

FIFE COUNCIL OF 8TH DECEMBER, 2022

MINUTE VOLUME

NOTE

Items in the minutes will be marked to indicate that such items are subject to the approval of the Council or another Committee, as the case may be, as follows:-

- C = Subject to approval of the Council
- S = Subject to approval of the appropriate Strategic Committee
- A = Subject to approval of the appropriate Area Committee

If telephoning, please ask for Emma Whyte, Committee Officer,
Finance & Corporate Services (Telephone:- 03451 555555 Ext. 442303).

FIFE COUNCIL

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

21st September, 2022

2.00 p.m. – 4.35 p.m.

PRESENT: Councillors David Barratt (Convener), Lesley Backhouse, Alistair Bain, John Beare, James Calder, Colin Davidson, Dave Dempsey, Derek Glen, Julie MacDougall, Lea McLelland, Derek Noble, Gordon Pryde and Sam Steele.

ATTENDING: Mary Stewart, Service Manager, Bryan Reid, Lead Professional, Katherine Pollock, Lead Professional and Gary Horne, Planning Assistant, Planning Services; Mary McLean, Team Manager - Legal Services and Emma Whyte, Committee Officer, Legal and Democratic Services.

APOLOGIES FOR ABSENCE: Councillors Andrew Verrecchia and James Leslie.

26. DECLARATIONS OF INTEREST

Councillor Davidson declared an interest in Para. 34 - 21/03904/FULL - The Lodge House, 3 Orchard Grove, Leven - as he had been in discussion with local residents.

Councillor Barratt declared an interest in Para. 38 - 22/02008/FULL - 66 Strathbeg Drive, Dalgety Bay - as he had been in discussion with both the applicant and objectors.

Councillor Dempsey declared an interest in Para. 38 - 22/02008/FULL - 66 Strathbeg Drive, Dalgety Bay - as he had been in discussion with objectors.

27. MINUTE

The Committee considered the minute of the meeting of West and Central Planning Committee of 24th August, 2022.

Decision

The Committee agreed to approve the minute.

28. 21/00287/EIA - LOMOND QUARRY, LESLIE

The Committee were advised that this application had been deferred to the next meeting of the West and Central Planning Committee to allow time for delayed background documents to be assessed by officers.

29./

29. 22/01577/EIA - LAND TO EAST OF WHITEFIELD ROAD, DUNFERMLINE

The Committee considered a report by the Head of Planning Services relating to an application for ground remediation works to stabilise shallow mine works associated with Halbeath SDA (Phase 1).

Decision

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

30. 17/01677/EIA - LAND AT HALBEATH NORTH OF FIFE CIRCLE RAIL LINE, PLEASANCE ROAD, HALBEATH

The Committee considered a report by the Head of Planning Services relating to an application for revisions to conditions schedule for 17/01677/EIA - Residential development (approximately 1,400 residential units) including land for education, retail, employment and community facilities, with new roads and associated infrastructure, and including demolition of existing buildings at Wester Whitefield Farm at Land at Halbeath North of Fife Circle Rail Line, Pleasance Road, Halbeath.

Decision

The Committee agreed the approval of the application, specifically revisions to the following conditions:-

30. The following details shall be submitted ~~with the first application for Matters Specified by Condition 1(a) within phase 2~~ **prior to the occupation of the 341st residential unit or with the first application for Matters Specified in Condition 1(a) within phase 2 (whichever is earlier)** and implemented prior to ~~first~~ the occupation of **the 341st residential unit or any occupation of the first residential unit within this phase 2 (whichever is earlier)** as identified within the Development Framework Report:

a) The proposed Northern Link Road between Pleasance Road and the tie-in with the bridge crossing of the railway being completed and open to vehicular traffic. This shall include details of the junction arrangement with Pleasance Road;

b) Upgrading of Pleasance Road between the Northern Link Road and Kingseat Road (C54). For the avoidance of doubt, the works shall include the realignment of the adopted section of Pleasance Road to relocate it northwards into pod 10; provision of a layby to improve off-street car parking for existing residents; and the alteration of priorities at the Pleasance Road/Kingseat Road junction. The upgraded Pleasance Road shall be designed for a 20mph speed limit with suitable traffic calming measures.

c) A footway/ cycleway connection between Queen Margaret Fauld and pods 11 and 12. This can be provided either through the creation of a 3m wide footpath/ cycleway or the upgrade of Pleasance Road to a shared surface.

Reason: In the interests of road safety and providing adequate access for phase 2.

31./

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31. The following details shall be submitted with or prior to the application for Matters Specified by Condition 1(a) which includes the ~~200th~~ **540th** residential unit within ~~phase 2~~ **the site** and completed and open to vehicular traffic prior to the occupation of the ~~200th~~ **540th** residential unit within ~~phase 2~~ **the site**:

a) The completion of the Northern Link Road between Pleasance Road and the east end of the Northern Link Road within Phase 1. Details of the proposed Northern Link Road, including the junction arrangement with the realigned B912 shall be submitted;

b) The realignment and upgrade of the B912 between its junction with the Northern Link Road and the north eastern boundary of the site. This shall include details of the footpath/ cyclepath on the alignment of the bypassed section of the B912, crossing of the B912 and a 30mph gateway.

Reason: To complete the Northern Link Road in the interests of road safety and road network capacity.

31. **22/01420/CON - BATTERY STORAGE, DEVILLA FOREST**

The Committee considered a report by the Head of Planning to seek the Committees agreement on the Council's proposed formal response to the consultation from the Scottish Ministers under Section 36 of the Electricity Act 1989 for the installation of 500MW battery energy storage facility and associated infrastructure.

Motion

Councillor Barratt, seconded by Councillor Steele, moved to respond with a recommendation for approval of the application subject to appropriate conditions to be delegated to the Convener, Vice Convener, Head of Planning Services and Head of Legal and Democratic to agree.

Amendment

Councillor Beare, seconded by Councillor Dempsey, moved approval of the recommendation for the reasons detailed in the report.

Roll Call

For the Motion – 4 votes

Councillors Lesley Backhouse, David Barratt, Derek Glen and Sam Steele.

For the Amendment – 9 votes

Councillors Alistair Bain, John Beare, James Calder, Colin Davidson, Dave Dempsey, Julie MacDougall, Lea McLelland, Derek Noble and Gordon Pryde.

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

Decision/

Decision

The Committee agreed to agree the conclusions set out in the report and the additional comments detailed in the recommended consultation response as narrated in Appendix 1 of the report as the formal position of Fife Council to be issued to the Scottish Ministers.

32. 22/01466/FULL- HIGH STREET, KINCARDINE

The Committee considered a report by the Head of Planning relating to an applications for Environmental improvements including alterations and re-alignment of carriageway (A977 and A876) resurfacing of public areas and installation of street furniture.

Decision

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

Councillor Glen left the meeting prior to consideration of the following item.

33. 21/03982/FULL - LAND AT Q3 DUNLIN DRIVE, DUNFERMLINE

The Committee considered a report by the Head of Planning relating to an application for the erection of retail unit (Class 1) with associated outdoor sales area, parking, access and boundary treatments.

Decision

The Committee agreed to refuse the application for the two reasons detailed in the report

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

The meeting adjourned at 3.35 p.m. and reconvened at 3.45 p.m.

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

34. 21/03904/FULL - THE LODGE HOUSE, 3 ORCHARD GROVE, LEVEN

The Committee considered a report by the Head of Planning Services relating to an application for the erection of single storey external store (retrospective) with associated landscaping works.

Decision

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

35. 22/01011/FULL - 14 DEAN ACRES, COMRIE

The Committee considered a report by the Head of Planning Services relating to an application for the erection of health and beauty treatment facility (Class 2).

Decision/

Decision

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

36. 22/00909/FULL - DEVONSIDE FARM, SALINE

The Committee considered a report by the Head of Planning Services relating to an application for a two storey extension, erection of car port and formation of balcony to side of dwellinghouse.

Decision

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

37. 22/00904/LBC - DEVONSIDE FARM, SALINE

The Committee considered a report by the Head of Planning Services relating to an application for listed building consent for two-storey extension to side of dwellinghouse, erection of car port and formation of balcony.

Decision

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

Councillors Barratt and Dempsey both left the meeting prior to consideration of the following item, having earlier declared an interest.

Councillor Beare took the Chair in the absence of the Convener and Vice-Convener.

38. 22/02008/FULL- 66 STRATHBEG DRIVE, DALGETY BAY

The Committee considered a report by the Head of Planning Services relating to an application for alterations and extension to dwellinghouse.

Decision

The Committee agreed to approve the application unconditionally.

39. APPLICATIONS FOR PLANNING PERMISSION DEALT WITH UNDER DELEGATED POWERS

Decision

The Committee noted the lists of applications dealt with under delegated powers for the period 8th August to 4th September, 2022.

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

19th October, 2022

2.00 p.m. – 4.20 p.m.

PRESENT: Councillors David Barratt (Convener), David Alexander, Lesley Backhouse, John Beare, James Calder, Dave Dempsey, Derek Glen, James Leslie, Julie MacDougall, Lea McLelland, Gordon Pryde, Sam Steele and Andrew Verrecchia.

ATTENDING: Mary Stewart, Service Manager - Major Business & Customer Service, Martin McGroarty, Lead Professional and Jamie Penman, Planner, Planning Services; Christopher Glendinning, Solicitor and Emma Whyte, Committee Officer, Legal and Democratic Services.

40. DECLARATIONS OF INTERESTS

Councillor Beare declared an interest in Para. 43 – 21/00287/EIA – Lomond Quarry, Falkland Hills Road, Leslie – as he was a local ward member appointed to the Lomond Quarry Liaison Committee, however, having applied the objective test, he advised he would remain in the meeting during consideration of this item.

41. MINUTE

The Committee considered the minute of the meeting of West and Central Planning Committee of 21st September, 2022.

Decision

The Committee agreed to approve the minute.

42. CHANGE OF MEMBERSHIP

The Committee were asked to note that Councillor James Leslie had replaced Councillor Conner Young as a member of the West and Central Planning Committee.

Decision

The Committee noted the change of membership.

43. 21/00287/EIA - LOMOND QUARRY, FALKLAND HILLS ROAD, LESLIE

The Committee considered a report by the Head of Planning Services relating to an application for extension to existing quarry, incorporating associated works, plant renewal and demolition; updated restoration plan; revised method of working existing quarry; and 8 year extension of currently approved mineral extraction timescale.

Decision/

Decision

The Committee agreed to approve the application subject to:-

- (1) the conclusion of legal agreements relating to:-
 - the funding and administration arrangements for a scheme of local community benefits;
 - the funding and arrangements for the provision of a compliance assessor;
 - the operation of the Lomond Quarry Liaison Committee;
 - the funding and arrangements for repairs to local roads which are required as a result of the impact of the quarry traffic on those roads; and
- (2) the thirty-three conditions and for the reasons detailed in the report.

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

44. 22/00966/FULL - COUNCIL PARKS DEPOT, LEYS PARK ROAD, DUNFERMLINE

The Committee considered a report by the Head of Planning Services relating to an application for the erection of 15 affordable dwellinghouses (Class 9) and 30 flatted dwellings (extra care) (Class 8) with associated access, landscaping and infrastructure.

Motion

Councillor Barratt, seconded by Councillor Beare, moved that the application be approved subject to:-

- (1) the fourteen conditions and for the reasons detailed in the report;
- (2) removal of a duplicate condition (13); and
- (3) the addition of the following condition:-

Unless otherwise approved in writing by Fife Council as Planning Authority, the normal working hours for construction activities within the site shall be restricted to Monday to Friday between 8.00am to 6.00pm, 8.00am to 1.00pm on a Saturday and at no time on a Sunday or a Bank Holiday. No commercial vehicles associated with construction work shall enter or leave the site before 8.00am and after 6.00pm Monday to Friday; before 8.00am and after 1.00pm on a Saturday and at any time on a Sunday or a Bank Holiday. Out with these hours, development at the site shall be limited to maintenance, emergency works, or construction work that is not audible from any noise sensitive property out with the site.

Reason: In the interests of safeguarding the amenity of adjoining and nearby residents; to ensure construction activities are not undertaken at times that are likely to result in significant noise and vibration disturbance or dust generating nuisance to neighbouring occupiers.

Amendment/

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Amendment

Councillor Pryde, seconded by Councillor MacDougall, moved that the application be deferred until such time as Housing Services could provide a report on the required parking levels for the extra care housing element of the development.

Roll Call

For the Motion – 7 votes

Councillors David Alexander, Lesley Backhouse, David Barratt, John Beare, Derek Glen, Lea McLelland and Sam Steele.

For the Amendment – 6 votes

Councillors James Calder, Dave Dempsey, James Leslie, Julie MacDougall, Gordon Pryde and Andrew Verrecchia.

Having received a majority of votes the motion was carried.

Decision

The Committee agreed to approve the application subject to:-

- (1) the fourteen conditions and for the reasons detailed in the report;
- (2) removal of a duplicate condition (13); and
- (3) the addition of the following condition:-

Unless otherwise approved in writing by Fife Council as Planning Authority, the normal working hours for construction activities within the site shall be restricted to Monday to Friday between 8.00am to 6.00pm, 8.00am to 1.00pm on a Saturday and at no time on a Sunday or a Bank Holiday. No commercial vehicles associated with construction work shall enter or leave the site before 8.00am and after 6.00pm Monday to Friday; before 8.00am and after 1.00pm on a Saturday and at any time on a Sunday or a Bank Holiday. Out with these hours, development at the site shall be limited to maintenance, emergency works, or construction work that is not audible from any noise sensitive property out with the site.

Reason: In the interests of safeguarding the amenity of adjoining and nearby residents; to ensure construction activities are not undertaken at times that are likely to result in significant noise and vibration disturbance or dust generating nuisance to neighbouring occupiers.

The meeting adjourned at 3.50 p.m. and reconvened at 4.00 p.m.

45. 21/01770/FULL - LAND ADJACENT TO FERRYCRAIGS HOUSE, FERRY ROAD, NORTH QUEENSFERRY

The Committee considered a report by the Head of Planning Services relating to an application for the erection of holiday accommodation (Sui Generis).

Decision/

Decision

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

46. 22/02040/FULL - GARANWOODS NEAR LOTHRIE, STRATHENRY AVENUE, STRATHENRY

The Committee considered a report by the Head of Planning Services relating to an application for change of use from woodland to hutting site (1 hut).

Decision

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

47. LEGISLATIVE REQUIREMENT TO LIMIT THE DURATION OF PLANNING PERMISSION BY APPLYING TIME CONDITIONS

The Committee considered a report by the Head of Planning Services providing an update in respect of a change to planning legislation which came into effect on 1st October, 2022 and advising of the need to implement the requirements of the legislation in respect of the applications which the Committee had already indicated it was minded to grant where that decision had not yet been issued.

Decision

The Committee agreed that, in respect of the applications listed in Appendix 1 of the report, the additional conditions required to limit the life of the planning permission (also noted in Appendix 1 of the report) be added to those decisions.

48. APPLICATIONS FOR PLANNING PERMISSION DEALT WITH UNDER DELEGATED POWERS

Decision

The Committee noted the lists of applications dealt with under delegated powers for the period 8th August to 4th September, 2022; and 5th September to 2nd October, 2022.

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

16th November, 2022

2.00 p.m. – 4.35 p.m.

PRESENT: Councillors David Barratt (Convener), David Alexander, Lesley Backhouse, Alistair Bain, John Beare, Dave Dempsey, Derek Glen, James Leslie, Julie MacDougall, Lea McLelland, Derek Noble, Gordon Pryde, Sam Steele and Andrew Verrecchia.

ATTENDING: Declan Semple, Lead Officer, Jamie Penman, Planner and Bryan Reid, Lead Professional, Natasha Cockburn, Lead Professional, Planning Services; Christopher Glendinning, Solicitor and Emma Whyte, Committee Officer, Legal and Democratic Services.

APOLOGIES FOR ABSENCE: Councillors James Calder and Colin Davidson.

49. DECLARATIONS OF INTEREST

No Declarations of Interest were made in terms of Standing Order 7(1).

50. MINUTE

The Committee considered the minute of the meeting of West and Central Planning Committee of 19th October, 2022.

Decision

The Committee agreed to approve the minute.

51. 22/01040/FULL - KATHELLAN HOME FARM, KELTY

The Committee considered a report by the Head of Planning Services relating to an application for Roadside services development comprising of erection of a petrol filling station and associated retail kiosk (Class 1), jet washes, restaurant with drive thru facility (Class 3), site access arrangements, parking provision, electric vehicle charging points, landscaping and ancillary works.

Decision

The Committee agreed to refuse the application for the six reasons detailed in the report.

52. 22/00222/FULL - LAND AT ASTRO SOCCER, VIEWFIELD, GLENROTHES

The Committee considered a report by the Head of Planning Services relating to an application for the erection of 58 affordable housing units including associated access, landscaping, infrastructure and formation of hardstanding.

Decision/

Decision

The Committee agreed to approve the application subject to:-

- (1) the nineteen conditions and for the reasons detailed in the report; and
- (2) the addition of the following condition:-

Unless otherwise approved in writing by Fife Council as Planning Authority, the normal working hours for construction activities within the site shall be restricted to Monday to Friday between 8.00am to 6.00pm, 8.00am to 1.00pm on a Saturday and at no time on a Sunday or a Bank Holiday. No commercial vehicles associated with construction work shall enter or leave the site before 8.00am and after 6.00pm Monday to Friday; before 8.00am and after 1.00pm on a Saturday and at any time on a Sunday or a Bank Holiday. Out with these hours, development at the site shall be limited to maintenance, emergency works, or construction work that is not audible from any noise sensitive property out with the site.

Reason: In the interests of safeguarding the amenity of adjoining and nearby residents; to ensure construction activities are not undertaken at times that are likely to result in significant noise and vibration disturbance or dust generating nuisance to neighbouring occupiers.

The meeting adjourned at 3.20 p.m. and reconvened at 3.30 p.m.

53. 22/01125/FULL - FREESCALE SITE, DUNLIN DRIVE, DUNFERMLINE

The Committee considered a report by the Head of Planning Services relating to an application for the provision of an active travel link between Greenshanks Drive and the Dunfermline Learning Campus.

Decision

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

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

54. 22/01748/FULL - UNIT 1, CROSSHILL BUSINESS CENTRE, MAIN STREET, CROSSHILL

The Committee considered a report by the Head of Planning Services relating to an application for the change of use of part of training/business land (Sui Generis) to land for siting of self-storage containers (Class 6), erection of fencing and associated development.

Decision

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

55./

55. 21/03397/PPP - LAND 900M WEST OF SHEARDRUM, BALGONAR, SALINE

The Committee considered a report by the Head of Planning Services relating to an application for planning permission in principle for erection of dwellinghouse (Class 9) and associated development.

Motion

Councillor Steele, seconded by Councillor Glen, moved that the application be approved as the proposal was acceptable and in accordance with the Development Plan. A proven need for a countryside location had been demonstrated, in that the dwellinghouse was essential to support an existing rural business, and the proposal therefore complied with Policies 1, 7 and 8 of the Adopted FIFEplan (2017). In addition, the proposed dwelling could be delivered in such a way so as not to give rise to a detrimental impact on the visual amenity and road safety of the surrounding area. In light of the above, the proposal is deemed acceptable, subject to conditions.

Amendment

Councillor Beare, seconded by Councillor Alexander, moved that the application be refused for the reasons set out in the report.

Roll Call

For the Motion – 10 votes

Councillors Alistair Bain, David Barratt, Dave Dempsey, Derek Glen, James Leslie, Julie MacDougall, Lea McLelland, Derek Noble, Sam Steele and Andrew Verrecchia.

For the Amendment – 3 votes

Councillors David Alexander, John Beare and Gordon Pryde.

The motion was accordingly carried.

Decision

The Committee agreed to:-

- (1) approve the application subject to appropriate conditions; and
- (2) delegate to the Head of Planning, in consultation with the Head of Legal and Democratic Services, to finalise the proposed conditions to ensure that a decision on the application was not unduly delayed.

56. 21/03396/PPP - LAND 100M WEST OF MEADOW VIEW, HILLEND, SALINE

The Committee considered a report by the Head of Planning Services relating to an application for planning permission in principle for erection of dwellinghouse (Class 9) and associated development.

Motion/

Motion

Councillor Steele, seconded by Councillor Glen, moved that the application be approved as the proposal was acceptable and in accordance with the Development Plan. A proven need for a countryside location had been demonstrated, in that the dwellinghouse was essential to support an existing rural business, and the proposal therefore complied with Policies 1, 7 and 8 of the Adopted FIFEplan (2017). In addition, the proposed dwelling could be delivered in such a way so as not to give rise to a detrimental impact on the visual amenity and road safety of the surrounding area. In light of the above, the proposal is deemed acceptable, subject to conditions.

Amendment

Councillor Beare, seconded by Councillor Alexander, moved that the application be refused for the reasons set out in the report.

Roll Call

For the Motion – 10 votes

Councillors Alistair Bain, David Barratt, Dave Dempsey, Derek Glen, James Leslie, Julie MacDougall, Lea McLelland, Derek Noble, Sam Steele and Andrew Verrecchia.

For the Amendment – 3 votes

Councillors David Alexander, John Beare and Gordon Pryde.

The motion was accordingly carried.

Decision

The Committee agreed to:-

- (1) approve the application subject to appropriate conditions; and
- (2) delegate to the Head of Planning, in consultation with the Head of Legal and Democratic Services, to finalise the proposed conditions to ensure that a decision on the application is not unduly delayed.

57. APPLICATIONS FOR PLANNING PERMISSION DEALT WITH UNDER DELEGATED POWERS

Decision

The Committee noted the lists of applications dealt with under delegated powers for the period 3rd October to 31st October, 2022.

THE FIFE COUNCIL - NORTH EAST PLANNING COMMITTEE – REMOTE MEETING

12th October, 2022

1.30 p.m. – 5.30 p.m.

PRESENT: Councillors Jane Ann Liston (Depute Convener), Al Clark, Fiona Corps, Sean Dillon, Alycia Hayes, Stefan Hoggan-Radu, Margaret Kennedy, Allan Knox, Robin Lawson, Donald Lothian, David MacDiarmid and Ann Verner.

ATTENDING: Chris Smith, Lead Officer, Derek Simpson, Lead Officer, Jamie Penman, Planner, Sarah Purves, Planner, Development Management; Steven Paterson, Solicitor and Diane Barnett, Committee Officer, Legal & Democratic Services.

APOLOGIES FOR ABSENCE: Councillors Gary Holt and Jonny Tepp (Convener).

23. DECLARATIONS OF INTEREST

Councillor Lothian declared an interest in Para. No. 25 - '22/00833/FULL - Land to East of Stratheden Place, Auchtermuchty' - as he had been in contact with the objectors about the proposed development.

Councillor Lothian also declared an interest in Para. No. 27 - '22/01205/FULL – 3 Myreside, Kingskettle' - as he had spoken with the objector and the applicant about the proposed development.

24. MINUTE

The Committee considered the minute of the North East Planning Committee of 17th August, 2022.

Decision

The Committee agreed to approve the minute.

Prior to consideration of the following item, Councillor Lothian, having declared an interest, left the meeting at this point.

25. 22/00833/FULL - LAND TO EAST OF STRATHEDEN PLACE, AUCHTERMUCHTY

The Committee considered a report by the Head of Planning Services relating to an application for the erection of 21 dwellinghouses and associated works.

Decision/

Decision

The Committee agreed:-

- (1) to approve the application subject to the 9 conditions and for the reasons detailed in the report and following the conclusion of an agreement to secure the necessary planning obligations, namely:
 - (a) a greenspace contribution totalling £20,400; and
 - (b) an affordable housing contribution securing 4 units to be provided on-site; and
- (2) that authority was delegated to the Head of Planning Services, in consultation with the Head of Legal and Democratic Services, to negotiate and conclude the legal agreement necessary to secure the planning obligations.

Councillor Kennedy joined the meeting partway through the Planning Officer's detailed presentation of the above planning application and, having not had the benefit of the full presentation, did not participate in the debate on this item.

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

26. 22/00950/FULL - LAND TO EAST OF MANSE ROAD, SPRINGFIELD

The Committee considered a report by the Head of Planning Services relating to an application for the erection of 30 affordable housing units, formation of vehicular access points, landscaping and other supporting infrastructure.

