now an opportunity to consider the pilot of the blended format for committee meetings until the end of the year.
- 3.2 It is proposed that the current variation from the Financial Regulations remain in place until March 2022, when these will be further reviewed.

List of Appendices

1. List of Committees identified for livestreaming and recording

Background Papers

No background papers were relied on in the preparation of this report in terms of the Local Government (Scotland) Act, 1973:

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Appendix 1

MEETINGS TO BE LIVESTREAMED AND RECORDED
Fife Council
Assets & Corporate Services
Community & Housing
Economy, Tourism, Strategic Planning & Transportation
Education & Children's Services
Environment & Protective Services
Policy & Co-ordination
City of Dunfermline Area
Cowdenbeath Area
Glenrothes Area
Kirkcaldy Area
Levenmouth Area
North East Fife Area
South & West Fife Area
Education & Children's Services, Health & Social Care Scrutiny
Environment, Finance & Communities Scrutiny
Standards and Audit
Superannuation Fund and Pensions Sub
Central & West Planning
North East Planning
Fife Planning Review Body

23rd September, 2021

Agenda Item No. 10

Plan for Fife Update: A Plan for Recovery and Renewal

Michael Enston, Executive Director, Communities

Purpose

To present the three-year update of the Community Plan for Fife 2017-2027.

Recommendations

Fife Council is asked to adopt the Plan for Fife 2021-2024 Update as the basis for Fife's recovery and renewal.

Resource Implications

The plan update will shape leadership focus and investment over the medium term. Community wealth building approaches will be used to maximise the benefits from public expenditure in Fife and make best use of Fife's public and community assets for community wellbeing.

Impact Assessment

An Equality Impact Assessment has been completed and is attached at Appendix 2.

Consultation

The initial draft plan was informed by work on the reform and recovery priorities, as directed by the Council and involving partners. The draft plan was considered by the Fife Partnership Board at its meeting on 18th May 2021 and reviewed by the Policy and Coordination Committee in June. The final draft was then widely circulated for comment across the Partnership and among voluntary and community groups in July 2021. The Plan was endorsed by the Fife Partnership Board at its meeting on 17th August 2021.

1.0 Background

- 1.1 The Plan for Fife 2017 – 2027 is Fife’s local outcome improvement plan, and is a statutory requirement as set out in the Community Empowerment (Scotland) Act, 2015. The Plan outlines the local outcomes the Fife Partnership (Fife’s community planning partnership) will prioritise for improvement. The Plan is also the overarching strategic plan for Fife Council.
- 1.2 The 2017 Plan set out 12 ten-year ambitions for Fife under the following headings:
 - Opportunities for All
 - Thriving Places
 - Inclusive Growth and Jobs
 - Community Led Services
- 1.3 These ambitions are listed in Appendix One of the updated Plan, along with the desired outcomes.
- 1.4 The draft plan set out four recovery and renewal priorities for Fife, as previously agreed by Fife Council. These are:
 - a) Leading economic recovery;
 - b) Tackling poverty and crisis prevention;
 - c) Reducing the impact of the climate emergency;
 - d) Community wealth building
- 1.5 Partners and strategic partnerships were then consulted in order to further develop the Plan and help ensure that it sets out a clear strategy for recovery and renewal from the impacts of Covid-19 and for achieving Fife’s ten-year ambitions. The Board also agreed initial proposals for revised leadership and delivery arrangements for the Plan.

2.0 Recovery and Renewal Plan

- 2.1 The updated Plan for Fife sets out the recovery and renewal priorities that will be reflected in plans and strategies across the partnership, along with the immediate actions needed to kick-start Fife’s recovery from the impact of Covid-19. The Plan does not aim to set out everything that needs to be done, but sits at the centre of a web of supporting plans and strategies that will need to align with our ambitions and priorities.
- 2.2 The Plan also identifies the need for new ways of working. Simply trying harder doing the same things will not achieve our ambitions. This will require the kind of creativity, courage, and a willingness to change that was evident in Fife’s response to the pandemic.
- 2.3 The review work that informed the development of the Plan identified several cross-cutting threads, such as the need for a greater focus on place and the important role of communities in developing shared responses and solutions. Community wealth

building provides a useful way of bringing all these ideas together as part of an overarching approach. It is an emerging way of working that focuses on several key issues - community wealth, wellbeing, environmental sustainability and fairness. It aims to ensure that more of Fife's wealth is retained within local communities through:

- Plural ownership of the economy;
- Financial power working for local places;
- Fair employment and just labour markets
- Progressive procurement of goods and services.
- Socially productive use of land and property.

2.4 The revised Plan puts community wealth building at the heart of all we aim to do to:

- a) Recover** from the pandemic: taking immediate action to support our children and young people, those people who have been most affected, and our business community;
- b) Renew** our public services through a new commitment to work in partnership with our communities, with a focus on place;
- c) Re-align** our strategies, plans and ways of working to make this happen and deliver our ambitions.

2.5 The updated Plan also identifies several pivotal changes we need to make in the way we work in order to achieve these outcomes, which will apply across everything we do. These are:

- Building 'No Wrong Door'
- Creating a sense of Place
- Making it happen – just do it
- Taking time for people and relationships
- Resourcing change through evidence and funding.

2.6 The Plan sets out revised leadership and delivery arrangements that are designed to provide the focus and leadership drive that will be needed to support the renewal of our public services through a commitment to community wealth building.

3.0 Monitoring Progress

3.1 The monitoring framework for the Plan for Fife comprises three key elements:

- A three-yearly strategic assessment, including State of Fife indicators;
- Annual reviews of progress against the ten-year Plan ambitions;
- Continuous monitoring of activity and impact against the recovery and renewal priorities.

- 3.2 A summary of the impact measures for the recovery and renewal priorities and ten-year ambitions is provided in Appendix 1 of the Plan. These measures will provide the basis for performance reporting against the Plan. This will include regular reporting on the delivery of Plan priorities and outcomes to the appropriate Council committees, sub-committees and area committees.

4.0 Conclusions

- 4.1 The update of the Plan for Fife sets out a three-year recovery and renewal plan following the Covid-19 pandemic. It provides a clear basis for partnership activity aimed at delivering A Fairer Fife by adopting the principles of community wealth building and ensuring a constant leadership focus on the three priorities of:
- Leading economic recovery
 - Tackling poverty and crisis prevention
 - Reducing the impact of the climate emergency.

List of Appendices

1. Plan for Fife 2021-2024 Update: Recovery and Renewal
2. Equality Impact Assessment

Report Contact

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Recovery and Renewal Plan4Fife 2021-2024 Update

August 2021



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Introduction

Our updated Plan for Fife

Fife should be a place where communities really matter, where people set the agenda and contribute to how change is being delivered.

With **fairness at the heart of everything**, our aim is for Fife to be a place of healthy connected communities, where people thrive, have enough money, and contribute to a sustainable and attractive environment.

In 2017 we set out ten-year ambitions for Fife. These ambitions are all about change and how we bring this about over a ten-year period. These are still our ambitions, but this three-year review of the Plan, combined with our experience of the pandemic, has shown that to achieve these ambitions we will have to change how we work. This is because progress has not been as fast as we would have liked. The Covid-19 pandemic has also brought new challenges.

This plan sets out the **key recovery and renewal priorities** that will be reflected in plans and strategies across the partnership, along with those actions needed to kick start Fife's recovery. It cannot possibly set out everything that needs to be done. It sits at the centre of a web of supporting plans and strategies that will need to align with our ambitions and priorities.

We also need to work in new ways. Simply trying harder, doing the same things, will not achieve our ambitions. This will require the creativity, courage, and willingness to change that was evident in Fife's response to the pandemic. We all need to challenge ourselves to change and to be better.

We need to deliver services in more cross-cutting ways, recognising that activities often overlap and that collaborative approaches are likely to be more effective. Going forward, our ambitions will continue to guide us and provide a clear basis for measuring our progress.

The priorities we will focus on came out of a thorough review process that was informed by evidence and our learning from the pandemic. Having strong local economies will underly everything we do, so **supporting Fife's economy** following the pandemic will be vital. Allied to this is the impact the pandemic has had on deep-rooted issues of poverty: **Tackling poverty and preventing crisis** will therefore be a key priority. Fife Partnership and Fife Council declared a **climate emergency** in 2019 and this will require urgent action across the partnership.

The work to shape this three-year refresh of the Plan has highlighted the interdependencies that exist between action needed to tackle poverty, to build and maintain wealth in Fife and to address the climate emergency. Having a shared purpose has been critical to the success of our response to the crisis. Emergencies motivate people in a different way than during normal times. We must build on the benefits of shared purpose and collaborative approaches that have worked so well.