Motion

Councillor Kennedy, seconded by Councillor Hoggan-Radu, moved to refuse the application on the grounds that the development did not comply with:

- (1) Scottish Planning Policy (2014), Policies 1 and 3 of the Adopted FIFEplan (2017) and Making Fife's Places Supplementary Planning Guidance (2018) - on the basis that the applicant had failed to demonstrate that the number of trips the proposed development might generate would not have a significant detrimental impact on existing levels of road safety in the surrounding area; and
- (2) Scottish Planning Policy (2014) and Policies 1, 3 and 12 of the Adopted FIFEplan (2017) - on the basis that the applicant had failed to demonstrate the proposed development would not increase flooding or flood risk on or around the application site.

Amendment

Councillor MacDiarmid, seconded by Councillor Hayes, moved as an amendment to approve the application, subject to:

- (1) the 16 conditions and for the reasons detailed in the report; and
- (2)/

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- (2) additional conditions, together with the attendant reason, requiring that:
 - (i) no development would commence on site until the applicant had provided evidence of an agreement with Scottish Water to connect to its existing drainage network in relation particularly to foul drainage - so as not to worsen existing foul drainage issues in the area; and
 - (ii) for the avoidance of doubt, any site clearance works in relation to hedging and trees on or adjacent to the site be undertaken outwith the bird nesting season (beginning of March to end of August).

Roll Call Vote

For the Motion - 5 votes

Councillors Clark, Corps, Hoggan-Radu, Kennedy and Lawson.

For the Amendment - 7 votes

Councillors Dillon, Hayes, Knox, Liston, Lothian, MacDiarmid and Verner.

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

Decision

The Committee agreed to approve the application subject to:

- (1) the 16 conditions and for the reasons detailed in the report;
- (2) additional conditions, together with the attendant reason, requiring that:
 - (i) no development would commence on site until the applicant had provided evidence of an agreement with Scottish Water to connect to its existing drainage network in relation particularly to foul drainage - so as not to worsen existing foul drainage issues in the area; and
 - (ii) for the avoidance of doubt, any site clearance works in relation to hedging and trees on or adjacent to the site be undertaken outwith the bird nesting season (beginning of March to end of August); and
- (3) the Head of Planning, in consultation with the Head of Legal and Democratic Services, drafting and formulating appropriately worded planning conditions to properly reflect those outlined at (2) above.

Councillor Kennedy left the meeting at this point.

Prior to consideration of the following item, Councillor Lothian, having declared an interest, left the meeting at this point.

The Committee adjourned at 3.50 p.m. and reconvened at 3.55 p.m..

27./

27. 22/01205/FULL - 3 MYRESIDE, KINGSKETTLE, CUPAR

The Committee considered a report by the Head of Planning Services relating to an application for the erection of a dwellinghouse.

Motion

Councillor MacDiarmid, seconded by Councillor Lawson, moved to conditionally approve the application against officer recommendation.

Amendment

Councillor Knox, seconded by Councillor Dillon, moved as an amendment to refuse the application for the reasons set out in the report.

Roll Call Vote

For the Motion - 5 votes

Councillors Hayes, Hoggan-Radu, Lawson, MacDiarmid and Verner.

For the Amendment - 5 votes

Councillors Clark, Corps, Dillon, Knox and Liston.

There being an equality of votes, the Chair used her casting vote in favour of the amendment.

Decision

The Committee agreed to refuse the application for the 2 reasons set out in the report.

Councillor Lothian re-joined the meeting at this point.

28. 22/01337/FULL - THE INN AT KINGSBARNES, 5 MAIN STREET, KINGSBARNES

The Committee considered a report by the Head of Planning Services relating to an application for the change of use from owner's accommodation (Class 7) to dwellinghouse (Class 9).

Decision

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

29. 22/01884/FULL - 1 LOGIE'S LANE, ST-ANDREWS

The Committee considered a report by the Head of Planning Services relating to an application for a change of use from retail unit (Class 1) to restaurant (Class 3), including alterations to shopfront and installation of canopies.

Decision/

Decision

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

30. 22/01885/FULL - 1 LOGIE'S LANE, ST-ANDREWS

The Committee considered a report by the Head of Planning Services relating to an application for a change of use from public open space to form outside seating area and erection of awnings and balustrades.

Decision

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

31. 22/02021/LBC - 1 LOGIE'S LANE, ST-ANDREWS

The Committee considered a report by the Head of Planning Services relating to an application for Listed Building Consent for internal and external alterations.

Decision

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

32. 22/01913/FULL - FARMHOUSE BALBUTHIE, BALBUTHIE ROAD

The Committee considered a report by the Head of Planning Services relating to an application for a change of use of part of an agricultural storage building to museum (Class 10).

Decision

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

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

33. LEGISLATIVE REQUIREMENT TO LIMIT THE DURATION OF PLANNING PERMISSION BY APPLYING TIME CONDITIONS

The Committee considered a report by the Head of Planning Services providing an update in respect of a change to planning legislation which came into effect on 1st October, 2022 and advising of the need to implement the requirements of the legislation in respect of the applications which the Committee had already indicated it was minded to grant where that decision had not yet been issued.

Decision

The Committee agreed that, in respect of the applications listed in Appendix 1 of the report, the additional conditions required to limit the life of the planning permission (also noted in Appendix 1 of the report) be added to those decisions.

34./

34. APPLICATIONS FOR PLANNING PERMISSION DEALT WITH UNDER DELEGATED POWERS.

Decision

The Committee noted the lists of applications dealt with under delegated powers for the period 8th August to 4th September, 2022; and 5th September to 2nd October, 2022.

THE FIFE COUNCIL - NORTH EAST PLANNING COMMITTEE – REMOTE MEETING

9th November, 2022

1.30 p.m. – 3.30 p.m.

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

ATTENDING: Alastair Hamilton, Service Manager, Development Management, Mark Barrett, Lead Officer Transportation Development Management, Jamie Penman, Planner, Economy, Planning and Employment Services; Steven Paterson, Solicitor and Diane Barnet, Committee Officer, Legal & Democratic Services, Finance & Corporate Services.

APOLOGY FOR ABSENCE: Councillor Al Clark.

Prior to consideration of the planning applications before the Committee for decision, Alastair Hamilton, Lead Officer, North East Planning Committee, provided an update on the National Planning Framework 4 (NPF4).

The Scottish Government laid the latest NPF4 before Parliament on 8th November, 2022. With the publication of NPF4 this was now a material consideration in the assessment of planning applications. NPF4, once adopted, would form part of the statutory Development Plan providing the national planning policy context and agenda for the assessment of all planning applications. NPF4 set out themes around sustainability, productivity, livability, and distinctive places and was underpinned by six spatial principles.

The policy context of NPF4 was set at a high level to provide directive but indicative policy context to be taken forward in further detail at a later date. The Adopted FIFEplan Local Development Plan (2017) and associated Supplementary Guidance provided the most up to date expression of planning policy for Fife and continued to be part of the Development Plan until it was replaced.

When NPF4 was adopted, the SESplan and TAYplan Strategic Development Plans and any supplementary guidance would cease to have effect and would not form part of the Development Plan.

In this context, Fife Council Planning Services considered that, while the finalised NPF4 was a material consideration, the detailed policy context in relation to the assessment and determination of planning applications at the present time should still be assessed against the Adopted FIFEplan Local Development Plan 2017.

Having assessed these applications against the policy provisions of the finalised NPF4 and the Adopted FIFEplan Local Development Plan (2017) there were no policy conflicts which would prevent the determination of the applications when assessed against the policy provisions of the Adopted FIFEplan.

35. DECLARATIONS OF INTEREST

Councillor Tepp declared an interest in Para. No. 38 - '22/00514/PPP - 12 Birkhill Avenue, Wormit, Newport on Tay' - as he was acquainted with the owner.

Councillors Knox and Kennedy-Dalby declared an interest in Para. No. 40 - 22/01263/FULL - land to East of Pitlethie Road and North of Fetterdale Fields, Leuchars - as Councillor Knox had had contact with objectors and Councillor Kennedy-Dalby was a resident in the estate.

Councillor Corps declared an interest in Para. No. 41 -22/00905/FULL - 1 Lindsay Berwick Place, Anstruther - as she had previous dealings with Planning relating to the land in question.

36. MINUTE

The Committee considered the minute of the North East Planning Committee of 12th October, 2022.

Decision

The Committee agreed to approve the minute.

37. 20/02392/FULL - GLADNEY FARM, WEMYSSHALL ROAD, CERES

The Committee considered a report by the Head of Planning Services relating to an application for the erection of 6 holiday pods with associated parking, access and landscaping.

Decision

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

Prior to consideration of the following item, Councillor Tepp, having declared an interest, left the meeting at this point. The Depute Convener, Councillor Liston, chaired the meeting for the item.

38. 22/00514/PPP - 12 BIRKHILL AVENUE, WORMIT, NEWPORT ON TAY

The Committee considered a report by the Head of Planning Services relating to an application for the erection of a dwellinghouse.

Decision

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

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

39. 22/01734/FULL - 29 CASH FEUS, STRATHMIGLO, CUPAR

The Committee considered a report by the Head of Planning Services relating to an application for the erection of a dwellinghouse.

Decision/

Decision

The Committee agreed to approve the application subject to:-

- (1) the five conditions and for the reasons detailed in the report; and
- (2) an additional condition in the event that contamination was identified given the previous industrial use of the site.

Councillor Kennedy joined the meeting partway through the Planning Officer's detailed presentation of the above planning application and, having not had the benefit of the full presentation, did not participate in the debate on this item.

Prior to consideration of the following item, Councillors Knox and Kennedy-Dalby, having declared an interest, left the meeting at this point.

40. 22/01263/FULL - LAND TO EAST OF PITLETHIE ROAD AND NORTH OF FETTERDALE FIELDS, LEUCHARS

The Committee considered a report by the Head of Planning Services relating to an application for the erection of 49 affordable dwellings, formation of vehicular accesses, open space and drainage infrastructure.

Decision

The Committee agreed:-

- (1) to disregard Paragraph 1.2.2 of the report as the affordable dwellings would remain in the ownership of Kingdom Housing Association for the purposes of providing social rented housing;
- (2) to approve the application subject to:
 - (a) the 17 conditions and for the reasons detailed in the report; and
 - (b) an additional condition, together with the attendant reasons, relating to the Construction Management Plan, to mitigate any impacts relating to noise and residential amenity concerns, particularly road safety in the vicinity of the local Primary School, during the construction period; and
- (3) to delegate to the Head of Planning Services, in consultation with the Head of Legal and Democratic Services, to draft and formulate an appropriately worded planning condition to properly reflect the issues outlined and referred to at (2) (b) above.

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

Councillors Knox and Kennedy-Dalby re-joined the meeting following consideration of the above item.

Prior to consideration of the following item, Councillor Corps, having declared an interest, left the meeting at this point.

41./

41. 22/00905/FULL - 1 LINDSAY BERWICK PLACE, ANSTRUTHER

The Committee considered a report by the Head of Planning Services relating to an application for the change of use from public open space to garden ground and parking area.

Decision

The Committee:-

- (1) agreed to refuse the application on the grounds that the proposed development did not comply with Policies 1 and 10 of the Adopted FIFEplan (2017) and Making Fife's Places Planning Supplementary Guidance (2018), on the basis that:
 - (a) the consequential loss of public open space would have a detrimental impact on the visual amenity and character of the residential area as well as a detrimental impact on the function and character of the public open space in the immediate neighbourhood; and
 - (b) if the application was to be approved, this could set an undesirable precedent in relation to future proposals of a similar nature, potentially resulting in the gradual erosion of public open spaces in residential areas; and
- (2) agreed to delegate to the Head of Planning Services, in consultation with the Head of Legal and Democratic Services, to finalise the full reasons for refusal in order to ensure that a decision on the application was not unduly delayed.

42. APPLICATIONS FOR PLANNING PERMISSION DEALT WITH UNDER DELEGATED POWERS.

Decision

The Committee noted the lists of applications dealt with under delegated powers for the period 3rd to 30th October, 2022.

THE FIFE COUNCIL - FIFE PLANNING REVIEW BODY – REMOTE MEETING

24th October, 2022.

10.00 a.m. – 4.00 p.m.

PRESENT: Councillors David Barratt (Convener), Fiona Corps, Jane Ann Liston, Lynn Mowatt and Derek Noble.

ATTENDING: Mary McLean, Team Manager (Legal Services), Legal and Democratic Services; Bryan Reid, Lead Professional and Katherine Pollock, Lead Professional, Planning and Employability Services.

9. DECLARATIONS OF INTEREST

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

10. MINUTES

The minutes of the Fife Planning Review Body of 16th and 22nd August, 2022 were submitted.

Decision

The Review Body approved the minutes.

11. APPLICATION FOR REVIEW - LAND TO NORTH OF MEADOWSIDE ROAD, CUPAR (APPLICATION NO. 21/01559/FULL)

The Review Body considered the Application for Review submitted by Home, on behalf of Professor Georgina Follett, in respect of the decision to refuse planning permission for the erection of a dwellinghouse and formation of associated access and parking (Application No. 21/01559/FULL).

Decision

The Review Body agreed:-

- (1) sufficient information was before them to proceed to decide the matter; and
- (2) the application be refused (varying the appointed officer's determination) by deleting reference to "and architectural style" from the third reason of refusal and that the content of the Decision Notice be delegated to the Head of Legal and Democratic Services, in consultation with the Convener.

12. APPLICATION FOR REVIEW - 10 SWAN ROAD, KIRKCALDY (APPLICATION NO. 22/01652/FULL)

The Review Body considered the Application for Review submitted by John Gordon Associates Ltd., on behalf of Mrs. C. Docherty, in respect of the decision to refuse planning permission for the installation of replacement windows and door (Application No. 22/01652/FULL).

Decision/

Decision

The Review Body agreed:-

- (1) sufficient information was before them to proceed to decide the matter; and
- (2) the application be refused (upholding the appointed officer's determination) and that the content of the Decision Notice be delegated to the Head of Legal and Democratic Services, in consultation with the Convener.

13. APPLICATION FOR REVIEW - FORMER HAGGIS HOUSE, SALINE SHAW, SALINE, DUNFERMLINE (APPLICATION NO. 21/01556/FULL)

The Review Body considered the Application for Review submitted by Shand Architecture, on behalf of Saline Shaw Estate, in respect of the decision to refuse planning permission for the erection of a single storey detached dwellinghouse (Application No. 21/01556/FULL).

Decision

The Review Body agreed:-

- (1) sufficient information was before them to proceed to decide the matter; and
 - (2) the application be refused (upholding the appointed officer's determination) and that the content of the Decision Notice be delegated to the Head of Legal and Democratic Services, in consultation with the Convener.
-

THE FIFE COUNCIL - REGULATION AND LICENSING COMMITTEE - GLENROTHES

6th September, 2022

9.30 a.m. – 12.50 p.m.

PRESENT: Councillors Tom Adams (Convener), Lynn Ballantyne-Wardlaw, Patrick Browne, Carol Lindsay, Donald Lothian, Lea McLelland, David MacDiarmid, Julie MacDougall, Nicola Patrick, Gordon Pryde, Jonny Tepp and Darren Watt.

ATTENDING: Kimberley Langley, Solicitor, Gillian Love, Lead Officer, Miscellaneous Licensing and Craig Ritchie, Civic Government Licensing Enforcement Officer all in Finance and Corporate Services; and Sergeant Neil Ewing, Police Scotland (Fife Division).

APOLOGIES: Councillors John Caffrey, Gavin Ellis, Alycia Hayes and John O'Brien.

17. MINUTE

The Committee considered the Minute of Meeting of the Regulation and Licensing Committee of 9th August, 2022.

Decision

The Committee approved the Minute.

CIVIC GOVERNMENT (SCOTLAND) ACT 1982

18. TAXI FARE SCALE REVIEW 2022/2023

The Committee considered a report by the Executive Director, Finance and Corporate Services on the Taxi Fare Scale Review for 2022/2023.

Decision

The Committee:-

- (1) agreed to accept the recommendation of the Members on the Taxi Fare Scale Review Sub-Committee that there be an increase in the existing fares for the 12 months from 5th December, 2022 as follows:-

The flag be increased from £3.20 to £3.60 and the additional yardage be decreased from 900 yards to 600 yards at stages 1 and 2;

- (2)/

2022.R.L.14

- (2) agreed to authorise/remit to:
- (i) the Executive Director, Finance & Corporate Services to advertise the agreed tariff for 2022/2023; and
 - (ii) the Taxi Fare Scale Review Sub-Committee to consider any further representations following the advertisement of the proposed tariff; and
- (3) noted that any person would have the opportunity to make representations in writing within one month of the first publication of the proposed scales and thereafter the fixed scales would be advertised after giving any person who operates a taxi or any organisation appearing to be a representative of taxi operators the opportunity to appeal to the Scottish Traffic Commissioner within a 14 day period.

19. APPLICATIONS IN RESPECT OF WHICH POLICE COMMENTS HAD BEEN MADE

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

| | <u>Applicant</u> | <u>Activity & Period of Licence Applied For</u> |
|-----|------------------|---|
| (a) | Dragomir Asenov | Taxi Driver (new application) 1 year |

Motion

Councillor MacDougall, seconded by Councillor Lothian, moved that the licence be granted.

First Amendment

Councillor Lindsay, seconded by Councillor Patrick, moved, as an Amendment, that the licence be granted with a warning subject to the applicant satisfying the Lead Officer, Miscellaneous Licensing and the Civic Government Licensing Enforcement Officer that he understood all conditions relating to Taxi Drivers' licences.

Second Amendment

Councillor MacDiarmid, seconded by Councillor Tepp, moved, as an Amendment, that the licence be refused.

Vote/

2022.R.L.16

| | <u>Applicant</u> | <u>Activity & Period of Licence Applied For</u> |
|-----|------------------|---|
| (d) | Grant Kennedy | Taxi Driver (new application) 1 year |

Decision

The Committee agreed to grant the licence.

| | | |
|-----|----------------|------------------------------------|
| (e) | Sean Kitchener | Taxi Driver (renewal) 1 year |
|-----|----------------|------------------------------------|

Decision

The Committee agreed to grant the licence with a warning.

| | | |
|-----|--------------|------------------------------------|
| (f) | Alan Mayanja | Taxi Driver (renewal) 1 year |
|-----|--------------|------------------------------------|

Motion

Councillor MacDougall, seconded by Councillor Watt, moved that the licence be granted.

Amendment

Councillor Lindsay, seconded by Councillor Ballantyne-Wardlaw, moved, as an Amendment, that the licence be granted with a warning.

Vote

| | | |
|-----------|---|---|
| Amendment | - | 6 |
| Motion | - | 6 |

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

Decision

The Committee agreed to grant the licence with a warning.

The applicants had been invited to attend and be represented at the meeting and with the exception of the applicants at (c) and (d) were all present and heard. The applicant at (a) was supported by his friend, Valentin Getov.

Consideration of the applications at (a), (b), (c), (d) and (e) above was continued from the meeting held on 9th August, 2022.

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

Councillor MacDougall asked for it to be noted that her understanding of the taxi drivers training course was that it involved an exam which would include the applicant understanding all conditions relating to taxi drivers licences and made the motion to grant the licence at (a) based on this.

20. **OPPOSED APPLICATION**

The Committee considered application for licence by the undernoted in respect of which police objections had been intimated and, having heard the representative for Police Scotland (Fife Division) and the applicant thereon, dealt with the application as shown:-

| <u>Applicant</u> | <u>Activity and period of licence applied for</u> |
|------------------|---|
| David Sawko | Taxi Driver (new application) 1 year |

Decision

The Committee agreed to refuse the licence.

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

The reason for refusal of the above application was that the applicant was not considered to be a fit and proper person to hold the licence applied for in view of the nature and extent of a previous conviction and offence recorded against him.

21. **EXCLUSION OF PUBLIC AND PRESS**

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

22./

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

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

| | <u>Applicant</u> | <u>Activity & Period of Licence Applied For</u> |
|-----|------------------|---|
| (a) | Gillian Aitken | Taxi Driver (new application) 1 year |

Decision

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

| | | |
|-----|-------------|--|
| (b) | Morgan Dick | Taxi Driver (new application) 1 year |
|-----|-------------|--|

Decision

The Committee agreed to grant the licence with a warning.

| | | |
|-----|---------------|--|
| (c) | Tomas Kristof | Taxi Driver (new application) 1 year |
|-----|---------------|--|

Decision

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

| | | |
|-----|-----------------|------------------------------------|
| (d) | Danielle Martin | Taxi Driver (renewal) 1 year |
|-----|-----------------|------------------------------------|

Decision

The Committee agreed to grant the licence with a warning.

2022.R.L.19

| | <u>Applicant</u> | <u>Activity & Period of Licence Applied For</u> |
|-----|------------------|---|
| (e) | David Sinclair | Taxi Driver (renewal) 3 year |

Decision

The Committee agreed to grant the licence with a warning.

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

Consideration of the applications at (a), (b), (c) and (e) above was continued from the meeting held on 9th August, 2022.

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

23. **OPPOSED APPLICATIONS**

The Committee considered applications for licences by the undernoted in respect of which police objections had been intimated and, having heard the representative for Police Scotland (Fife Division) and the applicants thereon, dealt with the applications as shown:-

| | <u>Applicant</u> | <u>Activity and period of licence applied for</u> |
|-----|------------------|---|
| (a) | Valentin Getov | Taxi Driver (new application) 1 year |

Decision

The Committee agreed to refuse the licence.

(b)/

2022.R.L.20

| | <u>Applicant</u> | <u>Activity and period of licence applied for</u> |
|-----|------------------|---|
| (b) | Kaan Polat | Taxi Driver (new application) 1 year |

Prior to a decision being taken on the above application, the Committee took a vote on whether a second Police report should be released and considered by the Committee. The vote was as follows:-

Motion

Councillor McLelland, seconded by Councillor Lindsay, moved that it was necessary for a second Police report to be released and considered by the Committee.

Amendment

Councillor Pryde, seconded by Councillor Lothian, moved as an Amendment, that it was not necessary for a second Police report to be released and considered by the Committee.

Vote

| | |
|-------------|---|
| Amendment - | 6 |
| Motion - | 6 |

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

The Committee agreed that it was not necessary for a second Police report to be released and considered by the Committee.

The Committee then took a decision on the application as follows:-

Decision

The Committee agreed to refuse the licence.

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

Consideration of the application at (b) above was continued from the meeting held on 9th August, 2022.

2022.R.L.21

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

The reason for refusal of the application at (b) above was that the applicant was not considered to be a fit and proper person to hold the licence applied for in view of the nature and extent of an incident he had been involved in.

THE FIFE COUNCIL - REGULATION AND LICENSING COMMITTEE - GLENROTHES

4th October, 2022

9.30 a.m. – 11.25 a.m.

PRESENT: Councillors Tom Adams (Convener), Lynn Ballantyne-Wardlaw, Patrick Browne, Gavin Ellis, Alycia Hayes, Carol Lindsay, Donald Lothian, Lea McLelland, David MacDiarmid, Julie MacDougall, John O'Brien, Nicola Patrick, Gordon Pryde, Jonny Tepp and Darren Watt.

ATTENDING: Neil MacDonald, Litigation and Licensing Team Manager, Gillian Love, Lead Officer, Miscellaneous Licensing and Craig Ritchie, Civic Government Licensing Enforcement Officer all in Finance and Corporate Services; and Sergeant Neil Ewing, Police Scotland (Fife Division).

24. **MINUTE**

The Committee considered the Minute of Meeting of the Regulation and Licensing Committee of 6th September, 2022.

Decision

The Committee approved the Minute.

CIVIC GOVERNMENT (SCOTLAND) ACT 1982

25. **EXCLUSION OF PUBLIC AND PRESS**

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

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

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

| | <u>Applicant</u> | <u>Activity & Period of Licence Applied For</u> |
|-----|------------------|---|
| (a) | Gillian Aitken | Taxi Driver (new application) 1 year |

Decision

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

(b)/

2022.R.L.23

| | <u>Applicant</u> | <u>Activity & Period of Licence Applied For</u> |
|-----|------------------|---|
| (b) | Tomas Kristof | Taxi Driver (new application) 1 year |

Decision

The Committee agreed to refuse the licence.

| | | |
|-----|-----------|--|
| (c) | Steven To | Taxi Driver (new application) 1 year |
|-----|-----------|--|

Decision

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

| | | |
|-----|---------------|--|
| (d) | Karen Whittle | Vehicle Operator – P035 – Levenmouth Zone (renewal) 1 year |
|-----|---------------|--|

Decision

The Committee agreed to continue consideration of the above application to the meeting held on 6th December, 2022 to afford the applicant's representatives extra time to produce further information in relation to the application.

| | | |
|-----|--------------------------|--|
| (e) | Thomas and Karen Whittle | Vehicle Operator – P027 – Levenmouth Zone (renewal) 1 year |
|-----|--------------------------|--|

Decision

The Committee agreed to continue consideration of the above application to the meeting held on 6th December, 2022 to afford the applicant's representatives extra time to produce further information in relation to the application.

The applicants had been invited to attend and be represented at the meeting and with the exception of the applicants at (a), (b) and (c) were present and heard. The applicants at (d) and (e) were represented by Andrew Murphy, Advocate and John Paul Gallacher, Solicitor, Glasgow.

Consideration/

2022.R.L.24

Consideration of the applications at (a) and (b) above was continued from the meeting held on 6th September, 2022.

The reason for refusal of the application at (b) above was that the applicant was not considered to be a fit and proper person to hold the licence applied for in view of the nature and extent of previous incidents he had been involved in.

27. **OPPOSED APPLICATIONS**

The Committee considered applications for licences by the undernoted in respect of which police objections had been intimated and, having heard the representative for Police Scotland (Fife Division) and the applicants thereon, dealt with the applications as shown:-

| <u>Applicant</u> | <u>Activity and period of licence applied for</u> |
|------------------|---|
| (a) Ryan Nellies | Taxi Driver (new application) 1 year |

Motion

Councillor Gavin Ellis, seconded by Councillor Gordon Pryde, moved that the licence be refused.

Amendment

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

Vote

| | | |
|-----------|---|---|
| Amendment | - | 9 |
| Motion | - | 6 |

Decision

The Committee agreed to grant the licence with a warning.

| | |
|---------------------|--|
| (b) Kenneth Swankie | Taxi Driver (new application) 1 year |
|---------------------|--|

Decision

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

(c)/

2022.R.L.25

| <u>Applicant</u> | <u>Activity and period of licence applied for</u> |
|-------------------|---|
| (c) Daniel Watson | Taxi Driver (new application) 1 year |

Decision

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

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

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

THE FIFE COUNCIL - CABINET COMMITTEE – BLENDED MEETING

22nd September, 2022.

10.10 a.m. – 1.50 p.m.

PRESENT: Councillors David Ross (Convener), David Alexander, Lesley Backhouse, David Barratt, John Beare, James Calder, Fiona Corps, Altany Craik, Dave Dempsey, Linda Erskine, Derek Glen, David Graham, Peter Gulline, Judy Hamilton, Cara Hilton, Gary Holt, Rosemary Liewald, Carol Lindsay, Jonny Tepp, Ross Vettraino, Craig Walker and Jan Wincott.

ATTENDING: Steve Grimmond, Chief Executive; Eileen Rowand, Executive Director (Finance and Corporate Services), Lindsay Thomson, Head of Legal and Democratic Services, Laura Robertson, Finance Operations Manager, Calum Ross, Solicitor, Legal Services, Michelle McDermott, Committee Officer and Lesley Robb, Lead Officer, Legal and Democratic Services, Finance and Corporate Services; Michael Enston, Executive Director (Communities), John Mills, Head of Housing Services and Mhairi Mullen, Service Manager (Income, Poverty and Private Housing), Housing Services; Ken Gourlay, Executive Director (Enterprise and Environment), Gordon Mole, Head of Business and Employability Services, Nigel Kerr, Head of Protective Services, Pamela Stevenson, Service Manager (Economic Development) and John Rodigan, Senior Manager (Environment and Building Services); and Shelagh McLean, Head of Education and Children's Services (Early Years and Directorate Support), Education and Children's Services.

APOLOGY FOR ABSENCE: Reverend Brian Blanchflower, Religious Representative.

19. DECLARATIONS OF INTEREST

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

20. MINUTE

The Committee considered the minute of the Cabinet Committee meeting of 25th August, 2022.

Decision

The Committee agreed to approve the minute.

21. REVENUE MONITORING 2022-23

The Committee considered a report by the Executive Director (Finance and Corporate Services) providing members with a strategic overview of Fife Council's finances and the current forecast position for 2022-23.

Decision/

Decision

The Committee noted:-

- (1) the ongoing financial impacts arising from recovery from the pandemic which continued to be managed using one off additional funding and from underspends;
- (2) the high level financial position as detailed in the report; and
- (3) that detailed monitoring reports would be submitted to the relevant Scrutiny Committees.

22. CAPITAL INVESTMENT PLAN UPDATE - PROJECTED OUTTURN 2022-23

The Committee considered a report by the Executive Director (Finance and Corporate Services) providing members with a strategic financial overview of the Capital Investment Plan and the projected outturn for the 2022-23 financial year.

Decision

The Committee:-

- (1) approved the proposed Capital Investment Plan re-profiling, as contained within Appendix 1 of the report, which dealt with carry forward budgets from 2021-22 into later years of the Plan;
- (2) noted the projected outturn position, that the level of financial risk appeared to be increasing and also noted the mitigating actions for the major projects within the Capital Investment Plan;
- (3) noted that more detailed capital outturn reports for 2022-23 would be submitted to relevant Scrutiny Committees of the Council, in accordance with agreed financial reporting arrangements; and
- (4) noted that budget variances would be managed by the appropriate Directorate in conjunction with the Investment Strategy Group.

23. HELP WITH COST OF LIVING: EXTENDING COMMUNITY SUPPORT

The Committee considered a report by the Executive Director (Communities) proposing an extension to existing community support provision and the delivery of a co-ordinated programme of targeted support to help vulnerable people and communities through the cost of living crisis over the coming winter months. The report also proposed criteria for the delivery of the Community Recovery Fund agreed at the previous Cabinet meeting.

Motion

Councillor David Ross, seconded by Councillor Linda Erskine, moved as follows:-

“In/

“In addition to agreeing recommendations 1 and 2, the Committee also agrees the following:-

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1. To increase the school clothing grant this year by £50 per pupil for those eligible, as a 'winter coat' supplement funded from workforce change cost balance at a cost of approximately £870k
2. Directs officers to undertake further work:
 1. To continue monitoring the uptake of the various hardship grants administered by the Council and bring reports back to the Committee on pressures and the possible need to allocate further additional funding to such grant schemes;
 2. To review the practicality and cost of extending eligibility for free school meals, in particular to those families in receipt of Council Tax Reduction;
 3. To undertake an urgent rapid review of the Council's support for mental health, particularly for young people through schools, and bring a report back to the Committee as soon as possible;
 4. In preparation for Council budget setting for 2023/24, to consider and bring forward options for a full or partial freeze of the Council Tax next year, taking account of the financial settlement from the Scottish Government and the impact on Council finances;
 5. In preparation for Council budget setting for 2023/24, to consider options and implications for a full or partial freeze on Council house rents next year, and to incorporate such options in the annual tenant consultation on rent levels.

Amendment 1

Councillor David Alexander, seconded by Councillor Craig Walker, moved as follows:-

"In addition to the motion proposed by Councillor Ross we wish to add "and UK Government" to the motion recommendation 4 after Scottish Government and to add a new number 6 - "to look at the example of the Levenmouth Academy project where the cost of the school day has been eliminated with a view to implementing this model elsewhere in Fife, subject to local leadership agreement."

Amendment 2

Councillor Craig Walker, seconded by Councillor David Alexander, proposed a further amendment as follows:-

"We wish to add the following additional recommendation to the report:

Officers will liaise and engage with all Councillors at Area Committee level in relation to the Community Recovery Fund".

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

The/
The Committee:-

- (1) noted the current provision and agreed plans to extend this into a co-ordinated winter programme of targeted support for vulnerable individuals and families;

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- (2) agreed the allocation and criteria for the £10m Community Recovery Fund;
- (3) agreed to increase the school clothing grant this year by £50 per pupil for those eligible, as a 'winter coat' supplement funded from workforce change cost balance at a cost of approximately £870k; and
- (4) directed officers to undertake the following additional work:
 1. To continue monitoring the uptake of the various hardship grants administered by the Council and bring reports back to the Committee on pressures and the possible need to allocate further additional funding to such grant schemes;
 2. To review the practicality and cost of extending eligibility for free school meals, in particular to those families in receipt of Council Tax Reduction;
 3. To undertake an urgent rapid review of the Council's support for mental health, particularly for young people through schools, and bring a report back to the Committee as soon as possible;
 4. In preparation for Council budget setting for 2023/24, to consider and bring forward options for a full or partial freeze of the Council Tax next year, taking account of the financial settlement from the Scottish Government and UK Government and the impact on Council finances;
 5. In preparation for Council budget setting for 2023/24, to consider options and implications for a full or partial freeze on Council house rents next year, and to incorporate such options in the annual tenant consultation on rent levels;
 6. To look at the example of Levenmouth Academy project, where the cost of the school day has been eliminated, with a view to implementing the model elsewhere in Fife, subject to local leadership agreement; and
 7. Liaise and engage with all Councillors at Area Committee level in relation to the Community Recovery Fund.

Decision

The Committee agreed the amended motion unanimously.

The meeting adjourned at 11.40 a.m. and reconvened at 11.50 a.m.

24. LOCAL HOUSING STRATEGY (LHS) 2022- 2027

The Committee considered a report by the Head of Housing Services seeking agreement of the final draft Local Housing Strategy 2022-2027 which was provided as a five year strategy to meet the requirements of the housing legislation and Scottish Government guidance.

Decision/

Decision

The Committee:-

- (1) agreed the content of the draft Local Housing Strategy (LHS) 2022-2027 including the actions embedded in the outcome plan;

- (2) delegated final approval of the LHS to the Executive Director (Communities) following Fife Housing Partnership approval after public consultation and the Scottish Government review was completed; and
- (3) approved the 2022 Scheme of Assistance.

25. LICENSING OF SHORT-TERM LETS

The Committee considered a joint report by the Head of Housing Services, Head of Legal and Democratic Services and Head of Protective Services seeking approval of the Short-Term Let Licensing Policy for implementing the licensing scheme for short-term lets under the Civic Government (Scotland) Act 1982 (Licensing of Short-term Lets) Order 2022 which came into effect on 1st March, 2022.

Decision

The Committee:-

- (1) approved the Short-term Let Licensing Policy for implementation on 1st October, 2022;
- (2) agreed the 2022/23 proposed fees for Short-term licences as detailed in section 6.3 of the report;
- (3) noted that a review was scheduled for November 2023 but agreed that a provisional review be undertaken by March 2023 to allow for an earlier view on the operation of additional conditions; and
- (4) agreed that a full review be completed on the initial implementation of the policy and operation of the scheme with a report to the relevant scrutiny Committee in November, 2023, pending a full review after three years of operation in 2025.

Councillor Craig Walker left the meeting during consideration of the above item.

26. FORTH GREEN FREEPORT BID – FIFE COUNCIL AND FORTH PORTS JOINT WORKING FOR ROSYTH AND BURNTISLAND

The Committee considered a report by the Head of Business and Employability Services advising members that a Forth Green Freeport (FGFP) designation submission had been made by Forth Ports with the support of Fife Council. Endorsement of this, and the continued Fife Council involvement in the prospective FGFP designation, was sought if the submitted bid was successful. The/

The report also sought agreement of the proposed governance arrangements for the FGFP including noting that detailed arrangements would be subject to outline and full business planning processes.

Decision

The Committee:-

- (1) endorsed and approved Fife Council involvement in the prospective Forth Green Freeport (FGFP) designation;

- (2) approved, in principle, the proposed FGFP designation governance arrangements;
- (3) noted that the Council was subject to a Memorandum of Understanding signed on behalf of the Council by Legal Services, requiring commercial confidentiality of the FGFP Bid document to reflect the competitive nature of the Green Freeport bidding process; and
- (4) noted that two Scottish locations would be announced in Autumn, 2022 with outline and full business planning then required to occur.

27. DOMESTIC WASTE OPERATIONS - BULKY UPLIFTS – FREE OF CHARGE SERVICE

The Committee considered a report by the Executive Director (Enterprise and Environment) to consider the removal of charges for bulky uplifts across Fife.

Decision

The Committee:-

- (1) agreed to remove the charge for bulky uplifts from April, 2023, subject to the consideration of additional resources being funded through the budget process; and
- (2) noted that a review of the current criteria for the bulky uplift service would be undertaken prior to April 2023 to assess recycling and landfill implications and qualifying criteria for uplifting goods. Any proposed changes to the current policy would be brought to the Cabinet Committee for approval.

Councillor Craig Walker re-joined the meeting during consideration of the above item.

28. DOMESTIC WASTE SERVICE - SINGLE SHIFT PATTERN

The Committee considered a report by the Executive Director (Enterprise and Environment) outlining the potential benefits of returning to a single shift system for domestic waste collection.

Decision

The Committee supported the consideration of an alternative shift pattern for the Domestic Waste Service and agreed to allow management to develop proposals and engage with the Trade Unions accordingly.

29./

29. STATUTORY CONSULTATION FOR PROPOSED CHANGES TO THE SCHOOL ESTATE AND CATCHMENT AREAS

The Committee considered a report by the Executive Director (Education and Children's Services) which presented the statutory consultation proposal papers relating to the proposals to: close Milton of Balgonie Primary School and to rezone the catchment areas of Coaltown of Balgonie, Pitteuchar East and Thornton Primary Schools; rezone the secondary catchment areas of Bell Baxter High School and Madras College; rezone the catchment areas of Carnegie Primary School and Touch Primary school; to seek approval of their content and to authorise officers to proceed to statutory consultation.

Decision

The Committee:-

- (1) agreed to defer a decision on the Statutory Consultation Proposal paper, in terms of the Schools (Consultation) (Scotland) Act 2010, relating to the proposed closure of Milton of Balgonie Primary School and rezoning of the catchment areas of Coaltown of Balgonie, Pitteuchar East and Thornton Primary Schools until the next scheduled meeting of the Cabinet Committee on 20th October, 2022 and that, in relation to the proposed closure of Milton of Balgonie Primary School, agreed that the report would outline the legal position regarding the previous decision to mothball the school and would clarify the position regarding any previously approved planning applications;
 - (2) approved the content of the Statutory Consultation Proposal paper, in terms of the Schools (Consultation) (Scotland) Act 2010, relating to the proposed rezoning of the catchment areas of Bell Baxter High School and Madras College;
 - (3) approved the content of the Statutory Consultation Proposal paper, in terms of the Schools (Consultation) (Scotland) Act 2010, relating to the proposed rezoning of the catchment areas of Carnegie Primary School and Touch Primary School;
 - (4) authorised officers to proceed to statutory consultation in terms of each Consultation Proposal;
 - (5) authorised officers to make such amendments to the Consultation Proposal papers (including the timeline) as may be necessary; and
 - (6) noted that the Consultation Reports would be brought forward to a future Committee of the Council.
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THE FIFE COUNCIL - CABINET COMMITTEE – BLENDED MEETING

20th October, 2022.

10.00 a.m. – 12.35 p.m.

PRESENT: Councillors David Ross (Convener), David Alexander, Lesley Backhouse, David Barratt, John Beare, James Calder, Fiona Corps, Altany Craik, Graeme Downie (substituting for Councillor David Graham), Linda Erskine, Derek Glen, Brian Goodall (substituting for Councillor Craig Walker) Peter Gulline, Judy Hamilton, Cara Hilton, Gary Holt, Kathleen Leslie (substituting for Dave Dempsey), Rosemary Liewald, Carol Lindsay, Julie MacDougall (substituting for Councillor Jan Wincott), Jonny Tepp and Ross Vettrano.

ATTENDING: Steve Grimmond, Chief Executive; Eileen Rowand, Executive Director (Finance and Corporate Services), Lindsay Thomson, Head of Legal and Democratic Services, Helena Couperwhite, Manager (Committee Services), Emma Lennon, Accountant and Michelle McDermott, Committee Officer, Legal and Democratic Services, Finance and Corporate Services; Ken Gourlay, Executive Director (Enterprise and Environment), Gordon Mole, Head of Business and Employability Services, Alan Paul, Senior Manager, Property Services, Ronnie Hair, Property Investment and Development Manager, Economic Development and Michael O’Gorman, Service Manager, Estates; Helen Wilkie, Service Manager (Housing Condition and Supply), Gavin Smith, Service Manager (Housing Access) and Paul Darcy, Project Manager (New Build Housing), Housing Services.

APOLOGIES FOR ABSENCE: Councillors Dave Dempsey, David Graham, Craig Walker and Jan Wincott.

30. DECLARATIONS OF INTEREST

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

31. MINUTES

(i) **Cabinet Committee of 22nd September, 2022.**

Decision

The Committee agreed to approve the minute.

(ii) Minutes of the Education Appointment Committee of 22nd February, 22nd April and 14th September, 2022.

Decision

The minutes were noted.

32./

32. STRATEGIC HOUSING INVESTMENT PLAN 2023-2028

The Committee considered a report by the Head of Housing Services seeking authority for the submission of Fife's Strategic Housing Investment Plan (SHIP) 2023/24 - 2027/28 to the Scottish Government which Plan was revised and updated annually for a rolling five-year period.

Decision

The Committee:-

- (1) approved the Strategic Housing Investment Plan (SHIP) 2023/24 - 2027/28 based on the priorities and principles outlined in the report; and
- (2) authorised the Head of Housing Services, in consultation with the Spokesperson for Housing and Building Services, to amend or substitute projects within the SHIP as and when required.

33. VOLUNTARY SECTOR RECURRING GRANT 6 MONTHS EXTENSION: FRONTLINE FIFE (1ST OCTOBER, 2022 - 31ST MARCH, 2023)

The Committee considered a report by the Head of Housing Services requesting approval to extend Frontline Fife's recurring grant for the second six months of the current financial year.

Decision

The Committee:-

- (1) noted the work undertaken and positive progress made between Frontline Fife and the Housing Services Commissioning Team to reach agreement on service provisions to be commissioned in year;
- (2) agreed the level of funding being recommended for the second half of the current financial year; and
- (3) agreed to further discussions on reconfiguring the organisation's temporary accommodation provision in year 2023/24.

34. RAPID REHOUSING TRANSITION PLAN PROGRESS AND SCALING UP HOUSING FIRST

The Committee considered a report by the Head of Housing Services advising of progress relating to the ongoing implementation of Fife's Rapid Rehousing Transition Plan (RRTP). The report also set out the priorities agreed through the RRTP Programme Board with a specific focus on the expansion of the Housing First Test of Change.

Decision

The Committee:-

- (1) noted the ongoing pressures on housing and homelessness services as a direct and indirect result of the pandemic;
- (2)/

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- (2) noted that progress in implementing the Rapid Rehousing Transition Plan (RRTP) Transformational Change programme had been delayed but that progress was now being made;
- (3) agreed to upscale Housing First by enhancing the Test of Change approach and the investment in new service provision to prevent homelessness; and
- (4) agreed that the briefing paper being produced for the Scottish Government on homelessness and statutory compliance be provided to members as soon as possible and that a further examination of solutions be provided to members once this was available.

35. **ECONOMIC CO-OPERATION AGREEMENT - FIFE AND KUJASWKO-POMORSKIE, POLAND**

The Committee considered a report by the Head of Business and Employability Services seeking approval for entering into a Co-operation Agreement between Fife Council and the Voivodeship of Kujawsko-Pomorskie, Poland.

Decision

The Committee:-

- (1) noted the existing collaboration arrangements in place between Fife Council and the Kujawsko-Pomorskie region;
- (2) approved the co-operation agreement between Fife Council and the Kujawsko-Pomorskie Voivodeship; and
- (3) agreed that an annual report be provided to the appropriate Committee reviewing the agreement.

36. **EMPLOYEE SUPPORT (LIVING WAGE AND BUSINESS MILEAGE)**

The Committee considered a report by the Head of Human Resources outlining actions to address the cost of living challenges facing employees with specific reference to payment of the Real Living Wage and the cost of fuel associated with business mileage.

Decision

The Committee agreed to:-

- (1) implement the revised Real Living Wage rate for all eligible employees from 14th November, 2022;
- (2) implement a temporary twelve-month car users allowance in line with the principles outlined in the report and to backdate this payment to all eligible employees with effect from April, 2022; and
- (3) further explore the option of monthly pay rather than four weekly pay in consultation with employees.

The meeting adjourned at 11.40 a.m. and re-convened at 11.55 a.m.

The/

The Committee resolved, under Section 50(a)(4) of the Local Government (Scotland) Act 1973, as amended, to exclude the public and press from the meeting for the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in paragraphs 8 and 9 of part 1 of schedule 7A of the Act.

37. THE KIRKCALDY CENTRE, KIRKCALDY - PROPOSED LEASE RENUNCIATION AND REDEVELOPMENT

The Committee considered a joint report by the Head of Business and Employability Services and the Senior Manager, Property Services seeking approval to secure the early termination of two leases in respect of a car park and toilet block at the Kirkcaldy Centre which would facilitate the demolition of the centre and initiate redevelopment of a key town centre site.

Decision

The Committee :-

- (1) approved the proposal to renounce the leases between the Council and the landlord of the Centre;
- (2) approved the proposal to fund the consideration on the basis that monies would be met from Council balances and noted that the balance would be funded from Place Based Investment, as approved at the Policy and Co-ordination Committee; and
- (3) approved the Business Case in respect of the proposal to secure the renunciation of the leases.

38. SITE SALE - ADMIRALTY ROAD, ROSYTH

The Committee considered a report by the Executive Director (Enterprise and Environment) seeking approval to sell an area of land at Admiralty Road, Rosyth which would allow the combined site to be sold for a supermarket development.

Decision

The Committee approved the disposal on the terms detailed in the report.

39. LEASE VARIATION - PITREAVIE PLAYING FIELDS, DUNFERMLINE

The Committee considered a report by the Executive Director (Enterprise and Environment) seeking approval to vary the lease of the Pitreavie Playing fields.

Decision

The Committee approved the lease variation on the terms detailed in the report.

40. AFFORDABLE HOUSING PROGRAMME - 30 NEW HOUSES - MANSE ROAD, SPRINGFIELD

The Committee considered a report by the Head of Housing Services seeking authority to continue negotiations and conclude legally binding agreements for the development of 30 new affordable houses at Manse Road, Springfield as part of the ongoing implementation of the Transitional Affordable Housing Programme 2022-24.

Decision/

Decision

The Committee agreed to authorise the Head of Housing Services, the Head of Assets, Transportation and Environment and the Head of Legal and Democratic Services to conclude negotiations and enter into legally binding agreements on terms to their satisfaction:-

- (1) for the acquisition of the site of the proposed housing development of 30 new affordable houses for social rent at the site known as Manse Road, Springfield;
 - (2) for the direct award of a construction consent contract for the construction of 30 new affordable council houses for social rent at the site known as Manse Road, Springfield; and
 - (3) to suspend the Contract Standing Orders - Scheme of Tender Procedures 2018 in terms of Contract Standing Order No. 6.1 in respect of the proposed direct award of the construction contract on the grounds of the special circumstances detailed in the report.
-

THE FIFE COUNCIL - CABINET COMMITTEE – BLENDED MEETING

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

17th November, 2022.

10.00 a.m. – 12.40 p.m.

PRESENT: Councillors David Ross (Convener), David Alexander, Lesley Backhouse, David Barratt, John Beare, James Calder, Fiona Corps, Altany Craik, Dave Dempsey, Graeme Downie (substituting for Councillor Linda Erskine), Derek Glen, David Graham, Peter Gulline, Judy Hamilton, Cara Hilton, Gary Holt, Rosemary Liewald, Jonny Tepp, Ann Verner (substituting for Councillor Carol Lindsay), Ross Vettraino, Craig Walker and Jan Wincott.