The pandemic has also highlighted the need for a greater focus on place and the role communities can play in developing joint responses and solutions. **Community wealth building** provides a useful approach that brings these ideas together. It is an emerging way of working that focuses on the things that are important to us – community wealth, wellbeing, environmental sustainability and fairness.

Going forward, we will put community wealth building at the heart of all we do to:

- **Recover from the pandemic:** taking immediate action to support our children and young people, those people who have been most affected, and our business community
- **Renew our public services** through a new commitment to work in partnership with our communities, with a focus on place
- **Re-align our strategies,** plans and ways of working to make this happen and deliver our ambitions

Figure 1: Our Journey Towards a Fairer Fife



Review of the plan and impact of the Covid-19 pandemic

The planned three-year review of the Plan for Fife coincided with the Covid-19 pandemic. The pandemic required us to change our ways of working and living over very short timescales. For instance, within hours and days many public sector employees had to find ways to work effectively from home, while many others took on new roles. At the same time, local community groups and individuals stepped up to deliver a wide range of vital services. This shows the pace of change we are capable of when we need to - all achieved in a collaborative way across the whole Fife Partnership and across all our communities.

In the midst of the unfolding tragedy of the pandemic, it was difficult to find many positives. However, people coming together to work on shared goals, to overcome obstacles and just 'get things done' was a big positive. Our experience also underlines that obstacles still exist and that working together in this way is not the norm, despite this being a stated aspiration.

A detailed strategic assessment was carried out to see how we are doing in relation to our ten-year ambitions. This showed that, pre-Covid, change was not happening fast enough to achieve our ambitions (Figure 2), with Fife largely following national trends and with our performance often close to the average. A review of our delivery arrangements suggested that we are unlikely to achieve our ambitions at the current pace of change. More recent reviews of the ambitions suggest that, to achieve a step-change in the fortunes of people living in Fife, we will need different ways of working. Pre-Covid, levels of poverty in Fife were already high and, following the pandemic, the circumstances for many families are likely to become even more challenging.

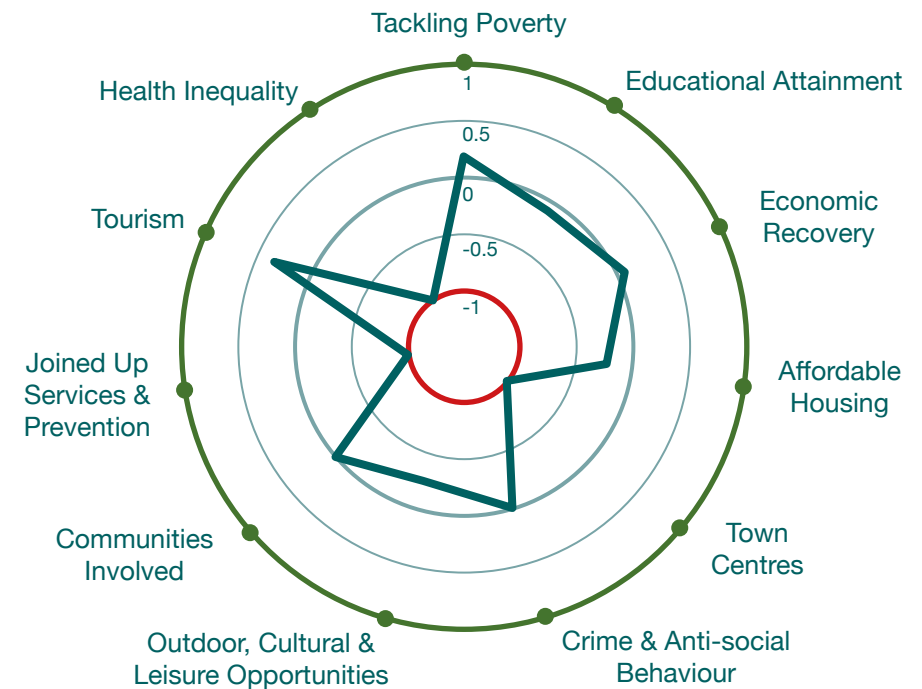


Figure 2: Review of progress against ambitions

Progress against each ambition as an index based on all the indicators used for monitoring.

The centre grey line is no change, the green line is the point where all indicators are improving, and the red line is where all indicators are getting worse or no indicators.

Improving indicators are scored +1, those staying the same 0 and those which are getting worse -1. They are added together and divided by the total number of indicators. (data source: Fife Strategic Assessment 2021)

All partners have worked with a wide range of people through the pandemic and the learning from this has shaped the content of this plan. It has fuelled a desire to maintain this joint working and conversation on the impact of our work and approach going forward.

In the latter part of 2021, through a number of working groups, Fife Council elected members, officers and partners explored how we might “build back better” and there were other specific consultations carried out, for example around anti-poverty and ‘Your Story, Your Community’.

Overall, the review work concluded that we needed to focus not just on the short-term recovery challenges but to make a fundamental shift in our approach, our thinking and how we work for long term benefit.

The following key messages came out of these reviews:

- The Plan for Fife ambitions are still relevant but require a stronger focus over the next three years, particularly in mid-Fife. They provide a clear set of longer term aims for the plan and will enable us to continue to monitor our progress
- We are unlikely to achieve our ambitions using the systems and approaches that are currently in place - incremental change against a background of increasing demand and resource pressures is unlikely to bring about the change we need to make

- The success of local place-based responses has underlined the importance of community-based solutions when tackling poverty, building future economic success, and addressing climate change
- The implications of the coronavirus pandemic are likely to affect life outcomes for people for some time after it ends. This will be seen through increased or changed demand for services and poorer outcomes across a range of indicators. In particular, this is expected to impact on health, jobs, poverty, and inequalities. The challenge will be to move from crisis support to prevention

The scale of the challenge facing Fife’s communities following the Covid-19 pandemic points to the need for a refocus around renewal and clear leadership to support common purpose across the system as a whole.

As a result, we have identified three key priorities for recovery and renewal, all supported by an overarching approach of community wealth building:

- **Leading economic recovery**
- **Tackling poverty and preventing crisis**
- **Addressing the climate emergency**

The renewal landscape

The visions and aspirations of both central government and local partnerships like our own are set out in a range of strategies and plans. Even the quickest scan of national thinking in these strategies suggests that system-wide change is needed and probably inevitable.

The **Local Governance Review (Democracy Matters)** highlights a need for greater local control, while the Scottish Renewal Advisory Board, in their report **If Not Now, when?**, states the need for genuine renewal that addresses deeply ingrained structural issues. COSLA, representing local government in Scotland, highlights the need not just to recover from Covid, but to **build back better** (Blueprint for Local Government). The recovery from Covid is now a major national theme, and a key concern centres on the **impact on children and their learning (Equity Audit)**. Work with children and young people is now underpinned by the United Nations Convention on the Rights of the Child (UNCRC). The British Academy has recently summarised **Covid impacts**.

Covid Impacts

- Increased importance of local communities
- Low and unstable trust in governance (less so for local government)
- Widening geographical inequalities
- Exacerbating existing inequalities
- Worsened health outcomes and growing health inequalities
- Greater awareness of the importance of mental health
- Pressure on revenue streams across the country
- Rising unemployment and changing labour markets
- Renewed awareness of education and skills

Source: British Academy

Much of the focus is currently on issues relating to health and social care. **The National Health and Wellbeing Outcomes** reflect wider thinking around people centred services and the need to empower people. Two of the most influential recent reports relate to this - **the Independent Care Review ('The Promise')** and the **Independent Review of Adult Social Care** (often now referred to simply as 'Feeley' after the author). Both reports highlight the need for fundamental national systems change and the importance of prevention.

None of this should be a surprise. As we reach the tenth anniversary of the **Christie Report** (Commission on the Future Delivery of Public Services), it is worth reflecting that Christie came to similar conclusions and made the point that "A cycle of deprivation and low aspiration has been allowed to persist because preventative measures have not been prioritised". A recent review of spending on anti-poverty interventions in Fife shows that we still have some way to go on this, with the bulk of spending being used to support people in crisis rather than for prevention (Figure 3).

Figure 3. Spending on aspects of anti-poverty (%)

This shows that crisis management is still very much at the heart of frontline services.



These strategies point to a different way of working. **The Place Principle** sets out the importance of everyone working and delivering services in a coordinated way around the places where people live. Local Place Plans are being introduced as part of Scottish land use planning reform and the **National Planning Framework** highlights the importance of place quality. Quality of place is reinforced in a number of strategies, from the housing strategy **Housing to 2040** to the town centre planning strategy **A New Future for Scotland's Town Centres**.