ATTENDING: Steve Grimmond, Chief Executive; Eileen Rowand, Executive Director (Finance and Corporate Services), Elaine Muir, Head of Finance, Laura Robertson, Finance Operations Manager, Emma Lennon, Accountant, Sharon McKenzie, Head of Human Resources, Lindsay Thomson, Head of Legal and Democratic Services, Helena Couperwhite, Manager (Committee Services) and Michelle McDermott, Committee Officer, Legal and Democratic Services, Finance and Corporate Services; John Mills, Head of Housing Services; Pam Ewen, Head of Planning, John Mitchell, Head of Roads and Transportation Services, Gordon Mole, Head of Business and Employability Services, Ronnie Hair, Property Investment and Development Manager, Bill Lindsay, Service Manager (Development Plan), Michael Anderson, Consultant Engineer (Bridges and Structures), Shona Cargill, Lead Officer (Climate Change and Partnerships); Carrie Lindsay, Executive Director (Education and Children's Services), Shelagh McLean, Head of Education and Children's Services (Early Years and Directorate Support), Vivienne Sutherland, Principal Psychologist, Rona Weir, Education Manager and Pam Colburn, Quality Improvement Officer, Education and Children's Services.

APOLOGIES FOR ABSENCE: Councillors Linda Erskine and Carol Lindsay and Mr. Brian Blanchflower, Church of Scotland and Alastair Crockett, Cupar Baptist Church, Religious Representatives.

41. DECLARATIONS OF INTEREST

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

42. MINUTE

The Committee considered the minute of the Cabinet Committee meeting of 20th October, 2022.

Decision

The Committee agreed to approve the minute.

43./

43. REVENUE MONITORING 2022-23

The Committee considered a report by the Executive Director (Finance and Corporate Services) which provided members with a strategic overview of Fife Council's finances and advised of the current forecast position for 2022-23.

Decision

The Committee:-

- (1) approved the increase to the weekly free school meal holiday payment;
- (2) noted the ongoing financial impacts arising from recovery from the pandemic which continue to be managed using one off additional funding and from underspends;
- (3) noted the high level financial position as detailed in the report; and
- (4) noted that detailed monitoring reports would be submitted to the relevant Scrutiny Committees.

44. CAPITAL INVESTMENT PLAN UPDATE - PROJECTED OUTTURN 2022-23

The Committee considered a report by the Executive Director (Finance and Corporate Services) which provided a strategic financial overview of the Capital Investment Plan and the projected outturn for the 2022-23 financial year.

Decision

The Committee noted:-

- (1) the projected outturn position, that the level of financial risk appeared to be increasing and noted the mitigating actions for the major projects within the Capital Investment Plan;
- (2) that more detailed capital outturn reports for 2022-23 would be submitted to the relevant Scrutiny Committees of the Council; and
- (3) that budget variances would be managed by the appropriate Directorate in conjunction with the Investment Strategy Group.

45. HOUSING REVENUE ACCOUNT (HRA) CONSULTATIVE BUDGET 2023-24

The Committee considered a joint report by the Head of Housing Services and the Head of Finance to agree appropriate consultative rent options for 2023-24 to enable the Council to carry out its statutory duty to formally consult with Council tenants during December, 2022 and January, 2023. The outcome of the formal tenant consultation would be reported in the HRA budget report at the Council meeting in February, 2023.

Decision

The Committee:-

- (1) agreed to survey Council tenants around options for a rent increase in 2023-24 of 0%, 1%, 2% and 3% to also apply to charges for services, garage sites, lockups and temporary accommodation;
- (2)/

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- (2) noted that the outcome of the full tenant consultation would be reported to full Council in February, 2023;
- (3) noted the current HRA financial position, including the projected £6.627m shortfall for 2023-24;
- (4) noted the high level of financial risk the HRA was expected to be exposed to because of current pressures and assumed rental increases in 2023-24 and beyond;
- (5) noted that the HRA Business Plan Review was continuing with results to be reported to Council in February, 2023;
- (6) noted the balance of current HRA reserves as £7.005m; and
- (7) noted the legislative implications in relation to the Cost of Living (Tenant Protection) (Scotland) Act 2022.

46. DEVELOPMENT PLANNING AND POLICY

The Committee considered a report by the Head of Planning which updated members on changes to development planning and sought approval of the Fife Planning Obligations Framework Supplementary Guidance 2017 as a material consideration in the determination of planning applications.

Decision

The Committee:-

- (1) noted the information in the report describing current changes in planning legislation affecting statutory development planning; and
- (2) approved the published Planning Obligations Framework Guidance as a material consideration in determining planning applications.

Councillor Craig Walker left the meeting during consideration of the above item.

47. FIFE DEVELOPMENT PLAN SCHEME 12

The Committee considered a report by the Head of Planning which sought approval of the Fife Development Plan Scheme, 12th edition for publication and approval of future arrangements for subsequent editions of the scheme.

Decision

The Committee:-

- (1) approved the Fife Development Plan Scheme, 12th edition for publication, deposit and copying to Scottish Ministers (Appendix 1); and
- (2) agreed to delegate non-substantive edits to the Head of Planning.

Councillor Craig Walker re-joined the meeting during consideration of the above item.

48./

48. LEVEN RAILWAY BRIDGE WORKS - CAPITAL FUNDING

The Committee considered a report by the Head of Roads and Transportation Services which sought approval for the assurance of additional funding of £1.904m to allow the Leven Railway Bridge (Bawbee Bridge) contract to be signed with Network Rail and the works to commence.

Decision

The Committee agreed to approve additional funds of £1.904m to be funded from the Council's Future Construction Inflation budget.

49. CLIMATE CHANGE - PUBLIC BODIES DUTIES REPORT

The Committee considered a report by the Head of Planning which sought approval of Fife Council's annual submission of the Public Bodies (Climate Change) Duties Report for financial year 2021/22.

Decision

The Committee:-

- (1) approved the draft Public Bodies (Climate Change) Duties Report and instructed officers to submit this to the Scottish Government by 30th November, 2022;
- (2) noted the new reporting requirement to advise how the Council would align spending plans and use of resources to contribute to reducing carbon emissions as detailed in section 3d of the report; and
- (3) noted the availability of "Climate Knowhow" training for members.

50. REVIEW OF MOTHBALLING OF MILTON OF BALGONIE PRIMARY SCHOOL

The Committee considered a report by the Executive Director (Education and Children's Services) which responded to the decision of the Cabinet Committee of 22nd September, 2022 by outlining the legal position regarding the previous decision to mothball Milton of Balgonie Primary School and clarified the position regarding any previously approved planning applications within the Milton of Balgonie Primary School catchment area. The report also provided the detail of the August 2022 formal review of the mothballing of Milton of Balgonie Primary School.

Decision

The Committee:-

- (1) noted the terms of the report in respect of the matters that the Committee on 22nd September, 2022 asked to be addressed; those being the legal position regarding the previous decision to mothball Milton of Balgonie Primary School and clarification of any previously approved planning applications within the catchment area; and
- (2)/

- (2) agreed to continue with the existing mothballing arrangements for Milton of Balgonie Primary School;
- (3) agreed that, during the mothballing period, any children wishing to enroll at Milton of Balgonie Primary School would continue to be offered a place at Coaltown of Balgonie Primary School and provided with free transport if they met the distance criteria; and
- (4) noted that a further review of the mothballing by the Education Service was to take place in June, 2023, reporting the outcomes to the earliest available Committee thereafter.

51. EDUCATION AND CHILDREN'S SERVICES' MENTAL WELLBEING SUPPORTS AND SERVICES FOR SCHOOL-AGED CHILDREN AND YOUNG PEOPLE

The Committee considered a report by the Executive Director (Education and Children's Services) which responded to the Cabinet Committee's request of 22nd September, 2022 "to undertake an urgent rapid review of the Council's support for mental health, particularly for young people through schools and bring a report back to the Committee as soon as possible".

Decision

The Committee:-

- (1) noted the current context of Fife young people's mental health needs following on from the Covid-19 pandemic and at a time where many families were experiencing financial pressures;
- (2) noted the overview of the strategic approach and the key actions taken with regards to provision of mental health support for young people through schools and partnerships; and
- (3) noted the next steps as detailed in the report.

Councillor Craig Walker left the meeting following conclusion of the above item.

The meeting adjourned at 12.00 p.m. and reconvened at 12.15 p.m.

52. TREASURY MANAGEMENT ANNUAL REPORT 2021-22 AND UPDATE 2022-23

The Committee considered a report by the Executive Director (Finance and Corporate Services) which was prepared in accordance with the Chartered Institute of Public Finance and Accountancy (CIPFA) publication, Treasury Management in the Public Services - Code of Practice and Cross Sectorial Guidance Notes which had been adopted by the Policy and Co-ordination Committee on 12th April, 2018. The report provided an update against the Annual Treasury Policy and Investment Strategy for both the previous year and the current year to date.

Decision

The Committee noted the contents of the report.

53./

53. RETIREMENT OF CHIEF EXECUTIVE

The Committee considered a report by the Head of Human Resources which asked members to note that the Chief Executive had advised of his intention to retire in June 2023 and to outline the recruitment process for a new Chief Executive.

Decision

The Committee:-

- (1) agreed to initiate a recruitment exercise for a new Chief Executive with membership of the Appointments Sub-Committee as detailed in paragraph 2.5 of the report; and
- (2) noted that the Appointments Sub-Committee would agree the process for the recruitment exercise with the salary in line with nationally agreed rates.

54. DISPOSAL OF LAND AT, FIFE INTERCHANGE NORTH, SANDPIPER DRIVE, DUNFERMLINE

The Committee considered a report by the Head of Business and Employability Services and the Senior Manager, Property Services which sought approval to the disposal of land at Fife Interchange North, Dunfermline extending to 1.89 ha or thereby.

Decision

The Committee approved the disposal of land extending to 1.89ha at Fife Interchange North, Sandpiper Drive, Dunfermline on terms as set out in the report and otherwise all on terms to the satisfaction of the Head of Business and Employability Services and the Head of Legal Services.

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

31st October, 2022

10.00 a.m. – 11.55 a.m.

PRESENT: Councillors Dave Dempsey (Convener); Tom Adams, Lesley Backhouse, John Beare, Dave Dempsey, Gary Holt, Sarah Neal, Gordon Pryde and Ann Verner.

ATTENDING: Elaine Muir, Head of Finance; Pamela Redpath, Service Manager - Audit and Risk Management Services, Carolyn Ward, Audit Team Leader, Audit and Risk Management Services; Pam Ewen, Head of Planning, Economy Planning and Employability Services; Ross Spalding, Service Manager, Climate Change and Partnerships; Diarmuid Cotter, Head of Customer and Online Services; Laura McDonald, Customer Experience Lead Officer and David Thomson, Customer Experience Lead Officer, Customer Service Development; Lindsay Thomson, Head of Legal and Democratic Services and Wendy MacGregor, Committee Officer, Legal and Democratic Services.

ALSO IN ATTENDANCE: Patricia Fraser, Senior Audit Manager, Audit Scotland.

APOLOGIES FOR ABSENCE: Councillors Al Clark and Graeme Downie.

9. DECLARATIONS OF INTEREST

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

10. MINUTE

The Committee considered the minute of the meeting of the Standards, Audit and Risk Committee of 30th June, 2022.

Decision

The Committee agreed to approve the minute.

11. INFORMATION REQUESTS ANNUAL REPORT

The Committee considered a report by the Head of Customer and Online Services, Communities, detailing requests for information received in terms of the Freedom of Information (Scotland) Act 2002 (FOISA): the Environmental Information (Scotland) Regulations 2004 (EIR) and the GDPR/Data Protection Act 2018 (DPA).

Decision/

Decision

The Committee:-

- (1) acknowledged the workload arising from managing information requests; and
- (2) noted the performance information detailed in the report.

12. COMPLAINTS UPDATE

The Committee considered a report by the Executive Director – Communities, updating members on complaints closed between 1st April, 2021 and 31st March, 2022.

Decision

The Committee noted the information provided on complaints received, complaints responded to in target timescales and the proportionality of Service complaints.

13. 2022/23 ISSUED AUDIT REPORTS

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

Decision

The Committee noted the contents of the report and the summary of findings detailed in Appendix 1 to the report.

14. INTERNAL AUDIT PLAN - PROGRESS REPORT

The Committee considered a report by the Service Manager, Audit and Risk Management Services updating members on the progress towards delivering the 2021/22 and 2022/23 Internal Audit Plans.

Decision

The Committee noted the update on progress made toward delivering the 2021/22 and 2022/23 Internal Audit Plans as detailed in Appendix A and Appendix B to the report.

15. NATIONAL FRAUD INITIATIVE (NFI) IN SCOTLAND 2022

The Committee considered a report by the Service Manager, Audit and Risk Management Services, providing Audit Scotland's national report on the 2020/21 NFI exercise and an update on local planning and preparations for the 2022/23 NFI exercise.

Decision/

Decision

The Committee:-

- (1) noted Audit Scotland's national report and the outcomes from the 2020/21 National Fraud Initiative (NFI) exercise, published in August 2022, detailed in Appendix A to the report;
- (2) noted progress made toward planning and preparation for the 2022/23 NFI exercise; and
- (3) reviewed the completed NFI Self-Appraisal Checklist, for those charged with governance, detailed in Appendix B to the report.

16. NATIONAL FRAUD INITIATIVE - SCOTTISH NATIONAL ENTITLEMENT CARDS, PILOT EVALUATION

The Committee considered a report by the Service Manager, Audit and Risk Management Services providing a report from Audit Scotland entitled National Fraud Initiative – Scottish National Entitlement Cards Pilot Evaluation. Fife Council voluntarily and exclusively participated in the data matching pilot to which the report relates.

Decision

The Committee noted the contents of the report.

17. FRAUD AND IRREGULARITY 2021/22

The Committee considered a report by the Service Manager, Audit and Risk Management Services providing a summary of the Fraud and Irregularity 2021/22 national briefing compiled by Audit Scotland for public bodies and auditors.

Decision

The Committee noted the contents of the report and the key messages from the Audit Scotland briefing.

The Committee adjourned at 11.35 a.m

The Committee reconvened at 11.45 a.m.

18. FIFE INTEGRATION JOINT BOARD (IJB) 2021/22 ANNUAL INTERNAL AUDIT REPORT

The Committee considered a report by the Service Manager, Audit and Risk Management Services, presenting the Fife Integration Joint Board (IJB) 2021/22 Annual Internal Audit Report.

Decision/

Decision

The Committee noted the Fife Integration Joint Board (IJB) 2021/22 Annual Internal Audit Report detailed in Appendix 1 to the report.

19. STANDARDS, AUDIT AND RISK COMMITTEE FORWARD WORK PROGRAMME

The Committee considered the Standards, Audit and Risk Committee Forward Work Programme.

Decision

The Committee noted the contents of the Standards, Audit and Risk Forward Work Programme, which would be updated accordingly.

THE FIFE COUNCIL - PENSIONS COMMITTEE – REMOTE MEETING

26th September, 2022

10.00 a.m. – 12.30 p.m.

PRESENT: Committee - Councillors Dave Dempsey (Convener), Colin Davidson, Sean Dillon, Stefan Hoggan-Radu, Lynn Mowatt, Sarah Neal, Nicola Patrick, Gordon Pryde and Jonny Tepp.

Fife Pension Board – Councillors Tom Adams and Lynn Ballantyne-Wardlaw, Ian Dawson, Robert Graham, Ross Hugh and Vicki Wyse.

ATTENDING: Elaine Muir, Head of Finance; Laura Robertson, Finance Operations Manager; Pamela Redpath, Service Manager - Audit and Risk Management Services; John Mackie, Team Manager - Transactions Team; Karen Balfour, Lead Officer - Banking and Investment, Financial Services; Lesley Robb, Team Leader – Committee Services and Wendy MacGregor, Committee Officer, Committee Services, Legal and Democratic Services.

ALSO IN ATTENDANCE: Tim Bridle, Audit Manager, Audit Scotland; Albert Chen, Portfolio Manager and Bruce Miller, Chief Investment Officer, Lothian Pension Fund and Clare Scott, Independent Professional Observer.

APOLOGY FOR ABSENCE: Fife Pension Board - Colin Paterson.

13. DECLARATIONS OF INTEREST

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

14. MINUTES

The Committee considered:-

- (a) the minute of the Pensions Committee meeting on 30th June, 2022.

Decision

The Committee:-

- (1) agreed to approve the minute of the meeting of the Pensions Committee of 30th June, 2022; and
- (2) noted a reminder from the Convener, that there was a requirement in the Training Agreement to complete the Pension Toolkit within 6 months of appointment to the Pensions Committee and Fife Pension Board.

(b)/

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- (b) the comments from the Fife Pension Board arising from the meeting of the Pensions Committee on 30th June, 2022.

Decision

The Committee noted the comments from the Fife Pension Board from the meeting of the Pensions Committee on 30th June, 2022.

15. CHANGE OF MEMBERSHIP - FIFE PENSION BOARD

The Committee:-

- (1) noted the verbal update provided by the Head of Finance, that John Wincott, Employer Representative member on the Fife Pension Board, had resigned and that nominations would be sought from Scheduled Body Employers to fill the vacancy;
- (2) noted that Robert Graham would act as interim Chairperson of the Fife Pension Board and that Vicki Wyse would continue as Secretary, until permanent positions were appointed by the Fife Pension Board, following the appointment of the Scheduled Body Employer representative and that an update would be provided at the Pensions Committee meeting in December, 2022; and
- (3) acknowledged the valuable contributions from John Wincott during his term as a member of the Fife Pension Board, in both the work of the Committee and Board, and that he would be missed. The Convener on behalf of the Committee, wished John well in his future endeavours.

16. 2022/23 INTERNAL AUDIT PLAN

The Committee considered a report by the Service Manager, Audit and Risk Management, including the Fife Pension Fund's Internal Audit Plan for the 2022/23 financial year.

Decision

The Committee agreed to approve the 2022/23 Internal Audit Plan as detailed in Appendix A to the report.

17. FIFE PENSION FUND ADMINISTRATION STRATEGY

The Committee considered a report by the Head of Finance providing an updated Administration Strategy for Fife Pension Fund, to replace the previous strategy agreed by the Committee in June 2015 which will underpin the upcoming review of Key Performance Indicators (KPIs).

Decision

The Committee agreed to approve the revised Administration Strategy for the Fife Pension Fund.

18./

18. PENSION ADMINISTRATION - PERFORMANCE MONITORING REPORT

The Committee considered a report by the Head of Finance providing monitoring information on the performance of the Pensions Administration Team as well as updating members on other activities undertaken by the Team over the last quarter.

Decision

The Committee:-

- (1) considered and noted the level of quarterly performance relative to the target and to the same quarter of the previous year; and
- (2) noted the range of additional activities carried out by the team over the last quarter.

Councillor Colin Davidson left the meeting during consideration of the above item.

19. PENSION FUND BUDGETARY CONTROL

The Committee considered a report by the Head of Finance providing details of the provisional outturn of the Pension Fund for 2021-22 and the Budget for 2022-23.

Decision

The Committee:-

- (1) noted the provisional outturn for 2021-22;
- (2) agreed the indicative budget for 2022-23; and
- (3) noted that further reports in relation to the financial position of the Fund would be submitted to the Pensions Committee on a bi-annual basis.

20. STATEMENT OF INVESTMENT PRINCIPLES

The Committee considered a report by the Head of Finance introducing the annual review of the Statement of Investment Principles (SIP) for Fife Pension Fund. The revised SIP replaced the previous SIP agreed by the Committee in June 2021. The report also outlined governance arrangements for the implementation of investment strategy and the assurance provided and the format and frequency of reporting to the Committee.

Decision

The Committee agreed to adopt the revised Statement of Investment Principles.

21./

21. RISK MANAGEMENT - QUARTERLY REVIEW

The Committee considered a report by the Head of Finance providing a quarterly update on the Risk Register for Fife Pension Fund. The risks associated with the Fund were reviewed and updated scores provided to reflect the internal controls in place.

Decision

The Committee:-

- (1) considered and noted the contents of the report; and
- (2) noted that the risks would be reviewed on a regular basis and update reports would be submitted to the Pensions Committee on a quarterly basis.

The Committee adjourned at 11.35 a.m.

The Committee reconvened at 11.40 a.m.

22. PENSIONS COMMITTEE WORKPLAN

The Committee considered a report by the Head of Finance providing an overview of the proposed agendas for future meetings of the Pensions Committee and the annual cycle.

Decision

The Committee noted the contents of the report and the annual work plan for the Pensions Committee.

23. FIFE PENSION FUND - INVESTMENT UPDATE

The Committee resolved, under Section 50(a)(4) of the Local Government (Scotland) Act 1973, as amended, to exclude the public and press from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in paragraph(s) 6 of part 1 of schedule 7a of the Act.

The Committee considered a report providing an overview of the Fund's investments as at 30th June, 2022, including information relating to the performance of the fund and actions taken in implementing the agreed investment strategy.

Decision

The Committee:-

- (1) agreed to approve the proposed revision to the strategic target asset allocation, as detailed in paragraph 2.6 of the report, to increase the Real Assets target to 20% (from 15%) and to reduce the Equities target to 50% (from 55%), consistent with the initial 2021 strategy review conclusions;
- (2)/

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- (2) noted the Fund's strategic asset allocation and current allocations relative to target;
 - (3) noted the value of the Fund's assets as at 30th June, 2022 after returning - 6.0% over the quarter;
 - (4) noted that the Fund was making steady progress towards its target allocations; and
 - (5) noted that longer term absolute returns were strong and relative returns were above both the asset and liability benchmarks.
-

THE FIFE COUNCIL - GLENROTHES AREA COMMITTEE – REMOTE MEETING

7th September, 2022

2.00 p.m. – 2.55 p.m.

PRESENT: Councillors Craig Walker (Convener), John Beare, Altany Craik, Peter Gulline, Lynn Mowatt, Ross Vettrano, Daniel Wilson and Jan Wincott.

ATTENDING: Norman Laird, Community Manager (Glenrothes); Neil Watson, Lead Consultant, Roads & Lighting Asset Management; Keith Johnston, Technician Engineer, Traffic Management South; Dhusjan Sivaratnam, Technician Engineer, Traffic Management North; and Diane Barnet, Committee Officer, Legal & Democratic Services.

APOLOGIES FOR ABSENCE: Councillors Julie Ford and Derek Noble.

8. DECLARATIONS OF INTEREST

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

9. MINUTE

The Committee considered the minute of the Glenrothes Area Committee of 10th August, 2022.

Decision

The Committee agreed to approve the minute, subject to an amendment to Para. 7. (2) - Glenrothes Area Committee Forward Work Programme - that the workshop referred to therein would focus on anti-poverty in the Glenrothes area.

10. LOCAL COMMUNITY PLANNING BUDGET REQUEST – MILTON OF BALGONIE COMMITTEE

The Committee considered a report by the Head of Communities and Neighbourhood Service seeking approval of a decision which had been homologated by the Executive Director of Communities for a contribution of £8,000 from the Local Community Planning budget towards the purchase and installation of a boiler for Milton of Balgonie Village Hall.

Decision

The Committee agreed:-

(1) to confirm the decision to grant funding of £8,000 from the Local Community Planning budget to the Management Committee of Milton of Balgonie Village Hall towards the cost of purchasing and installing a new boiler; and

(2)/

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- (2) an additional recommendation to request that the Communities Directorate provide a report to this Committee, focusing on the maintenance of Community Assets in the Glenrothes Area.

11. 2021-22 AREA ROADS PROGRAMME - FINAL REPORT

The Committee considered a report by the Executive Director, Enterprise and Environment advising on the delivery of the 2021-22 Area Roads Programme (ARP).

Decision

The Committee:-

- (1) noted the contents of the report and appendices; and
- (2) with reference to a previous Committee decision at its meeting on 1st December, 2021: minute reference 2021.GAC.111, Para 245. (2) - 'objections to 30 mph speed limit on B9130 Markinch' – raised concerns that options for alternative design and use of the section of road by way of a design charette had not been progressed as agreed. This item remained on the Committee's Forward Work Programme for an update.

12. PROPOSED EXPERIMENTAL SCHOOL EXCLUSION ZONE - IONA PARK, GLENROTHES

The Committee considered a report by the Executive Director, Enterprise and Environment detailing a proposal to introduce an experimental School Exclusion Zone (SEZ) in Iona Park, Pitcoudie Primary School, Glenrothes.