The Infrastructure Investment Plan for Scotland 2021-2025 sets out a strategic investment plan based on the vision: 'Our Infrastructure supports Scotland's resilience and enables inclusive, net zero, and sustainable growth'.

Connectedness is also a key theme of national approaches. **20 Minute Neighbourhoods** provides a yardstick for defining the idea of local neighbourhoods as being people centred rather than service centred. In **A Connected Scotland**, strong social connections are seen as a cornerstone of mental health and wellbeing. **The National Transport Strategy** sees connectedness as a major strategic imperative, not only for how we connect, but for ensuring that the way we connect is environmentally sustainable.

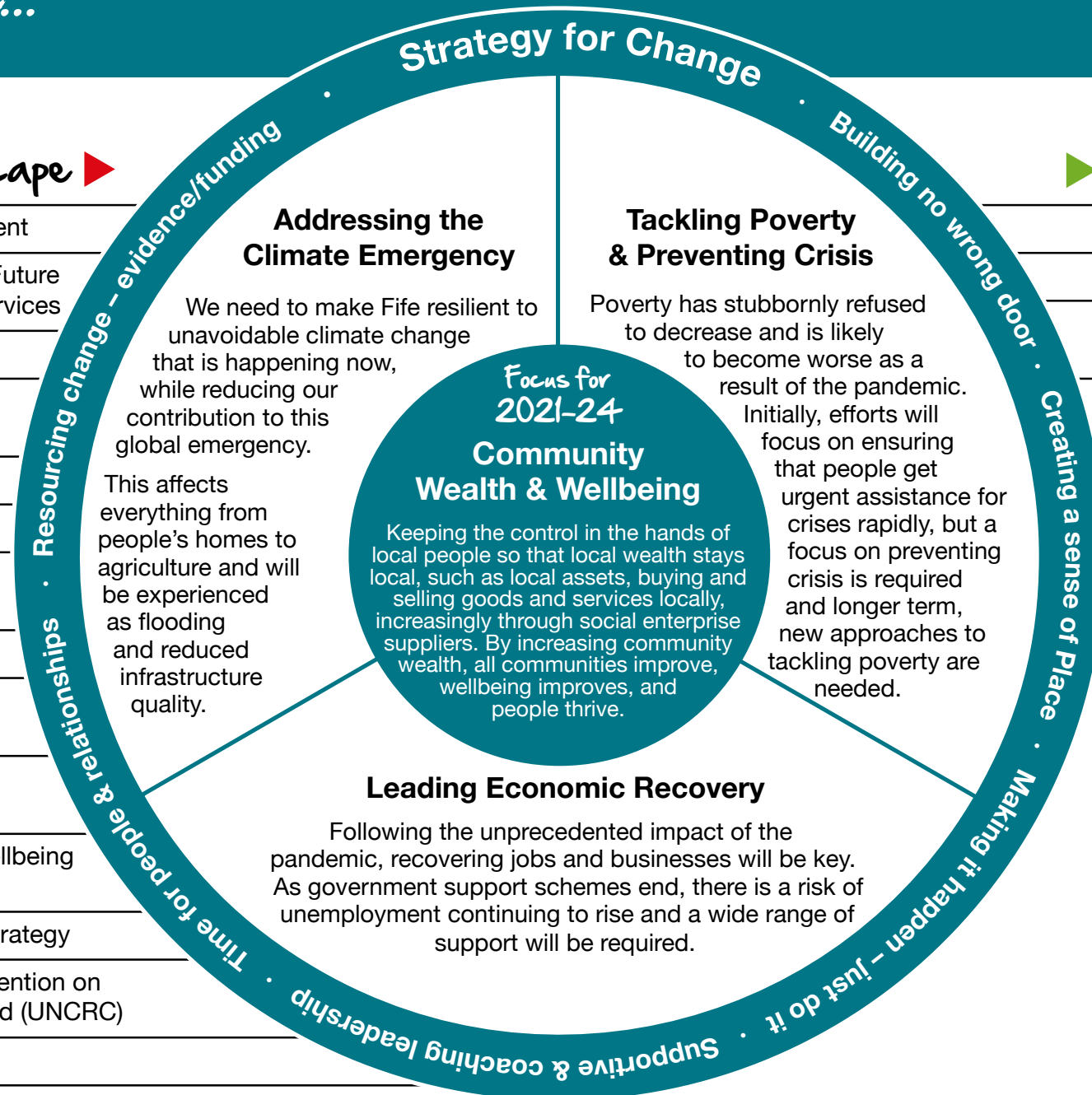
A wide range of strategies exist to improve our environment, collected under the single banner of **Scotland's Environment**, where the importance of partnership working for the environment is stressed. The **Just Transition Commission** report also puts the case for a national mission for a greener Scotland, but also one that is fairer. This highlights that no theme or strategy sits in isolation - it is genuinely a web or ecosystem of closely interconnected work that is required. Nowhere will this be more apparent than in addressing climate change. We also need to ready ourselves for the impact of climate change and do our part in reducing emissions - **Scotland's Climate Change Plan** sets this out.

The economy continues to recover from the impact of Covid-19, and uncertainty around the impact of Brexit remains. **Scotland's Economic Strategy** sets out an overarching bold plan. A cornerstone of the national approach is a focus on cities, in **Scotland's Agenda for Cities**. However, it also provides a challenge for a region that sees itself as more than the hinterland for our city neighbours. The Edinburgh and South East Scotland City Region Deal and the Tay Cities Deal also provide an important regional dimension for the Plan.

Plan4Fife 2021-24 Update at a glance...

Renewal landscape ▶

- Scotland's Environment
- Commission on the Future Delivery of Public Services
- Climate Change Plan
- National Planning Framework
- Democracy Matters
- The Promise
- Scotland's Economic Strategy
- Connected Scotland
- Scotland's Agenda for Cities
- Independent Review of Adult Social Care
- National Health & Wellbeing Outcomes
- National Transport Strategy
- United Nations Convention on the Rights of the Child (UNCRC)
- If Not Now, When?
- Housing to 2040



▶ A Fairer Fife

- Opportunities for All
- Thriving Places
- Inclusive Jobs & Growth
- Community-led Services
- Aligned plans and strategies

Our strategy for change

There are several pivotal changes we need to make in how we work to achieve our priorities, and these will apply across everything we do.

What needs to change?

Building no wrong door

When people reach out to us for help it should be easy for them to do this. All partner services should work together to make sure that processes and systems are better joined up, so that no matter where or how people reach out, they receive the services they need.

Creating a sense of place

Almost all the services and changes we make happen in places, either in a local neighbourhood or in a wider community. Everyone delivering in a place should be working together to make sure that everything is co-ordinated so that the sum of their efforts is greater than their parts.

Place-based solutions need to start with an understanding of the assets, stakeholders and relationships in a locality. The range of people who can and should contribute to solving social problems and creating great places is broad. Building this community capital needs to be a key purpose of community planning.

Making it happen – just do it

During the pandemic, many barriers were removed to speed up delivery. This was a less risk averse approach and led to quicker delivery and greater innovation. We need to reduce the steps required to get things done, empower people to make decisions, make it easier to access decision makers and make sure our support systems and services are aligned to the needs of those delivering services.

Taking time for people and relationships

Our focus should be on supporting people to have control whether in the workplace or in our communities. Recent experience has reinforced the importance of taking time to work alongside people, to build relationships and to develop good networks of support. We know that small empowering interactions between people and service providers can boost a person's psychological resources which can, in turn, increase their ability to overcome disadvantage.

Improving evidence

Effective change needs to be based on much better evidence - to ensure the right things are done from the start and to check that they are delivering the right outcomes. Evidence is essential when applying for resources, including funding.

Our approach

Community wealth building

Our current ways of working are not preventing problems early enough or addressing the economic, environmental, and other challenges we face quickly enough. Community wealth building is a different way to approach improving communities and their wellbeing. It puts people and communities firmly at the heart of everything we plan and on the basis that:

- Preventing problems is more likely when communities are fully involved
- Everyone owns a stake in the local environment and economy, no matter who they are
- Our financial power will work for communities and more of our spending will stay local
- Better use of our land and assets to benefit local people and communities
- Fair employment and labour markets that work for every community
- Improving wellbeing should be a key outcome for everything we do.

Where are we now?

The Covid-19 pandemic has been an unprecedented shock to the UK and Fife economies. During this period, our local environments and community assets have played a key role in community health and wellbeing. As we move from our immediate response to the pandemic, we need to focus on building back through a more inclusive and sustainable approach to economic recovery. Despite a range of interventions and some successes, Fife, and particularly the people and communities of mid-Fife, continue to experience economic challenges. Like other parts of Scotland, our approach to economic development is not achieving the wider social benefits that promote social justice, environmental sustainability, and prosperity for all as part of a wellbeing economy.

Community wealth building is a way to reframe the development of our local economies and environments. It provides a unifying approach to meeting challenges as diverse as economic recovery, wellbeing, poverty, climate action and our aspiration for people and place-based, local leadership.

Over the next three years we will:

- Establish leadership arrangements for taking forward community wealth building
- Develop a community wealth building model of economic recovery and development with a focus on improving wellbeing
- Develop a community wealth building approach to the climate emergency
- Embed local people and place-based approaches across Fife Partnership
- Redesign systems and processes to deliver wider social benefit and wellbeing through procurement, recruitment, fair employment and the use of land and assets
- Expand support for community ownership, social enterprise and community owned businesses through a new business support hub
- Further develop the role of credit unions and the community development finance initiative (CDFI) to support financial resilience and wellbeing

Our recovery & renewal priorities

Our renewal priorities are the cross-cutting themes that we will need to align all our plans and strategies to if we are to achieve our ambitions for Fife.

The overarching approach is based on building community wealth. This is a way of bringing together all we need to do and the changes we need to make.

Leading economic recovery

Across the world the Covid-19 pandemic has had an unprecedented impact on economies. Recovering from this in Fife will require a concerted effort, which recognises that the impact of the pandemic remains uncertain, but is likely to increase as business support schemes to relieve the short-term effects of the pandemic end. Other factors, such as the UK's exit from the EU, will also have an impact.

This means:

- Moving to a community wealth building approach to overcome long-term economic inertia
- Helping our local businesses recover from the pandemic
- Supporting the Fife workforce and our young people through changing circumstances
- Providing strategic investment in our infrastructure e.g. land, housing, education, and transport

What is the current position?

Against a background of difficulties in achieving a step-change in economic improvement, especially in mid-Fife, over many years, the longer-term impact of Covid-19 will increase the challenges we face. These issues are often generational and reach back to changes in Fife's traditional industries decades ago. Therefore, short-term or 'quick-fix' solutions are unlikely to be effective. Pre-Covid it was expected that poverty in Fife would continue to rise. As government Covid-19 relief schemes end, it is anticipated that unemployment and its effects will increase further. There is also uncertainty about how working life may be affected, with more people working from home and changes to existing businesses' operating models that are yet to be fully seen. This means we will need a strong approach to supporting the recovery of the economy while at the same time supporting our workforce and our young people.

What are the main changes and challenges?

- Moving to a community wealth building approach to economic development may pose a challenge for more traditional economic development activity
- Achieving inclusive, net zero, and sustainable prosperity, especially in areas that have been structurally resistant to improvement
- Ensuring that economic activity in Fife is improving faster than the rest of Scotland
- Supporting the Fife workforce through possible changes resulting from new ways of working post-Covid
- Supporting technological and digital innovation together with skills

How we will achieve this:

- Supporting a recovery in business numbers and employment levels
- Promoting investment-led, sustainable, economic growth - particularly in mid-Fife
- Recovery and growth of the tourism sector
- Revived and re-purposed town centres
- Sustaining and improving employment opportunities, especially for young people
- Enhancing and maintaining Fife's infrastructure
- Investing in inclusive digital innovation and skills

Tackling poverty & preventing crisis

While poverty is about people not having the income needed to thrive in their lives, in practice this also drives a range of related issues which, in themselves, can perpetuate the poverty cycle. Lack of funds, difficulties in accessing services, and other issues can lead to crisis, where people need short-term help. However, solutions need to take a longer term, preventative approach.

This means:

- Helping people into employment is the most effective way of reducing poverty
- Poverty can prevent people from obtaining the skills and resilience to find employment or to have the level of health required to hold down a job
- Poverty can affect people's health and wellbeing and their ability to take up economic, social, and educational opportunities

What is the current position?

Poverty appeared to be already increasing in Fife before the Covid-19 pandemic occurred, and its impact is likely to increase poverty levels further. Issues related to poverty are long term and areas of deprivation are closely associated with former mining communities. The mid-Fife area is particularly affected, but not exclusively so, and it is not always easy to clearly define geographic boundaries due to the fact that in-work poverty, debt and fuel poverty are not restricted to traditionally defined deprived communities. We have estimated that most of our effort to address poverty in Fife is directed at dealing with crisis, which could have been prevented. Easier access to, and better design of, services could be a major factor in reducing crisis and helping people move out of poverty. Action to address climate change should also focus on minimising its potential impacts in terms of energy and transport poverty, as well as vulnerability to extreme weather.

What are the main changes and challenges?

- Poverty has been around so long it is almost seen as inevitable - challenging that thinking will be key
- The pressure is often placed on people who need help to find it at a time when they may be struggling to cope
- Poverty is a spiral - the effects of poverty serving to make poverty worse. It is this spiral which needs to be broken

How we will achieve this

- Make it easier to access services through a no wrong door approach
- Challenge stigma and attitudes that can prevent people from accessing the services they need
- Community wealth building approaches can help to break the poverty spiral
- Better intelligence to proactively reach people in need, with a focus on prevention rather than just responding to crisis
- Help people maximise income and remove cost barriers to participation
- Sustainable approaches to basics such as food security and welfare provision
- Develop environmental and cultural strategies for Fife to support community health and wellbeing

Addressing the climate emergency

The changing global climate due to increased atmospheric carbon dioxide will increasingly lead to extreme weather. In Fife, this will be experienced as flooding from rising sea levels and more frequent rainstorms which our infrastructure will struggle to cope with. We need to reduce our emissions longer term and make sure we are better able to cope with these extremes.

This means:

- Our infrastructure, such as sea and flood defences, will need to be upgraded
- Some communities and locations will be subject to greater risks that we will need to adapt to
- Action will contribute to a green recovery as part of the wider community wealth building approach
- Reduce our carbon emissions in line with national targets

What is the current position?

Fife is not immune to the impact of global climate change and early indications, such as increased flooding and changes in natural ecosystems, are already evident. Recognising this, Fife declared a climate emergency in 2019. Our infrastructure was designed for different weather patterns and for a lower sea level. This means that changes in these will have a significant impact. Erosion from both the sea and rainwater will be the main challenge for us and this could occur catastrophically or slowly over time. This has the potential to create crises if preventative action is not taken and to affect a wide range of basic infrastructure such as homes, buildings, roads, tourist locations, farmland soil and the quality of our local environment. It is vital that Fife plays its part by reducing carbon emissions from the fuel we use to the waste we throw out.

What are the main changes and challenges?

- We must work with communities to develop their resilience to the impacts of climate change and to determine what adaptations will be needed for unavoidable climate change
- We need to reduce carbon emissions as part of the global effort to prevent further climate change
- We need to transition Fife's basic infrastructure to be resilient to extreme weather and to have net zero emissions
- The scale of the challenge means action is needed now and at scale

How we will achieve this:

- Generating climate action in communities as part of a community wealth building approach
- Making the changes needed to our buildings, infrastructure and businesses
- Climate adaptation to reduce the impact of climate change in communities and across our assets
- Ensuring we use our environmental capital and finite land resources to prevent the climate emergency and nature emergency

Leadership and delivery

The work to shape this three-year refresh of the plan has highlighted the interdependencies that exist between action needed to tackle poverty, to build and maintain wealth in Fife and to address the climate emergency. Having a shared purpose has been critical to the success of our response to the crisis. Emergencies motivate people in a different way than during normal times. This highlights the risk that, going forward, we could lose the benefits of shared purpose, for example, if individual services start prioritising their work in isolation. This would diminish the long-term benefits of the collaborative approaches that worked so well in crisis.

This is especially important for moving from crisis support to prevention. Evidence supports the need to avoid the potentially detrimental impact on people of services operating in isolation, with different approaches, policies, and ethos.

The response to meeting needs during the pandemic also showed the importance of a leadership culture that supports people and their contributions, that emphasises 'getting things done' and that values relationships and community networks.

Finally, one of the benefits of this short-term reform work has been the opportunity to stand back and review practice through a different lens, in this case, from the crisis response to a pandemic. Innovation, intelligence, data, and evaluation are all critical to the success of our work and will need to be a strong feature of the revised leadership and partnership focus.