Decision

The Committee, in the interests of road safety:

- (1) agreed to the introduction of an Experimental Traffic Regulation Order (ETRO), for a maximum of 18 months, for a School Exclusion Zone (SEZ) in Iona Park at Pitcoudie Primary School, Glenrothes - as detailed in the drawing attached to the report - with all ancillary procedures;
- (2) requested officers provide a progress report to this Committee six months following implementation of the ETRO, with a final report at the conclusion of the ETRO period, providing further recommendations; and
- (3) requested, in the interim, an update to Ward 14 members prior to 6 months from date of implementation and regular updates for the Convener and Depute Convener on progress and any issues and mitigation as the ETRO progressed.

13. PROPOSED WAITING RESTRICTIONS - POPLAR ROAD AND WOODLEA GROVE, GLENROTHES

The Committee considered a report by the Executive Director, Enterprise and Environment detailing proposals to introduce "No Waiting at Any Time" restrictions on Poplar Road and Woodlea Grove, Glenrothes.

Decision/

Decision

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

- (1) agreed to the promotion of a Traffic Regulation Order (TRO) to introduce the restrictions detailed in the drawing appended to the report, with all ancillary procedures;
- (2) authorised officers to confirm the TRO within a reasonable period unless there were objections; and
- (3) requested officers pursue the possibility of implementing a Temporary Traffic Regulation Order (TTRO) to introduce the proposed restrictions in the interim while confirmation of the permanent TRO was expedited.

14. GLENROTHES AREA COMMITTEE FORWARD WORK PROGRAMME

The Committee considered the Glenrothes Area Committee Forward Work Programme.

Decision

The Committee:-

- (1) noted the Glenrothes Area Committee Forward Work Programme;
- (2) agreed to advise the Convener and Depute Convener of any additional items to include in the Forward Work Programme, within the remit of the Committee;
- (3) requested a flooding update report relative to the Glenrothes Area Committee, to include information on gulley cleaning, for consideration at its next meeting on 2nd November, 2022; and
- (4) as detailed at Paragraph 12. (2) and (3) above – requested update reports on progress of the Experimental School Exclusion Zone at Pitcoudie Primary School, Iona Park, Glenrothes.

15. PROPERTY TRANSACTIONS

The Committee considered a report by the Senior Manager, Property Services advising on action taken using the List of Officer Powers in relation to property transactions.

Decision

The Committee noted the contents of the report.

THE FIFE COUNCIL - GLENROTHES AREA COMMITTEE – REMOTE MEETING

2nd November, 2022

2.00 p.m. – 4.10 p.m.

PRESENT: Councillors Craig Walker (Convener), John Beare, Altany Craik, Julie Ford, Peter Gulline, Lynn Mowatt, Derek Noble, Ross Vettrano, Daniel Wilson and Jan Wincott.

ATTENDING: Jane Findlay, Lead Consultant, Climate Change & Partnerships, Enterprise & Environment; David Thomson, Customer Experience Lead Officer, Norman Laird, Community Manager (Glenrothes), Patricia Spacey, Safer Communities Team Manager, Brian Westwater, Safer Communities Lead Officer and Chris Mieztis, Area Community Development Team Manager, Communities; Inspector Kirk Donnelly, Community & Response Policing Lead, Police Scotland; Station Commander Scott Neilson, Scottish Fire & Rescue Service; and Diane Barnet, Committee Officer, Legal & Democratic Services, Finance & Corporate Services.

URGENT BUSINESS BEING BROUGHT BY THE CONVENER

The Convener advised of an additional item which he had agreed to take as urgent business - which was relevant, competent and urgent, due to the imminent closure of Bikeworks Fife Ltd., a Social Enterprise Company based in Glenrothes - and moved its consideration, in terms of the relevant Standing Order, to allow the Committee to consider a proposal to support the initiative in the recycling of bicycles in Fife. This was unanimously agreed. This item was considered after Item 8 on the agenda (Para. No. 23 below refers).

16. DECLARATIONS OF INTEREST

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

17. MINUTE

The Committee considered the minute of the Glenrothes Area Committee of 7th September, 2022.

Arising from the minute, with reference to Paragraph 14. (3) - flooding update report - the Committee noted that a report had not been submitted as requested by the Committee and agreed to record its concern that the report was not provided without a reason being given as to why, and requested that a report be submitted to the Committee at its next meeting on 25th January, 2023.

Decision

The Committee otherwise agreed to approve the minute.

18. TACKLING POVERTY IN GLENROTHES AREA

The Committee considered a report by the Head of Communities and Neighbourhood Service seeking approval of initiatives and approaches which were designed to tackle and mitigate the effects of poverty in the Glenrothes area.

Decision/

Decision

The Committee agreed to the measures and actions proposed in the report.

19. COMPLAINTS UPDATE

The Committee considered a report by the Executive Director, Communities providing an overview of complaints received relating to the Glenrothes area for the year from 1st April, 2021 to 31st March, 2022.

Decision

The Committee noted the complaints responded to in target timescales and the proportionality of Service complaints.

20. SAFER COMMUNITIES TEAM UPDATE REPORT

The Committee considered a report by the Head of Housing Services providing an update on the operational activity of the Safer Communities Team within the Glenrothes committee area during the 12-month period 1st April, 2021 to 31st March, 2022.

Decision

The Committee:-

- (1) considered and noted the activity to date as detailed in the report;
- (2) requested comparative figures pre and post COVID and more detail on 'outcomes' in future reports to this Committee - to enable more effective scrutiny; and
- (3) agreed that a separate report be submitted to the next meeting of the Committee on 25th January, 2023 on the delivery of the Environmental Vandalism Strategy in the Glenrothes Area.

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

21. OPERATIONAL BRIEFING ON POLICING ACTIVITIES WITHIN GLENROTHES AREA – APRIL 2021-APRIL 2022

The Committee considered a report by Inspector Kirk Donnelly, Community and Response Policing Lead, providing information on matters impacting on, or involving Police Scotland, which had relevance to community safety in the Glenrothes policing areas.

Decision

The Committee noted the contents of the report.

22. SCOTTISH FIRE AND RESCUE SERVICE LOCAL PLAN ANNUAL PERFORMANCE REPORT

The Committee considered a report by Scott Neilson, Station Commander, Scottish/

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Scottish Fire and Rescue Service, providing incident information for the period 1st April, 2021 to 31st March, 2022. This incident information enabled an overview of the Scottish Fire and Rescue Service (SFRS) Glenrothes Committee Area - against its key performance indicators (KPIs).

Decision

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

The Committee adjourned at 3.40 p.m. and reconvened at 3.50 p.m.

23. URGENT ITEM - BIKEWORKS FIFE CLOSING & THE FUTURE FOR BICYCLE RECYCLING IN FIFE

The Committee considered a report by the Head of Communities and Neighbourhood Services detailing a proposal to support Route Assembly in taking over from Bikeworks Fife in the recycling of bicycles in Fife.

Decision

The Committee:-

- (1) approved a sum of £5,000 from the Glenrothes Area Committee Local Community Planning Budget to Route Assembly/Bikeworks Fife to support, in consultation with the Convener and Depute Convener, the development of a business case for the Committee's consideration;
- (2) requested that the business case and accompanying report to a future meeting of this Committee identified Glenrothes area services provided/proposed by Route Assembly/Bikeworks Fife;
- (3) agreed to consider further requests for funding when the business case was available, taking cognisance of any external funding sources, including potential financial support from the wider Council; and
- (4) agreed to appoint Councillors Vettraino and Wincott to the new Bikeworks Fife Board to assist the organisation by providing guidance and contact information to help develop the business, including any available marketing support, if requested by the Board.

24. GLENROTHES AREA COMMITTEE FORWARD WORK PROGRAMME

The Committee considered the Glenrothes Area Committee Forward Work Programme.

Decision

The Committee:-

- (1) noted the Glenrothes Area Committee Forward Work Programme;
- (2)/

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- (2) agreed, as detailed at Para. 20 (3) above to consider, at its next meeting on 25th January, 2023, a report on antisocial behaviour, to include environmental enforcement;
- (3) agreed, as detailed at Para. 23 (2) above to consider, at a future meeting of this Committee, the business case for Bikeworks Fife; and
- (4) agreed that members would advise the Convener and Depute Convener of any additional items to include in the Forward Work Programme, within the remit of the Committee.

25. PROPERTY TRANSACTIONS

The Committee considered a report by the Senior Manager, Property Services advising on action taken using the List of Officer Powers in relation to property transactions.

Decision

The Committee noted the contents of the report.

THE FIFE COUNCIL - LEVENMOUTH AREA COMMITTEE – REMOTE MEETING

14th September, 2022

10.00 a.m. – 12.15 p.m.

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

ATTENDING: Susan Keenlyside, Service Manager, Sustainable Transport and Parking, John Mitchell, Senior Manager - Roads and Transportation, Vicki Connor, Co-ordinator (Programme and Financial Management), Phil Clarke, Programme Manager, Levenmouth Reconnected Blueprint, Sustainable Transport and Parking, Roads and Transportation Services; Ross Spalding, Service Manager, Kate Spalding, Technical Officer (Climate Change and Zero Waste), Climate Change and Partnerships, Economy Planning and Sustainability Service; David Paterson, Community Manager (Area), Communities and Neighbourhoods; Ronnie Ross, Headteacher, Levenmouth Academy, Education Services; Helena Couperwhite, Service Manager and Michelle Hyslop, Committee Officer, Committee Services, Legal and Democratic Services.

Prior to the commencement of the formal committee business, the Convener asked members to observe a one-minute silence, to acknowledge and commemorate the sad passing of Her Majesty, Queen Elizabeth II on Thursday 8th September, 2022.

In terms of Standing Order 8.1(2), the Convener agreed to accept an Urgent Motion in relation to the proposed reduction in Stagecoach bus services across Fife.

4. DECLARATIONS OF INTEREST

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

5. MINUTE

The Committee considered the minute of the meeting of the Levenmouth Area Committee of 26th May, 2022.

Decision

The Committee agreed to approve the minute.

6. APPOINTMENTS TO EXTERNAL ORGANISATIONS

The Committee considered a report by the Head of Legal and Democratic Services, seeking nominations for member representation on those external organisations detailed in Appendix 1 of the report.

Decision

The Committee:

(1)/

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- (1) approved the appointments to external organisation as detailed in the Appendix to this minute; and
- (2) agreed that member appointment to the Levenmouth Local Tourist Association be deferred to allow for a discussion with the organisation on additional member representation.

7. SCHOOL ATTAINMENT AND ACHIEVEMENT REPORT

The Committee considered a report by the Executive Director, Education, providing members with a summary report on the 2020/21 School Attainment across secondary and primary schools serving the Levenmouth Area.

Decision

The Committee: -

- (3) were encouraged to engage directly with local schools to find out more about School Attainment and Achievement;
- (4) noted the details contained within this report in relation to the nature of this year's report due to the impact of the COVID 19 pandemic; and
- (5) noted the information provided in the secondary schools' reports as detailed in the report.

8. AREA ROADS PROGRAMME 2021-22 – FINAL REPORT

The Committee considered a report by the Head of Assets, Transportation and Environment, providing members with an update on the delivery of the 2021-2022 Area Roads Programme for the Levenmouth Area.

Decision

The Committee noted the content of the report.

9. SGN H100 UPDATE REPORT

The Committee considered a report by the Head of Planning, advising members on the progression of works and communications from Scottish Gas Network (the gas distribution network operator) and Fife Council.

Decision

The Committee noted the content of the report.

10. LEVENMOUTH RECONNECTED PROGRAMME LARGE GRANT FUND UPDATE

The Committee considered a report by the Executive Director, Enterprise and Environment, updating members on the Levenmouth Reconnected Programme (LRP) Large Grant funding projects.

Decision/

Decision

The Committee: -

- (1) noted the current projects that had been assessed by the Levenmouth Reconnected Programme working group grant panel (as detailed in Appendix 1 of the report);
- (2) noted the forthcoming strategic projects that were intended to seek funding from the Levenmouth Reconnected Programme fund (as detailed in Appendix 1 of the report); and
- (3) agreed to defer any large grant awards until all strategic projects funding requirements were known, which would allow the Committee to consider the best use of the grant funding within this round.

11. LEVENMOUTH CONNECTIVITY PROJECT ACTIVE TRAVEL NETWORK UPDATE

The Committee considered a report by the Executive Director, Enterprise and Environment, updating members on the progress of the Levenmouth Connectivity Project Active Travel Network, which included recent award funding by Sustrans.

Decision

The Committee noted:-

- (1) the award of £2.6million by Sustrans to progress the detailed design of the Levenmouth Connectivity Project, and acknowledged that Fife Council had been allocated £1.3 million to develop the Active Travel Network to be located within or directly adjacent to the boundary of the public road;
- (2) the extensive community consultation that was programmed as part of the detailed design phase; and
- (3) that a funding application would be made to Sustrans and match funding sources for the construction stages of the programme.

12. SUPPORTING THE LEVENMOUTH LOCAL COMMUNITY PLAN – HOPE CHEST STORAGE PROVISION

The Committee considered a report by the Head of Communities and Neighbourhoods, which sought agreement from members to contribute £7,900 from the Local Community Planning Budget for the provision of storage units for the Hope Chest, Wellesley Parish Church, Methil.

Decision

The Committee agreed to contribute £7,900 towards the cost of purchasing stand-alone steel storage units for the Hope Chest, based at Wellesley Parish Church, Methil.

13./

13. SUPPORTING THE LEVENMOUTH LOCAL COMMUNITY PLAN – LEVEN TOWN CENTRE CHRISTMAS LIGHTS

The Committee considered a report by the Head of Communities and Neighbourhoods seeking approval from members for a contribution of £7,000 from the Local Community Planning Budget, Ward 21, for the cost of the erection and dismantling of the festive decorations in Leven Town Centre.

Decision

The Committee agreed a total contribution of £7,000 towards the cost of the erection and dismantling of the festive decorations for Leven Town Centre during November/December 2022.

14. SUPPORTING THE LEVENMOUTH LOCAL COMMUNITY PLAN – TOBOGGAN ROAD TAYLOR STREET PLAY SPACES CAPITAL FUNDING REQUEST

The Committee considered a report by the Head of Communities and Neighbourhoods, seeking agreement from members for a contribution of £20,000 from the Local Community Planning Budget, towards the cost of the installation of adult fitness equipment at Taylor Street Park, Methil and would include the removal of the play park equipment at Toboggan Road, Methil.

Decision

The Committee agreed to contribute £20,000 for the installation of the adult fitness equipment at Taylor Street, Methil and the removal of the play park equipment at Toboggan Road, Methil.

15. URGENT MOTION

Proposed by: Councillor Eugene Clarke

Seconded by: Councillor Colin Davidson

The Committee notes the proposals submitted by Stagecoach to review Services across the Levenmouth area and the consultation deadline of 12 September 2022. It is understood that the impact of these proposed cuts are substantial and will affect the lives of many of our constituents who are reliant on bus transport for work and to access services.

In considering the options for a comprehensive Fife Council response to the Stagecoach proposal, it is noted that the agreed remit for Area Committee does not have any explicit powers to allow Area Committees to discuss concerns relating to a third party provided bus service even where they have significant impact on Levenmouth. The Committee requests that Council undertake an urgent cross-party review on the remits of Area Committees in line with the statement made in the Leader's report on devolution of powers to Area Committees at Fife Council on 9th June 2022 to address this perceived gap."

Decision

The Committee agreed the motion unanimously.

16./

16. PROPERTY TRANSACTIONS

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

Decision

The Committee noted the contents of the report.

17. LEVENMOUTH AREA COMMITTEE FORWARD WORK PROGRAMME

Decision

The Committee: -

- (1) agreed to include a report on “update on Kirkland Care Village” to the Forward Work Programme – date to be advised; and
- (2) noted the content of the Levenmouth Area Committee Forward Work Programme.

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

28th September, 2022.

9.30 a.m. – 1.00 p.m.

PRESENT: Councillors David Barratt (Convener), Patrick Browne, Dave Dempsey, Graeme Downie, Brian Goodall, Andy Jackson, Sarah Neal, Sam Steele, Andrew Verrecchia and Conner Young.

ATTENDING: Alastair Mutch, Community Manager (South and West Fife) and Mandy MacEwan, Area Community Team Manager, Communities and Neighbourhoods Service; Michael Collins, Safer Communities Lead Officer, Housing Services; Keith Johnston, Technician Engineer (Traffic Management) and Vicki Connor, Co-ordinator (Programme and Financial Management), Roads and Transportation Services; David Thomson, Customer Experience Lead Officer, Customer and Online Services; and Michelle McDermott, Committee Officer, Legal and Democratic Services, Finance and Corporate Services.

ALSO ATTENDING: Dr. Paul Dale and Ms. Nina Patton, Scottish Environmental Protection Agency (for para. 11 only); Inspector Tony Rogers, Police Scotland and Russell Hammell, Station Commander, Scottish Fire and Rescue Service.

The Convener intimated the intention to vary the sequence of items from that on the agenda.

9. DECLARATIONS OF INTEREST

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

10. MINUTE

The Committee considered the minute of the South and West Fife Area Committee meeting of 10th August, 2022.

Decision

The Committee:-

- (1) agreed to approve the minute; and
- (2) noted that representatives of the Submarine Dismantling Project at Rosyth and Babcock had agreed to attend the next meeting of the Committee to provide an update on the project.

11. RADIATION MONITORING AT DALGETY BAY

Ms. Nina Patton from the Scottish Environmental Protection Agency (SEPA) gave an update on the radiation monitoring at Dalgety Bay confirming that the Ministry of Defence (MoD) monthly foreshore monitoring was continuing throughout the remediation works to ensure that the risk to the public remained low. Ms. Patton also advised that:-

- signage/

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- signage remained in place outwith the remediation works areas but that the “high activity” area had been fenced off to the public;
- the Foods Standards Scotland FEPA ban was still in place; and
- SEPA had undertaken drone surveys during the remediation works and these were being monitored.

It was noted that all of these measures afforded a suitable level of protection to the public from the contamination while the remediation works were ongoing.

Ms. Patton also advised that SEPA and Fife Council intended to hold a public information event towards the end of the year to outline the next steps once remediation works had been completed.

Decision

The Committee:-

- (1) noted the terms of Mr. Ritchie's update report; and
- (2) thanked Ms. Nina Patton and Dr. Paul Dale for their updates.

12. SCOTTISH FIRE AND RESCUE SERVICE ANNUAL PERFORMANCE REPORT 2021/22

The Committee considered a report by the Station Commander, Dunfermline Community Fire Station, Scottish Fire and Rescue Service providing an update on incident information within the South and West Fife Area for the period 1st April, 2021 to 31st March, 2022.

Decision

The Committee noted the contents of the report.

Councillor Andrew Verrecchia joined the meeting during discussion of the above item.

13. SAFER COMMUNITIES TEAM UPDATE REPORT

The Committee considered a report by the Head of Housing Services providing an update on the operational activity of the Safer Communities Team within the South and West Fife Committee Area during the twelve month period 1st April, 2021 to 31st March, 2022.

Decision

The Committee noted the contents of the report.

Councillor Andrew Verrecchia left the meeting during consideration of the above item.

14. OPERATIONAL BRIEFING ON POLICING ACTIVITIES WITHIN SOUTH AND WEST FIFE AREA

The Committee considered a report by the Chief Inspector, Police Scotland providing an update on the Policing activity within the South and West Fife Area.

Decision/

Decision

The Committee noted the contents of the report.

Councillor Andrew Verrecchia re-joined the meeting during consideration of the above item.

The meeting adjourned at 11.10 a.m. and reconvened at 11.15 a.m.

15. COST OF LIVING UPDATE

The Community Manager provided a detailed update on the cost of living support that was hoped to be provided within the South and West Fife area advising that support and developments would evolve over the coming months and which would build on the report that was submitted to the Cabinet Committee on 22nd September, 2022 to help with the cost of living. It was noted that South and West Fife Area had received an allocation of just under £1.2m to the Community Recovery Fund and that the Community Manager and his team were meeting on a weekly basis to look at support and developments in relation to the cost of living including what type of support/needs might be required by communities.

The Community Manager advised that the team were developing ideas around five areas which would form the South and West Fife Area response and this would involve multi-agency partnership working. The five areas were detailed below:-

- Community Assistance Hubs
- Warm Places
- Food Assistance
- Fuel Assistance
- Financial Assistance

It was noted that the Community Assistance Hubs (CAHs) would be developed further and that four facilities had initially been identified within South and West Fife that would act as CAHs and these were Inverkeithing Civic Centre, Parkgate Community Centre, High Valleyfield Community Centre and Oakley Community Centre.

The Area Community Team Manager then provided an update on the Café Inc model that was followed during the summer and advised on the proposals that she had put forward to provide this service over the October school holidays and Christmas period following feedback from members. The Area Community Team Manager advised that the proposals had been submitted to the Catering Service but that the response received was very disappointing.

Decision

On a motion proposed by Councillor David Barratt, seconded by Councillor Graeme Downie, the Committee agreed to endorse the level of service proposed by the People and Place Leadership Group and expressed their anger and disappointment that the locally identified need for Café Inc was not proposed to be delivered and asked, as a matter of urgency, for this decision to be reviewed. The Committee further requested that if the identified service was not delivered in full, that this matter be brought to the Cabinet Committee for further discussion.

16. PROPOSED 30MPH EXTENSION AND 20MPH ZONE - HILLEND ROAD, INVERKEITHING

The Committee considered a report by the Executive Director (Enterprise and Environment) requesting retrospective consideration of a proposal to extend the 30mph speed limit on Hillend Road, Inverkeithing and a 20mph zone on roads constructed within the housing development at Spencerfields.

Decision

The Committee, in the interests of road safety:-

- (1) agreed retrospectively to the promotion of a Traffic Regulation Order (TRO) to extend the 30mph speed limit and introduce a 20mph zone as detailed in Drawing No. TRO21_32 (appended to the report); and
- (2) authorised officers to confirm the Traffic Regulation Order within a reasonable period unless there were objections.

17. PROPOSED 20MPH ZONE AND RAISED TABLE - A921 MAIN STREET, ABERDOUR

The Committee considered a report by the Executive Director (Enterprise and Environment) detailing proposals to extend the 20mph zone speed limit on A921 Main Street which included roads constructed within the housing development and a proposed raised table.

Decision

The Committee, in the interests of road safety:-

- (1) agreed to the promotion of a Traffic Regulation Order (TRO) to extend the 20mph zone as detailed in Drawing No. TRO22_08 (appended to the report);
- (2) agreed to the promotion of a Road Hump Order (RHO) to introduce a raised table as detailed in Drawing No. TRO22_08 (appended to the report); and
- (3) authorised officers to confirm the Traffic Regulation Order and for the raised table to be constructed within a reasonable period unless there were objections.

18. AREA CAPITAL BUDGET REQUEST - THE CAIRNS, CHARLESTOWN

The Committee considered a report by the Head of Communities and Neighbourhoods Service seeking agreement to allocate funds from the Area Capital Budget 2021-2023 for additional parking to an adoptable standard at The Cairns, Charlestown.

Decision

The Committee agreed to a contribution of £36,000 from the Area Capital Budget for additional parking to an adoptable standard at The Cairns, Charlestown.

19./

19. AREA ROADS PROGRAMME 2021-2022 - FINAL REPORT

The Committee considered a report by the Executive Director (Enterprise and Environment) advising on the delivery of the 2021-22 Area Roads Programme (ARP).

Decision

On a motion proposed by Councillor Dave Dempsey, seconded by Councillor Sarah Neal, the Committee:-

- agreed to note that:-
 - the footbridge over the Dour Burn at the Harbour in Aberdour had been destroyed in August 2020
 - the Fife Coastal Path has been closed at the point since then
 - this had caused considerable upset and inconvenience to the people and businesses of Aberdour and to the numerous users of the Coastal Path
 - despite the efforts of Fife Council officers, it was still not clear when a replacement bridge would be in place
 - it may be that the Council's project and procurement processes and procedures had been a factor in this delay
- recommended that the Environment, Transportation and Climate Change Scrutiny Committee examine those processes and procedures to see whether improvements could be made to reduce timescales on future projects of this form.

20. COMPLAINTS UPDATE

The Committee considered a report by the Executive Director (Communities) providing an overview of complaints received relating to the South and West Fife Area for the year from 1st April, 2021 to 31st March, 2022.