The scale of the challenges facing Fife's communities, following the Covid-19 pandemic, points to the need for partner organisations to come together more and to refocus around renewal - providing the clear leadership that will be needed to sustain common purpose, along with a willingness to work across boundaries in order to improve outcomes.

The revised Fife Partnership structure is designed to provide the focus, leadership drive and accountability that will be needed to support the renewal of our public services, through our commitment to community wealth building. It has three features:

- A leadership group with a focus on ensuring the alignment of key plans and strategies, supporting place leadership, and shaping and delivering actions on community wealth building
- Programme leadership boards for each of the recovery and renewal priority areas
- A reporting relationship to the key areas of partnership working, providing a basis for ensuring alignment of delivery plans and strategies. This will require a few changes to existing partnership groups and reporting relationships

People and Place Leadership groups have been established across Fife’s seven local community planning areas, building on models established during the pandemic response. These groups will have a key role to play in ensuring that the delivery of agreed priorities and ambitions is built around effective local leadership and collaboration. Supporting this work will be a key responsibility of the Recovery and Renewal Leadership Group. This will also ensure that local community planning informs the priorities going forward.

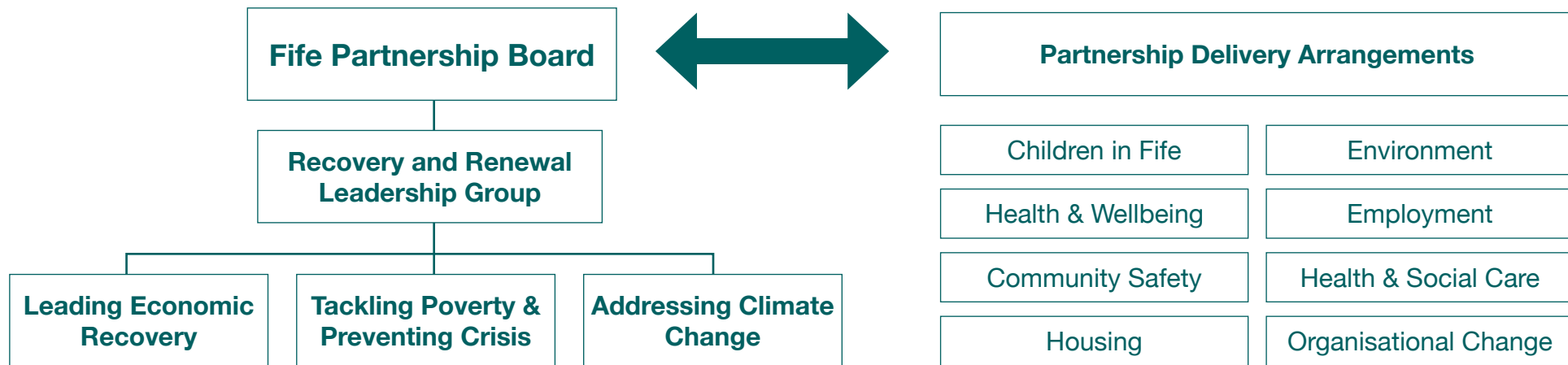


Figure 5: Leadership structure

Aligning our strategies and plans

We will align our key strategies, policies, and plans, including local community plans, with the Plan for Fife. The Renewal Leadership Group will oversee this work.

We will take a careful look at our plans and scrutinise them to ensure that they are in line with our agreed priorities, and that they will bring about measurable change. In some cases, this may highlight the need for a new delivery plan.

We will also review the role and membership of our partnership groups to ensure they have a clear role to play, including overseeing partnership delivery arrangements, providing advice on policy, and ensuring wider partner engagement.

Immediate actions on recovery and renewal, outlined in the following section, are being coordinated through the leadership structure.

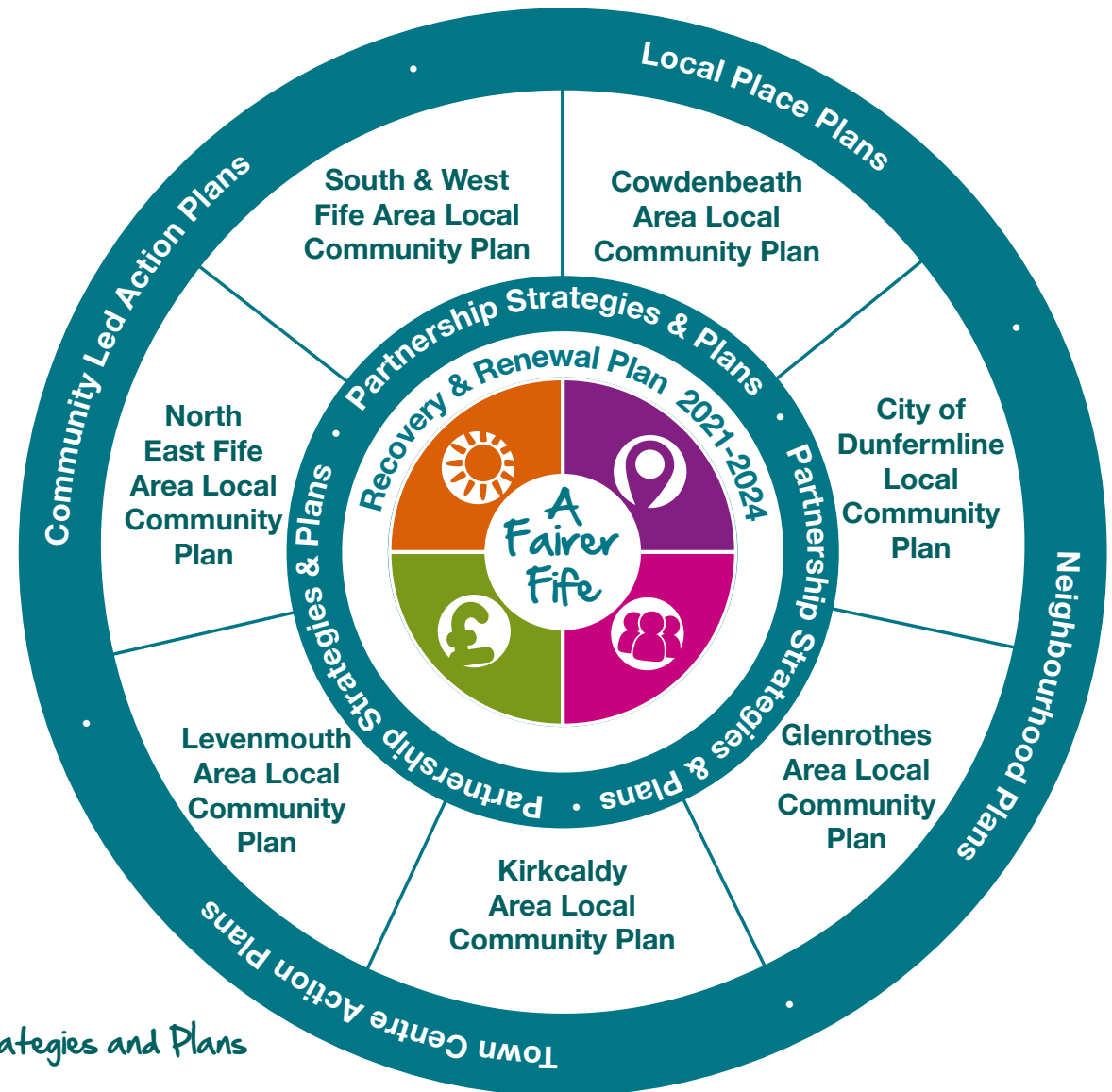


Figure 6: Aligning Strategies and Plans

Our immediate actions

Most of our actions will be delivered through the plans and strategies that the Plan for Fife sits across. However, we also need to take some immediate action to support our recovery from the pandemic and begin to change how we work. As we are still in the pandemic, some actions may change, and others may need to be added as we respond to changing circumstances. Our immediate actions are:

Leadership

- Establish leadership groups for recovery and renewal priorities and develop delivery plans where needed
- Clearly align our delivery plans with leadership and partnership groups
- Develop an environmental strategy and a cultural strategy aligned to the Plan for Fife

Empowering communities

- Improve community voice structures through the Community Learning & Development Plan
- Agree local community priorities through local community plans

New ways of working

- Establish joint planning arrangements for new ways of working
- Invest in collaborative leadership and coaching approaches

Planning for people and place

- Review local community plans
- Review Fife's local development plan to ensure that it is the spatial representation of the Plan for Fife
- Support the development of community place plans
- Embed local People and Place Leadership groups across services and partners

Children and young people

- Provide targeted support to address the impact of the pandemic on attainment and the poverty-related attainment gap
- Promote children's rights and wellbeing through the children's services plan and other plans
- Establish better learning pathways to college, training, volunteering and employment
- Respond to the pandemic's impact on young people's learning, emotional and physical wellbeing

Health and wellbeing

- Address issues of mental health and wellbeing, and associated problems, including drug and alcohol use
- Promote recovery, support, and trauma awareness

Digital

- Invest in the development of digital skills across our communities to ensure that people are digitally capable and connected
- Adopt and innovate in smart technologies to build on the progress made with digital approaches during the pandemic

Economic recovery

- Deliver recovery support to businesses
- Promote investment, particularly in Mid-Fife
- Support tourism and town centre recovery
- Invest in employment and skills, particularly for young people and people furthest from the labour market
- Invest in Fife's strategic development areas

Promoting social and community enterprise

- Expand support for community ownership, social enterprise, and community owned businesses

Assets and investments

- Maximise community benefit from public assets
- Spend at scale on approaches that are shown to work

Increasing local spend

- Conduct baseline assessment of procurement spend
- Maximise community benefit through procurement

Maximising incomes and reducing costs

- Deliver integrated benefits maximisation at key service points
- Remove cost barriers to participation e.g. school, leisure, travel
- Review concessions across Fife services

No wrong door

- Simplify contact and referral processes
- Support and empower front line staff to develop positive relationships with local communities
- Building community food and welfare support networks
- Implement the Fife Food Plan through community food networks
- Develop wraparound support in specific service areas
- Simplify access to welfare funding

Acting on evidence

- Develop a model for identifying what works in addressing poverty
- Use data and project intelligence to deliver better outcomes
- Improve data sharing across the Partnership

Climate resilience and net zero carbon

- Carry out risk and vulnerability assessments to guide investment in climate resilience in Fife's communities
- Develop resilience to the impact of climate change and net zero carbon plans for all public sector assets
- Invest in local climate and biodiversity action, such as green businesses, renewable energy, rewilding, community growing
- Embed climate change in the curriculum at all stages in schools and learning centres

Monitoring progress

To be successful the Plan for Fife needs a robust monitoring framework, to assess and inform discussion on the progress being made.

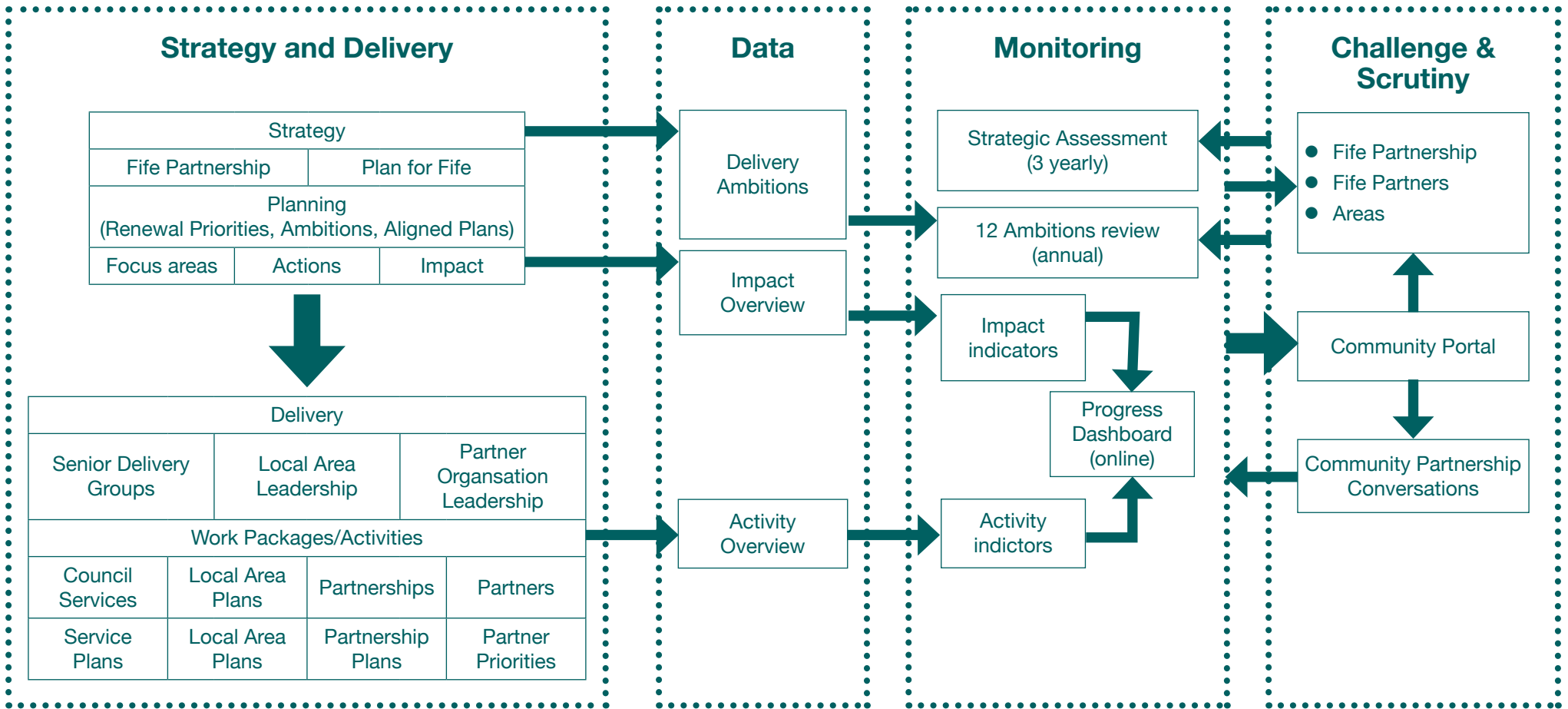
The updated monitoring framework comprises three key elements:

- A three-yearly strategic assessment, including State of Fife indicators
- Annual reviews of progress against the ten-year plan ambitions
- Continuous online monitoring of activity and impact around the recovery and renewal priorities

The collective community and public sector efforts to deliver success, through this plan, will be described through an ongoing narrative and storytelling. Reporting of progress against indicators and measurements will be combined with ongoing news and information about the work and the impact it is having in communities. This will be via established governance routes, notably the Fife Partnership Board, Fife Council committees and reporting by partner organisations to their boards as appropriate. This information will be used in a 'living' way to lead and encourage community conversations, conversations with elected members and partner organisations, and to refine our approaches as required in order to get things right.

A summary of the impact measures for the recovery and renewal priorities and 10-year ambitions is included in Appendix 1. These provide the basis for performance reporting against the plan.

Figure 7: Monitoring framework



Appendix 1. Impact measures

It is important that we are clear what is intended through this plan. Below is a summary of change intentions that have been compiled from the 2017 Plan for Fife, the focus areas reported on since 2017, the main summarising measures in those reports and the review of ambitions in 2021.

Approach and priorities

Desired outcomes	
Community wealth Building	<ul style="list-style-type: none"> ● Increased local procurement ● More Fife employers paying the living wage ● Greater number of social enterprises ● Increased recruitment from under-represented and deprived communities ● More vacant, derelict and contaminated land brought into productive use ● Increase in value of community benefits from procurement
Tackling poverty and preventing crises	<ul style="list-style-type: none"> ● More people's incomes have been maximised ● Lower cost barriers to accessing services ● More sustainable access to food ● More people satisfied with services ● Improved evidence base relating to poverty and crisis

Desired outcomes	
Leading economic recovery	<ul style="list-style-type: none"> ● Business numbers recovered to pre-pandemic levels ● Employment levels back to pre-pandemic levels ● Tourism sector grows back ● Revived and repurposed town centres ● Required strategic investment achieved
Reducing the impact of the climate emergency	<ul style="list-style-type: none"> ● Greater resilience to climate change ● Increased community capacity to tackle climate change ● Reduced carbon emissions



Opportunities for All

Desired outcomes

Fife has lower levels of poverty in line with national targets

- Fewer children in poverty
- Increased household income
- Lower rates of income deprivation
- More households managing well financially
- More households paid above the living wage
- Fewer fuel poor households
- More people with access to sustainable finance
- Increased household food sustainability

Educational attainment continues to improve for all groups

- Improved educational attainment in all groups
- Increased equality of opportunity
- Increased staff confidence in using interventions to close the attainment gap
- More school leavers with qualifications
- More school leavers entering a positive destination
- More businesses engaged to maximise school leaver opportunities
- Increased participation and engagement of children and young people
- Increased access to learning, work, and voluntary opportunities for parents of young children
- More children reaching early developmental milestones
- Increased wellbeing of children and young people