Decision

The Committee noted the contents of the report.

21. PROPERTY TRANSACTIONS

The Committee considered a report by the Senior Manager, Property Services advising on action taken using the List of Officer Powers in relation to property transactions.

Decision

The Committee noted the contents of the report.

22. SOUTH AND WEST FIFE AREA COMMITTEE FORWARD WORK PROGRAMME 2022-23

The Committee considered the South and West Fife Area Forward Work Programme 2022-23.

Decision/

Decision

The Committee:-

- (1) noted the Forward Work Programme which would be further updated as appropriate;
 - (2) agreed that a report be submitted to the November Committee on Flooding Issues in Rosyth; and
 - (3) agreed that reports on Trauma Informed Services and the Future of Inverkeithing High School Site be submitted to an early meeting of the Committee.
-

THE FIFE COUNCIL - COWDENBEATH AREA COMMITTEE – REMOTE MEETING

26th October, 2022

2.00 p.m. – 5.10 p.m.

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

ATTENDING: Sarah Roxburgh, Community Manager (Cowdenbeath Area), Communities and Neighbourhoods Service; Mhairi Mullen, Service Manager, Housing Services; David Thomson, Customer Experience Lead Officer/SPSO Liaison Officer, Customer Service Development; Dawn Jamieson, Safer Communities Team Manager and Brian Westwater, Safer Communities Lead Officer; Patricia Galfskiy, Policy Officer, Community Development Team (Cowdenbeath); Vicki Connor, Co-ordinator (Programme and Financial Management), Policy and Resource Management; Keith Johnston, Technician Engineer, Traffic Management South, Transportation Services; Eleanor Hodgson, Accountant and Wendy MacGregor, Committee Officer, Committee Services, Legal and Democratic Services, Finance and Corporate Services.

ALSO IN ATTENDANCE: Russell Hammell, Station Commander, Stirling-Clackmannanshire-Fife, Scottish Fire and Rescue Service; Community Inspector, Steven Hoggan and Community Sergeant, John Nicol, Police Scotland.

17. DECLARATIONS OF INTEREST

Councillor Linda Erskine declared a connection relating to Para 24 - Local Community Planning Budget Request - Phase 2 Lochgelly Band - as she had previously supported Lochgelly Band. However, having applied the objective test and concluded that it was not clear and substantial, Councillor Erskine remained in the meeting.

18. MINUTE

The Committee considered the minute of the meeting of the Cowdenbeath Area Committee of 31st August, 2022.

Decision

The Committee agreed to approve the minute.

19. PRESENTATION - FUEL POVERTY

The Committee considered a presentation by the Service Manager, Housing Services, on support during the fuel poverty crisis, for those who were vulnerable and on low incomes. A detailed discussion followed on various initiatives and projects, such as Warm Spaces, the Cost of Living Campaign, Welfare and financial Support, Boiler Support Fund, the Big Hoose Project etc.

Decision/

Decision

The Committee thanked the Service Manager, Housing Services for the informative presentation, members welcomed the opportunity to ask questions on various initiatives and projects and acknowledged the importance of raising awareness of the valuable assistance on offer to members of the public.

20. SAFER COMMUNITIES TEAM - UPDATE REPORT

The Committee considered a report by the Head of Housing Services providing an update on the operational activity of the Safer Communities Team within the Cowdenbeath Committee area during the 12 month period 1st April, 2021 to 31st March, 2022.

Decision

The Committee noted the contents of the report and acknowledged activities undertaken by the Safer Communities Team.

21. SCOTTISH FIRE AND RESCUE SERVICE COWDENBEATH AREA ANNUAL PERFORMANCE REPORT

The Committee considered a report by the Station Commander - Lochgelly Community Fire Station, Scottish Fire and Rescue Service providing incident information for the period 1st April, 2021 – 31st March, 2022. The incident information enabled scrutiny of the Scottish Fire and Rescue Service (SFRS) – Cowdenbeath Area - against its key performance indicators (KPIs).

Decision

The Committee noted the contents of the report and acknowledged the progress across a range of KPIs detailed in the report.

22. SUPPORTING THE LOCAL COMMUNITY PLAN – OPERATIONAL BRIEFING ON POLICING ACTIVITIES WITHIN COWDENBEATH.

The Committee considered a report by the Local Area Commander, West Fife, Police Scotland, providing an update on Policing activity in Cowdenbeath Area (Wards 7 and 8).

Decision

The Committee noted the contents of the report and acknowledged policing activity undertaken to date and supported progress by Police Scotland to address priorities in the Ward Areas.

The Committee adjourned at 3.50 p.m.

The Committee reconvened at 3.55 p.m.

23./

23. COMPLAINTS UPDATE

The Committee considered a report by the Executive Director - Communities providing an overview of complaints received relating to the Cowdenbeath Area for the year, from 1st April, 2021 to 31st March, 2022.

Decision

The Committee noted the contents of the report and acknowledged complaints received and responded to in target timescales and the proportionality of Service complaints.

**24. LOCAL COMMUNITY PLANNING BUDGET REQUEST - PHASE 2
LOCHGELLY BAND**

The Committee considered a report by the Head of Communities and Neighbourhood seeking agreement for a contribution from the Local Community Planning Budget for Lochgelly Band for their Phase 2 of renovation work at their band hall in Lochgelly.

Decision

The Committee agreed to allocate £15,000 from the Local Community Planning Budget 2022/23 to the Lochgelly Band for Phase 2 of planned renovation work at the band hall in Lochgelly.

**25. PROPOSED SPEED LIMITS AND RAISED TABLE - B921 KINGLASSIE ROAD,
AUCHTERDERRAN**

The Committee considered a report by the Executive Director - Enterprise and Environment detailing a proposal to extend the 30 mph speed limit on B921 Kinglassie Road, Auchterderran including a proposed raised table and a proposal to introduce a 20 mph zone on roads constructed within the housing development.

Decision

The Committee, in the interests of road safety:-

- (1) agreed to the promotion of a Traffic Regulation Order (TRO) to extend the 30 mph speed limit and introduce a 20 mph zone as detailed in drawing no. TRO21_58 (Appendix 1 to the report);
- (2) agreed to the promotion of a Road Hump Order (RHO) to introduce a raised table as detailed in drawing no. TRO21_58 (Appendix 1 to the report);
- (3) authorised officers to confirm the Traffic Regulation Order and for the raised table to be constructed within a reasonable period unless there were objections;
- (4)/

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- (4) noted concerns that traffic calming measures should be installed on the entire B921 road as far as Auchterderran School, an extension to the area shown on the map in Appendix 1 to the report; and
- (5) acknowledged that an assessment on the area would be undertaken and that the outcome would be discussed with relevant Ward Councillors once this had been finalised.

26. **PROPOSED 20 MPH ZONE AND SPEED CUSHIONS - KIRKCALDY FARM, BALLINGRY**

The Committee considered a report by the Executive Director – Enterprise and Environment detailing a proposal to introduce a 20 mph speed limit on roads constructed within the housing development at Kirkland Farm, Ballingry and proposed speed cushions on B920 Lochleven Road.

Decision

The Committee:-

- (1) agreed to the promotion of a Traffic Regulation Order (TRO) to introduce a 20 mph zone as detailed in drawing no. TRO22_59 (Appendix 1 to the report);
- (2) did not agree with recommendations (2) to (4) of the report as it considered these would not adequately ensure pedestrian safety:-
 - the promotion of a Road Hump Order (RHO) to introduce speed cushions on B920 Lochleven Road as detailed in drawing no. TRO22_59 (Appendix 1 to the report);
 - in retrospect the promotion of a Road Hump Order (RHO) and Pedestrian Crossing Notice to introduce two raised toucan crossings on B920 Lochleven Road as detailed in drawing no. TRO22_59 (Appendix 1 to the report); and
 - authorise officers to confirm the Traffic Regulation Order and for the speed cushions to be constructed within a reasonable period unless there were objections’;
- (3) requested a further report detailing revised road safety proposals on the B920 Lochleven Road, Ballingry for the Committee’s consideration at an additional meeting of the Committee in December 2022, on a date to be advised; and
- (4) requested that Transportation officers discuss with Ward members road safety concerns relating to Lochleven Road, in the form of a workshop, prior to the submission of the report outlined at (3) above.

27./

27. AREA ROADS PROGRAMME 2022- FINAL REPORT

The Committee considered a report by the Executive Director – Enterprise and Environment providing an update on the delivery of the 2021-22 Area Roads Programme (ARP).

Decision

The Committee

- (1) noted the contents of the report and appendices; and
- (2) requested that Ward Councillors be provided with regular updates to scheduled work on the Area Roads Programme, advising of any changes to scheduled work, so this could be conveyed to constituents.

28. COMMON GOOD AND SETTLEMENT TRUST FUNDS ANNUAL REPORT 2021-2022

The Committee considered a report by the Executive Director - Finance and Corporate Services detailing the current status of the Common Good and Settlement Trust funds in the area and relevant fund activities over the financial year 2021-2022.

Decision

The Committee:-

- (1) noted the information contained in the appendices to the report, related to the various Common Good funds and Settlement Trust Funds;
- (2) noted the information provided in the report; and
- (3) acknowledged there had been no spending on the Common Good and Settlement Trust Funds in the financial year 2021/22 and encouraged Ward Councillors to use the funding available for projects in Ward 8.

29. COWDENBEATH AREA COMMITTEE FORWARD WORK PROGRAMME

The Committee considered the Cowdenbeath Area Committee Forward Work Programme.

Decision

The Committee:-

- (1) noted the contents of the Cowdenbeath Area Committee Forward Work Programme;
- (2) agreed that an additional meeting of the Committee would be arranged on a date to be confirmed in December, 2022, primarily to consider a Budget update report, including anti-poverty budget, Area and Ward budgets, including additional budget allocation; and
- (3)/

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- (3) requested the update reports as noted below, to be included on the Forward Work Programme for consideration at a future meeting of the Committee:-
- (a) Cafe Inc Provision - (progress report on the current programme, support available over the Christmas period, standard and quality of provision and service); and
 - (b) Proposed 20 mph zone and speed cushions - Kirkcaldy Farm, Ballingry (Para 26 above) - revised proposal for traffic calming and road safety measures at Kirkcaldy Farm, Ballingry (B920 Lochleven Road, Ballingry).
-

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

2 November 2022

9.30 a.m. – 11.15 a.m.

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

ATTENDING: Donald Grant, Community Manager (North East Fife Area), Paul Coleman, Safer Communities Team Manager, Sara Gray, Safer Communities Lead Officer, David Thomson, Customer Experience Lead Officer, Communities; Chief Inspector Chris Dow, Inspector Murray Gibson, Police Scotland; Station Commander Niall Miller, Scottish Fire & Rescue Service; Alexander Anderson, Service Manager, Domestic Waste and Street Cleansing, Environment & Building Services; Scott Clelland, Service Manager, Colin Davidson, Team Manager, Parks Streets & Open Spaces; Allan Maclean, Lead Consultant, Sustainable Traffic & Travel, Roads & Transportation; and Elizabeth Mair, Committee Officer, Legal & Democratic Services.

APOLOGIES FOR Councillors Al Clark and Sean Dillon.

ABSENCE:

21. DECLARATIONS OF INTEREST

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

22. MINUTE

The Committee considered the minute of meeting of the North East Fife Area Committee of 7 September 2022.

Decision

The Committee agreed to approve the minute.

23. APPOINTMENTS TO EXTERNAL ORGANISATIONS

The Committee considered a report by the Head of Legal and Democratic Services in respect of member representation on external organisations either deferred or left vacant at the previous meeting on 7 September 2022.

The Convener also advised that the Gibson Trust was in the process of being transferred to the Gibson House St Andrews SCIO and that Councillors Liston and Lawson were happy to continue as members on that organisation.

Decision

The Committee:-

(1) noted that Councillors Margaret Kennedy and Stefan Hoggan-Radu had been appointed to the East Fife Sports Council;

(2)/

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- (2) noted that Councillor Robin Lawson had been appointed to the Gibson Trust along with Councillor Jane Ann Liston and that he and Councillor Liston would continue as members on the Gibson House St Andrews SCIO;
 - (3) appointed members to the following organisations:-
 - Councillor Ann Verner to the Provost Tulloch 1973 Trust;
 - Councillor Al Clark to the St Andrews Community Trust;
 - Councillors Jane Ann Liston and Ann Verner to the St Andrews Welfare Trust; and
 - (4) nominated Councillor Robin Lawson to the St Andrews Harbour Trust.
- Councillor Kennedy joined the meeting during consideration of the above item.*

24. APPLICATION FOR FUNDING FROM CRAIL COMMON GOOD FUND – CRAIL COMMUNITY HALL BOILER REPLACEMENT

The Committee considered a report by the Head of Communities and Neighbourhoods advising of an application received from Crail Community Partnership for grant funding from Crail Common Good Fund towards the costs of replacing the boiler at Crail Community Hall.

Decision

The Committee approved a contribution of £6,250 from the Crail Common Good Fund to the Crail Community Partnership towards the costs of replacing the boiler at Crail Community Hall.

Councillor Hayes joined the meeting following consideration of the above item.

25. GREEN ROUTES

The Committee considered a report by the Head of Roads and Transportation advising of proposals to replace the Kingdom of Fife Millennium Cycle Routes with Kingdom Greenways in North East Fife, including the replacement of signage.

Decision

The Committee approved the removal of the 'Kingdom of Fife Millennium Cycle Routes' signage in North East Fife replacing it with 'Kingdom Greenways' signage and supporting marketing.

26. SAFER COMMUNITIES TEAM UPDATE REPORT

The Committee considered a report by the Head of Housing Services providing an update on the operational activity of the Safer Communities Team within the North East Fife committee area during the 12-month period from 1 April 2021 to 31 March 2022.

Decision

The Committee noted the activity which had been carried out as detailed in the report.

27./

27. OPERATIONAL BRIEFING ON POLICING ACTIVITIES WITHIN NORTH EAST FIFE - APRIL 2021 - MARCH 2022

The Committee considered a report by the Chief Inspector, Police Scotland, providing information on matters impacting or involving Police Scotland which had relevance to community safety in the North East Fife area.

Decision

The Committee noted the information provided in the report.

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

The Committee considered a report by the Station Commander, Scottish Fire and Rescue Service (SFRS), providing incident information for the period 1 April 2021 – 31 March 2022 to enable the Committee to have an overview of the SFRS North East Fife Committee Area incident activity against its key performance indicators (KPIs).

Decision

The Committee noted the progress across a range of KPIs as detailed in the report.

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

The meeting adjourned at 11.18 a.m. and reconvened at 11.30 a.m..

29. GROUNDS MAINTENANCE SERVICE, DOMESTIC WASTE & STREET CLEANSING SERVICE - ANNUAL REVIEW 2022

The Committee considered a report by the Head of Environment and Building Services advising of the performance of the Grounds Maintenance, Domestic Waste and Street Cleansing Services in 2022.

Decision

The Committee noted:-

- (1) the improvement in grounds maintenance, domestic waste collection and street cleansing services in 2022; and
- (2) the plans to deliver local priorities and help communities shape their environment.

30. COMPLAINTS UPDATE

The Committee considered a report by the Head of Customer and Online Services providing an overview of complaints received relating to the North East Fife area for the year from 1 April 2021 to 31 March 2022.

Decision

The Committee noted the number of complaints responded to in target timescales and the proportionality of Service complaints.

**31. COMMON GOOD AND SETTLEMENT TRUST FUNDS ANNUAL REPORT
2021-2022**

The Committee agreed that this report be deferred until the next meeting to allow further discussion on an accounting issue which had been raised by a community council.

32. NON SETTLEMENT TRUSTS ANNUAL UPDATE AND REVIEW OF TRUST FUNDS

The Committee considered a report by the Head of Communities and Neighbourhoods providing a position statement on the expenditure relating to the Non-Settlement Trusts covering North East Fife as of April 2022 and giving an update on the outcome of decisions taken by Committee in January and December 2020 following a review of Non-Settlement Trust Funds.

Decision

The Committee noted:-

- (1) the expenditure statement for the financial year 2021/22 contained in Appendix 1 of the report;
- (2) the funds available at the year end;
- (3) the projects supported by the disbursement of these funds as detailed in Appendix 2 of the report; and
- (4) the action taken to implement the Committee's decisions of January and December 2020 as detailed in Appendix 3 of the report.

33. PROPERTY TRANSACTIONS

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

Decision

The Committee noted the content of the report.

34. NORTH EAST FIFE AREA COMMITTEE FORWARD WORK PROGRAMME

The Committee noted the North East Fife Area Committee Forward Work Programme which would be updated as appropriate.

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

20th September, 2022

9.30 a.m. - 12.20 p.m.

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

ATTENDING: Norman Laird, Community Manager, Shirley Melville, Area Community Development Team Manager, Communities and Neighbourhoods; Debbie Difulco, Technician Engineer, Keith Johnston, Technician Engineer, Vicki Connor, Coordinator (Project and Financial Management, Roads and Transportation Services; David Thomson, Customer Experience Lead Officer, Customer and Online Services; Michael Collins, Safer Communities Lead Officer, Housing Services; and Emma Whyte, Committee Officer, Legal and Democratic Services.

ALSO ATTENDING: Chief Inspector Joanne McEwan, Local Area Commander, Police Scotland and Alistair Jupp, Group Commander, Scottish Fire and Rescue Service.

4. **DECLARATIONS OF INTEREST**

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

5. **MINUTE**

The Committee considered the minute of the City of Dunfermline Area Committee of 31st May, 2022.

Decision

The Committee agreed to approve the minute.

6. **PROPOSED 20MPH ZONES – VARIOUS RESIDENTIAL STREETS, DUNFERMLINE**

The Committee considered a report by the Executive Director, Enterprise and Environment which detailed proposals to introduce a 20mph speed limit in various residential streets in Dunfermline (Linburn Grove, Afton Grove, Earn Grove, Grange Wynd/Grange Park and Whirlbut Street/Whirlbut Crescent).

Decision

The Committee, in the interests of road safety:-

(1)/

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- (1) agreed to the promotion of a Traffic Regulation Order (TRO) to introduce 20mph speed limits in detailed in appendices 1 - 3 of the report; and
- (2) authorised officers to confirm the TRO within a reasonable period unless there are objections.

7. **PROPOSED 20 MPH ZONES – DOVER HEIGHTS AND SOUTH FOD AREA, DUNFERMLINE**

The Committee considered a report by the Executive Director, Enterprise and Environment which detailed proposals to introduce a 20mph speed limit on roads constructed within housing developments at South Fod, Lynebank area and Dover Heights, Dunfermline.

Decision

The Committee, in the interests of road safety:-

- (1) agreed to the promotion of a Traffic Regulation Order (TRO) to introduce 20mph zones as detailed in drawing nos. TRO21_44/1 and TRO21_44/2 (appended to the report), with all ancillary procedures; and
- (2) authorised officers to confirm the Traffic Regulation Order within a reasonable period unless there were objections.

8. **AREA ROADS PROGRAMME 2021-2022 FINAL**

The Committee considered a report by the Executive Director, Enterprise and Environment advising on the delivery of the 2021-22 Area Roads Programme (ARP).

Decision

The Committee noted the content of the report and the appendices.

9. **LOCAL COMMUNITY PLANNING BUDGET REQUEST - POLICE SCOTLAND YOUTH VOLUNTEERS PROJECT**

The Committee considered a report by the Head of Communities and Neighbourhoods seeking approval of a contribution of £7,000 from the area budget towards the Police Scotland Youth Volunteers Project.

Decision

The Committee agreed to approve a contribution of £7,000 from the area budget to the Police Scotland Youth Volunteers Project.

10. **LOCAL COMMUNITY PLANNING BUDGET REQUEST - HEALTHY HOMES DUNFERMLINE**

The Committee considered a report by the Head of Communities and Neighbourhoods seeking approval of a contribution of £30,000 from the area Anti-Poverty/

2022 CODAC 5

Poverty budget to Healthy Homes Dunfermline to build on the success of the pilot to increase the number of households being supported in the Dunfermline area.

Decision

The Committee agreed to approve a contribution of £30,000 from the area Anti-Poverty budget to Healthy Homes Dunfermline.

11. LOCAL COMMUNITY PLANNING BUDGET REQUEST - FIRE STATION CREATIVE FACADE

The Committee considered a report by the Head of Communities and Neighbourhoods seeking approval of a contribution of £36,212 from the area budget to carry out urgent repairs to the Fire Station building in order to maintain public safety.

Decision

The Committee agreed to approve a contribution of £36,212 from the area budget for the purpose of ensuring that urgent repairs were carried out.

12. COMPLAINTS ANNUAL PERFORMANCE REPORT 2021/22

The Committee considered a report by the Executive Director, Communities which provided an overview of complaints received relating to the City of Dunfermline Committee area for the period 1st April, 2021 to 31st March, 2022.

Decision

The Committee noted the content of the report.

13. SAFER COMMUNITIES ANNUAL PERFORMANCE REPORT 2021/22

The Committee considered a report by the Head of Housing Services which provided an update on the operational activity of the Safer Communities Team within the City of Dunfermline Committee area for the period 1st April, 2021 to 31st March, 2022.

Decision

The Committee noted the contents of the report.

14. POLICE SCOTLAND ANNUAL PERFORMANCE REPORT 2021/22

The Committee considered a report by the Local Area Commander (West Fife), Police Scotland which provided an update on policing activity in the City of Dunfermline Committee area for the period 1st April, 2021 to 31st March, 2022.

Decision

The Committee noted the contents of the report.

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

15./

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15. SCOTTISH FIRE AND RESCUE SERVICE ANNUAL PERFORMANCE REPORT 2021/22

The Committee considered a report by the Station Commander, Dunfermline Community Fire Station, Scottish Fire and Rescue Services which provided an update on incident information in the City of Dunfermline Committee area for the period 1st April, 2021 to 31st March, 2022.

Decision

The Committee noted the contents of the report.

16. APPOINTMENTS TO EXTERNAL ORGANISATIONS - CITY OF DUNFERMLINE

The Committee considered a report by the Head of Legal and Democratic Services seeking nominations for member representation on those external organisations detailed in Appendix 1 of the report.

As there was no unanimous decision for appointments to the following organisations, a roll call vote was taken for each.

Carnegie Dunfermline and Hero Fund Trusts (2 members)

Roll Call

For Councillor Glen – 5 votes

Councillors Naz Anis-Miah, Auxi Barrera, Lynn Ballantyne Wardlaw, Derek Glen and Jean Hall Muir.

For Councillor Pryde – 6 votes

Councillors Aude Boubaker-Calder, James Calder, Gavin Ellis, Cara Hilton, Jim Leishman and Gordon Pryde.

Councillor Calder – nil votes

Accordingly, the Committee agreed that Councillor Pryde be appointed to the Carnegie Dunfermline and Hero Fund Trusts.

A second vote was taken to appoint a second member representative.

Roll Call

For Councillor Glen – 5 votes

Councillors Naz Anis-Miah, Auxi Barrera, Lynn Ballantyne Wardlaw, Derek Glen and Jean Hall Muir.

For Councillor Calder – 6 votes

Councillors/

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Councillors Aude Boubaker-Calder, James Calder, Gavin Ellis, Cara Hilton, Jim Leishman and Gordon Pryde.

Accordingly, the Committee agreed that Councillor Calder be appointed to the Carnegie Dunfermline and Hero Fund Trusts.

Carnegie UK Trust

Roll Call

For Councillor Hall Muir – 5 votes

Councillors Naz Anis-Miah, Auxi Barrera, Lynn Ballantyne Wardlaw, Derek Glen and Jean Hall Muir.

For Councillor Ellis – 6 votes

Councillors Aude Boubaker-Calder, James Calder, Gavin Ellis, Cara Hilton, Jim Leishman and Gordon Pryde.

Accordingly, the Committee agreed that Councillor Ellis be appointed to the Carnegie UK Trust.

Dunfermline and West Fife Local Tourist Association

Roll Call

For Councillor Ballantyne-Wardlaw – 5 votes

Councillors Naz Anis-Miah, Auxi Barrera, Lynn Ballantyne Wardlaw, Derek Glen and Jean Hall Muir.

For Councillor Boubaker-Calder – 6 votes

Councillors Aude Boubaker-Calder, James Calder, Gavin Ellis, Cara Hilton, Jim Leishman and Gordon Pryde.