Fife has reduced levels of preventable ill health and premature mortality across all communities

- More integrated and community-based programmes of interventions (particularly for obesity, substance use and smoking)
- More targeted support for carers
- Reduced levels of preventable ill health
- Reduced premature mortality
- Fewer alcohol related hospital admissions
- Reduced alcohol specific deaths
- Fewer drug related hospital admissions
- Reduced drug related deaths
- Improved air quality to meet prescribed standards to reduce preventable ill-health
- Improved achievement of personal outcomes in health and social care services
- More people can look after themselves to live in good health longer
- Increased number of people reporting positive experiences of using health and social care services
- Improved mental health
- Improved trauma awareness across services



Thriving places

Desired outcomes

Everyone has access to affordable housing options

- Increased access to affordable homes
- Reduced homelessness
- Less sub-standard private sector housing
- Shorter waiting time on the Fife Housing Register
- Increased public knowledge of housing choices
- More homes meet net zero carbon standards

Fife's main town centres stand out as attractive places to live, work and visit

- Improved perception of town centres as attractive places
- Increased town centre investment
- More vacant, derelict and contaminated land in town centres brought into use
- Fewer derelict buildings

All our communities benefit from low levels of crime and anti-social behaviour

- Reduced crime and anti-social behaviour
- Reduced levels of harm
- Reduced levels of violence and abuse against women and children

Every community has access to high quality outdoor, cultural and leisure opportunities

- Greater participation in physical activity by all age groups
- Increased footfall across all facilities
- Increased concessionary attendances
- Increased membership take-up for leisure schemes
- Increased participation in cultural life
- Increased participation in outdoor recreation
- Increased satisfaction with outdoor, cultural and leisure opportunities



Inclusive jobs & growth

Desired outcomes

Economic activity and employment in Fife is improving faster than in the rest of Scotland

- Increased economic activity
- Higher employment level
- Higher improvement rates than the rest of Scotland
- Increased national and international markets for Fife businesses
- Increased investment in the green economy

- Increased investment in the STEM (Science, Technology, Engineering and Maths) related businesses
- Increased apprenticeships
- Reducing health barriers to work
- Improved business connectivity (especially transport, digital and workforce mobility)

Economic activity and employment in mid-Fife is catching up with the rest of Fife and Scotland

- Reduced claimant rates in mid-Fife (Kirkcaldy, Levenmouth, Cowdenbeath and Glenrothes)
- Lower poverty in mid-Fife

- More businesses in mid-Fife
- Improved skills level in mid-Fife
- Increased number of apprenticeships in mid-Fife

Fife has year on year increases in visitor numbers and tourism spend

- Increased investment in tourism
- Increased use of natural, cultural, and historical assets for tourism
- Increased number of tourists

- Increased spending from tourism
- Increased tourism-related businesses



Community led services

Desired outcomes

Our public services are more joined up and acting 'one step sooner'

- People consider services are more joined up
- Reduced demand for crisis services
- Reduced levels of need evidenced by lower demand for social care services through preventative approaches across all sectors

Fife's communities and individuals are more involved in local decision making and in helping to plan and deliver local services

- More people involved in local community planning and locality planning
- More people involved in land use planning
- Greater numbers of people involved in planning and delivering services
- More community-based models of social provision

Plan for Fife 2021-2024 Update



Alternative Formats

Information about Fife Council can be made available in large print, braille, audio CD/tape and Gaelic on request by calling **03451 55 55 00**



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Equality Impact Assessment

Part 1: Background and information

Title of proposal	Recovery and Renewal: Plan for Fife 2021-2024 Update
Brief description of proposal (including intended outcomes & purpose)	<p>In 2017 we set out ten-year ambitions for Fife. These ambitions are all about change and how we bring this about over a ten-year period. These are still our ambitions, but this three-year review of the Plan, combined with our experience of the pandemic, has shown that to achieve these ambitions we will have to change how we work. This is because progress has not been as fast as we would have liked. The Covid-19 pandemic has also brought new challenges.</p> <p>This plan sets out the key recovery and renewal priorities that will be reflected in plans and strategies across the partnership, along with those actions needed to kick start Fife’s recovery. It cannot possibly set out everything that needs to be done. It sits at the centre of a web of supporting plans and strategies, for instance, Fife’s local development plan, that will need to align with our ambitions and priorities.</p>
Lead Directorate / Service / Partnership	Fife Partnership
EqIA lead person	Tim Kendrick
EqIA contributors	Fife Partnership Board members
Date of EqIA	8 th September, 2021

How does the proposal meet one or more of the general duties under the Equality Act 2010? (Consider proportionality and relevance on p.12 and see p.13 for more information on what the general duties mean). If the decision is of a strategic nature, how does the proposal address socio-economic disadvantage or inequalities of outcome?)

General duties	Please Explain
Eliminating discrimination, harassment and victimisation	The Plan’s overall vision is for A Fairer Fife by creating opportunities for all, thriving places, inclusive growth and jobs and community led services. One of the Plan’s 10-year ambitions is that ‘All our communities benefit from low levels of

	<p>crime and anti-social behaviour’ – this will contribute to eliminating discrimination, harassment and victimisation. For example, a key outcome is reduced levels of violence and abuse against women and children.</p>
Advancing equality of opportunity	<p>Our current ways of working are not preventing problems early enough or addressing the economic, environmental, and other challenges we face quickly enough. Community wealth building is a different way to approach improving communities and their wellbeing. It puts people and communities firmly at the heart of everything we plan and on the basis that:</p> <ul style="list-style-type: none"> • Preventing problems is more likely when communities are fully involved • Everyone owns a stake in the local environment and economy, no matter who they are • Our financial power will work for communities and more of our spending will stay local • Better use of our land and assets to benefit local people and communities • Fair employment and labour markets that work for every community <p>This will include the following: more Fife employers paying the living wage, removing cost barriers to participation, for example, school, leisure travel; increased public sector recruitment from under-represented and deprived communities.</p>
Fostering good relations	<p>Community wealth building approaches aim to promote inclusive local economies with a strong focus on wellbeing. The fostering of good community relations will be a key element of this approach.</p>
Socio-economic disadvantage	<p>A key aim of the Plan will be to promote more inclusive approaches to economic development with the aim of reducing socio-economic disadvantage. Key outcomes will include: more people’s incomes will be maximised; lower cost</p>

	<p>barriers to accessing services; more sustainable access to food; improved evidence base relating to poverty and crisis. Action to address climate change and its impacts, such a flooding, through the creation of more resilient communities will have benefits for Fife’s more disadvantaged communities and help avoid inequalities of outcome.</p>
<p>Inequalities of outcome</p>	<p>A key aim of the Plan is to reduce inequalities of outcome across Fife, including: fewer children in poverty; lower rates of income deprivation; more households managing well financially; improved educational attainment in all groups; more school leavers with qualifications; increased participation and engagement of children and young people; reduced levels of preventable ill health; fewer alcohol related hospital admissions and deaths; fewer drug related hospital admissions and deaths; improved trauma awareness across services; reduced claimant rates in Mid-Fife; lower poverty in Mid-Fife; increased access to affordable homes; greater participation in physical activity by all age groups.</p>

Having considered the general duties above, if there is likely to be no impact on any of the equality groups, parts 2 and 3 of the impact assessment may not need to be completed. Please provide an explanation (based on evidence) if this is the case.

Part 2: Evidence and Impact Assessment

Explain what the positive and / or negative impact of the policy change is on any of the protected characteristics

Protected characteristic	Positive impact	Negative impact	No impact
Disabled people	x		
Sexual orientation	x		
Women	x		
Men	x		
Transgendered people	x		
Race (includes gypsy travellers)	x		
Age (including older people aged 60+)	x		
Children and young people	x		
Religion or belief	x		
Pregnancy & maternity	x		
Marriage & civil partnership	x		

Please also consider the impact of the policy change in relation to:

	Positive impact	Negative impact	No impact
Looked after children and care leavers	x		
Privacy (e.g. information security & data protection)			x
Economy	x		

- Please record the evidence used to support the impact assessment. This could include officer knowledge and experience, research, customer surveys, service user engagement.
- Any evidence gaps can also be highlighted below.

Evidence used	Source of evidence
1. Fife Partnership Strategic Assessment 2020	Fife Council
2. Reform and recovery programme work during 2020/2021	Fife Council
3. Consultation across the Fife Partnership during 2021	Fife Partnership
4. Consultation with partners and community groups on experience and learning from the Covid-19 pandemic	Fife Council

Evidence gaps	Planned action to address evidence gaps
1.	
2.	
3.	