Accordingly, the Committee agreed that Councillor Boubaker-Calder be appointed to the Dunfermline and West Fife Local Tourist Association.

Decision

The Committee agreed to member representation on those external organisations as detailed in the appendix to this minute.

17. CITY OF DUNFERMLINE FORWARD WORK PROGRAMME

The Committee considered the City of Dunfermline Area Committee Forward Work Programme.

Decision

The Committee noted the City of Dunfermline Area Committee Forward Work Programme.

18./

2022 CODAC 8

18. PROPERTY TRANSACTIONS

The Committee considered a report by the Senior Manager, Property Services advising on action taken using the List of Officer Powers in relation to property transactions.

Decision

The Committee noted the contents of the report.

19. NOTICE OF MOTION

In terms of Standing Order No. 8.1(1), the following Notice of Motion had been submitted:-

Motion

Councillor Derek Glen, seconded by Councillor Auxi Barrera, moved as follows:-

"The Committee agrees that Dunfermline's much-loved peacocks have symbolic importance to our community and wish to recognise and welcome their continued presence in and around the city. The committee notes that the Council's archivist has been engaged in a search of the Council's archives to identify any previous civic acknowledgement of the peacocks.

The Committee welcome the opportunity that city status for Dunfermline brings to award civic freedom, notes the governance arrangements to make the awards are being put in place and requests an update to the next committee."

Amendment

Councillor James Calder, seconded by Councillor Aude Boubaker-Calder, moved as follows:-

"The Committee agrees that Dunfermline's much-loved peacocks have symbolic importance to our community and wish to recognise and welcome their continued presence in and around the city. The committee notes that the Council's archivist has been engaged in a search of the Council's archives to identify any previous civic acknowledgement of the peacocks. The Council also welcomes the practical efforts by Council Staff to provide support for the peacocks including working alongside the Carnegie Trust and other local groups in setting up a steering group with the aim of making improvements to the building that houses the peacocks.

The Committee welcomes that Council are due to receive a report on the governance process for consideration of nominations for Freedom of, and Keys, to the City. The Committee invites the Council to consider whether it would be competent for this to be a power afforded to the Area Committee. The Committee notes that there will be a formal process for conferring of this honour and requests a report to come back with further details at a future Area Committee once these details have been finalised."

The mover of the motion agreed to the accept the amendment.

Decision/

Decision

The Committee agreed the Amendment unanimously.

20. NOTICE OF MOTION

In terms of Standing Order No. 8.1(1), the following Notice of Motion had been submitted:-

Motion

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

"Committee requests that the Cabinet Secretary for Health and Social Care Humza Yousaf be written to and invited to attend the next City of Dunfermline Area Committee to update committee members on the situation of our Queen Margaret hospital.

Our residents whom we represent deserve to know why over ten years of closure we still don't have an accident and emergency department that is operational or full maternity services, surely ten years plus has been enough time for work force planning to have been put in place and to have a plan in going forward. Dunfermline is a city and its residents deserve the services that affords."

Amendment

Councillor Lynn Ballantyne-Wardlaw, seconded by Councillor Naz Anis-Miah, moved as follows:-

"This motion be better directed to NHS Fife Chief Executive, perhaps via Fife Integration Joint Board, given the historical context of both the provision of full maternity services and an accident & emergency department at Queen Margaret Hospital.

Dunfermline Maternity Hospital was closed in 1992, despite local opposition. In 2002, it was proposed that a midwife led unit be opened at Queen Margaret; however this has not been progressed since then, due to concerns that there would added risks to any births requiring medical intervention. It would seem reasonable to ask NHS Fife if there is a possibility to review.

The decision to close A&E at Queen Margaret was taken in 2002, which was implemented in 2012. The arguments for maintaining a minor injuries department at Queen Margaret with a centralised A&E department at Victoria Hospital are well known and again it would seem sensible to ask NHS Fife to review whether there are advantages to re-opening A&E at Queen Margaret."

Roll Call

For the Motion – 4 votes

Councillors Boubaker-Calder, James Calder, Gavin Ellis and Jim Leishman.

For/

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For the Amendment – 7 votes

Councillors Naz Anis-Miah, Auxi Barrera, Lynn Ballantyne-Wardlaw, Derek Glen, Jean Hall Muir, Cara Hilton and Gordon Pryde.

Decision

The Committee agreed the amendment.

21. NOTICE OF MOTION

In terms of Standing Order No. 8.1(1), the following Notice of Motion had been submitted:-

Motion

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

“The Committee notes the proposals submitted by Stagecoach to review Services across the Dunfermline area and the consultation deadline of 12 September 2022. It is understood that the impact of these proposed cuts are substantial and will affect the lives of many of our constituents who are reliant on bus transport for work and to access services.

In considering the options for a comprehensive Fife Council response to the Stagecoach proposal it is noted that the agreed remit for Area Committee does not have any explicit powers to allow Area Committees to discuss concerns relating to a third party provided bus service even where they have significant impact on Dunfermline. The Committee requests that Council undertake an urgent cross-party review on the remits of Area Committees in line with the statement made in the Leader's report on devolution of powers to Area Committees at Fife Council on 9th June 2022 to address this perceived gap.”

Amendment

Councillor Lynn Ballantyne-Wardlaw, seconded by Councillor Jean Hall Muir, moved as follows:-

Add to the Motion:-

“The Committee welcomes the prospect of further devolution of powers to the Area Committee which may better enable the Committee and council officers working most closely with those in need to help residents to cope with the hardships they are facing this winter including emergency energy support and creation of local 'warm banks.’”

The mover of the motion agreed to accept the amendment.

Decision/

Decision

The Committee agreed the conjoined motion unanimously.

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THE FIFE COUNCIL - KIRKCALDY AREA COMMITTEE – REMOTE MEETING

20 September, 2022

2.00 pm – 4.05 pm.

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

ATTENDING: Julie Dickson, Community Manager (Kirkcaldy), Communities and Neighbourhoods; Vicki Connor, Co-ordinator (Programme & Financial Management), Keith Johnston, Technician Engineer, Traffic Management South, Assets Roads and Transportation Services; Karen Pedder, Service Manager, Performance Management & Planning, Vicki Cassells, Team Manager, Community Services, Children Families and Criminal Justice Services; Lisa Taylor, Lead Officer - Housing & Neighbourhood Kirkcaldy, Deborah Stevens, Lead Officer - Housing Condition and Supply, Housing Services; Lesley Robb, Lead Officer - Committee Services, Legal and Democratic Services.

In terms of Standing Order 8.2 (2), the Convener agreed to accept an Urgent Motion in relation to the proposed reduction in Stagecoach bus services across Fife, prior to implementation of the proposed changes on 7th November 2022.

4. DECLARATIONS OF INTEREST

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

5. MINUTE

The Committee considered the minute of the Kirkcaldy Area Committee meeting of 31st May, 2022.

Decision

The Committee agreed to approve the minute.

6. APPOINTMENT TO EXTERNAL ORGANISATIONS

The Committee considered a report by the Head of Legal and Democratic Services, seeking nominations for member representation to the external organisations detailed in Appendix 1 of the report.

Decision

The Committee unanimously approved the appointments to external organisations, as detailed in the Appendix to the minute.

7. PROPOSED DEMOLITION AND REDEVELOPMENT OF 61-103 (ODDS) HOWARD PLACE, DYSART

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The Committee considered a report by the Head of Housing Services, requesting members consider a proposal to demolish the properties at 61-79 and 81-103 (odds) Howard Place, Dysart.

Decision

The Committee agreed to: -

- (1) the demolition of properties at 61-103, Howard Place, Dysart;
- (2) transfer the remaining tenants of 61-103, Howard Place to alternative suitable accommodation, and to purchase 8 privately owned properties;
- (3) pay all qualifying tenants and residents, home loss and disturbance compensation payments, in line with current Council policy;
- (4) suspend housing allocations of properties at 61-103, Howard Place with immediate effect, and remove all empty properties out of active management; and
- (5) redevelop the cleared site and existing gap adjacent to the site.

8. PROPOSED RAISED PARALLEL CROSSING - BROOM ROAD, KIRKCALDY

The Committee considered a report by the Executive Director, Enterprise and Environment, requesting members consider a proposal for the introduction of a raised parallel crossing (raised table) on Broom Road, Kirkcaldy.

Decision

The Committee, in the interests of road safety: -

- (1) agreed to the promotion of a Road Hump Order (RHO) and pedestrian crossing notice to introduce a raised parallel crossing, as detailed in drawing no TRO22_54 (Appendix 1), with all ancillary procedures; and
- (2) authorised officers to construct the raised parallel crossing within a reasonable time period, unless objections were submitted.

9. PROPOSED RAISED TABLE - A921 ESPLANADE, KIRKCALDY

The Committee considered a report by the Executive Director, Enterprise and Environment requesting members consider a proposal for the introduction of an elongated raised table (raised junction) on the A921 Esplanade, Kirkcaldy.

Decision/

Decision

The Committee, in the interests of road safety: -

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(1) agreed to the promotion of a Road Hump Order (RHO) to introduce a raised table as detailed in drawing no. TRO22_41 (Appendix 1), with all ancillary procedures, and

(2) authorised officers to construct the raised table within a reasonable time period, unless objections were submitted.

10. PROPOSED WAITING RESTRICTIONS - OVERTON COURT, KIRKCALDY

The Committee considered a report by the Executive Director, Enterprise and Environment requesting members consider a proposal to introduce "No Waiting at Any Time" restrictions on Overton Court, Kirkcaldy.

Decision

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

(1) agreed to the promotion of a Traffic Regulation Order (TRO) to introduce the restrictions detailed in drawing no. TRO22_56, with all ancillary procedures; and

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

11. PROPOSED EXPERIMENTAL SCHOOL EXCLUSION ZONE - MACINDOE CRESCENT, KIRKCALDY

The Committee considered a report by the Executive Director, Enterprise and Environment requesting members consider a proposal to introduce an experimental School Exclusion Zone in MacIndoe Crescent, Kirkcaldy.

Decision

The Committee, in the interests of road safety:-

(1) agreed to the introduction of an Experimental Traffic Regulation Order (ETRO) for a maximum period of 18 months, for a School Exclusion Zone (SEZ), as detailed in drawing TRO22_42 (Appendix 1), with all ancillary procedures; and

(2) noted a further report would be presented to the Committee in April 2023, providing information to Members on the progress and feedback on the introduction of the Experimental School Exclusion Zone.

12. AREA ROADS PROGRAMME 2021/22 FINAL REPORT

The Committee considered a report by the Executive Director, Enterprise and Environment advising members on the delivery of the 2021-22 Area Roads Programme (ARP) for the Kirkcaldy Area.

Decision

The Committee noted and commented on the content of the report.

13. PUTTING PEOPLE FIRST: KIRKCALDY TEST OF CHANGE

The Committee considered a joint report from the Head of Communities and Neighbourhoods, Head of Housing Services and Head of Education and Children's Services updating Members on the progress of the Kirkcaldy Area Test of Change: Putting People First project.

Decision

The Committee:-

(1) noted and commented on the progress of the Test of Change project;

(2) agreed a further update report would be presented to the Committee in April 2023, following the 2022-23 winter period; and

(3) agreed that a workshop would be organised for members and representatives of partner organisations to discuss progress and future development of the project.

The Committee adjourned at 3.40 pm and reconvened at 3.50pm.

14. PROPERTY TRANSACTIONS

The Committee considered a report by the Senior Manager, Property Services advising Members of the action taken, using the List of Officer Powers, in relation to property transactions.

Decision

The Committee noted the contents of the report.

15. KIRKCALDY AREA COMMITTEE FORWARD WORK PROGRAMME

Decision

The Committee noted the draft forward work programme for the Kirkcaldy Area Committee.

16. URGENT MOTION

In terms of Standing Order 8.1 (2), the Convener agreed to accept the following urgent motion:-

"The Committee notes the proposals submitted by Stagecoach to review Services across the Kirkcaldy area and the consultation deadline of 12 September 2022. It

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is understood that the impact of these proposed cuts are substantial and will affect the lives of many of our constituents who are reliant on bus transport for work and to access services.

In considering the options for a comprehensive Fife Council response to the Stagecoach proposal it is noted that the agreed remit for Area Committee does not have any explicit powers to allow Area Committees to discuss concerns relating to a third party provided bus service even where they have significant impact on the Kirkcaldy Area.

The Committee requests that Council undertake an urgent cross-party review on the remits of Area Committees in line with the statement made in the Leader's report on devolution of powers to Area Committees at Fife Council on 9th June 2022 to address this perceived gap."

Proposed by Councillor Ian Cameron

Seconded by Councillor David Ross

Decision

The Committee:-

- (1) unanimously approved the motion; and
- (2) noted the Convener's intention to write to Stagecoach on behalf of the Area Committee detailing the concerns of members.



MINUTE OF THE FIFE HEALTH AND SOCIAL CARE – INTEGRATION JOINT BOARD HELD VIRTUALLY ON FRIDAY 29 JULY 2022 AT 10.00 AM

| | |
|------------------------------|---|
| Present | Christina Cooper (CC) (Chair) David Graham (DG) (Vice-Chair) Fife Council – David Alexander (DA), Dave Dempsey (DD), Margaret Kennedy (MK), Rosemary Liewald (RLie), Lynn Mowatt (LM) and Sam Steele (SS) NHS Fife Board Members (Non-Executive) – Martin Black (MB), Sinead Braiden (SB), Arlene Wood (AW) Janette Owens (JO), Nurses Director, NHS Fife Ian Dall (ID), Service User Representative Paul Dundas (PD), Independent Sector Representative Simon Fevre (SF), Staff Representative, NHS Fife Morna Fleming (MF), Carer Representative Kenny Murphy (KM), Third Sector Representative Debbie Thompson (DT), Joint TU Secretary, Fife Council Amanda Wong (AW), Associate Director, AHP's, NHS Fife |
| Professional Advisers | Audrey Valente (AV), Chief Finance Officer Helen Hellewell (HH), Associate Medical Director Lynn Barker (LB), Associate Director of Nursing |
| Attending | Lynne Garvey (LG), Head of Community Care Services Rona Laskowski (RLas), Head of Complex & Critical Care Services Fiona McKay (FM), Head of Strategic Planning, Performance & Commissioning Roy Lawrence (RLaw), Principal Lead Organisation Development and Culture Joy Tomlinson (JT), Director of Public Health, NHS Fife Ben Johnston (BJ), Head of Capital Planning, NHS Fife Lisa Cooper (LC), Immunisation Programme Director Justin Gilbert (JG), Senior Project Manager Norma Aitken (NA), Head of Corporate Services Hazel Williamson (HW), Communications Officer Wendy Anderson (WA), H&SC Co-ordinator (Minute) |

| | | |
|-----------|--------------|---------------|
| NO | TITLE | ACTION |
|-----------|--------------|---------------|

1 CHAIRPERSON'S WELCOME / OPENING REMARKS

The Chair welcomed everyone to the Health & Social Care Partnership Integration Joint Board, including the four new Council members– Graeme Downie, Margaret Kennedy, Lynn Mowatt and Sam Steele who joined the Board following the Local Government Election on 5 May 2022 and advised that David Graham is now Vice-Chair of the Board.

Katherine Paramore has stood down from her role on the Board. The Chair thanked Katherine for her input to the Board over her time in that role and advised that a replacement will be announced in due course.

NO TITLE**ACTION**

The Chair then congratulated the Nutrition & Clinical Dietetics Service who did well at the British Dietetics Association (BDA) Awards Ceremony. They picked up the award for Extraordinary Circumstances for Covid-19 Pandemic Response for their new resources, systems, education, and training. And to Janie Gordon, Professional Head of Service, Nutrition & Clinical Dietetic Department who also won the Ibex Award for Professional Achievement.

Those present were asked that, in an effort to keep to timings for this meeting, all questions and responses should be succinct.

Members were advised that a recording pen was in use at the meeting to assist with Minute taking and the media had been invited to listen in to the proceedings.

The Chair also gave the Boards thanks for the continued support for the hard work and commitment from staff and volunteers within the partnership as well as the third, independent and voluntary sectors.

2 CONFIRMATION OF ATTENDANCE / APOLOGIES

Apologies had been received from Alistair Morris, Chris McKenna, Graeme Downie, Amanda Wong, Eleanor Haggett, Nicky Connor, Bryan Davies and Kathy Henwood.

3 DECLARATION OF MEMBERS' INTERESTS

There were no declarations of interest.

4 MINUTES OF PREVIOUS MEETING 22 APRIL 2022

The Minute from the meeting held on 22 April 2022 was approved as an accurate record.

5 MATTERS ARISING – ACTION NOTE

The Action Note from the meeting held on 22 April 2022 was approved as accurate..

6 CHIEF OFFICER UPDATE

The Chair handed over to Fiona McKay, who did the Chief Officer Update on behalf of Nicky Connor. Fiona welcomed the new members to the Board and also some well-known faces.

The first round of our new Committee structure took place earlier in July and Fiona hoped it was a positive experience for everyone attending. Fiona advised that the Senior Leadership Team (SLT) welcome the feedback to support our planning.

Bryan Davies is leaving us to take up a post in the Borders, Bryan is currently on leave but there will be time for members to say their goodbyes. Board members will have received an e-mail regarding being part of the recruitment process for Bryan's successor and Fiona thanked those who had responded so far and encouraged others to respond.

6 CHIEF OFFICER UPDATE (Cont)

Fiona then updated on the recent TV advert inviting people to work with us, which has produced favourable responses. We have received enquiries from 72 potential candidates who have submitted 88 applications to date, across all the areas which were being advertised.

Fiona also advised that IJB members would be sent an e-mail later today inviting them to join a “live” online interactive session where they will join other IJB members across the country to explore the key points covered in the *Introduction to Integration* videos and share their local experiences of integration.

7 FINANCE UPDATE

The Chair handed over to Audrey Valente who presented this report which had been discussed at the Finance, Performance and Scrutiny (FP&S) Committee on Friday 8 July 2022.

Audrey Valente advised the financial position of the delegated and managed services, as at 31 March 2022 is currently a surplus of £5.846m.

Currently the key areas of overspend are Hospital & Long-Term Care, Family Health Services, Older People Nursing and Residential, Social Care Other and Adult Placements.

These overspends are offset by the underspends in Community Services, GP Prescribing, Children’s Services, Older People Residential and Day Care, Adults Fifewide, Adults Supported Living, Social Care Fieldwork Team and Housing.

Full funding was made available by the Scottish Government (SG) to fund the costs of Covid-19 and to also fund the unachieved savings as a result of Covid-19.

The reserves balance at the end of 2021-22 is £79.712m and is made up of the core underspend of £5.846m, further funding received in March 2022 for Covid-19 related expenditure and additional Earmarked Reserves.

The Chair then invited Arlene Wood, chair of FP&S to comment on discussions at the Committee before questions from Board Members. Arlene advised that the Committee acknowledged the current positive position, the ongoing challenges and the criticality of the Transformation Programme.

Discussion took place around recruitment, learning from ongoing issues, recognising that current systems may not be working as well as they could and widening how we advertise to encourage interest from prospective employees. Paul Dundas advised that a bi-monthly forum is held with various agencies to work on the recruitment challenges which face the sector. Christina Cooper advised she had attended a third sector gathering recently which discussed these significant challenges.

The Board approved the provisional outturn position as at March 2022 and the Reserves balance to be carried forward into 2022-2023.

NO TITLE**ACTION****8 KINCARDINE AND LOCHGELLY HEALTH AND WELLBEING CENTRE –
OUTLINE BUSINESS CASES**

The Chair handed over to Joy Tomlinson, Director of Public Health who presented this report which had been discussed at a variety of meetings, most recently the Quality and Communities (Q&C) Committee on 5 July 2022.

Ben Johnston, Lisa Cooper and Justin Gilbert had joined the meeting for this item.

Joy outlined what had taken place so far to get this Outline Business Cases to this stage. These have been submitted to Scottish Government and work is ongoing on producing the Final Business Cases.

Work began in January 2021 and these have gone through a rigorous process with input from various groups. Detailed discussion on the service model have taken place with local stakeholders. Justin Gilbert shared a presentation on the service model elements, services in scope, emerging strategy and simplified patient pathways. These slides will be circulated to members following the meeting.

JG/WA

Ben Johnston advised that the design is progressing well, work on the Final Business is well underway, Planning Applications are almost ready to submit and discussions are ongoing are technology.

Christina Cooper thanked Joy, Ben and Justin for their input and then invited Sinead Braiden, Chair of Q&C to comment on discussions at the Committee before questions from Board members.

Sinead advised Q&C were fully supportive of the report.

Arlene Wood asked about quality impact assessments and any negative impacts which might have been identified. A stage 1 assessment had been completed and a Stage 2 assessment will be done for both sites going forward.

Discussion took place around technology which might be deployed in the new buildings, capacity building for future needs and project control from a financial perspective. All of these areas are being overseen by the Project Board with Joy Tomlinson as Senior Responsible Officer (SRO) and Ben Johnston as Project Director.

The Board were assured of the current position with these Business Cases.

9 WINTER LESSONS AND REFLECTIONS

The Chair handed over the Lynne Garvey, Head of Community Care Services who presented this report which had been discussed at the Quality and Communities Committee on 5 July 2022 and the FP&S Committee on 8 July 2022.

The report relates to the Winter Plan although in view of ongoing pressures may be renamed to whole year pressures. Lynne advised that last week was the most pressurised in the last two years but staff resilience continues. The OPEL tool gives a whole system overview and helps the Senior Leadership Team understand the pressures in the system.

9 WINTER LESSONS AND REFLECTIONS (Cont)

The partnership continues to maintain a good discharge provide, despite a 25% increase in referrals. There is an emphasis on redirection and prevention of admissions. Stakeholder events have provided information which is leading to improvements. Business Continuity Plans are being updated and recruitment challenges continue, but are being addressed.

The Chair then invited Sinead Braiden, Chair of Q&C Committee and Arlene Wood, Chair of FP&S Committee to comment on discussions at the Committee before questions from Board members.

Sinead Braiden advised that the Q&C Committee noted the ongoing, all year round pressures and were assured by the action and mitigations being taken.

Arlene Wood advised that the FP&S Committee acknowledged the pressures and the elements of work being undertaken.

Discussion took place around having a more in-depth report on case studies – both of areas which had gone well and others which had not gone as well. Lynne Garvey committed to bringing a further update on performance outcomes and lessons learned.

The Board were assured of the current position relating to delayed discharges in Fife and noted the improvements being made across services.

10 HOME FIRST UPDATE

The Chair handed over the Lynne Garvey, Head of Community Care Services who presented this report which had been discussed at the Quality and Communities Committee on 5 July 2022 and the FP&S Committee on 8 July 2022.

Lynne Garvey advised that the Strategy for this transformation project would be launched in February 2023. Seven sub-groups have been formed, chaired by officers from eg Housing, Acute Services and the partnership. Each group is undertaking key pieces of work. It is hoped to have 1 or 2 points of access into Services rather than the current 17. A series of key stakeholder events are planned in August and September 2023

The Chair then invited Sinead Braiden, Chair of Q&C Committee and Arlene Wood, Chair of FP&S Committee to comment on discussions at the Committee before questions from Board members.

Sinead Braiden advised that Q&C Committee welcomed the work being undertaken. This is a significant transformational change which aligns to the Scottish Government agenda. Discussion took place at Committee on triage and single points of access. Future reports and updates would be welcomed.

Arlene Wood advised that FP&S Committee had a full discussion on this report and were supportive of the model.

Discussion took place around costs involved in the project, the detail was not yet available but a full financial analysis would be worked up as the project progresses. Benefits realised could be efficiency or cashable savings.

| NO | TITLE | ACTION |
|----|--|--------|
| 10 | HOME FIRST UPDATE (Cont) | |
| | <p>The Board were assured of the considerable work being undertaken to implement a Home First model in Fife and noted the stakeholder event programme that will commence in August 2022.</p> | |
| 11 | DRAFT WORKFORCE STRATEGY | |
| | <p>The Chair handed over to Roy Lawrence, Principal Lead Organisation Development and Culture who introduced this report which had been discussed at the Quality and Communities Committee on 5 July 2022 and the FP&S Committee on 8 July 2022.</p> | |
| | <p>Roy outlined the main points of the Report including the consultation which had taken place and advised on the next steps.</p> | |
| | <p>The Chair then invited Sinead Braiden, Chair of Q&C Committee and Arlene Wood, Chair of FP&S Committee to comment on discussions at the Committee before questions from Board members.</p> | |
| | <p>Sinead Braiden advised that the Q&C Committee were content to recommend the report to the IJB for approval. This Strategy aligns to the Scottish Government Workforce Plan which was issued in March 2022.</p> | |
| | <p>Arlene Wood advised that the FP&S Committee were also content to recommend the report for approval and welcomed the change for further discussion and feedback in September 2022.</p> | |
| | <p>Paul Dundas welcomed the report and the approach taken to create it. Roy Lawrence had highlighted some gaps in data collected and Paul will work with Roy to address these.</p> | |
| | <p>The Board approved the Draft Health and Social Care Partnership Workforce Strategy and Plan for submission to Scottish Government by 31 July 2022. It was agreed that a final draft strategy and plan with defined metrics and key indicators would then be submitted to the Integration Joint Board in September 2022 following feedback from the Scottish Government, to be endorsed for publishing on the Health and Social Care Partnership website by the 31 October 2022.</p> | |
| 12 | LOCAL PARTNERSHIP FORUM (LPF) ANNUAL REPORT 2021-2022 | |
| | <p>The Chair introduced Simon Fevre, Staff Representative, NHS Fife who presented this report which had been discussed at the FP&S Committee on 8 July 2022.</p> | |
| | <p>Simon gave an overview of the report and thanked those who contributed for their ongoing support. The last year has been busy for the LPF with increased meetings to ensure the forum were kept up to date on situations around workforce, health and safety, recruitment, etc.</p> | |
| | <p>The Chair then invited Arlene Wood, Chair of FP&S Committee to comment on discussions at the Committee before questions from Board members.</p> | |
| | <p>Arlene advised the Committee had discussed the report and one focus was sickness absence and how this is being scrutinised. They were content to recommend the report to the IJB for approval.</p> | |

12 LOCAL PARTNERSHIP FORUM (LPF) ANNUAL REPORT 2021-2022 (Cont)

Margaret Kennedy was encouraged to see the focus on staff wellbeing and mental health issues and asked whether the impact of the interventions on offer were being evaluated. Simon advised that the Psychology Department evaluate a number of these interventions. One issue has been staff finding time to access what is on offer, either as individuals or teams.

Martin Black asked if Third and Independent Sector staff had access to the same offerings. Simon advised that this varies but there is closer working now that pre-covid. The Health & Wellbeing Group are discussing how this can be increased across the partnership.

The Board approved the Local Partnership Forum Annual Report 2021-2022.

13 DRAFT PARTICIPATION AND ENGAGEMENT STRATEGY

The Chair introduced Fiona McKay, Head of Strategic Planning, Performance & Commissioning who presented this report which had been discussed at the Quality and Communities Committee on 5 July 2022 and the FP&S Committee on 8 July 2022.

Fiona McKay advised that the Strategy has been supported by a working group made up of IJB members and was the result of a huge amount of input from the working group and other groups across Fife. Following feedback, an Executive Summary has been drawn up and included with the IJB papers.

The Chair then invited Sinead Braiden, Chair of Q&C Committee and Arlene Wood, Chair of FP&S Committee to comment on discussions at the Committee before questions from Board members.

Sinead Braiden advised that the Q&C Committee were content to approve the Strategy for approval by the IJB and recognised that a lot of work has gone on the in background.

Arlene Wood advised that the FP&S Committee also supported the approval of the Strategy by the IJB. The Committee raised two areas – Social Media use and the mechanism for independent feedback. Fiona confirmed both of these have been addressed in the updated Strategy.

The Board approved the final draft of this Strategy.

14 ANNUAL REVIEW OF BEST VALUE

The Chair introduced Fiona McKay, Head of Strategic Planning, Performance & Commissioning who presented this report which had been discussed at the Quality and Communities Committee on 5 July 2022 and the FP&S Committee on 8 July 2022.

Fiona McKay advised that the report highlighted areas where best value was being achieved within services and followed a framework which was approved by the IJB in 2019.

The Chair then invited Sinead Braiden, Chair of Q&C Committee and Arlene Wood, Chair of FP&S Committee who both supported the report.

The Board agreed the Annual Review of Best Value.

| NO | TITLE | ACTION |
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| 15 | GOVERNANCE COMMITTEE ASSURANCE STATEMENTS | |
| | <p>The Chair handed over the Audrey Valente, Chief Finance Officer who presented this report which had been discussed at the Q&C Committee on 5 July 2022, the FP&S Committee on 8 July 2022 and the Audit & Assurance (A&A) Committee on 19 July 2022.</p> <p>Audrey advised that there is room for improvement in the format of these reports and this would be apparent in next year's submissions.</p> <p>The Chair then invited Sinead Braiden, Chair of Q&C; Arlene Wood, Chair of FP&S and Dave Dempsey, Chair of A&A to comment on discussions at their Committee before questions from Board members.</p> <p>Sinead Braiden and Arlene Wood were unable to comment on these as they are newly appointed Chairs.</p> <p>Dave Dempsey felt there was potential for future reports to relate more closely to Committee remits.</p> <p>The Board were assured that good governance is in place across the partnership and recommended inclusion of this Assurance Statement in the Annual Accounts.</p> | |
| 16 | DUTY OF CANDOUR ANNUAL REPORT | |
| | <p>The Chair handed over to Lynn Barker and Fiona McKay who presented these reports on behalf of NHS Fife and Fife Council respectively. The reports had been discussed at the Clinical & Care Governance Committee on 20 April 2022.</p> <p>Fiona McKay was presenting this report on behalf of Kathy Henwood, Chief Social Work Officer. Fife Council had reported 7 incidents in the period covered by the report. Learning had been identified from each incident and was used to improve staff awareness and to support service users and their families.</p> <p>Lynn Barker advised that NHS Fife had reported 27 adverse effects during 2021-2022 and the report detailed the actions taken.</p> <p>Arlene Wood asked how organisational learning was shared to ensure similar events were avoided. Lynn Barker advised there is a significant review process in place and the Clinical Oversight group is updated on issues. The Quality Matters Assurance Group also receives reports on Duty of Candour incidents. Within Acute a new group has been set up to look at whole system learning and how this can be improved.</p> <p>These reports had been brought to the Board for awareness.</p> | |
| 17 | MINUTES OF GOVERNANCE COMMITTEES / LOCAL PARTNERSHIP FORUM / ITEMS TO BE ESCALATED | |
| | <p>Fiona McKay invited each of the Committee Chairs in turn to provide an update on items to be escalated to the Board.</p> <p>Audit & Assurance Committee (A&A) (was Audit & Risk)</p> <p>Dave Dempsey advised that A&A Committee is considering how best to each Committee should approach and interact with the Risk Register</p> | |

| NO | TITLE | ACTION |
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| 17 | <p>MINUTES OF GOVERNANCE COMMITTEES / LOCAL PARTNERSHIP FORUM / ITEMS TO BE ESCALATED (Cont)</p> <p>Finance, Performance & Scrutiny (FP&S) Committee (was Finance & Performance Committee)</p> <p>Arlene Wood had no items for escalation from FP&S.</p> <p>Quality & Communities (Q&C) Committee (was Clinical & Care Governance Committee)</p> <p>Sinead Braiden advised that a question had been raised at the Q&C meeting on 5 July 2022 regarding Complaints and the process for these being escalated to the IJB. Audrey Valent advised there is a Complaints Procedure and she will check this and get back to Sinead.</p> <p>Local Partnership Forum (LPF)</p> <p>Simon Fevre had no items for escalation from the LPF.</p> | |
| 18 | <p>AOCB</p> <p>As the Chair had not been alerted prior to the meeting of any other business to be raised under this item, she closed the meeting by updating on the dates of the next meetings.</p> | |
| 19 | <p>DATES OF NEXT MEETINGS</p> <p>IJB DEVELOPMENT SESSION – FRIDAY 26 AUGUST 2022</p> <p>INTEGRATION JOINT BOARD – FRIDAY 30 SEPTEMBER 2022</p> | |



MINUTE OF THE FIFE HEALTH AND SOCIAL CARE – INTEGRATION JOINT BOARD HELD VIRTUALLY ON FRIDAY 30 SEPTEMBER 2022 AT 10.00 AM

| | |
|------------------------------|---|
| Present | Christina Cooper (CC) (Chair) David Graham (DG) (Vice-Chair) Fife Council – David Alexander (DA), Graeme Downie (GD), Margaret Kennedy (MK), Rosemary Liewald (RLie), Lynn Mowatt (LM) and Sam Steele (SS) NHS Fife Board Members (Non-Executive) – Martin Black (MB), Sinead Braiden (SB), Alistair Morris (AM), Arlene Wood (AW) Chris McKenna, Medical Director, NHS Fife Wilma Brown, Employee Director, NHS Fife Ian Dall (ID), Service User Representative Paul Dundas (PD), Independent Sector Representative Simon Fevre (SF), Staff Representative, NHS Fife Morna Fleming (MF), Carer Representative Kenny Murphy (KM), Third Sector Representative Debbie Thompson (DT), Joint TU Secretary, Fife Council |
| Professional Advisers | Nicky Connor (NC), Director of Health & Social Care Audrey Valente (AV), Chief Finance Officer Lynn Barker (LB), Associate Director of Nursing |
| Attending | Lynne Garvey (LG), Head of Community Care Services Bryan Davies (BD), Head of Primary & Preventative Care Services Fiona McKay (FM), Head of Strategic Planning, Performance & Commissioning Roy Lawrence (RLaw), Principal Lead Organisation Development and Culture Lisa Cooper (LC), Immunisation Programme Director Norma Aitken (NA), Head of Corporate Services Hazel Williamson (HW), Communications Adviser Clare Gibb (CG), Communications Adviser Hannah Grubb (HG), Participation and Engagement Officer Wendy Anderson (WA), H&SC Co-ordinator (Minute) |

| NO | TITLE | ACTION |
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| 1 | CHAIRPERSON'S WELCOME / OPENING REMARKS | |
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The Chair welcomed everyone to the Integration Joint Board, including Hannah Grubb, Participation and Engagement Officer and Clare Gibb, Communications Adviser who have both joined the partnership recently and are observing the meeting as part of their induction.

The Chair reminded the Board that her term of office on the NHS Board comes to an end in December this year. She will therefore be standing down as Chair of the IJB from 1 December 2022 and was pleased to advise that Arlene Wood has been appointed to the Chair from that date. The Board wished Arlene well in this new role.

The Chair advised that meeting dates for 2023 Committee and IJB meetings were being agreed and discussion on how these will be held (Virtual / Blended / In Person) at a future development session.

| NO | TITLE | ACTION |
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| 1 | <p>CHAIRPERSON'S WELCOME / OPENING REMARKS (CONT)</p> <p>The Chair advised that meeting dates for 2023 Committee and IJB meetings were being agreed and discussion on how these will be held (Virtual / Blended / In Person) at a future development session.</p> <p>Those present were asked that, in an effort to keep to timings for this meeting, all questions and responses should be succinct.</p> <p>Members were advised that a recording pen was in use at the meeting to assist with Minute taking and the media had been invited to listen in to the proceedings.</p> | |
| 2 | <p>CONFIRMATION OF ATTENDANCE / APOLOGIES</p> <p>Apologies had been received from Dave Dempsey, Janette Owens, Joy Tomlinson, Helen Hellewell and Ben Hannan.</p> | |
| 3 | <p>DECLARATION OF MEMBERS' INTERESTS</p> <p>There were no declarations of interest.</p> | |
| 4 | <p>MINUTES OF PREVIOUS MEETING 29 JULY 2022</p> <p>The Minute from the meeting held on 29 July 2022 was approved as an accurate record.</p> | |
| 5 | <p>MATTERS ARISING – ACTION NOTE</p> <p>The Action Note from the meeting held on 29 July 2022 was approved as accurate.</p> | |
| 6 | <p>CHIEF OFFICER UPDATE</p> <p>The Chair handed over to Nicky Connor for this item.</p> <p>Nicky confirmed that a briefing had been sent to IJB members the previous day which updated on upcoming changes in the Senior Leadership Team. Nicky expressed her thanks to Bryan Davies, Head of Primary & Preventative Care Services who leaves on 7 October 2022 to take up a new post with Borders. Lisa Cooper will take up this post on Monday 10 October 2022.</p> <p>Thanks were expressed to all staff, within the partnership and all other sectors, who have participated in the recent Inspection. This report on this is due to be released early November 2022, a briefing will be provided to the IJB and the findings will present through due governance when available.</p> <p>The current global challenges which are being faced, including the cost-of-living crisis, have been acknowledged in many forums. Consideration is being given to support for the Independent sector and a report will be brought to the next Finance, Performance & Scrutiny Committee.</p> <p>Nicky and the Chair both expressed their thanks, on behalf of the Board, to all staff within the partnership and our partners for the continued efforts during these times of ongoing system pressures. .</p> | |

7 FINANCE UPDATE

The Chair handed over to Audrey Valente who presented this report which had been discussed at the Finance, Performance and Scrutiny (FP&S) Committee on Friday 16 September 2022.

Audrey Valente advised the financial position of the delegated and managed services, as at 31 July 2022 the forecast for Fife Health & Social Care Partnership is currently a surplus £6.950m. Currently the key areas of overspend are Hospital & Long-Term Care and Adult Placements. These overspends are offset by the underspends in Community Services, GP Prescribing, Children's Services, Older People Residential and Day Care, Homecare, Adults Fife-wide, Adults Supported Living and Social Care Fieldwork.

Unachieved savings totalling £3.794m from prior years, which were delayed due to Covid-19, have been brought forward, and as at July 66% of these are likely to be delivered. Resource Scheduling (Total Mobile) saving of £0.750m is projected to be undelivered in 2022-23. This saving will be funded from reserves on a one-year basis from the uncommitted reserves balance, as approved by the IJB in March 2022. The savings associated with the implementation of MORSE (£0.800m) will not be delivered in full in 2022-23. It is projected that only 50% will be delivered with the remaining 50% of this saving funded from reserves on a one-year basis, as approved by the IJB in March.

July projected full year costs for Covid-19 related expenditure is £18.429m. Reserves for Covid-19 brought forward from 2021-22 of £35.993m are to be utilised to cover this expenditure. Recently a letter was received from Scottish Government regarding the unspent £17.5m Covid-19 funding, which will need to be returned to Scottish Government.

The Chair then invited Arlene Wood, Chair of Finance, Performance & Scrutiny Committee (FP&S) to comment on discussions at the Committee before questions from Board members. The Committee had raised concerns around the return of covid funding to Scottish Government and asked for additional information on two areas of overspend, which will be provided to FP&S at a later meeting.

Discussion took place around the return of the Covid-19 funding, how this was to be achieved, spend to save options, any additional costs to be taken into account and the provision of PPE to staff going forward. Audrey advised that initial figures are based on Quarter 2, but will be updated during Quarters 3 and 4. Audrey is in regular dialogue with Scottish Government and the situation is constantly evolving.

Questions were asked around the situation with recruitment and Nicky advised that significant work on this was ongoing. The response to the STV advert had been encouraging with a number of staff now in post and others being processed, consideration is being given to a further expansion of this campaign. The Workforce Action Plan (Item 10) later in the agenda would provide information on the work which is ongoing on this.

Graeme Downie raised the question of increasing the mileage allowance for Social Care Workers, which Audrey explained was not in the gift of the IJB as staff are employed by Fife Council and any decisions would need to come from

| NO | TITLE | ACTION |
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| 7 | FINANCE UPDATE (CONT) | |
| | <p>the employing organisation. Graeme Downie proposed that consideration be given to a view to bringing external care workers closer in parity to Fife Council and NHS Fife. Additional funding to external providers is currently under discussion to allow an uplift to all of their care staff for the next six months, this will then be reviewed. This will be discussed further at a Finance, Performance and Scrutiny committee Paul Dundas confirmed that this proposal had been well received by external providers.</p> <p>Paul Dundas also advised that Fife has joined a national collective group which will allow IJB to take advantage of collective buying power eg for PPE purchasing.</p> <p>It was agreed that Governance would be the subject of a future Development Session and this will be discussed with the Chair.</p> <p>The Board examined and considered the key actions and next steps and approved the financial monitoring position and use of Reserves as at July 2022.</p> | |
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| 8 | PERFORMANCE REPORT – EXECUTIVE SUMMARY | |
| | <p>The full version of this report was discussed at the Finance, Performance & Scrutiny Committee on 16 September 2022. The Chair introduced Fiona McKay who presented the report. Fiona advised that there are still challenges within the system but significant work is ongoing to support patients and their families and allow safe movement of people through the system.</p> <p>The Chair then invited Arlene Wood, Chair of Finance, Performance & Scrutiny Committee to comment on discussions at the Committee before questions from Board members. Arlene advised that the Committee were assured by the report and there were a few areas of challenge which they discussed.</p> <p>Ian Dall felt it was difficult to see trends from the data contained in the summary report, Fiona offered to share the full report with him as this contains trend information.</p> <p>Chris McKenna spoke of the extreme pressures within NHS Fife and Social Care and how the IJB could support this to deliver better outcomes. Fiona acknowledged there were challenges and it is important to do the best we can within the resources available. The recent redesign of the portfolios within the partnership which allowed the creation of Primary & Preventative Care Services allows more focus on early intervention and prevention.</p> <p>Rosemary Liewald raised the issue of consultation of service users on Adult Day Care Centres. Fiona McKay advised that a Test of Change is currently underway within Napier House Care Home in Glenrothes to determine how we go forward with day care provision post pandemic.</p> <p>The Board discussed and were assured by the report.</p> | |
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9 ANNUAL PERFORMANCE REPORT 2021-2022

This report had been discussed at the Quality & Communities Committee on 9 September 2022 and the Finance, Performance & Scrutiny Committee on 16 September 2022. The Chair introduced Fiona McKay who presented the report.

Fiona thanked the IJB members who were part of the Strategic Planning Group who worked on this Report. Feedback received from the two committees had been taken on board and included in the final report.

The Chair then invited Sinead Braiden, Chair of Quality & Communities Committee and Arlene Wood, Chair of Finance, Performance & Scrutiny Committee to comment on discussions at the Committee before questions from Board members.

Sinead advised that Quality & Communities had welcomed the report and were assured by the content.

Arlene advised that Finance, Performance & Scrutiny welcomed the opportunity to feed back on the report and had raised two issues which had been incorporated in the updated report.

Morna Fleming raised questions relating to the Deaf Communications Service, short break provision for over 65's, delayed discharges and Inspections. Fiona McKay responded to each of these in turn.

Martin Black raised the issue of dangerous access to the Methil Care Home which is under construction. Fiona confirmed that this has been raised with Fife Council and assurance received that access will be sufficient once the project is completed.

Discussion took place around surge beds in Community Hospitals and how best to minimise delays in discharging patients. There is no capacity to further increase the number of available beds Due to capacity and workforce challenges. There is work being progressed in relation to Home First to help continue to address and support timely discharge from hospital.

The Board discussed and were assured by the report.

10 FIFE HSCP YEAR 1 WORKFORCE ACTION PLAN 2022-2023

This report had been discussed at the Quality & Communities Committee on 9 September 2022 and the Finance, Performance & Scrutiny Committee on 16 September 2022. The Chair introduced Roy Lawrence who presented the report. Roy thanked everyone for the work done on this to date and advised that Scottish Government have not yet provided their feedback on the Workforce Strategy, although this was expected at the end of August 2022. Once received this feedback will come back to the IJB at a future meeting.

The Chair then invited Sinead Braiden, Chair of Quality & Communities Committee and Arlene Wood, Chair of Finance, Performance & Scrutiny Committee to comment on discussions at the Committee before questions from Board members.

Sinead advised that Quality & Communities were content to approve the Action Plan. Arlene confirmed that Finance, Performance & Scrutiny were also content with this and asked that priorities and timescales be reviewed.

10 FIFE HSCP YEAR 1 WORKFORCE ACTION PLAN 2022-2023 (CONT)

The Board approved the Year 1 Action Plan and were assured that the Workforce Strategy Group will report to SLT 3 times per year on progress. The Group will also report to the IJB, LPF and Committees annually on progress.

11 REVISION TO GOVERNANCE MANUAL

This report had been discussed at the Audit & Assurance Committee on 14 September 2022. The Chair introduced Norma Aitken who presented the report. The revision came about following the approval of the updated Integration Scheme in March 2022 and was in line with current legislation.

Since the Governance Manual had been collated there had been a suggested change to the Terms of Reference for the Quality and Communities Committee. This would be discussed at the next Q&C meeting and the manual updated as appropriate.

The Chair thanked the wider team involved in the revision of the manual.

The Chair then invited Sinead Braiden (on behalf of Dave Dempsey, who was unable to join the meeting) to comment on discussions at the Committee before questions from Board members. Sinead advised that the Committee were content to approve the revised manual and acknowledged the significant amount of work which had gone into this.

David Graham asked how and when the manual would be revised in future. Norma advised this would be every two years unless there were major legislative changes or requirements identified by the IJB in that time.

The Board were assured that adequate and appropriate governance arrangements are in place to discharge the duties which are delegated to the IJB and noted that a copy of the updated Manual will be issued to each IJB member.

12 IJB STRATEGIC RISK REGISTER

This report had been discussed at the Audit & Assurance Committee on 14 September 2022. The Chair introduced Audrey Valente who presented the report which was reviewed in July 2022, with another revision due in October 2022.

The Chair then invited Sinead Braiden (on behalf of Dave Dempsey, who is unable to join us today) to comment on discussions at the Committee before questions from Board members.

Sinead advised that the committee welcomed this report and the significant work which goes into it. They were happy to see the delineation between operational and strategic risks.

Arlene advised that the committee found the report was easy to read and highlighted that despite actions the level has not reduced on some risks. The committee identified that work may be needed on risk appetite and this will be explored further.

Audrey advised that a lot of work is being done on risks, both within the partnership and with partner organisations. Risk appetite requires to be reviewed by the IJB. Discussion took place around the high level of residual risk and how we impact on the different risk registers that exist.

12 IJB STRATEGIC RISK REGISTER (CONT)

Board members noted the Risk Register and were assured that risks continue to be managed by the risk owners with scrutiny being applied by the respective governance committees. Discussion took place on the risk register and any further information which is required.

13 MINUTES OF GOVERNANCE COMMITTEES / LOCAL PARTNERSHIP FORUM / ITEMS TO BE ESCALATED

Nicky Connor invited each of the Committee Chairs in turn to provide an update on items to be escalated to the Board.

Audit & Assurance Committee (A&A) – 19 July 2022 / 14 September 2022

Sinead Braiden updated in the absence of Dave Dempsey that there were no items for escalation from this meeting. The Annual Accounts were discussed in depth. A further meeting had taken place on 14 September 2022 and again there were no items for escalation from this meeting. Discussions include the Governance Manual and Risk Register.

Finance, Performance & Scrutiny Committee (FP&S) – 8 July 2022 / 16 September 2022

Arlene Wood advised that there no items for escalation from these meetings.

Quality & Communities Committee (Q&C) – 5 July 2022 / 9 September 2022

Sinead Braiden advised that the document process for Complaints was raised at the July meeting and this was being monitored. Winter Lessons, Home 1st and the Mental Health Strategy progress report were discussed at the September committee meeting. There were no escalations.

Local Partnership Forum (LPF) – 20 July 2022

Simon Fevre had no items for escalation from the LPF. There had been a further LPF meeting on 21 September 2022, discussions including Action Planning for the iMatter survey, the health and wellbeing of staff and the current system pressures.

Strategic Planning Group (SPG)

David Graham advised that work on the new Strategic Plan is going well and moving forward. There were no escalations.

14 AOCB

As the Chair had not been alerted prior to the meeting of any other business to be raised under this item, she closed the meeting by updating on the dates of the next meetings.

15 DATES OF NEXT MEETINGS

IJB DEVELOPMENT SESSION – FRIDAY 28 OCTOBER 2022

INTEGRATION JOINT BOARD – FRIDAY 25 NOVEMBER 2022

IJB DEVELOPMENT SESSION – FRIDAY 9 DECEMBER 2022