Part 3: Recommendations and Sign Off

(Recommendations should be based on evidence available at the time and aim to mitigate negative impacts or enhance positive impacts on any or all of the protected characteristics).

Recommendation	Lead person	Timescale
1.Coordinate new leadership arrangements to ensure recovery and renewal priorities are addressed at pace	Tim Kendrick	2021 - 2024
2.Implement new reporting and monitoring arrangements	Iain Duncan	November 2021
3.Implement annual reviews of Plan for Fife Ambitions and three-yearly Strategic Assessment	William Penrice	2021 - 2024
4.		
5.		

Sign off

(By signing off the EqIA, you are agreeing that the EqIA represents a thorough and proportionate analysis of the policy based on evidence listed above and there is no indication of unlawful practice and the recommendations are proportionate.

Date completed: 10 th September, 2021	Date sent to Community Investment Team: Enquiry.equalities@fife.gov.uk 10 th September, 2021
Senior Officer: Name Michael Enston	Designation: Executive Director, Communities

FOR COMMUNITY INVESTMENT TEAM ONLY

EqIA Ref No.	
Date checked and initials	

23rd September, 2021

Agenda Item No. 11

NOTICE OF MOTIONS

Report by: Lindsay Thomson, Head of Legal and Democratic Services

Wards Affected: All

Purpose

In terms of Standing Order 8.1, the attached notice of motions have been submitted.

Recommendation(s)

Council is asked to consider the motions.

Resource Implications

Not applicable.

Legal & Risk Implications

Not applicable.

Impact Assessment

Not applicable.

Consultation

Not applicable.

Lindsay Thomson
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Fife Council – 17th June, 2021 – Motions Update

Motion	Update
Motion 1 (conjoined motion agreed)	Added to committee work programmes as appropriate.
Motion 2 (withdrawn)	N/A
Motion 3 (conjoined motion agreed)	Updates being provided. Discussions ongoing with the Post Office.

Motion 1

Maintenance of trees

“Council notes that in areas of land that are privately owned but where grounds maintenance was formally adopted by Fife Council and its predecessor district councils, there are a number of trees on this land.

Council notes that the Council has stopped maintaining a number of these trees which has seen an increase in the number of complaints received with regard to overhanging branches from residents of these areas.

The Council has a moral responsibility to maintain these trees while the Council continues to take legal advice and work through a revised approach to tree maintenance across Fife.

Council notes that residents should not be penalised due to a lack of maintenance of trees and that longer term, the Council may have to retain responsibility maintaining the trees.

Council calls for a report on this matter advising on work to date by the service, options for future maintenance and, if possible, information regarding how many of these trees were planted by Fife Council and former district councils be submitted to the Environment and Protective Services Sub-Committee.”

Proposed by Councillor James Calder

Seconded by Councillor Tim Brett

Motion 2

Teachers not receiving full time roles

“Council notes that as of the end of June, 147 qualified primary school teachers and 46 qualified secondary school teachers who had passed the interview stage were not offered permanent full time teaching roles. A number of these teachers are at the early stage of their career.”

While a number of them have been put on the supply list, this Council would like to express its regret at this situation and the stress it has caused for those concerned.

While/

While the Council welcomes Scottish Government funding for 71 FTE roles, Fife Council resolves to call on the co-leaders to write to the Scottish Education Secretary to ask how this situation can be avoided again in the future.”

Proposed by Councillor James Calder
Seconded by Councillor Jonny Tepp

Motion 3

“Swimming is not only a life-skill but a life-saver. Being able to swim, demonstrate water confidence and understand how to keep safe in the water should be an outcome by the end of primary school for all pupils.

Fife Council requests that a report is brought to the Education & Children’s Services Sub-Committee;

- Providing detail on current swimming policy across Fife schools
- Providing recommendations on how to ensure that all children leave primary school able to swim with confidence and understanding how to keep safe in the water
- Addressing how to ensure any child unable to swim confidently upon leaving primary school will have the opportunity to do so as they progress into high school”

Proposed by Councillor Kathleen Leslie
Seconded by Councillor David J Ross

Motion 4

"This Council declared a Climate Emergency in 2019, two years on and there is still much to do. This year, 2021, presents an unmissable opportunity for change. In 2021, world leaders will come together during key global conferences and forums to set the environmental agenda for the future.

It is crucial that political decisions are made on climate action, nature, and sustainable development - decisions that will directly affect the fate of everyone, and our planet for years to come. It is essential, therefore, that local leadership is demonstrated across Fife, and I ask that Fife Council should :

1. arrange as soon as possible a Seminar for Community Councils on the Climate Emergency, so that they may take a local lead in their respective areas.
2. that it be remitted to Officer to prepare a report for submission to Environment and Protective Services Sub-Committee on the issues raised at COP26, to ensure that recommendations specific to Fife are dealt with appropriately.”

Proposed by Councillor Karen Marjoram
Seconded by Councillor Jean Hall Muir

Motion 5

“Council receives from the Executive Director Enterprise and Environment, a report in relation to fixed penalty notices for the offences of littering and fly tipping under section 88 and 33A of the Environmental Protection Act 1990 covering the following:-

- Number of fixed penalties issued
- Number of Fife Council officers currently authorised to issue penalties and the substantives roles those officers hold
- Any service plans to change the number of authorised officers, including whether the appointment as an authorised officer could be added to other substantive roles
- The benefits, risks and process associated with the appointment of additional authorised officers.

Proposed by Councillor Gavin Ellis
 Seconded by Councillor Dave Dempsey

Motion 6

“In the light of public disquiet in relation to the performance of some of Fife Council’s arm’s length organisations, Council asks the Chief Executive to carry out a review of the current ALEO arrangements (in particular for Fife Cultural Trust, Fife Sports and Leisure Trust, Fife Golf Trust, Fife Coast and Countryside Trust and Fife Resource Solutions) and to consider whether an alternative structures would ensure that these organisations are working in the best interests of Fifers.”

Proposed by Councillor Dave Dempsey
 Seconded by Councillor Dave Coleman

Motion 7

“The Council note that the legislation is now in force to implement control areas for planning purposes.
 This would allow Fife Council , as planning authority, to designate an area as a control area.

Council acknowledge that this is a welcome development, particularly in East Neuk and Landward Ward which has experienced particular challenges in relation to secondary letting, short term lets and ensuring the best use of homes in the area.

As other councils in Scotland have already done we now call on Fife Council to move swiftly to consider the opportunities this legislation would bring to the East Neuk and Landward, and in particular to consider whether to designate it as a Control Area. We seek a report to the Policy and Coordination Committee on the process to be followed to implement Control Areas and thereafter detailed annual reports to Full Council on the operation of the designated areas.”

Proposed by Councillor Bill Porteous
 Seconded by Councillor Tim Brett

Motion 8

“Council notes with concern the proposed changes to the Scotrail timetable which will have the overall effect of reducing services for Fife.

Council believes these changes will be counterproductive in terms of our efforts to reduce the carbon footprint and are extremely disappointing when considered in the context of the higher charges and service failures we have seen in Fife over recent years.

Council further believes that the Scottish Government should have set out a comprehensive plan for encouraging the safe return to public transport rather than allowing further cuts to services which run against commitments to tackle climate change.

Council therefore agrees:

- To ask the Co-Leaders to write to Scotrail expressing our concerns about these proposed cuts to services and requesting an urgent meeting to discuss them;
- To ask the Co-Leaders to write to the Scottish Government urging them to set out a comprehensive plan for the safe return to public transport; and
- To encourage Fife residents to make their views to these proposals known to Scotrail through the consultation which closes [on 1st October 2021.](#)"

Proposed by Councillor Altany Craik

Seconded by Councillor David Ross

Motion 9

"Fife Council notes the draft Scotrail timetable for May 2022, welcomes its provision to accommodate the new services to Leven and Cameron Bridge as well as any new station at Newburgh but notes with concern the extended journey times, such as between Edinburgh and Cupar.

We believe that while some reductions in service may be inevitable, the pattern of future commuting is by no means certain, with so many people still working from home, and therefore this timetable is premature; also that extended journey times by rail are liable to push commuters and leisure travellers, already wary of public transport, back into their cars to the great detriment of the environment.

Fife Council therefore encourages officers and the Economy, Tourism, Strategic Planning & Transportation Sub-Committee to make all possible representations to Scotrail and Transport Scotland to avert the damage that such a reduction in rail services is likely to wreak."

Proposed by Councillor Jane Ann Liston

Seconded by Councillor Tim Brett